

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 18/07/2018

Meeting to be held commencing 6:30pm
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.



LITCHFIELD COUNCIL MEETING

Notice of Meeting
to be held in the Council Chambers, Litchfield
on Wednesday, 18 July 2018 at 6:30pm

Kaylene Conrick
Chief Executive Officer

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 18 July 2018

1. Open of Meeting

Audio Disclaimer

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

2. Acknowledgement of Traditional Ownership

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

3. Apologies and Leave of Absence

Deputy Mayor Kirst Hunt – Leave of Absence
Cr Mathew Salter – Leave of Absence

4. Disclosures of Interest

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

5. Confirmation of Minutes

THAT the full minutes of the Council Meeting held 27 June 2018, 16 pages, be confirmed.

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

6. Business Arising from the Minutes

THAT Council receives and notes the Action Sheet.

Resolution Number	Resolution	Action Officer	Meeting Date	Status
15/0175/02	Meeting Procedures By-Laws THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.	CEO	19-11-15	Drafting Instructions with Parliamentary Council for review.
16/0203	Signage, Roadside Vans and Events on Council Land 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body; 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	DCCS	21-09-16	On hold until Meeting By-Laws are progressed.

Reconstruction of Finn Road			
16/0208	<p>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</p> <p>2. allocate \$250,000 (cash in kind) from its 2016/17 approved budget towards the project should its application be successful comprising:</p> <p>General Consultancy \$80,000 Project Management (in kind) \$150,000 Infrastructure Reserve \$20,000 TOTAL \$250,000</p>	DIO	21-09-16
			<p>Council applied for \$4.5 million but received \$1.5 million. Required works have been adjusted to necessary drainage works within the budget received. Design work is complete. The tendering process has closed and Council is awaiting information from NTG on reallocation of funding from the Freds Pass Road Upgrade project to this project.</p>
Acquisition Application of Mira Square - Section 0368 (24) Aldridge Street, Southport			
16/0061	<p>THAT Council:</p> <p>endorses the Acquisition Application of Mira Square, at Section 0368 (24) Aldridge Street, Southport;</p> <p>approves the allocation of a \$20,000 grant to the Southport Progress Association as seed funding for the financial year 2016/17; and</p> <p>allocates \$10,000 annually, commencing in 2017/18 as an operating grant to the Southport Progress Association to manage Mira Square.</p>	DIO	20-04-16
			<p>Council has engaged Clouston Associates to produce a Master Plan of the proposed development on the site, including costings. A draft has been received and is being finalised prior to presentation to Council. Council endorsement of the Master Plan will be sought to enable the submission to NTG for acquisition of the site.</p>

Improvements Berry Springs Waste Transfer Site				
16/0234	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:			Initial works completed. Other improvements are part of the Waste Strategy approved at Council's 16 May 2018 meeting and are programmed to be implemented in the 2018/19 budget.
	DIO			
	19-10-16			
	Video surveillance \$9,882.40			
	1km of new fence & gates \$44,297.00			
	Improved facilities for staff \$10,000.00			
	Installation of waste performance boards \$6,000.00			
TOTAL \$70,179.40				

Litchfield Aquatic Facility Needs Analysis Report

17/0036/4 THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.

CEO

15-02-17

Council is seeking external funds to contribute to the next stage of this project which is undertaking a full feasibility study including detailed design and costing.

Procurement of Operation and Maintenance Contract for Council Streetlights

THAT Council:

1718/125	<p>1. authorises the Chief Executive Officer to negotiate with City of Darwin to enter into agreement for City of Darwin to provide selected services from its contract with Top End RACE for operation and maintenance of streetlights;</p> <p>2. authorises the Chief Executive Officer to enter into a supply agreement with the City of Darwin for operation and maintenance services for streetlights and supply of streetlight luminaires, should negotiations outlined in Part 1 be acceptable; and</p> <p>3. publish this decision on Council's website.</p>	CEO	13-12-17	Contractual arrangement with the City of Darwin for the maintenance and operations of streetlights are being finalised.
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Litchfield Library Service Needs Study

THAT Council:

15.7	<p>1. Receive the Library Services Needs Study;</p> <p>2. Authorises the Chief Executive Officer to enter into discussions with NTL to investigate funding arrangements for the transfer of the operations and management responsibilities for the library service at Taminmin College to Council;</p> <p>3. Undertakes its due diligence to fully understand the financial implications of assuming responsibility for a Litchfield library service; and</p> <p>4. Receive a further report, no later than the April 2018 meeting, on the discussions and due diligence undertaken in regard to a transfer of the responsibility of the public library service to Council.</p>	DCCS	17-01-18	Completed. Council receiving report for decision at July Council Meeting.
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Parkin Road Widening Through Road Opening

THAT Council:

- | | | | | |
|----------|---|----------|-----|---|
| 1718/234 | 1. resolved to proceed with the road opening process for a 5m wide strip of Section 674, Hundred of Cavenagh to form part of the Parkin Road road reserve;
2. advertise for a period of 28 days and publish the required notifications under the Local Government Act to advise the public of Council's intention to open this section of road;
3. approve the issue of the required Government Gazette notice; and
4. 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. | 16-05-18 | DIO | Council has begun the road opening process. |
|----------|---|----------|-----|---|

Berry Springs Water Advisory Committee - Council Representative

- | | | | | |
|----------|--|----------|---------|---|
| 1718/240 | THAT Council appoints Councillor Barden as its nominated representative to lodge an Expression of Interest for the Northern Territory Government Department of Environment and Natural Resources Berry Springs Water Advisory Committee. | 16-05-18 | CEO/DIO | Nomination sent in by 30 May 2018. Waiting on confirmation from the NTG Department. |
|----------|--|----------|---------|---|

Mobile Work Force Service Review

- | | | | | |
|----------|---|----------|-----|--|
| 1718/256 | THAT Council refers the review of the Mobile Work Force service review to the 2019/20 Budget development process. | 27-06-18 | DIO | Completed. To be referred to 2019/20 budget process. |
|----------|---|----------|-----|--|

Land Acquisition and Road Opening associated with the Realignment of Freds Pass Road between Beaumont Road and Strangways Road					
1718/261	THAT Council: 1. approve the purchase of 780m2 from Lot 7 (150) Freds Pass Road at a cost of \$10,000, upon signed agreement from the landowner and upon the conclusion of the road opening process; and 2. proceed with a road opening over this portion of land and authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the new road reserve.	27-06-18	DIO	Council has begun the road opening process.	

RFT18-163 Freds Pass Upgrade - Award				
1718/263	THAT Council award a contract for RFT18-163 Freds Pass Road Upgrade to Allan King and Sons in accordance with their submitted tender, at \$690,213 (GST inclusive) over the 12-week contract.	27-06-18	DIO	Completed. Tender awarded.

Community Event on Council Land				
1718/265	THAT Council: 1. agrees to provide the Humpty Doo Scouts with permission to hold a one-off community event on August 25, 2018 on 320 Arnhem Highway, Humpty Doo providing the Event Organiser satisfactory meets Council requirements to ensure the safety of the people at the event and the general community affected by the event, including: a. An Event Plan incorporating a site plan; b. A Traffic Management Plan, including a car parking diagram; c. A risk Management Plan, including current public liability insurance certificate; and d. Any other documentation requested by Council 2. delegates to the Chief Executive Officer or her delegate to sign-off on the documentation outline above, to provide the appropriate permission; and 3. acknowledges that this permission is once off and does not guarantee access to the site for future events.	27-06-18	DCCS	Completed. Group advised permission granted to undertake event at location.

1718/266	<p>Natural Disaster Relief and Recovery Arrangements (NDRRA) January Monsoonal Trough and Cyclone Marcus</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. notes the expenditure and progress of the recovery works completed for Cyclone Marcus; and 2. endorses the commencement of works for roads affected by the Monsoonal Trough - January 2018, estimated to cost \$1,866,750.25, without the approval from NDRRA. 	27-06-18	DIO	Design and scoping works underway for repairs.
1718/267	<p>Improving the Productivity of the Mango Industry Project</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. receives and notes the Business Case Improving the Productivity of the Mango Industry in Litchfield Municipality; 2. endorses seeking external funding to realise the Improving the Productivity of the Mango Industry Project (the sealing of 15.2kms of the four key mango industry roads), estimated to cost approximately \$20.1m; 3. provides in-principle support to contribute up to \$5m to the project. This in-principle support would require a Council resolution and budget allocation, at a later date, to proceed with the project; and 4. endorses the Improving the Productivity of the Mango Industry Project, as one of Council's Top 3 Advocacy Projects. 	27-06-18	CEO	Meetings have commenced. To date meetings have been held with Minister Lawler, Garry Higgins and Regional Development Australia (RDA)
1718/268	<p>Acquittal of Special Purpose Grants</p> <p>THAT Council approve the partial acquittal forms of the Special Purpose Grants for the installation of Litchfield Council Solar System to the value of \$28,720 as at 20 June 2018 and the upgrade to the Irrigation System at Howard Park Reserve to the value of \$13,585 as at 30 June 2018.</p>	27-06-18	DCCS	Completed. Acquittals sent to Department Housing and Community Development.

Mobile Work Force Shed Construction Update

1718/257	THAT Council: 1. receive this report for information; and 2. approve the Special Purpose Grant Acquittal Form for 30 June 2018 to the Northern Territory Government for Grant HCD2017/01687	27-06-18	DIO	Preliminary design work, including cost estimates, commenced. Contract scheduled to be advertised in September 2018 for a project within budget.
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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 18 July 2018

7 Presentations

8 Petitions

9 Public Forum

10 Accepting or Declining Late Items

11 Notices of Motion

12 Mayors Report

12.1 Mayor's Report



COUNCIL REPORT

Agenda Item Number: 12.1
Report Title: Mayor's Monthly Report
Report Number: 18/0119
Meeting Date: 18/07/2018
Attachments: Nil

Purpose

A summary of the Mayor's attendance at meetings and functions representing Council for the period 28 June 2018 to 18 July 2018.

Summary

Date	Event	Comment
28 June 2018	Palmerston & Litchfield Mayors & CEO	Inaugural Bi-monthly meeting
	Litchfield Annual Community Grants	Grants Award Evening
29 June 2018	Meeting with Minister Infrastructure, Planning & Logistics	Litchfield Council's Strategic Plan Mango Industry Strategic Roads Project Future Community Infrastructure
	Territory FM	Regular radio interview
30 June 2018	Darwin Community Art	New location opening
1 July 2018	Self-Government in the NT & Australian Citizenship Ceremony – speakers Green – Parliament House	40 th Anniversary
4 July 2018	Resident meeting	Off-site
	Garry Higgins – Local Member for Blain	Mango Industry Strategic Roads Project
	Department of Infrastructure, Planning & Logistics	NT Government Swimming Pool Safety Reform Consultation – Presentation
	Councillor Briefing Session	Regular monthly meeting
6 July 2018	Territory FM	Regular radio interview
	Diplomatic Heads of Mission	Welcome to the Northern Territory

Date	Event	Comment
9 July 2018	Litchfield Women in Business	Dry Season Event – Boosting Business Innovation in Litchfield
10 July 2018	Howard East Water Meeting	Regular meeting
12 July 2018	NT Farmers Association	Mango Industry Strategy Roads Project
13 July 2018	Territory FM	Regular radio interview
15 July 2018	Pink Stumps Cricket Match	Community sports event
17 July 2018	LGANT Executive Meeting	Regular meeting
18 July 2018	One on One Media Coaching	Professional Development
	Council Meeting	Ordinary Meeting

Recommendation

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



LITCHFIELD COUNCIL MEETING

Wednesday 18 July 2018

13 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.

- | | | |
|-----------------|---|--|
| Mayor Bredhauer | - | Howard East Water Advisory Committee |
| Cr Barden | - | AACo Community Reference Group |
| | - | Freds Pass Upgrade Reference Group |
| Cr Simpson | - | Freds Pass Sport & Recreation Management Board |
| | - | Freds Pass Rural Show Committee |



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 18 July 2018

14 Finance Report

14.1 Finance Report June 2018



COUNCIL REPORT

Agenda Item Number:	14.1
Report Title:	Council Finance Report – June 2018
Report Number:	18/0113
Meeting Date:	18/07/2018
Attachments:	Nil

Purpose

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

Recommendation

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

Background

This report comprises the original budget along with year-end forecast. Forecasting includes all projects carried over from the prior financial years and current budget year variations.

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

The end of financial year result is expected to be \$2,670,238 favourable to Budget with a surplus result of \$5,920,089 forecast.

Over the 2017/18 financial year, outstanding rates from prior years reduced by \$1,019,735.

The forecasted total revenue for 2017/18 has increased by \$2.16m compared to the May 2018 with the receipt of an additional grant from the NTG Department of Tourism and Culture.

The forecasted total expenses for 2017/18 has decreased by \$332k compared to the May 2018 financial report. This reduction in forecast is mainly a result of reduced expenditure in road maintenance for the 2017/18 financial year due to additional resources used from the clean-up of Cyclone Marcus. All costs incurred from the clean-up of Cyclone Marcus will be reimbursed by the Natural Disaster Relief and Recovery Arrangement (NDRRA) at a later date.

The overall forecasted surplus for 2017/18 has increase by \$2.49m compared to the May 2018 financial report mainly a result of additional grant funding.

Finance Report

June 2018

**LITCHFIELD
COUNCIL**



Community effort is essential

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SECTION 1

CONSOLIDATED FINANCIAL STATEMENTS

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

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

CONSOLIDATED OPERATING STATEMENT

	2017/18 Budget	2017/18 Actual	2017/18 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Rates	9,697,195	9,829,272	9,829,272	132,077	1
Statutory Charges	33,500	64,359	64,359	30,859	2
User Charges	1,217,955	1,271,633	1,271,633	53,678	3
Grants, subsidies & contributions	5,294,974	7,907,679	7,907,679	2,612,705	4
Investment Income	725,000	682,220	682,220	(42,780)	5
Reimbursements	0	60,224	60,224	60,224	6
Other Income	43,000	158,575	158,575	115,575	7
TOTAL REVENUE	17,011,624	19,973,962	19,973,962	2,962,338	
EXPENSES					
Employee Costs	5,973,624	5,541,510	5,887,106	83,518	8
Auditor Fees	41,000	38,710	38,710	2,290	
Bad and doubtful Debts	0	4,419	4,419	(4,419)	9
Elected Member Expenses	245,787	206,897	226,569	19,218	
Election Expenses	136,710	124,300	124,300	12,410	
Cemetery Operations	266,500	269,766	300,093	(33,593)	10
Contractors	4,505,358	4,343,209	4,846,283	(340,925)	11
Energy	231,600	206,030	217,917	13,683	
Insurance	223,599	221,790	221,790	1,809	
Maintenance	530,628	539,738	549,425	(18,797)	12
Legal Expenses	173,000	100,376	100,376	72,624	
Donations and Community Support	136,250	122,506	125,203	11,047	
Computer / IT Costs	281,290	281,927	285,486	(4,196)	
Parts, accessories & consumables	188,000	160,733	163,753	24,247	
Professional Services	444,070	413,297	528,989	(84,919)	13
Sundry	384,357	419,081	433,454	(49,097)	14
TOTAL EXPENSES	13,761,773	12,994,289	14,053,873	(292,100)	
RESULT	3,249,851	6,979,673	5,920,089	2,670,238	

Explanations for Forecast variances to Original Budget

Note 1 – Additional income received in Rates and Waste Charges as well as reimbursement of legal fees from rates and charges applied to properties.

Note 2 – Additional income received from the introduction of Dog Registrations into the Litchfield Municipality.

Note 3 – Overall an increase in revenue as a result of the introduction of an Administration fee and increased income from prepayments of plots at Thorak Regional Cemetery. This is offset by numerous factors including a reduction in developments and subdivisions budgeted for 2017/18 and ceasing of the Information Services contract with City of Palmerston.

Note 4 – Remainder of Anzac Parade Improvement Grant (\$724k), an increase in Roads to Recovery Funding (\$219k), Streetlight Maintenance Reimbursement granted from NTG (\$16k), Kitchen Refurbishment Grant from Howard Park Reserve (\$15k), Solar System Grant (\$79k), Department Tourism and Culture Grant (\$2m), Humpty Doo Village Green Kitchen Upgrade (\$33k) and a decrease in expected Developer Contributions for the year ended 30 June 2018 (\$606k).

Note 5 – Decrease in interest income received due to a reduction in interest from ratepayers outstanding debt and investment income received from term deposits held.

Note 6 – Reimbursement of agreed private works undertaken by Council for Department of Infrastructure for Parkin Road Widening and Workers Compensation reimbursements.

Note 7 – Other income received to date mainly comprises insurance claim proceeds, fuel tax credits refunds, penalty interest applied to contractor for excessive time taken for the completion of the 2017/18 Road Reseal Program and NTEC Election fines received totalling \$12,376 (excludes expenditure from NTEC).

Note 8 – Reduction in Employee costs at Thorak Regional Cemetery and related training in other areas of Council.

Note 9 - Disputed infringement – Approval granted for reversal.

Note 10 – Increased Cemetery operations expenses offset against reduction in employee costs.

Note 11 - The costs associated with the general maintenance after cyclone Marcus has equated to \$738,877, with an additional \$33,820 committed and awaiting payment. Also, \$140k reduction in Road Maintenance and savings in the transfer of waste to Shoal Bay.

Note 12 - The inclusion of the tree management program approved by Council at November's Meeting (Resolution 1718/102).

Note 13 – Developer Contribution Plan budget remaining from the 2016/17 financial year and the Litchfield Library Services – Feasibility Study. Also, includes casual staff for the Waste Transfer Stations during and prior to the advertising of casual positions to offset against employee costs.

Note 14 – Increase in sundry expenses offset against other expenditure items within the Works department and the additional costs for advertising and managing recruitment of vacancies within Corporate. In addition to an increase in costs for postage and printing in the Finance Department for the Reminder Rates notices in line with Council's Debt Collection Policy.

CONSOLIDATED BALANCE SHEET at 30 June 2018

	31 May 2018	30 June 2018	Movement +ve (-ve)
CURRENT ASSETS			
Cash & Cash Equivalents	1,239,495	2,215,070	975,575
Trade and Other Receivables	1,852,247	1,665,149	(187,098)
Other Financial Assets	19,005,513	20,586,716	1,581,203
TOTAL CURRENT ASSETS	22,097,255	24,466,935	2,369,680
NON CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	255,809,289	254,413,482	(1,395,807)
Other Non-Current Assets	6,843,941	7,294,461	450,520
TOTAL NON CURRENT ASSETS	262,653,230	261,707,943	(945,287)
TOTAL ASSETS	284,750,485	286,174,878	1,424,393
CURRENT LIABILITIES			
Trade and Other Payables	810,029	1,037,779	(227,750)
Provisions	548,984	567,717	(18,733)
TOTAL CURRENT LIABILITIES	1,359,013	1,605,496	(246,483)
NON CURRENT LIABILITIES			
Provisions	428,792	432,846	(4,054)
TOTAL NON CURRENT LIABILITIES	428,792	432,846	(4,054)
TOTAL LIABILITIES	1,787,805	2,038,342	(250,537)
NET ASSETS	282,962,680	284,136,536	(1,173,856)
EQUITY			
Accumulated Surplus	19,892,364	19,072,171	(820,193)
Asset Revaluation Reserve	243,311,730	243,311,730	-
Other Reserves	19,758,586	21,752,635	1,994,049
TOTAL EQUITY	282,962,680	284,136,536	1,173,856

Cash and cash equivalents have increased by \$975,575 due to incoming grants and payments of outstanding debts.

Other Financial Assets have increase by \$1,581,203 from 31 May 2018 due to surplus funds received and invested for future use.

Trade and Other Receivables have reduced by \$187,098 from 31 May 2018 due to the collection of both prior year and current year rates. All current year instalments are now due and payable.

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

Other Non-Current Assets represent the projects that remain work in progress as at 30 June 2017 ie. Anzac Parade Infrastructure Upgrade, Freds Pass Reserve Capital Improvements and Freds Pass Road Infrastructure Upgrade as well as the capital projects commenced 2017/18 financial year.

Estimate of Net Cash position and Current ratio

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

As identified in Section 5 of this report, Litchfield Council's liquidity KPI is easily met with 30 June 2018 current ratio equalling 15.24.

$$\text{Current ratio} = \frac{\text{Current Assets (less: Provision for Doubtful debt)}}{\text{Current Liabilities}}$$

$$= \frac{24,466,935}{1,605,496} = 15.24$$

$$\text{Net Cash Position} = 24,466,935 - 1,605,496 = \$23 \text{ million}$$

SECTION 2

OPERATING POSITION BY DEPARTMENT

The 2017/18 rates and charges have been applied to properties and “raised” in Council’s accounts, which is reflected in both Finance and Waste Management year to date revenue totals.














Overall expenditures year to date are 92% of the annual budget. As some operational expenditures are not evenly spread across the financial year, the overall spent is reasonable, with major operational road maintenance expenditure to occur close to the end of the financial year.

The expenditure within Works have increased by \$738k this month as a result of the natural disaster clean-up costs after Cyclone Marcus with additional costs of at least \$34k yet to be invoiced. These costs will be reimbursed by the Natural Disaster Relief and Recovery Arrangement (NDRRA) at a later date.

	2017/18 Budget	2017/18 Actual	2017/18 Forecast	Forecast Variance +ve (-ve)
REVENUE				
Council Leadership	0	13,922	13,922	13,922
Finance	8,174,865	8,269,656	8,269,656	94,791
Information Services	27,500	3,106	3,106	(24,394)
Works	2,467,580	2,746,134	2,746,134	278,554
Planning	162,430	52,619	52,619	(109,811)
Waste Management	2,986,838	2,995,508	2,995,508	8,670
Community	79,500	118,682	118,682	39,182
Regulatory Services	34,000	65,354	65,354	31,354
TOTAL REVENUE	13,932,713	14,264,981	14,264,981	332,268
EXPENSES				
Council Leadership	1,071,161	1,019,594	1,057,776	(13,385)
Corporate	466,900	438,350	471,790	4,890
Information Services	469,156	433,689	451,742	(17,414)
Finance	1,522,941	1,389,188	1,517,002	(5,939)
Works	3,112,938	3,092,390	3,523,829	410,891
Planning	609,494	620,566	668,101	58,607
Waste Management	2,828,104	2,484,778	2,620,356	(207,748)
Community	1,285,840	1,294,380	1,365,797	79,957
Mobile Workforce	1,226,644	1,123,587	1,215,957	(10,687)
Regulatory Services	376,940	364,629	365,984	(10,956)
TOTAL EXPENSES	12,970,118	12,261,151	13,258,334	(288,216)
OPERATING RESULT	962,595	2,003,830	1,006,647	44,052

NEW INITIATIVES

In addition to Council's year-on-year operating expenses Council resolved to undertake the following New Initiatives in 2017/18. The new initiatives expenditure is included in the operating result above. The table below highlights the expenditure compared to budget to the end of June 2018.

	2017/18 Budget	2017/18 Actuals	2017/18 Forecast	Comments	
<u>2016/17</u>					
Developer Contribution Plan Review	124,309	32,850	64,309	Review in progress	
TOTAL	124,309	32,850	64,309		
<u>2017/18</u>					
Data Backup – Business Continuity	16,000	10,648	14,944	In final stage of projects – awaiting final costings	
Private Roads Strategy	30,000	15,920	15,920	Plan on hold	
Feral Dog Program	10,000	6,301	6,301	COMPLETED - Purchased 8 x Dog Traps	
Promoting Responsible Dog Ownership	10,000	7,091	10,000	COMPLETED - All vouchers have been issued. Invoices for De-sexing vouchers are currently being received	
Southport Progress Association Mira Square	5,000	0	5,000	COMPLETED - Awaiting invoice for payment	
Queen's Baton Relay	10,000	12,743	15,000	COMPLETED– additional \$5,000 donation from Bendigo Bank	
Tree Management*	30,000	48,969	30,000	COMPLETED – Tree Hazard Inspection Report issued to Council + Additional report request after Cyclone Marcus	
Women's Business Network Meetings	10,000	4,128	6,000	Next function 9 th July 2018	
Mayoral Robe & Chain	3,000	2,812	2,812	COMPLETED	
Asbestos Audits on Reserve Infrastructure	10,000	7,220	7,220	COMPLETED	
Meters on Council Bores	15,000	0	15,000	Under investigation with Water Resource Management	
Records Management Improvement	51,000	18,292	51,000	Project commenced - Common Service Agreement with local Council	
TOTAL	200,000	134,124	179,197		

* Additional funds have been approved for Tree Management on Council's Recreation Reserves at Council's November 2017 meeting (Resolution 1718/102).



- On Budget



- Watch Budget



- Outside Budget

CAPITAL BUDGET POSITION

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

	2017/18 Budget	2017/18 Actuals	2017/18 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Works	1,547,377	2,532,547	2,532,547	985,170	1
Waste Management	13,000	25,401	25,401	12,401	2
Planning	763,409	157,791	157,791	(605,618)	3
Mobile Workforce	30,000	2,495	2,495	(27,505)	4
Community	0	2,048,824	2,048,824	2,048,824	5
TOTAL REVENUE	2,353,786	4,767,058	4,767,058	2,413,272	
EXPENSES					
Works	3,486,230	3,234,173	3,978,306	492,076	6
Waste Mgt	305,000	146,009	146,009	(158,991)	7
Mobile Workforce	380,000	3,666	158,666	(221,334)	8
Community	0	1,605,529	1,788,792	1,788,792	9
TOTAL EXPENSES	4,171,230	4,989,377	6,071,773	1,900,543	
CAPITAL RESULT	(1,817,444)	(222,319)	(1,304,715)	512,729	

Explanations for Forecast variances to Original Budget

Note 1 – Grant income received for Anzac Parade Upgrade (\$724k), Roads to Recovery increase (\$182k) and Solar System implementation (\$79k). Finn Road Upgrade grant is not expected to be received until 2018/19, upon commencement of the contract.

Note 2 – Additional income from interest on HDWTS Special Rates not yet paid from prior years and proceeds from disposal of machinery.

Note 3 – Reduction in expected Developer Contributions due to slow down in subdivisions and timing of development completion dates.

Note 4 – The disposal of the MWF tractor will not occur until end of June 2018, due to delays in delivery of the new tractor.

Note 5 – Grant received for the upgrade of Freds Pass Reserve (\$2m) and upgrade of kitchens at Howard Park Reserve (\$15k) and Humpty Doo Village Green (\$33k).

Note 6 – Capital expenditure including Finn Road Upgrade (\$100k), remainder of Anzac Parade Upgrade (\$711k) and Freds Pass / Krichauff Intersection property purchase + final instalment (\$33k).













Note 7 – Forklift purchase carried over from 2016/17 (\$35k) and Stamp Duty on Bobcat in excess of budget (\$2k). This is offset by the Waste portion of the MWF Shed. This project has been removed from current forecasting as this project will not commence by 30 June 2018.

Note 8 – The MWF Shed has been removed from current forecasting as this project will not commence by 30 June 2018.

Note 9 – Freds Pass Reserve Upgrade + Howard Park Reserve Irrigation project have been forecast for the current year, carried over projects from prior year. Freds Pass Reserve Upgrade Project will carry over to 2018/19 with approximately \$300,000 remaining funding.

CAPITAL PROJECTS 2017/18 – WORKS

The table below summarises Council's capital works program for the 2017/18 financial year in accordance with the budget and Municipal Plan. Council is continuing to work towards completing projects from 2016/17 financial year and the 2017/18 works program is in its final stages.

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2015/16 and 2016/17						
Anzac Parade Upgrade	30/11/2017	<u>2015/16</u> 1,800,000	1,774,394	1,774,394	25,606	 Completed
Freds Pass Road Upgrade	30/09/2018	<u>2016/17</u> 1,220,500	100,461	1,220,500	-	 Tender awarded – works to commence
TOTAL		3,020,500	1,874,855	2,994,894	25,606	
Projects commencing in 2017/18						
Road Reseal Program	30/04/2018	2,649,404	1,426,548	2,184,498	464,906	 Completed – Awaiting final invoice (exceeded the deadline)
Re-sheeting of Roads	30/04/2018	400,000	355,200	355,200	44,800	 Completed
Shoulder Widening	30/06/2018	300,000	0	0	300,000	 Postponed due to Cyclone clean up works
Safety Rails – Leonino Road	31/03/2018	100,000	88,937	88,937	11,063	 Completed
Finn Road Upgrade	30/09/2018	-	96,954	100,000	(100,000)	 \$1.5m Road Upgrade Grant from NTG Tender to be awarded
William Road – Sealing	15/12/2017	-	168,233	168,233	(168,233)	 Completed
Carveth Road – Sealing	15/12/2017	-	76,996	76,996	(76,996)	 Completed
Mocatto Road – Survey and Detailed Design	31/03/2018	-	65,053	65,053	(65,053)	 Completed
Chibnall Road – Survey and Detailed Design	31/03/2018	-	60,602	68,840	(68,840)	 Completed - awaiting final invoice
Horsnell Road – Survey and Detailed Design	31/03/2018	-	84,544	91,660	(91,660)	 Completed - awaiting final invoice
TOTAL		3,449,404	2,423,067	3,199,417	249,987	



- On Budget






- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2017/18 – RECREATION RESERVES

The table below is Council's capital projects for Recreation Reserves still in progress from the 2015/16 and 2016/17 financial years in accordance with the Budget and Municipal Plan.

Recreation Reserve Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2015/16 and 2016/17						
Howard Park Reserve – Scout Roof Upgrade	31/12/2017	<u>2015/16</u> 125,095	122,723	125,095	-	 Completed
Howard Park Reserve – Irrigation Upgrade	31/12/2017	<u>2016/17</u> 20,000	6,820	20,000	-	 Special Purpose Grant – awaiting final invoice
FPR – Improvements	31/12/2017	<u>2016/17</u> 3,000,000	2,534,314	3,000,000	-	 In Progress
TOTAL		3,145,095	2,663,857	3,145,095	-	



- On Budget



- Watch Budget



- Outside Budget

SECTION 3

CASH ON HAND & INVESTMENTS

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

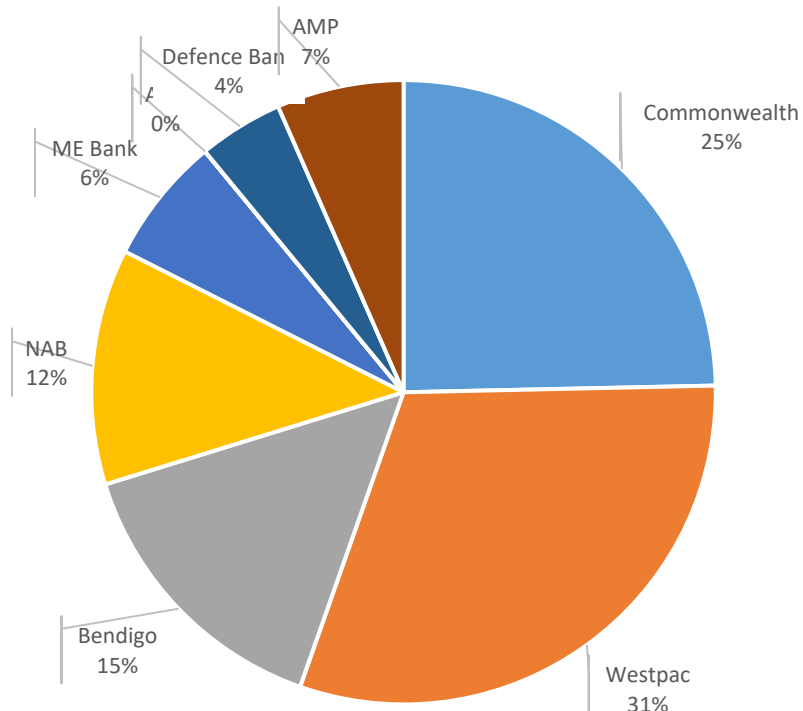
	31 MAY 2018	30 JUNE 2018	VARIANCE	COMMENT
Investments (Incl. Trust Account)	18,620,636	20,242,798	1,622,162	Additional funds invested
Business Maxi Account	351,570	351,709	139	Interest Received
Operating Account	862,261	1,853,404	991,143	Awaiting monthly expenditure
TOTAL	19,834,467	22,447,911	2,613,444	

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
16/04/2018	1,542,129	91	NAB	2.62%	16/07/2018	10,073
16/08/2017	1,550,000	365	Westpac	2.66%	16/08/2018	41,230
26/08/2017	1,030,296	365	CBA	2.60%	26/08/2018	26,788
07/09/2017	1,044,927	365	CBA	2.57%	07/09/2018	26,855
21/09/2017	1,545,000	365	CBA	2.61%	21/09/2018	40,325
28/09/2017	1,000,000	365	CBA	2.62%	28/09/2018	26,200
12/04/2018	1,500,000	182	ME Bank	2.70%	11/10/2018	20,195
30/11/2017	1,019,447	365	Westpac	2.64%	30/11/2018	26,913
15/06/2018	1,541,885	180	Bendigo	2.80%	12/12/2018	21,291
04/12/2017	1,226,128	365	Westpac	2.64%	04/12/2018	32,370
25/06/2018	242,823	182	NAB	2.81%	24/12/2018	3,402
27/06/2018	1,000,000	203	NAB	2.81%	16/01/2019	15,628
08/02/2018	1,000,000	365	CBA	2.64%	08/02/2019	26,400
28/06/2018	1,500,000	252	AMP	2.93%	07/03/2019	30,344
19/03/2018	1,000,000	365	Westpac	2.70%	19/03/2019	27,000
31/05/2018	1,000,000	365	Defence Bank	2.85%	31/05/2019	28,500
25/06/2018	1,500,000	365	Bendigo	2.80%	25/06/2019	42,000
30/06/2017	163		ANZ			
TOTAL INVESTMENTS	20,242,798					445,514

TOTAL FUNDS BY INSTITUTION



FINANCIAL RESERVES

Changes made to the FIN04 Financial Reserves policy have now been reflected in the reserve balances.

	Balance at 1 July 2017	Transfer TO	Transfer FROM	Net Movement	Balance at 30 June 2018
Externally Restricted Reserves					
Developer Contribution Reserve	781,571	157,791	-	157,791	939,362
Unexpended Grants and Contributions	4,279,118	3,992,586	(3,654,579)	338,007	4,617,125
Internally Restricted Asset Related Reserves					
Property Reserve	465,472	-	(465,472)	(465,472)	-
Plant and Equipment Reserve	36,683	-	(36,683)	(36,683)	-
Infrastructure Reserve	2,216,026	-	(2,216,026)	(2,216,026)	-
Asset Reserve	-	10,922,989	-	10,922,989	10,922,989
Internally Restricted Other Reserves					
Waste Management Reserve	4,061,952	238,807	-	238,807	4,300,759
Election Reserve	25,044	74,956	-	74,956	100,000
Disaster Recovery Reserve	790,388	-	(790,388)	(790,388)	-
Strategic Initiatives Reserve	1,287,239	-	(787,239)	(787,239)	500,000
TOTAL	13,943,493	15,387,129	(7,950,387)	7,436,742	21,380,235

SECTION 4

DEBTORS

SUNDRY DEBTORS

Total Sundry Debtors at 30 June 2018 is \$140,213 compared to \$30,691 at 31 May 2018, a reduction of \$109,522 due to liquidated damages penalty raised for Council's road reseal contract.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	\$1,949	\$1,208	\$19	\$1,462	\$4,638
Infrastructure	\$114,337	\$250	\$0	\$12,080	\$126,667
Recreation Reserves	\$7,113	\$825	\$430	\$540	\$8,908
TOTAL	\$123,399	\$2,283	\$449	\$14,082	\$140,213
% of total sundry debtors	88.0%	1.6%	0.3%	10.1%	

Action summary of 90 Days Debtors:

Company under Administration – further advice regarding payment status to be received from Administrators (Allowance for Doubtful Debts is recognised)	\$5,907
Debtor sent to Debt Collectors	\$2,301
Debtor on Payment Plan	\$192
Debtor on Payment Plan	\$1,280
No permit provided, until payment is received	\$2,400
Company under Administration	\$1,462
Paid - 04/07/2018	\$400
Statement Re-sent	\$90
Statement Re-sent	\$50
TOTAL	\$14,082

Please note, Sundry debtors exclude rate debtors and infringements.

FINES AND INFRINGEMENTS

At 30 June 2018 Council has 76 infringements outstanding with a balance of \$27,133 a decrease of \$730 in outstanding infringements compared to 31 March 2018 due to payment of outstanding infringements.

	September 2017	December 2017	March 2018	June 2018
Number of Infringements outstanding	97	95	102	76
Balance of Infringements outstanding	\$29,276	\$27,945	\$27,863	\$27,133

Seventy (70) infringements have been sent to the Fines Recovery Unit (FRU), three (3) have received reminder notices and three (3) infringement has been issued recently.

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

OUTSTANDING RATES

Council's Debt Recovery Policy FIN05 guides the collection of outstanding rates. Recovery of rates continues to be an area of focus with Council's performance in recovering outstanding rates improving each month. Council continues to use the services of Territory Debt Collectors to collect rate assessments in arrears. Rates in arrears have reduced by \$164,131 in the month of June.

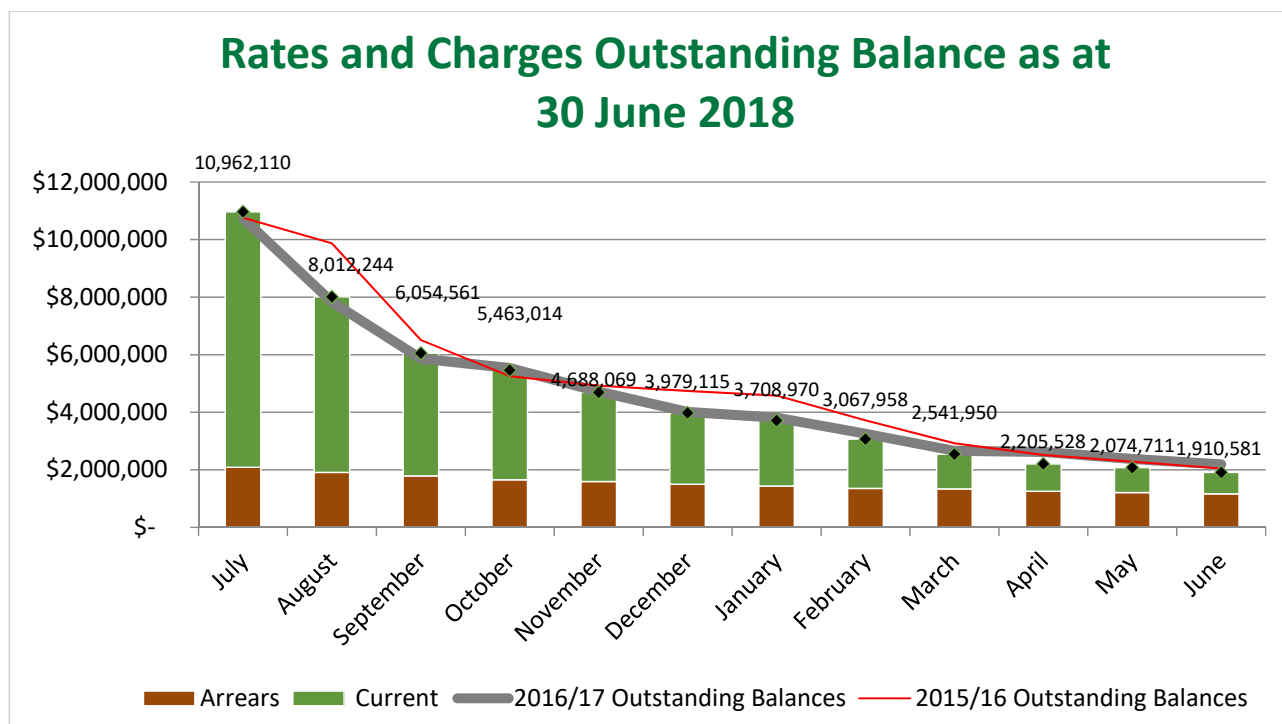
The below table illustrates the split of prior years' outstanding rates:

	BEGINNING OF 2017 (30 JUNE 2017)	PRIOR MONTH (MAY 2018)	CURRENT MONTH (JUNE 2018)	VARIANCE
COMMERCIAL	\$33,747	\$26,445	\$21,301	\$5,144
MINING	\$50,174	\$54,406	\$54,462	(\$56)
NON-RATEABLE MINING	\$515	\$0	\$0	\$0
NON-RATEABLE WASTE	\$21,898	\$18,068	\$18,048	\$20
RURAL RESIDENTIAL	\$1,961,673	\$1,094,453	\$1,052,791	\$41,662
URBAN RESIDENTIAL	\$115,566	\$16,665	\$17,237	(\$571)
TOTAL	\$2,183,574	\$1,210,038	\$1,163,839	\$46,199

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

	PRIOR MONTH (MAY 2018)	CURRENT MONTH (JUNE 2018)	VARIANCE
INSTALMENT 1	\$211,538	\$189,850	\$21,688
INSTALMENT 2	\$275,711	\$242,066	\$33,645
INSTALMENT 3	\$377,425	\$314,826	\$62,599
TOTAL	\$864,674	\$746,742	\$117,932






The graph below tracks the total rates owing for the 2017/18 financial year by month and compares outstanding rates to the same time in the previous two financial years i.e. 2015/16 and 2016/17.






SECTION 5

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2017/18 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%		
Current years rates outstanding as at 30 June 2018	<15%		As at 30 June 2018 – 7.8%
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources.	>50%		Rates coverage ratio is 49.21%.
Liquidity ratio	>1:1		Current Ratio equals 15.24
Asset sustainability ratio	90%		Forecast to be 37%

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

SECTION 6

CREDITORS PAID

Creditor accounts paid in June 2018 are listed in below.

Cheque No.	Chq Date	Payee	Description	Amount
Payroll 25	6/06/2018	LC Staff	Payroll Fortnight ending 6 June 2018	147,865.37
Payroll 26	20/06/2018	LC Staff	Payroll Fortnight ending 20 June 2018	191,083.13
854.1403-01	28/06/2018	AMP BANK LIMITED	Term Deposit - Maturity date 7 Mar 19	1,500,000.00
851.273-01	25/06/2018	BENDIGO BANK (INVESTMENTS)	Term Deposit - Matures 29 June 2019	1,500,000.00
853.114-01	27/06/2018	NATIONAL AUSTRALIA BANK LTD (NAB)	Term Deposit - Maturity Date 16 January	1,000,000.00
852.114-01	25/06/2018	NATIONAL AUSTRALIA BANK LTD (NAB)	Term Deposit - Matures 24 Dec 18	242,823.03
854.1137-01	28/06/2018	ALLAN KING & SONS CONSTRUCTION PTY	2 rows of 300mm RCPi Class 4 x 12.2	185,178.11
849.522-01	21/06/2018	FARMWORLD NT PTY LTD	Tractor MF5711.4 with Vortex 190 front mount	146,038.20
848.1047-01	14/06/2018	REMOTE AREA TREE SERVICES PTY LTD	Clearing Roadside for debris / Tree Mgmt Works FPR	142,419.00
854.827-01	28/06/2018	LITCHFIELD GREEN WASTE RECYCLERS	Mulch green waste and cut up logs from Cyclone Marcus	72,721.00
847.409-01	7/06/2018	F & J BITUMEN SERVICES PTY LTD	Numerous Asphalt supply and profiling works	69,848.30
854.126-01	28/06/2018	WATER DYNAMICS (NT) PTY LTD	Freds Pass Upgrade Master Plan Pump & Irrigation	59,070.00
848.374-01	14/06/2018	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld - Pay 25 (06/06/18)	49,853.00
854.374-01	28/06/2018	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld - Pay 26 (20/06/18)	48,666.00
854.280-01	28/06/2018	CITY OF DARWIN	Shoal Bay fees for HDWTS, HSWTS and BSWTS	48,254.40
DD210618	25/06/2018	STATEWIDE SUPERANNUATION PTY LTD	JUN 18 - Super for Pays 23 & 24	45,702.48
848.930-01	14/06/2018	COLEMAN'S CONTRACTING & EARTHMOVING	RFT 119 - Maintenance Grade - Type 2	38,974.00
847.1388-01	7/06/2018	COUNTRY SOLAR NT	Supply and commissioning of a 53kWp DC	31,487.94
849.612-01	21/06/2018	CREMASCO CIVIL PTY LTD	Supply and install galvanized pedestrian railings	28,253.50
847.176-01	7/06/2018	ASAP TREE SERVICE	Tree and Debris removal along roadside	27,940.00
854.1401-01	28/06/2018	GRD & HARDIKA JOINT VENTURE	DP13/0257 - Northstar - Bond Refunds	21,397.76
854.176-01	28/06/2018	ASAP TREE SERVICE	Tree and Debris removal along roadside	19,525.00
DD280518	5/06/2018	WESTPAC CARDS & DIRECT DEBITS	May 2018 - Credit Card Purchases	17,151.20
849.926-01	21/06/2018	JACANA ENERGY	Quarterly account for Streetlights Electricity	16,806.46
849.849-01	21/06/2018	WEX AUSTRALIA (PUMA CARD)	30 May 18 - Litchfield Fuel Account	15,585.00
848.971-01	14/06/2018	MUGAVIN CONTRACTING PTY LTD	Traffic Management Plan - Gulnare Rd	15,235.00
847.87-01	7/06/2018	TOP END LINEMARKERS PTY LTD	RFT 126 - Linemarking after Reseal	13,887.20
848.1099-01	14/06/2018	DAVE'S MINI DIGGA HIRE	Freds Pass Rd Humpty Doo - Clean out drains	12,705.00
847.402-01	7/06/2018	MELBOURNE BUSINESS SCHOOL LTD	Leading for Strategic Success Session - Director CCS	11,700.00

854.1225-01	28/06/2018	ACT Industrial	2m3 bins for transfer stations	11,330.00
849.1252-01	21/06/2018	PETER SHEPARD CARPENTRY	Water damage - Internal Roof / Lift Roof Sheets and re-screw	10,494.00
854.596-01	28/06/2018	AREA9 IT SOLUTIONS - HARDWARE	Jun 18 Service Agreement	7,907.20
847.1065-01	7/06/2018	Mrs M H BREDHAUER	MAY 18 - Mayor Allowances	7,747.71
849.1329-01	21/06/2018	Arafura Traffic Control	Traffic Controllers (including vehicles)	7,309.50
848.414-01	14/06/2018	TOTAL EXCAVATIONS	Quote 571 Edelsten Rd/Stow Rd Repair to shoulders	6,857.40
848.409-01	14/06/2018	F & J BITUMEN SERVICES PTY LTD	RFT-127 - Profile out 3 sections on Trippe Road	6,702.30
854.926-01	28/06/2018	JACANA ENERGY	May 18 - Electricity LC Office/HSWTS/TRC/HDWTS/HPR	6,263.03
848.1021-01	14/06/2018	MCARTHUR (QLD) PTY LTD	Recruitment Fee Director Infrastructure	5,940.00
854.1251-01	28/06/2018	Tactical Coach	DiSC Profiling and Workshop + May 18 Services	5,912.50
854.1063-01	28/06/2018	Miss K J HUNT	20% Allowances Withheld Jul 17 - Jun 18	5,863.86
849.78-01	21/06/2018	POWER & WATER CORPORATION	May 18 - Water usage at HPR / HDWTS / LC Office	5,365.51
847.414-01	7/06/2018	TOTAL EXCAVATIONS	Redcliffe Rd, Alverly Rd & Weaver Rd Drain clean	5,253.60
848.596-01	14/06/2018	AREA9 IT SOLUTIONS - HARDWARE	MICROSOFT WINDOWS SERVER STD CORE 2016 S	5,214.18
854.515-01	28/06/2018	JC ELECTRONIC SECURITY PTY LTD	Replace & Install new cameras at HDWTS after lightning strike	5,096.36
DD290618	29/06/2018	WESTPAC CARDS & DIRECT DEBITS	June 2018 - Credit Card Purchases	4,996.82
848.924-01	14/06/2018	OUTBACK TREE SERVICE	TC Marcus Clean-up Howard Park Reserve	4,950.00
847.971-01	7/06/2018	MUGAVIN CONTRACTING PTY LTD	Quote: 223 - Hinton road - Mugavin Contractors	4,900.00
849.850-01	21/06/2018	HUMPTY DOO DEVELOPMENTS PTY LTD	JULY 18 - MWF shed lease 36 Vereker St	4,570.00
854.1099-01	28/06/2018	DAVE'S MINI DIGGA HIRE	Freds Pass Rd Humpty Doo - Clean out drains	4,510.00
848.87-01	14/06/2018	TOP END LINEMARKERS PTY LTD	RFT 126 - Linemarking after Reseal	4,423.40
854.770-01	28/06/2018	HAYS SPECIALIST RECRUITMENT (AUST.)	James Rogers - HR hrs - wks ending 17 June	4,196.73
854.1320-01	28/06/2018	Russell Kennedy Lawyers	30/4/2018 to 30/5/2018 advice attendance	4,138.75
848.170-01	14/06/2018	NT RECYCLING SOLUTIONS (NTRS)	Berry Springs Howard Springs & Humpty Doo WTSs May 18	4,086.50
849.180-01	21/06/2018	AURECON AUSTRALIA P/L	Contribution Plan - Project	3,286.25
854.78-01	28/06/2018	POWER & WATER CORPORATION	Water usage at HPR / HSWTS / MWF Swipe Cards	3,222.58
854.1053-01	28/06/2018	CSG BUSINESS SOLUTIONS PTY LTD	May 18 - Photocopier Hire and Maintenance	3,195.63
847.1290-01	7/06/2018	Matchez Superannuation Fund (M Salt)	Extra Meeting and Internet Reimburse Jan-Apr 2018	3,147.05
854.158-01	28/06/2018	NT ELECTRICAL GROUP	Repair of electrical damage at Freds Pass Reserve	3,126.95
849.1091-01	21/06/2018	HIQA GEOTECHNICAL	Geo-tech survey for MWF shed at Humpty Doo WTS	2,970.00
848.183-01	14/06/2018	CHRIS'S BACKHOE HIRE PTY LTD	Thorak - Grave digging for the month of June 2018	2,904.00
854.183-01	28/06/2018	CHRIS'S BACKHOE HIRE PTY LTD	Thorak - Grave Digging for May 2018	2,904.00
849.1395-01	21/06/2018	CLOSE THE LOOP LTD	Custom print enviro lines - Pens for Field Day	2,750.00
847.690-01	7/06/2018	TOTAL HYDRAULIC CONNECTIONS (NT) Pty	Numerous repair works to hydraulics on SV3884 & Hyundai	2,665.72
854.414-01	28/06/2018	TOTAL EXCAVATIONS	Quote 578 Thorak Cemetery - Clean under road culvert	2,640.00

854.85-01	28/06/2018	TELSTRA	May 2018 Litchfield Council Phone Account	2,540.10
847.187-01	7/06/2018	NORSIGN	RFT-125 - Numerous LC Special Signs	2,396.90
847.1064-01	7/06/2018	Mrs C M SIMPSON	May 2018 - Councillor Allowances	2,387.05
848.770-01	14/06/2018	HAYS SPECIALIST RECRUITMENT (AUST.)	James Rogers - HR hours weekending 03 June	2,381.89
848.1249-01	14/06/2018	Northern Australia Training & Asses	High risk forklift training for MWF operator	2,375.00
848.144-01	14/06/2018	ORIGIN	Thorak - LP Gas & Delivery	2,364.40
849.690-01	21/06/2018	TOTAL HYDRAULIC CONNECTIONS (NT) Pty	Fit and fix new hydraulic lines to backhoe	2,345.97
847.770-01	7/06/2018	HAYS SPECIALIST RECRUITMENT (AUST.)	James Rogers - HR hours weekending 27 May	2,266.64
849.1199-01	21/06/2018	Herron Todd White (NT) Pty Ltd	Provision of commercial valuation service	2,200.00
847.1063-01	7/06/2018	Miss K J HUNT	MAY 18 - Deputy Mayor Allowances	2,163.50
847.384-01	7/06/2018	Ms C VERNON	Consultancy Services	2,156.00
854.1088-01	28/06/2018	TALENT PROPELLER	Advertising for Administrative Assistant	2,132.24
854.1076-01	28/06/2018	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	Debt Recovery Fees	2,098.71
848.953-01	14/06/2018	HWL EBSWORTH LAWYERS	Professional Services for Litchfield Council	2,076.80
847.78-01	7/06/2018	POWER & WATER CORPORATION	May 18 - Council Office Water bill	1,990.95
847.1068-01	7/06/2018	Mr D S BARDEN	May 18 - Councillor Allowances	1,967.05
849.867-01	21/06/2018	ALL ASPECTS RECRUITMENT & HR SERVICES	Services for Phoebe Hannath (Rates Collection)	1,886.41
854.860-01	28/06/2018	INTECH NT	Replace remote transmitter for compactor	1,837.00
854.806-01	28/06/2018	ZIPPY CLEANING & MAINTENANCE SERVICES	Cleaning of Litchfield Council office	1,789.65
BPAY210	8/06/2018	SENSIS PTY LTD	Thorak - White Pages 01.05.2018 - 03.04.2019	1,718.88
849.28-01	21/06/2018	RURAL FIRE PROTECTION	Monthly inspection of 36 Vereker st and all MWF	1,600.50
849.1220-01	21/06/2018	Girraween Veterinary Hospital	Re-imburement for de-sexing vouchers	1,600.00
847.450-01	7/06/2018	HUMPTY DOO VETERINARY HOSPITAL PTY	Re-imburement for De-sexing Vouchers	1,600.00
849.971-01	21/06/2018	MUGAVIN CONTRACTING PTY LTD	Quote: 233 - Damaged Kerb Stevens/Campbell	1,600.00
854.1386-01	28/06/2018	Mr P M THOMAS	Replace 6 Sprinklers, 2 valves LDPE Pipe	1,390.00
847.1386-01	7/06/2018	Mr P M THOMAS	Repairs to stations 3, 4 and 7, including changing St 6	1,217.00
847.926-01	7/06/2018	JACANA ENERGY	April 2018 - Thorak Electricity Charges	1,177.64
854.187-01	28/06/2018	NORSIGN	RFT-125 - Quote: 333719 - CL1 2400x450 - Brackets	1,167.10
854.1021-01	28/06/2018	MCARTHUR (QLD) PTY LTD	Recruitment of Director of Infrastructure	1,151.71
854.577-01	28/06/2018	ARJAYS SALE & SERVICE PTY LTD	B1-Inspect Solar Light at Brandt rd. 2-	1,133.00
848.1329-01	14/06/2018	Arafura Traffic Control	Traffic Controllers (including vehicles)	1,089.00
848.187-01	14/06/2018	NORSIGN	RFT-125 - D4-5A Obstruction markers	1,080.77
849.367-01	21/06/2018	BUNNINGS GROUP LIMITED	MAY 18 - Powerpass Account	1,014.39
848.28-01	14/06/2018	RURAL FIRE PROTECTION	Inspection and replacement of fire equip	991.10
854.132-01	28/06/2018	AIRPOWER NT PTY LTD	9 x blades for 72inch deck, 9 x blades for 72	943.37
849.596-01	21/06/2018	AREA9 IT SOLUTIONS - HARDWARE	VMWARE VSPHERE 6 ESSENTIALS KIT FOR 3 HO	942.62
848.997-01	14/06/2018	KELLEDYJONES LAWYERS	Review of Rates Declaration 2018/19	935.00
854.266-01	28/06/2018	NT KERBING	Thorak - GOA Memorial Garden	900.00
847.327-01	7/06/2018	Tiger Contracting (NT) Pty Ltd	Ongoing maintenance at Howard Park Reserve	880.00

854.327-01	28/06/2018	Tiger Contracting (NT) Pty Ltd	Ongoing maintenance at Howard Park Reserve	880.00
854.1340-01	28/06/2018	The Drug Detection Agency	9 oral fluid tests	866.25
849.1076-01	21/06/2018	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	Debt Recovery Fees	830.89
848.267-01	14/06/2018	K & J BURNS ELECTRICAL & REFRIGERATION	Carry out works to replace 3 LED Tubes	792.95
854.815-01	28/06/2018	JEFFRESS ADVERTISING	NT News - RFT163 Freds Pass, RFT164 Scrap & RFT166 Mulch	788.79
847.1130-01	7/06/2018	Mair's Only Cleaning	Cleaning for Knuckey Lagoon 04 & 08/6/18	770.00
849.1130-01	21/06/2018	Mair's Only Cleaning	Cleaning for Knuckey Lagoon 18 & 22/06/18	770.00
849.187-01	21/06/2018	NORSIGN	900 x 600 Traffic Hazard reflective signs	755.72
BPAY208	4/06/2018	RTM MOTOR VEHICLE REGISTRY - MVR	Registration - Toyota Hilux - CC30QO - 12 months	737.85
848.100-01	14/06/2018	NT PEST & WEED CONTROL	Pest Control for Knuckey Lagoon Reserve	726.00
848.51-01	14/06/2018	SOUTHERN CROSS PROTECTION	Security services of Litchfield Council	664.93
854.1329-01	28/06/2018	Arafura Traffic Control	Traffic Controllers (including vehicles)	643.50
848.31-01	14/06/2018	TOP END SIGN SALES	Magnetic recycling signs for Techcollect	638.00
849.748-01	21/06/2018	AGMECH SERVICES	Replace hydraulic oil sight glass and se	608.83
854.1060-01	28/06/2018	Ms K CONRICK	Reimbursement - Car Battery purchased + Internet Expenses	597.95
848.132-01	14/06/2018	AIRPOWER NT PTY LTD	Throttle cable for MX5000 tractor	593.78
849.828-01	21/06/2018	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia and disposal od Dog / Desexing Vouchers	591.25
849.1211-01	21/06/2018	Mr G S MAYO	Weekend pound clean/feed 1 Mar 2018 - 18 June 2018	585.00
849.132-01	21/06/2018	AIRPOWER NT PTY LTD	Gear oils and Engine engine oils	563.07
854.928-01	28/06/2018	RSEA PTY LTD	Carbon P2 Carbon masks and other PPE	561.33
849.126-01	21/06/2018	WATER DYNAMICS (NT) PTY LTD	Thorak - Puretec filters and irrigation	553.72
854.1248-01	28/06/2018	Copytime	Printing posters for the Freds Pass Rural Show	550.00
854.766-01	28/06/2018	DARWIN PLANT WHOLESALERS	Thorak - 40 x Murraya Paniculata 200mm	544.50
847.612-01	7/06/2018	CREMASCO CIVIL PTY LTD	Kerbing for Corner of Hicks and Whitewood	541.20
847.226-01	7/06/2018	BARNYARD TRADING PTY LTD	Thorak - 2.5 litre bottle of Termidor	508.64
854.1274-01	28/06/2018	Grace Record Management (Australia)	June 18 - Records Storage	506.59
854.522-01	28/06/2018	FARMWORLD NT PTY LTD	Spare parts for Tractors	485.50
849.1035-01	21/06/2018	AUSTRALIA WIDE TAXATION & PAYROLL	Australia Wide Taxation & Payroll Training	485.00
849.885-01	21/06/2018	HUMPTY DOO DIESEL	20 L of 15/40 diesel engine oil for Tractor	478.50
849.455-01	21/06/2018	MINI-TANKERS AUSTRALIA PTY LTD	Thorak - Diesel Backhoe, Thorak - Diesel	472.44
848.205-01	14/06/2018	SAFE WAY TEST & TAG (David Milner)	Test and tagging for Knuckey Lagoon	462.00
848.886-01	14/06/2018	Mr R J FREEMAN	Rem Tyres/ Rims, and make safe Gas Bottle	460.00
854.1231-01	28/06/2018	Crown Equipment Pty Ltd	Service Forklift on site	452.06
854.205-01	28/06/2018	SAFE WAY TEST & TAG (David Milner)	Test and tag Humpty Doo, test and tag Howard Springs	445.50
854.1008-01	28/06/2018	OUTBACK BATTERIES P/L	Battery for 2016 Toyota Hilux 2.8L Diesel	444.30
848.690-01	14/06/2018	TOTAL HYDRAULIC CONNECTIONS (NT) Pty	New hydraulic hoses on front bucket Cat backhoe	437.70
854.988-01	28/06/2018	FENCE MASTERS (NT) PTY LTD	Fix fence at Howard Springs WTS	434.50
849.159-01	21/06/2018	HUMPTY DOO PLUMBING	Locate bad smells coming from shower at HSWTS	434.00
848.1390-01	14/06/2018	BEAU PETS	Single Nylon Slip Leads 10mm x 120cm, etc	427.00

848.1023-01	14/06/2018	AUSLINE ENGINEERING	Repair crack in frame and modify slasher	423.50
848.790-01	14/06/2018	BOBTOW TILT TRAY SERVICES	Removal of 3 x vehicles from Council Yard	396.00
854.1142-01	28/06/2018	OFFICEMAX AUSTRALIA LTD	Stationary for Replenishing Stock	380.14
854.690-01	28/06/2018	TOTAL HYDRAULIC CONNECTIONS (NT) Pty	Fix Hydraulic hose on Backhoe at Berry Springs WTS	369.41
849.995-01	21/06/2018	WILDKAT HOLDINGS (NT) PTY LTD	Cutting edges for Hyundai Loader	335.60
849.56-01	21/06/2018	COLEMANS PRINTING PTY LTD	Business Cards x 250 Printed CMYK x 1	330.00
849.671-01	21/06/2018	BURSON AUTOMOTIVE PTY LTD (COOLALINGA)	Grease guns and other things for Berry Springs WTS	326.08
854.1278-01	28/06/2018	Seek Limited	Ad for Admin Assistant to Director Infrast & Operations	302.50
849.14-01	21/06/2018	AUSTRALIA POST	3 x 100 stamps for office	300.00
847.1142-01	7/06/2018	OFFICEMAX AUSTRALIA LTD	Stationary for Replenishing Stock	283.13
849.1186-01	21/06/2018	Advanced Safety Systems Australia P	ASSA membership WHS subscription	273.90
848.1396-01	14/06/2018	CSE CROSSCOM PTY LTD (t/a Comm8)	June 18 x 8 Track systems PO: 13010	255.20
848.1344-01	14/06/2018	Prosegur Australia Pty Ltd	Collection of monies from Office Premise	250.25
848.1393-01	14/06/2018	Mrs L J GRANT	Rates Refund	244.00
00413147	1/06/2018	Litchfield Council Petty Cash	Thorak Reimbursement for Petty Cash	236.40
847.61-01	7/06/2018	GREENTHEMES INDOOR PLANT & HIRE	May 2018 - Indoor plant hire	233.50
847.581-01	7/06/2018	Food'll Do	Catering - May 2018 Councillor Briefing	225.00
847.1076-01	7/06/2018	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	Debt Recovery Fees	220.00
854.1404-01	28/06/2018	Ms J WATTS	Reimbursement for Travel Associated Expenses	207.65
847.220-01	7/06/2018	THE BIG MOWER	Thorak - Hydraulic filter HP602768X	204.10
848.450-01	14/06/2018	HUMPTY DOO VETERINARY HOSPITAL PTY	Re-imbursement for 1 x De-sexing Voucher	200.00
847.389-01	7/06/2018	LITCHFIELD VET HOSPITAL	Reimbursement for de-sexing vouchers	200.00
849.508-01	21/06/2018	EASA	Counselling session with psychologist	193.60
849.1181-01	21/06/2018	Odd Job Bob	Install and supply letter box as a Dropbox/Hinges on cupboard	192.50
849.1297-01	21/06/2018	SS Auto Electrics	Replace sensor plug on SV 3882 hydraulic	190.00
849.1023-01	21/06/2018	AUSLINE ENGINEERING	Repair crack in slasher frame SV 388	181.50
847.1034-01	7/06/2018	ELECTRICAL & FIRE SERVICES PTY LTD	Completed routine fire equipment service	181.50
849.855-01	21/06/2018	TENDERLINK	Tenderlink Advertisement - RFT18 - 165 Recycle & Comingle	172.70
854.855-01	28/06/2018	TENDERLINK	Advertising - RFT18-163 Freds Pass Road	172.70
848.506-01	14/06/2018	TURBO'S TYRES	Strip U/S front flat tyre from rim and replace	170.50
849.1142-01	21/06/2018	OFFICEMAX AUSTRALIA LTD	Stationary for Replenishing Stock	157.91
849.928-01	21/06/2018	RSEA PTY LTD	Safety Wear incl Hi Vis and Goggles	154.32
848.874-01	14/06/2018	FIN BINS (VTG Waste & Recycling)	May 18 - HPR + Council Office	151.67
BPAY209	8/06/2018	SENSIS PTY LTD	APR 18 - Monthly Sensis Advertisement	150.63
854.605-01	28/06/2018	Ms L ROBERTS	Reimburse employee Work Boot allowance	150.00
849.515-01	21/06/2018	JC ELECTRONIC SECURITY PTY LTD	Fix cameras at Howard Springs	148.50
848.995-01	14/06/2018	WILDKAT HOLDINGS (NT) PTY LTD	Grease for Howard Springs WTS	148.06
849.1040-01	21/06/2018	SUPER CHEAP AUTO	Mirrors Kioti buggy and Horn for SV 3883	111.03
854.1297-01	28/06/2018	SS Auto Electrics	Remove 2-way radio from SV3883	110.00
854.1344-01	28/06/2018	Prosegur Australia Pty Ltd	Collection of monies from Office Premise	107.25
849.876-01	21/06/2018	NT ICE	30 bags of ice Thursday 7th June 18	102.30

849.1352-01	21/06/2018	KLP Trading Pty Ltd (T/A Pro-Tek)	Repairs to WTS Mobile Phone	100.00
849.389-01	21/06/2018	LITCHFIELD VET HOSPITAL	Re-imburement for de-sexing voucher #09	100.00
847.565-01	7/06/2018	CURBY'S (NT) PTY LTD	Name badges acrylic overlay with magnet	99.00
854.820-01	28/06/2018	CONSOLIDATED BEARING COMPANY (CBC)	Bearings as per quote # QN353087	96.48
847.56-01	7/06/2018	COLEMANS PRINTING PTY LTD	200 Customer Enquiry Cards	93.50
848.1253-01	14/06/2018	Craig Burgdorf	Call out repair drain plug on Zero Turn	93.50
854.886-01	28/06/2018	Mr R J FREEMAN	Remove tyres from rims, fire extinguisher	92.50
854.514-01	28/06/2018	VEOLIA ENVIRONMENTAL SERVICES	May 18 - Monthly Rubbish Removal	92.40
849.1400-01	21/06/2018	Mr S E WEIR	Cat trap return	80.00
847.850-01	7/06/2018	HUMPTY DOO DEVELOPMENTS PTY LTD	Water for MWF shed 36 Vereker st 7-4-18	75.77
847.1344-01	7/06/2018	Prosegur Australia Pty Ltd	Collection of monies from Office Premise	71.50
849.1344-01	21/06/2018	Prosegur Australia Pty Ltd	Collection of monies from Office Premise	71.50
848.1130-01	14/06/2018	Mair's Only Cleaning	Cleaning for Knuckey Lagoon 11 & 15/6/18	70.00
854.1130-01	28/06/2018	Mair's Only Cleaning	Cleaning for Knuckey Lagoon 25 & 29/06/18	70.00
849.287-01	21/06/2018	HARVEY DISTRIBUTORS	Thorak - Trolley Bin Liners RE: PO 13546	67.45
849.51-01	21/06/2018	SOUTHERN CROSS PROTECTION	HDWTS Security Patrols	66.49
847.1245-01	7/06/2018	Rural Rubbish Removal	Rubbish Removal at Knuckey Lagoon May 20	66.00
854.30-01	28/06/2018	TERRITORY SPRINGWATER PTY LTD	Thorak - 6 x 15 litre Bottled water	63.00
847.877-01	7/06/2018	Ms N DAVENPORT	Reimburse for Skin Cancer Checks	52.95
854.1394-01	28/06/2018	DIAL BEFORE YOU DIG SA/NT INC	DBYD Monthly Variable Referral fee for May 2018	52.36
848.220-01	14/06/2018	THE BIG MOWER	Thorak - 5 Litre Synthplus bar/cutter lu	43.95
848.30-01	14/06/2018	TERRITORY SPRINGWATER PTY LTD	Thorak - 4 x 15 Litre bottled water	42.00
854.1250-01	28/06/2018	Identitech Pty Ltd	ID Cards, Postage	41.80
854.795-01	28/06/2018	Mr D I WARBOYS	Reimburse for paying for Sprinkler parts	30.06
847.1294-01	7/06/2018	Clean Fun Pty Ltd (Darwin Laundries)	Wash, dry and fold Linen from Chambers	27.50
854.1294-01	28/06/2018	Clean Fun Pty Ltd (Darwin Laundries)	Wash, dry and fold Linen from Chambers	27.50
849.85-01	21/06/2018	TELSTRA	Telstra Text Message Service	13.75
848.189-01	14/06/2018	HD ENTERPRISES P/L (HD PUMP SALES	Nuts and bolts for Berry Springs WTS	12.65
TOTAL				5,996,545.83

CREDIT CARD TRANSACTIONS

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

Staff Member	Cost Code	Details	Gross (\$)	GST (\$)
Kaylene Conrick CEO	3130.350.515	Parap Bakery - Staff Morning Tea	\$62.80	\$5.71
	WO4084	City of Darwin - Paystay - CEO Carparking CBD	\$10.00	\$0.91
	WO4084	Meals - National General Assembly Canberra CEO & Mayor	\$30.00	\$2.73
	WO4084	Meals - National General Assembly Canberra CEO & Mayor	\$30.00	\$2.73
	WO4048	Taxi - National General Assembly Canberra CEO & Mayor	\$26.57	\$1.27
Deborah Branson Executive Assistant	3700.341.677	Kmart - Chair - Freds Pass Show Stall	\$29.00	\$2.64
	3020.340.672	Mad Harrys - Frame - Aus Citizen Day	\$24.80	\$2.25
	3020.340.672	Coles - Catering - Aus Citizen Day	\$26.50	\$1.68
	3700.341.669	Eventbrite - Registration - October Business Month	\$160.00	\$0.00
	3030.350.602	Facebook - Survey & Municipal Plan advertising	\$97.19	\$8.84
	3020.330.620	Coles - Catering - Councillors Workshop	\$53.65	\$1.50
	3020.330.620	Virginia Tavern - Catering - Councillors Briefing	\$90.00	\$8.18
	3130.350.515	Flowers by Elise - Flowers - Robbie David	\$150.00	\$15.00
	3020.330.500	Vision 6 - Councillor Bulletin	\$9.90	\$0.90
	3130.350.500	Dept Infrastructure Planning & Logistics - Maps - Directors Office	\$154.00	\$14.00
Karina Gates Finance Manager	3130.310.644	Maintaining Resilience Through Change -24/05/18	\$363.00	\$ -
	3700.310.645	Virgin Air - Travel MEL-DRW Silke Strategic Leadership - NOV 18 - Booking Fee	\$2.59	\$0.24
	3700.310.645	Virgin Air - Travel MEL-DRW Silke Strategic Leadership - NOV 18 - Flight Cost	\$199.00	\$42.76
	3130.310.645	Qantas Air - Travel DRW-MLB Silke- Strategic Leadership - NOV 18 - Flight Cost	\$237.90	\$21.62
	3121.350.640	Skymesh NBN Fibre	\$87.25	\$7.93
	3130.350.500	Addprint Aus – Commissioner of Oaths Stamps x 2	\$127.50	\$11.59
Glen Byrnes Waste Manager	3410.350.500	News Express - Receipt Books	\$44.00	\$4.00
	3410.350.515	Woolworths - Staff Amenities	\$90.04	\$5.09
	3430.621.420	RSEA - Micro prismatic Tape	\$ 212.42	\$19.31
	3410.350.515	Woolworths - Staff Amenities	\$13.09	\$1.09
	3410.350.515	Woolworths - Staff Amenities	\$48.83	\$1.85
	W00004238.	Barnyard Trading - Pick up Stix for Trash	\$345.00	\$31.36
	3410.350.508	Totally Work wear - Cowhide Gloves	\$324.00	\$29.45
	WO3980	Kmart Tyre and Auto - Wheel Alignment Navara	\$585.00	\$53.18
	3410.350.644	Eurocar Melb A/Port - Credit for Overcharge	\$(1.46)	
Justin Dunning MWF Manager	3800.350.515	Woolworths - Ice	\$25.20	\$2.29
	3800.310.644	Lessons Learnt - W Smith attend Maint Resilience through Change - 24/05/18	\$370.26	\$33.66
Vicky Wellman Thorak Manager	23000.375.577	East Coast Lubes - M/Vehicle Wash 20L	\$309.24	\$28.11
Sharon Mc Taggart Regulatory Services Manager	4040.435.560	Howard Springs Pet Supplies	\$40.00	\$3.64
	4040.310.644	Enterprise Rent a Car for AIAM Meeting	\$180.75	\$16.43
	4040.350.503	Aus Ins of Animal Mgmt Member Renewal S Taggart	\$30.00	\$2.73
	4040.350.503	Aus Ins of Animal Mgmt Member Renewal - N Davenport	\$30.00	\$2.73
	4040.435.056	Coles - Ratsak	\$11.00	\$1.00
	4040.435.560	Saddleworld - Dog Food	\$96.00	\$8.73
	3130.350.515	Coles - Gift Card for Leaving Employee Phil	\$25.00	\$ -

Staff Member	Cost Code	Details	Gross (\$)	GST (\$)
Herb Backers	3200.375.525	iPhone 5s Case	\$49.00	\$4.45
Works Manager	W4167.30	Big W - Clock	\$25.00	\$2.27
	3400.375.525	Big W - Light Cable	\$10.00	\$0.91
	3200.375.525	Big W - iPhone 7 Case	\$39.00	\$3.55
	3200.375.525	Bib W - USB Dock & Cable	\$19.80	\$1.80
	3400.375.525	USB - Kmart	\$56.00	\$5.09
TOTAL			\$4,948.82	415.21

Links with Strategic Plan

An effective and sustainable Council

Recommending Officer: **Silke Maynard, Director Community and Corporate Services**

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

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 18 July 2018

15 Officers Reports

- 15.1 Executive Services Quarterly Performance Report Apr-Jun 2018
- 15.2 Community & Corporate Quarterly Performance Report Apr – June 2018
- 15.3 Infrastructure Services Quarterly Performance Report Apr – June 2018
- 15.4 LGANT Nomination of Executive Members
- 15.5 Elected Member Allowances and Benefits and Support policy
- 15.6 Municipal Plan & Budget 2018-19
- 15.7 Litchfield Council Fees and Charges 2018-19
- 15.8 Rates Declaration 2019-19
- 15.9 Palmerston and Rural Seniors Committee Sponsorship
- 15.10 July 2018 Summary Planning and Mining Report
- 15.11 PA2018/005 – Concurrent Application
- 15.12 Request for financial support from NT Farmers campaign
- 15.13 Humpty Doo Activity Centre Area Plan – 320 Arnhem Highway
- 15.14 Public Library Services in Litchfield Municipality



COUNCIL REPORT

Agenda Item Number:	15.1
Report Title:	Executive Services Quarterly Performance Report Apr - Jun 2018
Report Number:	18/0101
Meeting Date:	18/07/2018
Attachments:	Nil

Purpose

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

Summary

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

Recommendations

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

Background

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

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

1 Elected Members

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

COUNCIL MEETING ATTENDANCE	HELD	ATTENDED	2017/18
Mayor	3	3	12
Councillor Hunt	3	3	12
Councillor Barden	3	1	10
Councillor Simpson	3	3	12
Councillor Wright (up to 13/9/17)	0	0	2
Councillor Salter (as of 13/9/17)	3	3	11

SPECIAL COUNCIL MEETING ATTENDANCE	HELD	ATTENDED	2017/18
Mayor	1	1	5
Councillor Hunt	1	1	4
Councillor Barden	1	1	5
Councillor Simpson	1	1	5
Councillor Wright (up to 13/9/17)	0	0	1
Council Salter (as of 13/9/17)	1	1	4

COUNCIL RESOLUTIONS	THIS PERIOD	2017/18
Resolutions of Council	115	249

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING ATTENDANCE	HELD	ATTENDED	2017/18
Independent Chairperson	1	1	4
Councillor Hunt	1	1	4
Councillor Barden	1	1	3
Councillor Wright (up to 13/9/17)	0	0	1

Next Risk & Audit Committee scheduled 7 August 2018

THORAK REGIONAL CEMETERY BOARD MEETING ATTENDANCE	HELD	ATTENDED	2016/17
Mayor	3	3	12
Councillor Hunt	3	3	12
Councillor Barden	3	1	10
Councillor Simpson	3	3	12
Councillor Wright (up to 13/9/17)	0	2	2
Councillor Salter (as of 13/9/17)	3	3	11

CONFERENCES, TRAINING AND DEVELOPMENT	EVENT	DATES	2017/18 IN \$
National General Assembly – Annual Australian Local Government Association event - Mayor	17-20 June 2018		\$2,299
DiSC Profiling – All Councillors	2 June 2018		\$275/pp

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

REGISTER OF INTERESTS	NEW THIS PERIOD	TOTAL
ELECTED MEMBER	2	4
STAFF	0	0

REVIEWABLE DECISIONS	RECEIVED	SUCCESSFUL	UNSUCCESSFUL	2017/18
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
Affixation of the Common Seal Funding Agreement	27 June 2018	1718/274
TOTAL FOR FINANCIAL YEAR		3

GIFTS AND BENEFITS REGISTER	NEW THIS PERIOD	TOTAL
ELECTED MEMBER	0	1
STAFF	1	8

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	2	2	0	2

CIVIC EVENTS	DATE	LOCATION	PERSONS	TOTAL
Litchfield Council Annual Community Grants Award Evening	28 June 2018	Council Chambers & Rotunda	30	1
TOTAL FOR QUARTER				1
TOTAL FOR YEAR				4

CITIZENSHIP CEREMONIES	DATE	LOCATION	NUMBER OF PEOPLE	NUMBER OF CEREMONIES
Australian Citizenship Ceremony	23/05/18	Council Chambers	7	1
TOTAL FOR QUARTER			7	2
TOTAL FOR FINANCIAL YEAR			14	2

3 Public Relations

MEDIA -ENQUIRIES & RESPONSES	DATE
Mayors Column – The Sun	8-Apr
Jewish section at Thorak – NT News	12-Apr
Media Release - NT Youth Forum – All Media	20-Apr
Draft Municipal Plan 2018/19 – Facebook	20-Apr
Waste Strategy – Channel 9	24-Apr
Deputy Mayor's Column – The Sun	1-May
Draft Municipal Plan 2018/19 – The Sun	1-May
Community Grants Scheme Open – Facebook	3-May
Community Grants Scheme Open – Facebook	8-May
Council Correction – The Sun	10-May
2018 Community Survey – Facebook	22-May
Media Statement for the Mayor – AACO – All Media	23-May
Palmerston Regional Hospital – NT News	29-May
Jewish section at Thorak progress – NT News	29-May
Aquatic Facility on Hold – The Sun	29-May
Community Grants Scheme Open – Facebook	31-May
Waste Strategy and Rate Report – NT News	3-Jun
Community Grants Scheme Open – All Media	4-Jun
2018 Community Survey – Facebook	5-Jun
Fuel vouchers for Litchy residents – NT News	6-Jun
Road Closure on Freds Pass Road – Facebook	13-Jun
2018 Community Survey – Facebook	13-Jun
Litchfield Women in Business event – Facebook	14-Jun

Media Release – Community Grants Awards – All Media	28-Jun
2018 Community Survey – Facebook	28-Jun
Media Release – 2018/19 draft Municipal Plan and Budget final changes – All Media	28-Jun
Media Release – Community Grants Awards – All Media	28-Jun
Media Release – Productive Roads Project	29-Jun
TOTAL FOR THE QUARTER	24
TOTAL FOR THE YEAR	81

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.

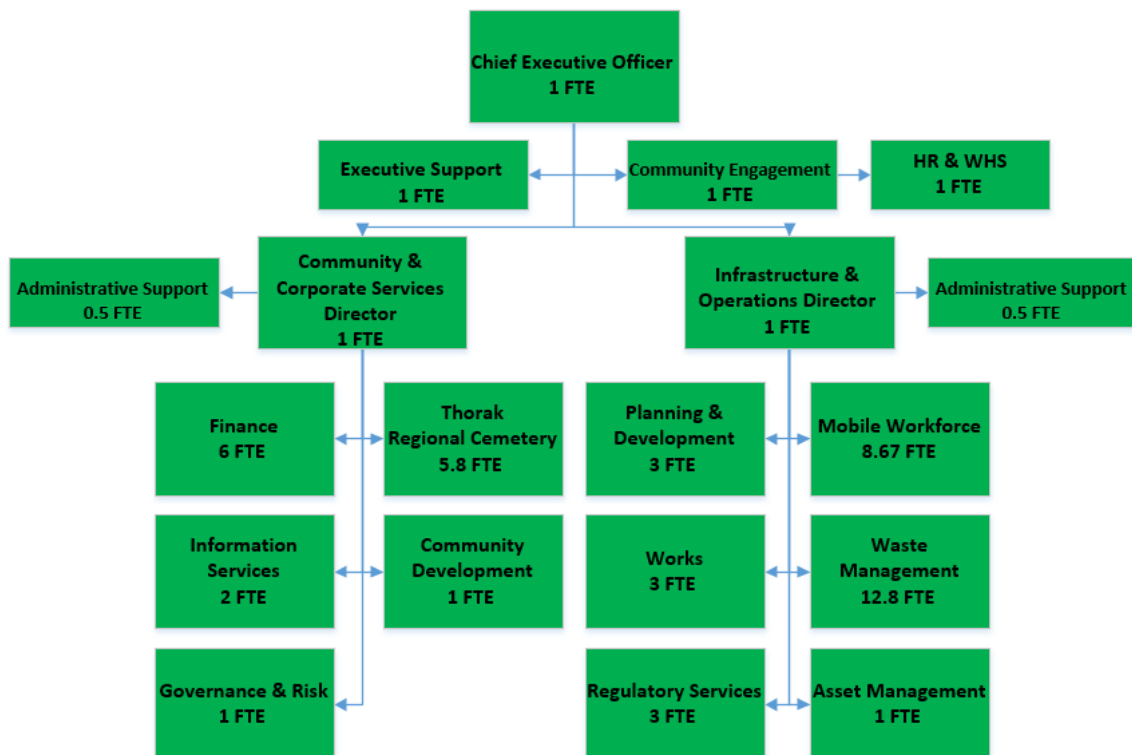
REVIEWED POLICY	TYPE	APPROVED
HR10 Motor Vehicle	Administration	11/4/2018
GOV02 Meeting Procedures	Council	18/4/2018
HR02 Statement of Employment Policies	Administration	19/4/2018
WHS01 Work Health and Safety	Administration	19/4/2018
CEM02 Right of Interment	Council	16/5/2018
GOV12 Land Acquisition Policy	Council	16/5/2018
HR11 Disciplinary Action	Administration	4/6/2018
HR13 Surveillance and GPS Tracking Policy	Administration	4/6/2018
HR12 Travel and Accommodation	Administration	25/6/2018
TOTAL FOR THIS PERIOD		9
TOTAL FOR YEAR		45
NEW POLICY		
TOTAL FOR THIS QUARTER		0
TOTAL FOR YEAR		4

2017/18 STAFFING PLAN

	FINANCIAL YEAR	Qtr 4
DIRECTORATE	BUDGET 2017/18 FTE	Current
Community & Corporate Services	17.3	16.2
Infrastructure & Operations	32.97	30.47
Office of the Chief Executive	4	4
Total full Time Equivalent Staff	54.27	50.67

Current vacancies in this quarter included the Records Management Officer, the Director Infrastructure and Operations, the Ranger as well as the part-time Administration Assistant to the Director of Infrastructure and Operations.

ESTABLISHMENT STRUCTURE



TRAINING

APR – JUN

Category	Number		
IAP2 Engagement Essentials	10 April 2018	Professional Development	4 staff members
Project Management Essentials	3-4 May 2018	Professional Development	Civil Engineer
Waste Conference	8-10 May 2018	Conference	Waste Manager
Professional Development Coach Training – Level 3	9-11 May 2018	Professional Development	CEO
Auditor Training – Becoming a skilled Lead Internal/external Auditor	21-22 May 2018	Professional Development	Governance and Risk Advisor
Senior First Aid	28 June	Corporate Requirement	Customer Service Officer

STAFF TURNOVER RATE

The staff turnover in the quarter is 3.3 %.

6 Tenders and Contracts

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

TENDERS	VALUE	NUMBER	WINNER	RESOLUTION
FREDS PASS ROAD UPGRADE	\$690,213.00	RFT18-163	ALAN KING AND SONS CONSTRUCTIONS PTY LTD	1718/263
SCRAP STEEL	\$100,000.00	RFT18-164	SELL AND PARKER METAL RECYCLING SERVICES NT	WITHIN CEO DELEGATION
CARDBOARD AND COMINGLE RECYCLABLE MATERIALS	\$129,483.42	RFT18-165	NT RECYCLING SOLUTIONS PTY LTD	WITHIN CEO DELEGATION
MULCHING OF GREEN AND TIMBER WAST AT THE TRANSFER STATIONS	\$364,320.00	RFT18-166	HICWAY T/A LITHCFIELD GREEN WASTE RECYCLER	WITHIN CEO DELEGATION

MAINTENANCE OF
PAVEMENT, REPAIRS AND
NEW WORKS

\$227,395.00

RFT18-167

ALAN KING AND
SONS
CONSTRUCTIONS
PTY LTD

WITHIN CEO
DELEGATION

7 Litchfield Women in Business Network

COMMITTEE MEETINGS WITHIN THE QUARTER

Meeting held 15 May 2018

Council Chambers

FUNCTIONS WITHIN THE QUARTER

Nil

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.

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.



COUNCIL REPORT

Agenda Item Number:	15.2
Report Title:	Community and Corporate Services Quarterly Performance Report April – June 2018
Report Number:	18/0102
Meeting Date:	18/07/2018
Attachments:	Nil

Purpose

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

Summary

This report provides Council with an update of activities by the Directorate Community and Corporate Services against the Municipal Plan 2017/18 in the function areas; Finance, Rates, Information Technology, Community Development and Governance and Risk.

Recommendation

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

Background

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

Finance Department

For the period of April to June 2018 the Finance Team has worked on the following projects:

- Assisted with the finalisation of the 2018/19 Municipal Plan and Budget
- Finalised the Fees and Charges 2018/19 for Litchfield Council and Thorak Regional Cemetery.
- Attended to Council's Auditors onsite for a week undertaking preliminary works in preparation for completing the 2017/18 Audited Financial Statements.
- Attended to requests from the Department of Housing and Community Development undertaking the Compliance Review for Litchfield Council.
- Prepared and lodged the 2017/18 Fringe Benefit Return for Litchfield Council.
- Prepared and submitted the 2017/18 Road Grant Return for Litchfield Council.
- Liaised with National Bank to increase the online payment facilities for Council services to also include Dog Registration and other Sundry Debtors.

- Commenced implementation of ezyBill (electronic rates notices).
- Application Form prepared and sent for National Disaster Recovery Relief Arrangement for the January Monsoonal Event.
- Submitted the Quarterly Expenditure Report for Roads to Recovery.

2017-18 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance with management, statutory and regulatory budgeting and reporting	100%	On track	To date, full compliance
Current years rates outstanding as at 30 June 2018	<15%	On track	As per End of June 2018 7.8%
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources	>50%	On track	Rates coverage ratio is 49.21%
Liquidity ratio – ability to pay debts when they are due	>1:1	On track	Current Ratio equals 15.24
Asset sustainability ratio	90%	Off target	Forecast to be 37%

Rates Department

The Finance and Rates Team continue to concentrate on the collection of all outstanding rates debt this quarter, in line with Council's Debt Recovery Policy FIN05.

Below identifies Council's actions from April to June 2018:

- All outstanding ratepayers were contacted (where contact details were known to Council, for others reasonable actions were taken to gain contact details), requesting payment arrangement or payment in full by 30 June 2018.
- The current Debt Collection Agency agreement completed and signed.
- Review of status of all debts currently listed with the external Debt Collection Agency to take further actions (see following below).
- Review of Debt Collection services was undertaken.

Next action involves sending all outstanding rates debts to Debt Collectors if insufficient payment plans or no arrangements are in place.

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

	PRIOR YEAR ARREARS	INSTALMENT 1 Due 31/08/17	INSTALMENT 2 Due 30/11/17	INSTALMENT 3 Due 28/02/18	BALANCE
Commercial	\$21,301	\$7,406	\$10,365	\$11,653	\$50,725
Mining Tenements	\$47,744	\$3,487	\$3,487	\$3,793	\$58,510
Non-Rateable General	\$ 6,718	\$ -	\$399	\$2	\$ 7,119
Non-Rateable Waste	\$18,048	\$465	\$558	\$594	\$19,666
General Rates	\$1,052,791	\$156,490	\$204,049	\$274,786	\$1,688,116
Urban Residential	\$17,237	\$22,002	\$23,208	\$23,998	\$86,445
TOTAL	\$1,163,839	\$189,850	\$242,066	\$314,826	\$1,910,581
TOTAL as at 31/03/2018	\$1,337,603	\$257,027	\$366,911	\$580,409	\$2,541,950
Rates Collected for the quarter Apr to Jun 2018	\$173,764	\$67,177	\$124,845	\$265,583	\$631,369

Rates in arrears has reduced by \$191,689 or 14% compared to the same time last year. The value of prior year arrears rates collected during the quarter was \$173,764. As outlined above, the total prior years outstanding rates and charges as at 30 June 2018 is \$1,163,839.

The 2018/19 Rates are proposed to be declared by Council at the Council Meeting on Wednesday, 18 July 2018.

Rates notices along with the rates newsletter will be posted out at the end of July 2018.

Rates Debt with External Debt Collection Agency

As of 30 June 2018, Council has 205 Assessments listed with the external debt collection agency. The below table gives an overview of the status of those properties.

Status	Number of properties	Total Debt in \$	Comments
Awaiting Settlement	1	12,552.84	Properties sold, bankrupt, mortgagee in possession
Defaulted Payment Arrangement	31	59,366.14	Awaiting recommendation form Debt Collection Agency for next step
Default Letter Sent	13	58,028.18	Payment arrangement not adhered to – request for payment
On hold	2	5,402.39	Disputing debt or on financial hardship application
2 nd Letter of Demand	6	14,925.82	Final payment for debt recovery cost demanded
Contacting Ratepayer/Debtor	10	22,477.20	Awaiting on Debt Collectors to follow through with contact
Making Payments	66	191,478.16	Different payment agreements, under constant review
Initiating Applications	1	15,896.91	Initiating Applications for both Payment Arrangement Defaults and NTCAT referrals
Applied for Judgment	2	9,135.85	Applied for Judgment at the Local Court
Recommended Legal	10	22,620.83	Instruction given to Debt Collectors
Recommended Stat Charge	1	7,505.28	Instruction given to Debt Collectors
Recommended Judgement	2	6,579.19	Instruction given to Debt Collectors
Recommended Warrant Seizure	3	24,168.33	Instruction given to Debt Collectors
Action commenced NTCAT	23	137,133.18	Commenced proceedings at the Local Court
Paying by Instalment (Court Order)	3	18,843.62	Court order NTCAT set payment agreement

Status	Number of properties	Total Debt in \$	Comments
With Bailiff for service	4	31,320.39	Bailiff serving Statement of Claim
Warrant Seizure Prepared	24	162,882.82	Instruction given to Debt Collectors
Property for Sale	3	15,575.64	Awaiting property to be sold

Grants Status

Litchfield Council Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
NTG Department of Sport and Recreation	Freds Pass Sport & Recreation Reserve	Facility Upgrades	\$3,000,000.00	30/11/2018	In progress. Delays caused by extreme weather events.
NTG Department Local Government Special Purpose	Humpty Doo Waste Transfer Station	Mobile Workforce Shed	\$225,000.00	14/02/2019	Revisiting design process for more economical option.
NTG Department Local Government Special Purpose	Howard Park Recreation Reserve	Howard Park Reserve irrigation	\$20,000.00	30/07/2018	Contractor walk-through conducted, minor rectification works being completed.
Federal Government Stronger Communities Fund	Howard Park Recreation Reserve	Kitchen upgrades	\$15,000.00	27/08/2018	Application successful, project scheduled for start of 2018/19 financial year
NTG Department of Local Government Special Purpose Grant	Litchfield Council Office, Bees Creek Road	Installation of Solar PV system	\$78,720	31/10/2018	Project commenced, contractor awaiting PWC approval.
NTG Department Local Government Special Purpose	Humpty Doo Village Green	Upgrade of Kitchen facilities	\$40,323.84	30/06/2019	Application successful, project scheduled to commence July 2018.

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
NTG Department of Infrastructure, Planning and Logistics Towards Zero Road Safety Grant	Howard Park Recreation Reserve	Road Safety Community Education Event	\$2,758.00	30/09/2018	Awaiting outcome of grant application

Reserve Management Board Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
Immediate Works Grant	Humpty Doo Bowls Club	Darwin River Diggers	\$45,790.90	31/07/2017	In progress
CBF	Freds Sports & Recreation Pass Reserve	In conjunction with Playgroup NT – Playground equipment upgrade	\$199,000.00	31/07/2018	Project nearing completion. Finalising minor rectification works and compliance certification.
Small community Grant	Livingstone Recreation Reserve	Design Meeting Rooms	\$9,000.00	31/12/2017	Project completed and acquitted
Immediate Works Grant	Livingstone Recreation Reserve	Re-roof and upgrade electrical in original hall	\$49,999.60	31/12/2017	Project completed and acquitted
CBF	Livingstone Recreation Reserve	Engineering and certification of re-roof to main hall and new storage container	\$8,181.00	30/06/2018	Project completed and acquitted
CBF	Livingstone Recreation Reserve	Relocation of compound	\$9,790.00	30/06/2018	Project completed and grant acquitted
Bendigo Bank Coolalinga	McMinns Lagoon Recreation Reserve	Cracker dust to repair walkways	\$4,000	30/06/2018	In progress
Bendigo Bank Coolalinga	McMinns Lagoon Recreation Reserve	Solar Power	\$18,000	30/06/2018	In progress

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
CBF	Berry Springs Recreation Reserve	Construction of BBQ and gazebo	\$47,154.00	30/04/2019	In planning stage
Litchfield Council Annual Community Grants	Berry Springs Recreation Reserve	Movie Night	\$2,000	30/11/2018	In planning stage
Litchfield Council Annual Community Grants	McMinns Lagoon Recreation Reserve	Bushcare Major Day Out	\$2,500	09/09/2018	In planning stage
Dept. Trade, Business and Industry – Business Growth Program	Fred's Sports & Recreation Pass Reserve	Human Resources Review	\$4,000.00	30/06/2018	Project Complete
CBF	Livingstone Recreation Reserve	Upgrade concrete tables to park	\$9,825.00	31/10/2018	Funds received.

Community Development

Council hosted a successful youth forum as part of National Youth Week at Taminmin College. Seventy Year 9 students from the three Litchfield secondary schools attended and worked through their vision for Litchfield and ideas to secure its future for young people. The forum was facilitated by world renowned facilitator and government advisor on youth Mo (Michael) O' Meara, who presented Council with a report outlining the next steps for supporting the youth of Litchfield Municipality.

Council has been advised that the construction of the Litchfield Football Club (LFC) ablution block funded under the \$3M NT Government Department of Sport and Recreation is nearing completion. An official opening is being planned by LFC which Council will be invited to attend. LFC have provided majority of the required acquittal documentation, we await receipt of final building certification certificates.

Following from the inaugural round in 2017, the 2018 Annual Community Grants invited community organisations to apply for up to \$5,000 to support local projects benefiting the Litchfield Community. Applications opened on Friday 27 April and closed on Friday 8 June, after which the 20 applications received for this year were taken to the Community Grants Committee for consideration. At the awards night on Thursday 28 June, 11 recipients were awarded between \$500 and \$5,000 to help fund their projects. The grants will see a wide range of projects rolled out over the community including sporting events, desexing dogs initiatives, facilities upgrades and school holiday programs.

The opportunity for residents of the municipality to respond to the Council's Annual Community Survey closed on 29 June 2018. During the survey period the Community Development Officer assisted the Community Engagement Officer with pop-up stalls at Council's Waste Transfer Stations and local shopping centres.

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

- \$500 for young local resident, Chloe Davidge, as assistance to attend two polocrosse tournaments in the UK in July 2018.
- \$500 to Noonamah Polocrosse Club as a contribution to their Day/Night carnival on July 14, 2018.

2017-18 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Grants acquitted within agreed timeframes	100%	On track	
Annual Community Grants awarded	6	On track	Total annual grants issued 11. 8 CIP grants issued to date, see list of grants issued in the quarter above.
Community events and programs supported	4	On track	The Mango Festival with Council representation. Freds Pass Rural Show supported through Council representation and Gold Sponsorship. 11 community events/projects through the annual community grants

Information Services Department

Over the quarter, the Information Services Department has undertaken many activities including:

- NAS backup storage – Council initiative. Project completed.
- Records Management Improvement Project – Council have entered into a Supply of Services Contract engaging an employee from West Arnhem Regional Council.
- Reassessment of the Fibre connection to Council. Assessment been undertaken by contractor. A potential saving with improved services identified.
- Hard Drive failure in one of the Servers identified and contractor engaged.
- Two new Licensed Microwave links for Litchfield Council Office to Howard Springs Waste Transfer Station (HSWTS) and from HSWTS to Thorak Regional were installed.

2017-18 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance – Incoming documents entered into the records management system.	<1 Day	In Progress	On track.
Staff using records management system	>80%	In Progress	On track.
Timely Resolution of technology issues. Target timeframes including, Acknowledgment, Resolutions for Urgent, Moderate and Non-Urgent	<1Day, <2 Days, <5 Days, <15 Days	In Progress	On track. Hardware list for replacement for 2018/19 set in current budget. Server software licence renewals all done for 2017/18.

Governance and Risk Department

Risk Management & Audit Committee (RMAC)

The RMAC met on 8 May 2018 this quarter. Agenda items included:

- The Committee noted the updated internal audit plan to now also cover 2019-2020 and 2020-2021 financial years. Proposed audits to be conducted will be:
 - 2018-2019
 - Audit of Councils processes related to traffic management of Council commissioned works;
 - Audit of Councils payroll processes; and
 - Audit of Contract Management Practices.
 - 2019-2020
 - Records Management processes;
 - Audit of Mobile Work Force work health and safety procedures and practices; and
 - Information Security.
 - 2020-2021
 - Audit and review of Council's reserve management arrangements;
 - Audit of compliance with Roads Inspection Regime; and
 - Audit of compliance with Tree Risk Management Plan.
- The committee received the risk profile dashboard report and associated risk profiles as well as an updated reporting framework. The full risk register will be presented to the committee at the next meeting.
- The Committee received a report on the Records Management Improvement Plan which highlighted the shared service agreement with West Arnhem Regional Council for records management services.

- Confidential Items:
 - Waste Transportation Contract – tender report; and
 - External Auditor engagement letter.

Risk Registers & Risk Management Framework

Risk profile discussion is now a standing item on the leadership team meeting agenda. At the request of the RMAC the risk register dash board report now includes a comments page to track the history of the implementation of proposed actions.

Leadership Team Meetings

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

Meetings are scheduled monthly, with three occurring over the previous quarter of April to June.

Areas and activities covered over the last quarter include:

- Updates on the Council values and behaviours project.
- Updates on the coaching pods outcomes.
- Recruitment updates.
- Risk Register update including highlighting due actions to managers and consideration of control ratings.
- Highlight internal audit actions (procurement and works permit).
- Policy Review:
 - Privacy;
 - Disciplinary policy and procedure; and
 - Travel.
- Local Government compliance audit:
 - Highlight process and manger input.
- Update on progress of annual community survey.

Council By-laws

Drafting instructions for Meeting Procedure By-laws have been submitted to Parliamentary Counsel for drafting.

2017 – 18 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance with legislative requirements as per Compliance Checklist (DOLG)	100%	On target	Regular review of the checklist undertaken. Departmental compliance review conducted.

KPI	TARGET	STATUS	COMMENT
Risk Management and Audit Committee Meetings	4 Meetings	On target	4 meetings to date (8 August 2017, 10 October 2017, 6 February 2018 and 8 May 2018). Next meeting scheduled for 7 August 2018.
Internal Audits conducted as defined in the Internal Audit Program	3 Audits	Complete	Audits completed <ul style="list-style-type: none"> 1. Works Permit 2. Procurement 3. Waste Transfer Station WH&S
Governance & Risk Management Framework	Document Complete	Complete	Dashboard presentation to RMAC ongoing.

Links with Strategic Plan

A well run Council

Legislative and Policy Implications

Not applicable

Risks

NIL

Financial Implications

NIL

Community Engagement

Not applicable

Recommending Officer: **Silke Maynard, Director Community and Corporate Services**

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

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COUNCIL REPORT

Agenda Item Number:	15.3
Report Title:	Infrastructure and Operations Quarterly Performance Report April to June 2018
Report Number:	18/0103
Meeting Date:	18/07/2018
Attachments:	Nil

Purpose

The Infrastructure and Operations Quarterly Performance Report for the period of April to June 2018 is presented to Council for noting.

Summary

For the period April to June 2018 the Infrastructure and Works Directorate continued with work in progress from the previous financial period and commenced several new initiatives. Notable activities were:

- **Infrastructure - Works** – The following tender contracts were awarded:
 - RFT18-163 Maintenance of Pavement, Repairs and New Works; and
 - RFT18-167 Freds Pass Road Upgrade.
- **Planning** – Council continues to work closely with the NT Planning Commission regarding the Humpty Doo Rural Activity Centre Area Plan.
- **Waste** – The following tender contracts were awarded:
 - RFT18-164 Removal of Scrap Steel
 - RFT18-165 Recycle and Comingle Recyclable Materials
 - RFT18-166 Mulching of Green and Timber Waste at Transfer Stations
- **Mobile Workforce** – Round 2 of spraying, slashing and mowing continued this quarter and clean-up post Cyclone Marcus
- **Regulatory Services** – 2984 registered dogs at the end of this quarter.
- **Asset Management** – The final report for the Asset Revaluation Project, including asset registers and photos were completed in June 2018.

Recommendation

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

Background

The Infrastructure and Operations team currently comprises of 30.47 FTE staff. The Directorate is responsible for the following services:

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

Infrastructure – Works

Awarded Tenders

- RFT18-167 – Maintenance of Pavement, Repairs and New Works: Contract awarded to Allan King and Sons Constructions Pty Ltd 29/06/2018.
- RFT18-163 – Freds Pass Road Upgrade: Contract awarded to Allan King and Sons Constructions Pty Ltd 03/07/2018.

Gravel Roads

No re-sheeting performed this quarter and Council's contractors have completed the final grading round for this financial year.

Sealed Roads

- This quarter, 60 tonnes of patch was used for potholes and edge patching, making the annual total 369 tonnes. Comparatively 196 tonnes of patch was used last financial year, the increase in consumption is due to the flooding in January 2018 and Tropical Cyclone Marcus in March 2018.
- The 2017/2018 Reseal Programme was completed in April 2018.
- Bitumen profiling to address pavement deformation has been completed at the following locations:
 - Bees Creek Road
 - Bunday Road
 - Doxas Road
 - Hillier Road
 - Jacomb Place
 - Livingstone Road
 - Sunter Road
 - Thorngate Road
 - Trippe Road
 - Virginia Road
- Kerbing works completed at:
 - Corner of Manton Valley and Buyers Road.
 - Corner of Wells Creek Road and Eugene Road.
- Line marking has been completed on 48 roads.
- Table drains were cleaned out removing built up silt at approximately 49 locations, with this work continuing.

- Driveway and Cross Road Culvert cleanouts: approximately 32 driveway access culverts and cross road culverts have been desilted, this work is ongoing.

Natural Disaster – Cyclone Marcus

All repairs associated clean up works regarding Cyclone Marcus were completed this quarter, with some minor stump removal works remaining.

Customer Request Management (CRM's) Update

Due to heavy rainfall and flooding in January 2018 and Cyclone Marcus in March 2018, this calendar year the CRM's have already reached last year's annual total of jobs logged.

Key Performance Indicators

Potholes repairs maximum dimension below 300mm, within 5 days	Achieved 100%
Isolated Pavement failures when damage is below 100mm.	Achieved 100%

Planning

Statutory Planning

Statutory planning involves planning for development in accordance with the requirements of the NT Planning Scheme. Statutory planning activities include review of all applications for development within the municipality, including subdivisions and making comment. The following table indicates activities carried out during the quarter, and includes the 2016/17 and 2017/18 totals for comparison.

Application Type	Received this Quarter	2017/18 Annual Total	2016/17 Annual Total
Animal Boarding	0	0	0
Change of Use	0	2	2
Clearing of Native Vegetation	1	3	4
Consolidation	0	1	0
Educational Establishment	0	0	0
Excavation and Fill	1	2	3
Extension of time	0	0	1
Home Occupancy/Contracting	0	0	0
Independent Unit	2	5	1
Industry	0	0	0
Medical Centre	0	1	1
Multiple Dwelling	0	2	3
Office	0	0	0
Other	2	16	9
Restaurant	0	0	3
Service Station	0	0	0
Shed	3	7	6
Shop	0	0	0

Shop and Office	0	0	0
Shop, Office and Restaurant	0	0	0
Showroom Sales	0	1	0
Single Dwelling	1	7	1
Subdivision	3	12	8
Subdivision and Consolidation	1	1	6
Telecommunications	1	1	N/A
Undefined Use	0	0	0
Unit Title Subdivision	1	4	1
Variation	1	3	1
Warehouse	1	1	4
Total	18	69	56

Notable statutory planning issues during the quarter were:

- 225 Trippe Road North application for excavation and fill, to reshape the site and manage the off-site effects from past mining activities and works. Council supports the application as it is understood the intent is to rectify past issues on the site. However, Council has concerns over the potential off-site stormwater drainage effects and has requested additional information.

Independent Units

Between July 2015 and June 2018, the Planning and Development Department has received 21 Planning Application proposals for independent units, of which 20 were issued a Development Permit and 1 has not yet been determined. The following applications were received from July 2017- June 2018:

Planning Application	Development Permit	Date Received	Description	Address
PA2017/0445	DP17/0452	22/09/2017	Independent unit in excess of 80m ² with an independent effluent	85 Blyth Road LIVINGSTONE
PA2018/0029	DP18/0043	05/02/2018	Independent unit with an independent effluent disposal system	10 Dougall Court HOWARD SPRINGS
PA2017/0500	DP17/0464	03/11/2017	Independent unit with an independent effluent disposal system	27 Lauder Road HERBERT
PA2018/0137	DP18/0119	03/04/2018	Independent unit with an independent effluent disposal system	66 Cornelius Circuit GIRRAWEEEN
PA2018/0234	Not determined	29/06/2018	Independent unit exceeding 80m ² in floor area, with an independent effluent disposal system	350 Sunter Road HERBERT

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	2017/18 Annual Total	2016/17 Annual Total
Rezoning	2	4	1
Planning Scheme Amendment	1	3	2
Other	0	1	0
Total	3	8	3

Notable strategic planning issues during the quarter were:

- Three Rezoning/Planning Scheme Amendments (PSA) were received this quarter, on which Council received individual reports:
 - PSA to introduce provisions on Helicopter Landing Sites (HLS) – The revised amendment provides alterations that provide an increased focus on ensuring the protection of amenity of adjacent and surrounding dwellings; however, Council did not support all of the revisions, as there are still concerns over the required separation distances and the potential to detrimentally affect the development potential of adjacent blocks.
 - 175 Bees Creek Road, Bees Creek, Rezone from RL (Rural Living) to CP (Community Purpose) – The application appears to indicate that despite past approvals for group home and supporting accommodation, the site is currently operating as a training centre, which is not allowed in the current zone. Council objected to this application as it was considered that approval would allow unconstrained development of a nature not compatible with the surrounding residential uses.
 - 2658 Stuart Highway, Livingstone, Rezone from Zone R (Rural) to a Specific Use Zone that will facilitate strategic industrial development – Council supported the economic development in a location that would have minimal impact on surrounding uses. However, there were concerns about potential conflicts between the proposed residential and livestock uses and industrial uses. The Planning Commission facilitated a Report Body Hearing on 19/06/2018, at this meeting, upon receiving more information regarding the application, Council comments were modified to indicate support for rezoning only the area of the site required for industrial uses, with the remainder of the site recommended to remain under the current rural zoning. No outcome has been determined at this stage.
- Community Advisory Group and Project Control Group meetings regarding the Humpty Doo Rural Activity Centre were held this quarter, with Council's active involvement and participation in these meetings. Discussions regarding the current and proposed transport

and connectivity issues, the proposed boundaries for the Rural Activity Centre, and social infrastructure within the Centre are ongoing.

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	2017/18 Annual Total	2016/17 Annual Total
Mining Lease	1	10	10
Mining Permit	4	23	7
Other	0	0	3
Total	5	33	20

Other notable planning and development matters:

- Four liquor licence applications were received and listed below:
 - 565 Pioneer Drive (Humpty Doo Golf Course) – Temporary Variation to Liquor Licence – The one-off event was for an Anzac Day Commemoration Service.
 - Transfer of Liquor Licence – Coolalinga Tavern.
 - 20 Bees Creek Road (Fred's Pass Reserve) – Special Liquor Licence Application, a temporary variation - Noonamah Polocrosse Carnival.
 - 35 Livingstone Road (Livingstone Reserve) - Temporary Variation to Liquor Licence - three separate events.

Key Planning Performance Indicators

Provide planning assessment in accordance within Council technical requirements and within specified timeframes.	Achieved 94%
Facilitate communication between constituents and Development Assessment Services so public concerns can be appropriately assessed.	Achieved 100%

Waste

Awarded Tenders

- RFT18-164 – Removal of Scrap Steel: Contract awarded to Sell and Parker Metal Recycling Services NT on 29/06/2018.
- RFT18-165 – Recycle and Comingle Recyclable Materials: Contract awarded to NT Recycling Solutions Pty Ltd on 26/06/2018.
- RFT18-166 – Mulching of Green and Timber Waste at Transfer Stations: Contract awarded to Hicway t/a Litchfield Green Waste Recyclers on 26/06/2018.

Waste Transfer Stations

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

Waste Types	Howard Springs	Humpty Doo	Berry Springs	Quarter Total	Annual 2017/18
Land Fill Waste Shoal Bay (t)	472.25	914.13	397.14	1783.52	7712.83
Batteries (t)	9.31	16.06	2.96	28.33	86.69
Recyclables					
Cardboard (m ³)	438	714	354	1506	5745
Cardboard (t)	15.076	22.218	13.172	50.466	182.834
Co-mingle (m ³)	120	203	73	396	1653.8
Co-mingle (t)	10.251	16.29	5.706	32.247	133.765
Construction Waste (tonnes)	0	71.49	0	71.49	459.48
Domestic vehicle (vehicles)	16592	17921	0	34513	140873
Green waste ute or trailer (m ³)	2455	1374	0	3829	12364
Green waste commercial (t)	0	200.97	0	200.97	395.56
Mulch Sales (m ³)	596	167	25	788	3439
Non-Litchfield Residents (users)	7	34	0	41	171
Shoal Bay Deliveries (trucks)	69	91	53	213	898
Scrap Metal (t)	77.5	126.7	106	310.2	1241.24
Used Oil (litres)	4540	7309	0	11849	61716
White Goods (tonnes)	13.5	20.04	0	33.54	122.5
Wood Mulch Sold (m ³)	51.5	90	0	141.5	961.5
Crushed Concrete (t)	0	201	0	201	780
Tyres	0	145	0	145	756
Cash for Cans	10.3	8.12	0	18.42	2117.02
Air conditioners	0	2.17	0	2.17	5.81
TVs and Computers	0	12.2	0	12.2	12.02

Comparative Analysis

Waste Types	2015/16	2016/17	2017/18	Comparison with 2016/17
Landfill waste Shoal Bay (t)	9,408.02	8,687.81	7,712.83	11% decrease
Batteries (Pallets)	100.33	108.66	86.96	20% decrease
Cardboard (t)	173.73	131.38	182.83	39% increase
Co-mingle (t)	119.25	221.71	133.76	40% decrease
Mulch sales (m3)	3885.5	4,311	4439	3% increase
Scrap metal (t)	1,219.42	1,188.79	1,241.24	4% increase
Used oil (L)	51,154	53,893	61,716	15% increase
White goods (t)	108.6	105.3	122.5	16% increase
Total (excluding oil)	15,014.85	14,754.65	13,919.12	6% increase

Key Performance Indicators

Waste tonnage to Shoal Bay less than 10,000 tonnes

Achieved 100%

Mobile Workforce

The April to June quarter is primarily focussed on completing round two of slashing (final round) and ensuring all firebreaks are completed.

Litter Collection

Mobile workforce has conducted litter collections on roads and cleaned up a number of isolated illegal dumping areas, 101 bags have been recorded this quarter. Upon completion of slashing, there will be two vehicles dedicated to collecting rubbish on Council land and verges, with particular attention given to known problem areas.

Signs and Guide Posts

75 signs were installed or repaired, of which 20 were replaced or repaired due to vandalism.

Mowing and Slashing

Round two was due for completion by 1st July 2018, however, due to delays from Cyclone Marcus and recent fire bans, completion has been pushed out by approximately 2 weeks. All accessible firebreaks have been completed and the remaining 3 will be attempted in mid-August when conditions are dry enough for tractor operations.

When round 2 is completed, approximately 800km of road verge and 900 km of firebreaks/un-maintained road reserves will have been mowed. These figures also include the weekly maintenance at the council office, fortnightly maintenance of the Waste Transfer Station's and Coolalinga, and maintenance of Livingstone Reserve and Knuckey Lagoon Reserve.

Spraying

Round two of spraying was completed on 14th May 2018.

Other Tasks

- Pressure cleaned the Howard Park Cricket Pitch
- Various other small tasks are taken as called upon by different departments within Council.

Key Performance Indicators

Slashing and spraying	95%
Litter collection (as required)	As required
Signs	As required
Spraying	85%

Regulatory Services

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

Customer requests	Apr-Jun 2017	Jan-Mar 2017	Apr-Jun 2018	Total 2017/18	Total 2016/17
Dog at Large	95	137	97	417	399
Dog Menace Animal	2	5	1	13	13
Dog Attack Animal	10	18	13	64	69
Lost Dog	28	56	34	178	154
Dog Menace Person	10	6	7	27	31
Dog Attack Person	1	2	2	11	3
Nuisance Barking	16	6	10	42	43
Unregistered Dog	-	-	7	15	N/A

Trap Request	6	20	12	42	19
Other	4	2	4	14	15
Feral Dogs	1	0	1	1	7
Surrendered Dog	-	-	3	3	N/A
Deceased Dog (removal)	-	2	1	8	N/A
Abandoned Vehicle	7	11	16	41	N.A
Total	180	265	208	876	756

Impounded Dogs	Apr-Jun 2017	Jan-Mar 2017	Apr-Jun 2018	Total 2017/18
Released to owner	56	93	52	248
Transferred to PAWS	19	26	26	98
Transferred to RSPCA	5	8	2	23
Euthanised	0	5	5	20
Total Impounded	80	132	85	389

Dog registration

At the beginning of the quarter, there were a total of 2824 dogs registered with Council. 160 dogs were registered this quarter, bringing the total number of registered dogs to 2984. There are an additional 2200 dogs on council's database that are microchipped, but whose owners have not yet completed a registration form or been issued with a council registration tag.

Other Activities

100 de-sexing vouchers were issued to dog owners providing them with a \$100 discount of the normal cost.

Key Performance Indicators

Number of dogs registered >5000 (annual) 1250 (qtr)	Target not met this qtr
Investigations completed within 14 days, 90% required	100% Compliance
Responsible Dog Ownership educational/promotional material developed and published	Completed
Dog awareness education program delivered to >2 primary schools per year	Achieved
Animal Management Plan developed	Not yet developed

Asset Management

Asset Management Working Group Meeting

One meeting was held during this quarter.

Asset Management Plans

The draft version of the Thorak Regional Cemetery Asset Management Plan is being reviewed by external consultants and internally. The other asset management plans for all classes of assets will be developed following the finalisation of this plan.

Asset Database

Data is updated on a continuous basis, ensuring all new asset data is captured.

Asset Revaluation

Council engaged Opteon Solutions, who have submitted an Asset Revaluation Report and additional data.

Street Lights Monitoring

There is a contract prepared for City of Darwin to perform maintenance works of streetlights for 3 years on behalf of Litchfield Council. No Maintenance requests were received this quarter.

Solar Panel Installation

Country Solar NT is scheduled to install a 53kWp DC solar PV at Litchfield Council's Administration Office. Power and Water have finalised their Power Factor Assessment and requested corrections of this factor on site. Currently, the contractor, Country Solar NT is modelling to identify the final size of the system.

Dial Before You Dig

Dial Before You Dig services have been live at Litchfield Council since 23 May 2018. During this quarter, 128 referrals were received and responded to.

Key Performance Indicators

Asset Management Working Group Meeting (minimum 1/quarter)	100% achieved
Asset Revaluation Project Outcomes	100% achieved
Cemetery Asset Management Plan	In Progress

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Not applicable to this report.

Risks

Not applicable to this report.

Financial Implications

Not applicable to this report.

Community Engagement

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

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

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

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



COUNCIL REPORT

Agenda Item Number:	15.4
Report Title:	LGANT Nomination of Executive Members
Report Number:	18/0104
Meeting Date:	18/07/2018
Attachments:	A - LGANT Call for Nominations B - LGANT Executive Nomination Form

Purpose

This report seeks nominations from Council for the Local Government Association of the NT (LGANT) Executive.

Summary

LGANT has informed NT councils of vacancies on the LGANT Executive (the “Executive”) in the attached letter. The LGANT Executive elected in November 2017 filled casual vacancies created by the August 2017 Local Government general election which was rescheduled due to 2016 Federal and NT Legislative Assembly elections.

This report explores the opportunity for Council to nominate a Litchfield elected member to sit on the Executive, as either the President, Vice President - Municipals or as an Executive Board Member. It is worth noting that whilst multiple nominations can be submitted, a council may only hold one position on the LGANT Executive. Elections will be held at the Annual General Meeting (AGM) scheduled for 9 November 2018 in Darwin.

The nomination form is attached. Should Council decided to nominate an elected member for an Executive position, the form requires completion and submission to LGANT, via Council’s CEO and must include the Council decision number and a short biography for inclusion in the AGM agenda papers.

Recommendation

THAT Council

1. nominates _____ for the position of President of the Local Government Association Northern Territory Executive;
2. nominates _____ for the position of Vice President-Municipals on the Local Government Association Northern Territory Executive;
3. nominates _____ for the position of Executive Board Member - Municipals on the Local Government Association Northern Territory Executive;
4. nominates _____ for the position of Executive Board Member- All Councils, on the Local Government Association Northern Territory Executive;
5. forwards the Council nominations to the Local Government Association Northern Territory.

Background

As a member of LGANT, Council can nominate an Elected Member to the Executive. In line with the LGANT Constitution each member council can only hold one position on the Executive except for the City of Darwin who is eligible to have two members on the Executive.

Following the 2017 NT Local Government General Election, LGANT filled several casual positions available on its Executive at its November 2017 AGM to serve until the next full LGANT Executive election in November 2018. Mayor Bredhauer was subsequently elected to the position of Executive Member – All Councils.

The Executive comprises nine representatives (four members from municipal councils, four from regional and shire councils and one member representing all councils). Participation on the LGANT Executive will allow Litchfield Council a further avenue to contribute to National and Territory Local Government policy discussions and support the continued maintenance and development of a strong Local Government sector.

Nominations are required by 7 August 2018. Elections will be held at the LGANT AGM to be held on 9 November 2018 at the City of Darwin. The Executive will be elected for a two-year term. Both regional and municipal councils can nominate. Nominations from councils must be accompanied by a council decision.

LGANT is established as a body corporate under Section 242 of the NT Local Government Act and has a constitution, governance charter, strategic plan and annual budget which form the mainstay of its authority and operations. The Executive meets monthly and has decision-making authority between general meetings, in accordance with the LGANT Constitution and Governance Charter.

Links with Strategic Plan

An effective and sustainable Council.

Legislative and Policy Implications

NIL

Risks

NIL

Financial Implications

Council is required to cover the cost of travel expenses for Executive members to attend meetings.

Councillors can apply for an extra meeting allowance to attend the meetings.

Community Engagement

NIL

**Recommending
Officer:**

Silke Maynard, Director Community and Corporate Services.

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

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

13 June 2018



Email to: LGANT Executive
Mayors and Presidents
Council CEOs

Elections for the LGANT Executive are to be held on 9 November 2018 at the LGANT Annual General Meeting (AGM) being held at the City of Darwin.

Nominations are called for the eight LGANT Executive positions listed in Table 1 below.

TABLE 1
LGANT Executive Positions and Elections to be held (in descending order)

Position and order of elections	Number of positions available	Councils that can vote
1. President	One (1)	All councils
2. Vice President – Shires and Regionals	One (1)	Shire and regional councils only
3. Vice President – Municipals	One (1)	Municipal councils only
4. Executive Board Members – Shires and Regionals	Two or three (2 or 3)	Shire and regional councils only
5. Executive Board Members – Municipals	One or two (1 or 2)	Municipal councils only
6. Executive Board Member	One	All councils

There is also one appointed member from the City of Darwin which together with those listed in Table 1 above makes up the nine LGANT Executive positions.

Telephone (08) 8944 9688
Fax (08) 8941 2665
Website www.lgant.asn.au

21 Parap Road, Parap, NT, 0820
PO Box 2617, Parap, NT, 0804

Attached is the nomination form for the various positions.

Councils should bear in mind that if they submit more than one nomination for positions on the Executive that:

- only one candidate can be elected per council (this also includes the City of Darwin)
- once a candidate is elected from a council if there are other nominations submitted for further Executive positions then those nominations:
 - will lapse
 - will be withdrawn by having the names of candidates crossed out on ballot papers for remaining elections.

The election of the President has impact on municipal and shire and regional council Board positions (rows 4 & 5 above in Table 1) because:

- the number of positions left to contest for either type of council will depend on the outcome of the election of the President (who can be from either a municipal, shire or regional council)
- the City of Darwin appointed position further reduces the number available for municipal councils to contest.

Currently the Executive has four members from municipal councils and five members from regional and shire councils.

I would be grateful if you could have the matter considered at one of your upcoming council meetings. **Nominations are required to be with me by Tuesday 7 August 2018 along with a short biography so it can be included in the agenda papers for the AGM.** Members nominating are usually asked at the annual general meeting if they wish to say anything in support of their nominations.

The Northern Territory Electoral Commission will again be approached to do the counting of votes for the election.

Under LGANT's governance charter (policy) the President and one of the Vice Presidents become LGANT's representatives on the Australian Local Government Association Board. If the President is from a municipal council the Vice President has to be from a shire or regional council and vice versa.

Further information on this matter is available on the LGANT website which includes the LGANT Constitution – clauses 14-18 are relevant. If you have any other queries please contact me.

Yours sincerely



Tony Tapsell
Chief Executive Officer

LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY



NOMINATION OF OFFICE BEARERS

In accordance with clause 14.8 of the LGANT Constitution, I hereby call for nominations to the nine (9) positions on the LGANT Executive Board (one of which will include the appointed member nomination from the City of Darwin). Election for the remaining eight (8) positions on the LGANT Executive Board will be held on Friday 9 November 2018 at the LGANT Annual General Meeting in Darwin.

Tony Tapsell
Chief Executive Officer
13 June 2018

Nominating Council: _____

The Council resolved at a meeting held on _____ 2018 to
nominate the following elected member(s) to the LGANT Executive:

Name of Elected Member	Executive Member
	President
	Vice President – Shire and Regional
	Vice President – Municipal
	Board Member – Municipal
	Board Member – Shire and Regional
	Board Member – All Councils
	Appointed member – City of Darwin

Signed _____ / / 2018
CEO

Please forward completed nomination form and a short biography on each nominee by
Tuesday 7 August 2018 to:

Elaine McLeod
Executive Assistant to the CEO
Email: elaine.mcleod@lgant.asn.au
Fax: 8941 2665



COUNCIL REPORT

Agenda Item Number:	15.5
Report Title:	Elected Member Allowances and Benefits and Support policy
Report Number:	18/0105
Meeting Date:	18/07/2018
Attachments:	A -Table of maximum allowances applicable for 2018-2019 B - DRAFT EM05 Elected Member Benefits and Support

Purpose

This report presents for Council adoption the 2018-2019 Elected Member allowances and an updated Elected Member Benefits and support policy (EM05 Elected Member Benefits and Support).

Summary

Elected Member Allowances

The Northern Territory Government Department of Housing and Community Development has provided details of the maximum level of Council Member Allowances for the financial year 2018/19, as set out in Attachment 1 - Table of maximum allowances applicable for 2018-2019.

At its meeting 20 June 2018, Council resolved to maintain the Elected Member allowances at the 2017/18 rates (as set out in the table below) for the 2018/19 financial year.

Allowance	Mayor	Deputy Mayor	Ordinary Council Member
Base Allowance	\$73,125.37	\$27,039.81	\$13,151.83
Electoral Allowance	\$19,247.18	\$4,812.67	\$4,812.67
Professional Development Allowance	\$3,653.68	\$3,653.68	\$3,653.68
Maximum Extra Meeting Allowance			\$8,767.88

EM05 Elected Member Benefits and Support Policy

EM05 Elected Member Benefits and Support policy was last adopted by Council on 15 November 2017. The policy has been updated to provide greater clarity regarding the claiming of an extra meeting allowance when attending an approved professional development activity and is presented to Council for endorsement. The amendment is consistent with other NT Municipal Council policies.

Additionally, the section referring to gifts received by Elected Members has been removed as it is duplicated in EM07 Elected Member Gifts and Benefits policy.

Recommendation

THAT Council:

1. Set the Elected Member allowances for the year 2018/19 as follows:
 - Mayor \$92,372.55 for the year paid on pro rata monthly basis in arrears (base allowance \$73,125.37, electoral allowance \$19,247.18) and subject to individual activity and prior approval a professional development allowance not more than \$3,653.68.
 - Deputy Mayor \$31,852.48 for the year paid on pro rata monthly basis in arrears (base allowance \$27,039.81, electoral allowance \$4,812.67) and subject to individual activity and prior approval a professional development allowance not more than \$3,653.68.
 - Councillors \$17,964.50 for the year paid on pro rata monthly basis in arrears (base allowance \$13,151.83, electoral allowance \$4,812.67) and subject to individual activity and prior approval a professional development allowance not more than \$3,653.68.
2. Set the Extra Meeting Allowance at \$140 dollars per meeting with conditions as set out in EM05 Elected Member Benefit and Support Policy; and
3. Adopt the DRAFT EM05 Elected Member Benefits and Support policy as presented.

Background

The NT Local Government Act and Regulations states that a council must resolve allowances for the financial year when it adopts the budget for the financial year (section 71(3) Local Government Act). Further, a council must adopt its budget on or before 31 July (section 128(1) Local Government Act).

Additionally, section 71(5) of the Local Government Act allows for the payment of allowances to Elected Members with Guideline 2 – Allowances for Council Member requiring that an extra meeting allowance can only be claimed “for meetings referred to in the Council policy”.

The Minister for Housing and Community Development sets annually by Ministerial Gazette the maximum elected member allowances as identified in Attachment A.

To restrain Council’s operational expenditures, Council has resolved in its 20 June 2018 Council meeting to set the allowances payable for 2018-19 below the Maximum Council Member Allowances. The recommended allowances are included in the Draft 2018-19 Budget and are set at the same level as allowances in the 2017-18 financial year.

Policy EM05 Elected Member Benefits and Support policy has been reviewed (see Attachment B) to ensure it is in line with current legislation and reflective of current local government practices around the Northern Territory. Only two minor adjustments have been identified:

- Addition to allow Councillors to claim extra meeting allowance for professional development activities; and
- Removal of the section referring to gifts received by Elected Members, as policy EM07Elected Member Gifts and Benefits policy deals with this matter sufficiently.

Links with Strategic Plan

An effective and sustainable Council

Legislative and Policy Implications

In line with Section 71 Local Government Act, Council must resolve allowances to be paid for each financial year in line with the maximum allowances issued from the Minister (Local Government Guideline 2 Allowances for Council Members).

Council's Policy EM05 Elected Member Benefits and Support Policy sets out details for benefits provided to Elected Members.

Risks

Council needs to consider allowances in the overall context of its budget. Once a council has resolved the level of allowances for a financial year they cannot be changed by amendment (Section 128(2) Local Government Act).

Financial Implications

The maximum cost to Council for allowances to be paid for the financial year 2018/19 will be \$222,690.57. The full cost is reflected in the Draft Budget 2018/19.

Community Engagement

The Elected Member Allowances are detailed in the Draft Municipal Plan 2018-19 that was published for a 21-day public consultation period. After the public consultation period, Council at its 20 June 2018 meeting resolved to maintain Elected Member allowances at the previous year (2017-18) rates.

Recommending Officer: **Silke Reinhardt, Director Community and Corporate Services**

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

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

Table of Maximum Council Member Allowances for 2018-19

A council must resolve to fix member allowances for the financial year when it adopts the budget for the financial year (section 71(3)). A council must adopt its budget on or before 31 July in the relevant financial year (section 128(1)).

The amounts in these tables indicate the maximum level at which allowances may be set. A council needs to consider allowances in the overall context of its budget and a council can resolve to pay less than the maximum levels. Once the budget has been approved, a council may adopt an amendment to its budget but the amendment cannot have the effect of increasing the amount of allowances for the financial year for the council members (section 128(2A)(a)).

Ordinary Council Member

Council Members other than Principal Member and the Deputy Principal Member				
	Category 1	Category 2	Category 3	Category 4
	Darwin	Alice Springs Palmerston	Katherine Litchfield Barkly Central Desert East Arnhem MacDonnell Roper Gulf Tiwi Islands Victoria Daly West Arnhem West Daly	Belyuen Coomalie Wagait
Base Allowance	\$22,137.72	\$15,497.24	\$13,283.35	\$4,427.79
Electoral Allowance	\$8,100.15	\$5,670.94	\$4,860.80	\$1,620.26
Professional Development Allowance	\$3,690.22	\$3,690.22	\$3,690.22	\$3,690.22
Max extra meeting allowance	\$14,758.47	\$10,331.89	\$8,855.56	\$2,952.64
Total Claimable	\$48,686.56	\$35,190.28	\$30,689.92	\$12,690.91

Acting Principal Member				
	Category 1	Category 2	Category 3	Category 4
	Darwin	Alice Springs Palmerston	Katherine Litchfield Barkly Central Desert East Arnhem MacDonnell Roper Gulf Tiwi Islands Victoria Daly West Arnhem West Daly	Belyuen Coomalie Wagait
Daily Rate	\$425.89	\$299.79	\$256.96	\$85.65
Maximum claimable (90 days)	\$38,330.10	\$26,981.10	\$23,126.40	\$7,708.50

Table of Maximum Council Member Allowances for 2018-19**Deputy Principal Member**

	Category 1	Category 2	Category 3	Category 4
	Darwin	Alice Springs Palmerston	Katherine Litchfield Barkly Central Desert East Arnhem MacDonnell Roper Gulf Tiwi Islands Victoria Daly West Arnhem West Daly	Belyuen Coomalie Wagait
Base Allowance	\$45,516.19	\$31,861.71	\$27,310.21	\$9,104.21
Electoral Allowance	\$8,100.15	\$5,670.94	\$4,860.80	\$1,620.26
Professional Development Allowance	\$3,690.22	\$3,690.22	\$3,690.22	\$3,690.22
Total claimable	\$57,306.55	\$41,222.87	\$35,861.22	\$14,414.69

Principal Member

	Category 1	Category 2	Category 3	Category 4
	Darwin	Alice Springs Palmerston	Katherine Litchfield Barkly Central Desert East Arnhem MacDonnell Roper Gulf Tiwi Islands Victoria Daly West Arnhem West Daly	Belyuen Coomalie Wagait
Base Allowance	123,092.79	86,165.67	73,856.62	24,619.28
Electoral Allowance	32,398.22	22,678.99	19,439.65	6,479.89
Professional Development Allowance	3,690.22	3,690.22	3,690.22	3,690.22
Total claimable	\$159,181.23	\$112,534.88	\$96,986.49	\$34,789.38

Elected Member Benefit and Support **POLICY EM05**



Name	EM05 Elected Member Benefit and Support
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	[Approval Date]
Review Date	[Review Date]

1. Purpose

Litchfield Council is committed to ensuring Elected Members are provided with the support necessary for them to effectively carry out their roles in Council. Pursuant to Section 71 and 72 of the Local Government Act 2008 (as amended) and the Local Government Ministerial Guidelines, this Policy clarifies the Allowances and Expenses to be paid to Elected Member, Professional Development and Council Approved Activities and travel.

2. Scope

This policy applies to Litchfield Council Elected Members

3. Definitions

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

Allowances	Allowances provided in compensation to Elected Members in consideration of the time and effort spent in their roles on Council.
Elected Member	Individuals elected to Council. For the purposes of this policy, Elected Member refers to Mayor, Deputy Mayor and Councillor.

4. Policy Statement

4.1. Elected Member Allowances

- 4.1.1. A Base Allowance is paid to Elected Members to cover their time spent in the following activities: agenda study and meeting preparation, attendance at regular Council meetings, attendance at social functions as Council representatives, constituency responsibilities, and Council representation outside of the municipality, including delegations interstate and overseas;
- 4.1.2. An Electoral Allowance is paid to assist members with electoral matters at the discretion of the individual Member;
- 4.1.3. Professional Development Allowance
 - 4.1.3.1. An allowances payable to council members to attend appropriate and relevant conferences or training courses which sustain a member's professional competence

by keeping the member informed of, and able to comply with, development in professional standards applicable to their role as a council member. Any such course/conference must have approval and be in line with council policy in order to attract this allowance.

- I. This allowance is available to all council members.
 - II. The professional development allowances may be claimed multiple times each year, but the total of those claims must not exceed the amount specified in the Guidelines.
 - III. The professional development allowance is to be used to cover the cost of travel to the course/conference, course/conference fees, meals and accommodation for the duration of the course/conference.
 - IV. Claims must be made using approved forms.
 - V. Only approved course/conferences that are in line with council policy attract professional development allowances (payable for each day of attendance).
- 4.1.3.2. Pursuant to Section 2, 6 (e) of the Local Government Act Ministerial Guideline 2, use of the Professional Development Allowance must be approved by the Chief Executive Officer, prior to attendance at a professional development activity
- 4.1.3.3. In accordance with Section 71(5) of the Local Government Act 2008 (as amended), these allowances will not be paid in advance except for course fees, conference registration costs, travel and accommodation which will be paid for by the Council to the provider of the relevant service in advance of attendance at the approved activity
- 4.1.4. Extra Meeting allowance
- 4.1.4.1. For a principal member, deputy principal member and acting principal member, this allowance is not paid separately. It is provided for and included in the base allowance.
 - 4.1.4.2. For other council members this allowance is paid only after an approved claim has been made
 - 4.1.4.3. The amount of the extra meeting allowance is determined by Council resolution, and is subject to the maximum payable amount set by the Minister for Local Government and Community Services.
 - 4.1.4.4. In accordance with Section 2 (1) of the Local Government Act 2008 Ministerial Guideline No. 2, only the following meetings will attract the allowance: -
 - I. Council Committee Meetings;
 - II. Special Meetings of Council;
 - III. Special Meetings of Council Committees;
 - IV. Council Advisory / Reference Group Meetings;
 - V. Council workshops or briefings;

VI. Meetings of external agencies or organisations to which Council has formally appointed a council member to represent the Council or a member nominated through or with the Local Government Association of the Northern Territory as a representative;

VII. Professional development courses/conferences that have approval and are in line with Council Policy

4.1.5. Allowances are set annually by Council as part of budget deliberations.

4.1.6. Allowances (apart from Professional Development Allowance) are to be paid from 1 July each year on a monthly basis in arrears by electronic funds transfer to their nominated account.

4.1.7. Where an Elected Member is acting as Mayor in the absence of the Mayor for a period of less than 7 days, no compensation will be paid. Where the period is 7 days or longer, the acting Mayor will be paid 100% of the Mayoral Base Allowance instead of their normal base allowance for that period.

4.2. Elected Member Benefits

4.2.1. In order to ensure Elected Members are able to have ready access to technology enabling them to perform their roles as efficiently as possible, they are provided with:

- I. A laptop and printer for home use, a single set of toner cartridges and a single ream of paper. All subsequent toner and paper is at the Member's expense;
- II. A Litchfield Council email address for official use in their role as Elected Member, together with calendar facility. An Elected Member's calendar shall be available to other Elected Members and staff in order to facilitate the smooth running of Council operations, and as a record of their activities;
- III. A mobile internet access device to be used with the laptop provided for Council business or the option to request a reimbursement of up to \$50 monthly for internet access.

4.2.2. All ICT equipment remains the property of Litchfield Council. Elected Members have full private use. Support provided by Council will be on a "return to Council" basis, with Council IT support staff not being responsible to attend private residences.

4.2.3. Elected Members shall be provisioned with business cards and name badges for their use.

4.2.4. Council will provide postage for official correspondence through its internal mail services. Bulk mailing will not be provided.

4.2.5. Use of Council's photocopying facilities for official business is available for Elected Members through prior notice to the Executive Assistant to the Mayor and CEO. Circulars, publications or election material are specifically excluded from this benefit.

4.2.6. Elected Members will be reimbursed for attendance at all Council endorsed meetings to a maximum of \$85 to cover child care costs associated with their participation. Reimbursement is subject to receipts being provided and are on a per Member rather than per child basis.

- 4.2.7. For any Elected Member with a disability, Council may resolve to provide reasonable additional facilities and expenses in order to allow that Member to perform their civic duties.
- 4.2.8. Elected members shall not use Council facilities, resources (including staff) for personal reasons including furtherance of their political career.
- 4.2.9. Miscellaneous
 - I. A framed Certificate of Service will be presented in Council meeting for Elected Members achieving 10 years of service, with subsequent certificates presented at five yearly intervals
 - II. A history of members elected to office will be appropriately recorded photographically under direction of the CEO.

4.2.10. Mayoral Benefits

In addition to the benefits above, the Mayor is entitled to the following additional benefits to assist them in their civic duties:

- I. Mobile Phone;
 - II. An office and administrative and secretarial assistance for official use only;
 - III. Reimbursement for costs associated with attendance and participation at official functions where Council is represented;
 - IV. A fully maintained Council vehicle with a purchase price of no more than \$45,000 ex GST with limited private use within 300km of Council, and subject to conditions set out in Council's HR08 Motor Vehicle Policy.
- 4.2.11. Elected Members are not provided with stationary, mobile phones, uniforms or any other materials not provided for within this Policy. These can be purchased at the discretion of Elected Members themselves.

4.3. Elected Member Travel

- 4.3.1. Elected Members wishing to attend a conference, workshop, seminar or relevant training session incurring travel costs at Council's expense shall apply to the CEO for approval.
- 4.3.2. Air travel is to be by the most reasonably economic means available, and shall not include business or first class.
- 4.3.3. Accommodation, meals and associated travel costs are to be covered by prior approval of the CEO.
- 4.3.4. Council will pay in advance any registration fees, accommodation deposits and airline tickets for approved Elected Member travel. Where this is not possible, a reimbursement equivalent to the fees or expenses will be paid subject to the provision of receipts.
- 4.3.5. Elected Members may be accompanied by a spouse or partner subject to Council not incurring any additional expense.

4.4. Insurance

- 4.4.1. Elected Members will receive the benefit of insurance cover to the limit specified in Council's insurance policies for the following:

- I. Personal Injury whilst on Council business, providing specified benefits for lost income and other expenses arising from permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses. Full details are available from the Director of Corporate Services.
- II. Professional Indemnity and Public Liability
- III. Use of private motor vehicle whilst on Council business

4.5. Legal Assistance

4.5.1. Legal assistance shall be provided to Elected Members in the event of an enquiry, investigation or hearing into the conduct of an Elected Member by:

- I. The office of the Ombudsman
- II. The Police
- III. The Director of Public Prosecutions

4.5.2. Legal assistance will be provided to Elected Members in respect of legal proceedings being taken by or against an Elected Member, arising out of or in connection with the Elected Member's performance of his or her civic duties or exercise of his or her functions as an Elected Member.

4.5.3. Council shall reimburse such Elected Member, after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis.

4.5.4. All legal assistance will be provided subject to the following conditions:

- I. The amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Elected Member on any basis;
- II. The enquiry, investigation, hearing or proceeding results in a finding substantially in favour of the Elected Member;
- III. The amount of such reimbursement is limited to the equivalent of the fees being charged by Council's solicitors.

4.5.5. Legal Advice

- I. Legal advice shall be made available on Conflict of Interest provisions subject to the following procedure:
- II. On receipt of a written enquiry received in good time before the relevant meeting seeking an interpretation of the Conflict of Interest provisions, the CEO is authorised to seek legal opinion from Council's solicitors as to the nature and extent of interest and the application of the legislative provisions;
- III. Legal advice provided to one Elected Member under this provision is to be made available to all Members;
- IV. The Elected Member initiating the enquiry agrees to be bound by the contents thereof.

~~4.6. Gifts and Benefits Received by Elected Members~~

Elected Member Benefit and Support **POLICY EM05**

~~4.6.1. Where gifts and benefits are not provided for under this policy are offered to Elected Members in the course of their roles which are above the value of \$50, Elected Members will immediately inform in writing the Chief Executive Officer with regards to the following:~~

- ~~I. The nature of the gift or benefit, i.e. concert tickets, bottle of wine, dinner;~~
- ~~II. The value of the gift or benefit;~~
- ~~III. How the Elected Member proposes to treat the gift or benefit, i.e. accept and keep, or reject.~~

~~4.6.2. The Chief Executive Officer will maintain a register of Elected Members Gifts and Benefits identifying all gifts and benefits offered to Elected Members.~~

5. Associated Documents

EM01 Elected Member Code of Conduct

6. References and Legislation

Northern Territory Local Government Act, Regulations, Ministerial Guidelines and General Instructions

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
14/12/2015	Policy adopted
15/2/2017	Updated with professional development allowance, LC27 rescinded as a duplicate
15/11/2017	Remove internet allowance and Elected Member (1718/099)
This Review	Include professional development in list for extra meeting allowance, Remove gifts and benefits section as covered with EM07



COUNCIL REPORT

Agenda Item Number:	15.6
Report Title:	Municipal Plan & Budget 2018-19
Report Number:	18/0106
Meeting Date:	18/07/2018
Attachments:	DRAFT Municipal Plan & Budget 2018-19

Purpose

This report presents for Council adoption, the Litchfield Council Municipal Plan and Annual Budget for 2018-19, in accordance with legislative requirements.

Summary

The Municipal Plan 2018-19 has been prepared in accordance with the requirements of the *Local Government Act* and includes the following:

- Reference to the Litchfield Council Strategic Plan and Long Term Financial Plan;
- Annual Service Delivery Plan with activities, initiatives and Key Performance Indicators;
- Details of the services, initiatives and projects to be funded in the Annual Budget;
- The Rates Declaration Statement 2018-19;
- Elected Members Allowances;
- The 2018/19 Staffing Plan – the total number and total employee costs; and
- The amount of total rate revenue to be raised in 2018-19.

Recommendation

THAT Council pursuant to Section 24 of the *Local Government Act*, endorse the Municipal Plan and Annual Budget 2018-19 as provided as an Attachment to report 18/0106.

Background

In accordance with legislative requirements, Council resolved at its meeting held on the 18 April 2018 to release its Draft Municipal Plan 2018-19 inviting public comment. The Draft Plan was placed on public exhibition from 20 April to 21 May 2018, with 11 submissions received.

At the Council Meeting 27 June 2018, Council resolved to amend the Draft Municipal Plan and Budget 2018-19 in response to public submissions and savings identified through a Councillor workshop.

The Municipal Plan and Annual Budget 2018-19 addresses the strategic direction set in the Strategic Plan 2018-2022 and the financial assumptions adopted in the Long Term Financial Plan 2017/18 to 2026/27.

Council has prepared a balanced budget for the 2018-19 financial year, with an increase in Operating Revenue of 2.92% from the 17-18 Budget.

Through operating improvements and restraints, the increase in Operating Expenditures has been limited to 0.98%, whilst still including new initiatives.

The Capital Works program for the 2018-19 is 58% higher than in 2017-18 demonstrating Council's to improving essential community assets.

Other highlights of the 2018-19 Budget include:

- Over \$1m spent to support the seven recreation reserves;
- \$122,000 spent on community support projects;
- \$2m spent on Infrastructure Maintenance;
- Sealing Oxford Road in Berry Springs at \$400,000;
- Implementation of the new Waste Management Strategy;
- Development of a Tree Management Plan for recreation reserves; and
- An increase in staffing by 1 EFT for 12 months employing a Customer Service Trainee.
-

The 2018-19 Municipal Plan and Budget includes an overall residential rate increase of five per cent, equating to less than a dollar a week for most of residents.

Links with Strategic Plan

A well-run Council

Legislative and Policy Implications

Under Part 3.2 of the *Local Government Act* the Municipal Plan is to contain the following:

- A service delivery plan for the period to which the municipal plan relates;
- Council's Budget;
- Indicators for judging the standard of its performance.

The Municipal Plan must also contain, or incorporate by reference:

- Any long-term, community or strategic plan adopted by Council for the relevant period
- to which the municipal plan relates;
- The Council's long-term financial plan; and
- The Council's most recent assessments of:
 - Constitutional arrangements presently in force and whether they provide the most effective representation for the area;
 - Opportunities and challenges for local government service delivery in the Council's area;
 - Possible changes to the administrative and regulatory framework for delivering services within Council's area; and
 - Whether possibilities exist for improving local government service delivery by cooperation with other councils, government agencies or other organisations.

Litchfield Council Municipal Plan 2018-19 complies with the above requirements.

Council must adopt its Municipal Plan between 1 April and 31 July in each year in lien with Section 24 of the *Local Government Act*.

Council must adopt a legally compliant budget. The Budget 2018-19 is presented in accordance with Part 10.5, Section 127 (3) of the *Local Government Act*.

Risks

Council is required to adopt a Municipal Plan and Annual Budget by the 31 July of each year under Section 24 *Local Government Act*.

Financial Implications

The Municipal Plan and Budget 2018-19 is balanced with a financial reserve movement of \$1.76m.

In comparison to the Long Term Financial Plan 2017/18 to 2026/27 the movement out of the Asset Reserve has increased by \$102,105 to allow Council to seal Oxford Road in Berry Springs in line with the INF05 Sealing of Roads Policy. Other financial reserve movements are related to the Waste Management Strategy and unexpended Grant projects.

Overall the Council has been able to increase the capital grants received and therefore increase spending on Infrastructure Assets by 61%, whilst restraining the rate increase to 5% in line with the Long Term Financial Plan.

	PLAN 2018-19 In line with LTFP 2018-2027	Budget 2018-19	Variance in \$
Operational Revenue	\$15,549,913	\$15,086,437	(\$463,476)
Capital Revenue	\$1,464,000	\$3,638,411	\$2,174,411
Total Revenue	\$17,013,913	\$18,724,848	\$1,710,935
Operating Expenditure*	\$13,922,003	\$13,896,287	(\$25,716)
Capital Expenditure	\$4,091,910	\$6,588,733	\$2,496,823
Total Expenditure	\$18,013,913	\$20,485,020	\$2,471,107
Net Transfer from Reserves	\$1,000,000	\$1,760,172	\$760,172
Balance Surplus/Deficit	\$0	\$0	\$0

*excluding depreciation

Community Engagement

The Draft Municipal Plan 2018/19 was placed on public exhibition and promoted through the following means:

- Advertisement in the NT News 1 May 2018 in the public notice section;
- Boosted post on Facebook, reaching 4,165 people with 51 people interacting with the post including sharing;
- Numerous mentions on the Mayor's weekly radio spots on Territory FM;
- Mention on the Mayor's monthly radio spot on ABC Darwin;
- Included in the Mayor's monthly article in The Sun Newspaper on 10 April 2018 and 1 May 2018;
- Discussed by Councillors at the Freds Pass Show and over Mix 104.9 in live interview with the Mayor;

- Copies displayed at the front counter at Council's office;
- Advertised on Community Notice Boards within the Municipality.

Recommending Officer: **Silke Maynard, Director Community and Corporate Services**

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

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



Municipal Plan

2018-2019

DRAFT

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+ Mayor's Opening

On behalf of the Council, it gives me great pleasure to welcome you to the Municipal Plan 2018-2019. The Municipal Plan includes the Annual Budget and Long-Term Financial Plan, as well as detailing the outcomes we will focus on during 2018-2019, what action we will take, when we will take it and how much we will invest. This plan is an important element of Council's overall planning framework, linking the scheduled activities and new initiatives to the Strategic Plan 2018-2022.

The Strategic Plan 2018-2022 was released earlier in this year and continues with the vision to ensure that *Litchfield is the Best Place to Live in the Top End*. This Plan is focused, informed by our Long-Term Financial Plan and defines three priorities and nine outcome areas for action, all backed by a well-run Council that engages the community and provides modern service delivery.

The Municipal Plan translates the community responses from the 2017 Annual Survey into clear goals. You told us that advocacy and community engagement were Council's most important roles. In 2018-2019, we will continue to seek regional solutions to ensure the viability of Thorak Regional Cemetery, as well securing an Emergency Waste Management Facility. We will represent your concerns as they come to light and work hard to ensure that we all continue to enjoy this great lifestyle.

In 2018-2019, the overall rate increase will be five percent. This equates to less than a dollar a week for most of our residents. The additional funds will enable us to fund the new initiatives contained in this Municipal Plan and cover general cost increases. In 2018-2019, we intend to revisit our rating strategy to explore whether the structure of our rating system is the best long-term. We will deeply engage with our community in the conversation on rates and hear from as many people as possible on rating options.



Mayor Maree Bredhauer

Asset management is a core role of Council and our assets, including buildings, land and roads, require a consistent program of maintenance and renewal.

In 2018-2019, the Road Maintenance Program and Road Capital Program will see us spending nearly \$7.75 million to maintain and renew our road assets, including carry-over projects. Just over \$800,000 of those works are externally funded through the National Roads to Recovery Fund.

In 2018-2019, Council will spend \$400,000 sealing one new road – Oxford Road, Berry Springs. Funding will come from our Financial Asset Reserve, Developer Contributions and residents with properties accessed via Oxford Road, contributing to the overall cost via a special rate.

Our seven Recreation Reserves will receive a combined total of \$826,000 in direct funding. In addition, Council will undertake tree maintenance services and conduct playground assessments at the Reserves at a cost of \$112,000. Tree risk management will be a strong focus in the next financial year, with Council commissioning a Tree Risk Management Plan costing \$30,000 to identify trees in our Recreation Reserves that pose a safety risk.

Thorak Regional Cemetery is a 26 hectare site providing burial, memorialisation and cremation services to the Top End. We remain concerned about the long-term financial viability of the Cemetery and the potential for financial burden in the future to our ratepayers. We are working together with the City of Darwin and City of Palmerston to set up a separate Ministerial Board to operate and manage the Cemetery.

Through our Community Grants Scheme, events support and other sponsorships, we are committing over \$122,000 in 2018-2019 to enrich community life in our municipality. Over the year, we will continue to work alongside community groups to encourage exciting opportunities for everyone in our community to connect, learn and grow.

Several new initiatives from our Waste Management Strategy will be funded as we increase the emphasis on recycling. We want to divert as much waste away from landfill as we can. Berry Springs Waste Transfer Station needs an immediate upgrade of facilities and

\$130,000 will be allocated to this project as well as further funding to improve all three Waste Transfer Stations to make it easier for you to recycle.

As a Council, it is critical that we support our local economy and one of the important ways we can influence this is through advocating for local businesses. Council is currently working with NT Farmers and our local mango industry on better connectivity to markets. We are seeking funding to address unsealed roads, as improved roads will enhance the quality and quantity of fruit produced and ensure that the fruit arrives at markets in top condition.

Our Council's Elected Members are committed to working with a sense of common purpose and are confident and optimistic about our capacity to make a difference during our term. We thank you for your interest in working together for Litchfield.

Mayor
Maree Bredhauer

Key Highlights of the 2018-2019 Annual Budget

- A balanced budget. \$20.5m quantum
- Net movement from our Financial Reserves of \$1.76million
- A rate increase of 5%
- Over \$2million for Infrastructure Maintenance.
- \$6.59million Capital Program
- A \$30,000 plan to proactively manage trees on Council's Recreation Reserves
- Implementing our new Waste Management Strategy
- \$826,000 to directly support our Recreation Reserves
- A Community Grants Scheme including events support totalling \$122,000

+ Chief Executive Officer's Message

In 2018-2019, we will continue to improve what and how we do things, constantly working to ensure that we have a well-run and sustainable council.

The 2018-2019 Annual Budget demonstrates a commitment to containing operating costs to fund a solid capital works program, comprising mainly of roads. New initiatives focus on improvements that will contribute to Council's long-term financial sustainability and ensure that we are structured to meet changing community needs.

We will continue to build the capability of our staff, ensuring that we have the range of skills and experience to serve our community well. Our one new position in 2018-2019 is a 12-month customer service trainee position to improve the service to our customers and provide an option for a career path within Council.

Partnerships with our neighbouring councils are an essential part of our future. We will continue to share resources and costs where possible and look for different ways to do things better.

This Municipal Plan includes Key Performance Indicators to enable robust progress reporting and ensure we remain on track. For the first time, our Annual Community Survey results will play a big part in measuring our performance for each program area. The Survey gives us great feedback about whether we are delivering the right services at the right level, and how we are performing in delivering those services, as perceived by you. With this understanding, we can continuously improve and innovate what we do.



Kaylene Conrick, Chief Executive Officer

A priority for Council is being accessible and engaging and enabling high levels of participation in Council's planning and decision-making processes. In 2018-2019, by implementing actions from Council's Community Engagement Strategy, we seek to provide genuine opportunities to engage in solving problems.

If you would like to know more about these opportunities, you can:

- Keep up to date with Council news by joining our Facebook page.
- Have your say about Council projects by logging on to www.yoursay.litchfield.nt.gov.au and registering.

It is a great privilege to work with Council, the community, our staff and others to achieve Council's vision. 2018-2019 will be a great year.

+ Public Consultation and Submission Review

Local governments in the Northern Territory are required to undertake their planning and reporting activities in accordance with the Local Government Act and Local Government (Administration) Regulations.

A draft Annual Plan is required to be prepared for public display and submission, prior to being adopted by Council. A 21-day public display and submission process must occur between 1 April and 31 July.

It is a requirement of the Local Government Act that the Municipal Plan be adopted by Council before 31 July each year.

The draft Municipal Plan 2018-2019 will be released by Council for public display following a Council Meeting on 18 April 2018, with the last day for submissions being 21 May 2018.

All submissions will be reviewed at a Special Council Meeting at the end of May. Once any changes have been incorporated, the Municipal Plan 2018-2019 will be adopted by Council, along with the Rates Declaration and the Annual Budget, at a Special Meeting before the end of July 2018.

Accessing the draft Municipal Plan 2018-2019



Online

Go to www.yoursay.litchfield.nt.gov.au, Council's new online engagement portal and follow the prompts,
OR
Download from www.litchfield.nt.gov.au



Council Offices

Printed copies will be available from the Litchfield Council Office at 7 Bees Creek Road Freds Pass.

Making a Submission

Council has an ongoing commitment to engage the community in setting Council's direction and we encourage you to make a submission in relation to the draft Municipal Plan 2018-2019 before 21 May 2018.



Online

Go to www.yoursay.litchfield.nt.gov.au Council's new online engagement portal and follow the prompts.



In Person

Litchfield Council Office, 7 Bees Creek Road, Freds Pass



By Mail

Attention: CEO Re: Municipal Plan 2018-2019 Submission
Litchfield Council, PO Box 446, HUMPTY DOO NT 0836

Litchfield Profile

Our Community

POPULATION

25,262



Male – 59.4% Female – 40.6%



Grown by 558 from the previous year

Insight Australia's Regional Competitiveness Index for Litchfield Local Government Area (Regional Australia Institute)

This Index looks at data covering a range of factors identified as contributing positively or negatively to a region's competitiveness. Each is ranked against the 564 local government areas in Australia. The data is grouped according to elements of a competitive economy as detailed in the following table and an overall ranking for that group of data is calculated. The lower the rank out of 564, the better the performance.

Our Economy

LOCAL JOBS

12,904 NIEIR 2016

LOCAL BUSINESSES

1,762 ABS 2016

EMPLOYED RESIDENTS

14,301 NIEIR 2016



Human Capital

200



Labour Market Efficiency

158



Demography

165



Business Sophistication

247



Institutional Foundations

370



Economic Fundamentals

49



Natural Resources

284



Technological Readiness

191



Infrastructure & Essential Services

346



Innovation

167

Council Data

8,281 
RATEABLE PROPERTIES

624kms 
SEALED ROADS

100kms 
UNSEALED ROADS

 **13,309**
SIGNS

7 
RECREATION RESERVES

3  **WASTE TRANSFER STATIONS**

2,781  ^{*1}
REGISTERED DOGS

7.1kms 
DEDICATED BICYCLE PATHS

1 
CEMETERY

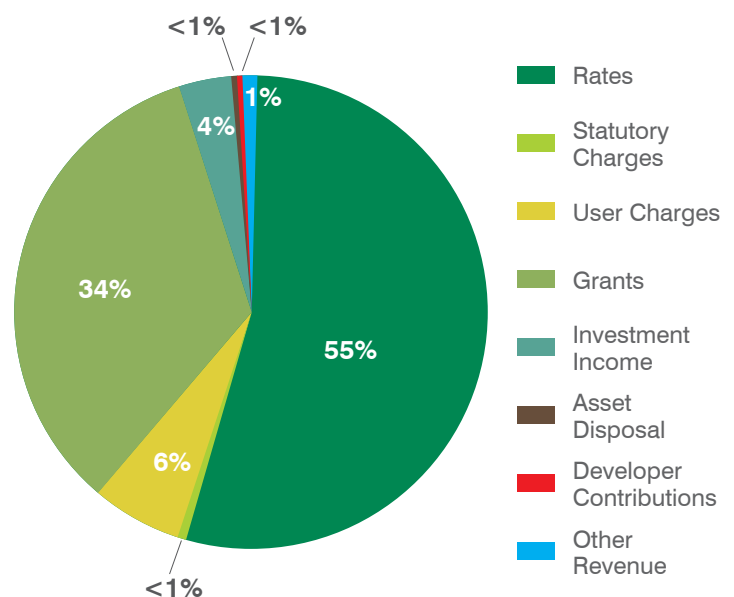
¹ Additionally 2,280 dogs have been deemed registered, yet not been issued a tag.

Budget at a Glance

Budgeted Revenue at a Glance

This chart shows a breakdown of our revenue. Rates are our major source of funding and what Council can most influence. Other sources of funds include operating and capital grants, mainly from federal and territory governments, as well as user charges, such as waste dumping fees and investment income from term deposits and the sale of assets.

2018-2019 Revenue by Source

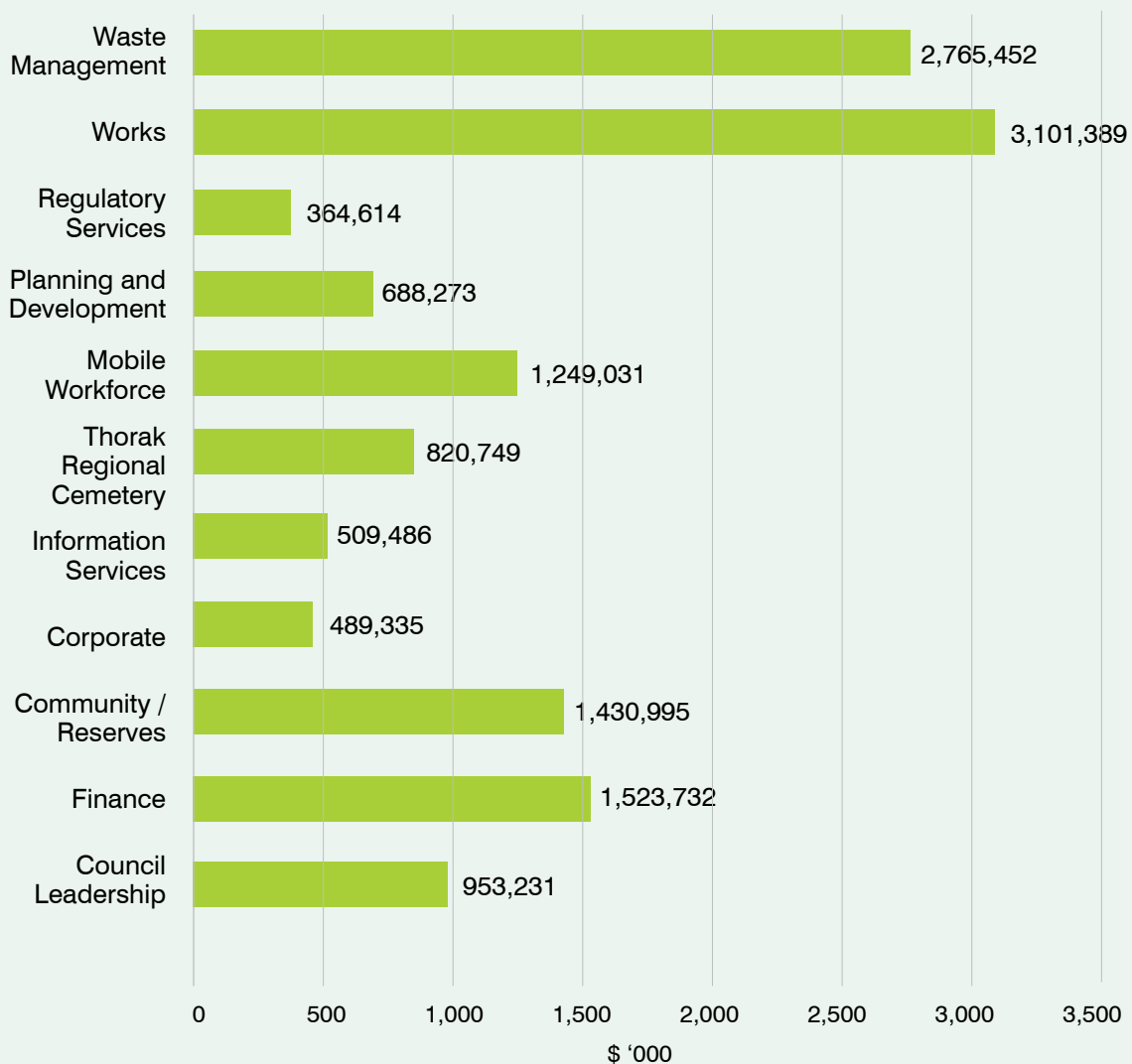


Source	\$	%
Rates	10,243,216	55
Statutory Charges	70,250	<1
User Charges	1,143,033	6
Grants	6,365,565	34
Investment Income	686,250	4
Asset Disposal	60,000	<1
Developer Contributions	60,353	<1
Other Revenue	96,181	1
TOTAL	18,724,848	100

Budgeted Operating Expenditure at a Glance

Our Works department, managing the road network and infrastructure assets, followed by Council's Waste Management service, remain the main focus for Council's spending on services provided to residents. In 2018-2019, we have increased our focus on Community and Recreational Reserves whilst continuing to provide a high level of roadside maintenance and other services delivered through our Mobile Work Force.

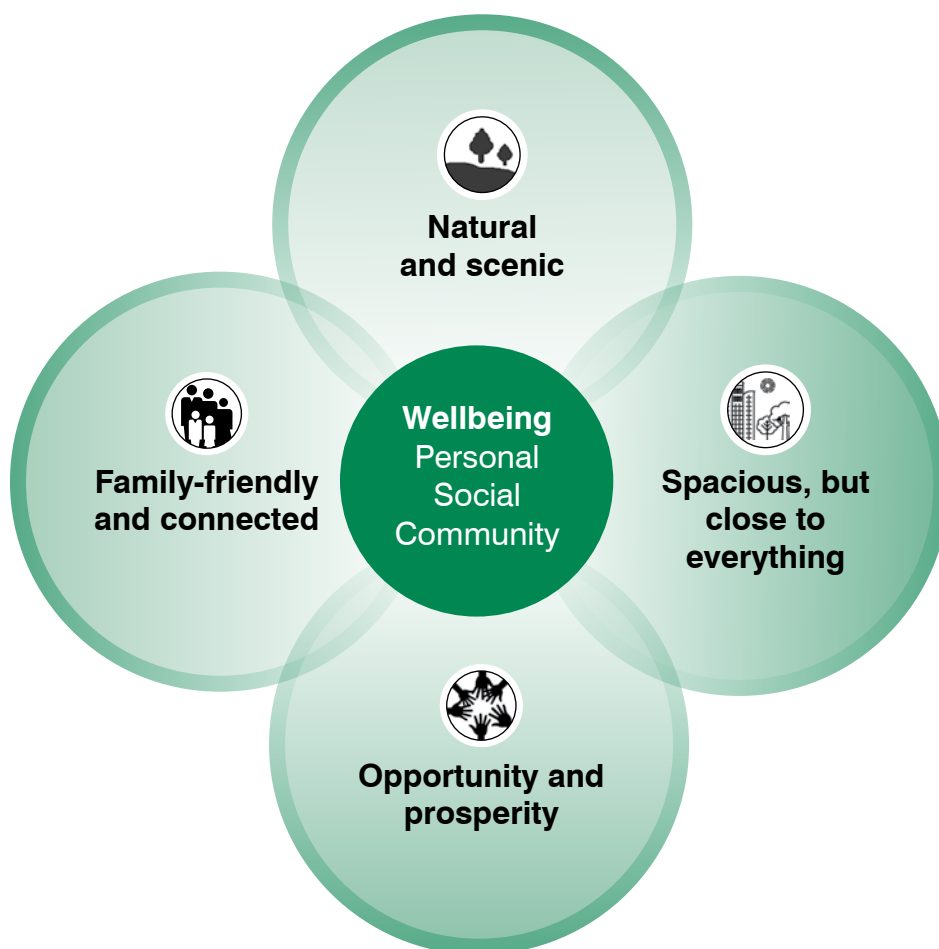
Operating Expenditure by Program Areas



+ Strategic Plan Summary

Our Vision

Our vision is for a place where personal, social and community wellbeing stems from four unique attributes that are rarely, if ever, found together:



Family-friendly and connected:

We are a community where it is easy to get to know people and be around them, where it is ideal for family living with plenty of activities, and where it is safe.

Natural and scenic:

We have large blocks with attractive scenic outlooks, lots of native wildlife, and we take pride in our places being beautiful and clean.

Spacious, but close to everything:

While we have plenty of space to grow, you can get around easily and everything you need is close by.

Opportunity and prosperity:

We are one of the most productive parts of Australia, with almost full employment, strong industries and business, and it is never too far to travel to work.

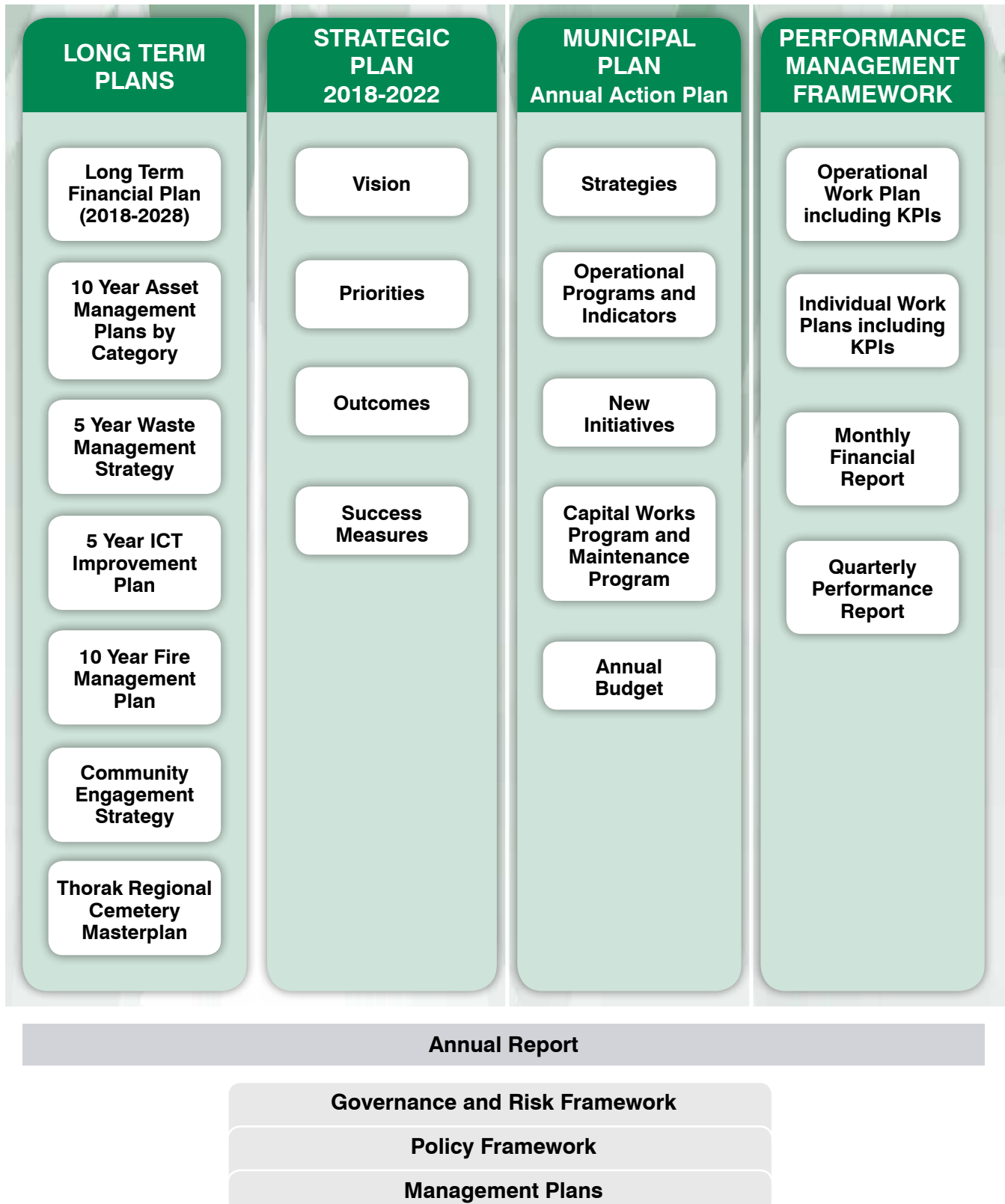
The best place to live in the Top End.

Strategic Priorities and Outcomes

Our strategy comprises 3 priority areas, and within those, we will work on 9 outcomes that we know matter to our community. This is underpinned by actions taken to ensure a well-run Council. The table below shows this in summary form, while the following pages describe in detail what we will be doing towards each outcome.



Litchfield Council's Planning and Reporting Framework



+ Advocacy Overview – Strategic Focus for 2018-2019

There are many issues affecting our community and local industries that we would like to do something about.

Some issues are about the infrastructure or services that are needed to prosper. Without the assistance of other levels of government to fund and/or provide these, the burden would land wholly on Litchfield's ratepayers.

In these cases, advocacy for us is all about communicating what we need and why to the appropriate levels of government and seeking from them a commitment to action.

Other issues are about concerns we have where all the contributing factors and potential solutions need to be explored and developed with everyone involved, not just governments.

Drawing on the priorities in the Litchfield Council Strategic Plan 2018-2022, Council has decided to focus on four key projects during 2018-2019. For two of these projects, we are working with others to generate the best solutions.

Productive Roads Project

Our roads play a significant role in our local economy. Ensuring local products can efficiently reach domestic and international markets in top condition relies on good roads.

Working with NT Farmers and the local mango industry, we have identified four unsealed roads (Horsnell, Kentish, Chibnall and Mocatto) that service key mango packing sheds. It is estimated that it will cost \$20 million to seal approximately 14 kilometres. Council will advocate for Federal and Territory funding to match Council funds to seal these roads.

Regional Emergency Waste Facility

Working with all the TOPROC Councils, we are looking at a regional emergency waste management facility to enable efficient and effective recovery efforts.

Thorak Regional Cemetery

During Council's last term, we identified that if nothing changes in the future, Litchfield ratepayers are likely to bear the brunt of the costs of delivering cemetery services for all in the Top End.

We will be working through TOPROC and collaboratively with the NT Government, City of Darwin and City of Palmerston to develop a new governance model and secure increased funding to ensure the viability of the cemetery.

Aquatic Facility

In 2016-2017 we commissioned a study that identified a clear need for a 25 metre learn-to-swim facility south of Coolalinga /Fred's Pass. The next steps include seeking funding to undertake a full feasibility study, including developing a business case and to document a design brief.

We continue to work with the NT Government to progress this project.

A number of other issues for advocacy have been identified in Council's Strategic Plan 2018-2022 that Council will address on an ongoing basis. You can find out more in our Strategic Plan 2018-2019 on our website www.litchfield.nt.gov.au under Council plans and publications.

+ Municipal Plan Compliance

Complying with the *Local Government Act*

The *Local Government Act* (Part 3.2, Section 22) states that Litchfield Council must have a plan, called the Municipal Plan, that is adopted by Council before 31 July each year.

Final adoption of the plan follows a minimum of 21 days where the Draft Municipal Plan is made available for public comment and a further period where public submissions are reviewed and changes made to the plan, where appropriate.

The Municipal Plan must be accessible to all members of the public and contain a service delivery plan, indicators for measuring Council's performance and the Annual Budget. It must also refer to Council's Strategic Plan and Long-Term Financial Plan, and it must include assessments of the adequacy of current constitutional arrangements and any opportunities and challenges for delivering services within the Litchfield Municipality during the year.

The Municipal Plan must also highlight potential changes to the regulatory and administrative framework for delivering services in the municipality and must note any opportunities to improve the delivery of services through working with others.

Litchfield Council's Annual Budget is prepared in accordance with the *Local Government Act* (Part 10.5 Section 127) and must also be adopted prior to 31 July each year.

The Annual Budget outlines Council's objectives for the current financial year, how Council will achieve those objective, the indicators Council will use to assess progress on achieving those objectives, estimates of capital and operational revenue and expenditure, the allocations Council has budgeted to develop and maintain the different asset classes, how much Council will raise in rates, the rating structure, an assessment of the social and economic impact of that rating structure and the budget allocation for elected members' allowances.

Adequacy of Constitutional Arrangements

As required by the provisions of Section 23 of the *Local Government Act*, the constitutional arrangements were reviewed in 2014 and presented to the Minister in March 2015 prior to the November 2015 Litchfield Council election. It was resolved that the composition and structure of Council should be retained.

Litchfield Council was exempt from a further review prior to the election of the current Council in August 2017, due to the shortness of Council's term. In preparation for the next Council election, a review will be conducted in the 2019-2020 financial year. This has been accounted for in Council's Long-Term Financial Plan.

+ Possible Changes to the Regulatory and Administrative Framework

The following have been identified as having the potential to influence or enhance Council's Regulatory and Administrative Framework:

- Continuing to refine the Risk Management Framework.
- Implications of proposed changes to the *NT Cemeteries Act*.
- Potential for implications from the Animal Protection Bill.
- Development of a Litchfield Amenity Protection By-Law.
- Adoption and implementation of the Meeting Procedures By-Law.
- Reviewing Council's rating policy with a view to fairness and equity for ratepayers.
- Implementing the recommendations of the procurement audit and the waste transfer stations WHS audit.
- Ongoing reviews of policies
- Formalising administrative procedures.

+ Service Delivery Plan

Opportunities and Challenges for Service Delivery

In formulating the Strategic Plan 2018-2022, followed by the development of the Annual Budget for this Municipal Plan 2018-2019, Council assessed the following emerging challenges and opportunities.

Population Growth and its Impact

The Litchfield Municipality continues to experience population growth. In the last ten years it has grown by 55%, with an additional 8,878 new residents. Whilst the rate of growth slowed in 2016 and is forecast to be more moderate over the next 10 years, the Greater Darwin Land Use Plan estimates 500 dwellings will be needed in this area to accommodate the increase in population in the next five to ten years.

The key challenges and opportunities of growth for Litchfield are:

- Its multiple roles in functioning as Darwin's hinterland, supporting the rural lifestyle we all love where agricultural activity, the cultural heritage of the area and the natural environment remain in balance whilst enabling opportunities for urban growth in some areas such as Holtze.
- The importance of protecting and enhancing Litchfield's natural resources such as water, horticultural soils and resources used in construction.
- Enabling land uses that are of strategic importance to the Municipality such as defence, major industries, utilities and areas of environmental significance.

With population and housing growth, Council would usually attract more rates and charges income to manage increased demand and expansion of services. However, we are seeing a pattern of more residents but not the same proportion of more rateable properties.

More than one dwelling on allotments with fixed rates and waste charge continues to be a challenge for Council and is one of the factors driving the need to review the rating policy in the near future. The purpose of the review will be to ensure the rating system is structured in a fair and equitable way, whilst enabling a more sustainable financial position for Council in the long-term.

How the population is distributed across the age groupings also presents challenges and opportunities in meeting the increasing demand for services, with parents/homebuilders and children (0-17) the largest groupings. Council will continue to advocate for accessible library services and greater funding and support to meet recreational needs. Both a new library facility and aquatics facility have been identified in the NT Government's 10 Year Infrastructure Plan.

A further consideration is enabling people to age in place by ensuring there are adequate support services and greater residential options.

Maintaining and Renewing Assets

Closing the gap on maintaining and renewing infrastructure assets is a considerable challenge for the Litchfield Municipality. In the Long-Term Financial Plan, Council aims to use funding from Council's Asset Finance Reserve to progressively close this gap. Council also works with others in the local government sector, as well as groups such as NT Farmers, to advocate for more Federal Government and NT Government funding to enable the timely and strategic approach to asset management.

Unsealed roads are particularly challenging, given the commitment to ensure all-weather access to most properties and productive access for agribusiness. Council has 109 kilometres of unsealed roads to maintain, and over time, convert to sealed roads.

The Australian Local Government Association (ALGA) has called for a national focus on improving productivity through greater investment in infrastructure. They argue that unlocking local and regional productivity improvements through investment that improves access for freight vehicles and connectivity between local roads and national freight routes is critical for the nation. The association proposes the Federal Budget provide a \$200million program over 5 years to address first and last mile solutions.

In the bigger picture, the local government sector was successful in advocating for the indexation of Financial Assistance Grants to be restored in the 2017-2018 Federal Budget. The total grant pool currently changes annually in line with changes in the population and the Consumer Price Index. Litchfield Council's general purpose and local road assistance grant in 2017-2018 totalled \$3,027,805.

In their 2018-2019 Budget Submission, ALGA has asked the Australian Government to restore the quantum of the Financial Assistance Grants to a level equal to at least 1% of Commonwealth tax revenue (currently 0.57%) and to improve the safety and management of local roads by doubling Roads to Recovery funding. Other initiatives they propose include local community infrastructure, maintaining Natural Disaster Relief and Recovery funding and a digital program to improve connectivity, mapping and the like.

Further Challenges and Opportunities

Whilst considerable progress has been made on reducing the rates and infringements arrears, there is still a need to pursue this vigorously. Monies not paid significantly impact Council's capacity to deliver the projects and services it promises in the planning process.

A new 5 year Waste Management Strategy will be implemented, working on five focus areas. The main objective of the strategy is *'Together, Council and the community will work to Reduce the amount of waste we generate, Reuse what we can and Recycle waste resources to reinvest back into the community, enhancing our municipality as "the best place to live in the Top End".'*

The Northern Territory Economy

The Northern Territory Government's Economic Snapshot from March 2018 estimates that the Gross State Product will grow by 1.1% in 2017-2018 and forecasts growth of just 0.5% in 2018-2019. This is at odds with Deloitte Access Economics in their Economic Brief for December 2017, who estimate 1.7% in 2017-2018 and forecast 3.9% in 2018-2019. Deloitte Access Economics argue that whilst the outlook for future major project activity is subdued, exports are expected to be a key driver of growth with the Ichthys plant moving into the production and export phase.

In 2018-2019, population growth is expected to increase by 1.2%, employment growth is expected to be weak (0.8%), and average weekly earnings growth will be subdued (1.1%), according to Deloitte Access Economics.

Improving Service Delivery through Working with Others

Litchfield Council is a member of the Top End Regional Organisation of Councils (TOPROC), providing a collective voice on Top End issues and a collaborative forum to strengthen local government in the Top End.

Council continues to work with TOPROC on improving the role of councils in land use planning, advocating for improved local Area Plans and Land Use Plans, the establishment of a Regional Emergency Waste Management Facility and the incorporation of Unincorporated Land, as well as a new governance model for Thorak Regional Cemetery.

Council is also part of the Regional Network that works with Regional Development Australia (RDA) Northern Territory to focus efforts on growing strong and confident regional economies that harness their competitive advantages and drive economic growth.

Council's membership of the Local Government Association Northern Territory (LGANT) includes participating in executive meetings, Mayors and CEO forums, reference groups and conferences to explore issues, develop policy positions and seek opportunities to collaborate.

Litchfield Council is a signatory to a Common Services Agreement between some Northern Territory and Tasmanian councils that provides external Local Government knowledge to support service delivery and improvements.

Council owns seven recreation reserves across the municipality that offer a broad range of recreational and leisure facilities. Five of the reserves are managed by community Committees of Management and the remaining two are managed by Advisory Committees through Council. All are supported by operational and maintenance funding from Council, as well as governance support.

The Palmerston and Rural Seniors hold an annual senior's festival each August, which includes a program of events over a fortnight designed to celebrate older people. Council, through a sponsorship agreement, partners with Palmerston and Rural Seniors to support this annual program.

In April 2018, Council has hosted an event for youth in the municipality, run by a renowned facilitator of youth strategies, to explore their issues and needs. The outcomes of that session will inform Council's next steps in partnership with schools and community groups.

Staffing Plan

The staffing plan for 2018-2019 is to employ 55.27 full-time equivalent staff* in three directorates. An extra position has been included to provide a 12-month customer service trainee opportunity. This position will assist with frontline customer service.

Whilst the number of people in full-time and part-time positions is relatively stable (the turnover rate is less than 6%), the actual headcount of employees varies from time to time due to the employment of outdoor staff for seasonal work and relief work.

In 2017-2018 a new Enterprise Agreement was negotiated, operating until 11 March 2020. Annual salary increases were set at a sustainable level of 2%.

Directorate	Budget				
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Office of the Chief Executive	1	2	3	4	4
Community and Corporate Services	20	19	18	17.3	18.3
Infrastructure and Operations	29.8	31.47	32.47	32.97	32.97
Total full-time equivalent staff (FTE)*	50.8	52.47**	53.47	54.27	55.27
Total cost of staffing plan***	\$5,561,252	\$5,599,224	\$5,650,888	\$5,975,124	\$6,121,026 ****

* Full-time equivalent staff includes full-time and part-time staff and wet season staff working with the Mobile Work Force.

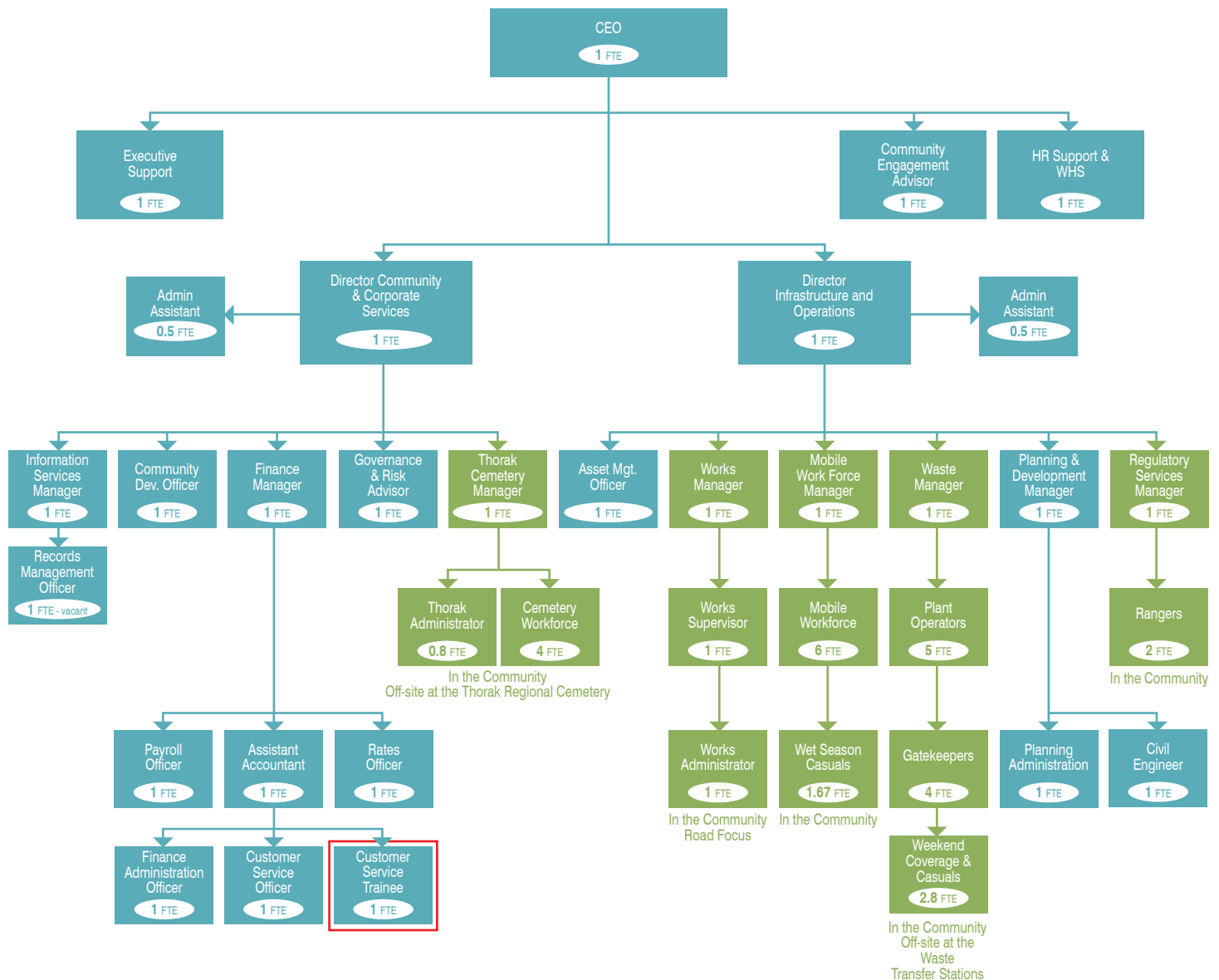
** The staffing plan included in the Municipal Plan 2015-2016 stated there were 48.8 FTE staff. A subsequent organisational review found there were 52.47 FTE staff.

*** In line with accounting best practice, the total cost of the staffing plan includes all employee costs – salaries and on-costs, superannuation, workers compensation insurance, fringe benefit tax and staff training and development.

**** Cost of Customer Service Trainee not included due to limited tennure and shown in New Initiatives.

Employee Costs	Budget	
	2017-2018	2018-2019
Salaries	5,174,390	5,295,290
Superannuation	519,188	541,736
Workers Compensation Insurance	101,546	105,000
Fringe Benefit Tax	24,300	24,300
Other Employee Costs	155,700	154,700
TOTAL	5,975,124	6,121,026

Staffing Plan 2018-2019 - Organisation Chart



	New Position	
	External staff	33.27
	Office staff	22
Total		55.27

2018-2019 Budget by Program Profile

Directorate	Program	Income	Less Expense	Operating Surplus (-Deficit)	Capital Income	Capital Expense	FTE
Council Leadership	Elected Members, Office of the CEO and Community Engagement*	-	953,231	(953,231)	-	-	3.00
Council Leadership Total		-	953,231	(953,231)	-	-	3.00
Community and Corporate Services	Finance	8,472,205	1,523,732	6,948,473	-	-	9.50
	Community	82,000	1,430,995	(1,348,995)	81,181	411,181	1.00
	Corporate*	-	489,335	(489,335)	-	-	2.00
	Information Services	-	509,486	(509,486)	-	-	1.00
	Thorak Regional Cemetery	777,447	820,749	(43,302)	-	17,530	5.80
Community and Corporate Services Total		9,331,652	4,774,297	4,557,355	81,181	428,711	19.30
Infrastructure and Operations	Mobile Workforce	-	1,249,031	(1,249,031)	60,000	188,000	8.67
	Planning and Development	51,836	688,273	(636,437)	60,353	-	4.50
	Regulatory Services	70,750	364,614	(293,864)	-	-	3.00
	Works	2,583,776	3,101,389	(517,613)	3,436,877	5,767,345	4.00
	Waste Management	3,048,423	2,765,452	282,971	-	204,677	12.80
Infrastructure and Operations Total		5,754,785	8,168,759	(2,413,974)	3,557,230	6,160,022	32.97
TOTAL Result		15,086,437	13,896,287	1,190,150	3,638,411	6,588,733	55.27

*The variance in FTE between Council Leadership and Corporate reflects the Human Resources Advisor accounted for under Corporate for budget comparison. However, the position reports directly to the Chief Executive Officer.

Program Profiles

COUNCIL LEADERSHIP

Directorate – Office of the Chief Executive

Responsible Officer	Chief Executive Officer		
Number of FTEs	3		
2018-2019 Budget			
Operational Revenue	\$0	Capital Revenue	\$0
Operational Expenditure	\$953,231	Capital Expenditure	\$0
Net Operating Cost	\$953,231	Net Capital Cost	\$0

Program Description

Provide strategic leadership, good governance, community engagement, advocacy and decision-making to achieve corporate outcomes.

Strategic Priorities and Outcomes



Key Outputs	Measures	Targets
Advocacy Submissions to Government	Community Survey – Satisfaction with Council's role in Advocacy	>60%
NT Legislation and other Reviews	Community Survey – Strategic Direction	>50%
Community Engagement Strategy	Actions Year 1	Done
Community Survey	Survey Complete Overall satisfaction Importance of Council's roles – community engagement	Done >65% >90%
Social Media Management New Residents Information Kit	Unique engagement clicks on Facebook posts	>500
Elected Members training and development Business Planning and Performance Reporting Framework Council meetings and activities Executive Leadership	Number of Professional Development Sessions Outstanding Actions from plans	>2 sessions < 20%
Media Monitoring and Management Reputation Management Elected Member Support Change Management and Innovation	Media Response Time	<24 hours
<i>New Initiatives</i> <i>Online Demographic Information Packages</i> <i>Aquatic Facility feasibility study</i>		

HUMAN RESOURCES and WORK HEALTH & SAFETY

Directorate – Office of the Chief Executive

Responsible Officer	HR & WHS Advisor
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Number of FTEs	1
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Program Description

Responsible for managing the WHS system and a range of operational, advisory and strategic human resource services that meet statutory requirements and enable Council to attract, develop and retain great staff.

Strategic Priorities and Outcomes



Good
governance



Modern service
delivery

Key Outputs	Measures	Targets
Reward and Recognition Program	Implemented	Oct 18
HR Policies, Procedures, Checklists	Reviewed, developed and compliant	Dec 18
	Staff turnover rate	<20%
	Staff Survey satisfaction	>70%
Corporate training and development framework including induction.	Developed	Oct 18
Work Health and Safety Management System	Lost Time Injuries	<3
	Workers Compensation Claims	<3

PLANNING & DEVELOPMENT

Directorate – Infrastructure and Operations

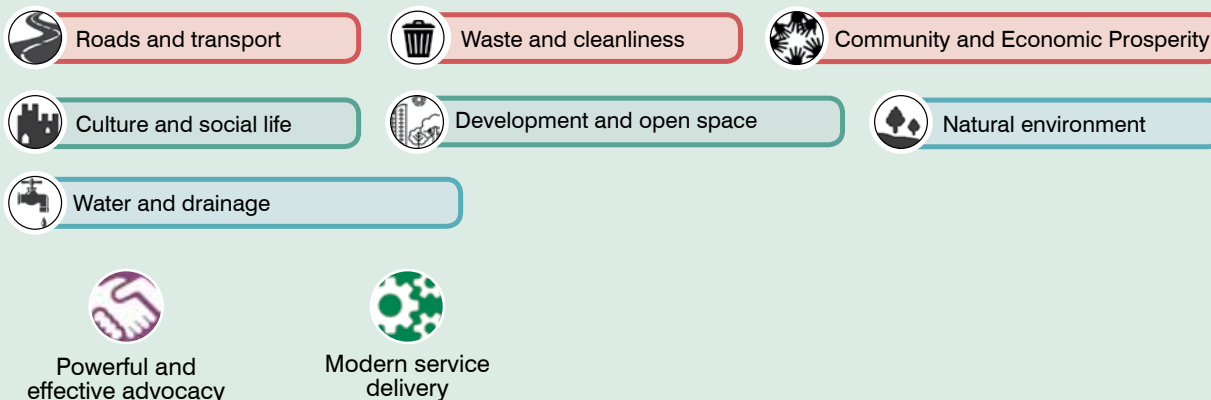
Responsible Officer	Planning and Development Manager		
Number of FTEs	4.5		
2018-2019 Budget			
Operational Revenue	\$51,836	Capital Revenue	\$60,353
Operational Expenditure	\$688,273	Capital Expenditure	\$0
Net Operating Cost	\$636,437	Net Capital Cost	\$60,353

Program Description

Review and provide comment on all regional plans, policies, development proposals and planning applications relevant to Litchfield Municipality, guided by Northern Territory and Council plans, policies and consideration of the amenity of residents.

Approve design and construction documentation, undertake onsite inspections and provide approvals for future Council assets in new developments and subdivisions.

Strategic Priorities and Outcomes



Key Outputs	Measures	Targets
Submissions to the NT Government Participation in NT planning working groups	Comments submitted on applications within required time frame	>95%
	Community Survey – Satisfaction with new development – set baseline	TBD
Approval of plans, reports and construction documentation	Plan approvals issued within 10 days	>90%
	Work Within a Road Reserve Permits associated with Development Permits issued within 5 days	>95%
Procedures / Checklists Developer Contribution Plans Inspections	Complete	Sep 18

INFRASTRUCTURE AND WORKS

Directorate – Infrastructure and Operations

Responsible Officer Road Network Manager

Number of FTEs 4

2018-2019 Budget

Operational Revenue	\$2,583,776	Capital Revenue	\$3,436,877
Operational Expenditure	\$3,101,389	Capital Expenditure	\$5,767,345
Net Operating Cost	\$517,613	Net Capital Cost	\$2,330,468

Program Description

Plan, provide and manage Council's road network and other infrastructure to ensure the social, cultural and economic success of the Litchfield Municipality.

Strategic Priorities and Outcomes



Roads and transport



Waste and cleanliness



Community and Economic Prosperity



Recreation



Water and drainage



Engaging our community



Modern service delivery

Key Outputs	Measures	Targets
Process for informing community about road closures.	Developed	Dec 18
Capital Works Program	Completed on time and in budget Asset renewal funding ratio	>80% ≥1:1
Asset Management Policy and Plans	Developed	
Asset Inspection/Maintenance Program	Programs Developed	Oct 18
Productive Roads Project	Completed on time and in budget	Complete
Road Renewals, Upgrades and Maintenance Programs	Community Survey – Satisfaction with maintenance of local roads	>60%
Property Maintenance Program	Completed on time and in budget	>90%
Drainage Upgrades and Maintenance Program	Completed on time and in budget Community Survey – Satisfaction with roadside drainage	>90% >60%
Wet season road network management	Emergency works response time	<48hours
Grant applications	Developed	Jun 19

MOBILE WORK FORCE (MWF)

Directorate – Infrastructure and Operations

Responsible Officer	MWF Manager		
Number of FTEs	8.67		
2018-2019 Budget			
Operational Revenue	\$0	Capital Revenue	\$60,000
Operational Expenditure	\$1,249,031	Capital Expenditure	\$188,000
Net Operating Cost	\$1,249,031	Net Capital Cost	\$128,000

Program Description

Provide an effective and efficient maintenance service for Council's road verges, drainage easements, signs, reserves, excised lands, areas surrounding waste transfer stations and Council buildings using well maintained plant and equipment.

Strategic Priorities and Outcomes



Waste and cleanliness



Development and open space



Natural environment



Animals and wildlife



Modern service delivery

Key Outputs	Measures	Targets
Road Network, Road Reserve and Fire Break (Council land) slashing before July fire bans	Vegetation slashing and mowing of 900kms of road network (7,200kms per round) Fire breaks and road reserves slashing of 1000kms	2 rounds >75%
Install and maintain signs and guide posts	Replace non-compliant signs in the signage program to Australian standards	100%
Plant and equipment servicing schedule	Reduce lost time due to plant & equipment breakdown Plant serviced within 3 days of service due date	<20hours 100%
Weed Management Plan Update	Complete	Aug 18
Weed spraying of road furniture and classified weeds, including Gamba Grass, on Council road verges and excised lands	Weed spraying 900km road verges and 1000km excised lands Community Survey – Satisfaction with weed management	150,000lt >50%
Road verge litter collection	Community Survey – Satisfaction with roadside maintenance	>50%
Tree pruning and removal General maintenance		

WASTE MANAGEMENT

Directorate – Infrastructure and Operations

Responsible Officer Waste Manager

Number of FTEs 12.8

2018-2019 Budget

Operational Revenue	\$3,048,423	Capital Revenue	\$0
Operational Expenditure	\$2,765,452	Capital Expenditure	\$204,677
Net Operating Cost	\$282,971	Net Capital Cost	\$204,677

Program Description

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

Strategic Priorities and Outcomes



Waste and cleanliness



Natural environment



Engaging our community



Modern service delivery

Key Outputs	Measures	Targets
Work with industry re commercial waste	Waste tonnage transferred to Shoal Bay	<10,000 tonnes
Community Action Group established		
Safe operation of waste transfer stations	Community Survey – Satisfaction with waste transfer stations	>80%
	Cost per tonne of waste throughput – establish baseline Yr 1	\$TBD
Resale of recycled materials (mulch, crushed concrete, cash for cans, batteries)	Community Survey – Satisfaction with waste recycling	>55%
Procedures / Checklists		
Tender for Waste Transportation	Amount of total waste that is recycled	>30%
Commercial Waste Charge enforced	Amount of total waste that is dry recyclables	>15%
Free green waste disposal month	Amount of green waste received that is on-sold as mulch	>80%
Established service levels		
Waste audits	Complete	Oct 18
<i>New Initiative – Year 1 Waste Strategy</i>		

REGULATORY SERVICES

Directorate – Infrastructure and Operations

Responsible Officer	Regulatory Services Manager		
Number of FTEs	3		
2018-2019 Budget			
Operational Revenue	\$70,750	Capital Revenue	\$0
Operational Expenditure	\$364,614	Capital Expenditure	\$0
Net Operating Cost	\$293,864	Net Capital Cost	\$0

Program Description

Administer Council's Dog Management By-Laws; promote responsible dog ownership through public education and initiatives, assist with the management and control of feral dogs and address abandoned vehicles.

Strategic Priorities and Outcomes



Animals and wildlife



Engaging our community



Modern service delivery

Key Outputs	Measures	Targets
Educate the community about responsible dog ownership.	Education program delivered to primary schools	>1
	Dogs registered increased by	>10%
	Registered dogs are de-sexed	>45%
Administer and enforce Dog Management By-Laws	Community Survey – Satisfaction with animal management	>50%
Animal Management Plan	Documented	Complete
Record and investigate customer requests	Customer requests actioned in <2 days	100%
Monitor the feral dog population. Provide a microchipping program	Investigations completed within 14 days	>90%
Remove vehicles abandoned on roadsides.		



FINANCE

Directorate – Community and Corporate Services

Responsible Officer	Finance Manager		
Number of FTEs	9.5		
2018-2019 Budget			
Operational Revenue	\$8,472,205	Capital Revenue	\$0
Operational Expenditure	\$1,523,732	Capital Expenditure	\$0
Net Operating Cost	\$6,948,473	Net Capital Cost	\$0

Program Description

Provide financial services to assist Council in making informed decisions and allocating resources efficiently and effectively in the short and Long-Term whilst ensuring Council meets all its statutory and regulatory obligations. Provide the first point of contact for residents and visitors and manage rates records in accordance with policy and legislative requirements.

Strategic Priorities and Outcomes



Good
governance



Modern service
delivery

Key Outputs	Measures	Targets
Annual Budget/ Annual Report Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%
Monthly and annual financial reporting, including audit	Unqualified audit	Complete
Long-Term Financial Plan	Liquidity ratio Asset sustainability ratio Current Ratio Debt Service Ratio	>1:1 >60% >1 >1
Long-Term rating strategy	Rates coverage ratio-lowering Council's dependency on government grants and other funding sources	>50%
Review the Customer Request Management System	Completed	Oct 18
Rates and accounts receivable collection	Current years rates outstanding as at 30 June 2019	<15%
Front counter customer service	Community Survey –satisfaction in customer service	>60%
Accounts payable and payroll Capture of incoming mail in Council's record management system		
<i>New Initiative – Customer Service Trainee</i>		

INFORMATION SERVICES

Directorate – Community and Corporate Services

Responsible Officer	Information Services Manager		
Number of FTEs	1		
2018-2019 Budget			
Operational Revenue	\$0	Capital Revenue	\$0
Operational Expenditure	\$509,486	Capital Expenditure	\$0
Net Operating Cost	\$509,486	Net Capital Cost	\$0

Program Description

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

Strategic Priorities and Outcomes



Roads and transport



Waste and cleanliness



Development and open space



Modern service delivery

Key Outputs	Measures	Targets
Contract management of Council's Information and Communications Technology (ICT) service	Percentage of Service Desk requests closed against open requests during a period	90%
Information and Communications Technology investment program.		
Deliver, maintain and support Corporate Enterprise Solution software to ensure Council operates effectively (eg the Customer Request Management system (CRM) and an Asset Management system)	CRM workflows for service delivery developed – usage increasing	>5%
Effective and integrated electronic document and records management system (EDRMS)	Responsible Officers record corporate documents in EDRMS in line with policy Incoming mail processed and recorded in system	90% <1 day
Implementation of the Information and Communications Technology Improvement Plan	Annual Actions Complete	>90%
Manage Council's Geographical Information System (GIS)	Age of GIS Imagery of populated areas	<5 years
<p><i>New Initiatives -</i> <i>Aerial photography for Council's Geographical Information System.</i> <i>New Geographical Information System.</i> <i>Information and Communications Technology Improvement Plan – UPS for servers and Vmware Sphere.</i></p>		

COMMUNITY SERVICES & COMMUNITY DEVELOPMENT

Directorate – Community and Corporate Services

Responsible Officer	Director of Community and Corporate Services		
Number of FTEs	1		
2018-2019 Budget			
Operational Revenue	\$82,000	Capital Revenue	\$81,181
Operational Expenditure	\$1,430,995	Capital Expenditure	\$411,181
Net Operating Cost	\$1,348,995	Net Capital Cost	\$330,000

Program Description

Support and resource Recreation Reserves committees of management to provide fit for purpose sport and recreational facilities. Develop inspection regimes and maintenance programs for playgrounds and tree maintenance on Recreation Reserves and manage Council's Community Grants Scheme and support community events and programs.

Strategic Priorities and Outcomes



Culture and social life



Recreation



Development and open space



Community and Economic Prosperity



Engaging our community



Good governance



Modern service delivery

Key Outputs	Measures	Targets
Council partnership and support grants	Use of community halls is increasing	>8hrs week
Community events and programs	Calendar produced	Complete
Grant applications	Grants received by Council acquitted within agreed timeframes	100%
Community Procedures and Checklists	Developed	Sep 18
Annual Community Grants Program Community initiatives program	Number of Community events and programs supported	8
Governance and support for the operations of Council's seven Recreation Reserves	Community Survey – Satisfaction with Recreation Reserves	>65
Australia Day Event	Community Participation	>300
Playground Inspection Program	Develop and Implement	Sep 18
<i>New Initiative - Tree Risk Management Plan</i>	Documented	Complete

GOVERNANCE & RISK

Directorate – Community and Corporate Services

Responsible Officer Governance & Risk Advisor

Number of FTEs 1

2018-2019 Budget (includes HR&WHS)

Operational Revenue	\$0	Capital Revenue	\$0
Operational Expenditure	\$489,335	Capital Expenditure	\$0
Net Operating Cost	\$489,335	Net Capital Cost	\$0

Program Description

Provide and supports best practice governance, statutory compliance and risk management for Council.

Strategic Priorities and Outcomes






Good
governance



Modern service
delivery

Key Outputs	Measures	Targets
Maintain the Governance and Risk Management Framework, including risk register, and the Policy Framework	Compliance with legislative requirements as per Department of Local Government (DOLG) Compliance Checklist	100%
Amenity Protection By-Law	Develop	Jun 19
Risk Management Audit Committee support	Risk Management Audit Committee Meetings	4
Coordinate records management review and improvements	Fit for purpose business classification for records in place and monitored.	Complete
Assist with policy development	Annual Policy Review Program	100%
Implement Annual Internal Audit Plan	Internal Audits conducted	3
Advisory support to Leadership Group Meetings		

THORAK REGIONAL CEMETERY			
Directorate – Community and Corporate Services			
Responsible Officer	Thorak Manager		
Number of FTEs	5.8		
2018-2019 Budget			
Operational Revenue	\$777,447	Capital Revenue	\$0
Operational Expenditure	\$820,749	Capital Expenditure	\$17,530
Net Operating Cost	\$43,302	Net Capital Cost	\$17,530
Program Description			
Operate the Thorak Regional Cemetery and Crematorium for the Top End efficiently and effectively in accordance with approved plans and the Northern Territory Cemeteries Act, Regulations and Council policies.			
Strategic Priorities and Outcomes			
	Community and Economic Prosperity		
			
	Good governance	Modern service delivery	

Key Outputs	Measures	Targets
Servicing community needs and regulatory obligations re cemetery records	Compliance with legislative requirements.	100%
Monthly Reporting to the Thorak Board	Achievement of operational budget	100%
Burials including pre-burial site preparation	Community Survey	>60%
Cremations including processing cremated remains	Importance of Thorak	>65%
Memorial spaces for ash interments	Satisfaction with Thorak	
Chapel hire and amenities	Chapel use	>50% capacity
Maintenance of grounds and open spaces, including mowing, planting and irrigation systems	Memorial Inspection	Annual
Maintenance of cemetery plant and equipment	Staff efficiency increases	>TBD hours
Basic upkeep of buildings including cemetery house		
Sales of cemetery products	Sales Growth	>10%

+ 2018-2019 Annual Budget Summary

Council is projecting a net operating surplus of \$4.3 million in 2018-2019. This will be used to fund the Capital Works Program, along with additional funds drawn from the Financial Reserves. Excluding the projects carried forward from 2017-2018, this is \$135,172 above what was proposed in Council's Long-Term Financial Plan and will go towards sealing Oxford Road (\$400,000 in total).

	Budget 2017-2018	Budget 2018-2019	Variance %
Operational Revenue	14,657,838.00	15,086,437	2.92%
Capital Revenue	2,353,786.00	3,638,411	54.58%
Total Revenue	17,011,624.00	18,724,848	10.07%
Operating Expenditure	13,761,773.00	13,896,287	0.98%
Capital Expenditure	4,171,230.00	6,588,733	57.96%
Total Expenditure	17,933,003.00	20,485,020	14.23%
Net Transfers from Reserves	921,380.00	1,760,172	91.04%
Balance Surplus/Deficit	-	-	

Operating Revenue 2.92%

- 5% Increase in Rates and growth in rateable properties.
- Road Sealing Special Rate for sealing of William Road and Carveth Road in 2017-2018 and Oxford Road in 2018-2019.
- Increase in Dog Registrations income.
- Decrease in expected subdivisions because of the current economic climate.

Capital Revenue 54.58%

- Decrease in annual Roads to Recovery funding – total value of the 5-year program \$7,929,143 nearing completion.
- Reduction expected in Developer Contribution fees due to economic downturn.
- Freds Pass Road and Finn Road NT Government Capital Grants works carried over from 2017-2018 financial year.

Operating Expenses 0.98%

- 2% annual staffing increase as per Enterprise Agreement.
- Increase in utilities charges.
- Removal of election cost due to non-election year.
- Developer Contributions Plan Review carried forward from 2017-2018.

Capital Expenditure 57.96%

- \$1.4 million carried forward from 2017-2018 for the upgrade of Finn Road.
- \$1.1 million carried forward from 2017-2018 for the upgrade of Freds Pass Road.

Infrastructure Maintenance

Council has an extensive network of infrastructure assets with a current value of \$261million. Maintaining these assets in good order requires substantial expenditure each year. The 2018-2019 Budget provides just over \$2million for infrastructure maintenance (including \$53,000 for Council office maintenance). Expenditures for new, renewals and upgrades of assets are found in the Capital Works Program.

Infrastructure Maintenance Program

	Actual \$ 2015-2016	Actual \$ 2016-2017	Budget \$ 2017-2018	Budget \$ 2018-2019
Road Maintenance Program:				
Kerbing	8,160	42,738	30,000	40,000
Maintenance Grading	135,393	124,211	205,000	195,000
Patching	210,240	207,733	100,000	140,000
Pavements Rehabilitation	605,274	251,259	230,000	180,000
Shoulders	522,258	200,942	200,000	250,000
Signage	146,187	121,462	60,000	85,000
Road Culverts	48,234	108,515	30,000	30,000
Road Table Drains	218,763	370,915	250,000	250,000
Driveway Access	57,624	37,995	105,000	100,000
Driveway Culverts	139,972	220,831	200,000	200,000
Safety Barriers	7,762	15,225	50,000	50,000
Stormwater Drains	96,624	0	90,000	60,000
Stabilisation	1,924	4,582	30,000	20,000
Guide Posts	50,490	49,990	56,000	74,000
Floodways/Causeways	25,996	62,164	60,000	60,000
Line Marking	321,809	150,626	160,000	110,000
Sweeping	16,739	13,640	50,000	40,000
Road and Drainage	-	-	200,000	100,000
Council Office Maintenance Program	39,661	60,900	53,000	53,000
TOTAL	2,653,110	2,043,728	2,159,000	2,037,000

New Initiatives – Operating Budget

The following new initiatives to be undertaken in the 2018-2019 financial year total \$170,000. New initiatives are included in the annual operating budgets to ensure Council continuously improves how it delivers services. All initiatives contribute to achieving Council's strategic priorities.

Further initiatives, totalling \$6,500, are actions from the Waste Management Strategy that will be funded directly from related financial reserves.

Initiative	Amount \$	Description
Online Demographic and Economic Information Products	12,000	This annual subscription will provide on-line demographic and economic information tools to assist Council and to satisfy community and business information needs.
Aerial Photography for Geographical Information System (GIS)	30,000	The imagery contained in our Geographic Information System (GIS) needs to be updated to ensure we have access to the most appropriate imagery to assess and/or capture information. It is proposed to update Council's photography over 3 years.
New GIS for Council	20,000	Council's GIS is due to expire and will be unsupported from June 2019. We will assess the options available that will allow a smooth transition to a new system to ensure consistent service delivery.
ICT Plan – UPS for Servers	5,000	The IT servers on-site require UPS (battery back-up) to ensure consistent and constant running servers and minimise interruptions to operations due to power outages.
ICT Plan – VMware Sphere	8,000	This is the license for the foundation of Council's server configuration that hosts all the virtual servers that facilitate all our online services.
Trainee Customer Service Officer	15,000	This provides a full-time job opportunity for a young resident to train in frontline customer service and administration and will allow improvements to customer service delivery.
Tree Risk Management Plan	30,000	The Tree Risk Management Plan will provide a proactive and systematic approach to inspecting trees on Council-owned land.
Aquatic Feasibility Study	50,000	Full detailed design and business case for an aquatic facility - Stage 2 of the Aquatic Study project. Total cost is estimated at \$100,000 to be supported by \$50,000 external funding.
TOTAL	\$170,000	
Funded from Financial Reserves		
Waste Transfer Stations Signage	6,500	Waste Management Strategy recommendation to reflect the greater emphasis on recycling education for the transfer stations.
TOTAL	\$6,500	

Rating Strategy

Social and Economic Impact Statement of Rating Strategy

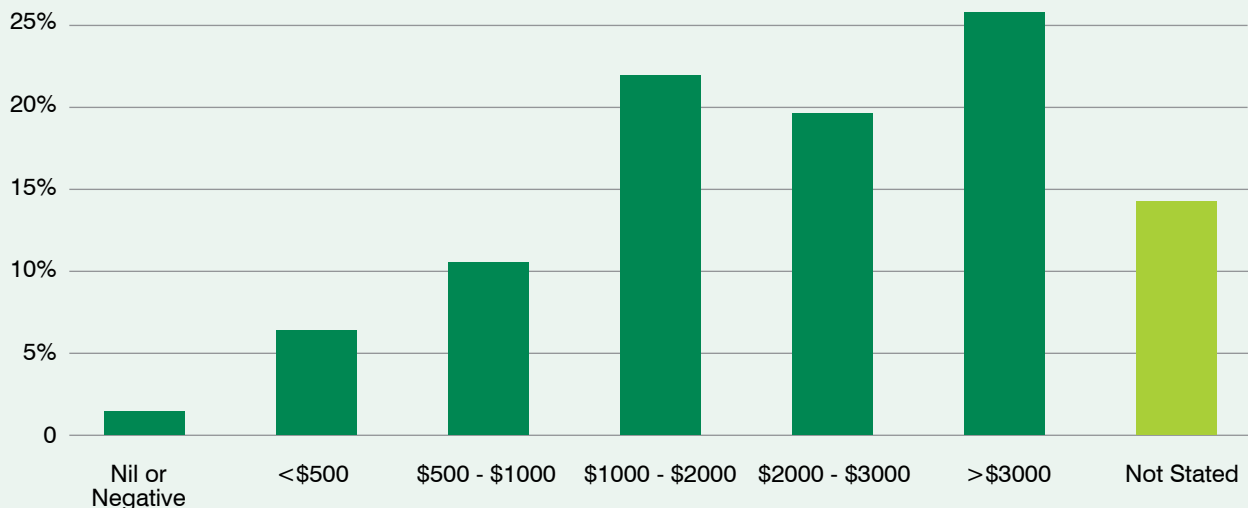
In setting the 2018-2019 financial year's rates and charges, Council has been guided by its Long-Term Financial Plan, Strategic Plan and Litchfield's demographic and economic data.

The Long-Term Financial Plan (updated on an annual basis) proposes an annual increase in general rates of 5% for the next 10 years to secure Council's financial sustainability. This means ensuring there are enough funds for maintaining and renewing Council's assets and for satisfying an increasing demand for a greater range of services, infrastructure and advocacy that has been driven by population growth.

Council has considered the financial capacity of ratepayers and their sensitivity to increases, how best to balance the costs of the present and future benefits and the concept of user-pays for charges. Council believes that despite the current dampened economic climate in the Northern Territory, the extent of the rate rise (on average less than \$1 a week) will have a low impact on residents, even for relatively low-income households.

The following data informed Council's decision.

Litchfield Weekly Household Income – ABS Census Data 2016 compiled by profile.id



Litchfield Household Data - ABS Census Data 2016 compiled by profile.id

Median weekly household income	\$2,109
Housing fully owned	27.3%
Households with a mortgage	40%
Median weekly mortgage repayment	\$578
Households Renting	17%
Median weekly rent	\$401

In 2018-2019, 55% of Council's income will be raised through rates. Council will also draw on its financial reserves, though in the long-term, as noted in the Long-Term Financial Plan, Council is mindful this is not sustainable and has flagged the need to review its rating policy.

The current rating policy has three categories, each with a different basis for charging, as follows:

- Residential rural – a fixed rate per property.
- Residential urban (Coolalinga) – a fixed rate per property.
- Other (includes commercial and industrial) – a valuation-based rate per property with a minimum charge set.

Council has opted to increase rates by 5% for rural residential properties and commercial/industrial properties. The residential urban (Coolalinga) rate remains the same for the second year running.

Residential Rate + Waste Charge		2017-2018	2018-2019	Variance
Coolalinga	Rate	\$1,215	\$1,215	\$0
	Waste	\$349	\$359	\$10
General Residential	Rate	\$765	\$803	\$38
	Waste	\$349	\$359	\$10

Rural Residential (excluding Coolalinga) and Commercial / Industrial Rates % Increases Over Time

2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
4.2	6	3.5	5	5.5	5	5

Gas Plant – Rates Over Time

2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
2,510	28,008	28,986	30,435	33,554	44,795	52,411

Workers Village – Rates Over Time

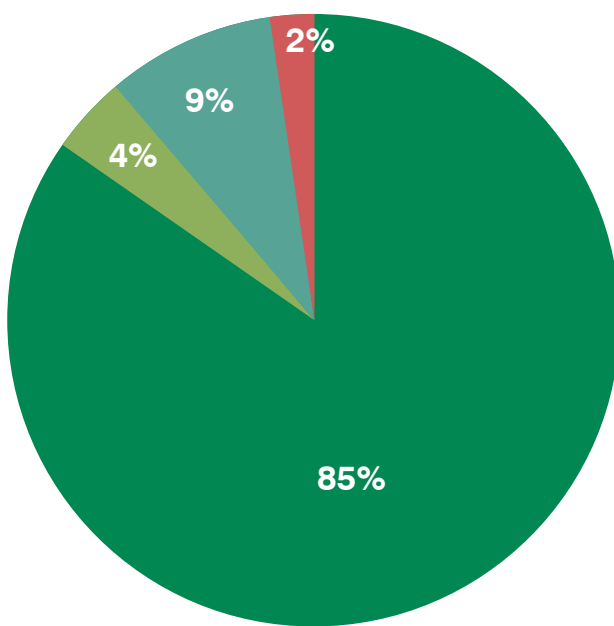
2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
2,485	25,153	24,483*	25,707	28,278	37,751	44,169

*Reduction in UCV mid-year



Rate Revenue

	Budget \$ 2016-2017	Budget \$ 2017-2018	Budget \$ 2018-2019
Residential Rate	5,486,454.00	5,890,585.00	6,121,269.00
Urban Rate (Coolalinga)	285,610.00	289,170.00	291,600.00
Commercial & Industrial Rates	535,711.64	614,483.44	647,881.00
Gas Plant / Workers Village / Pastoral Lease / Mining Tenements	33,554.25	159,118.27	168,747.00
TOTAL	6,341,329.89	6,953,356.71	7,229,497.00



Rates 2018-2019

- Residential Rate
- Urban Rate (Coolalinga)
- Commercial and Industrial Rates
- Gas Plant / Workers Village / Pastoral Lease / Mining Tenements

With residential rates being 85% of the income generated through rates on property, a review of the rating strategy is important to ensure the rates 'burden' is distributed equitably.

Rating Structure

Planning Zone	Code*	No. of properties	Rate 2017-2018	Rate 2018-2019
Fixed Rates				
Allotments of residential land other than Coolalinga	SD; R; RR; MD; MR; HR; SU; CP; RD; U; CL; HT; PS; CN; OR	7623	765.00	803.00
Allotments of residential land comprising of the suburb of Coolalinga	SD; R; RR; RL; MD; MR; HR	240	1,215.00	1,215.00
Mining Tenements	As approved by the Minister	83	871.68	871.68
Pastoral Lease	As approved by the Minister	2	368.31	368.31
Valuation Based (UCV)				
Allotments of commercial/industrial land	CB; FD; TC; C; SC; CV; GI; DV; LI;	265	0.189871% Min. Charge \$1,395	0.200372% Min. Charge \$1,471
Gas Plant (Hundred 045 Lot 01860, Hundred 045 Lot 01872, Hundred 000 Lot 07002)	MZ	3	0.251661%	0.294443%
Workers Village (Hundred 055 Lot 06128)	MZ	1	0.503348%	0.588917%
Charge				
Waste Charge		7897	\$349.00	\$359.00
Special Rate				
Area A Road (William Road)	RR	11	N/A	\$4,010.00
Area B Road (Carveth Road)	RR	6	N/A	\$4,010.00
Area C Road (Oxford Road)	RR	12	N/A	\$4,210.50

*Refer to the NT Planning Scheme

The Waste Charge in 2018-2019 will be \$359 per allotment, an increase of \$10.

Where Council seals a road, a contribution from property owners is charged as a special rate to defray costs. In 2018-2019 Council will apply a special rate to properties on William Road and Carveth Road for sealing these roads in 2017-2018 and on Oxford Road to seal this road during the 2018-2019 financial year.

Sponsorships, Grants and Operating Subsidies

The Community Grants Scheme was launched in 2017 following the development of Council's Grants, Donations and Sponsorship Policy (FIN07) and subsequent guidelines for the Scheme. The Scheme provides a framework for delivering grant funding to the community with clear links to achieving the Strategic Plan 2018-2022 outcomes and our vision to be the best place to live in the Top End. The funding supports community groups and organisations to run events, facilities and programs that provide opportunities to connect and to enrich life in local communities.

Recreation Reserves Funding Support

Council externally funds and supports five recreation reserves on Council land across the municipality through providing operational funding to enable each Reserve Committee to maintain facilities and support a range of activities. Two of Council's reserves are directly managed and funded by Council.

	2017-2018	2018-2019 Total funding	Paid directly to Recreation Reserve Management Committees	Tree Maintenance	Annual Assessment Playground
Operating Contributions to Recreation Reserves					
Freds Pass Reserve	\$648,788	\$685,500	\$625,000	\$60,000	\$500
McMinns Reserve	\$17,255	\$25,000	\$15,000	\$10,000	\$ -
Humpty Doo Village Green	\$86,275	\$103,500	\$83,000	\$20,000	\$500
Berry Springs Reserve	\$58,160	\$65,500	\$55,000	\$10,000	\$500
Livingstone Reserve	\$51,765	\$58,500	\$48,000	\$10,000	\$500
TOTAL	\$862,243	\$938,000	\$826,000	\$110,000	\$2,000
New Initiatives for Recreation Reserves					
Tree Risk Management Plan		\$30,000	\$ -	\$30,000	\$ -

	2017-2018 \$	2018-2019 \$	Description
Grants / Donations			
Freds Pass Show Sponsorship	40,000	40,000	Funds to assist the running of the Freds Pass Show
Palmerston & Rural Seniors Group	5,000	5,000	Grant to support the seniors' festival within the Litchfield Community
Library Heritage Collection	4,000	4,000	Funding to support the preservation of community heritage at Taminmin College
Library Support NTL	6,000	0	Funding no longer required
Southport Mira Square	5,000	5,000	Funds to support the development of community facilities on Mira Square
NT Natural Resource Management Awards	2,500	2,500	Grant to support the NT Natural Resource Management Awards
Community Initiatives	7,500	7,500	Up to 15 Community initiatives at \$500
Annual Community Grants	30,000	33,000	Annual grants up to \$5,000
Other Donations	2,000	0	
TOTAL	102,000	97,000	
Community Support / Community Events			
Women in Business Network	10,000	6,000	Council Sponsored Network
Queen's Baton Relay	10,000	0	One-off Community Event in 2018
Australia Day Community Event	7,000	7,000	Annual Community Event
NT Youth Week Event	500	1000	Annual Community Event
Anzac Day Activities	1,000	1,000	Commemorative Services
Freds Pass Annual Show Stall	10,000	10,000	Community Engagement at major event
Other Community Support	1,000	0	
TOTAL	39,500	25,000	



Elected Members Allowances

In accordance with Section 71(3) of the Local Government Act, the elected members' allowances are set annually by Council. The allowances for the 2018-2019 financial year are as follows:

Elected Members Allowances for 2018-2019		Amount \$		
Allowance Type	Mayor	Deputy Mayor	Councillor	
Annual Base Allowance	73,125.37	27,039.81	13,151.83	
Annual Electoral Allowance	19,247.18	4,812.67	4,812.67	
Extra Meeting Allowance	-	-	8,767.88	
Professional Development Allowance	3,653.68	3,653.68	3,653.68	
Total Maximum Claimable	96,026.23	35,506.16	30,386.06	
2017-2018 Elected Members Allowance Totals	96,026.23	35,506.16	30,386.06	
Variance	-	-	-	

Annual Base Allowance

This allowance covers those activities required of an elected member in the performance of their role as an elected representative and includes, but is not limited to:

- Agenda study and meeting preparation.
- Attendance at regular Council and committee meetings.
- Attendance at social functions as a Council representative.
- Constituency responsibilities.
- Council representation outside Litchfield Municipality, including delegations interstate and overseas, unless such representation has been approved as an Extra Meeting.

Annual Electoral Allowance

This allowance is provided to assist elected members with electoral matters and can be used at the discretion of individual elected members.

Extra Meeting Allowance

This allowance is available in accordance with Council's Elected Member Benefit and Support Policy (EM05). The amount claimable is determined by Council resolution and cannot exceed the maximum set by the Minister as detailed above.

Professional Development Allowance

This allowance is available in accordance with Council's Elected Member Benefit and Support Policy (EM05) and enables elected members to attend appropriate and relevant conferences or training courses to build their professional capacity to fulfil their role on Council.



2018-2019 Annual Budget in detail

Analysis of the Operating Budget

Operating Revenue

Overall, operating income for the 2018-2019 financial year will increase by \$428,599 (2.9%) compared to the 2017-2018 budget. The table below identifies the changes in Operating Revenue by Directorate.

Operating Revenue by Directorate

Directorate	Department	Budget 2017-2018 (\$)	Budget 2018-2019 (\$)	Variance in \$ Increase / (Decrease)
Council Leadership	Elected Members, Office of the CEO and Community Engagement	-	-	-
Community and Corporate Services	Finance	8,174,865	8,472,205	297,340
	Community	79,500	82,000	2,500
	Corporate	-	-	-
	Information Services	27,500	-	(27,500)
	Thorak Regional Cemetery	725,125	777,447	52,322
Infrastructure and Operations	Mobile Work Force	-	-	-
	Planning and Development	162,430	51,836	(110,594)
	Regulatory Services	34,000	70,750	36,750
	Works	2,467,580	2,583,776	116,196
	Waste Management	2,986,838	3,048,423	61,585
TOTAL		14,657,838	15,086,437	428,599

The main increase in income will be generated through the 5% increase in rural residential and commercial/ industrial rates (displayed in the Finance Department), as well as an increase in Federal Assistance Grants for Roads Maintenance of \$77,200 shown in the Works Department. The Waste Management Department is budgeted to generate \$61,585 more income with the waste charge in 2018-2019.

The increase of 7% at the Thorak Regional Cemetery is mainly due to anticipated interment rights sales and an increase in fees set by the Council acting as the Thorak Regional Cemetery Board.

Whilst certain departments had an increase in budget, other departments are projecting a decline in income in 2018-2019. The main decrease in income is \$110,594 in the Planning and Development Department, which is mainly due to the economic downturn resulting in fewer subdivisions being developed. This causes a reduction in Developer Contributions Fees collected by Council.

In previous years, Information Services received a small amount of income from work performed for the City of Palmerston. No additional income is expected in the Information Services Department, as the support is no longer required.

Operating Expenses

Operating Expenses are budgeted to increase by 0.98% in 2018-2019. Considering annual increments of contracts and the 2% Enterprise Agreement increases in salaries, this demonstrates that efficiencies have been made across areas and a responsible 2018-2019 budget. The table below identifies the changes in Operating Expenses by Department.

Operating Expenses by Department

Directorate	Department	Budget 2017-2018 (\$)	Budget 2018-2019 (\$)	Variance in \$ Increase / (Decrease)
Council Leadership	Elected Members, Office of the CEO and Community Engagement	1,071,161	953,231	(117,930)
Community and Corporate Services	Finance	1,522,941	1,523,732	791
	Community	1,285,840	1,430,995	145,155
	Corporate	466,900	489,335	22,435
	Information Services	469,156	509,486	40,330
	Thorak Regional Cemetery	791,655	820,749	29,094
Infrastructure and Operations	Mobile Work Force	1,226,644	1,249,031	22,387
	Planning and Development	609,494	688,273	78,779
	Regulatory Services	376,940	364,614	(12,326)
	Works	3,112,938	3,101,389	(11,549)
	Waste Management	2,828,104	2,765,452	(62,652)
TOTAL		13,761,773	13,896,287	134,514

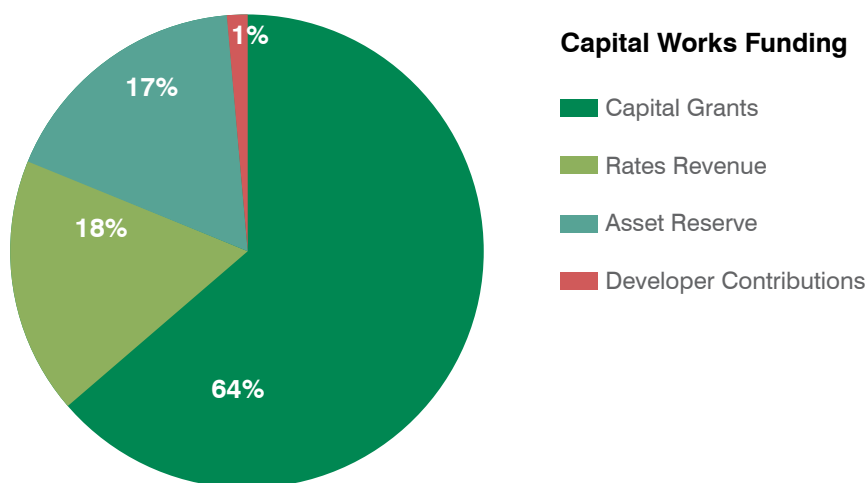
Overall the main reason for the total increase in Operating Expenses is the increase in investment in the Community Services Department with more funds being allocated towards the maintenance of Recreation Reserves and the availability of Community Grants.

The increases in expenses for the departments- Information Services and Planning and Development are due to New Initiatives planned for the 2018-2019 year (eg completion of the revised Developer Contributions Plan and improvements to the GIS system).

Analysis of the Capital Budget

Capital works are works that improve or replace an existing asset or create a new asset for Council. Due to the restricted Rates Income, Council is heavily reliant on grant funding and funds drawn from the Asset Reserve. In addition to the commitment of Council's Long-Term Financial Plan of transferring \$1million each year from the Asset Reserve to fund the road infrastructure gap, the 2018-2019 Budget intends to draw an additional \$147,884 (13% more) from the Asset Reserve to seal Oxford Road.

Source of Funding for Capital Works 2018-2019

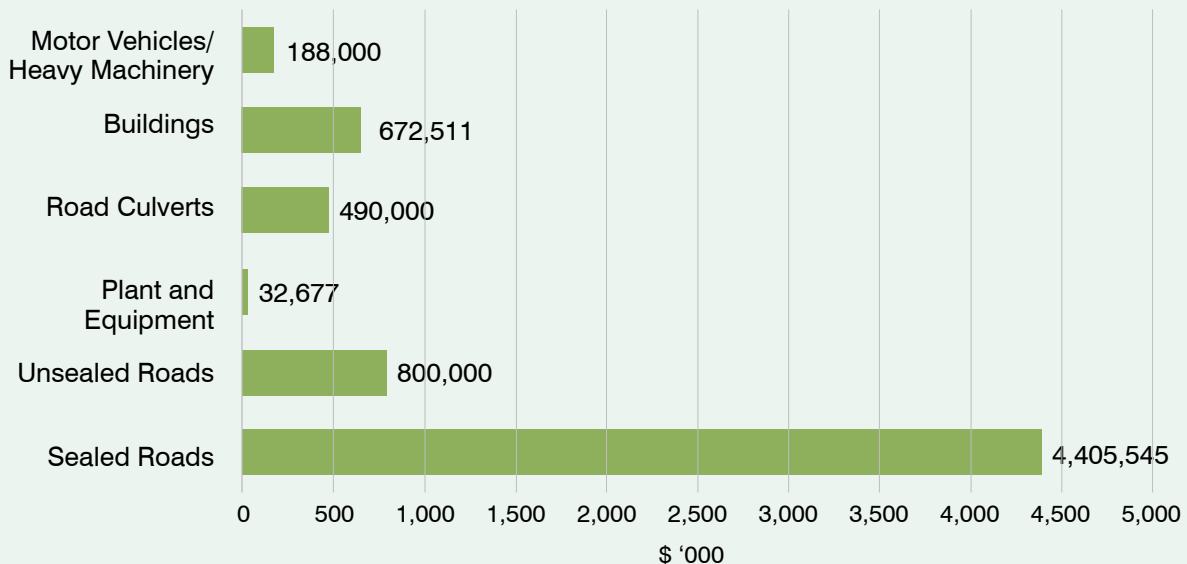


Overall, Capital Revenue is expected to increase by \$1,284,625 in 2018-2019. The increase is not a real increase in funds. We are to receive progress payments of \$2,220,500 in the 2018-2019 financial year from successful grants awarded in the 2017-2018 year for capital projects. This is offset by a decrease in developer contributions from a reduction in the number of subdivisions.

Capital Revenue by Directorate

Directorate	Department	Budget 2017-2018 (\$)	Budget 2018-2019 (\$)	Variance in \$ Increase / (Decrease)
Council Leadership	Elected Members, Office of the CEO and Community Engagement	-	-	
Community and Corporate Services	Finance	-	-	
	Community	-	81,181	81,181
	Corporate	-	-	
	Information Services	-	-	
	Thorak Regional Cemetery	-	-	
Infrastructure and Operations	Mobile Work Force	30,000	60,000	30,000
	Planning and Development	763,409	60,353	(703,056)
	Regulatory Services	-	-	
	Works	1,547,377	3,436,877	1,889,500
	Waste Management	13,000	-	(13,000)
TOTAL		2,353,786	3,638,411	1,284,625

Capital Expenditure on Assets



Capital Expenditure is predicted to increase by 57.6% in 2018-2019. This increase is directly attributed to the commencement or completion of projects previously intended to be undertaken in 2017-2018 financial year.

The projects to be carried forward from previous years include:

- Freds Pass Sport and Recreation Reserve Upgrade - \$3,000,000 invested by the NT Government's Department of Sport & Recreation for Stage 1 of the Freds Pass Reserve Management Plan. In 2018-2019, \$300,000 is expected to be carried forward to the next year to complete the project.
- Freds Pass Road Upgrade – This project is funded by the NT Government Department of Transport Improving Strategic Local Roads Infrastructure Program. The project has been delayed due to the need to redesign the road. This will continue in the 2018-2019 financial year, with funding of \$720,500 yet to be received and \$1,070,500 to be expended.
- Finn Road Upgrade – This project is fully funded with \$1,500,000 funding by NTG Department of Infrastructure, Planning and Logistics. The project will be carried forward to the 2018-2019 financial year with the tender expected to be awarded in June 2018. This project will improve drainage and extend existing culvert structures to meet the Clear Zone standard.
- Mobile Work Force Shed – Funding of \$225,000 provided by the NT Government's Department of Housing and Community Development has been set aside in unexpended grants awaiting further analysis on the locality, design and approval of the construction of the Mobile Work Force Shed.

Capital Expenditure by Department

DIRECTORATE Department	PROJECTS	COSTS(\$)
INFRASTRUCTURE AND OPERATIONS		
Works	Resealing of roads	1,000,045
	Freds Pass Road Drainage Upgrade - Beaumont to Strangways Roads (BlackSpot Funding – awaiting approval)	478,000
	Re-sheeting of roads (Renewal)	400,000
	Purchase of 3 Armadillo Traffic Counters	18,000
	Purchase and installation of safety rails along Leonino Road	90,000
	Purchase and installation of safety rails along Hicks Road	90,000
	Carruth Road Line-marking (Girraween Primary School or NTG 50% funding awaiting approval)	30,000
	Installation of Culverts on Pioneer Drive/Beddington Road Intersection	200,000
	Installation of Culverts along Beddington Road	110,000
	Pavement repairs and strengthening along Whitewood Road	427,000
	Oxford Road Sealing	400,000
	Freds Pass Road Upgrade (Carried forward from 2017/18)	1,070,500
	Finn Road Upgrade (Carried forward from 2017/18)	1,400,000
	Irrigation system	6,800
	Footpaths	36,000
	Council building - Meeting Room	11,000
TOTAL		5,767,345
Mobile Work Force	Tractor with loader replacement	150,000
	Mower replacement	38,000
TOTAL		188,000
Waste Management	Vibrating Plate Compactor to suit Caterpillar Backhoe	14,677
	Shade Structure at Howard Springs WTS	60,000
	Gatehouse at Berry Springs WTS	30,000
	Mains power connection / Water Tank Berry Springs WTS	100,000
TOTAL		204,677

DIRECTORATE Department	PROJECTS	COSTS(\$)
COMMUNITY AND CORPORATE SERVICES		
Community	Howard Park Recreation Reserve - Recondition existing playground and shade structure (Special Purpose Grant Funding – Round 2 awaiting approval)	81,181
	Howard Park Recreation Reserve - Kitchen replacements for both buildings	30,000
	Freds Pass Sport and Recreation Reserve Infrastructure Upgrade (Carried forward from 2017/18)	300,000
TOTAL		411,181
Thorak	Resealing of Bitumen - Office Carpark and Workshop	10,000
	Inspect existing bores x 3	7,530
TOTAL		17,530
		6,588,733

The table below outlines resealing works to be undertaken on Council's roads in 2018-2019:

Road Reseal Program

Road name	Length (m)
Kareela Drive	940
Donaldo Court	195
Schimer Court	200
Draper Road	440
Yates Road	330
Mira Road South	450
Farrar Road	700
Secrett Road	1620
Holly Road	300
Notta Road	350
Jervois Road	750
Fisher Road	490
Strawberry Road	700
Bridgemaury Crescent	1725
Acacia Road	1745
Bruce Court	440
Marian Road	370
Jeffries Road	1570
Collard Road	365
Edelsten Road	900
Redgum Drive	1420
Emanuel Road	375
Sittella Road	1000
TOTAL	17,375m

Sources of funding for the 2018-2019 Reseal Program

Developer Contributions Reserve	\$31,945
National Roads to Recovery Fund	\$723,377
Asset Reserve	\$244,723
TOTAL COST of Reseal	\$1,000,045

Ward	Number of Roads	Length
South	4 Roads	2.59km
North	5 Roads	3.85km
East	9 Roads	8.24km
Central	4 Roads	2.39km



+ 2018-2019 Annual Budget reporting

This section provides financial information on Council's projected performance in 2018-2019. In preparing the budget, a conservative approach has been taken in incorporating all the known factors and making prudent assumptions for forecasting.

Financial Indicators

The financial indicators identified below are parameters set to measure the long-term financial sustainability of Litchfield Council.

Summary of Ratios

Current Ratio	Measures the effectiveness of Council's ability to pay its debts as they fall due. (Current Assets less Externally Restricted Assets over Current Liabilities).
Debt Service Ratio	Measures Council's debt obligation (Net Debt Service Cost over Operating Revenue).
Rate Coverage Percentage	Measures Council's rates sourced income against total income. This excludes Charges. (Rate Revenue over Total Revenue).
Rates and Annual Charges Outstanding	Measures the effectiveness in recovering Council's debts owed. (Rates and Charges outstanding over Rates and Charges Collectible).
Own Source Revenue Coverage Ratio	Measures the reliance of Council on external funding. (Own Source Revenue over Operating Expenditure).
Asset Sustainability Ratio	Measures the extent to which Council is renewing its assets. (Replacement and Renewal of Assets over Depreciation Expense).

	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Budget 2018-2019
Current Ratio	8.8:1	6.96:1	8.5:1	10.10:1
Debt Service Ratio	0%	0%	0%	0%
Rate Coverage Percentage	39.27%	28.30%	36.12%	39.56%
Rates & Annual Charges Outstanding Percentage	28.41%	22.52%	23.47%	<15%
Own Source Revenue Coverage Ratio	40.09%	40.73%	40.90%	>60%
Asset Sustainability Ratio	34.29%	29.74%	25.32%	>60%

Budgeted Statement of Comprehensive Income

This statement provides a detailed summary of all Council's income and operating expenses, including depreciation. The Operating Deficit illustrates Council's overall financial performance and inability to fund the consumption of assets.

In 2018-2019, we will manage a total income of over \$18million (including capital grants and contributions). Most of this income will come from rates and capital grants.

Council's largest expenses are employee costs (44%) and contractors (30%).

	Actual 2016-2017	Budget 2017-2018	Budget 2018-2019
Income			
Rates	9,812,902	9,697,195	10,243,216
Statutory Charges	36,922	33,500	70,250
User Charges	1,096,342	1,217,955	1,143,033
Grants Subsidies & Contributions – NT Recurrent	136,105	-	-
Grants Subsidies & Contributions – NT Capital	250,000	-	2,301,681
Grants Subsidies & Contributions – Cwlth Recurrent	4,459,048	2,939,688	2,939,688
Grants Subsidies & Contributions – Cwlth Capital	2,778,780	1,547,377	1,201,377
Grants Subsidies & Contributions – Other	245,234	807,909	79,353
Investment Income	812,587	725,000	686,250
Reimbursements	15,217	-	-
Other Income	140,916	43,000	60,000
Total Income	19,784,053	17,011,624	18,724,848
Expenses			
Employee Costs	5,562,439	5,975,124	6,121,026
Materials, Contracts & Other Expenses	7,467,712	7,788,149	7,775,261
Depreciation, Amortization & Impairment	16,749,678	16,749,678	16,749,678
Total Expenses	29,779,829	30,512,951	30,645,965
Operating Deficit	(9,995,776)	(13,501,327)	(11,921,117)
Net gain (loss) on disposal or revaluation of assets	28,396	-	-
Amounts received specifically for new or upgraded assets	245,000	-	-
Physical resources received free of charge	887,075	-	-
Net Deficit	(8,835,305)	(13,501,327)	(11,921,117)

Budgeted Statement of Financial Position

This Statement provides our best estimate of the assets Council will own and the liabilities Council will have as at the period ended 30 June 2019.

	Actual 2016-2017	Budget 2017-2018	Budget 2018-2019
Assets			
Current Assets			
Cash and Cash Equivalents	1,930,063	1,007,184	1,032,184
Trade & Other Receivables	2,486,043	1,900,000	1,900,000
Other Financial Assets	19,574,537	19,574,537	18,589,365
Total Current Assets	23,990,643	22,481,721	21,521,549
Non-Current Assets			
Infrastructure, Property, Plant & Equipment	271,163,166	260,729,177	251,318,232
Other Non-Current Assets	2,144,459	750,000	750,000
Total Non-Current Assets	273,307,625	261,479,177	252,068,232
Total Assets	297,298,268	283,960,898	273,589,781
Liabilities			
Current Liabilities			
Trade & Other Payables	1,573,163	1,500,000	1,500,000
Provisions	720,061	495,000	495,000
Total Current Liabilities	2,293,224	1,995,000	1,995,000
Non-Current Liabilities			
Provisions	339,745	295,000	295,000
Total Non-Current Liabilities	339,745	295,000	295,000
Total Liabilities	2,632,969	2,290,000	2,290,000
NET ASSETS	294,665,299	281,670,898	271,299,781
Equity			
Accumulated Surplus	37,198,032	21,395,132	12,784,187
Asset Revaluation Reserves	243,311,730	243,311,730	243,311,730
Other Reserves	14,155,537	16,964,036	15,203,864
TOTAL EQUITY	294,665,299	281,670,898	271,299,781

Budgeted Statement of Cash Flow

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

	Actual 2016-2017	Budget 2017-2018	Budget 2018-2019
Cash Flows from Operating Activities			
Receipts			
Rates - general & other	9,689,096	9,697,195	11,043,216
Fees & other charges	1,361,838	1,251,455	1,213,283
Investment receipts	806,120	725,000	686,250
Grants utilised for operating purposes	8,459,355	5,294,974	6,522,099
Other operating receipts	2,570,503	43,000	60,000
Payments			
Employee costs	(5,378,080)	(5,975,124)	(6,121,026)
Contractual services & materials	(8,259,709)	(7,788,149)	(7,775,261)
Other operating payments	(2,794,225)	-	-
Net Cash provided by Operating Activities	6,454,898	3,248,351	5,628,561
Cash Flows from Investing Activities			
Receipts			
Amounts specifically for new or upgraded assets	245,000	-	-
Sale of surplus assets	179,924	-	-
Net disposal of investment securities	194,687	-	985,172
Payments			
Expenditure on renewal/replacement of assets	(6,417,656)	(4,171,230)	(6,588,733)
Net disposal of investment securities	-	-	-
Net Cash used in Investing Activities	(5,798,045)	(4,171,230)	(5,603,561)
Net Change in Cash Held	656,853	(922,879)	25,000
Cash & cash equivalents at beginning of period	1,273,210	1,930,063	1,007,184
Cash & cash equivalents at end of period	1,930,063	1,007,184	1,032,184

Budgeted Statement of Reserves

Financial Reserves

This statement provides a summary of Council's Financial Reserves balances from the forecast balance as per 30 June 2018 to year end of the 2018-2019 financial year, including any transfers to and from each Financial Reserve.

The purpose of Council's Financial Reserves is to ensure sufficient funds are set aside for specific purposes as they arise. Council's Long-Term Financial Plan draws \$1,000,000 from Financial Reserves each year to fund the ongoing maintenance and renewal of Council's infrastructure assets. Council's Financial Reserves Policy (FIN04) describes Council's intentions in using those funds.

	Balance at 1 July 2018	Transfer TO	Transfer FROM	Net Movement	Balance at 30 June 2019
Externally Restricted Reserves					
Developer Contribution Reserve	1,157,477	60,353	(80,882)	(20,529)	1,136,948
Unexpended Grants and Contributions	790,000	-	(565,000)	(565,000)	225,000
Internally Restricted Asset Related Reserves					
Asset Reserve	9,884,258	-	(1,102,105)	(1,102,105)	8,782,153
Internally Restricted Other Reserves					
Waste Management Reserve	3,928,572	289,471	(211,177)	78,294	4,006,866
Election Reserve	100,000	-	-	-	100,000
Disaster Recovery Reserve	500,000	-	-	-	500,000
Strategic Initiatives Reserve	435,691	-	(90,000)	(90,000)	345,691
Cemetery Reserve	168,038	-	(60,832)	(60,832)	107,206
TOTAL	16,964,036	349,824	(2,109,996)	(1,760,172)	15,203,864

Long-Term Financial Plan

Long-Term Financial Plan Assumptions

This Litchfield Council Long-Term Financial Plan is prepared in accordance with Section 126 of the Local Government Act. The Long-Term Financial Plan details the expected activities over the duration of the plan from the year ended 2018-2019 to the year ended 2022-2023.

A long-term financial plan is an important element of Council's planning effort to ensure a sustainable future. It ensures good practice in managing Council's assets, including roads and drainage infrastructure. It also provides Council with a tool to assess the impact of financial decisions into the future.

The Long-Term Financial Plan continues to rely on Financial Reserves to fund Capital Expenditure. This highlights Council advocating to gain access to the maximum possible of available grant funding to improve existing assets or construct new assets, including its road infrastructure and buildings and Recreation Reserves, some of which are managed by committees. It also illustrates the need to operate more efficiently and source other income across all service delivery sectors.

ITEM	INCREMENT 2018-2019 to 2020-2021	INCREMENT 2021-2022 to 2022-2023
INCOME		
General Rates	5.0% + \$25,000 growth	5.0% + \$25,000 growth
Waste Charge	3.0% + \$10,000 growth	3.0% + \$10,000 growth
Statutory Charges	0.0%	0.0%
User Charges	5.0%	5.0%
Grants, Subsidies and Contributions	1.5%	1.5%
Investment Income	-3.0%	-3.0%
Other Income	Thorak Cemetery Assistance	Thorak Cemetery Assistance
EXPENSES		
Total Employee Costs	2.1 – 2.7%	2.4%
Auditor Fees	1.0%	1.0%
Elected Member Expense	2.0%	2.0%
Election Expenses	10% growth every 3 years	10% growth every 3 years
Cemetery Operations	1.5%	2.0%
Contractors	1.5%	2.0%
Energy	2.0%	2.5%
Insurance	2.0%	2.5%
Maintenance	1.5%	2.0%
Legal Expenses	0.0%	0.0%
Donations and Community Services	1.5%	2.0%
Computer / IT Costs	1.5%	2.0%
Parts, Accessories and Consumables	1.5%	2.0%
Professional Services	1.5%	2.0%
Sundry Expenses	1.5%	2.0%
New Initiatives	0.0%	0.0%

+ Long-Term Financial Plan 2018-2023

Each year Council reviews the Long-Term Financial Plan as part of developing the Municipal Plan. The key objective is financial sustainability in the medium to long-term, while making progress on Council's strategic priorities, as per the Strategic Plan 2018-2022.

Underlying strategies to improve long-term sustainability include:

- Exploring opportunities to increase income from sources other than rates.
- Advocating for project support and funding.
- Improving asset management.
- Using discretionary reserves for capital expenditure in the short term.
- Constraining growth in operating costs.
- Increasing rate income.

	Budget 2018-2019	Plan 2019-2020	Plan 2020-2021	Plan 2021-2022	Plan 2022-2023
INCOME					
Rates					
General Rates	7,289,497	7,653,972	8,036,671	8,438,505	8,860,430
Waste Charge	2,835,023	2,920,074	3,007,676	3,097,906	3,190,843
Road Levy	118,696	-	-	-	-
Statutory Charges	70,250	70,250	70,250	70,250	70,250
User Charges	1,143,033	1,200,185	1,260,194	1,323,204	1,389,364
Grants, Subsidies and Contributions	6,044,099	3,878,923	3,937,107	3,996,164	4,056,106
Investment Income	686,250	665,663	645,693	626,322	607,532
Reimbursements	-	-	-	-	-
Other Income	60,000	70,000	70,000	70,000	70,000
TOTAL Income	18,246,848	16,459,067	17,027,591	17,622,351	18,244,525

	Budget 2018-2019	Plan 2019-2020	Plan 2020-2021	Plan 2021-2022	Plan 2022-2023
EXPENSE					
Employee Costs					
Salaries	5,280,290	5,422,858	5,558,429	5,691,831	5,828,435
Superannuation	541,736	556,363	570,272	583,959	597,974
Workers Compensation Insurance	105,000	107,100	109,242	111,973	114,772
Fringe Benefit Tax	24,300	24,786	25,282	25,889	26,510
Other Employee Costs	154,700	157,794	160,950	164,813	168,769
Auditors Fees	36,600	36,966	37,336	37,709	38,086
Bad Debts	-	-	-	-	-
Elected Member	241,311	252,032	257,073	262,214	267,458
Election Costs	-	-	-	150,381	-
Cemetery Expenses	300,200	304,703	309,274	315,459	321,768
Contractors	4,155,620	4,217,954	4,281,223	4,366,847	4,454,184
Energy	235,200	239,904	244,702	250,820	257,091
Insurance	190,500	194,310	198,196	203,151	208,230
Maintenance	647,500	657,213	667,071	680,412	694,020
Legal Expenses	145,000	70,000	70,000	70,000	70,000
Donations	117,250	123,069	124,915	127,413	129,961
Computer/IT costs	303,025	307,570	312,184	318,428	324,797
Parts, Accessories & Consumables	261,000	271,005	275,070	280,571	286,182
Professional Fees	576,870	494,173	501,586	511,618	521,850
Sundry	403,685	407,710	413,826	422,103	430,545
New Initiatives	176,500	200,000	200,000	200,000	200,000
Depreciation	16,749,678	16,749,678	16,749,678	16,749,678	16,749,678
TOTAL EXPENSES	30,645,965	30,795,188	31,066,309	31,525,269	31,690,310
UNDERLYING OPERATING RESULT	(12,399,117)	(14,336,121)	(14,038,718)	(13,902,918)	(13,445,785)
One-off Capital Grants	478,000	600,000	600,000	600,000	600,000
Operating Deficit	(11,921,117)	(13,736,121)	(13,438,718)	(13,302,918)	(12,845,785)
Operating Surplus/(Deficit) less Depreciation	4,828,561	3,013,557	3,310,960	3,446,760	3,903,893
Capital Spend					
Operating	4,350,561	2,413,557	2,710,960	2,846,760	3,303,893
Capital Grants	478,000	600,000	600,000	600,000	600,000
Reserve	1,760,172	1,000,000	1,000,000	1,000,000	-
Funds Available for Renewal and Replacement of Assets	6,588,733	4,013,557	4,310,960	4,446,760	3,903,893
Financial Reserve Prediction	15,203,864	14,203,864	13,203,864	12,203,864	12,203,864



COUNCIL REPORT

Agenda Item Number:	15.7
Report Title:	Litchfield Council Fees and Charges 2018-19
Report Number:	18/0107
Meeting Date:	18/07/2018
Attachments:	Attachment A – Council Fees and Charges 2018-19

Purpose

This report presents for Council's adoption, the Fees and Charges Schedule for Litchfield Council for the financial year 2018- 19.

Summary

A review of fees and charges for Litchfield Council has been undertaken.

The proposed 2018/19 fees and charges are in line with Council's Long Term Financial Plan increases, set by Council.

Administration fees and charges have proposed to increase by 5%, unless statutory requirements exist or where reasonable change was required.

Recommendation

THAT Council adopts the Council Fees and Charges for 2018-19, as presented in Attachment A to report 18/0107.

Background

Fees and Charges for Litchfield Council are set annually as part of the Annual Budget process. As these charges are the basis for the projected income, the fees and charges are presented to Council in accordance with Part 10.5 *Local Government Act*.

Administration fees and charges for Council are proposed to increase by 5% unless statutory requirements exist or where reasonable changes needed to be made. Furthermore, fees and charges for Knuckey Lagoon Recreation Reserve have been included in line with Howard Park Recreation Reserve, although there is a 12-month moratorium for long-term user groups.

No increase in Dog Registrations is proposed for the 2018-19 financial year. Council has included an Entire Dog Annual Concession Registration fee for pensioners reducing the fee for those eligible from \$75.00 per annum to \$40.00. A Replacement registration tag cost of \$7.50 for residents that misplace their dog tags has been introduced.

Proposed increases in Other Regulatory Services Charges include: -

- Microchip increased from \$30.00 to \$35.00,
- Microchip (Concession for Pensioners) increased from \$20.00 to \$25.00, and
- Dispose of dead animal/dog increased from \$80.00 to \$100.00.

Planning and Works fees for Council have increased by 5% unless statutory requirements exist, with no increase to Road Openings/Road Closings.

Waste Disposal Sales for Mulch is proposed to remain at 2017/18 rate, with an increase of \$5.00 per cubic metre for Crushed Concrete sales.

All other Waste Disposal fees for Council have increased by 5% where appropriate. The Shoal Bay (City of Darwin) fees have also been extracted from our fees and charges as these are not controlled or set by Council.

Links with Strategic Plan

A well run Council

Legislative and Policy Implications

Section 128 *Local Government Act* requires Council to adopt its Annual Budget on or before 31 July for the relevant financial year. The fees and charges are the basis for the projected income in the forthcoming budget, therefore Council is required to adopt the fees and charges.

Risks

Council's financial sustainability relies on the collection of adequate fees and charges. It is important that fees and charges are reviewed and benchmarked annually to ensure Council is setting its fees and charges at a sustainable level.

Financial Implications

Fees and charges for 2018/19 comprise 6% of Council's budgeted income for the financial year, including income received from Thorak Regional Cemetery.

Community Engagement

Fees and charges are part of the annual draft budget which was placed on public exhibition for 21 days inviting comment.

The Local Government Act does not require Council to publish the fees and charges schedule separately for public consultation prior to adoption.

**Recommending
Officer:**

Silke Maynard, Director Community and Corporate Services

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

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

LITCHFIELD COUNCIL

Fees and Charges 2018-2019

Effective from 1 July 2018



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ADMINISTRATION FEES

<u>Rate Book Inspection Fee</u>	2017/18 Including GST	2018/19 Including GST	Variance
	\$	\$	%
Pursuant to Section 152 (4) of the Local Government Act any person is entitled, when the Council Office is open to the public, to inspect the Rate Book free of charge.	No charge	No charge	0%

<u>Rates Notice Reprint</u>	2017/18 Including GST	2018/19 Including GST	Variance
	\$	\$	%
Current year rates reprint for any zoning	19.00	20.00	5%
Prior year rates reprint for any zoning	25.00	26.00	5%

<u>Written Rate Search Fee</u>	2017/18 Including GST	2018/19 Including GST	Variance
	\$	\$	%
A charge for each "Certificate of Liabilities" pursuant to Section 256 of the Local Government Act will be levied for the furnishing of written information of details from the Rate Book. This information will only be supplied upon receipt of the required sum together with the written request in the required format.	71.00	75.00	5%

<u>Freedom of Information</u>	2017/18 Including GST	2018/19 Including GST	Variance
	\$	\$	%
FOI - Information Request (non-personal information)	\$30.00 + \$25/hour	\$30.00 + \$25/hour	0%

<u>Disabled Parking Permits</u>	2017/18 Including GST	2018/19 Including GST	Variance
	\$	\$	%
Parking Permit for Disabled Persons	10.00	10.00	0%

<u>Women's Business Network</u>	2017/18 Including GST	2018/19 Including GST	Variance
	\$	\$	%
Attendance to Women's Business Network Functions	20.00	20.00	0%

COMMUNITY SERVICES

<u>Howard Park Reserve + Knuckey Lagoon Reserve*</u>	2017/18 Including GST	2018/19 Including GST	Variance
Community Organisations (non-profit)	\$	\$	%
Room Hire - Casual (per hour)	20.00	20.00	0%
Room Hire – Full Day (8 hours)	130.00	130.00	0%
Functions	330.00	330.00	0%
Bond for Functions	330.00	330.00	0%
Key Deposit	50.00 per key	50.00 per key	0%
Oval Hire – Casual (per hour)	10.00	10.00	0%
Oval Hire – Full Day (8 hours)	65.00	65.00	0%

	2017/18 Including GST	2018/19 Including GST	Variance
Commercial / Government	\$	\$	%
Room Hire - Casual (per hour)	25.00	25.00	0%
Room Hire – Full Day (8 hours)	200.00	200.00	0%

	2017/18 Including GST	2018/19 Including GST	Variance
Permanent Rates	\$	\$	%
External Sheds (per annum)	1,000.00	1,000.00	0%
External Buildings (per annum)	1,700.00	1,700.00	0%
Internal Rooms (per annum)	1,000.00	1,000.00	0%

* Long-term user groups have a 12-month moratorium at Knuckey Lagoon Reserve.



REGULATORY SERVICES

Dog Registration

Council Resolution – 1718/024 – Council placed a moratorium period on unregistered dog offences infringements until 16 December 2017, providing all dog owners with adequate time to register dogs without penalty.

Annual Registration (All Annual Registrations pro rata 6 Months fee of 50% applies from 1 March)

	2017/18 Including GST	2018/19 Including GST	Variance
	\$	\$	%
Entire Dog Annual Registration	75.00	75.00	0%
Entire Dog Annual Concession Registration	0.00	40.00	100%
Desexed Dog Annual Registration	20.00	20.00	0%
Declared Dangerous Dog Registration	250.00	250.00	0%
Desexed Dog Annual Concession Registration	10.00	10.00	0%
Registered Breeder Annual Registration	40.00	40.00	0%
Working Dog Registration	0.00	0.00	0%
Assistance Dog Registration	0.00	0.00	0%
Lifetime Registration			
Entire Dog Lifetime Registration	375.00	375.00	0%
Desexed Dog Lifetime Registration	100.00	100.00	0%
Desexed Dog Lifetime Concession Registration	50.00	50.00	0%
Registered Breeder Lifetime Registration	202.00	202.00	0%

Other Regulatory Service Charges

	2017/18 Including GST	2018/19 Including GST	Variance
	\$	\$	%
Microchip	30.00	35.00	16%
Microchip (Concession for Pensioners)	20.00	25.00	25%
Replacement registration tags	0.00	7.50	100%
Pound Release Fee	146.00	146.00	0%
Pound daily maintenance fee	25.00	25.00	0%
Dispose of dead animal/dog	80.00	100.00	25%
Surrender Fee - fee per dog	95.00	100.00	0%
Seizure Fee – fee per dog	95.00	100.00	0%
Hire of animal trap - fee per week	20.00	20.00	0%
Hire of animal trap - fee per month	60.00	60.00	0%
Delivery of animal trap	20.00	20.00	0%
Pick up animal trap	20.00	20.00	0%
Cage animal trap (<i>bond</i>)	80.00	100.00	25%
Hire Barking collar fee - fee per month	20.00	20.00	0%
Barking collar (<i>bond</i>)	100.00	100.00	0%
Infringement Reminder Letter	33.00	34.00	3%
Abandoned Vehicle Release Fee	250.00	250.00	0%

PLANNING FEES

<u>Subdivision Fees</u>	2017/18 Including GST	2018/19 Including GST	Variance
	\$	\$	%
Administrative Fee for review of Subdivision plans and Clearances (includes one inspection for each required Construction hold point, one handover inspection at time of Clearance of General Conditions, and two final inspections at time of Release from Defects Liability Period; charged at time of request for Clearance of General Conditions)	2% of estimated Value of Assets or \$143.00, whichever is greater	2% of estimated Value of Assets or \$210.00, whichever is greater	47%
Inspection Fees (as required, applies for each inspection additional to those detailed above; charged prior to issuing requested Clearance)	118.00	124.00	5%
Defect Liability Period Bond (charged prior to issuing Clearance of General Conditions)	5% of estimated Value of Assets	5% of estimated Value of Assets or \$500, whichever is greater	
Outstanding Works Bond (charged prior to issuing Clearance of General Conditions)	As determined by Council, based on current industry rates	As determined by Council, based on current industry rates	
Permit to Work within a Road Reserve (inspection fees included in Application Fee)	84.00	88.00	5%

<u>Plan/Report Review Fees (excluding subdivisions)</u>	2017/18 Including GST	2018/19 Including GST	Variance
	\$	\$	
Application Fee for review of: Access plans Stormwater Design plans Construction and Environmental Management Plans Traffic Management Plans Traffic Impact Assessments Road Safety Audits (per submission per type of plan/report, charged at time of application submission)	84.00	88.00	5%
Permit to Work within a Road Reserve (inspection fees are additional)	84.00	88.00	5%
Inspection Fees	118.00	124.00	5%



(as required, applies for each inspection; charged prior at time of inspection)			
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<u>Road Openings/Road Closings</u>	2017/18 Excluding GST	2018/19 Excluding GST	Variance
	\$	\$	%
Road Openings/Road Closings	\$2,000.00	2,000.00	0%

WORKS FEES

<u>Wide Load Permits</u>	2017/18 Including GST	2018/19 Including GST	Variance
	\$	\$	%
Wide Load Permits - Refundable bond Permit Deposit Required before move is undertaken ** Must be paid by MVR permit holder.	2,500.00	2,500.00	0%
Administration Cost (non-refundable) (Inspection fee and damages at cost will be deducted from refundable bond). ** Must be paid by MVR permit holder.	221.00	232.00	5%
Inspection Fees	118.00	124.00	5%

<u>Reinstatement Charges</u>	2017/18 Including GST	2018/19 Including GST	Variance
	\$	\$	%
Charge for replacement of all Litchfield Council assets (includes but is not limited to bitumen/gravel roads, bitumen/concrete/gravel accesses, and excavation; charged at completion of works)	Actual Cost + 30% + GST	Actual Cost + 30% + GST	0%

<u>Permit to Work within a Road Reserve – No Development Permit</u>	2017/18 Including GST	2018/19 Including GST	Variance
	\$	\$	%
Application Fee for Permit to Work within a Road Reserve (includes one inspection, charged at time of application submission)	84.00	88.00	5%
Additional Inspection Fees (as required, applies for each additional inspection; charged prior to issuing Permit)	118.00	124.00	5%



WASTE DISPOSAL

Sales

All Waste Transfer Stations

	2017/18 Including GST	2018/19 Including GST	Variance
	\$	\$	%
Mulch cubic metres	10.00	10.00	0%
Crushed Concrete cubic metres	15.00	20.00	33%

Dumping Fees

Humpty Doo Waste Transfer Station

Waste	2017/18	Commercial/Non-Residents *	2017/18	Litchfield Municipality Resident
Uncontaminated Green Waste	\$51.50	\$55.00 per tonne	Utility or single axle trailer \$5.00 per load #	Utility or single axle trailer \$5.00 per load #
Contaminated Green Waste**	\$136.00	\$66.00 per tonne + Shoal Bay (CoD) costs***	\$113	\$43.00 per tonne + Shoal Bay (CoD) costs***
Contaminated & Unsorted Waste**	\$136.00	\$66.00 per tonne + Shoal Bay (CoD) costs***		Utility or single axle trailer free of charge #
Uncontaminated Construction Waste (concrete, tiles, bricks, sand and clean fill soil)	\$51.50	\$55.00 per tonne	\$41.00	\$45.00 per tonne Utility or single axle trailer free of charge
Tyres ONLY - non-commercial vehicles less than 4.5 tonnes	\$6 per tyre		\$6 per tyre	
Tyres & Rims - non-commercial vehicles less than 4.5 tonnes			\$10 per tyre	

* A minimum charge of \$15.00 per load applies for Commercial and Non-Litchfield Municipality residents.

Other vehicles will be charged at the Commercial/Non-Resident Rates

**This waste is sent to Shoal Bay and Litchfield Council charges accordingly to cover costs.

***This is dependent on Shoal Bay charges to be advised with City of Darwin Fees and Charges for 2018/19.



Howard Springs Waste Transfer Station

Waste	2017/18	Non-Residents	2017/18	Litchfield Municipality Resident
Uncontaminated Green Waste	\$15.00 per load^	Utility or single axle trailer \$15.00 per load^	Utility or single axle trailer \$5.00 per load^	Utility or single axle trailer \$5.00 per load^
Unsorted Waste		Not Accepted Must be dumped at Humpty Doo Waste Transfer Station		No Charge

^ Other vehicles not accepted





COUNCIL REPORT

Agenda Item Number:	15.8
Report Title:	Rates Declaration 2018-19
Report Number:	18/0108
Meeting Date:	18/07/2018
Attachments:	Certificate in Terms of Regulation 24(1) of the Local Government (Accounting) Regulations

Purpose

This report presents the proposed Rates Declaration for the financial year 2018-19, for Council adoption.

Summary

The Rates Declaration 2018-19 reflects an overall increase of 5% on rates income in line with Council's Long Term Financial Plan 2017/18 to 2026/27.

Residential Rates for the suburb of Coolalinga are proposed to remain unchanged from the prior year with higher increases applied to the gas plant and workers village.

Special rates are imposed to defray a portion of the expense incurred by Council to seal William Road, Carveth Road and Oxford Road. The special rates will be imposed on the properties located on the roads and receiving a direct benefit.

A property charge is proposed for all residential properties for Waste Services, an increase of \$10 from the prior year.

Finally, it is proposed that Council adjusts the first instalment due date from the end of August to the end of September.

Recommendation

1. THAT Council receives and notes the Chief Executive Officer's certification of the assessment records in line with Section 24(1) *Local Government (Accounting) Regulations*, as attached to 18/0108; and
2. THAT Council, pursuant to Section 158 of the Local Government Act, declares the following rates and charges for the financial year ending 30 June 2019:

RATES

- 1 That Pursuant to Section 149 of the Act, the Council adopts the Unimproved Capital Value as the basis of the assessed value of allotments within the Litchfield Municipality ("**the Council Area**").
- 2 That Pursuant to Section 155 of the Act Council declares that the amount it intends to raise for general purposes by way of rates is \$7,229,497 by the application of a combination of the following fixed charges and differential valuation-based charges with minimum charges being payable:

Residential

- 2.1 With respect to every allotment of rateable land within that part of the Council Area comprising the suburb of Coolalinga and zoned SD, MD, MR and HR under the *NT Planning Scheme* (other than conditionally rateable land), a fixed charge of \$1,215.00.
- 2.2 With respect to every allotment of rateable land within that part of the Council Area zoned SD, MD, MR and HR under the *NT Planning Scheme* (other than land in the suburb of Coolalinga and conditionally rateable land), a fixed charge of \$803.00.
- 2.3 With respect to every allotment of rateable land within the Council Area zoned CL, PS, OR, H, A, RR, RL, R, CP, CN, HT, RD, WM, T, SU, M, PM, RW, and U under the *NT Planning Scheme* (other than conditionally rateable land) a fixed charge of \$803.00.

Commercial

- 2.4 With respect to every allotment of rateable land within the Council Area zoned CB, C, CV, SC, TC, LI, GI, DV and FD under the *NT Planning Scheme* (other than conditionally rateable land), a valuation-based charge calculated at a rate of 0.200372% of the unimproved capital value of the land, with the minimum amount payable in the application of that valuation-based charge being \$1,471.00;
- 2.5 With respect to every allotment of rateable land within that part of the Council Area, comprising of Hun 055 P 6128, a valuation-based charge calculated at a rate 0.588917% of the unimproved capital value of the land.
- 2.6 With respect to every allotment of rateable land within that part of the Council Area, comprising Hun 045 P 01860, Hun 045 P 01872 and Hun 000 P 07002, a valuation-based charge calculated at a rate 0.294443% of the unimproved capital value of the land.

Other Land

- 2.7 With respect to every allotment of rateable land (other than conditionally rateable land) within the Council Area not otherwise described above, a valuation-based charge calculated at a rate of 0.200372% of the unimproved

capital value of the land with the minimum amount payable in the application of that valuation-based charge being \$1,471.00.

Mining Tenements

- 2.8 With respect to every allotment of conditionally rateable land within the Council Area occupied under a mining tenement, a valuation-based charge calculated at a rate of 0.3434% of the unimproved capital value of the land with the minimum amount payable in the application of that valuation-based charge being \$880.40.

Pastoral Leases

- 2.9 With respect to every allotment of conditionally rateable land within the Council Area comprising a pastoral lease as defined in the *Pastoral Land Act*, a valuation-based charge calculated at a rate of 0.0302% of the unimproved capital value of the land held under the pastoral lease, with the minimum amount payable in the application of that valuation-based charge being \$371.99.

SPECIAL RATES

- 3 Litchfield Council ("the Council") made the following declaration of special rates pursuant to Section 156 of the Local Government Act ("the Act").

Special Rate – Area A Road (William Road) (AAR)

- 3.1 The purpose for which Special Rate AAR is to be imposed is to defray the expense of sealing roads within that part of the Council Area, which will be for the benefit of those allotments within Area A as described in paragraph 3.5 below.
- 3.2 The amount to be raised by the Special Rate AAR for the financial year ending 30 June 2019 is \$44,110.00.
- 3.3 Special Rate AAR is \$4,010.00.
- 3.4 Special Rate AAR is declared for and will be levied on that rateable land within Area A as identified in paragraph 3.5.
- 3.5 For the purpose of paragraph 3.1 above, the rateable land within Area A that is subject to the Special Rate AAR are lots 2457, 2458, 2466, 2459, 2460, 2465, 2461, 2464, 2462, 2791, 2790 William Road.

Special Rate – Area B Road (Carveth Road) (ABR)

- 3.6 The purpose for which Special Rate ABR is to be imposed is to defray the expense of sealing roads within that part of the Council Area, which will be for the benefit of those allotments within Area B as described in paragraph 3.10 below.
- 3.7 The amount to be raised by the Special Rate ABR for the financial year ending 30 June 2019 is \$24,060.00.
- 3.8 Special Rate ABR is \$4,010.00.

3.9 Special Rate ABR is declared for and will be levied on that rateable land within Area B as identified in paragraph 3.10.

3.10 For the purpose of paragraph 3.6 above, the rateable land within Area B that is subject to the Special Rate ABR are lots 1, 3, 2297, 2467, 2456, 2718 Carveth Road.

Special Rate – Area C Road (Oxford Road) (ACR)

3.11 The purpose for which Special Rate ACR is to be imposed is to defray the expense of sealing roads within that part of the Council Area, which will be for the benefit of those allotments within Area C as described in paragraph 3.15 below.

3.12 The amount to be raised by the Special Rate ACR for the financial year ending 30 June 2019 is \$50,526.00.

3.13 Special Rate ACR is \$4,210.50.

3.14 Special Rate ACR is declared for and will be levied on that rateable land within Area C as identified in paragraph 3.15.

3.15 For the purpose of paragraph 3.11 above, the rateable land within Area C that is subject to the Special Rate ACR are lots 10, 1923, 8, 11, 14, 1922, 1924, 1925, 1926, 1927, 1928, 1929 Oxford Road.

CHARGES

4 That pursuant to Section 157 of the Act, the Council declares a Waste Management Charge:

4.1 The purpose for which this Charge is imposed is to enable and assist Council to meet the cost of the waste disposal services, including management and operation of the three waste transfer stations, which Council provides for the benefit of all rateable land within the Council Area, other than the land described in paragraph 4.4 below, and the occupiers of such land.

4.2 The amount to be raised by this Charge is \$2,835,023.

4.3 The amount of the Charge declared is \$359.00 per allotment.

4.4 The Charge will be levied on all rateable land within the Council Area with the exception of allotments within that part of the Council area zoned CB, C, SC, TC, LI, GI, DV under the *NT Planning Scheme* and including the allotments identified in 2.5 and 2.6 above.

RELEVANT INTEREST RATE

5 That the Council fixes the relevant interest rate for the late payment of rates and charges in accordance with Section 162 of the Act at the rate of 17% per annum which is to be calculated on a daily basis.

PAYMENT

6 That the Council determines that the Rates and Charges (excluding Special Rates AAR, ABR and ACR) declared under this declaration are all due and payable in three (3) approximately equal instalments on the following dates:

28 September 2018;
30 November 2018; and
28 February 2019.

Special Rates AAR, ABR and ACR must be paid by 30 June 2020.

3. In accordance with Section 158 of the NT Local Government Act, publish, within 21 days of declaring rates, a notice of the rates on Council's website and in the NT News, or other appropriate newspaper generally circulating in the Litchfield Municipality.

Background

In line with Section 24(1) *Local Government (Accounting) Regulations* the Chief Executive Officer (CEO) must certify to Council that, to the best of the CEO's knowledge, information and belief, the assessment record is a comprehensive record of all rateable land within the area before council adopts its budget for the financial year. Certification is provided to Council in Attachment to this report.

In setting the 2018-2019 financial year's rates and charges, Council has been guided by its Long-Term Financial Plan, Strategic Plan and Litchfield's demographic and economic data. The Long-Term Financial Plan (updated on an annual basis) proposes an annual increase in general rates of 5% for the next 10 years to secure Council's financial sustainability. This means ensuring there are enough funds for maintaining and renewing Council's assets and for satisfying an increasing demand for a greater range of services, infrastructure and advocacy that has been driven by population growth. Council has considered the financial capacity of ratepayers and their sensitivity to increases, how best to balance the costs of the present and future benefits and the concept of user-pays for charges. Council believes that despite the current dampened economic climate in the Northern Territory, the extent of the rate rise (on average less than \$1 a week) will have a low impact on residents, even for relatively low-income households.

The current rating policy has three categories, each with a different basis for charging, as follows:

- Residential rural – a fixed rate per property.
- Residential urban (Coolalinga) – a fixed rate per property.
- Other (includes commercial and industrial) – a valuation-based rate per property with a minimum charge set.

Council has opted to increase rates by 5% for rural residential properties and commercial/industrial properties. The residential urban (Coolalinga) rate remains the same for the second year running.

		2017-18	2018-19	Variance
Residential Coolalinga	Rates	\$1,215	\$1,215	\$0
	Waste	\$349	\$359	\$10
Other Residential	Rates	\$765	\$803	\$38
	Waste	\$349	\$359	\$10

According to the Council decision 1718/088 in October 2017 a Special Rate Scheme was developed for the properties along Carveth and William Roads to contribute \$4,010 towards the sealing of these roads, with works undertaken in 2017-18.

Furthermore, Council has included in its Budget 2018-19 the sealing of Oxford Road and it is proposed that properties along this road contribute \$4,210.50 per property for the sealing of this road in 2018-19.

Finally, it is proposed that Council adjusts the first instalment due date from the end of August to the 28 September to allow ratepayers with a greater notice period to sufficiently prepare for payment. This adjustment to the first instalment timeframe is still compliant with legislative requirements.

Links with Strategic Plan

Priority # 1 – Everything you need

Priority # 2 – A great place to live

Priority # 3 – A beautiful and safe natural environment

Legislative and Policy Implications

Part 11.5 of the NT Local Government Act defines the imposition of rates and charges, whereby Council must, on or before 31 July of each year, declare rates on allotments throughout the area to raise the amount the council intends to raise for general and special purposes for the financial year.

Section 24 of the Local Government (Accounting) Regulations prescribes the certification of the assessment records. The CEO has certified (Attachment) to Council that, to the best of the CEO's knowledge, information and belief, the assessment record is a comprehensive record of all rateable land within the area before council adopts its budget for the financial year.

Risks

If Council does not declare rates by the 31 July 2018, Council is unable to levy rates on properties in the financial year 2018-19 and will not receive any income of rates and charges.

Financial Implications

As prescribed in the report, Council intends to raise \$10,183,216 by the means of rates and charges on land. This income constitutes 55% of Council's budgeted income for the financial year 2018-19.

Community Engagement

The proposed rates and charges have been part of the Draft Municipal Plan that was available for public consultation from the 20 April – 21 May 2018. Furthermore, in line with Section 158 Local Government Act, Council is required to publish, within 21 days of declaring rates, a notice of the rates on its website and in a newspaper circulating generally in the council's area.

**Recommending
Officer:**

Silke Maynard, Director Community and Corporate Services

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

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

Certificate in Terms of Regulation 24 (1) of the Local Government (Accounting) Regulations

This is to certify that assessments numbered 10000024 to 10112639 declared pursuant to Sections 155 – 157 of the Local Government Act are recorded in the assessment record and to the best of my knowledge, information and belief the assessment record is comprehensive record of all rateable land within the municipality.

Signed: 

Chief Executive Officer

Dated: 4 July 2018



COUNCIL REPORT

Agenda Item Number:	15.9
Report Title:	Palmerston and Rural Seniors Committee Sponsorship
Report Number:	18/0111
Meeting Date:	18/07/2018
Attachments:	A – Evaluation Report Seniors Fortnight 2017 B – PRSC Sponsorship application

Purpose

This report presents for Council's consideration, a three-year sponsorship agreement with The Palmerston and Rural Seniors Committee Incorporated (PSRC), commencing in the 2019/2020 financial year.

Summary

Currently Council has a triennial sponsorship agreement with PRSC due to conclude 30 June 2019.

PRSC has written to Litchfield Council with the opportunity of a Gold sponsorship for the following three years until 30 June 2022.

The sponsorship is intended to support the annual Seniors Fortnight program, as well as other events throughout the year.

Recommendation

THAT Council:

1. acknowledges the contribution of the Palmerston and Rural Seniors Committee in providing social opportunities and celebratory events for seniors living in the Litchfield Municipality;
2. commits \$5,000 per annum for a further three-year sponsorship agreement with the Palmerston and Rural Seniors Committee; and
3. requests more information from the Palmerston and Rural Seniors Committee to further consider its application for increased funding.

Background

The PRSC caters for all seniors in the Palmerston and Rural region bounded by the City of Palmerston and Litchfield councils. Statistics provided by ID Community (January 2016) indicates there are 5156 people over 60 years old within the City of Palmerston and Litchfield Council boundaries. Of Litchfield's population, 13.2% are above 60 years of age.

Each year the PSRC holds a fortnight of activities and events, celebrating seniors. In 2017, there were 1050 registrations for all events during the Seniors Fortnight. From the evaluation report, respondents indicated their satisfaction rates from the events to be quite high, with an

overwhelming amount who would like each of those events to be conducted again. The opening event was held at the Village Green, Humpty Doo with 92.6% of attendees rating the opening ceremony as good or very good, and 92.65% stating it should be held in a rural area in 2018.

For the past three years Litchfield Council has been a Gold Sponsor of the Palmerston and Rural Seniors Committee (PRSC), providing \$5,000 annually towards events and the Seniors Fortnight. As part of this sponsorship, Council had the naming right to a major event of the fortnight and the Closing Ceremony was conducted in the Litchfield Municipality in 2017. PRSC has been very successful in the past years with the Seniors Fortnight. Council received an Evaluation Report at its October 2017 meeting (Attachment A).

In 2018, it is estimated it will cost about \$38,000 to hold Seniors Fortnight. In holding the event the PRSC has sought support from a variety of businesses including local sports clubs, Telstra, Bunnings, with major sponsors being Litchfield Council, Palmerston Council and NTG.

Between 2018-2022, PRSC is forecasting the number of rural seniors becoming members to increase by 20%. As a result, PRSC intends to hold several the Seniors Event activities in Litchfield municipality pending the availability of suitable venues.

Attached for Council's information is the PRSC Litchfield Gold Sponsorship Investment Package Application letter to Mayor Bredhauer and supporting documentation (Attachment B). Council has not received a detailed budget for the events going forward. The Gold Partnership Benefits remain unchanged from the original agreement over the last three years and are listed below.

Gold Partnership Benefits

- Name advertised over the public-address system at Opening and Closing Ceremony;
- Partner naming rights at two of the Senior Fortnight events in consultation with the Association;
- Litchfield Council logo printed on all 750 copies of the Seniors Fortnight Program;
- Litchfield Council pull up banners or other advertising materials supplied and erected by the Litchfield Council at the Opening and Closing Ceremony;
- Acknowledgement at Opening and Closing Ceremony that the Litchfield Council is a Gold Partner for Seniors Fortnight;
- Invitation for the Mayor (or representative) to officiate at and Opening or Closing Ceremony of Seniors Fortnight;
- Prestige of partnering a major event for seniors of the Palmerston and Rural area for Seniors Fortnight – demonstrating a commitment and community obligations toward seniors;
- Demonstration to rural business that Litchfield Council support its seniors;
- Three allocated guest tickets for the Opening and Closing Ceremony; and
- Receive a Certificate of Appreciation from the Association for their Gold Partnership and participating in the Palmerston And Rural Seniors Fortnight.

Council has requested some more information regarding other sponsorship opportunities and was verbally advised that Litchfield Council is the only Gold Sponsor offer, with City of Palmerston being offered Platinum Sponsorship (value unknown) and two silver Sponsors at \$1,500 each per annum. It is unclear how these sponsorship packages are structured.

Council recognises the improvements and value PRSC is bringing to the community and to senior residents, yet value for money for increased sponsorship cannot be established at this stage with the provided information.

It is proposed that Council continue to support PRSC with at least the current funding of \$5,000 and request further information regarding increased activities in the Rural area, overall costing and sponsorship agreements of the Seniors Fortnight to evaluate a potential increase in funding.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

There are no legislative or policy implications relating to this matter.

Risks

Social Impacts & Risks

Continuing the sponsorship will allow for PRSC to continue to host the Seniors Fortnight on an annual basis. The events are conducive for social connection through the types of events offered and by promote local support services available.

Council, through the sponsorship agreement, partners with City of Palmerston, NTG and commercial entities to support this annual program.

Financial Implications

The Gold sponsorship status recently offered involves Council providing PRSC with \$10,000.00 each year for three years. For the past three years Council has provided \$5000.00 each year to PRSC.

With the continuation of the sponsorship at \$5,000 per annum no increase in budget is proposed at this stage.

Community Engagement

Nil

Recommending Officer: Silke Maynard, Director Community and Corporate Services

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

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



COUNCIL REPORT

Agenda Item Number:	15.4
Report Title:	2017 Palmerston and Rural Seniors Fortnight Evaluation Report
Report Number:	17/0029
Meeting Date:	18/10/2017
Attachments:	The Palmerston and Rural Seniors Committee Inc. 2017 Seniors Fortnight Evaluation Report

Purpose

To present to Council the Palmerston & Rural Seniors Committee 2017 Seniors Fortnight Evaluation Report for noting.

Summary

Litchfield Council provided \$5,000 in the 2016/17 financial year to support the annual Palmerston & Rural Seniors Committee Seniors Fortnight Festival.

As part of its commitment to continuously improve the event and ensure its relevance, the Palmerston & Rural Seniors Committee surveys seniors in attendance at the various events in the program. A copy of the Evaluation Report is attached.

Recommendation

THAT Council:

1. receives the Palmerston & Rural Seniors Committee 2017 Seniors Fortnight Evaluation Report; and
2. writes to the Palmerston & Rural Seniors Committee Inc. to congratulate the Committee on a successful 2017 festival.

Background

At the 20 April 2016 meeting Council resolved to enter into a three-year sponsorship agreement with the Palmerston and Rural Seniors Committee Inc. (PRSC) to provide \$5,000 annually towards the Seniors Fortnight Festival held in August each year. Council's financial contribution is one of two Gold sponsorship positions. The City of Palmerston also entered into a three-year agreement providing \$12,000 annually and holds the other Gold sponsorship position.

The PRSC caters for all seniors in the Palmerston and Rural region that takes in the City of Palmerston and Litchfield municipality. Statistics provided by the Northern Territory Electoral Commission (January 2016) indicates that there are 4,845 enrolled constituents over 60 years old within the two municipalities.

The 2017 Seniors Fortnight Festival marked the 20th Anniversary for the PRSC. In 2017, 194 seniors registered for events taking up 1390 event positions during Seniors Fortnight. The 2017 program was opened on Sunday 6 August by Litchfield Mayor Bredhauer with Councillors Hunt and Simpson and the Council's CEO in attendance.

Each event throughout the fortnight festival has a key sponsor. This year the Litchfield Council event was the Sunset Cruise and Dinner on Darwin Harbour.

This year the PRSC undertook surveys of participants at nine of the twelve events to inform future planning and to focus improvements.

Survey results indicate that 94% of the seniors rated the 2017 Seniors Fortnight as either "Excellent" or "Very Good", compared to 87% in 2016.

Links with Strategic Plan

2. A great place to live

Legislative and Policy Implications

NIL

Risks

NIL

Financial Implications

Litchfield Council has signed a three-year sponsorship agreement with PRSC, providing \$5,000 annually towards the Seniors Fortnight Festival. The 2017/18 financial year is the second year of the Agreement.

Community Engagement

The satisfaction survey undertaken at the conclusion of the fortnight of activities is part of the PRSC processes to ensure that the Festival remains relevant and interesting.

**Recommending
Officer:**

Silke Maynard, Director Community and Corporate Services

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

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2017 Seniors Fortnight Evaluation Report

Recommendation 1

Note: The summation of our evaluation yielded very good results. The percentage of seniors scoring the Association either “Good” or “Very Good” is 93.92% overall, across all events where feedback evaluations were collected.

Recommendation 2

The Committee will continue to survey clientele for each event in 2018.

Recommendation 3

The Committee note the comments and commentary, regarding raw data (Previously supplied).

Background

Seniors Fortnight for The Palmerston And Rural Seniors Committee Inc. was delivered between the 6-20 August 2017. This was the PRSC's 20 Anniversary Year and a program with more events was delivered for our 20th year. The Association undertook a qualitative and quantitative evaluation of events held during Seniors Fortnight.

It was felt that the data collected would allow a more responsive improvement where required and as has often been discussed the clientele is not the same for all events.

The Feedback Evaluation Form was redesigned in accordance with 2016 recommendations taken into account. There is no deviation from normal design nomenclature and practices in the 2017 Feedback Evaluation Forms.

The responses associated with seniors ages was collected for each event. The collection data looked at whether the more sedate events perhaps attracted an older clientele, while the other events attracted the younger seniors.

Design nomenclature in 2017 was simplified to:

- 1 – Very Bad
- 2 – Bad
- 3 – Neutral
- 4 – Good
- 5 – Very Good



Very Bad -1



Neutral - 3



Very Good - 5

As with good design practice, “Very Bad” was located on the left hand side of the page whilst “Very Good” was located on the right hand side of the page – a natural sequence of nomenclature.

Event 1 – Opening Ceremony

There were 5 main questions asked on the feedback questionnaire.

Respondents Ages

No Palmerston Respondents	Age Bracket	Comments
36	60 - 65	Even though not all seniors at the Opening Ceremony provided feedback, 123 of 150 feedback forms distributed were returned. This is an excellent return rate – 82%.
26	66 - 70	
22	71 - 75	
24	76 - 80	
13	81 - 85	
2	86 - 90	
0	➤ 91	
91	TOTAL	

Question 1. How would you rate the Opening Ceremony overall?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	1	9	23	90	123
0.08%		7.32%	18.71%	73.89%	Good or Very Good = 92.60%

Question 2. Did you enjoy lunch?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
2	1	8	14	98	123
2.44%		6.50%	11.38%	79.68%	Good or Very Good = 91.06%

Question 3. What did you think of the venue – The Village Green?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	1	2	18	102	123
0.08%		1.63%	14.63%	83.66%	Good or Very Good = 98.29%

Question 4. Did you enjoy the entertainment?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
1	2	5	18	97	123
2.44%		4.07%	14.63%	78.86%	Good or Very Good = 93.49%

Question 5. Should we hold the Opening Ceremony in the Rural Area next year?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
2	0	7	10	104	123
1.63%		5.69%	8.13%	84.55%	Good or Very Good = 92.68%

Overall – 93.62% of the clientele responded either Good or Very Good

Event 2 – CMAX Cinema and Lunch

There were 4 main questions asked on the feedback questionnaire.

Respondents Ages

No Palmerston Respondents	Age Bracket	Comments
22	60 - 65	Even though not all seniors at the CMAX and Lunch provided feedback, 130 of 140 feedback forms distributed were returned. This is an excellent return rate – 92.86%.
32	66 - 70	
28	71 - 75	
32	76 - 80	
11	81 - 85	
4	86 - 90	
1	> 91	
130	TOTAL	

Question 1. Did you enjoy the movie at the CMAX Cinema?

Note the clientele had a choice of three movies they could watch and they chose the movie themselves. Data for Bad and Neutral may reflect that clientele choice of movie rather than the experience they had at CMAX Cinema was Bad or Neutral. This choice by clientele reflects why the rating of Good or Very Good is at 66.92% rather than a higher percentage.

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
2	5	36	26	61	130
5.39%		27.69%	20.00%	46.92%	Good or Very Good = 66.92%

Question 2. Did you enjoy lunch at the Palmerston Sports Club?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
1	2	7	25	95	130
2.31%		5.39%	19.23%	73.07%	Good or Very Good = 92.30%

Question 3. Did you enjoy the light entertainment during lunch?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
6	1	26	39	58	130
5.39%		20.00%	30.00%	44.61%	Good or Very Good = 74.61%

Question 4. Should we continue to use these venues?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	1	7	20	102	130
0.08%		5.39%	15.39%	79.14%	Good or Very Good = 94.53%

Overall – 94.53% of the clientele responded either Good or Very Good

Event 3 – Australian Aviation Heritage Centre and Lunch

There were 4 main questions asked on the feedback questionnaire.

Originally this event was a scheduled visit to the RAAF base with lunch at the mess on base. With less than 18 hours' notice the RAAF Base cancelled the visit due to "Operational Issues". The Secretary bounced into action, with the Executive Team having agreed to go to the Australian Aviation Heritage Centre then have lunch at the Palmerston Sports Club, provided arrangements could be put into place.

This required the following actions:

- 1) Seek approval for the buses to be re-routed
- 2) Seek approval to schedule a visit to the Australian Aviation Heritage Centre
- 3) Secretary to email/text as many of our clientele as possible to advise the change of plans
- 4) Manage cancellations – some clientele did not wish to visit the Australian Aviation Heritage Centre. Many clientele cancelled from the event
- 5) Contact the Palmerston Sports Club and see if they could cater for lunch instead of at the RAAF Base
- 6) Reconfirm catering with the Palmerston Sports Club after a number of clientele pulled out of the event due to not wanting to go to the Australian Aviation Heritage Centre
- 7) Establish facilities with Australian Aviation heritage Centre so clientele could avail themselves to coffee and tea, charged back to the PRSC

Respondents Ages

No Palmerston Respondents	Age Bracket	Comments
8	60 - 65	Even though not all seniors at the Australian Aviation Heritage Centre and Lunch provided feedback, 65 of 65 feedback forms distributed were returned. This is an excellent return rate – 100%.
18	66 - 70	
17	71 - 75	
15	76 - 80	
5	81 - 85	
1	86 - 90	
1	➤ 91	Note many people cancelled from this event due to the change of venue. It was originally scheduled and fully booked for 110 people.
65	TOTAL	

Question 1. Did you enjoy the visit to the Australian Aviation Heritage Centre?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	1	4	8	52	65
1.54%		6.15%	12.31%	80.00%	Good or Very Good = 92.31%

Question 2. Did you enjoy the lunch at the Palmerston Sports Club?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	1	0	5	59	65
1.54%		0.00%	7.69%	90.77%	Good or Very Good = 98.46%

Question 3. Did you the transport arrangements meet your needs?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	0	2	2	61	65
0.00%		3.08%	3.08%	93.84%	Good or Very Good = 96.92%

Question 4. Should we continue to try and access a military Base each year?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
13	1	5	5	41	65
21.54%		7.69%	7.69%	63.08%	Good or Very Good = 70.77%

Note that the event rating for “Good or Very Good” was according 70.77%. It should also be noted that 21.54% of the clientele stated that we discontinue visiting military bases, thus the “Very Bad and Bad” rating is supportive of the 70.77%, making the total satisfaction rating of 92.31%.

Overall – 89.61% of the clientele responded either Good or Very Good

Event 4 – Morning Tea and Trivia – Palmerston Sports Club

There were 3 main questions asked on the feedback questionnaire.

Respondents Ages

No Palmerston Respondents	Age Bracket	Comments
13	60 - 65	Even though not all seniors at the Morning Tea and Trivia provided feedback, 64 of 80 feedback forms distributed were returned. This is an excellent return rate – 80.00%.
15	66 - 70	
11	71 - 75	
14	76 - 80	
5	81 - 85	
4	86 - 90	
2	> 91	
64	TOTAL	

Question 1. Did you enjoy the Morning Tea at the Palmerston Sports Club?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	0	4	9	51	64
0.00%		6.25%	14.06%	79.69%	Good or Very Good = 93.75%

Question 2 Were the Trivia questions and prizes to your liking?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
9	7	14	18	16	64
25.00%		21.88%	28.13%	25.00%	Good or Very Good = 53.13%

Question 3. Should we run this type of event next year?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
1	0	8	10	45	64
1.56%		12.5%	15.63%	70.31%	Good or Very Good = 85.94%

Question 2 – 26.56% stated that the trivia questions were too difficult for seniors.

Overall – 77.61% of the clientele responded either Good or Very Good

Event 5 – Motor Bike Rides and Barbecue Lunch

There were 4 main questions asked on the feedback questionnaire.

Respondents Ages

No Palmerston Respondents	Age Bracket	Comments
11	60 - 65	Even though not all seniors at the Motor Bike Rides and Barbecue Lunch provided feedback, 57 of 80 feedback forms distributed were returned. This is a good return rate – 71.25%.
18	66 - 70	
13	71 - 75	
10	76 - 80	
3	81 - 85	
2	86 - 90	
0	> 91	
57	TOTAL	

Question 1. Did you enjoy the Motor Bike Rides at Marlow Lagoon?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	0	0	7	50	57
0.00%		0.00%	12.28%	87.72%	Good or Very Good = 100.00%

Question 2. Was the barbecue lunch enjoyable?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	1	0	17	39	57
1.76%		0.00%	29.82%	68.42%	Good or Very Good = 98.24%

Question 3. Was it worth running the Lucky Card Raffles at Marlow Lagoon?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	0	0	4	53	57
0.00%		0.00%	7.02%	92.98%	Good or Very Good = 100.00%

Question 4. Should we continue to have escorted rides with Heretics and Ulysses Motorcycle Clubs?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	0	1	3	53	57
0.00%		1.76%	5.26%	92.98%	Good or Very Good = 98.24%

Overall – 99.12% of the clientele responded either Good or Very Good

Event 6 – Seniors Forum and Lunch

This event was organised and managed by the City of Palmerston. The date was organised to coincide with Seniors Fortnight. As a consequence, the PRSC did not undertake any feedback evaluations for this event.

Event 7 – Cazalys Palmerston Club Morning Tea

The feedback evaluations were not distributed during the Cazalys Palmerston Club Morning Tea. Consequently, no data was collected for this event.

Event 8 – Litchfield Council Sunset Cruise

There were 5 main questions asked on the feedback questionnaire.

Respondents Ages

No Palmerston Respondents	Age Bracket	Comments
28	60 - 65	Even though not all seniors at the Litchfield Council Sunset Cruise provided feedback, 129 of 155 feedback forms distributed were returned. This is an excellent return rate – 73.33%.
35	66 - 70	
25	71 - 75	
27	76 - 80	
8	81 - 85	
4	86 - 90	
2	> 91	
129	TOTAL	

Question 1. Did you enjoy the complimentary drink on arrival?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
1	2	4	11	111	129
2.33%		3.10%	8.53%	86.04%	Good or Very Good = 94.57%

There were several suggestions that should we run this event again that we have either supply a complimentary soft drink or glass of bubbly, rather than just a glass or bubbly.

Question 2 What did you think of the Charles Darwin for harbour cruising?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
1	0	1	8	119	129
0.08%		0.08%	6.20%	93.64%	Good or Very Good = 99.84%

Question 3. Did you enjoy dinner upon the Charles Darwin?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	0	1	16	122	129
0.00%		0.08%	12.40%	87.52%	Good or Very Good = 99.92%

Question 4 Should we continue to have a harbour cruise?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	0	0	2	127	129
00.00%		0.00%	1.55%	98.45%	Good or Very Good = 100.00%

Question 5. Should we continue to provide transport for this function

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	0	1	2	126	129
0.00%		0.08%	1.55%	98.37%	Good or Very Good = 99.92%

Overall – 98.85% of the clientele responded either Good or Very Good

Event 9 – Crazy Acres and Darwin River Tavern

There were 4 main questions asked on the feedback questionnaire.

Respondents Ages

No Palmerston Respondents	Age Bracket	Comments
28	60 - 65	Even though not all seniors at the Crazy Acres and Darwin River Tavern provided feedback, 113 of 120 feedback forms distributed were returned. This- is an excellent return rate – 86.92%.
35	66 - 70	
25	71 - 75	
27	76 - 80	
8	81 - 85	
4	86 - 90	
2	➤ 91	
113	TOTAL	

Question 1. Did you enjoy the bus trip?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	0	2	10	101	113
0.00%		1.77%	8.85%	89.38%	Good or Very Good = 98.23%

Question 2 What did you think of the morning tea at Crazy Acres?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	1	3	6	104	113
0.09%		2.65%	5.31%	91.95%	Good or Very Good = 97.26%

Question 3. Did you enjoy lunch at the Darwin River Tavern?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	1	2	9	101	113
0.09%		1.77%	7.97%	90.17%	Good or Very Good = 98.14%

Question 4 Would you like to see us undertake other bus trips in the future?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	1	2	1	109	113
00.09%		1.77%	0.09%	98.14%	Good or Very Good = 98.23%

Overall – 97.97% of the clientele responded either Good or Very Good

Event 10 – Telstra Shop Palmerston and Corroboree Tavern Lunch

There were 4 main questions asked on the feedback questionnaire.

Respondents Ages

No Palmerston Respondents	Age Bracket	Comments
21	60 - 65	Even though not all seniors at the Telstra Shop Palmerston Adelaide River Queen II Cruise and Corroboree Tavern Lunch provided feedback, 105 of 110 feedback forms distributed were returned. This is an excellent return rate – 95.45%.
21	66 - 70	
22	71 - 75	
22	76 - 80	
13	81 - 85	
5	86 - 90	
1	➤ 91	
105	TOTAL	

Question 1. Did you enjoy the bus trip?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	1	0	4	100	105
0.10%		0.00%	3.81%	96.09%	Good or Very Good = 99.90%

Question 2 What did you think of the cruise on the Adelaide River Queen II?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	0	2	5	98	105
0.00%		1.91%	4.76%	93.33%	Good or Very Good = 98.09%

Question 3. Did you enjoy lunch at the Corroboree Tavern?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	1	2	7	95	105
0.10%		1.91%	6.67%	91.32%	Good or Very Good = 97.99%

Question 4 Were the transport arrangements OK for you?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	0	1	7	97	105
00.00%		0.10%	6.67%	93.23%	Good or Very Good = 99.90%

Overall – 98.66% of the clientele responded either Good or Very Good

Event 11 – Closing Ceremony

There were 3 main questions asked on the feedback questionnaire.

Respondents Ages

No Palmerston Respondents	Age Bracket	Comments
25	60 - 65	Even though not all seniors at the Closing Ceremony provided feedback, 111 of 150 feedback forms distributed were returned. This is a good return rate – 74%.
21	66 - 70	
19	71 - 75	
24	76 - 80	
13	81 - 85	
8	86 - 90	
1	> 91	
111	TOTAL	

Question 1. Is the Woodroffe Primary School a good venue for the Closing Ceremony?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
0	0	2	7	102	111
0.00%		1.80%	6.31%	91.89%	Good or Very Good = 98.20%

Question 2 What did you think of the entertainment?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
2	1	5	15	88	111
2.70%		4.50%	13.51%	79.29%	Good or Very Good = 92.80%

Question 3. Did you enjoy lunch at the Closing Ceremony?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rating
1	3	1	12	94	111
3.60%		0.09%	10.81%	85.50%	Good or Very Good = 96.31%

Several of our clientele advised that the bread rolls were hard, even stale and this should be brought to the caterer's attention.

Several of our clientele advised that it would be good to alternate the Opening and Closing Ceremony between the rural area and urban areas from year to year. This is something the

Committee has been wishing to do for the last couple of years, but a suitable venue has in the past not been available in the rural area.

Overall – 95.77% of the clientele responded either Good or Very Good

Total Summation

Event Number	Event Name	Total Percentage (Overall Event)
1	Opening Ceremony	93.62%
2	CMAX Cinema & Palmerston Sports Club Lunch	94.53%
3	Australian Aviation Heritage Centre and Lunch	89.61%
4	Morning Tea and Trivia	77.61%
5	Motor Bike Rides and Barbecue lunch	99.12%
8	Litchfield Council Sunset Cruise	97.97%
9	Crazy Acres and Darwin River Tavern lunch	98.38%
10	Telstra Shop Palmerston Adelaide River Queen II and Corroboree Tavern Lunch	98.66%
11	Closing Ceremony	95.77%
	AVERAGE TOTAL PERCENTAGE SENIORS FORTNIGHT	93.92%

I, Neville Driver propose that Recommendations as outline be accepted.



NEVILLE DRIVER
Public Officer

27 August 2017



Palmerston & Rural
Seniors Committee

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

 Linking Seniors through
Smart Partnerships

President: Margaret Lee
Vice President: Diane Spicer
Secretary: Geoffrey Boyton
Treasurer: Sheryl Sephton
Public Officer: Neville Driver

Ref No: 13/18

3 May 2018

Ms Kaylene Conrick
Chief Executive Officer
Litchfield Council
PO Box 446
Humpty DOO NT 0836

RE: GOLD PARTNERSHIP INVESTMENT PACKAGE APPLICATION

Please find attached for consideration, The Palmerston And Rural Seniors Committee Inc. Gold Partnership Investment Package application for the triennium 2019 - 2021.

We look forward to continuing in partnership with the Litchfield Council, organising and presenting special event for seniors of the Palmerston and Rural area, including Seniors Fortnight throughout the year.

Should you wish to discuss the Gold Partnership Investment Package application, please feel free to contact either Neville Driver or myself.

We thank the Litchfield Council for its ongoing support and look forward to continuing to provide services to our seniors over the next three years.

Yours sincerely,



MARG LEE
President

cc: Ms Maree Bredhauer Mayor



THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

 Linking Seniors through
Smart Partnerships

Litchfield Council

Gold Partnership Investment Package

2019 - 2021

Background

The Palmerston And Rural Seniors Committee Inc. (PRSC) is appreciative of the support received over many years, supporting what is now known as Seniors Fortnight and other activities / events.

The PRSC history can be tracked back to 1997 and as such PRSC celebrated their 20th year of operations in 2017.

New Era

The PRSC Committee has continued to grow, building capability, governance, expertise and its skill base. As at our AGM in November 2017 we had 302 members, of which 101 are rural members and 58% of these are currently financial.

The PRSC is continuing to build its rural membership base. Initiatives which assist our objective include:

- 1) Election of Diane Spicer – Vice President and rural resident
- 2) Partnering with Litchfield Council at the Freds Pass Show, promoting PRSC and benefits of membership to actively grow membership by 20% over the next triennium
- 3) Regular visits to activities at Taminmin Library

At the AGM in November 2017 the following people were elected to the PRSC Management Team:

- 1) President – Marg Lee
- 2) Vice President – Diane Spicer (Rural)
- 3) Secretary – Geoff Boyton
- 4) Treasurer – Sheryl Sephton
- 5) Public Officer – Neville Driver

The elected General Committee as at the AGM in November 2017 consisted of a further 10 volunteer representatives. Of the 10 Committee representatives, three (3) are rural residents. They are:

- 1) Del Kelly
- 2) Lillian Mann
- 3) Pam Christian–Jones

In addition; the PRSC Palmerston Community Wheel Sub Committee is Chaired by Margaret Moore, another rural resident and recipient of the Citizen of the Year award, awarded by the Litchfield Council. The input from these people is invaluable and they continue to represent the rural area magnificently.

In addition; from its ranks, the Committee appoints a Grants Officer whose role is to:

- 1) Liaise with Local Government agencies.
- 2) Liaise with Northern Territory Government agencies.
- 3) Develop, write, seek approval and submit Grant / Sponsorship Applications on behalf of the Association.
- 4) Act as the contact point for all grant / sponsorship applications.
- 5) Ensure contractual obligations are maintained.
- 6) Manage the necessary compliance and acquittal processes for grants / sponsorships.
- 7) Advise the Committee in relation to matters associated with grant / sponsorship applications.

The Committee continues to build its capacity, skills, governance, sustainability and are developing opportunities for seniors to undertake further events should they choose to take up options offered. Initiatives being introduced other than Seniors Fortnight presently includes:

- 1) Partnership with Litchfield Council at Freds Pass Rural Show, lifting the profile of seniors through a partnership between the PRSC and Council to grow membership by a further 20%.
- 2) Bi-monthly Movie Mornings and Morning Tea.
- 3) Palmerston Community Wheel.
- 4) Palmerston Volunteer Driver Program.
- 5) Additional partners; both Bronze and Silver.
- 6) Improved, sustainable governance.
- 7) Additional trained first aid officers.
- 8) Maintenance of a Workplace First Aid Kit B and a Defibrillation Unit.
- 9) Maintaining relevant raffle licences requirements with Gaming and Licensing.
- 10) Continued to meet statutory obligations in accordance with:
 - Associations Act
 - Northern Territory WorkSafe Act
 - Gaming and Licensing Act; and
 - Attorney General - Justice.
- 11) Deliver and administer fundraising activities around Palmerston and Rural area to support the Association in addition to grant / sponsorship applications.

Item 1 – Freds Pass Rural Show

At a recent meeting, the Litchfield Council invited the PRSC join them with the monitoring of their stall at the Freds Pass Rural Show in 2018, which has been agreed to. This initiative demonstrates to rural seniors that the PRSC and Council are working in partnership to promote activities/events for seniors.

PRSC will provide information regarding:

- PRSC Membership and seniors will be able to join the PRSC whilst at the Freds Pass Show if they desire
- Applications for NT Seniors Card
- Applications for Pensioner and Carers Concession Card
- Events and opportunities for seniors
- Marketing material; including recent Newsletters

These activities will be achieved through PRSC providing representatives from our Committee to join Council monitoring its stall and this will include our rural members.

Item 2 – Bi-monthly Movie Mornings and Morning Tea

PRSC has entered into an agreement with CMax Cinemas Palmerston to run a bi-monthly movie morning and morning tea. As a footnote; 58 people attended the movies and morning tea in March 2018.

This event is not limited to just our members. Non-members are encouraged to attend, with the advent that these seniors may recognise the benefits of the membership with PRSC and choose to join the Association.

Item 3 – Palmerston Community Wheel (PCW)

This initiative is a joint venture with our newest partner, Palmerston Shopping Centre. Their Silver Partnership Investment Package has provided us with valuable private funding, allowing PRSC to inject further funding into activities / events for seniors.

To manage this initiative, we have formed a Sub Committee of the PRSC to manage the program and the chairperson is Margaret Moore (a previous Citizen of the Year and noted rural resident).

The PCW allows not for profit organisations to book the PCW in the Palmerston Shopping Centre on a Saturday or Sunday to fund raise for their organisation. This activity provides additional brand recognition for PRSC and Palmerston Shopping Centre through its pull up banners, brochures and Facebook marketing.

This initiative is open to all not for profit organisations in the Litchfield Council and City of Palmerston areas eg; Schools, Scouts, Guides etc.

Noteworthy: - PRSC is supporting seniors by running the PCW one Saturday of each month, raising further funds to be utilised for seniors events.

Margaret Moore is a major supporter of the PCW and volunteer attending on each Saturday to sell tickets.

Item 4 – Palmerston Volunteer Driver Program (PVDP)

PRSC has entered into a partnership with the Brennan Electoral Office to operate the Palmerston Volunteer Driver Program.

Many seniors need assistance to get to appointments. Notable improvements have been the advent of the Hospital Bus which picks seniors up from Palmerston, takes them to the Royal Darwin Hospital (RDH) / Darwin Private Hospital and returns them.

Whilst this initiative has improved seniors access to appointments at the RDH and the Darwin Private Hospital, there are still gaps; - seniors who need to get to local doctors, optometrists, physiotherapists and the like. The PVDP service used to operate but in recent times has lapsed, but the demand for the service has increased and has not been met in recent times. The City of Palmerston has recently provided PRSC with five (5) Disability Permits to assist with the operation of the PVDP.

The Brennan Electoral Office is the administration centre where all calls will be received and bookings made and where volunteer drivers liaise to transport seniors to appointment when they have **no other reasonable** transport available. The service will recommence on Monday 21 May 2018 for an interim three (3) months trial and bookings are now being accepted. We currently have three Palmerston volunteer drivers approved and will be looking for some rural area volunteer drivers who have time to assist the PVDP.

The volunteer drivers will utilise their vehicle, provide their time for free and no charge will be levied on seniors requiring this service. The PRSC will assist volunteer drivers by contributing to out of pocket expenses.

We are looking for people with available time and a vehicle who can provide this service not only from Palmerston but the Rural area as well. They will be listed with the Brennan Electoral Office along with their contact details having completed and met the requirements of the application form.

Item 5 – Additional Bronze and Silver Partners

PRSC is always on the lookout for new partners who can assist us with achieving our objectives and provide services for our seniors.

As mentioned in Item 3, Palmerston Shopping Centre has entered into a Silver Partnership Investment Package this year. Brennan Electoral Office, as noted in Item 4 has come on board to assist PRSC and seniors with the PVDP.

Currently we are in negotiations with Zip Print to enter into a Bronze Partnership Investment Package. For some time Zip Print has provided PRSC with all of its printing paraphernalia, including business cards, programs, registration forms, specific event marketing, pull up banners and advice on graphic design.

The Managing Director, Mark Teakle has expressed an interest in formalising our relationship for the betterment of seniors.

Telstra Store Palmerston, a Silver Partner has expanded its offering to better service PRSC and seniors. They really do try to assist seniors with communication issues and services.

Flight Centre Palmerston, a Bronze Partner continues to provide 1st prize in **ALL** major raffles conducted by the PRSC in the form of travel vouchers. They are willing to assist seniors with travel bookings.

These investments through the private sector are very encouraging and indicate to the PRSC that organisations value what the Association is undertaking and the way we look after our seniors through the events that we provide.

Item 6 – Improved Sustainable Governance

Each year, PRSC revise and update our policies, procedures and forms. We continue to strengthen our governance model which in turn improves our Committee's understanding of our operations and provides sustainability and resilience of the Association.

We have recently upgraded and approved the 2018 – 2020 PRSC Strategic Plan (Attached).

Each year we provide our major partners with a qualitative and quantitative Evaluation Report of Seniors Fortnight, a document that not only provides data and opinions of seniors but provides PRSC with an opportunity for continuous improvement.

We meet annually with our major partners, endeavouring to ensure that any concerns and additions are taken into account when planning events for the future.

Item 7 – Additional Trainer First Aid Officers

PRSC maintains a minimum of two qualified first aid officers. There will always be at least one first aid officer at every event. These people also undertake CPR refresher courses annually. We take the health and wellbeing of our seniors seriously.

Item 8 – Maintenance of a Workplace First Aid Kit B and a Defibrillation Unit

St John Ambulance annually maintains our Workplace First Aid Kit. They also replace the pads on the defibrillation Unit when and as required.

The PRSC take the first aid kit and defibrillation unit to all events we operate, especially when we are away from built up areas.

Item 9 – Gaming and Licensing Requirements

The Public Officer is charged with ensuring that the PRSC maintains all gaming and licensing requirements when conducting lucky card draws, minor and major raffles.

Our governance arrangements include reporting of raffle winners, income, prize distribution, notification of winners for major raffles in the local newspaper and ensuring we comply with the various regulations.

Item 10 – Statutory Obligations

The Management Team, through our governance structure is responsible for ensuring that we maintain all of our statutory obligations, whether this is work health and safety, reporting or gaming and licensing.

The Association takes its responsibilities seriously.

Item 11 – Deliver and Administer Fundraising Activities

The Association's budget is reviewed annually. Each year we undertake a review as to whether our budgeting met the needs of seniors. We look to the future, ascertaining the types of activities that can be delivered for seniors and match the budget accordingly.

To maintain sustainable funding, many fund raising activities are undertaken each year by the PRSC. These include:

- 1) Bunnings BBQ Palmerston x 3 (2018)
- 2) Major Raffles x 2 (Easter Raffle / Seniors Fortnight Raffle)
- 3) Working with Cazalys Club and The Palmerston Sports Club, running raffles during seniors morning teas (3 morning teas in total per month)
- 4) Seeking of NT Government grants through Community Benefits Funding
- 5) Marketing, increasing Partnership Investment Package opportunities
- 6) Major Partnership with Local Government organisations
- 7) Soliciting donations from generous business houses in the Palmerston and Litchfield areas as gifts for Seniors Fortnight door prizes and the like
- 8) Membership Fees x \$10/member (introduced in 2016)

Noteworthy – PRSC, since incorporation in 2014 have delivered a Seniors Fortnight Program each year which has been at nil cost to seniors. The intent is that PRSC will continue to raise sufficient funds through 2019 - 2021 and continue operating the Seniors Fortnight program without levying seniors any event charges.

Litchfield Council

The Litchfield Council contributions have been very supportive of the PRSC.

In the years up to and including 2015 Litchfield Council continued to provide some funding towards Seniors Fortnight.

Litchfield Council and PRSC then negotiated a three year triennium contract. We are currently in the third and final year of our current triennium funding contract and both parties have expressed a desire to renegotiate a further Gold Partnership Investment Package.

Litchfield Council - Partnership

Background

We look forward to continuing in partnership with the Litchfield Council, particularly around utilising Village Green at Humpty Doo for either the Closing or Opening Ceremony each year. We trust some of the discussion around opportunities for improvement at Village Green is being reviewed by Council.

At the PRSC Opening or Closing Ceremony seniors, included guests and entertainers make up notionally 150 people attending. These events are well supported by seniors and give Council an excellent opportunity to promote how Council assists seniors.

In addition this year, PRSC is joining Litchfield Council at the Freds Pass Show. This is a positive display and contribution by both organisations regarding the strength and importance of seniors are to our community.

What's the deal for the Litchfield Council?

The Association offers the following considerations for the Litchfield Council to provide a 3 year triennium contract, valued at \$10,000/year for 2019 - 2021.

Gold Partnership Investment Package

The Association By-Laws allow for only TWO Gold Sponsor

Litchfield Council

The Gold Partnership Investment Package has the following attributes:

- ✓ A Gold Partner will have their business / organisation or individual name advertised over the public address system at Opening and Closing Ceremony.
- ✓ Partner naming rights at two of the Senior Fortnight events in consultation with the Association.
- ✓ Advertisement – Litchfield Council logo printed on all 750 copies of the Seniors Fortnight Program.
- ✓ Advertising – Litchfield Council “pull up banners” or other advertising materials supplied and erected by the Litchfield Council at the Opening and Closing Ceremony.
- ✓ Advertising – Acknowledgement at Opening and Closing Ceremony that the Litchfield Council is a **Gold Partner** for Seniors Fortnight.
- ✓ Invitation for Her Worship The Mayor (or her representative) to officiate at and Opening or Closing Ceremony of Seniors Fortnight.
- ✓ Prestige of partnering a major event for seniors of the Palmerston and Rural area for Seniors Fortnight – demonstrating a commitment and community obligations toward seniors.

- ✓ Demonstration to rural business that Litchfield Council support its seniors.
- ✓ Three allocated guest tickets for the Opening and Closing Ceremony.
- ✓ Receive a Certificate of Appreciation from the Association for their Gold Partnership, participating in the Palmerston And Rural Seniors Fortnight.
- ✓ An increase of Rural seniors by 20% during the next triennium who will become members of the PRSC.

NOTE: The Association, in seeking this partnership have enclosed the following documents for consideration:

- Letter 13/18 Litchfield Council
- MOU PRSC and Litchfield Council
- Certificate of Currency - Public Liability Insurance
- Register of Association Members 2017 -2018
- PRSC. Strategic Plan 2018 - 2020
- Organisational Chart 2018
- Certificate of Registration
- Grant / Partnership Summary Information

What's the deal for the Association?

- ✓ Contract - 3 year triennium for Gold Partnership Investment Package between Litchfield Council and The Palmerston And Rural Seniors Committee Inc.
- ✓ Contract value - \$10,000 / annum paid into our account by the 31 July each year.

As was the case with the previous agreement, PRSC does not ask for any CPI increases, nor charges Litchfield Council GST as we are not registered for GST.

- ✓ The Association will arrange, organise and manage events for Seniors Fortnight. This will include:
 - ✓ Payment of all Association invoices with regards to Seniors Fortnight
 - ✓ Arrange and manage all events for Seniors Fortnight
 - ✓ Liaise with Local Government in relation to planning Seniors Fortnight
 - ✓ Seek grants / partnerships and fund raising to support the Seniors events
 - ✓ Design artwork and have printed programs for Seniors Fortnight
 - ✓ Ensure partners logos are displayed on Seniors Fortnight Program
 - ✓ Manage the registration / bookings process for rural seniors
 - ✓ Manage "waiting lists" for events for rural seniors
 - ✓ Acquit grants / partnership arrangements as required
 - ✓ Ensure compliance with various Acts and Legislation
 - ✓ Arrange where required bus transport in association with the NT Government
 - ✓ Arrange where required venues in association with the Litchfield Council
 - ✓ Maintain relevant raffle licences, complying with Gaming and Licensing requirements
 - ✓ Maintain relevant Public Liability Insurance (currently \$20M)
 - ✓ Maintain all operational governance and administrative documentation
 - ✓ Maintain First Aid Kit and equipment

- ✓ Maintain at least two qualified “First Aiders” on the Committee
- ✓ Ensure “First Aiders” annually upgrade their CPR skills
- ✓ Maintain all Risk Management requirements
- ✓ Undertake Risk Management Matrix for all events at Seniors Fortnight and other events
- ✓ Maintain Association By-Laws
- ✓ Maintain all policies and compliance with Work Health and Safety requirements
- ✓ Provide partners with a qualitative and quantitative Evaluation Report annually for Seniors Fortnight
- ✓ Ensure financial records are managed, annually audited and submitted to relevant agency
- ✓ Renew annually Raffle Licences with Gaming and Licensing as required
- ✓ Seek local business support for Seniors Fortnight.

In addition, PRSC will continue to strengthen events and fund raising for seniors by looking for additional opportunities for seniors, including:

- 1) CMax Movies and Morning Teas
- 2) Market PRSC brand through the Palmerston Community Wheel, raising funds for not or profit organisations in the Palmerston and Litchfield areas and indirectly funding PRSC
- 3) Introduction of the Palmerston Volunteer Driving Program
- 4) Market PRSC to increase partnerships for Bronze and Silver Partners for the betterment of seniors

WE PRIDE OURSELVES ON THE FACT THAT NO REGISTERED SENIOR HAS EVER BEEN CHARGED FOR ATTENDING ANY EVENT DURING SENIORS FORTNIGHT AND THIS POLICY REMAINS IN PLACE FOR THE TRIENNium 2019 - 2021.

This provides the PRSC with a mammoth task of raising sufficient funds to ensure a successful outcome for Seniors Fortnight and all other events managed by the PRSC **AND a continued partnership with Litchfield Council is a major milestone to the sustainability and continuance of Seniors Fortnight and other seniors events for seniors of the rural area.**

MEMORANDUM OF UNDERSTANDING

BETWEEN

LITCHFIELD COUNCIL

AND

**THE PALMERSTON AND RURAL SENIORS
COMMITTEE INC.**

For a period of 3 years

FROM

1 January 2019 – 31 December 2021

Purpose

The purpose of this Memorandum of Understanding (MOU) is to outline the responsibilities between the Litchfield Council (the Council) and The Palmerston And Rural Seniors Committee Inc. (PRSC) in partnership to run various seniors event, including Seniors Fortnight throughout 2019, 2020 and 2021, in the Palmerston/Rural and local areas.

In addition to delivering one off senior events throughout the year, the focal purpose is the provision of a two week community-based program for the Palmerston and Rural Seniors to attend during the month of August 2019, 2020 and 2021.

The Palmerston and Rural Seniors must reside within the Council boundaries of the City of Palmerston and Litchfield Councils.

Definitions

The Council - Litchfield Council

MOU – Memorandum of Understanding

The event – As arranged by The Palmerston And Rural Seniors Committee Inc. and its partners

PRSC – The Palmerston And Rural Seniors Committee Inc.

Conditions and Responsibilities

Litchfield Council has responsibility for;

- A contribution of \$10,000 for the calendar year 2019 towards the support of seniors events, including Seniors Fortnight 2019
- A contribution of \$10,000 for the calendar year 2020 towards the support of seniors events, including Seniors Fortnight 2020
- A contribution of \$10,000 for the calendar year 2021 towards the support of seniors events, including Seniors Fortnight 2021
- Provision of displaying advertising materials supplied by Litchfield Council to be displayed at the Opening and Closing Ceremony eg: Pull up banners

The Palmerston And Rural Seniors Committee Inc. has responsibility for;

- Delivering seniors events, including Seniors Fortnight 2019 to Palmerston and Rural seniors
- Delivering seniors events, including Seniors Fortnight 2020 to Palmerston and Rural seniors
- Delivering seniors events, including Seniors Fortnight 2021 to Palmerston and Rural seniors
- The production of all promotional material related to the events, including Seniors Fortnight Program
- Coordination and delivery of all aspects of the events including booking of suppliers and RSVP's
- Engaging with key stakeholders in the Palmerston and Rural community regarding the events
- Promoting and recognising Council's partnership associated with the events as agreed in the PRSC Project Brief 2019 - 2021
- PRSC will reimburse Council full costs in the event that the major event (Seniors Fortnight) does not take place.

• Payment Schedule

Funding will be allocated per calendar year as per payment schedule below;

Payment 1 - Year 2019 - \$10,000 to be released after 1 July and not later than 31 July 2019 upon receipt of Tax Invoice from PRSC after signing of MOU.

Payment 2 - Year 2020 - \$10,000 to be released after 1 July and not later than 31 July 2020 upon receipt of Tax Invoice from PRSC.

Payment 3 - Year 2021 - \$10,000 to be released after 1 July and not later than 31 July 2021 upon receipt of Tax Invoice from PRSC.

Prior to Litchfield Council funding PRSC, they will be forwarded a Tax Invoice.

Contacts

Litchfield Council:

Name: Kaylene Conrick – Chief Executive Officer
Telephone Number: (08) 8983 0600
Email: kaylene.conrick@litchfield.nt.gov.au
Address: PO Box 446, Humpty Doo NT 0836

The Palmerston And Rural Seniors Committee Inc.

Name: Marg Lee - President
Telephone Number: 0438 430 237
Email: marglee4@bigpond.com
Address: PO Box 4082, Palmerston NT 0831

Name: Neville Driver – Public Officer
Telephone Number: 0455 660 026
Email: nevgabi@bigpond.net.au
Address: PO Box 4082, Palmerston NT 0831

PRSC Project Managers: Marg Lee and/or Neville Driver

Signatories for this Agreement

This Memorandum of Understanding is between the Chief Executive Officer, Litchfield Council and the President of The Palmerston And Rural Seniors Committee Inc.

Signed: _____

Kaylene Conrick

Chief Executive Officer

Litchfield Council

Date: ____ / ____ / 2018

Signed:  _____

Marg Lee

President

The Palmerston And Rural Seniors Committee Inc.

Date: 27 / 04 / 2018 Page 209 of 316

Strategic Plan 2018 - 2020

Part 1: Introduction

- The Palmerston And Rural Seniors Committee Inc. hereinafter referred to as the PRSC provides opportunities for Palmerston And Rural seniors to participate in stimulating and social interaction with likeminded seniors. In addition, we will familiarise seniors with changes and developments within Palmerston and Rural areas which may have an impact on them (within the City of Palmerston and Litchfield Council boundaries).
- Encourage pride in being a senior and to promote a positive understanding of aging in the community and celebrate the contribution seniors make to the community.
- Introducing seniors to a variety of activities that they might not otherwise undertake in the Palmerston and Rural areas.
- This is a living and vibrant document and will be reviewed and updated as required.
- The PRSC Strategic Plan 2018 - 2020 has been endorsed by the Management Team and the Association's Committee.

Part 2: Background Information and assessment

Organisational capacity assessment

- The PRSC celebrated its 20 year in 2017. Over time the organisation has had various names:
 - 1) Seniors Citizens Week Committee 1997
 - 2) Palmerston and Rural Seniors Celebrations/Seniors Week 1998 – 2008
 - 3) Seniors Week Committee 2011 – 2013
 - 4) Palmerston and Rural Seniors Week Celebrations Week 2013 – October 2014; and
 - 5) The Palmerston And Rural Seniors Committee Inc. November 2014 – to date (Incorporated 24 November 2014)



THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

- The organisation has continued to grow, especially since 2011. When incorporated in 2014, 143 seniors registered for events, whilst in 2015, 228 seniors registered for events taking up 908 of the 950 offered event positions during Seniors Fortnight. We now offer seniors 1,250 event places in Seniors Fortnight.
- Projected growth of membership has continued and the Association has 302 members, of whom 78.5% are financial, testament and support of seniors for our events. This number is projected to continue rising in coming triennium by a further 20% and as such the organisation must meet demand and be sustainable.

Of the 302 members, currently there are 101 members (This represents 33.4% of our total membership) from the Lichfield Council area of which 58% are financial.

- The Association's Governance has continued to strengthen in order to meet the requirements and objectives of the Association. The Committee composition was increased at its Annual General Meeting, held in November 2017 to 15 members, split between Palmerston and Rural Region Members, providing improved community participation and work-load sharing.

There are currently 4 members, representing 26.7% of the Committee who reside in Litchfield Council area and represent your seniors. **It is noteworthy that we have filled the position of Vice President for the first time at the most recent AGM and that this member, Diane Spicer reside in the rural area.**

- In 2015 the Association implemented a qualitative and quantitative evaluation process. The Evaluation Report is provided to the Litchfield Council on an annual basis.
- The continued growth will see PRSC make continuous changes/improvements in the triennium, 2019 - 2021.
- With the growth of the committee to 15, including a Vice President from the rural area it has increased the skill level within the Association. With new members, come new contacts both in the Palmerston and Rural areas, strengthening our operations and governance.

Environmental Assessment

- As indicated above, we cover all seniors in the Palmerston and Rural area bounded by the City of Palmerston and the Litchfield Council. The community needs of seniors will change in the future, as with an ageing population different activities will need to be introduced to cater for a less mobile population.
- Where are we at in our lifecycle? Due to continued interest within the “senior space” more people wish to become involved in promoting PRSC and being part of the Committee.
- Although there are other senior groups in the greater Palmerston and Rural areas, from our research, anecdotal evidence suggests that the largest portion of seniors in the Palmerston and Rural area, gravitate towards PRSC and its activities being a local organisation and the fact that we are well known and established.

Performance Assessment

- Organisational sources of funding:
PRSC receives funding from:
 - Local Government;
 - Northern Territory Government;
 - Corporate partnership;
 - Private businesses;
 - PRSC also conducts its own fundraising in the form of raffles, sausage sizzles and the like.
- Client evaluation data particularly from Seniors Fortnight events is supplied to our major partners each year. The comprehensive questionnaire which is both quantitative and qualitative has provided valuable data over the years, allowing for an analysis and opportunity for improvement.

Part 3: Affirmation

- Reaffirm Organisational Mission (purpose) and Values
- Describe Strategic Vision



THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

Part 4: Strategy Development

- Re-evaluated strategic goals, ensuring they dovetail into the Local Government Municipal Plans

In accordance with the Association's Constitution Page 15 the goals and purposes of the Association are as follows:

- To ensure all senior members of the community have access to community events in Seniors Month
- To deliver a safe and harmonious program to the seniors community within Palmerston and Rural area
- To advocate for issues relating to social interaction and health and well-being during seniors month on behalf of the seniors community in the Palmerston and Rural area,
- Outline key strategies (objectives)
- Identify measures and controls for success.

Part 5: Implementation

- Our governance structure includes an Organisational Chart
- **The Association's Committee consists of 15 elected people who are all VOLUNTEERS.** Four (4) of the committee members represent the Rural area and the other 10 represent the Palmerston area.

Management Team

- The Management Team consist of the following:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Public Officer

Notwithstanding the above, in the event that an Officer Bearer is unavailable for a short duration eg: A meeting, short term hospital stay or on holidays; then, the team member delegates their duties via OF05 - Proxy Form to another member of the Management Team.



THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

Grants Officer

- In addition to the Management Team, the Committee elects annually from its Committee a Grants Officer, who is responsible for the:
 - Development of grant submissions
 - Content and design
 - Writing and submitting of all grant / sponsorship applications for the Association
 - Ensuring Management Team and/or Committee approval is granted before submissions are submitted; and
 - Acting as the liaison person between the Committee and the organisation.

First Aid

- The Association also ensures that there is a minimum of two (2) Committee Members hold at least a Basic First Aid qualification. In addition these people are required to annually update their CPR skills.

On behalf of the Association, St John Ambulance maintains annually our Workplace First Aid Kit and the Defibrillation Unit, both of which are taken to **ALL** our events.

Risk Management Team

- The Association maintains a three (3) person Risk Management Team. The responsibilities of this Team are:
 - Undertake Risk Pre-Event Report/s – Form OF31
 - Review the Association's Risk Management Policy – Form OF12
 - Review the Risk Management Matrix – Form OF13
 - Develop and write Risk Management Assessments for each and every event delivered by the Association
 - Brief all Association Members who are supervising **ANY** event with the risks, hazards and controls associated with the event
 - A Risk Management Team member will brief all seniors / guests at the commencement of **ANY** event in relation to any risks, hazards, muster points and other WHS requirements; and
 - Provide our insurers with a copy of the Risk Assessment Matrix for events.

Public Liability Insurance

- The Association maintains Public Liability Insurance to the value of \$20M.
- The policy allows the Association to have up to 200 seniors / guests present at any one event.
- The Association negotiates the terms and conditions of the insurance policy annually prior to renewing it through our insurance broker, Arthur J Gallagher.

Development Grid

Strategic Goal 1: Improved Marketing Opportunities			
Activity	Timing	Measure	Status
Increase the number of events operating throughout the year	2018 - 2020	<ul style="list-style-type: none"> Improve visibility and brand recognition of the Association. Providing seniors more events to attend. 	In Action
Increase number of seniors attending events	2018 - 2020	<ul style="list-style-type: none"> Increased attendance at function through smart marketing and interesting/varied events. Additional variety of events. Detail events in the Association's quarterly newsletter. Provide information at Morning Tea and other events regarding upcoming events. 	Ongoing
Manage seniors registration process for Seniors Fortnight	June - August 2018 - 2020	<ul style="list-style-type: none"> Improved registration process. Eliminate complaints regarding the registration process. 	Ongoing
Increase the number of private business partnerships	2018 - 2020	<ul style="list-style-type: none"> Increased Bronze, Silver and Gold Partnerships. 	Ongoing
Managing membership data and waiting lists for any seniors events offered	Ongoing	<ul style="list-style-type: none"> Improved reporting to funding agencies and partners. Improved services to seniors. Provision of relevant data to partners. 	Ongoing

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

Corporate shirts / image for committee	Ongoing	<ul style="list-style-type: none"> Improved marketing and branding recognition. Improved recognition by funding agencies and partners. Seniors readily identify Committee Members as required. Provision all new Committee Members with Corporate Shirts. Provision and utilisation of Corporate Aprons for some activities. 	<p>Ongoing</p> <p>After AGM</p> <p>As required eg: Bunnings BBQs</p>
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Strategic Goals 2: Develop a dynamic Seniors Fortnight Program and Other Events			
Strategy	Timing	Measure	Status
Increase the number of event positions available throughout the year	Ongoing	<ul style="list-style-type: none"> Increased attendance at events. Increase the number of Seniors events available. 	Ongoing
Improve distribution of Seniors Fortnight program	Annually	<ul style="list-style-type: none"> Programs emailed. Programs distributed at local activities. Program circulated at local areas where seniors congregate eg: Library, local partnership offices. 	Ongoing
Ensure partners logos are on all marketing material, especially the Seniors Fortnight Program	Annually	<ul style="list-style-type: none"> Ensure all Bronze, Silver, Gold and Platinum partner's logos appear on marketing material. 	Ongoing

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

Strategic Goal 3: Capacity building and sustainability			
Strategy	Timing	Measure	Status
Improve relationships with funding agents and partners	Ongoing 2018 - 2020 May 2018	<ul style="list-style-type: none"> Regular meetings with Local and NT Government agents / partners. Regular meeting with other relevant agents / partners. Singular point of contact for funding agents and partners for each project. 	Ongoing Project Manager appointed to each partner
Provide training opportunities for committee	Ongoing 2018 - 2020	<ul style="list-style-type: none"> Maintain a minimum of qualified First Aiders on the Committee. Increase the number of first aiders. Improved understanding regards the Association's Governance. Improved skills regarding submission writing. 	Ongoing
Increase capacity on committee to write quality submissions, negotiate deals, attract partners	Ongoing 2018 - 2020	<ul style="list-style-type: none"> Educate relevant committee members in the art of submission writing and improved negotiating skills. 	Ongoing
Increase overall membership	Ongoing 2018 - 2020	<ul style="list-style-type: none"> Increase PRSC membership by 20% during this triennium Identify opportunities where marking and brand recognition may increase membership 	Ongoing

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

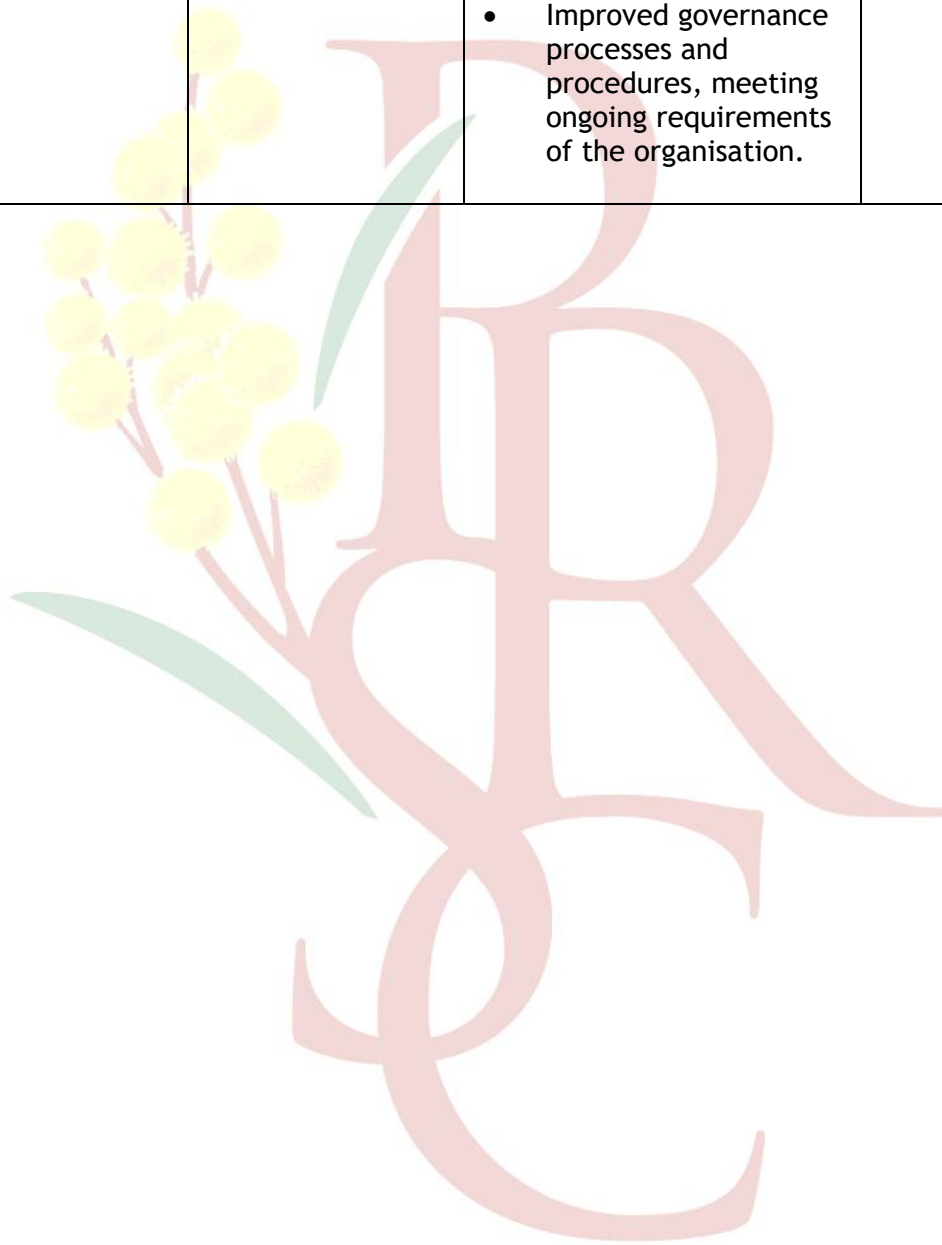
Strategic Goal 4: Community and Social Development			
Strategy	Timing	Measure	Status
To work with City of Palmerston and Litchfield Councils to promote seniors healthy lifestyle, ensuring alignment with Municipal Plans	Ongoing 2018 - 2020	<ul style="list-style-type: none"> • Increase the number of seniors who undertake some form of activity. • Improved communication to seniors to bring their attention to activities in their local area. 	Ongoing
Develop, increase and improve events throughout the year for seniors	Ongoing 2018 - 2020	<ul style="list-style-type: none"> • New events implemented. • Increased attendances to events by seniors. • Improved marketing of event to increase attendance. • Implement events reflecting the aging population of seniors cohort 	Ongoing
Lobby and have continued dialogue with the appropriate Local and Northern Territory Government Departments relating to seniors activities	Ongoing 2018 - 2020	<ul style="list-style-type: none"> • Review of the Local Government Municipal Plans. • Meet with Councils regarding issues affecting seniors • Representation on Council Committees eg: City of Palmerston Seniors Advisory Group (PSAG) 	<p>Ongoing</p> <p>5 members of the PRSC Committee are on the PSAG</p> <p>In addition 2 Association members on PSAG</p>

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

Strategic Goal 5 Improved Governance			
Strategy	Timing	Measure	Status
Continue to improve governance processes and operations by reviewing documents, creating new documents and forms	Annual reviews 2018 - 2020	<ul style="list-style-type: none"> Annual reviews undertaken and version controls monitored Upgrade/ amend documents as required. 	Ongoing
Development of new and improved documentation to meet Association's requirements	Ongoing 2018 - 2020	<ul style="list-style-type: none"> New documents and forms implemented as required. Ensure Risk Assessment Matrix for events are provided to our Public Liability Insurers. 	Ongoing
Improve skills within the Committee for: <ul style="list-style-type: none"> Report writing Submission writing Negotiating Evaluating events Project Management Governance 	Ongoing 2018 - 2020	<ul style="list-style-type: none"> Quality of reports to funding agencies and partners improved. Increased funding support for PRSC from the private sector. Increased number of Committee able to negotiate partnership arrangements. Increased number of Committee able to develop and analysis evaluation documents. Increase recruitment of Committee members with access to emails and business skills. Role Descriptions for Committee Members. Identify Project Managers for all partners. 	Ongoing

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

		<ul style="list-style-type: none"> • Audit reports endorse PRSC operations. • Improved governance processes and procedures, meeting ongoing requirements of the organisation. 	
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Palmerston & Rural
Seniors Committee

Northern Territory

Associations Act
Section 9

Incorporation Number: **IA03188**

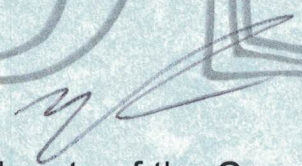
Certificate of Incorporation

This is to certify that

The Palmerston and Rural Seniors Committee Incorporated

is, on and from the Twenty-Fourth day of November 2014
incorporated under the Associations Act.

Dated this Twenty-Fourth day of November 2014


Delegate of the Commissioner

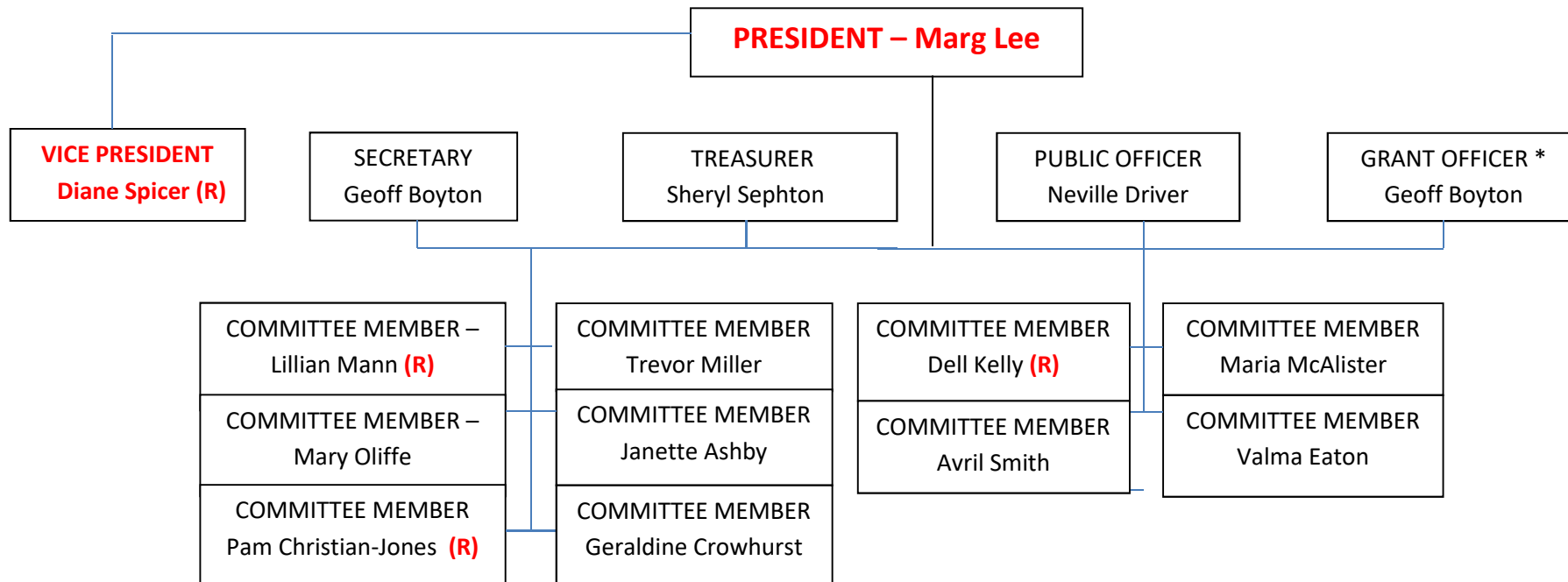


CERTIFICATE



THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

ORGANISATIONAL CHART 2018



The Associate's Committee consists of 15 Volunteer Members - 11 Palmerston Members and 4 Rural Members. **(R) = Rural Member**

* The Grants Officer is appointed from within the elected Committee Members.

THE PALMERSTON & RURAL SENIORS COMMITTEE INC.

OF01 - REGISTER OF ASSOCIATION MEMBERS 2017 – 2018 (CONFIDENTIAL)

NAME	POSITION	ADDRESS		EMAIL	CONTACT No
		Residential	Postal		
Margaret Lee	President	15 James Street, WOODROFFE NT 0830	PO Box 128 PALMERSTON NT 0831	marglee4@bigpond.com	8932 1033 0438 430 237
Diane Spicer (R)	Vice President	125 Anglesey Road, GIRRAWEE NT 0835	PO Box 1816 HUMPTY DOO NT 0839	dianemspicer@gmail.com	8988 4515 0448 845 152
Geoffry Boyton	Secretary Grants Officer	U6, 37 Hawker Street, ZUCCOLI NT 0832	PO Box 1630 PALMERSTON NT 0831	gboytonseniors@gmail.com	0418 663 225
Sheryl Sephton	Treasurer	3 Archibald Place, GUNN NT 0832	3 Archibald Place, GUNN NT 0832	sssephton51@hotmail.com	0439 342 400
Neville Driver	Public Officer	14 Mc Phee Place, GUNN NT 0832	PO Box 945, PALMERSTON NT 0831	nevgabi@bigpond.net.au	8932 2258 (Silent) 0417 855 865
Lillian Mann (R)	Member	U4, 150 Lovelock Road, BEES CREEK NT 0839	PO Box 33 COOLALINGA NT 0839	seniorita692013@gmail.com	0418 832 565
Mary Oliffe	Member	U2, 2 Carallia Court, ROSEBERY NT 0832	U2, 2 Carallia Court, ROSEBERY NT 0832	pompey_dave@hotmail.com	8931 0963 0425 727 360
Trevor Miller	Member	3 Star Court, WOODROFFE NT 0830	3 Star Court, WOODROFFE NT 0830	t.n.miller@bigpond.com	8932 2521 0417 813 347
Pam Christian-Jones (R)	Member	110 Corella Avenue, HOWARD SPRINGS NT 0835	PO Box 705, HOWARD SPRINGS NT 0835	Nil	8983 1677 0437 293 853

THE PALMERSTON & RURAL SENIORS COMMITTEE INC.

NAME	POSITION	ADDRESS		EMAIL	CONTACT No
		Residential	Postal		
Janette Ashby	Member	13 Landsborough Terrace, BAKEWELL NT 0832	13 Landsborough Terrace, BAKEWELL NT 0832	janetteashby22@hotmail.com	0412 372 418
Geraldine Crowhurst	Member	U1, 20 Catt Crescent, FARRER NT 0830	U1, 20 Catt Crescent, FARRER NT 0830	gerry945@bigpond.com	8932 9087 0415 712 070
Del Kelly (R)	Member	6 Ninnis Court, HOWARD SPRINGS NT 0835	PO Box 61 HOWARD SPRINGS NT 0835	delli2@bigpond.com	8983 1682 0419 842 511
Maria McAlister	Member	2 Wirraway Court, MOULDEN NT 0830	2 Wirraway Court MOULDEN NT 0830	mariamillington@msn.com	0416 758 863
Avril Smith	Member	U1, 13 Moorhen Crescent, BAKEWELL NT 0832	1/13 Moorhen Crescent, BAKEWELL NT 0832	avril.39@hotmail.co.uk	8932 4482
Valma Eaton	Member	8 Liverpool Court, GUNN NT 0832	8 Liverpool Court, GUNN NT 0832	v.eaton@bigpond.com	0417 733 418

NOTE: R = Rural Members

4 of 15 Members are RURAL (26.7% of the Committee)

Business Insurance Certificate of Currency

The following cover applies across the policy for all premises:

AAI Limited ABN 48 005
297 807 trading as Vero
Insurance

Issue Date: 06/03/2018

Period of Insurance

06/03/2018 to 06/09/2018

Policy Number

SPK021265129

Policyholder

The Palmerston & Rural Seniors Committee

Policyholder Address

Anywhere in Australia

The Business

Charitable Organisation

Legal Liability

Insured Amount

Public Liability	\$20,000,000
Property in care, custody and control	\$20,000
Products Liability	\$20,000,000

LITCHFIELD COUNCIL
Grant/Partnership Summary Information
REGISTRATION FORM

Application to Chief Executive Officer – Litchfield Council PO Box 446 Humpty Doo NT 0836

Organisation Name:	The Palmerston And Rural Seniors Committee Inc.	
Incorporation Number:	IA03180	
Incorporated Through:	Department of Attorney General - Justice – Associations Act	
Name of Contact:	Neville Driver	
Position of Contact:	Public Officer	
Contact Details:	Email: nevgabi@bigpond.net.au	PH: 0455 660 026
Postal Address:	PO Box 4082, PALMERSTON NT 0831	
ABN if applicable:	N/A	
Account Name:	People's Choice Credit Union	
Account Number:	100173763	BSB :805-050
Amount requested:	\$10,000.00 / year for 3 years (2019 – 2021)	
Name of Activity	Partnership - Seniors Events	
Date of Activity:	Various, including Seniors Fortnight	
Location of Activity:	Various – around Palmerston and Rural Region	

Please attach your written application which must include:

- Project brief – **PRSC Submission**
- Detailed project budget – **PRSC Submission**

Please attach the following documentation to your written application

- ☒ Covering letter
- ☒ Proof of registration as Community, NFP or Incorporated body
- ☒ Contact details of Elected Office Holders
- ☒ Proof of appropriate insurance, certificate of currency
- ☒ Strategic plan 2019 - 2021
- ☒ Organisational Chart

Signed:



Dated: xx/xx/2018



COUNCIL REPORT

Agenda Item Number:	15.10
Report Title:	July 2018 Summary Planning and Mining Report
Report Number:	18/0114
Meeting Date:	18/07/2018
Attachments:	N/A

Purpose

The purpose of this report is to provide to Council a summary of development and mining applications received and comments provided for the period of 9 June 2018 to 6 July 2018.

Summary

For the noted period, Council provided comments on 1 concurrent application, which includes both a planning scheme amendment application and a development application. Information on the concurrent application is provided as a full report in this Council agenda. There were no other development applications for the period of 9 June 2018 to 6 July 2018.

For the noted period, Council provided comments on no mining applications.

Recommendation

THAT Council receive the July 2018 Summary Planning and Mining Report.

Background and Discussion

DEVELOPMENT APPLICATIONS

The following is a summary of all development applications received and comments provided for the period of 9 June 2018 to 6 July 2018.

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	0
Development applications supported, subject to specific issues being adequately addressed	0
Development applications not supported/objected to for reasons related to Council issues	1
Development applications not supported/objected to for reasons not directly related to Council issues	0
Note: For the noted period, Council provided comments on 1 concurrent application, which includes both a planning scheme amendment application and a development	

application. Information on the concurrent application is provided as a full report in this Council agenda.

As such, there are no other development applications to summarise in this report.

MINING APPLICATIONS

There were no mining applications in this time period.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report.

Risks

Not applicable to this report.

Financial Implications

Not applicable to this report.

Community Engagement

Not applicable to this report.

Recommending Officer: Nadine Nilon, Director Infrastructure and Operations

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

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



COUNCIL REPORT

Agenda Item Number:	15.11
Report Title:	PA2018/0035, a Concurrent Application to rezone from Zone RL (Rural Living) to Zone RR (Rural Residential) and Zone FD (Future Development) and subdivide to create 5 lots at Section 2981 (131) Menaja Road, Howard Springs, Hundred of Bagot
Report Number:	18/0115
Meeting Date:	18/07/2018
Attachments:	Attachment A: Concurrent Application PA2018/0035. Attachment B: Council's letter of comment for PA2018/0035, a Concurrent Application to rezone from Zone RL (Rural Living) to Zone RR (Rural Residential) and Zone FD (Future Development) and subdivide to create 5 lots at Section 2981 (131) Menaja Road, Howard Springs, Hundred of Bagot.

Purpose

The purpose of this report is to provide a summary and assessment to Council of PA2018/0035, a Concurrent Application to rezone from Zone RL (Rural Living) to Zone RR (Rural Residential) and Zone FD (Future Development) and subdivide to create 5 lots at Section 2981 (131) Menaja Road, Howard Springs, Hundred of Bagot, included as Attachment A.

Summary

The proposal is for rezoning and subdivision, which requires a Planning Scheme Amendment Application and a Development Application, undertaken here as a Concurrent Application.

The report also presents for Council endorsement the Letter of Comment on PA2018/0035 provided to the consent authority on 10/07/2018, included as Attachment B.

This report concludes that Council does not support the application as currently proposed, with clarification that should the proposal be amended such that land in Zone FD (Future Development) extends to Macleod Road and should proposed Lot 3 be redesigned such that a viable driveway crossover can be created, Council could support the application.

Recommendation

THAT Council endorse Attachment B, Council's Letter of Comment for PA2018/0035, a Concurrent Application to rezone from Zone RL (Rural Living) to Zone RR (Rural Residential) and Zone FD (Future Development) and subdivide to create 5 lots at Section 2981 (131) Menaja Road, Howard Springs, Hundred of Bagot.

Background

Site and Surrounds

The subject site is 131 Menaja Road, Howard Springs, at the northwest corner of the intersection of Menaja Road and Smyth Road. The 2ha site is currently vacant and is located in Zone RL (Rural Living).

The site is bordered to the west and south by other properties in Zone RL (Rural Living). Across Smyth Road to the east, the northern portion of the site borders smaller lots of approximately 700m² each in a Specific Use Zone, while the southern portion of the site borders lots south of Macleod Road in Zone RL (Rural Living).

Lots to the west, south and east are mostly developed with single dwellings, though the lot immediately to the west and some of the smaller lots to the east are currently vacant. To the north is an extensive property in Zone RL (Rural Living) that has vacant land bordering the subject site with a single dwelling located towards the centre of the larger property. The site is just south of the Howard Springs commercial centre.



Source: NT Atlas and Spatial Directory

Site Development History

There is no past planning history for this site.

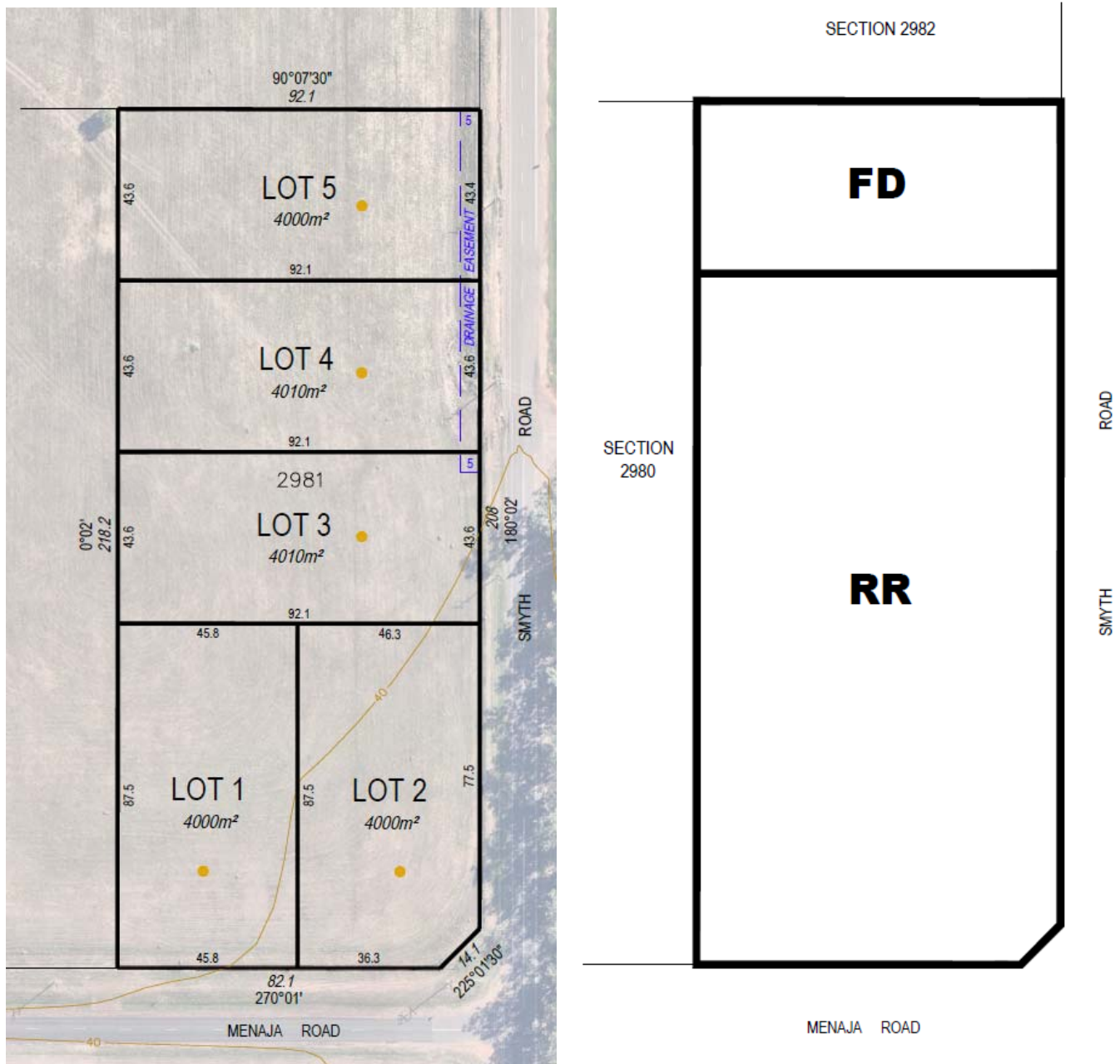
However, the site is within the Howard Springs Rural Activity Centre, and subject to an Area Plan and associated Planning Principles. Within the Area Plan, the subject site is proposed to be split between two types of development, with the southern portion of the site (from Macleod Road south) to be developed as rural residential, with minimum lot sizes of 4,000m², and the northern portion of the site (from Macleod Road north) to be developed as urban residential. Urban residential uses include single and multiple dwellings and associated public spaces, though the Area Plan restricts multiple dwellings to being part of a retirement community.



Source: NT Planning Scheme

Current Proposal

The application proposes to both rezone and subdivide the land. The application proposes to subdivide the site into 5 parcels, and to rezone the 4 southernmost parcels to Zone RR (Rural Residential) and the northernmost new parcel to Zone FD (Future Development), as shown in the following figures.



Source: PA2018/0035

Application Assessment

Under the Howard Springs Area Plan, the northern portion of the subject site, from Macleod Road north, is designated as urban residential, with the southern portion of the subject site designated as rural residential. During the development of the Area Plan, discussion addressed that the urban

residential development should extend to Macleod Road, to be consistent with the urban residential development recently developed along Nightjar Road to Macleod Road.

The subject parcel has an eastern boundary of approximately 200m, with approximately 85m of that boundary extending south to the centreline of Macleod Road. It is considered that the proposed FD zoning should therefore extend approximately 85m south to Macleod Road. However, the current application proposes that the FD boundary extend only 43m south, or only one parcel width. As such, it is recommended that Council not support the proposal as is, while noting that Council could support the proposal if the FD zoning extended south to be even with Macleod Road.

Given that the proposal is for Zone FD (Future Development) for the northern part of the site, it can be interpreted that the area under Zone FD (Future Development) would be expected to be further subdivided at some point in the future to lots suitable to an urban residential size. As such, the currently proposed lot sizes of approximately 4,000m² each can be supported at this time.

However, Council notes that in the current configuration, proposed Lot 3 is unable to achieve a viable driveway crossover to Smyth Road, due to conflicts with Macleod Road intersection directly opposite this lot. It is therefore recommended that proposed Lot 1, Lot 2, and Lot 3 be reconfigured to create a battleaxe access to Menaja Road for Lot 3, which would be acceptable to Council.

Additionally, it is noted that proposed Lot 4 and proposed Lot 5 could either share a single crossover or separate crossovers could be provided for each lot at the extreme northern corner of each of the lots.

As there are concerns with the ability to provide suitable driveway crossovers for the proposed lots, it is recommended that Council require a plan showing proposed driveway crossovers as a Condition Precedent for any Development Permit issued for the site.

Conclusion

It is recommended that Council does not support the application as currently proposed, with clarification that should the proposal be amended such that land in Zone FD (Future Development) extends to Macleod Road and should proposed Lot 3 be redesigned such that a viable driveway crossover can be created, Council could support the application.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report.

Risks

Not applicable to this report.

Financial Implications

Not applicable to this report.

Community Engagement

Not applicable to this report.

Recommending Officer: Nadine Nilon, Director Infrastructure and Operations

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

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

NORTHERN TERRITORY OF AUSTRALIA

CONCURRENT APPLICATION PA2018/0035

The Minister for Infrastructure, Planning and Logistics has accepted a concurrent application made by Earl James and Associates. The application seeks to:

- rezone Lot 2981, Hundred of Bagot (131 Menaja Road, Howard Springs) from Zone RL (Rural Living) to Zones RR (Rural Residential) and FD (Future Development); and
- subdivide to create 5 lots.

The proposed amendment is intended to facilitate development in accordance with the Howard Springs Rural Activity Centre Area Plan.

Attached are:

- extracts from the NT Planning Scheme relating to Zone RL (Rural Living);
- extracts from the NT Planning Scheme relating to Zone RR (Rural Residential);
- extracts from the NT Planning Scheme relating to Zone FD (Future Development);
- a locality map; and
- a copy of the application.

Period of Exhibition and Lodging a Submission

The exhibition period is from Friday 15 June 2018 to Friday 13 July 2018.

The Concurrent Application includes both an amendment proposal and a development proposal. Written submissions about the concurrent application may address the amendment proposal, the development proposal, or both. Submissions received during the exhibition period will be taken into consideration by both the Minister and the consent authority in their determination of the respective components of the application.

Submissions in relation to a concurrent application must be in writing and include the name and postal address of the author and may be made publicly available in full.

Written submissions are to be received by 11.59pm on Friday 13 July 2018 and addressed to:

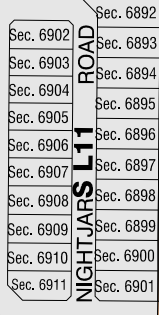
Director, Development Assessment Services
Department of Infrastructure, Planning and Logistics
GPO Box 1680
DARWIN NT 0801; or

Email: das.dlpe@nt.gov.au; or

Fax: (08) 8999 6055; or

Hand delivered to Development Assessment Services, Level 1 Energy House, 18 – 20 Cavenagh Street, Darwin.

For more information please contact Sally Graetz, Development Assessment Services on telephone (08) 8999 8934.



5.19 ZONE RL – RURAL LIVING

1. The primary purpose of Zone RL is to provide for low-density rural living and a range of rural land uses including **agriculture** and **horticulture**.
2. If lots are unsewered, provision for the disposal of effluent must be made on-site so that the effluent does not pollute ground or surface waters.

Clause 6.8 refers to **Demountable Structures**.

Clause 6.2 limits the height of buildings within the Municipality of Alice Springs.

Clause 6.9 controls the use and development of land within the ANEF 20 unit value contour adjacent to airports.

Clause 6.14 refers to land subject to flooding and storm surge.

Clause 7.10.2 refers to **caravans**.

Clause 10.2 refers to the **clearing of native vegetation**.

Clause 11.1.1 refers to subdivision lot sizes and clause 11.4 to subdivision standards.

Clause 13.5 refers to the erection of mobile telephone communications towers.

Areas potentially of environmental significance within the Shire of Litchfield are identified on the map "Priority Environmental Management Areas – Litchfield Shire" produced by the former Department of Infrastructure, Planning and Environment, see clause 2.8.

ZONING TABLE – ZONE RL

abattoir	x	
agriculture	D	6.1, 10.1, 10.2
animal boarding	D	6.1, 6.5.1, 10.1, 10.2
business sign	P	6.7
caravan park	x	
caretaker's residence	x	
car park	x	
child care centre	D	6.1, 6.5.1, 8.1.5, 10.2
community centre	D	6.1, 6.5.1, 10.2
domestic livestock	P	6.1, 10.1, 10.2
education establishment	x	
fuel depot	x	
general industry	x	
group home	P	7.1, 7.3, 7.10.5
home based child care centre	P	6.5.1, 7.10.6
home based contracting	P	7.10.8, 10.2
home based visitor accommodation	S	7.10.1
home occupation	P	7.10.7
horticulture	D	10.2
hospital	x	
hostel	x	
hotel	x	
independent unit	P	6.5.1, 7.1, 7.3, 7.5, 7.10.4
intensive animal husbandry	D	6.1, 10.1, 10.2
leisure and recreation	x	
licensed club	x	
light industry	x	
medical clinic	x	
medical consulting rooms	P	6.5.1, 7.10.9
motel	x	
motor body works	x	
motor repair station	x	
multiple dwellings	x	
office	x	
passenger terminal	x	
place of worship	x	
plant nursery	D	6.1, 6.5.1, 10.2
promotion sign	x	
recycling depot	x	
restaurant	x	
retail agricultural stall	P	6.1, 10.2
rural industry	D	6.1, 6.5.1, 10.2, 10.6
service station	x	
shop	x	
showroom sales	x	
single dwelling	P	6.5.1, 7.1, 7.3
stables	D	6.1, 6.5.1, 10.1, 10.2
supporting accommodation	D	6.5.1, 7.1, 7.3, 7.5, 7.6, 7.7, 7.8, 10.2
transport terminal	x	
vehicle sales and hire	x	
veterinary clinic	D	6.1, 6.5.1, 10.2
warehouse	x	

P = Permitted S = Self Assessable D = Discretionary x = Prohibited

5.18 ZONE RR – RURAL RESIDENTIAL

1. The primary purpose of Zone RR is to provide for rural residential use.
2. Proposals for rural residential development are expected to demonstrate the relationship of the proposal to existing and proposed future land uses identifying potential impacts on facilities and services and the **amenity** of the locality.
3. If lots are unsewered, provision for the disposal of effluent must be made on-site so that the effluent does not pollute ground or surface waters.

Clause 6.8 refers to **Demountable Structures**.

Clause 6.2 limits the height of buildings within the Municipality of Alice Springs.

Clause 6.9 controls the use and development of land within the ANEF 20 unit value contour adjacent to airports.

Clause 6.14 refers to land subject to flooding and storm surge.

Clause 7.10.2 refers to **caravans**.

Clause 10.2 refers to the **clearing of native vegetation**.

Clause 11.1.1 refers to subdivision lot sizes and clause 11.4 to subdivision standards.

Clause 13.5 refers to the erection of mobile telephone communications towers.

ZONING TABLE – ZONE RR

abattoir	x	
agriculture	x	
animal boarding	x	
business sign	P	6.7
caravan park	x	
caretaker's residence	x	
car park	x	
child care centre	x	
community centre	D	6.1, 6.5.1, 10.2
domestic livestock	P	6.1, 10.1, 10.2
education establishment	x	
fuel depot	x	
general industry	x	
group home	P	6.1, 7.3, 7.10.5
home based child care centre	D	6.5.1, 7.10.6
home based contracting	P	7.10.8, 10.2
home based visitor accommodation	S	7.10.1
home occupation	P	7.10.7
horticulture	x	
hospital	x	
hostel	x	
hotel	x	
independent unit	P	6.5.1, 7.1, 7.3, 7.5, 7.10.4
intensive animal husbandry	x	
leisure and recreation	x	
licensed club	x	
light industry	x	
medical clinic	x	
medical consulting rooms	D	6.5.1, 7.10.9
motel	x	
motor body works	x	
motor repair station	x	
multiple dwellings	x	
office	x	
passenger terminal	x	
place of worship	x	
plant nursery	D	6.1, 6.5.1, 10.2
promotion sign	x	
recycling depot	x	
restaurant	x	
retail agricultural stall	x	
rural industry	x	
service station	x	
shop	x	
showroom sales	x	
single dwelling	P	6.5.1, 7.1, 7.3, 7.5, 10.2
stables	x	
supporting accommodation	D	6.5.1, 7.1, 7.3, 7.5, 7.6, 7.7, 7.8, 10.2
transport terminal	x	
vehicle sales and hire	x	
veterinary clinic	x	
warehouse	x	

P = Permitted S = Self Assessable D = Discretionary x = Prohibited

5.26 ZONE FD – FUTURE DEVELOPMENT

1. Zone FD is an interim zone identifying an area that is intended for future rezoning and development in accordance with an Area Plan (where applicable) and its purpose is to:
 - (a) limit uses and development within the zone to a level that will not prejudice the future development; and
 - (b) provide for development in accordance with the Area Plan (where applicable) once services are (or can be) made available to the land.
2. Subdivision is not to prejudice the intended ultimate subdivision and future use or development of the land.

Clause 1.3 refers to Sheds.

Clause 6.2 limits the height of buildings within the Municipality of Alice Springs.

Clause 6.8 refers to **Demountable Structures**.

Clause 6.9 controls the use and development of land within the ANEF 20 unit value contour adjacent to airports.

Clause 6.14 refers to land subject to flooding and storm surge.

Clause 10.2 refers to the **clearing of native vegetation**.

Clauses 11.1.1 and 11.1.3 refer to subdivision and use of land in this zone.

Clauses 11.2.1 to 11.3.3 describe standards for the subdivision of land for urban residential and industrial use.

Clause 13.5 refers to the erection of mobile telephone communications towers.

Areas potentially of environmental significance within the Shire of Litchfield are identified on the map "Priority Environmental Management Areas – Litchfield Shire" produced by the former Department of Infrastructure, Planning and Environment, see clause 2.8.

ZONING TABLE – ZONE FD

abattoir	x	
agriculture	D	6.1, 10.1
animal boarding	D	6.1, 6.5.1, 10.1
business sign	P	6.7
caravan park	D	6.1, 6.5.1
caretaker's residence	D	6.1, 6.5.1, 7.3, 7.10.3
car park	D	6.1, 6.5.3
child care centre	D	6.1, 6.5.1, 8.1.5, 8.2
community centre	D	6.1, 6.5.1, 8.2
domestic livestock	P	6.1, 10.1
education establishment	D	6.1, 6.5.1, 8.2
fuel depot	x	
general industry	x	
group home	P	6.1, 7.3, 7.10.5
home based child care centre	D	6.5.1, 7.10.6
home based contracting	D	7.10.8
home based visitor accommodation	S	7.10.1
home occupation	P	7.10.7
horticulture	D	
hospital	D	6.1, 6.5.1, 6.6, 8.2
hostel	x	
hotel	D	6.1, 6.5.1, 6.6, 8.2
independent unit	P	6.5.1, 7.1, 7.3, 7.5, 7.10.4
intensive animal husbandry	D	6.1, 10.1
leisure and recreation	D	6.1, 6.5.1, 8.2
licensed club	D	6.1, 6.5.1, 6.6, 8.2
light industry	x	
medical clinic	D	6.1, 6.5.1, 8.2
medical consulting rooms	D	6.5.1, 7.10.9
motel	D	6.1, 6.5.1, 6.6, 7.3, 8.2
motor body works	x	
motor repair station	x	
multiple dwellings	D	6.5.1, 7.3, 7.5, 7.6, 7.7, 7.8
office	D	6.1, 6.5.1, 6.6, 8.2
passenger terminal	x	
place of worship	D	6.1, 6.5.1, 8.2
plant nursery	D	6.1, 6.5.1
promotion sign	D	6.7
recycling depot	x	
restaurant	D	6.1, 6.5.1, 6.6, 8.2
retail agricultural stall	D	6.1
rural industry	x	
service station	D	6.1, 6.5.1, 8.1.4, 8.2
shop	D	6.1, 6.5.1, 6.6, 8.2
showroom sales	x	
single dwelling	D	6.1, 6.5.1, 7.3, 7.5
stables	x	
supporting accommodation	D	6.1, 6.5.1, 7.3, 7.5, 7.6, 7.7, 7.8
transport terminal	x	
vehicle sales and hire	x	
veterinary clinic	D	6.1, 6.5.1, 8.2
warehouse	x	

P = Permitted S = Self Assessable D = Discretionary x = Prohibited

Concurrent Application

Section 2981, Hundred of Bagot

Attachment B – Reason for Concurrent Application

Section 2981 is located on the corner of Smyth Road and Menaja Road and is currently zoned RL (Rural Living) under the NT Planning Scheme (NTPS).

The suitability of the immediate area for smaller allotments has previously been recognised in the Litchfield Sub-Regional Land Use Plan 2016, prepared by the NT Planning Commission after extensive consultation with the community and relevant Government agencies, and subsequently included in the NTPS as a reference document. The land use concept plan for the Howard Springs Rural Activity Centre identified the southern part of Section 2981 as suitable for rural residential development (4,000m² lots) whilst the northern part was identified for urban development in conjunction with adjacent areas to the north and east.

Subsequent to the Litchfield Sub-Regional Land Use Plan being finalised and included in the NTPS, the Minister for Infrastructure, Planning and Logistics is considering an amendment to the NTPS in relation to the Howard Springs area. The amendment includes the introduction of Planning Principles and an Area Plan for the Howard Springs Rural Activity Centre and an update of the land use concept plan in the Litchfield Sub-Regional Land Use Plan 2016.

In order to arrange for the subdivision of Section 2981, the NT Planning Scheme will need to be amended to change the zone of the southern part of the subject land to zone Rural Residential as this will facilitate the type of development (subdivision) that has been deemed suitable by the previous consultations.

The development of the northern part for urban development will be dependent on the extension of sewerage reticulation into this locality and the determination of future road alignments. It is proposed to change the zone of the northern part to FD (Future Development) as this will effectively restrict development and retain the land for urban development in the future.

The concurrent application process is being utilised as it will allow for a single application, a single exhibition period for the Planning Scheme amendment and development application components of the application and also allow for a single submission/comment from authorities and members of the community.

Concurrent Application

Section 2981, Hundred of Bagot

Attachment C – Statement of Strategic Intent

The subject land is currently zoned RL (Rural Living) under the NT Planning Scheme (NTPS)

The Darwin Regional Land Use Plan (DRLUP) was developed to *identify the essential characteristics and needs that will shape future development in the region and establish an overarching framework for that development.*

The DRLUP identifies areas where rural lifestyle should be retained but it also identifies areas where other development could take place in order to provide increased housing choice.

The DRLUP makes the following reference to 'rural activity centres' such as Howard Springs:

Rural activity centres will create the opportunity to provide housing choice outside the urban area while minimising the impacts of smaller lots on established rural lifestyle areas. These centres will also assist in establishing the economic viability of the infrastructure required to support such development and encourage increased local employment and development of local community facilities and services, including public transport.

The Litchfield Subregional Land Use Plan 2016 (LSLUP) superseded the Litchfield Planning Concepts and Land Use Objectives 2002 and proposes future land uses within defined rural activity centres. The following policy statements were included in the Subregional Plan:

Provide a transition between residential land within rural activity centres and established rural areas to minimise the impacts of growth on existing amenity.

Minimise detrimental impacts of development within rural activity centres on the receiving environment.

Integrate sites of natural and cultural heritage into the development of rural activity centres.

Provide rural activity centres with interconnected local road networks

Provide reticulated services to rural activity centres.

Provide social infrastructure within rural activity centres.

In relation to the Howard Springs Rural Activity Centre it was recognised that there is an opportunity to *increase diversity of housing options in the centre, including a small area of urban scale growth in the immediate vicinity of the commercial zone.*

The northern portion of Section 2981 was identified for urban development and the opportunity for rural residential development was identified for the southern part.

Subsequent to the LSLUP being finalised and included in the NTPS, the Minister for Infrastructure, Planning and Logistics is considering an amendment to the NTPS in relation to the Howard Springs area. The amendment includes the introduction of Planning principles and an Area Plan for the Howard Springs Rural Activity Centre and an update of the land use concept plan in the LSLUP

Whilst the Area Plan for Howard Springs is considerably different to what was included in the Subregional Plan, the northern part of Section 2981 is still identified as being suitable for urban development and the southern part of rural residential development (4,000m² lots)

The current proposal is to rezone to RR (Rural Residential) and FD (Future Development), and subdivide to create 4 additional rural living lots. This is consistent with DRLUP, the LSLUP and also the Area Plan that is

currently being considered by the Minister. As previously noted, the northern part of Section 2981 has actually been identified for urban development, so the intention is to create a 4,000m² , zoned FD, lot that will then be available for further subdivision (and rezoning) once more details are available in relation to the Madsen to Smyth Road connector and the provision of reticulated sewerage to the locality.

One of the statements of policy from the LSLUP is *facilitate new areas of rural residential development in close proximity to community facilities*. The Planning Scheme amendment being proposed by the current application will position Rural Residential land within the identified peri-urban area and this is a principle that will achieve the LSLUP policy.

The proposed lots will also be serviced by reticulated water and thereby reduce any impact on the available groundwater resources.

Concurrent Application

Section 2981, Hundred of Bagot

Attachment D – Compliance with Planning Scheme

The minimum lot size requirements for subdivisions are set out in Clause 11.1.1 of the NT Planning Scheme (NTPS).

If the Minister agrees to the rezoning of Section 2981 to RR for the southern part of the subject land, then the prescribed minimum lot size is 4,000m², given that the subject land is within a rural activity centre. Proposed Lots 1-4 comply with this prescribed, minimum lot size.

Zone FD, proposed for the northern part of Section 2981 (Lot 5), is an interim zone identifying an area that is intended for future zoning and development in accordance with an Area Plan.

The development of the northern part for urban development will be dependent on the extension of sewerage reticulation into this locality and the determination of the alignment of the Madsen to Smyth Road connector. Whilst the NT Planning Scheme advises that the minimum lot size for zone FD is 50 hectares, the intention is to ensure that the proposed lot size does not prejudice the intended, ultimate subdivision and use of the land.

The area of proposed Lot 5 does not preclude the type of development proposed by the Litchfield Subregional Land Use Plan 2016 (LSLUP) or the Area Plan currently being considered by the Minister. and consequently a waiver of the prescribed minimum lot size for zone FD is justified.

Clause 11.4.1 deals with site characteristics in rural subdivisions.

The contour line shown on the design plan has been obtained from mapping provided by the Department of Infrastructure, Planning and Logistics (DIPL) and indicates the level of the land is approximately RL40 AHD. The land slopes steadily from the south east corner down to the northwest. Land unit mapping obtained from the Department of Environment and Natural Resources (DENR) indicates that the all of the subject land is made up of land unit 3c

Land unit 3c is defined as: flat to gently undulating upland surface with grades ranging from 1-3%; site drainage is moderately rapid; soils are shallow to moderately deep gravelly yellow massive earths, minor lateritic lithosols; Eucalypt woodland to open forest.

The soils across the subject land are suitable for the effective operation of standard septic tank effluent disposal systems and the proposed subdivision, under an RR zoning, would be able to comply with the requirements of the Code of Practice for Small On-Site Sewage and Sullage Treatment Systems and the Disposal or Reuse of Sewage Effluent.

Reticulated water is available on the eastern side of Smyth Road and the intention is to extend this reticulation to service the proposed lots. The design and construction of this extension will be carried out by qualified contractors in consultation with the Power and Water Corporation.

All native vegetation has previously been cleared as part of the farming and grazing activities.

Clause 11.4.2 deals with infrastructure in rural subdivisions and lists the following factors that design should take into account:

- a) *Minimise disturbance through earthworks associated with the provision of infrastructure*

The only earthworks associated with the proposed subdivision will be accesses off Smyth and Menaja Roads.

The design and construction of these works will be carried out in accordance with Litchfield Council requirements.

Provide for connection to reticulated services where possible

There is existing, reticulated power in both and Smyth and Menaja Roads and this will be utilised for the proposed lots.

Reticulated sewerage is not available in this locality.

- a) *Where no reticulated sewerage is available, demonstrate that the soils are suitable for the on-site absorption of effluent without detriment to the environment and in particular to ground and surface waters.*

It has previously been mentioned that the site conditions are suitable for the use of standard septic system for waste water treatment.

- b) *Where no reticulated water is available, demonstrate that an adequate supply of groundwater is available for domestic purposes*

The proposed lots will be connected to reticulated water.

Clause 11.4.3 of the NTPS deals with lot size and configuration in rural subdivisions.

The purpose of this clause is to ensure that lots are of a size and configuration suited for the intended purpose. All of the proposed lots are certainly suitable for rural residential living.

The design plan, 17/10026/6 identifies notional effluent disposal systems and demonstrates that the 100m separation from existing bores can be achieved (although a system is unlikely to be constructed on proposed Lot 5)

The subject land is not constrained by seasonal waterlogging.

Clause 11.4.5 deals specifically with the subdivision of land zoned RR.

The lots have direct access onto a sealed, public road network and are in close proximity to established commercial and community facilities – facilities that are likely to increase as the Howard Springs rural activity centre develops.

Concurrent Application

Section 2981, Hundred of Bagot

Attachment E – Statement of Effect

The development component of this concurrent application is seeking to create four additional rural residential parcels.

30C(4)(a) – Compliance with an Interim Development Control Order

The subject land is not subject to any Interim Development Control Orders.

30C(4)(b) – Public Environmental Report or Environment Impact Statement

There is no requirement for a report or statement under the Environmental Assessment Act.

30C(4)(c) – Merits of the proposed development

The subject land has been identified as being suitable for both residential and rural residential development and the subdivision now being proposed will initially create four rural residential parcels that provide a buffer between denser development within the Howard Springs rural activity centre and the existing rural living allotments.

The area comprised within proposed Lot 5 has been identified in the Litchfield Subregional Land Use Plan 2016 (LSLUP), and the proposed Planning Scheme Amendment for Howard Springs currently being considered by the Minister, as being suitable for residential development. The land owner proposes to retain Lot 5 so that in the future it can be developed for residential allotments in accordance with the Area Plan that has been prepared for Howard Springs. This future development will require input from Government agencies on the alignment of the proposed Madsen to Smyth connector road and also the extension of reticulated sewerage to the area.

In order to retain Lot 5 for the identified urban development, it is proposed to designate an FD (Future Development) zone to the area comprised within proposed Lot 5. Designating the FD zone will have the effect of restricting development that could potentially preclude the proposed urban development and will ensure that it is available for the identified use once services and access issues have been resolved.

The subdivision being proposed by the current application allows for the immediate creation of new rural residential options whilst also making provision for the Government's vision for the development of the activity centre.

30C(4)(d) – The physical characteristics of the land

The contour line shown on the design plan has been obtained from mapping provided by the Department of Infrastructure, Planning and Logistics (DIPL) and indicates the level of the land is approximately RL40 AHD. The land slopes steadily from the south east corner down to the northwest. Land unit mapping obtained from the Department of Environment and Natural Resources (DENR) indicates that the all of the subject land is made up of land unit 3c

Land unit 3c is defined as: flat to gently undulating upland surface with grades ranging from 1-3%; site drainage is moderately rapid; soils are shallow to moderately deep gravelly yellow massive earths, minor lateritic lithosols; Eucalypt woodland to open forest.

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Reticulated water is available on the eastern side of Smyth Road and the intention is to extend this reticulation to service the proposed lots. The design and construction of this extension will be carried out by qualified contractors in consultation with the Power and Water Corporation.

All native vegetation has previously been cleared as part of the farming and grazing activities.

30C(4)(e) – Public facilities or open space

The proposal does not create a demand for any additional public facilities or open space and the new residents will be able to utilise the existing facilities in the locality. It is likely that further facilities, and open space, will be created as the rural activity centre develops.

30C(4)(f) – Public utilities and infrastructure

Each of the proposed lots will be serviced from the existing power reticulation and the lots will also be connected to reticulated water. Onsite systems will be utilised for the treatment and disposal of waste water and all lots will be accessed from public roads that are connected to an established road network.

30C(4)(g) – Potential impact on the existing and future amenity of the area

An extensive consultation process preceded the introduction of the LSLUP and the planning and design of the Howard Springs rural activity centre has taken the impact on amenity into account.

The current proposal is to create rural residential allotments which are specifically designed to limit the impact on existing, rural living allotments by acting as buffer between those lots and the denser development that will take place in the rural activity centre.

30C(4)(h) – Assessment of the benefit or detriment to the public interest of the development

There will be no detriment to the public interest however the proposal will create additional living options that are consistent with the plans that have been developed, in conjunction with the community, for this locality.

30C(4)(i) – Building regulations

There are no buildings on the subject land.

30C(4)(j) – Unit Titles Act

Not applicable

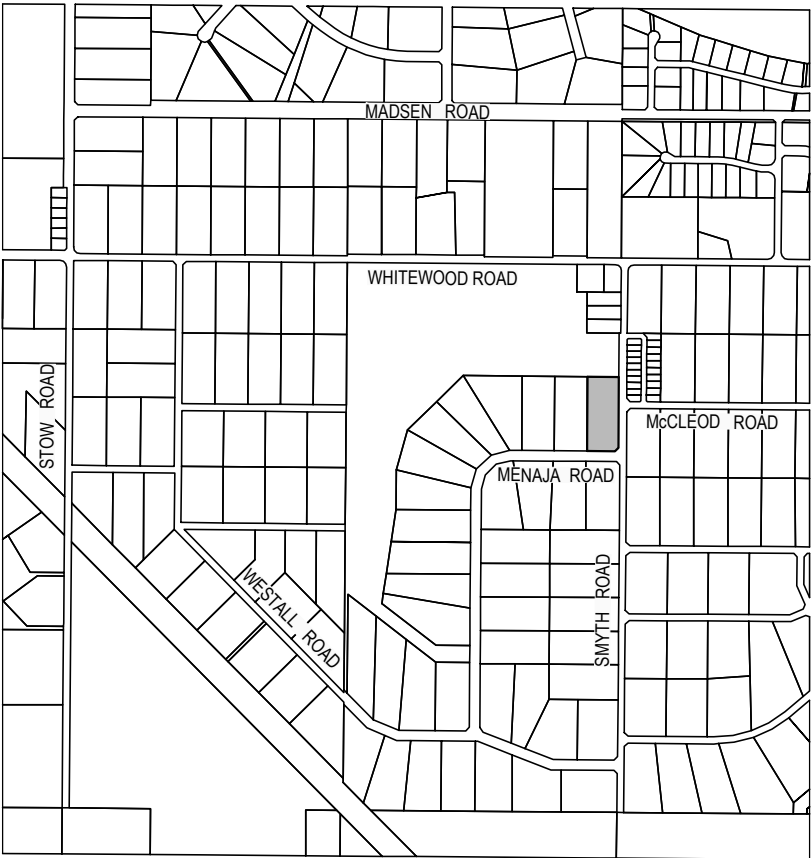
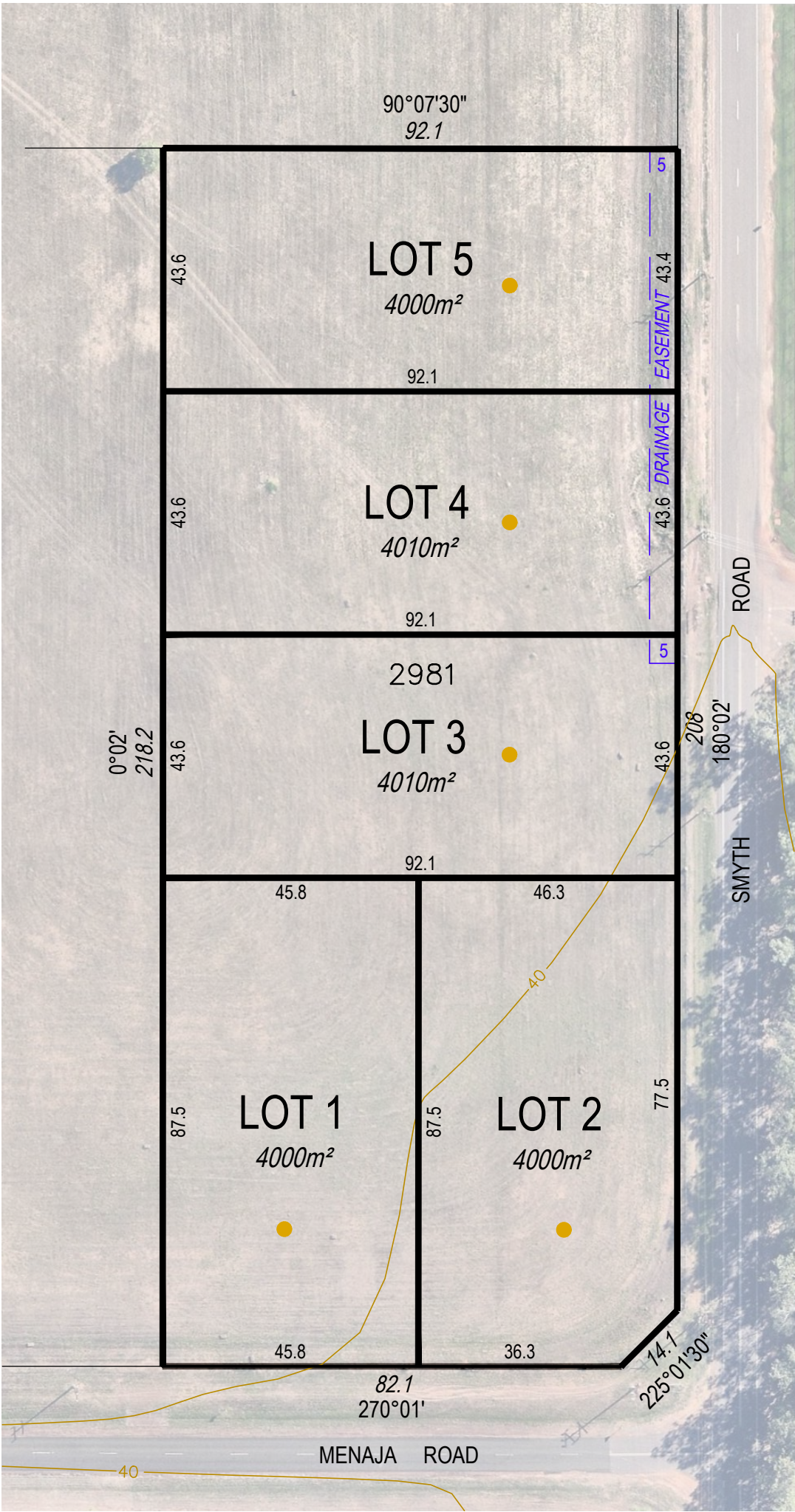
Kevin Dodd

From: Tony Thiel <tthiel@paspaley.com.au>
Sent: Friday, 19 January 2018 10:32 AM
To: Kevin Dodd
Subject: Section 2981

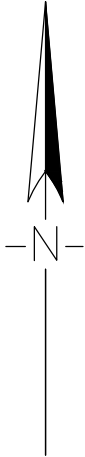
Hi Kevin,

I authorise Earl James and Associates to lodge a Concurrent Application over Section 2981, Hundred of Bagot on my behalf.

Tony Thiel
Paspaley Pearling Company
General Manager - Pearling Production
P: 08 8982 5408
M: 0419 611627



LOCATION DIAGRAM
Not to scale



Note
Easements should be confirmed with the current Certificate of Title
Areas and dimensions are subject to survey
Contours obtained from DIPL
Aerial image obtained from Nearmap
● Nominal septic location
There are no bores within 100m of the nominated location



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darwin@eja.com.au

SECTION 2981
HUNDRED OF BAGOT
CONCEPT SUBDIVISION

Client: **TONY THIEL**

Licensed Surveyor:
Date: _____
Drawn by: SJH
Date: 20.11.17
Cad File:
10026-6.DWG

Scale: 1:1000
Datum: AHD
Drawing No:
17/10026/6

SECTION 2982

FD

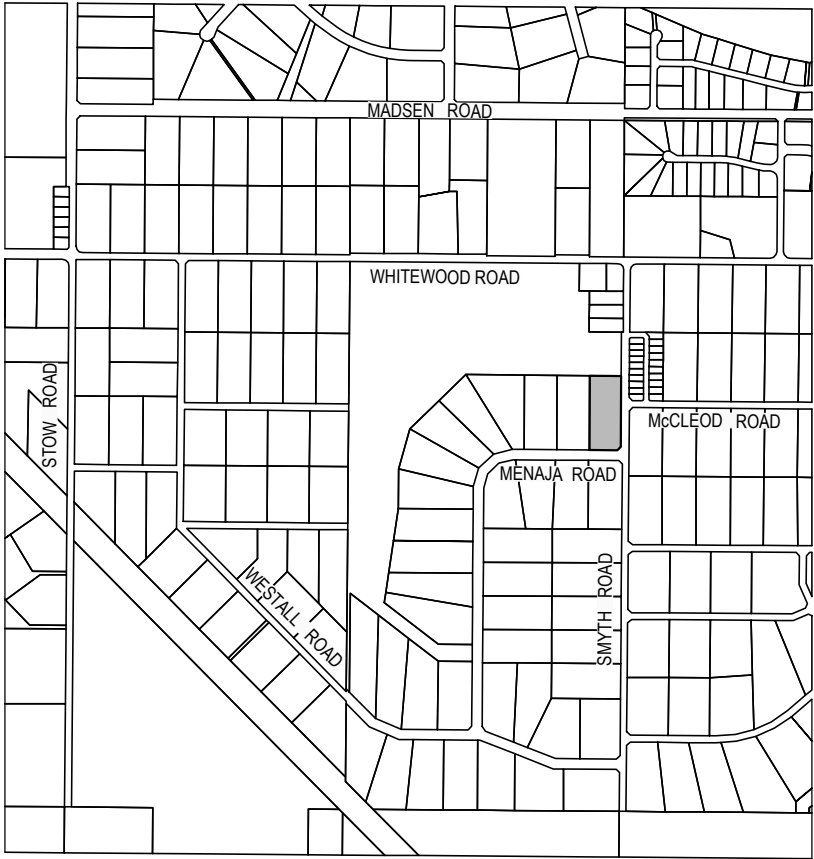
SECTION
2980

RR

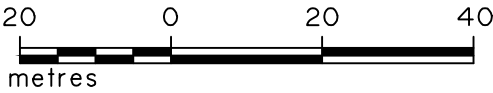
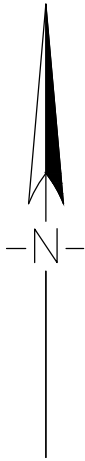
MENAJA ROAD

ROAD

SMYTH



LOCATION DIAGRAM
Not to scale



Ref: 10026

Concurrent Application

Section 2981, Hundred of Bagot

Land Suitability Assessment

This application is seeking approval to subdivide the above property in order to create 4 lots for rural residential living and a fifth lot that will be retained for future development once appropriate zonings and services are in place.

Following is an assessment of the land in accordance with the Northern Territory Land Suitability Guidelines.

Drainage

The proposed dividing boundaries do not impact on any natural drainage paths.

On-site Wastewater Management

The land unit data published by DLRM confirms that each of the proposed lots will comprise soils that are suitable for the effective operation of standard septic tank effluent disposal systems.

The design plan indicates that all the requirements of the Code of Practice for Small On-Site Sewage and Sullage Treatment Systems and the Disposal or Reuse of Sewage Effluent can be achieved on all of the proposed lots, including the requirement for 100 metre separation between existing bores on adjacent parcels and septic tanks.

Erosion Risk

The proposed boundary lines traverse stable soils and grades similar to the existing boundaries and the risk of erosion associated with the proposed boundaries is minimal.

Soil Salinity

Due to the location of the subject land there are no soil salinity issues.

Acid Sulphate Soils

These types of soils are associated with coastal areas and consequently are not an issue for the current proposal.

Storm Tide Flooding

The subject land is not affected by storm tide flooding due to its location.

Riverine Flooding

The subject land is not subject to riverine flooding.

Ref: 10026

Concurrent Application

Section 2981, Hundred of Bagot

Stormwater Management

This application is seeking approval to subdivide the above property in order to create 4 lots for rural residential living and a fifth lot that will be retained for future development once appropriate zonings and services are in place.

No new roads are proposed as part of the subdivision and no new drainage works will be required. Consequently there will be no impact on the adjoining parcels and no impact on upstream and downstream flows.

Concurrent Application

Section 2981, Hundred of Bagot

Attachment B – Reason for Concurrent Application

Section 2981 is located on the corner of Smyth Road and Menaja Road and is currently zoned RL (Rural Living) under the NT Planning Scheme (NTPS).

The suitability of the immediate area for smaller allotments has previously been recognised in the Litchfield Sub-Regional Land Use Plan 2016, prepared by the NT Planning Commission after extensive consultation with the community and relevant Government agencies, and subsequently included in the NTPS as a reference document. The land use concept plan for the Howard Springs Rural Activity Centre identified the southern part of Section 2981 as suitable for rural residential development (4,000m² lots) whilst the northern part was identified for urban development in conjunction with adjacent areas to the north and east.

Subsequent to the Litchfield Sub-Regional Land Use Plan being finalised and included in the NTPS, the Minister for Infrastructure, Planning and Logistics is considering an amendment to the NTPS in relation to the Howard Springs area. The amendment includes the introduction of Planning Principles and an Area Plan for the Howard Springs Rural Activity Centre and an update of the land use concept plan in the Litchfield Sub-Regional Land Use Plan 2016.

In order to arrange for the subdivision of Section 2981, the NT Planning Scheme will need to be amended to change the zone of the southern part of the subject land to zone Rural Residential as this will facilitate the type of development (subdivision) that has been deemed suitable by the previous consultations.

The development of the northern part for urban development will be dependent on the extension of sewerage reticulation into this locality and the determination of future road alignments. It is proposed to change the zone of the northern part to FD (Future Development) as this will effectively restrict development and retain the land for urban development in the future.

The concurrent application process is being utilised as it will allow for a single application, a single exhibition period for the Planning Scheme amendment and development application components of the application and also allow for a single submission/comment from authorities and members of the community.

Concurrent Application

Section 2981, Hundred of Bagot

Attachment C – Statement of Strategic Intent

The subject land is currently zoned RL (Rural Living) under the NT Planning Scheme (NTPS)

The Darwin Regional Land Use Plan (DRLUP) was developed to *identify the essential characteristics and needs that will shape future development in the region and establish an overarching framework for that development.*

The DRLUP identifies areas where rural lifestyle should be retained but it also identifies areas where other development could take place in order to provide increased housing choice.

The DRLUP makes the following reference to 'rural activity centres' such as Howard Springs:

Rural activity centres will create the opportunity to provide housing choice outside the urban area while minimising the impacts of smaller lots on established rural lifestyle areas. These centres will also assist in establishing the economic viability of the infrastructure required to support such development and encourage increased local employment and development of local community facilities and services, including public transport.

The Litchfield Subregional Land Use Plan 2016 (LSLUP) superseded the Litchfield Planning Concepts and Land Use Objectives 2002 and proposes future land uses within defined rural activity centres. The following policy statements were included in the Subregional Plan:

Provide a transition between residential land within rural activity centres and established rural areas to minimise the impacts of growth on existing amenity.

Minimise detrimental impacts of development within rural activity centres on the receiving environment.

Integrate sites of natural and cultural heritage into the development of rural activity centres.

Provide rural activity centres with interconnected local road networks

Provide reticulated services to rural activity centres.

Provide social infrastructure within rural activity centres.

In relation to the Howard Springs Rural Activity Centre it was recognised that there is an opportunity to *increase diversity of housing options in the centre, including a small area of urban scale growth in the immediate vicinity of the commercial zone.*

The northern portion of Section 2981 was identified for urban development and the opportunity for rural residential development was identified for the southern part.

Subsequent to the LSLUP being finalised and included in the NTPS, the Minister for Infrastructure, Planning and Logistics is considering an amendment to the NTPS in relation to the Howard Springs area. The amendment includes the introduction of Planning principles and an Area Plan for the Howard Springs Rural Activity Centre and an update of the land use concept plan in the LSLUP

Whilst the Area Plan for Howard Springs is considerably different to what was included in the Subregional Plan, the northern part of Section 2981 is still identified as being suitable for urban development and the southern part of rural residential development (4,000m² lots)

The current proposal is to rezone to RR (Rural Residential) and FD (Future Development), and subdivide to create 4 additional rural living lots. This is consistent with DRLUP, the LSLUP and also the Area Plan that is

currently being considered by the Minister. As previously noted, the northern part of Section 2981 has actually been identified for urban development, so the intention is to create a 4,000m² , zoned FD, lot that will then be available for further subdivision (and rezoning) once more details are available in relation to the Madsen to Smyth Road connector and the provision of reticulated sewerage to the locality.

One of the statements of policy from the LSLUP is *facilitate new areas of rural residential development in close proximity to community facilities*. The Planning Scheme amendment being proposed by the current application will position Rural Residential land within the identified peri-urban area and this is a principle that will achieve the LSLUP policy.

The proposed lots will also be serviced by reticulated water and thereby reduce any impact on the available groundwater resources.

Concurrent Application

Section 2981, Hundred of Bagot

Attachment D – Compliance with Planning Scheme

The minimum lot size requirements for subdivisions are set out in Clause 11.1.1 of the NT Planning Scheme (NTPS).

If the Minister agrees to the rezoning of Section 2981 to RR for the southern part of the subject land, then the prescribed minimum lot size is 4,000m², given that the subject land is within a rural activity centre. Proposed Lots 1-4 comply with this prescribed, minimum lot size.

Zone FD, proposed for the northern part of Section 2981 (Lot 5), is an interim zone identifying an area that is intended for future zoning and development in accordance with an Area Plan.

The development of the northern part for urban development will be dependent on the extension of sewerage reticulation into this locality and the determination of the alignment of the Madsen to Smyth Road connector. Whilst the NT Planning Scheme advises that the minimum lot size for zone FD is 50 hectares, the intention is to ensure that the proposed lot size does not prejudice the intended, ultimate subdivision and use of the land.

The area of proposed Lot 5 does not preclude the type of development proposed by the Litchfield Subregional Land Use Plan 2016 (LSLUP) or the Area Plan currently being considered by the Minister. and consequently a waiver of the prescribed minimum lot size for zone FD is justified.

Clause 11.4.1 deals with site characteristics in rural subdivisions.

The contour line shown on the design plan has been obtained from mapping provided by the Department of Infrastructure, Planning and Logistics (DIPL) and indicates the level of the land is approximately RL40 AHD. The land slopes steadily from the south east corner down to the northwest. Land unit mapping obtained from the Department of Environment and Natural Resources (DENR) indicates that the all of the subject land is made up of land unit 3c

Land unit 3c is defined as: flat to gently undulating upland surface with grades ranging from 1-3%; site drainage is moderately rapid; soils are shallow to moderately deep gravelly yellow massive earths, minor lateritic lithosols; Eucalypt woodland to open forest.

The soils across the subject land are suitable for the effective operation of standard septic tank effluent disposal systems and the proposed subdivision, under an RR zoning, would be able to comply with the requirements of the Code of Practice for Small On-Site Sewage and Sullage Treatment Systems and the Disposal or Reuse of Sewage Effluent.

Reticulated water is available on the eastern side of Smyth Road and the intention is to extend this reticulation to service the proposed lots. The design and construction of this extension will be carried out by qualified contractors in consultation with the Power and Water Corporation.

All native vegetation has previously been cleared as part of the farming and grazing activities.

Clause 11.4.2 deals with infrastructure in rural subdivisions and lists the following factors that design should take into account:

- a) *Minimise disturbance through earthworks associated with the provision of infrastructure*

The only earthworks associated with the proposed subdivision will be accesses off Smyth and Menaja Roads.

The design and construction of these works will be carried out in accordance with Litchfield Council requirements.

Provide for connection to reticulated services where possible

There is existing, reticulated power in both and Smyth and Menaja Roads and this will be utilised for the proposed lots.

Reticulated sewerage is not available in this locality.

- a) *Where no reticulated sewerage is available, demonstrate that the soils are suitable for the on-site absorption of effluent without detriment to the environment and in particular to ground and surface waters.*

It has previously been mentioned that the site conditions are suitable for the use of standard septic system for waste water treatment.

- b) *Where no reticulated water is available, demonstrate that an adequate supply of groundwater is available for domestic purposes*

The proposed lots will be connected to reticulated water.

Clause 11.4.3 of the NTPS deals with lot size and configuration in rural subdivisions.

The purpose of this clause is to ensure that lots are of a size and configuration suited for the intended purpose. All of the proposed lots are certainly suitable for rural residential living.

The design plan, 17/10026/6 identifies notional effluent disposal systems and demonstrates that the 100m separation from existing bores can be achieved (although a system is unlikely to be constructed on proposed Lot 5)

The subject land is not constrained by seasonal waterlogging.

Clause 11.4.5 deals specifically with the subdivision of land zoned RR.

The lots have direct access onto a sealed, public road network and are in close proximity to established commercial and community facilities – facilities that are likely to increase as the Howard Springs rural activity centre develops.

SECTION 2982

FD

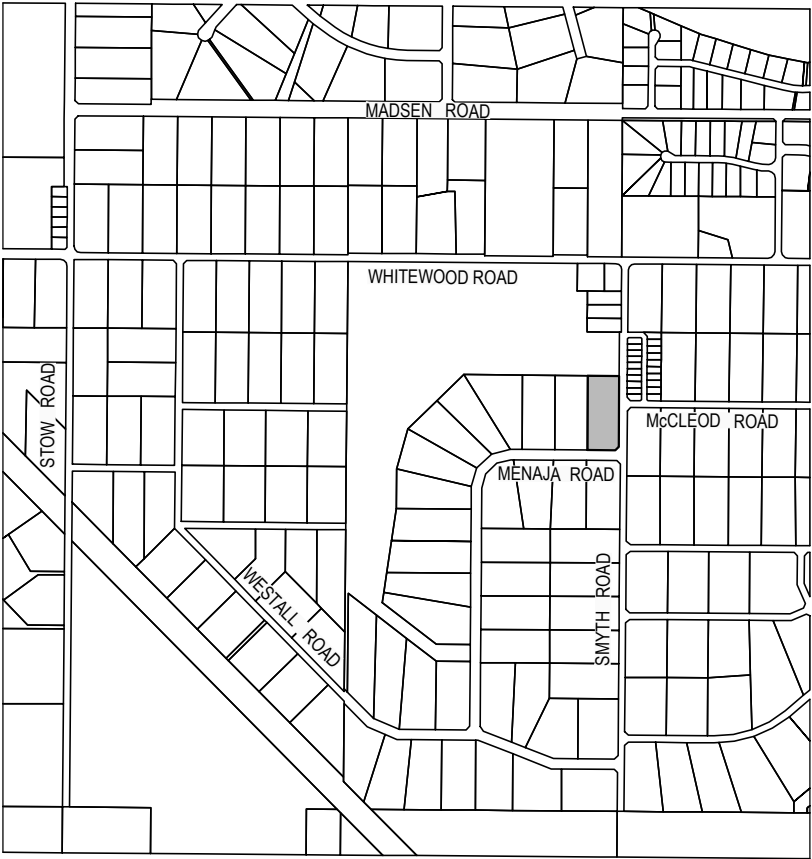
SECTION
2980

RR

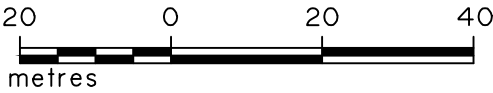
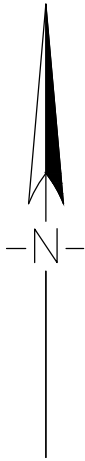
MENAJA ROAD

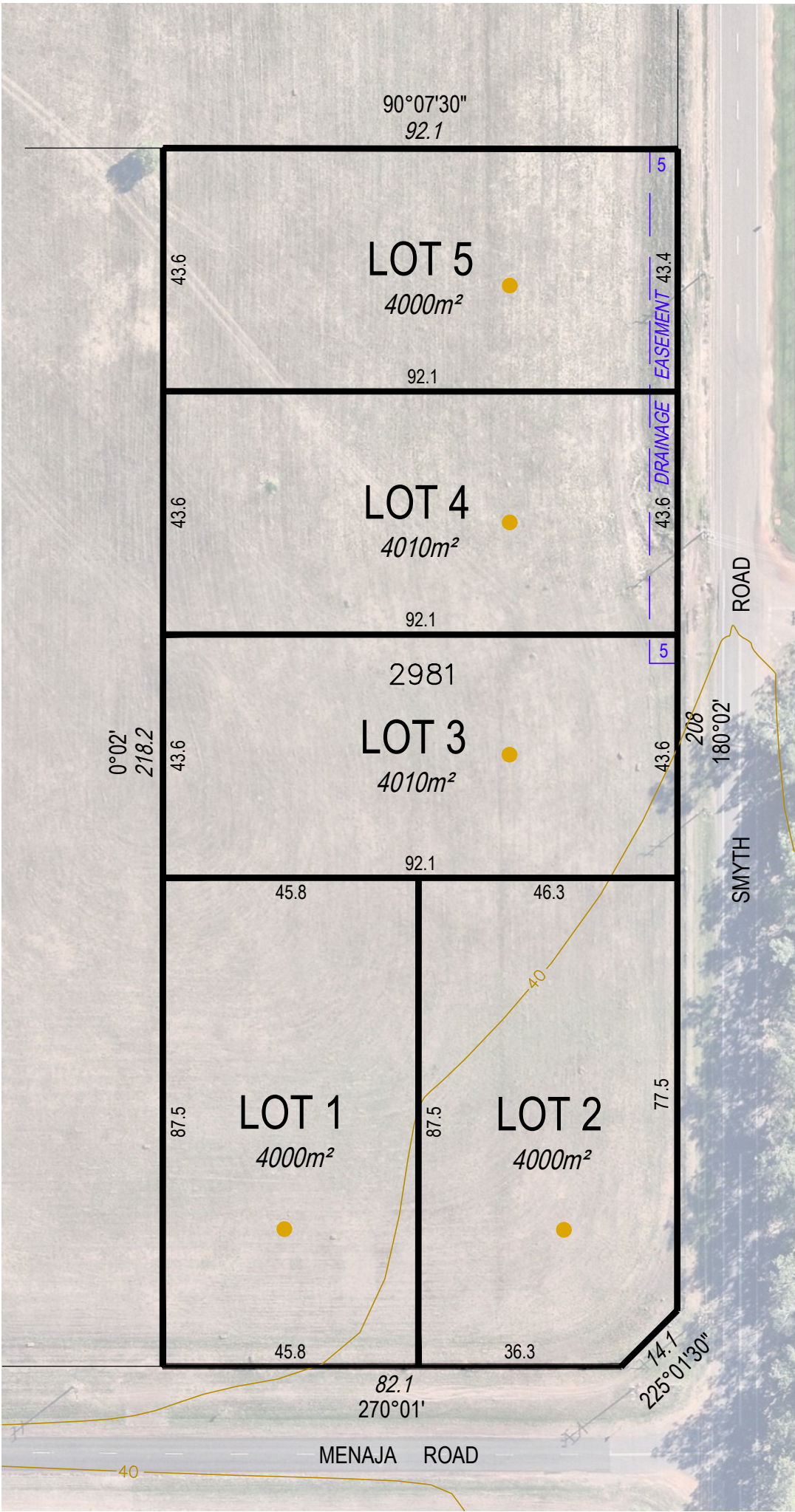
ROAD

SMYTH

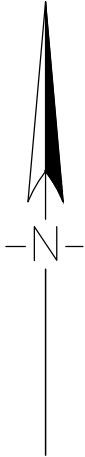


LOCATION DIAGRAM
Not to scale





LOCATION DIAGRAM
Not to scale



Note
Easements should be confirmed with the current Certificate of Title
Areas and dimensions are subject to survey
Contours obtained from DIPL
Aerial image obtained from Nearmap
● Nominal septic location
There are no bores within 100m of the nominated location



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FAX. (08) 89815205
darwin@eja.com.au

SECTION 2981
HUNDRED OF BAGOT
CONCEPT SUBDIVISION

Client: **TONY THIEL**

Licensed Surveyor:
Date: _____
Drawn by: SJH
Date: 20.11.17
Cad File:
10026-6.DWG

Scale: 1:1000
Datum: AHD
Drawing No:
17/10026/6

Ref: 10026

Concurrent Application

Section 2981, Hundred of Bagot

Land Suitability Assessment

This application is seeking approval to subdivide the above property in order to create 4 lots for rural residential living and a fifth lot that will be retained for future development once appropriate zonings and services are in place.

Following is an assessment of the land in accordance with the Northern Territory Land Suitability Guidelines.

Drainage

The proposed dividing boundaries do not impact on any natural drainage paths.

On-site Wastewater Management

The land unit data published by DLRM confirms that each of the proposed lots will comprise soils that are suitable for the effective operation of standard septic tank effluent disposal systems.

The design plan indicates that all the requirements of the Code of Practice for Small On-Site Sewage and Sullage Treatment Systems and the Disposal or Reuse of Sewage Effluent can be achieved on all of the proposed lots, including the requirement for 100 metre separation between existing bores on adjacent parcels and septic tanks.

Erosion Risk

The proposed boundary lines traverse stable soils and grades similar to the existing boundaries and the risk of erosion associated with the proposed boundaries is minimal.

Soil Salinity

Due to the location of the subject land there are no soil salinity issues.

Acid Sulphate Soils

These types of soils are associated with coastal areas and consequently are not an issue for the current proposal.

Storm Tide Flooding

The subject land is not affected by storm tide flooding due to its location.

Riverine Flooding

The subject land is not subject to riverine flooding.

Ref: 10026

Concurrent Application

Section 2981, Hundred of Bagot

Stormwater Management

This application is seeking approval to subdivide the above property in order to create 4 lots for rural residential living and a fifth lot that will be retained for future development once appropriate zonings and services are in place.

No new roads are proposed as part of the subdivision and no new drainage works will be required. Consequently there will be no impact on the adjoining parcels and no impact on upstream and downstream flows.

Concurrent Application

Section 2981, Hundred of Bagot

Attachment E – Statement of Effect

The development component of this concurrent application is seeking to create four additional rural residential parcels.

30C(4)(a) – Compliance with an Interim Development Control Order

The subject land is not subject to any Interim Development Control Orders.

30C(4)(b) – Public Environmental Report or Environment Impact Statement

There is no requirement for a report or statement under the Environmental Assessment Act.

30C(4)(c) – Merits of the proposed development

The subject land has been identified as being suitable for both residential and rural residential development and the subdivision now being proposed will initially create four rural residential parcels that provide a buffer between denser development within the Howard Springs rural activity centre and the existing rural living allotments.

The area comprised within proposed Lot 5 has been identified in the Litchfield Subregional Land Use Plan 2016 (LSLUP), and the proposed Planning Scheme Amendment for Howard Springs currently being considered by the Minister, as being suitable for residential development. The land owner proposes to retain Lot 5 so that in the future it can be developed for residential allotments in accordance with the Area Plan that has been prepared for Howard Springs. This future development will require input from Government agencies on the alignment of the proposed Madsen to Smyth connector road and also the extension of reticulated sewerage to the area.

In order to retain Lot 5 for the identified urban development, it is proposed to designate an FD (Future Development) zone to the area comprised within proposed Lot 5. Designating the FD zone will have the effect of restricting development that could potentially preclude the proposed urban development and will ensure that it is available for the identified use once services and access issues have been resolved.

The subdivision being proposed by the current application allows for the immediate creation of new rural residential options whilst also making provision for the Government's vision for the development of the activity centre.

30C(4)(d) – The physical characteristics of the land

The contour line shown on the design plan has been obtained from mapping provided by the Department of Infrastructure, Planning and Logistics (DIPL) and indicates the level of the land is approximately RL40 AHD. The land slopes steadily from the south east corner down to the northwest. Land unit mapping obtained from the Department of Environment and Natural Resources (DENR) indicates that the all of the subject land is made up of land unit 3c

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Reticulated water is available on the eastern side of Smyth Road and the intention is to extend this reticulation to service the proposed lots. The design and construction of this extension will be carried out by qualified contractors in consultation with the Power and Water Corporation.

All native vegetation has previously been cleared as part of the farming and grazing activities.

30C(4)(e) – Public facilities or open space

The proposal does not create a demand for any additional public facilities or open space and the new residents will be able to utilise the existing facilities in the locality. It is likely that further facilities, and open space, will be created as the rural activity centre develops.

30C(4)(f) – Public utilities and infrastructure

Each of the proposed lots will be serviced from the existing power reticulation and the lots will also be connected to reticulated water. Onsite systems will be utilised for the treatment and disposal of waste water and all lots will be accessed from public roads that are connected to an established road network.

30C(4)(g) – Potential impact on the existing and future amenity of the area

An extensive consultation process preceded the introduction of the LSLUP and the planning and design of the Howard Springs rural activity centre has taken the impact on amenity into account.

The current proposal is to create rural residential allotments which are specifically designed to limit the impact on existing, rural living allotments by acting as buffer between those lots and the denser development that will take place in the rural activity centre.

30C(4)(h) – Assessment of the benefit or detriment to the public interest of the development

There will be no detriment to the public interest however the proposal will create additional living options that are consistent with the plans that have been developed, in conjunction with the community, for this locality.

30C(4)(i) – Building regulations

There are no buildings on the subject land.

30C(4)(j) – Unit Titles Act

Not applicable

10 July 2018

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

RE: Letter of Comment Concurrent Application

PA2018/0035

**Section (2981) 131 Menaja Road, Howard Springs, Hundred of Bagot
Concurrent Application to Rezone from Zone RL (Rural Living) to Zone RR (Rural
Residential) and Zone FD (Future Development) and subdivide to create 5 lots**

Thank you for the Concurrent Application referred to this office on 05/06/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not support the granting of a Planning Scheme Amendment and Development Permit for the following reasons:

- a) Under the Howard Springs Area Plan, the northern portion of the subject site, from Macleod Road north, is designated as urban residential, with the southern portion of the subject site designated as rural residential. During the development of the Area Plan, it was discussed that the urban residential development should extend to Macleod Road, to be consistent with the Area Plan and the urban residential development of Nightjar Road. It is Council's expectation that urban residential zoning, in this application represented as Zone FD (Future Development), would extend to Macleod Road.

The current application proposes that the FD boundary extend only 43m south, or only for one parcel width for proposed Lot 5, whereas the Macleod Road intersection extends to approximately 85m from the northern boundary of the subject parcel. Council does not support the proposal with the area in Zone FD (Future Development) not extending fully for both of the proposed Lots 4 and 5.

Noting the above comments, Council would support the application if both proposed Lot 4 and proposed Lot 5 were rezoned to Zone FD (Future Development) in accordance with the Howard Springs Area Plan.

- b) Given that the proposal is for Zone FD (Future Development) for the northern part of the site, it can be interpreted that the area under Zone FD (Future Development) would be expected to be further subdivided at some point in the future to lots suitable

to an urban residential size. As such, the currently proposed lot sizes of approximately 4,000m² each can be supported at this time.

- c) However, Council notes that in the current configuration, proposed Lot 3 is unable to achieve a viable driveway crossover to Smyth Road, due to conflicts with Macleod Road intersection directly opposite this lot. It is therefore recommended that proposed Lot 1, Lot 2, and Lot 3 be reconfigured to create a battleaxe access to Menaja Road for Lot 3, which would be acceptable to Council.

Additionally, it is noted that proposed Lot 4 and proposed Lot 5 could either share a single crossover or separate crossovers could be provided for each lot at the extreme northern corner of each of the lots.

As there are concerns with the ability to provide suitable driveway crossovers for the proposed lots, Council will require a plan showing proposed driveway crossovers as a Condition Precedent for any Development Permit issued for the site.

- d) Council notes that under the proposed rezoning in accordance with the Howard Springs Rural Activity Centre Area Plan, and in accordance with Council's *Development and Subdivision Standards*, substantial upgrade works are required to Smyth Road as a result of this proposal. Therefore, Council will need to discuss the appropriate extent of upgrade works and/or potential contributions in lieu of upgrades required for this subdivision, if approved.

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

- a) Prior to the endorsement of plans and prior to the commencement of works, a plan demonstrating the crossover and driveways meet Litchfield Council's requirements, including:
 - i. Single driveway crossovers to be 3.5m in width and shared driveway crossovers to be 6m in width.
 - ii. Revised layout for Lot 3 that provides a viable driveway crossover.
 - iii. Locations of driveway crossovers for all proposed lots.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).
 - i. The plan shall demonstrate how all stormwater is to be collected on the site and discharged underground to Litchfield Council's stormwater drainage system.
 - ii. It is necessary to ensure that no stormwater will sheet-flow into the road reserve or onto adjoining properties.
 - iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).
 - iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.

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

- a) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense, including any works required to meet the Howard Springs Rural Activity Centre Area Plan.

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

- b) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.
- d) **A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan for the upgrade of roads and drainage infrastructure as a result of this development.** The contribution payable is in accordance with that for Catchment Area 13A, in which the site falls within the Council's *Developer Contributions Plan for Roads and Drainage*.
- e) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- f) All existing or proposed easements or reserves required by Litchfield Council for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.gov.nt.au.
- b) *A Works within a Road Reserve Permit – Works Associated with a Development Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations



COUNCIL REPORT

Agenda Item Number:	15.12
Report Title:	Request for financial support from NT Farmers campaign
Report Number:	18/0116
Meeting Date:	18/07/2018
Attachments:	A – Letter to Mayor Bredhauer 18 May 2018 B – Draft Proposal 'The Sweetest Job Campaign'

Purpose

This report presents for Council's consideration a request from NT Farmers for sponsorship with a 10-week campaign project aimed at increasing the availability of labour for the local Mango Industry.

Summary

NT Farmers has written to Council, dated 18 May 2018 (See Attachment A) requesting financial support for a campaign to assist mango farmers in attracting labour, see Attachment B.

NT Farmers has also requested financial support from various institutions, including NTG Department Trade, Business and Innovation, Federal Government Department Jobs and Small Business, the Australian Mango Association and local councils.

Although the original request to Council was for \$10,000 NT Farmers has advised that \$5,000 would suffice due to more than anticipated funding received from the Northern Territory Government.

Recommendation

THAT Council

1. approve the allocation of \$5,000 sponsorship for NT Farmers Association 'The Sweetest Job Campaign';
2. writes to NT Farmers advising that their application for sponsorship funding has been successful with the following conditions of funding:
 - a. that a report is provided to Council on the activities and results of the campaign within six months of the campaign concluding; and
 - b. that Litchfield Council is recognised in campaign promotional material.

Background

NT Farmers have written to Council, dated 18 May 2018, requesting financial support for a campaign to assist Top End Mango Farmers who need workers, by reducing barriers to employing locals and boosting awareness of work opportunities in the industry.

The campaign is called 'The Sweetest Job Campaign' and is a partnership program with Regional Development Australia (RDA).

The purpose of the Sweetest Job Project is project is four-fold:

- Increase the participation of local residents in seasonal picking and packing jobs the Agribusiness industry, the Mango sector in particular
- Increased number of local candidates' self-referring to local farms
- Increased interest in Horticulture career pathways
- Alleviate labour shortage issues on local farms

The campaign is in response to a 2017 NT Famers survey of local growers that identified significant issues:

- 36% of employers did not have the required number of workers, creating a higher workload for the employees;
- A total of 2,037 staff and 1,575 casual staff were required for the harvest season with most of these positions filled by international workers; and
- There was a shortfall of 212 positions that remained unfilled.

The outputs of the campaign include:

- 10-week multi-channel media campaign;
- Increased local employment volumes (by 50%); and
- Series of mini-events on local forms to provide potential candidates a taste of work in the industry.

The campaign is scheduled to be run prior the peak labour demand period in September/October. Phase 1 of the project will consist of an awareness campaign, a dedicated website, and provision of resources to jobseekers in the industry, including "reality checking" with what is involved in the jobs on offer and matching with growers. It will be focused on the Mango industry in the Wider Darwin and Katherine areas for the 2018 picking season, with potential to expand into the other horticultural industries in future seasons, and for referrals into other pick me initiatives – including the career pathways & training "hort Careers".

A similar campaign has been run in 2016 in Queensland for Strawberry farms with the following results:

- 8,213 hits on the campaign website (goal was 2,000)
- 2,217 Job Seeker Registrations (Goal was 1,000)
- 311 Information Session Attendance (Goal was 200)
- 130 Job Placements (Goal was 50).

The Northern Territory Mango production amounts for 45% of Australian output, with the Darwin region accounting for 24% of Australian production (almost all from Litchfield).

Census data from 2016 shows that the total labour force in Litchfield is 12,178 of which 477 reported as unemployed (3.9%). Of the 11,701-employed people in Litchfield 73% worked full-time and 25% part-time. 3.4% of that workforce were employed by the Agriculture, Forestry and Fishing industry, which make up 13.2% of registered businesses in the Litchfield area.

NT Farmers has also requested financial support from various institutions, including NTG Department Trade, Business and Innovation, Federal Government Department Jobs and Small Business, the Australian Mango Association and local councils.

The NT Farmers request to Council is for a contribution of \$10,000, however from further enquiry Council understands that \$5,000 would suffice as an application for funding from NTG resulted in higher funds than originally expected.

Links with Strategic Plan

Priority # 1 – Everything you need – Community and Economic Prosperity

Legislative and Policy Implications

Council's FIN07 Grants, Donations and Sponsorship policy provides Council with the opportunity to award individual grants outside of the Annual Community Grants and Community Initiatives Grants Programmes.

Recipients of a Council Partnership and Support Grants are required to provide a report to Council regarding the activities conducted as consequence of the grant.

Risks

No risks identified in recommending that Council support this initiative with a \$5,000 grant.

Financial Implications

Council has an allocation of funds \$40,500 in the Draft Budget for 2018-19 comprising \$7,500 community initiatives and 33,000 for annual community grants.

All funds for community grants are generated through income made from recyclable material at the Waste Transfer Stations. As at 30 June 2018, Council has \$67,206 funds in the "cash for cans" trust fund. With \$48,000 committed in the 2018/19 budget and \$60,000 income anticipated for the 2018-19 year, the fund continues to have sufficient funds.

The recommendation is that the \$5,000 sponsorship support is allocated from the Community Grants and Donations budget and that the budget is monitored throughout the year.

Community Engagement

The request for sponsorship comes from NT Farmers in partnership with RDA and the Mango Industry Association with support from the Northern Territory Government.

Recommending Officer: **Silke Maynard, Director Community and Corporate Services**

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

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

18 May 2018

Maree Bredhauer
Mayor
Litchfield Council
PO Box 446
Humpty Doo NT 0836

Dear Maree,

NT Farmers Association is the peak body representing the interests of all plant-based industries in the Northern Territory. We are an incorporated not for profit association and the Voice of Northern Agribusiness. We are committed to our values of being Professional, Accountable, Responsive, Responsible, Empowering. The major focus for NT Farmers in the short term is to identify opportunities to increase workforce participation and training in the horticulture and agriculture industries.

We have identified Litchfield Council as a leading organisation within the Northern Territory economy and a valuable partner in the future growth of plant industries. We believe your ability to support the development of farming within the Northern Territory will be an asset to our growers. Our efforts to continue facilitating the advancement of plant industries would benefit from your support and that is why we are seeking your commitment to a multi group partnership.

As part of the Litchfield Council municipal plan & budget NT Farmers hereby identify potential partnering opportunities that may occur in 2018/2019.

- Draft proposal [The Sweetest Job](#) Campaign (approx. \$10,000)
- Scholarships for Litchfield school leavers towards further education in horticulture and agriculture (approx. \$2,000)

For further information you can contact Aisla Connolly, Workforce Planning Coordinator via phone on 0400 416 558 or via email at wpc@ntfarmers.org.au

We hope to hear from you soon and thank you in advance for your consideration.

Yours sincerely



Greg Owens
Chief Executive Officer

Pick Me for The Sweetest Job

Career pathways for NT Horticulture industries



Project Plan

The Pick Me for the Sweetest Job Campaign helps Top End Farmers who need workers by reducing barriers to employing locals and boosting awareness of work opportunities in the industry.

Project Description

The Sweetest Job project sits within the “**Pick Me**” framework a multi-pronged workforce development program operated by NT Farmers.

The Sweetest Job will be one of four programs aimed at holistically improving the attractiveness of work in the NT horticultural industries by targeting gaps in the current industry workforce. This includes:

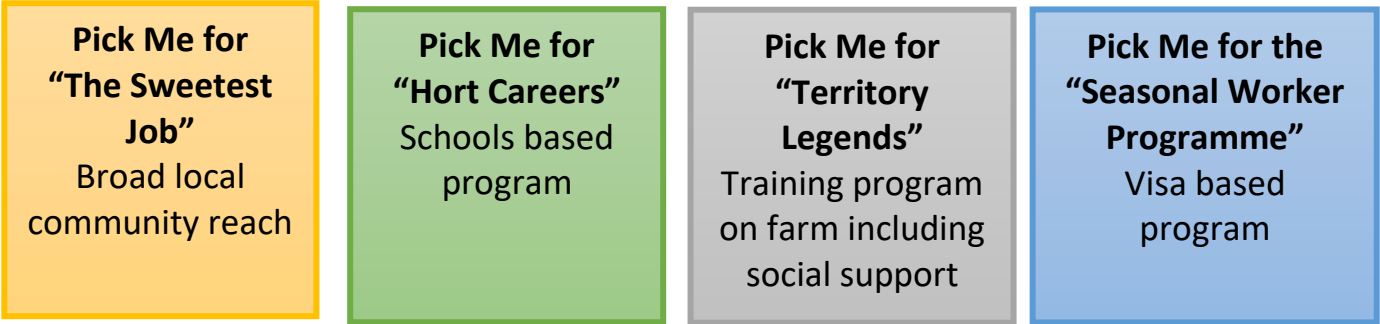
- increasing the awareness of work opportunities in the horticulture industry
- recruitment from previously untapped employee sources
- career pathway and skills development
- facilitating opportunities for visa holders

The Pick Me framework is illustrated below.

The purpose of the Sweetest Job Project is project is four-fold:

- Increase the participation of local residents in seasonal picking and packing jobs the Agribusiness industry, the Mango sector in particular
- Increased number of local candidates’ self referring to local farms
- Increased interest in Horticulture career pathways
- Alleviate labour shortage issues on local farms

Pick Me



NT Farmers will lead the program with partners (both financial and in kind) including Regional Development Australia NT.

The project will be overseen by a steering committee made up of financial partners and delivered by consultancy group Stones Throw Consulting, who have previously run a similar campaign in the Strawberry industry on the Sunshine Coast.

Phase 1 of the project will consist of an awareness campaign, a dedicated website, and provision of resources to jobseekers in the industry, including “reality checking” with what is involved in the jobs on offer and matching with growers. It will be focused on the Mango industry in the Wider Darwin and Katherine areas for the 2018 picking season, with potential to expand into the other horticultural industries in future seasons, and for referrals into other pick me initiatives – including the career pathways & training “hort Careers”. Details of each project component are in the table below.

Campaign	<ul style="list-style-type: none"> • 8-10 week campaign with a range of touch points for growers and the community: • Media – social, radio, print • Briefing sessions for service providers, growers and jobseekers/candidates • Information sessions • On farm “trial days”
Dedicated Website	<ul style="list-style-type: none"> • Dedicated webpages for the campaign: • Campaign information and collateral • Media • Blog • Jobseeker / Candidate registration, profile and resume functions • Matching jobseekers and candidates to job opportunities. • Grower on-line registration and job listing • Links to other resources
Jobseeker resources	<p>A suite of on-line resources will be available to jobseekers once they register with the project website including:</p> <ul style="list-style-type: none"> • Interview and jobsearch tips • Engaging with employers • Resume assistance. • Referral to training and skills programs that align with their job and career aspirations. <p>Also proposed is an on-line general industry induction candidates can complete prior to interview.</p>

Project Need

Horticulture Industry Significance

In August 2017 the agriculture, forestry and fishing industries were in the top 5 NT growth industries.

The horticultural industry is a significant contributor to the Northern Territory Economy, with a gross value of approximately \$244.4 M (2015). This represents about 1.1% of the Northern Territories GDP.

90% of this production occurs in the Wider Darwin and Big Rivers regions. Mango production represents approximately 28% of the total (2015 NTFA Economic Profile Report – Appendix 1) .

The Horticulture industry in general creates 1,271 FTE positions across the NT (2015 Economic Profile see Appendix 2).
Impact on Output

Economic impact modelling shows that the combination of all direct, industrial and consumption effects of 1217 FTE jobs in the Agriculture sector of the Northern Territory economy is estimated to lead to a corresponding rise in Output of \$344.89m in the Northern Territory economy. (For full economic impact of FTE employment in the Horticulture industry please refer to Appendix 3)

These impacts would not be limited to the local economy. Industrial and consumption effects would flow outside the region to the wider Australian economy, with a combined effect of economic multipliers in the Northern Territory and the wider Australian economy of \$577.96m added to Australia’s Output.

Labour shortages in the Horticulture Industry

The NT Farmers 2017 Harvest Labour Survey found a total of 2,037 staff were required (full time equivalent, part time equivalent and casual) with 1575 casual staff required for the various harvest seasons.¹

The profile of Agricultural workers in the NT is a workforce made up of 32% Labourers, 31% managers and 10% professionals.

48% of the NT Agricultural industry workforce have no qualifications, while 27% have a certificate level.

The 2015 Economic Profile of Plant Based Industries in the NT shows that there were 3,896 casual positions with 6,000 people used to fill those positions, due to the transient nature of the workers (here on holiday not specifically to work). There were 1,217 Full Time Equivalent staff. The total wages bill was \$80M.

NT Farmers Association canvassed growers on the 2017 workforce requirements (see table below).¹

Positions	Needed for 2017	Employed in 2017	Shortfall
Full time	115	108	7
Part Time	100	64	36
Casual	1875	1706	169
Total	2090	1878	212

The survey also found:

- In 2017 there is a gap in available labour, relative to need with 36% of Employers not having the required number of workers creating a higher and longer-term workload for the employed staff.
- The mango industry being the biggest employer.
- A total of 2,037 staff were required (full time, part time and casual) 1575 casual staff were required for the harvest seasons. The farmers met these needs mainly by direct employment of international workers.
- There was a shortfall of 212 positions remaining unfilled across the industry.

Approximately 40% of produce was not harvested in the 2016 mango season, the total crop loss is recorded at \$3.3million. The labour shortage in the 2016 season was not due to a lack of labour, but rather mismanagement; demanding a lot of labour immediately, and too late in the season. Some growers were not being prepared and proactive in organising and assessing labour needs early in the season or before the season starts. It identifies the importance of workforce planning.

The industry has the opportunity to grow; there is sufficient land, ground water and annual rainfall to meet future production, however, without the capability to access harvest workforce requirements this will not occur. Local Mango growers face a significant challenge, to recruit the large number of workers required at peak season, the Sweetest Job campaign aims to activate a local labour supply augment and avoid negative economic impacts for farmers and the local region in general.

By targeting local workers to be job ready, The Sweetest Job project will alleviate the peaks and troughs associated with different seasons. A target of 50 jobs filled in phase 1 will meet 25% of demand.

Barriers to employing Locals

The low population, low unemployment rate, cost of living and short-term nature of the work are factors that have been identified as traditionally prohibiting local employment. Some of these barriers are beginning to change however.

The 2016 census labour force data reveals that there are enough people looking for full or part time work to fill the available positions in the shortfall. The table below shows there are 4,384 unemployed, seeking employment in the project area, the aim of 50 participants is 1% of those potential employees available.

	Area						
Employment status	Unincorporated NT	Big Rivers	Wider Darwin	Total			
Employed	3919	7625	75713	87257			
Unemployed (Unemployment rate)	102	638	3644	4384			
Looking for full-time work	68	400	2408	2876			
Looking for part-time work	34	238	1236	1508			
Total labour force	4021	8263	79357	91641			

Cost of living – While the cost of living in the NT is still quite high, it has not been growing at the rate that other jurisdictions have been. For example, for the year June 2016 – 2017 there was an increase of 0.5% in the CPI in the Darwin area compared to 1.9% Nationally. This was driven by the change in the cost of housing which fell by 1.9% in Darwin and increased by 2.4% nationally (rents fell by 7.2% in Darwin over that time period) (see appendix 5 for full table).

The sweetest job will take advantage of the changing unemployment demographic and a more competitive cost of living circumstance to attract locals to work in the industry and present the jobs in a realistic light that will suit some jobseekers. It will connect growers to willing locals.

Changes in Traditional Labour sources

A labour hire contractor supplying to the industry has provided percentage of placements in 2017 by origin; 82% backpackers, 12% seasonal workers through the Seasonal Worker Program, 5% from interstate and 1% locals.

In the past the industry has relied on international backpackers to ‘top up’ the work crew during peak (harvest) season. This ‘top up’ consists of multiplying the workforce significantly for a short period. A number of factors have impacted on the potential availability of overseas workers and backpackers that the Mango industry relied on to pick and pack fruit in peak season. These include:

- Changing visa requirements and the backpacker tax
- The demographic of these working holiday makers has changed over time and now some are from wealthy backgrounds who do not have to perform hard physical work to fund the travel to their next destination.
- Only a small amount of staff have been sourced locally as these staff often require year-round employment to afford the cost of living in the NT.

Changes to visa's and Government policy has reduced the attainability of staff through these streams and reduced the attractiveness to potential travellers of working in Australia temporarily. The ‘backpacker tax’ uncertainty and long-term media coverage in 2016. The government brought in changes to the tax rate on holders of Working Holiday visas (subclasses 417 and 462). Under this policy, originally scheduled to commence in July 2016, these visa holders would be considered non-residents for tax purposes and taxed 32.5% from the first dollar earned. In response to concerns, particularly from the agricultural and tourism industries, the government postponed introduction of the new tax rate. In August 2016 its review of the policy included establishment of a taskforce on seasonal workers and independent stakeholder engagement. The new tax rate, which came into effect on 1 January 2017, was reduced to 15% on income up to \$37,000, with standard resident rates for income above this level.

The **Temporary Work** (Skilled sub class 457) visa was abolished in March 2018 and replaced with the Temporary Skills Shortage (sub class 485) visa, the occupation must be on the [skilled occupations lists](#).

Currently, Fruit or Nut & Vegetable growers, Mixed Crop Farmers are identified as *priority occupations* by industry and economic modelling according to the 2018 Northern Territory skilled occupation priority list.

And, Agricultural and Horticultural Mobile Plant Operators, Fruit or Nut Farm Workers, Vegetable Farm Workers and Farm, Forestry and Garden Workers are all *industry identified priority occupations* in the 2018 Northern Territory skilled occupation priority list.

A short term visa is available for workers from the South Pacific and Timor Leste, sub class 403. The Seasonal Worker Program contains a high volume of administration and up front costs for farmers.

However, there are still barriers to the uptake of an international workforce as identified in NT Farmers 2017 Harvest labour report:

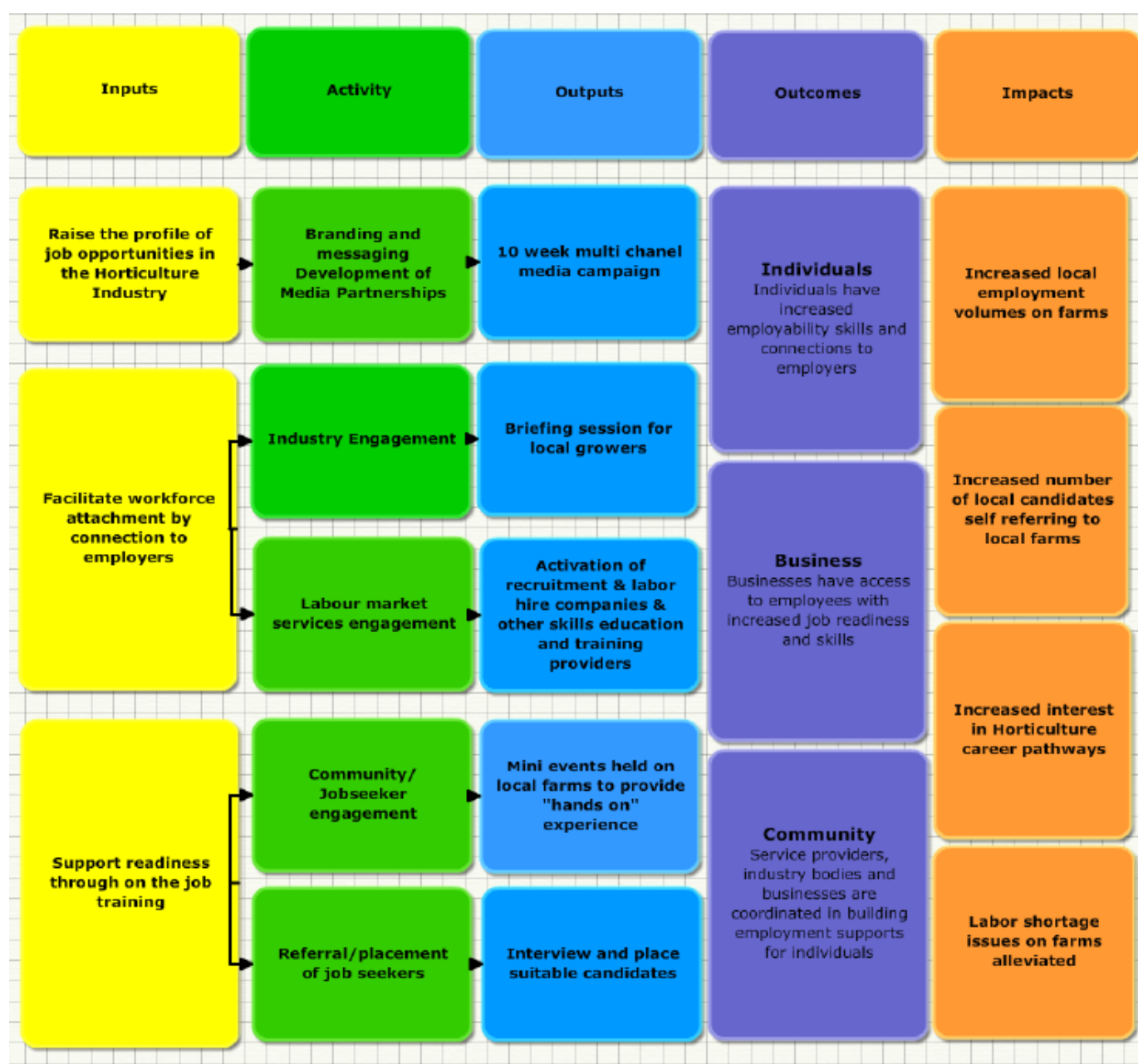
- The constant changes to visa's is another administrative burden that the farmers simply do not have time or money to maintain currency.
- The amount of administration imposed by bureaucracy reduces the amount of time spent of core business (feeding the world).
- Small businesses do not have the resources to invest into the Seasonal Worker Program.

Qualifications & Training

Although qualifications are not required for the short term seasonal work the following skills are preferred; communication, mathematical, practical skills such as picking, packing and operating machinery. The training required includes the mandatory work health and safety induction, machinery operation and site-specific operations. The supervisory roles require leadership and people management skills.

By targeting local workers, the Sweetest Job Campaign will reduce the need to rely so heavily on overseas workers.

Theory of Change



Project Objectives

The objectives of the Sweetest Job campaign are to

- Raise the awareness of local residents of the seasonal work opportunities available in the mango industry.
- Increase the number of local residents engaged in the industry.
- Support work readiness & employee retention through vetting of candidates, workplace trials and farm visits.

Project Outputs

Pick Me for the Sweetest Job has some Measurable outputs in phase 1 & 2

- 10-week campaign multi-channel media campaign
- Increased local employment volumes on some farms by 50%
- Industry and grower engagement
- Employment service provider engagement
- A series of mini-events held on local farms to provide potential candidates with a “hands-on” taste of work in the industry.
- 500 candidate applications interviews of 100 candidates, placement of 50 candidates

Project Outcomes

Impacts or more general outputs

- Supported placement of 50 local residents in jobs across a number of farms in the Darwin and Katherine regions
- Increased local employment volumes on some farms by (25% min) year on year.
- Increased number of local candidates self-referring to local farms as a result of the campaign and increased awareness.

Project Time line

The campaign would commence 8 weeks prior to the peak labour demand period in September/October. The initial 4 weeks (Phase 1) would focus on:

- Campaign branding, marketing and promotional collateral, on-line content, social media and key messages.
- Traditional media support through partnerships (radio/newspapers/TV)
- Labour market services engagement
- Community/jobseeker/candidate engagement

Phase 2 would commence prior to the start of the season and will incorporate the screening and referral of candidates.

Phase 3 would be dependent on evaluation of phase 1 & 2 as well as continued funding availability. It would be to expand the project into other horticultural industries thus, giving the seasonal workers recruited access to year-round work. It would also involve referring suitable candidates on to training programs.

Timeline

2018 Phase 1	Focus area	Action	Tasks
July	Industry Engagement	Briefing session for local growers	Project partners to coordinate a briefing session for local growers to: Provide information about the campaign Present the proposed solution and benefits
	Branding, Collateral and messaging	Develop hard and soft collateral and branding for the campaign	Develop: Hard and softcopy flyers and brochures Dedicated webpages and jobseeker/candidate and grower registration On-line general induction information EDM and social media branding and messaging Media releases Communications schedule
	Media Partnerships	Negotiation of media partnerships	Print & Radio Local papers and commercial/community radio Communications schedule
	Labour market services engagement	Activation of recruitment and labour hire companies, government funded employment services providers, other employment, skills, education and training providers and local, state and federal government agencies.	Engage databases through direct email communications Information session for local service providers Referral system activation (website and physical)
August	Community / jobseeker / candidate engagement	Activation of community networks to engage potential workforce	Promote through: Utilising local, state and federal government agency databases/networks Community organisation/groups databases & networks Migrant and refugee networks Backpacker networks Community infrastructure i.e. posters and flyers in libraries, community spaces Sporting/community clubs Activate media campaign: Social media, Radio/print Media opportunities

2018 Phase 2			
October	Referral and placement of jobseekers / candidates	Referral of jobseekers and candidates to scheduled information sessions	Registration of candidates/jobseekers on webpage by individuals, employment service providers, community organisations, SQW providers, migrant/refugee organisations, Centrelink etc. Regular information sessions & on-farm trial days for candidates Group and one-on-one interviews Engagement into employment Advisory support to growers regarding employment of candidates
December / Jan	Review	Review of campaign effectiveness	Review and evaluation
2019 (Phase 3)			
Jan	Training and pathways	Referral of suitable candidates to training and pathways programme	
2019 (Phase 4)			
April /May	Other Commodities	Roll out campaign for other horticulture commodities	

Implementation

Activity	Partners	Consultant
Industry Engagement	Engage growers through direct email communications Provide introductions to key local grower contacts Coordinate meetings or events with local growers with jobs available Present at grower meetings in relation to the project Refer growers to register with project website Provide a click through banner on the partner webpages to the project website. Assist with identifying and referring potential corporate partners to provide financial and in-kind support for the campaign and event.	Provide content for direct email Conduct follow up meetings and direct phone and email. Confirm registrations Present at grower meetings in relation to the project
Branding, Collateral and messaging	Approve design and branding Approve webpage and collateral design Assist with developing media releases	Develop design and branding concepts Develop webpages, hard and soft collateral flyers and promotional material

		Set up social media pages and develop content Develop media releases Development of jobseeker/candidate resources Development of promotional video
Media Partnerships	Assist with negotiating media partnership Approve comms schedule	Negotiate media partnerships Liaise with media organisations Develop comms schedule
Labour market services engagement	Assist with promoting to recruitment and employment services organisations Assist to coordinate and promote briefing session Distribute content to networks	Coordinate briefing session Develop content and conduct EDM Present at briefing session Provide assistance to organisations to refer and track jobseekers/candidates
Community/jobseeker/candidate engagement	Promote the event to community organisation/groups database Posts on social media i.e. Facebook and Twitter accounts including sharing posts Promote the event through community infrastructure i.e. posters and flyers in libraries, community spaces, information to sporting clubs etc. Assist with coordinating media opps and developing and distributing media releases and provide relevant spokespeople	Develop and provide content Manage social media Liaise with PR/media relations contact Coordinate with media outlets and provide content Organise and coordinate media opportunities.
Referral and placement of jobseekers/candidates	Assistance to develop a schedule for and coordinate on-farm trials and information sessions Liaison with growers Presenting at information sessions Assistance to support growers with employment of candidates	Registration of jobseekers/candidates for information sessions and on-farm trial day Coordinating information sessions and on-farm trial days Assistance and support to growers regarding induction of candidates/jobseekers

Budget

Activity		Cost
Project Management	Campaign Coordination Stakeholder engagement Jobseeker information sessions Reporting, administration, insurance Review and evaluation	\$ 25,000
Market Engagement	Webpages, branding, collateral design and development, jobseeker/candidate resources development, Employer profiles, Campaign video production	\$ 8,000
	Media - (one for one value) radio & print	\$ 5,000
	Social media campaign (targeted demographic marketing, digital assets)	\$ 2,000
Screening, referral, and placement of candidates	Systems set up and administration	\$ 1,000
	Screening and referral management (based on 500 candidates applications interview of 100 candidates, placement of 50 candidates)	\$ 11,000
Total Project		\$ 52,000

Appendix 1 Value of Horticulture in the Northern Territory

The data presented here are sourced from the 2015 Economic Profile of Plant Based Industries in the Northern Territory.

Table 1. NT farming production by crop 2015 (not including forestry)

	Value	Tons	Area ha
Mango	\$88,500,000	26,500	6,030
Melon	\$52,600,000	51,000	1,100
Asian vegetables	\$28,530,000	8,800	1,000
Other vegetables	\$13,000,000	5,200	260
Grapes	\$8,000,000	2,000	150
Nursery and turf	\$18,000,000		
Hay	\$20,000,000	80,000	20,000
Minor crops	\$8,000,000	2,000	130
NT market sales	\$7,865,600	2,000	196
Total	\$244,495,600		

Appendix 2 Labour Use in the NT Horticulture Indi

Table 17. Labour use in NT farming (not including forestry)

	Permanent	Casuals	FTE	Total Wages
Mango	121	2508	454	\$31.37M
Melon	37	510	249	\$18.11M
Asian Veg.	100	303	252	\$14.50M
Hay	100	100	127	\$7.71M
Grapes	8	450	66	\$4.08M
Nursery	57	25	69	\$3.80M
Total (all sectors)	423	3,896	1,217	\$92.16M

(Totals may be greater than sum of columns as some small sectors are not included in the list of sectors.)

RDA Northern Territory

Economic impact model

Economic impact modelling enables the RDA Northern Territory to explore how change in employment or output(sales) in one sector of the local economy will impact on all other sectors of the economy, by modelling the flow-on effects across different industries.

This provides the RDA Northern Territory with powerful evidence to advocate against industrial closures or strategically target new industry sectors which are likely to have the greatest positive economic impact.

Different industries will have different flow on effects. Adding jobs in a particular sector will not only add to the value of that sector, but also to other industries related to the supply chain (eg. suppliers, wholesalers) and service industries (retail, food services, administration) which will expand to service the additional workforce. Jobs in associated industries may be added in the local area or outside it, based on journey to work information.

The economic impacts are calculated using an input-output model which is derived from the local economy microsimulation model by National Economics (NIEIR).

Industry: Agriculture
Impact modeled: ADDITION of 1217 jobs
Company name: NTF Horticulture Industry FTE Workers Value

Impact Summary

Northern Territory - Modelling the effect of adding 1217 jobs in Agriculture - Inflation adjusted

Summary	Output (\$m)	Value-added (\$m)	Local jobs	Residents jobs
Starting position Northern Territory (year ended June 2017)	--	--	--	--
Agriculture	456.55	301.47	2,128	2,089
All industries	44,446.47	19,327.87	141,769	138,271
Impacts on Northern Territory economy	--	--	--	--
Direct impact on Agriculture sector	261.06	172.38	1,217	--
Industrial impact	73.83	37.60	376	--
Consumption impact	10.00	4.73	60	--
Total impact on Northern Territory economy	344.89	214.70	1,653	1,658
Type 1 multiplier (direct & industrial)	1.28	1.22	1.31	--
Type 2 multiplier (direct, industrial & consumption)	1.32	1.25	1.36	--
Impact on Northern Territory economy	--	--	--	--
Total impact - Northern Territory outside RDA Northern Territory	0.00	0.00	0	0
Total impact Northern Territory economy	344.89	214.70	1,653	1,658
Impact on Australian economy	--	--	--	--
Total impact outside Northern Territory economy	233.07	105.28	813	845
Total impact on Australian economy	577.96	319.98	2,466	2,503

Source: [National Institute of Economic and Industry Research \(NIEIR\)](#) ©2016. Compiled and presented in economy.id by [.id](#), the population experts.

Note: All \$ values are expressed in 2015-16 base year dollar terms.

Impact on Output

The direct addition of 1217 jobs in the Agriculture sector of the Northern Territory economy is estimated to lead to a corresponding direct addition of \$261.06m in Output from the local Agriculture sector. From this direct expansion in the economy it is anticipated that there would be a flow on effects into other related intermediate industries, creating a further increase of \$73.83m in Output. This represents a Type 1 employment multiplier of 1.28.

There would be an additional contribution to the Northern Territory economy through consumption effects as correspondingly more wages and salaries are spent in the local economy. It is estimated that this would result in a further increase in Output of \$10.00m.

The combination of all direct, industrial and consumption effects would result in total estimated rise in Output of \$344.89m in the Northern Territory economy, representing a Type 2 Output multiplier of 1.32.

The combined effect of economic multipliers in the Northern Territory and the wider Australian economy is estimated to be \$577.96m added to Australia's Output.

Impact on Local Employment (jobs)

The direct addition of 1217 jobs in the Agriculture sector of the Northern Territory economy is estimated to lead to a corresponding direct addition of 1,217 jobs in the local Agriculture sector. From this direct expansion in the economy it is anticipated that there would be flow on effects into other related intermediate industries, creating an additional 376 jobs. This represents a Type 1 Employment multiplier of 1.31.

This addition of jobs in the local economy would lead to a corresponding increase in wages and salaries, a proportion of which would be spent on local goods and services, creating a further 60 jobs through consumption impacts.

The combination of all direct, industrial and consumption effects would result in a total estimated increase of 1,653 jobs located in the Northern Territory. This represents a Type 2 Employment multiplier of 1.36.

Employment impacts would not be limited to the local economy. Industrial and consumption effects would flow outside the region to the wider Australian economy creating a further -- jobs.

The combined effect of economic multipliers in the Northern Territory and the wider Australian economy is estimated to be an addition of 2,466 jobs.

Impact on value added

The direct addition of 1217 jobs in the Agriculture sector of the Northern Territory economy would lead to a corresponding direct increase in value added of \$172.38m. A further \$37.60m in value added would be generated from related intermediate industries. These indirect industrial impacts represent a Type 1 value added multiplier of 1.22.

There would be an additional contribution to the Northern Territory economy through consumption effects as correspondingly more wages and salaries are spent in the local economy. It is estimated that this would result in a further increase in value added of \$4.73m.

The combination of all direct, industrial and consumption effects would result in an estimated addition in value added of \$214.70m in the Northern Territory economy, representing a Type 2 value added multiplier of 1.25.

The combined effect of economic multipliers in the Northern Territory and the wider Australian economy is estimated to be \$319.98m added to Australia's value added.

Impact on GRP

Value added by industry represents the industry component of Gross Regional Product (GRP). The impact on the Northern Territory's GRP as a result of this change to the economy is directly equivalent to the change in value added outlined in the section above.

In summary, GRP in the Northern Territory is estimated to increase by \$214.70m.

The effect on the Australian economy (including Northern Territory) is estimated to be a growth in Gross Domestic Product (GDP) of \$319.98m.

Impact on employment by industry sector

This table shows a detailed breakdown of how employment will be affected by the addition of 1217 jobs in the Agriculture sector of the Northern Territory economy. This includes both the direct industrial impact (Type 1) and ongoing consumption impact (Type 2).

RDA Northern Territory - Impact of 1217 new jobs in 'Agriculture' output (Type 1 & 2 combined impact)

	Employment impacts			
Industry sectors (1-digit ANSIC)	Existing jobs in the RDA Northern Territory*	Jobs created in the RDA Northern Territory	Jobs created outside of the RDA Northern Territory	Jobs created for RDA Northern Territory residents
Agriculture, Forestry and Fishing	3,087	1,329	151	1,335
Mining	6,680	2	15	1
Manufacturing	4,993	79	70	83
Electricity, Gas, Water and Waste Services	3,151	18	18	18
Construction	12,572	9	12	8
Wholesale Trade	2,771	17	53	17
Retail Trade	10,456	22	86	22
Accommodation and Food Services	9,795	15	56	14
Transport, Postal and Warehousing	6,518	52	60	53
Information Media and Telecommunications	1,605	6	18	5
Financial and Insurance Services	1,607	22	46	23
Rental, Hiring and Real Estate Services	2,080	5	9	5
Professional, Scientific and Technical Services	8,821	33	86	31
Administrative and Support Services	4,420	13	31	12
Public Administration and Safety	24,820	2	6	2
Education and Training	13,464	5	23	5
Health Care and Social Assistance	15,538	5	31	5
Arts and Recreation Services	3,192	2	10	2
Other Services	6,200	17	30	17
Total Industries	141,770	1,653	813	1,658

Source: [National Institute of Economic and Industry Research \(NIEIR\)](#) ©2016. Compiled and presented in economy.id by [.id](#)
The population experts

Resident employment impacts

The combination of all direct, industrial and consumption effects of adding 1217 jobs to the Agriculture sector of the Northern Territory economy stimulates an estimated increase of 1,658 jobs located in the Northern Territory– a total of 2,503 jobs.

As some of the Northern Territory's residents leave the area to work and residents of other areas enter the Northern Territory to work, not all of these jobs will be filled by Northern Territory residents. It is estimated that of the 2,503 jobs created, 1,658 or 66.2% would be expected to be filled by Northern Territory residents.

Industry employment impacts

The combination of all direct, industrial and consumption effects of adding 1217 jobs to the Agriculture sector of the Northern Territory economy would result in an estimated increase of 1,653 jobs located in the Northern Territory.

Of the 1,653 jobs created within the Northern Territory, 1329, or 80.4% would be added within Agriculture, Forestry and Fishing the sector. This includes the direct jobs created in the sector, and the effect of flow-on jobs within the same sector.

The largest increase in jobs outside Agriculture, Forestry and Fishing would be in Manufacturing (79), Transport, Postal and Warehousing (52) and Professional, Scientific and Technical Services (33).

A total of 813 jobs are estimated to be created outside the Northern Territory, with the largest number being in Professional, Scientific and Technical Services (86) Retail Trade (86) and Manufacturing (70).

Impact on value added by industry sector

This table shows a detailed breakdown of how adding 1217 jobs in the Agriculture sector of the Northern Territory economy will impact on the value added of each industry sector. This highlights the relationships between industry. This includes both the direct industrial impact (Type 1) and ongoing consumption impact (Type 2).

RDA Northern Territory - Impact of 1217 new jobs in 'Agriculture' output (Type 1 & 2 combined impact)		Value added 2016-17 (\$m constant prices)		
Industry sectors (1-digit ANSIC)	Current local value-added*	Value-added to the RDA Northern Territory	Percentage change	Value-added to Australian economy
Agriculture, Forestry and Fishing	\$613.65	\$187.74	30.6%	\$210.22
Mining	\$2,675.45	\$0.65	0.0%	\$2.81
Manufacturing	\$1,304.33	\$3.77	0.3%	\$11.09
Electricity, Gas, Water and Waste Services	\$377.50	\$2.12	0.6%	\$7.50
Construction	\$2,716.32	\$0.64	0.0%	\$2.01
Wholesale Trade	\$536.38	\$2.77	0.5%	\$12.76
Retail Trade	\$717.11	\$1.49	0.2%	\$6.93
Accommodation and Food Services	\$633.88	\$0.99	0.2%	\$3.79
Transport, Postal and Warehousing	\$726.54	\$1.66	0.2%	\$9.41
Information Media and Telecommunications	\$120.19	\$0.30	0.2%	\$3.24
Financial and Insurance Services	\$570.90	\$5.45	1.0%	\$19.81
Rental, Hiring and Real Estate Services	\$375.34	\$0.58	0.2%	\$2.25
Professional, Scientific and Technical Services	\$905.26	\$2.65	0.3%	\$12.98
Administrative and Support Services	\$478.60	\$1.65	0.3%	\$5.78
Public Administration and Safety	\$3,067.26	\$0.22	0.0%	\$0.93
Education and Training	\$1,197.74	\$0.47	0.0%	\$2.14
Health Care and Social Assistance	\$1,652.45	\$0.48	0.0%	\$2.87
Arts and Recreation Services	\$291.14	\$0.15	0.1%	\$0.72
Other Services	\$367.83	\$0.92	0.2%	\$2.73
Total Industries	\$19,327.87	\$214.70	1.1%	\$319.97

The combination of all direct, industrial and consumption effects of adding 1217 jobs to the Agriculture sector of the Northern Territory economy would result in an estimated increase in value added of \$214.70m in the Northern Territory economy.

The Agriculture, Forestry and Fishing sector of the economy is estimated to increase in value added by 30.6%, with the total Northern Territory economy estimated to grow by 1.1%.

The main impacts in value added within RDA Northern Territory, outside of Agriculture, Forestry and Fishing, are in Financial and Insurance Services (5.45m), Manufacturing (3.77m) and Wholesale Trade (2.77m).

Appendix 4 Resident workers

The local resident workers include all employed people who are resident in the local area regardless of where they work. In other words, it is the people who live locally and therefore have the potential to work locally and is an important resource for the local economy. Their characteristics inform us about the skills that are available locally, even if they are not currently employed in the local economy.

Resident workers key statistics - Agriculture, Forestry & Fishing industry sectors						2016	2011	Change
Northern Territory						NT (total) Number	NT Number	2011 to 2016
Name	Wider Darwin	NT Unincorporated	Big Rivers Region	Barkly Region	Central Australia			
Local workers								
Total local workers (Census)	802	143	550	238	233	2,049	1,848	+201
Males	523	93	368	149	144	1,343	1,232	+111
Females	269	50	179	86	83	686	616	+70
Age structure								
15 - 24 years	100	15	161	94	53	433	337	+96
25 - 54 years	486	103	288	127	122	1,181	1,152	+29
55 - 64 years	144	7	74	16	27	277	265	+12
65 years and over	85	3	31	5	15	143	120	+23
Top three occupations								
Labourers	296	69	202	120	92	664	618	+46
Managers	205	34	153	42	81	644	689	-45
Professionals	93	11	49	24	19	207	162	+45
Hours worked								
Full time	596	94	470	213	203	1,654	1,405	+249
Part time	168	39	75	16	22	328	378	-50
Qualifications								
Bachelor or higher degree	116	19	40	22	24	221	182	+39
Advanced diploma or diploma	68	7	71	18	13	177	156	+21
Certificate level	203	34	168	75	53	555	413	+142
No qualifications	376	78	238	107	132	980	945	+35
Other Characteristics								
Born overseas	299	55	63	17	25	459	392	+67
Speaks a language other than English at home	223	39	54	10	23	412	399	+13
Arrived between 2011 and 9th August 2016	46	16	21	12	11	106		
Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016. Compiled and presented by .id, the population experts.								
https://home.id.com.au								

Appendix 5 Cost of Living Darwin vs National

Source: [NTCOSS Cost of Living Report issue 17](#)

Cost of Living area	Darwin CPI		National CPI	
	Last Quarter	Past Year	Last Quarter	Past Year
	Mar 2017	Jun 2016	Mar 2017-	Jun 2016
	- Jun 2017	Jun 2017	Jun 2017	Jun 2017
	% change	% change	% change	% change
Food & Non-Alcoholic Beverages	-0.3%	1.3%	-0.2%	1.9%
Meat and seafood	-0.5%	-0.9%	-0.2%	0.2%
Dairy & related products	-0.6%	-4.3%	-0.2%	-2.1%
Fruit	-5.5%	4.8%	-4.4%	6.4%
Vegetables	-0.2%	10.2%	0.3%	11.1%
Alcohol & Tobacco	-0.2%	4.0%	0.8%	5.9%
Alcohol	0.2%	1.3%	0.5%	1.4%
Tobacco	-0.9%	8.0%	1.0%	12.1%
Clothing & Footwear	0.4%	-2.8%	-0.3%	-1.9%
Housing (includes utilities)	-0.5%	-1.9%	0.3%	2.4%
Rents	-1.9%	-7.2%	0.2%	0.6%
New dwelling purchase	0.2%	0.3%	0.9%	2.8%
Utilities	0.0%	0.0%	0.0%	4.5%
Water & Sewerage	0.0%	0.0%	0.0%	-1.8%
Electricity	0.0%	0.0%	-0.2%	7.8%
Gas and other household fuels	0.2 %	-1.3%	0.4%	2.8%
Furnishings, household equipment & services	0.0%	-0.3%	0.7%	0.0%
Health	2.9%	3.4%	2.7%	3.8%
Medical and hospital services	4.8%	5.3%	4.1%	5.3%
Dental services	0.3%	1.4%	0.5%	0.8%
Transport	-1.0%	3.2%	-0.6%	2.1%
Automotive Fuel	-6.0%	11.4%	-2.5%	6.9%
Public Transport	0.0%	0.0%	0.2%	1.4%
Communication	-0.5%	-3.8%	-0.5%	-3.8%
Telecommunication Equipment & Services	-0.6%	-4.3%	-0.5%	-4.2%
Recreation & culture	3.9%	0.2%	-0.6%	-0.1%
Audio, visual, computing equipment & services	0.4%	-3.5%	-0.5%	-4.0%
Audio, visual and computing equipment	0.2%	-6.0%	-0.8%	-7.0%
Education	0.0%	2.7%	0.0%	3.3%
Insurance & financial services	0.5%	-1.4%	-0.1%	2.1%
Insurance	0.1%	1.1%	-1.0%	4.3%
CPI All Groups	0.3%	0.5%	0.2%	1.9%

Source: ABS 2017d and ABS 2017e Data 4, 5, 6



COUNCIL REPORT

Agenda Item Number:	15.13
Report Title:	Humpty Doo Activity Centre Area Plan – 320 Arnhem Highway
Report Number:	18/0117
Meeting Date:	18/07/2018
Attachments:	N/A

Purpose

This report provides Council with a summary of development discussions regarding Council's parcel at 320 Arnhem Highway and seeks consideration of the future development of this site, particularly in reference to the Humpty Doo Rural Activity Centre Area Plan.

Summary

The NT Planning Commission is currently developing an Area Plan for the Humpty Doo Rural Activity Centre to guide development in the locality.

The prime location of Council's lot at 320 Arnhem Highway will play a central role in the overall outcome for the ultimate development of the Humpty Doo Rural Activity Centre.

This report discusses the range of options available to Council for guiding future development of this site through the Area Plan and makes recommendations for Council to provide input into the NT Planning Commission's Area Plan development.

The report recommends the best planning outcomes for preserving maximum opportunity for Council for future development of this site in terms of land use and protection from acquisition for use as a new road alignment.

Recommendation

THAT Council provide support for the following matters to be addressed in the Humpty Doo Rural Activity Centre Area Plan, in relation to Council's parcel at 320 Arnhem Highway:

- a) indicating the potential for a mix of uses on 320 Arnhem Highway that would support development of community uses on the site while not prohibiting typical small-scale retail commercial, office, or restaurant type use of the site;
- b) providing a traffic signal at the existing intersection of Freds Pass Road with the Arnhem Highway, rather than a new road across Council land at 320 Arnhem Highway; and
- c) noting that traffic calming treatments should be provided to Freds Pass Road between Skewes Street and the easternmost entry to Challoner Circuit to provide safe pedestrian access between the existing commercial and community uses and the potential development of 320 Arnhem Highway.

Background

The Site

Section 2897 (320) Arnhem Highway, Humpty Doo, Hundred Strangways is located in the Humpty Doo District Centre and is owned by Litchfield Council. The site is 7.56 hectares and a portion of it is currently used for public car parking; the remainder of the site is vacant. Most of the site is Zoned CP (Community Purpose – 6.46 hectares) and the remainder in Zone CN (Conservation – 1.1 hectares), as shown in the following figure.



Source: NT Atlas and Spatial Directory

History

Council advertised for an Expression of Interest (EOI) in January 2014 to enter into a private public partnership (PPP) with an experienced residential / commercial developer, to develop 320 Arnhem Highway Humpty Doo for retail, commercial, residential and community use. The EOI was not completed, as Council resolved to end the EOI process in July 2015, due to uncertainty about the timing of upgrade works on the services infrastructure and the financial commitment required by Council to proceed with the project.

Current Situation

The NT Planning Commission is currently developing an Area Plan for the Humpty Doo Rural Activity Centre. The purpose of the Area Plan is to guide development in the locality; proposed development would be required to comply with the Area Plan. An Area Plan identifies appropriate locations for different types of land uses, such as community purpose, commercial, residential and industrial uses. An Area Plan also illustrates proposed future transportation connections, including indicative locations of new roads.

It is clear that the prime location of Council's lot at 320 Arnhem Highway will play a central role in the overall outcome for the ultimate development of the Humpty Doo Rural Activity Centre. It is essential that the Area Plan show Council's preferred land use for the parcel and an appropriate and intended road alignment that Council accepts.

Currently, there are discussions occurring around the expected ultimate use of the Council parcel and the types of activities that could take place on the site, as well as patterns of roadways within the activity centre. Both land use for the site and roadways around the site are relevant areas for Council to provide clear direction to the NT Planning Commission.

Land Use

Comments from the Humpty Doo Area Plan workshops have identified that community members see Humpty Doo as the community heart of the municipality and that it should have a more community focus, while Coolalinga is becoming the commercial centre of the municipality. From a planning perspective, there remains undeveloped commercial land in Humpty Doo, behind the existing commercial area. There is little other undeveloped Council-owned community purpose land in the municipality that could be used in future for development of community uses, such as a community hall.

However, Council should consider that the development and ongoing running costs of community facilities is often costly and that successful models of such development interstate and overseas often includes a commercial component to offset the cost to Council of the community use. This may be particularly relevant given the large size of the almost 8ha parcel, which could feasibly accommodate some form of both commercial retail and community uses.

While the Area Plan does not rezone the site, it does indicate what acceptable future zoning of the site, and therefore ultimate development of the site, should be. Under Zone CP (Community Purpose), the following example uses are allowable that would be prohibited in a commercial zone:

- education establishment,
- hospital,
- animal boarding,
- passenger terminal, and
- recycling depot.

Likewise, under Zone CP (Community Purpose), the following example uses are prohibited while being allowable in Zone C (Commercial):

- car park,
- hotel,
- licensed club,
- motel,
- motor repair station,
- multiple dwellings,
- office,
- restaurant,
- serviced station,
- shop,
- showroom sales,
- vehicle sales and hire.

There are advantages and disadvantages to both zones when considering how Council may choose to develop the site in the future. While there may be some advantages to Council in allowing space for an education use or recycling depot on the property, there may also be value in being able to develop a portion of the site for offices, restaurants, or retail shops. There may also be some uses from each zone, such as hospital, animal boarding, multiple dwellings, motor repair station, or vehicle sales and hire, that Council may not desire to have on the subject site.

Noting the above and given that Council has no current plans for development of the subject site, it would be in Council's best interest to preserve the maximum amount of opportunities for future development of the site, while providing parameters for the type of development that Council would not like to see on the site in the future, to best frame the Area Plan and associated Planning Principles.

It is considered likely that the original purpose of the Zone CN (Conservation) land adjacent the Arnhem Highway was originally intended as a buffer zone to the more intensive highway traffic. As such, with Council having control of ultimate development of the subject site, it is recommended that Council could provide adequate buffers to the Arnhem Highway through landscaping and setbacks provided with any Council development or restrictions on any future private development of the site to appropriately address this buffer zone and that the preservation of any land in Zone CN (Conservation) is not required.

It is recommended that Council consider proposing that the Area Plan indicate the potential for a mix of uses on the site that would permit community uses on the site while not prohibiting typical small-scale retail commercial, office, or restaurant type use of the site. Council may propose this option to the NT Planning Commission or may choose to be more specific regarding any types of uses that Council would not like to see on the subject site and allow the NT Planning Commission to consider drafting principles to restrict those uses from the subject site under the Area Plan.

Road Alignment

The current proposals under consideration for new road alignments in the Area Plan include an option for a new road through Council's lot at 320 Arnhem Highway adjacent the eastern boundary to connect to the Arnhem Highway. The intent would be to signalise this intersection and eliminate the existing intersection of Freds Pass Road with the Arnhem Highway. This alignment would result in Council relinquishing a likely minimum 40m wide corridor along the eastern property boundary for the new roadway.

Alternatively, another option under consideration is to keep the existing alignment of the intersection of Freds Pass Road with the Arnhem Highway. Community members, particularly business owners in the existing commercial area, have expressed strong support for the existing intersection at Freds Pass Road and Arnhem Highway to remain, to benefit the existing commercial businesses.

There were also queries about the effect that realigning the road would have on school traffic as it would now force all commercial traffic, including potentially larger delivery vehicles, to pass in front of the Humpty Doo Primary School. Council has conducted traffic studies in the area, finding that realigning the intersection to the eastern boundary of 320 Arnhem Highway would result in approximately 200 additional heavy vehicles passing in front of the Primary School every day. This alignment would also require some sort of intensive intersection treatment at the intersection of the new road, Freds Pass Road and the easternmost entry to Challoner Circuit, with one option being traffic lights owned by Council.

Given the increased heavy vehicle traffic by the school and the cost to Council for realignment and long-term maintenance of the new intersection, as well as the loss of Council land at 320 Arnhem Highway, it is recommended that Council support the Area Plan providing a traffic signal at the existing intersection of Freds Pass Road with the Arnhem Highway, rather than a new road across Council land at 320 Arnhem Highway. This proposal should include notes within the Area Plan that

traffic calming treatments should be provided to Freds Pass Road between Skewes Street and the easternmost entry to Challoner Circuit in the medium term to provide safe pedestrian access between the existing commercial and community uses and new development on Council's land at 320 Arnhem Highway.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Decisions on Council's preference for development of this parcel will feed into development of the NT Government's policy documents, including the Litchfield Subregional Land Use Plan and the NT Planning Scheme.

Risks

Should Council not provide input into the Area Plan process, the potential development of Council's property could be restricted in the future due to non-compliances with NT Government policy.

Financial Implications

Not applicable to this report.

Community Engagement

Not applicable to this report.

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

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

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



COUNCIL REPORT

Agenda Item Number:	15.14
Report Title:	Public Library Services in Litchfield Municipality
Report Number:	18/0118
Meeting Date:	21/06/2017
Attachments:	Attachment A - Library Services

Purpose

This report provides Council with further information on the implications of transferring the public library service currently provided at Taminmin Community Library, from the Northern Territory Library to Council, and recommends that Council proceed to assume responsibility for the service.

Summary

The public library service operating in the Litchfield Municipality is provided by NTG Northern Territory Library out of Taminmin College as the Taminmin Community Library.

Over the past few years two studies have identified that the public library service provided at Taminmin Community Library isn't meeting the needs of Litchfield residents and that the library should be transitioned to solely a school library with a public library provided elsewhere in the Litchfield municipality.

The Taminmin Community Library is a highly valued local library for Humpty Doo, however, in terms of the broader population the service is not meeting current needs due to restrictions in space and access and the co-location arrangement.

NTL provides operational funding to councils to provide public library services and has offered Council a five-year funding agreement to assume the responsibility of providing library services.

Recommendation

THAT Council:

1. Authorises the Chief Executive Officer to enter into a five-year funding agreement to provide Litchfield public library services provided that the following occurs:
 - a. Transition funds supporting the transfer of library services are provided by Northern Territory Library, as negotiated to the satisfaction of Council represented by the Chief Executive Officer;
 - b. A Memorandum of Understanding is signed with Taminmin College for the public library space under the same arrangement currently enjoyed by Northern Territory Library, at no additional cost;

- c. The transfer of the Taminmin Community Library service to Council occurs no later than 1 January 2018;
2. Writes to Northern Territory Library to advise of Council's decision;
3. Authorises the Chief Executive Officer to explore service delivery options with neighbouring councils to provide an efficient and effective library service for Litchfield residents, including alternative facility locations for the future; and
4. Receives an update report at a future Council meeting on progress made on the points above.

Background

The Northern Territory Government provides operational funding and public collections and resources funding to councils across the NT to provide public library services via the Department of Tourism and Culture Northern Territory Library (NTL).

In addition, NTL supports the 32 public library services in NT by providing centralised services including:

- Libraries NT Management System;
- learning and development opportunities; and
- advice on library service provision

All public libraries are operated by local government entities across the NT with operational funding agreements with NTL supporting councils to provide these services except for the Taminmin Community Library service and the Nhulunbuy Community Library service. Although, East Arnhem Regional Council is currently working with NTL to transfer the Nhulunbuy Community Library under its management.

Council at its meeting held 17 January 2018 resolved to authorise the Chief Executive Officer to enter into discussions with Northern Territory Library (NTL) to investigate funding arrangements for the transfer of the library operations and management responsibilities from NTL to Council. Furthermore, in investigating these funding arrangements, Council sought to undertake due diligence to understand the financial and other implications of assuming responsibility for the Library service.

Council's decision in January 2018 was informed by work undertaken in relation to two key documents; the NTL's new strategic framework for the development of Territory public libraries, Connected Communities: Vision for Northern Territory Public Libraries 2017-2023 and Council's own Library Needs Analysis, completed in 2017.

The report attached indicates that the five-year funding agreement offer from NTL will cover the costs of operating a public library service from the current Taminmin location with an improved level of service, providing the same arrangements currently in place, such as no rental charge continue to be enjoyed.

However, if one of the key interests of Council assuming the responsibility for providing a public library service to Litchfield residents is to relocate the service to a more suitable location, an objective identified in both Council's and NTL's study, then a future injection of funds is likely.

It would also be naïve to assume that Council could provide a public library service into the future that meets the needs of the current and forecast population at no cost to Council when across the NT and Australia councils contribute to the cost of providing a public library service to their community, matching funding by at least 30%. This is of course an individual council decision and depending on community needs, councils will decide to fund programs.

Taking all this into consideration, there are some very good reasons why councils are best placed to deliver public library services to their communities. They know their community best and can improve community outcomes through library services.

As stated in *Tomorrow's Libraries, Future Directions of the South Australian Public Library Network 2015* "The future of public libraries lies in the value they create from the nexus of people, place, knowledge and technology to create a platform for learning, participation, creativity, innovation and well-being. The public library is the only institution that brings these things together for community and society's benefit. Through the library people can engage, learn and participate and be introduced to new ideas and technologies in a safe and supportive environment."¹

Without Council involvement and investment in public library services it is unlikely that Litchfield residents will experience the benefits and potential of a full public library service.

Links with Strategic Plan

Priority # 1 – Everything you need

Priority # 2 – A great place to live

Legislative and Policy Implications

There are no legislative or policy implications.

The Northern Territory Governments vision for public library services was released in mid-2017: *Connected Communities: Vision for Northern Territory Public Libraries 2017-2023*, available here [NTG Vision for Public Libraries](#)

In developing the vision consultations were undertaken throughout the Territory including directly with local government. The key findings from the public consultation process included:

- Print collections remain highly relevant. Digital collections are also highly valued, but as a supplement rather than a replacement.
- Collections need to reflect all elements of the community, and include diverse languages.
- Audio-visual materials are also a critical part of collection development.
- The most highly valued programs provided by libraries are those that support children, especially early childhood literacy programs and after school programs.

¹ Tomorrow's Libraries Future Directions of South Australian Library Network 2015

- Technology access is critical, but so is training and support for technology use. Along with early childhood programs and after school programs, technology programs are most in demand.
- Libraries are valued as flexible spaces for community use, such as meeting spaces for community groups and places for community members to run their own programs.
- Libraries play an important role in supporting individual small business and work activities, particularly by providing access to the internet and spaces to work.
- There is a demand for longer or alternative opening hours, the nature of which will vary between communities.

Risks

If Council assumes responsibility for the public library service it will have the opportunity to work to provide specific programs to meet community need and address identified challenges, for example low rates of early childhood literacy.

Financial Implications

In April 2018, Council received a letter from Patrick Gregory, Senior Director Northern Territory Library indicating that if Litchfield Council took on the responsibility for delivering library services in the Council area, including management of Taminmin Community Library, the Public Library Funding Agreement grant for 2018-19 would be \$410,046. Indexation would be applied to this figure annually over the five years of the Agreement and in addition, Northern Territory Library would make available \$12,555 p.a. for the purchase of library collections through the Library Resource Allocation.

For Council to operate and manage the current public library service from Taminmin College with some small improvements in programming, the annual funding proposed by NTL would sufficiently cover the costs. However, if Council was to provide an improved service from another location, additional funds would be required. The funding agreement proposed is for five-years and NTL has indicated that it would not be negotiating increased funding during this period.

Other funding opportunities available to Council include the Special Purpose Grants from the Department of Housing and Community Development which announces two rounds each year. This funding is generally for capital or planning projects not operational funding.

Community Engagement

Community consultation including engaging with each local government authority was undertaken as part the development of NTG's vision for public libraries in 2017.

Council also conducted stakeholder engagement as part of its Library Services Needs Analysis study. The Study identified that Taminmin College and the Friends of Taminmin Library were supportive of the library moving into a separate space.

**Recommending
Officer:**

Silke Maynard, Director Community and Corporate Services

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

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

Litchfield Council

Library Services

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1 Introduction

1.1 Background

Council at its meeting held 17 January 2018 resolved to authorise the Chief Executive Officer to enter into discussions with Northern Territory Library (NTL) to investigate funding arrangements for the transfer of the library operations and management responsibilities from NTL to Council. Furthermore, in investigating these funding arrangements, Council sought to undertake due diligence to understand the financial and other implications of assuming responsibility for the Library service.

Council's decision in January 2018 was informed by work undertaken in relation to two key documents; the NTL's new strategic framework for the development of Territory public libraries, *Connected Communities: Vision for Northern Territory Public Libraries 2017-2023* and Council's own Library Needs Analysis, completed in 2017.

In developing the vision for public libraries in the Northern Territory in 2017, NTL undertook extensive consultation with stakeholders across the Territory, including conducting survey work. At the time the Library service provided to Litchfield residents from Taminmin College was only one of two public libraries operating in the Territory not under the responsibility of a local government authority. The survey work and stakeholder engagement undertaken identified that the Taminmin Library services wasn't meeting the needs of residents and that the library should be transitioned to solely a school library and a public library should be provided in the Litchfield catchment area instead. Stakeholders from Litchfield, Darwin and Palmerston local government authorities highlighted that many residents are travelling to Palmerston or Darwin to use public library services.

In 2017, Council decided to undertake a library services needs analysis to better understand the current and future service needs of its residents. The study concluded that the Taminmin Community Library was highly valued as a local library for Humpty Doo, however, in terms of the broader population (ABS estimates Litchfield's population is over 25,000 in 2018), the existing service was not meeting current needs and that there was also an opportunity for Council to address other identified community challenges if it provided the service in an alternative location.

Council resolved to investigate the implications of transferring the service from NTL to Council. This report forms the due diligence undertaken to date.

1.2 Purpose

This Report has been developed based on discussions with the Northern Territory Library (NTL) and research regarding the opportunity of Council assuming responsibility for the current Library Service and is prepared to provide an evidence based platform for decision making.

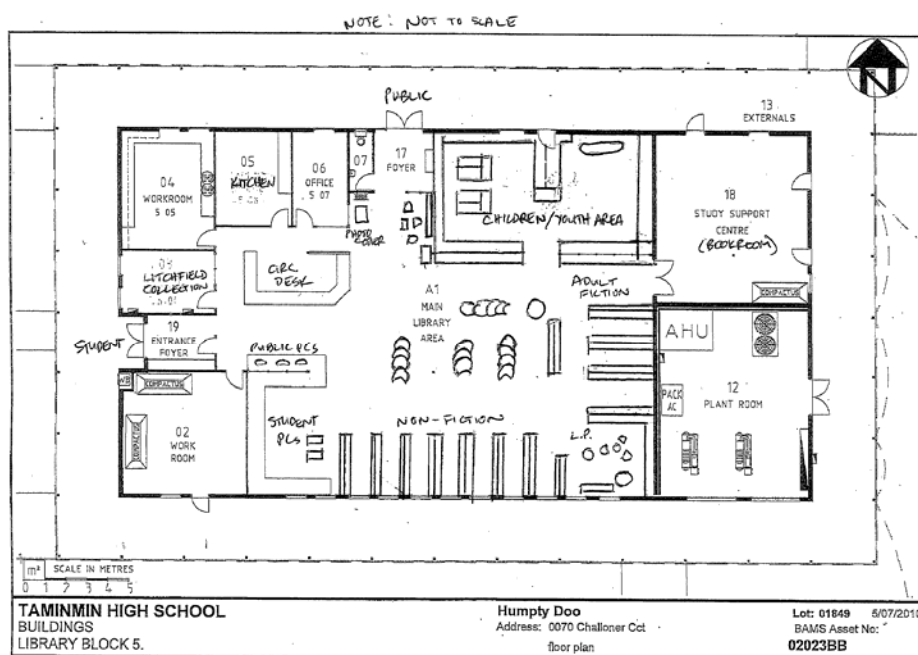
The Report aims to identify the cost of taking over the service in its current form and outlines opportunities for the future service delivery, as well as identifying risks.

2 Executive Summary

2.1 Situational Assessment

The Taminmin Community Library was opened at what was then Taminmin High School in 1983 before any local government authority existed in the area. The Northern Territory Government established the service at the time and continues to operate the service to the current day.

The Library is a joint-use school/community library with current floor space of 594m² with 2/3 of the floor space dedicated to the collection.



The current opening hours of 45.5 hours per week for Taminmin library are interlinked with the co-use of the school.

Day	Opening hours
Monday	8.30 – 17.00
Tuesday	8.30 – 17.00
Wednesday	8.30 – 17.00
Thursday	8.30 – 17.00
Friday	8.30 – 17.00
Saturday	10.00 - 13.00
Sunday	CLOSED

The opening hours are considered high (over servicing) when taking in the number of residents the library is servicing as a neighbourhood library (not a municipality-wide library).

Nevertheless, the Library Service Needs Study has identified hours of access as a perceived issue by stakeholders with restrictions for afterhours drop off due to the location.

Library staffing at Taminmin Community Library is provided by NTL, with Taminmin College providing a teacher librarian for students during school hours.

Notably, there is currently no formal agreement in place between Taminmin College and NTL. If Council agreed to take over responsibility for the library service, a formal agreement with the NTG Department of Education would be required to ensure continuation of the current situation at Taminmin College.

Across the Territory, NTL provides centralised library services to all NT public libraries such as Collections, Library Management System, advice on library service provision and staff learning and development opportunities, including a digital knowledge exchange platform for all public libraries in the NT. If Council assumed responsibility for the library services, the NTL centralised services would continue to be covered by NTL.

Taminmin Community Library provides the following services, including:

- A collection comprising books, audiobooks, large print, magazines, newspapers, videos, DVDs and music CDs;
- The Litchfield local history collection;
- Computers and free wireless internet;
- Photocopying, printing and scanning;
- Access to eResources via NTL consortia;
- Access to housebound services;
- Nursery times on Mondays (Babies at 10 am and Crawlers at 11am);
- Storytime on Tuesdays 10.30am;
- School Holiday Program (with a few crafts sessions); and
- Monthly Senior morning tea in cooperation with Friends of Taminmin Library.

Litchfield residents are approximately 25% more likely to use the Palmerston Library than use the Taminmin Community Library. In 2016/17, the Palmerston Library had 1,936 members from Litchfield, whereas the Taminmin Community Library had 1,552 members.

Between 2011/12 and 2016/17, Taminmin Community Library's number of public patrons (excluding students and staff) decreased by approximately 40%, from 2,144 to 1,552. Further, during that period its number of loans also decreased by 60%, from 49,244 to 17,009.

The Library Service Needs Study noted that the Taminmin Community Library performed exceptionally poorly, particularly regarding membership as a percentage of population (8.1% versus the baseline standard of 44%), loans per capita (1.4 versus 7.3), and internet computers per capita (1.3 per 10,000 population versus 5).

The Taminmin Library is currently operated and completely funded by NTL and is one of two libraries within the NT run by the NTL. The other -Nhulunbuy Community Library is currently in the process of being transferred to East Arnhem Regional Council.

All other public libraries are operated by local government entities across the NT with funding agreements between the entity and NTL (see table below).

Municipality	Number of residents	Opening hours per week	Total cost 2018/19 ¹	Total Funding from NTL 2018/19 ³	% Council funding	Council funding in \$
Katherine	10,766	32	\$393,476	\$270,082	31%	\$123,394

¹ Data extracted from DRAFT Budgets of individual councils

Alice Springs	26,823	46	\$1,672,441	\$634,388 ²	62%	\$1,038,053
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In April 2018, Council received a letter from Patrick Gregory, Senior Director Northern Territory Library indicating that if Litchfield Council took on the responsibility for delivering library services in the Council area, including management of Taminmin Community Library, the Public Library Funding Agreement grant for 2018-19 would be \$410,046. Indexation would be applied to this figure annually over the five years of the Agreement and in addition, Northern Territory Library would make available \$12,555 p.a. for the purchase of library collections through the Library Resource Allocation.

Despite the funding proposed for Taminmin Library Service adequately covering all costs associated with delivering the current services, it would be naive to assume that this will always be the case. It is rare, across Australia for library services not to require a contribution from the local government authority managing and operating the service. Council should assume a 40% contribution in the long term. Based on the current NTL funding provided Council's contribution would be approximately \$273,364 which currently equates to a 4.6%³ increase in residential rates.

2.2 Assumptions and Constraints

There have been assumptions made through the process of developing this report. Some of those assumptions are due to a lack of information and in lieu of decisions that are required by Council.

Limitations have been included in the analysis, where assumptions could not be made. The opportunity to utilize neighbouring councils for the provision of services or the creation of a regional library have not been explored in this report. However, if the library service transferred to Council, different models of service delivery should be explored. The opportunity to work more closely with the City of Palmerston library service to deliver library services would be worth investigating.

Furthermore, whilst the financial prognosis includes a slight increase in funding for programs to improve the service delivery, no detailed program development has been undertaken at this stage.

Assumptions include:

- This report assumes that Council believes public library services should be provided to the community at an appropriate level to support early literacy, lifelong learning, community health and wellbeing and economic opportunities.
- The level of service for library services have not been set by Council. The Scenarios in this Report have been developed based on best practice approach and expected library service for a semi-rural council.
- That the library service would be relocation to a different location, from Taminmin College at a future point in time and that this would positively impact on visitor numbers to the library. It is assumed that an alternate location with approved parking facilities could improve the visitor numbers to above 135,000⁴.

² Income might include small amount of operating income from room hire and other services.

³ The increase in rates is calculated on residential land only as an approximate indication.

⁴ Visitor number for Palmerston library are reported at approximately 170,000 per year.

- If Council took over the library service, Council would have no legal obligation to take over current NTL staff, entitlements and or employ current staff at the same level of entitlements as under the NTL contract.
- A Memorandum of Understanding (MOU) being developed between the Department of Education and NTL will not be affected by Council taking over the service.
- There remains no charge for Council for the usage of the space at Taminmin College.
- If Council took over the service, there would be no Scenario for Council to hand the service back to NTL. The service will be a Council service from there on in.
- Current programs provided by the library would continue and eventually be expanded upon.
- The Library Service Needs Study identified that the Taminmin College and the Friends of Taminmin Library were supportive of the library moving into a separate space. It is assumed that the position has not changed.
- NTL continues to provide centralised services such as collections, Library Management System, advice on library service provision and staff learning and development opportunities including a digital knowledge exchange platform. Furthermore, that the current NTL funding agreement in place for five years will not significantly change after that period.
- Financial assumptions have been made, when developing the Budget as outlined in the report under Section 3.2.5 Finance.

3 Identification and Analysis of Scenarios

3.1 Identification of Scenarios

This Report explores two scenarios:

Scenario 1: Do Nothing

Council decides not to take carriage of the public library service and NTL continues to operate Taminmin Community Library. The Library continues to be a Neighbourhood library which does not sufficiently address the need for the Municipality.

Scenario 2: Take over responsibility of Taminmin Community Library service, with the view to improve the service

Council takes over carriage of the service and operates Taminmin library at the current location with the view to improve the library service in future years by investing in the design of a library building at an alternate location within the next five years.

3.2 Detail on Scenarios

3.2.1 Service Delivery to the Community (Community Impact)

A library service can provide a safe environment, study space and programs for young residents. It can further enable Council to have a positive impact and connection to the community. Libraries play an important role in creating a sense of community and can be excellent customer service hubs for councils.

Studies indicate that Taminmin Community library performs as a neighbourhood library mainly to Humpty Doo area due to access hours, parking issues and its location within a school environment.

The current space of approximately 500 square meters (including school library space) at Taminmin library restrict programming and the collection that can be presented.

The Taminmin College site limits service improvement and programming opportunities. NTL has no expansion or improvement plans for the library service from this site or from a different site.

With the size and growth of the Litchfield Municipality, a higher level of library service is warranted.

Scenario 1 is the current service at Taminmin Community Library is seen to be the lowest level of service provision due to the inadequate space for the size of the municipality and its needs, only servicing the greater Humpty Doo Area. Further to this Council has no influence on the level of service provided to the community with it being managed by NTL.

Scenario 2 includes increasing the level of service over time with a relocation of library services to an alternate location within five years and opening hours of approximately 45 hours per week.

3.2.2 Future demands

With over 25,000 residents, Litchfield's population has grown by 53% over the last ten years and it is anticipated that it will remain as a growth area for the Top End. Urban centers of the municipality are growing and developing with more residents moving from the neighboring municipalities to the Litchfield area.

Both the NTL studies and Council's needs analysis of library services have indicated that a stand-alone library service should be an aspiration for Litchfield.

A public library is not a place just for books. Public libraries include **a collection** (print materials and electronic resources for reading, listening to and viewing), **programs** (activities for people of all ages and interests, such as literacy programs for early years and digital programs for seniors), **access to technology** (providing free access to computers and the internet), **information services** (library professionals are trusted guides to the world of information, helping people to develop skills in navigating and accessing information they need) and **places and spaces** (places where people can sit and read the newspaper, do their homework or study, meet and learn, work in quiet spaces, write a job application, meet clients as part of their work from home business, relax and read).

Council has enquired with NTL what funding could be available to fit out a new library facility. NTL has discussed this with the Department of Housing and Community Development (DHCD) who have advised that the two Special Purpose Grant rounds offered to local government each year would be the best opportunity to apply for funds. DHCD has also advised that a letter of support from NTL would be advantageous. Grants issued range up to \$250,000, but depending on a council's contribution, higher grants are considered.

3.2.3 NTL Funding Agreement

NTL has developed new funding agreements for public library services across the Territory as part of its new strategic framework; *Connected Communities: Vision for Northern Territory Public Libraries 2017-2023*. These agreements commenced 1 July 2018.

Council received a five-year Public Library Funding Agreement offer from NTL, dated 18 April 2018, as a basis for Council's consideration to take on the provision of Litchfield public library services. Under this Agreement, Council would receive \$410,046 per annum (2018/19) with an indexation applied to the figure annually. In addition, NTL would provide Council with \$12,555 per annum for the library collections.

The agreement identifies the following use of Funding:

4.5 The Recipient must:

(a) use the Funding (including any interest earned on the Funding), solely for the purpose of providing the Services; and

(b) ensure that any amount of the Funding not immediately required for expenditure is held in the Recipient's bank account and any interest earned on those monies is applied and accounted for as though it formed part of the Funding provided by the Territory;

4.6 The Recipient may use the Funding to acquire or create an Asset provided that it first obtains the consent of the Territory, which consent may be withheld, or given subject to conditions, in the Territory's absolute discretion.

4.7 The Recipient must not commit or use the Funding to re-locate a library or premises from which the Services are provided without first consulting with and obtaining the written approval of the Territory.

There is considerable discretion in how the funds can be used providing a satisfactory library service is administered. For example, if surplus funds are available these could be used to undertake design work to relocate or lease an alternative facility. Furthermore, unspent annual funds would not be returned and can be rolled over to the next financial year, if a plan is in place that those funds to be spent on library services at a future time, generally within the five-year agreement period. The Agreement does not prohibit NTL providing Council with additional funds throughout the terms of the Agreement.

3.2.4 Human Resources considerations

Staff employed by NTL at Taminmin Community Library are currently on fixed term contracts which were due to expire in June 2018. It is now understood that NTL has made arrangements to retain staff pending Council's decision.

NTL has informed Council that it sought legal advice and advised that staff contracts will conclude and not transfer to Council. If Council was to take over the library service, it would need to undertake recruitment for permanent positions or enter into other arrangements, such as with the City of Palmerston.

The current staffing structure, based on 45.5 hours of service per week at Taminmin Library is covered by 3.4 Full Time Equivalent (FTE) at a cost of approximately \$290,000.

Based on information provided by NTL and Council's requirements as an organisation and its Enterprise Agreement, Council has estimated that the staffing structure for the library services with public opening hours of approximately 45 hours per week (structured differently) would require

approximately 3.1 FTE at a cost of approximately \$260,388 comprising a full time library manager, library program officer and library customer service officer and five hours of a casual library service officer each week.

Training is currently provided as part of the shared services by NTL for library specific topics, this includes training on programming, Library Management System software and cataloging. Furthermore, NTL offers an online knowledge exchange and the opportunity for librarians to visit other libraries in the NT to increase knowledge sharing. The training is provided by NTL at no cost and ensures that libraries can share their success stories and learn from others.

If Council was providing the library service, it is assumed that staff will require additional training specifically related to being part of Council such as on soft skills (e.g. custom service practices or management) and training on Council specific software for example Records system. For this purpose, a budget of \$4,500 has been allocated for all staff collectively.

Other considerations include the workload impact of Council providing additional services on Council's payroll, Information Technology, finance and management (Director Community and Corporate Services). For the purposes of this exercise, corporate overheads at a rate of 10% have been included in the financial analysis.

With the additional responsibility of managing library services, the financial analysis has included an extra 15.2 hours per week (0.5 FTE) administrative support to the Director Community and Corporate Service at a cost of \$42,083 per annum.

3.2.5 Finance

This section discusses budget implications of the two Scenarios in the short-term and long-term.

Assumptions have been made for the financial analysis, as mentioned in Section 2.2 of this report, as follows:

- All staff employed will receive benefits under the current Litchfield Council Enterprise agreement. This includes, but is not limited to a 2% salary increase per year, 6 weeks annual leave, leave loading, 15 days personal leave and an Scenario of step increment in pay based on performance.
- Legislative increments to superannuation over the coming five years have been incorporated.
- Whilst NTL is providing library specific training a further training budget has been incorporated of \$4,500 for all staff for other skill sets, e.g. software or soft skill training.
- A percentage of 10% as corporate overhead expenditure for cost of payroll, IT support, work cover, management and others.
- An increase in staffing in the Corporate Team of 0.5 FTE at a Level 5 for additional hours for the Administrative Assistant to the Director Community and Corporate Services.
- The initial purchase of IT equipment for staff and annual software licenses have been included as those are not being provided by NTL. NTL will provide the ICT equipment for public use only.
- An increase in program expense of \$1,000 per year has been budgeted to improve program delivery.
- An increase of investment in the collection has been budgeted. NTL makes \$12,555 for the purchase of library collections available per year. It is proposed that Council should invest up to \$20,000 per year in the collection to improve the current state which is well below the

Baseline standard of 60% of the collection published in the last five years⁵. Taminmin Community Library's current collection has 43% of the collection being published in the last five years.

- An indexation of 2% for the library grant funding has been assumed, as the indexation has not been set by NTL. Furthermore, it is assumed that funds are available to be rolled over to the next financial year.
- Due to availability of information Scenario 2 assumes of Council relocating the library to an alternate location within five years.
- It is assumed wherever Council can apply for grant funding that such would be successful and reduce cost for larger improvements to the service.

The below table outlines the budget for Scenario 2 over a five-year timeframe. Scenario 1 is not analysed as it will not have any impact on Council's funds with the NTL continuing to be responsible for the service.

	Plan 2018/19	Plan 2019/20	Plan 2020/21	Plan 2021/22	Plan 2022/23
Operational Revenue					
<i>NTL Funding</i>	(\$427,932)	(\$450,919)	(\$477,970)	(\$470,458)	(\$491,827)
<i>Other Income</i>	(\$2,500)	(\$2,500)	(\$2,500)	(\$2,500)	(\$2,500)
TOTAL Operational Revenue	(\$430,432)	(\$453,419)	(\$480,470)	(\$472,958)	(\$494,327)
Operational Expenditure					
<i>Employee Costs Library Staff</i>	\$315,664	\$321,887	\$328,235	\$336,091	\$344,132
<i>Additional corporate support Staff</i>	\$42,083	\$42,925	\$43,783	\$44,863	\$45,968
<i>Other expenditures</i>	\$58,005	\$55,350	\$61,350	\$62,350	\$63,350
TOTAL Operational Expenditure	\$415,752	\$420,162	\$433,368	\$443,304	\$453,450
NET Operating (Profit)/Loss	(\$14,680)	(\$33,257)	(\$47,102)	(\$29,655)	(\$40,876)
Capital Works and Income					
<i>Feasibility Study Library Building</i>		\$50,000			
<i>Grant for Feasibility Study</i>		(\$50,000)			
<i>Design work Library Building</i>			\$30,000		
<i>Capital works Library Building</i>					\$5,000,000
<i>Capital Grant for Library Building</i>					(\$2,500,000)
NET TOTAL (Profit)/Loss	(\$14,680)	(\$33,257)	(\$17,102)	(\$29,655)	\$2,459,124

The financial analysis indicates that the level of funding offered by NTL, as part of a five-year funding agreement would cover the cost of providing library services from the current location at Taminmin

⁵ ALIA Standards (2016)

at a similar level of service. The modeling indicates that approximately \$165,570 is surplus over a five-year period.

However, should the service be relocated to another site within the five-year period it is highly likely that Council funds will be required. The funds required would be dependent on generating grant funding. The model is based on a 50/50 successful grant fund.

Finally, the financial analysis assumes a full financial year 2018/19. Should Council decide to take on the public library service, it would be recommended that this occurs by the 1 January 2019, so depending on the timing, pro-rata funding would be provided to Council. Having said this, Council would negotiate for transitional funds to assist with the transfer and cover costs such as signage and other transfer expenses.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 18 July 2018

16 Common Seal

17 Other Business

18 Public Questions

19 Confidential Items

20 Close of Meeting

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