

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 18/10/2017

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

Kaylene Conrick, Chief Executive Officer

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



LITCHFIELD COUNCIL MEETING

Notice of Meeting
to be held in the Council Chambers, Litchfield
on Wednesday, 18 October 2017 at 6:00pm

Kaylene Conrick
Chief Executive Officer

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 18 October 2017

1. Open of Meeting

Audio Disclaimer

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

2. Acknowledgement of Traditional Owners

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. Apologise and 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

1. THAT the minutes of the Special Council Meetings held 13 September 2017, 5 pages, be confirmed.

2. THAT the full minutes of the Council Meetings held 20 September 2017, 9 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

Attached for Council information is the Action Sheet

Council Action Sheet

As at 6 October 2017

Resolution Number	Resolution	Action Officer	Meeting Date	Action	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 under development by Division of Local Government, Department of Housing & Community Development	Council has received draft <i>Drafting Instructions</i> from the LG Department, currently reviewed by officers.
16/0203	Signage, Roadside Vans and Events on Council Land THAT Council: <ol style="list-style-type: none"> 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body; 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year. 	DCCS	21-09-16	Commencement of work dependent on capacity of Department of Housing & Community Development	

Council Action Sheet

As at 6 October 2017

16/0208	Reconstruction of Finn Road THAT Council: 1. endorse the funding applications for \$4,500,000 to the NT Government Regional Economic Infrastructure Fund for the reconstruction of Finn Road at an estimated total cost of \$4,650,000; and 2. allocate \$250,000 (cash in kind) from its 2016/17 approved budget towards the project should its application be successful comprising: General Consultancy \$80,000 Project Management (in kind) \$150,000 Infrastructure Reserve \$20,000 TOTAL \$250,000	DIO	21-09-16	The grant application was unsuccessful. Council is proceeding with upgrade work in line with the original \$1.5m grant from NTG.	Design work underway
16/0234	Improvements Berry Springs Waste Transfer Site THAT Council undertakes the following safety works at the Berry Springs waste transfer site to improve public and staff safety at the estimated costs outlined below: Video surveillance \$9,882.40 1km of new fence & gates \$44,297.00 Installation of waste performance boards \$6,000.00 Improved facilities for staff \$10,000.00 TOTAL \$70,179.40	DIO	19-10-16	Further facility improvements at Berry Springs and Howard Springs to be decided at conclusion of Waste Strategy.	
16/0252/01	Rating Strategy THAT Council undertakes a review of Council's rating system.	DCCS	16-11-16	Rating Review to commence late 2017	

Council Action Sheet

As at 6 October 2017

17/0036/4	Litchfield Aquatic Facility Needs Analysis Report THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities	CEO	15-02-17	Council will continue to advocate for funding to undertake a feasibility study in 2018/19 Response received from Minister Moss recommending Council applies for a Department Housing & Community Development Special Purpose Grant	
17/0051/05	Queens Baton Relay THAT Council contact NT Tourism and Culture Minister for special grant funding to cover all costs of the Queens Baton Relay and explore opportunities for lasting community benefit.	DCCS	15-03-17	Ongoing search for grant opportunities	
17/0068/02	Carveth and William Road Upgrade THAT COUNCIL: Request Council officers explore upgrade options and identify funding options for the proposed upgrade work to Carveth Road and William Road, Berry Springs	DIO	19-04-17	Further investigations have been completed and report will be put to October 2017 Council meeting	Report to this Council meeting
17/0116/3	Recreational Reserve Tree Audits THAT Council reviews all current lease agreements over Council-owned land regarding tree management responsibilities.	DCCS	21-06-17	Report will be presented to Council in November 2017 meeting	
17/0116/4	Recreational Reserve Tree Audits THAT Council requests that a further report be provided on the financial and risk implications of tree management on Recreational Reserves in 2017.	DCCS	21-06-17	Report will be presented to Council in November 2017 meeting	
1718/008	Dump Point(s) in Litchfield THAT Council receive a report by the November 2017 meeting on the viability of establishing a Dump point in the Litchfield municipality, possibly at the Humpty Doo Waste Transfer Site.	DIO	19-07-17	Underway	Investigations continuing

Council Action Sheet

As at 6 October 2017

1718/019	Construction of Mobile Workforce Shed, Humpty Doo WTS THAT Council: receive and note the report on the status of the \$225,000 grant from Department of Housing and Community Development to construct a Mobile Work Force Shed at the Humpty Doo Waste Transfer Station; and acknowledges the grant extension received from Department of Housing and Community Development and the revised project timelines.	DIO	19-07-17	Consultant report received advising preferable location for shed. Planning application underway.	Final engineering advice being obtained ahead of planning application. A report on progress will be provided at the December meeting.
1718/052	Nature and Timing of Council Meetings THAT Council: 1. pursuant to Section 58(3) of the Local Government Act, commencing in October 2017 will hold its ordinary monthly meeting on the third Wednesday each month, commencing at 6:30pm; and 2. brings forward the December 2017 meeting to the second Wednesday, 13 December 2017, to avoid holding a meeting in the week leading up to Christmas.	CEO	20-09-17	Advertise in the NT News under public notices and Council's website	Completed. Advertised on Saturday, 30 September 2017, information also available on Council's website.

Council Action Sheet

As at 6 October 2017

1718/054	Council Office and Opening Times THAT Council: <ol style="list-style-type: none"> designates 7 Bees Creek Road, Bees Creek as Litchfield Council's public office, in accordance with Section 47 of the Local Government Act; determines that its "public office" be open to the public from 8:15am to 4:30pm from Monday to Friday, public holidays excluded; and close its public office for the three business days between Christmas and New Year, each year. 	CEO	20-09-17	Advertise in the NT News under public notices and Council's website	Christmas Office hours to be advertised on Saturday, 16 December 2017, information also available on Council's website
1718/055	Notice of Meetings THAT Council adopt, pursuant to Section 59 of the Local Government Act, Council Policy EM03 Access to Meetings.	DCCS	20-09-17	Final document to the Community Engagement Officer to upload to Council's website Update Policy Register	Uploaded to website – completed
1718/056	Council Representatives Appointed to Committees THAT Council: <ol style="list-style-type: none"> appoints Councillor Hunt and Councillor Barden to the Risk Management and Audit Committee; appoints Mayor Bredhauer and Councillors Hunt and Simpson to the Chief Executive Officer Performance Appraisal and Remuneration Review Committee; 	DCCS	20-09-17	Council to write to Freds Pass Board regarding Cr Simpson's appointment Council to write to AACo regarding Cr Barden's appointment. Council to write to Howard East Waster Advisory Committee regarding Council's re-affirmation of Mayor Bredhauer's appointment	Completed Completed Completed

Council Action Sheet

As at 6 October 2017

	<ol style="list-style-type: none"> 3. appoints Councillor Simpson to the Freds Pass Sport & Recreation Management Board, as observer in accordance with the Board's constitution; 4. appoints Councillor Barden to the Fred Pass Upgrade Reference Group; 5. appoints the Mayor and Councillors Hunt and Salter to the Community Grants Committee; 6. appoints Councillor Barden to the Australian Agricultural Company Limited Community Reference Group; and 7. reaffirms the Mayor as Council's representative on the Howard East Water Advisory Committee. 				
1718/057	<p>Australia Day Awards Selection Panel</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. abolishes the Litchfield Australia Day Awards Selection Panel established under Section 54 (5) of the NT Local Government Act; 2. establishes a Litchfield Australia Day Awards Selection Panel as an advisory committee; 3. endorses the <i>Terms of Reference</i> for the Litchfield Australia Day Awards Selection Panel, as attached to report number 17/0010; 4. endorses the <i>Terms of Reference</i> for the Litchfield Australia Day Event Committee, as attached to report number 17/0010; 	DCCS	20-09-17	Terms of Reference to be published on Council's website	<p>Meetings for the Australia Day Selection Panel and Australia Day Committee have been called - completed</p>

Council Action Sheet

As at 6 October 2017

	<ol style="list-style-type: none"> 5. establishes the Australia Day Event Committee; and 6. endorses the model <i>Terms of Reference for Committees</i> established to organise community events attached to report number 17/0010. 				
1718/058	<p>Local Government Association of the Northern Territory – Nomination of Delegates</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. appoints Mayor Bredhauer, as Council's principle delegate to attend General Meetings, Special General Meetings and Annual General Meetings of LGANT and vote on behalf of Council; 2. appoints Councillor Hunt and Councillor Barden as delegates to attend General Meetings, Special General Meetings and Annual General Meetings of LGANT and vote on behalf of Council; and 3. notifies LGANT of the Council appointments. 	DCCS	20-09-17	Write to LGANT regarding delegates including a copy of the draft Minutes resolution	<p>Completed -LGANT has been informed about nominations.</p> <p>Council will receive a report to this October meeting to clarify delegates for the Annual General Meetings of LGANT</p>
1718/059	<p>Local Government Association of the Northern Territory – Nomination of Executive Members</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. nominates Mayor Bredhauer for the position of Vice President-Municipals on the Local Government Association Northern Territory Executive; 	DCCS	20-09-17	Council to complete nomination forms, including a copy of Council resolution and forward to LGANT by COB Friday 29 September 2017	Information has been submitted to LGANT - completed

Council Action Sheet

As at 6 October 2017

	<p>2. nominates Mayor Bredhauer for the position of Executive Board Member - Municipals on the Local Government Association Northern Territory Executive;</p> <p>3. nominates Mayor Bredhauer for the position of Executive Board Member - All Councils, on the Local Government Association Northern Territory Executive; and</p> <p>4. forwards the Council nominations to the Local Government Association Northern Territory.</p>				
1718/060	<p>Local Government Association of the Northern Territory – Nomination for Ministerial Committees and other committees</p> <p>THAT Council:</p> <p>1. nominates Regulatory Services Manager Sharon McTaggart for the Animal Welfare Advisory Committee; and</p> <p>2. forwards Council's nominations to the Local Government Association of the Northern Territory.</p>	DCCS	20-09-17	Regulatory Services Manager to complete nomination form including a copy of the Council resolution by 6 October 2017	Information has been submitted to LGANT - completed
1718/061	<p>Nomination to the Development Consent Authority</p> <p>THAT Council nominate Councillor Christine Simpson and Wendy Smith, Council's Planning and Development Manager for appointment by the Minister for Infrastructure, Planning and Logistics to the Litchfield Division of Development Consent Authority, with</p>	DIO	20-09-17	Write to the Planning Commission regarding Council's confirmation of current Council nominations	Completed

Council Action Sheet

As at 6 October 2017

	Councillor Doug Barden nominated as alternate.				
1718/062	<p>Tender Evaluation Report – Bituminous Resealing to Various Roads</p> <p>THAT Council</p> <ol style="list-style-type: none"> award tender T17-154 – Bituminous Resealing to Various Roads to Fulton Hogan for the submitted tender price of \$1,534,601 (GST included.); and register the awarding of this Tender on Council's website in accordance with requirements of the NT Local Government Act. 	DIO	20-09-17	<p>Notify successful Tender</p> <p>Notify unsuccessful Tenders</p>	Completed



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 18 October 2017

7 Presentations

8 Petitions

9 Public Forum

10 Accepting or Declining Late Items

11 Notices of Motion

12 Mayors Report

12.1 Mayor's Monthly Report



COUNCIL REPORT

Agenda Item Number: 12.1
Report Title: Mayor's Report
Report Number: 17/0024
Meeting Date: 18/10/2017
Attachments: Nil

Purpose

A summary of the Mayor's attendance at meetings and functions representing Council for the month of September 2017.

Summary

Date	Event	Comment
20/09/17	ABC Grass Roots Program	Monthly regular interview
22/09/17	Territory FM	Radio Interview
24/09/17	McMinns Lagoon Reserve Annual General Meeting	Annual meeting
25/09/17	Waste Strategy Community Reference Group Meeting	Regular meeting
27/09/17	Corporate Images & Councillor Information Session # 1	Councillor Aspirations, Governance Roles and Governance Tools, Emerging Issues
28/09/17	Defence Environmental Investigation	Community Walk-In Session - Poly Fluoroalkyl Substances – Robertson Barracks
	Bees Creek School	Musical Festival
29/09/17	Darwin Ecumenical Service	National Police Remembrance Day
	Territory FM	Radio Interview
03/10/17	Horsnell Road	Residents Meeting
04/10/17	Member for Daly	<ul style="list-style-type: none">• Carveth/Williams Road• Axe handle properties• Water issues
05/10/17	LGANT	2017 Leadership Symposium
09/10/17	Litchfield Women in Business Network	Annual October Business Month Event

11/10/17	Berry Springs Primary School	40 th Birthday Celebration
13/10/17	Territory FM	Radio Interview
17/10/17	Australia Day Committee Meeting	Formation of the Committee

Recommendation

THAT the Mayor's monthly activities report be received and noted.



LITCHFIELD COUNCIL MEETING

Wednesday 18 October 2017

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.

- | | | |
|------------|---|--|
| Cr Barden | - | AACo Community Reference Group |
| Cr Salter | - | Howard Springs Reserve Committee |
| | - | Knuckey Lagoon Reserve Committee |
| Cr Simpson | - | Freds Pass Sport & Recreation Management Board |



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 18 October 2017

14 Finance Report

14.1 Finance Report September 2017



COUNCIL REPORT

Agenda Item Number:	14.1
Report Title:	Council Finance Report – September 2017
Report Number:	17/0025
Meeting Date:	18/10/2017
Attachments:	Nil

Purpose

The purpose of this report is to present the monthly finance report for the period ended 30 September 2017.

Recommendation

THAT Council receives the Litchfield Council Finance report for the period ended 30 September 2017.

Background

The Finance Report for September 2017 is attached.

Total Revenue represents Annual Rates and Waste Charges raised but not necessarily received. Grants income is low due to the prepayment of Federal Assistance Grants received in 2016/17.

Capital Revenue received to date is a portion of Roads to Recovery Funding and proceeds received from the sale of equipment.

Total Operating Expenses are as expected for the first quarter of the financial year with the election costs for the August General Election paid in full and insurance costs recognised for the full year.

Capital Expenses to date comprise works from projects commenced in previous year (2016/17) including Freds Pass Sport and Recreation Reserve \$3m Upgrade and Anzac Parade Road Works. The only purchases to date for this current year are the purchase of Traffic Counts and the Skid Loader for Humpty Doo Waste Transfer Station.

Finance Report

September 2017

**LITCHFIELD
COUNCIL**



Community effort is essential

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SECTION 1

CONSOLIDATED FINANCIAL STATEMENTS

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

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

CONSOLIDATED OPERATING STATEMENT

	2017/18 Budget	2017/18 YTD Actual	2017/18 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Rates	9,697,195	9,287,862	9,697,195	0	
Statutory Charges	33,500	13,782	33,500	0	
User Charges	1,217,955	437,982	1,217,955	0	
Grants, subsidies & contributions	5,294,974	818,258	5,294,974	0	
Investment Income	725,000	126,366	725,000	0	
Reimbursements	0	0	0	0	
Other Income	43,000	6,335	43,000	0	
TOTAL REVENUE	17,011,624	10,690,585	17,011,624	0	
EXPENSES					
Employee Costs	5,973,624	1,243,344	5,973,624	0	
Auditor Fees	41,000	960	41,000	0	
Bad and doubtful Debts	0	308	308	(308)	1
Elected Member Expenses	245,787	38,065	245,787	0	
Election Expenses	136,710	124,282	136,710	0	
Cemetery Operations	266,500	101,038	266,500	0	
Contractors	4,505,358	769,220	4,505,358	0	
Energy	231,600	21,751	231,600	0	
Insurance	223,599	217,493	223,599	0	
Maintenance	530,628	95,812	530,628	0	
Legal Expenses	173,000	16,364	173,000	0	
Donations and Community Support	136,250	17,443	136,250	0	
Computer / IT Costs	281,290	103,429	281,290	0	
Parts, accessories & consumables	188,000	91,725	188,000	0	
Professional Services	444,070	114,326	444,070	0	
Sundry	384,357	122,845	384,357	0	
TOTAL EXPENSES	13,761,773	3,078,405	13,762,081	(308)	
RESULT	3,249,851	7,612,180	3,249,543	(308)	

Note 1 – Disputed infringement – Approval granted for reversal.

CONSOLIDATED BALANCE SHEET at 30 September 2017

	31 August 2017	30 September 2017	Movement +ve (-ve)
CURRENT ASSETS			
Cash & Cash Equivalents	4,525,108	1,980,811	(2,544,297)
Trade and Other Receivables	7,420,016	5,983,794	(1,436,222)
Other Financial Assets	18,559,906	21,604,834	3,044,928
TOTAL CURRENT ASSETS	30,505,030	29,569,439	(935,591)
NON CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	268,164,940	266,769,133	(1,395,807)
Other Non-Current Assets	2,966,736	3,196,865	230,129
TOTAL NON CURRENT ASSETS	271,131,676	269,965,998	(1,165,678)
TOTAL ASSETS	301,636,706	299,535,437	(2,101,269)
CURRENT LIABILITIES			
Trade and Other Payables	1,129,973	835,133	294,840
Provisions	589,251	625,300	(36,049)
TOTAL CURRENT LIABILITIES	1,719,224	1,460,433	258,791
NON CURRENT LIABILITIES			
Provisions	321,886	374,407	(52,521)
TOTAL NON CURRENT LIABILITIES	321,886	374,407	(52,521)
TOTAL LIABILITIES	2,041,110	1,834,840	206,270
NET ASSETS	299,595,596	297,700,597	(1,894,999)
EQUITY			
Accumulated Surplus	43,340,932	41,445,933	(1,894,999)
Asset Revaluation Reserve	243,311,730	243,311,730	0
Other Reserves	12,942,934	12,942,934	0
TOTAL EQUITY	299,595,596	297,700,597	(1,894,999)

Cash and cash equivalents have reduced by \$2,544,297 due to the investment of term deposits.

Trade and Other Receivables have reduced by \$1,436,222 from 31 August 2017 due to the collection of rates and general accounts receivable. The remaining two instalments are due and payable on the as follows:

- 30 November 2017; and
- 28 February 2018.

Infrastructure, Property, Plant & Equipment has decreased due to depreciation recognised for the first quarter of 2017/18 financial year.

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 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 September 2017 current ratio equalling 20.25.

Current ratio	=	<u>Current Assets (less: Provision for Doubtful debt)</u>		
		Current Liabilities		
	=	<u>29,569,439</u>	=	20.25
		1,460,433		

Net Cash Position	=	29,569,439 – 1,460,433 =	\$28.1 million
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SECTION 2

OPERATING POSITION BY DEPARTMENT

The 2017/18 rates and charges have been applied to properties which is reflected in both Finance and Waste Management year to date revenue totals.

Finance expenses are greater than expected as a result of insurance premiums recognised for the financial year.

Given this is the third month of trading of the new financial year, as would be expected, there has been minimal activity at this stage.

	2017/18 Budget	2017/18 YTD Actual	2017/18 Forecast	Forecast Variance +ve (-ve)
REVENUE				
Finance	8,174,865	7,017,924	8,174,865	0
Information Services	27,500	0	27,500	0
Works	2,467,580	64,881	2,467,580	0
Planning	162,430	2,770	162,430	0
Waste Management	2,986,838	2,823,270	2,986,838	0
Community	79,500	26,731	79,500	0
Regulatory Services	34,000	14,009	34,000	0
TOTAL REVENUE	13,932,713	9,949,585	13,932,713	0
EXPENSES				
Council Leadership	1,071,161	343,732	1,071,161	0
Corporate	466,900	85,349	466,900	0
Information Services	469,156	126,098	469,156	0
Finance	1,522,941	622,255	1,522,941	0
Works	3,112,938	585,363	3,112,938	0
Planning	609,494	162,636	609,494	0
Waste Management	2,828,104	331,041	2,828,104	0
Community	1,285,840	307,561	1,285,840	0
Mobile Workforce	1,226,644	195,217	1,226,644	0
Regulatory Services	376,940	92,079	377,248	(308)
TOTAL EXPENSES	12,970,118	2,851,331	12,970,426	(308)
OPERATING RESULT	962,595	7,098,254	962,287	(308)

Note 1 – Disputed infringement – Approval granted for reversal.

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 September 2017.

	2017/18 Budget	2017/18 YTD Actuals	2017/18 Forecast	Comments	
Data Backup – Business Continuity	16,000	0	16,000	Yet to commence	
Private Roads Strategy	30,000	15,920	30,000	Plan in progress	
Feral Dog Program	10,000	0	10,000	Yet to commence	
Promoting Responsible Dog Ownership	10,000	0	10,000	Yet to commence	
Southport Progress Association Mira Square	5,000	0	5,000	Yet to commence	
Queen's Baton Relay	10,000	0	10,000	Event in planning stage	
Tree Management	30,000	0	30,000	Yet to commence	
Women's Business Network Meetings	10,000	1,490	10,000	OBM Function to be held Monday, 9 October	
Mayoral Robe & Chain	3,000	0	3,000	Yet to purchase	
Asbestos Audits on Reserve Infrastructure	10,000	0	10,000	Project initialised	
Meters on Council Bores	15,000	0	15,000	Yet to commence	
Records Management Improvement	51,000	0	51,000	Project plan developed	
TOTAL	200,000	17,410	200,000		



- On Budget



- Watch Budget



- Outside Budget

Please note, the following two initiative from 2016/17 have continued into the 2017/18 financial year:

- Developer Contribution Plan Review is still currently in progress, scheduled to be finalised in 2017/18;
- Mobile Work Force Shed Project is in progress, scheduled to be finalised by end-of-August 2017 to ensure sufficient time for the design and construction of the Mobile Work Force Shed.
- ICT Improvement Plan is in drafting stage, expected to be finalised by the end of November 2017.

CAPITAL POSITION








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

	2017/18 Budget	2017/18 YTD Actuals	2017/18 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Works	1,547,377	425,447	1,547,377	0	
Waste Management	13,000	2,168	13,000	0	
Planning	763,409	0	763,409	0	
Mobile Workforce	30,000	2,495	30,000	0	

TOTAL REVENUE	2,353,786	430,110	2,353,786	0	
EXPENSES					
Works	3,486,230	105,437	3,486,230	0	
Waste Mgt	305,000	81,749	305,000	0	
Mobile Workforce	380,000	0	380,000	0	
TOTAL EXPENSES	4,171,230	187,186	4,171,230	0	
CAPITAL RESULT	(1,817,444)	242,924	(1,817,444)	0	

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 are awaiting the tender process.

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	30/09/2017	<u>2015/16</u> 1,800,000	1,660,532	1,800,000	-	 Stage 2 - Finalisation
Freds Pass Road Upgrade	31/12/2017	<u>2016/17</u> 1,220,500	84,750	1,220,500	-	 Variation on Design in progress
TOTAL		3,020,500	1,745,282	3,020,500	(1,800,000)	
Projects commencing in 2017/18						
Road Reseal Program	30/11/2017	2,649,404	0	2,649,404	-	 Contract awarded
Re-sheeting of Roads	30/04/2018	400,000	0	400,000	-	 Yet to commence
Shoulder Widening	31/03/2018	300,000	0	300,000	-	 Yet to commence
Safety Rails – Leonino Road	30/04/2018	100,000	88,938	100,000	-	 In Progress
Finn Road Upgrade	30/06/2018	-	28,184	-	-	 \$1.5m Road Upgrade Grant from NTG
TOTAL		3,449,404	117,122	3,449,404	-	



- 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 2016/17 financial year in accordance with the Budget and Municipal Plan.

Recreation Reserve Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2016/17						
FPR - Improvements	31/12/2017	3,000,000	1,156,529	3,000,000	-	 In Progress
TOTAL		3,000,000	1,156,529	3,000,000	-	



- On Budget



- Watch Budget



- Outside Budget

SECTION 3

CASH ON HAND & INVESTMENTS

The table below represents a summary of the Cash on Hand & Investments held by Council at 30 September 2017 and compares the balance to the balance at 31 August 2017.

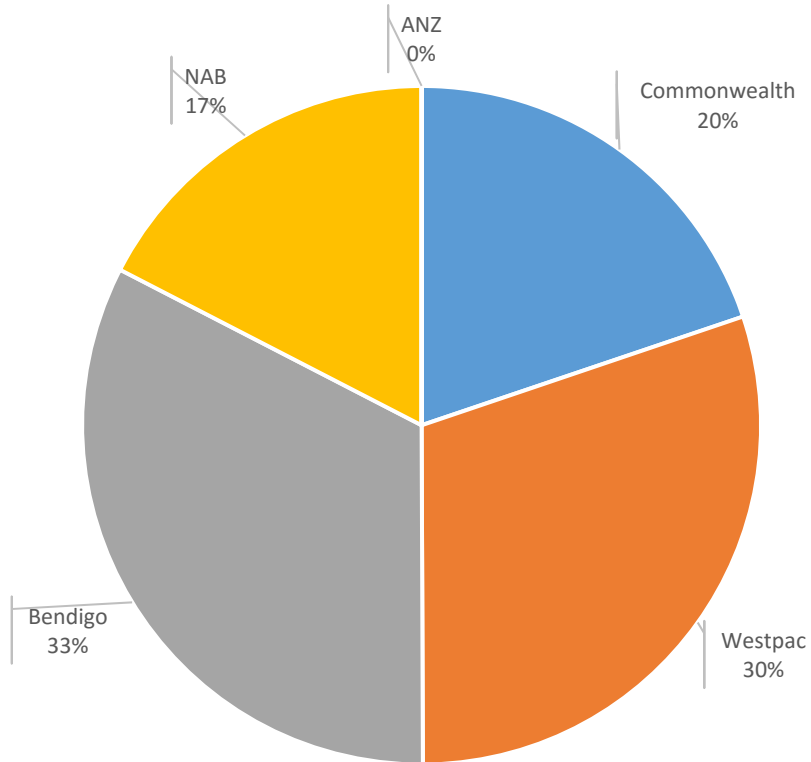
	31 AUGUST 2017	30 SEPTEMBER 2017	VARIANCE	COMMENT
Investments (Incl. Trust Account)	18,141,874	21,186,802	3,044,928	Commencement of New Term Deposits
Business Maxi Account	1,752,608	1,554,120	(198,488)	Commencement of New Term Deposits
Operating Account	2,771,000	355,186	(2,415,814)	Commencement of New Term Deposits
TOTAL	22,665,482	23,096,108	430,626	

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
23/03/2017	1,522,761	210	NAB	2.57%	16/10/2017	22,516
24/02/2017	1,000,000	270	Westpac	2.60%	24/11/2017	19,233
04/12/2016	1,226,128	365	Bendigo	2.75%	04/12/2017	33,719
19/12/2016	1,040,000	365	Bendigo	2.80%	14/12/2017	29,120
26/09/2017	1,000,000	120	NAB	2.53%	24/01/2018	8,318
30/03/2017	1,500,000	365	NAB	2.58%	30/03/2018	38,700
27/03/2017	1,000,000	365	Bendigo	2.65%	27/03/2018	26,500
28/03/2017	1,000,000	365	Bendigo	2.65%	27/03/2018	26,500
26/05/2017	1,545,533	365	Bendigo	2.65%	20/05/2018	40,957
16/06/2017	2,500,000	365	Westpac	2.55%	16/06/2018	63,750
16/06/2017	1,500,000	365	Bendigo	2.80%	10/06/2018	42,000
17/06/2017	227,003	365	Bendigo	2.75%	17/06/2018	6,243
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	1,500,000	365	CBA	2.61%	21/09/2018	39,150
28/09/2017	1,000,000	365	CBA	2.62%	28/09/2018	26,200
30/06/2017	1		Bendigo			Minimum balances in savings account to holding investments
30/06/2017	152		ANZ			
TOTAL INVESTMENTS	21,186,801					517,779

TOTAL FUNDS BY INSTITUTION



FINANCIAL RESERVES

No movement from 30 June 2017.

	Balance at 1 July 2017	Transfer TO	Transfer FROM	Net Movement	Balance at 30 September 2017
Property Reserve	417,192	-	-	-	417,192
Plant and Equipment Reserve	14,796	-	-	-	14,796
Infrastructure Reserve	1,973,238	-	-	-	1,973,238
Developer Contribution Reserve	781,571	-	-	-	781,571
Waste Management Reserve	3,514,577	-	-	-	3,514,577
Election Reserve	25,044	-	-	-	25,044
Disaster Recovery Reserve	790,388	-	-	-	790,388
Strategic Initiatives Reserve	1,147,009	-	-	-	1,147,009
Unexpended Grants and Contributions	4,279,118	-	-	-	4,279,118
TOTAL	12,942,934	-	-	-	12,942,934

SECTION 4

DEBTORS

SUNDRY DEBTORS

Total Sundry Debtors at 30 September 2017 is \$46,144 compared to \$53,437 at 31 August 2017, a reduction of \$7,293.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	\$1,348	\$6,832	\$1,749	\$1,477	\$11,406
Infrastructure	\$0	\$0	\$20	\$32,854	\$32,874
Recreation Reserves	\$874	\$910	\$0	\$80	\$1,864
TOTAL	\$2,222	\$7,742	\$1,769	\$34,411	\$46,144
% of total sundry debtors	4.8%	16.8%	3.8%	74.6%	

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)	\$5,908
Planning Development – awaiting payment prior to clearance	\$20,821
Debtor sent to Debt Collectors	\$2,301
Debtor on Payment Plan	\$1,992
Debtor on Payment Plan	\$1,832
Company under Administration	\$1,462
Paid - 2/10/2017	\$80
Debtor contacted – to pay by 10/10/2017	\$15
TOTAL	\$34,411

Please note, Sundry debtors exclude rate debtors and infringements.

FINES AND INFRINGEMENTS

At 30 September 2017 Council has 97 infringements outstanding with a balance of \$29,276, a decrease of \$38 in outstanding infringements compared to 31 August 2017.

	June 2017	July 2017	August 2017	September 2017
Number of Infringements outstanding	99	96	95	97
Balance of Infringements outstanding	\$29,775	\$29,170	\$29,314	\$29,276

Eighty-nine (89) infringements have been sent to the Fines Recovery Unit (FRU), six (6) infringements have been sent a reminder letter, one (1) infringement has been issued recently and one (1) infringement has been placed on-hold under dispute.

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

OUTSTANDING RATES

The table below is a summary of current year rates raised, collected and outstanding as at 30 September 2017.

	Rates Raised	Rates Collected	Outstanding	% Outstanding
2017/2018	\$9,655,881	\$5,392,545	\$4,263,336	44.15%

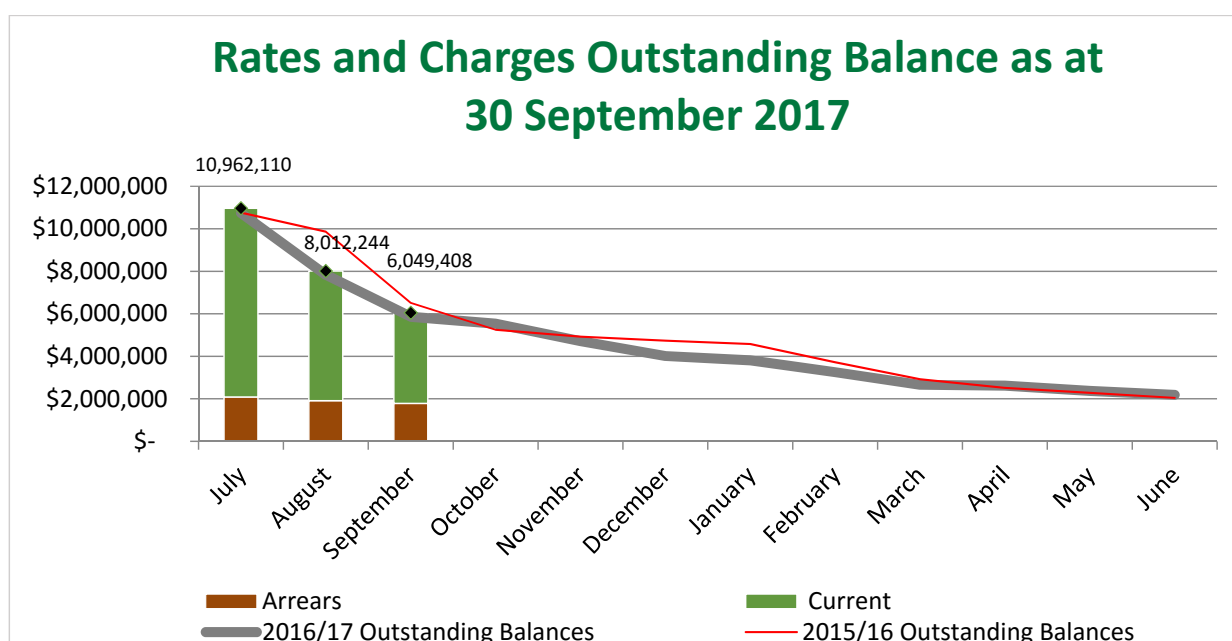
The below table illustrates the split of outstanding rates:

	PRIOR YEAR ARREARS	INSTALMENT 1	INSTALMENT 2	INSTALMENT 3	BALANCE
COMMERCIAL	\$27,682	\$39,774	\$97,182	\$98,289	\$262,927
MINING	\$50,519	\$7,554	\$14,628	\$14,530	\$87,231
NON-RATEABLE MINING	\$546	\$ -	\$ -	\$ -	\$546
NON-RATEABLE WASTE	\$19,476	\$1,163	\$1,163	\$1,164	\$22,966
GENERAL	\$1,612,297	\$586,703	\$1,543,369	\$1,645,170	\$5,387,539
URBAN RESIDENTIAL	\$75,552	\$28,389	\$91,260	\$92,998	\$288,199
TOTAL	\$1,786,072	\$663,583	\$1,747,602	\$1,852,151	\$6,049,408

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 \$121,835 in the month of September.

Initial Rates Notices were sent in late July 2017. Reminder letters were sent to all ratepayers with arrears fourteen (14) days after the first instalment due date, 31 August 2017. Please note that payments received are recorded as per 30 September 2017.






The graph below tracks the total rates owing for the 2017/18 financial year by month and compare 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%		
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources.	>50%		Council's Original Budget for 2017/18 rates coverage ratio is 57%.
Liquidity ratio	>1:1		Current Ratio equals 20.25
Asset sustainability ratio	90%		

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

SECTION 6

CREDITORS PAID

Creditor accounts paid in September 2017 are listed in below.

Cheque No.	Chq Date	Payee	Description	Amount
Payroll 6	13/09/2017	LC Staff	Payroll Fortnight ending 13 September 2017	129,565.65
Payroll 7	27/09/2017	LC Staff	Payroll Fortnight ending 27 September 2017	130,707.68
803.435-01	7/09/2017	COMMONWEALTH BANK OF AUSTRALIA	12 Months Investment at 2.57%	1,044,927.31
807.435-01	28/09/2017	COMMONWEALTH BANK OF AUSTRALIA	12 Months Investment @ 2.63%	1,000,000.00
807.114-01	28/09/2017	NATIONAL AUSTRALIA BANK LTD (NAB)	New 4 Months Term Deposit @ 2.53%	1,000,000.00
803.1137-01	7/09/2017	ALLAN KING & SONS CONSTRUCTION PTY	RFT153 - Anzac Parade Pavement Strengthen	268,174.89
803.374-01	7/09/2017	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld - Pay 4 (16/08/17)	89,673.00
806.132-01	28/09/2017	AIRPOWER NT PTY LTD	Kubota Skid Steer Loader	87,999.00
806.158-01	28/09/2017	NT ELECTRICAL GROUP	RFT150 - Electrical Upgrade Freds Pass Reserve	83,932.75
DD040917	8/09/2017	STATEWIDE SUPERANNUATION PTY LTD	Aug 17 - Superannuation	65,099.84
806.1280-01	28/09/2017	Department of Infrastructure, Planning	2016/17 Valuation Costs	60,858.89
806.280-01	28/09/2017	CITY OF DARWIN	Aug 17 - Shoal Bay Weigh Bridge Charges	53,072.80
805.409-01	21/09/2017	F & J BITUMEN SERVICES PTY LTD	RFT 127 - Supply & Lay Asphalt	47,927.66
805.374-01	21/09/2017	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld - Pay 6 (13/09/17)	43,365.00
806.1231-01	28/09/2017	Crown Equipment Pty Ltd	Forklift for Humpty Doo WTS	37,041.40
805.87-01	21/09/2017	TOP END LINEMARKERS PTY LTD	Road line marking	27,023.54
803.268-01	7/09/2017	BYRNE CONSULTANTS	Private Roads Upgrade	25,503.50
806.409-01	28/09/2017	F & J BITUMEN SERVICES PTY LTD	Road sweeping / Produce Rd Seal	23,735.00
804.514-01	14/09/2017	VEOLIA ENVIRONMENTAL SERVICES	Aug 17 - Transfer of waste to Shoal Bay	23,595.42
805.577-01	21/09/2017	ARJAYS SALE & SERVICE PTY LTD	3 Armadillo traffic counters	18,150.00
804.1022-01	14/09/2017	KPMG	Internal Auditing Services- Permit Approval Process	16,516.50
803.956-01	7/09/2017	IRONWOOD CONSULTING	Jul 17 - Freds Pass Upgrade - Project Mgmt	12,375.00
805.414-01	21/09/2017	TOTAL EXCAVATIONS	Repair driveway	11,448.80
804.14-01	14/09/2017	AUSTRALIA POST	Aug 17 - Dog Registration Forms Mail Out	9,821.24
806.414-01	28/09/2017	TOTAL EXCAVATIONS	Clean drain & under culvert	9,000.20
803.414-01	7/09/2017	TOTAL EXCAVATIONS	Clean under driveway culvert	8,987.00
805.849-01	21/09/2017	WEX AUSTRALIA (PUMA CARD)	Aug 17 - Fuel account	8,840.45
806.187-01	28/09/2017	NORSIGN	Road signs	8,680.93
805.78-01	21/09/2017	POWER & WATER CORPORATION	Howard Park Reserve Lot 315 - 31/5 to 31	8,507.47
804.162-01	14/09/2017	CIVICA PTY LTD	Strategic Asset Management - Annual licence	8,485.00
806.596-01	28/09/2017	AREA9 IT SOLUTIONS - HARDWARE	Trend antivirus for all computers and servers	8,386.46
803.1065-01	7/09/2017	Mrs M H BREDHAUER	Aug 17 - Mayor Allowances	7,747.71
804.748-01	14/09/2017	AGRICULTURAL MECHANICAL SERVICES	Repairs to front diff on tractor	7,562.43

806.1099-01	28/09/2017	DAVE'S MINI DIGGA HIRE	Clean out around headwalls	7,150.00
804.1270-01	14/09/2017	Warfield & Associates Pty Ltd	Fraud Awareness Training Program	7,040.00
806.612-01	28/09/2017	CREMASCO CIVIL PTY LTD	Supply & Install Vehicle Barriers	6,511.43
805.1284-01	21/09/2017	Regional Development Australia	ID online Tool Subscription 2017/18	6,050.00
804.971-01	14/09/2017	MUGAVIN CONTRACTING PTY LTD	Place rock basket to protect drain	6,000.00
805.926-01	21/09/2017	JACANA ENERGY	Power MWF/HDWTS/LC Office/Thorak	5,958.31
806.953-01	28/09/2017	HWL EBSWORTH LAWYERS	Legal Advice - Developer Contribution Plan	5,445.00
805.1175-01	21/09/2017	UNIVERSITY OF TECHNOLOGY SYDNEY	Library Needs Study - 10% Inception	5,331.04
DD260917	29/09/2017	WESTPAC CARDS & DIRECT DEBITS	Sep 17 C/Card Purchases	4,685.51
803.1088-01	7/09/2017	TALENT PROPELLER	Recruitment - Human Resources & WHS Adviser	4,603.50
806.144-01	28/09/2017	ORIGIN	LP Gas Delivery	4,485.85
804.170-01	14/09/2017	NT RECYCLING SOLUTIONS (NTRS)	Aug 17 - Empty recycle bins	4,433.00
805.566-01	21/09/2017	FRIENDS OF THE TAMINMIN LIBRARY	2017/18 Taminmin Library Sponsorship	4,000.00
806.85-01	28/09/2017	TELSTRA	Sep 17 - LC Phone Account	3,825.86
804.515-01	14/09/2017	JC ELECTRONIC SECURITY PTY LTD	Berry Springs WTS - Replace SD card	3,752.84
806.1129-01	28/09/2017	PR Button	Development of the Community Engagement	3,630.00
803.176-01	7/09/2017	ASAP TREE SERVICE	Remove large black wattle & Cut back tree	3,465.00
803.144-01	7/09/2017	ORIGIN	LP Gas Facility Fees	3,238.25
804.1099-01	14/09/2017	DAVE'S MINI DIGGA HIRE	Clean out 2 Culverts	3,190.00
805.183-01	21/09/2017	CHRIS'S BACKHOE HIRE PTY LTD	Aug 17 - Grave Digging	3,168.00
805.596-01	21/09/2017	AREA9 IT SOLUTIONS - HARDWARE	Jul/Aug 17 - IT support & assistance	3,157.00
803.85-01	7/09/2017	TELSTRA	Aug 17 - LC Phone Account	3,049.21
804.1076-01	14/09/2017	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	10% Commission	3,047.59
805.1253-01	21/09/2017	Craig Burgdorf	250 hr service on backhoe at Berry Springs	3,041.53
803.612-01	7/09/2017	CREMASCO CIVIL PTY LTD	Supply and install barriers & bollards	3,031.95
804.995-01	14/09/2017	WILDCAT HOLDINGS (NT) PTY LTD	2 Rubber tracks for Bobcat	2,933.80
803.81-01	7/09/2017	RHO SURVEYS	Survey and setting out of works	2,715.90
803.1062-01	7/09/2017	Mrs L WRIGHT	Aug 17 - Deputy Mayor Allowances	2,704.38
803.1152-01	7/09/2017	Lane Laser Printers PTY LTD	Annual Rate Notices & Newsletter 2017/2018	2,606.18
803.67-01	7/09/2017	JARDINE LLOYD THOMPSON PTY LTD	Risk Management Foundations Project 50%	2,557.50
806.1053-01	28/09/2017	CSG BUSINESS SOLUTIONS PTY LTD	Aug 17 - Monthly rental charges for Photocopier	2,472.46
804.1152-01	14/09/2017	Lane Laser Printers PTY LTD	Envelopes for Annual Rate Notices & Instalments	2,434.40
803.1099-01	7/09/2017	DAVE'S MINI DIGGA HIRE	Clean cross road culvert	2,255.00
806.1076-01	28/09/2017	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	10% Commission	2,233.42
805.690-01	21/09/2017	TOTAL HYDRAULIC CONNECTIONS (NT) Pty	Repair loader ram and hydraulics on tractor	2,166.19
806.690-01	28/09/2017	TOTAL HYDRAULIC CONNECTIONS (NT) Pty	Call out & repair hydraulic lines on Cat	2,053.06
803.78-01	7/09/2017	POWER & WATER CORPORATION	LC water account 18/7/17 - 17/8/17	2,043.08
805.384-01	21/09/2017	Ms C VERNON	Aug 17 - Authority Consulting	1,963.50

806.268-01	28/09/2017	BYRNE CONSULTANTS	MWF Shed - LC Depot Access Design 50% Co	1,925.00
803.867-01	7/09/2017	ALL ASPECTS RECRUITMENT & HR SERVICES	WTS Temp Placement W/E 27/8/17	1,839.34
806.867-01	28/09/2017	ALL ASPECTS RECRUITMENT & HR SERVICES	WTS Temp Placement W/E 17/09/17	1,839.34
805.1100-01	21/09/2017	AUSTRALIAN LOCAL GOVERNMENT ASSOC	2017 National Local Roads & Transport Co	1,780.00
804.867-01	14/09/2017	ALL ASPECTS RECRUITMENT & HR SERVICES	WTS Temp Placement W/E 3/9/17	1,739.18
805.639-01	21/09/2017	CAPTOVATE PTY LTD	Annual web hosting licence, July 2017	1,680.00
805.1076-01	21/09/2017	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	10% Commission	1,598.81
804.522-01	14/09/2017	FARMWORLD NT PTY LTD	Multicoupler for tractor	1,598.00
805.1099-01	21/09/2017	DAVE'S MINI DIGGA HIRE	Clean out around headwalls	1,595.00
803.1068-01	7/09/2017	Mr D S BARDEN	Aug 17 - Councillor Allowance	1,547.05
803.1064-01	7/09/2017	Mrs C M OSBORN	Aug 17 - Councillor Allowances	1,547.05
803.1119-01	7/09/2017	Mr P REEVE	Reimbursement for Airfare	1,534.98
804.1141-01	14/09/2017	Northern Ground Maintenance	Aug 17 - Lawn mowing, Howard Park Reserve	1,479.50
806.1141-01	28/09/2017	Northern Ground Maintenance	Aug 17 - Mowing services Howard Park Res	1,479.50
803.806-01	7/09/2017	ZIPPY CLEANING & MAINTENANCE SERVICES	Aug 17 - Cleaning of Litchfield Council	1,377.99
803.1063-01	7/09/2017	Miss K J HUNT	Aug 17 - Councillor Allowances	1,349.64
805.731-01	21/09/2017	Vocus Communications (Amcom Pty Ltd)	Oct 17 - Supply of Amcom fibre to Council	1,329.40
804.820-01	14/09/2017	CONSOLIDATED BEARING COMPANY	Various bearings for tractors	1,277.95
804.850-01	14/09/2017	HUMPTY DOO DEVELOPMENTS PTY LTD	MWF shed - Insurance reimbursement	1,134.14
804.926-01	14/09/2017	JACANA ENERGY	Jul 17 - HSWTS and HPR Power	1,091.26
806.1023-01	28/09/2017	AUSLINE ENGINEERING	Repairs to tractor	1,056.00
804.928-01	14/09/2017	RSEA PTY LTD	MWF Protective wear	1,004.24
805.1088-01	21/09/2017	TALENT PROPELLER	Vacancy advert in the Local Govt Jobs Directory	979.33
805.22-01	21/09/2017	IRON MOUNTAIN AUSTRALIA PTY LTD	Aug 17 - Record Management	978.51
806.928-01	28/09/2017	RSEA PTY LTD	MWF Protective wear	971.70
805.367-01	21/09/2017	BUNNINGS GROUP LIMITED	Aug 17 - Powerpass Hardware Account	955.20
806.1211-01	28/09/2017	Mr G S MAYO	Weekend pound cleaning & feeding July	900.00
803.599-01	7/09/2017	WELDING & MAINTENANCE SERVICES NT	Welding repairs to general bin at Howard WTS	887.00
803.1047-01	7/09/2017	REMOTE AREA TREE SERVICES PTY LTD	Arbonist report - Freds Pass Reserve	880.00
805.296-01	21/09/2017	ALL HOURS PLUMBING	Repair burst copper pipe at Knuckey Lagoon	872.23
805.928-01	21/09/2017	RSEA PTY LTD	MWF Protective wear	860.35
806.1033-01	28/09/2017	1SPATIAL AUSTRALIA PTY LTD	FME annual maintenance renewal for 2017-18	858.00
804.1130-01	14/09/2017	Mair's Only Cleaning	Cleaning at Howard Park Reserve 11/9	848.50
806.1130-01	28/09/2017	Mair's Only Cleaning	Cleaning at Howard Park Reserve 25/9	840.00
B Pay175	14/09/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Registration for Ford Ranger - CC45FT	839.85
B-Pay175	14/09/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Registration for Ford Ranger - CC45FS	839.85
803.436-01	7/09/2017	DELTA ELECTRICS NT PTY LTD	Replace relay & belt on LC office generator	831.85

803.1278-01	7/09/2017	Seek Limited	3 Job Ad Packs	825.00
804.187-01	14/09/2017	NORSIGN	Reduce Speed sign	803.18
804.1088-01	14/09/2017	TALENT PROPELLER	Vacancy adverts in the NT News	781.66
806.97-01	28/09/2017	CLEANAWAY	Aug 17 - Clear cemetery bin	778.36
B Pay176	21/09/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Registration Holden Colorado - CC45WB	737.85
804.51-01	14/09/2017	SOUTHERN CROSS PROTECTION	Aug 17 - Security services of Litchfield	731.42
803.1253-01	7/09/2017	Craig Burgdorf	Service Nissan ute at Berry Springs WTS	689.15
804.815-01	14/09/2017	JEFFRESS ADVERTISING	Tender Ad RFT17-154 Bituminous Resealing	679.55
803.990-01	7/09/2017	A. NOBLE & SON LTD.	Winch rope for compactor	678.70
806.180-01	28/09/2017	AURECON AUSTRALIA P/L	Guidelines review - Variation 1, 35.77%	668.25
804.132-01	14/09/2017	AIRPOWER NT PTY LTD	Bearings & shafts for tractors	656.35
806.385-01	28/09/2017	Mr D B MILNE	Thorak - Bore Repairs	655.60
803.132-01	7/09/2017	AIRPOWER NT PTY LTD	Dynamo/alternator for mower	619.18
805.100-01	21/09/2017	NT PEST & WEED CONTROL	Annual Termite Inspection at Thorak	616.00
803.1254-01	7/09/2017	Tecon Australia Pty Ltd	Freds Pass Reserve - Building Act Site	605.00
803.220-01	7/09/2017	THE BIG MOWER	Loop handle brush cutter	600.20
804.1282-01	14/09/2017	Mrs S M MURRAY	Editing 2016/17 Annual Report	600.00
805.1115-01	21/09/2017	PRIORITY MANAGEMENT AUSTRALIA	Working Smart with Microsoft Outlook	595.00
805.867-01	21/09/2017	ALL ASPECTS RECRUITMENT & HR SERVICES	WTS temp placement W/E 10/9/17	559.35
804.836-01	14/09/2017	ASHDOWN-INGRAM	Air-compressor SD7H15	537.90
00413076	8/09/2017	Landcare NT Inc	Community Initiative Grant 2017/2018	500.00
806.72-01	28/09/2017	LIVINGSTONE RESERVE MANAGEMENT BOARD	Community Grant - 100l weed spray unit	500.00
803.597-01	7/09/2017	THE AUSTRALIAN LOCAL GOVERNMENT JOB	2017 Subscription to Local Govt. Job Directory	489.50
804.1119-01	14/09/2017	Mr P REEVE	Reimbursement of Accommodation	487.28
803.799-01	7/09/2017	WALGA (WA LOCAL GOV)	Position Description classification	484.00
805.453-01	21/09/2017	PRECISION ENGRAVING	Wooden Name Bar - Council Chambers	480.00
803.690-01	7/09/2017	TOTAL HYDRAULIC CONNECTIONS (NT) Pty	Repair hydraulic leaks on Cat backhoe	447.50
806.719-01	28/09/2017	TAX SMART AUSTRALIA PTY LTD	2017/18 Annual Subscription	440.00
804.419-01	14/09/2017	IMAGE OFFSET	Elected Member Induction Booklets	437.80
806.1031-01	28/09/2017	LP AIRCONDITIONING PTY LTD	Re-wire power and data cables	434.32
804.806-01	14/09/2017	ZIPPY CLEANING & MAINTENANCE SERVICES	Aug 17 - Cleaning services for the Thorak	411.66
805.455-01	21/09/2017	MINI-TANKERS AUSTRALIA PTY LTD	Aug 17 - Diesel fuel for Truck & Equipment	408.97
804.134-01	14/09/2017	FIGLEAF POOL PRODUCTS	Water testing - Thorak Cemetery	401.00
806.1018-01	28/09/2017	TYREPLUS COOLALINGA	Repair flat tyre for trailer	400.00
B-Pay177	28/09/2017	Brighton Council	Shared Services - Licences Apr to Jun 2017	393.16
806.1286-01	28/09/2017	IPAA Victoria (Institute of Public Administration)	Membership - Victorian Fellow 2017/18	360.00
806.1096-01	28/09/2017	SUNTER ROAD TRANSPORT & AUTO	install air-con compressor & re-gas	360.00
805.326-01	21/09/2017	EYESIGHT SECURITY P/L	Aug 17 - Security and patrol at Thorak Cemetery	357.50

805.653-01	21/09/2017	GOLD MEDAL SERVICES (NT) PTY LTD	Repair the Urn in the Finance Kitchen	351.53
804.885-01	14/09/2017	HUMPTY DOO DIESEL	Replace clutch master cylinder on truck	346.30
804.671-01	14/09/2017	BURSON AUTOMOTIVE PTY LTD (COOLALINGA)	Diesel & hydraulic oils for machines	336.30
804.126-01	14/09/2017	WATER DYNAMICS (NT) PTY LTD	Howard Park Reserve - Irrigation repairs	332.62
803.789-01	7/09/2017	TAP & DRAIN DOCTOR NT	Replaced piezo electrode on BBQ at KLR	331.03
804.828-01	14/09/2017	HOWARD SPRINGS VETERINARY CLINIC	Zolotil for tranquiliser dart rifle	317.70
803.577-01	7/09/2017	ARJAYS SALE & SERVICE PTY LTD	Set 2 Speed check signs at Howard Springs	317.31
00413079	13/09/2017	Litchfield Council Petty Cash	P/Cash	315.30
B-Pay176	21/09/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Front Deck Mower Rego - CC44JN	312.60
806.220-01	28/09/2017	THE BIG MOWER	Hustler mower parts - Belt	301.55
805.1142-01	21/09/2017	OfficeMax Australia Ltd	Toilet paper, hand towel & stationery	295.70
804.1031-01	14/09/2017	LP AIRCONDITIONING PTY LTD	Repair lights at LC Office	288.00
00413081	21/09/2017	Litchfield Council Petty Cash	P/Cash - Cemetery	287.80
805.616-01	21/09/2017	PALMERSTON & RURAL PARTY HIRE	Hire of Equipment - Inauguration of Council	285.00
805.1008-01	21/09/2017	OUTBACK BATTERIES P/L	Tractor battery & solar panel charger kit	283.45
804.1202-01	14/09/2017	Chianti & Coffee Cafe	Catering - Council/Waste Meeting April 2	281.60
804.1186-01	14/09/2017	Advanced Safety Systems Australia	Sep 17 - ASSA membership WHS subscription	273.90
803.790-01	7/09/2017	BOBTOW TILT TRAY SERVICES	Transport abandoned vehicle	264.00
805.817-01	21/09/2017	TERRITORY DOOR SERVICES	Thorak - Annual service of workshop shut	264.00
805.187-01	21/09/2017	NORSIGN	25 x core flute signs	261.25
DD220917	25/09/2017	SE RENTALS PTY LTD	Sep 17 - Cemetery Copier Lease	260.79
804.3-01	14/09/2017	COMM8 (COMBINED COMMUNICATIONS)	Sep 17 - Tracking System Data Access	255.20
805.1283-01	21/09/2017	Local Government Professionals	2017/18 Membership Fee	250.00
806.1058-01	28/09/2017	LOCAL GOVERNMENT PROFESSIONALS AUST	2017/18 LG Professionals Membership Fee	250.00
805.886-01	21/09/2017	Mr R J FREEMAN	Remove tyres from rims & valves from gas	240.00
805.565-01	21/09/2017	CURBY'S (NT) PTY LTD	Name Badge Magnet & Overlay - Mayor & Councillors	237.60
804.61-01	14/09/2017	GREENTHEMES INDOOR PLANT & HIRE	Aug 17 - Indoor plant hire	233.50
805.36-01	21/09/2017	BRIDGE TOYOTA	Service 10,000km Hilux Ute	219.92
803.1147-01	7/09/2017	Ms V K HARDY	Reimbursement for mower battery, oil & fuel	217.50
805.508-01	21/09/2017	EASA	Aug 17 - One EAP Counselling Session	193.60
803.300-01	7/09/2017	DARWIN OFFICE TECHNOLOGY P/L	Printer cartridge for Howard Springs WTS	192.81
806.78-01	28/09/2017	POWER & WATER CORPORATION	Humpty Doo WTS Water 5/8 to 6/9/17	192.37
803.928-01	7/09/2017	RSEA PTY LTD	Safety boots & safety glasses	184.07
805.1285-01	21/09/2017	Ms R KIRBY	Refund - PA2014/0764 maintenance bond	175.20
804.56-01	14/09/2017	COLEMANS PRINTING PTY LTD	500 Business Cards	170.50
803.1157-01	7/09/2017	RICHMOND WHEEL & CASTOR	4 68L Containers with lids	167.20
803.855-01	7/09/2017	TENDERLINK	Public Tender Ad - RFQ Library Needs Study	165.00
804.855-01	14/09/2017	TENDERLINK	Public Tender Advertising	165.00
804.1142-01	14/09/2017	OfficeMax Australia Ltd	Stationery	157.71

806.1215-01	28/09/2017	TIS Music & Events	Hire of mic stand and lectern	152.00
804.874-01	14/09/2017	FIN BINS (VTG Waste & Recycling)	Aug 17 - Clear bin at Howard Park Reserve	151.67
803.914-01	7/09/2017	Mr G A STOCKDALE	Reimbursement for Safety Boots	150.00
B-Pay174	7/09/2017	SENSIS PTY LTD	Aug 17 - Monthly Sensis Advertisement	145.31
803.565-01	7/09/2017	CURBY'S (NT) PTY LTD	Plaques & Engraving	136.95
803.1133-01	7/09/2017	NT Water Filters	Aug 17 - Water for Foyer	124.80
805.226-01	21/09/2017	BARNYARD TRADING PTY LTD	5 Aluminium litter tongs	124.03
804.52-01	14/09/2017	DYNAMIC SIGNS & ENGRAVING	Update Honour Board	121.00
803.1264-01	7/09/2017	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Disposal of large dog carcass	110.00
804.565-01	14/09/2017	CURBY'S (NT) PTY LTD	Name Badges with Magnet and Acrylic Over	99.00
804.876-01	14/09/2017	NT ICE	30 bags of ice	99.00
804.968-01	14/09/2017	NT FASTENERS PTY LTD	500 fine thread 32mm metal tek screws	87.93
803.165-01	7/09/2017	THINK WATER	Irrigation pipe & sprinkler for HDWTS	87.89
804.1245-01	14/09/2017	Rural Rubbish Removal	Aug 17 - Empty bins at Knuckey Lagoon Reserve	66.00
804.950-01	14/09/2017	METROCOUNT (MICROCOM P/L)	6V Welded Battery Pack for Traffic count	57.20
803.1040-01	7/09/2017	SUPER CHEAP AUTO	4 Post hole shovels	55.72
806.855-01	28/09/2017	TENDERLINK	Tender Ad - RFT17-154 Bituminous reseals	55.00
805.30-01	21/09/2017	TERRITORY SPRINGWATER PTY LTD	Supply of 4 x 15 Litre water bottles	42.00
803.1250-01	7/09/2017	Identitech Pty Ltd	Authorised Officer Photo ID Cards	40.70
805.1167-01	21/09/2017	Mrs T SALAU	Reimbursement for Induction lunch	38.90
806.300-01	28/09/2017	DARWIN OFFICE TECHNOLOGY P/L	Aug 17 - Photo copier printing charges	34.01
806.189-01	28/09/2017	HD ENTERPRISES P/L (HD PUMP SALES)	2-Gal pipe tees	33.30
806.1287-01	28/09/2017	Corporate & Strategic Services, Dep	Commission Adjustment	31.87
803.30-01	7/09/2017	TERRITORY SPRINGWATER PTY LTD	3 X 15 Litre water bottles	31.50
803.189-01	7/09/2017	HD ENTERPRISES P/L (HD PUMP SALES)	9V Battery for equipment	12.95
805.189-01	21/09/2017	HD ENTERPRISES P/L (HD PUMP SALES)	Clips	6.95
TOTAL				\$4,608,568.98

CREDIT CARD TRANSACTIONS

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

STAFF MEMBER	COST CODE	DETAILS	GROSS	GST
Kaylene	3121.355.638	Amnet Broadband Internet connection	\$63.85	\$5.80
Conrick	3130.350.500	Stationery - EM Induction Manual	\$116.00	\$10.55
Chief	W4084.302	Taxi Fare PD course for CEO	\$25.83	\$2.24
Executive	3000.375.527	iPhone Charger	\$55.00	\$5.00
	W4084.301	Accommodation refund	\$(299.65)	\$(27.24)

Deborah	3030.350.414	Catering - Community Focus Group Community Engagement Strategy (CES)	\$2.20	\$0.20
Branson	3030.350.414	Catering - Community Focus Group- CES	\$32.89	\$ -
Executive	W4450.301	Catering - Procurement Training	\$177.00	\$16.09
Assistant	3020.330.620	Incidentals - Meeting rooms	\$173.25	\$15.75
	3700.350.602	Facebook Advertising	\$16.24	\$1.48
	W4450.301	McArthur – Monthly LIFE APP Staff Survey	\$165.00	\$15.00
	3130.350.500	Stationery - Induction Manuals	\$303.19	\$27.57
	3020.330.620	Catering - Councillor Briefing	\$88.20	\$8.02
	3020.330.500	Batteries - Chambers	\$10.00	\$0.91
	3020.330.620	Milk - Chambers	\$2.80	\$ -
	3700.341.669	Convention Cards & Lanyards - Litchfield Women in Business	\$169.40	\$15.40
	3020.340.672	Frames - Coat of Arms & Queen	\$63.80	\$5.80
	3020.330.620	Catering - Special Council 13/9	\$175.12	\$15.92
	3020.330.620	Catering - Special Council 13/9	\$86.79	\$ -
	3050.310.644	Catering - Risk Management Workshop	\$184.50	\$16.77
	3020.330.500	Vision 6 Councillor Bulletin	\$9.90	\$0.90
	3020.330.620	Catering - Council Meeting	\$26.18	\$2.38
	3020.330.620	Catering - Council Meeting	\$31.53	\$ -
Karina Gates Finance Manager	3130.350.600	Postage Stamps	\$600.00	\$54.55
David	W4322.120	Vehicle Service	\$271.10	\$24.65
Kingston	4040.310.644	Air Fare - Animal Mgt. Conf. (Regulatory Services)	\$612.02	\$55.64
Director of	4040.310.644	Air Fare - Animal Mgt. Conf. (Regulatory Services)	\$612.02	\$55.64
Infrastructure & Operations	W4330.302	DCC Parking – Director of Infrastructure	\$5.00	\$0.45
Sharon McTaggart Senior Ranger Supervisor	4040.375.525	Dog pound equipment	\$100.55	\$9.14
Glen Byrnes	3410.350.515	Staff amenities – Kitchen products	\$2.20	\$ -
Waste	3410.350.515	Staff amenities – Cleaning products	\$16.00	\$1.45
Manager	3410.350.515	Staff amenities – Kitchen products	\$11.81	\$1.07
	3410.350.515	Staff amenities - Kitchen products	\$42.00	\$ -
	3410.350.515	Staff amenities - Cleaning products	\$14.30	\$1.30
	3410.350.515	Staff amenities - Cleaning products	\$7.35	\$0.67
Justin Dunning MWF Manager	W4547.72	Pipes & bends to rectify stormwater issue	\$664.14	\$60.36
Total			\$4,637.51	\$403.47

Links with Strategic Plan

Priority # 4 – A vibrant economy

**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 October 2017

15 Officers Reports

- 15.1 Executive Services Quarterly Performance Report Jul-Sep 2017
- 15.2 Infrastructure & Operations Quarterly Performance Report Jul-Sep 2017
- 15.3 Community & Corporate Quarterly Performance Report Jul-Sep 2017
- 15.4 2017 Palmerston and Rural Seniors Fortnight Festival Evaluation Report
- 15.5 Rates Concession Policy FIN06
- 15.6 Community Representative Appointments to Humpty Doo Rural Activity Centre Area Plan Community Advisory Group
- 15.7 Review of Regulatory Services Policies
- 15.8 Place Names – Revised Names for 105 Trippe Road Subdivision
- 15.9 INF01 Asset Management Policy
- 15.10 Waiving of Green Waste Deposit Fees for November 2017-20
- 15.11 October 2017 Summary Planning and Mining Report
- 15.12 LGANT Nomination of Delegates – correction to previous report
- 15.13 Proposed Upgrade to William & Carveth Roads, Berry Springs
- 15.14 FIN09 Risk Management and Audit Committee Policy and Appointment of the Independent Chair



COUNCIL REPORT

Agenda Item Number:	15.1
Report Title:	Executive Services Quarterly Performance Report Jul - Sep 2017
Report Number:	17/0026
Meeting Date:	18/10/2017
Attachments:	Nil

Purpose

The quarterly Executive Services performance report, for the period of July to September 2017, is presented to Council for noting.

Summary

The Executive Services quarterly performance report is provided for the three months ending September 2017 and covers broadly the activities carried out in the Executive Services Department.

Recommendations

THAT Council receives and notes the Executive Services Quarterly Performance report for the period July to September 2017.

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	TOTAL	2017/18
Mayor	3	3	3	3
Councillor Hunt	3	3	3	3
Councillor Barden	3	3	3	3
Councillor Simpson (formerly Osborn)	3	3	3	3
Councillor Wright (up to 13/9/17)	3	2	2	2
Councillor Salter (as of 13/9/17)	3	1	1	1

SPECIAL COUNCIL MEETING ATTENDANCE	HELD	ATTENDED	TOTAL	2017/18
Mayor	2	2	2	2
Councillor Hunt	2	2	2	1
Councillor Barden	2	2	2	2
Councillor Simpson (formerly Osborn)	2	2	2	2
Councillor Wright (up to 13/9/17)	2	1	1	1
Council Salter (as of 13/9/17)	2	1	1	1

COUNCIL RESOLUTIONS	THIS PERIOD	2017/18
Resolutions of Council	70	70

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

Next Risk & Audit Committee scheduled 10 October 2017

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

CONFERENCES, TRAINING AND DEVELOPMENT	EVENT	DATES	2017/18 IN \$
Mayor	Australian Women's Leadership Symposium 2017	02/08/2017	\$0 - Funded from 2016/17
Cr Hunt	Australian Women's Leadership Symposium 2017	02/08/2017	\$0 - Funded from 2016/17
Cr Simpson (formerly Osborn)	Australian Women's Leadership Symposium 2017	02/08/2017	\$0 - Funded from 2016/17

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

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

REVIEWABLE DECISIONS	RECEIVED	SUCCESSFUL	UNSUCCESSFUL	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
Local Government Shared Services	19/07/2017	1718/026
TOTAL FOR FINANCIAL YEAR		1

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

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

CIVIC EVENTS	DATE	LOCATION	PERSONS	TOTAL
Council Inauguration	13/09/2017	Council Chambers	50	1
TOTAL FOR QUARTER				1
TOTAL FOR YEAR				1

CITIZENSHIP CEREMONIES	DATE	LOCATION	NUMBER OF PEOPLE	NUMBER OF CEREMONIES
Australian Citizenship Ceremony			0	0
TOTAL FOR QUARTER			0	0
TOTAL FOR FINANCIAL YEAR			0	0

3 Public Relations

MEDIA -ENQUIRIES & RESPONSES	DATE
Mayors Column – The Sun	04-Jul
Road sign vandalism – Radio	07-Jul
Dogs in Croc Trap – NT News	07-Jul
Mayoral Robe and Chains – NT News	07-Jul
Dog Registration – NT News	10-Jul
Rates for Coolalinga – ABC Radio	18-Jul
Rates for Coolalinga – NT News	20-Jul
Rates for Coolalinga – The Sun	25-Jul
Carveth and Williams Road – ABC Radio	31-Jul
Thorak Regional Cemetery 10% non Litchfield residents – NT News	31-Jul
What is the other in the rates newsletter pie? – ABC Radio	15-Aug
Mayors Column – The Sun	12-Sep
Lease of Council Property Policy – NT News	18-Sep
Dog Registration Media Release – All media	20-Sep
Howard Park Reserve Survey – NT News	26-Sep
TOTAL FOR THE QUARTER	15
TOTAL FOR THE YEAR	15

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
Caretaker Policy	Council	19/07/2017
Code of Conduct for Elected Members	Council	13/09/2017
Casting Vote Policy	Council	13/09/2017
Access to Council Meetings	Council	20/09/2017
TOTAL FOR THIS QUARTER		4
TOTAL FOR YEAR		4

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

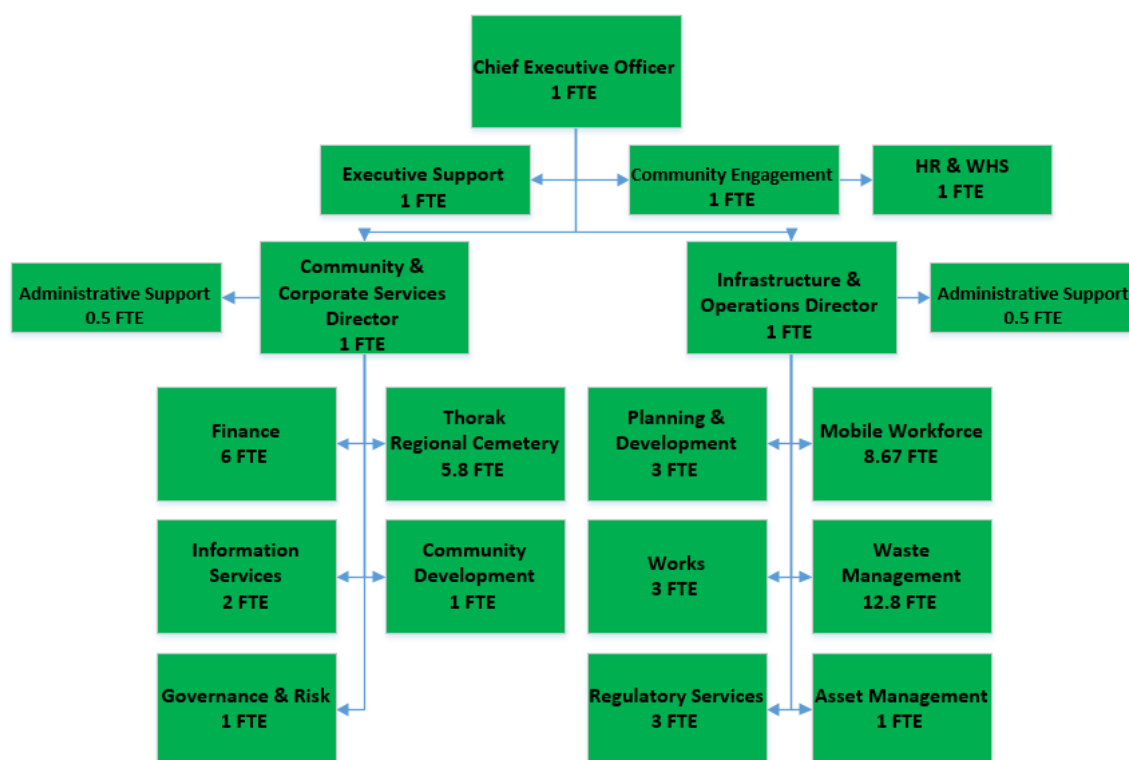
5 Employees

2017/18 STAFFING PLAN

	FINANCIAL YEAR	Qtr 1
DIRECTORATE	BUDGET 2017/18 FTE	Current
Community & Corporate Services	17.3	15.8
Infrastructure & Operations	32.97	31.3
Office of the Chief Executive	4	4
Total full Time Equivalent Staff	54.27	51.1

Current vacancies for the quarter included the two part time 19 hours per week Administrative Assistants, Records Management Officer. The Mobile Work Force wet season casual staff are due to commence in December 2017.

ESTABLISHMENT STRUCTURE



TRAINING

JUL - SEP

Category	Number		
LG Chief Officers Group	4-7 July 2017	Conference	CEO
Procurement Training (in-house)	21 August 2017	Workshop	All Staff
Fraud Prevention and Awareness Training	29/30 August September	Corporate Training	All Staff
Dr. Louise Mahler Presence, Influence & Finding your voice workshop	31 August /1 September 2017	Two-day Workshop	CEO
Company Director's Course - Intensive 5 days	4 – 8 September 2017	Professional Development	Governance & Risk Advisor

STAFF TURNOVER RATE

No staff turnover during the period 1 July 2017 – 30 September 2017

6 Tenders and Contracts

RFT 125 – Supply of Road furniture was extended for a further 12 months from 5/09/2017. This is the final extension and will go back to open tender in 2018.

RFT 126 – Pavement Marking was extended for a further 12 months from 5/09/2017. This is the final extension and will go back to open tender in 2018.

RFT 127 – Maint road network Bituminous surfaces was extended for a further 12 months from 5/09/2017. This is the final extension and will go back to open tender in 2018.

TENDERS	VALUE	NUMBER	WINNER	RESOLUTION
SHOULDER REPAIRS TO VARIOUS ROADS PRIOR TO RESEAL	\$413,962	T17-152	ALLAN KING & SONS	Awarded under CEO's Delegation
LITCHFIELD COUNCIL RESEAL VARIOUS ROADS	\$1,534,601	T17-154	FULTON HOGAN	1718/062

7 Litchfield Women in Business Network

COMMITTEE MEETINGS WITHIN THE QUARTER

Meeting held 17 July 2017	Council Chambers
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FUNCTIONS WITHIN THE QUARTER

Nil

8 Key Performance Indicators

PLANNING & DEVELOPMENT

	Unit	Target
Comments submitted on applications	% of total applications	>95%
Issue works permits associated with a Development Permit	Days	<5
Issue clearances for development	Days	<10

WORKS

	Unit	Target
Works (Operating) Program - as adopted completed in timeframes	%	>90
Works (Capital) Program - as adopted completed within agreed timeframes	%	>90
Drainage / roads meet a condition rating of satisfactory or above	%	>75
Emergency works response mobilised	Time	<48 hours

MOBILE WORK FORCE (MWF)

	Unit	Target
Vegetation slashing and mowing of 900kms of road network (equivalent to 7,200kms per round) before July fire bans	Rounds	2
Fire breaks and road reserves slashing of 1000kms within Council excised land	Kms	>75%
Replace non-compliant signs in the signage program to Australian standards	Number	100%
Reduce lost time due to plant & equipment breakdown	Lost Hours	<20
Plant serviced within 3 days of service due date	%	100%
Weed spraying roadside furniture (signs, guide posts, culverts power poles and pits)	Litres	150,000
Target Gamba grass and classified weeds		
900km road verges and 1000km excised lands		

WASTE MANAGEMENT

	Unit	Target
Waste tonnage transferred to Shoal Bay	Tonnes	<10,000
% of green waste received that is on-sold as mulch	Tonnes	>80%
Community Education Programs	No.	2

REGULATORY SERVICES

	Unit	Target
Number of dogs registered	Number	>5000
Investigations completed within 14 days	%	>90%
Responsible Dog Ownership educational /promotional material		Developed & Published
Dog Awareness Education program delivered to primary schools annually	Number of schools	>2 per year
Animal Management Strategy		Developed

FINANCE

	Unit	Target
Compliance with management, statutory and regulatory budgeting and reporting	%	100
Current years rates outstanding as at 30 June 2018	%	<5%
Rates coverage ratio -lowering Council's dependency on government grants and other funding sources.	%	>50%
Liquidity ratio		>1:1
Asset sustainability ratio	%	90%

INFORMATION SERVICES

	Unit	Target
Compliance – Incoming documents entered into records management system	Days	<1 day
Staff using records management system	%	>80
Acknowledgment of the lodgement of Technology Issue	Days	<1Days
Timely Resolution of Technology Issues. - Category 1 Urgent	Days	<2Days
Timely Resolution of Technology Issues. - Category 2 Moderate	Days	<5Days
Timely Resolution of Technology Issues. - Category 3 Non-Urgent	Days	<15Days

COMMUNITY SERVICES & COMMUNITY DEVELOPMENT

	Unit	Target
Grants Acquitted within agreed timeframes	%	100
Annual Community Grants awarded	Number	6
Community events and programs supported	Number	4

HUMAN RESOURCES and WORK HEALTH & SAFETY

	Unit	Target
Staff Turnover rate	%	<20
Organisational Development Initiatives	Number	3
Professional Development Training for each staff	Number	<1

GOVERNANCE & RISK

	Unit	Target
Compliance with legislative requirements as per Department of Local Government Compliance Checklist (DOLG)	%	100
Risk Management Audit Committee Meetings	Number	4
Internal Audits conducted as defined in the Annual Internal Audit Program	Number	3
Governance & Risk Management Framework	Documented	Complete

THORAK REGIONAL CEMETERY

	Unit	Target
Compliance with cemetery regulations	%	100
Achievement of Operational Budget	%	100

COUNCIL LEADERSHIP

	Unit	Target
Develop a Professional Development Program for Councillors	Number	>2
Annual Community Survey	Number	1
Community Perception of Safety from Council's Annual Community Survey	%	>70
Overall Community Satisfaction from Council's Annual Community Survey	%	>60
Media response timeframe	Number	<24hours

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 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:	15.2
Report Title:	Infrastructure and Operations Quarterly Performance Report Jul-Sep 2017
Report Number:	17/0027
Meeting Date:	18/10/2017
Attachments:	Nil

Purpose

The Infrastructure and Operations Quarterly Performance Report for the period of July to September 2017 is presented to Council for noting.

Summary

For the period July to September 2017 the Infrastructure and Works Directorate continued with work in progress from the previous financial period and commenced several new initiatives. Notable activities were:

- **Infrastructure** – tenders awarded for Anzac Parade upgrade, Freds Pass Sport and Recreation Reserve Centre Road, annual shoulder repairs and road reseals. Council's Asset Officer commenced in July and has commenced an Asset Policy and an Asset Management Plan for Thorak Regional Cemetery.
- **Waste** – September 2017 figures are not included in this report and will be included in the Oct – Dec 2017 Quarterly Report.
- **Mobile Workforce** – MWF is in transition from the slashing and weed spraying program to machine maintenance and reconfiguration of vehicles due to the change in season.
- **Planning** – Planning Scheme Amendment for the Howard Springs Rural Activity Centre received.
- **Regulatory Services** – Council's new dog management by-laws came into effect in July with a pleasing response to dog registration.

Recommendation

THAT Council receives and notes the Directorate of Infrastructure and Operations Quarterly Performance Report for July to September 2017.

Background

The Infrastructure and Operations team comprises the Director Infrastructure and Operations and a team of 32.97 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

Gravel Roads:

- One dry grading round was completed this quarter.
- Carveth Road and William Road – instead of a standard dry grade, a grade / water / roll was undertaken to try to control dust.

Sealed Roads:

- 29 tonnes of patch have been used for potholes and edge patching throughout the municipality.
- Bitumen profiling has been completed at four locations using 46.5 tonne of asphalt.
- 685m of footpath / bicycle path on Whitewood road has been resealed from Hamilton road towards Hillier road.
- Installation of bollards: bollards were installed on Hicks Road and Rogers Road and have been replaced three times due to vandalism. Bollards have also been installed on the corner of:
 - Trippe Road and Goode Road
 - Carruth Road and Coral Road
 - Sunter Road and Coral Road
 - Girraween Road and Daniel Circuit
 - Girraween Road and Compigne Road
 - Hicks Road.
- Installation of Kerbing: Kerbing was installed at two locations.
- Driveway repairs: Approximately 13 driveway accesses have been repaired, this is ongoing.
- Table drains: were cleaned out removing built up silt at approximately 33 locations with this work continuing
- Driveway and Cross Road Culvert cleanouts. Approximately 5 driveway access culverts and cross road culverts have been desilted. This work is ongoing.

Major Projects

1. Projects:

- RFT 153 – Anzac Parade: Pavement strengthening and widening – Tender was awarded to Allan King & Sons on 01/06/2017 and due for completion end of September.
- RFT 152 – Shoulder Repairs to Various Roads prior to reseal – Tender was awarded to Allan King & Sons on 21/09/2017.
- RFT 154 – Reseal to various roads – Tender was awarded to Fulton Hogan on 21/09/2017.
- RFT 135 – upgrade to Freds Pass Reserve Centre Road – Tender was awarded to Allan King & Sons on 24/07/2017

Key Performance Indicators

Potholes repairs maximum dimension below 300mm, within 5 days

Achieved 100%

Isolated Pavement failures when damage is below 100mm.	Achieved 100%
Emergency Response to be mobilised from the moment that Council takes appropriate notice, within 1 hour.	No Requests

Planning

Statutory Planning

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

Application Type	Received	2017/18
Animal Boarding	0	0
Change of Use	0	0
Clearing of Native Vegetation	0	0
Consolidation	0	0
Educational Establishment	0	0
Excavation and Fill	0	0
Extension of time	0	0
Home Occupancy/Contracting	0	0
Independent Unit	1	1
Industry	0	0
Medical Centre	1	1
Multiple Dwelling	0	0
Office	0	0
Other	6	6
Restaurant	0	0
Service Station	0	0
Shed	0	0
Shop	0	0
Shop and Office	0	0
Shop, Office and Restaurant	0	0
Showroom Sales	0	0
Single Dwelling	4	4
Subdivision	3	3
Subdivision and Consolidation	0	0
Undefined Use	0	0
Unit Title Subdivision	0	0
Variation	0	0
Warehouse	0	0
Total	15	15

Notable statutory planning issues during the quarter were:

- Concurrent application to rezone and subdivide 94 Stockwell Road, Blackmore.
- Development Application for a Medical Clinic and Shop proposed at 3 Skewes Street, Humpty Doo. The Medical Clinic is for a Danila Dilba indigenous health clinic.

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
Rezoning	1	1
Planning Scheme Amendment	1	1
Other	0	0
Total	2	2

Notable strategic planning issues during the quarter were:

- Concurrent application to rezone and subdivide 94 Stockwell Road, Blackmore.
- One Planning Scheme Amendment (PSA), which was lodged by the NT Planning Commission was received for the Howard Springs Rural Activity Centre Area Plan. This application was heard at a public hearing also run by the NT Planning Commission on 4 October 2017 at Whitewood Hall. The Minister will make a decision on this application.

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
Mining Lease	3	3
Mining Permit	16	16
Other	0	0
Total	19	19

Other notable planning and development matters:

- Road closure and reopening on Beaumont Road as a part of the 110 Freds Pass Road subdivision. The road closure was required to construct two new intersections and underground services.

Key Planning Performance Indicators

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

Waste

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

Waste Types	Howard Springs	Humpty Doo	Berry Springs	Quarter Total*	Annual 2017/18
Land Fill Waste Shoal Bay (t)	343.37	712.32	302.72	1,358.41	1,358.41
Batteries (t)	3.95	7.21	2.2	13.36	13.36
Recyclables	0	0	0	0	0
Cardboard (m ³)	306	453	273	1032	1032
Cardboard (t)	8.672	12.003	7.869	28.544	28.544
Co-mingle (m ³)	85.5	164.1	72	321.6	321.6
Co-mingle (t)	7.044	12.378	5.794	25.216	25.216
Construction Waste (tonnes)	0	51.69	0	51.69	51.69
Domestic vehicle (vehicles)	12156	12744	0	24,900	24,900
Green waste ute or trailer (m ³)	333	225	0	558	558
Green waste commercial (t)	0	71.56	0	71.56	71.56
Mulch Sales (m ³)	398	367	20.5	785.50	785.50
Non-Litchfield Residents (users)	9	25	0	34	34
Shoal Bay Deliveries (trucks)	50	72	40	162	162
Scrap Metal (t)	49.5	99.54	67.5	216.54	216.54
Used Oil (litres)	5600	7900	0	13,500	13,500
White Goods (tonnes)	7.5	14.2	0	21.7	21.7
Wood Mulch Sold (m ³)	25.5	694.5	0	720	720
Crushed Concrete (t)	0	37	0	37	37
Tyres	0	138	0	138	138
Cash for Cans	2.21	6.31	0	8.52	8.52

**The September 2017 figures were not available and so are excluded from this table. These will be provided in the Oct – Dec 2017 Quarterly Report.*

Comparative Analysis

Waste Types	2015/16	2016/17	2017/18 Estimate	Comparison with 2016/17
Landfill waste Shoal Bay (t)	9,408.02	8,687.81	8,150	6.6% decrease
Batteries (Pallets)	100.33	108.66	80.16	26.2% decrease
Recyclables	0	0	0	NA
Cardboard (t)	173.73	131.38	171.264	30.4% increase
Co-mingle (t)	119.25	221.71	151.30	31.7% decrease
Mulch sales (m3)	3885.5	4,311	4713	Fully sold
Scrap metal (t)	1,219.42	1,188.79	1,299.24	9.3% increase
Used oil (L)	5,1154	53,893	81,000	Significant increase
White goods (t)	108.6	105.3	130.2	23.6% decrease

Key Performance Indicators – not available this quarter due to unavailability of some data.

Mobile Workforce

This quarter the MWF transitioned from the slashing and weed spraying program to litter collection as well as machine maintenance and reconfiguration of vehicles to accommodate to the requirements of intense sign and guidepost installation.

Litter Collection

MWF completed litter collection along 28 of Council's arterial roads with some bulk collections on Council owned land and road network. From the 28 roads 384 x 120L bags were filled, this does not include tyres and other bulk items that we collected.

Signs and Guide Posts

MWF carried out a sign audit noting sign conditions and missing signs that are required as per the Australian Standards. The list produced was then processed with the Road Network Managers approval. The team have now begun the installation program with 334 signs to be installed. Unfortunately, 60 of these were due to Vandalism. Our records indicate that there have been 2440 guideposts installed and a further 724 straightened.

Mowing and Slashing

A final cut was carried out at areas within Knuckey Lagoon as six firebreaks that were too wet in previous weeks. Additionally, there were a few other slashing jobs in drains at various locations for the same reason. The MWF also carried out brush-cutting tasks along targeted drains that are inaccessible for machines at various locations.

Other Tasks

- Scheduled plant and vehicle servicing was undertaken.
- A variety of odd jobs from the CRM system and internal requests.
- Council yard mulch, prune and retic repairs along with fortnightly mowing.
- Blowing/sweeping bike paths at Girraween Road roundabout and the Grange paths.
- Traffic count program - installing and removing equipment

Key Performance Indicators

Slashing and spraying	On target
Litter collection (as required)	Achieved
Signs	50% achieved

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 responsible dog ownership and compliance.

A total of 90 dogs were impounded for the quarter with 50 of those being released to their owners, 24 transferred to PAWS Darwin, 11 to the RSPCA for re-homing and 5 requiring euthanasia.

Other Regulatory Services activities include dealing with abandoned vehicles, feral dog management, removal of deceased domestic dogs from public areas and less frequent issues such as wandering animals (other than dogs).

Item	Jul-Sept 2016	Apr-Jun 2017	Jul-Sept 2017	Total 2017/18
Dogs at large	97	95	87	87
Dog menacing animals	4	2	5	5
Dogs attacking animals	19	10	16	16
Lost Dogs	38	28	41	41
Dogs menacing people	7	10	7	7
Dog attacking person	0	1	4	4
Nuisance barking	15	16	23	23
Trap requests	5	6	5	5
Other	6	4	5	5
Feral dogs	3	1	0	0
Total	194	173	193	193

Dog registration

Council's new dog management by-laws came into effect in July and there has been a great response to the requirement for dog registration, with 1259 dog registrations processed for the quarter. Of these, payment was received for the lifetime registration of 57 dogs.

Letters were sent to all existing dog owners on the Council Microchip Database which prompted people to advise Council if their dogs were deceased or had left the municipality. 814 dogs have been reported as departed and 419 as deceased for the quarter.

Key Performance Indicators

Number of dogs registered >5000 annually (1250 per quarter)	Achieved
Investigations completed within 14 days, 90% required	100% compliance
Responsible dog ownership educational/promotional material developed and published	Not yet completed
Dog awareness education program delivered to >2 primary schools / year	On target
Animal Management Strategy developed	Not yet completed

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Not application to this report.

Risks

Not application to this report.

Financial Implications

Not application to this report.

Community Engagement

Throughout the reporting period, Council staff engaged with residents and businesses through a range of forums and as required.

Recommending Officer: **David Kingston, Director Infrastructure and Operations**

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

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COUNCIL REPORT

Agenda Item Number:	15.3
Report Title:	Community and Corporate Services Quarterly Performance Report July – September 2017
Report Number:	17/0028
Meeting Date:	18/10/2017
Attachments:	NIL

Purpose

This report presents to Council the Community and Corporate Services Directorate quarterly performance report for July to September 2017.

Summary

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

Recommendation

That Council receives and notes the Community and Corporate Services Quarterly Performance Report for July – September 2017.

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 July to September the Finance Team has:

- Finalised and implemented the 2017/18 Budget and ensured the distribution of the 2017/18 Municipal Plan.
- Prepared the 2016/17 Financial Statements for both Litchfield Council and Thorak Regional Cemetery.
- Coordinated the Annual Audit of both Litchfield Council's and Thorak Regional Cemetery's 2016/17 Financial Statements with external Auditors.
- Assisted with the project plan for Council's Asset Revaluation, including publishing the Expressions of Interest (EOI).
- Conducted an internal audit of Annual Leave, Sick Leave and Long Service Leave for all staff within payroll.

- Conducted procurement training for all staff, in line with the introduction of Council's new Procurement Policy.

2017-18 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance with management, statutory and regulatory budgeting and reporting	100%	On track	
Current years rates outstanding as at 30 June 2018	<15%	On track	
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources	>50%	On track	Council's Original Budget for 2017/18 rates coverage ratio is 57%.
Liquidity ratio – ability to pay debts when they are due	>1:1	On track	Current Ratio equals 20.25
Asset sustainability ratio	90%	On track	

Rates Department

The collection of outstanding rates continues to be a focus for the Finance and Rates Team. Council's Debt Recovery Policy FIN05 guides the collection of outstanding rates.

The following summarises Council's action:

- Initial Rates Notices sent in late July 2017 with the second instalment reminder notice to be sent in late October 2017.
- Letters of Demand were sent on the 14 September 2017 to 1,555 ratepayers with outstanding rates not registered with Territory Debt Collectors (TDC)

The overdue rates collection process currently has 269 rates debtors with a balance of \$1,242,964 (this figure includes new rates of 2017/2018 along with their arrears) with the TDC and awaiting payment.

The below table illustrates the split of outstanding rates as at 30 September 2017:

	PRIOR YEAR ARREARS	INSTALMENT 1 Due 31/08/17	INSTALMENT 2 Due 30/11/17	INSTALMENT 3 Due 28/02/18	BALANCE
COMMERCIAL	\$27,682	\$39,774	\$97,182	\$98,289	\$262,927
MINING	\$50,519	\$7,554	\$14,628	\$14,530	\$87,231
NON- RATEABLE MINING	\$546	\$ -	\$ -	\$ -	\$546
NON- RATEABLE WASTE	\$19,476	\$1,163	\$1,163	\$1,164	\$22,966
GENERAL	\$1,612,297	\$586,703	\$1,543,369	\$1,645,170	\$5,387,539
URBAN RESIDENTIAL	\$75,552	\$28,389	\$91,260	\$92,998	\$288,199
TOTAL	\$1,786,072	\$663,583	\$1,747,602	\$1,852,151	\$6,049,408

Rates in arrears has increased by \$106,497 or 6.0% when compared to the same time last year. The value of prior year arrears rates collected during the quarter was \$300,242. As outlined above, the total prior years outstanding rates and charges as at 30 September 2017 is \$1,786,072.

The 2017/18 Rates have been declared by Council at the Special Council Meeting on Wednesday, 5 July 2017. Rates notices along with a rates newsletter were posted out at the end of July 2017.

As part of the preparation of Council's 2016/17 Financial Statements and Key Performance Indicators, a review of outstanding rates was undertaken. The Rates & Annual charges outstanding (percentage) changed from 22.52% in 2015/16 to 23.47% in 2016/17.

This 1% increase is mainly due to additional legal costs because of engaging Territory Debt Collection Agency in May 2016. Council will be reviewing the external debt collection agency service to provide Council during the 2017/18 financial year with a view to achieving a better outcome on rates recovery into the future.

Grants Status

Litchfield Council Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
NTG Dept Sport & Rec	Freds Pass Sport & Recreation Reserve	Facility Upgrades	\$3,000,000.00	30/12/2017	In progress
NT Environment Protection Authority	Litchfield Council	Waste Education Flier Grant	\$10,000.00	30/12/2017	Awaiting outcome of Waste Management Strategy
NTG Dept Local Govt Special Purpose	Humpty Doo Waste Transfer Station	Mobile Workforce Shed	\$225,000.00	30/06/2018	Work has commenced
NTG Dept Local Govt Special Purpose	Howard Park Reserve	Howard Park Reserve irrigation	\$20,000.00	30/06/2019	In progress
NTG Dept Education	Litchfield Council	Library Service Needs Study	\$50,000		In progress
Federal Gov Stronger Communities Fund	Howard Park Reserve	Kitchen upgrades	\$15,000.00	22/09/2017	Application submitted

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
Immediate Works Grant	Freds Sports & Recreation Pass Reserve	Cottage Roof Repair	\$15,929.00	30/06/2017	Completed
Immediate Works Grant	Freds Sports & Recreation Pass Reserve	Tree Lopping	\$9,000.00	30/06/2017	Completed
CBF	Freds Sports & Recreation Pass Reserve	In conjunction with Playgroup NT – Playground equipment upgrade	\$199,000.00	30/06/2018	In progress, completion date extended
Small community Grant	Livingstone	Design Meeting Rooms	\$9,000.00	31/12/2017	In Progress

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
Immediate Works Grant	Livingstone	Re-roof and upgrade electrical in original hall	\$49,999.60	31/12/2017	In Progress
CBF	McMinns	Banners for Major Day Out	\$2,500.00	31/10/2017	In progress

Community Development

A meeting with representatives from Litchfield Lions was held to inform the group about potential support to the council managed recreational reserves. Lions have advised there is funding available for small projects within the municipality.

The inaugural 2017 Berry Springs Mango Festival will be held by Berry Springs Markets on 29 October 2017. Council is supporting the festival with the Community Development Officer as Council's representative on the Event Management Committee.

Council has provided Friends of The Taminmin Community Library with the 2017/18 sponsorship funding allocation of \$4,000.

A Library Service Needs Study is in progress funded from a NTG Department of Education grant. Council has engaged the University of Technology Sydney Centre for Local Government as consultants to undertake the project. Key stakeholders and targeted engagement will be undertaken during October/November.

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

- \$500 Livingston Recreation Reserve Management Board for weed control equipment
- \$500 Landcare NT for Landcare Month activities at McMinns Lagoon, Fogg Dam and Holtze
- \$500 McMinns Lagoon Reserve Association for the Bushcares' Major Day Out
- \$500 Miss Rease Casey for the attendance at the Girls AFL Championship

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 0. 4 CIP grants, see list of grants issued in the quarter above.
Community events and programs supported	4	On track	The Mango Festival with Council representation. The Bushcare's Major Day Out at McMinns Lagoon Reserve supported through Council's grants program.

Information Services Department

Over the previous quarter, the Information Services Department has undertaken a number of activities including:

- Development of an ICT Improvement Plan (on going) – Council initiative 2016/17. A draft ICT Improvement Plan and Infrastructure Roadmap has been developed and is under review.
- System Clean– Council initiative 2017/18. Project on hold awaiting the ICT Infrastructure Roadmap to be finalised along with Finalised IT Improvement Plan.
- Records Storage. A Three-Year Agreement for the storage of Records for 2017-2020 has signed with Grace Records Management with all items to be moved from existing vendor to new vendor's warehouse in October 2017.
- Records Management Officer position – Position created and advertised.

Information Services has continued supporting the Infrastructure & Operations Division in training the Asset Management Officer.

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. Records Management Improvement Project has commenced and Records Management Officer recruitment to be finalised in early October.
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 replacement for 2017/18 on track for finalisation and completion. Software licence renewals on track for completion.

Governance and Risk Department

Risk Management & Audit Committee (RMAC)

The first of the RMAC meetings for 2017/2018 was held on 8 August 2017. Agenda items included:

- RMAC Performance evaluation – The Committee agreed to proceed with an evaluation survey to evaluate the RMAC as per FIN09 Risk Management and Audit Committee. Analysis of the results will be presented at the October RAMC meeting

- Risk Register and framework – The Committee endorsed the engagement of JLT to assist with the development of the risk framework and registers.
- The internal audit on incoming mail process was presented to the RMAC.
- Interim external Audit Letter – The Interim Audit letter was presented to the RMAC with the management response to be presented at the next meeting.
- The RMAC noted the term of appointment and that the timing for the appointment of the independent Chair is out of sync with FIN09 Risk Management and Audit Committee policy. A recommendation will be taken to the October Council meeting.
- Confidential Items
 - Internal audit on Procurement– Management response
 - Project Anthe Forensic Investigation – progress on actions

Meeting	Items for discussion
10 October 2017	<ul style="list-style-type: none"> • RMAC performance evaluation • Risk Management Framework • Review 2016/2017 financial statements • Review Council response to auditor's interim management letter • 2018 RMAC Meeting schedule and work plan

Risk Registers & Risk Management Framework

At the August 2017 meeting the RMAC endorsed the engagement of Jardine Lloyd Thompson (JLT) to assist Council with the development of Council's framework and risk register. Two workshops were held over the last quarter with staff and JLT to promote a sound risk management culture and resulted in a framework and register which will be presented to the October 2017 RMAC meeting.

Freedom of Information (FOI)

The Draft FOI manual has been finalised and will be rolled out with training to staff in the next quarter. The Manual includes detailed instructions and templates for Council to meet its obligations under the Information Act

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 held monthly with three occurring over the previous quarter -July, August and September 2017 and two additional risk management workshops. Areas and activities covered over the last quarter include,

- The development of a FAQ regarding directorates to guide customer service staff in addressing residents' queries
- Alcohol and Other Drugs draft policy
- Performance appraisal training
- Fraud Prevention and Awareness training
- Risk Management Workshops
- Draft Higher Duties policy
- 12 Month People and Culture Program

Council By-laws

Drafting instructions for Meeting Procedure By-laws have been received from the Department of Housing and Community Development (Local Government Division) which will be reviewed prior to presentation to Council in November for endorsement.

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.
Risk Management and Audit Committee Meetings	4 Meetings	On target	2 meetings to date (8 August and 10 October 2017). Meeting schedule and workplan for 2018 presented to October RMAC meeting.
Internal Audits conducted as defined in the Internal Audit Program	3 Audits	On target	Works Permit Audit completed – management response is being prepared. Internal Audit plan to be developed from risk register.
Governance & Risk Management Framework	Document Complete	On target	JLT engaged to facilitate the development of risk register and framework.

Links with Strategic Plan

Priority # 1 – Everything you need

Priority # 2 – A great place to live

Priority # 3 – A beautiful natural environment

Priority # 4 – A vibrant economy

Legislative and Policy Implications

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:	15.4
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.

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.

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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.

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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%

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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%

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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%

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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%

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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.

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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%

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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%

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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%

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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

THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

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



COUNCIL REPORT

Agenda Item Number:	15.5
Report Title:	Rates Concession Policy FIN06
Report Number:	17/0030
Meeting Date:	18/10/2017
Attachments:	DRAFT FIN06 Rates Concession Policy

Purpose

This report presents to Council the reviewed FIN06 Rates Concession Policy for adoption.

Summary

FIN06 Rates Concession Policy has been due for review in line with the policy's review date. The review undertaken identified no changes to be made to the policy.

Recommendation

THAT Council approve FIN06 Rates Concession Policy as attached to report 17/0030.

Background

Council's Rates Concession Policy was established in 2015 and has enabled Council to support ratepayers experiencing financial hardship. The policy accommodates options to remit interest, defer rates or write of rates and charges.

Council currently has 16 rates assessments on a financial hardship concession.

Links with Strategic Plan

An effective and sustainable Council – Good Governance

Legislative and Policy Implications

FIN06 Rates Concession policy is in line with Part 11.8 Rate concessions Local Government Act 2014.

Risks

Council requires a Rates Concession policy to be able to issue concessions.

Without an assessable policy that provides options for ratepayers experiencing financial hardship Council would not be able to issue concessions.

Financial Implications

The financial implication of each concession is assessed on a case by case basis.

Community Engagement

With no changes to the policy recommended, community engagement is not applicable. No written complaints about the suitability of the policy have been received recently.

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.



Name	DRAFT - FIN26 Rates Concession
Policy Type	Council Policy
Responsible Officer	Chief Executive Officer
Approval Date	18/10/2017
Review Date	18/10/2021
Document ID	LITCHFIELD-454211611-10

1 Purpose

Litchfield Council is committed to transparent and accountable decision making. As per Part 11.7 and Part 11.8 of the Local Government Act, Council has the ability to provide a concession for rates and/or remission of interest accrued on overdue rates.

This policy outlines the process for application and consideration of rate concessions other than rate concessions stipulated by the Northern Territory Government. In addition, it outlines assistance for ratepayers for rates/charges levied on their principal place of residency/principal place of living or institutions that fall under Section 167 Local Government Act.

2 Principles

Policies of Litchfield Council are guided by principles of sustainability, good governance, advocacy, regulation and service provision. Council is also committed to providing a transparent, impartial and consistent process of recognition and consideration of applications for rate concessions and/or remission of interest accrued.

3 Definitions

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

Term	Definition
Rate concession	A rate concession can be a deferment of payment and/or waiver of rates and/or waiver of legal fees and/or remission of interest accrued on overdue rates. Rate concessions can be granted as a singular concession or as a recurring concession. The rate payer applying for a rate concession is to identify the scope of the concession in the application.
Ratepayer	This policy outlines assistance for ratepayers for rates/charges levied on their principal place of residency/principal place of living or institutions that fall under Section 167 Local Government Act. Rates and charges payable on rental residential properties are excluded from assistance.
Deferment	A deferment of payment can be provided in whole or in part and can be for a specified period and subject to any conditions determined.
Debtor	Any individual, corporation, organisation or other entity owing money to Council.
Waiver	A waiver removes the liability to pay and may be offered to include the whole or part of rates and/or legal charges.
Relevant interest rate	The relevant interest rate is a rate of interest fixed by Council as the relevant interest rate and outlined in the Fees and Charges in line with Section 162 (3) Local Government Act.
Remission	A remission of interest is a waiver of interest wholly or in part as per Section 163 Local Government Act.

Financial Hardship	Financial hardship is defined as a situation where a customer is found to be unable, because of illness, unemployment or other reasonable cause, to discharge their financial obligations towards Litchfield Council. Financial hardship can be of limited or long term duration. Financial hardship basically involves an inability of the rate payer to pay rates, rather than an unwillingness to do so. Situations where a customer is simply experiencing temporary payment difficulties would not necessarily be addressed by this policy. Financial hardship shall be proven by providing evidence from an approved Financial Counsellor of such circumstances.
Public Benefit Concessions	As per Section 167, Council may grant a rate concession if satisfied that the concession will advance one or more of the following purposes: a) Securing the proper development of its area b) Preserving buildings or places of historical interest c) Protecting the environment d) Encouraging cultural activities e) Promoting community health or welfare f) Encouraging agriculture g) Providing recreation or amusement for the public

4 Policy Statement

4.1. Remission of Interest accrued on overdue rates

4.1.1. As per Section 162 of the Local Government Act, Council charges a relevant interest rate on a daily basis on overdue rates. The complete annual rates fall overdue if an instalment date is not met.

4.1.2. Ratepayers can request a remission of interest under Section 163 Local Government Act. Council officers under delegation can consider applications for remission of interest for reasons that fall under the following two categories:

4.1.2.1. Administrative reasons, error or omissions which caused or significantly contributed to the failure to pay rates in a timely manner; or

4.1.2.2. Proven Financial Hardship - Ratepayers must enter into a feasible payment schedule and maintain such agreement. Such payment schedule shall not result in the debt growing larger.

4.2. Deferment of Rates

4.2.1. As per Section 164 (1)(b) of the Local Government Act, a rate concession can be a deferment in whole or part of an obligation to pay rates or a component of rates.

4.2.2. Ratepayers may have rates and charges or a part thereof postponed, although rates and charges will continue to be levied subject to compliance with the following conditions:

4.2.2.1. The ratepayer must be experiencing undue and unavoidable hardship.

4.2.2.2. An application in writing must be submitted to the Chief Executive Officer by the ratepayer or the ratepayer's representative providing evidence from an approved Financial Counsellor of such circumstances referred to in 4.2.2.1 above. The Chief Executive Officer will determine whether a postponement is approved.

4.2.2.3. The postponement can be on a fixed or on an ongoing basis until the property is disposed of or sold.

4.2.3. Interest on postponed rates will be levied at 50% of the relevant interest rate.

4.3. Waiving of Rates, Charges or Legal Fees

- 4.3.1. As per Section 164 of the Local Government Act, a rate concession can be a waiver in whole or part of rates or a component of rate.
- 4.3.2. Council may grant a rate concession unconditionally or on conditions determined by the Council. If the ratepayer fails to comply with a condition, the Council may by notice to the ratepayer withdraw the concession and require the ratepayer to pay an amount, on or before a date specified in the notice, to neutralise any benefit to the ratepayer of the rate concession.
- 4.3.3. Any waiver of rates, charges or legal fees under 4.3 less than \$400 shall be determined by the Chief Executive Officer or their delegate. Amounts greater than \$400 will be presented to Council for consideration in a confidential report. Applications are to be submitted in writing.
- 4.3.4. Any waiver is a one off waiver in response to circumstances presented at the time.
- 4.4. Correction of anomalies
 - 4.4.1. As per Section 166 of the Local Government Act, Council may grant a rate concession to a ratepayer or ratepayers of a particular class if satisfied that it is necessary to do so in order to correct anomalies in the operation of the rating system.
 - 4.4.2. Council may grant a rate concession on the Council's own initiative or on application by an affected ratepayer.
 - 4.4.3. Application in writing must be submitted to the Chief Executive Officer by the ratepayer or the ratepayer's representative outlining the anomaly.
 - 4.4.4. Any correction under 4.4 of less than \$400 shall be determined by the Chief Executive Officer or their delegate. Amounts greater than \$400 will be presented to Council for consideration in a confidential report. Applications are to be submitted in writing.
- 4.5. Public Benefit Concessions
 - 4.5.1. As per Section 167 Council may grant a rate concession if satisfied that the concession will advance one or more of the following purposes:
 - 4.5.1.1. Securing the proper development of its area
 - 4.5.1.2. Preserving buildings or places of historical interest
 - 4.5.1.3. Protecting the environment
 - 4.5.1.4. Encouraging cultural activities
 - 4.5.1.5. Promoting community health or welfare
 - 4.5.1.6. Encouraging agriculture
 - 4.5.1.7. Providing recreation or amusement for the public.
 - 4.5.2. Any rate concession under 4.5 shall be presented to Council for consideration in a report. An application for a rate concession requires a written submission.
- 4.6. Confidentiality

Any information provided will be treated as strictly confidential. Information will be securely retained by Council officers.

5 Associated Documents

Northern Territory Local Government Act
 Northern Territory Local Government (Administration) Regulations
 Northern Territory Local Government (Accounting) Regulations
 Ministerial Guidelines
 By-laws
 Fines and Penalties (Recovery) Act

Goods and Services Tax Act 1999

6 References and Related Legislation

Northern Territory Local Government Act
Northern Territory Local Government (Administration) Regulations
Northern Territory Local Government (Accounting) Regulations
Ministerial Guidelines
By-laws
Fines and Penalties (Recovery) Act
Goods and Services Tax Act 1999

7 Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
18/10/2017	Policy review new Council
17/09/2015	Policy adopted by Council



COUNCIL REPORT

Agenda Item Number:	15.6
Report Title:	Community Representative Appointments to Humpty Doo Rural Activity Centre Area Plan Community Advisory Group
Report Number:	17/0031
Meeting Date:	18/10/2017
Attachments:	

Purpose

This report presents community nominations received for the NT Planning Commission's Humpty Doo Rural Activity Centre Area Plan Community Advisory Group and recommends that Council forwards to the Planning Commission endorsed nominations.

Summary

The NT Planning Commission is developing an Area Plan for the rural activity centre of Humpty Doo.

As part of this process, the NT Planning Commission has presented Council with the opportunity to provide names of endorsed community members and Councillors to the Community Advisory Group (CAG) to guide and support the project.

Council called for nominations from the community with a closing date of 20 August 2017.

This report seeks Council's endorsement of the nominees for forwarding to the NT Planning Commission.

Recommendation

THAT Council

1. endorses the following community members for consideration to the Humpty Doo Rural Activity Centre Area Plan Community Advisory Group:

Name	Address
Steven Ehrlich	Humpty Doo
Darren On	Humpty Doo
Pauline Cass	Humpty Doo
Aaron Scott	Humpty Doo
Fletcher Willis	Humpty Doo
Des Bredhauer	Humpty Doo
Geoff Baker	Noonamah
Seamus May	Humpty Doo

2. appoints Mayor Bredhauer and Councillor Barden, South Ward Councillor as Council's representatives to the Humpty Doo Rural Activity Centre Area Plan Community Advisory Group; and
3. writes to the Northern Territory Planning Commission with the names of endorsed community members and Council appointed representatives.

Background

The Litchfield Subregional Land Use Plan 2016 identified the establishment of rural activity centres Area Plans for four locations in the Litchfield region: Howard Springs, Coolalinga, Humpty Doo and Berry Springs. The NT Planning Commission has embarked on the planning process for the Howard Springs and Coolalinga Area Plans and is expected to commence consultation on the Humpty Doo Area Plan in late 2017 or early 2018.

Each rural activity centre Area Plan is to be developed with guidance from a Community Advisory Group, which is established and managed by the NT Planning Commission. The purpose of the group is to seek greater community involvement and the NT Planning Commission is seeking between five to nine community members from the Litchfield community, together with the Ward Councillor and the Mayor for the Reference Group. The NT Planning Commission agreed that Council is the appropriate body to provide nominations for members to the Community Advisory Group.

Expectations of Community Advisory Group members are:

- attendance at the community information sessions and workshops
- direct involvement in the translation of the workshop outcomes into options for the future of the activity centres
- involvement in community consultation and comments on the prepared options
- direct input to 'distil' options into a single draft area plan for each activity centre.

Meeting times and locations:

- anticipated to be three or four meetings – all out of business hours.
- meetings to be held in the local community as far as possible.

Activities of the group:

- developing options through consultation and discussion
- informing the design of the activity centres
- distributing key messages further across the community
- distil the preferred options into a single draft area plan for the NT Planning Commission to forward to the Minister.

Humpty Doo

Council received six nominations during the initial advertising period and two nominations outside the initial advertising period. It is considered that all nominations are suitable for appointment to the Community Advisory Group. Accordingly, it is recommended that Council endorses the following nominations for the Humpty Doo Rural Activity Centre Area Plan Community Advisory Group:

Name	Address
Steven Ehrlich	Humpty Doo
Darren On	Humpty Doo
Pauline Cass	Humpty Doo
Aaron Scott	Humpty Doo
Fletcher Willis	Humpty Doo
Des Bredhauer	Humpty Doo
Geoff Baker	Noonamah
Seamus May	Humpty Doo

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

The nomination period was from 3 August to 20 August 2017. Council advertised the call for nominations via its website, Facebook page, print media and community notice boards.

Once the Community Advisory Group has been established, there will be a series of formal meetings with the NT Planning Commission, as well as open engagement sessions with the wider community, at key periods. Council will be assisting the NT Planning Commission in drawing community interest to the engagement sessions as they occur.

If the Minister determines to place the draft Area Plans on formal exhibition under the Planning Act, the community and agencies have further opportunity to provide written submissions and to attend a public hearing.

Recommending Officer: David Kingston, Director Infrastructure and Maintenance

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:	15.7
Report Title:	Review of Regulatory Services Policies
Report Number:	17/0032
Meeting Date:	18/10/2017
Attachments:	REG01 - Disposal of Surrendered and Unclaimed Impounded Dogs Policy

Purpose

This report presents the outcome of a review into Council policies related to regulatory services.

Summary

This matter is being presented to Council for adoption. As a result of the introduction of the new dog management by-laws, the policies required updating to reflect the by-laws and current regulatory services practices.

Recommendation

THAT Council:

1. adopt policy REG01 Disposal of Surrendered and Unclaimed Impounded Dogs; and
2. rescind the following policies:
 - REGPOLICY/DOGID/2011/V001 Dog Identification Devices;
 - REGPOLICY/DID/2011/V001 Destruction of Impounded Dogs; and
 - REGPOLICY/WD/2011/V001 Working Dogs.

Background

Dog Identification Devices Policy

This policy was developed with the introduction of the Rural Dog Management By-laws in 2011 which included the requirement for all dogs in the Litchfield municipality be fitted with a microchip.

The policy aimed at providing information to the public about why the requirement for all dogs to be micro-chipped was included in the by-laws. With the introduction of dog registration, including compulsory microchipping, in Council's new Dog Management By-laws, this policy is no longer required.

Working Dogs Policy

This policy was developed to ensure that the owners of working dogs understand the requirements of the Rural Dog Management By-laws and provides a definition of a working dog for the purposes of the by-laws. With the introduction of registration fees, concessions are now provided for those people who have a working dog with appropriate evidence required to be provided with each working dog registration application. No policy is required for working dogs.

Destruction of Impounded Dogs Policy

This policy was developed to inform members of the public of the time frame for the destruction of impounded dogs, pursuant to section 39 of the Rural Dog Management By-laws. The policy states that dogs that are impounded and subsequently identified through a microchip or tag will be held for two working days and unidentified dogs will be held for one working day, after which the dogs are to be destroyed or disposed of.

In Council's new Dog Management By-laws, the holding time for all impounded dogs, whether identified or unidentified, is a minimum of 72 hours. The new *Disposal of Surrendered and Unclaimed Impounded Dogs* Policy will therefore replace the *Destruction of Impounded Dogs* policy.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

The review of regulatory services policies has been conducted in accordance with Council's Policy Framework Policy.

Risks

It is important that redundant policies are rescinded. Policies that provide incorrect information or conflict with the By-laws propose a risk to Council in terms of community information and enforcement.

Financial Implications

Nil

Community Engagement

The rescinded policies will be removed from the Council website and replaced with the Disposal of Surrendered and Unclaimed Impounded Dogs Policy.

**Recommending
Officer:**

David Kingston, Director Operations & Infrastructure

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.



Name	REG01 Disposal of Surrendered and Unclaimed Impounded Dogs
Policy Type	Council
Responsible Officer	Regulatory Services Manager
Approval Date	18/10/2017
Review Date	1/09/2020
Document ID	

1. Purpose

This Policy provides guidelines for the disposal of surrendered and unclaimed impounded dogs.

2. Scope

This Policy applies to surrendered and unclaimed impounded dogs and is implemented by Regulatory Services staff.

3. Definitions

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

Re-homing organisation	<ul style="list-style-type: none"> An incorporated body that provides services relating to animal welfare
Prescribed period	<ul style="list-style-type: none"> Pursuant to By-law 37(1) dogs must be impounded for a minimum of 72hrs prior to disposal

4. Policy Statement

Council is committed to minimising euthanasia rates and reducing the number of impounded dogs within the Litchfield municipality.

Where possible, Council will return a seized registered dog directly to its owner rather than impounding the dog. All non-registered and unidentified dogs that are seized by Council will be taken to the Council pound facility and every effort will be made to identify the owner of the dog.

Surrendered and unclaimed dogs may be disposed of by Council after being impounded for the prescribed period, either by transfer of the dog to a re-homing organisation or by euthanasia.

4.1 Transfer of dogs to a re-homing organisation

All dogs that are transferred to a re-homing organisation will be:

- microchipped (or a microchip provided) by Council prior to handover if the dog is not already microchipped;

- de-sexed and vaccinated at the re-homing organisation's expense prior to adoption; and
- provided with free registration to the end of the current annual registration period if adopted by a Litchfield resident.

4.2 Euthanasia

Circumstances where euthanasia may be considered acceptable include, but are not limited to the following:

- Dogs that are surrendered to Council for the purposes of euthanasia;
- Dogs that are vicious, dangerous, feral, unmanageable or likely to cause harm due to their behaviour or temperament;
- Dogs that are diseased as determined by a veterinary surgeon. Diseased dogs that are seized by or surrendered to Council are able to be destroyed prior to the prescribed period has lapsed upon authorisation by the Chief Executive Officer or delegate; or
- Dogs that are unable to be taken by any re-homing organisation after being impounded for the prescribed period.

In cases where euthanasia is required, it will be carried out by a registered veterinarian.

5. Associated Documents

Surrender form

Pound transfer form

Surrendered/unclaimed impounded dog procedure

Euthanasia authorisation form

6. References and Legislation

Litchfield Council (Dog Management) By-law 37

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
19 July 2017	This policy rescinds REGPOLICY/DID/2011/V001 Destruction of Impounded Dogs



COUNCIL REPORT

Agenda Item Number:	15.8
Report Title:	Place Names – Revised Names for 105 Trippe Road Subdivision
Report Number:	17/0033
Meeting Date:	18/10/2017
Attachments:	Attachment A – Map of New Roads

Purpose

The purpose of this report is to refer to Council a request for support to the NT Place Names Committee for a new road in an approved subdivision off Trippe Road, Humpty Doo.

Summary

As part of developing a new subdivision, two new roads are being created off Trippe Road in Humpty Doo.

The developer has requested comments from Council regarding a revised proposal to name the roads in accordance with two recommendations from the NT Place Names Committee. Previous road name suggestions have been rejected by the NT Place Names Committee. It is recommended that Council resolve to support the proposed names.

Recommendation

THAT Council

1. Support the proposed names of Shell Court and Mudlark Road for names of new roads within the subdivision at 105 Trippe Road, Humpty Doo.
2. Provide a letter of comment detailing the above resolution to support the naming of the roads to the developer to provide to the NT Place Names Committee.

Background

Overview

In May 2015, a Development Permit was issued to subdivide 105 Trippe Road, Humpty Doo into 41 lots in five stages. The subdivision included two new roads, as well as an extension of an existing road, as shown in Attachment A. Road 1 comes off Trippe Road and will terminate in a cul-de-sac within the subdivision; Road 2 comes off Trippe Road and ends in an intersection with Road 1. Road 3 is a continuation of On Road, which will service seven lots within the subdivision and terminate in a cul-de-sac.

The developers of the subdivision are requesting comment from Council, in accordance with Council Policy TS03 Place Names Policy, to name the new roads.

In August 2017, Council was presented with a report detailing six possible name choices for Road 1 and Road 2, as well as a proposal to continue the use of the name On Road for the extension of that road. Council supported three of the proposed six names for Road 1 and Road 2 and the use of On Road for the extension.

In September 2017, the applicant informed Council that the NT Place Names Committee has rejected all six of the proposed names for Road 1 and Road 2 and instead recommended the use of the names Shell Court and Mudlark Road, as shown on Attachment A.

Proposal

The supporting information from the NT Place Names Committee for the use of the names Shell Court and Mudlark Road in this locality is as follows:

“Shell Court” – Named for the shell grit found in the creek bed, of the wet season creek, at the location of this subdivision.

“Mudlark Road” – Named after the native bird. Found in the Northern Territory, the mudlark is also known as the magpie-lark, peewee or peewit. The male and female both have black and white plumage, though with different patterns.

Assessment

The proposed names are recommended to the applicant by the NT Place Names Committee, subject to consultation with Litchfield Council. Information from NT Place Names Committee indicates that the names will be adopted should Litchfield Council support the recommendation.

The names meet the NT Place Names Committee’s requirements for place names. The names are not considered to conflict with any other names in the locality.

Summary

It is recommended that Council support the names Shell Court and Mudlark Road for new roads within the subdivision.

Council’s resolution of support for these names would then be provided to the developer to include with an application to the NT Place Names Committee for the formal naming of the road. The NT Place Names Committee would then carry out activities in accordance with the Place Names Act to name the new portion of road.

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.

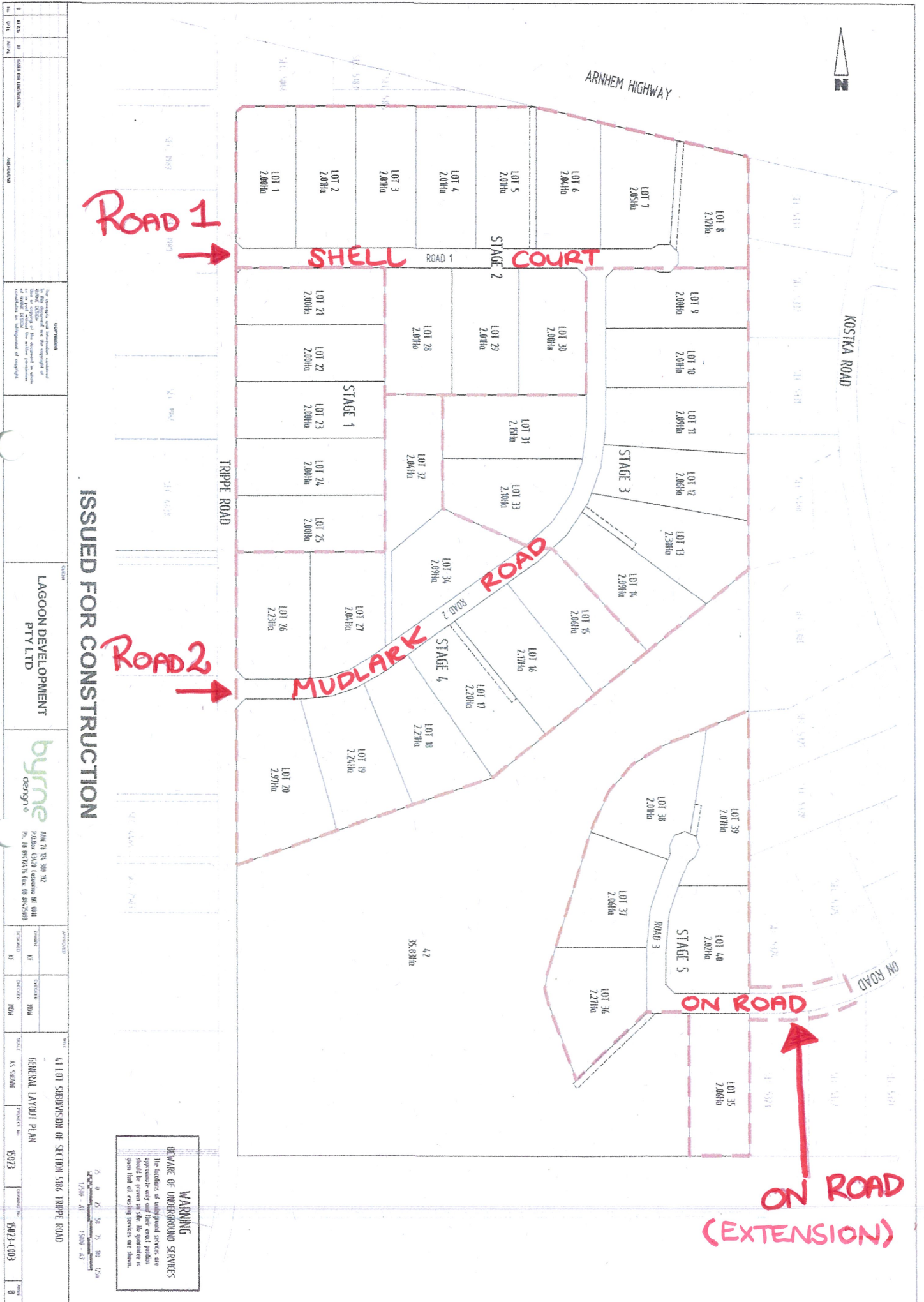
Community Engagement

Not applicable to this report.

Recommending Officer: **David Kingston, Director Infrastructure and Operations**

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

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





COUNCIL REPORT

Agenda Item Number:	15.9
Report Title:	INF01 Asset Management Policy
Report Number:	17/0034
Meeting Date:	18/10/2017
Attachments:	Draft INF01 Asset Management Policy

Purpose

This report presents to Council an Asset Management Policy (attached) for adoption.

Summary

Good asset management is a key element for local government to manage its assets and maximise their value and operability. Council is looking at how it can better manage its assets and a policy sets the direction and principles that apply to asset management.

Recommendation

THAT Council adopts INF01 Asset Management Policy.

Background

Asset management can be defined as *the life cycle management of physical assets to achieve stated outputs*. Council manages a range of assets including road infrastructure, drainage infrastructure, buildings, signs, vehicles and equipment, waste transfer stations and reserves. Council is interested in the short, medium and long-term considerations of each asset's need, through its complete operating life, including design, construction, commissioning, operating, maintaining, repairing, modifying, replacing and decommissioning/disposal.

Sound asset management includes the establishment of an asset policy, asset strategy and asset plans.

The critical starting point is an asset management policy. The policy creates the rules for the preparation of their asset management strategy and plans. It is anticipated that Council will develop its asset strategy in the 2018/19 financial year as well commence developing its plans for each asset class, although the Thorak Regional Cemetery Asset Plan will be completed in this financial year given the urgency to understand future investment requirement.

The benefits of a planned and structured approach to asset management are more predictable and sustainable financial management, a better understanding of the future liability to Council from asset depreciation, and maximising the performance of the asset to deliver to the community the required level of service in the most cost-effective manner.

Operation and maintenance of Council assets in a constrained budget environment requires Council to prioritise and a policy on asset management supports Council's approach to improve its understanding and management of assets.

Links with Strategic Plan

Priority #1 – Everything You Need

Legislative and Policy Implications

There are no legislative implications in adopting this policy. Council has no other associated policies on asset management.

Risks

It is important for Council to manage asset risks by implementing a structured approach to asset management. This policy sets the requirements for asset management.

Financial Implications

There are no financial implications in adopting the Asset Management Policy.

Community Engagement

Not applicable to this report.

Recommending Officer: **David Kingston, Director Infrastructure and Operations**

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

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



Name	[Policy Code] Asset Management
Policy Type	Council
Responsible Officer	Asset Management Officer
Approval Date	[Approval Date]
Review Date	18/03/2020

1. Purpose

This policy sets guidelines for implementing consistent asset management processes throughout Litchfield Council.

2. Scope

This policy applies to all Council operations.

3. Definitions

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

Asset	A resource controlled by Council as a result of past events and from which future economic benefits are expected to flow to Council. Infrastructure assets are a sub-class of property, plant and equipment which are non-current assets with a life greater than 12 months and enable services to be provided.
Asset Class	A group of assets having a similar nature or function in the operations of Council, and which, for purposes of disclosure, is shown as a single item without supplementary disclosure.
Asset Management	The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.
Asset Management Plan	The Asset Management Plan/s encompasses all Council assets and identifies asset service standards and contains long term projections of asset renewal/replacement cost.
Level of Service	The defined service quality for a particular service/activity against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental impact, acceptability and cost.

4.	Policy Statement
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4.1. Objective

To ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with appropriate levels of service.
- Safeguarding Council assets by implementing appropriate asset management strategies and developing appropriate financial resources for those assets.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating a sustaining an asset management awareness throughout the organisation by training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

4.2. Background

- 4.2.1. Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of the organisation. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.
- 4.2.2. Asset management practices impact directly on the core business of Council and appropriate asset management is required to achieve our strategic service delivery objectives.
- 4.2.3. Adopting asset management principles will assist Council in implementing its Strategic Plan and Long Term Financial objectives.
- 4.2.4. A strategic approach to asset management will ensure that Council delivers an appropriate level of service through its assets. This will provide positive impact on;
 - Members of the public and staff;
 - Council's financial position;
 - The ability of Council to deliver the expected level of service and infrastructure;
 - The political environment in which Council operates; and
 - The legal responsibilities of Council.

4.3. Principles

- 4.3.1. A consistent asset management strategy must exist for implementing systematic asset management and appropriate asset management best practice throughout all Council operations.
- 4.3.2. All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.
- 4.3.3. Asset management principles will be integrated within existing planning and operational processes.
- 4.3.4. Asset management plans will be developed for major service/asset categories. The plans will be informed by community consultation and financial planning and reporting.
- 4.3.5. An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
- 4.3.6. Asset renewals required to meet agreed service levels and identified in the adopted asset management plans and long term financial plans will form the basis of annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources documented in budget documentation.
- 4.3.7. Service levels defined in adopted asset management plans will form the basis of annual budget estimates with the service and risk consequences of variations in defined services levels and budget resources documented in budget documentation.
- 4.3.8. Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- 4.3.9. Systematic and cyclic reviews will be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate practices and standards.
- 4.3.10. Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
- 4.3.11. Future service levels will be determined in consultation with the community and stakeholders.
- 4.3.12. Training in asset and financial management will be provided for all relevant staff.

5. Associated Documents

Litchfield Council Policies

Litchfield Council Strategic Plan

Litchfield Council Long Term Financial Plan

Litchfield Council Municipal Plan

Asset Management Templates

International Infrastructure Management Manual

6. References and Legislation

Northern Territory Local Government Act
Northern Territory Local Government (Administration) Regulations
Australian Standards

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)



COUNCIL REPORT

Agenda Item Number:	15.10
Report Title:	Waiving of green waste deposit fees for November 2017-2020
Report Number:	17/0035
Meeting Date:	18/10/2017
Attachments:	

Purpose

To propose to Council that similar to 2016, Council encourages community preparedness for the upcoming cyclone / wet season by waiving the green waste fee for the month of November 2017.

Summary

It is proposed that Council waive the \$5 per load green waste fee for the month of November to encourage residents to do a pre -Cyclone clean-up of properties. Council on-sells green waste as mulch to the community. The fee waiver would not apply to commercial operators.

Recommendation

THAT Council:

1. waives the standard green waste \$5 per load deposit fee for residents for the month of November each year for the next four years from 2017 to 2020 to encourage pre-cyclone clean up; and
2. advises residents of this opportunity via Council's website, Facebook and print media.

Background

Council operates a popular green waste processing and on-sales service to the community. It involves receiving green waste for \$5 per load (typically a trailer load), and processing the waste twice over to produce a refined product suitable for use as mulch on properties.

In October 2016, Council resolved to waive the \$5 fee for the month of November for two reasons:

- to provide a community benefit of encouraging residents to undertake pre-wet season cleanouts of their land.
- to enable Council to replenish depleted stockpiles more quickly and provide continuity of service to the community.

In relation to the second objective, Council has found that time is required for the product to properly bio-degrade, in which it typically turns into a darker brown/black friable product, with a smaller volume and with improved organic properties.

After the trialling of this initiative in November 2016, Council found that there was significant interest and involvement from the community, with around 815 vehicle trips in November for

Howard Springs and Humpty Doo, an increase of about 500 on the previous year. This was a much more successful outcome than Council anticipated, indicating the willingness of people to undertake pre-wet season clean-up with Council support. As a result, Council waived approximately \$4,075 in fees for November 2016, which was higher than the \$3,500 expected at the time.

It is anticipated that waiving the fee for upcoming Novembers to 2020 will result in up to \$5,000 in fees waived each time. Offsetting the income loss will be the opportunity for Council to replenish its depleted mulch stockpile and meet wet season demand for mulch.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Not applicable to this report

Risks

It was discussed last year when Council first considered the proposal to waive green waste fees for November, that some residents may see this initiative as an opportunity for Council to drop the \$5 per load charge all-together. Council countered this by ensuring information on Council's website that temporary nature of the initiative was driven by the environmental benefits to reduce green waste and to better manage wet season risks including debris movement during cyclones.

Consequently, Council has not found either at the gatehouse or through other feedback channels that a permanent fee-free community expectation has arisen, strengthening the case for extending the fee-free month to future November periods.

Financial Implications

Based on last year's first trial, Council will forgo up to \$5,000 in green waste fees normally charged for the month of November. In all, the fees foregone for the period to 2020 will be up to \$20,000.

Council's Waste Management service is a user pay service; that is the cost of providing the service each year is estimated and on-charged to ratepayers via the waste charge. Any surplus resulting from efficiencies in the service is transferred to the Waste Management Financial Reserve. The financial reserve is used to improve facilities. If in a financial year, a deficit resulted a transfer from the financial reserve would occur.

Community Engagement

A community awareness program will be distributed across the remainder of October to communicate the upcoming waiving of November green waste fees.

**Recommending
Officer:**

David Kingston, Director Infrastructure and Operations

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

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



COUNCIL REPORT

Agenda Item Number:	15.11
Report Title:	October 2017 Summary Planning and Mining Report
Report Number:	17/0036
Meeting Date:	18/10/2017
Attachments:	Attachment A: Letters of support for Development Applications, subject to normal Council conditions. Attachment B: Letters of support for Development Applications, subject to specific issues being adequately addressed. Attachment C: Letters of non-support or objection to Development Applications for reasons related to areas of Council authority. Attachment D: Letters of objection to Development Applications for reasons related to other issues. Attachment E: Letters of Comment for Mining Applications

Purpose

The purpose of this report is to provide to Council a summary of development and mining applications received and comments provided for the period of 9 September 2017 to 29 September 2017.

Summary

For the noted period, Council provided comments on 6 development applications, none of which are provided full reports in this Council agenda. Of the remaining applications, 5 were supported subject to specific issues being adequately addressed, and 1 was objected to for reasons related to other issues.

For the noted period, there were no mining applications for Council to provide comments on.

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

Recommendation

THAT Council:

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

Background and Discussion

DEVELOPMENT APPLICATIONS

The following is a summary of all Development Applications received and comments provided for the period of 9 September 2017 to 29 September 2017.

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	5
Development applications not supported/objected to for reasons related to Council issues	0
Development applications objected to for reasons not directly related to Council issues	1

Of the above applications, none are provided with a separate report within this Council agenda. Additional detail is provided below on all other applications.

For all development applications, should the applications be approved by the consent authority, the applications may be subject to Council's normal Development Permit conditions in regards to areas of Council authority, including, but not necessarily limited to, access and stormwater drainage.

Development Applications supported, subject to normal Council conditions

There were no such application in the relevant period.

Development Applications supported, subject to specific issues being adequately addressed

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

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

Application Number and Address	Purpose and Summary	Specific Issues to be Addressed
PA2017/0409 Section 5369 (1807) Stuart Highway, Noonamah, Hundred of Strangways	Alterations to an existing caravan park including the addition of six demountable structures for accommodation. The application proposes to add six new demountable cabins to the existing caravan park to replace six vacant caravan spaces. The caravan park is set well back from the streetscape and the caravans are screened by vegetation.	Council requests that waste bin collection locations be identified on any plans prior to endorsement. Note: The above request was accommodated and a Development Permit for this application was issued 21/09/17.

PA2017/0422 Lot 205 (36) Aldridge Street, Southport, Townsite of Southport	Single dwelling within an Interim Development Control Order (IDCO No. 22) The application proposes a single dwelling with rainwater tank. The plans for the site do not show driveway crossover details nor specify the location of the rainwater tank.	Council requests additional information on the driveway crossover, location of the rainwater tank, and effect of the rainwater tank on stormwater drainage for the subject site.
PA2017/0434 Lot 2 (265) Whitewood Road, Howard Springs, Hundred of Bagot	Subdivision to create 3 lots The application proposes to divide an 8Ha lot into 3 lots of 2Ha, 2 Ha, and 4Ha. The application includes a proposed easement intended for a future road reserve to facilitate a road linking Madsen Road and Whitewood Road as indicated in the Howard Springs Area Plan that was recently on public exhibition but is yet to be formally adopted.	The proposed easement should specify the type of easement required as an "access easement" and indicate conditions for that easement that it be preserved for a future road reserve. Additionally, a specific authority should be designated responsibility for the easement. As the Howard Springs Area Plan is an NT Government document and there are no formal plans in place for timing of funding and construction of this road reserve, Council requests that the NT Government be the authority responsible for the easement.
PA2017/0416 Section 7101 and Section 7102 (11 and 13) Patsalou Road, Coolalinga, Hundred of Bagot	Child care centre in a single storey building The application proposes a childcare centre to cater for 80 children and 15 staff with appropriate levels of indoor and outdoor space, as well as car parking, as required by the NT Planning Scheme.	The application proposes a sliding gate to access the site from the road reserve. Council requires plans to show that this gate is located a minimum of 6m from the edge of kerb to ensure that vehicles are able to park fully out of the lane of traffic while waiting for the gate to open.
PA2017/0399 Section 7098 (2) Patsalou Road, Coolalinga, Hundred of Bagot	Showroom, offices and motor repair station in a single storey building including mezzanine The application proposes two tenancies for showroom sales and motor repair, with accompanying offices. One of the proposed current uses is for a tire shop.	Council has concerns over the ability for waste and loading vehicles to enter and exit the site in a forward gear and requests additional information on the ability for vehicles to safely turn around within the site, to avoid reversing long distances, without compromising car parking spaces or other areas of the site. More information is needed to satisfy Council's concerns. It is noted that if arrangements to solve the above issues results in the loss of car parking spaces such that there is shortfall of on-site spaces for the proposed uses, Council would not support the application as the proposal could

		compromise the functionality of Council's adjoining roadway due to inappropriate on-street parking. It is further emphasised that no outdoor storage is proposed and that Council would not support outdoor storage or outdoor works that compromised the car parking spaces proposed for the use.
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Development Applications not supported/objected to for reasons related to Council issues

There were no such application in the relevant period.

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

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

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

Application Number and Address	Purpose and Summary	Reasons for objection
PA2017/0380 Section 4097 (3) Skewes Street, Humpty Doo, Hundred of Strangways	<p>Mixed use development comprising of shops and medical clinic in a single storey building.</p> <p>The application proposes a post office and Danila Dilba medical clinic with 5 consulting rooms. The application proposes a car parking shortfall of 7 spaces.</p>	<p>Council supports the proposed uses on the site, subject to a reduction of the shortfall of car parking spaces. Council's response clarifies available Council parking in the vicinity of the subject site and requests clarification from the applicant on the noted availability of nearby car parking. Council's response acknowledges the proposed use of the clinic for Aboriginal health services and the surveys of the typical mode of transport of visitors to the Danila Dilba clinics, which indicates a lower than typical rate of private vehicle access to the clinic than other similar clinics. Given that information, Council's response indicates potential for Council to support the application if a Development Permit were to create conditions that the use of the medical clinic were restricted to the Danila Dilba or similar use. Council's response also recommends investigation of the potential to redesign the site layout in order to fit additional car parking on the subject site to bring the site more into compliance with the NT Planning Scheme requirements for car parking.</p>

MINING APPLICATIONS

There were no such application in the relevant 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: **David Kingston, Director Infrastructure and Operations**

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

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

Attachment A

Responses to Development Applications supported, subject to normal Council conditions

There were no Development Applications supported subject to normal Council conditions during this time period.

Attachment B

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

15 September 2017

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

RE: Letter of Comment Development Application

PA2017/0409

**Section 5369 (1807) Stuart Highway, Noonamah, Hundred of Strangways
Alterations to an existing caravan park including the addition of six demountable
structures for accommodation.**

Thank you for the Development Application referred to this office on 01/09/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The application seems to be in line with the existing use of the site.
- b) There does not appear to be any adverse effects upon Council infrastructure or neighbouring amenity as a result of this proposal.

provided the following issues are adequately addressed:

- a) The plans should show the location of the waste bins on the site.
- b) It is recommended that the demountable structures be enhanced architecturally or with landscaping, as noted in Clause 6.8 of the NT Planning Scheme.

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

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

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.gov.nt.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's street network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

If you require any further discussion in relation to this application, please 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



David Kingston
Director Infrastructure and Operations

8 September 2017

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

RE: Letter of Comment Development Application

PA2017/0422

**Lot 205 (36) Aldridge Street, Southport, Townsite of Southport
Single Dwelling within an Interim Development Control Order Area (IDCO No.22)**

Thank you for the Development Application referred to this office on 08/09/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal is consistent with the purpose of the zone and the expected uses of the locality.

provided the following issues are adequately addressed:

- a) Council requires more information on the connection to Council's road reserve. The proposed driveway location and width should be documented on the plans in order for Council to assess compliance with Council's requirements.
- b) It is unclear from the proposal whether or not a rainwater tank will be placed onsite. In order to adequately assess stormwater drainage for the site, this feature needs to be shown on the plans. The applicant is requested to clarify the existence of a rainwater tank. Should a rainwater tank be proposed Council will require a Condition Precedent for a stormwater drainage plan as noted below.
- c) Council supports appropriate use of water resources within the municipality. As such, Council's support for the application is predicted on approval for appropriate use of water within the Interim Development Control Order area.

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

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

- i. The plans provided have not shown a driveway crossover for the site. Council requires information on where the applicant intends to connect to Council's road reserve including dimensions.
- 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. For the purposes of this site and proposal, the plan can be limited to a contour plan of 1m intervals and illustration of the direction of stormwater flow in relation to the proposed structures and driveway.

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

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

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.gov.nt.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's street network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

If you require any further discussion in relation to this application, please 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



David Kingston
Director Infrastructure and Operations

27 September 2017

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

RE: Letter of Comment Development Application

**PA2017/0434
Lot 2 (265) Whitewood Road, Howard Springs, Hundred of Bagot
Subdivision to create 3 lots**

Thank you for the Development Application referred to this office on 15/09/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The development of three lots with minimum size of 2Ha is consistent with the current provisions of the NT Planning Scheme and land's siting in Zone RL (Rural Living).
- b) The driveways proposed for the subject site are not expected to have any negative impact upon Council's infrastructure.

provided the following issues are adequately addressed:

- a) The application provides a stormwater management plan for the site; however, more information is needed, specifically contours, in order to verify the direction of fall indicated on the plan. A Condition Precedent is recommended in order to satisfy Council's requirements.
- b) Council acknowledges the proposed Planning Scheme Amendment to incorporate the Howard Springs Rural Activity Centre Planning Principles and Area Plan ("Plan") into the NT Planning Scheme that is currently under consideration. This Plan indicates an intent for a connecting road from Madsen Road to Whitewood Road through the subject property.

The application indicates an intention to provide an easement through the property from north to south to provide for this road, as well as an additional from the proposed new road through the site to the eastern boundary to provide additional future road connections.

However, the application indicates this area only as a “proposed easement” without nominating the type of easement or the responsibility for the easement. Council recommends that the easement be labelled as an “access easement” and that conditions of the easement be nominated that clearly indicate the intent to use this easement area in the future for a road.

Further, Council offers support for this easement arrangement only if the easement is nominated as being in favour of the NT Government, rather than Litchfield Council. Nominating the NT Government as the responsible party for the future road/proposed access easement is appropriate as it is the NT Government’s planning document that indicates a requirement for the road in this location. Council is also not in a position to formally acquire this land from the applicant for the purposes of the road nominated in the Plan at this time.

While Council generally supports the proposed Planning Scheme Amendment to incorporate the Howard Springs Rural Activity Centre Planning Principles and Area Plan (“Plan”) into the NT Planning Scheme, discussions with the NT Government on acquisition of land and funding for infrastructure required to support the land have not commenced and are not agreed upon at this time. It is premature for any proposed access easement to be nominated to Council responsibility or for any road to be vested in Council without guaranteeing the construction, funding and timing of the road provision.

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

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

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

- a) **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*.

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

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

- c) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- d) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

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



David Kingston
Director Infrastructure and Operations

27 September 2017

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

RE: Letter of Comment Development Application

PA2017/0416

**Section 7101 and Section 7102 (11 and 13) Patsalou Road, Coolalinga, Hundred of Bagot
Child care centre in a single storey building**

Thank you for the Development Application referred to this office on 15/09/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed use is suitable for the subject zone and appears to meet the requirements of the NT Planning Scheme.
- b) There are not expected to be any negative impacts upon Council infrastructure as a result of the proposal, providing the following issues and all recommended Condition Precedents are met to Council's satisfaction.

provided the following issues are adequately addressed:

- a) Council has concerns over the proposal for a sliding gate at the property boundary. The gate shall be placed a minimum of 6m from the edge of kerb to ensure vehicles waiting to enter the site are able to park fully off the road carriageway.
- b) Council requires rubbish collection vehicles to enter and exit the site in a forward gear. The applicant and operator shall ensure the suitability of waste disposal arrangements to meet this requirement.

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

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

- i. The plans shall demonstrate a minimum of 6m clearance from edge of kerb to sliding gate to ensure vehicles waiting to enter the site are able to park fully off the road carriageway.
- 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) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of the Director Infrastructure and Operations, Litchfield Council.
- c) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- d) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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



David Kingston
Director Infrastructure and Operations

27 September 2017

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

RE: Letter of Comment Development Application

**PA2017/0399
Section 7098 (2) Patsalou Road COOLALINGA, Hundred of Bagot
Showroom, offices and motor repair station in a single storey building including
mezzanine**

Thank you for the Development Application referred to this office on 15/09/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed use is suitable for the subject zone and appears to meet the requirements of the NT Planning Scheme.
- b) There are not expected to be any negative impacts upon Council infrastructure as a result of the proposal, providing the following issues and all recommended Condition Precedents are met to Council's satisfaction.

provided the following issues are adequately addressed:

- a) Council requires the submission of swept paths for the proposed waste disposal for the site to ensure that a rubbish collection vehicle is able to enter and exit the site in a forward gear without compromising the other activities of the site.
- b) Council has concerns over the ability for larger vehicles to access the proposed internal and external loading bays on the site. For the loading bay in Tenancy 2, it appears that the vehicle will have to either reverse out of the loading bay the full length of the site and onto the street, or reverse from the street the full length of the site into the loading bay. This is not a safe or acceptable arrangement. A turn out bay should be provided to facilitate this movement. This bay may also be required for the waste vehicle.

Further, it is unclear whether vehicles can safely and adequately manoeuvre on site to enter and exit the outdoor loading bay to the rear of Tenancy 1 without having to similarly reverse for extensive distances. Finally, it is unclear how a larger vehicle will

exit the internal loading proposed within Tenancy 1 with only a 5.3m drive aisle instead of the standard 6m.

The driveways proposed for the site are designed for one lane of traffic in each direction to facilitate entering and exiting the site in a forward gear; reversing into or off of the site is not an appropriate design arrangement.

- c) Should arrangements for turning movements to enter and exit the site in a forward gear result in the loss of car parking spaces on site, Council would consider the design an overdevelopment of the site and not support the proposal.
- d) Council notes that no outdoor storage areas have been nominated on the drawings provided. As such, Council would expect that all work and storage of materials would take place internal to the building and should not compromise the car parking spaces provided on site. Use of car parking spaces on site for work associated with a business can compromise the use and function of Council's roadways.
- e) Signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).
 - i. The plan shall demonstrate 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) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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

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



David Kingston
Director Infrastructure and Operations

Attachment C

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

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

Attachment D

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

22 September 2017

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

RE: Letter of Comment Development Application

PA2017/0380

**Section 4097 (3) Skewes Street, Humpty Doo, Hundred of Strangways
Mixed use development comprising of shops and medical clinic in a single storey
building**

Thank you for the Development Application referred to this office on 08/09/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not support the granting of a Development Permit for the following reasons:

- a) The development of a medical clinic and shop (post office) on the subject site is in keeping with the expected use of the site for commercial development and the locality as a whole as a rural activity centre. There are not expected to be any negative effects upon Council infrastructure as a result of the proposal.

However, the application proposes a shortfall of 7 car parking spaces (28% of the spaces required by the NT Planning Scheme), which Council does not support.

Council wishes to provide the following comments on information presented in the application:

- i. The application indicates that there is "Off-street parking for five cars along Skewes Street". It is unclear which car parking spaces are intended to be referred to by this statement.
- ii. Council has no marked parking spaces along Skewes Street and considers that there would be a potential danger in promoting on-street car parking along this street due to the requirements for access and egress for the emergency services located directly across the street front the subject site.
- iii. The application refers to "200 car spaces overflow car park on Fred's [sic] Pass Road". Again, it is unclear which car parking spaces are intended to be referred to by this statement.
- iv. There is a Council car park fronting 14 Skewes Street, 12 Vereker Street, and 28 Freds Pass Road. However, this car park only contains 18 normal

car parking spaces and 9 car parking spaces for oversize vehicles. This car park should not be used to count towards car parking spaces for any single development. Further, over half of this car park is located within Council's road reserve and is likely to be removed with upgrades to Freds Pass Road. The future of this area will also be heavily influenced by the upcoming development of the Humpty Doo Rural Activity Centre Planning Principles and Area Plan.

Council notes the information provided within the application on the use of the clinic for Danila Dilba and the specific arrangements associated with that clinic, including the information on the modes of transport by clients, particularly the complimentary transport provided by the clinic for 33% of clients. However, Council has concerns over the granting of a permit for a medical clinic use without restrictions on the permit related to the Danila Dilba medical clinic and the special circumstances of that use. Should the Danila Dilba clinic vacate the site, the site would continue to have rights to use the site as a medical clinic but with a potentially widely different demographic with different transport habits. As such, Council cannot support the reduction in car parking spaces as proposed, but could consider support for the clinic with restrictions on the permit to the use by Danila Dilba or a venture serving a similar population.

Council further notes that the application proposes to site the structure approximately 3m from the western site boundary, which is adjacent the rear of the structure on the adjacent site at 16 Vereker Street. The proposed structure also includes a wide front verandah and awning overhang. Council considers that minor site and building modification that includes moving the building to the west of the site boundary, and if necessary minor reductions to the verandah width, could result in a gain of the minimum 2.3m width necessary to provide parallel parking along the eastern site boundary. These alterations could result in the ability to provide most, if not all, of the car parking shortfall as parallel parking along the eastern boundary of the subject site. Should the site arrangements be altered to provide all car parking on site, or greatly reduce the car parking shortfall from its current state of almost 1/3 of the required car parking, Council could consider support of the application.

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

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

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.gov.nt.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's street network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

If you require any further discussion in relation to this application, please 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



David Kingston
Director Infrastructure and Operations

Attachment E

Responses to Mining Applications

There were no Mining Applications responded to during this time period.



Agenda Item Number:	15.12
Report Title:	LGANT Nomination of Delegates – correction to previous report
Report Number:	17/0037
Meeting Date:	18/10/2017
Attachments:	Nomination Form Council Delegates to LGANT

Purpose

This report seeks to correct Council's appointment at the September 2017 meeting of voting delegates for Local Government Association of the Northern Territory (LGANT) General Meetings and Annual General Meeting.

Summary

LGANT is the peak body representing Local Government councils in the Northern Territory of which Litchfield Council is a member through the payment of an annual subscription.

Council's membership with LGANT entitles it to vote at the General Meetings and Annual General Meetings. In the last term of Council, the Mayor and Councillor Barden represented Council.

The 2016 ABS, indicates that the municipality of Litchfield now has a resident population of 25,238, entitling Litchfield Council to increase its number of votes to three. The number of votes however does not correspond to the number of representatives. The LGANT constitution states;

7. REPRESENTATION OF MEMBERS

- 7.1 Each member council shall appoint two delegates as their representatives at meetings of the Association and may at any time revoke such appointments and appoint other delegates in their place, in accordance with their own policies or procedures.*
- 7.2 Each member council shall give notice in writing to the Chief Executive Officer of the Association of the persons appointed to act as its delegates.*
- 7.3 In the event that a delegate is unable to attend a meeting of the Association, the member council may, by giving written notice to the Chief Executive Officer prior to the commencement of the meeting, appoint another delegate to act as a substitute at the meeting. The appointment will only be valid for the meeting specified in the notice.*

The nominated Litchfield delegates will exercise three votes on behalf of Council.

At its September Meeting Council was incorrectly advised to appoint three Council voting representatives. Council resolved that Mayor Bredhauer, Councillor Hunt and Councillor Barden be appointed as LGANT delegates.

To rectify the situation Council will need to rescind its previous resolution and re nominate only two delegates.

Recommendation

THAT Council

1. Rescinds decision 1718/058;
2. Appoints Mayor Bredhauer, as Council's principle delegate to attend General Meetings, Special General Meetings and Annual General Meetings of LGANT and vote on behalf of Council;
3. Appoints Councillor..... as the second delegate to attend General Meetings, Special General Meetings and Annual General Meetings of LGANT and vote on behalf of Council; and
4. Notifies LGANT of the Council appointments.

Background

LGANT holds two General Meetings each year, and its Annual General Meeting (AGM) after the second General Meeting.

At the April/May General Meeting, members approve the LGANT annual budget, membership subscriptions and strategic plan.

At the AGM, the financial statements and Annual Report for the previous financial year are tabled.

All the meetings have a conference segment where key note speakers are given the opportunity to present on important issues affecting local government. The meetings are run over two days and are held either in Darwin, Alice Springs or at councils across the Northern Territory. A range of matters including policy development, decision-making, networking and information sharing are discussed at the meetings. Decisions made at General Meetings are binding on LGANT and the processes followed are determined under LGANT's Constitution and Governance Charter.

Under the LGANT Constitution Litchfield Council has three votes at meetings, based on the municipality's population of 25,238. Council's Chief Executive Officer (CEO) attends all meetings with the Mayor and Council's delegates. The number of votes a Council has at LGANT meetings is determined through section 12.1 of the LGANT constitution stated below.

12.1 *Each member Council shall be entitled to the following votes at General Meetings, Special General Meetings and Annual General Meetings of the Association:*

a member Council with a population up to and including 3,000 - 1 Vote

a member Council with a population between 3 001 – 25,000 - 2 Votes

a member Council with a population of 25,001 and above - 3 Votes

A member Council, being the Capital City, the City of Darwin - 5 votes

Links with Strategic Plan

Council's Strategic Plan 2016-2020 clearly states that Advocacy is one of the six roles of Council.

Council advocates for the interests of our community, at Territory and Commonwealth level, and with various industry and sector groups. The LGANT meetings are important forums to discuss and prioritise key matters for Litchfield and other sector wide concerns.

Legislative and Policy Implications

In accordance with the Local Government Association of the Northern Territory's Constitution, Section 7 – Representation of Members

Risks

NIL

Financial Implications

Council allocates a budget each year to cover the cost of elected members attending meetings as Council representatives. Elected members attending LGANT meetings as delegates will be eligible to receive an extra meeting allowance.

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.

COUNCIL DELEGATES TO LGANT

Councils shall be represented at meetings of the Association by nominated delegates as per section seven of the LGANT Constitution. Under Clause 3 of the LGANT Constitution 'Delegate' means 'a person who is elected and holds the office of Lord Mayor, Mayor, President, Alderman or Councillor of a council who is appointed by virtue of Clause 7 of this constitution'.

The Constitution states:

7. REPRESENTATION OF MEMBERS

- 7.1 Each member council shall appoint two delegates as their representatives at meetings of the Association and may at any time revoke such appointments and appoint other delegates in their place, in accordance with their own policies or procedures.
- 7.2 Each member council shall give notice in writing to the Chief Executive Officer of the Association of the persons appointed to act as its delegates.
- 7.3 In the event that a delegate is unable to attend a meeting of the Association, the member council may, by giving written notice to the Chief Executive Officer prior to the commencement of the meeting, appoint another delegate to act as a substitute at the meeting. The appointment will only be valid for the meeting specified in the notice.

Please fill in the form below with two designated LGANT representatives as per your council resolution.

Council:	
Representative Name	Type of Representative
	Delegated Representative
	Delegated Representative

I, _____ the Chief Executive Officer

hereby confirm that the above delegates were endorsed as LGANT representatives by resolution of council at a meeting held on / /2017.

Signature: _____

Dated this day of 2017.

Tony Tapsell
Chief Executive Officer



COUNCIL REPORT

Agenda Item Number:	15.13
Report Title:	Proposed Upgrade to William & Carveth Roads, Berry Springs
Report Number:	17/0038
Meeting Date:	18/10/2017
Attachments:	Map showing properties to be included in special rate

Purpose

The purpose of this report is to update Council on investigations for the sealing of Carveth Road and William Road, Berry Springs. The report provides Council with options to seal Carveth and William Roads at different service levels.

Summary

At the June 2017 Council meeting, Council received an update on the situation with Carveth Road and William Road, Berry Springs. At that meeting, Council resolved to:

reaffirm its commitment to working with residents and other stakeholders to undertake the sealing of Carveth and William Road project.

Council has undertaken further investigations on the roads and has also progressed with other unrelated budgeted works that has resulted in some savings to the 2017/18 budget. With three service level options available to Council for the upgrade of the roads, it is considered viable for a portion of those savings to be re-allocated to the sealing of Carveth Road and William Road if the third option is selected by Council.

Recommendation

THAT Council:

1. separates the sealing of Carveth Road and William Road from the adjacent subdivision construction works project.
2. Seals Carveth Road and William Road, in accordance with Option 3 service level outlined in this report; excluding drainage and driveway access improvements.
3. allocates \$470,000 to undertake the sealing of Carveth Road and William Road in the 2017/18 financial year, utilising identified savings from the 2017/18 road reseals program;
4. develops a special rate scheme for the properties that abut Carveth and Williams Roads to contribute an amount per property of \$4,010 towards the sealing of these roads in 2017/18 financial year. The special rate will be applied in the 2018/19 financial year in line with the 2018/19 Rates Declaration.
5. notifies residents of Carveth Road and William Road of this decision and the timing of the works to be undertaken.
6. continues to work with the developer of the Cyrus Road subdivision to ensure that the new road entry to the development ties in effectively with Council's roads.

Background and Discussion

Council has considered the matter of sealing Carveth and William Roads four times over the past fifteen months.

- August 2016

A petition signed by 15 ratepayers on Carveth and Williams Roads requesting that Council seal these roads was presented to Council at its meeting on the 17 August 2016. Council resolved at the meeting to receive the petition and to provide a report in response to the petition to a Council meeting on or before October 2016. Around the same time as the petition, a development for 54 allotments (Cyrus Road), requiring access via Carveth and William Roads, had been approved and Council was in discussions with the developer about the sealing of both roads.

- September 2016

The opportunity to bring forward by several years the sealing of Carveth and William Roads by utilising developer contribution funds and property owner funds to offset the road was presented to Council at an estimated cost of \$470,000. This cost excluded driveways and drainage works and any work on the 400m unformed portion of William Road into the proposed new subdivision. Under Council's road upgrade program, both Carveth and William Roads were scheduled for sealing in about 2019-20 but only upon Council securing funding, as is the case for all road seals. Council resolved to allocate the \$470,000 to the 2017/18 budget with the expectation of sealing the road before the upcoming wet season.

- April 2017

In April 2017 a further report was presented to Council, explaining that the work should proceed in accordance with the timing of the proposed subdivision development at the end of William Road (known as the Cyrus Road development), a position consistent with the previous advice given to Council in September 2016 when Council resolved to allocate \$470,000 to the 2017/18 budget for the sealing of Carveth and William Roads. The report also explained that the funding allocation excluded consideration of the final portion of William Road and would also not allow a level of service consistent with Council's Development Standards. On this basis, the costs were likely to be well beyond the allocation made in September 2016. Council resolved at that meeting to halt the works and to further explore upgrade and funding options.

- June 2017

In the June 2017 Council report, it was outlined that a meeting with residents was held on 8 June to discuss the matter. The report also explained that design work for the Cyrus Road subdivision was still underway and that the construction works for the subdivision was probably some time away, and that the design may change if the subdivision developer agreed to Council's preference for the subdivision to connect to William Road at its northern point, and not 400m further to the west along the road reserve. The report also outlined that temporary dust treatments could be trialled on the roads to see if dust could be periodically controlled until the coming wet season. Council also proposed to consider further options and discuss progress with residents.

Road dust treatment

In August 2017 Council undertook what is known as a grade / water / roll treatment instead of the normal dry grade undertaken on other unsealed roads. Council was keen to see whether the application of water during the grader maintenance would provide any improvement to the road and keep dust settled. While this was found to be initially successful, it was observed during subsequent visits to the roads that the dust returned to its normal condition within about a week of the treatment work. Council considers there are no other viable and cost-effective treatments that can satisfactorily control dust on the two roads.

Co-ordination with other works

In early September Council approved the engineering design drawings for the Cyrus Road subdivision. The design includes the construction at developer's cost of a new road from the subdivision to the western extent of William Road, which is at the end of the 400m section. Council has had brief discussions with the developer of the Cyrus Road subdivision and while there still seems to be support for the re-routing of the extension of William Road northwards into the development along a new alignment, that would be subject to engineering design by the developer and acceptance of the design by Council. It is not known when that design work would be completed, but Council estimates it could be around early 2018. It is also not known when construction works for the subdivision with either the existing approved entrance or a new entrance would occur, but would likely be Q2 2018 at the earliest.

Given the subdivision works are still some way off in time, it is possible to separate the sealing of Carveth Road and William Road from the subdivision works construction. This would involve Council not upgrading the 400m portion of William Road.

A condition assessment of Carveth Road and William Road was undertaken in August 2017 and it was found that a pre-seal treatment of a 50mm top up, rip, reform and compact would be required prior to the seal in order to provide an optimal pavement. Council has considered the risks to the pavement of Carveth Road and William Road from heavy machinery and other traffic during subdivision construction works and Council is satisfied that such traffic would not adversely affect the integrity or design life of the roads should they be sealed prior to the subdivision construction works.

Council has also considered whether sealing the roads now before the final alignment of the entrance to the subdivision is known and it is considered that terminating the sealing work at the curve tangent point of the northern end of William Road prior to its turn west is a suitable end point. This endpoint is beyond the final driveway access on William Road which is the property at 115 William Road. Under this arrangement, future sealing of the entrance road to the Cyrus Road subdivision can be continued either west along the 400m section or further north along a new alignment, whichever is constructed.

Available Options to Council

Council has three options available that each deliver a different level of service, each option is explored in more detail in the following table.

Option	Service Level	Cost
1	<p>Full service provision. This is the option outlined in the April 2017 report, and includes the following:</p> <ul style="list-style-type: none"> • 50mm top up, rip, reform and compact followed by stone chip seal • Upgrade to driveway accesses • Upgrade to drainage structures to improve water flow and better protect the road pavement • Includes complete rebuild and sealing of the 400m east-west section of William Road <p>This solution complies with Council's <i>Development and Subdivision Standards</i> for roads and associated infrastructure.</p>	\$1,505,000 (approx.)
2	<p>Separate construction works from the Cyrus Road development, seal Carveth Road and William Road and <u>include</u> associated drainage and access upgrades, previously discussed in reports to Council.</p> <ul style="list-style-type: none"> • 50mm top up, rip, reform and compact followed by stone chip seal to the northern end of William Road prior to its turn westward • Upgrade to driveway accesses • Upgrade to drainage structures to improve water flow and better protect the road pavement • <u>No improvements</u> to the 400m east-west section of William Road <p>This solution complies with Council's <i>Development and Subdivision Standards</i> for roads and associated infrastructure.</p>	\$955,000 (approx.)
3	<p>Separate construction works from the Cyrus Road development, seal Carveth and William Roads and <u>exclude</u> associated drainage and access upgrades, previously discussed in reports to Council.</p> <ul style="list-style-type: none"> • 50mm top up, rip, reform and compact followed by stone chip seal to the northern end of William Road prior to its turn westward. • <u>No change</u> to driveway accesses • <u>No change</u> to drainage structures • <u>No improvements</u> to the 400m east-west section of William Road <p>This solution does not comply with Council's <i>Development and Subdivision Standards</i> for roads and associated infrastructure. However, given that the work is not about the construction of a new road but rather an upgrade to existing roads, this service standard is considered reasonable.</p>	\$470,000 (estimated)

Option 1 – Full road upgrade

This option is outlined in detail in the April 2017 report. It is consistent with Council's original intent to tie the sealing of Carveth and William Roads to the proposed subdivision, thereby using developer contribution funds payable by the developer to fund the works. This was expected to offset the cost burden on Council. Council in the April 2017 report indicated that the expected timing of the contributions was as follows:

- Instalment 1 \$273,020 (middle 2017)
- Instalment 2 \$436,832 (likely by 2019-20).

Should the development not proceed, or be significantly delayed due to poor market conditions or other factors, then Council would not be able to rely on the developer contribution funds for the road upgrade.

It is possible that since the subdivision design drawings were only recently approved by Council, these dates may slide but it is not known what impact this would have on Option 1.

Option 2 – full upgrade only to northern end of William Road

This option involves removing from the upgrade work the 400m east-west portion of William Road. Since the Cyrus Road Subdivision is designed to connect to the western end of this road, it will remain a sub-standard road connection. Accordingly, Council would discuss options with the subdivision developer to find a more preferable entry to the subdivision, ideally commencing from the northern end of William Road, which would be the point that the upgrade work concludes under this option and Option 3. All other design elements remain the same as Option 1.

Option 3 – seal roads only and conclude at northern end of William Road

Council has considered a proposal to only seal the roads and exclude associated drainage and property access upgrades which have previously been discussed in reports to Council. Council has assessed roadside drainage and while this does not meet Councils current *Development and Subdivision Standards* for new roads, this is an upgrade project and not a new road construction.

In investigating the impact of sealing the roads at this service level, it is believed that the drains will cater reasonably well with design storm flows. There are two cross-road culverts on William Road and these do not require rebuilding or any other treatment arising from the sealing of the road. Guideposts are currently in place at the culverts and these should be replaced with width markers.

In relation to driveway crossovers, there are limited formal crossovers currently in place on either road. By topping up the roads with the proposed 50mm of gravel, this will bring the road back to the original road level. The top up should not have any effect regarding accessing adjacent properties. If the works proceed, Council would write to landholders and explain the current and future expectations around driveway crossovers.

Other considerations

In recent years, Council has sealed a number of roads using Roads to Recovery funding from the Commonwealth. While the primary objective of the upgrade is to seal an unsealed road (typically with a single or two coat stone chip seal), the upgrades also included roadside drainage works to properly protect the road pavement during high flow and flood events.

Also, in July 2017 Council adopted its new *Development and Subdivision Standards* which include new standards for road infrastructure and associated drainage, and they highlight the need for proper management of stormwater along Council's road reserves.

Should Option 3 be adopted by Council for Carveth and William Roads, this will result in an upgrade that is partially inconsistent with Council's standards, however as the standards apply to new construction and not upgrades (as is the case with Carveth and William Roads) and given the history of this matter it is considered reasonable to proceed with the work on the basis that the community is likely to be satisfied with the arrangement. Council would need to explain to landholders the expectations and future opportunities around driveway crossovers.

Should the drainage works be found in future years to be necessary, Council could consider at that time what work is necessary. It is unlikely that any retro-fitting of drainage improvements would require a rebuild of the newly sealed pavement, however there may be a need to install new cross-road culverts which would impact on the pavement.

Conclusion

Carveth and William Road is listed as number 3 according to priorities, on Council's list of road sealing projects with many unbudgeted infrastructure upgrades needed across the municipality. However, given the recent history of this project and residents willingness to contribute to the project, it is considered that the timely sealing of Carveth and William Roads is the most pressing. In proceeding with sealing the roads, the lower service level as outlined in Option 3 could be adopted. Should Council proceed, the works are expected to take around 4-5 weeks to complete and does not require detailed design or any significant survey work. Council would likely source the work through a competitive tender process, as is often done for civil works of this nature.

Therefore, should Council proceed, then Council will procure the works by tender and schedule the works to be completed by mid December 2017. Should wet weather be encountered the works may need to be held over to after the wet season. In this case the 50mm top up, rip, reform will need to increase to 100mm to account for wet seasons losses. This would not be expected to have a substantial effect on the project budget.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

There are no implications for Council in relation to legislation or Council policies.

Risks

There are several risks related to this matter.

The first is that if a lower service level is adopted (e.g. Option 3), then Council may face community pressure or expectation that lower service levels are also appropriate for proposed upgrades to other unsealed roads.

Another risk is that if Option 3 is adopted, then future high flow rainfall events may cause localised flooding which would be exacerbated to some extent along William Road, than if a full drainage upgrade were included (Option 2). In such a flooding event, the road may suffer damage requiring repair. Council's engineering assessments indicate that this risk is relatively low.

A third risk lies around community perception associated with the future Cyrus Road subdivision, in that the subdivision will be constructed fully to Council requirements, including drainage provisions. Landholders from that development will exit to Cox Peninsula Road via William Road and Carveth Road, and these roads will be of a lower engineering standard. As explained elsewhere in this report, Council considers that this risk is low and easily explained by the fact that Carveth and William Roads are long-standing roads, in need of upgrade to sealed standard and that it is not unreasonable for the upgrade to not fully match the standards of new roads in the locality.

Financial Implications

Option 3 is estimated to cost the amount allocated in September 2016, that being \$470,000.

During July and August, Council has issued tenders for its annual road reseals program, which this year includes 31 roads. There are three contracts to be awarded and tenders for two of the three have been awarded. The third component of the work, which is linemarking, will occur under a period contract so the price is able to be estimated from the period contract rates. The program for the reseals is therefore as follows:

Shoulder repairs	\$413,962
Road reseals	\$1,538,589
Linemarking	\$175,000
Contingency	\$40,000
Total	\$2,167,551

When considered against the 2017/18 budget allocation of **\$2,649,404** there is expected to be around **\$481,853** remaining unspent.

Council confirms that there are no other costs associated with the reseals work that have not been considered and that the contingencies outlined here are sufficient for any variations that may emerge as the work proceeds. Therefore, **\$481,853** is considered to be savings in the 2017/18 financial year capital works budget.

Community Engagement

Council will write to the residents with the decision of Council.

Recommending Officer: David Kingston, Director Infrastructure and Operations

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

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting 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:	FIN09 Risk Management and Audit Committee Policy and Appointment of the Independent Chair
Report Number:	17/0039
Meeting Date:	18/10/2017
Attachments:	A -DRAFT FIN09 Risk Management and Audit Committee B – NT Government Statutory Bodies by Classification as at 23 June 2017

Purpose

This report provides a revised DRAFT FIN09 Risk Management and Audit Committee policy (attached) for Council adoption and a recommendation to reappoint the independent Chair.

Summary

At its meeting on 8 August 2017 the Risk Management and Audit Committee (RMAC) recommended that

1. section 4.5.1 of the FIN09 Risk Management and Audit Committee policy be updated to remove the requirement for an evaluation of an individual members' performance of the Committee, and
2. Council seek a further two-year appointment for the independent chair to align with section 4.22 of FIN09 Risk Management and Audit Committee policy which states that:

"Independent member(s) of the Committee shall be appointed for a period of up to four years, commencing part-way through an election cycle, so that their terms overlap each Council election and provide some continuity."

Additionally, section 4.7.3 has been updated to provide greater flexibility with the meeting dates by replacing the statement,

"The Committee shall meet quarterly on the fourth Thursday and as required at appropriate times in the reporting and audit cycle."

With

"The committee shall meet a minimum of four times per year as per a meeting schedule set at the last meeting of the previous year to accommodate the reporting and audit cycle"

Recommendation

THAT Council

1. adopt revised FIN09 Risk Management and Audit Committee policy, as attached to Report 17/0039.
2. appoint Iain Summers as the independent chair of the Risk Management and Audit Committee for a further two years concluding in November 2019.
3. adopts as payment for the external chair of the Risk Management and Audit Committee, the daily rate of a C1 under the NT Government Statutory Bodies Classification as at 23 June 2017.
4. writes to Iain Summers informing him of his reappointment and the details of his appointment.

Background

Updates to section 4.5.1 of the FIN09 Risk Management and Audit Committee policy have resulted from the RMAC conducting a performance evaluation through a self-assessment process as well as the need for flexibility in setting the meeting dates to accommodate the annual reporting and audit cycle.

The last official appointment of the current independent chair of the Risk Management and Audit Committee was in August 2012 and was for a term of four years up to the 2016 local government general elections. The NTG deferred the NT Local Government General Elections until August 2017 as both the Federal and Territory elections were held in 2016. Subsequently, Litchfield Council went to election in November 2015 following a period of administration.

In 2015 FIN09 Risk Management and Audit Committee was approved by the newly elected Council however the reappointment of the Independent chair was overlooked. Reappointment for two years will bring the tenure of the current chair in line with the policy. A review of the terms of reference (section 4.12) along with consideration of the next chair (section 4.22) will be conducted in 2019.

Remuneration in the past was in line with a C1 classification under the NT Government Statutory Bodies schedule as per 2012. The recommendation is to use the updated schedule as at 23 June 2017 with a daily remuneration rate of \$959.

Links with Strategic Plan

An effective and sustainable Council

Legislative and Policy Implications

FIN09 Risk Management and Audit Committee policy is in line with Local Government Accounting Regulations and Local Government General Instruction Number 3 Audit Committees.

Risks

NIL

Financial Implications

Flexibility in setting meeting dates ensures that extra meeting fees are avoided where possible. The independent chair will receive a daily remuneration rate of \$959.

Community Engagement

Not applicable to this item.

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.



Name	DRAFT - FIN09 Risk Management & Audit Committee
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	[Approval Date]
Review Date	20/11/2019

1 Purpose

This Policy sets out the terms of reference for the Risk Management and Audit Committee. The Committee is an Advisory Committee established pursuant to Part 5.2 of the Local Government Act and Section 10 of the Local Government (Accounting) Regulations.

2 Principles

The Risk Management and Audit Committee is an Advisory Committee of Council responsible for monitoring the compliance by Council with the proper standards of financial management, and compliance by Council with the Local Government (Accounting) Regulations and the Accounting Standards. In addition, the Committee monitors, reviews, and advises the Chief Executive Officer on compliance, risk management and policy matters, and acts as an independent line of reporting by the auditor to Council.

3 Definitions

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

Term	Definition
Committee	This term refers to the Risk Management and Audit Committee.
The Act	The term refers to the most recent Local Government Act of the Northern Territory.
Regulations	This term refers to recent Local Government Regulations in the Northern Territory.

4 Policy Statement

4.1 Membership

- 4.1.1 The Committee shall consist of at least one independent member and two Elected Members of Council not including the Mayor. The minimum size of the Committee shall be three members.
- 4.1.2 The chairperson of the committee must be an independent member.
- 4.1.3 The Chief Executive Officer (CEO) shall provide an agenda for each meeting, with the Executive Assistant to the CEO providing secretariat services. The Chief Executive Officer and Chief Financial Officer will be invited to attend each Committee meeting.
- 4.1.4 Council's external and internal auditors may be invited to attend meetings of the Committee.

4.2 Appointment and Termination of Committee Members

- 4.2.1 Members of the Committee are appointed by the Council. Appointment to the Committee from among the Elected Members of Council shall be for a period of up to one year, or until the end of

the term of the Council. Committee members cease being a member of the committee if they are no longer an elected member of the Council.

4.2.2 Independent member(s) of the Committee shall be appointed for a period of up to four years, commencing part-way through an election cycle, so that their terms overlap each Council election and provide some continuity. Appointees may be reappointed by Council. Independent members can be terminated by the Council subject to the appointment agreement.

4.2.3 The selection process for the independent member (s) should consider the following factors when assessing the applicants:

- Level of understanding of local government and the environment in which they operate;
- Level of knowledge and practical exposure on governance and financial management practices;
- Capacity to dedicate adequate time on the committee;
- Depth of knowledge of regulatory and legislative requirements; and
- Ability to maintain professional relationships with staff, council members and other stakeholders.

4.3 Voting Right of Committee Members

4.3.1 Only members of the Committee are entitled to vote in the Committee meetings. All Committee members have equal voting rights. Unless otherwise required (by the conflict of interest provision in the Act) and each member must vote on every matter that is before the committee for decision.

4.3.2 Where a vote is taken and the result is undecided the chairperson has the casting vote.

4.4 Remuneration Committee Members

4.4.1 The Independent Chair shall be remunerated for the for preparation and attendance at each Committee meeting at the C1 daily rate identified in the Northern Territory Government Remuneration of Board Members as amended from time to time.

4.4.2 Elected members serving on the Committee shall be remunerated as per Council Policy.

4.5 ~~Committee and Individual Member~~ Performance and Review

4.5.1 The chairperson, in consultation with the Chief Executive Officer, will initiate a self-assessment review of performance of the committee ~~and the individual member's performance~~ at least once every two years.

4.5.2 The review will be conducted on a self-assessment basis with appropriate input sought from the Chief Executive Officer, the auditors, Elected Members, management and any other relevant stakeholders, as determined by the Chief Executive Officer.

4.6 Quorum

4.6.1 The quorum for the transaction of business shall be one independent member and one committee member that is a member of the Council. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all of the authorities, powers and discretions vested in or exercisable by the Committee.

4.7 Meetings

4.7.1 In accordance with the principles of open, transparent and informed decision making, Committee meetings must be conducted in a place open to the public. Members must be physically present and cannot attend meetings over phone or other devices.

4.7.2 Where agenda items are addressed in confidential, this shall be done in compliance with Part 4 Confidential Information and Business of the Local Government (Administration) Regulations.

4.7.2 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and observers, no later than three clear days before the date of the meeting.

4.7.3 The committee shall meet a minimum of four times per year as per a meeting schedule set at the last meeting of the previous year to accommodate the reporting and audit cycle. ~~The Committee shall meet quarterly on the fourth Thursday and as required at appropriate times in the reporting and audit cycle.~~

4.8 Minutes of Meetings

4.8.1 The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance are minute and that the minutes otherwise comply with the requirements of all Regulations.

4.8.2 Minutes shall be circulated within five days after a meeting to all members of the Committee and to all members of the Council and will (as appropriate) be made available to the public within ten business days after the meeting on the Council's website.

4.8.3 The Chief Executive Officer maintains a register of audit report recommendations and action taken to address these recommendations. The Committee considers any follow-up action required pursuant to the report or the implementation of report recommendations.

4.8.4 The Chief Executive Officer shall provide sufficient administrative resources to the Committee to enable it to adequately carry out its functions.

4.8.5 After meeting, the Committee shall report to Council at the next Council Meeting including the Committee's recommendations and key issues of discussion to council.

4.9 Role of the Committee

4.9.1 Financial Reporting

4.9.1.1 The Committee shall monitor the integrity of the

- annual financial statements of the Council, reviewing significant financial reporting issues and judgements which they contain; and
- the annual report.

4.9.1.2 The Committee shall review and challenge where necessary:

- The consistency of, and/or any changes to, accounting policies;
- The methods used to account for significant or unusual transactions where different approaches are possible;
- Whether the Council has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditor;
- The clarity of disclosure in the Council's financial reports and the context in which statements are made; and
- All material information presented with the financial statements.

4.9.2 Internal Controls and Risk Management Systems

The Committee shall:

4.9.2.1 Keep under review the effectiveness of the Council's internal controls and risk management systems; and

4.9.2.2 Review and recommend the approval, where appropriate, of any material to be included in the annual report concerning internal controls and risk management.

4.9.3 Whistle Blowing

4.9.3.1 The Committee shall review the Council's arrangements for its employees to raise concerns, in confidence, about possible wrongdoing in financial recording or reporting or other matters. The Committee shall ensure these arrangements allow independent investigations of such matters and appropriate follow-up action.

4.9.3.2 Review the effectiveness of the Fraud Protection Plan established by the Chief Executive Officer pursuant to Section 10(2) of the Local Government (Accounting) Regulations.

4.9.4 Internal Audit

The Committee shall:

4.9.4.1 Monitor and review the effectiveness of the Council's internal audit function in the context of the Council's overall risk management system;

4.9.4.2 Consider and make recommendation on the program of the internal audit function and the adequacy of its resources and access to information to enable it to perform its function effectively and in accordance with the relevant professional standards.

4.9.4.3 Review all reports on the Council's operations from the internal auditors;

4.9.4.4 Review and monitor management's responsiveness to the findings and recommendations of the internal auditor; and

4.9.4.5 Where appropriate, meet the internal auditor at least once a year, without management being present, to discuss any issues arising from the internal auditor carried out. In addition, the internal auditor shall be given the right of direct access to the Principal Member of the Council and to the Presiding Member of the Committee.

4.9.5 External Audit

The Committee shall:

4.9.5.1 Monitor the supply of non-audit services by the external auditor, taking into account any relevant ethical guidance on the matter;

4.9.5.2 Consider and make recommendations to the Council, in relation to the appointment, re-appointment and removal of the Council's external auditor.

4.9.5.3 Monitor Council's relationship with the external auditor including, but not limited to:

- Recommending the approval of the external auditor's remuneration, covering fees for both audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;
- Recommending the approval of external auditor's terms of engagement,
- including any engagement letter issues at the commencement of each audit and the scope of the audit;
- Assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services;
- Satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business); and
- Assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall include a report from the external auditor on the Audit Committee's own internal quality procedures);

4.9.5.4 Meet the external auditor at least once a year and more often as needed, without management being present; to discuss the external auditor's report and any issues arising from the audit;

- 4.9.5.5 Review and make recommendations on the annual audit plan, and in particular its consistency with the scope of the external audit engagement;
 - 4.9.5.6 Review the findings of the audit with the external auditor. This shall include, but not be limited to, the following:
 - A discussion of any major issues which arose during the external audit;
 - Any accounting and audit judgements, and
 - Levels of errors identified during the external audit.
 - 4.9.5.7 Review the effectiveness of the external audit;
 - 4.9.5.8 Review any representation letter(s) requested by the external auditor before they are signed by management;
 - 4.9.5.9 Review the subsequent audit management letter from the external auditor and management's proposed response, by Council, to the external auditor's findings and recommendations in that audit management letter.
- 4.10 Conflict of Interest
- 4.10.1 Committee members must declare any real or perceived conflicts of interest when joining the committee, annually and at the start of each meeting before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.
 - 4.10.2 Where a Committee member is deemed to have a real or perceived conflict of interest, at the chairperson's discretion, it may be appropriate that the person is excused from committee deliberations on the agenda item where a conflict of interest exists, or if necessary excused from the meeting.
- 4.11 Committee Access to Council Records and Resources
- 4.11.1 The Chief Executive Officer will provide the necessary council records and reports for the audit committee to undertake its role and responsibilities subject to any confidentiality provisions in the Local Government Act or other legislative provisions.
 - 4.11.2 With consideration of legal and confidentiality implications, via the Chief Executive Officer the Committee is authorised to:
 - Obtain any information it requires from any employee and/or external party.
 - Discuss any matters with the external auditor, or other external parties.
 - Request the attendance of any employee at committee meetings.
 - Obtain external legal or other professional advice, as considered necessary to meet its responsibilities, contingent on a decision by Council to fund such advice.
 - 4.11.3 The audit committee has no authority to procure resources independently of council.
- 4.12 Review of Terms of Reference
- 4.12.1 Every two years the committee will review its Terms of Reference to ensure it is consistent with the perceived needs to the council. This review will be in consultation with the Chief Executive Officer.
 - 4.12.2 The outcome and recommendations will be given to council as part of this policy to consider.
 - 4.12.3 While the Committee is required to review these Terms of Reference and make recommendations to Council, it has no power or authority to amend or alter the committee's Terms of Reference.

5	Associated Documents
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6 References and Related Legislation

Local Government Act and associated Regulations, Ministerial Guidelines and General Instructions.

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
18/10/2017	Policy reviewed to remove reference to individual member performance review
19/11/2015	Policy Adopted

NT GOVERNMENT STATUTORY BODIES

BY CLASSIFICATION

As at 23 June 2017

- This document lists Northern Territory Government statutory bodies classified for remuneration purposes pursuant to section 10(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act*.
- An asterisk (*) indicates the Northern Territory Administrator has made a special determination for the remuneration of a member or categories of members. These special determinations are listed in a document entitled 'Special Determinations made under section 11(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act*', and can be accessed through the Remuneration of Boards website.

CLASS A: GOVERNING AND MANAGEMENT BODIES

Class A1: Senior commercial and assets management	
Body	Rate of remuneration
Level 1 Darwin Waterfront Corporation Board Tourism NT Top End Health Service Board Central Australia Health Service Board	Annual rate Chairperson: \$82 363 Deputy Chairperson: \$63 356 Other member: \$44 349
Level 2 AustralAsia Railway Corporation Board	Annual rate Chairperson : \$63 356 Other member: \$44 349
Level 3 Land Development Corporation Advisory Board	Annual rate Chairperson : \$50 685 Other member: \$27 877
Level 4	Annual rate Chairperson : \$44 349 Other member: \$12 671
Level 5 Board of the Museum and Art Gallery of the Northern Territory Conservation Land Corporation Northern Territory Land Corporation Northern Territory Legal Aid Commission Parks and Wildlife Commission of the Northern Territory Pastoral Land Board	Daily rate Chairperson : \$654 Other member: \$540

CLASS A: GOVERNING AND MANAGEMENT BODIES (continued)

Class A2: Major facilities or assets management and commercialisation	
Body	Rate of remuneration
Level 1 Desert Knowledge Australia Superannuation Trustee Board	Daily rate Chairperson : \$405 Other member: \$304
Level 2 Aboriginal Areas Protection Authority Cobourg Peninsula Sanctuary and Marine Park Board Nitmiluk (Katherine Gorge) National Park Board Strehlow Research Centre Board	Daily rate Chairperson : \$405 Other member: \$228

Class A3: Local facilities and land management	
Body	Rate of Remuneration
Alice Springs Regional Bushfires Committee Arnhem Regional Bushfires Committee Barkly Regional Bushfires Committee Barranyi (North Island) National Park Local Management Committee Bushfires Council Djukbinj National Park Local Management Committee Savannah Regional Bushfires Committee Tnorala Local Management Committee Vernon / Arafura Regional Bushfires Committee	Daily rate Chairperson : \$304 Other member: \$228

CLASS B: QUASI-JUDICIAL BODIES

Class B1: Senior appeals / important government process	
Body	Rate of remuneration
Augmented Redistribution Committee Building Practitioners Board * Legal Practitioners Disciplinary Tribunal Northern Territory Civil and Administrative Tribunal * Northern Territory Environment Protection Authority * NT Build Remuneration Tribunal	Daily rate Chairperson: \$959 Other member: \$719

CLASS B: QUASI-JUDICIAL BODIES (continued)

Class B2: Appeals and review / determination of important rights	
Body	Rate of remuneration
Level 1 Alcohol Mandatory Treatment Tribunal Building Appeals Board Community Living Areas Tribunal * Development Consent Authority Mental Health Review Tribunal * NT Licensing Commission Parole Board of the Northern Territory * Racing Appeals Tribunal Racing Commission *	Daily rate Chairperson : \$719 Other member: \$540
Level 2 Firearms Appeal Tribunal Health Professional Review Tribunal Local Government Disciplinary Committee Correctional Officers Arbitral Tribunal Police Arbitral Tribunal Swimming Pool Fencing Review Committee	Daily rate Chairperson : \$540 Other member: \$405

Class B3: Senior registration and assessment	
Body	Rate of remuneration
Agents Licensing Board (Real Estate and Conveyancing) * Agents Licensing Fidelity Guarantee Fund of the Northern Territory Valuation Board of Review Panel	Daily rate Chairperson : \$405 Other member: \$304

Class B4: Registration and practice	
Body	Rate of remuneration
Architects Board Electrical Workers and Contractors Licensing Board Plumbers and Drainers Licensing Board Surveyors Board of the Northern Territory of Australia Teacher Registration Board of the Northern Territory Veterinary Board of the Northern Territory	Daily rate Chairperson : \$304 Industry member: \$0 – \$228 Other member: \$228

CLASS C: ADVISORY AND REVIEW BODIES

Class C1: Critical Issues	
Body	Rate of Remuneration
Planning Commission Training Commission	Daily rate Chairperson : \$959 Other member: \$719

Class C2: Expert high impact	
Body	Rate of Remuneration
Building Advisory Committee Crime Victims Advisory Committee Health and Community Services Complaints Review Committee Northern Territory Grants Commission Mining Board Procurement Review Board Review Panel Scheme Monitoring Committee Water Resources Review Panel Youth Justice Advisory Committee	Daily rate Chairperson : \$719 Other member: \$405

CLASS C: ADVISORY AND REVIEW BODIES (continued)

Class C3: Ministerial assistance	
Body	Rate of Remuneration
Alice Springs Water Advisory Committee Animal Welfare Advisory Committee Berry Springs Water Advisory Committee Commercial Passenger Vehicle Board Community Benefit Committee Drillers' Qualifications Advisory Committee Heritage Council Howard East Water Advisory Committee Katherine Water Advisory Committee Tindall Mataranka – Daly Waters Water Advisory Committee Non-Government Schools Ministerial Advisory Council NT Board of Studies NT Indigenous Education Council NT Weed Advisory Committee Oolloo Water Advisory Committee Parks and Wildlife Advisory Council Place Names Committee of the NT Rapid Creek Water Advisory Committee Ti-Tree Water Advisory Committee Work Health and Safety Advisory Council Workers Rehabilitation and Compensation Advisory Council	Daily rate Chairperson: \$304 Other member: \$228



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 18 October 2017

16 Common Seal

- 16.1 Use of Common Seal for Creation of Water and Power Easements on Section 5020 (225 Strangways Road, Humpty Doo, Hundred of Bagot)



COUNCIL REPORT

Agenda Item Number:	16.1
Report Title:	Use of Common Seal for Creation of Water and Power Easements on Section 5020 (225) Strangways Road, Humpty Doo, Hundred of Bagot
Report Number:	17/0040
Meeting Date:	18/10/2017
Attachments:	Attachment A: Maps Illustrating Proposed Location of New Easements on Site Attachment B: Form 51 for Water Easement Attachment C: Form 51 for Power Easement

Purpose

This report seeks Council endorsement of the use of the Common Seal on two separate Form 51s – Creation of Easement in Gross to be provided to the Land Titles Office.

Summary

By signing both Forms 51 – Creation of Easement in Gross, a new water easement and a new power easement will be created on Section 5020 (225) Strangways Road, Humpty Doo, Hundred of Bagot, which Council currently leases from Northern Territory Government. The easements are required to cover a recently installed water main and a proposed new power line.

Recommendation

THAT Council approve the use of the Common Seal on Form 51 - Creation of Easement in Gross for a water easement and Form 51 - Creation of Easement in Gross for a power easement on Section 5020 (225) Strangways Road, Humpty Doo, Hundred of Bagot.

Background

As part of the development of the new industrial park Humpty Doo, off Spencely Road to the south of Strangways Road, a new water main was approved and installed along the southern boundary of Section 5020 (225) Strangways Road, Humpty Doo, Hundred of Bagot. This is the site of Council's Humpty Doo Waste Transfer Station.

Council has a lease from the NT Government over this site. At the time of the installation of the water main, Power and Water Corporation did not seek to create an easement over this water main. The easement is, however, required and Power and Water Corporation are now seeking a 10m wide easement over the area of the water main, as shown in Attachment A.

A new sewer pump station is also under construction at the north-west corner of Spencely Road and Strangways Road on a site subdivided out of Section 5020 (225) Strangways Road, Humpty Doo, Hundred of Bagot. However, the power required for the sewer pump station site is required to cross Section 5020 (225) Strangways Road, Humpty Doo, Hundred of Bagot. Power and Water Corporation are therefore requesting a power easement over the extreme south-eastern corner of Section 5020 (225) Strangways Road, Humpty Doo, Hundred of Bagot, as shown in Attachment A.

As the lessee of the land on the formal title for Section 5020 (225) Strangways Road, Humpty Doo, Hundred of Bagot, Council is required to authorise the granting of the easements over the site, by signing the appropriate forms included at Attachment B and Attachment C.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

The lodgement of the signed forms with Land Titles Office will register the easements on the formal title for the site.

Risks

Not applicable to this report.

Financial Implications

Not applicable to this report.

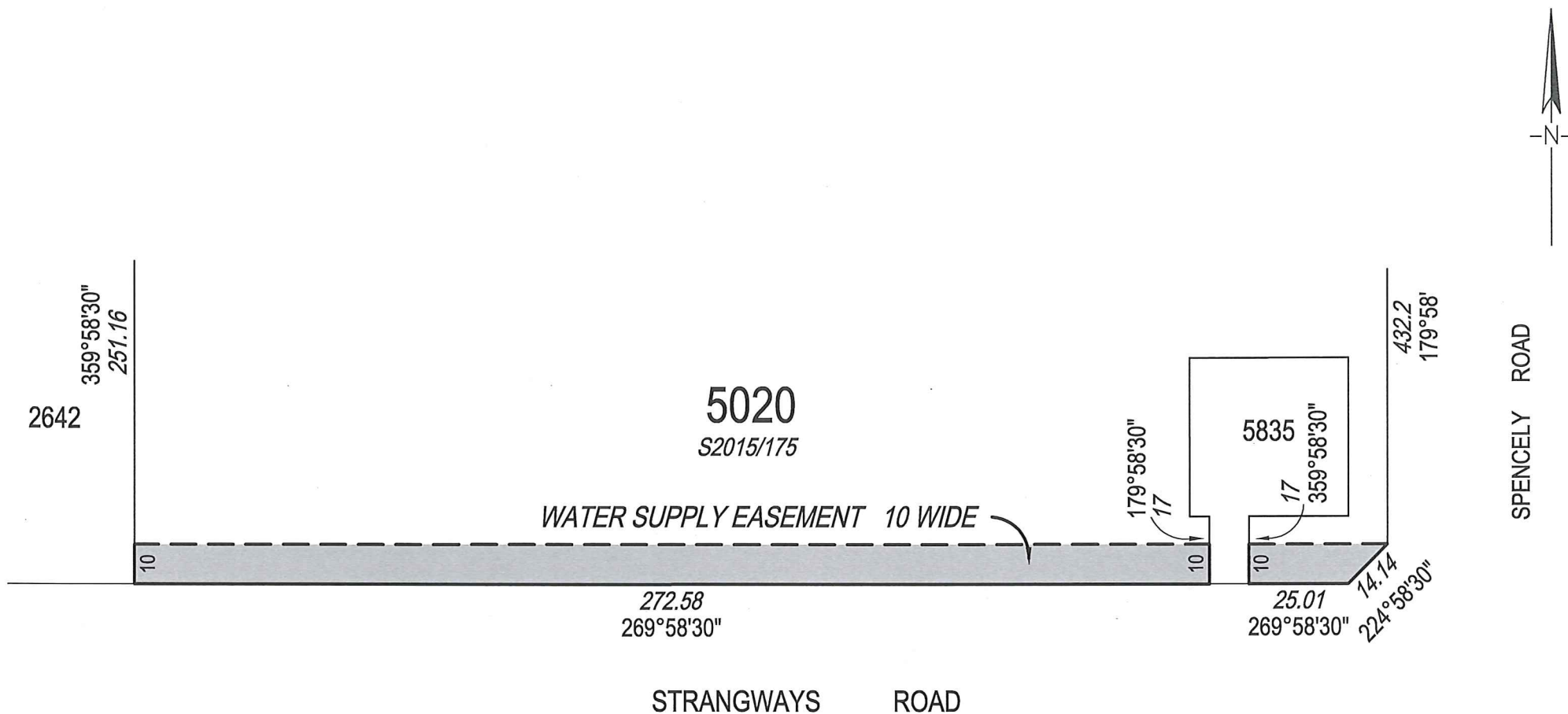
Community Engagement

Not applicable to this report.

Recommending Officer: **David Kingston, Director Infrastructure and Operations**

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

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



Note
Water Supply Easement over Section 5020 is in favour of the Power and Water Corporation

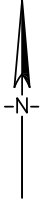


eja
SURVEY & PLANNING
CONSULTANTS
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earl james & associates
darwin@eja.com.au

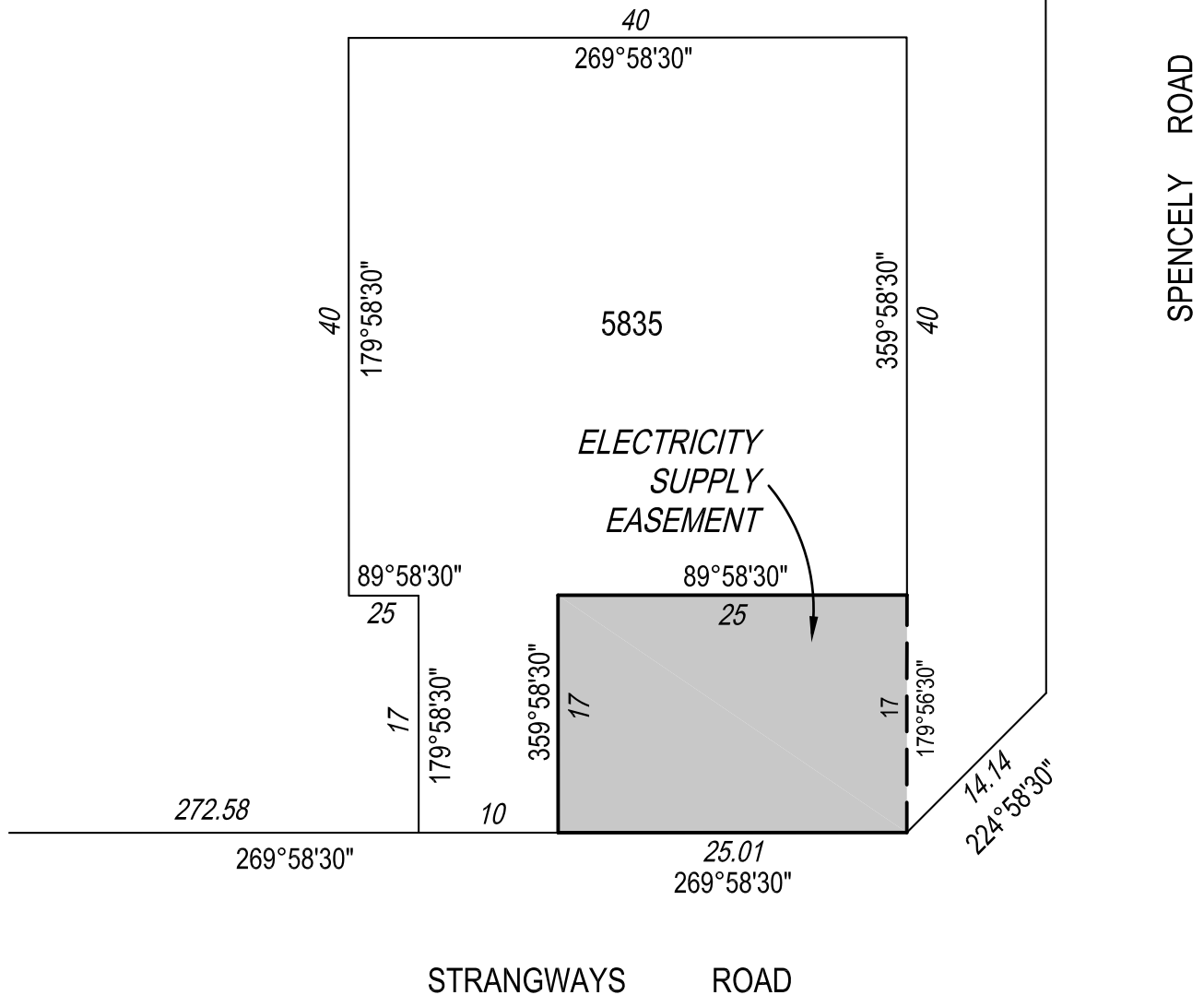
SECTION 5020
HUNDRED OF STRANGWAYS
WATER SUPPLY EASEMENT

Client: **JACOBS SKM**

R. Russell
Licensed Surveyor:
Date: *14/9/2017*
Drawn by: SJH
Date: 13.09.17
Cad File: 9154-53.DWG
Scale: 1:1500 (A4)
Datum:
Drawing No:
17/9154/53



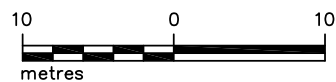
5020
S2015/175



Note

Electricity Supply Easement over Section 5020
is in favour of the Power and Water Corporation

R. Lunell 19/09/2017
Licensed Surveyor Date



Drawn by:	SJH
Date:	19.09.17
Cad File:	10424-1.DWG
Scale:	1:500 (A4)
Datum:	
Drawing No:	17/10424/1



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**SECTION 5020
HUNDRED OF STRANGWAYS**

ELECTRICITY SUPPLY EASEMENT

Client: **POWER AND WATER CORPORATION**

Land Title Act
REGISTRAR-GENERAL'S DIRECTIONS



NORTHERN TERRITORY OF AUSTRALIA

Commissioner of Territory Revenue use only

E**G****No:**

IMPORTANT NOTICE

Please Note Privacy Statement Overleaf

**CREATION OF
EASEMENT IN GROSS**

The owner of the land grants to the person(s) specified below the easement for the value described below subject to the conditions set out on the back page. (NOTES 1 – 3)

Register	Volume	Folio	Location	Lot Description	Plan	Unit
CUFT	804	598	Hundred of Strangways	Section 5020	S2015/175	

(NOTE 4)

Easement

Water Supply Easement

Plan
17/9154/53

(NOTE 5)

Person(s) to whom
granted

Power and Water Corporation

(NOTE 6)

Value (GST inclusive)

Nil

GST Amount Nil

(NOTE 7)

SIGNED by the Owner

The Common Seal of Litchfield Council was affixed
in the presence of:

.....
Maree Bredhauer

MAYOR

.....
Kaylene Conrick

CEO

on (date):

SIGNED by the person(s) receiving the benefit of the
easement

Executed for and on behalf of the **Power and Water
Corporation** by its Attorney pursuant to Power of
Attorney No. **355672** dated 13 March 2017

.....
Signature of General Counsel (Attorney)

LUCIA KU
Name of Attorney (Printed)

on (date):

In the presence of:

.....
Signature of Qualified Witness

.....
Full Name of Qualified Witness

.....
Qualification of Witness

.....
Address/Telephone number

(NOTE 8)

CONSENT OF REGISTERED MORTGAGEES (NOTE 9)

Instrument type:	Instrument type:
Instrument No:	Instrument No:
Name of Parties:	Name of Parties:
I the registered proprietor of the interest shown above consent to the registration of this instrument.	I the registered proprietor of the interest shown above consent to the registration of this instrument.
Signed:	Signed:
Full Name & Qualification:	Full Name & Qualification:
POA Number and Position:	POA Number and Position:
on (Date):	on (Date):
In the presence of:	In the presence of:
Signature:	Signature:
Name of Witness:	Name of Witness:
Qualification:	
Address or Telephone No.:	Address or Telephone No.:

CONDITIONS (NOTE 5)

SCHEDULE OF NOTES

1. This form must be used for a Grant of Easement in Gross. For other easements like Access Easements use Form 52.
2. This form may be lodged as an original only and must be typed or completed in biro, and must show the imprint of the Commissioner of Territory Revenue. Alterations to information entered on the form should be crossed out (not erased or obliterated by painting over) and initialled by the parties.
3. If there is insufficient space in any panel use the space above or an annexure sheet (Form 95).
4. Volume and Folio references must be given together with complete parcel description. If a certificate as to title has been issued it must be produced.
5. A summary of the easement (ie. "sewerage easement"), and a survey plan must be annexed. If the intention is to utilise the easements described in the *Law of Property Act* then the precise descriptive words should be used. For easements not utilising the *Law of Property Act* descriptions the panel conditions above must be completed.
6. Name only (ie. Northern Territory of Australia, Power and Water Corporation, Darwin City Council or XYZ Corporation Pty. Ltd.).
7. Set out the value of the easement inclusive of GST. For the GST amount, if the easement is subject to the margin scheme and the GST amount is unknown insert "margin scheme" in the box provided.
8. Persons who may witness this document are a Commissioner for Oaths, a member of the Legislative Assembly, a legal practitioner within the meaning of the *Legal Profession Act*, a person holding office under the *Supreme Court Act*, the *Justices Act*, the *Local Court Act* or the *Registration Act*, a member of the Police Force, a person licensed as a conveyancing agent or real estate agent under the *Agents Licensing Act*, a Notary Public and any other person approved by the Registrar-General.

A witness to an instrument executed by an individual must first:

- take reasonable steps to ensure that the individual is the person entitled to sign the instrument;
- have the individual execute the document in the presence of the witness;
- not be a party to the instrument; and
- if witnessing more than one signature, clearly state that he/she has witnessed more than one signature. (ie I have witnessed the two signatures appearing above).

After signing, witnesses must legibly write, type or stamp their names and contact address or telephone number below their signature.

For a corporation, an instrument must be executed in a way permitted by law or sealed with the corporation's seal in accordance with the *Law of Property Act*, Section 48.

For witnessing of instruments executed outside the Northern Territory refer to Schedule 1 of the *Land Title Act* and the Registrar-General's Direction.

9. The instrument of Easement in Gross must include the consents of all registered mortgagees of the lot burdened by the easement in gross.

PRIVACY STATEMENT – LAND REGISTER FORMS

The Registrar-General's Office is authorised by the *Land Title Act* to collect the information on this form for the establishment and maintenance of the Land Register, which is made available for search by any person, anywhere, including through the Internet, upon payment of a fee. The information is regularly provided to other NT Government agencies, the Australian Valuation Office, local governments, the Australian Bureau of Statistics, the Australian Taxation Office or other Commonwealth Agencies as required or authorised by law, and some private sector organisations for conveyancing, local government, valuation, statistical, administrative and other purposes. The NT Government also uses the information to prepare and sell or licence property sales reports to commercial organisations concerned with the development, sale or marketing of property.

Failure to provide the information in full or in part may prevent your application or transaction being completed.

Your personal information provided on this form can be subsequently accessed by you on request. If you have any queries please contact the Deputy Registrar-General on 8999 5318.

Land Title Act
REGISTRAR-GENERAL'S DIRECTIONS



NORTHERN TERRITORY OF AUSTRALIA

Commissioner of Territory Revenue use only

E**G****No:**

IMPORTANT NOTICE

Please Note Privacy Statement Overleaf

**CREATION OF
EASEMENT IN GROSS**

The owner of the land grants to the person(s) specified below the easement for the value described below subject to the conditions set out on the back page. (NOTES 1 – 3)

Register	Volume	Folio	Location	Lot Description	Plan	Unit
CUFT			Hundred of Strangways	Section 5020	S2015/175	

(NOTE 4)

Easement

Electricity Supply Easement
Plan
17/10424/1

(NOTE 5)

Person(s) to whom
granted

Power and Water Corporation

(NOTE 6)

Value (GST inclusive)

Nil GST Amount Nil

(NOTE 7)

SIGNED by the Owner

The Common Seal of Litchfield Council was affixed
in the presence of:

.....
Maree Bredhauer MAYOR

.....
Kaylene Conrick CEO

on (date):

SIGNED by the person(s) receiving the benefit of the easement

Executed for and on behalf of the **Power and Water Corporation** by its Attorney pursuant to Power of Attorney No. **355672** dated 13 March 2017

.....
Signature of General Counsel (Attorney)

LUCIA KU
Name of Attorney (Printed)

on (date):

In the presence of:

.....
Signature of Qualified Witness

.....
Full Name of Qualified Witness

.....
Qualification of Witness

.....
Address/Telephone number

(NOTE 8)

CONSENT OF REGISTERED MORTGAGEES (NOTE 9)

Instrument type:	Instrument type:
Instrument No:	Instrument No:
Name of Parties:	Name of Parties:
I the registered proprietor of the interest shown above consent to the registration of this instrument.	I the registered proprietor of the interest shown above consent to the registration of this instrument.
Signed:	Signed:
Full Name & Qualification:	Full Name & Qualification:
POA Number and Position:	POA Number and Position:
on (Date):	on (Date):
In the presence of:	In the presence of:
Signature:	Signature:
Name of Witness:	Name of Witness:
Qualification:	
Address or Telephone No.:	Address or Telephone No.:

CONDITIONS (NOTE 5)

SCHEDULE OF NOTES

1. This form must be used for a Grant of Easement in Gross. For other easements like Access Easements use Form 52.
2. This form may be lodged as an original only and must be typed or completed in biro, and must show the imprint of the Commissioner of Territory Revenue. Alterations to information entered on the form should be crossed out (not erased or obliterated by painting over) and initialled by the parties.
3. If there is insufficient space in any panel use the space above or an annexure sheet (Form 95).
4. Volume and Folio references must be given together with complete parcel description. If a certificate as to title has been issued it must be produced.
5. A summary of the easement (ie. "sewerage easement"), and a survey plan must be annexed. If the intention is to utilise the easements described in the *Law of Property Act* then the precise descriptive words should be used. For easements not utilising the *Law of Property Act* descriptions the panel conditions above must be completed.
6. Name only (ie. Northern Territory of Australia, Power and Water Corporation, Darwin City Council or XYZ Corporation Pty. Ltd.).
7. Set out the value of the easement inclusive of GST. For the GST amount, if the easement is subject to the margin scheme and the GST amount is unknown insert "margin scheme" in the box provided.
8. Persons who may witness this document are a Commissioner for Oaths, a member of the Legislative Assembly, a legal practitioner within the meaning of the *Legal Profession Act*, a person holding office under the *Supreme Court Act*, the *Justices Act*, the *Local Court Act* or the *Registration Act*, a member of the Police Force, a person licensed as a conveyancing agent or real estate agent under the *Agents Licensing Act*, a Notary Public and any other person approved by the Registrar-General.

A witness to an instrument executed by an individual must first:

- take reasonable steps to ensure that the individual is the person entitled to sign the instrument;
- have the individual execute the document in the presence of the witness;
- not be a party to the instrument; and
- if witnessing more than one signature, clearly state that he/she has witnessed more than one signature. (ie I have witnessed the two signatures appearing above).

After signing, witnesses must legibly write, type or stamp their names and contact address or telephone number below their signature.

For a corporation, an instrument must be executed in a way permitted by law or sealed with the corporation's seal in accordance with the *Law of Property Act*, Section 48.

For witnessing of instruments executed outside the Northern Territory refer to Schedule 1 of the *Land Title Act* and the Registrar-General's Direction.

9. The instrument of Easement in Gross must include the consents of all registered mortgagees of the lot burdened by the easement in gross.

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 18 October 2017

17 Other Business

18 Public Questions

19 Confidential Items

20 Close of Meeting