

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 19/04/2017

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

A handwritten signature in black ink, appearing to read "David Kingston". The signature is fluid and cursive, with a long horizontal stroke at the end.

David Kingston, Acting 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, 19 April 2017 at 6:00pm

David Kingston
Acting Chief Executive Officer

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.

Audio Disclaimer

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

Acknowledgement of Traditional Ownership

It is acknowledged that the meeting is held on the land of the traditional owners and Council respect the Elders past and present for their continuing custodianship of the land and the children of this land across generations.

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Council Meeting Agenda

Wednesday 19 April 2017

1. Open of Meeting

Audio Disclaimer

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

Acknowledgement

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

2. Apologise and Leave of Absence

Cr Hunt – Leave of Absence

3. Confirmation of Minutes

THAT the full minutes of the Council Meeting held 15 March 2017, 13 pages, be confirmed.

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

4. Business Arising from the Minutes

Attached for Council information is Action Sheet

Action Plan

As at 11 April 2017

Resolution Number	Resolution	Action Officer	Meeting Date	Comments to Council
15/0032/02	<p>Questionnaire</p> <p>Council prepare a plan and budget for conducting a comprehensive, formal survey of residents regarding Council performance, service expectations and priorities, and regional planning, which will come back for Council consideration.</p>	Kaylene Conrick	23-07-15	Survey to be issued in April 2017
15/0175/02	<p>Meeting Procedures By-Laws</p> <p>2. THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.</p>	Kaylene Conrick	19-11-15	Drafting instructions under development by Division of Local Government, Department of Housing & Community Development
16/0203	<p>Signage, Roadside Vans and Events on Council Land</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body; 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year. 	David Jan	21-09-16	Work to commence (by-law preparation) in 2017/18 financial year in accordance with Council's resolution

Action Plan

As at 11 April 2017

16/0208	<p>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:</p> <table data-bbox="342 435 757 587"> <tr> <td>General Consultancy</td> <td>\$80,000</td> </tr> <tr> <td>Project Management (in kind)</td> <td>\$150,000</td> </tr> <tr> <td>Infrastructure Reserve</td> <td>\$20,000</td> </tr> <tr> <td></td> <td>\$250,000</td> </tr> </table>	General Consultancy	\$80,000	Project Management (in kind)	\$150,000	Infrastructure Reserve	\$20,000		\$250,000	David Kingston	21-09-16	An application to the Federal Government Building Better Regions Fund has been lodged to match NTG Funding - outcome expected by June 2017
General Consultancy	\$80,000											
Project Management (in kind)	\$150,000											
Infrastructure Reserve	\$20,000											
	\$250,000											
16/0209	<p>Road Opening - Centre Road - Access to Freds Pass Reserve THAT Council: 1. approve proceeding with the road opening process for a new access road through Freds Pass Reserve; and 2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the new access road.</p>	David Kingston	21-09-16	Waiting on authorisation from Power & Water re land acquisition and authorisation from the Minister regarding a section of Crown Land to be granted to Council								
16/0210	<p>Sealing of Carveth Road and William Road Berry Springs THAT a special rate scheme be prepared for the properties that abut Carveth and Williams Roads to contribute an amount per property of \$4,010 towards the sealing of these roads in 2017/2018. THAT the property owners in Carveth and Williams Rd be advised in writing of Council's decision. THAT the Developer provide a Bank Guarantee for the sum of \$709,852 to the Litchfield Council being the monies payable under its Developer Contribution Plan. THAT an amount of \$470,000 be provided in the Litchfield Council's 2017/18 Budget for the construction of Carveth and William Road.</p>	David Kingston	21-09-16	Letters to be distributed once full position known. Further discussions needed with developer to determine how project proceeds.								

Action Plan

As at 11 April 2017

16/0234	<p>Improvements Berry Springs Waste Transfer Site THAT Council undertakes the following safety works at the Berry Springs waste transfer site to improve public and staff safety at the estimated costs outlined below:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Video surveillance</td> <td style="text-align: right;">\$9,882.40</td> </tr> <tr> <td>1km of new fence & gates</td> <td style="text-align: right;">\$44,297.00</td> </tr> <tr> <td>Installation of waste performance boards</td> <td style="text-align: right;">\$6,000.00</td> </tr> <tr> <td>Improved facilities for staff</td> <td style="text-align: right;">\$10,000.00</td> </tr> <tr> <td></td> <td style="text-align: right;">\$70,179.40</td> </tr> </table>	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		\$70,179.40	David Kingston	19-10-16	Fence has been installed, board ready to be installed weather permitting, improved facilities to be determined one waste strategy is complete
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													
	\$70,179.40													
16/0252/01	<p>Rating Strategy THAT Council undertakes a review of Council's rating system.</p>	Kaylene Conrick	16-11-16	Rating system review commenced November 2016										
17/0028/1	<p>Litchfield Animal Management By-laws THAT Council endorses the Draft Litchfield Council Animal Management By-laws to be put to public consultation as per Section 190 of the NT Local Government Act</p>	David Jan	15-02-17	Complete										
17/0030/3	<p>Flooding Issue - Stockwell Road Blackmore THAT Council requests an urgent meeting with Deputy Chief Minister Nicole Manison, Minister for Infrastructure, Planning and Logistics to seek an update on how and when the Territory Government intends to progress Item 14 of the Statements of Policy in the Litchfield Subregional Plan 2016 relating to battle-axe private roads</p>	David Kingston	15-02-17	Letter being prepared for sending this week										
17/0030/7	<p>Flooding Issue - Stockwell Road Blackmore THAT Council review Private Road Policy LC29 as matter of urgency</p>	David Kingston	15-02-17	Preparing a brief to engage a quantity surveyor to look at life-cycle costs of private roads										
17/0030/8	<p>Flooding Issue - Stockwell Road Blackmore THAT Council receive a report no later than June 2017 Council Meeting, on the Private Road Policy</p>	David Kingston	15-02-17	Preparing a brief to engage a quantity surveyor to look at life-cycle costs of private roads										
17/0032	<p>Roadwork Safety Upgrade – Stuart Highway Coolalinga THAT Council notes the report and advises the Department of Infrastructure, Planning and Logistics that Council seeks a briefing on the proposed plans as a matter of urgency and prior to works undertaken.</p>	David Kingston	15-02-17	Works underway and briefing by DPL on 27 April 2017										
17/0036/4	<p>Litchfield Aquatic Facility Needs Analysis Report THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities</p>	Kaylene Conrick	15-02-17	Pending the Minister's meeting 18 April 2017										

Action Plan

As at 11 April 2017

17/0036/6	Litchfield Aquatic Facility Needs Analysis Report THAT Council writes to the Minister for Education, Eva Lawler seeking advice regarding any plans for future mandatory swimming lessons as part of the school curriculum.	Kaylene Conrick	15-02-17	Meeting scheduled with the Mayor & A/CEO 18 April 2017
17/0036/5	Litchfield Aquatic Facility Needs Analysis Report THAT Council writes to the Minister for Tourism and Culture, Lauren Moss who holds the portfolio for sport and recreation, seeking a meeting to discuss the Litchfield Aquatic Facility Needs Analysis Report	Kaylene Conrick	15-02-17	Mayor and CEO met with Minister Lauren Moss' Adviser Stephen Nugent to provide a briefing on the Litchfield Aquatic Needs Analysis and to seek further assistance to address the gap in aquatic facilities - Complete
17/0050/01	Litchfield Council Community Grants Scheme THAT Council approves the draft Litchfield Community Grants Scheme Guidelines.	David Jan	15-03-17	Complete
17/0050/02	Litchfield Council Community Grants Scheme THAT Council endorses the updated FIN07 Grants, Donations and Sponsorship Policy	David Jan	15-03-17	Complete
17/0050/03	Litchfield Council Community Grants Scheme THAT Council approves the calling of applications for the 2016/17 Annual Community Grants with a total of \$22,500 to distribute	David Jan	15-03-17	Complete
17/0050/04	Litchfield Council Community Grants Scheme THAT Council establishes the Community Grants Committee to consider applications made to the 2016/17 Annual Community Grants program	David Jan	15-03-17	Complete
17/0050/05	Litchfield Council Community Grants Scheme THAT Council appoints Crs Wright and Hunt to the Community Grants Committee together with the Director of Community and Corporate Services, or delegate.	David Jan	15-03-17	Complete
17/0051/01	Queens Baton Relay THAT Council endorses the Terms of Reference for the Queens Baton Relay Local Government Selection Panel	David Jan	15-03-17	Complete
17/0051/02	Queens Baton Relay THAT Council establishes the Local Government Selection Panel and appoints the Mayor and Crs Barden and Osborn	David Jan	15-03-17	Complete
17/0051/03	Queens Baton Relay THAT Council approves an allocation of \$30,000 in the 2017/28 Budget, to undertake road works on the airstrip to comply with safety requirements for the Queens Baton Relay	David Jan	15-03-17	Included in draft budget

Action Plan

As at 11 April 2017

17/0051/04	<p>Queens Baton Relay THAT Council approves an allocation of \$10,000 in the 2017/18 Budget for the Queens Baton Relay community celebration event to be held on 1 March 2018</p>	David Jan	15-03-17	Included in draft budget
17/0051/05	<p>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.</p>	David Jan	15-03-17	In progress
17/0052	<p>Container Deposit Scheme Infrastructure Grant THAT Council affix the common seal on the 2016/2017 Container Deposit Scheme Infrastructure Grants between the Northern Territory Government and Litchfield Council.</p>	David Kingston	15-03-17	Complete

Council Meeting Agenda

Wednesday 19 April 2017

5 Conflict of Interest

6 Presentations

7 Petitions

8 Public Forum

9 Accepting or Declining Late Items

10 Notices of Motion

11 Mayors Report

The Mayor presents a verbal report on monthly activities.

12 Reports from Council Appointed Representatives

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

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

Cr Barden - AACo Community Reference Group

Cr Wright - Howard Springs Reserve Committee

- Knuckey Lagoon Reserve Committee

Cr Osborn - Freds Pass Sport & Recreation Management Board



Council Meeting Agenda

Wednesday 19 April 2017

13 **Finance Report**

13.1 Finance Report March 2017



COUNCIL REPORT

Agenda Item Number: 13.1
Report Title: Council Finance Report – March 2017
Meeting Date: 19/04/2017
Attachments:

Purpose

The purpose of this report is to present the monthly finance report for the period ended 31 March 2017.

Recommendation

THAT Council receives the Litchfield Council Finance report for the period ended 31 March 2017.

Background

The Finance Report for March 2017 is attached.

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

Total Revenue expected for the year ended 30 June 2017 is \$3,574,197 less than budget. Forecast reduction mainly due to the Freds Pass Reserve Infrastructure Upgrade grant totalling \$3,000,000 received and recognised in the 2015/16 financial year, not the 2016/17 year as budgeted and a reduction of \$723,376 Roads to Recovery funding for this financial year as a result of the Road Reseal Program costing less than budget.

Total revenue is currently tracking at 90% of forecast, which is in line with expectation.

Total Expenses expected for the year ended 30 June 2017 is \$371,993 less than budget. These savings are mainly associated with lower than forecast fees for transport and disposal of waste to Darwin City Council Shoal Bay facility from all three waste transfer stations, as well as a range of operational savings across all departments. The lower fees for waste transport are likely to be further improved in coming months due to recent changes to the way waste is compacted in the hook lift bins, especially at Berry Springs following the introduction of a backhoe-mounted vibrating plate compactor.

Total expense currently tracking at 68% of budget, which is below the recent six monthly forecast of 75%. This is as a result of new initiatives ie. Developer Contribution Plan, Waste Management Strategy, IT Improvement Plan yet to be expended and other contractors' expenditures yet to be invoiced.

Finance Report

March 2017

**LITCHFIELD
COUNCIL**



Community effort is essential

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SECTION 1

CONSOLIDATED FINANCIAL STATEMENTS

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

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

CONSOLIDATED OPERATING STATEMENT

	2016/17 YTD Actual	2016/17 Budget	31 March 2016/17 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Rates	9,542,632	9,492,370	9,542,632	50,262	
Statutory Charges	26,527	41,500	27,200	(14,300)	1
User Charges	857,460	1,192,860	1,154,955	(37,905)	2
Grants, subsidies & contributions	5,662,183	10,835,755	6,986,597	(3,849,158)	3
Investment Income	601,971	505,000	749,052	244,052	4
Reimbursements	8,247	0	8,247	8,247	
Other Income	24,605	0	24,605	24,605	
TOTAL REVENUE	16,723,625	22,067,485	18,493,288	(3,574,197)	
EXPENSES					
Employee Costs	3,999,615	5,650,888	5,624,644	26,243	
Auditor Fees	27,603	39,000	40,840	(1,840)	5
Bad and doubtful Debts	13,474	-	13,474	(13,474)	6
Elected Member Expenses	159,364	250,691	250,691	-	
Election Expenses	-	-	-	-	
Cemetery Operations	220,328	309,600	281,046	28,554	
Contractors	2,953,757	4,925,650	4,625,061	300,589	7
Energy	98,142	192,800	165,300	27,500	
Insurance	219,886	226,633	220,385	6,248	
Maintenance	331,784	486,950	443,807	43,143	
Legal Expenses	54,489	138,000	115,000	23,000	
Donations and Community Support	72,162	108,000	108,250	(250)	
Computer / IT Costs	205,748	272,500	272,364	136	
Parts, accessories & consumables	146,650	215,500	209,942	5,558	
Professional Services	338,943	675,700	749,408	(73,708)	8
Sundry	267,528	367,330	367,037	293	
TOTAL EXPENSES	9,109,473	13,859,242	13,487,249	371,993	

RESULT	7,614,152	8,208,243	5,006,039	3,202,204	
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Note 1 – Regulatory Services forecasts a reduction in expected fees and charges to be received from dog infringements.

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

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

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

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

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

Note 7 – Forecast savings of \$300,589 is mainly associated with Darwin City Council Shoal Bay disposal fees and the transportation of waste to Shoal Bay from all three waste transfer stations and concrete waste crushing.

Note 8 - Additional expenditure not previously budgeted as a result of 2015/16 valuations of properties from Department of Lands & Planning costs (on-charged to Council) totalling \$64,970 and inclusion of \$10,000 under Community forecast expenses to reflect the total amount to be spent on the Aquatic Facility Community Needs Analysis of \$40,000. Additional savings in other projects have lessened the effect to \$73,708.

CONSOLIDATED OPERATING STATEMENT COUNCIL/THORAK CEMETERY SEPARATION

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

	2016/17 YTD Actual	2016/17 Budget	Forecast	Forecast Variance
REVENUE				
Operational - Council	12,301,954	12,815,178	13,274,465	459,287
Capital – Council*	3,796,245	8,409,857	4,453,140	(3,956,717)
Operational - Thorak	625,426	842,450	765,683	(76,767)
Capital – Thorak*	0	0	0	0
TOTAL REVENUE	16,723,625	22,067,485	18,493,288	(3,574,197)
EXPENSES				
Council	8,524,236	12,981,383	12,643,093	338,290
Thorak	585,237	877,859	844,156	33,703
TOTAL EXPENSE	9,109,473	13,859,242	13,487,249	371,993
RESULT	7,614,152	8,208,243	5,006,039	3,202,204

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

CONSOLIDATED BALANCE SHEET at 31 March 2017

	28 February 2017	31 March 2017	Movement +ve (-ve)
CURRENT ASSETS			
Cash & Cash Equivalents	1,410,286	779,495	(630,791)
Trade and Other Receivables	4,236,218	2,708,002	(1,528,216)
Other Financial Assets	20,538,136	21,038,137	500,001
TOTAL CURRENT ASSETS	26,184,640	24,525,634	(1,659,006)
NON CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	273,350,257	269,847,247	(3,503,010)
Other Non-Current Assets	5,944,263	6,336,221	391,958
TOTAL NON CURRENT ASSETS	279,294,520	276,183,468	(3,111,052)
TOTAL ASSETS	305,479,160	300,709,102	(4,770,058)
CURRENT LIABILITIES			
Trade and Other Payables	872,462	949,278	76,816
Provisions	499,884	580,005	80,121
TOTAL CURRENT LIABILITIES	1,372,346	1,529,283	156,937
NON CURRENT LIABILITIES			
Provisions	294,133	321,239	27,106
TOTAL NON CURRENT LIABILITIES	294,133	321,239	27,106
TOTAL LIABILITIES	1,666,479	1,850,522	184,043
NET ASSETS	303,812,682	298,858,579	(4,954,103)
EQUITY			
Accumulated Surplus	46,088,334	41,134,231	(4,954,103)
Asset Revaluation Reserve	243,311,730	243,311,730	-
Other Reserves	14,412,618	14,412,618	-
TOTAL EQUITY	307,825,643	298,858,579	(4,954,103)

Cash and equivalents have decreased by \$630,791 due to both operating payments and term deposit investments made during the month.

Trade and Other Receivables balance has reduced by \$1,528,216 from 28 February 2017 due to the collection of rates and general accounts receivable.

Other Financial Assets, i.e. Investments have increased by \$500,001 as a result of additional term deposits and reinvestments including interest.

Estimate of Net Cash position and Current ratio

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

As identified in Section 5 of this report, Litchfield Council’s liquidity KPI is easily met with 31 March 2017 current ratio equalling 16.04.

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

$$= \frac{24,525,634}{1,529,283} = 16.04$$

$$\text{Net Cash Position} = 24,525,634 - 1,529,283 = \$24.8 \text{ million}$$

SECTION 2

OPERATING POSITION BY DEPARTMENT

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

	2016/17 YTD Actual	2016/17 Budget	31 March 2016/17 Forecast	Forecast Variance +ve (-ve)
REVENUE				
Council Leadership	663	0	663	663
Finance	7,465,371	7,492,434	7,736,812	244,378
Information Services	21,587	37,909	32,909	(5,000)
Works	1,855,073	2,372,391	2,472,405	100,014
Planning	38,041	41,000	42,320	1,320
Waste Management	2,851,932	2,826,844	2,914,000	87,156
Community	41,877	1,100	46,500	45,400
Regulatory Services	27,410	43,500	28,856	(14,644)
TOTAL REVENUE	12,301,954	12,815,178	13,274,465	459,287
EXPENSES				
Council Leadership	585,115	923,742	919,561	4,181
Corporate	236,560	420,850	368,150	52,700
Information Services	342,389	463,841	462,304	1,537
Finance	1,013,589	1,200,920	1,302,485	(101,565)
Works	2,020,484	3,381,699	3,351,412	30,287
Planning	458,653	807,192	804,129	3,063
Waste Management	1,715,518	2,824,048	2,483,986	340,062
Community	1,045,365	1,282,230	1,301,335	(19,105)
Mobile Workforce	807,330	1,240,314	1,222,414	17,900
Regulatory Services	299,233	436,547	427,317	9,230
TOTAL EXPENSES	8,524,236	12,981,383	12,643,093	338,290
OPERATING RESULT	3,777,718	(166,205)	631,372	797,577













Forecast variances include:



- Federal Government Financial Assistance (FAG) higher than budgeted \$107,691, comprising \$91,190 roads grant (Works) and \$16,501 general purpose grant (Finance);
- Revenue from user group at Howard Park \$45,000 greater than budget (Community);
- 2015/16 cost of valuations of properties from Department of Lands & Planning costs (on-charged to Council) not budgeted for totalling \$64,970.
- Increase in forecast for debt collection costs. This is offset against legal charges on-costed to the specific rate payer.
- Overall savings of \$340,062 mainly attributed to costs associated with the Darwin City Council Shoal Bay disposal fees and the transportation of waste to Shoal Bay from all three waste transfer stations and concrete waste crushing; and


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

NEW INITIATIVES

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

	2016/17 YTD Actuals	2016/17 Budget	2016/17 Forecast	Comments
Free Micro-chipping	5,050	6,000	5,050	 Free Micro-chipping day to be held in June 2017.
Feral Dog Management Program	31,850	40,000	31,850	 Completed
Animal Management Initiative	2,382	30,000	30,000	 De-sexing vouchers commence this month.
Southport Mira Square Centre	-	20,000	5,000	 Southport Progress Association has been unsuccessful in securing a NTG grant to date. Council resolved to allocate \$5,000 to Southport Progress Association for the purchase of a weather proof Community Notice Board.
Freds Pass Show Donation	40,000	40,000	40,000	 Completed.
Aquatic Facility Study	40,000	40,000	40,000	 Completed.
Schools Community Service Award	2,000	2,000	2,000	 Completed.
Palmerston & Rural Seniors Group	5,000	5,000	5,000	 Completed.
Women's Business Network	6,494	12,000	12,000	 Women's Business Network Committee established.
Additional Community Support	2,500	10,000	10,000	 The Community Grants Scheme is currently being advertised.
IT System – clean for space reduction	1,400	12,000	12,000	 Commenced - List of priorities still under discussion.
IT Improvement Plan	-	25,000	25,000	 Commenced - Project Brief under development.
Developer Contribution Plan Review	21,215	160,000	160,000	 Update to Development Guidelines is underway. Developer Contribution Plan Review to follow.
Road Formation for Battle-axe Roads	565	50,000	50,000	 Under consideration.
Waste Management Plan	27,937	50,000	55,203	 In final stages.
Additional operator at Berry Springs WTS	-	81,950	81,950	 Council is currently undertaking a Waste Management Strategy which will consider the results of the Berry Springs WTS Audit and

	2016/17 YTD Actuals	2016/17 Budget	2016/17 Forecast	Comments
				make whole of Council recommendations.
Council Office – maintenance of roof & poles	16,710	18,000	16,710	 Completed.
Mobile Work Force Study/Design of new shed	-	40,000	40,000	 Work to commence shortly. Council is successful in securing NTG Special Purpose Grant \$225,000 to construct shed.
TOTAL	203,103	641,950	621,763	

 - On Budget

 - Watch Budget

 - Outside Budget

CAPITAL POSITION

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

	2016/17 YTD Actuals	2016/17 Budget	31 March 2016/17 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Finance	-	9,500	9,500	-	
Works	3,099,260	4,753,656	3,568,938	(1,184,718)	1
Waste Management	426,586	419,700	436,586	16,886	
Community	-	3,000,000	-	(3,000,000)	2
Planning	161,008	293,000	293,000	-	
Mobile Workforce	300,654	80,000	300,654	220,654	3
Regulatory Services	17,244	11,000	17,244	6,244	
TOTAL REVENUE	4,004,752	8,566,856	4,625,922	(3,940,934)	
EXPENSES					
Finance	-	35,000	35,000	-	
Planning	-	48,000	48,000	-	
Regulatory Services	42,937	48,000	42,937	5,063	
Community	1,014,629	3,075,000	3,633,756	(558,756)	4
Works	4,860,072	5,460,628	7,074,463	(1,613,835)	5
Waste Management	267,470	280,000	342,137	(62,137)	6
Mobile Workforce	151,113	176,000	164,000	12,000	
TOTAL EXPENSES	6,336,221	9,122,628	11,340,293	(2,217,665)	
CAPITAL RESULT	(2,331,469)	(555,772)	(6,714,371)	(6,158,599)	

Note 1

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

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

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

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

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

Note 2

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

Note 3

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

Note 4

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

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

Note 5

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

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

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

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

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

Note 6

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



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


CAPITAL PROJECTS 2016/17 - WORKS

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

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

Infrastructure Expenditure	Estimated Date of Completion	2016/17 Budget	2016/17 YTD Actuals	31 March 2016/17 Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2015/16						
Anzac Parade Upgrade	Completed	-	1,063,150	1,800,000	(1,800,000)	Awaiting Stage 2
Freds Pass Road Upgrade	30/06/2017	1,220,500	84,750	1,220,500	-	At Tender
Freds Pass Road / Krichauff Road Intersection	Completed	100,000	1,112,190	1,149,170	(1,049,170)	Awaiting Invoices
Elizabeth Valley Bridge Design	Completed	-	13,775	30,000	(30,000)	Awaiting Invoices
Projects commencing in 2016/17						
Road Reseal Program	Completed	2,624,128	1,769,525	1,769,525	854,603	Completed
Cycle Path Works	30/06/2017	230,000	32,142	230,000	-	Design stage
Shoulder Widening	30/06/2017	300,000	207,931	292,530	7,470	In Progress
Freds Pass Road Shoulder Widening	Completed	180,000	71,234	71,234	108,766	Completed
Leonino Road Culvert Extension	Completed	400,000	304,672	304,672	95,328	Completed
Ringwood Street Culvert	Completed	50,000	27,632	27,632	22,368	Completed
Survey & Design of Southport Roads	31/03/2017	50,000	45,460	50,000	-	Design stage

Infrastructure Expenditure	Estimated Date of Completion	2016/17 Budget	2016/17 YTD Actuals	31 March 2016/17 Forecast	Forecast Variance +ve (-ve)	Comment
Geotechnical Investigations	Completed	60,000	21,420	21,420	38,580	 Completed
Wig Wag Warning Lighting	Completed	150,000	22,722	25,416	124,584	 Awaiting invoices
TOTAL		5,364,628	4,776,603	6,992,099	(1,627,471)	

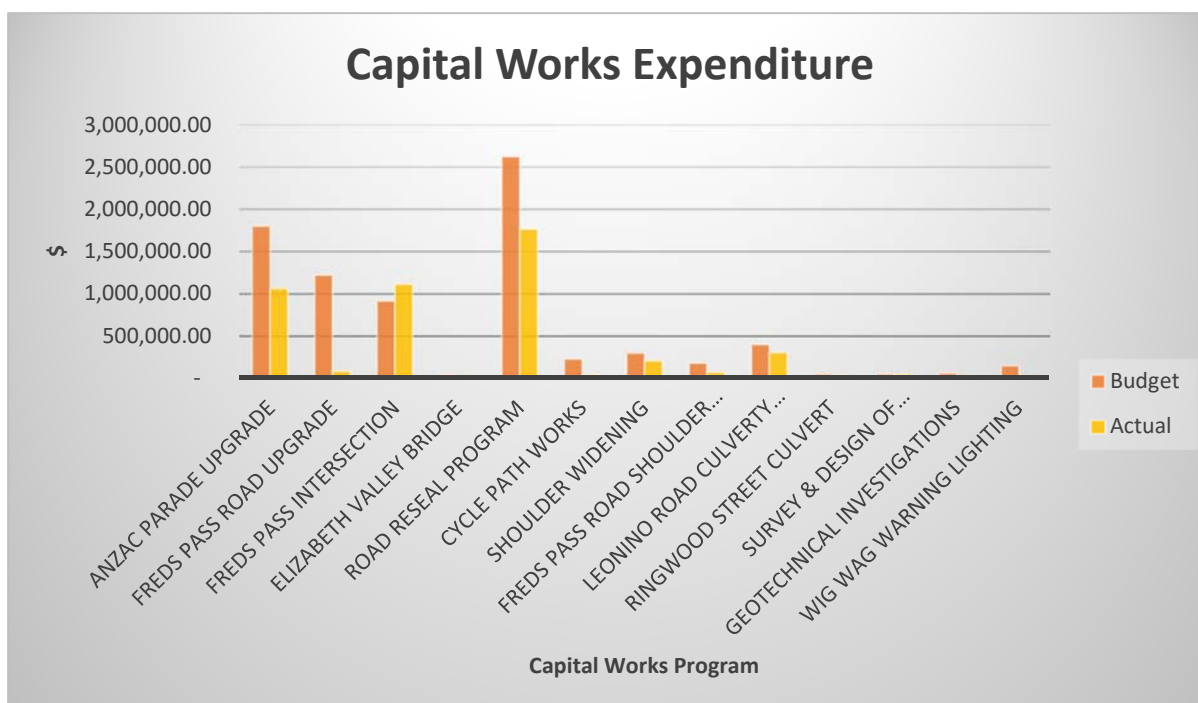
 - On Budget

 - Watch Budget

 - Outside Budget

Forecast Variance

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










CAPITAL PROJECTS 2016/17 – RECREATION RESERVES

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


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

Recreation Reserve Expenditure	Estimated Date of Completion	2016/17 Budget	2016/17 YTD Actuals	31 March 2016/17 Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2015/16						

Recreation Reserve Expenditure	Estimated Date of Completion	2016/17 Budget	2016/17 YTD Actuals	31 March 2016/17 Forecast	Forecast Variance +ve (-ve)	Comment
HPR – Scout Hall Roof Replacement	Completed	-	119,043	119,043	(119,043)	 Completed
LR – Pony Club Improvements	Completed	-	204,322	204,322	(204,322)	 Completed
BSR – Tree Removal	Completed	-	30,400	30,400	(30,400)	 Completed
Projects commenced in 2016/17						
BSR – Caretakers Building	Completed	25,000	229,991	229,991	(204,991)	 Completed
FPR - Improvements	30/09/2017	3,000,000	430,873	3,000,000	-	 In Progress
All Reserves – Building Certifications	Ongoing	50,000	-	50,000	-	 Not yet commenced
TOTAL		3,075,000	1,014,629	3,633,756	(558,756)	

 - On Budget

 - Watch Budget

 - Outside Budget

SECTION 3

CASH ON HAND & INVESTMENTS

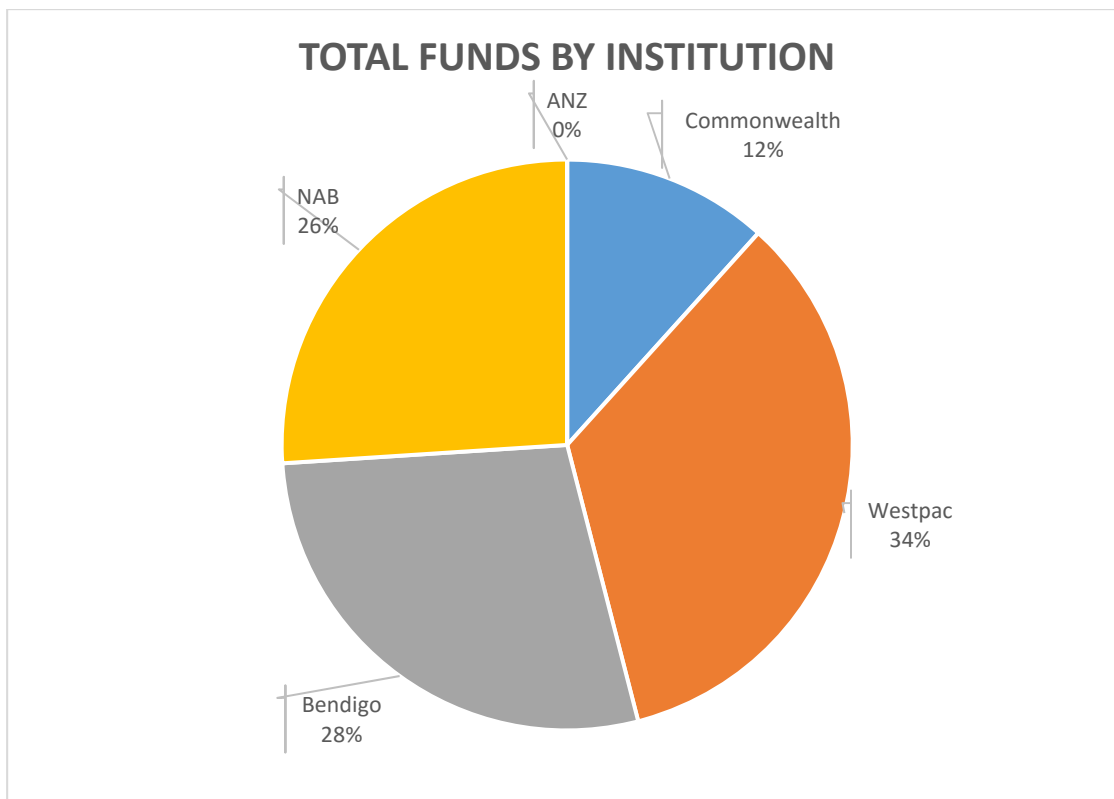
The table below represents a summary of the Cash on Hand & Investments held by Council at 31 March 2017 and compares the balance to the balance at 28 February 2017.

	28 FEBRUARY 2017	31 MARCH 2017	VARIANCE	COMMENT
Investments (Incl. Trust Account)	20,131,740	20,631,740	500,000	New and reinvested term deposit
Business Maxi Account	714,655	665,167	(49,488)	Monies for new term deposit
Operating Account	526,424	96,931	(429,493)	Monies for new term deposit
TOTAL	21,372,819	21,393,838	21,019	

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
30/05/2016	1,500,000	304	NAB	2.90%	30/03/2017	36,230
31/10/2016	1,527,263	181	Westpac	2.70%	30/04/2017	20,449
20/05/2016	1,500,000	365	Bendigo	3.00%	20/05/2017	45,000
09/12/2016	1,500,000	181	NAB	2.69%	08/06/2017	20,009
10/12/2016	2,500,000	182	Westpac	2.73%	10/06/2017	34,032
17/06/2016	220,508	365	Bendigo	2.95%	17/06/2017	6,505
16/08/2016	1,550,000	365	Westpac	3.00%	16/08/2017	46,500
20/02/2017	1,044,927	182	NAB	2.57%	21/08/2017	13,390
26/08/2016	1,000,000	365	CBA	3.00%	26/08/2017	30,000
21/09/2016	1,500,000	365	CBA	3.00%	21/09/2017	45,000
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
14/12/2016	1,040,000	365	Bendigo	2.85%	14/12/2017	29,640
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
23/07/2015	1		Bendigo			Minimum balances in savings account to holding investments
23/07/2015	152		ANZ			
TOTAL INVESTMENTS	20,631,740					455,222



FINANCIAL RESERVES

No movement from 30 June 2016.

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

SECTION 4

DEBTORS

SUNDRY DEBTORS

Total Sundry Debtors at 31 March 2017 is \$51,936 compared to \$42,690 at 28 February 2017, an increase of \$9,246. This is mainly due to Planning invoicing a developer for development in progress.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	\$5,954	\$1,206	\$0	\$575	\$7,735
Infrastructure	\$24,060	\$0	\$0	\$11,332	\$35,392
Recreational Reserves	\$3,390	\$3,729	\$1,350	\$340	\$8,809
TOTAL	\$33,404	\$4,935	\$1,350	\$12,247	\$51,936
% of total sundry debtors	64.3%	9.5%	2.6%	23.6%	

Action summary of 90 Days Debtors:

Company under Administration – further advice regarding payment status to be received from Administrators		\$5,907
Debtor sent to Debt Collectors		\$2,301
Debtor on Payment Plan		\$2,992
Contact has been made with debtor awaiting payment		\$132
Contact has been made with debtor awaiting payment		\$500
Contact has been made with debtor awaiting payment		\$75
Debtors to be sent a reminder invoice		\$220
Debtors to be sent a reminder invoice		\$40
Debtors to be sent a reminder invoice		\$80
TOTAL		\$12,247

Please note, Sundry debtors exclude rate debtors and infringements.

FINES AND INFRINGEMENTS

At 31 March 2017 Council has 88 infringements outstanding with a balance of \$26,729, a decrease of \$5,362 on the infringements outstanding at 28 February 2017.

	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	January 2017	February 2017	March 2017
Number of Infringements outstanding	84	81	78	74	66	74	88	94	88
Balance of Infringements outstanding	\$32,175	\$30,140	\$28,986	\$27,809	\$23,715	\$25,013	\$29,275	\$32,091	\$26,729

Seventy-five (75) infringements have been sent to the Fines Recovery Unit (FRU), six (6) infringements have been sent a reminder letter, one (1) infringement has been placed on-hold under dispute and six (6) infringements notices fall within the 14-day payment period.

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

OUTSTANDING RATES

The table below is a summary of current year rates raised, collected and outstanding as at 31 March 2017.

	Rates Raised	Rates Collected	Outstanding	% Outstanding
2016/2017	\$9,596,830	\$8,408,703	\$1,185,853	12.4%

Points to note:

- Total current year outstanding rates has reduced by 5.9% compared to last month.
- 50% of Council's ratepayers paid all their rates upfront with the others choosing payment by instalments.
- \$275,220 remains outstanding from Instalment 1 notices, which were due 31 August 2016. This has reduced by \$28,707 compared to last month.
- \$364,375 remains outstanding from Instalment 2 notices, which were due 30 November 2016. This has reduced by \$57,903 compared to last month.
- \$546,258 remains outstanding from Instalment 3 notices, which were due 28 February 2017. This has reduced by \$476,921 compared to last month.

The below table illustrates the split of outstanding rates:

	ARREARS	INSTL1	INSTL2	INSTL3	BALANCE
COMMERCIAL	\$18,731	\$10,731	\$13,969	\$16,309	\$59,739
MINING	\$36,492	\$4,908	\$5,187	\$7,672	\$54,259
NON-RATEABLE MINING	\$520	\$ -	\$ -	\$ -	\$520
NON-RATEABLE WASTE	\$19,089	\$761	\$761	\$761	\$21,373
GENERAL	\$1,326,150	\$236,256	\$320,070	\$490,035	\$2,372,512
URBAN RESIDENTIAL	\$68,157	\$22,565	\$24,387	\$31,481	\$146,590
TOTAL	\$1,469,139	\$275,220	\$364,375	\$546,258	\$2,654,993

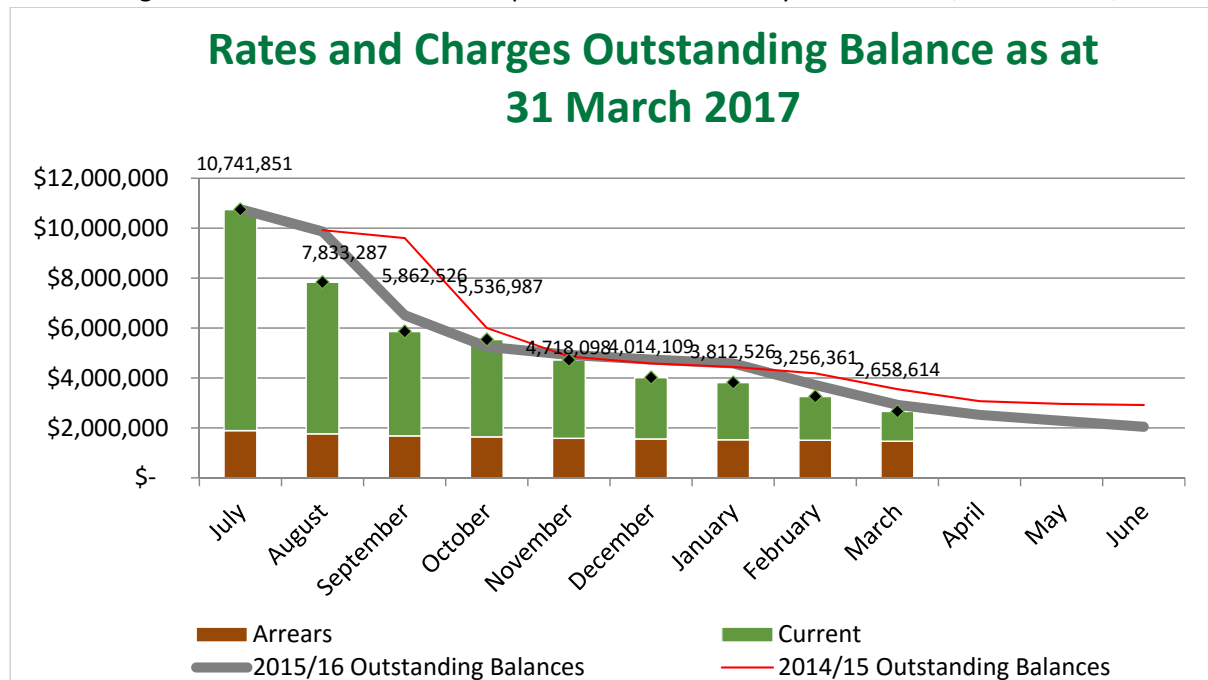
The collection of rates continues to be Council's focus in line with its Debt Recovery Policy FIN05. The initial Rates Notices were sent in late July 2016 with the second instalment reminder notice sent in late August 2016. Letters of Demand were sent to ratepayers with outstanding rates from prior years on 13 January 2017. The reminder notice for the third instalment was sent in late January 2017. Since the last instalment due date, 28 February 2017 all prior years outstanding rates not on suitable payment plans are in the process of being sent to the Debt Collection Agency. Finally, another round of Letters of Demand will be sent to all ratepayers with current year outstanding rates 21 days after 28 February 2017 by mid-April. The Territory Debt Collectors have commenced the next stage of the recovery process with 100 ratepayers upgraded to NTCAT (the new Small Claims).

There has been a reduction of \$162,411 or 10% in the rates in prior year arrears when compared to the same time last year. The value of prior year arrears rates collected during March was \$33,762, the total prior years outstanding rates and charges as at 31 March 2017 is \$1,469,139.

A Special Rate was struck in the 2009/10 financial year to generate the \$3,000,000 to fund the infrastructure upgrade at the Humpty Doo Waste Transfer Station. In the 2016/17 financial year the

\$3,000,000 funding will be reached. Outstanding rates for the Waste Transfer Station Special Rate as at 31 March is \$109,777.

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








Note




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

SECTION 5

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2016/17 Municipal Plan includes a number of KPI's for the Finance area to meet; these are listed and reported on in the table below.

Key Performance Indicator	Target	Status	Comment
Compliance with management, statutory and regulatory budgeting and reporting	100%		Council has implemented a Regulatory Compliance Checklist.
Prior year rates arrears	<5%		Officers have implemented Debt Collection Policy and continue to analyse prior years debts for further actions.
Current years rates outstanding as at 28 February 2017	<5%		Letters of demand will be sent from mid April 2017
Rates to operating expense ratio	60-70%		
Liquidity ratio	>1:1		Current Ratio equals 16.04

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

SECTION 6

CREDITORS PAID

Creditor accounts paid in March 2017 are listed in below.

Cheque No.	Chq Date	Payee	Description	Amount
Payroll 18	01/03/2017	LC - Staff	Payroll Fortnight ending 1 March 2017	\$132,653.26
Payroll 19	15/03/2017	LC - Staff	Payroll Fortnight ending 15 March 2017	\$132,594.79
Payroll 20	29/03/2017	LC - Staff	Payroll Fortnight ending 29 March 2017	\$134,990.53
774.273-01	27/03/2017	BENDIGO BANK (INVESTMENTS)	12 months Investment @ 2.65%	\$1,000,000.00
775.273-01	28/03/2017	BENDIGO BANK (INVESTMENTS)	12 Months Investment @ 2.65%	\$1,000,000.00
769.1103-01	02/03/2017	HASTING DEERING	Caterpillar 428F2 Backhoe Loader - WTS	\$181,453.80
776.87-01	30/03/2017	TOP END LINEMARKERS PTY LTD	Road Line Marking of numerous roads	\$69,328.39
776.280-01	30/03/2017	CITY OF DARWIN	Feb 17 - Shoal Bay Weigh Bridge Charges	\$46,647.36
773.158-01	23/03/2017	NT ELECTRICAL GROUP	RFT 144 - F/Pass Reserve Electrical Upgrade	\$44,000.00
Feb2017	08/03/2017	STATEWIDE SUPERANNUATION PTY LTD	Statewide Super - February 2017	\$42,569.18
771.827-01	09/03/2017	LITCHFIELD GREEN WASTE RECYCLERS	Hire excavator to load steel (loader being repaired)	\$29,596.60
771.268-01	09/03/2017	BYRNE CONSULTANTS	Survey & Design - Upgrade of Anzac Parade	\$26,482.28
773.1209-01	23/03/2017	JAC Comrie Pty Ltd	Rating System Review	\$25,563.75
773.162-01	23/03/2017	CIVICA PTY LTD	Dec 16 - Authority Program Licence Fee	\$24,203.44
773.514-01	23/03/2017	VEOLIA ENVIRONMENTAL SERVICES	Feb 17 - RFT103 Transfer of waste to Shoal Bay	\$23,231.07
769.87-01	02/03/2017	TOP END LINEMARKERS PTY LTD	Road Line Marking of numerous roads	\$22,537.06
772.374-01	16/03/2017	AUSTRALIAN TAXATION OFFICE (ATO)	Feb 17 - BAS	\$21,611.00
769.930-01	02/03/2017	COLEMAN'S CONTRACTING & EARTHMOVING	RFT 119 - Road Maintenance Grade	\$19,518.17
772.409-01	16/03/2017	F & J BITUMEN SERVICES PTY LTD	RFT 127 - Bitumen seal on floodway	\$17,147.90
769.1185-01	02/03/2017	One Eighty SLS Pty Ltd	Litchfield Aquatic Needs Analysis Final Fee	\$16,280.00
771.713-01	09/03/2017	IMPACT ENVIRONMENTAL CONSULTING PTY	Strat. review of Waste Management 30% Fee	\$16,242.60
DD280317	30/03/2017	WESTPAC CARDS & DIRECT DEBITS	Mar 17 - C/Card Reimbursement	\$15,790.90
773.849-01	23/03/2017	WEX AUSTRALIA (PUMA CARD)	Feb 17 - Fuel account	\$13,891.89
771.414-01	09/03/2017	TOTAL EXCAVATIONS	Emergency road repair	\$10,824.00
775.930-01	28/03/2017	COLEMAN'S CONTRACTING & EARTHMOVING	RFT 119 - Supply 1000m2 of road base	\$10,160.00
771.971-01	09/03/2017	MUGAVIN CONTRACTING PTY LTD	Install concrete drop structure	\$9,840.00
769.971-01	02/03/2017	MUGAVIN CONTRACTING PTY LTD	Extend turning lane at intersection	\$9,570.00
774.794-01	27/03/2017	TOP END R.A.C.E.	Installation of speed check VMB	\$9,394.00

776.971-01	30/03/2017	MUGAVIN CONTRACTING PTY LTD	Road works + Replace headwalls	\$9,250.00
776.596-01	30/03/2017	AREA9 IT SOLUTIONS - HARDWARE	Feb 17 - IT support & assistance	\$9,201.50
770.1065-01	06/03/2017	Mrs M H BREDHAUER	Feb 17 - Mayor Allowances	\$7,747.71
773.414-01	23/03/2017	TOTAL EXCAVATIONS	Clean drain, top up invert & road edge	\$6,945.40
769.896-01	02/03/2017	E E MUIR & SONS PTY LTD	Herbicide - 32 x weed argo 540 20lt	\$6,723.20
773.995-01	23/03/2017	WILDCAT HOLDINGS (NT) PTY LTD	New bucket for Bobcat	\$6,589.00
769.414-01	02/03/2017	TOTAL EXCAVATIONS	Clean drain & silt of road	\$6,468.00
769.1221-01	02/03/2017	UB Cool Airconditioning	Knuckey Lagoon Reserve - Replace air con	\$6,350.00
772.971-01	16/03/2017	MUGAVIN CONTRACTING PTY LTD	Excavate & pour drop structures	\$6,314.00
774.409-01	27/03/2017	F & J BITUMEN SERVICES PTY LTD	RFT 127 - Road edge patching	\$6,303.00
773.956-01	23/03/2017	IRONWOOD CONSULTING	Feb 17 -RFQ 16 138 - Consultancy	\$6,187.50
771.1099-01	09/03/2017	DAVE'S MINI DIGGA HIRE	Clean sides of headwall & remove excess	\$6,105.00
769.1099-01	02/03/2017	DAVE'S MINI DIGGA HIRE	Clean drain & remove excess soil	\$5,830.00
776.176-01	30/03/2017	ASAP TREE SERVICE	Remove & cut back trees as required	\$5,313.00
770.690-01	06/03/2017	TOTAL HYDRAULIC CONNECTIONS (NT) PTY	Fix hydraulic oil leak in Bobcat	\$5,235.65
769.988-01	02/03/2017	FENCE MASTERS (NT) PTY LTD	Fence Around BSWTS - Final invoice	\$5,000.00
771.183-01	09/03/2017	CHRIS'S BACKHOE HIRE PTY LTD	Feb 17 - Grave digging	\$4,752.00
773.926-01	23/03/2017	JACANA ENERGY	Jan 17 - WTS / LC Office + TC Power	\$4,671.30
769.596-01	02/03/2017	AREA9 IT SOLUTIONS - HARDWARE	Feb 17 - Service Agreement - Managed IT	\$4,620.00
775.1228-01	28/03/2017	Vision Global Solutions Pty Ltd T/A	Two training sessions - Critical Convers	\$4,582.60
772.850-01	16/03/2017	HUMPTY DOO DEVELOPMENTS PTY LTD	Feb 17 - MWF shed lease	\$4,570.00
773.850-01	23/03/2017	HUMPTY DOO DEVELOPMENTS PTY LTD	Mar 17 - MWF shed lease	\$4,570.00
772.1099-01	16/03/2017	DAVE'S MINI DIGGA HIRE	Dig out cross road culvert + Remove silt	\$4,510.00
769.180-01	02/03/2017	AURECON AUSTRALIA P/L	Development Guidelines Review - 84.94%	\$4,373.88
DD280217	06/03/2017	WESTPAC CARDS & DIRECT DEBITS	Feb 17 C/Card Reimbursement	\$4,342.95
776.85-01	30/03/2017	TELSTRA	Mar 17 - LC Phone account	\$3,976.30
770.85-01	06/03/2017	TELSTRA	Feb 17 - LC Phone account	\$3,790.64
776.556-01	30/03/2017	CITY OF PALMERSTON	Feb 17 - Service Agreement (Silke)	\$3,038.75
769.144-01	02/03/2017	ORIGIN	LPG Delivery	\$3,019.40
772.170-01	16/03/2017	NT RECYCLING SOLUTIONS (NTRS)	Feb 17 - Empty LC recycle bin	\$2,937.00
770.1099-01	06/03/2017	DAVE'S MINI DIGGA HIRE	Clean drain & remove excess soil	\$2,915.00
776.409-01	30/03/2017	F & J BITUMEN SERVICES PTY LTD	RFT 127 - Patch road after damage	\$2,904.00
771.806-01	09/03/2017	ZIPPY CLEANING & MAINTENANCE SERVICES	Feb 17 - Cleaning services for the Thorak	\$2,844.88
773.1099-01	23/03/2017	DAVE'S MINI DIGGA HIRE	Clean sides of headwall	\$2,805.00
770.282-01	06/03/2017	TOP END TYRE RECYCLING	Pick up tyres (for recycling)	\$2,725.50
769.409-01	02/03/2017	F & J BITUMEN SERVICES PTY LTD	RFT 127 - Pothole & Edge patching	\$2,725.00
770.1064-01	06/03/2017	Mrs C M OSBORN	Feb 17 - Deputy Mayor Allowances	\$2,704.38
773.176-01	23/03/2017	ASAP TREE SERVICE	Cut back trees as required	\$2,695.00

776.926-01	30/03/2017	JACANA ENERGY	Dec 16 to 8/3/17 - Howard Park Reserve	\$2,635.95
773.187-01	23/03/2017	NORSIGN	RFT 125 - Hazard markers	\$2,607.55
771.850-01	09/03/2017	HUMPTY DOO DEVELOPMENTS PTY LTD	Overheads for MWF shed	\$2,596.10
771.1177-01	09/03/2017	Full Noise Auto Electrics	Supply & install rooftop condenser unit	\$2,578.12
776.506-01	30/03/2017	TURBO'S TYRES	Patch and repair mower tyre	\$2,556.70
773.971-01	23/03/2017	MUGAVIN CONTRACTING PTY LTD	Replace existing head wall	\$2,530.00
772.995-01	16/03/2017	WILDCAT HOLDINGS (NT) PTY LTD	Rubber tracks for Bobcat	\$2,530.00
776.612-01	30/03/2017	CREMASCO CIVIL PTY LTD	Supply and Install vehicle barriers	\$2,459.95
770.1068-01	06/03/2017	Mr D S BARDEN	Feb 17 - Councillors Allowances	\$2,387.05
776.1053-01	30/03/2017	CSG BUSINESS SOLUTIONS PTY LTD	Feb 17 - Charges for LC Photocopier	\$2,358.66
769.515-01	02/03/2017	JC ELECTRONIC SECURITY PTY LTD	Supply & install 2 CCTV Cameras	\$2,355.54
776.162-01	30/03/2017	CIVICA PTY LTD	BIS Training - Authority Reporting	\$2,293.50
769.1080-01	02/03/2017	UNIVERSITY OF NEW ENGLAND	Grad. Diploma - Urban & Regional Planning	\$2,262.00
771.801-01	09/03/2017	KING DIESEL & MAINTENANCE PTY LTD	7200hr service JBC/Bobcat & air compressor repairs	\$2,159.60
770.1062-01	06/03/2017	Mrs L WRIGHT	Feb 17 - Councillor Allowances	\$2,107.05
772.290-01	16/03/2017	AUSTENG ENGINEERING SOLUTIONS	Cremator Repairs (Labour and Parts)	\$2,079.00
769.1213-01	02/03/2017	Alice Doyle	Jan 17 - Fee for Recruitment Management	\$1,995.00
769.860-01	02/03/2017	INTECH NT	Install security camera at BSWTS	\$1,958.00
770.1063-01	06/03/2017	Miss K J HUNT	Feb 17 - Councillor Allowances	\$1,909.64
773.144-01	23/03/2017	ORIGIN	LP Gas delivery	\$1,843.60
769.187-01	02/03/2017	NORSIGN	Road signs, markers & brackets	\$1,824.24
775.941-01	28/03/2017	EVERLON BRONZE	Plaque 120 x 150mm	\$1,781.87
774.414-01	27/03/2017	TOTAL EXCAVATIONS	Repair washout on road	\$1,707.20
775.522-01	28/03/2017	FARMWORLD NT PTY LTD	Fuel, oil & cab filters for tractors	\$1,699.60
769.1082-01	02/03/2017	MICHELLE READ	Aquatic Facility Community Needs - Final	\$1,650.00
773.367-01	23/03/2017	BUNNINGS GROUP LIMITED	Feb 17 - Hardware account	\$1,574.96
773.1226-01	23/03/2017	TTM Consulting Pty Ltd	Traffic Impact Assessment - Virginia	\$1,540.00
772.801-01	16/03/2017	KING DIESEL & MAINTENANCE PTY LTD	Repairs to Isuzu tipper	\$1,485.60
772.1141-01	16/03/2017	Northern Ground Maintenance	Feb 17 - Lawn mowing at Howard Reserve	\$1,479.50
772.384-01	16/03/2017	Ms C VERNON	Feb 17 - Authority Consulting	\$1,463.00
774.522-01	27/03/2017	FARMWORLD NT PTY LTD	Parts for tractors & ATV's	\$1,377.20
773.731-01	23/03/2017	AMCOM PTY LTD	Apr 17 - Supply of Amcom fibre to L/Council	\$1,329.41
774.1023-01	27/03/2017	AUSLINE ENGINEERING	Repair damaged slasher	\$1,320.00
776.1099-01	30/03/2017	DAVE'S MINI DIGGA HIRE	Clean out downstream from invert	\$1,320.00
776.70-01	30/03/2017	LOCAL GOVERNMENT ASSOCIATION NT	500 Disability Parking Permits	\$1,300.00
776.180-01	30/03/2017	AURECON AUSTRALIA P/L	Development Guidelines Review 90.09%	\$1,263.35
773.652-01	23/03/2017	ANIMAL CARE EQUIP. & SERVICES (AUST)	Kennel Decks, Soft Stretcher & hand wipe	\$1,156.50
773.599-01	23/03/2017	WELDING & MAINTENANCE SERVICES NT	Repairs to compactor rail	\$1,150.00
773.202-01	23/03/2017	Mr I SUMMERS	Risk Management & Audit Committee Fees	\$1,056.00

776.28-01	30/03/2017	RURAL FIRE PROTECTION	Service & Maintenance of Fire and Emerge	\$1,041.70
776.522-01	30/03/2017	FARMWORLD NT PTY LTD	On site fuel pump replacement	\$1,031.90
769.31-01	02/03/2017	TOP END SIGN SALES	3 x coreflute signs & stickers	\$1,023.00
773.22-01	23/03/2017	IRON MOUNTAIN AUSTRALIA PTY LTD	Feb 17 - Record Management	\$978.51
776.385-01	30/03/2017	Mr D B MILNE	Repair pump start controls on bores 1 and 2 - TC	\$960.00
771.78-01	09/03/2017	POWER & WATER CORPORATION	LC Water account 17/1 to 15/2/17	\$943.17
774.1099-01	27/03/2017	DAVE'S MINI DIGGA HIRE	Clean out both sides of inverts	\$935.00
775.1099-01	28/03/2017	DAVE'S MINI DIGGA HIRE	Clean out sides of headwalls	\$935.00
774.1076-01	27/03/2017	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	10% Commission on direct payments	\$844.91
769.599-01	02/03/2017	WELDING & MAINTENANCE SERVICES NT	Repair roof on General bin at HSWTS	\$740.00
776.1130-01	30/03/2017	Mair's Only Cleaning	Reimbursement for cleaning products	\$731.78
773.78-01	23/03/2017	POWER & WATER CORPORATION	Water - MWF Swipe	\$713.15
772.1130-01	16/03/2017	Mair's Only Cleaning	Caretaking at Howard Park Reserve 13/3	\$711.60
772.51-01	16/03/2017	SOUTHERN CROSS PROTECTION	Feb 17 - Security services of Litchfield	\$701.23
769.1130-01	02/03/2017	Mair's Only Cleaning	Caretaking at Howard Park Reserve 27/2	\$700.00
774.926-01	27/03/2017	JACANA ENERGY	Jan 17 - Howard Park Reserve Power	\$673.96
775.1217-01	28/03/2017	Vicki Kerrigan	MC/Panel Host - Litchfield Women Business	\$650.00
770.1023-01	06/03/2017	AUSLINE ENGINEERING	Fabricate bracket for rooftop air con on tractor	\$627.00
771.1023-01	09/03/2017	AUSLINE ENGINEERING	Fabricate brackets for condenser units on tractors	\$616.00
773.560-01	23/03/2017	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical Checks	\$609.40
774.864-01	27/03/2017	ALLMINE HOLDINGS (NT) PTY LTD	Replace solenoid & pressure switch on loader	\$607.86
776.97-01	30/03/2017	CLEANAWAY	Feb 17 - weekly clearance of bin at Thorak	\$585.86
774.508-01	27/03/2017	EASA	Feb 17 - 3 EAP Counselling Sessions	\$580.80
772.815-01	16/03/2017	JEFFRESS ADVERTISING	Dog Management Advert	\$576.26
774.1178-01	27/03/2017	TERRITORY PARTY HIRE	Event Hire - furniture, equipment - Be Bold	\$573.00
772.671-01	16/03/2017	BURSON AUTOMOTIVE PTY LTD (COOLALINGA)	Grease & protectants/cleaners	\$563.30
774.282-01	27/03/2017	TOP END TYRE RECYCLING	Pick up tyres from HDWTS	\$556.94
773.607-01	23/03/2017	ALOI INVESTMENTS P/L T/AS AREA	Remove Eucalyptus tree	\$550.00
774.1177-01	27/03/2017	Full Noise Auto Electrics	Wire up spray unit on ute	\$542.19
772.1211-01	16/03/2017	Mr G S MAYO	Weekend pound care 7/1 to 26/2/17	\$540.00
776.1142-01	30/03/2017	OfficeMax Australia Ltd	Stationery	\$523.84
776.1229-01	30/03/2017	William Carroll	March 2017 Elected Members Photos	\$500.00
771.995-01	09/03/2017	WILDCAT HOLDINGS (NT) PTY LTD	Cutting edges for Hyundai loader	\$478.83
772.596-01	16/03/2017	AREA9 IT SOLUTIONS - HARDWARE	Jan 17 - IT support & assistance	\$456.50
771.1092-01	09/03/2017	DIMET TOOLS	Replace strapping tools	\$422.80
776.78-01	30/03/2017	POWER & WATER CORPORATION	2/12/16 to 3/3/17 - Howard Park Reserve	\$420.98
771.187-01	09/03/2017	NORSIGN	60mm Reflective squares	\$418.00

775.78-01	28/03/2017	POWER & WATER CORPORATION	Feb 17 - Howard Park Reserve Water	\$416.29
770.97-01	06/03/2017	CLEANAWAY	Dec 16 - Weekly clearance of bin at Thorak	\$414.70
772.805-01	16/03/2017	Mrs L B MAVROMATIS	Rates Refund	\$400.00
772.360-01	16/03/2017	ACE TRAFFIC CONTROL	Emergency call out after a truck rolled	\$386.10
773.455-01	23/03/2017	MINI-TANKERS AUSTRALIA PTY LTD	Feb 17 - Refuel backhoe & mowers	\$383.08
769.770-01	02/03/2017	HAYS SPECIALIST RECRUITMENT (AUST.)	Temporary staff for the WTS W/E 12/02/17	\$382.14
771.581-01	09/03/2017	Food'II Do	Catering - Dinner with Member for Goyder	\$374.00
772.941-01	16/03/2017	EVERLON BRONZE	215 x 380 Plaque	\$373.78
B Pay159	09/03/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Navara ute rego - CA59NX	\$357.90
B-Pay160	20/03/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Corolla Rego - CA73CR	\$356.90
770.1177-01	06/03/2017	Full Noise Auto Electrics	Re route flashing beacons on tractor	\$343.75
772.187-01	16/03/2017	NORSIGN	200 X ARC 60 brackets	\$341.00
772.134-01	16/03/2017	FIGLEAF POOL PRODUCTS	Bi-Monthly Water Quality Testing - Cemetery	\$313.80
772.924-01	16/03/2017	OUTBACK TREE SERVICE	Remove mahogany from drain	\$308.00
771.34-01	09/03/2017	DARWIN HUMAN RESOURCE & COMPUTER	Administration fee for Vicky Wellman's	\$295.00
772.1148-01	16/03/2017	Mrs K A GATES	Reimbursement for accommodation 16/17 Mar	\$288.00
769.78-01	02/03/2017	POWER & WATER CORPORATION	Jan 17 - HDWTS Water	\$287.85
B-Pay159	09/03/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Iseki mower rego - CB24XO	\$286.60
771.1186-01	09/03/2017	Advanced Safety Systems Australia	Mar 17 - ASSA Membership	\$273.90
771.85-01	09/03/2017	TELSTRA	Feb 17 - Cemetery phone account	\$268.22
DD220317	23/03/2017	SE RENTALS PTY LTD	March 17 - Cemetery Copier Lease	\$260.79
772.3-01	16/03/2017	COMM8 (COMBINED COMMUNICATIONS	Mar 17 - Tracking System Data Access	\$255.20
00413029	28/03/2017	Litchfield Council Petty Cash	P/Cash Reimbursement	\$246.90
776.220-01	30/03/2017	THE BIG MOWER	Mower Blades, Wheel & Engine Oil	\$246.25
774.132-01	27/03/2017	AIRPOWER NT PTY LTD	Jockey wheels for mower	\$239.23
771.61-01	09/03/2017	GREENTHEMES INDOOR PLANT & HIRE	Feb 17 - Indoor plant hire	\$233.50
773.1013-01	23/03/2017	BTC PARTS & ACCESSORIES PTY LTD	Trailer jockey wheel, tow hitch & ball	\$229.50
769.928-01	02/03/2017	RSEA PTY LTD	Protective clothing/uniforms for MWF	\$226.33
772.41-01	16/03/2017	ARNO'S TYRE SERVICE	Call out to BSWTS & fix backhoe tyre	\$223.00
772.840-01	16/03/2017	AIRCON CLEANING	Clean air con at humpty Doo WTS	\$220.00
772.1142-01	16/03/2017	OfficeMax Australia Ltd	Stationery	\$206.46
771.941-01	09/03/2017	EVERLON BRONZE	120 x 150mm Plaque	\$183.15
769.653-01	02/03/2017	GOLD MEDAL SERVICES (NT) PTY LTD	Howard Park Reserve - Test/Repair Zip Bo	\$181.50
773.512-01	23/03/2017	SELTER SHAW PLUMBING PTY LTD	Knuckey Lagoon - Locate and repair leaking	\$181.50
B Pay160	20/03/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Hyundai Loader Rego - SV3771	\$176.60
772.1008-01	16/03/2017	OUTBACK BATTERIES P/L	Battery for tractor	\$170.10
774.790-01	27/03/2017	BOBTOW TILT TRAY SERVICES	Transport backhoe from Berry Springs to	\$165.00
769.1142-01	02/03/2017	OfficeMax Australia Ltd	Stationery	\$151.56
771.220-01	09/03/2017	THE BIG MOWER	Brush cutter cord	\$141.45

B-Pay161	27/03/2017	SENSIS PTY LTD	Feb 17 - Monthly Sensis Payment	\$138.38
773.1113-01	23/03/2017	Graphics'll Do (Leonie Richards)	Upgrade ad design for Freds Pass Show	\$132.00
771.1213-01	09/03/2017	Alice Doyle	Feb 17 - Recruitment Management fee	\$130.00
771.411-01	09/03/2017	KENNARDS HIRE PTY LTD	Hire of water pump	\$127.00
772.14-01	16/03/2017	AUSTRALIA POST	PO Box renewal & regist. post	\$123.55
772.820-01	16/03/2017	CONSOLIDATED BEARING COMPANY (CBC)	Ball bearings for tractor	\$116.88
769.1202-01	02/03/2017	Chianti & Coffee Cafe	For sandwiches during the 4th E.A.	\$110.00
771.1202-01	09/03/2017	Chianti & Coffee Cafe	Catering for the 5th E.A. Meeting	\$110.00
770.1138-01	06/03/2017	RURAL RADIATORS (AP Motors)	Repair radiator for Tractor	\$110.00
772.1040-01	16/03/2017	SUPER CHEAP AUTO	Fusion radio for tractor	\$107.10
776.1103-01	30/03/2017	HASTING DEERING	Onsite service for backhoe - travel	\$104.50
771.1013-01	09/03/2017	BTC PARTS & ACCESSORIES PTY LTD	Trailer lights	\$102.90
772.1015-01	16/03/2017	NEWSXPRESS HUMPTY DOO	NT news - 27/12/16 to 4/3/17	\$101.30
771.599-01	09/03/2017	WELDING & MAINTENANCE SERVICES NT	Repair curtain latches on compactor bins	\$100.00
769.220-01	02/03/2017	THE BIG MOWER	Pole saw bar & 2 chains	\$98.30
773.1157-01	23/03/2017	Richmond Wheel & Castor	3 x Trolley Wheels	\$98.08
776.1233-01	30/03/2017	Miss B ARGOON	Reimbursement for firearm licence	\$86.00
772.1103-01	16/03/2017	HASTING DEERING	Onsite service for backhoe - travel	\$82.50
771.876-01	09/03/2017	NT ICE	30 bags of ice	\$82.50
774.876-01	27/03/2017	NT ICE	30 bags of ice	\$82.50
769.874-01	02/03/2017	FIN BINS	Feb 17 - Howard Park Rubbish Removal	\$79.20
772.752-01	16/03/2017	TOTALLY WORKWEAR PALMERSTON	Led Lenser Torch	\$66.00
771.1133-01	09/03/2017	NT Water Filters	Bottled water for Foyer	\$62.40
769.1040-01	02/03/2017	SUPER CHEAP AUTO	Tyre repair kit & 3M Equaliser Strap	\$62.31
776.1076-01	30/03/2017	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	10% Commission on direct payments	\$55.00
773.25-01	23/03/2017	RTM INTEGRATED LAND INFORMATION SYS	Feb 17 - Land Search	\$54.80
769.30-01	02/03/2017	TERRITORY SPRINGWATER PTY LTD	5 x 15 Litre Bottle Water	\$52.50
773.30-01	23/03/2017	TERRITORY SPRINGWATER PTY LTD	5 x 15 litre water bottles	\$52.50
776.300-01	30/03/2017	DARWIN OFFICE TECHNOLOGY P/L	Feb 17 - Thorak Photocopier Charges	\$42.87
772.522-01	16/03/2017	FARMWORLD NT PTY LTD	1 X fuel filter	\$41.00
769.443-01	02/03/2017	TERRITORY UNIFORMS	3 x caps with embroidery	\$39.78
771.189-01	09/03/2017	HD ENTERPRISES P/L (HD PUMP SALES)	Parts for fuel pod	\$38.76
769.300-01	02/03/2017	DARWIN OFFICE TECHNOLOGY P/L	Jan 16 - Thorak Photocopier Charges	\$35.25
776.189-01	30/03/2017	HD ENTERPRISES P/L (HD PUMP SALES)	Hose mender & clamps	\$34.32
771.30-01	09/03/2017	TERRITORY SPRINGWATER PTY LTD	Bottled Water for Cemetery	\$31.50
773.1167-01	23/03/2017	Mrs T SALAU	Reimbursement for training morning tea	\$25.36
771.968-01	09/03/2017	NT FASTENERS PTY LTD	8 X bolts and spring washers	\$20.62
769.522-01	02/03/2017	FARMWORLD NT PTY LTD	Oil dipstick for ATV	\$13.65
773.1142-01	23/03/2017	OfficeMax Australia Ltd	Stationery	\$10.59
769.671-01	02/03/2017	BURSON AUTOMOTIVE PTY LTD (COOLALINGA)	Wiper Blade	\$10.38
TOTAL				\$3,404,265.73

CREDIT CARD TRANSACTIONS

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

STAFF MEMBER	COST CODE	DETAILS	GROSS	GST
Kaylene Conrick CEO	W4084.302	Airfare - D Branson (EAPA Course Syd)	\$206.71	\$18.80
	W4084.302	Coolalinga Newsagency	\$394.10	\$35.82
	W4084.301	EAPA Course Registration – D Branson	\$3,033.35	\$ -
	W4084.302	Airfare – D. Branson (Refund requested)	\$206.71	\$18.80
	W4444.131	Backhoe Registration – Stamp Duty	\$4,950.00	\$ -
	W4445.126	Backhoe Registration – CTP Contribution	\$166.60	\$15.15
	W4445.126	Backhoe Registration – Admin Fee	\$10.00	\$ -
	W4084.302	QBE Travel Insurance (Seeking refund)	\$36.00	\$ -
	3121.355.638	Amnet Internet Connection	\$64.23	\$5.84
Deborah Branson Executive Assistant	3030.310.644	IAP2 Course Registration – N McMaster	\$690.79	\$62.80
	3400.300.342	Waste Recycling Conference – B Heales	\$152.25	\$16.75
	3020.340.673	Biscuits – Member for Daly	\$3.69	\$0.33
	3020.340.673	Milk & Juice – Member for Daly	\$8.65	\$ -
	3020.330.644	NT Young Achievers Gala Pres - Osborn	\$120.00	\$10.91
	W4084.301	AHRI Conference / Training – Titi Salau	\$359.00	\$32.64
	W4084.302	Airfare ADL/DWN July 2017 – K Conrick	\$490.14	\$44.55
	3020.330.620	Catering – Council Meeting 23/2	\$29.40	\$ -
	3020.330.620	Catering – Council Meeting 23/2	\$10.15	\$0.92
	W4084.302	Airfare DWN/ADL July 2017 – K Conrick	\$536.83	\$48.80
	3020.330.664	Trybooking–Be Bold For Change-Mayor	\$20.30	\$ -
	W4084.301	Trybooking–Be Bold For Change-CEO	\$20.30	\$ -
	3700.341.669	Training–Responsible Service–D Branson	\$24.00	\$0.82
	3020.330.620	Catering – Council Briefing 1/3	\$51.45	\$4.68
	3020.330.620	Catering – Council Briefing 1/3	\$6.89	\$ -
	3410.310.644	Waste Recycling Conference –D Kingston	\$152.25	\$16.75
	3020.340.673	Dinner – Member for Goyder 8/3/17	\$52.78	\$4.80
	3020.340.673	Dinner – Member for Goyder 8/3/17	\$6.99	\$ -
	3700.341.669	Special Liquor Licence – LWBN Function	\$20.00	\$ -
	3020.330.500	Trybooking–Be Bold For Change-Osborn	\$20.30	\$ -
	3700.341.669	Various Items for Be Bold For Change	\$139.42	\$12.67
	3700.341.669	Various Items for Be Bold For Change	\$20.15	\$1.83
	3020.330.500	Officeworks – Stationery	\$36.84	\$3.35
	3050.311.644	Catering – Enterprise Agreement	\$57.00	\$5.18
	3020.330.620	Dry-cleaning – Chamber Linen	\$21.15	\$1.92
	3020.330.620	Catering – Council Meeting 15/3	\$37.95	\$3.45
	3020.330.620	Catering – Council Meeting 15/3	\$28.47	\$ -
	3020.330.620	Catering – Council Briefing 16/3	\$38.00	\$3.45
	3700.341.669	Pit Lane Liquor – Be Bold For Change	\$386.16	\$35.11
	3700.341.669	Napkins – Be Bold For Change	\$12.15	\$1.10
	3700.341.669	Various Items for Be Bold For Change	\$54.91	\$4.99
	3700.341.669	Tea – Be Bold For Change	\$3.30	\$ -
	3700.341.669	Milk & Juice – Be Bold For Change	\$20.69	\$ -
3700.341.669	Ice – Be Bold For Change	\$3.15	\$0.29	
W4450.301	Catering – Staff Training	\$16.86	\$ -	
W4450.301	Catering – Staff Training	\$22.90	\$2.08	
Justin Dunning MWF Manager	W4177.125	Nuts & Bolts	\$24.63	\$2.24
	3800.350.500	Stationery	\$62.17	\$5.65
	3800.350.515	Toilet Paper	\$15.00	\$1.36
Herbert Backers Road Network Manager	3130.310.644	Conference Airfare (David & Karina)	\$1,572.16	\$142.92
	3130.310.644	Conference Airfare (Antica)	\$730.38	\$66.39
	W4297.71	Online Booking – Howard Park Reserve	\$37.00	\$ -

STAFF MEMBER	COST CODE	DETAILS	GROSS	GST
Glen Byrnes	3430.621.420	400m Poly tape	\$355.52	\$32.32
Waste Manager	3410.310.644	Waste Recycling Conference Registrat.	\$152.25	\$13.84
	3410.350.515	Staff amenities – UHT Milk	\$10.80	\$ -
	3410.350.515	Staff amenities – Cleaning products	\$51.23	\$4.66
	3410.350.500	Stationery	\$6.80	\$0.62
TOTAL			\$15,760.90	\$684.58

Recommending Officer: Silke Reinhardt, Acting 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 Meeting Agenda

Wednesday 19 April 2017

14 Officers Reports

- 14.1 Executive Services Quarterly Report – Jan-Mar 2017
- 14.2 Infrastructure & Operations Services Quarterly Report – Jan-Mar 2017
- 14.3 Community & Corporate Services Quarterly Report – Jan-Mar 2017
- 14.4 2017 National General Assembly of Local Government
- 14.5 Animal Management By-laws – Consideration of Public Submissions
- 14.6 2017 Local Government Election – Proposed Candidate Information Session
- 14.7 Carveth and William Road Upgrade
- 14.8 Development Application 35 & 31 Fairweather Crescent
- 14.9 April 2017 Summary Planning and Mining Report



COUNCIL REPORT

Agenda Item Number:	14.1
Report Title:	Executive Services Quarterly Report Jan - Mar 2017
Meeting Date:	19/04/2017
Attachments:	Nil

Purpose

The quarterly monthly Executive Services report, for the period of January to March 2017, is presented to Council for noting.

Summary

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

Recommendations

THAT Council receives the Executive Services quarterly report for the period January to March 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 Department also provides support to the elected members.

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

1 Elected Members

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

COUNCIL MEETING ATTENDANCE	HELD	ATTENDED	TOTAL	2016/17
Mayor	3	3	9	9
Councillor Barden	3	3	9	9
Councillor Wright	3	3	8	8
Councillor Hunt	3	2	7	7
Councillor Osborn	3	3	9	9

SPECIAL COUNCIL MEETING ATTENDANCE	HELD	ATTENDED	TOTAL	2016/17
Mayor	3	3	3	3
Councillor Barden	3	3	3	3
Councillor Wright	3	3	3	3
Councillor Hunt	3	3	3	3
Councillor Osborn	3	3	3	3

COUNCIL RESOLUTIONS	THIS PERIOD	2016/17
Resolutions of Council	56	191

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING ATTENDANCE	HELD	ATTENDED	TOTAL	2016/17
Independent Chairperson	1	1	3	3
Councillor Hunt	1	1	3	3
Councillor Wight	1	1	2	2

Next Risk & Audit Committee scheduled 11 July 2017

THORAK REGIONAL CEMETERY BOARD MEETING ATTENDANCE	HELD	ATTENDED	TOTAL	2016/17
Mayor	3	3	9	9
Councillor Barden	3	3	9	9
Councillor Wright	3	3	8	8
Councilor Hunt	3	2	7	7
Councillor Osborn	3	3	9	9

CONFERENCES, TRAINING AND DEVELOPMENT	EVENT	DATES	2016/17 IN \$
Mayor	ALGWA NT Annual Networking Event	24 Feb	\$40.00
	Litchfield Women's Business Network – Be Bold For Change	20 Mar	\$20.03
Cr Osborn	ALGWA NT Annual Networking Event	24 Feb	\$40.00
	Litchfield Women's Business Network – Be Bold For Change	20 Mar	\$20.03

2 Council Registers

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

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

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

USE OF COMMON SEAL	DATE	RESOLUTION
Container Deposit Scheme Infrastructure Grant	15/03/2017	17/0052
TOTAL FOR YEAR		1

GIFTS AND BENEFITS REGISTER	NEW THIS PERIOD	TOTAL
ELECTED MEMBER	0	5
STAFF	0	12

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	1	1	0	1

CIVIC EVENTS	DATE	LOCATION	PERSONS	TOTAL
Be Bold for Change	20/03/2017	Chambers	30	
TOTAL FOR QUARTER				1
TOTAL FOR YEAR				2

CITIZENSHIP CEREMONIES	DATE	LOCATION	NUMBER OF PEOPLE	NUMBER OF CEREMONIES
2017 Australia Day	26/01/2017	Freds Pass	10	

TOTAL FOR QUARTER	10	1
TOTAL FOR YEAR	29	2

3 Public Relations

MEDIA -ENQUIRIES & RESPONSES	DATE
ABC Darwin – Dogs at Large	16-Jan-2017
Facebook – Spped Limite Chnge to Redcliffe Road	19-Jan-2017
Facebook – Australia Day event	20-Jan-2017
All Media – Australia Day event	25-Jan-2017
The Sun – Micro-Chipping and Feral Dogs	10-Feb-2017
Facebook – Roads in the wet	13-Feb-2017
The Sun – Proposed Animal Management By-laws	17-Feb-2017
The Sun – Waste Management Stragey	3-Mar-2017
Facebook – Queens Baton Relay	6-Mar-2017
Facebook – Be Bold For Change – Litchfield Womens Business Network	9-Mar-2017
The Sun – Mayor’s Column	21-Mar-2017
All Media – Aquatic Facility Needs Analysis Media Release	21-Mar-2017
Facebook – Berry Springs Community Markets	22-Mar-2017
All Media – Litchfield Womens Business Network	23-Mar-2017
NT News – Keep Roaming Dogs in Control	24-Mar-2017
The Sun – Dog By-Laws Needed Badly	24-Mar-2017
NT News – Rural Area Gone to the Roaming Attack Dogs	24 Mar-2017
Facebook – Queens Baton Relay Nomination Promotions	28-Mar-2017
NT News – Microchipping the Solution	29-Mar-2017
TOTAL FOR THE QUARTER	19
TOTAL FOR YEAR	28

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
EM05 Elected Member Benefits and Support	Council	1
FIN08 Risk Management Policy	Council	1
FIN05 Debt Recovery	Council	1
FIN07 Grants Donations and Sponsorships	Council	1

TOTAL FOR THIS QUARTER	4
TOTAL FOR YEAR	5

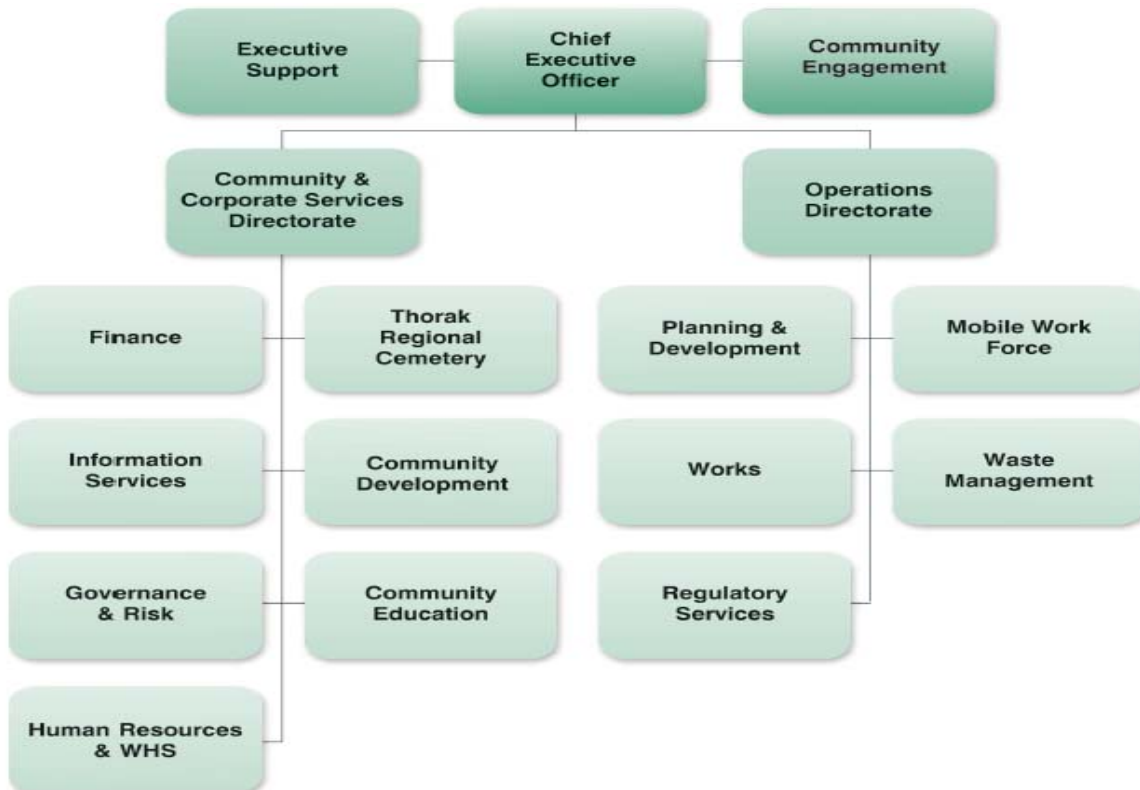
NEW POLICY	TYPE	APPROVED
TOTAL FOR QUARTER		0
TOTAL FOR YEAR		0

5 Employees

2016/2017 STAFFING PLAN

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

ESTABLISHMENT STRUCTURE



TOTAL NUMBER OF EMPLOYEES*

OPERATING

HEADCOUNT	56
FTE	50

POSITION STATUS	ONGOING	CONTRACT	CASUAL/PART TIME	TOTAL
Male	20	2	8	30
Female	15	8	3	26

56

WORKFORCE GENDER PERCENTAGE REPRESENTATION

30 Male employees represent 53.6% of the total workforce

26 Female employees represent 46.4% of the total workforce

TRAINING	JAN - MAR
Corporate Training	2
Short Professional Development Courses	8
On-going Professional Development Courses	6
Workplace Safety Related Training	4

STAFF TURNOVER RATE

Target in Municipal Plan – Less Than 20%

Year to Date: **5.45%** *which represents a total of 3 employees.*

Within Q1 2017 – **0%**

6 Tenders and Contracts

RFT 119 of 2014-2015 – Maintenance of Existing road network and Construction of New roads and Associated works, was extened for a further 12 months from the 1/3/2017. This is the final extention and will go back to open tender in 2018

TENDERS	VALUE	NUMBER	WINNER	RESOLUTION
CONSTRUCTION OF NEW ABLUTION BLOCK AT FRED'S PASS RESERVE – 23/1/17	\$248,183	T16-145	TIMBER AND STEEL CONSTRUCTION	Within the CEO's delegation
CONSTRUCTION OF RETAINING WALL ON WHITEWOOD RD	\$50,125	T17-146	STERLING PROPERTY	Within the Directors delegation
SHOULDER REPAIRS TO VARIOUS ROADS - 23/2/17	\$194,880	T17-147	ALDEBARAN CONTRACTING	Within the CEO's delegation

Links with Strategic Plan

Priority # 1 – Everything you need

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report

Risks

There are no identifiable risks

Financial Implications

Not applicable

Community Engagement

Not applicable

Recommending Officer: David Kingston, Actin Chief Executive Officer

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:	14.2
Report Title:	Infrastructure and Operations Quarterly Report Jan-Mar 2017
Meeting Date:	19/04/2017
Attachments:	

Purpose

This is the Quarterly Report for the period of January to March 2017 for activities carried out by the Infrastructure and Operations Department.

Summary

The January to March 2017 period for the Infrastructure and Works Directorate saw work continue from the previous period and also saw the commencement of several new initiatives. Notable activities were:

- **Infrastructure** – No tenders released due to weather, so no major projects undertaken this quarter.
- **Waste** – Impact Environmental was appointed as the consultant for a 10-yr waste management strategy.
- **Mobile workforce** – Slashing and spraying currently 2-3 weeks behind despite an early start, due to persistent wet weather.
- **Planning** – Lichfield Council continues to work closely with the NT Planning Commission and the Howard Springs Rural Activity Centre Community Action Group on the Area Plan for Howard Springs.
- **Regulatory Services** – Animal management by-laws released for public comment on 21 February 2017 and closed 19 March 2017. Submissions are currently being considered.

Recommendation

THAT Council receives and notes the Directorate of Infrastructure and Operations Quarterly Report for January to March 2017.

Background

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

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

The Infrastructure and Operations team consists of the Director Infrastructure and Operations and a team of around 29 staff.

Infrastructure - Works

Gravel Roads:

- One grading round has been completed in this quarter.
- An order has been raised for the resheeting of Warren Road in Lambells Lagoon, this will commence after Easter.

Sealed Roads:

- 70 tonnes of patching material has been used for potholes and edge patching throughout the municipality.
- Remedial shoulder works have commenced
- Installation of Bollards: Bollards and appropriate signage has been installed at various locations in an attempt to reduce damage to Council assets and nuisance to local residences from quad bikes.
- Driveway repairs: Approximately six driveway accesses have been repaired, this is ongoing.
- Table drains: were cleaned out removing built up silt at approximately 41 locations with this work continuing.
- Driveway Culvert cleanouts: Approximately 14 driveway access culverts have been desilted and this work also continuing.
- Cross road Culvert cleanout: Approximately 8 cross road culverts have been desilted this work is continuing.
- Headwall repairs: Approximately 4 damaged headwalls have been repaired or replaced.
- Install Kerbing. Gap kerbing has been installed at 3 different locations.

Major Projects

- RFT 153 – Anzac Parade – Pavement Strengthening and Widening – Tender released 30/3/17

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.	One request received 100% achieved

Planning

Statutory Planning

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

Application Type	Received	Annual Total
Animal Boarding	0	0
Change of Use	1	2
Clearing of Native Vegetation	1	1
Consolidation	0	0
Educational Establishment	0	0
Excavation and Fill	0	0
Extension of time	0	1
Home Occupancy/Contracting	0	0
Independent Unit	0	1
Industry	0	0
Medical Centre	0	1
Multiple Dwelling	3	3

Office	0	0
Other	6	7
Restaurant	2	2
Service Station	0	0
Shed	2	5
Shop	0	0
Shop and Office	0	0
Shop, Office and Restaurant	0	0
Showroom Sales	0	0
Single Dwelling	0	0
Subdivision	2	5
Subdivision and Consolidation	2	4
Undefined Use	0	0
Unit Title Subdivision	0	0
Variation	0	1
Warehouse	1	2
Total	20	35

Notable statutory planning issues during the quarter were:

- Applications for new developments of take away drive through restaurants (Hungry Jacks and Subway) at 425 Stuart Highway, Coolalinga Village Precinct.

Strategic Planning

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

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

Notable strategic planning issues during the quarter were:

- No applications or amendments were received or implemented this quarter.
- Lichfield Council continues to work closely with the NT Planning Commission and the Howard Springs Rural Activity Centre Community Action Group on the Area Plan for Howard Springs.

Mining Leases and Permits

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

Application Type	Received	Annual Total (to date)
Mining Lease	3	8
Mining Permit	2	4
Other	0	3
Total	5	15

Environment and Education

- Waste Management Strategy – Impact Environmental continued their work developing the strategy. Council undertook a community survey in February which received a high level of response and significant data to help guide and inform the strategy. Council’s Community Reference Group met several times across the period to consider the survey findings and engage with the consultant on the various options available in formulating the strategy.
- Environment/ Education Group – the group has now meet three times to share ideas and let each other know about the different groups’ activities. Through this group Council has helped promote Ark Aid free cat desexing programs, Darwin Wildlife Sanctuary nesting box program and working with NTG to help spread the word on aquatic weed Sagittaria.
- Humpty Doo Primary School Recycling Talks – the EEO presented a recycling presentation.

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	Total 2016/17
land fill waste Shoal Bay (tonnes)	592.35	1,377.19	445.7	2,415.24	6,704.58
batteries (tonnes)	7.24	17.3	2.24	26.78	81.37
cardboard (m ³)	294	408	284	984	3,314
cardboard (tonnes)	12.69	12.78	11.41	36.88	106.97
co-mingle (m ³)	68.4	177.8	85	331.20	818.2
co-mingle (tonnes)	9.4	16.54	7.9	33.84	98.8
construction waste (tonnes)		123.28	0	123.28	325.43
domestic vehicle (vehicles)	16,584	22,205	0	38,789	105,708
green waste ute or trailer (m ³)	499	477	0	976	3,367
green waste commercial (tonnes)		86.74	0	86.74	234.02
mulch Sales (m ³)	322.5	463	36	821.50	2,933
non-Litchfield residents (users)	12	36	0	48	151
Shoal Bay deliveries (trucks)	73	131	55	259	744
scrap metal (tonnes)	76.5	136.4	96	308.9	880.93
used oil (litres)	5,300	5,600	0	10,900	42,993
white goods (tonnes)	12	26.26	0	38.26	74.14
wood mulch sold (m ³)	2	14.5	0	16.5	209.5
crushed concrete	0	309.5	0	309.5	595.5
tyres from EPA grant	0	114	0	114	114
tyres	0	134	0	134	1,124
air conditioners	0	3.94	0	3.94	10.22

Comparative Analysis

Waste Types	2014/15	2015/16	2016/17 (Estimate)	Comparison with 2014/15
landfill waste Shoal Bay (t)	9,200	9,408.02	8,939.44	2.8% Decrease
batteries (Pallets)	78	100.33	108.49	39% Increase
cardboard (t)	174	173.73	142.63	18% Decrease
co-mingle (t)	276	119.25	131.73	Significant Decrease
mulch sales (m ³)	5422	3885.5	3,910.67	Fully Sold
scrap metal (t)	845	1,219.42	1,174.57	39% Increase
used oil (L)	3,6243	5,1154	57,324	Significant Increase
white goods (t)	179	108.6	98.85	44% Decrease

Key Waste Performance Indicators

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

Mobile Workforce

This quarter MWF has been concentrating on the slashing and weed spraying program, also attending to the maintenance of signs and guide posts and litter collection - as required or when the weather is not favourable for slashing and spraying.

Litter Collection

Completed litter collection along 120km of Council's arterial roads with some bulk collections on council lands and road network.

Signs and Guide Posts

The scope is generally on vegetation management at this time of year. The MWF team have installed signs that have been knocked down or deemed non-compliant. To date 120 signs and 75 guide posts have been installed or repaired.

Mowing and Slashing

- All roads on round one completed
- round two beginning with Knuckey Lagoon and Howard Springs also completed
- Mowers are now starting in the Bees Creek area
- Tractors have completed an estimated 50% of the Darwin River area

Spraying

Roadside furniture spraying was completed and now targeting Gamba and other classified weeds, trying to complete as much as possible but some difficulties have been the weather and the vast area to be covered. During this quarter 78,000 litres of mixed chemical has been used.

Other Tasks

Scheduled plant and vehicle servicing was undertaken.

A variety of odd jobs from the CRM system and internal requests.

Key Performance Indicators

Slashing and spraying	2-3 Weeks behind due to weather
Litter collection (as required)	Achieved
Signs	90% achieved

Regulatory Services

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

Metric	Total 2015/16	Jan-Mar 2016	Jan-Mar 2017	Total 2016/17
Dogs at large	328	124	117	304
Dog menacing animals	15	4	6	11
Dogs attacking animals	78	22	24	60
Lost Dogs	237	63	50	126
Dogs menacing people	27	2	7	20
Dog attacking person	14	5	2	2
Nuisance barking	55	18	9	27
Trap requests	35	9	6	13
Other	26	4	5	11
Feral dogs	13	4	2	6
Total	828	255	228	580

Free microchipping was provided for the entire month of January and 227 dogs were microchipped for free by Council Rangers.

The 'Dog Awareness for Kids' school education program was emailed to all of the local primary schools, with 2 schools scheduling dates later in the year for the rangers to attend and present the program to students.

The draft Animal Management By-laws were released for public comment and closed 19 March 2017, submissions and have not yet been finalised and are currently under review for consideration.

A total of 94 dogs were impounded for the quarter with 57 being released to their owners, 36 transferred to rescue groups for re-homing and 2 euthanized.

There are currently 5,553 dogs on Council's database, with 321 new dogs added for the quarter.

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).

Key Performance Indicators

Increase in number of animals micro-chipped, 50% increase required	On target
Customer requests within five working days, 90% required	100% Compliance
Public education program, developed	Completed
Feral dog management program, implemented	Completed
Decrease in number of dogs at large	Target met this quarter

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Nil

Risks

N/A

Financial Implications

Nil

Community Engagement

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

Recommending Officer: Wendy Smith, Acting 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:	14.3
Report Title:	Community and Corporate Services Quarterly Report Jan - Mar 2017
Meeting Date:	19/04/2017
Attachments:	Nil

Purpose

This report presents to Council the Community and Corporate Services Directorate quarterly report for January – March 2017.

Summary

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

Recommendation

That Council receives and notes the Community and Corporate Services quarterly report for January – March 2017.

Background

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

Finance

For the period of January to March the Finance Team have,

- Developed the 2017/18 Budget and carried out workshops with Council.
- Initiated the commencement of the draft Municipal Plan 2017/18
- Performed a detailed review of all program areas in January to provide an accurate forecast to 30 June 2017.
- Completed the Long-Term Financial Plan for 10 Years to illustrate in the Municipal Plan 2017/18
- Continued anniversary performance reviews, and
- Continued to implemented improvements to the monthly financial reports presented to Council.

2016-17 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance with management, statutory and regulatory budgeting and reporting	100%	In Progress	To date, full compliance.
Prior year rates arrears – how effective we are in recovering rates debts	<5%	In Progress	See rates comments below for progress
Current years rates outstanding as at 28 February 2017	<5%	In Progress	To date, this is at 12.4% - Council will continue to monitor this percentage and ensure we continue to recoup current year rates outstanding to <5% prior to 30 June 2017.
Rates to operating expenses ratio – ability to cover expenses through rates collected	60-70%	In Progress	On track to be achieved – 16/17 Budget is at 69%
Liquidity ratio – ability to pay debts when they are due	>1:1	In Progress	Achieved to date.

Rates

Rates collection continues to be a focus for the Finance Team. All rates levied in 2016/17 are now due and payable.

The overdue rates collection process has been reviewed. All but 100 of the past years' arrears are now with Territory Debt Collectors (TDC), with those 100 arrears equating to \$534,428 referred to the Northern Territory Civil Administration Tribunal (NT CAT) to progress the collection. Due to the initial costs associated with applying a Statutory Charge to properties, only those most appropriate assessments have had Statutory Charges applied with debts greater than \$5,000. To date a total of 445 rate debtors have been sent to TDC with 279 assessments with a balance of \$808,646 awaiting payment and 66 assessments paid in full to date.

The below table illustrates the split of outstanding rates:

	ARREARS	INSTL1	INSTL2	INSTL3	BALANCE
COMMERCIAL	\$18,731	\$10,731	\$13,969	\$16,309	\$59,739
MINING	\$36,492	\$4,908	\$5,187	\$7,672	\$54,259
NON-RATEABLE MINING	\$520	\$ -	\$ -	\$ -	\$520
NON-RATEABLE WASTE	\$19,089	\$761	\$761	\$761	\$21,373
GENERAL	\$1,326,150	\$236,256	\$320,070	\$490,035	\$2,372,512
URBAN RESIDENTIAL	\$68,157	\$22,565	\$24,387	\$31,481	\$146,590
TOTAL	\$1,469,139	\$275,220	\$364,375	\$546,258	\$2,654,993

Rates in arrears have reduced by \$162,411 or 10% when compared to the same time last year. The value of prior year arrears rates collected during the quarter was \$87,047, the total prior years outstanding rates and charges as at 31 March 2017 is \$1,469,139.

Grants Status

Litchfield Council Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
NTG Dept Sport & Rec	Freds Pass Reserve	Facility Upgrades	\$3,000,000.00	30/06/2017	In progress
NT Environment Protection Authority	Litchfield Council	Container Deposit Scheme Infrastructure	\$10,890.00	30/06/2017	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	To commence in 2017/2018
<i>Australia Day Council NT</i>	<i>Freds Pass Reserve</i>	<i>Australia Day activities</i>	<i>\$1,500.00</i>	<i>31/03/2017</i>	<i>Completed and acquitted</i>
<i>NTG Dept Local Govt</i>	<i>Litchfield Council</i>	<i>Aquatic Facility feasibility study</i>	<i>\$40,000.00</i>	<i>30/06/2017</i>	<i>Completed and acquitted</i>

Reserve Management Board Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
Immediate Works Grant	Freds Pass Reserve	Cottage Roof Repair	\$15,929.00	30/06/2017	In progress
Immediate Works Grant	Freds Pass Reserve	Tree Lopping	\$9,000.00	30/06/2017	In progress
CBF	Freds Pass Reserve	In conjunction with Playgroup NT – Playground equipment upgrade	\$199,000.00	30/08/2017	In progress
NTG	Berry Springs	Replace old existing shades on either side of the hall	\$25,609.10	30/05/2017	In progress

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
NTG	Berry Springs	Replace roof and ridge screws, apply paint to hall	\$16,235.00	30/06/2017	In progress
Small community Grant	Livingstone	Design Meeting Rooms	\$9,000.00	31/12/17	In Progress
CBF	McMinns	Banners for Major Day Out	\$2,500.00	31/10/2017	In progress

Human Resources / Work Health and Safety

Please see below a summary of key activities that occurred in the HR space within the quarter:

- Continued the coordination of negotiations for the Litchfield Council Enterprise Agreement 2017
- Coordinated the Gallup Strengths Assessment for Managers and Executive Management
- Inducted and on-boarded 2 Waste Transfer Station Casual Staff.
- Advertised the vacant Thorak Regional Cemetery Manager Position
- Launched the Monthly LIFE APP Survey in February – an Employee Engagement Tool.
- Developed the Performance Management Toolkit to guide managers on the process of conducting performance appraisals
- Co-ordinated performance appraisals for eligible staff and issued Step Increase letters thereafter accordingly.
- Co-ordinated a number of corporate and professional development training for staff.

We are currently working on the following projects:

- Coordinating the annual Flu Vaccination for staff
- Organising a values and behaviours workshop with all staff in May to set Council's values
- Conducting the Thorak Regional Cemetery Manager's interviews
- Advertising the Asset Management officer position
- Advertising for Casual Customer Service Officers
- Organising professional development training recommended from performance appraisals and organising corporate training for all staff

What is planned over the next quarter:

- Continuation of the Monthly LIFE APP Surveys
- Awareness campaign to staff that performance encompasses achieving work targets and exhibiting the right behaviours i.e. Council Values
- Organising Lunch Talks by EASA to staff on the available annual Counselling Services from EASA
- Recruitment, Induction and On-boarding of the Thorak Regional Cemetery Manager
- Recruitment, Induction and On-boarding of the Asset Management Officer
- Recruitment of Casual Customer Service Officers

- Voting-on, lodgement and Approval/conclusion of the Litchfield Council Enterprise Agreement 2017
- Sourcing and Organising professional development training for staff as recommended in performance appraisals

Work Health and Safety

Throughout the quarter, toolbox meetings were held monthly by the three outdoor work areas namely: Mobile Work Force, Waste Transfer Stations and Thorak regional cemetery. Discussions at the toolbox meetings bordered on safe work methods and practices, Incidents and corrective/preventive actions, Council policies, work plans, safety strategies etc.

Worker's Compensation

No worker's compensation claim was processed within the quarter. However, treatment continued as approved by our insurers (**GIO**) for the employee who suffered a sprained finger knuckle in September last year.

Incident Report

This quarter, there were no notifiable incidents pursuant to Part 3 of the Work Health and Safety Act 2011 ('WHS Act').

Two improvement notices were served in March pursuant to Part 10 section 191 of the WHS Act (improvement notices). These are currently being actioned in compliance with specified timelines and towards the next inspection.

However, tabulated below are some occurrences in the identified work areas:

S/N	Incident	Count	Work Area	Impact
1	Workplace Fatalities	None	N/A	Nil
2	Near Misses	None	N/A	Nil
3	Minor injuries reported	4	Thorak Cemetery Regulatory Services Waste Transfer Station	Downtime
4	Workplace Injury claims	No new claims were processed this quarter. However, there is ongoing treatment for one claim lodged last quarter.	Thorak Cemetery	Downtime Worker's Comp.
5	Reported Equipment Damage	1	Waste Transfer Station	Repair Costs

Information Technology

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

- Draft IT Strategy preliminary work (on going) – Council initiative. 95% completed draft.
- Preliminary work on the system clean (on going) including IT Backups and setup – Council initiative.
- Data clean – Rates (including Valuation amounts), Property (Size, Planning, Street Numbering) and Land Owner information (Given Names, Last Names). All persons NARs checked and updated. Company names still to process.
- Change of name for most of the 72 properties owned by ‘Litchfield Shire Council’ to be changed to Litchfield Council.
- Draft Council initiative completed for the integration of Authority with Councils records management system, costs added to initiative for the 2018/2019 financial year.

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

2016-17 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Timely Resolution of technology issues	<20%	In Progress	On track. Area9 introducing another key staff member to oversee Litchfield Council contract.
Staff using records management system	>80%	In Progress	Review of Document Managements system taking place. Process mapping conducted for incoming mail functions. Formal InfoXpert Training for key staff (10) and Admin training for Information Manager and Administration Officer.

Community Development

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

The works associated with the \$3m Freds Pass Recreation Reserve Upgrade are progressing well. There have been delays that have arisen due to a substantial wet season as well as resolving issues with contractors and property owners of adjoining land. Completion date is currently reviewed and an extension for the grant will be lodged with the Northern Territory Government.

Meetings:

Livingstone Reserve – second Monday of every month

Humpty Doo Village Green – third Tuesday of every month

Berry Springs Reserve – second Wednesday of every month

McMinns – 19 January, 30 March and 29 June 2016

2016-17 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Grants acquitted within agreed timeframes	100%	In Progress	

Recreation reserves operate under leases where applicable	100%	In Progress	
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Governance and Risk

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

Risk Registers & Risk Management Framework

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

Risk Management & Audit Committee (RMAC)

The RMAC met once this quarter (7 March). Agenda items included,

- the response to the 2016 Audit Management Letter
- the register of audit recommendations and the evidence of how they were addressed
- an internal audit plan
- the RMAC work plan for the next 12 months
- implementation of the Berry Springs Waste Transfer Station report.

Minutes and agendas for all RMAC meetings for the past three years are available on Councils website.

Due to scheduling issues there will be no further meetings scheduled for this financial year. This means that only 3 meetings will have been held and the target of 4 will not be met. Meetings have been scheduled for July, October and December with a workplan identified below.

Meeting	Items for discussion
11 July 2017	<ul style="list-style-type: none"> • Review Council’s Risk Register • Endorse Councils Risk Management Framework • Review Audit Committee performance
10 October 2017	<ul style="list-style-type: none"> • Review 2016/2017 financial statements • Review Council response to auditor’s interim management letter
5 December 2017	<ul style="list-style-type: none"> • Review Council response to auditor’s management letter • Consider following year internal audits • Review FIN09 Risk Management and Audit Committee Policy

A workplan for meetings in 2018 was also agreed and is presented below.

2018 Meeting	Items for discussion
March	<ul style="list-style-type: none"> • Review internal audits • Review of fraud protection plan
June	<ul style="list-style-type: none"> • Review Council’s Risk Register • Review of Audit Committee performance
September	<ul style="list-style-type: none"> • Review 2016/2017 financial statements • Review Council response to auditor’s interim management letter
December	<ul style="list-style-type: none"> • Review Council response to auditor’s management letter

2018 Meeting	Items for discussion
	<ul style="list-style-type: none"> • Consider following year internal audits • Confirm next year meeting dates

Delegation

Updates to the existing delegations have been made to accommodate for changes in position titles and staff. This cloud solution has provided greater flexibility to maintain an up to date delegations schedule.

Compliance

A preliminary assessment of Councils legislative compliance has been conducted in line with the NTG compliance check list and reported to the Audit Committee. Freedom of Information (FOI) materials have been made available on Councils website. An FOI manual is in development. A Litchfield representative will be attending FOI training in May.

Document Management

Comments were provided in response to the draft Local Government records disposal schedule. The updated draft was due in March but to date has not been released. An assessment of Councils archiving contract is currently underway with a view to implementing the disposal schedule when released. A records management working group has been established but is still yet to meet.

Council Policy Framework

Work continues the policy review schedule.

Monthly Managers Meetings

Meetings have been held for January, February and March 2017. Items discussed include,

- records management and disposal
- communication
- Litchfield Council Long Term Financial Plan
- A presentation from JLT Insurance Brokers (James Sheridan)
- Performance Management tool kit
- Draft Media policy
- Meeting procedure
- Chain of command when requesting assistance from other directorates

Council By-laws

Draft animal management by-laws have been finalised by Parliamentary Counsel and put to public comment. Consultation period has closed.

2016-17 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance with legislative requirements as per Compliance Checklist (DLG)	100%	In Progress	Checklist to be completed

KPI	TARGET	STATUS	COMMENT
Risk Management Audit Committee Meetings	4 Meetings	In Progress	3 meetings to date. No more meetings planned for 2016/2017
Internal Audits conducted as defined in the Internal Audit Program	3 Audits	In Progress	Procurement audit planned
Governance & Risk Management Framework	100%	In Progress	Risk registers developed. Framework in development.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not Applicable to this report

Risks

Not Applicable to this report

Financial Implications

Not Applicable to this report

Community Engagement

Not Applicable to this report

Recommending Officer: Silke Reinhardt, Acting Director of Community and Corporate Services

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600. *Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.*



COUNCIL REPORT

Agenda Item Number:	14.4
Report Title:	2017 National General Assembly of Local Government
Meeting Date:	19/04/2017
Attachments:	Nil

Purpose

The purpose of this report is to advise Council of the 2017 National General Assembly of Local Government and to seek approval for the Mayor and Chief Executive Officer to attend.

Summary

The Australian Local Government Association holds a National General Assembly of Local Government in Canberra each year. Mayors and Chief Executive Officers from councils across Australia attend this annual event.

Recommendations

THAT Council:

1. notes the upcoming 2017 National General Assembly of Local Government in Canberra from 18-21 June; and
2. approves the Mayor and Chief Executive Officer attending the event.

Background

The ALGA holds a National General Assembly each year. This year, the Assembly will be held in Canberra from 18-21 June 2017.

The purpose of the National General Assembly is to bring together delegates from Local Government to debate issues of national significance to Local Government. It provides an opportunity for local councils to develop and express a united voice on core issues affecting their communities, with access to influential federal government decision makers at both the political and departmental level.

As well as providing planning sessions and workshops, the National General Assembly provides an opportunity for councils to put forward motions for debate. As such, a significant component of the Assembly involves discussion, debate and voting on motions which are submitted by councils.

The theme of the 2017 NGA is *Building Tomorrow's Communities*. The program will focus on how councils, often working in partnership with other levels of government, or the private

and not-for-profit sectors, are shaping the future and responding appropriately to the challenges ahead.

The National General Assembly also provides an opportunity for councils to submit motions for consideration at the Assembly. All motions submitted for consideration at the Assembly are assessed against the criteria of national significance.

Links with Strategic Plan

1 – Effective Leadership in Governance

Legislative and Policy Implications

Not applicable to this report

Risks

There are no identifiable risks

Financial Implications

The cost of attending the NGA is estimated to be \$1700.00 per person comprising the following:

- | | |
|--|----------|
| • Early Bird Registration (payment received before 5 May 2017) | \$929.00 |
| • Regional Development Forum | \$225.00 |
| • NGA Dinner | \$130.00 |
| • Accommodation (3 nights' accommodation) | \$750.00 |
| • Flights (balance from the refund received from 2016) | \$812.00 |
| • Incidentals (taxis etc.) | \$150.00 |

The 2016/17 Budget provides for the Mayor and Councillors (Members Courses Seminar & Conference Registrations) and of the CEO (Courses Conferences & Seminars) to attend this type of local government event.

Community Engagement

Not applicable

Recommending Officer: David Kingston, Acting Chief Executive Officer

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

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Agenda Item Number:	14.5
Report Title:	Animal Management By-laws – Consideration of Public Submissions
Meeting Date:	19/04/2017
Attachments:	Submissions Table; Enforcement Guidelines

Purpose

This report presents the submissions received in relation to the draft Animal Management By-laws for consideration by Council.

Summary

This matter is being presented to Council as all public submissions must be considered by Council and any recommended changes to the By-laws approved by Council, prior to certification by the Office of Parliamentary Counsel and adoption by Council.

A total of 41 submissions were received by Council, five of them being supportive of the proposed changes. The issues covered in the submissions were diverse with several relevant, constructive comments which are reflected in the recommended changes to the By-laws.

The following recommendations to Council are made based on the submissions, informal discussion with community members, data received through previous consultation periods and benchmarking with other similar councils around Australia.

Recommendation

That Council approve the following amendments to the Animal Management By-laws that have resulted after consideration of all public submissions:

1. **By-laws 27(4)(c)(i) and 28(4)(c)(i)** provide a defence in the case of a dog attack or menace that occurs on private property where the person who was attacked or menaced ***'was not proceeding by the shortest practical route from the boundary of the premises to the door of the premises...'***. This is the same wording used in the Summary Offences Act but it is not practical in the rural area, where properties are larger and there is often no clear path to the front door. It is recommended that this wording be amended so it reads, ***'at the time of the attack (or menace), the person was on the premises without reasonable excuse'***. This is the wording that is used in the City of Darwin By-laws and the onus is then on the person who is attacked (or menaced) to prove that they had reasonable excuse to be on the property at the time.
2. **By-law 21(1)** outlines registration conditions for dangerous dogs and it is recommended that the condition, ***'erect signage on the premises where the dog is usually or regularly kept with the words "Warning Dangerous Dog" clearly visible and legible from the front boundary of the premises'*** is included as a condition.

3. **By-law 23(1)(b)(iii)** refers to *'all or more than a specified number of dogs of a specified breed'* being prohibited in an area that Council declare a dog restriction area. This should be changed to, *'all or more than a specified number of dogs of a specified class'* as the NT does not have any breed restrictions and Council may want to prohibit a 'class' of dogs such as declared dangerous dogs from dog restriction areas.
4. **By-law 23(4)** states, *'The Council must consider any response from members of the public to the notice mentioned in clause (2) before declaring the area to be a dog restriction area'*. The clause that 23(4) refers to should be *'clause (3)'*.

Background

The need for changes to the current Dog Management By-laws were identified in 2013. A committee was formed and several community meetings were held in 2014 with the amended Draft By-laws being adopted by Council and forwarded to the then Minister for Local Government in mid 2014. Further amendments to the Draft By-laws were subsequently recommended by both the Department of Local Government and the Office of the Ombudsman and, in January 2015, Council sought legal advice in preparation of a new draft of the Animal Management By-laws, which were to include a number of strengthening provisions.

The final draft of the Litchfield Council (Animal Management) By-laws was released for public comment in March 2017 for a period of 30 days, with submissions closing on 19 March 2017. A total of 41 submissions were received, with the main issues of concern being:

- restrictions on the number of dogs permitted to be kept without a licence;
- the introduction of registration fees (preference for a rate increase);
- preference for using microchipping as dog registration;
- the proposed By-laws not addressing the feral dog issue in the community;
- the proposed By-laws being modelled on 'urban' By-laws and not relevant for our rural community;
- the 72 hour holding time for impounding dogs should be extended;
- Council's pound facility not being adequate;
- dumped dogs; and
- puppy farms.

Of the 41 submissions that were received, five of them supported the proposed changes. Responses to the main areas of concern, most of which are not determined by the By-laws, are provided below:

Restrictions on the number of dogs permitted to be kept without a licence

The proposed By-Laws state that 'Council may determine a maximum number of dogs permitted to be kept on premises without a licence.' This provides Council to determine a maximum permitted number of dogs should they identify the need to do so in the future.

Litchfield Council now has an estimated population of 23,600 with an increase in density in specific activity centres (Howard Springs, Coolalinga and Humpty Doo) with multiple dwellings a common occurrence on many properties. Council receives on average over 800 complaints/reports regarding dog related incidents each year.

Allowance for the restriction of dog numbers into the future is in response to the rapid population growth and increase in subdivisions into smaller block sizes

The inclusion of this provision in the By-Laws will enable Council to regulate the number of dogs kept on smaller properties within the municipality. If Council resolves to limit the number of dogs permitted to be kept without a licence, this will be based on evidence and include public consultation as part of the decision-making process.

The introduction of registration fees (preference for a rate increase)

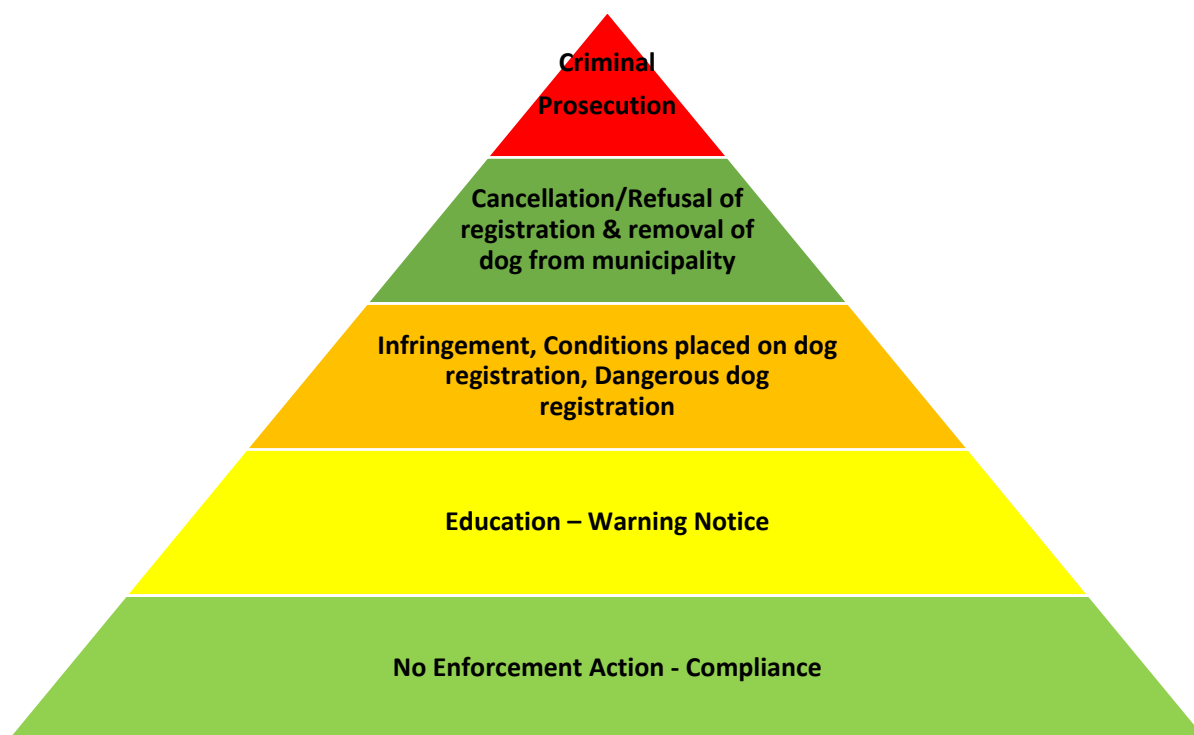
Council sets fees and charges annually published in the Municipal Plan. Fees and charges that are not associated specifically to a parcel of land may be set at any time throughout the year.

Preference for using microchipping as dog registration

Microchipping is not registration and cannot be considered a substitute. Currently, all dogs in the Litchfield municipality are required to be microchipped under the current by-laws. Microchipping means that the dog and owners details are recorded in one of several microchip databases. Whilst it is compulsory to microchip, the provision of the details to council is not.

Registration underpins the enforcement of all aspects of the By-laws. It empowers Authorised Officers to act against irresponsible dog owners through issuing of infringements, refusal of registration, conditions being placed on the dog’s registration and/or cancellation of registration and subsequent removal of a problem dog from the municipality. A dog that has been involved in a proven dog attack/menace incident can also be declared dangerous, which is a category of registration with strict requirements to ensure community safety. If registration conditions are breached, the dog’s registration can then be cancelled.

The enforcement pyramid below demonstrates how dog registration is a vital component in the enforcement response that has been adopted by Regulatory Services.



Registration will also assist Council in tailoring its programs and initiatives to best promote responsible dog ownership through the collection and maintenance of accurate data.

Proposed By-laws do not address the feral dog issue in the community

The By-Laws aim to protect the amenity and safety of the municipality. The By-Laws do not directly deal with feral or wild dogs as laws cannot be developed to control the behaviour of wild dogs. However, indirectly the By-Laws establish laws for owners of dogs, such as a dog must be kept on premises, which contribute to better identifying wild dog behaviour versus domestic dog behaviour.

Council's Regulatory Services is working on a program to address the impact of wild dog including developing a long term wild dog strategy. It is anticipated that this should be completed during the 2017/2018 financial year. There is a current budget allocation for wild dog control identified in the 2016/2017 Municipal Plan.

Proposed By-laws being modelled on 'urban' By-laws and not relevant for our rural community

The proposed By-Laws were developed from scratch with Parliamentary Counsel responsible for researching and drafting the laws in accordance with Council's intent. In drafting the By-Laws, it would be reasonable that Parliamentary Counsel researched appropriate laws elsewhere, however the Litchfield context was considered in drafting to ensure successful application. This paper proposes amendments (**By-laws 27(4)(c)(i) and 28(4)(c)(i)**) that further provide a rural context.

The nature of By-laws/legislation that regulates the keeping of domestic animals is very similar across all Council areas in the Northern Territory and throughout Australia, regardless of whether the area is predominantly urban or rural. Council's Ranger Supervisor holds a position on the Australian Institute of Animal Management (AIAM) as the representative for the Northern Territory and advises that one of their main goals is to achieve consistency in legislation and regulative processes across municipal and state boundaries in Australia. Rural councils can adapt animal management legislation to suit their demographic with associated animal management policies and plans which can determine things such as the number of animals permitted to be kept.

Holding time for impounded dogs should be extended

Benchmarking with councils of a similar size and rural nature indicate that 72 hours is standard for most council pounds and it is an increase from the existing 1 day for unidentified dogs and 2 days for identified dogs.

Inadequate pound facility

The current pound facility is adequate to deal with the number of dogs that are impounded on a daily/weekly and annual basis. It is anticipated that the introduction of the new By-laws will have a minimal impact on the number of dogs impounded or Council's ability to house them for the required time.

Puppy farming not addressed

The breeding of domestic animals, including puppy farming, is generally regulated in accordance with state/territory domestic animal management legislation. All states/territories apart from the Northern Territory have legislation in place which regulates the keeping of domestic animals (cats and dogs). Recent amendments to legislation which address puppy farming/breeding have recently been introduced in Queensland, Victoria and South Australia. Until the Northern Territory Government introduce domestic animal legislation, the responsibility for the management of

domestic animals falls solely upon local Councils who are unable to directly address issues around breeding.

Dumping of dogs/puppies not addressed

There is little that can be done about people dumping animals unless there is sufficient evidence to implicate an offender, in which case the matter may be dealt with under Section 31 of Council's proposed Animal Management By-laws, or at a higher level in accordance with the Animal Welfare Act. If a person is found guilty of abandoning a dog by Council, the proposed By-laws will enable Council to refuse any future applications for dog registration, preventing the person from owning a dog within the municipality.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Council will need to consider development of an animal management policy to accompany the By-laws once they are introduced, to address issues that are not covered in the by-laws such as the permitted number of dogs, dog exercise areas and dog restriction areas. Fees and charges associated with animal management are still to be set once the By-laws are gazetted.

Risks

Nil

Financial Implications

Fees and charges are still to be set once the By-laws are gazetted.

Community Engagement

The period for public comment for the proposed Animal Management By-laws was advertised in the NT News, on Council's website and Facebook page.

During the public comment period, a total of six pop-up information stalls were conducted at local shopping centres with the Ranger Supervisor and Community Engagement Advisor speaking with members of the public about the proposed changes. Of the 59 people that staff engaged with, 53 expressed support for the proposed changes to the by-laws, including registration and fees. Of the six negative interactions, three were not related to the proposed By-laws.

The proposed By-laws gained a lot of exposure which was generated through Council's social media and website pages, scheduled radio interviews, the Mayor's column in the Sun newspaper and media enquiries which resulted in articles being printed in the Sun and NT News. A Frequently Asked Questions (FAQ) information sheet was developed in response to queries from local member for Nelson, Gerry Wood and the public.

In addition, Mayor Bredhauer and Councillor Osborn attended the Fred's Pass Rural Markets on five consecutive Saturdays during the public comment period to speak with constituents about the proposed By-laws.

Recommending Officer: David Jan, Governance and Risk Advisor

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: Submissions Table

PROPOSED LITCHFIELD COUNCIL ANIMAL MANAGEMENT BY-LAWS - PUBLIC SUBMISSIONS				
Date	Name	Key Issues	Response	
17/02/17	Michael O'Sullivan	<ul style="list-style-type: none"> • Previous meetings held show no support for new laws • Number of dogs permitted • Wording of By-laws could be misinterpreted 	<ul style="list-style-type: none"> • <i>Was support for registration but not registration fees</i> • <i>Not determined by By-laws</i> • <i>Nature of legislation, drafted by the Office of Parliamentary Counsel (OPC)</i> 	
21/02/17	Maree Lousick	<ul style="list-style-type: none"> • No detail of fees, number of dogs permitted • Does not reduce number of wild dogs • No evidence that registration prevents people from being bad dog owners 	<ul style="list-style-type: none"> • <i>Not defined by By-laws</i> • <i>Wild dogs a separate issue</i> • <i>Registration provides Council greater powers to deal with irresponsible dog owners</i> 	
23/02/17	Ellen Walshe	<ul style="list-style-type: none"> • City laws will not stop wild dog issues 	<ul style="list-style-type: none"> • <i>Wild dogs a separate issue</i> 	
23/02/17	Kay Lowery	<ul style="list-style-type: none"> • How many dogs are permitted per property? • What does registration and licensing achieve? • Rangers should be patrolling at night • Revenue raising 	<ul style="list-style-type: none"> • <i>Not defined by By-laws</i> • <i>Allows Council to better manage dogs in the community</i> • <i>Fees are not part of the By-laws adoption process. Once By-laws are gazetted Council will consider what fees, if any, will apply.</i> 	
27/02/17	Alice Donne	<ul style="list-style-type: none"> • Will cost responsible dog owners more • Hinder ability to enjoy rural lifestyle • Will not address issue of wild dogs • Legislation difficult to read • Does not agree with By-law 24 – Fail to contain dog • Restricting number of dogs will not help roaming dog issue • Dog exercise areas are a joke 	<ul style="list-style-type: none"> • <i>Fees are not part of the By-laws adoption process. Once By-laws are gazetted Council will consider what fees, if any, will apply.</i> • <i>Wild dogs a separate issue</i> • <i>Nature of legislation, drafted by OPC</i> • <i>Has misinterpreted By-law</i> • <i>Exercise areas not defined by By-laws</i> 	

PROPOSED LITCHFIELD COUNCIL ANIMAL MANAGEMENT BY-LAWS - PUBLIC SUBMISSIONS

		<ul style="list-style-type: none"> • Does not agree that 'obedient' dogs need to be restrained by leash in public • Does not agree with restricted areas • Revenue raising • Council provide very little service to community • By-laws should be re-written so public can understand them 	<ul style="list-style-type: none"> • <i>Not defined by By-laws</i> • <i>Fees are not part of the By-laws adoption process. Once By-laws are gazetted Council will consider what fees, if any, will apply.</i> • <i>Nature of legislation, drafted by OPC</i> 	
27/02/17	Carol Cook	<ul style="list-style-type: none"> • Will not address dog issues and irresponsible dog owners • Revenue raising • By-laws don't specify number of dogs permitted • Registration fees not included in By-laws 	<ul style="list-style-type: none"> • <i>Provide Council with more powers to enforce By-laws. Irresponsible dog owners will have dog registration refused, conditional or cancelled</i> • <i>Fees are not part of the By-laws adoption process. Once By-laws are gazetted Council will consider what fees, if any, will apply.</i> • <i>Not defined by by-laws</i> • <i>Fees are not part of the By-laws adoption process. Once By-laws are gazetted Council will consider what fees, if any, will apply.</i> 	
28/02/17	Charlotte Cook	<ul style="list-style-type: none"> • By-laws will not address feral dog issue • By-laws will result in increase in dumped dogs because people won't be able to afford fees • Responsible dog owners being punished for irresponsible dog owners • People will be forced to give up their dogs if Council restrict numbers • Fears that pig hunters' dogs will be targeted • What do we get for our money? • No fees or number of dogs permitted included in By-laws • Inadequate advertising to allow for feedback 	<ul style="list-style-type: none"> • <i>Feral dogs are a separate issue</i> • <i>Irresponsible dog owners will have dog registration refused, conditional or cancelled</i> • <i>Animal management service</i> • <i>Not defined by By-laws</i> 	

PROPOSED LITCHFIELD COUNCIL ANIMAL MANAGEMENT BY-LAWS - PUBLIC SUBMISSIONS

2/03/17	Pauline Cass	<ul style="list-style-type: none"> • ‘Abandon’ should refer to all animals, not just dogs • Remove ‘purported’ from section 4, could be misconstrued • 6(1)(b) refers to ‘occupier of premises where the dog is usually kept’ as owner of dog – wants to change it to ‘person who has control or shared responsibility for the dog’ • Disagrees with 8(2)(e) ‘....premises not secured to a degree that is satisfactory to Council’ when Council considering application for registration. Would dogs that are chained up be refused registration because fencing not adequate? • Maximum number of dogs should be defined in By-laws and should be exemptions for registered breeders and boarding kennels • 14(3) – need to include specific fencing requirements and allow time for people to make required fence repairs/modifications • Do not understand why Council would suspend registration • Dangerous dog sign and collar should be a condition when dog declared dangerous • 23(1)(b) ‘all or more than a specified number of dogs of a specified breed’ in relation to dog restriction areas. Should not be breed specific. • 24 Containment of dog – ‘time for which the dog is not properly contained’ and ‘ability of owner to contain a dog’ are immaterial. Need to include defence of ‘reasonable excuse’ if tree falls on fence etc while owner not at home 	<ul style="list-style-type: none"> • <i>These By-laws only regulate dogs</i> • <i>Standard term in legislation of this nature</i> • <i>Occupier is deemed to be owner – this is standard in legislation of this nature</i> • <i>There are other containment options other than fencing and Council will accept these if deemed suitable</i> • <i>Boarding kennels regulated by NTG</i> • <i>If Council makes a determination in regards to fencing the specific requirements and timeframe will be included in the written advice to the dog owner</i> • <i>Signage should be a condition of Dangerous Dog registration</i> • <i>Should read ‘dogs of a specific class’ ie Dangerous Dogs</i> • <i>Aggravating/mitigating circumstances taken into consideration such as contractors leaving gate open, tree falling on fence etc</i> 	
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PROPOSED LITCHFIELD COUNCIL ANIMAL MANAGEMENT BY-LAWS - PUBLIC SUBMISSIONS

		<ul style="list-style-type: none"> • Should be exemption for attacks that occur on your own property regardless of the 'route taken to the door' • Disagrees with wording in 34 regarding issuing a notice of impounding. Should include 'notify on social media' • 36(a) should read '.....the disease <i>and treatment</i> of the dog • 72 hours not long enough to find owner or rehome dog. Should be a week. • What are registration fees? Will there be concessions/discounts for pensioners, desexed dogs? 	<ul style="list-style-type: none"> • <i>Should read '....the person was on the property without reasonable excuse'</i> • <i>Operational. Does not need to be included in By-laws</i> • <i>Council do not provide treatment for dogs, they are taken directly to vet</i> • <i>Council operate a pound, not an animal shelter</i> • <i>Fees are not part of the By-laws adoption process. Once By-laws are gazetted Council will consider what fees, if any, will apply.</i> 	
6/03/17	Lee Hammerberg	<ul style="list-style-type: none"> • Does not think By-laws address main concerns which include dumped dogs and cats, wild dogs, irresponsible dog owners 	<ul style="list-style-type: none"> • <i>By-laws will address irresponsible dog owners. Dumped animals & wild dogs cannot be addressed with By-laws</i> 	
7/03/17	Sharon Taylor	<ul style="list-style-type: none"> • Owns 9 dogs and strongly objects to by-laws • Council have no right to make her register her dogs or tell her how many dogs he can keep • Revenue raising for past mistakes • By-laws and Council are a disgrace, Council are dictators who should mind their own business 	<ul style="list-style-type: none"> • <i>No valid/constructive comments about the proposed By-laws are made in this submission</i> 	
7/03/17	Tracey Duldig	<ul style="list-style-type: none"> • General letter of support for By-laws 		
9/03/17	Mark Lowe	<ul style="list-style-type: none"> • Supportive of By-laws & registration 		

PROPOSED LITCHFIELD COUNCIL ANIMAL MANAGEMENT BY-LAWS - PUBLIC SUBMISSIONS

<p>10/03/17 10/03/17 12/03/17 12/03/17 13/03/17 13/03/17 14/03/17 14/03/17 14/03/17 20/03/17</p>	<p>Carol Beckett Melissa Foster Merrilyn Robb Craig & Emma Carter Mel & Mandy Hammett Charlene Savy Klayton Robb Sandy Irlam Margaret Adams Nicolle Smith</p>	<ul style="list-style-type: none"> • Lack of public consultation • At public meetings held previously there was no support for changes to By-laws • Do not suit rural demographic • Existing By-laws have ample powers to deal with problem dogs • Revenue raising • By-laws do not address roaming feral dogs • People move here because there are no dog restrictions • Charging registration & licensing fees is against Council’s mandate of flat rate scheduling • Would support small increase in rates to assist with animal management costs 	<ul style="list-style-type: none"> • <i>Consultation was held in 2013/14</i> • <i>There was support for changes to By-laws but NOT registration fees and NOT restrictions on numbers of dogs – neither of which are dealt with in the By-laws</i> • <i>Cannot enforce requirement for people to provide dog details to Council (ie registration)</i> • <i>Fees are not part of the By-laws adoption process. Once By-laws are gazetted Council will consider what fees, if any, will apply.</i> • <i>Separate issue</i> • <i>Laws are required to enable Council to manage the 10,000 dogs in the municipality</i> • <i>Fees are not part of the By-laws adoption process. Once By-laws are gazetted Council will consider what fees, if any, will apply.</i> 	
<p>11/03/17</p>	<p>Melissa Haken</p>	<ul style="list-style-type: none"> • No mention of registration fees in By-laws • No factoring in foster dogs • Wants discount on registration as Council already have her dogs microchip details • Can’t see By-laws helping with dog attacks • Concerned that Council rangers can enter her property • Wants public forum to discuss concerns • Confused with points system? 	<ul style="list-style-type: none"> • <i>Fees are not part of the By-laws adoption process. Once By-laws are gazetted Council will consider what fees, if any, will apply.</i> • <i>Can be done via Council policy if warranted</i> • <i>By-laws include dog attacks</i> • <i>Standard for authorised officers but our policy is to obtain a warrant</i> • <i>Public meetings have already been held</i> • <i>Assume the submitter is talking about penalty units which are standard and are set by DHCD annually</i> 	

PROPOSED LITCHFIELD COUNCIL ANIMAL MANAGEMENT BY-LAWS - PUBLIC SUBMISSIONS

12/03/17	Christine Habel	<ul style="list-style-type: none"> • Does not agree with registration fees • People walking dogs in public should have dogs on lead • Dangerous dogs found roaming or on someone else's property should be euthanized asap • Dangerous dogs that harm other people's pets on their own property – owners should receive hefty penalty not just a warning 	<ul style="list-style-type: none"> • <i>Fees are not part of the By-laws adoption process. Once By-laws are gazetted Council will consider what fees, if any, will apply.</i> • <i>Dogs are required to be on lead in public in both current & proposed By-laws</i> • <i>Any incident needs to be investigated & proven before action is taken in line with Council's enforcement guidelines</i> • <i>As above</i> 	
12/03/17	L & B Bartholdt-Green	<ul style="list-style-type: none"> • No fees mentioned in By-laws • Are there discounts for pensioners and is fee structure based on no. of dogs? • No explanation for penalty units • Who determines what breeds are classified as dangerous breeds? • Concerned that if max no. of dogs determined, people will have to have existing pets put down • Concern re removal & disposal of animal remains, no mention of notifying owner 	<ul style="list-style-type: none"> • <i>Fees are not part of the By-laws adoption process. Once By-laws are gazetted Council will consider what fees, if any, will apply.</i> • <i>As above</i> • <i>Penalty units are standard and are set by DHCD annually</i> • <i>No breed specific legislation. Dogs may be declared dangerous as result of proven attack/menace</i> • <i>This is dealt with in our SOPs. If microchipped, owners are contacted</i> 	
12/03/17	Andrea Finn	<ul style="list-style-type: none"> • People should have a licence to breed dogs as there are too many mixed breed mutts for sale or dumped each week • Any dogs/puppies sold should have to be microchipped & desexed prior to being sold • Make registration for entire dogs expensive and desexed dogs cheap to encourage desexing • Give huge fines to owners of wandering dogs 	<ul style="list-style-type: none"> • <i>Would require consultation if it was going to be considered as an addition to By-laws</i> • <i>As above – normally would be included/considered in Govt legislation rather than By-laws</i> • <i>Fines are issued for proven incidents of dog at large (2nd offence)</i> 	

PROPOSED LITCHFIELD COUNCIL ANIMAL MANAGEMENT BY-LAWS - PUBLIC SUBMISSIONS

14/03/17	Matt Geering	<ul style="list-style-type: none"> • Council needs more power to deal with problem dogs • Council needs to appoint several people to deal with stray & problem dogs • People who keep problem dogs should be issued hefty fines • People need to be encouraged to fence properties & close gates • If the money isn't available for dog control we need dog registration 	<ul style="list-style-type: none"> • <i>By-laws & registration will provide Council with additional powers to deal with problem dogs</i> • <i>People are issued fines for proven incidents involving their dogs</i> • <i>Registration will be able to be cancelled or refused where containment is inadequate</i> 	
14/03/17	Gerry Wood	<ul style="list-style-type: none"> • Cost of administering dog control should be done through rates not registration fees • Microchipping should be the only registration required • Existing By-laws should remain with amendments if required • Existing dog at large By-law 30 makes more sense than proposed By-law 25 • Issues in rural area are dangerous and wild dogs and registration won't address these 	<ul style="list-style-type: none"> • <i>No fees have been set by Council</i> • <i>Cannot enforce requirement for registration in current By-laws</i> • <i>By-law has same intent, reworded by OPC</i> • <i>Will address dangerous dogs but wild dogs are separate issue</i> 	
14/03/17	Jenny Nixon	<ul style="list-style-type: none"> • Proposed By-laws are a Council money grab • Council already has adequate powers to deal with roaming ownerless dogs, menacing/savage dogs and/or feral dogs • By-laws are a clone of Palmerston By-laws, not suitable for rural area • Members of public previously rejected Council telling them how many dogs they are allowed to have 	<ul style="list-style-type: none"> • <i>No fees have been set by Council</i> • <i>Some of current By-laws are not enforceable</i> • <i>By-laws are not the same as Palmerston and there are not different laws for urban/rural areas.</i> • <i>Number of dogs permitted will reflect rural demographic</i> 	
15/03/17	Alan Davies	<ul style="list-style-type: none"> • Accepting of registration but it should be for life, not an annual fee 	<ul style="list-style-type: none"> • <i>No fees/terms have been set by Council</i> 	

PROPOSED LITCHFIELD COUNCIL ANIMAL MANAGEMENT BY-LAWS - PUBLIC SUBMISSIONS

18/03/17	Dogs NT	<ul style="list-style-type: none"> • Remove Part 2 Division 3 – Licensing of premises as it is in conflict with what the public want • Proposed By-laws do nothing to address unregistered dogs or dogs at large • Part 2 Division 8 – CEO and rangers not qualified to administer By-laws • Authorised officers should not be making decision to destroy dogs • Need for dog exercise areas • Impoundment facilities inadequate and not addressed in By-laws • No provisions for boarding kennels • Encourage discounted fees for responsible dog owners • Council should consider lifetime registration 	<ul style="list-style-type: none"> • <i>Required for smaller lots in the municipality</i> • <i>By-laws require dogs to be registered and contained</i> • <i>Unclaimed impounded dogs are property of Council and can be disposed of accordingly – current practice is to transfer to shelter where possible to reduce euthanasia rate</i> • <i>Provision in new By-laws for exercise areas</i> • <i>Nothing to do with By-laws</i> • <i>Boarding kennels regulated by NTG</i> • <i>Fees have not yet been set by Council</i> • <i>As above</i> 	
18/03/17	May Leitch (partner of Will Green)	<ul style="list-style-type: none"> • Proposed By-laws unclear, unnecessary, unfair and difficult to enforce • Supports requirement for microchip • Acknowledges benefits of compulsory registration • Concerned about introduction of fees for registration • Concerned about restrictions of number of dogs permitted • By-laws will not improve issue of feral dogs 	<ul style="list-style-type: none"> • <i>Easier to enforce than existing By-laws</i> • <i>Fees have not yet been set by Council</i> • <i>Not defined by By-laws</i> • <i>Separate issue</i> 	
18/03/17	RSPCA Darwin	<ul style="list-style-type: none"> • No regulation of cats • Concerned that registration & release fees will mean dogs are not collected from pound & put pressure on shelters 	<ul style="list-style-type: none"> • <i>Difficult to enforce cat regulations in rural area. Need has not been identified at this point in time.</i> • <i>There are already release fees</i> 	

PROPOSED LITCHFIELD COUNCIL ANIMAL MANAGEMENT BY-LAWS - PUBLIC SUBMISSIONS

		<ul style="list-style-type: none"> • Vagueness about number of dogs permitted 	<ul style="list-style-type: none"> • <i>Not defined by By-laws</i> 	
18/03/17	Fiona Scott	<ul style="list-style-type: none"> • Money grab by Council • Urban By-law, not rural • Would prefer rate increase in line with Councils flat rating system • Supports microchipping as registration • Council unable to enforce registration • Inadequate impounding facilities • Holding time for dogs should be 120hrs • Present By-laws are adequate • No provision for boarding kennels • No defence for dog owner when intruder enters property • Does not address dog fights 	<ul style="list-style-type: none"> • <i>No fees have been set by Council</i> • <i>No difference in By-laws. Allowances for demographic may be made with decisions/policy such as no. of dogs, fees etc</i> • <i>New By-laws will enable Council to enforce registration</i> • <i>Holding time is in line with other Councils</i> • <i>Some By-laws not enforceable</i> • <i>Boarding Kennels regulated by NTG</i> • <i>Included for dog attack/menace when person on property without reasonable excuse</i> • <i>Animal Welfare/Police issue</i> 	
19/03/17	Diana Rickard & Greg Chapman	<ul style="list-style-type: none"> • What about other animals such as cattle, cats, horses, crocodiles? • Council should include other animal agency contacts as a schedule to the By-laws • What about wandering dogs that are visiting the municipality? • By-law 27 duplicated by By-law 28 • By-laws do not address puppy farms • Dogs should have to be neutered • Without registration fees there are no incentives for people to desex dogs • By-laws should be called 'dog' management By-laws as they only deal with dogs • Non-residents opposing regulations at public meetings 	<ul style="list-style-type: none"> • <i>This info could be included on Council's website</i> • <i>Dog at large applies to ANY dog at large in the municipality</i> • <i>27 is dog menace, 28 is dog attack</i> • <i>Council promotes desexing but it is not mandatory</i> 	

PROPOSED LITCHFIELD COUNCIL ANIMAL MANAGEMENT BY-LAWS - PUBLIC SUBMISSIONS

19/03/17	Graham Doyle	<ul style="list-style-type: none"> • By-laws do not represent views of residents 		
19/03/17	Helen Gordon	<ul style="list-style-type: none"> • Registration fees will only affect responsible dog owners • Council already has the authority to place conditions on dogs, cancel or refuse registration • Objects to Council telling her how many dogs she can have • Classification of dangerous dogs unclear 	<ul style="list-style-type: none"> • <i>No fees have been set by Council</i> • <i>Not enforceable in current form</i> • <i>Not defined by By-laws</i> • <i>Dogs MAY be declared dangerous as a result of a proven dog attack/menace incident</i> 	
19/03/17	Marlene & Allan Watt	<ul style="list-style-type: none"> • Lack of public consultation • Recommend that Council review its current By-laws and only make positive changes • Mandatory registration will not address feral dog issue • Responsible dog owners will be impacted • Revenue raising, would prefer rate increase • Concerned about experience/qualifications of staff administering By-laws 	<ul style="list-style-type: none"> • <i>Was conducted in 2013/14</i> • <i>The proposed By-laws are as a result of the existing ones being reviewed</i> • <i>Separate issue</i> • <i>No fees have been set by Council</i> • <i>As above</i> 	
20/03/17	Diane Coe	<ul style="list-style-type: none"> • Owns 12 working dogs and is concerned about fees, restrictions on number of dogs permitted • Should be a one off kennel registration fee 	<ul style="list-style-type: none"> • <i>No fees or number of dogs permitted have been set by Council</i> • <i>Breeders/working dogs will be considered when setting fees. Commercial kennel licences managed by NTG</i> 	
20/03/17	Mary Walshe	<ul style="list-style-type: none"> • Current By-laws work well in dealing with feral dogs • Licence/Registration must be approved/refused within 14 days...not long enough, should be 28 days (same as COD) • The word 'rural' should be in title of By-laws • Identify 'village' blocks in By-laws and restrict numbers of dogs accordingly 	<ul style="list-style-type: none"> • <i>Current By-laws do not address feral dogs</i> • <i>14 days is adequate</i> • <i>Not defined by By-laws</i> • <i>This will be changed as not suitable for rural properties</i> 	

PROPOSED LITCHFIELD COUNCIL ANIMAL MANAGEMENT BY-LAWS - PUBLIC SUBMISSIONS

		<ul style="list-style-type: none"> • Disagrees with wording <i>'proceeding by the most practical route to the front door...'</i> • How will dog restriction areas be marked? • By-law 23(4) refers to clause (2)...should refer to clause (3) • Does By-law 25(1) apply to any dog? • No penalties for registration of dangerous dogs 	<ul style="list-style-type: none"> • <i>Signage</i> • <i>This is an error</i> By-law 23(4) refers to clause (2)...should refer to clause (3) • <i>Yes</i> • <i>If a person fails to register their dog as a dangerous dog they will be required to remove the dog</i> 	
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*Indicates recommended changes to By-laws



COUNCIL REPORT

Agenda Item Number:	14.6
Report Title:	2017 Local Government Elections – Proposed Candidate Information Sessions
Meeting Date:	19/04/2017
Attachments:	

Purpose

This report on the 2017 Local Government Elections – Proposed Candidate Information Sessions is presented to Council to advise of the Candidate Information Session proposed for Litchfield.

Summary

LGANT will deliver an information session in partnership with the Northern Territory Electoral Commission and the Department of Housing and Community Development prior to the NT Local Government Elections in August. The session is scheduled for 5.30pm 11 May 2017.

Recommendation

THAT Council receive and note the 2017 Local Government Elections – Proposed Candidates Information Sessions report.

Background

The '*Why Council?* Prospective Candidate Information Session' includes the following agenda from:

- The Local Government Association of the NT (LGANT) – what a council and an elected member does (roles and responsibilities); possible conflicts of interest to consider; council's decision making process rather than individually and the commitments required from a member on council such as time and meetings;
- The Northern Territory Electoral Commission (NTEC)- the electoral, nomination and voting processes
- The Department of Housing and Community Development (DHCD)- its role within the NT government; its funding and legislative responsibilities to ensure councils are compliant under the Local Government Act and related legislation.
- Questions for presenters

The session, scheduled for 5.30pm 11 May 2017, will run for approximately 2 hours and is an opportunity for those who are interested in nominating for council, to find out what is involved and to raise questions about the important work of an elected member on council.

LGANT is considering video-taping the sessions to upload on our, or council websites, so that potential candidates can visit the information session at any time.

LGANT has updated the publication 'Why Council? Stand up for Your Community' information booklet for those who are interested in running for council. This has been retitled from the previous LGANT publication 'So you want to be on council' booklet with minor changes to the content and is available from the LGANT website.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Not applicable

Risks

Not applicable

Financial Implications

Costs will be met by LGANT and the NTEC with presentations delivered in the **major regional centres** including the Darwin, Katherine and Alice Springs regions.

Community Engagement

By hosting an information session Litchfield Council is building community capacity to engage in local government. Council will promote the event through the website and Facebook as well as place advertisement material at the front counter

Recommending Officer: Silke Reinhardt, Acting Director community and Corporate Services

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

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



Agenda Item Number:	14.7
Report Title:	Carveth and William Road Upgrade
Meeting Date:	19/04/2017
Attachments:	Submissions Table; Enforcement Guidelines

Purpose

The purpose of this report is to update Councillors on the status of the road upgrade since the September 2016 Council meeting and outline a new resolution for the 2017-18 budget period.

Summary

At the September 2016 Council meeting, Council resolved to allocate funds in the 2017-18 budget for the sealing of Carveth Road and William Road, Berry Springs. The resolution was passed in order to address community concern about dust and increased traffic on those roads associated with a then recently approved subdivision at the end of William Road, known locally and within Council as the Cyrus Road development. It was also passed in order to support road upgrade commitments made to the developer through the planning process.

The upgrade work has changed substantially in the months following the resolution to the extent that it now places considerable pressure on the draft 2017-18 budget, and departs from Council practice of sealing of roads with external funding and not through general rates income. Accordingly, it is proposed that the resolution be rescinded to allow Council the opportunity to explore other ways to meet its previous commitments.

Recommendation

THAT COUNCIL:

1. Rescind the 4-part resolution of the September 2016 Council meeting, namely:
 1. *THAT a special rate scheme be prepared for the properties that abut Carveth and Williams Roads to contribute an amount per property of \$4,010 towards the sealing of these roads in 2017-18.*
 2. *THAT the property owners in Carveth and Williams Rd be advised in writing of Council's decision.*
 3. *THAT the Developer provide a Bank Guarantee for the sum of \$709,852 to the Litchfield Council being the monies payable under its Developer Contribution Plan.*
 4. *THAT an amount of \$470,000 be provided in the Litchfield Council's 2017-18 Budget for the construction of Carveth and William Road.*
2. Request Council officers explore upgrade options and identify funding options for the proposed upgrade work to Carveth Road and William Road, Berry Springs.

3. Write to all stakeholders and inform them of Council's resolutions in regards to the project.

Background

The relevant history of this project is as follows:

- Council assessed a proposed 54-lot unit title development in Berry Springs, which will take access from William Road by way of Carveth Road. The proposal has development approval from the NT government, subject to several conditions. The proposal will increase traffic on William Road and Carveth Road, which are both unsealed. The residents of both roads previously expressed concern over the proposed development due to the anticipated additional dust and general traffic impacts arising from the increased use of the roads.
- Most of the affected residents lodged a signed petition to Council, which was tabled at the August 2016 Council meeting. The petition called for the sealing of both roads and residents were (in the main) offering to pay \$5,000 to support the upgrade. Council subsequently determined that \$4,010 was the appropriate amount according to Council policy LC08 on special rates for infrastructure upgrades (*Local Government Act Division 1 Section 156 - Special Rates*).
- In light of the development approval and the petition lodged by residents of Carveth and William Roads, Council looked at how the works could be brought forwards and subsequently at the September 2016 Council Meeting, Council resolved the following:
 1. THAT a special rate scheme be prepared for the properties that abut Carveth and Williams Roads to contribute an amount per property of \$4,010 towards the sealing of these roads in 2017-18.
 2. THAT the property owners in Carveth and Williams Rd be advised in writing of Council's decision.
 3. THAT the Developer provide a Bank Guarantee for the sum of \$709,852 to the Litchfield Council being the monies payable under its Developer Contribution Plan.
 4. THAT an amount of \$470,000 be provided in the Litchfield Council's 2017-18 Budget for the construction of Carveth and William Road.
- In late 2016 and early 2017, further work was undertaken which identified some matters that require the attention of Councillors prior to implementing the Council resolutions. Councillors may recall that at the 18 January 2017 Council meeting, Councillors were verbally advised that the letters relating to Resolution 2 were yet to be sent, and that this was expected to occur by the end of January 2017. The special rate scheme and the associated letters are yet to be sent to residents, for reasons that are explained in this report.
- Subsequent to the September 2016 Council resolution, the Developer agreed to Council's request to provide a bank guarantee for the \$709,852 Developer Contribution Plan fee. The fee is ordinarily payable to Council upon completion of the subdivision works for this development. There are two stages of works; \$273,020 for Stage 1 which is expected to be received later in 2017 and \$436,832 for Stage 2, expected to be received by 2019-20 or 2020-2021 depending on when Stage 2 is completed. The bank guarantee is yet to be finalised.

- Under Council's road upgrade program, both William and Carveth Roads were already scheduled for sealing in about 2019-20 but only upon Council securing external funding, as is the case for all road seals. However due to the approval of the Cyrus Road development it was considered appropriate to bring the work forward a few years to the 2017-18 budget and fund fully from the residents' contribution and the developer contribution, noting that Council funds would be required to bridge the two or three year period before either the Stage 2 developer contribution is payable or alternatively the bank guarantee is called in.

Further investigation of the work by Councils' infrastructure group in early 2017 has determined the following (capital amounts are approximate):

- The September 2016 report recommended Council allocate \$470K for the 2017-18 budget to seal Carveth Rd (\$170K) and William Rd (\$300K), and with the budget allocation being funded entirely from a \$68K contribution from residents via a special rate, and \$710K from the developer via normal developer contributions. The September resolution was also for Council to seek a developer's bank guarantee given Stage 2 of the project could be some years off but vital from Council perspective for properly funding the project, as the Stage 1 amount was only \$273K. In other words, the work could proceed with no need for Council to fund it.
- The estimates of \$470K to seal Carveth Rd (\$170K) and William Rd (\$300K), allowed for the sealing of the roads (which included ripping and reforming the existing pavement), but did not include any associated drainage upgrades or improvements to driveways and crossovers, or any upgrade or relocation of utility services which may be found to be necessary. At the time of completing the estimates, it was considered appropriate to exclude the upgrades for drainage and driveways. However, during a more recent inspection of the roads and the roadside environment, it was found that the existing drainage and associated driveways and crossovers along both roads were unlikely to meet Council standards and maintenance requirements. This means that limiting the upgrade works to sealing only would not be a preferred outcome, and that in support of the longer-term approach to asset planning such as a whole-of-life approach to asset maintenance (flood protection, roadside maintenance and erosion control), it is prudent to include upgrades to drainage and therefore to driveways and crossovers.
- Additionally, the cost estimates provided in September did not allow for the building of a new road from the northern end of William Road to the southern extent of the developer's new road. This 400m section running east-west and which is currently little more than an at-grade track, was tentatively costed at \$550K, given there is a need to clear trees from the road reserve and build an entirely new road formation with appropriate drainage controls.
- In February, costs were projected as being \$1.5M, based on the inclusion of standard drainage and driveway works, the new 400m section of road, and contingencies of 10%. This \$1.5M amount consists of \$235K for Carveth Road (up from \$170K), \$720K for William Road (up from original of \$300K) and \$550K for the new section of road. The Council contribution in the 2017-18 budget (should it have proceeded) was \$1.2M upfront since Council would need to await several years before recovering the remaining developer contribution funds for the Stage 2 amount (\$437K).

- Council recently discussed with the developer the status of Council's upgrade costs and how they had increased substantially to the point they would now require a Council contribution, something not previously required and not in line with Council practice. The developer also informed Council at this time that there were some challenges with the southern portion of the Stage 1 area, due to uncertainty over groundwater restrictions related to a groundwater protection zone. This may mean that in a worst-case situation only about half of Stage 1 (say 10 lots) would be initially developed, meaning that an expenditure of \$1.5M on sealing and building a road for just 10 lots would not be consistent with Council's CAPEX strategy and it would also mean that the resident's petition (relating to dust from increased traffic) would no longer be such a strong driver for the upgrade work.
- Council intends to continue discussions with the developer to negotiate a way forward.

Clarification of Proposed Bank Guarantee and other Financial Elements

The report to Council at the September 2016 meeting identified the developer contribution of \$709,852 (which is expected to be covered by a bank guarantee) however the contribution will be payable in two instalments given the development will proceed in two stages, with Stage 2 to occur at some time after Stage 1. The finalisation and timing of completion of the development is largely within the control of the developer, so the bank guarantee provides greater certainty to Council that the developer will complete the new development in a timely manner.

The expected timing of the contributions as stated recently by the developer's adviser is as follows:

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

Accordingly, Council has adjusted its preliminary cost estimates and funding arrangements and these are outlined below.

<u>CAPITAL EXPENDITURE (CAPEX)</u>	<u>(following Sep 2016 Report)</u>	<u>(April 2017 est.)</u>
William Road	\$300,000	\$720,000
William Road 400m northern portion	not costed	\$550,000*
Carveth Road	\$170,000	\$235,000
<u>Sub-total</u>	<u>\$470,000</u>	<u>\$1,505,000</u>
<u>Funding</u>		
Resident contribution	\$68,170	\$68,170
Developer contribution	\$273,020**	\$273,020**
Council contribution 2017-18 budget	\$128,810	\$1,163,810
<u>Sub-total</u>	<u>\$470,000</u>	<u>\$1,505,000</u>

* at the time of completing this report, the estimate was a guide only and requires further refinement.

** Developer contribution 1st instalment only

Therefore, the capital cost (CAPEX) for the works, and in particular the approximate budget allocation of \$1,163,810 for the 2017-18 year represents a large departure from the information presented at the September 2016 Council meeting.

Options to Council

Council has three main options, each with its own advantages and disadvantages:

1. Proceeding with work in line with the September 2016 resolution, allocating an expenditure amount of \$470,000 in the 2017-18 budget. This allocation would not be sufficient to seal both roads; it would allow sealing of Carveth Road only and a portion of William Road and would not allow for the construction of the east-west portion of William Road that provides the essential final link to the Cyrus Road development. **This is not a recommended option** for several reasons:
 - a. It will not allow sufficient funds to properly construct the upgrade work, meaning that only a portion of the work would be completed.
 - b. it requires a contribution by Council of some \$128,810 to cover the period before the Stage 2 developer contribution funds are collected in about three or four years' time.
 - c. It also means that the upgrade works would not be consistent with Council standards and compromise Council's long-term asset management strategy.
2. Proceeding with the work in line with the September 2016 resolution, and making an additional budget allocation of around \$1.2M for the 2017-18 budget to cover the expected shortfall in funds, on the basis that the remaining \$436,832 of developer contributions for Stage 2 of the development would be obtained in three to four years' time under the protection of a bank guarantee. Should this option be selected, Council would need to significantly alter the capital expenditure works proposed in the 2017-18 draft budget. **This is not a recommended option** as it would seriously compromise Council's infrastructure program for the next several years and departs from Council practice.
3. Defer the upgrade work so Council officers can negotiate further with the developer about the details of staging the development, including understanding the impact of the groundwater protection restrictions on the development and sale of lots in the southern portion of Stage 1. Once a clear way forward is determined, Council can then look at funding options to cover the anticipated \$1.5M capital cost. It is likely that the most feasible option which does not place considerable pressure on future Council budgets would be funding the work jointly with the residents' contribution, the developer contribution, and funds from the Northern Territory government via a grant. In this case, Council would need to rescind the resolution passed at the September 2016 meeting, which allocated \$470,000 to the 2017-18 budget for the works. **This is the recommended option**, as it protects Council's 2017-18 budget, allows Council time to better explore the best solution based on the possible change in the staging of the Cyrus Road development and also provides time for Council to secure external funding that allows a properly constructed upgrade in line with Council's asset management strategy.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Council practice through our asset management strategy is to fund capital upgrades, in this case new seals on roads and new road construction, through external funding so as not to place undue pressure on Council budgets.

Risks

There are a number of risks associated with the way forward. The reason Option 3 is recommended is that it provides the highest level of protection to the 2017-18 budget given the projected cost increases the upgrade work has incurred and it also gives Council the greatest chance to identify an outcome that takes into account the slowed progress of the Cyrus Road development. However, it also attracts a risk, which is possible reputational damage from previous discussions and undertakings made to the developer of the Cyrus Road development around the sealing of Carveth and William Roads, as well as with the residents of those roads that signed the petition presented to Council in August 2016.

Depending on the action agreed by Council, officers will work with stakeholders to address concerns and explain the basis for the changed approach.

Financial Implications

The financial implications of the available options are set out in this report.

Community Engagement

Council is yet to update the residents of Carveth and William Road of the status of the upgrade works. Council has been in regular dialogue with the developer of the Cyrus Road development with regard to the progress of Council on the road upgrade and on the progress of the developer's subdivision development.

Recommending Officer: David Kingston, Acting 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:	14.8
Report Title:	PA2017/0123, a Development Application for 35 x 2 bedroom multiple dwellings in a 1 x 4 storey building at Section 6514 and Section 6515 (35 & 31) Fairweather Crescent, Coolalinga, Hundred of Bagot
Meeting Date:	19/04/2017
Attachments:	Development Application PA2017/0123. Council's letter of comment for PA2017/0123, a Development Application for 35 x 2 bedroom multiple dwellings in a 1 x 4 storey building at Section 6514 and Section 6515 (35 & 31) Fairweather Crescent, Coolalinga, Hundred of Bagot.

Purpose

The purpose of this report is to provide a summary and assessment to Council of PA2017/0123, a Development Application for 35 x 2 bedroom multiple dwellings in a 1 x 4 storey building at Section 6514 and Section 6515 (35 & 31) Fairweather Crescent, Coolalinga, Hundred of Bagot, included as Attachment A.

Summary

The proposal is for multiple dwellings, which requires an application.

The report also presents for Council endorsement the Letter of Comment on PA2017/0123 provided to the consent authority on 7 April 2017, included as Attachment B.

This report concludes that Council should support the application because:

- there are not expected to be negative impacts upon Council infrastructure and
- the variations to density and setbacks can be supported given the specific circumstances of site and building design.

Recommendations

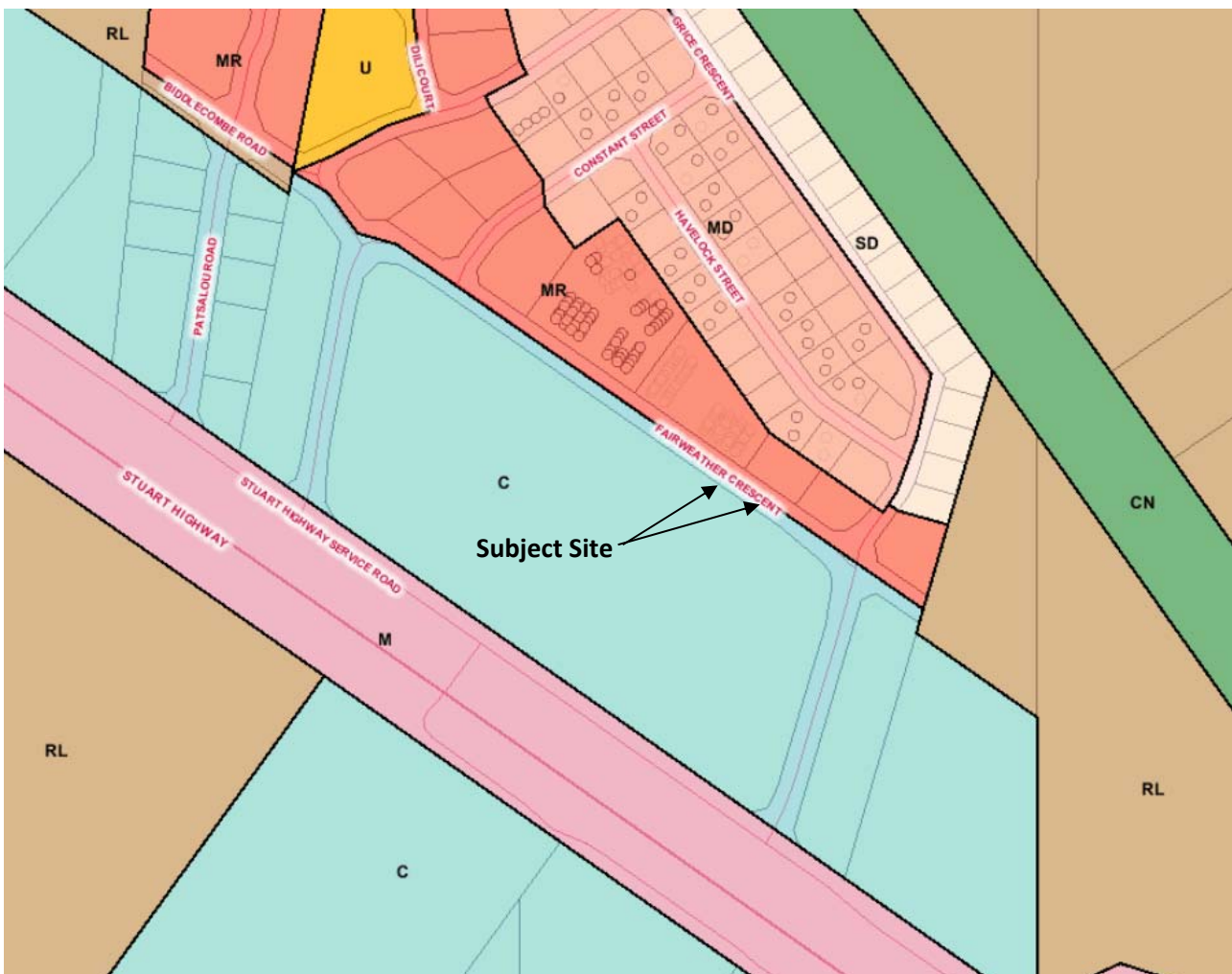
THAT Council received for information Attachment B, Council's Letter of Comment for PA2017/0123, a Development Application for 35 x 2 bedroom multiple dwellings in a 1 x 4 storey building at Section 6514 and Section 6515 (35 & 31) Fairweather Crescent, Coolalinga, Hundred of Bagot, the assessment of which is summarised above and reviewed in detail within the body of this report.

Background

Site and Surrounds

The subject site is Lot 6514 and Lot 6515 (35 & 3) Fairweather Crescent, Coolalinga. Lot 6514 is 1,430m² in size and Lot 6515 is 1,530m² in size. Both lots are located in Zone MR (Medium Density Residential).

Sites to the west of the subject site along Fairweather Crescent and to east across Grice Crescent are also located in Zone MR (Medium Density Residential). Sites to the north are located in Zone MD (Multiple Dwelling Residential). Sites to the south of the subject site are located in Zone C (Commercial) and are to be developed as part of the new Coolalinga commercial precinct. The site is approximately 250m from the Stuart Highway.



Source: NT Atlas and Spatial Directory

Site Development History

The subject site was rezoned from Zone (RL) Rural Living to Zone MR (Medium Density Residential) in 2010 as part of a larger rezoning that introduced an Area Plan and Planning Principles for the Coolalinga area.

A Development Application for 48 two-bedroom dwellings was lodged in February 2016; in March 2017, this application was amended to 48 dwellings with 15 one-bedroom dwellings and 33 two-bedroom dwellings. That application was refused by the Development Consent Authority as there were a number of non-compliances with the NT Planning Scheme and the proposal was considered to be an over-development of the site.

Current Proposal

The current application proposes 35 two-bedroom dwellings in one four-storey building with 71 undercroft car parking spaces. The car park is accessed by two adjacent driveways on Fairweather Crescent and there is no driveway access to Grice Crescent. The application includes ample communal open space and landscaping on the ground level. Each unit is provided with adequate private open space under the NT Planning Scheme.

Application Assessment

The application proposes one unit over the allowable density under the NT Planning Scheme. However, the site lacks only 15m² of area required to make the additional unit compliant. This 15m² is considered a minor variation for a 2,960m² site.

The application also proposes setback reductions to the front and one side boundary. These boundaries require additional setback area due to the overall length of the building being over 18m. However, it is considered that the building is well-articulated and that the setback provided varies across the length of the site, thus resulting in non-compliances for only a portion of the site while providing an interesting building design. As a result, Council can support the proposed setback variations.

There are not expected to be any negative impacts upon Council infrastructure as a result of this proposal.

Conclusion

It is recommended that Council support the application as there are not expected to be negative impacts upon Council infrastructure and as the variations to density and setbacks can be supported given the specific circumstances of site and building design.

Links with Strategic Plan

2. A great place to live

Legislative and Policy Implications

Nil.

Risks

Nil.

Financial Implications

Nil.

Recommending Officer: Wendy Smith, Acting Director of Infrastructure and Operations

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

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

Concept designs

residential, industrial, commercial design and project management

Suite 20/56 Marina Blvd Cullen Bay NT

ABN : 92 325 130 307

17/03/17

NT Consent Authority

APPLICATION FOR PROPOSED 35X2 bedroom multiple dwellings in a single four storey building

Statement of effect

The site location;

Lots 6514 & 6515 Fairweather Crescent, Hundred of Bagot

46(3)a

The current zoning of the proposed site is MR in which we have adhered to with respect to its relevant clauses of the planning scheme.

46(3)b

Not applicable

46(3)c

Not applicable

46(3)d

We have endeavored to provide a development which will have improved impact to adjoining sites & to streetscape, we have provided 35 new dwellings by the way of one four storey building with much articulation to all sides. The opportunity to provide such a development is in keeping with the surrounding developments .

46(3)e

The said land is relatively flat & well suited for this style of development

46(3)f & g

The proposal is on lots 6514 & 6515 Fairweather Crescent. The said site is across the road from a shopping complex currently under construction & amongst other similar zoned properties. The site is also within walking distance to restaurants, convenient shop bus stop and has access to major arterial roads (Stuart Highway)

46(3)h & j

We feel that this development is an improvement on the amenity of the area by providing a new & interesting building to the area.

01 March 2017

NT Consent Authority

APPLICATION FOR

PROPOSED 35 X 2 BEDROOM MULTIPLE DWELLINGS IN A FOUR STOREY BUILDING (Inclusive of ground floor parking) ON LOTS 6514 & 6515 HUNDRED OF BAGOT ZONED MR.

Relevant Clauses pursuant to the NT Planning Scheme; 6.5.1, 7.1, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8

The site location;

Lots 6514 & 6515 Fairweather Crescent, Hundred Of Bagot

Site Area;

Lot 6514 1430sqm

Lot 6515 1530sqm

Total combined 2960sqm

Clause 6.5.1; Vehicle Parking Requirements - Complies

Require 2 parking bays per dwelling

This proposal has 35 multiple dwellings requiring **70** parking bays

We have provided 71 car parks

The surface of the driveways shall be concrete.

All vehicles are able to enter and exit from the site in first gear.

Carparks 41 & 42 are have 0.5m projection in lieu of 1m beyond the last space, but additional width (7m wide) in the driveway at these locations allow for ample maneuverability.

Complies

Clause 7.1 Residential Density and Height Limitations.

Residential Density

The provisions of this clause in accordance with a 'four storey' building allows for density of **35 (34.82)** two-bedroom units in four storey's above ground level.

We are proposing to adhere to this density.

We believe the site can accommodate our proposal without any negative impact on amenity to either this proposal or any adjoining properties.

We propose to provide a new 4 storey building incorporating three residential levels & carparking at ground level with one dwelling at ground also. The building has been orientated in such away that it predominantly faces south west & north east , access to the site is via two driveways from Fairweather Crescent, these driveways are separated by a distsance of 11m

We have also landscaping space in excess of that is required (refer below), as well as achieving the required communal open space with its minimum dimensions.

Private open space has also been adhered to as noted in the Planning Scheme (balconies ranging from 12sqm up to 35sqm) all in excess of the 12sqm for the 'upper levels. Private open space for the ground level dwelling is also compliant in area & dimensions.

The proposal has managed to adhere/comply with the majority of the relevant clauses.

We believe that the said site is well suited to this proposal & that we have been able to demonstrate this through good design.

Height Limitation - Complies

We propose to provide a new building in four storey's, which is in keeping with the relevant clause for Zone MR.

Clause 7.3 Building Setbacks of Residential Buildings

Primary street setback	require	7.5m	provided	8.3 up to 11.8m
Second Street setback	require	2.5m	provided	6.0m up to 9.7 m
North West Side boundary	require	1.5m	provided	9.1m up to 10.5m
North East	require	1.5m	provided	3.0m up to 7.2 m

Clause 7.3.1 Building Setbacks of residential buildings longer than 18m

Primary street setback	require	10.5m	provided	8.3 up to 11.8m
Second Street setback	require	3.0 m	provided	6.0m up to 9.7 m
North West Side boundary	require	2.18m	provided	9.1m up to 10.5 m
North East	require	10.5m	provided	3.0m up to 7.2 m

Although the above Primary street & North East setbacks are non compliant when applying the '18m' clause , we have been able to articulate the proposal in such a way that there is no continuous wall greater in length than 8m. By articulating the building in this way only a portion of the building encroaches into this setback. Due to being able to provide varying setbacks & facades we feel that we have been able to achieve the intent of this clause.

Clause 7.5 Private Open Space - Complies

As previously indicated we require at ground level 45sqm inclusive of a minimum dimension of 5mx5m. We have provided private open space to the ground level dwelling of 56sqm well in excess of what is required.

A minimum of 12sqm of private open space per dwelling has been provide to all other dwellings above ground level.

Complies

Clause 7.6 Communal Open Space - Complies

There is approx 699sqm of communal open space with the minimum dimension requirement, 24% of site area. The proposed development also has additional areas that could be included as communal space.

Complies

Clause 7.7 Landscaping – Complies

There is approx 1015sqm of landscaping, approx 34% of site area. Well in excess of the required amount.

Complies

Clause 7.8 Building Design

1. We believe this proposal to be site responsive as this proposal is situated across the road from the shopping complex currently under construction We have also taken care as to avoid any undue overlooking into adjacent sites by way of orientating our balconies towards the South West (Fairweather crescent) where we do not have neighbors.

2. Build Design

A the said site is shaped in such a way that the building will get morning sun along this Eastern part of the building, however by the use of awnings both horizontal protrusions & vertical shading slats, we have been able to keep direct sunlight to the walls to a minimum. This has also been achieved by the way we have orientated the balconies to each unit providing expansive cover to all the living areas, protecting them from direct sunlight.

B By varying the wall lengths of the building along the South West boundary we have managed to provide varying setbacks & articulate this side of the building. All other sides of this building have been greatly articulated considerably reducing massing.

C All air conditioners are located for easy access as well as screened from public view

D All service ducts will be concealed

E we feel that we have managed to avoid any undue overlooking through good design & the use of privacy screens

F We have endeavored to orientate our bedrooms in such a way as to minimize noise transfer from outside sources.

H This development is situated within a 'smaller' subdivision of Coolalinga & not within any flight paths, therefore we don't envisage noise & traffic to be an issue

I Balance of visual & acoustic privacy has been achieved through the use of 'shade screens' & the design of the building in terms of orientation of private open space,

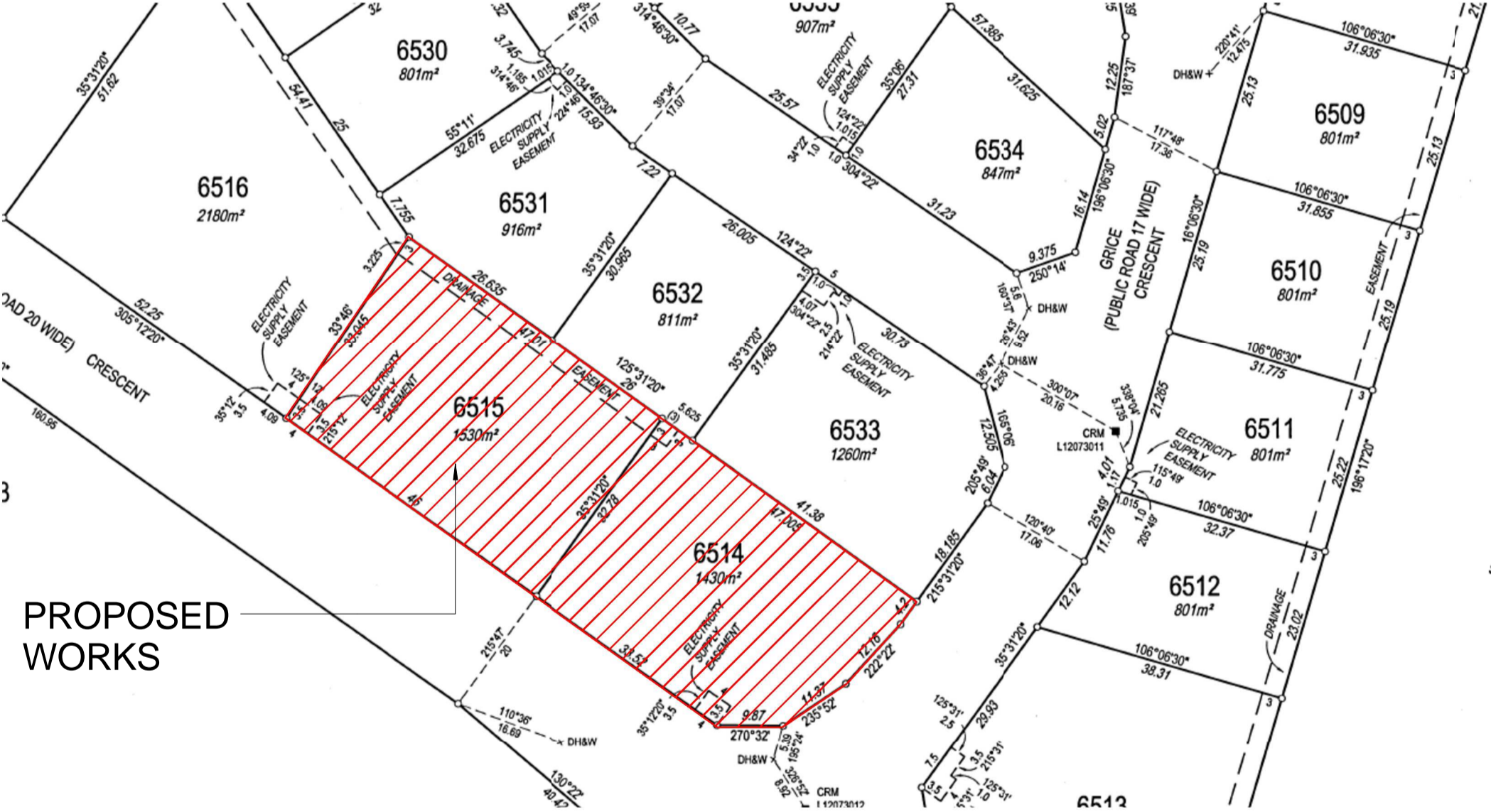
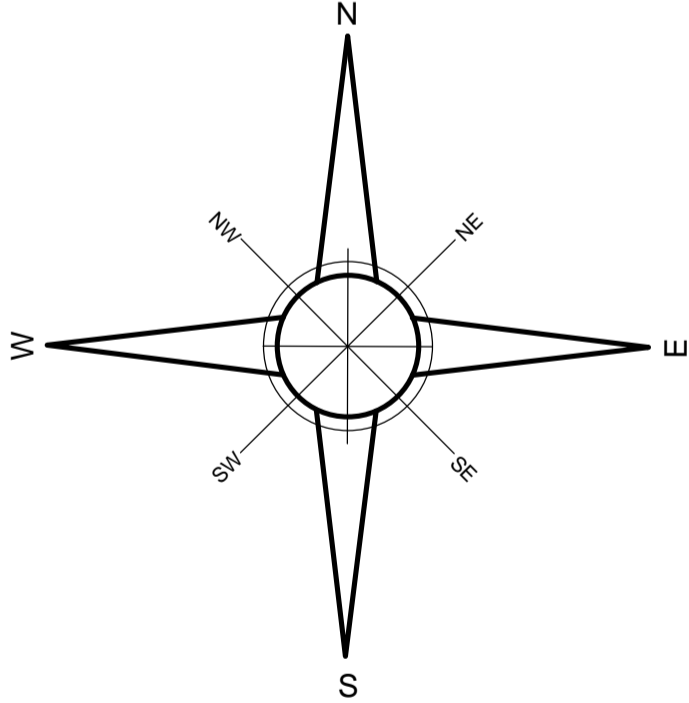
J By only having dwelling to either side & allows us to place windows to the front & rear of each unit allowing for cross-flow through the dwelling when opening these windows.

K The use if any, of reflective materials, has been kept to a minimum other than the glazing no reflective material has been nominated for use on the building.

L All balconies will be drained internally so as to avoid any unsightly staining along balcony ledges.



Proposed 35 Apartments - 35 x 2 Bed 2 Bath in a Single 4-Storey Building, Lot 6514 & 6515, Hundred of Bagot



LOCALITY PLAN

Drawing List	
Sheet Number	Sheet Name
A100	Cover Page
A101	Site Plans
A102	Site Plans
A103	Site Plans
A104	Elevations
A105	Section / Unit Layout / Landscape / Stormwater
A106	Perspectives

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Project
 Lots 6514 & 6515, Fairweather Crescent,
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Proposed

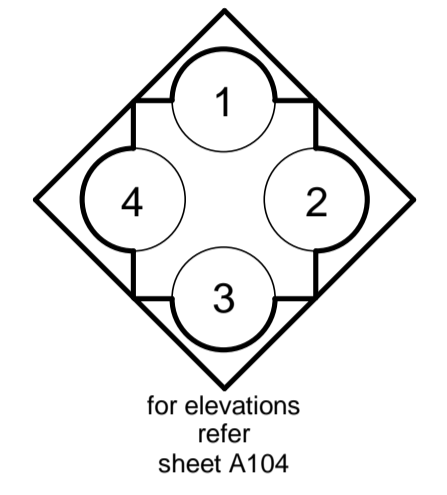
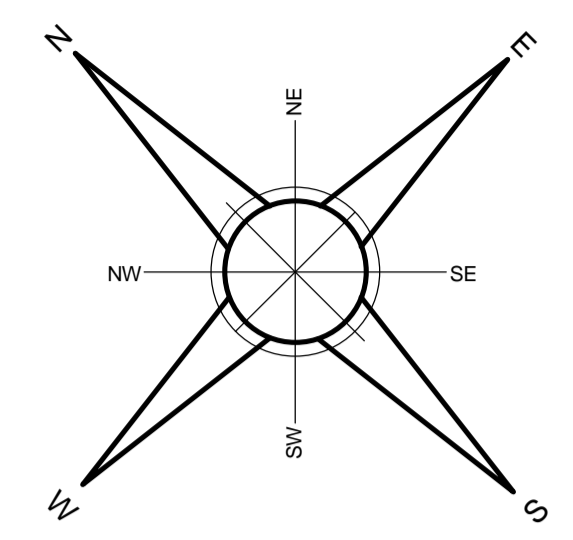
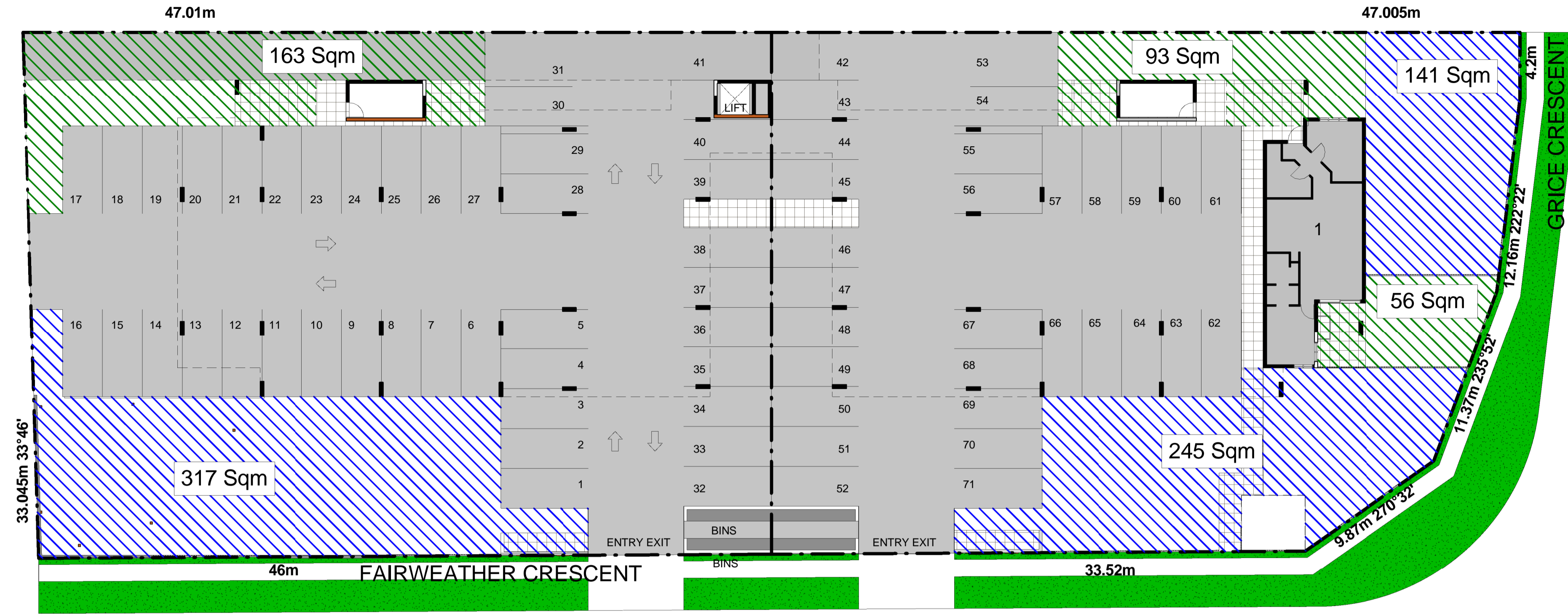
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Sheet Title
 Cover Page

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As indicated	JR	08/03/17
Project number	Sheet Size	
16006VAZ	A1	

Sheet Number	Amend
A100	

Total Site	2960 sqm
Total Landscaped Area	1015 sqm (34%)
Required Landscaped Area	888 sqm (30%)
Total Comm Area	699 sqm (24%)
Required Common Open Space Area	444 sqm (15%)



COMMUNAL OPEN SPACE / LANDSCAPING

SCALE 1:200 @ A1



GROUND FLOOR SITE PLAN

SCALE 1:200 @ A1

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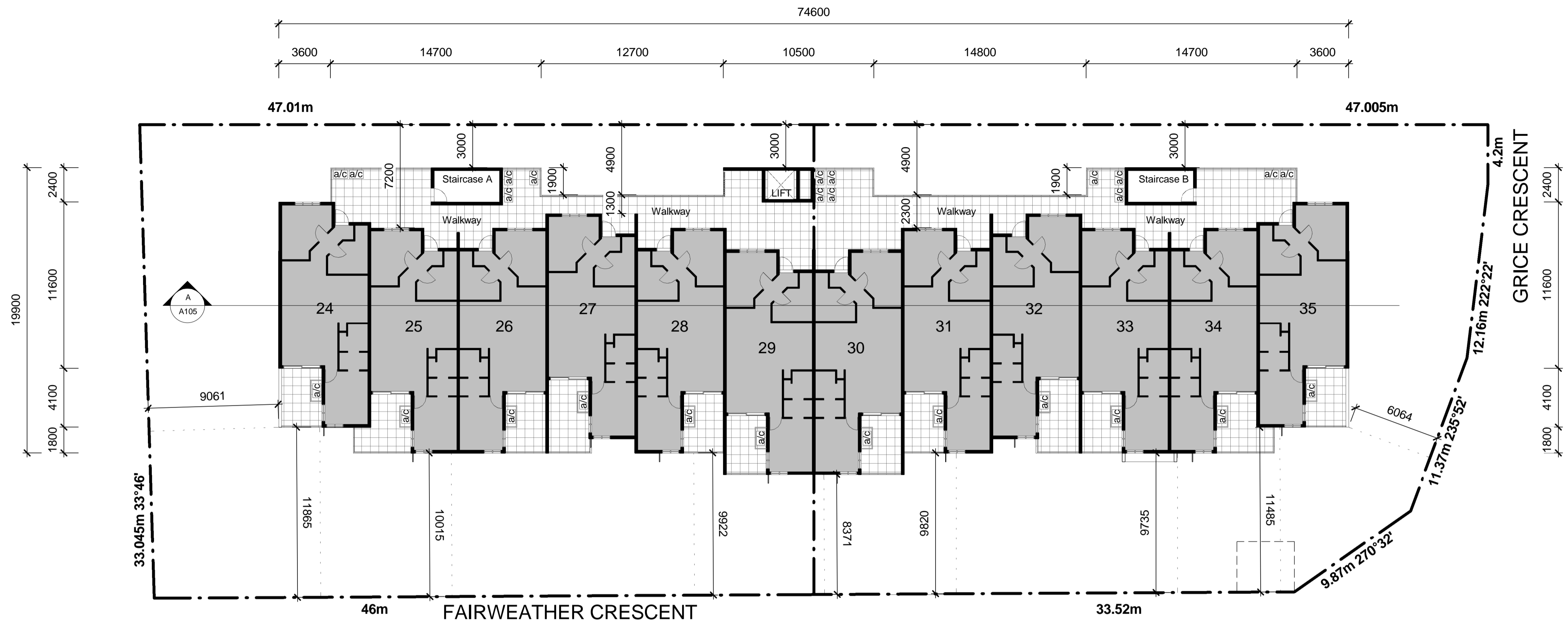
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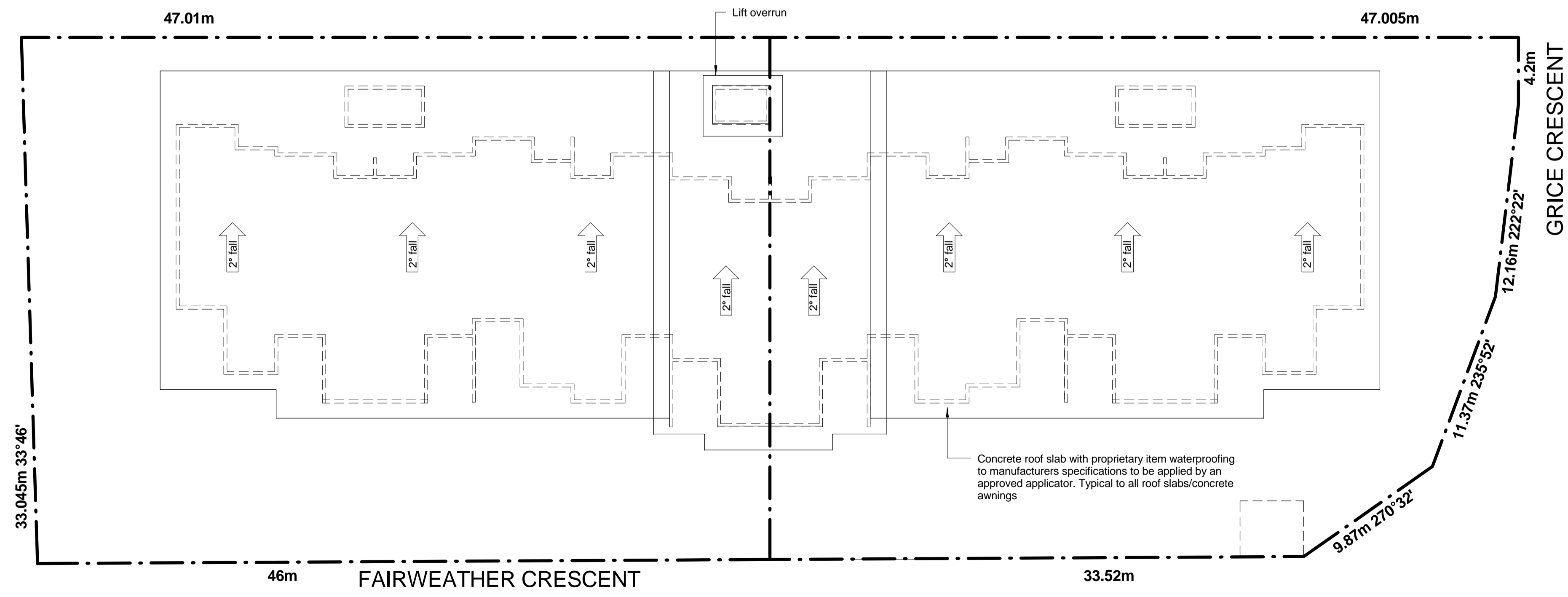
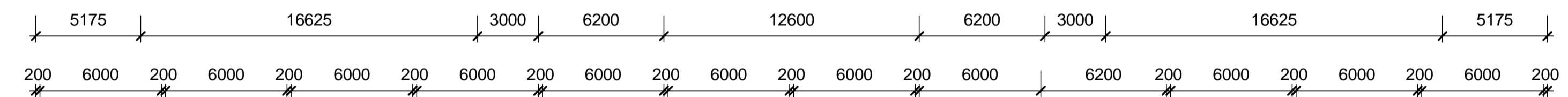
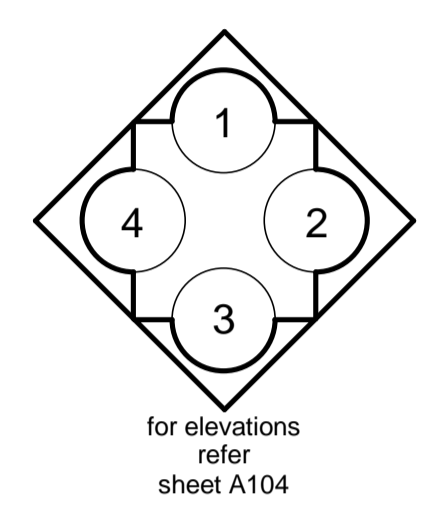
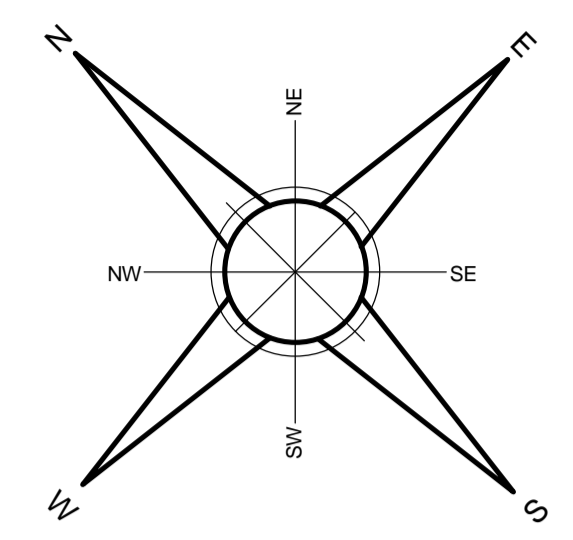
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 Site Plans

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Sheet Number
A101



LEVEL 3 SITE PLAN
SCALE 1:200 @ A1



ROOF PLAN
SCALE 1:200 @ A1

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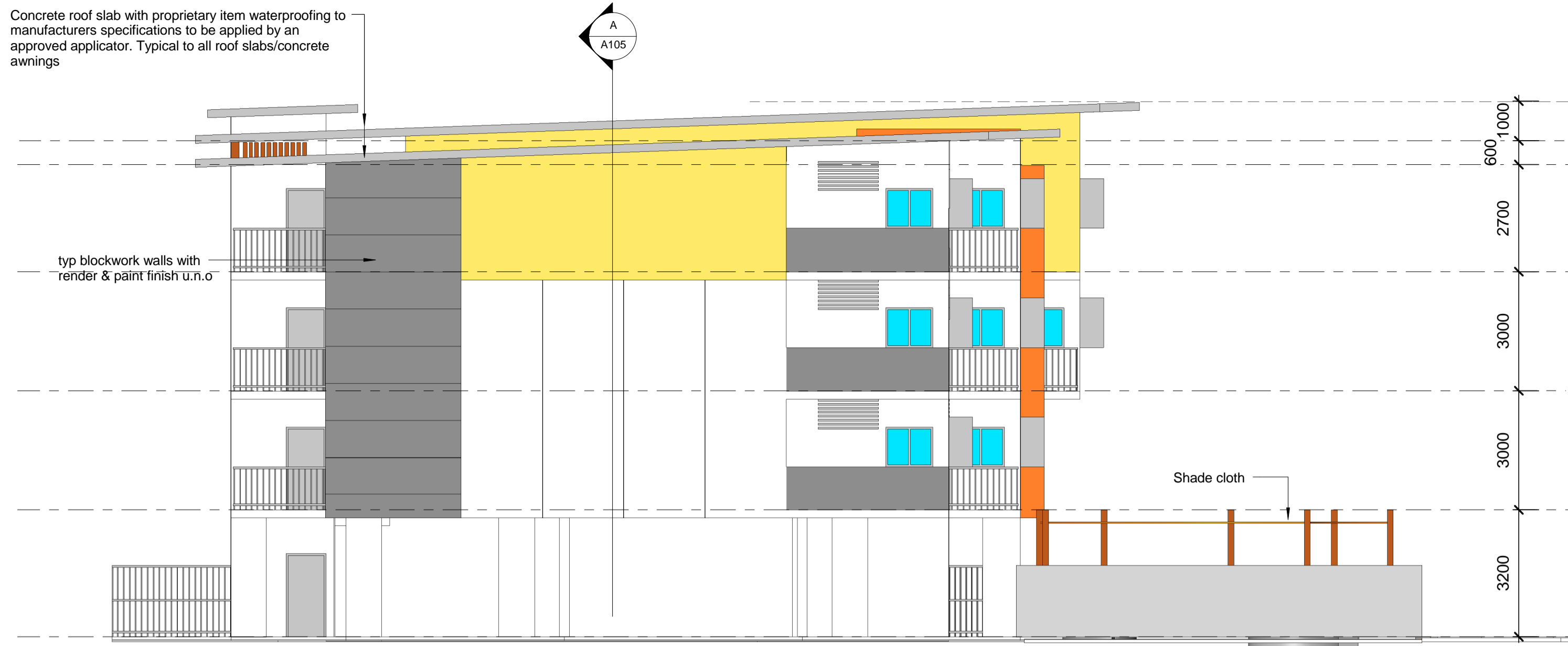
Sheet Title
Site Plans

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Project number	Sheet Size	
16006VAZ	A1	

Sheet Number Amend

A103

Concrete roof slab with proprietary item waterproofing to manufacturers specifications to be applied by an approved applicator. Typical to all roof slabs/concrete awnings



ELEVATION 4
SCALE 1:100 @ A1

Concrete roof slab with proprietary item waterproofing to manufacturers specifications to be applied by an approved applicator. Typical to all roof slabs/concrete awnings



ELEVATION 2
SCALE 1:100 @ A1

1100mm high pcc balustrades to all common areas typical.

pcc screening

typ blockwork walls with render & paint finish u.n.o



ELEVATION 3
SCALE 1:150 @ A1

typ blockwork walls with render & paint finish u.n.o

Cement render & paint finish blockwork wall with 10mm x 10mm 'U' channel in render

Concrete feature extension to provide shading

Pcc window and door frames

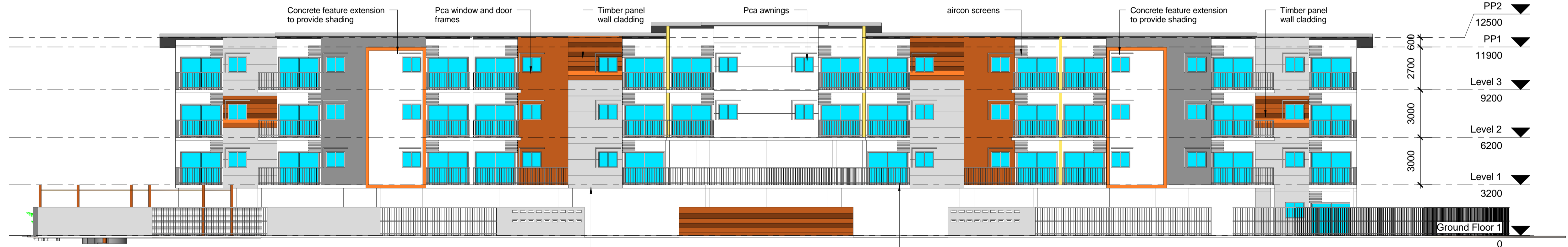
Timber panel wall cladding

Pcc awnings

aircon screens

Concrete feature extension to provide shading

Timber panel wall cladding



ELEVATION 1
SCALE 1:150 @ A1

Cement render & paint finish blockwork wall with 10mm x 10mm 'U' channel in render

1100mm high pcc balustrades to all common areas typical.

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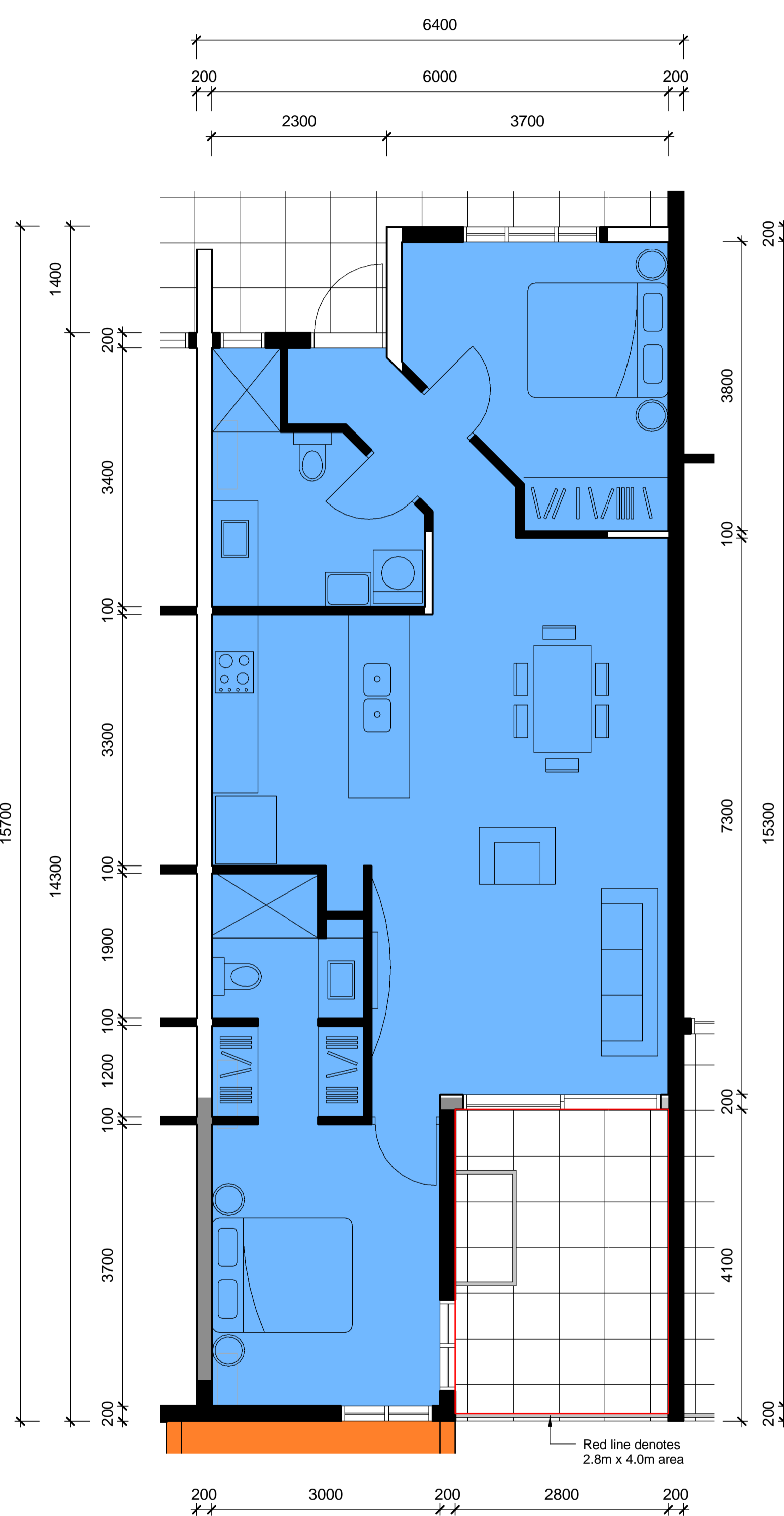
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Sheet Title
Elevations

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A104



TYPICAL UNIT LAYOUT

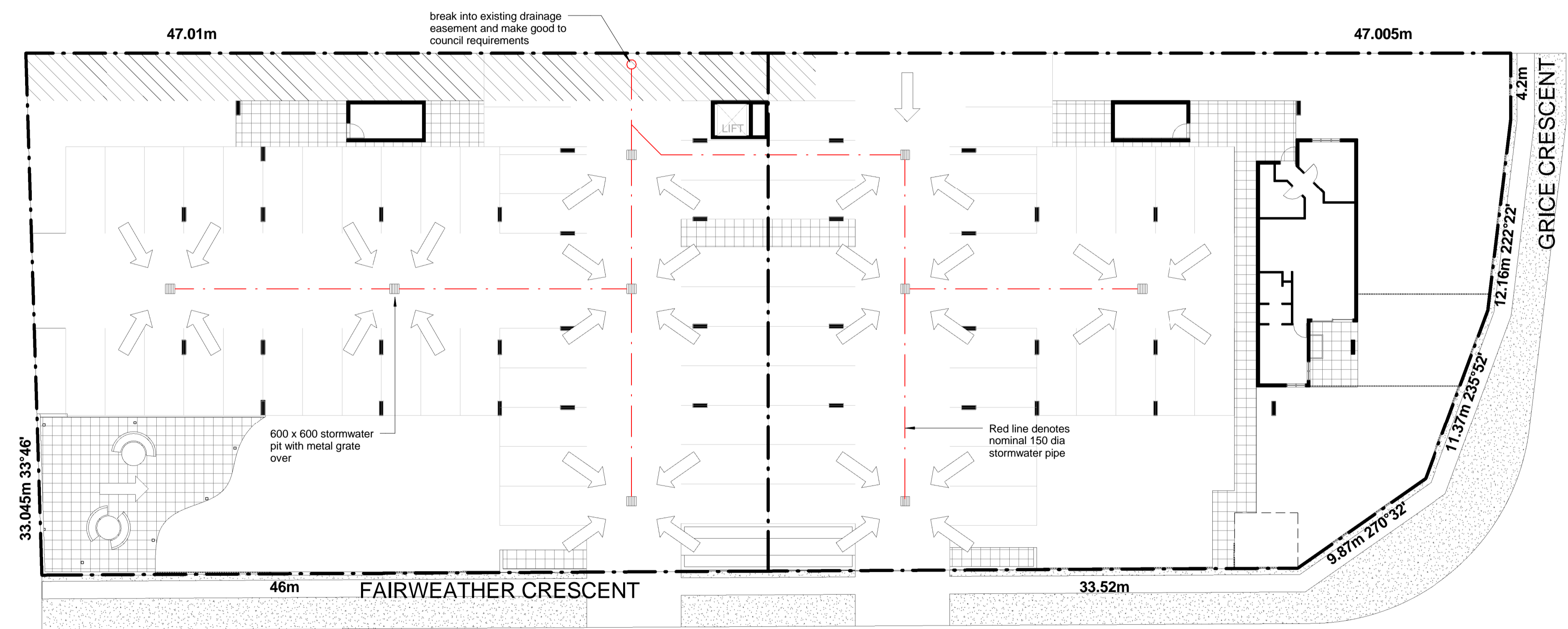
2 x Bed, 2 x Bath - 35 units
Scale 1:50 @ A1

Internal 76sqm
Verandah 11sqm
Total 87sqm



LANDSCAPE PLAN
SCALE 1:200 @ A1

- Plant Schedule**
- Murraya Exotica
 - Spider lily
 - Calliandra Haematocephala
 - Golden Cane Palm
 - Ficus tree
 - Leptospermum maddum Weeping Ti Tree
 - Frangipan plumeria obtusal
 - Polyalthia longifolia Indian

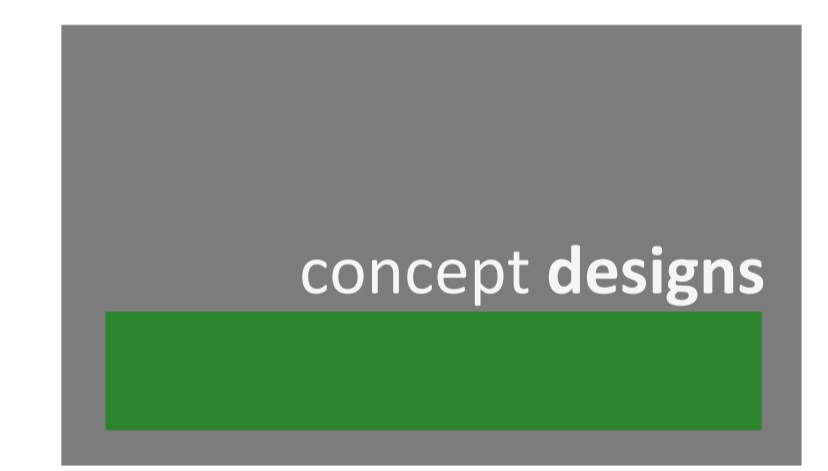


STORMWATER GROUND
SCALE 1:200 @ A1



TYPICAL SECTION A
SCALE 1:200 @ A1

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Sheet Title
Section / Unit Layout / Landscape /
Stormwater

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Sheet Title
Perspectives

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A106

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ABN: 60 160 185 688

I/We

GEORGE SAVVAS - JUPITER NT PTY LTD

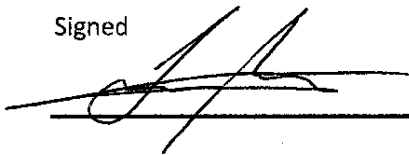
Owners of

6914 + 6915 FAIRWEATHER CRESENT

COOLACINGAH

Hereby authorise George Savvas of Concept Designs (NT) Pty Ltd or his representative to make application, for the attached proposal, to the Northern Territory Development Consent Authority.

Signed



Dated

17/3/17

7 April 2017

**LITCHFIELD
COUNCIL**



Community effort is essential

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

RE: Letter of Comment Development Application

PA2017/0123

**Section 6514 and 6515 (35 and 31) Fairweather Crescent, Coolalinga, Hundred of Bagot
35 x 2 bedroom multiple dwellings in 1 x 4 storey building**

Thank you for the Development Application referred to this office on 23/03/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The application requires minor variations to the NT Planning Scheme in terms of density and setbacks.
 - i. The application proposes one unit over density; however, the site lacks only 15m² of area required to make the additional unit compliant. This 15m² is viewed as a minor variation for a 2,960m² site.
 - ii. The application also proposes setback reductions to the front and one side setback. These boundaries require additional setback area due to the overall length of the building being over 18m. However, it is considered that the building is well-articulated and that the setback provided varies across the length of the site, thus resulting in non-compliances for only a portion of the site while providing an interesting building design. As a result, Council can support the proposed setback variations.
 - iii. The application exceeds requirements for communal open space and landscaping.
- b) There are not expected to be any negative impacts upon Council infrastructure as a result of this proposal.

Should the application be approved, the Council requests the following conditions be included as Conditions 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 are required to be amended to reflect Litchfield Council rather than City of Darwin requirements.

- ii. Council has concerns over the location of the driveway crossovers conflicting with the existing line-marking on Fairweather Crescent. Council requires the applicant to contact Council to resolve this issue
- 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.
- c) A Traffic Management Plan for the construction phase of the development shall be submitted to and approved by Litchfield Council. The plan must address traffic control and haulage routes proposed for the development.

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

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

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

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

- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's street network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

If you require any further discussion in relation to this application, please do not hesitate to contact **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



COUNCIL REPORT

Agenda Item Number:	14.9
Report Title:	April 2017 Summary Planning and Mining Report
Meeting Date:	19/04/2017
Attachments:	Attachment A: Letters of support for Development Applications, subject to normal Council conditions.

Purpose

The purpose of this report is to provide to Council a summary of planning and mining applications received and comments provided for the period of 4 March 2017 to 8 April 2017.

Summary

For the noted period, Council provided comments on six planning applications, one of which is provided with a full report in this Council agenda. Of the remaining applications, all five were supported subject to normal Council conditions.

For the noted period, Council did not receive any mining applications for comment.

All letters of comment are provided for information in Attachment A.

Recommendation

THAT Council

1. Receive the April 2017 Summary Planning and Mining Report; and
2. Notes for information the responses provided to Development Assessment Services within Attachment A to this report.

Background and Discussion

PLANNING APPLICATIONS

The following is a summary of all planning applications received and comments provided for the period of 4 March 2017 to 8 April 2017.

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	6
Development applications supported, subject to specific issues being adequately addressed	0
Development applications not supported/objected to for reasons related to Council issues	0
Development applications objected to for reasons not directly related to Council issues	0

One Development Application is provided with a separate report in this Council agenda; details for the other applications are provided in the following section(s).

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

Development Applications supported, subject to normal Council conditions

The table below describes the Development Applications that are supported by Council.

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

Application Number and Address	Purpose and Summary
PA2017/0105 Section 1786 (960) Cox Peninsula Road, Berry Springs, Hundred of Ayers	Animal Enclosure addition to an existing Wildlife Park within an Interim Development Control Order area (IDCO No. 22) The application proposes to install a new structure near the show and tell area near the Visitor's Centre for the ease of showcasing animals. The proposal is appropriate the zone and use. There are not expected to be any impacts upon neighbourhood amenity or Council infrastructure.
PA2017/0081 Lot 14 (335) Virginia Road, Virginia, Hundred of Strangways	50m high telecommunications facility with associated antennas and equipment shelter and clearing of native vegetation The application proposes to install a telecommunications tower to increase service in the area. The height of the tower is essential to the tower's function and is considered suitable for the proposed use. The tower is considered to have limited negative impact upon neighbourhood amenity while providing an upgrade of necessary services to the area. The clearing of native vegetation on the site is limited to approximately 200m ² plus a new driveway to the site. There are not expected to be any impacts upon Council infrastructure.
P42017/0107 Section 1822 (1230) Middle Arm Road, Weddell, Hundred of Ayers	Clearing of Native Vegetation The application proposes to clear vegetation around the outside of the existing unsealed car park as preparation for the sealing of the car park. The application is reasonable for the proposed use and there are not expected to be any impacts upon Council infrastructure.
PA2017/0118 Unit 2675 (1/199) Doris Road, Berry Springs, Hundred of Cavenagh	2 studio multiple dwellings in 2 single storey buildings within an Interim Development Control Order area (IDCO No. 22) The application proposes to add a second dwelling to a site where a single dwelling has been approved and constructed. The site is located in Zone TC (Tourist Commercial) and multiple dwellings require consent. The application as proposed appears appropriate for the subject site and there are not expected to be any impacts upon Council infrastructure.
PA2017/0129	2 x 3 bedroom multiple dwellings in a single storey building

<p>Section 6552 (38) Grice Crescent, Coolalinga, Hundred of Bagot</p>	<p>The application is for a duplex on a site in Zone MD (Multiple Dwelling) in Coolalinga. The application is compliant with the NT Planning Scheme and there are not expected to be any impacts upon Council infrastructure.</p>
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MINING APPLICATIONS

For the subject time period, there were no mining applications provided to Council for comment.

Links with Strategic Plan

2. A great place to live

Legislative and Policy Implications

Nil.

Risks

Nil.

Financial Implications

Nil.

Community Engagement

Nil.

Recommending Officer: Wendy Smith, Acting Director Infrastructure and Operations

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

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



15 March 2017

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

RE: Letter of Comment Development Application

PA2017/0105

**Section 1786 (960) Cox Peninsula Road, Berry Springs, Hundred of Ayers
Animal Enclosure addition to an existing Wildlife Park
within an Interim Development Control Order area (IDCO No. 22)**

Thank you for the Development Application referred to this office on 09/03/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed use is consistent with the existing use of the site as a Wildlife Park and is not expected to have any detrimental effect upon the amenity of neighbouring residents.
- b) There are not expected to be any negative effects upon Council infrastructure as a result of the proposal.

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

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

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

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

- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's street network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



David Kingston
Director Infrastructure and Operations



22 March 2017

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

RE: Letter of Comment Development Application

PA2017/0081

**Lot 14 (335) Virginia Road, Virginia, Hundred of Strangways
50m high telecommunications facility with associated antennas and equipment shelter
and clearing of native vegetation**

Thank you for the Development Application referred to this office on 09/03/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal appears suitable for the requirements of the use.
- b) There are not expected to be any negative impacts upon Council's infrastructure as a result of this proposal.

However, it is noted to the applicant that the provision of the second driveway will be at no cost to Council and will remain under the responsibility and ownership of the landowner. Council will only provide upkeep and maintenance of one single driveway for each lot.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and

public street, to the satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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

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

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

Yours faithfully



David Kingston
Director Infrastructure and Operations

29 March 2017

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

RE: Letter of Comment Development Application

**PA2017/0107
Section 1822 (1230) Middle Arm Road, Weddell, Hundred of Ayers
Clearing of Native Vegetation**

Thank you for the Development Application referred to this office on 17/03/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) Council has no objections to the clearing of land to facilitate the upgrade of the existing car park.
- b) There are not expected to be any effects upon Council roads or waste management as a result of this proposal.
- c) The stormwater plan provided meets Council's requirements by proposing sheet flow drainage into Crown land.

However, the application proposes direct runoff into the harbour system and does not indicate how water quality will be managed, i.e. oils and other materials flowing into the harbour, which is the responsibility of Department of Environment and Natural Resources. Council believes that this issue should be addressed prior to commencement of any works on site.

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

- a) The owner shall collect stormwater and discharge it to the drainage network 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



7 April 2017

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

RE: Letter of Comment Development Application

PA2017/0118

**Unit 2675 (1/199) Doris Road BERRY SPRINGS, Hundred of Cavenagh
2 studio multiple dwellings in 2 single storey buildings within an Interim Development
Control Order area (IDCO No. 22)**

Thank you for the Development Application referred to this office on 23/03/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal appears appropriate the site and proposed use.
- b) There are not expected to be any impacts upon Council infrastructure as a result of the proposal.

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

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

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

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

If you require any further discussion in relation to this application, please do not hesitate to contact **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



7 April 2017

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

RE: Letter of Comment Development Application

PA2017/0129

**Section 6552 (38) Grice Crescent, Coolalinga, Hundred of Bagot
2 x 3 bedroom multiple dwellings in a single storey building**

Thank you for the Development Application referred to this office on 23/03/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal appears compliant with the NT Planning Scheme requirements and is suitable for the proposed zone and location.
- b) There are not expected to be any negative impacts upon Council infrastructure as a result of the proposal.

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

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

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

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

If you require any further discussion in relation to this application, please do not hesitate to contact **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



Council Meeting Agenda

Wednesday 19 April 2017

15 Common Seal

15.1 Change of Name – Use of the Common Seal



COUNCIL REPORT

Agenda Item Number: 15.1
Report Title: Change of Name - Use of the Common Seal
Meeting Date: 19/04/2017
Attachments:

Purpose

This report seeks Council endorsement of the use of the Common Seal on a change of name form and an Application to Deposit Duplicate Certificate as to Title forms for the Lands Titles Office.

Summary

By completing and lodging the Application to Note Change of Name form, all properties on the annexure, under the name “Litchfield Shire Council” will have the new owner name as “Litchfield Council” on the Land titles system.

By completing the “Application to Deposit Duplicate Certificate as to title” form, the title for Section 1817, Hundred of Strangways, will be converted from Paper Title to Electronic Title and held by the Lands Titles Office, bringing it in line with the other titles.

Recommendation

THAT Council approve the use of the Common Seal on the;

1. Application to Note Change of Name, and
2. Application to Deposit Duplicate Certificate as to title

Background

Of the 73 parcels owned by the Litchfield Council, 62 are in the Council’s previous name “Litchfield Shire Council” and, only one is held on location as a Paper Title with owner “Litchfield Council”. The others are in the Land Titles Office as Electronic Titles.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Nil.

Risks

Lodging the paper title held in the safe at the Council offices will ensure that it is securely stored with all titles held by Litchfield Council.

Financial Implications

There is a fee of **\$142.00** to lodge the Application to Deposit Duplicate Certificate as to title form at the Land Titles Office. The form will need to be signed in front of an appropriate witness and as per NOTE 6 on the form.

There is **NO COST** to lodge the Application to Note Change of Name form at the Land Titles Office however, the form will need to be signed in front of an appropriate witness and as per NOTE 8 on the form.

Community Engagement

Not Applicable.

Recommending Officer: Silke Reinhardt, Acting Director Community & Corporate Services

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

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



Council Meeting Agenda

Wednesday 19 April 2017

16 Other Business

17 Public Questions

18 Confidential Items

19 Close of Meeting