

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 26/06/2019

Meeting to be held commencing 6:30pm
In Council Chambers at 7 Bees Creek Road, Freds Pass



Silke Maynard, Interim 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 26 June 2019 at 6:30pm

Silke Maynard

Interim Chief Executive Officer

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 26 June 2019

1. Open of Meeting

Audio Disclaimer

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

2. Acknowledgement of Traditional Ownership

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

3. Apologies and Leave of Absence

THAT Council notes and approves:

Leave of Absence	Deputy Mayor Sayers-Hunt	21 June 2019 – 21 July 2019
Apologies	Cr {Insert}	{date}

4. Disclosures of Interest

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

5. Confirmation of Minutes

THAT the full minutes of the Council Meeting held Wednesday 15 May 2019, 11 pages, be confirmed.

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

6. Business Arising from the Minutes

THAT Council receives and notes the Action List.

Resolution Number	Resolution	Action Officer	Meeting Date	Status
15/0175/02	Meeting Procedures By-Laws THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.	CEO	19-11-15	Council continue to work with Parliamentary Counsel and Department of Housing & Community Develop (LG Division) to progress the By-law.
16/0203	Signage, Roadside Vans and Events on Council Land 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body; 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	DCCS	21-09-16	On hold until Meeting By-Laws are concluded.
1819/180	Southport Mira Square Development – Proposed Staging THAT Council: 1. endorses a staging plan for the development of Mira Square that includes: a. Stage 1 - construction of an approximately 400m2 shed connected to appropriate services, b. Stage 2 - creation of a cleared area for children's play, c. Stage 3 - internal storage and meeting spaces within the shed, and d. Stage 4 - installation of playground equipment; and 2. includes the granting of Mira Square and the site's development as an advocacy project within the 2019/20 Municipal Plan.	DIO	20-03-19	1. To be included in application for acquisition 2. Mira Square as an advocacy project is included within the draft 2019/20 Municipal Plan

17/0036/4	Litchfield Aquatic Facility Needs Analysis Report THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.	DIO	15-02-17	Special Purpose Grant (SPG) for funds to match Council's \$50k allocated in 2018/19 Budget to undertake Feasibility Study submitted 5 March. Notified late May of unsuccessful application for funding. CEO following up with the department.
1718/240	Berry Springs Water Advisory Committee - Council Representative THAT Council appoints Councillor Barden as its nominated representative to lodge an Expression of Interest for the Northern Territory Government Department of Environment and Natural Resources Berry Springs Water Advisory Committee.	CEO	16-05-18	Nomination sent in by 30 May 2018. Waiting on confirmation from the department / pending ministerial approval.
1718/267	Improving the Productivity of the Mango Industry Project THAT Council: <ol style="list-style-type: none"> 1. receives and notes the Business Case Improving the Productivity of the Mango Industry in Litchfield Municipality; 2. endorses seeking external funding to realise the Improving the Productivity of the Mango Industry Project (the sealing of 15.2kms of the four key mango industry roads), estimated to cost approximately \$20.1m; 3. provides in-principle support to contribute up to \$5m to the project. This in-principle support would require a Council resolution and budget allocation, at a later date, to proceed with the project; and 4. endorses the Improving the Productivity of the Mango Industry Project, as one of Council's Top 3 Advocacy Projects. 	CEO	27-06-18	Council has been notified that the project is now on the NT / Federal Government Partnership Agreement awaiting Federal Government sign off. CEO working with the Department around timing of funding.

1819/145	<p>Recreation Reserve Leases and Funding Agreements Project</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1.notes the update on the development of leases and funding agreements as part of the Recreation Reserves Leases project; 2.notes the draft lease agreement; 3.approves the fixation of the Common Seal with the Mayor and the CEO signing the lease agreements on behalf of Council, providing no material changes are made to the lease agreement; and 4.receive an update report on the progress made with each Reserve Management Committee and other User Groups on Council's Recreation Reserves in signing the lease agreement, no later than the June 2019 Council meeting. 	DCCS	16-01-19	<p>Meetings with all Reserve Management Boards have taken place and Draft Leases provided. Discussions continuing.</p>
1819/213	<p>Appointment of Member to Knuckey Lagoon Recreation Reserve Management Committee</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1.appoints Lorna Blake to the Knuckey Lagoon Recreation Reserve Management Committee for a term of three (3) years, commencing 15 May 2019; and 2.writes to Ms Blake to inform her of Council's decision. 	DCCS	15-05-19	<p>Complete - Letter sent to Lorna Blake on 23 May 2019 to advise of her appointment to the Knuckey Lagoon Recreation Reserve Management Committee.</p>
1819/215	<p>Draft Municipal Plan 2019-20 including Annual Budget 2019-20</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1.pursuant with Section 24 of the Local Government Act 2008, endorses the Draft Municipal Plan 2019 – 2020 as provided in Attachment B for the purposes of public exhibition and consultation; 2.advertises the Draft Municipal Plan 2019 – 2020 as being available for public consideration, and invite public submissions during a period of 21 days 16 May 2019 until close of business on 6 June 2019; 3.receive and considers a further report on public submissions made in relation to the Draft Municipal Plan 2019 – 2020 at a Special Council Meeting to be held Wednesday 26 June 2019; and 4.authorises the Chief Executive Officer to make minor editorial changes, as necessary. 	DCCS	15-05-19	<p>Report included in the June Council Meeting agenda.</p>

Draft Long-Term Financial Plan 2019-20 to 2028-29

THAT Council:

1. endorses the Draft Long Term Financial Plan 2019-20 to 2028-29 as provided in Attachment A for the purposes of public exhibition and consultation;
2. advertises the Draft Long Term Financial Plan 2019-20 to 2028-29 as being available for public consideration, and invite public submissions during a period of 21 days 16 May 2019 until close of business on 6 June 2019;
3. receives and considers a further report on public submissions made in relation to the Draft Long Term Financial Plan 2019-20 to 2028-29 at a Special Council Meeting to be held Wednesday 26 June 2019; and
4. authorise the Chief Executive Officer to make minor editorial changes, as necessary.

1819/217

DCCS

15-05-19

Report included in the June Council Meeting agenda.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 26 June 2019

7 Presentations

8 Petitions

9 Public Forum

10 Accepting or Declining Late Items

11 Notices of Motion

11.1 Freds Pass Sport & Recreation Reserve Future Planning and Governance

NOTICE OF MOTION

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COUNCIL MEETING DATE:

Wednesday, June 26, 2019

TOPIC:

Freds Pass Sport & Recreation Reserve Future Planning and Governance

BACKGROUND:

For several years I have been attending the FPSRB meetings in the role of Observer for Litchfield Council. My role is as per the Reserve Board Policy GOV04, 11 August 2015.

Freds Pass Sport & Recreation Reserve (FPSRR) is the major sporting venue in the outer Darwin area, welcoming over 4000 people to many and varied sporting and recreational activities every week during its peak season. Council advocates to all levels of Government for funding to further the opportunities for the public to safely enjoy this major venue. Since 2016, \$5M has been secured to build new and renovate towards compliance, many structures, roads, playing fields etc for future community use of this great asset.

In my role as Council Observer, I have formed the opinion that it is appropriate for me to request a detailed report that outlines how Council could have greater input into the long term planning for Freds Pass Sport & Recreation Reserve.

OBJECTIVE:

To protect and develop Freds Pass Sport & Recreation Reserve in a manner which will see it successfully develop to its full potential as a community asset.

NOTICE OF MOTION:

That Council

1. Informs the Freds Pass Sport & Recreation Board in writing of Council's intention to have greater input into the long-term development and operation of sport and recreation at the Freds Pass Sport and Recreation Reserve.
2. Receives a report on how Council would go about undertaking to change the planning, operational and governance arrangements of Freds Pass Sport and Recreation Reserve so that Council has greater input into the long-term planning and operations of the Reserve.

The report is to include recommendations, proposed timelines, cost and methodology.

NOTICE OF MOTION

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Any intention to change the planning, operational and governance arrangements at Freds Pass Sport and Recreation Reserve should include the following objectives:

- increase User Group satisfaction,
 - realize operational efficiencies,
 - manage compliance issues,
 - good governance; and
 - provide for improved long-term sport and recreation planning at the Reserve and within the municipality
3. Uses the skills and enthusiasm of a volunteer board whilst providing for Council to have greater input into future planning, including day-to-day operations and staff management.
4. Receives the report at a future Council meeting no later than September 2019.

Christine Simpson
Central Ward Councillor, Litchfield Council
Observer for Litchfield Council at FPSRB meetings

Friday 31.05.2019

NOTE: NOTICES OF MOTION MUST BE RECEIVED BY THE CHIEF EXECUTIVE OFFICER 5 CLEAR DAYS PRIOR TO THE MEETING AT WHICH THE MOTION IS TO BE MOVED.

For office use only

Date Received:

{date}

3 June 2019

Agenda to be included: Wednesday, {date}

26 June 2019

Interim CEO



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 26 June 2019

12 Mayor's Report



COUNCIL REPORT

Agenda Item Number: 12.1
Report Title: Mayor's Monthly Report
Report Number: 19/0063
Meeting Date: 26/06/2019
Attachments: Nil

Purpose

A summary of the Mayor's attendance at meetings and functions representing Council for the period 16 May 2019 to 26 June 2019.

Summary

Date	Event	Content/Comment
18 & 19 May 2019	Freds Pass Show	Attended the Council's Marque
20 May 2019	LGANT Executive Meeting	Scheduled Meeting
31 May 2019	Territory FM	Scheduled Program
3 June 2019	Litchfield Women in Business Network Committee Meeting	Scheduled Meeting
4 June 2019	Litchfield Women in Business Morning Tea	Scheduled event
	Howard WAC Meeting	Scheduled Meeting
	2019 Community Grants Presentation	Annual Event
5 June 2019	ABC Grass Roots Program	Scheduled program
7 June 2019	Meeting with Minister Eva Lawler	Re: Inpex Workers Village
10 June 2019	CEO Interviews	
12 June 2019	Australian Citizenship Ceremony	Private ceremony
	Freds Pass Sport & Recreation Reserve Meeting	Tour and Masterplan presentation
14 June 2019	Territory FM	Scheduled Program
15 June 2019	Regional Co-operation and Development Forum	ALGA Canberra
16-19 June 2019	National General Assembly	Annual Event Canberra

Date	Event	Content/Comment
24 June 2019	LGANT Executive Meeting	Scheduled Meeting
26 June 2019	Girraween Primary Field Day Event	Annual Event
	Meeting with Local Members Nelson, Day and Goyder	Bi-monthly Meeting

Recommendation

THAT Council receives and notes the Mayor's monthly report.



LITCHFIELD COUNCIL MEETING

Wednesday 26 June 2019

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.

13 Verbal Reports from Council Appointed Representatives

Cr Barden	-	Freds Pass Upgrade Reference Group
Cr Simpson	-	Freds Pass Sport & Recreation Management Board (Observer)
	-	Freds Pass Rural Show Committee
Cr Salter	-	Howard Park Reserve Committee
	-	Knuckey Lagoon Reserve Committee
Mayor Bredhauer	-	Howard East Water Advisory Committee
	-	Litchfield Women in Business Network Committee
	-	Chair - Litchfield Australia Day Event Committee
	-	Local Government Association of the Northern Territory (LGANT)

Activity Area Plans

Mayor Bredhauer Cr Simpson	Coolalinga/Freds Pass Rural Activity Centre Area Plan Community Advisory Committee
Mayor Bredhauer Cr Barden	Humpty Doo Rural Activity Centre Area Plan Community Advisory Group

RECOMMENDATION

THAT Council note the Councillors' verbal report.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 26 June 2019

14 Finance Report

14.1 Finance Report May 2019



COUNCIL REPORT

Agenda Item Number:	14.1
Report Title:	Finance Report May 2019
Report Number:	19/0070
Meeting Date:	26/06/2019
Attachments:	Nil

Purpose

The purpose of this report is to present the monthly finance report for the period ended 31 May 2019.

Recommendation

THAT Council receives the Litchfield Council Finance Report for the period ended 31 May 2019.

Background

This report comprises the original budget along with the end of year forecast and reports on the YTD actual revenue and expenses as at 31 May 2019. End of Year Forecasting includes both projects carried over from the prior financial year and current budget year variations.

The forecast for total revenue recognised for the period to 31 May 2019 is \$2,749,839 in excess of the 2018/19 Budget. This excess equates to 15% in additional income above budget mainly attributed to \$2,076,991 in unexpected grants received from both Northern Territory Government and Federal Government. These grants comprise the general purpose and roads funding (to date 50% of this funding is received with the final payment expected in June 2019), library services funding, developer contributions received from subdivisions, and the January 2018 Monsoonal Trough NDRRA funding for the repair of flood damaged roads. To date, there have been identified savings in the funding provided by NDRRA to the amount of \$441,031 which will be refunded. In addition to grants and contributions, an increase of \$331,163 in user charges is forecast resulting from increased activity in Internment and Cremation ceremonies at Thorak Regional Cemetery and income received from subdivisions. Furthermore, additional income of \$94,107 in statutory charges is forecasted due to dog registrations and an increase in rates and charges attributed to prepayments of rates paid in-excess of amounts levied.

The forecast for total operating expenditure is \$240,057 in excess of the 2018/19 Budget. This equates to 1.74% in additional expenses above budget. The forecast variance is a result of a combination of factors including costs for the recruitment of the Chief Executive Officer, \$225,610 identified expenses for the operation of Taminmin Library, increased repair costs to maintain and upkeep machinery at the Thorak Regional Cemetery and Waste Transfer Stations, an increase in Cemetery operations, equipment hire and an increase in insurance premiums attributing to both

the increase in newly valued Council assets and current market conditions. These additional expenses are offset against a reduction in expected employee costs due to the Customer Service Trainee position no longer going ahead in the 2018/19 financial year and savings in Mobile Workforce employee costs, as well as a decrease in waste disposal and transportation costs within Waste Management.

The forecast for capital revenue is \$1,604,700 above the annual budget with a reduction of \$311,401 compared to the forecast reported in April 2019. This reduction is a direct result of the completion of three infrastructure projects underbudget that are funded by both the NT Government and Federal Government with final grant payments made based on funds expended. These projects are:

- Freds Pass Road Upgrade – NT Government Funded (\$26,311 savings);
- Finn Road Infrastructure Upgrade – NT Government Funded (\$226,473 savings);
- Freds Pass Road Realignment Upgrade – Black Spot Funded (\$69,982 savings).

The overall forecast for capital expenses is \$3,653,060 in excess of the annual budget, equating to 56% in additional expenditure above budget, noting that NDRRA projects (\$1.84 Mil) and Fred's Pass Reserves (\$2 Mil) were not budgeted for. This equates to an overall variance of \$288,531 compared to the forecast reported in April 2019, resulting mainly from the savings in grant funded projects outlined above.

In summary, the 2018/19 forecast result remains favourable by \$2,509,783 compared to Council's annual budget, representing an increase of \$40,474 compared to the forecast reported in April 2019 Finance Report.

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Finance Report

May 2019

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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

	2018/19 Budget	2018/19 Actual	2018/19 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Rates	10,243,216	10,352,848	10,352,848	109,632	1
Statutory Charges	70,250	151,603	164,357	94,107	2
User Charges	1,143,033	1,443,330	1,474,196	331,163	3
Grants, subsidies & contributions	6,522,099	5,831,950	8,599,090	2,076,991	4
Investment Income	686,250	778,490	778,895	92,645	5
Reimbursements	0	34,505	34,505	34,505	6
Other Income	60,000	70,766	70,796	10,796	7
TOTAL REVENUE	18,724,848	18,663,492	21,474,687	2,749,839	
EXPENSES					
Employee Costs	6,121,026	5,356,422	5,998,520	(122,506)	8
Auditor Fees	36,600	26,327	36,600	0	
Bad and doubtful Debts	0	4,338	4,338	4,338	17
Elected Member Expenses	241,311	175,820	240,811	(500)	9
Election Expenses	0	0	0	0	
Cemetery Operations	300,200	373,280	426,434	126,234	10
Contractors	4,155,620	3,588,622	4,201,198	45,578	11
Energy	235,200	188,523	234,795	(405)	
Insurance	190,500	276,745	278,087	87,587	7
Maintenance	677,500	512,602	682,214	4,714	12
Legal Expenses	143,000	94,715	126,000	(17,000)	
Donations and Community Support	117,250	90,852	120,003	2,753	13
Computer / IT Costs	378,025	367,394	389,736	11,711	11
Parts, accessories & consumables	265,000	138,306	252,176	(12,824)	14
Professional Services	612,870	437,121	683,068	70,198	15
Sundry	422,185	373,619	462,363	40,178	16
TOTAL EXPENSES	13,896,287	12,004,687	14,136,344	240,057	
RESULT	4,828,561	6,658,805	7,338,344	2,509,783	

Explanations for Forecast variances to Original Budget

Note 1 – Additional revenue derived from a change to the calculation base for Mining Tenements, additional property rates and waste charged, and prepayments received.

Note 2 - Dog registrations received to date are above budget, resulting in additional income forecasted to 30 June 2019.

Note 3 – Forecasted increase in Cemetery and Interment Fees in addition to an increase in expected revenue from the Non-Resident Administration Fee at Thorak Regional Cemetery.

Note 4 - The NDRRA funding for January Monsoonal Trough damages was approved with funding provided for Council's four affected roads totalling \$1,848,975, Library Services grant from the Department of Tourism and Culture totalling \$225,023 and \$11,818 provided from the Department of Infrastructure to construct a bus lane on Leonino Road. In addition, an increase of \$273,455 compared to budget in Federal Assistance Funding for general purpose and local road expenditure was received, with additional developer contributions received from subdivisions and grant funding for the Women in Budget Art Exhibition.

Note 5 – An increase in interest received from Term Deposits and the accumulation of interest on outstanding rates.

Note 6 – Proceeds received from insurance claims to offset expenditure.

Note 7- Other income generated from the Shared Services Agreement with other Councils. i.e. Coomalie Town Council and insurance claims received for repairs of existing assets.

Note 8 - Increased insurance premiums of \$72,844 above annual budget. This is offset against savings of \$15,000 with the Customer Service Trainee new initiative not proceeding in the 2018/19 financial year and savings in Mobile Workforce and Thorak Regional Cemetery employee cost.

Note 9 – Savings expected in telephone charges for Elected Members.

Note 10 – Additional expenditure attributed to legal costs, motor vehicle / plant repair costs at Thorak Regional Cemetery and removal and replacement of damaged section of drain along Cemetery entrance.

Note 11 – Identified expenses for the operation of Taminmin Library for the remainder of the financial year, offset against identified savings in Waste disposal and transportation costs offset against additional expenditure in the maintenance and upkeep of machinery.

Note 12 – Increased plant maintenance costs within Mobile Workforce and Waste Management and additional expenditure required for playground audits at Council's Recreational Reserves.

Note 13 – An increase in Cemetery infant subsidy provided by Council to residents.

Note 14 – Slight increases across Regulatory Services for its consumables and the replacement of two VHF Portable Radios acquired for use at the Waste Transfer Stations. This is offset by expected savings in machinery parts purchased for Mobile Workforce.

Note 15 – Professional Fees for consultancy services at Thorak Regional Cemetery, Corporate and Council Leadership, however in Council Leadership this increase is contained and offset against identified savings within Contractors and Computer/ IT costs.

Note 16 – An increase in equipment hire and water charges at the Howard Springs Waste Transfer Station due to fire danger and additional costs for advertising vacant positions within Council.

Note 17 – The inclusions of a singular sundry debtor written-off due to lack of payment (Advised by TDC) and Dog Infringements written of resulting from further investigations. Process to write off debts will commence in July for end of year.

CONSOLIDATED BALANCE SHEET at 31 May 2019

	30 April 2019	31 May 2019	Movement +ve (-ve)
CURRENT ASSETS			
Cash & Cash Equivalents	1,681,378	915,934	(765,444)
Trade and Other Receivables	2,090,210	1,841,436	(248,774)
Other Financial Assets	21,364,862	21,393,077	28,215
TOTAL CURRENT ASSETS	25,136,450	24,150,447	(986,003)
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	305,904,933	304,945,350	(959,583)
Other Non-Current Assets	7,850,614	8,361,038	510,424
TOTAL NON-CURRENT ASSETS	313,755,547	313,306,388	(449,159)
TOTAL ASSETS	338,891,997	337,456,835	(1,435,162)
CURRENT LIABILITIES			
Trade and Other Payables	922,088	850,002	72,086
Provisions	578,522	574,834	3,688
TOTAL CURRENT LIABILITIES	1,500,610	1,424,836	75,774
NON-CURRENT LIABILITIES			
Provisions	439,860	441,460	(1,600)
TOTAL NON-CURRENT LIABILITIES	439,860	441,460	(1,600)
TOTAL LIABILITIES	1,940,470	1,866,296	74,174
NET ASSETS	336,951,527	335,590,539	(1,360,988)
EQUITY			
Accumulated Surplus	19,415,438	18,054,450	(1,360,988)
Asset Revaluation Reserve	295,859,891	295,859,891	-
Other Reserves	21,676,198	21,676,198	-
TOTAL EQUITY	336,951,527	335,590,539	(1,360,988)

Cash and cash equivalents have reduced by \$765,444 due to payments to Council's contractors and suppliers.

Other Financial Assets have increased by \$28,215 due to interest reinvested at term deposit maturity.

Trade and Other Receivables have decreased by \$248,774 from 30 April 2019 mainly due to payment of Rates and Charges with all instalments now due and payable.

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

Other Non-Current Assets represent the projects that remain work in progress as at 31 May 2019 i.e. Freds Pass Reserve Capital Improvements and Freds Pass Road Infrastructure Upgrade as well as the capital projects commenced in the 2018/19 financial year noting that all new assets are capitalised at 30 June each year.

Estimate of Net Cash position and Current ratio

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

As identified in Section 5 of this report, Litchfield Council's liquidity KPI is easily met with 31 May 2019 current ratio equalling 16.95.

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

$$= \frac{24,150,447}{1,424,836} = 16.95$$

Net Cash Position = 24,150,447 – 1,424,836 = \$22.7 million

SECTION 2

OPERATING POSITION BY DEPARTMENT

The 2018/19 rates and charges have been applied to properties and recognised in Council's accounts, which is reflected in both Finance and Waste Management year to date revenue totals.

Overall expenditures year to date are 85.7% of the annual budget. Some operational expenditures are not evenly spread across the financial year, with major operational road maintenance expenditure to occur close to the end of the financial year.

	2018/19 YTD Budget	2018/19 YTD Actual	2018/19 Annual Budget	2018/19 Annual Forecast	Forecast Variance +ve (-ve)	Note
REVENUE						
Council Leadership	0	30	0	30	30	
Finance	8,378,567	8,497,851	8,472,205	8,751,638	279,433	1
Works	2,582,651	1,451,018	2,583,776	2,763,049	179,273	1
Planning	47,516	110,240	51,836	126,338	74,502	2
Waste Management	3,031,475	3,092,540	3,048,423	3,093,771	45,348	3
Community	75,174	81,296	82,000	83,678	1,678	4
Community – Library	0	225,610	0	225,610	225,610	5
Regulatory Services	68,030	153,103	70,750	166,357	95,607	6
TOTAL REVENUE	14,183,413	13,611,688	14,308,990	15,210,471	901,481	
EXPENSES						
Council Leadership	887,197	838,063	953,231	1,007,184	(53,953)	7
Corporate	450,204	404,192	489,335	535,393	(46,058)	8
Information Services	472,092	448,537	509,486	489,372	20,114	16
Finance	1,418,586	1,410,541	1,523,732	1,579,168	(55,436)	9
Works	2,779,034	2,615,443	3,101,389	3,050,878	50,511	10
Planning	632,567	587,806	688,273	687,644	629	
Waste Management	2,549,630	2,265,962	2,765,452	2,661,486	103,966	11
Community	1,392,392	1,206,848	1,430,995	1,441,959	(10,964)	12
Community – Library	0	114,502	0	225,610	(225,610)	13
Mobile Workforce	1,147,773	1,033,084	1,249,031	1,175,632	73,399	14
Regulatory Services	334,990	284,717	364,614	359,147	5,467	15
TOTAL EXPENSES	12,064,465	11,209,695	13,075,538	13,213,473	(137,935)	
OPERATING RESULT	2,118,948	2,401,993	1,233,452	1,996,998	763,546	

Explanations for Forecast variances to Original Budget

Note 1 – An increase of \$232,681 compared to budget in the Federal Assistance Funding for general purpose and local road expenditure, equating to an increase of 4.8% from prior year. In addition to an increase in rates revenue generated from additional prepayments and Mining Tenements, resulting from a change in the calculation base.

Note 2 – An increase in administration charges for subdivisions and developments.

Note 3 – An increase in residential properties charged the Waste Management Charge and accruing interest.

Note 4 – A reduction in expected rental income from Howard Park Recreation reserve. This is offset by additional income received from recycling, Women in Business events held by Council and insurance proceeds received.

Note 5 – Grant received for Library Services from the Department of Tourism and Culture and additional user charges totalling \$225,023.

Note 6 – Additional dog registration income of \$79,556 forecasted and income from Coomalie Community Council for Regulatory Services assistance through a Shared Service Agreement.

Note 7 – Additional expected costs for the recruitment of the Chief Executive Officer, increased LGANT subscriptions and Motor Vehicle service and repair costs.

Note 8 - Additional costs for advertising vacant positions within Council and consultancy services to be offset against savings in Employee Costs.

Note 9 – Increased insurance premiums of \$72,844 above annual budget. This is offset by a reimbursement received for Workers Compensation Insurance and savings of \$15,000 with the Customer Service Trainee not proceeding.

Note 10 – A reduction in street light maintenance totalling \$50,000.

Note 11 - Savings in Shoal Bay costs and transportation of waste from the Waste Transfer Stations.

Note 12 – An additional \$100 actual expenditure was needed for each playground audit at Council's Recreational Reserves and additional grant expenditure for Howard Park Reserve Road Safety event and costs associated with de-commissioning selected playground equipment at Humpty Doo Village Green.

Note 13 – Identified expenses for the operation of Taminmin Library for the remainder of the financial year.

Note 14 – Savings in Mobile Workforce employee cost, offset against additional expenditure from the overlap of Shed Rental for Mobile Workforce.

Note 15 – Savings in costs associated with Regulatory Services operations.

Note 16 – Expected savings in software and licences within the Information Services division.

Explanations for YTD Actual variances to YTD Budget











The reduced variance evident between YTD Budget and YTD Actuals for Revenue amounting to \$571,725 are as a result of the Federal Assistance Grants scheduled to be received in June 2019.

The reduced variance evident between YTD Budget and YTD Actuals for Expenses amounting to \$854,770 are as a result of the following:

- Overall, timing of some expenditure costs varies to budget, mainly within Road Maintenance as a result of prioritising the large number of capital works projects.
- Timing of salaries and wages payable for Mobile Workforce seasonal staffing.
- Timing and savings in Shoal Bay costs and transportation from the Waste Transfer Stations.

NEW INITIATIVES

In addition to Council's year-on-year operating expenses Council resolved to undertake the following New Initiatives in 2018/19. The new initiatives expenditures are included in the operating result above. The table below highlights the expenditure compared to budget at the end of May 2019.

	2018/19 Budget	2018/19 Actuals	2018/19 Forecast	Comments	
<u>2017/18 and prior</u>					
Developer Contribution Plan Review	60,000	24,165	60,000	Required asset upgrades determined; legal advice received; Traffic analysis commissioned. Finalisation of plan underway.	
TOTAL	60,000	24,165	60,000		
<u>2018/19</u>					
Online Demographic and Economic Information Products	12,000	12,000	12,000	Product purchased and training complete.	
Aerial Photography for Geographical Information System (GIS)	30,000	30,000	30,000	Imagery loaded into Geographical Information System (GIS). All staff have been provided with access.	
New GIS for Council	20,000	2,802	2,802	Licences for loading and configuration purchased. Data loading commenced, 90% complete. Context design complete.	
ICT Plan – UPS for Servers	5,000	5,172	5,172	Purchased and awaiting proposed date for installation from Fourier.	
ICT Plan – Vmware Sphere	8,000	0	0	Purchase of VMware on-hold – to be reassessed with assistance of new Managed IT Service Contractor.	
Trainee Customer Service Officer	15,000	0	0	Review of costings undertaken. Given negative budget implications the initiative will not be implemented in 2018/19.	
Tree Risk Management Plan	30,000	0	21,800	Work has commenced on the plan with expected completion by end of June (excluding Freds Pass Reserve).	
Aquatic Feasibility Study	50,000	0	50,000	SPG application unsuccessful. Council is liaising with Northern Territory Government.	
Waste Transfer Station – Signage (Waste Strategy)	6,500	400	6,500	Design is underway.	
TOTAL	176,500	50,374	128,274		



- On Budget



- Watch Budget



- Outside Budget

CAPITAL BUDGET POSITION

The table below compares capital revenue and expenditure to budget by the end of May 2019.

	2018/19 Budget	2018/19 Actuals	2018/19 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Works	3,436,877	3,772,352	4,974,451	1,537,574	1
Planning	60,353	139,701	139,701	79,348	2
Mobile Workforce	60,000	58,989	58,989	(1,011)	4
Community	81,181	69,970	69,970	(11,211)	5
TOTAL REVENUE	3,638,411	4,041,012	5,243,111	1,604,700	
EXPENSES					
Works	5,767,345	4,806,913	7,029,635	(1,262,290)	1
Waste Mgt	204,677	167,346	167,346	37,331	3
Mobile Workforce	188,000	143,152	584,096	(396,096)	4
Community	411,181	185,795	2,443,186	(2,032,005)	5
TOTAL EXPENSES	6,571,203	5,303,206	10,224,263	(3,653,060)	
CAPITAL RESULT	(2,932,792)	(1,262,194)	(4,981,152)	(2,048,360)	

Explanations for Forecast variances to Original Budget

Note 1 – NDRRA Funding approved for the January Monsoonal Trough. This funding will be offset against expenses as the works are carried out on affected roads (Brougham, Bundy, Finn Roads and Trippe Road North). Additional savings in projected expenditure have been realised in the installation of culverts at the Pioneer Drive and Beddington Road intersection, the installation and purchase of safety rails on Leonino and Hicks Roads and the Road Reseal Program, equating to \$327,101.

Note 2 – Additional developer contributions received from subdivisions.

Note 3 – Savings on the purchase of the Vibrating Waste Compactor for Humpty Doo Waste Transfer Station and savings in the construction of the shade structure at Howard Springs Waste Transfer Station.

Note 4 – The Mobile Workforce Shed construction from 2015/16 Budget is forecasted to be completed in the 2018/19 financial year with the tender awarded. This \$450,000 is offset against savings of \$53,904 from the purchase of a new tractor and mower.













Note 5 – Increased expenditure due to grant funding received at the end of 2017/18 and current year forecast variances totalling \$2,034,405, comprising:









- Freds Pass Reserve Sporting Grant Funding totalling \$2,000,000
- Howard Park Reserve Kitchen Upgrade incurred additional cash contribution of \$5,000
- Howard Park Reserve Play Ground Upgrade Special Purpose Grant of \$69,970, a reduction of \$11,211 from initial budget. This is offset against grant revenue approved.
- Humpty Doo Village Green Furniture & Fittings Upgrade totalling \$33,824
- Howard Park Reserve Irrigation upgrade remaining funds for 2018/19 is \$6,792.

CAPITAL PROJECTS 2018/19 – WORKS

The table below summarises Council's capital works program for the 2018/19 financial year in accordance with the budget and Municipal Plan. Council is continuing to work towards completing projects from 2017/18 financial year due to delays caused by Cyclone Marcus.

The Northern Territory Government has allowed the transfer of excess monies between Freds Pass Road Funding and Finn Road Funding totalling \$420,038, only \$193,565 will be required.

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects carried forward from previous years						
Freds Pass Road Upgrade	30/09/2018	1,220,500	774,151	774,151	(446,349)	 Works completed.
Finn Road Upgrade	28/02/2019	1,500,000	1,693,565	1,693,565	193,565	 Works completed.
Solar System Purchase and Installation	30/11/2018	78,720	80,473	80,473	1,753	 Works completed.
TOTAL		2,799,220	2,548,189	2,548,189	(251,031)	
Projects commencing in 2018/19						
Road Reseal Program	31/12/2018	1,000,045	814,721	814,721	(185,324)	 Works completed.
Re-sheeting of Roads	31/05/2019	400,000	213,320	378,560	(21,440)	 Works complete at Cyrus Road, Leonino Road Magpie Way, Letchford Road floodway, Spencer and Lambells Lagoon Road. Awaiting final invoices.
Freds Pass Road Drainage Upgrade (BlackSpot)	30/04/2019	478,000	408,018	408,018	(69,982)	 Works completed.
Safety Rails – Leonino Road	30/09/2018	90,000	48,980	48,980	(41,020)	 Works Completed
Safety Rails – Hicks Road	10/09/2018	90,000	59,900	59,900	(30,100)	 Works Completed
Carruth Road Line-marking	31/05/2019	30,000	10,335	30,000	0	 Works completed, awaiting final invoice.
Oxford Road – Sealing	30/06/2019	400,000	123,103	400,000	0	 Road sealing works complete, awaiting final invoice.
Pavement repairs – Whitewood Road	30/06/2019	427,000	30,759	427,000	0	 Works commenced 3 June, 6 week program.
Installation of Culverts on Pioneer Drv / Beddington Rd Intersection	28/02/2019	310,000	233,469	233,469	(76,531)	 Works completed.

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Purchase of 3 x Traffic Counts	31/12/2018	18,000	10,909	10,909	(7,091)	 2 counters delivered, program updated. No additional counters required at this time.
Irrigation Upgrade at Council Office	30/04/2019	6,800	15,721	15,721	8,921	 Works completed.
Meeting room Door at Council Office	31/01/2019	11,000	8,540	8,540	(2,460)	 Works completed.
Footpaths at Council Office	30/04/2019	36,000	39,130	39,130	3,130	 Works completed.
TOTAL		3,296,845	2,016,905	2,874,948	(421,897)	
NDRRA Projects commencing in 2018/19						
Finn Road flood damage repairs - NDRRA	30/06/2019	177,751	177,859	177,859	108	 Works completed, final survey to occur.
Brougham Road flood damage repairs - NDRRA	30/06/2019	768,529	52,590	768,529	0	 Works to commence June.
Trippe Road North Flood damage repairs - NDRRA	30/06/2019	873,562	199,415	873,562	0	 Works underway, additional culvert works to be carried out.
Bundey Road floodway repairs - NDRRA	30/06/2019	29,133	12,589	12,589	(16,544)	 Works completed.
TOTAL		1,848,975	442,453	1,832,539	(16,436)	



- On Budget






- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2018/19 – WASTE TRANSFER STATIONS

The table below is Council's capital projects for Waste Transfer Stations in accordance with the Budget and Municipal Plan.

Waste Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Capital Purchases and projects commenced in 2018/19						
Vibrating Waste Compactor	31/12/2018	14,677	12,090	12,090	(2,587)	 Complete
Shade Structure at Howard Springs WTS	31/05/2019	60,000	26,309	26,309	(33,691)	 Complete
Gatehouse and Mains Power Connection / Water Tank at Berry Springs WTS	31/05/2019	130,000	128,947	128,947	(1,053)	 Complete
TOTAL		204,677	167,349	167,349	(37,331)	



- On Budget






- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2018/19 – MOBILE WORKFORCE

The table below is Council's capital projects for Mobile Workforce in accordance with the Budget and Municipal Plan.

Mobile Workforce Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Capital Purchases commenced in 2018/19						
Tractor with loader replacement	31/12/2018	150,000	104,500	104,500	(45,500)	 Complete
Mower replacement	31/12/2018	38,000	29,596	29,596	(8,404)	 Complete
Projects carried forward from previous years						
Mobile Workforce Shed	30/06/2019	0	18,837	450,000	450,000	 Contract awarded, works to commence in June.
TOTAL		188,000	152,933	584,096	396,096	



- On Budget









- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2018/19 – RECREATION RESERVES

The table below is Council's capital projects for Recreation Reserves still in progress from the 2017/18 and current financial year in accordance with the Budget and Municipal Plan.

Recreation Reserve Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2018/19 and prior years						
Howard Park Reserve – Irrigation Upgrade	31/03/2019	<u>2017/18</u> 20,000	13,612	20,000	0	 Works underway works to be complete 30 June
Howard Park Reserve – Playground Upgrade	30/06/2019	81,181	0	69,970	(11,211)	 Works commenced with expected completion mid-June.
Howard Park Reserve – Kitchen Upgrade	28/02/2019	30,000	32,804	32,804	2,804	 Works completed.
Humpty Doo Village Green – Furniture Upgrade	31/03/2019	0	17,474	33,824	33,824	 Works underway but will not be complete by 30 June. Red light due to no budget allocation due to the SPG grant not being budgeted for
Freds Pass Reserve – Improvements	30/06/2019	<u>2016/17</u> 3,000,000	2,653,079	3,000,000	0	 Final works underway for Ablution block and Market shed lighting.
Freds Pass Reserve – Sporting Improvements	30/06/2019	0	27,859	2,000,000	2,000,000	 Design and planning works underway for Roads and carpark design, equine master plan, cricket club changerooms and building certification.
TOTAL		3,131,181	2,744,828	5,156,598	2,025,417	



- 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 May 2019 and compares the balance to the balance at 30 April 2019.

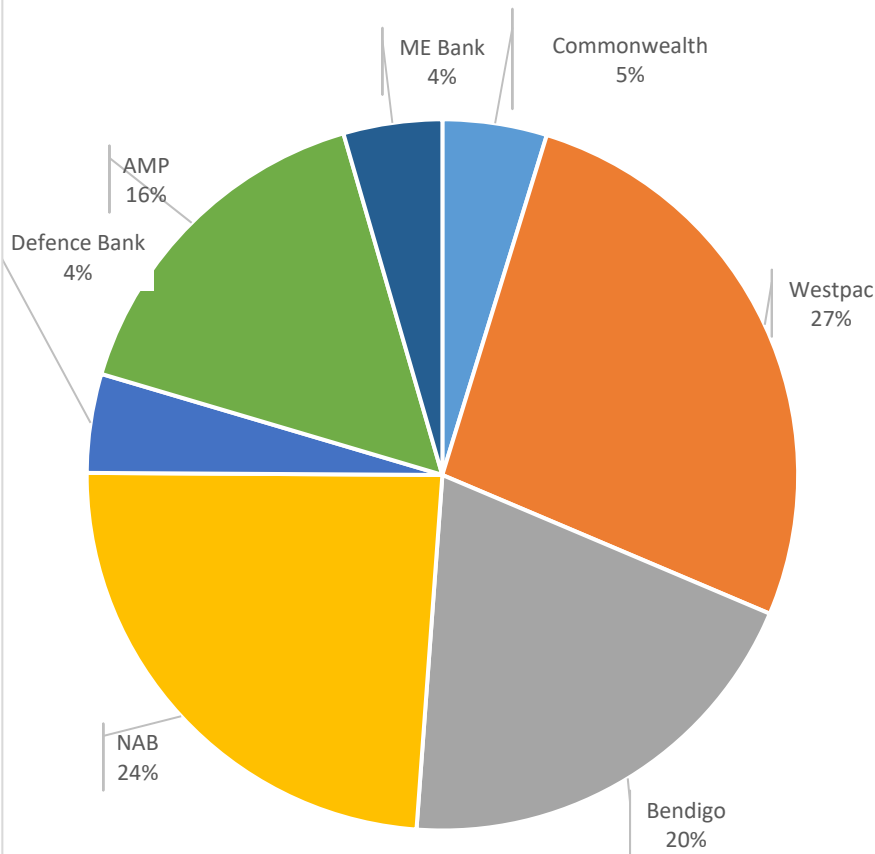
	30 APRIL 2019	31 MAY 2019	VARIANCE	COMMENT
Investments (Incl. Trust Account)	21,007,490	21,035,704	28,214	Matured funds redeemed & reinvested (principal & interest)
Business Maxi Account	1,104,658	804,984	(299,674)	Transfer to operating account
Operating Account	554,401	88,906	(465,495)	Funds used for payments to contractors/suppliers and wages
TOTAL	22,666,549	21,929,594	(736,955)	

Investments

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

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Due Date	Expected return to Maturity Date
31-05-18	1,000,000	365	Defence Bank	2.85%	31-05-19	28,500
15-10-18	2,000,000	239	NAB	2.71%	11-06-19	35,490
24-12-18	213,740	182	NAB	2.74%	24-06-19	2,920
25-06-18	1,500,000	365	Bendigo	2.80%	25-06-19	42,000
13-12-18	1,000,000	209	NAB	2.72%	10-07-19	15,575
27-09-18	1,000,000	294	Westpac	2.75%	18-07-19	22,151
03-09-18	1,056,774	336	Commonwealth	2.70%	05-08-19	26,266
29-01-19	1,511,979	210	Westpac	2.73%	27-08-19	23,748
06-09-18	1,000,000	365	AMP	2.80%	06-09-19	28,000
27-09-18	1,500,000	365	Westpac	2.81%	27-09-19	42,150
13-12-18	1,000,000	293	Bendigo	2.75%	02-10-19	22,075
13-12-18	1,563,296	314	Bendigo	2.75%	23-10-19	36,984
16-01-19	1,015,628	300	NAB	2.75%	12-11-19	22,956
19-02-19	1,016,944	280	AMP	2.80%	26-11-19	21,843
26-02-19	1,000,000	280	ME Bank	2.68%	03-12-19	20,559
07-03-19	1,530,344	278	AMP	2.80%	10-12-19	32,636
15-05-19	1,100,000	240	NAB	2.34%	10-01-20	16,925
19-03-19	1,027,000	337	Westpac	2.63%	19-02-20	24,938
TOTAL INVESTMENTS	21,035,704					465,716

TOTAL FUNDS BY INSTITUTION



FINANCIAL RESERVES

All movements throughout the year are based on the forecasted results to 30 June 2019.

	Balance at 1 July 2018	Transfer TO	Transfer FROM	Net Movement	Balance at 30 June 2019
Externally Restricted Reserves					
Developer Contribution Reserve	723,088	139,701	(80,882)	58,819	781,907
Unexpended Grants and Contributions	4,748,119	-	(3,248,119)	(3,248,119)	1,500,000
Internally Restricted Asset Related Reserves					
Asset Reserve	10,710,930	-	(1,102,105)	(1,102,105)	9,608,825
Internally Restricted Other Reserves					
Waste Management Reserve	4,156,475	289,471	(436,177) *	(146,706)	4,009,769
Election Reserve	100,000	-	-	-	100,000
Disaster Recovery Reserve	500,000	-	-	-	500,000
Strategic Initiatives Reserve	500,000	-	(90,000)	(90,000)	410,000
TOTAL	21,438,612	429,172	(4,957,283)	(4,528,111)	16,910,501

* \$225,000 for the construction of Mobile Workforce Shed for 2015/16 Budget has been forecasted into 2018/19 Budget.

SECTION 4

DEBTORS

SUNDRY DEBTORS

Total Sundry Debtors at 31 May 2019 is \$13,293 compared to \$15,023 at 30 April 2019, a decrease of \$1,730 due to received payments over the period.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	763	237	(19.90)	1,462	2,442
Infrastructure	176	360	0	8,567	9,102
Recreation Reserves	(442)	1,120	830	240	1,748
TOTAL	497	1,717	810	10,269	13,293
% of total sundry debtors	4%	13%	6%	77%	100%

Action summary of 90 Days Debtors:

Company under Administration – further advice regarding payment status to be received from Administrators (Allowance for Doubtful Debts is recognised)	\$5,907
No permit provided, until payment is received	\$2,400
Company under Administration	\$1,462
Re-sent Statement demanding payment	\$240
Re-sent Statement demanding payment	\$260
TOTAL	\$10,269

Please note, Sundry debtors exclude rate debtors and infringements.

FINES AND INFRINGEMENTS

As at 31 May 2019 Council has 80 infringements outstanding with a balance of \$23,112, an increase of \$1,274 in outstanding infringements compared to 30 April 2019 due to new issued infringements.

	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019	April 2019	May 2019
Number of Infringements outstanding	70	78	82	86	84	81	82	76	75	73	80
Balance of Infringements outstanding	\$27,570	\$26,569	\$25,273	\$26,373	\$25,759	\$24,708	\$25,086	\$23,083	\$21,897	\$21,838	\$23,112

Sixty-nine (69) infringements have been sent to the Fines Recovery Unit (FRU), two (2) infringements are on hold, four (4) were sent reminder notices and five (5) are newly issued.

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

OUTSTANDING RATES

Council's Debt Recovery Policy FIN05 guides the collection of outstanding rates. Recovery of rates continues to be an area of focus with Council's performance in recovering outstanding rates improving each month. Council continues to use the services of the current Debt Collector for rate assessments presently placed with them and has commenced an agreement with another Debt Collection Agency. This agreement has proceeded with "Letters of Demand" sent to 168 outstanding ratepayers not yet on sufficient payment plans with outstanding debt. Rates in arrears have decreased by \$85,211 in the month of May.

PRIOR YEAR RATES

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

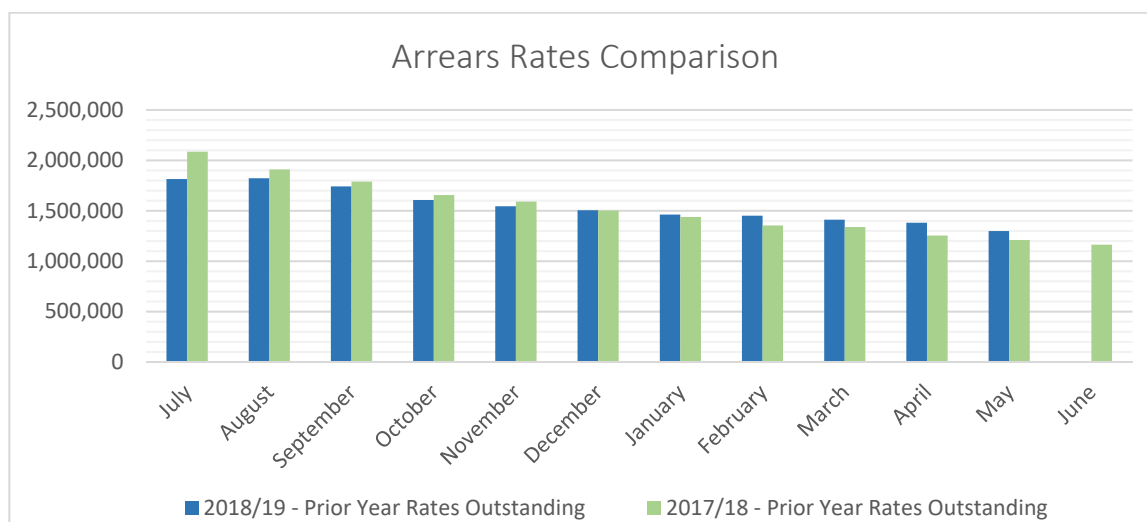
	BEGINNING OF 2018/19 (30 JUNE 2018)	PREVIOUS MONTH (APRIL 2019)	CURRENT MONTH (MAY 2019)	MONTHLY VARIANCE
COMMERCIAL	\$50,725	\$27,821	\$27,234	(\$587)
MINING	\$65,629	\$75,401	\$76,017	\$616
NON-RATEABLE MINING	\$0	\$0	\$0	\$0
NON-RATEABLE WASTE	\$19,666	\$19,743	\$19,885	\$142
RURAL RESIDENTIAL	\$1,688,116	\$1,162,721	\$1,143,686	(\$19,035)
URBAN RESIDENTIAL	\$86,445	\$97,157	\$30,810	(\$66,347)
TOTAL	\$1,910,581	\$1,382,843	\$1,297,632	(\$85,211)

The prior year rates outstanding comprise numerous challenging debts totalling \$230,155, these include:

- Ratepayers in extreme financial hardship;
- Deceased estates;
- Deceased estate awaiting the auction process to commence to sell the property and recoup outstanding rates and charges;
- Properties with encroachment issues uner legal investigation.

The graph below tracks the prior year's rates owing in the 2018/19 financial year (rates levied prior to 2018/19) by month and compares outstanding prior years rates to the same time in the previous financial year 2017/18 (rates levied prior 2017/18).

Prior Year Rates Outstanding in May 2019 are greater than the same time the year before. The engagement of a second debt collection agency is addressing this concern.



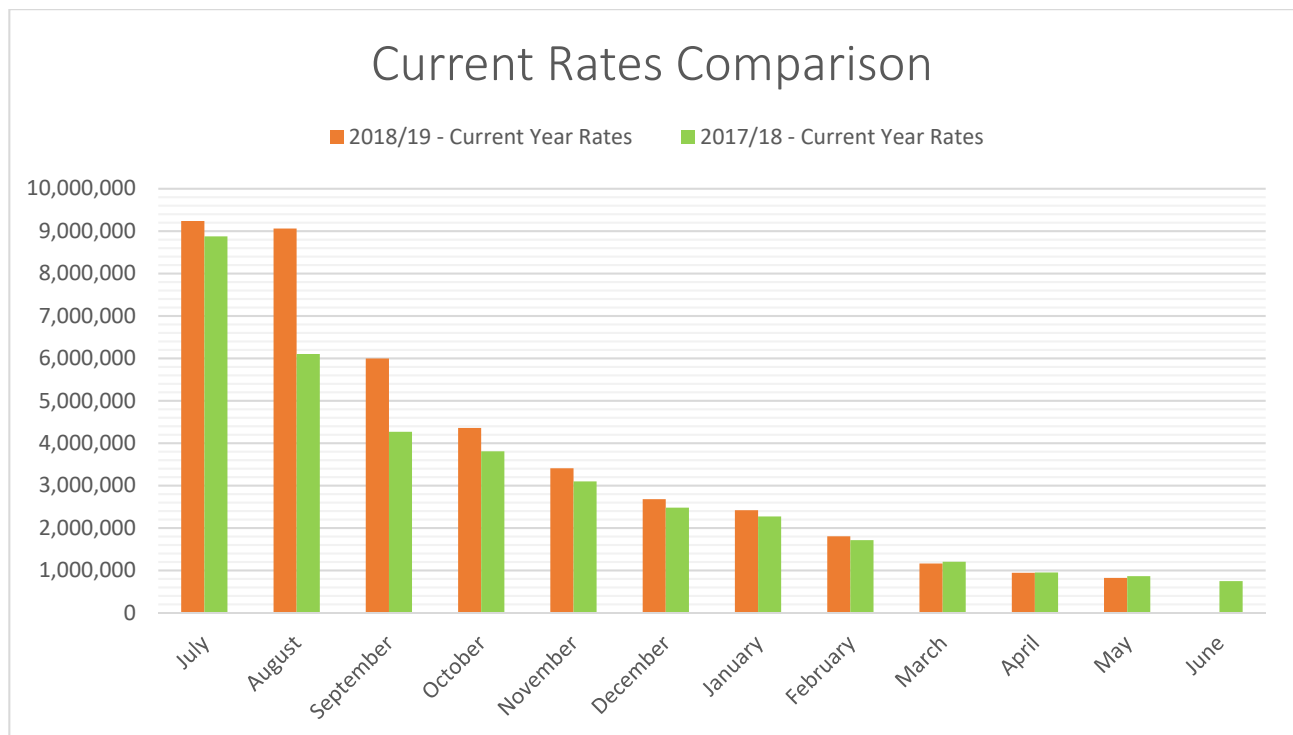
CURRENT YEAR RATES

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

	PRIOR MONTH (APRIL 2019)	CURRENT MONTH (MAY 2019)	VARIANCE	DUE DATES
INSTALMENT 1	\$236,789	\$206,505	(\$30,284)	OVERDUE
INSTALMENT 2	\$305,773	\$266,989	(\$38,784)	OVERDUE
INSTALMENT 3	\$400,567	\$346,913	(\$53,654)	OVERDUE
TOTAL	\$943,129	\$820,407	\$122,722	

The final instalment of current year's rates was due and payable by 28 February 2019 with a total of \$820,407 still to be collected. Current year rates and charges collected in the month of May totalled \$122,722.









The graph below tracks the current years rates owing for the 2018/19 financial year by month and compares current outstanding rates to the same time in the previous financial year 2017/18. Current year's rates outstanding are lower then the same time last year.






SECTION 5

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2018/19 Municipal Plan includes a number of KPIs 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%		All budgeting and reporting are compliant to date
Monthly and annual financial reporting, including audit	Unqualified audit		Unqualified Audit Report received for the year ended 30 June 2018.
Current years rates outstanding as at 30 June 2019	<15%		Currently at 8.3% with all three instalments now due and payable.
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources.	>50%		Forecast coverage ratio is currently at 60.1%. This increase indicates that majority grants received by Council are amounts received specifically for new or upgrade assets, therefore withheld from the percentage calculation.
Liquidity ratio	>1:1		16.95:1 as at 31/05/2019
Current Ratio	>1		16.95 as at 31/05/2019
Debt Service Ratio	>1		Forecast is 0%
Asset sustainability ratio	60%		Forecast currently 72.0%. Depreciation forecast is \$11,557,620. This increase indicates that Council is replacing assets as they reach the end of their useful life. It does however, take into consideration the increased grant funding for capital project upgrades and new asset development alleviating the percentage above Council's expected level.

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

SECTION 6

CREDITORS PAID

Creditor accounts paid in May 2019 are listed in the table below.

Cheque No.	Chq Date	Payee	Description	Amount
Payroll 23	08/05/2019	LC Staff	Payroll Fortnight Ending 8 May 2019	\$ 153,086.88
Payroll 24	22/05/2019	LC Staff	Payroll Fortnight Ending 22 May 2019	\$ 147,267.96
935.114-01	15/05/2019	NATIONAL AUSTRALIA BANK LTD (NAB)	Term Deposit - Maturity Date: 10th Jan 20	\$ 1,100,000.00
937.1137-01	23/05/2019	ALLAN KING & SONS CONSTRUCTION PTY LTD	Finn Road - Drainage Upgrade - Progress Claim	\$ 335,897.03
933.556-01	16/05/2019	CITY OF PALMERSTON	Provision of Library Staffing - Jan 19 & Feb 19	\$ 74,250.00
939.1137-01	30/05/2019	ALLAN KING & SONS CONSTRUCTION PTY LTD	Oxford Road - Various Maintenance Works	\$ 64,482.00
939.409-01	30/05/2019	F & J BITUMEN SERVICES PTY LTD	Oxford Road - Reseal	\$ 63,919.02
939.374-01	30/05/2019	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld CYC 1 & 2 - Pay 24	\$ 56,911.00
929.374-01	02/05/2019	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld CYC 1 & 2 - Pay 22	\$ 55,244.00
933.374-01	16/05/2019	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld CYC 1 & 2 - Pay 23	\$ 53,190.00
DD080519	08/05/2019	STATEWIDE SUPERANNUATION PTY LTD	Apr 19 - Pays 21 & 22, Cyc 1 & 2	\$ 49,686.16
DD290519	29/05/2019	STATEWIDE SUPERANNUATION PTY LTD	May 19 - Pays 23 & 24, Cyc 1 & 2	\$ 47,662.83
933.1137-01	16/05/2019	ALLAN KING & SONS CONSTRUCTION PTY LTD	Finn Road - Drainage Upgrade - Claim # 6	\$ 35,847.38
937.87-01	23/05/2019	TOP END LINEMARKERS PTY LTD	Lowther Road & Various Locations - Line Marking	\$ 31,836.74
937.971-01	23/05/2019	MUGAVIN CONTRACTING PTY LTD	May Court - Clean & Reshape Drain	\$ 29,100.00
939.971-01	30/05/2019	MUGAVIN CONTRACTING PTY LTD	Paperbark Road - Replace Headwall	\$ 18,600.00
937.514-01	23/05/2019	VEOLIA ENVIRONMENTAL SERVICES	Apr 19 - Waste Transport - Humpty Doo WTS	\$ 17,613.94
929.81-01	02/05/2019	RHO SURVEYS	Guys Creek Road - Survey	\$ 16,676.00
939.926-01	30/05/2019	JACANA ENERGY	Apr 19 - Powershed 3/23 Spencely Road	\$ 16,027.29
937.849-01	23/05/2019	WEX AUSTRALIA (PUMA CARD)	Apr 19 - Council Fuel Expenses	\$ 15,628.55
929.414-01	02/05/2019	TOTAL EXCAVATIONS	Kentish Road and Cornock Road - Clean 50m drain	\$ 14,256.00
929.8-01	02/05/2019	DOWNERDI WORKS PTY LTD	Various Locations - Pothole Patching	\$ 13,206.28
933.1145-01	16/05/2019	FYFE PTY LTD	Whitewood Rd & Other locations - Engineering Survey	\$ 13,178.00
931.827-01	09/05/2019	LITCHFIELD GREEN WASTE RECYCLERS	Howard Springs WTS - Green Waste Mulch	\$ 11,385.00
939.85-01	30/05/2019	TELSTRA	May 19 - Thorak Phone Charges	\$ 11,014.55
931.282-01	09/05/2019	ECOFLEX NT PTY LTD (TOP END TYRE))	Brougham Road - Drainage Protection	\$ 10,498.40
929.282-01	02/05/2019	ECOFLEX NT PTY LTD (TOP END TYRE)	Peacock Road - Drainage Protection -	\$ 9,856.00
939.1107-01	30/05/2019	MCARTHUR (VIC) PTY LTD	Chief Executive Officer - Recruitment Expenses	\$ 9,680.00
933.1099-01	16/05/2019	DAVE'S MINI DIGGA HIRE	Mcaulay Court & Bees Creek Road - Drain Repairs	\$ 9,471.00

Cheque No.	Chq Date	Payee	Description	Amount
939.1099-01	30/05/2019	DAVE'S MINI DIGGA HIRE	Cavalcade Road - Drainage Cleaning	\$ 9,251.00
933.971-01	16/05/2019	MUGAVIN CONTRACTING PTY LTD	Traffic Management & Culvert Works	\$ 8,900.00
933.409-01	16/05/2019	F & J BITUMEN SERVICES PTY LTD	Trippe Road - Primer Sealing	\$ 8,502.00
929.1099-01	02/05/2019	DAVE'S MINI DIGGA HIRE	Bees Creek Road - Drainage Cleaning	\$ 8,481.00
937.409-01	23/05/2019	F & J BITUMEN SERVICES PTY LTD	Stuckey Road Driveway - Supply/Laid Asphalt	\$ 8,421.20
939.577-01	30/05/2019	ARJAYS SALE & SERVICE PTY LTD	Pallet of QPR Cold Asphalt	\$ 8,272.00
937.1099-01	23/05/2019	DAVE'S MINI DIGGA HIRE	Cnr Bilby & Kaolin Roads in Virginia - Drainage Cleaning	\$ 8,228.00
929.1137-01	02/05/2019	ALLAN KING & SONS CONSTRUCTION PTY LTD	Multiple Locations - Maintenance Grading	\$ 8,009.10
939.87-01	30/05/2019	TOP END LINEMARKERS PTY LTD	Freds Pass - Abrasive Blasting & Traffic Control	\$ 7,778.90
931.1065-01	09/05/2019	MRS M H BREDHAUER	Apr 2019 - Mayor Allowance	\$ 7,747.71
933.1320-01	16/05/2019	RUSSELL KENNEDY LAWYERS	Professional Costs & Incidentals for Industrial advice	\$ 7,340.85
929.971-01	02/05/2019	MUGAVIN CONTRACTING PTY LTD	Lowther Road - Traffic Management & Road Repairs	\$ 6,850.00
933.993-01	16/05/2019	ARAFURA TREE SERVICES & CONSULTING	Knuckeyes Lagoon - Tree Maintenance Works	\$ 6,666.00
931.162-01	09/05/2019	CIVICA PTY LTD	Jun 19 - Authority Licence Fee	\$ 6,440.36
931.1481-01	09/05/2019	OZZIEBUILD PTY LTD	Berry Springs WTS - Install Concrete for General Bins 2 out of 3	\$ 6,177.60
937.1481-01	23/05/2019	OZZIEBUILD PTY LTD	Berry Springs WTS - Install Concrete Slabs for General Bins 3 out of 3	\$ 6,177.60
937.414-01	23/05/2019	TOTAL EXCAVATIONS	Leonino Road - Repair Shoulder	\$ 5,940.00
939.515-01	30/05/2019	JC ELECTRONIC SECURITY PTY LTD	Berry Springs WTS - Install New Camera System	\$ 5,837.85
939.867-01	30/05/2019	ALL ASPECTS RECRUITMENT & HR SERVICES	Temp Placements - Thorak Cemetery WE 19/5	\$ 5,731.98
939.1088-01	30/05/2019	TALENT PROPELLER	Advertising - Finance Manager, HR & WHS Positions	\$ 5,249.75
931.8-01	09/05/2019	DOWNERDI WORKS PTY LTD	Multiple Locations - Pothole Patching	\$ 5,187.35
931.170-01	09/05/2019	NT RECYCLING SOLUTIONS (NTRS)	Apr 19 Cardboard/Co-Mingle Collection HS WTS	\$ 5,017.21
933.180-01	16/05/2019	AURECON AUSTRALIA P/L	Contribution Plan Review - Project 25360	\$ 4,950.00
931.85-01	09/05/2019	TELSTRA	April 19 - Fibre Supply to Council	\$ 4,867.39
932.144-01	09/05/2019	ORIGIN	Apr 19 - LP Gas Facility Fees	\$ 4,830.41
937.1413-01	23/05/2019	McCLELLAND INDUSTRIES PTY LTD	Jun 19 - Rental Fee - MWF Shed, 23 Spencely Road	\$ 4,767.40
929.867-01	02/05/2019	ALL ASPECTS RECRUITMENT & HR SERVICES	Temp Placements -Administration Finance	\$ 4,214.51
930.867-01	02/05/2019	ALL ASPECTS RECRUITMENT & HR SERVICES	Temp Placements - Thorak - WE 14/4 & 21/4 2019	\$ 4,162.28
929.110-01	02/05/2019	JAPE FURNISHING SUPERSTORE	Library - Chairs, Ottomans & Centrepieces	\$ 3,957.00
933.1326-01	16/05/2019	DR LOUISE MAHLER - ART OF BUSINESS	Registration Director IO Professional Development	\$ 3,865.00
937.867-01	23/05/2019	ALL ASPECTS RECRUITMENT & HR SERVICES	Temp Placement -Admininsitration Finance	\$ 3,716.02
936.867-01	23/05/2019	ALL ASPECTS RECRUITMENT & HR SERVICES	Temp Placements - Thorak - WE 28/4 & 5/5 2019	\$ 3,699.81
933.1305-01	16/05/2019	JADE ELECTRICAL	FPSRR Soccer Bore - Repairs following lightning, insurance claim	\$ 3,630.00
937.926-01	23/05/2019	JACANA ENERGY	May 19 - Electricity for Howard Park	\$ 3,529.43
929.1552-01	02/05/2019	COMICS NT	Library - Assorted Graphic novels	\$ 3,482.35

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931.988-01	09/05/2019	FENCE MASTERS (NT) PTY LTD	Berry Springs WTS - Install Pole for New Signage & Fence	\$ 3,396.00
933.995-01	16/05/2019	WILDKAT HOLDINGS (NT) PTY LTD	10th May 19 - Hire of Skidsteer	\$ 3,300.00
931.1230-01	09/05/2019	TRUE NORTH STRATEGIC COMMUNICATION	Litchfield Municipal Plan - Writing & Editing Services	\$ 2,979.90
939.162-01	30/05/2019	CIVICA PTY LTD	1/10/18 - 30/9/19 - Strategic Asset Management Licence	\$ 2,843.64
DD220419	13/05/2019	WESTPAC CARDS & DIRECT DEBITS	Apr 19 - Litchfield Council Credit Card Purchases	\$ 2,802.24
931.204-01	09/05/2019	BEES CREEK ELECTRICS	HPR - Repair & Upgrade Switchboard	\$ 2,750.00
929.1253-01	02/05/2019	CRAIG BURGDORF	Berry Springs WTS - Nissan Ute - Service/Repair Radiator	\$ 2,703.31
937.162-01	23/05/2019	CIVICA PTY LTD	Consulting work with Karen Smith - Quote 81834	\$ 2,607.55
937.8-01	23/05/2019	DOWNERDI WORKS PTY LTD	Various Locations - Pothole Patching	\$ 2,540.76
937.770-01	23/05/2019	HAYS SPECIALIST RECRUITMENT (AUST.)	Temp Placement - HR and WHS Advisor - WE 12/5	\$ 2,502.36
939.132-01	30/05/2019	AIRPOWER NT PTY LTD	Kubota CB60 - Diagnose, Repair & Parts	\$ 2,491.75
933.809-01	16/05/2019	ALLOY & STAINLESS PRODUCTS PTY LTD	Replacement - 9 x Superior Slasher Blades	\$ 2,444.20
931.384-01	09/05/2019	MS C VERNON	Apr 19 - Consultancy Services	\$ 2,423.85
938.183-01	30/05/2019	CHRIS'S BACKHOE HIRE PTY LTD	Section E 38.2 - Digging & Concreting of new beam section	\$ 2,400.00
931.1253-01	09/05/2019	CRAIG BURGDORF	Berry Springs WTS Caterpillar backhoe - Service	\$ 2,343.82
932.1253-01	09/05/2019	CRAIG BURGDORF	Cemetery JCB - Repairs to both on Site	\$ 2,304.80
931.436-01	09/05/2019	DELTA ELECTRICS NT PTY LTD	Litchfield Council Office Generator - Maintenance	\$ 2,261.79
937.1329-01	23/05/2019	ARAFURA TRAFFIC CONTROL	Power & Girraween Roads - Traffic Controllers	\$ 2,244.00
931.1063-01	09/05/2019	MRS K J HUNT	Apr 19 - Deputy Mayor Allowance	\$ 2,163.50
931.1064-01	09/05/2019	MRS C M SIMPSON	Apr 19 - Councillor Allowance	\$ 2,107.05
939.1253-01	30/05/2019	CRAIG BURGDORF	SSV75 Kubota - Services	\$ 2,026.76
933.268-01	16/05/2019	BYRNE CONSULTANTS	Whitewood Road - Pavement Rehabilitation	\$ 2,024.00
934.253-01	16/05/2019	AKS WELDING & FABRICATION PTY LTD	Hino Truck - Repairs	\$ 1,980.00
937.1396-01	23/05/2019	CSE CROSSCOM PTY LTD (T/A COMM8)	Manton Dam - Tower Fault Repair	\$ 1,959.38
933.1564-01	16/05/2019	FOURIER TECHNOLOGIES PTY LTD	Apr 19 - MSA Contract Site Visit	\$ 1,928.67
BPAY244	20/05/2019	SENSIS PTY LTD	Telstra Business Essentials Renewal	\$ 1,922.30
931.1529-01	09/05/2019	RESOURCE FURNITURE	Library - Book Displays/Stands & Sign Holder	\$ 1,873.19
939.806-01	30/05/2019	ZIPPY CLEANING & MAINTENANCE SERVICES	May 19 - Litchfield Council Office Cleaning	\$ 1,852.30
939.78-01	30/05/2019	POWER & WATER CORPORATION	Howard Springs WTS - Water Charges	\$ 1,850.35
929.410-01	02/05/2019	NORTH AUSTRALIAN ELECTRICAL	Daikin FTKS35L Air Conditioner Replacement	\$ 1,799.95
929.132-01	02/05/2019	AIRPOWER NT PTY LTD	Front Deck Mower Blades	\$ 1,782.00
929.1535-01	02/05/2019	OPEN COLLEGES	Certificate IV Business Administration - Professional Development Customer Service Officer	\$ 1,737.96
933.1107-01	16/05/2019	MCARTHUR (VIC) PTY LTD	Chief Executive Officer - Recruitment Expenses	\$ 1,733.95
931.1068-01	09/05/2019	MR D S BARDEN	Apr 19 - Councillor Allowance	\$ 1,687.05

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933.770-01	16/05/2019	HAYS SPECIALIST RECRUITMENT (AUST.)	Temp Placement -HR and WHS Advisor - WE 5/5	\$ 1,603.99
931.1141-01	09/05/2019	NORTHERN GROUND MAINTENANCE	HPR - Apr 19 - Grounds Maintenance	\$ 1,595.00
936.926-01	23/05/2019	JACANA ENERGY	Thorak Cemetery - Apr 19 - Electricity Charges	\$ 1,591.43
931.867-01	09/05/2019	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Placement – Administration Finance - WE 28/4	\$ 1,586.39
932.183-01	09/05/2019	CHRIS'S BACKHOE HIRE PTY LTD	Thorak Cemetery - Apr 19 - Grave Digging	\$ 1,584.00
929.1142-01	02/05/2019	OFFICEMAX AUSTRALIA LTD	Replenish Stationary	\$ 1,514.77
931.1290-01	09/05/2019	MATCHEZ SUPERANNUATION FUND (M SALTER)	Apr 19 - Councillor Allowance	\$ 1,497.05
933.280-01	16/05/2019	CITY OF DARWIN	TOPROC Membership 2018/2019	\$ 1,448.67
931.522-01	09/05/2019	FARMWORLD NT PTY LTD	Kioti - Replace Dust Boots & Drive Shaft	\$ 1,414.30
938.1412-01	30/05/2019	HAPPIER ENDINGS	Thorak Cemetery - Transfer – Deceased Person - 24/5	\$ 1,350.00
937.100-01	23/05/2019	NT PEST & WEED CONTROL	Annual Inspection & Replenishment	\$ 1,314.50
931.1113-01	09/05/2019	GRAPHICS'LL DO (LEONIE RICHARDS)	Layout of AO poster - Tree Removal	\$ 1,276.00
929.1297-01	02/05/2019	SS AUTO ELECTRICS	Landboss - Repair Electrical Fault	\$ 1,253.10
939.8-01	30/05/2019	DOWNERDI WORKS PTY LTD	Cattledog Court - Pothole Patching	\$ 1,217.57
937.1575-01	23/05/2019	GDS CARPENTRY & CONSTRUCTIONS PTY LTD	Replace Door & Fit security measures	\$ 1,179.20
931.489-01	09/05/2019	STEEL WORK STEEL	Replace rear beam of Bin # 1	\$ 1,166.00
933.1565-01	16/05/2019	HARRISON ELECTRICAL	HPR - Out of hours electrical repairs	\$ 1,119.27
939.995-01	30/05/2019	WILDKAT HOLDINGS (NT) PTY LTD	Hire of Skidsteer	\$ 1,100.00
939.612-01	30/05/2019	CREMASCO CIVIL PTY LTD	HD School - Install Vehicle Movement Barrier	\$ 1,094.98
933.506-01	16/05/2019	TURBO'S TYRES	Tractor Tyre - Supply & Fit	\$ 1,012.00
939.690-01	30/05/2019	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	SV 3882 - Repair Hydraulic Ram & Bucket	\$ 997.37
939.1340-01	30/05/2019	THE DRUG DETECTION AGENCY	Drug Testing - staff 16 April 2019	\$ 984.50
931.1274-01	09/05/2019	GRACE RECORD MANAGEMENT (AUSTRALIA)	Destruction Bin Collection - 13/03/19	\$ 937.05
933.132-01	16/05/2019	AIRPOWER NT PTY LTD	CB60MU - Repair PTO light	\$ 936.55
939.1278-01	30/05/2019	SEEK LIMITED	Advertising for HR & WHS Advisor and Finance Manager	\$ 924.00
939.1334-01	30/05/2019	OUTER EDGE PHOTOGRAPHY	Library - Entertainment & Photography	\$ 914.99
931.906-01	09/05/2019	WARD KELLER PTY LTD (LAWYERS)	Debt Recovery Fees	\$ 858.00
933.1570-01	16/05/2019	MR G W CHILDS	Rates Refund	\$ 800.00
937.1023-01	23/05/2019	AUSLINE ENGINEERING	Bisloy plates for Skid replacement	\$ 792.00
933.51-01	16/05/2019	SOUTHERN CROSS PROTECTION	Humpty Doo WTS - Apr 19 - Patrol Service	\$ 788.75
934.941-01	16/05/2019	EVERLON BRONZE	Plaque NT-TRC-B1090312A	\$ 775.28
937.1248-01	23/05/2019	COPYTIME	Freds Pass Show - Materials - Printing & laminating	\$ 770.00
937.825-01	23/05/2019	PRESTIGE AUTOMOTIVE ELECTRICAL & AIRCONDITIONING	Kubota Skidsteer - Aircon Repair	\$ 748.00
933.1526-01	16/05/2019	A RAINBOW OF BALLOONS	Library Open Day - Twisted Balloons	\$ 720.00
939.663-01	30/05/2019	ACCESS HARDWARE (NT) PTY LTD	HPR - New locks & keys	\$ 712.76
931.111-01	09/05/2019	STICKERS AND STUFF	Library - Book Bags	\$ 694.00

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933.1471-01	16/05/2019	RICOH AUSTRALIA PTY LTD	Apr 19 - Council Photocopiers (Corporate)	\$ 676.91
937.1471-01	23/05/2019	RICOH AUSTRALIA PTY LTD	Apr 19 - Council Photocopiers (Works)	\$ 676.91
937.1408-01	23/05/2019	DOODZ PTY LTD	SV3869 - Diagnose & repair AC Issue	\$ 662.75
939.616-01	30/05/2019	PALMERSTON & RURAL PARTY HIRE	Freds Pass Show- table and chairs hire	\$ 655.00
931.1023-01	09/05/2019	AUSLINE ENGINEERING	Fabricate 6 x skids for flail mower	\$ 616.00
932.560-01	09/05/2019	JOBFIT HEALTH GROUP PTY LTD	Pre- employment medical - Cemetery Grounds person	\$ 594.00
933.956-01	16/05/2019	IRONWOOD CONSULTING	Freds Pass Reserve Upgrade - Project Management	\$ 577.50
929.926-01	02/05/2019	JACANA ENERGY	Howard Springs WTS - Mar 19 - Electricity	\$ 559.22
937.690-01	23/05/2019	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Howard Springs WTS - Repair blown hoses on Cat Backhoe	\$ 556.85
937.780-01	23/05/2019	ATOM SUPPLY	3 x 30lt spill kits	\$ 538.33
931.512-01	09/05/2019	SELTOR SHAW PLUMBING PTY LTD	Opilia Court - Repair water meter at 39	\$ 532.62
939.815-01	30/05/2019	JEFFRESS ADVERTISING	NT News Ad - RFT19-178 Whitewood Road	\$ 518.33
937.1008-01	23/05/2019	OUTBACK BATTERIES P/L	Isuzu 5t Tipper - 2 x Batteries	\$ 517.00
939.326-01	30/05/2019	EYESIGHT SECURITY P/L	Howard Park Reserve - Security	\$ 495.00
939.1274-01	30/05/2019	GRACE RECORD MANAGEMENT (AUSTRALIA)	May 19 - Records Storage	\$ 493.07
933.867-01	16/05/2019	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary staff placement - Administration Finance - WE 7/4	\$ 468.19
937.988-01	23/05/2019	FENCE MASTERS (NT) PTY LTD	Humpty Doo WTS - Repair fence holes	\$ 462.00
937.78-01	23/05/2019	POWER & WATER CORPORATION	Apr 19 - Council Office Water Bill	\$ 457.27
929.1562-01	02/05/2019	MS E LUPIN	Community Initiative Grant - Meet the Grower	\$ 450.00
933.1412-01	16/05/2019	HAPPIER ENDINGS	Thorak Cemetery - Transfer - Deceased Person	\$ 450.00
939.1566-01	30/05/2019	WINC AUSTRALIA PTY LTD	4 x Pack of Label Protectors Clear Spine	\$ 446.11
934.455-01	16/05/2019	MINI-TANKERS AUSTRALIA PTY LTD	Diesel for Backhoe, Jerry's and Hino	\$ 440.46
939.885-01	30/05/2019	HUMPTY DOO DIESEL	Ford Ranger CC 44 YL - 60,000 km service	\$ 437.40
929.1424-01	02/05/2019	RURAL FIRE PROTECTION	Service and Maintenance of Fire equipment	\$ 423.50
933.14-01	16/05/2019	AUSTRALIA POST	Library - Apr 19 - Postage for Parcels	\$ 422.70
931.1471-01	09/05/2019	RICOH AUSTRALIA PTY LTD	Apr 19 - Consumables for Photocopiers	\$ 407.49
939.1171-01	30/05/2019	BRANDIT NT	Purchase 'Your Say' Magnets	\$ 400.40
929.1414-01	02/05/2019	SULLY PTY LTD	Howard Park Reserve - Tree Risk Assessment	\$ 396.00
931.1181-01	09/05/2019	ODD JOB BOB	Shelf - Supply, Labour & Materials	\$ 387.75
933.1181-01	16/05/2019	ODD JOB BOB	Mayor's Office - Remove blinds & pin boards	\$ 385.00
931.326-01	09/05/2019	EYESIGHT SECURITY P/L	Thorak Cemetery - Apr 19 - Security Services	\$ 384.45
929.855-01	02/05/2019	TENDERLINK	Request for Proposal - Decommissioned MWF Plant	\$ 369.20
933.926-01	16/05/2019	JACANA ENERGY	KLR - Jan to Apr 19 - Electricity	\$ 356.65
933.78-01	16/05/2019	POWER & WATER CORPORATION	KLR - Jan to Apr 19 - Water	\$ 346.99
929.968-01	02/05/2019	NT FASTENERS PTY LTD	Bulk purchase of G8 Uncut Nuts	\$ 337.80
933.367-01	16/05/2019	BUNNINGS GROUP LIMITED	Apr 19 - Bunnings Power Pass Account	\$ 327.32
937.1171-01	23/05/2019	BRANDIT NT	Uniforms staff	\$ 322.33

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939.397-01	30/05/2019	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA	IPWEAQ Membership 2019/2020	\$ 319.00
937.515-01	23/05/2019	JC ELECTRONIC SECURITY PTY LTD	Compound camera repair	\$ 304.92
937.1142-01	23/05/2019	OFFICEMAX AUSTRALIA LTD	Stationary Replenishment	\$ 299.48
937.995-01	23/05/2019	WILDKAT HOLDINGS (NT) PTY LTD	Kubota Skidsteer - Replace cutting bladder	\$ 294.07
929.886-01	02/05/2019	MR R J FREEMAN	Removal of tyres from rims at WTS	\$ 292.50
937.129-01	23/05/2019	VANDERFIELD PTY LTD	Replacement of air filters	\$ 271.18
933.414-01	16/05/2019	TOTAL EXCAVATIONS	Cypress Road - Clean Inlet	\$ 264.00
931.61-01	09/05/2019	GREENTHEMES INDOOR PLANT & HIRE	Apr 19 - Indoor Plant Hire	\$ 255.28
00413220	07/05/2019	LITCHFIELD COUNCIL PETTY CASH	Apr 19 - Reimburse of Petty Cash	\$ 255.20
933.1396-01	16/05/2019	CSE CROSSCOM PTY LTD (T/A COMM8)	Apr 19 - Tracking System Data Access	\$ 255.20
939.1008-01	30/05/2019	OUTBACK BATTERIES P/L	Ranger Vehicle - New battery	\$ 247.50
937.1060-01	23/05/2019	MS K CONRICK	Feb 19 to May 19 - Reimbursement of telephone expenses	\$ 239.96
933.522-01	16/05/2019	FARMWORLD NT PTY LTD	Slasher Clutch Pads	\$ 237.10
937.130-01	23/05/2019	MOBILE LOCKSMITHS	KLR - Callout and repair damaged lock	\$ 236.50
938.126-01	30/05/2019	WATER DYNAMICS (NT) PTY LTD	Purchase - Garcon irrigation timer & water filters	\$ 231.51
929.1076-01	02/05/2019	TDC (NT) PTY LTD - T/AS TERRITORY D	Debt Recovery fees	\$ 229.35
933.1173-01	16/05/2019	HUGHES NURSERY	Plants for Australian Citizenship Ceremony	\$ 225.00
938.1053-01	30/05/2019	CSG BUSINESS SOLUTIONS PTY LTD	Thorak Cemetery - Apr 19 - Photocopier Charges	\$ 220.74
933.129-01	16/05/2019	VANDERFIELD PTY LTD	CD35RH Tractor - Service vehicle	\$ 214.50
938.92-01	30/05/2019	ST JOHN AMBULANCE AUSTRALIA (NT)	Annual First Aid Kits Service	\$ 207.79
937.31-01	23/05/2019	TOP END SIGN SALES	Freds Pass Show - 10c refund cans - Signage	\$ 192.50
937.886-01	23/05/2019	MR R J FREEMAN	Remove tyres from rims at WTS	\$ 187.50
936.941-01	23/05/2019	EVERLON BRONZE	Plaque order NT-TRC-B190408A-1 Gillespie	\$ 181.06
933.1404-01	16/05/2019	MS J WATTS	Library Opening Day - Reimbursement for catering and incidentals	\$ 180.00
930.851-01	02/05/2019	OFFICEWORKS	Stationary Replenishment	\$ 179.53
929.439-01	02/05/2019	LIVING WATER UNITING CHURCH	CRG Rating Review Meeting - Hire of Function Room	\$ 176.00
931.1558-01	09/05/2019	NT RETAIL TECHNOLOGY	1K Pre-Printed Labels	\$ 171.50
931.1186-01	09/05/2019	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD (ASSA)	May 19 - ASSA Membership	\$ 165.00
936.514-01	23/05/2019	VEOLIA ENVIRONMENTAL SERVICES	Apr 2019 - Rubbish Removal	\$ 165.00
929.1130-01	02/05/2019	MAIR'S ONLY CLEANING	HPR - 28/4 - Cleaning	\$ 157.50
931.1130-01	09/05/2019	MAIR'S ONLY CLEANING	Knuckeyes Lagoon - 07/5 - Cleaning	\$ 157.50
939.1130-01	30/05/2019	MAIR'S ONLY CLEANING	HPR - 5/5 - Cleaning	\$ 157.50
939.886-01	30/05/2019	MR R J FREEMAN	Remove tyres from rims x 21	\$ 157.50
933.1130-01	16/05/2019	MAIR'S ONLY CLEANING	HPR - 11/5 - Cleaning	\$ 157.00
937.1130-01	23/05/2019	MAIR'S ONLY CLEANING	HPR - 18/5 - Cleaning	\$ 157.00
929.506-01	02/05/2019	TURBO'S TYRES	John Deere Tractor - Repair front tyre	\$ 154.00
932.1496-01	09/05/2019	TEN RIVERS PTY LTD	Thorak Cemetery - Spraying near Fence line	\$ 151.90
933.980-01	16/05/2019	PRACTICAL SAFETY AUSTRALIA PTY LTD	PPE - Safety gloves	\$ 146.40

Cheque No.	Chq Date	Payee	Description	Amount
933.671-01	16/05/2019	BURSON AUTOMOTIVE PTY LTD (COOLALINGA)	Disposable consumable items	\$ 146.38
938.220-01	30/05/2019	THE BIG MOWER	Honda - Bump feed head	\$ 145.60
936.220-01	23/05/2019	THE BIG MOWER	Honda - Pump primer	\$ 143.10
933.1242-01	16/05/2019	THAT OTHER SPARKY	Replacement of switch compactor	\$ 143.00
930.220-01	02/05/2019	THE BIG MOWER	Replacement of Orange Diamond Line Trimmer	\$ 141.45
939.1023-01	30/05/2019	AUSLINE ENGINEERING	Removal of Flail mower of Tractor	\$ 137.50
931.820-01	09/05/2019	CONSOLIDATED BEARING COMPANY (CBC)	Tapper Roller - Bearings	\$ 133.06
931.1142-01	09/05/2019	OFFICEMAX AUSTRALIA LTD	Stationary Replenishment	\$ 132.57
931.790-01	09/05/2019	BOBTOW TILT TRAY SERVICES	Towing / Removal of Abandoned Vehicle	\$ 132.00
929.928-01	02/05/2019	RSEA PTY LTD	Pair of Steel Cap Boots	\$ 130.00
937.1343-01	23/05/2019	THE TWISTED BAKER	Catering for Community Reference Group	\$ 125.00
931.926-01	09/05/2019	JACANA ENERGY	Mar 19 - Power Shed 3/23 Spencley Road	\$ 123.24
931.801-01	09/05/2019	KING DIESEL & MAINTENANCE PTY LTD	Howard Springs WTS Backhoe - Rego check	\$ 121.00
933.1431-01	16/05/2019	TRANSFORM ELECTRICAL	LC Office - Ladies Bathroom - Replace flashing light	\$ 121.00
937.612-01	23/05/2019	CREMASCO CIVIL PTY LTD	Mahaffey Road - Repair fence	\$ 121.00
939.1143-01	30/05/2019	WORKPRO (RISK SOLUTIONS AUSTRALIA)	Police Clearance Check New Staff	\$ 121.00
937.189-01	23/05/2019	H.D. ENTERPRISES P/L (HD PUMP SALES)	Replacement Lid Ring Kit	\$ 112.42
937.876-01	23/05/2019	NT ICE	Bag of Ice for MWF Crews	\$ 108.90
929.1561-01	02/05/2019	MR D NELSON	Bond Refund - Dog Trap	\$ 100.00
931.475-01	09/05/2019	ROTARY CLUB OF LITCHFIELD/PALMERSTON	Library - Donation for the assistance during the Library Open Day	\$ 100.00
933.1557-01	16/05/2019	MRS L A WORSLEY	Bond Refund - Dog Trap	\$ 100.00
933.1568-01	16/05/2019	MR B GREEN	Bond Refund - Cat Trap	\$ 100.00
933.1569-01	16/05/2019	MR N BURDEN	Bond Refund - Dog Trap	\$ 100.00
939.1065-01	30/05/2019	MRS M H BREDHAUER	Bond Refund - Dog Trap	\$ 100.00
00413219	07/05/2019	MR J O ADAMS	Bond Refund - Dog Trap	\$ 100.00
00413221	31/05/2019	MR R A MCDONALD	Bond Refund - Dog Trap	\$ 100.00
933.8-01	16/05/2019	DOWNEREDI WORKS PTY LTD	Multiple Locations - Pothole Patching	\$ 92.03
DD070519	07/05/2019	WESTPAC CARDS & DIRECT DEBITS	Thorak Cemetery - Apr 19 - Corporate Credit Card Expenses	\$ 91.95
931.1352-01	09/05/2019	PRO-TEK T/A KLP TRADING PTY LTD	Repair microphone for MWF Manager's work phone	\$ 90.00
933.845-01	16/05/2019	MRS A M WRIGHT	Reimbursement for Sandwich Press for Office Kitchen	\$ 85.00
939.1546-01	30/05/2019	AIR FILTER WASH NT (PORTERS NT PTY	4 x filter wash	\$ 77.39
933.1113-01	16/05/2019	GRAPHICS'LL DO (LEONIE RICHARDS)	Freds Pass Show - Poster Design	\$ 77.00
929.1344-01	02/05/2019	PROSEGUR AUSTRALIA PTY LTD	Council Office - Banking Collection - 16/4 & 18/4	\$ 76.64
931.1344-01	09/05/2019	PROSEGUR AUSTRALIA PTY LTD	Council Office - Banking Collection - 23/4 & 26/4	\$ 76.64
933.1344-01	16/05/2019	PROSEGUR AUSTRALIA PTY LTD	Council Office - Banking Collection - 30/4 & 3/5	\$ 76.64
937.1344-01	23/05/2019	PROSEGUR AUSTRALIA PTY LTD	Collect money - Council banking - 7/5 & 10/5	\$ 76.64
939.1344-01	30/05/2019	PROSEGUR AUSTRALIA PTY LTD	Collect money - Council banking - 14/5 & 17/5	\$ 76.64

Cheque No.	Chq Date	Payee	Description	Amount
939.1142-01	30/05/2019	OFFICEMAX AUSTRALIA LTD	HD WTS & HS WTS - Purchase 2 handsets	\$ 75.83
933.874-01	16/05/2019	VTG WASTE & RECYCLING	Apr 19 - Rubbish removal from LC Office	\$ 72.45
932.1459-01	09/05/2019	TERRITORY SPRINGWATER AU PTY LTD	Thorak Cemetery - Bottled Water for Foyer & Chapel	\$ 66.00
939.1040-01	30/05/2019	SUPERCHEAP AUTO	Oil Pump	\$ 65.14
933.1343-01	16/05/2019	THE TWISTED BAKER	Catering - CEO Remuneration Panel	\$ 60.00
931.565-01	09/05/2019	CURBY'S (NT) PTY LTD	Name Badge - New Staff	\$ 59.40
933.25-01	16/05/2019	LAND TITLES OFFICE	Freds Pass Road - Realignment - Documentation	\$ 54.80
930.1008-01	02/05/2019	OUTBACK BATTERIES P/L	Thorak Cemetery - Purchase - Batteries	\$ 53.80
929.1245-01	02/05/2019	RURAL RUBBISH REMOVAL	Knuckeyes Lagoon - Mar 19 - Rubbish Collection	\$ 52.80
937.1133-01	23/05/2019	NT WATER FILTERS	LC Office - 2x bottled water for Foyer	\$ 52.00
933.1498-01	16/05/2019	MR M C LOWE	Community Reference Group Rating Policy	\$ 50.00
933.1501-01	16/05/2019	MRS T WILLIS	Community Reference Group Rating Policy	\$ 50.00
933.1505-01	16/05/2019	MR H WALTER	Community Reference Group Rating policy	\$ 50.00
933.1510-01	16/05/2019	MR S W WRIGHT	Community Reference Group Rating Policy	\$ 50.00
933.1512-01	16/05/2019	MRS J A DEVERAUX	Community Reference Group Rating Policy	\$ 50.00
933.1522-01	16/05/2019	MR A SOUTH	Community Reference Group Rating Policy	\$ 50.00
933.1539-01	16/05/2019	MR R M PEAKE	Community Reference Group Rating Policy	\$ 50.00
939.1499-01	30/05/2019	MR D C ON	Community Reference Group Rating Policy	\$ 50.00
939.1501-01	30/05/2019	MRS T WILLIS	Community Reference Group Rating Policy	\$ 50.00
939.1505-01	30/05/2019	MR H WALTER	Community Reference Group Rating Policy	\$ 50.00
939.1510-01	30/05/2019	MR S W WRIGHT	Community Reference Group Rating Policy	\$ 50.00
939.1511-01	30/05/2019	MR G J ROSSE	Community Reference Group Rating Policy	\$ 50.00
939.1512-01	30/05/2019	MRS J A DEVERAUX	Community Reference Group Rating Policy	\$ 50.00
939.1522-01	30/05/2019	MR A SOUTH	Community Reference Group Rating Policy	\$ 50.00
939.1539-01	30/05/2019	MR R M PEAKE	Community Reference Group Rating Policy	\$ 50.00
937.506-01	23/05/2019	TURBO'S TYRES	Works Supervisor - Tyre Puncture Repair -	\$ 49.50
929.522-01	02/05/2019	FARMWORLD NT PTY LTD	MWF - Replacement - Air filter & O Ring	\$ 47.00
930.1459-01	02/05/2019	TERRITORY SPRINGWATER AU PTY LTD	Thorak Cemetery - Bottled Water for Foyer & Chapel	\$ 44.00
931.108-01	09/05/2019	RTM DEPARTMENT OF ATTORNEY GENERAL	Jan to Mar 19 - Admin Fee - FRU Fines enforcement	\$ 44.00
939.187-01	30/05/2019	NORSIGN	Litchfield Council Extrusion sign G5-NT	\$ 44.00
938.1008-01	30/05/2019	OUTBACK BATTERIES P/L	Bulk Buy - 9v Batteries	\$ 39.82
939.1191-01	30/05/2019	BRIGHTON COUNCIL	Local Government Shared Services - Admin	\$ 36.32
938.851-01	30/05/2019	OFFICEWORKS	Stationary replenishment	\$ 33.97
931.129-01	09/05/2019	VANDERFIELD PTY LTD	Linkage spaces - parts	\$ 33.04
936.1459-01	23/05/2019	TERRITORY SPRINGWATER AU PTY LTD	Thorak Cemetery - Bottled Water for Foyer & Chapel	\$ 33.00
939.1133-01	30/05/2019	NT WATER FILTERS	Berry Springs WTS - 3x bottled water for foyer	\$ 31.20

Cheque No.	Chq Date	Payee	Description	Amount
931.1052-01	09/05/2019	JAYCAR PTY LTD	Converter/Cable Display Port Plug to HDMI	\$ 29.95
938.906-01	30/05/2019	WARD KELLER PTY LTD (LAWYERS)	Debt Recovery fees	\$ 27.50
934.367-01	16/05/2019	BUNNINGS GROUP LIMITED	Thorak Cemetery - Apr 19 - LC Bunnings Power Pass Account	\$ 19.71
939.968-01	30/05/2019	NT FASTENERS PTY LTD	Nyloc Bolts and washers	\$ 9.02
933.731-01	16/05/2019	VOCUS COMMUNICATIONS (AMCOM PTY LTD)	Apr 19 - Supply IP Allocations for Litchfield Council	\$ 5.00
929.85-01	02/05/2019	TELSTRA	SMS Text Messaging Service - 0437036176	\$ 3.75
937.85-01	23/05/2019	TELSTRA	SMS text messaging service - 0437036176	\$ 3.25
TOTAL				\$ 2,844,965.63

CREDIT CARD TRANSACTIONS

Credit card transactions for May 2019 are listed in the table below.

Staff Member	Details	Cost Code	Amount	GST
Kaylene Conrick CEO	CEO Parking Darwin City	W4084.302	\$ 20.00	\$ 1.82
Deborah Branson Executive Assistant	Allora Gardens - Wreaths - Anzac Day	3700.341.671	\$ 322.00	\$ 29.27
	Chianti Coffee - Catering - LG Management Team	3050.311.644	\$ 33.50	\$ 3.05
	News Limited - On Line NT News	3030.350.503	\$ 20.00	\$ 1.82
	Muffin Break - Catering - Thai Association	3020.340.673	\$ 16.00	\$ 1.45
	Coles - Catering - Thai Association	3020.340.673	\$ 60.30	\$ 0.85
	Facebook	3030.350.602	\$ 31.75	\$ 2.89
	Chianti Coffee - Catering - LG Management Team	3050.311.644	\$ 65.50	\$ 5.95
	Officeworks - Stationery - Elected Members	3020.330.500	\$ 97.78	\$ 8.89
	Officeworks - Stationery - LG Management Team	3050.311.644	\$ 334.44	\$ 30.40
	Woolworths - Catering - Citizenship Ceremony	3020.340.672	\$ 33.23	\$ 0.86
	Post Office Coolalinga - Priority Paid Envelope - Return Citizenship Certificate	3020.340.672	\$ 6.90	\$ 0.63
	Coles - Incidentals - LG Management Team	3050.311.644	\$ 33.49	\$ 2.32
	Kmart - Incidentals - LG Management Team	3050.311.644	\$ 6.00	\$ 0.55
	Coles - Incidentals - LG Management Team	3050.311.644	\$ 36.72	\$ 0.99
	Woolworths - Incidentals - LG Management Team	3050.311.644	\$ 4.90	\$ 0.45
	Cab fare LG Management Team	3050.311.644	\$ 83.99	\$ 7.64
	Cab fare LG Management Team	3050.311.644	\$ 21.00	\$ 1.91
	Cab fare LG Management Team	3050.311.644	\$ 104.99	\$ 9.54
	Vision 6 - Councillor Bulletin	3020.330.500	\$ 9.90	\$ 0.90
	Kmart - Freds Pass Rural Show	3700.341.677	\$ 30.00	\$ 2.73
	Coles - Fred Pass Rural Show	3700.341.677	\$ 114.77	\$ 5.24
	Hibiscus Tavern - Incidentals - LG Management Team	3050.311.644	\$ 65.96	\$ 6.00
	Mad Harrys - Freds Pass Rural Show	3700.341.677	\$ 7.90	\$ 0.72
	Freds Pass Rural Show - Additional Tickets	3700.341.677	\$ 40.00	\$ 3.64
Silke Maynard Director Community & Corporate Services	Coolalinga Bakery – Hot Cross Buns - Library Staff	3750.350.515	\$ 11.00	\$ 1.00
	Kmart - Teardrops - Lib Opening Day	3750.350.500	\$ 81.00	\$ 7.36
	Kmart - Gift card \$50 - Lib Opening Day	3750.350.602	\$ 55.95	\$ 5.09
	Kmart - Gift cards - Lib Opening Day	3750.350.602	\$ 342.98	\$ 31.18
	Kmart - Gift card \$50 - Lib Opening Day	3750.350.602	\$ 55.95	\$ 5.09
	Kmart - Teardrops - Lib Opening Day	3750.350.500	\$ 36.00	\$ 3.27

	BigW - Subscription Materials	3750.350.503	\$	399.15	\$	36.29
	Sanity - Various DVD Movies	3750.350.503	\$	1,634.61	\$	148.60
	Salon - CEO Farewell Present	3130.350.515	\$	340.00	\$	-
	MVR - SV4023 Registration	W4425.126	\$	180.25	\$	15.30
Nadine Nilon Director of Infrastructure & Operations	Muffin Break - TOPROC Animal Reference Group Meeting	4040.435.562	\$	12.00	\$	1.09
	Coles TOPROC Animal Reference Group Meeting	4040.435.562	\$	31.39	\$	0.61
	Coolalinga Bakery - TOPROC Animal Reference Group Meeting	4040.435.562	\$	19.50	\$	1.77
	Qantas - Nadine N - Flight Melbourne to Darwin – Professional Development	3400.310.645	\$	766.90	\$	69.72
	Puma - Fuel - CC30QO - Planning Manager	W4322.120	\$	69.60	\$	6.33
	MVR - Rego - CC68LC - DIO	W4466.121	\$	748.30	\$	66.94
Karina Gates Finance Manager	DBS Open colleges - Admin Study Cert IV Business Administration	3130.310.644	\$	287.95	\$	-
	St. John - Course Fee - Provide CPR -CSO	3130.310.644	\$	85.00	\$	-
	Skymesh Satellite	3121.350.640	\$	72.35	\$	6.37
Glen Byrnes Waste Manager	Think Water - Irrigation Parts	3430.622.420	\$	34.31	\$	3.12
	NT Fasteners - Bolts, Washers, Thread Sealant	W4238.30	\$	52.58	\$	4.78
	NT Fasteners - Bolts, Washers, Thread Sealant	W4238.30	\$	48.40	\$	4.40
	Woolworths - Glad Mini Bag	W4238.30	\$	3.30	\$	0.30
	Greencap - Recharge Lab Sample Analysis	W4238.30	\$	264.00	\$	24.00
	Kmart Tyre - Goodyear Tyres	W4414.120	\$	358.00	\$	32.55
	Woolworths - Cleaning Products	3410.350.515	\$	36.59	\$	1.14
	Wildkat - Sinopec Grease	W4238.30	\$	37.44	\$	3.40
	Totally Workwear - Safety Boots	3410.350.508	\$	155.00	\$	14.09
	Skymesh Satellite	3410.350.640	\$	169.32	\$	15.39
Vicky Wellman Thorak Manager	Skymesh Satellite	23000.350.640	\$	39.95	\$	3.63
Total			\$	8,029.79	\$	643.30

Links with Strategic Plan

An effective and sustainable Council

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

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

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 26 June 2019

15 Officers Reports

- 15.1 Summary Planning and Development Report
 - PA2017/0203 Planning Scheme Amendment Application for an Altered
- 15.2 Proposal to Amend Clause 7.5 (Private Open Space) of the NT Planning Scheme
- 15.3 Waste Strategy 12-Month Progress Report
- 15.4 Acquittal of Special Purpose Grant
- 15.5 GOV04 Whistleblowing Policy
- 15.6 Risk Management and Audit Committee Minutes for Noting
- 15.7 Draft Municipal Plan and Budget 2019-20 Submission



COUNCIL REPORT

Agenda Item Number:	15.01
Report Title:	Summary Planning and Development Report
Report Number:	19/0065
Meeting Date:	26/06/2019
Attachments:	Attachment A: Letter of Comment on PA2019/0196 Attachment B: Letter of Comment on PA2019/0178 Attachment C: Letter of Comment on PA2019/0162 Attachment D: Letter of Comment on PA2019/0162 Revised Attachment E: Letter of Comment on Special Liquor Licence Reference 2019/9004 Attachment F: Letter of Comment on Temporary Variation to Liquor Licence Reference 2019/9005 Attachment G: Letter of Comment on Special Liquor Licence Reference 2019/9006

Purpose

The purpose of this report is to provide to Council a summary of planning and development matters received for Council assessment, and comments provided, for the period of 3 May 2019 to 6 June 2019.

Summary

For the noted period, Council received for assessment and/or provided comments on the following applications:

Application Type	No. Applications
Development	3
Assessment of Plans/Reports/Drawings for Development Permit Conditions	12
Stormwater Drainage/Driveway Crossover for Building Certification	15
Mining	0
Sale of Crown Land	0
Lease of Crown Land	0
Occupation of Crown Land	0
Liquor Licence	3
Water Licence for Sites adjacent Council Land	0
Low-impact Telecommunications Infrastructure	1
Works Permits	10

Letters of comment for development; mining, sale, lease or occupation of Crown land; liquor licences; and water licences are provided for information in the attachments to this report.

Recommendation

THAT Council:

1. receive the June 2019 Summary Planning and Development Report; and
2. notes for information the responses provided to relevant agencies within Attachments A-G to this report.

Background

DEVELOPMENT APPLICATIONS

The *NT Planning Act* requires that all Development Applications within Council's municipality be advertised to Council for comment. Council assesses whether the application meets Council's requirements for roads, drainage, and waste collection and comments on the expected impact of the proposal on the amenity of Council's residents.

The following is a summary of all Development Applications received and comments provided during the noted period.

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	2
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	1
Note: Additional detail is provided below on all applications.	

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

Development Applications supported, subject to normal Council conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2019/0196 Section 7101 and Section 7102 (11 and 13) Patsalou Road, Coolalinga, Hundred of Bagot Attachment A	Consolidation to Create One Lot The subject site is two adjacent parcels over which a single childcare centre building has recently been constructed. The Development Permit for the childcare centre use required the two parcels to be consolidated prior to the childcare use commencing. This application seeks to consolidate the two parcels into a single lot. There are not expected to be any negative effects upon Council infrastructure as a result of the proposal.

Application Number, Address, and Attachment Reference	Purpose and Summary
<p>PA2019/0178</p> <p>Section 6758 (7) Grosvenor Court, Holtze, Hundred of Bagot</p> <p>Attachment B</p>	<p>Warehouse with ancillary offices in 2x2 storey buildings in 2 stages</p> <p>The proposal had an approved Development Permit that expired earlier this year. This application is for the same development. The previous application was supported, as the applicant has demonstrated appropriate development for the site that is not expected to have any negative effect upon Council infrastructure.</p>

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

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

Application Number, Address, and Attachment Reference	Purpose and Summary	Reasons for Objection
<p>PA2019/0162</p> <p>Section 2066 (260) Freds Pass Road, Humpty Doo, Hundred of Strangways</p> <p>Attachment C and Attachment D</p>	<p>Shed and carport addition to an existing dwelling</p> <p>The application proposes a shed and carport addition with a side boundary setback of 8m rather than the required 10m. The reason given for the reduction in setback is that other areas of the site are too wet.</p>	<p>Council supports the requirements of the NT Planning Scheme. There do not appear to be any documented special circumstances that would prevent the proposed new structures from being located within the required setback.</p> <p>Initially, no information was given to support the claim of wet areas of the site and Council's waterlogging maps do not indicate wet soils across the site. Site inspections reveal additional structures on the site, not shown on the plans provided, in other locations on the site, indicating other areas of the site are suitable for building.</p> <p>Initial comments were provided related to the above concerns and subsequently the applicant provided additional information. Outstanding questions remained as to the suitability of the development varying the required</p>

Application Number, Address, and Attachment Reference	Purpose and Summary	Reasons for Objection
		<p>setbacks for the proposed structures and additional comments were provided.</p> <p>Concerns remain with the ability to ensure appropriate stormwater drainage without adverse effects on neighbouring properties when the distance between a large structure and the site boundary is reduced to less than 10 metres.</p>

ASSESSMENT OF PLANS/REPORTS/DRAWINGS FOR CLEARANCE OF DEVELOPMENT PERMIT CONDITIONS

Council reviews plans, reports, and drawings as part of the process to clear conditions on Development Permits to ensure that the proposals meet Council requirements and will not have adverse effects upon neighbouring properties or Council assets. Examples include driveway crossover plans, stormwater drainage plans, environmental management reports, traffic impact assessments, and infrastructure designs. The following table notes the number of requests for assessment received by Council for clearance of conditions for plans/ reports/drawings during the noted period.

No. Requests for Assessment of Plans/Reports/Drawings for Clearance of Development Permit Conditions
7

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

Council reviews stormwater drainage plans and driveway crossovers for structures requiring building certification to ensure that the proposals meet Council requirements and will not have adverse effects upon neighbouring properties or Council assets. The following table notes the number requests for assessment for building certification that Council received during the noted period.

No. Building Certification Applications
15

LIQUOR LICENCE APPLICATIONS

The table below describes the new applications for amendments to existing liquor licences or new applications for special event liquor licences to which Council has responded during the noted period.

For all liquor licence applications, Council notes the recent investigations and reports into the consumption of alcohol in the Northern Territory and notes support for limiting the harmful use of alcohol in the community.

Address and Attachment Reference	Purpose and Summary	Comments Provided
<p>Section 5467 (20) Bees Creek Road, Freds Pass, Hundred of Strangways</p> <p>Attachment E</p>	<p>Special Liquor Licence for Polocrosse Carnival - Lakeview Hall Freds Pass</p> <p>The application is for the Polocrosse Carnival, with the following hours proposed:</p> <p>Friday 24 May 2019 from 18:00 hours to 23:00 hours</p> <p>Saturday 25 May 2019 from 12:00 hours to 23:59 hours, and</p> <p>Sunday 26 May 2019 from 12:00 hours to 21:00 hours.</p>	<p>Support was given, provided that an updated site plan for the service area that more clearly illustrates the affected areas be included in the licence.</p>
<p>Section 5368 (1801) Stuart Highway, Noonamah, Hundred of Strangways</p> <p>Attachment F</p>	<p>Temporary Variation to Liquor Licence - Rockabilly Classic Car Show</p> <p>The application proposed to extend the licensed area to the entire rodeo showgrounds and car parking area for Saturday, 10 August 2019 from 10:00am – 18:00pm.</p>	<p>No objections under the requirements of the Liquor Act to a one-off variation to the existing liquor licence conditions were raised.</p>
<p>Section 5528 (25) Carruth Road, Girraween, Hundred of Bagot</p> <p>Attachment G</p>	<p>Special Liquor Licence for Ladies Pampering Night at Girraween Primary School</p> <p>The application was for a fundraiser for the Leukemia Foundation to support a member of the school's parent community to be held on 14 June 2019 from 5:00pm to 10:30pm.</p>	<p>Support was provided for the special licence for the one evening as a fundraiser.</p>

TELECOMMUNICATIONS APPLICATIONS

Council receives applications for low-impact telecommunications infrastructure that have a low likelihood of impacting upon neighbouring areas.

For telecommunications applications, Council has provided standard comments, with areas of access addressed where required. The following table notes the number of telecommunication applications Council received during the noted period.

No. Telecommunications Applications
1

WORKS PERMIT APPLICATIONS

Council reviews Works Permit applications for all works undertaken by external parties within Council's road reserve to ensure the works meet Council requirements and will not have adverse effects upon the public using the road reserve or Council assets. The following table notes the number of Works Permit applications received by Council during the noted period.

No. Works Permit Applications
10

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report

Risks

Not applicable to this report

Financial Implications

Not applicable to this report

Community Engagement

Not applicable to this report

Recommending Officer: Nadine Nilon, Director Infrastructure and Operations

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

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

29 May 2019

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

RE: Letter of Comment Development Application

2019/0196

**Section 7101 and Section 7102 (11 and 13) Patsalou Road, Coolalinga, Hundred of Bagot
Consolidation to Create One Lot**

Thank you for the Development Application referred to this office on 24/05/2019, 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 meets the requirements of the NT Planning Scheme.
- b) The consolidation is required to satisfy the conditions of the Development Permit for the childcare centre approved for the site.
- c) There are not expected to be any negative effects upon Council infrastructure as a result of the proposal.
- d) There are not expected to be any negative effects upon neighbourhood amenity as a result of the proposal.

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

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

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

- b) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made

available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.nt.gov.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 road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

If you require any further discussion in relation to this application, please contact **Litchfield Council's Planning and Development division** on 08 8983 0600 and you will be directed to the appropriate officer to address your query.

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations

LITCHFIELD
COUNCIL

Community effort is essential

28 May 2019

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

RE: Letter of Comment Development Application

2019/0178

**Section 6758 (7) Grosvenor Court, Holtze, Hundred of Bagot
 with ancillary offices in 2x2 storey buildings in 2 stages**

Thank you for the Development Application referred to this office on 20/05/2019, 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 notes that the application had previous approval with support from Council, as the applicant provided information on the requirements of the proposed warehouse tenants that support the reduction of setbacks and landscaping along the street frontage to meet the requirements of the NT Planning Scheme.
- b) There are not expected to be any adverse effects upon Council infrastructure or neighbourhood amenity as a result of the proposal.

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

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

- iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of the Director Infrastructure and Operations, Litchfield Council.
- c) 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.nt.gov.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 road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

If you require any further discussion in relation to this application, please contact **Litchfield Council's Planning and Development division** on 08 8983 0600 and you will be directed to the appropriate officer to address your query.

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations

22 May 2019

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



RE: Letter of Comment Development Application

2019/0162

**Section 2066 (260) Freds Pass Road, Humpty Doo, Hundred of Strangways
Shed and carport addition to an existing dwelling**

Thank you for the Development Application referred to this office on 09/05/2019, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council wishes to lodge the following submission under Section 49 of the NT Planning Act, in which Council objects to the granting of a Development Permit for the following reasons:

- a) Council supports the requirements of the NT Planning Scheme. There do not appear to be any documented special circumstances that would prevent the proposed new structures from being located within the required setback.

The application notes that "other site locations have proved to be too wet", though no information is given to support this claim. Council's mapping for waterlogging, while not conclusive, indicate the potential for wet soils only in the north western corner of the site, not in the location of the proposed shed and carport. Site inspections reveal additional structures on the site, not shown on the plans provided, in other locations on the site, which would seem to indicate that you can construct buildings on at least a portion of the remainder of the lot.

Should additional information be provided that illustrates the lack of suitability of land within the required setbacks for the proposed structures, Council would consider that information and provide additional comments.

Council generally has concerns with the ability to ensure appropriate stormwater drainage without adverse effects on neighbouring properties when the distance between a large structure and the site boundary is reduced to less than 10 metres.

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

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and

approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).

- i. The plan shall demonstrate how all stormwater is to be collected on the site and discharged underground to Litchfield Council's stormwater drainage system.
- ii. It is necessary to ensure that no stormwater will sheet-flow into the road reserve or onto adjoining properties.
- iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).
- iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of the Director Infrastructure and Operations, Litchfield Council.
- c) 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.nt.gov.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 road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

If you require any further discussion in relation to this application, please contact **Litchfield Council's Planning and Development division** on 08 8983 0600 and you will be directed to the appropriate officer to address your query.

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations



11 June 2019

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

RE: Letter of Comment Development Application

PA2019/0162

**Section 2066 (260) Freds Pass Road, Humpty Doo, Hundred of Strangways
Shed and carport addition to an existing dwelling**

Thank you for the additional information in relation to the above Development Application referred to this office on 09/05/2019. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council wishes to lodge the following submission under Section 49 of the NT *Planning Act*, in which Council objects to the granting of a Development Permit for the following reasons:

- a) Council supports the requirements of the NT Planning Scheme. Council has reviewed the additional information provided and continue to note that there do not appear to be any documented special circumstances that would prevent the proposed new structures from being located within the required setback.

The original application indicated that "other site locations have proved to be too wet", and Council noted no information had been provided to support that claim. Unfortunately, the additional information provided related to stormwater drainage is not sufficient to support the statement that other site locations are too wet.

Council considers that determination of the site being too wet would need to be proven with a Land Suitability Assessment, which would consider soils types and waterlogging, rather than a stormwater drainage plan. Should there be stormwater drainage issues on site, these issues could typically be managed through infrastructure design rather than reduced setbacks.

Further, the additional information appears to indicate that the design of the carport is most suitable "without having to cut down existing trees". Council does not consider that the presence or absence of trees on a site to be a special circumstance, as it is not extraordinary or unusual for properties in the rural area.

The applicant is not considered to have demonstrated any specific design requirements that would not permit the shed and carport to be designed to sit within the required setback.

Council generally has concerns with the ability to ensure appropriate stormwater drainage without adverse effects on neighbouring properties when the distance between a large structure and the site boundary is reduced to less than 10 metres.

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

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.

Council notes the stormwater plan provided with the additional information to the application does not contain sufficient information to fully assess drainage of the site.

The plan shall include details of site levels and Council's stormwater drainage connection point(s).

- i. The plan shall demonstrate how all stormwater is to be collected on the site and discharged underground to Litchfield Council's stormwater drainage system.
- ii. It is necessary to ensure that no stormwater will sheet-flow into the road reserve or onto adjoining properties.
- iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).
- iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of the Director Infrastructure and Operations, Litchfield Council.
- c) 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.nt.gov.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 road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

If you require any further discussion in relation to this application, please contact **Litchfield Council's Planning and Development division** on 08 8983 0600 and you will be directed to the appropriate officer to address your query.

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations



8 May 2019

Licensing NT
Department of the Attorney-General and Justice
Northern Territory Government
GPO BOX 1154
Darwin NT 0801

RE: Application for a Special Liquor Licence

2019/9004

**Section 5467 (20) Bees Creek Road, Freds Pass, Hundred of Strangways
Special Liquor Licence for Polocrosse Carnival - Lakeview Hall Freds Pass**

Thank you for the Special Liquor License application referred to this office on 01/05/2019, regarding 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.

It is understood that the application is for a special liquor licence for the Polocrosse Carnival, with the following hours proposed:

Friday 24 May 2019 from 18:00 hours to 23:00 hours,
Saturday 25 May 2019 from 12:00 hours to 23:59 hours, and
Sunday 26 May 2019 from 12:00 hours to 21:00 hours

This application can be supported by Litchfield Council, provided that an updated site plan for the service area is included that more clearly illustrates the affected areas.

For all liquor licence applications, Council wishes to note the recent investigations and reports into the consumption of alcohol in the Northern Territory and notes support for limiting the harmful use of alcohol in the community.

If you require any further discussion in relation to this application, please contact me on 08 8983 0600.

Yours faithfully

Wendy Smith
Manager Planning and Development

Tel (08) 8983 0600 • Fax (08) 8983 1165 • Email council@litchfield.nt.gov.au
7 Bees Creek Road, Freds Pass NT 0822 • PO Box 446 Humpty Doo NT 0836 • www.litchfield.nt.gov.au
ABN: 45 018 934 501

9 May 2019

Licensing NT
Department of the Attorney-General and Justice
Northern Territory Government
GPO BOX 1154
Darwin NT 0801

RE: Application for Temporary Variation to a Liquor Licence

2019/9005

**Section 5368 (1801) Stuart Highway, Noonamah, Hundred of Strangways
Temporary Variation Liquor Licence - Rockabilly Classic Car Show**

Thank you for the Temporary Variation to a Liquor License application referred to this office on 04/05/2019, regarding 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.

In this instance, Litchfield Council raises no objections under the requirements of the *Liquor Act* to a one-off variation to the existing liquor licence conditions to extend the licenced area to the entire rodeo showgrounds and car parking area.

For all liquor licence applications, Council wishes to note the recent investigations and reports into the consumption of alcohol in the Northern Territory and notes support for limiting the harmful use of alcohol in the community.

If you require any further discussion in relation to this application, please contact me on 08 8983 0600.

Yours faithfully



Wendy Smith
Manager Planning and Development

22 May 2019

Licensing NT
Department of the Attorney-General and Justice
Northern Territory Government
GPO BOX 1154
Darwin NT 0801

RE: Application for a Special Liquor Licence

2019/9006

**Section 5528 (25) Carruth Road, Girraween, Hundred of Bagot
Special Liquor Licence for Ladies Pampering Night at Girraween Primary School**

Thank you for the Special Liquor License application referred to this office on 21/05/2019, regarding 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.

In this instance, a special liquor licence for a Ladies Papering Night as a fundraiser for the Leukaemia Foundation to support a member of the school's parent community, to be held on 14 June 2019 from 5:00pm to 10:30pm, is supported by Litchfield Council.

For all liquor licence applications, Council wishes to note the recent investigations and reports into the consumption of alcohol in the Northern Territory and notes support for limiting the harmful use of alcohol in the community.

If you require any further discussion in relation to this application, please contact me on 08 8983 0600.

Yours faithfully



Wendy Smith
Manager Planning and Development



Agenda Item Number:	15.02
Report Title:	PA2017/0203, a Planning Scheme Amendment Application for an Altered Proposal to Amend Clause 7.5 (Private Open Space) of the NT Planning Scheme
Report Number:	19/0066
Meeting Date:	26/06/2019
Attachments:	Attachment A: Council's letter of comment for PA2017/0203, a Planning Scheme Amendment Application for an Altered Proposal to Amend Clause 7.5 (Private Open Space) of the NT Planning Scheme. Attachment B: Planning Scheme Amendment Application PA2017/0203.

Purpose

The purpose of this report is to provide a summary and assessment to Council of PA2017/0203, a Planning Scheme Amendment Application for an Altered Proposal to Amend Clause 7.5 (Private Open Space) of the NT Planning Scheme.

Summary

This application proposes to amend the requirements of the NT Planning Scheme in relation to private open space requirements for dwellings.

The report presents for Council endorsement a Letter of Comment to the consent authority, included as Attachment A, on PA2017/0203, included as Attachment B.

The private open space clause affects development on multiple dwelling lots and smaller single dwelling lots. Lots of these types currently exist or are able to be constructed in the areas of Holtze and the Howard Springs, Coolalinga, and Humpty Doo activity centres.

This report concludes that Council should support the application but request that additional clarifying information be considered for inclusion to address noted concerns regarding application to some multiple dwellings with ground level access.

Recommendation

THAT Council:

1. receive and note the report; and

2. endorse Attachment A, Council's Letter of Comment for PA2017/0203, a Planning Scheme Amendment Application for an Altered Proposal to Amend Clause 7.5 (Private Open Space) of the NT Planning Scheme.

Background

Background to Proposal

Clause 7.5 (Private Open Space) of the NT Planning Scheme regulates the amount and design requirements for private open space for residential dwellings. The purpose of the clause is to ensure that each dwelling has access to private open space that is appropriately sited and of an adequate size to provide for domestic purposes.

The original clause was structured to apply to the standard sized single dwelling lots of 800m² or greater, as well as multiple dwelling units. As smaller 300m² to 450m² lots have recently been developed, it was determined that the original clause did not allow those sized lots to provide for appropriate open space and tree planting that would allow for green space in neighbourhoods rather than a "sea of roofs". Subsequently, in 2015, the clause was amended to require a portion of the public open space area to be "open to the sky" and allow for an area suitable for tree planting. Further development of the smaller lots has led to developer comments regarding the difficulty of developing "large 'footprint' ground level homes" that were the market preference for the smaller lots.

Therefore, the Department of Infrastructure, Planning and Logistics has proposed amendments to provide flexibility for building design on the smaller lots while retaining the intent of the clause to provide appropriately sited open space of an adequate size. Initial amendments were proposed in 2017 and were the subject of a report to Council in July 2017. Following comments received on this proposal, the amendments proposed at that time were not adopted. As a result, further consultation has been undertaken with industry and councils and further amendments to the proposal have resulted in the version currently on public exhibition that is the subject of this report.

The proposed changes were developed with industry consultation.

The Litchfield municipality currently has limited areas zoned for single dwelling and multiple dwelling residential in the activity centres Howard Springs, Coolalinga, and Humpty Doo. Additional areas of multiple dwelling development are expected in the rural activity centre areas, which would be affected by these private open space requirements. Also, the policies applying to the area under the Holtze Area Plan near the Palmerston Regional hospital would allow for both multiple dwellings and smaller lot single dwelling development to expect 450m² lot sizes and possibly smaller.

Current Proposal

Details of the current proposal are summarised below.

1. Amendments are proposed to the purpose of the clause to clarify the intent to "extend the function of the dwelling and enhance the residential environment", to ensure the space is "appropriately sited to provide outlook for the dwelling", to "allow stormwater infiltration and lessen runoff from the site", and to ensure the space is "inclusive of areas for landscaping and tree planting".

2. New design requirements are included to indicate the open space should:
 - a. “be located to provide views from the dwelling to open space and natural features of the site or locality, and to reduce overlooking from neighbouring open space and dwellings”,
 - b. have at least half of the private open space area be permeable, and
 - c. have a minimum of 5m² for deep soil planting of trees.
3. The Table to Clause 7.5 includes the minimum sizes for private open space areas. Amendments to the table include:
 - a. clarifying that the area required for an independent unit is in addition to that area required for the single dwelling on the site;
 - b. amending the required dimensions of the private open space area for multiple dwellings with no direct access to ground level;
 - c. amending the size requirements to clarify how much of the space is required to be open to the sky or allowed to be covered.

The proposed amendment is accompanied by new fact sheets that explain the clause in greater detail and show example diagrams of how the requirements could be achieved on single dwelling lots less than 450m² in size.

Application Assessment

Most of the proposed amendments can be supported by Council as they offer clarification and stronger direction to developers. However, there are areas where additional clarification would be beneficial for both Council and developers. These areas are:

1. The intent to orient the private open space area towards natural features and open space is supported; however, it is unclear how this may be achieved in an urban environment for multiple dwellings where the orientation of the ground level private open space is often to the street. Additionally, the intent is unclear when these ground level multiple dwellings are required to be screened to a height of at least 1.8m.
2. Maintenance obligations may not be able to be reasonably met for a multiple dwelling with ground level access if the only access to the private open space area is through the dwelling. For example, where several units with ground level access to private open space are built in a row, it is likely that only the outer street-side units would have external side access to the private open space. If these units are required to have half of the private open space area with permeable areas, maintenance equipment and tools, as well as green waste materials would have to be taken through the dwelling and/or stored in the private open space area, further reducing the overall private open space area available. In these instances, it may be more practical and desirable to allow all of the limited open space to be impermeable, if desired.

The proposed fact sheets illustrate helpful examples of ways to design single dwellings to meet the clause. It is recommended that similar fact sheets be developed for ground flood multiple dwelling units to ensure the practicalities of the clause and provide designers with an equal understanding of expectations to that provided for smaller lot single dwellings.

Conclusion

It is recommended that Council support the application and request that additional clarifying information be considered for inclusion to address noted concerns regarding the application to some multiple dwellings with ground level access.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report.

Risks

Not applicable to this report.

Financial Implications

Not applicable to this report.

Community Engagement

Not applicable to this report.

Recommending Officer: Nadine Nilon, Director Infrastructure and Operations

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

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

27 June 2019

Lands Planning
Department of Infrastructure, Planning and Logistics
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Planning Scheme Amendment Application

**PA2017/0203
Planning Scheme Amendment
Altered Proposal to Amend Clause 7.5 (Private Open Space)**

Thank you for the Planning Scheme Amendment Application referred to this office on 03/06/2019, 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 Planning Scheme Amendment with the following comments:

- a) Council can support most of the changes proposed within the amendment as clarifying the purpose, design intent, and size requirements for private open space.
- b) Council notes that further consideration or clarification of the following matters would enhance the proposed amendment:
 - i. The intent to orient the private open space area towards natural features and open space is supported; however, it is unclear how this may be achieved in an urban environment for multiple dwellings where the orientation of the ground level private open space is often to the street. Additionally, the intent is unclear when these ground level multiple dwellings are required to be screened to a height of at least 1.8m. Clarification is recommended.
 - ii. Maintenance obligations may not be able to be reasonably met for a multiple dwelling with ground level access if the only access to the private open space area is through the dwelling. For example, where several units with ground level access to private open space are built in a row, it is likely that only the outer street-side units would have external side access to the private open space. If these units are required to have half of the private open space area with permeable areas, maintenance equipment and tools, as well as green waste materials would have to be taken through the dwelling and/or stored in the private open space area, further reducing the overall private open space

area available. In these instances, it may be more practical and desirable to allow all of the limited open space to be impermeable, if desired. Further consideration is recommended.

- iii. The proposed fact sheets illustrate helpful examples of ways to design single dwellings to meet the clause. It is recommended that similar fact sheets be developed for ground flood multiple dwelling units to ensure the practicalities of the clause and provide designers with an equal understanding of expectations to that provided for smaller lot single dwellings.

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

Wendy Smith
Planning and Development Manager

DRAFT

NORTHERN TERRITORY OF AUSTRALIA
PROPOSAL TO AMEND NT PLANNING SCHEME
PA2017/0203

The Minister for Infrastructure, Planning and Logistics exhibited a proposed amendment to Clause 7.5 (Private Open Space) of the NT Planning Scheme in June 2017.

Pursuant to section 25(2)(b) of the Act, the Minister is now seeking comment on minor alterations to the proposed amendment to Clause 7.5 (Private Open Space) of the NT Planning Scheme.

The purpose of the amendment is to clarify the intended function of private open space and to provide greater flexibility with respect to dwelling design.

The following Exhibition Package contains a background to this re-exhibition; a copy of the current version and proposed amendments to Clause 7.5 (Private Open Space) and a draft factsheet on the application of Clause 7.5.

Period of Exhibition and Lodging a Submission

The exhibition period is from Friday, 31 May 2019 to Friday, 28 June 2019.

Written submissions about the proposed planning scheme amendment are to be received by 11:59pm on Friday, 28 June 2019 and addressed to:

NT Planning Commission
GPO Box 1680
DARWIN NT 0801; or

Email: planning.dlpe@nt.gov.au; or

Fax: (08) 8999 7189; or

Hand delivered to:
Level 1, Energy House,
18 – 20 Cavenagh Street, Darwin

For more information please contact Mr Chris Humphries, Lands Planning on telephone (08) 8924 7513.

1. PROPOSAL

The draft amendment to Clause 7.5 (Private Open Space) of the NT Planning Scheme is to clarify the purpose of the clause and to support greater flexibility in the design of private open space.

The amendment has been altered in response to issues raised. A copy of the proposed amendment follows, accompanied by a fact sheet providing guidance on the application of Clause 7.5.

2. BACKGROUND

Clause 7.5 is in the Planning Scheme to ensure that each dwelling is provided with a practical area of private open space. The purpose is to ensure that private open space is appropriately sited, and of an adequate size to provide for domestic purposes. Single dwellings are currently required to have 50 m² of private open space inclusive of an area with the minimum dimensions of 6m x 6m.

Clause 7.5 has been effective for single dwellings on larger 'traditional' urban lots. However, as more affordable lots between 300m² and 450m² have emerged, the 'back yard' has become smaller, and frequently with impervious or roofed areas. This trend has started to compromise the potential for gardens to establish tree planting that, in time, will create shade and visual amenity.

Figure 1 below shows side-by-side images of an older Darwin suburb of smaller houses on 800m² lots and a new suburb of large ground level homes on lots between 300m² and 450m².

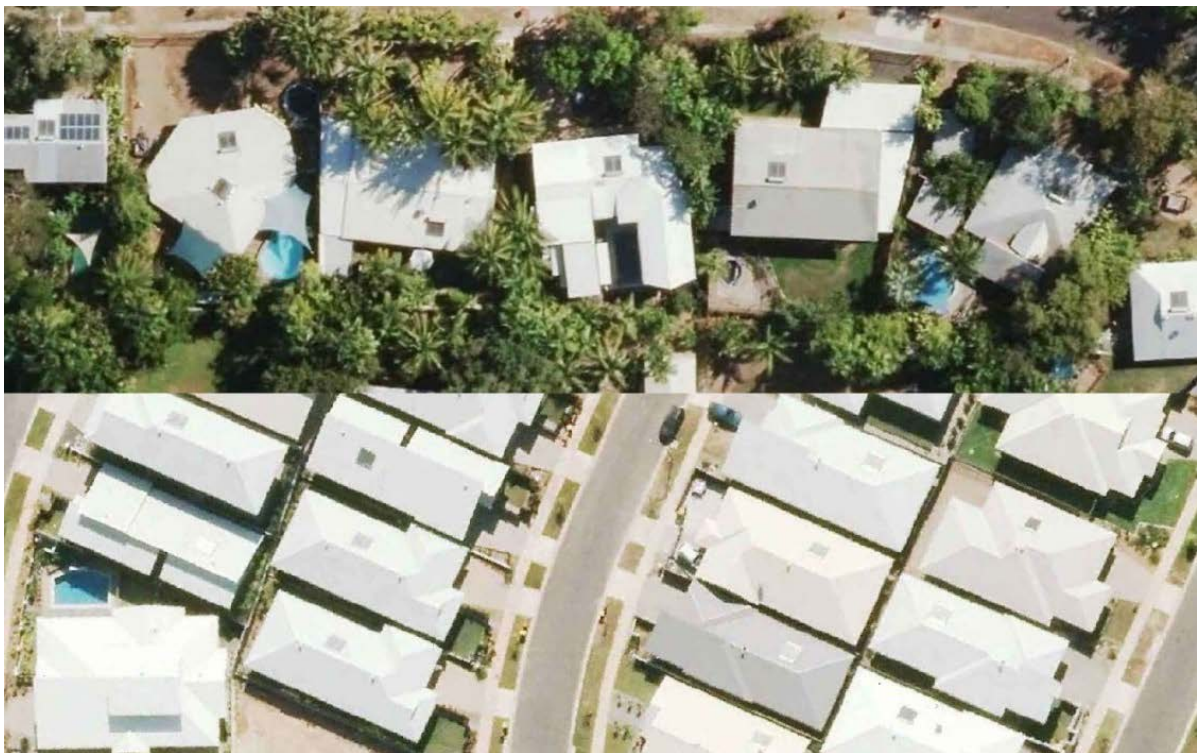


Figure 1: Traditional Darwin Suburb and new 'small lot' suburb

In 2015, urban Councils and industry agencies raised concern with the growing 'sea of roofs' and the reduced potential for 'leafy suburbs' to mature. In September 2015, responding to this concern, clause 7.5 was amended to require private open space to be 'open to the sky' and to include a 5 m² area suitable for tree planting. A fact sheet followed the amendment with guidelines to assist compliance with the new requirements.

It is important to note that the role of Clause 7.5 is still to provide private open space with attributes that support its domestic purpose, rather than for the purpose of planting trees. The potential for the provision of additional shade tree planting is a positive but indirect benefit. Clause 7.5 is primarily about the domestic functionality of private open space.

The 'open to the sky' requirement presented difficulties for some builders of single dwellings on lots between 300m² and 450m². Contributing factors are the industry preference for large 'footprint' ground level homes; and limited adoption of the more relaxed setback rules for small lots, especially the opportunity to build to a zero building setback on one side boundary.

After monitoring the industry situation, the Department determined that options to 'fine tune' clause 7.5 should be developed with industry to provide additional flexibility for building designers.

3. CONSULTATION

In February 2017, the Department proposed an amendment to Clause 7.5 to clarify the purpose of the clause and introduce greater design flexibility, particularly for dwellings on smaller lots. The proposed amendment was distributed to industry for comment, and industry workshops were held. Following industry engagement, it was only necessary to make minor changes to the proposal.

Essentially, it is the 'table to the clause' that provides the additional design flexibility, particularly for single dwellings on lots between 300m² and 450m². In this range of lot sizes the 'open to the sky' requirement is reduced from 50m² to 45m² and the minimum dimensioned area from 36m² to 24m² with no dimension less than 4m. These changes provide greater flexibility to configure private open space around a wider range of dwelling layouts.

In June 2017, the proposal was placed on public exhibition as a draft planning scheme amendment and, on 7 July 2017, the NT Planning Commission held a public hearing.

Submissions received and issues raised revealed opposing views and a perception that Clause 7.5 has a role beyond its stated purpose, such as tree planting in new suburbs. Some local Councils contended that the area for deep soil planting should be more than the currently required 5m².

In response, the Department proposed to increase the area for deep soil planting from 5 m² to 9 m². This could be met by, for example, a 1.5 by 6 m long area planted with screen trees; or by a 3 x 3 m area suitable for planting a shade tree or other vegetation. However this option met strong opposition from industry.

4. SUMMARY OF PROPOSED ALTERATIONS

It has not been possible to amend Clause 7.5 to the satisfaction of all parties. For this reason, the proposed amendment has proceeded to re-exhibition with the area for deep soil planting retained at 5m², and with minor alterations that are not in contention.

During exhibition it was noted that the minimum lot size of 300 m² in the table to Clause 7.5 (as exhibited) could exclude lots less than 300 m². For example a proposed 300 m² lot could, through survey adjustments, end up at 299m² and be exempt from the requirements of Clause 7.5.

In response, the Department suggests that the reference to the 300m² lot size be omitted from the table to the Clause, to capture all lot sizes less than 450m².

It has also been observed that a single dwelling is permitted in Zone SD providing it complies with certain clauses, including clause 7.5. There is therefore no apparent reason for the table to clause 7.5 to only apply to single dwellings on lots less than 600 m². For single dwellings it is proposed to remove the reference to "lots less than 600 m²".

7.5 Private Open Space (Current – introduced to the Planning Scheme in September 2015)

1. The purpose of this clause is to ensure that each dwelling has private open space that is:
 - (a) of an adequate size to provide for domestic purposes;
 - (b) appropriately sited, permeable and open to the sky; and
 - (c) inclusive of areas of deep soil for shade tree planting.
2. Private open space areas should:
 - (a) satisfy the minimum area and dimensions contained in the table to this clause;
 - (b) be directly accessible from the dwelling and enable an extension of the function of the dwelling; and
 - (c) be permeable and open to the sky.
3. Private open space on lots less than 600m² should:
 - (a) be sufficiently permeable to allow stormwater infiltration and lessen stormwater runoff from the site;
 - (b) include at least one area of approximately 5m² for the deep soil planting of shade trees; and
 - (c) allow for landscaping at the property frontage to complement the visual amenity of the streetscape.
4. Where the private open space is at ground level and other than for a single dwelling, or a single dwelling and associated independent unit it should be:
 - (a) screen fenced to a height of at least 1.8m providing a visual barrier to adjoining residences and public areas; or
 - (b) fenced to a height of at least 1.8m and planted with dense vegetation which will provide a visual barrier within two years of planting.
5. The location of the private open space should take into account views from the site, the natural features of the site and the location of any private open space or habitable room associated with neighbouring dwellings.
6. If a **dwelling** within a **multiple dwelling** development has no direct access at ground level to private open space, compliance with subclauses 2(c) and 3 is not required providing the **multiple dwelling** development incorporates communal open space.
7. The consent authority may approve an application for a **multiple dwelling** development comprising serviced apartments in Zone TC that is not in accordance with subclauses 2 and 3 only if it is satisfied that the communal open space and communal facilities will adequately meet the activity needs of residents.

TABLE TO CLAUSE 7.5 Minimum Areas of Private Open Space	
Type of Dwelling	Private Open Space Area
single dwelling on a lot of less than 600m ²	50m ² (exclusive of driveways and parking areas) but inclusive of an area with minimum dimensions of 6m x 6m.
independent unit	for the single dwelling 50m ² (exclusive of driveways and parking areas) but inclusive of an area with minimum dimensions of 6m x 6m. and for the independent unit 45m ² (exclusive of driveways and parking areas) but inclusive of an area with minimum dimensions of 5m x 5m.
multiple dwellings (for each dwelling with direct ground level access).	45m ² (exclusive of driveways and car parking areas) but inclusive of an area with minimum dimensions of 5m x 5m.
multiple dwellings (for each dwelling without direct ground level access).	12m ² inclusive of an area with minimum dimensions of 2.8m x 4m.

7.5 Private Open Space - **Altered Version for Re-exhibition** (2018 / 2019)

The proposed altered amendment to clause 7.5 is shown on the following pages.
The amendments are shown in **red**.

The following dot points summarise the proposed changes to the clause:

- Existing subclauses 1, 2, 3 and 5 are restructured into new subclauses 1 and 2 in order to clarify and separate the purposes of the clause and the performance criteria.
- Existing subclause 6 becomes subclause 3 without change.
- Existing subclause 7 becomes subclause 5 without change.
- Existing subclause 4 remains unchanged.

The proposed changes to the 'Table to the Clause', include:

- Lot sizes are separated into above and below 450m²,
- The order of lot size is reversed to be consistent with other tables to clauses (eg. Clause 6.5.4 and Clause 7.3.3),
- The requirements for single dwellings and multiples dwellings are the same for the same density (ie. single dwellings on lots of less than 450m² but not less than 300m²),
- Greater flexibility is introduced to the dimensional requirements for lots less than 450m² by reducing the minimum dimension to 4m, and
- For single dwellings, the reference to "lots less than 600 m²" is removed.

1. The purpose of this clause is to **extend the function of a dwelling and enhance the residential environment** by ensuring that each dwelling has private open space that is:
 - (a) of an adequate size to provide for domestic purposes;
 - (b) **appropriately sited to provide outlook for the dwelling**;
 - (c) open to the sky and sufficiently permeable **to allow stormwater infiltration and lessen runoff from the site**; and
 - (d) **inclusive of areas for landscaping and tree planting**.
2. Private open space for **a single dwelling, multiple dwelling or independent unit** should:
 - (a) satisfy the minimum area, dimensions **and open to the sky requirements** contained in the table to this clause;
 - (b) be directly accessible from the dwelling and enable an extension of the function of the dwelling;
 - (c) **be located to provide views from the dwelling to open space and natural features of the site or locality, and to reduce overlooking from neighbouring open space and dwellings**;
 - (d) **ensure that at least half of the private open space is permeable to allow stormwater infiltration and lessen stormwater runoff from the site**;
 - (e) include at least one area of **at least 5m²** for the deep soil planting of trees **and vegetation for shade or screening**; and
 - (f) allow for landscaping at the property frontage to complement the visual amenity of the streetscape.
3. If a **dwelling** within a **multiple dwelling** development has no direct access at ground level to private open space, **and where on-site communal open space is provided**, compliance with subclauses **1(c) and (d), 2(d) (e) and (f)** is not required.
4. Where the private open space is at ground level and other than for a single dwelling, or a single dwelling and associated independent unit it should be:
 - (a) screen fenced to a height of at least 1.8m providing a visual barrier to adjoining residences and public areas; or
 - (b) fenced to a height of at least 1.8m and planted with dense vegetation which will provide a visual barrier within two years of planting.
5. The consent authority may approve an application for a **multiple dwelling** development comprising serviced apartments in Zone TC that is not in accordance with subclauses 2 and 3 only if it is satisfied that the communal open space and communal facilities will adequately meet the activity needs of residents.

TABLE TO CLAUSE 7.5 Minimum Areas of Private Open Space	
Type of Dwelling	Private Open Space Areas (exclusive of driveways and parking areas)
multiple dwelling without direct ground level access.	12m ² with no dimension less than 2.8m.
multiple dwelling with direct ground level access.	<p>A. 45m², open vertically to the sky, with no dimension less than 1.5m; and</p> <p>B. 24m², all or partly covered, with no dimension less than 4m.</p> <p>Any of area B that is vertically open to the sky may form part of area A.</p>
single dwelling on a lot of less than 450m ² .	
independent unit in addition to the private open space requirement for the single dwelling.	
single dwelling on a lot not less than 450m ² .	<p>A. 50m², open vertically to the sky, with no dimension less than 1.5m; and</p> <p>B. 36m², all or any part covered, with no dimension less than 6m.</p> <p>Any of area B that is vertically open to the sky may form part of area A.</p>

Overview

This fact sheet provides guidance on the interpretation of Clause 7.5 of the NT Planning Scheme in order to provide compliant areas of private open space.

Clause 7.5 requires for each dwelling:

- private open space that is permeable and open to the sky with an area suitable for tree planting for amenity; and
- a minimum dimensioned area of private open space that may be covered and is sited to contribute to the function of a dwelling for domestic purposes.

Dwelling compliance

In residential zones, single dwellings are permitted if the proposed dwelling will comply with all relevant provisions of the [NT Planning Scheme](#), including Clause 7.5.

If the private open space proposed for a dwelling will not comply, a development permit is required prior to construction.

Minimum area and dimensions

Minimum area and dimensions for private open space ensure that every dwelling has an outdoor area of a useable size for domestic purposes. The minimum areas and dimensions depend on the type of dwelling proposed and the size of lot – refer to the Table to Clause 7.5 shown on this page.

The private open space requirement is to be one continuous area that complies with the minimum area and minimum dimensions.

Typical configurations of private open space for single dwellings on two typical lot sizes are included at Appendices 1 and 2.

TABLE TO CLAUSE 7.5 Minimum Areas and Dimensions of Private Open Space

Type of Dwelling	Private Open Space Areas (exclusive of driveways and parking areas)
multiple dwelling without direct ground level access.	12m ² with no dimension less than 2.8m.
multiple dwelling with direct ground level access.	A. 45m ² , vertically open to the sky, with no dimension less than 1.5m, and B. 24m ² , all or partly covered, with no dimension less than 4m.
single dwelling on a lot less than 450m ² but not less than 300m ² .	Any of area B that is vertically open to the sky may form part of A.
independent unit in addition to the private open space requirement for the single dwelling .	
single dwelling on a lot no less than 450m ² .	A. 50m ² , vertically open to the sky, with no dimension less than 1.5m, and B. 36m ² , all or partly covered, with no dimension less than 6m and Any of area B that is vertically open to the sky may form part of A.

Note: private open space requirements are per dwelling and do not include driveways and parking areas.

Directly accessible

Private open space should be directly accessible from a habitable room so that it extends the function of the dwelling.

Habitable rooms include a bedroom, lounge, kitchen, study or any room that is frequently used and for extended periods. A bathroom, laundry, corridor, stairs, lobby or similar are not considered to be habitable rooms.

Private open space is 'directly accessible' if the area complies with Clause 7.5 and a person can step from a habitable room into the private open space without having to pass through a non-habitable room, corridor or lobby. Refer to figure 1.

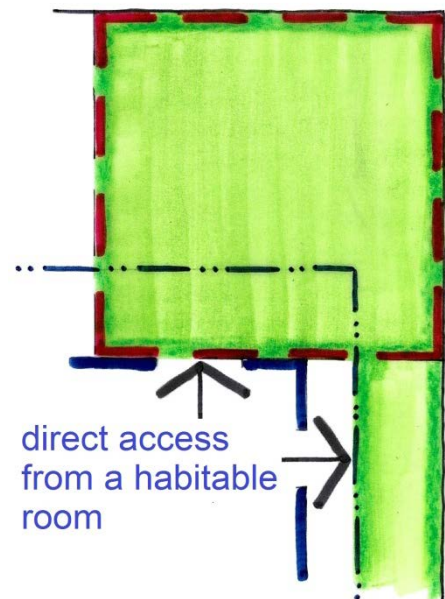


Figure 1: Example of directly accessible

Permeability and tree planting

At least half of the total private open space for a dwelling must be permeable. The permeable area is to allow the in-ground planting of vegetation for shade and amenity, and will also allow stormwater infiltration to lessen stormwater runoff from the site.

Private open space should:

- include at least one area not less than 5m² for the deep soil planting of trees for shade or screening; and
- allow for landscaping at the property frontage to complement the visual amenity of the streetscape.

A practical test for a) is that the soil should be of sufficient depth for the viable planting of a tree. The planting of trees is left to the discretion of land developers and owners.

Note: for a dwelling within a multiple dwelling development that has no direct ground-level access to private open space, and where on-site communal open space is provided, private open space is not required to be open to the sky and permeable.

Open to the sky

As with permeability, private open space must be open to the sky to allow for planting of vegetation and stormwater infiltration.

Figure 2 below is to clarify the minimum dimension for private open space that can be considered open to the sky. The area must be vertically open to the sky, with a width of no less than 1.5m.

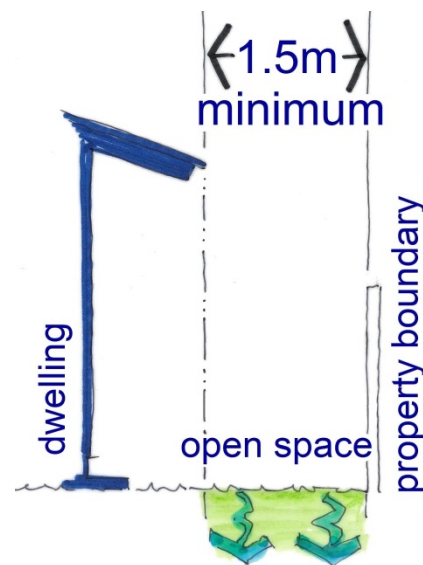


Figure 2: Example within a building setback

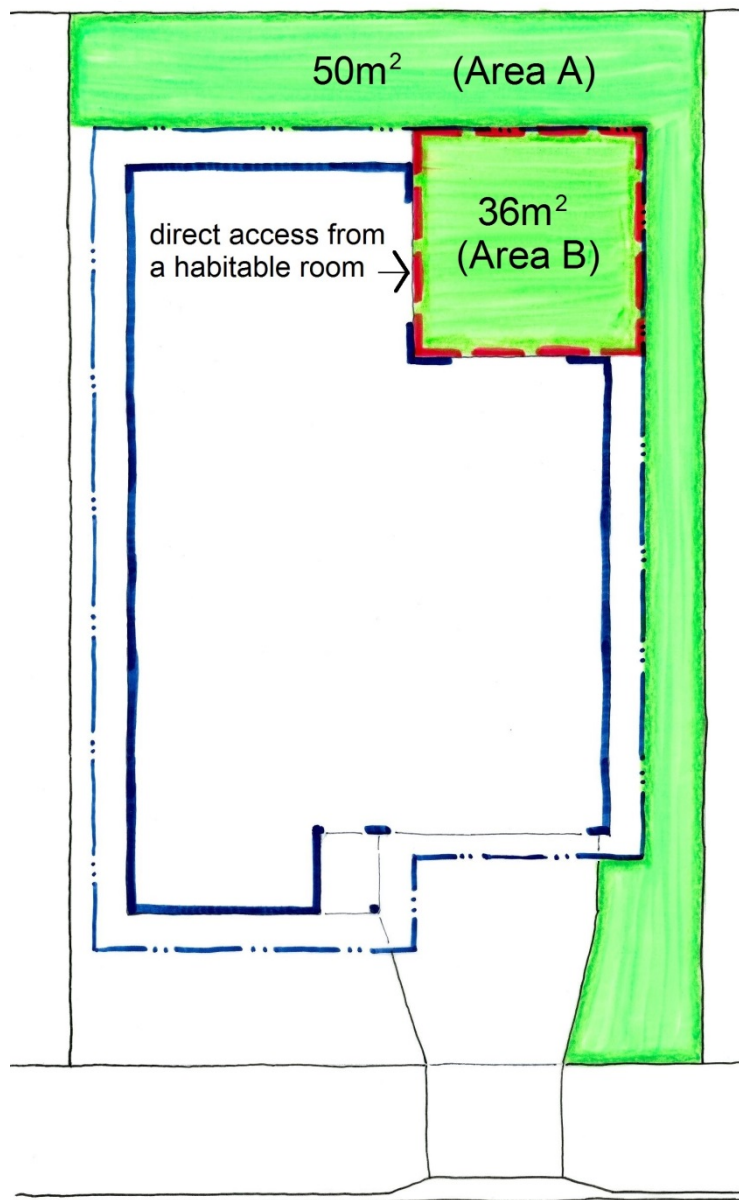
Development Application

A development application must address the provisions of section 46(3) of the [NT Planning Act](#). It is recommended that you make an appointment with a planner for guidance in the preparation of your application. For more information or to make an appointment visit the Development One Stop Shop at: www.lands.nt.gov.au/planning/onestopshop

Building Requirements

Single dwellings require a building permit prior to the commencement of works and must comply with the requirements of the [NT Building Act](#). A building permit will only be issued by a private building certifier once any necessary development permit (along with other matters specified in the *Building Act*) is in place. For more information, refer to: <http://www.lands.nt.gov.au/building/faqs>

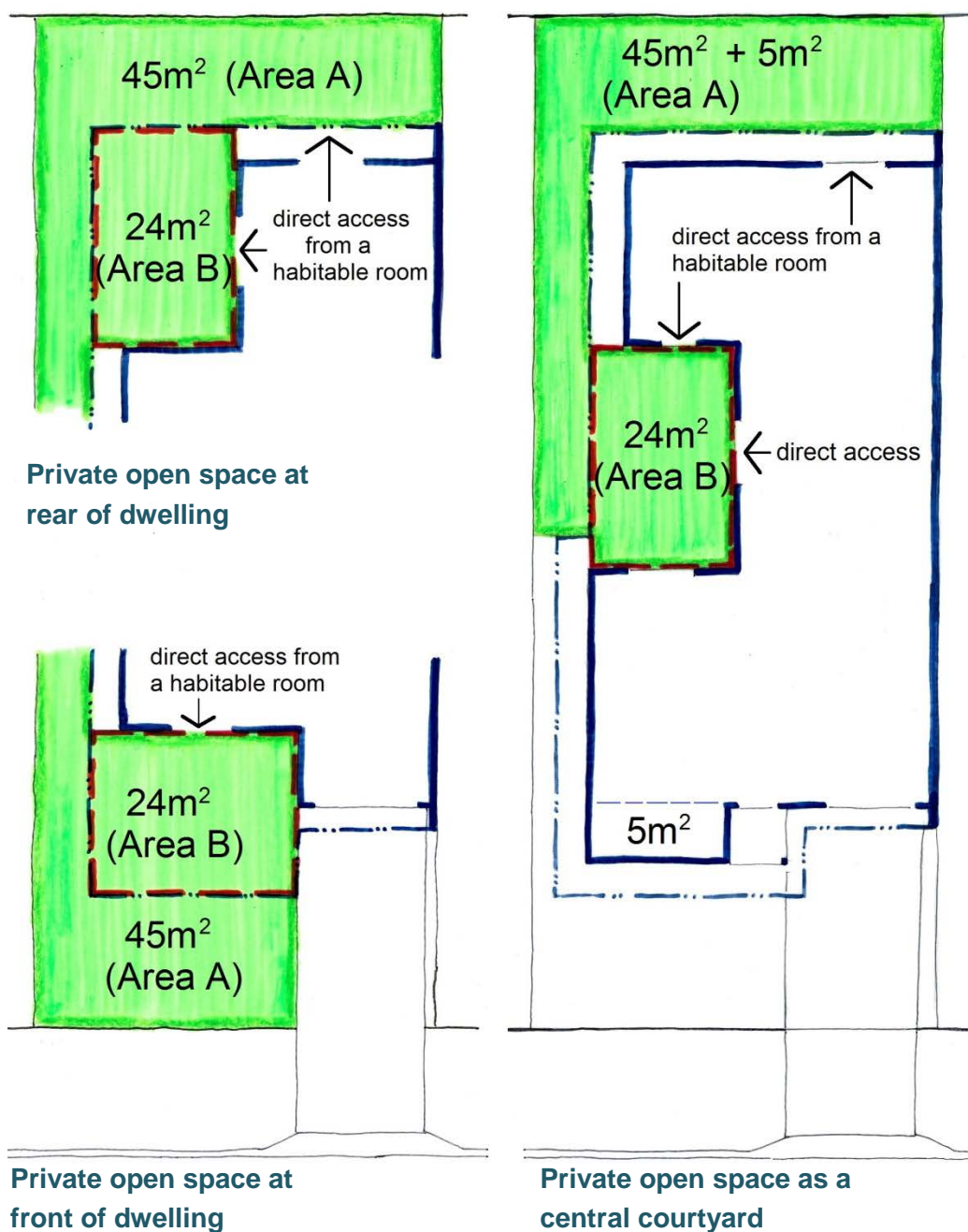
Appendix 1: Typical configuration of private open space for a single dwelling on a 450m² lot.



***Note1:** At least half of the private open space must be permeable and is to include an area of no less than 5m² for tree planting.

***Note 2:** Any part of Area B that is vertically open to the sky may contribute to the requirement for Area A.

Appendix 2: Typical configurations of private open space for single dwellings on 300m² lots.



***Note 1:** At least half of the private open space must be permeable and is to include an area of no less than 5m² for tree planting.

***Note 2:** Any part of Area B that is vertically open to the sky may contribute to the requirement for Area A.

Further Information

	Contact	Details
Development Requirements	Department of Infrastructure, Planning and Logistics - Development Assessment Services	Web: nt.gov.au/property/building-and-development Email: das.dlpe@nt.gov.au Ph: 08 8999 6046
	Private registered building certifiers	Web: ntlis.nt.gov.au/building-practitioners
Building Requirements	Department of Infrastructure, Planning and Logistics - Building Advisory Services	Web: nt.gov.au/property/building-and-development Email: bas.dlpe@nt.gov.au Ph: 08 8999 6435



COUNCIL REPORT

Agenda Item Number:	15.03
Report Title:	Waste Strategy 12-Month Progress Report
Report Number:	19/0067
Meeting Date:	26/06/2019
Attachments:	Attachment A: Waste Strategy Activities 2019 Review

Purpose

This report provides an update on the progress of Council's Waste Strategy.

Summary

Council adopted its 2018-2023 Waste Strategy in May 2018. The Strategy provides guidance to Council's waste management activities over the five-year period, maximising cost efficiency, reducing waste to landfill, while maintaining customer satisfaction and advocating to government and other stakeholders on waste issues important to the local community.

The Strategy includes 5 focus areas for Council's waste management activities:

1. Continuous improvement in waste disposal services to optimise savings on costs
2. Reduce waste to landfill
3. Reduce incidence of dumped rubbish and litter
4. Maintain overall customer satisfaction of the waste service
5. Advocate on behalf of the community

The Waste Strategy is on track for both focus areas and activities. Recommendations have been proposed to align activities with financial years for budget and reporting purposes.

Recommendation

THAT Council;

1. Receives and notes the Waste Strategy 12-Month Progress Report.
2. Updates the Waste Strategy as outlined within this report, with the following changes to be made to the tables on pages 10 to 17 of the Waste Strategy.
 - a. Activity 1.2 Add \$5,000 estimated cost to establish service levels in year 4
 - b. Activity 1.3 Remove action occurring in year 5, year 3 and 4 to remain
 - c. Activity 2.1 Include action and add estimated cost to repeat audit in year 4
 - d. Activity 2.2 Extend from year 2 into year 3 with funding allocated to year 3 only
 - e. Activity 2.5 Move from years 1 and 2 to year 3 only
 - f. Activity 2.6 Move from years 2 and 3 to year 5 only

- g. Activity 2.7 Move from years 2 and 3 to year 4 only, add \$10,000 estimated cost for business case
 - h. Activity 3.1 Remove from years 1 to 4 so included in year 5 only, add \$5,000 estimated cost for establishment
 - i. Activity 4.1 Add action to review of Berry Springs services in year 3
 - j. Activity 4.5 Remove year 4, action in year 5 only, include review of Humpty Doo site
3. Notes that the Waste Strategy years align with financial years and that future reviews will be undertaken by August each year.

Background

The Waste Strategy outlines Council's plans to continue to improve the way waste is managed in the Litchfield Municipality. It identifies targets and strategies to achieve goals within the broader regional context, while delivering Council's overall strategy for a cost-effective waste management service to our community. This Strategy sets out the current waste situation, the challenges Council faces, the strategic context and the five focus areas that Council will concentrate on over the next five years.

The five focus areas are:

1. Continuous improvement in waste disposal services to optimise savings on costs
2. Reduce waste to landfill
3. Reduce incidence of dumped rubbish and litter
4. Maintain overall customer satisfaction of the waste service
5. Advocate on behalf of the community

These focus areas have measures to enable reporting and tracking of progress of the success of the Strategy. The status of these measures is included below. As the Strategy was endorsed in May 2018, and has a life of 5 years, the first year is considered to be the 2018/19 financial year for ease of alignment of budgets and reporting.

The status of the five focus areas, and their measures are presented in Table 1 below.

	Focus Area	Measured By	Status
1	Continuous improvement in waste disposal services to optimise savings on costs	The cost per tonne of waste throughput via the annual waste charge is static or lower year on year	This will be reviewed at the end of the 2018/19 financial year.
2	Reduce waste to landfill	The amount of dry recyclables collected is >15% of the total waste collected	2017/18 – 14% 2018/19 (to 3 rd quarter) – 12% Additional relevant data; Total waste diverted from landfill 2017/18 – 31% 2018/19 (to 3 rd quarter) – 36% Average monthly waste to landfill 2017/18 – 605t 2018/19 (to 3 rd quarter) – 546t

	Focus Area	Measured By	Status
3	Reduce incidence of dumped rubbish and litter	Baseline established of the incidence of illegal dumping	This will be reviewed at the end of the 2018/19 financial year.
4	Maintain overall customer satisfaction of the waste service	> 95% of residents think the service at the transfer stations is satisfactory or better	2018 Community Survey results; Waste recycling – 60% good or very good (up from 55% in 2017) Waste transfer stations – 80% good or very good (up from 78% in 2017) <i>Note: 2017 survey included rating for 'average' which was not in 2018 survey. The rating of good/very good has been used in the analysis.</i>
5	Advocate on behalf of the community	Council drives change and support through other levels of government.	Ongoing activity with Council staff involved with NTG and LGANT activities relating to planning for future waste management.

Table 1

There are 26 activities across the five focus areas and the five years of the Strategy. The status of the activities is included in Attachment A. To enable financial year alignment and clarity of activities and reporting, there are ten minor recommended changes to the Waste Strategy activities. These are noted in Attachment A where relevant and result in amended years for completion and some cost estimate changes. The recommended changes are not considered material as they don't change the intent of the activities themselves or impact on the focus areas.

Performance on these activities as relevant each year are included in quarterly Directorate reporting and annual reports.

The key activities completed, or substantially underway are included in Table 2 below.

Activity	Status	Year 1 (18/19) Estimated Cost
1.1 Tender for waste haulage	Complete	\$5000*
1.4 Continue free green waste disposal in November for 2018 to 2020	In 2018, November residential green waste disposal was 947 loads, 72% higher than the monthly average of 549 tonnes (to the 3rd quarter). The loss of revenue for this period was \$4735. Recommend reviewing the service at the end of year 3 to consider whether free disposal could be extended in future years.	\$5,000
2.1 Conduct Waste Audits	Audit of disposed waste material complete. Include audits in future years to track progress and provide data for future investigations.	\$15000*
4.1 Complete operational improvements at Berry Springs	Physical infrastructure to be complete in year 1 with demountable on site. Future analysis of opening times and potential for licencing the site still to occur. Completion of programmed Environmental Management Plan in year 2 will assist with this review.	\$130,000

Activity	Status	Year 1 (18/19) Estimated Cost
4.4 Improve WTS safety	Audit completed. Works identified and referred to budget process, with \$140,000 programmed for improvements at Howard Springs and Berry Springs in year 2. Will be an ongoing activity.	\$10,000
5.1 TOPROC development of emergency waste facility	Included as a TOPROC strategic project. In addition, staff have been working with NTG and LGANT in progressing this and the identification of a regional waste management facility.	\$0
5.5 Appropriate disposal of hazardous waste	Appropriate disposal is current practice. Environmental Management Plans under development for licenced Waste Transfer Stations - Howard Springs and Humpty Doo	\$0
*Completed prior to 2018/19 financial year		

Table 2

The resolution at the time of adopting the Waste Strategy included that Council continue to engage with Waste Collection Providers to explore ways to decrease waste to landfill by introducing recycling services or other services, as part of their residential kerb side service. This has been occurring on an as required basis, in addition to the Strategy actions to assist with recycling education and opportunities.

A review of the volumes of waste received from the relevant operators has indicated that since the Strategy consultation and engagement with commercial operators, volumes of waste disposed by these operators has dropped from 2842.77 tonnes in 2017/18 to less than 911.76 tonnes in 2018/19 (to 14/6/19).

Summary

The Waste Strategy is on track for both focus areas and activities. As this is the first review of the Waste Strategy, there are a number of activities that are recommended to be amended to clarify and assist in their implementation. These recommended changes do not materially alter the current Strategy.

The use of financial years for each year of the Strategy align the activities with budget and reporting periods. Therefore, future annual reviews of the Waste Strategy will be conducted by August each year to enable annual financial reporting to be complete prior to the review.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Not applicable to this report

Risks

The Waste Strategy assists in the prioritisation of risks identified relating to Waste Management for Council. The two main areas of risk for Council are environmental and community which are managed through the activities relating to each of the five focus areas.

Financial Implications

The Waste Strategy outlines the anticipated costs of each activity. A summary of the estimated cost per year of the Strategy (as recommended) is included in Table 3 below. These will be included for consideration in future budgets as relevant. Many of the activities are reviews, of which outcomes for implementation have not been estimated at this stage.

Council maintains a Waste Reserve funded through waste charges for the operation of the waste transfer sites and related activities. Activities as identified will be funded from this Reserve.

Estimated Total Cost				
Year 1 18/19	Year 2 19/20	Year 3 20/21	Year 4 21/22	Year 5 22/23
\$146,500	\$45,000	\$165,000	\$40,000	\$51,500

Table 3

Community Engagement

Community engagement was a significant part of the preparation of the Waste Strategy, commencing in 2016. Where relevant for the activities, community engagement will be undertaken.

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

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

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

Activity	Status	Estimated Cost (Total)	Year (Strategy)					Year (Recommended) - Incl. Costs				
			1	2	3	4	5	1 18/19	2 19/20	3 20/21	4 21/22	5 22/23
1.1 Tender for waste haulage	Complete	\$5,000	X					\$5000*				
1.2 Ensure service level matches community expectations	Ongoing, however service levels not defined and will need to occur prior to next Waste Strategy Recommended Change (1) Include \$5,000 estimated cost to establish service levels in year 4	\$0	X	X	X	X	X	\$0	\$0	\$0	\$0	\$0
1.3 Develop Berry Springs and Howard Springs landfill remediation plans	Not commenced. Will commence year 3 and complete one per year. Recommended Change (2) Remove year 5	\$10,000			X	X	X			\$5,000	\$5,000	
1.4 Continue free green waste disposal in November for 2018 to 2020	In 2018 November residential green waste disposal was 947 loads, 72% higher than the monthly average of 549 tonnes (to the 3rd quarter). The loss of revenue for this period was \$4735. Recommend reviewing the service at the end of year 3 to consider whether free disposal could be extended in future years.	\$15,000	X	X	X			\$5,000	\$5,000	\$5,000		
1.5 Prepare disaster waste plans	Programmed for year 2	\$15,000		X	X				\$15,000			
1.6 Unlock value in dry recyclables	Initial analysis in conjunction with 2.3 and 2.4. Business case applied for grant funding in 2018 which was unsuccessful. Continue to apply for funding, and if not successful fund business case(s) for relevant material in year 3.	\$40,000		X	X				\$0	\$40,000		

Activity	Status	Estimated Cost (Total)	Year (Strategy)					Year (Recommended) - Incl. Costs				
			1	2	3	4	5	1 18/19	2 19/20	3 20/21	4 21/22	5 22/23
2.1 Conduct Waste Audits	Audit of disposed waste material complete. Include audits in future years to track progress and provide data for future investigations. Recommended Change (3) <i>Repeat in year 4</i>	\$15,000	X					\$15000*			\$15,000	
2.2 Implement incentives to boost recycling	6 month trial of incentives – based on outcomes of items 1.6 and 2.2 Recommended Change (4) <i>Continue in year 3 with funding allocated to year 3</i>	\$100,000		X					\$0	\$100,000		
2.3 Support home separation of recycling	Scheduled for completion by June 2020 in conjunction with 1.6 and 2.4	\$20,000	X	X					\$20,000			
2.4 Support food waste mgmt. at home	Scheduled for completion by June 2020 in conjunction with 1.6 and 2.3	\$5,000		X					\$5,000			
2.5 Invest in waste education	Undertake following completion of 1.6, 2.3 and 2.4 Recommended Change (5) <i>Move to year 3</i>	\$5,000	X	X						\$5,000		
2.6 Rename waste transfer station to resource recovery centre	Not commenced, however review of name should align with masterplan review and other outcomes of studies etc. Recommended Change (6) <i>Move to year 5</i>	\$6,500		X	X							\$6,500
2.7 Investigate potential for a social enterprise to operate a dump shop	Not commenced Recommended Change (7) <i>Move to year 4, include \$10,000 estimated cost for business case</i>	\$10,000		X	X						\$10,000	

Activity	Status	Estimated Cost (Total)	Year (Strategy)					Year (Recommended) - Incl. Costs				
			1	2	3	4	5	1 18/19	2 19/20	3 20/21	4 21/22	5 22/23
3.1 Establish and engage with community action group	Re-establish stakeholder group as part of masterplan activities (4.5) and preparation of future. Recommended Change (8) <i>Include in year 5 only, with \$5,000 estimated cost for establishment</i>	\$5,000	X	X	X	X	X					\$5,000
3.2 Establish by-laws regarding litter and illegal dumping	Not commenced	\$0			X	X				\$0	\$0	
4.1 Complete operational improvements at Berry Springs	Physical infrastructure to be complete in year 1 with demountable on site. Future analysis of opening times and potential for licencing the site still to occur. Completion of programmed Environmental Management Plan in year 2 will assist with this review. Recommended Change (9) <i>Include review of Berry Springs services in year 3</i>	\$130,000	X					\$130,000		\$0		
4.2 Improve Humpty Doo recyclable containers drop-off	Initial works complete, ongoing review in conjunction with other activities	\$0	X					\$0				
4.3 Develop branding for Council's Community Grants Scheme	Underway, to be complete by June 2019	\$1,500	X					\$1,500				
4.4 Improve WTS safety	Audit completed. Works identified and referred to budget process, with \$140,000 programmed for improvements at Howard Springs and Berry Springs in year 2. Will be an ongoing activity.	\$10,000	X	X				\$10,000				

Activity	Status	Estimated Cost (Total)	Year (Strategy)					Year (Recommended) - Incl. Costs				
			1	2	3	4	5	1 18/19	2 19/20	3 20/21	4 21/22	5 22/23
4.5 Review master planning for Howard Springs and Berry Springs	Investigate reconfiguration of sites. Undertake for all sites to ensure modern set up based on usage and future opportunities. Include review of access system to consider potential for automatic tag or similar system. Recommended Change (10) <i>Year 5 only, include review of Humpty Doo Site</i>	\$30,000				X	X					\$30,000
4.6 Improve WTS amenity	Focussed on Humpty Doo but will consider all sites, will follow on from year 2 activities.	\$30,000			X	X	X			\$10,000	\$10,000	\$10,000
5.1 TOPROC development of emergency waste facility	Included as a TOPROC strategic project. In addition staff have been working with NTG and LGANT in progressing this and the identification of a regional waste management facility.	\$0	X	X	X	X	X	\$0	\$0	\$0	\$0	\$0
5.2 Product stewardship	Council works with Techcollect and Drum muster. Ongoing investigation of stewardship opportunities.	\$0	X	X	X	X	X	\$0	\$0	\$0	\$0	\$0
5.3 Open dialogue with businesses	Ongoing	\$0	X	X	X	X	X	\$0	\$0	\$0	\$0	\$0
5.4 Waste planning for new land development	Ongoing	\$0		X	X	X			\$0	\$0	\$0	
5.5 Appropriate disposal of hazardous waste	Appropriate disposal is current practice. Environmental Management Plans under development for licenced Waste Transfer Stations - Howard Springs and Humpty Doo	\$0	X	X	X	X	X	\$0	\$0	\$0	\$0	\$0
			total Estimated Cost					\$146,500	\$45,000	\$165,000	\$40,000	\$51,500



COUNCIL REPORT

Agenda Item Number:	15.4
Report Title:	Acquittal of Special Purpose Grant
Report Number:	19/0072
Meeting Date:	26/06/2019
Attachments:	Attachment A: Acquittal Form Purchase and Installation of Solar System Attachment B: 2018 Expense listing Purchase and Installation of Solar System Attachment C: 2019 Expense listing Purchase and Installation of Solar System

Purpose

This report presents for Council the approval of the acquittal form for the Special Purpose Grant for the Litchfield Council's Solar System Installation Project.

Summary

Council received a Special Purpose Grant to the value of \$78,720 from the Northern Territory Government (NTG) Department of Local Government, Housing and Community Development on 28 May 2018 for the purchase and installation of Litchfield Council's Solar System. Works commenced in the 2017/18 financial year, with remaining funds expended in the 2018/19 financial year.

A total of \$80,473 was spent on project completion resulting in a Council contribution of \$1,752.59.

Recommendation

THAT Council approves the acquittal of the Special Purpose Grant for the purchase and installation of Litchfield Council's Solar System to the value of \$78,720.

Background

All Special Purpose Grants provided by the Department Housing and Community Services require Council approval for the acquittal process.

At the June 2018 meeting, Council approved the partial acquittal of the Special Purpose Grant – purchase and installation of Litchfield Council's Solar System.

The attached acquittal form (Attachment A) and an overview of expenditures to date (Attachments B and C) identifies the works undertaken which included the installation of a solar photo-voltaic (PV) system on Council's main office building.

Attachment A – Acquittal Form Purchase and Installation of Solar System

Attachment B: 2018 Expense listing Purchase and Installation of Solar System shows the actual value of invoices paid as \$28,625.40

Attachment C: 2019 Expense listing Purchase and Installation of Solar System shows the actual value of invoices paid as \$51,847.19

Total amount spent by Council on the project was \$80,473.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Nil

Risks

Council must acquit this grant as at 30 June 2019 to ensure future Special Purpose Grant applications will be considered by Department Housing and Community Services.

Financial Implications

Variations in the original quote resulted in a deficit of \$1,753. This variation was accounted for with savings in other projects within Council's capital works budget.

Community Engagement

Nil

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

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

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

2018-19 ACQUITTAL OF SPECIAL PURPOSE GRANT

Department of Housing and Community Development

File HCD2017/01687:

Purpose of Grant: Purchase and install a solar photo-voltaic (PV) system on Council's main office building at Freds Pass.

Date of Approval of Variation to Grant (if applicable) / /201__

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2019

Special Purpose Grant	\$78,720
Other income	<u> </u>
Total income	<u>\$78,720</u>

Expenditure (Specify accounts and attach copies of invoices and ledger entries)

An 'administration fee' is not to be apportioned to the grant for acquittal purposes.

Total Expenditure	<u>\$80 472.59</u>
Surplus/(Deficit)	<u>\$ (1 752.59)</u>

We certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by ..Karina Gates, Finance Manager/...../2019

Laid before the Council at a meeting held on 26/06/2019 **Copy of minutes attached.**

CEO or CFO/...../2019

DEPARTMENTAL USE ONLY

Grant. amount correct?

YES/NO

Expenditure conforms with purpose YES/NO

Minutes checked YES/NO

Balance of funds to be acquitted \$

Date next acquittal due / /

ACQUITTAL ACCEPTED YES/NO

Prepared by

Comments

Donna Hadfield – Manager Grants Program

Work Order
Transaction Listing by Work Order
Posting Year: 2018

Program - c_wo007 20/06/2018 12:57:58PM

Work Orders:	4589	to	4589	Classification 1:	All Records	Classification 3:	All Records
Task Code:	0	to	999999	Classification 2:	All Records	Classification 4:	All Records
Posting Period:	1	to	12				

Work Order Description

4589 Solar System Installation - SPG

Task	Description	Transactions	Committed	Oncost	Actual Val	Total Value	GST
110	Capital - Construction	2	42,938.11	0.00	28,625.40	71,563.51	2,862.54

Trans Dte	Reference	Mod	Account	Account Description	Transaction Description	Committed	Oncost	Actual Val	Total Value	GST
31/05/18	13638	PU	1388	COUNTRY SOLAR NT	Supply and commissioning of a 53kWp DC commercial solar system for the Litchfield Council building a t 7 Bees Creek Road, Bees Creek. 40% deposit (\$31,487.94) is required upon accepting the offer to t rigger the project scheduling and component orderi ng.	71,563.51	0.00	0.00	71,563.51	0.00
01/06/18	INV-0827	AP	1388.01	COUNTRY SOLAR NT	Supply and commissioning of a 53kWp DC commercial solar system for the Litchfield Council building a t 7 Bees Creek Road, Bees Creek. 40% deposit (\$31,487.94) is required upon accepting the offer to t rigger the project scheduling and component orderi ng.	(28,625.40)	0.00	28,625.40	0.00	2,862.54
Total Transactions Task Capital- Construction						2	42,938.11	0.00	28,625.40	71,563.51 2,862.54

Work Order
Transaction Listing by Work Order
Posting Year: 2019

Program - c_wo007 13/06/2019 1:21:05PM

Work Orders:	4589	to	4589	Classification 1:	All Records	Classification 3:	All Records
Task Code:	0	to	999999	Classification 2:	All Records	Classification 4:	All Records
Posting Period:	1	to	12				

Work Order Description

4589 Solar System Installation - SPG

Task	Description	Transactions	Committed	Oncost	Actual Val	Total Value	GST
110	Capital - Construction	3	0.00	0.00	51,847.19	51,847.19	5,184.72

Trans Dte	Reference	Mod	Account	Account Description	Transaction Description	Committed	Oncost	Actual Val	Total Value	GST
01/07/18	13638	PU	1388	COUNTRY SOLAR NT		42,938.11	0.00	0.00	42,938.11	0.00
17/07/18	INV-0952	AP	1388.01	COUNTRY SOLAR NT		(7,156.35)	0.00	8,909.09	1,752.74	890.91
						Supply and commissioning of a 53kWp DC commercial solar system for the Litchfield Council building a t 7 Bees Creek Road, Bees Creek. 40% deposit (\$31,487.94) is required upon accepting the offer to t rigger the project scheduling and component orderi ng.				
11/12/18	INV-1065	AP	1388.01	COUNTRY SOLAR NT		(35,781.76)	0.00	42,938.10	7,156.34	4,293.81
						Supply and commissioning of a 53kWp DC commercial solar system for the Litchfield Council building a t 7 Bees Creek Road, Bees Creek. 40% deposit (\$31,487.94) is required upon accepting the offer to t rigger the project scheduling and component orderi ng.				
Total Transactions Task Capital- Construction						3	0.00	0.00	51,847.19	5,184.72



COUNCIL REPORT

Agenda Item Number:	15.5
Report Title:	GOV04 Whistleblowing Policy
Report Number:	19/0073
Meeting Date:	26/06/2019
Attachments:	Attachment A: DRAFT GOV04 Whistleblowing policy

Purpose

To present for Council approval Draft GOV04 Whistleblowing policy.

Summary

In November 2018 the *Public Interest and Disclosure Act* was superseded by the *Independent Commission Against Corruption Act 2018*. GOV04 Whistleblowing policy was compliant with the previous act and now requires review to ensure continued compliance with the new *Independent Commission Against Corruption Act 2018* (the Act).

The attached Draft GOV04 Whistleblowing policy has been updated to comply with the Act.

Recommendation

THAT Council adopts amended GOV04 Whistleblowing policy.

Background

GOV04 Whistleblowing policy has been reviewed and updated to ensure that Litchfield Council meets its obligations with the *Independent Commission Against Corruption Act 2018*. The policy has been strengthened through inclusion of statements regarding mandatory reporting of improper conduct and an improved definition of improper conduct.

Legislative references have been updated to refer to the new Act. The CEO has delegated the Governance and Risk Advisor as the nominated recipient of protected communications as per Section 97 of the *Independent Commission Against Corruption Act 2018*. A secure facility has been created in Councils records management system to store protected communications and maintain privacy.

Reporting of improper conduct can also be made to the CEO or directly to the Commission.

Links with Strategic Plan

A well-run council.

Legislative and Policy Implications

The *Independent Commission Against Corruption Act 2018* identifies a public officer as,

- a. the holder of an office established under an Act who is appointed by the Administrator or a minister;
- b. a member, officer or employee of a public body; or
- c. any other person engaged, whether under the *Contracts Act* or otherwise, by or on behalf of a person mentioned above in relation to the performance of official functions

Public Officers are subject to this Act in that are bound by the mandatory reporting requirements and are the subject to being reported if engaging in improper conduct.

This policy ensures a structure is in place to protect reporting parties.

Risks

By not adopting this policy the risk of noncompliance with the Act is high.

Financial Implications

Nil

Community Engagement

Nil

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

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

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



Name	GOV04 Whistleblowing
Policy Type	Council
Responsible Officer	Director Community and Corporate Services
Approval Date	15/11/2017
Review Date	14/11/2021

1. Purpose

To encourage and facilitate disclosures of maladministration, corrupt or illegal conduct occurring in the Council so that internal controls and procedures can be strengthened to ensure that the Council's resources are applied efficiently and effectively.

To provide assurance to the community that Council is committed to good governance and ethical behaviour.

To provide an environment where people are supported in the reporting of corrupt and illegal practices and that such persons are not victimised for reporting these matters.

2. Scope

Litchfield Council is classified as a public body in Section 16(1) of *Independent Commissioner Against Corruption 2018 (the Act)*.

Mandatory reporting of suspected improper conduct applies to all public bodies and associated public officers as defined in Section 16(2) of *the Act*.

Whistle-blowing protections are applicable to any person reporting suspected improper conduct and seeks protection under *the Act*.

~~This policy applies to all Litchfield Council employees, regardless of the status of their employment, and members of the public who elect to make a disclosure of alleged improper conduct and seeks protection under the *Public Interest Disclosure Act (the Act)*.~~

Comprehensive information regarding disclosure, the role and powers of the Information Commissioner, as well as links to *the Act* and the associated regulations and guidelines, are available on the Public Interest Disclosure website [www.blowthewhistle.nt.gov.auhttps://icac.nt.gov.au/home](https://icac.nt.gov.au/home)

3. Definitions

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

Code of Conduct	means the approved Litchfield Council Codes of Conduct as they apply to employees and the Elected Members
Delegate	means the person delegated by the Chief Executive Officer to receive reports of alleged improper conduct
Employee	means any person employed by or working for Litchfield Council, either as a salaried officer, wages recipient, volunteer, temporary or employment agency staff or Elected

	Member
Commissioner	means the Commissioner for Public Interest Disclosure
The Act	Independent Commissioner Against Corruption 2018 The Public Interest Disclosure Act
ICAC	Independent Commissioner Against Corruption
Improper Conduct (as defined in Section 5-9 of the Public Interest Disclosure Act)	<p>(1) Each of the following is improper conduct:</p> <ul style="list-style-type: none"> (a) <u>corrupt conduct</u>; (b) <u>misconduct</u>; (c) <u>unsatisfactory conduct</u>; (d) <u>anti-democratic conduct</u>; (e) <u>conduct constituting an offence against this Act</u>; (f) <u>conduct (the secondary conduct) engaged in by any person in relation to conduct mentioned in paragraphs (a) to (e) (the primary conduct) as provided by subsection (2).</u> <p>(2) For subsection (1)(f), secondary conduct is conduct that would constitute an offence against one of the following sections of the Criminal Code on the assumption that the primary conduct is an offence, whether or not the primary conduct is in fact an offence:</p> <ul style="list-style-type: none"> (a) <u>section 43BF (attempt)</u>; (b) <u>section 43BG (complicity and common purpose)</u>; (c) <u>section 43BH (innocent agency)</u>; (d) <u>section 43BI (incitement)</u>; (e) <u>section 43BJ (conspiracy)</u>. <p>(3) <u>Secondary conduct is taken to be the same type of improper conduct as the primary conduct to which it relates.</u>if the conduct involves one or more of the following and constitutes a criminal offence or, if engaged in by a public officer (as per definition in The Act), constitutes reasonable grounds for terminating the services of the public officer:</p> <p>seeking or accepting a bribe or other improper inducement;</p>

	<p>any other form of dishonesty;</p> <p>inappropriate bias;</p> <p>a breach of public trust;</p> <p>misuse of confidential information; or</p> <p>the conduct involves one or more of the following (whether or not the conduct constitutes a criminal offence or, if engaged in by a public officer, reasonable grounds for terminating the services of the public officer):</p> <p>substantial misuse or mismanagement of public resources;</p> <p>substantial risk to public health or safety;</p> <p>substantial risk to the environment; or</p> <p>substantial maladministration that specifically, substantially and adversely affects someone's interests.</p> <p>The following acts also constitute improper conduct:</p> <p>unauthorised removal of Council assets, both tangible and intangible;</p> <p>altering mandated tender processes to ensure a contract is awarded to a favoured applicant;</p> <p>inappropriate use of position to obtain goods or services;</p> <p>an act of reprisal; or</p> <p>a conspiracy or attempt to engage in improper conduct that constitutes a criminal offence.</p>
<u>Public Officer</u>	<p><u>a. the holder of an office established under an Act who is appointed by the Administrator or a minister;</u></p> <p><u>b. a member, officer or employee of a public body; or</u></p> <p><u>a.c. any other person engaged, whether under the <i>Contracts Act</i> or otherwise, by or on behalf of a person mentioned above in relation to the performance of official functions</u></p>

Whistle-blower	<p>any person who identifies that they wish to access the protection of <i>the Act</i> and this Policy to disclose information in the public interest concerning:</p> <ul style="list-style-type: none"> • Illegal activity or corruption within Litchfield Council; • Maladministration, including impropriety, negligence or waste within Litchfield Council.
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4. Policy Statement

4.1. Council Commitment

- 4.1.1. Litchfield Council is committed to the objectives of *the Act* and to ensure that its responsibilities under *the Act* are properly fulfilled. Disclosures which are made in good faith will be taken seriously and prompt action will be taken to address any alleged improper conduct.
- 4.1.2. Litchfield Council is committed to the principles of natural justice and procedural fairness, namely:
- The premise that a person is innocent until proven otherwise;
 - The right to be heard, which means the right to have a fair hearing, with the opportunity to present one's case;
 - The right to have a decision made by an unbiased decision-maker;
 - The right to have the decision based on evidence;
 - Clear communication of policies, procedures and instructions.
- 4.1.3. This Policy is designed to complement normal communication channels between Litchfield Council management, staff and the public. Employees are encouraged to continue to raise matters at any time with their managers/team leaders. Additionally, people may make a formal disclosure of improper conduct or detrimental action under *the Act* in accordance with this policy and associated regulations and guidelines.
- 4.1.4. Litchfield Council will adhere to *the Act*~~s~~ and any directions and regulations and guidelines issued by the ICAC to allow employees or members of the public to provide information in accordance with *the Act*.
- 4.1.5. Litchfield Council is committed to investigating all information supplied in a confidential manner and taking appropriate action.
- 4.1.6. Serious and proven fraud and corruption will be referred to the Northern Territory Police.

4.2. Mandatory Reporting

4.1.6.4.2.1. Council will ensure that the Mandatory Reporting directions and guidelines issued by the ICAC are made available to all employees and elected members either electronically or by hard copy

4.2.4.3. Whistle-blower Protection

4.2.1.4.3.1. Litchfield Council recognises the value of transparency and accountability in its administrative and management practices and supports ~~the making of disclosure~~ reporting ~~es~~ that reveals ~~corrupt or illegal conduct~~ improper conduct involving substantial mismanagement of public resources or conduct involving a substantial risk to public health and safety or the environment.

4.2.2.4.3.2. Litchfield Council does not tolerate improper conduct by its employees, nor the taking of reprisals against those who come forward to ~~disclose~~ report such conduct.

4.2.3.4.3.3. Litchfield Council will take every care to keep the identity of any person making a ~~disclosure~~ report confidential, subject to any legal requirements that are imposed on Council to disclose information. The identity of a Whistle-blower will be maintained as confidential in accordance with *the Act*. Confidentiality will remain in all circumstances, unless the Whistle-blower consents to his/her identity being disclosed or disclosure is otherwise required so that the matter may be properly investigated.

4.2.4.4.3.4. Harassment, intimidation or other reprisal action against a person who discloses alleged improper conduct will not be tolerated and action will be taken in accordance with *the Act* and with Council's Code of Conduct against persons who indulge in harassment, intimidation or reprisal action.

4.3.4.4.

4.4.4.5. Employees who are the Subject of Disclosures

4.4.1.4.5.1. Litchfield Council will afford natural justice to the person who is the subject of the ~~disclosure~~ report.

4.4.2.4.5.2. Where investigations do not substantiate ~~disclosure~~ a report, the fact that the investigation has been carried out, the results of the investigation, and the identity of the person who is the subject of the ~~disclosure~~ report will remain confidential.

4.4.3.4.5.3. Litchfield Council will give its full support to a person who is the subject of a ~~disclosure~~ report where the allegations contained in the ~~disclosure~~ report are clearly wrong or unsubstantiated.

4.4.4.4.5.4. If the matter has been ~~publicly disclosed~~ reported, the Chief Executive Officer will consider any request by that person to issue a statement of support setting out that the allegations were clearly wrong or unsubstantiated.

4.4.5.4.5.5. Litchfield Council will follow the strategies outlined in *the Act* and associated regulations and guidelines to ensure that ~~Whistle-blower~~ Whistle-blower protections are in place.

4.5.4.6. Making a disclosure

~~4.5.1~~~~4.6.1.~~ Disclosures can be made verbally, in writing, by telephone or by email.

~~4.5.2~~~~4.6.2.~~ Disclosures can be made anonymously.

~~4.5.3~~~~4.6.3.~~ Disclosures can be submitted to;

- the Chief Executive Officer of the Litchfield Council **or**
- the Officer delegated by the CEO as the nominated recipient of for protected communications **or**
- the [Commissioner for Public Interest Disclosures](#) **ICAC**.

~~4.5.4~~~~4.6.4.~~ Reporting alleged improper conduct to persons other than the above named, including the media, **will not be** protected under *the Act*.

5. Associated Documents

Litchfield Council – Codes of Conduct (EM02 & HR01)

Litchfield Council – Fraud Policy (FIN10)

Litchfield Council – Delegation Manual

6. References and Legislation

[Independent Commissioner Against Corruption 2018 and guidelines](#)

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
This Review	Update to conform with Independent Commissioner Against Corruption 2018
15/11/2017	Policy Adopted (1718/099)



COUNCIL REPORT

Agenda Item Number:	15.6
Report Title:	Risk Management and Audit Committee Minutes May 2019
Report Number:	19/0068
Meeting Date:	26/06/2019
Attachments:	Attachment A: RMAC Unconfirmed Minutes 20 May 2019

Purpose

To present for noting the minutes for the Risk Management and Audit Committee (RMAC) meeting of Monday 20 May 2019.

Summary

RMAC met for its fourth meeting of the 2018/19 financial year on 20 May 2019. Items for discussion included the Procurement Improvement Committee, the external audit plan to be conducted by Merit Partners and progress on two internal audits (payroll and contract management processes). The minutes from the meeting are attached.

Recommendation

THAT Council receives and notes the minutes of the Risk Management and Audit Committee meeting of 20 May 2019.

Background

FIN09 Risk Management and Audit Committee policy provides the terms of reference for the RMAC which works to an annual workplan approved by the committee.

The agenda and minutes from RMAC meetings for the past 3 years are available on the Council website as per Section 200A of the Local Government Act.

Links with Strategic Plan

A well-run council.

Legislative and Policy Implications

The Litchfield RMAC is established pursuant to Part 5.2 of the Local Government Act and Section 10 of the Local Government (Accounting) Regulations and operates under Council policy FIN09.

Risks

Nil

Financial Implications

Nil

Community Engagement

Nil

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

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

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



RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting

held in the Executive Meeting Room, Litchfield
on Monday, 20 May 2019 at 10.00am

Present	Iain Summers Doug Barden (Councillor)	Chairperson Committee Member
Staff	Kaylene Conrick Silke Maynard Nadine Nilon David Jan Karina Gates	Chief Executive Officer Director Community and Corporate Services Director of Infrastructure and Operations Governance and Risk Adviser Finance Manager
Presenters	Nil	

1. OPENING OF THE MEETING

The Chairperson, Iain Summers opened the Meeting at 10.00am.

2. APOLOGIES AND LEAVE OF ABSENCE

Kirsty Hunt (Councillor) Committee Member.

3. DISCLOSURES OF INTEREST

No disclosures of interest were declared.

4. CONFIRMATION OF MINUTES

Moved: Cr Barden

Seconded: Iain Summers

Carried

THAT the full minutes of the Risk Management and Audit Committee Meeting held Tuesday 5 February 2019, 5 pages, be confirmed.

5. BUSINESS ARISING FROM THE MINUTES

RMAC is satisfied that all the actions regarding the works permit audit have been finalised.

Roads asset management plan will be presented at July Council meeting in order to link with the updated long term financial plan.

Moved: Cr Barden

Seconded: Iain Summers

Carried

THAT

1. RMAC receives and notes the Action Sheet and accepts management responses to updates of actions.
2. Receives a report at the February 2020 RMAC meeting with the revised dates for the development of asset management plans scheduled for completion by June 2021 including example of an asset management plan.

6. PRESENTATIONS

Nil.

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

8. OFFICERS REPORTS

8.1 Procurement Improvement Committee

Moved: Cr Barden

Seconded: Iain Summers

Carried

THAT

1. RMAC notes the report on the Procurement Improvement Committee (PIC) and the progress made on the procurement roadmap, and requests management's consideration of the feedback provided by RMAC.
2. In particular, that the PIC terms of reference be amended to include reporting to RMAC on PIC's monitoring of procurement audit recommendations, by providing minutes of its meetings.

8.2 External Audit Plan

Moved: Cr Barden

Seconded: Iain Summers

Carried

THAT the RMAC notes the expected timeline for the external audit of Litchfield Council's 2018/2019 Financial Statements, and requests the Merit Partners audit plan to be presented to the next RMAC meeting.

8.3 Internal Audit Plan

Moved: Cr Barden

Seconded: Iain Summers

Carried

THAT RMAC,

1. Notes the scope of the Contract Management Practices internal audit.
2. Requests that future internal audit scope of works are to include a list of relevant policies for which the audit should be assessing operational compliance and effectiveness.
3. Recommends that the internal audit budget is maintained at the current level and that the internal audit KPI in the 2019/20 Municipal plan is set at a minimum of two per year.
4. Requests an updated internal audit plan that is informed by the risk dashboard be presented to the RMAC meeting in July 2019.

9. OTHER BUSINESS

Nil.

10. CONFIDENTIAL ITEMS

Moved: Cr Barden

Seconded: Iain Summers

Carried

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

10.1 DRAFT Internal Audit Payroll Report and Management Response

Regulation 8(a) reason - information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual;

The meeting was closed to the public at 10.45am.

11. CLOSE OF MEETING

On behalf of RMAC, the Chair thanked Kaylene Conrick (CEO) for her contributions Litchfield Council, particularly in supporting the work of RMAC.

The Chair closed the meeting at 11.00am.

12. NEXT MEETING

Tuesday 30 July 2019, 10.00am.

MINUTES TO BE CONFIRMED

Tuesday 30 July 2019, 10.00am.

.....
Chairperson
Iain Summers



COUNCIL REPORT

Agenda Item Number:	15.07
Report Title:	Draft Municipal Plan & Budget 2019-20 Submissions
Report Number:	19/0071
Meeting Date:	26/06/2019
Attachments:	Attachment A – Table of Submissions received Attachment B – Recommendation for Amendments by Officers

Purpose

This report presents submissions received on Council's Draft Municipal Plan 2019-20 and recommendations amendments to the draft plan.

Summary

In line with legislative requirements Council resolved at its meeting held on the 17 April 2019 to release its Draft Municipal Plan 2019-20 inviting public comment. The draft plan was placed on public exhibition from 15 May to 6 June 2018 with 13 submissions received.

A copy of all submissions has been provided to Councillors under separate cover. Attached to this report is a summary of those submissions with responses, see Attachment A.

Suggested minor changes, resulting in amendments to the draft budget and editorial changes to the document are provided in Attachment B.

Recommendation

THAT Council authorises the Chief Executive Officer to update the Budget 2019-20 in line with Attachment B and make editorial changes, as necessary to the Draft Municipal Plan and Budget 2019-20.

Background

At its 15 May 2019 meeting, Council endorsed its Draft Municipal Plan 2019-20 and Budget to be placed on public exhibition for 21 days, inviting public comments.

The 13 public submissions received include the following topics:

- Rate increase and rating policy
- Major projects (Community and Business Hub, Mango Strategic Roads Project, Aquatic Facility)
- Community consultation and engagement (for major projects and in determining service requirements)
- Council's financial management
- Infrastructure management (roads maintenance, cycle paths)

- New initiatives (chambers upgrade, Website update)
- Staffing structure and cost
- Waste management
- Natural resource management

Council received most submissions (8 out of the 13 submissions) on the proposed rate increase. Council acknowledges the current economic climate and continues to ensure operational expenditures are restrained in line with its Long-Term Financial Plan. It also is to be noted that the 5% proposed rate increase equates to \$40 per year and that the actual dollar increase is less than the increase of neighbouring councils (based on the average UCV residential property).

Attachment A to this report identifies the responses and suggested amendments regarding these submissions in detail. No changes are recommended as a consequence of public submissions.

The NTG Department of Local Government, Housing and Community Development has provided suggestions (not as public submission) regarding minor edits. As a result, items identified in Attachment B are recommended to be amended in the Draft Municipal Plan and Budget 2019-20.

During the period of public consultation, ownership of the property related to Council's workers village rating income has been transferred to the Northern Territory Government. With this transfer of title, the property becomes non-rateable under legislation and Council will lose the proposed rating income of \$55,211. To balance the loss of income, it is proposed to increase the transfer from Council's Asset Reserve to ensure Council can provide the services outlined in the Draft report. This increase in funds drawn from remains below the level of funding allowed for in the Long-Term Financial Plan.

Links with Strategic Plan

A well-run Council

Legislative and Policy Implications

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

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

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

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

Litchfield Council Draft Municipal Plan 2019-20 complies with the above requirements. Council must adopt a legally compliant budget. The Draft 'balanced' Budget 2019-20 is presented in accordance with Part 10.5, Section 127 (3) of the *Local Government Act*.

Risks

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

Financial Implications

Amendments to the Draft Municipal Plan 2019/20 and Budget, as presented to Council will have the following financial implications (Attachment B) in summary:

	Endorsed DRAFT Budget 2019-20 May 2019	Identified Amendments Increase (Decrease)	Amended DRAFT Budget 2019-20 July 2019
Operational Revenue	\$16,493,299	(\$55,211)	\$16,438,088
Capital Revenue	\$7,584,743	\$0	\$7,584,743
Total Revenue	\$24,078,042	(\$55,211)	\$24,022,831
Operating Expenditure	\$14,990,450	\$0	\$14,990,450
Capital Expenditure	\$13,037,000	\$0	\$13,037,000
Total Expenditure	\$28,027,450	\$0	\$28,027,450
Net Transfer from Reserves	\$2,949,408	\$55,211	\$3,004,619
Balance Sheet - Loan	\$1,000,000		\$1,000,000
Balance Surplus/Deficit	\$0	\$0	\$0

Community Engagement

The Draft Municipal Plan 2019-20 was placed on public exhibition and promoted through the following means:

- Advertisement in the NT News 16 May 2019 in the public notice section;
- Advertisement in the Darwin Sun 21 May 2019 in the public notice section;
- Boosted post on Facebook, reaching 1249 people with 44 people interacting with the post including sharing;
- Numerous mentions on the Mayor's weekly radio spots on Territory FM;
- Mention on the Mayor's monthly radio spot on ABC Darwin;
- Included in the Mayor's monthly article in The Sun Newspaper on 28 May and 11 June 2019;
- Pop up stalls at Berry Springs Markets (26 May 2019), Humpty Doo Shopping Centre (29 May 2019) and Fred's Pass Markets (1 June 2019);
- Discussed by Councillors at the Fred's Pass Show;
- Copies displayed at the front counter at Council's office;

**Recommending
Officer:**

Silke Maynard, Interim Chief Executive Officer

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

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

2019/2020 Litchfield Council Municipal Plan Submissions				
Topic	Name	Submission Summary	Response	RECOMMENDATION
Rates Increase	1. Kirsten Robb, Girraween	Disagrees with a rate rise of 5% compared to services	Page 11 of the Long Term Financial Plan notes an increase to overall rates income of 5.0% plus \$25,000 growth in rateable properties.	No changes to Municipal Plan recommended.
			Rates for Coolalinga residential properties will not be increased as stated on page 39 of the Draft Plan.	
	2. Geoff Baker, Noonamah	Comparison between City of Darwin (3%) and Palmerston's (2.9%) and Litchfield's rate rises (5%) and comparison to services and rise in pensions.	Council is currently undergoing a review of its rating policy through a community reference group as identified on page 17 of the Draft Plan. The objectives of the Rating Policy Review Community Reference Group are to act as an advisory Group to Council for the development of a new Rating Policy, and in particular to:	
			<ul style="list-style-type: none"> Identify and recommend principles for formulating a rating policy; Advise on the residential rate and consideration of differential rates; Advise on the equitable collection of rates; and Produce a Report with recommendations for Council before public comment. 	
	3. Petar Fantini, Blackmore	Disagrees with a rate rise of 5% compared to services to benefit rate payers.	After recommendations are made by the Reference group to Council, further consultation on the rating policy will be undertaken in August/September 2019.	
			Section 127(e) of the Local Government Act requires Council to make an assessment of the social and economic impacts of its rating policy which is the intent of statements on page 39.	
	4. Gerry Wood, Howard Springs	Disagrees with a rate rise of 5%, advocates for maintaining a flat rate, reviewing the need for community services and reducing administration costs. Suggests Council is trying to copy municipal neighbours.	Council has a number of processes in place to assess community need that are guided by the Community Engagement policy and strategy and include the annual community survey, social media monitoring and 'Your Say' process for gathering community feedback. Furthermore, Council draws on needs analysis and regional plans for the identification of major projects.	
		Suggests that "Rates should be kept to a minimum and the reasons for the increase need to be clearly articulated in the budget documents – not because we can afford it."		

2019/2020 Litchfield Council Municipal Plan Submissions				
Topic	Name	Submission Summary	Response	RECOMMENDATION
		<p>Questions the high rate for Coolalinga residents.</p> <p>Suggests shelving of proposed projects</p> <p>Suggests that rate increases should not be based on what people earn but on what is required to run a fiscally responsible council.</p>	<p>Council undertakes a rigorous budget process in identifying the cost to deliver services and intern the setting of rates. This process includes detailed financial and asset analysis to ensure Council has the required funds to ensure assets are maintained now and into the future.</p> <p>To assist ratepayers in the event of financial hardship Council has FIN06 Rates Concession policy in place.</p> <p>Councils current rating strategy of a flat rate means that property values have no impact on the amount of rates charged.</p>	
	5. Horst Walter, Berry Springs	Suggests that rate increases should be in line with CPI as that is what most wages increase by.		
	6. Gerard Maley, Howard Springs	<p>Suggests that “the 5% rate rise and 3% waste management rise comes from what Council believes ratepayers can afford, not from a formula based on the cost of running the Council.”</p> <p>Questions Coolalinga rate</p> <p>Suggests that rate rises should be determined by the</p>		

2019/2020 Litchfield Council Municipal Plan Submissions				
Topic	Name	Submission Summary	Response	RECOMMENDATION
		cost of the “proper operation” of Council Comments regarding property value decrease, population growth rate and linkage to increased rates.		
	7. Alison Worsnop and Mike Bowman, Humpty Doo	Concerned with proposed rate rise and recalled how unpopular major rate changes have been in the past.		
	8. George Kasperek, Herbert	Statement endorsing rate rise but requiring value.		
Road Dollar Spend	Tony Hardwick, Howard Springs	Concerned with Council spending “\$5.6m of ratepayers money on roads” and that rate payers already pay for roads through fuel excise. Suggests Council should concentrate on waste collection, public recreation facilities and planning. “Council should be lobbying government for funding of roads.”	Part 12.3 of the Local Government Act mandates that Council has the care and control of local roads. Council will receive \$3.5 Million in grants (Roads to Recovery and Financial Assistance Grants) which contribute to the expenditure on roads. The balance of the funds come from reserves as per the Long Term Financial Plan and rate income. Council has also received a commitment from the Federal Government to provide funding for the Mango Strategic Roads Project as identified on page 13 of the Draft Plan.	No changes to Municipal Plan recommended.

2019/2020 Litchfield Council Municipal Plan Submissions				
Topic	Name	Submission Summary	Response	RECOMMENDATION
Road Maintenance	Petar Fantini, Blackmore	Submission regarding maintenance of Cox Peninsular Road.	Cox Peninsular Road is not a Local Road. It is vested with the Northern Territory Government. This comment will be referred to the Department of Infrastructure Planning and Logistics.	No changes to Municipal Plan recommended.
Waste Charge	Tony Hardwick, Howard Springs	Comment regarding the imposition of a waste levy on unoccupied vacant land.	All residnetial ratepayers have the ability to use Council's waste transfer stations and therefore are liable for the user charge.	No changes to Municipal Plan recommended.
Staffing Numbers and Administration Cost	1. Tony Hardwick, Howard Springs	Comment regarding administration staffing level.	Council's staffing increased by 5.3 FTE compared to the 2018/19 budget of which 4.1 FTE are externally funded through grants and linked to increased service levels provided to the community in the areas of library and recreation.	No changes to Municipal Plan recommended.
	2. Gerry Wood, Howard Springs	Comment regarding administration staffing level and reducing administration costs	A further 1 FTE is a Customer Service Trainee giving opportunity for young residents to step in the workforce and improve service response by Council. A further 0.2 FTE increase have been identified through a staffing structure review increasing staffing to improve service delivery to the community.	
	3. Horst Walter, Berry Springs	Comment on comparison of spending between directorates and difference between full time equivalents for outdoor and office staff	Council reviews staffing levels every year to ensure it is staffed to provide services to the community in an efficient and cost effective way. Litchfield Council operates as one of the three tiers of government and as such is required to comply with various legislative mandates. The compliance environment and need for transparency is important when dealing with public funds and legislative requirements are continuously increasing.	
	4. Gerard Maley, Howard Springs	Comment regarding administration staffing level and reducing administration costs	The success of Litchfield Council's staffing structure is demonstrated through the delivery of services whilst meeting its compliance requirements. In its recent 2018 local government compliance review the Department of Local Government, Housing	

2019/2020 Litchfield Council Municipal Plan Submissions				
Topic	Name	Submission Summary	Response	RECOMMENDATION
	5. George Kasperek, Herbert	Comment regarding top heavy staffing structure.	and Community Services made three best practice recommendations, which Council has addressed.	
Mobile Workforce	1. Petar Fantini, Blackmore	Comment regarding the quality of roadside mowing.	Council encourages residents to contact Council regarding any comments on service provision at the point in time it occurs in order for Council to identify and if necessary rectify the situation.	No changes to Municipal Plan recommended.
	2. Gerry Wood, Howard Springs	Comment regarding Mobile Workforce review.	No review of the Mobile Workforce structure has been undertaken recently. The inclusion of a budget item for a review of the services delivered and the methodology of delivery is good process of council and included in the Draft 2019-20 budget.	No changes to Municipal Plan recommended.
New Initiatives	1. Horst Walter, Berry Springs	Comment regarding website redevelopment, audio/vis system upgrades, chamber refurbishment and review of Mobile Workforce New Initiatives.	All New Initiatives are costed by quotes as part of the budget process and are assessed by Council on a needs and service delivery basis. In line with the Long-Term Financial Plan Council is setting aside \$200,000 every year to allow for projects to improve service delivery whilst constraining operational expenditures overall.	No changes to Municipal Plan recommended.
	2. Alison Worsnop and Mike Bowman, Humpty Doo	Comment regarding the funding of an art event suggesting funding for visual art, adapting existing interior spaces for art events as opposed to hiring equipment and funding art prizes.	As described on page 14 and 15 of the Draft Plan, Council is advocating for a Community and Business Hub to service the growing Litchfield Community, which includes the concept of space for arts and culture. Furthermore, the draft plan includes a New Initiative for an Annual Art Exhibition.	No changes to Municipal Plan recommended.
Rural emphasis	Gerry Wood, Howard Springs	Comment suggesting that Council is a rural Council.	The Northern Territory Government has designated Litchfield Council as a municipality based on population and location to urban areas. With the growth and development of the area Litchfield Council is including rural as well as urban planning zones.	No changes to Municipal Plan recommended.

2019/2020 Litchfield Council Municipal Plan Submissions				
Topic	Name	Submission Summary	Response	RECOMMENDATION
Core Focus Asset Management and Recommended Projects	1. Gerry Wood, Howard Springs	<p>Comments and suggestions regarding asset management and various projects including;</p> <ul style="list-style-type: none"> • Girraween Lagoon • Bike paths • Netball and the Fred's Pass Reserve market shed • Mango Roads advocacy and requirement for ratepayer input of funds • Recycling facilities • Council major projects – Community consultation 	<p>Council has developed a number of asset management plans. These plans have identified significant gaps in the allocation of funding for the renewal of existing assets. The 2019/20 budget has been informed by these asset management plans with regards to allocations for renewal and maintenance.</p> <p>Council has several processes in place to assess community need that are guided by the Community Engagement policy and strategy and include the annual community survey, social media monitoring and 'Your Say' process for gathering community feedback. Council undertakes needs assessments including consultation for major projects prior to perusal.</p> <p>The property of Girraween Lagoon is private property and the management of natural resources is not a core activity of Council.</p> <p>Council has allocated \$25,000 to the development of a Shared Path Plan in 2019/20 budget (Page 38 of Draft Plan). This plan will review the existing pathway network into and throughout the municipality to identify future connections to improve pedestrian and cyclist transport links.</p>	No changes to Municipal Plan recommended.
	2. Gerard Maley, Howard Springs	<p>Comments and suggestions regarding asset management and various projects including;</p> <ul style="list-style-type: none"> • Driveway access – questions regarding Council's responsibility • Wet season verge cutting and maintenance of infrastructure • Fred's Pass Recreation Reserve – 	<p>Council has an existing arrangement with the Fred's Pass Recreation Reserve Board who have developed a Master Plan for which the existing market shed and netball requirements are catered for. Council managed two large grant projects worth \$5m over the past years and works closely with the board on grant opportunities going forward. Council has allocated funds to the operation of the reserve of \$693,725 plus a \$1.5m for asset upgrades for the 2019/20 budget.</p> <p>Councils Road Seal policy will be applicable to all roads impacted by the Mango Strategic Roads project and therefore a contribution by ratepayers is expected to be set by Council.</p>	

2019/2020 Litchfield Council Municipal Plan Submissions				
Topic	Name	Submission Summary	Response	RECOMMENDATION
		need for focus of Council spending	<p>The impact of Councils recycling initiatives including savings are reported through the quarterly reporting process to Council and are available in the Council agenda papers.</p> <p>Council Policy INF02 Driveway Crossovers details Council's and ratepayers' responsibilities with regards to driveway cross overs.</p>	
	3. Adam Body, Unknown	Comment regarding the need for bike paths in the Litchfield Municipality	Council has allocated \$25,000 to the development of a Shared Path Plan in 2019/20 budget (Page 38 of Draft Plan). This plan will review the existing pathway network into and throughout the Municipality to identify future connections to improve pedestrian and cyclist transport links.	No changes to Municipal Plan recommended.
Community Engagement and Municipal Plan Content	1. George Kasperek, Herbert	<p>Comments regarding community engagement and encouraging residents to be more involved and prouder of the place where they love.</p> <p>General comments regarding the overall feel of the Draft Plan, suggesting it is to strategic in nature and the need for grant funding.</p> <p>Comment of the reliance of grant funding.</p>	<p>Council's Community Engagement policy and strategy encourages residents to be involved. Council has established a designated website 'Your Say' that enables residents to stay informed of any consultation processes undertaken.</p> <p>Council advocates for grant funding to ensure service improvements at lowest possible cost to ratepayers. Income from grants makes up 26% of the 2019/20 total budgeted income. Because Council understands the dependency of grant funding as a risk, the financial KPI of Council's strategic plan is set to have above 60% of own sourced revenue. Council's Draft Long Term Financial Plan is outlining how Council is proposing to work towards this goal.</p>	No changes to Municipal Plan recommended.
	2. Horst Walter, Berry Springs	Questioning the ownership status of Council assets between Litchfield Council and ratepayers.	Litchfield Council is the legal entity that holds responsibility for assets and the maintenance of these assets.	No changes to Municipal Plan recommended.

2019/2020 Litchfield Council Municipal Plan Submissions				
Topic	Name	Submission Summary	Response	RECOMMENDATION
	3. Gerard Maley, Howard Springs	Comments regarding community consultation in relation to increasing demand for community services.	<p>Council has several processes in place to assess community need that are guided by the Community Engagement policy and strategy and include the annual community survey, social media monitoring and 'Your Say' process for gathering community feedback. Council undertakes needs assessments including consultation for major projects prior to perusal.</p> <p>Additionally, the Northern Territory Government through consultation has developed the Litchfield Subregional Plan which identified the need for community infrastructure.</p>	No changes to Municipal Plan recommended.
Library Services	1. Gerry Wood, Howard Springs	Comments criticizing the taking over of the Taminmin Library	<p>Total costing of library services was provided in a public report to Council at the 18 July 2018 meeting. The financial impact to Council over the 4.5 year grant agreement term with the Northern Territory Government was identified in the report.</p> <p>Council has an agreement with Taminmin School for the use of the space at the school and continues to work with the principal and school board on improving the service into the future.</p> <p>Library services are a local government activity and the Taminmin library was the last public library not run by a local government entity in the Northern Territory.</p>	No changes to Municipal Plan recommended.
	2. Gerard Maley, Howard Springs	Comments criticizing the taking over of the Taminmin Library		
Aquatic Facility	1. Gerry Wood, Howard Springs	<p>Comments regarding the building of an aquatic centre in the Litchfield Municipality, where the funding will come from and public consultation.</p> <p>Suggestion to investigate a privately run pool.</p>	<p>There has been no council resolution to date to proceed with the construction of an aquatic facility. The previous needs study identified the need for a 25 meter learn to swim facility and Council resolved to further investigate through a feasibility study with concept plan and full costing of construction and operations.</p> <p>As identified on page 13 of the Draft Plan, Council is working with the Northern Territory and Federal Government to secure the funding required.</p>	No changes to Municipal Plan recommended.

2019/2020 Litchfield Council Municipal Plan Submissions				
Topic	Name	Submission Summary	Response	RECOMMENDATION
	2. Gerard Maley, Howard Springs	Comments regarding the unknown costs of building, maintaining and running a public pool. Suggest the need for a feasibility study.		
	3. Berry Springs Primary School Council	Support for the development of an aquatic centre with a proposed site of south of Coolalinga		
Litchfield Mango Industry Strategic Roads Project	Horst Walter, Berry Springs	Comment questioning the value of spending Council money to support a “very small sector”.	<p>Council has undertaken an economic analysis on an investment into the sealing of key roads in the Municipality in relation to supporting the mango industry. Through an investment of \$3 million Council has been able to leverage a further \$17.1 million in funds to initiate this project. Economic modelling showed that the overall project will provide a return on investment of 9.3% to Council and the local economy.</p> <p>Councils Road Seal policy will be applicable to all roads impacted by the Mango Roads project.</p>	No changes to Municipal Plan recommended.
Community and Business Hub	1. Gerry Wood, Howard Springs	<p>Comments and suggestions regarding the Community and Business Hub including;</p> <ul style="list-style-type: none"> • The source of funding • Who is responsible for funding the capital infrastructure? • Encourage use of existing facilities • Suggests that the decision has already been made 	<p>Council has allocated \$40,000 for the development of a business and concept plan for the Community and Business Hub. This plan will provide detailed costings for the build and ongoing operation. The current costings are based on the average cost for the development of comparable facilities.</p> <p>For the Community and Business Hub to proceed a 85% funding investment from other levels of government are required. As identified on page 15 of the Draft Plan, Council will only commit funds if other levels of government funding are realised.</p>	No changes to Municipal Plan recommended.

2019/2020 Litchfield Council Municipal Plan Submissions				
Topic	Name	Submission Summary	Response	RECOMMENDATION
		<ul style="list-style-type: none"> Requires further consideration and public consultation Suggests funding should be directed to existing community centres 	<p>The borrowing of \$1 million will allow that future rate payers will fund the project whilst receiving the benefit of the service. This has been included in the Draft Plan to seek community feedback prior to an application for borrowing to the Minister for Local Government can be made if required.</p>	
	2. Adam Body, Unknown	General support for community development but looking for further information and business plan in relation to the Community and Business Hub.		
	3. Horst Walter, Berry Springs	Questions the need to borrow money for a “multi-purpose facility” given reserves of \$23 Million in the bank. Questions the overall need of the facility and suggests business should pay for it.		
	4. Gerard Maley, Howard Springs	Suggests a fully costed feasibility study is required prior to Council commitment. Questions the role of Council in the development of a business hub and feels that the Draft Plan indicates that it is going ahead.		

2019/2020 Litchfield Council Municipal Plan Submissions				
Topic	Name	Submission Summary	Response	RECOMMENDATION
Business Promotion	Gerry Wood, Howard Springs	Business promotion should be organised by business groups not by the Council. The Palmerston Business Association is one example of how it should be done	<p>Part 2.3 of the Local Government Act details the role, function and objectives of councils in the Northern Territory. As such Council has a role in economic development to “encourage and develop initiatives for improving the quality of life” and “provide services and facilities for the benefit of” the Litchfield Municipality, residents and visitors.</p> <p>The Act also mandates that Council can “promote its area as a location for appropriate industries or commerce or as an attractive tourist destination” and “establish or support organisations or programs that benefit the council area”.</p>	No changes to Municipal Plan recommended.
Project Management Fred’s Pass Sport and Recreation Reserve Grant	Gerry Wood, Howard Springs	Comment of the NTG grant for the Fred’s Pass Reserve upgrade and suggestion to “let the Reserve Board manage the money”.	This grant has been given to Council who has full responsibility for the expenditure of the funds. Dedicated staff has been employed for the project to ensure consultation with user groups and community members and timely management of the project.	No changes to Municipal Plan recommended.
Infrastructure Maintenance Program	1. Gerry Wood, Howard Springs	Comments in relation to the Infrastructure Maintenance programme including, <ul style="list-style-type: none"> • Allocation for driveway access and culverts • Allocation for line marking • Maintenance grading • Storm water drainage 	<p>Council Policy INF02 Driveway Crossovers details Council’s and ratepayers’ responsibilities with regards to driveway cross overs.</p> <p>Council has developed a number of asset management plans. These plans have identified significant gaps in the allocation of funding for the renewal of existing assets. The 2019/20 budget has been informed by these asset management plans with regards to allocations for renewal and maintenance.</p> <p>Council undertakes a rigorous budget process in identifying the cost to deliver services and intern the setting of rates. This process includes detailed financial and asset analysis to ensure Council has the required funds to ensure assets are maintained now and into the future.</p>	No changes to Municipal Plan recommended.
	2. Gerard Maley, Howard Springs	Comments in relation to Infrastructure Maintenance expenditure in the budget,		

2019/2020 Litchfield Council Municipal Plan Submissions				
Topic	Name	Submission Summary	Response	RECOMMENDATION
		and what the commitments and how are they decided.	Activities such as line marking, maintenance grading and drainage clearing, are conducted to ensure Council's assets are safe and meet Australian standards.	
Financial Management	1. Hardy Schimmel, Knuckey Lagoon	Comments questioning Councils overall financial strategy and questioning Council interpretation of supporting plans and documents. Suggests that Council can not afford to spend and requests minimal service for minimal rates.	<p>Councils annual budgets are informed by its Long Term Financial Plan (LTFP) which is designed to ensure the financial sustainability of Litchfield Council continues to improve over the next 10 years by supporting sound decision making and appropriate financial strategies.</p> <p>The LTFP is informed by Councils Strategic and Asset management plans and provides the context and financial limits that need to be considered.</p>	No changes to Municipal Plan recommended.
	2. Horst Walter, Berry Springs	Comments regarding Council core business, the use of Council reserves and the FBT line item in the budget. Suggestion to cut back on project funding.	<p>Council's FIN04 Financial Reserves policy governs the sustainable and responsible financial management of Litchfield Council though consistent identification, administration and usage of externally and internally restricted reserves.</p> <p>Fringe Benefits Tax is a legislative requirement for benefits provided to council staff.</p>	
Thorak Regional Cemetery	Horst Walter, Berry Springs	This seems to be a financial 'headache'. Can't LC palm responsibility for that off to NTG or someone else?	<p>The Local Government Act mandates through Section 184(1) that a public cemetery situated in the council's area is under the care, control and management of the council.</p> <p>As part of its advocacy strategy Council is working with the Northern Territory Government and adjacent councils to review the funding and management responsibility of this regional service.</p>	No changes to Municipal Plan recommended.
Water Resources	Alison Worsnop and Mike	Comments regarding reduced ground water reserves and a request for Council to anticipate this	The management of water resources is not responsibility of council.	No changes to Municipal Plan recommended.

2019/2020 Litchfield Council Municipal Plan Submissions				
Topic	Name	Submission Summary	Response	RECOMMENDATION
	Bowman, Humpty Doo	issue with regards to assistance to land holders.	Council appreciates concerns of residents and works with the Northern Territory Government to understand the impact for the Litchfield area.	
Land for Wildlife	Alison Worsnop and Mike Bowman, Humpty Doo	Request for funding for Land for Wildlife program including the employment of a dedicated land for wildlife officer.	Through its community grants program Council supports Territory Natural Resource Management every year (\$2,500). Additionally, Council recently awarded a community grant to the Land for Wildlife scheme for \$4,400 for a community workshop.	No changes to Municipal Plan recommended.
Middle School	Berry Springs Primary School Council	Request Council consider infrastructure of a new middle school in the Litchfield Area.	Council is not responsible for education but will work with the NT Department of Education in relation to Council infrastructure (eg road safety).	No changes to Municipal Plan recommended.

2019/20 Recommendations for Amendments by Council Officers	
Topic	Amendment
Budget updates	<p>Removal of the Workers Village from the Rates Structure following notification of land and facility being handed back to the Northern Territory Government, reduces 19/20 income from this rating category from \$55,211 to \$0.</p> <p>Correction to Budget Overview page 4 \$10.8 million of Revenue from rates corrected to \$10.7 million.</p> <p>Correction to Budgeted Revenue table page 8 \$10,793,604 at 44.8% of Rates corrected to \$10,738,393 at 44.7% 45.5% of Grants corrected to 45.6% \$24,078,042 of TOTAL corrected to \$24,022,831.</p> <p>Correction to 2019-20 Budget by Program Profile \$9,100,652 in Income from Finance and Customer Service corrected to \$9,045,441. \$7,515,722 in Surplus (Deficit) from Finance and Customer Service corrected to \$7,460,511. \$10,472,679 in Income from Community and Corporate Services Total corrected to \$10,417,468. \$4,994,413 in Surplus (Deficit) from Community and Corporate Services corrected to \$4,939,202. \$16,493,299 in Income from TOTAL Result corrected to \$16,438,088. \$1,502,849 in Surplus (Deficit) from TOTAL Result corrected to \$1,447,638.</p> <p>Correction to Program Profile – Finance table page 12 \$9,100,652 of Operational Revenue corrected to \$9,045,441. \$7,515,722 of Net Operating Surplus corrected to \$7,460,511.</p> <p>9.3% of Operating Revenue increase corrected to 9.0%.</p> <p>Correction to 2019-20 Annual Budget Summary page 36, column Budget 2019-20 and % Variance \$16,493,299 at 9.3% of Operating Income corrected to \$16,438,088 at 9.0%. \$1,502,849 at 26.3% of Operating Profit (Loss) corrected to \$1,447,638 at 21.6%. \$2,949,408 of Finance Reserve Movements corrected to \$3,004,619.</p> <p>Correction to Rating Strategy page 39 \$7,682,178 in rating revenue corrected to \$7,626,967</p> <p>Correction to Rate Revenue table page 40 in column Budget \$ 2019-20 \$233,732 in Gas Plant / Workers Village / Pastoral Lease / Mining Tenements corrected to \$178,521</p>

\$7,682,178 in TOTAL corrected to \$7,626,967.

Correction to Rate Revenue table page 41 in column 2019-20
\$55,211 in Workers Village – Rates Over Time corrected to \$0.

Correction to Rate Structure table page 41 in column Rate 2019-20
0.985906% in Workers Village MZ corrected to N/A.

Correction to Analysis of the Operating Budget - Operating Revenue page 45
(9.3%) in text forecast increase corrected to (9.0%).

Correction to Operating Revenue by Department page 45 in columns 2019/20 and Variance in \$ Increase / (Decrease)
\$9,100,652 with a variance of \$628,447 in Finance corrected to \$9,045,441 with a variance of \$573,236.
\$16,493,299 with a variance of \$1,408,862 in TOTAL corrected to \$16,438,088 with a variance of \$1,351,651 (including editable changes below).

Correction to Budgeted Statement of Comprehensive Income page 52 in column Budget 2019/20
\$10,793,607 in Rates corrected to \$10,738,393.
\$17,580,042 in Total Income corrected to \$17,524,831.
(\$8,968,028) in Operating Deficit corrected to (\$9,026,239) (including editable changes below).
(\$2,570,028) in Net Deficit corrected to (\$2,628,239) (including editable changes below).

Correction to Budgeted Statement of Financial Position page 53 in column Budget \$'000's 2019-20
\$2,339 in Cash and Cash Equivalents corrected to \$2,283.
\$20,424 in Total Current Assets corrected to \$20,369.
\$327,243 in Total Assets corrected to \$327,188.
\$322,402 in Net Assets corrected to \$322,347.
\$16,967 in Other Reserves corrected to \$16,912
\$322,402 in Total Equity corrected to \$322,347.

Correction to Budgeted Statement of Cash Flow page 54 in column Budget \$'000's 2019-20
\$10,902 in Rates – general and other corrected to \$10,846.
\$2,942 in Net Cash provided by Operating Activities corrected to \$2,886.
\$99 in Net Increase in cash held corrected to \$43.
\$2,339 in Cash and cash equivalents at end of period corrected to \$2,283.

Correction to Budgeted Statement of Reserves page 55
\$929k in Asset reserves towards the renewal of infrastructure assets corrected to \$984k.

	<p>(\$929,097) "transfer from" and "Net Movement" columns in Asset Reserve corrected to (\$984,308).</p> <p>(\$8,679,728) "Balance at 30 June 2020" column in Asset Reserve corrected to (\$8,624,517).</p> <p>(\$3,382,821) "transfer from" column in TOTAL corrected to (\$3,438,032).</p> <p>(\$2,949,408) "Net Movement" column in TOTAL corrected to (\$3,004,619).</p> <p>(\$16,966,618) "Balance at 30 June 2020" column in TOTAL corrected to (\$16,911,407).</p> <p>Correction to Long Term Financial Plan will be made in line with the impact of above changes as part of the review of the LTFP</p>



LITCHFIELD COUNCIL MEETING

Wednesday 26 June 2019

16 Common Seal

17 Other Business

18 Public Questions

19 Confidential Items

Pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) regulations the meeting be closed to the public to consider the following Confidential Items:

19.1 Chief Executive Officer Recruitment

Regulation 8(a) – information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

20 Close of Meeting