

# LITCHFIELD COUNCIL



*Community effort is essential*

## Council Meeting BUSINESS PAPER WEDNESDAY 28/02/2018

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

**Kaylene Conrick, Chief Executive Officer**

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



## LITCHFIELD COUNCIL MEETING

**Notice of Meeting**  
**to be held in the Council Chambers, Litchfield**  
**on Wednesday, 28 February 2018 at 6:30pm**

Kaylene Conrick  
**Chief Executive Officer**

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# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 28 February 2018

### **1. Open of Meeting**

#### Audio Disclaimer

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

### **2. Acknowledgement of Traditional Ownership**

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

### **3. Apologies and Leave of Absence**

### **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 Meetings held 17 January 2018, 15 pages, be confirmed.

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

### **6. Business Arising from the Minutes**

THAT Council receives and notes the Action Sheet

Resolution Number	Resolution	Action Officer	Meeting Date	Status
15/0175/02	<b>Meeting Procedures By-Laws</b> THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.	CEO	19-11-15	Drafting Instructions will be presented at March 2018 Council Meeting.
16/0203	<b>Signage, Roadside Vans and Events on Council Land</b>  1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body;  2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land;  3. Develop policy and procedures to support any Council by-laws which are enacted; and  4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	DCCS	21-09-16	On hold until Meeting By-Laws are progressed.

**Reconstruction of Finn Road**

16/0208	1. endorse the funding applications for \$4,500,000 to the NT Government Regional Economic Infrastructure Fund for the reconstruction of Finn Road at an estimated total cost of \$4,650,000; and	DIO	21-09-16	Design work near completed. Proposed works likely to start April 2018, weather permitting.
	2. allocate \$250,000 (cash in kind) from its 2016/17 approved budget towards the project should its application be successful comprising: General Consultancy \$80,000 Project Management (in kind) \$150,000 Infrastructure Reserve \$20,000 TOTAL \$250,000			

**Improvements Berry Springs Waste Transfer Site**

16/0234	THAT Council undertakes the following safety works at the Berry Springs waste transfer site to improve public and staff safety at the estimated costs outlined below:	DIO	19-10-16	Initial works completed. Further facility improvements at Berry Springs and Howard Springs to be decided at conclusion of Waste Strategy. WHS audits are complete for all three WTSs with recommendations being implemented.
	Video surveillance \$9,882.40 1km of new fence & gates \$44,297.00 Improved facilities for staff \$10,000.00 Installation of waste performance boards \$6,000.00 <b>TOTAL \$70,179.40</b>			

**Rating Strategy**

16/0252/01	THAT Council undertakes a review of Council's rating system.	DCCS	16-11-16	Further report will be presented in March 2018.
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**Litchfield Aquatic Facility Needs Analysis Report**

17/0036/4	<p>THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.</p>	CEO	15-02-17
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**Queens Baton Relay**

17/0051/05	<p>THAT Council contact NT Tourism and Culture Minister for special grant funding to cover all costs of the Queens Baton Relay and explore opportunities for lasting community benefit.</p>	DCCS	15-03-17	Corporate funding has been secured.
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**Construction of Mobile Workforce Shed, Humpty Doo WTS**

1718/019	<p>THAT Council receive and note the report on the status of the \$225,000 grant from Department of Housing and Community Development to construct a Mobile Work Force Shed at the Humpty Doo Waste Transfer Station; and acknowledges the grant extension received from Department of Housing and Community Development and the revised project timelines.</p>	DIO	19-07-17	<p>Tender bids received end Dec 2017, with evaluation in early Jan 2017.</p> <p>An update report on progress will be provided at Feb 2018 meeting.</p>
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1718/102	<p><b>Tree Inspection on Council's Recreational Reserves and Thorak</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. receives and notes the report on Tree Inspections on Council's Recreation Reserves and Thorak Regional Cemetery;</li> <li>2. endorses the proposed Tree Management Program comprising qualified tree risk assessments and works and the development of a Tree Risk Management Plan;</li> <li>3. approves the allocation of up to \$70,000 from Council's Financial Infrastructure Reserve in the 2017/18 financial year to undertake immediate tree risk assessments on all recreational reserves and Thorak Regional Cemetery;</li> <li>4. allocates the costs of undertaking a tree risk assessment for Thorak Regional Cemetery to Thorak Regional Cemetery;</li> <li>5. refers to future budget development processes, the allocation of appropriate funds for tree risk assessments and works on all recreational reserves and Thorak Regional Cemetery;</li> <li>6. refers the development of a Tree Risk Management Plan to the 2018/19 Budget development process as a new initiative; and</li> <li>7. endorses the inclusion in recreation reserve agreements of clear roles and responsibilities regarding tree management and tree risk assessments.</li> </ol>	DCCS	15-11-17	<p>Tree assessments completed. Reports to be submitted in February 2018 and distributed to Reserve Boards.</p> <p>One (1) immediate issue was identified in the assessment process, item has been actioned.</p> <p>Tree Risk Management Plan to be considered for 2018/2019 Budget.</p>
1718/108	<p><b>Wastewater Dump Point Investigations</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Continue further investigation into costs and feasibility of establishing a dump point; and</li> <li>2. Receives a further report on the matter at a future Council meeting.</li> </ol>	DIO	15-11-17	Investigation work continuing.
1718/109	<p><b>Litchfield Council General Election 2017</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Enter into a service agreement with the Northern Territory Electoral Commission to pursue Litchfield Council General Election 2017 non-voters;</li> <li>2. Receives a report at a future Council meeting on the Commissions' response in pursuing 2017 non-voters; and</li> <li>3. Writes to the Northern Territory Election Commission to thank the Commission for its report and to continue to work with the Commission leading up to the next General Election to improve voter participation.</li> </ol>	CEO	15-11-17	Electoral Service Agreement signed 4 December 2017. NTEC planning to issue a media release 8 December 2017 re City of Darwin and Litchfield Council pursue non-voters.



1718/122	<p><b>Draft Waste Strategy</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. receives and notes the Waste Strategy Background and Discussion Paper;</li> <li>2. endorses the draft Waste Strategy for the purpose of placing the document on public exhibition for a six-week consultation period inviting community comment;</li> <li>3. receives a further report on community feedback to finalise the Strategy at its May 2018 meeting;</li> <li>4. write to the Community Reference Group members and thank them for their contribution to the development of the waste strategy; and</li> <li>5. use extensive community consultation during the six-week period to provide Council with the best results in communicating with the residents.</li> </ol>	CEO	13-12-17	<p>The draft Waste Strategy was released to the public on 29 January for a period of six weeks ending 12 March. A calendar has been developed of dates and times for various pop up stalls at waste transfer stations and shopping centres. The Community Reference Group has been engaged to assist Council at the pop up stalls.</p>
1718/125	<p><b>Procurement of Operation and Maintenance Contract for Council Streetlights</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. authorises the Chief Executive Officer to negotiate with City of Darwin to enter into agreement for City of Darwin to provide selected services from its contract with Top End RACE for operation and maintenance of streetlights;</li> <li>2. authorises the Chief Executive Officer to enter into a supply agreement with the City of Darwin for operation and maintenance services for streetlights and supply of streetlight luminaires, should negotiations outlined in Part 1 be acceptable; and</li> <li>3. publish this decision on Council's website.</li> </ol>	CEO	13-12-17	<p>City of Darwin drafting Memorandum of Understand (MoU). Information now included on Council's website regarding reporting faults and an internal process established to response to community reports.</p>
15.1	<p><b>Community Engagement Strategy and Action Plan 2018 - 2021</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Adopts the Litchfield Council Community Engagement Strategy and Action Plan 2018 – 2021, and</li> <li>2. Authorises the Chief Executive Officer to make editorial changes to the Strategy and Action Plan, as required.</li> </ol>	CEO	17-01-18	<p>Engagement HQ online system launched 9 February 2018. Completed</p>

**NT Australia Day Council 2018 Annual Event**

- 15.4 THAT Council:
1. Approves the purchase of two tickets for the Mayor and Deputy Mayor to attend the Australia Day Council 2018 Annual Event – An Evening with Samuel Johnson; and
  2. Receives a report on the event at its February 2018 meeting as part of the Mayor's Monthly Report.
- CEO 17-01-18 Completed

**2018 National General Assembly of Local Government**

- 15.5 THAT Council:
1. Notes the upcoming 2018 National General Assembly of Local Government in Canberra from 17 – 20 June; and
  2. Approves the Mayor and Chief Executive Officer attending the event.
- CEO 17-01-18 Complete - registrations complete, accommodation and flights booked

**Council Meeting – June 2018 – Change of Date**

- 15.6 THAT Council:
1. Change the ordinary June Council Meeting scheduled for Wednesday, 20 June 2018 to Wednesday, 27 June 2018 commencing at 6.30pm; and
  2. Place a notice in the NT News, on the Council website, on social media and at the council offices advising the public of the changed meeting date.
- CEO 17-01-18 Public advertisement to be placed closer to the date.

**Litchfield Library Service Needs Study**

- 15.7 THAT Council:
1. Receive the Library Services Needs Study;
  2. Authorises the Chief Executive Officer to enter into discussions with NTL to investigate funding arrangements for the transfer of the operations and management responsibilities for the library service at Taminmin College to Council;
  3. Undertakes its due diligence to fully understand the financial implications of assuming responsibility for a Litchfield library service; and
  4. Receive a further report, no later than the April 2018 meeting, on the discussions and due diligence undertaken in regard to a transfer of the responsibility of the public library service to Council.
- DCCS 17-01-18 Discussions with NT Library initiated and information requested for analysis.

15.8	<b>LC55 Grant Application and Management Policy</b> THAT Council rescinds the LC55 Grant Application and Management Policy.	DCC	17-01-18	Completed, Policy Register updated.
15.9	<b>Administrative Review Committee</b>  THAT Council: 1. Rescind Council policy LC03 Administrative Review Committee and GOV09 Review of Council Decisions; 2. Approve the Terms of Reference for the Administrative Review Committee; 3. Establishes an Administrative Review of Committee under Section 229 of the Local Government Act; and 4. Appoints Councillor Salter and Councillor Simpson to the Administrative Review Committee in accordance with the Administrative Review Committee Terms of Reference.	DCCS	17-01-18	Completed, Policy Register updated.
15.10	<b>Audio or Audio-visual attendance at Council meetings</b> THAT Council rescinds policy LC11 Audio/Audio-visual policy.	DCCS	17-01-18	Completed, Policy Register updated.

### Council Delegations to the Chief Executive Officer

THAT Council:

1. Revoke all previous delegations to the Chief Executive Officer.

2. Pursuant to Section 32 of the Local Government Act, delegates to the Chief Executive Officer its powers and functions under the Local Government Act and any other Acts under which Council has powers, duties, authorities and functions, with the exception of the following:

2.1 Those matters referred to in Section 32(3) of the Local Government Act;

2.2 Sections 22 and 24 regarding the adoption of the Municipal Plan including the Annual Budget;

2.3 Section 26(2) use of Common Seal requires decision of Council;

2.4 Section 46 appointment to fill casual vacancy on Council;

2.5 Section 49 establishment of Local Boards;

2.6 Section 54 establishment of Council Committees;

2.7 Section 68 calling meetings for elections; and

15.11 2.8 Where Council has adopted a Council Policy, delegations are limited as set out in the Policy. DCCS 17-01-18 Completed, delegations documented.

3. Pursuant to Section 112 of the Local Government Act, appoints the Chief Executive Officer as an Authorised Person for the purpose of implementing Council's responsibilities under:

3.1 The Local Government Act;

3.2 Litchfield Council By-laws;

3.3 Northern Territory Traffic Act and associated regulations; and

3.4 Northern Territory Control of Roads Act.

4. Pursuant to Section 32 of the Local Government Act, delegates to the Chief Executive Officer the power and authority to exercise all or any of the powers of Council under all gazetted Litchfield Council By-Laws; and

5. Pursuant to Section 32 of the Local Government Act, limits the power of the Chief Executive Officer to incur financial liabilities on behalf of Council to \$500,000 where provided for in the adopted budget."

**Freds Pass Road Submission Place Name Report**

THAT Council:

- |       |   |     |          |            |
|-------|---|-----|----------|------------|
| 15.13 | 1. Resolve to support naming the Public Roads as shown on Attachment A.<br>2. Provide a letter of comment to the applicant detailing the above resolution to support the naming of the roads of the NT Place Names Committee. | DIS | 17-01-18 | Completed. |
|-------|---|-----|----------|------------|

**Infrastructure Policies**

THAT Council:

- |       |   |      |          |  |
|-------|---|------|----------|--|
| 15.14 | 1. Rescind LC07 – Road Easement Policy;<br>2. Rescind LC09 – Waste Management Strategy;<br>3. Adopt the revised policy INF03 – Roadside Memorials and Roadside Monuments;<br>4. Rescind LC17 – Land Title Offer Policy;<br>5. Receive a report on a new policy for Land Acquisition at the March 2018 Council meeting;<br>6. Rescind LC28 – Rate Payer Contribution Scheme Policy; and<br>7. Adopt the revised policy INF04 – Place Names | DCCS | 17-01-18 | Completed.<br>Policy Register updated and policies updated on Council's Website. |
|-------|---|------|----------|--|

**Date Change to February 2018 Ordinary Meeting of Council**

THAT Council:

- |       |  |     |          |            |
|-------|--|-----|----------|------------|
| 15.16 | 1. Changes the date of the Ordinary February 2018 Council Meeting and Thorak Regional Cemetery Board Meeting scheduled for Wednesday 21 February 2018 to Wednesday, 28 February 2018 commencing at 6.30pm; and<br>2. Places a notice in the NT News, on the council website, on social media and at the Council Offices advising the public of the change of date. | CEO | 17-01-18 | Completed. |
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# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 28 February 2018

### **7 Presentations**

### **8 Petitions**

### **9 Public Forum**

### **10 Accepting or Declining Late Items**

### **11 Notices of Motion**

### **12 Mayors Report**

#### **12.1 Mayor's Report**



## COUNCIL REPORT

<b>Agenda Item Number:</b>	12.1
<b>Report Title:</b>	Mayor's Monthly Report
<b>Report Number:</b>	18/0001
<b>Meeting Date:</b>	28/02/2018
<b>Attachments:</b>	Nil

### Purpose

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

### Summary

Date	Event	Comment
23/01/18	Australia Day Event Committee	Scheduled meeting
25/01/18	Lowther Road Residents	On-site meeting regarding Thorburn Road
26/01/18	Australia Day Celebrations	Lakeview Hall Freds Pass
	Australia Day Celebrations	City of Palmerston – Recreation Centre
27/01/18	Australia Day Council Ball	Darwin Convention Centre
31/01/18	Meeting with Minister for Local Government	Thorak Regional Cemetery
	Final Councillor Induction / Information Session	Induction briefing for the new Council
03/02/18	Municipal Plan & Budget	Workshop # 1
05/02/18	Litchfield Women in Business Steering Committee Meeting	Scheduled meeting
06/02/18	Opening of Parliament 2018	Annual Event
	Mayor of Katherine	Courtesy visit
	Meeting with resident	Amenity concerns at Coolalinga Residential Estate
	Justice of the Peace	Community Service
	Risk Management and Audit Committee Meeting	Scheduled meeting

07/02/18	LGANT Executive & Strategic Planning Meeting	Scheduled meeting
	Draft Waste Strategy Public Consultation	Humpty Doo Shopping Centre
	Councillor Briefing	Scheduled monthly meeting
10/02/18	Welcome to the Top End Expo	Defence Community Organisation – Darwin Convention Centre
12/02/18	2018 The Year Ahead	Presentation by the Chief Minister
13/02/18	Draft Waste Strategy Public Consultation Stand	Coolalinga Central
	Australia Day Event Committee Meeting	Post Event Debrief
19/02/18	76 <sup>th</sup> Anniversary of the Sinking of the USS Peary	Annual event – Darwin Esplanade
	Bombing of Darwin Day Commemoration	Annual event – Darwin Cenotaph, Esplanade
21/02/18	You Are Important Australia	Meeting with Consultant
23/02/18	Territory FM	Radio interview
	Litchfield Waste Strategy Pop Up Stall	Humpty Doo Waste Transfer Station
26/02/18	Australian Defence Force Families	Launch of Kookaburra Kids NT Program
27/02/18	Municipal Plan & Budget	Workshop # 2
28/02/18	Council Meeting	Scheduled monthly meeting

## Recommendation

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





## LITCHFIELD COUNCIL MEETING

Wednesday 28 February 2018

### 13 Reports from Council Appointed Representatives

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

- |                 |   |  |
|-----------------|---|--|
| Mayor Bredhauer | - | Howard East Water Advisory Committee           |
| Cr Barden       | - | AACo Community Reference Group                 |
|                 | - | Freds Pass Upgrade Reference Group             |
| Cr Salter       | - | Howard Park Reserve Committee                  |
|                 | - | Knuckey Lagoon Reserve Committee               |
| Cr Simpson      | - | Freds Pass Sport & Recreation Management Board |



# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 28 February 2018

### **14 Finance Report**

#### 14.1 Finance Report January 2018



# COUNCIL REPORT

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<b>Agenda Item Number:</b>	14.1
<b>Report Title:</b>	Council Finance Report – January 2018
<b>Report Number:</b>	18/0003
<b>Meeting Date:</b>	28/02/2018
<b>Attachments:</b>	Nil

## Purpose

The purpose of this report is to present the monthly finance report for the period ended 31 January 2018.

## Recommendation

THAT Council receives the Litchfield Council Finance report for the period ended 31 January 2018.

## Background

A midyear detailed forecast review has been completed and is included throughout this report.

The original budget stands, together with reforecasting for all projects carried over from the prior financial year, as well as any adjustments to expenditure or revenue.

Since 30 June 2017 prior year rates have been reduced by \$1,071,865 to \$1,111,709.

Revenue from User Charges is not expected to reach budget due to reduced usage at Howard Park Reserve, a reduction in property developments and the conclusion of Council's contract with City of Palmerston for information services.

The capital works program continues with road resealing and re-sheeting of unsealed roads underway. As a result of recent weather events, works are expected to be finalised by end of March 2018.

Overall, Council is showing a favourable result compared to budget taking into account projects carried over from the prior financial year and there is an indication that savings are likely to be achieved in certain areas due to more competitive contract rates.

# Finance Report

## January 2018

**LITCHFIELD  
COUNCIL**



*Community effort is essential*

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## SECTION 1

### CONSOLIDATED FINANCIAL STATEMENTS

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

The statements include total revenue, both operational and capital but only operational expenditure. Capital expenditure is capitalised as Infrastructure, Property, Plant & Equipment in the Balance Sheet upon completion of the projects. The operational expenditure also consists of amounts committed by Council for costs certain for the remaining period to 30 June 2018.

### CONSOLIDATED OPERATING STATEMENT

	2017/18 Budget	2017/18 Actual	2017/18 Forecast	Variance +ve (-ve)	Note
<b>REVENUE</b>					
Rates	9,697,195	9,463,828	9,710,706	13,511	1
Statutory Charges	33,500	35,800	52,750	19,250	2
User Charges	1,217,955	785,647	1,164,056	(53,899)	3
Grants, subsidies & contributions	5,294,974	1,355,914	7,368,032	2,073,058	4
Investment Income	725,000	372,870	725,000	0	
Reimbursements	0	2,187	2,187	2,187	
Other Income	43,000	9,988	52,988	9,988	5
<b>TOTAL REVENUE</b>	<b>17,011,624</b>	<b>12,026,233</b>	<b>19,075,719</b>	<b>2,064,095</b>	
<b>EXPENSES</b>					
Employee Costs	5,973,624	3,156,509	5,931,131	42,493	6
Auditor Fees	41,000	24,792	41,000	0	
Bad and doubtful Debts	0	924	924	(924)	7
Elected Member Expenses	245,787	108,098	246,666	(879)	
Election Expenses	136,710	124,282	134,312	2,398	
Cemetery Operations	266,500	177,836	305,415	(38,915)	8
Contractors	4,505,358	1,728,997	4,418,185	87,173	
Energy	231,600	105,921	230,056	1,544	
Insurance	223,599	217,948	222,493	1,106	
Maintenance	530,628	311,337	500,628	30,000	
Legal Expenses	173,000	55,811	138,000	35,000	
Donations and Community Support	136,250	59,767	130,250	6,000	
Computer / IT Costs	281,290	200,779	278,971	2,319	
Parts, accessories & consumables	188,000	157,408	188,000	0	
Professional Services	444,070	260,926	690,669	(246,599)	9
Sundry	384,357	254,550	400,061	(15,704)	10
<b>TOTAL EXPENSES</b>	<b>13,761,773</b>	<b>6,945,885</b>	<b>13,856,761</b>	<b>(94,988)</b>	
<b>RESULT</b>	<b>3,249,851</b>	<b>5,080,348</b>	<b>5,218,958</b>	<b>1,969,107</b>	

#### Explanations for Forecast variances to Original Budget

**Note 1** – Additional income received in Waste Charges applied to properties.

**Note 2** – Additional income received from the introduction of Dog Registrations.

**Note 3** – Overall decreased revenue as a result of a reduction in developments and subdivisions budgeted for 2017/18, a reduction in the Commercial Waste revenue, ceasing of the Information Services contract with City of Palmerston and the reduction in usage of the Howard Park Reserve.

**Note 4** – Additional grants include Finn Road Upgrade Grant (\$1.5m), remainder of Anzac Parade Improvement Grant (\$724k), an increase in Roads to Recovery Funding (\$219k), Streetlight Maintenance Reimbursement granted from NTG (\$11k) and a decrease in expected Developer Contributions for the year ended 30 June 2018 (\$387k).

**Note 5** – Other income received to date mainly comprises insurance claim proceeds and fuel tax credits refunds.

**Note 6** – Reduction in Employee costs at Thorak Regional Cemetery.

**Note 7** - Disputed infringement – Approval granted for reversal.

**Note 8** – Increased Cemetery operations expenses offset against reduction in employee costs.

**Note 9** – Developer Contribution Plan budget remaining from the 2016/17 financial year and the inclusion of the tree management program approved by Council at November's Meeting.

**Note 10** – Increase in sundry expenses offset against other expenditure items within the Works department. In addition to an increase in costs for postage and printing in the Finance Department for the Reminder letters to increase rates debt collection.

## CONSOLIDATED BALANCE SHEET at 31 January 2018

	31 December 2017	31 January 2018	Movement +ve (-ve)
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	2,262,700	2,113,835	(148,865)
Trade and Other Receivables	3,971,196	3,714,782	(256,414)
Other Financial Assets	20,564,833	19,564,833	(1,000,000)
<b>TOTAL CURRENT ASSETS</b>	<b>26,798,729</b>	<b>25,393,450</b>	<b>(1,405,279)</b>
<b>NON CURRENT ASSETS</b>			
Infrastructure, Property, Plant & Equipment	262,788,324	261,392,517	(1,395,807)
Other Non-Current Assets	4,671,521	4,753,404	81,883
<b>TOTAL NON CURRENT ASSETS</b>	<b>267,459,845</b>	<b>266,145,921</b>	<b>(1,313,924)</b>
<b>TOTAL ASSETS</b>	<b>294,258,574</b>	<b>291,539,371</b>	<b>(2,719,203)</b>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	1,178,820	923,703	255,117
Provisions	741,140	590,599	150,541
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,919,960</b>	<b>1,514,302</b>	<b>405,658</b>
<b>NON CURRENT LIABILITIES</b>			
Provisions	384,439	384,439	0
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>384,439</b>	<b>384,439</b>	<b>0</b>
<b>TOTAL LIABILITIES</b>	<b>2,304,399</b>	<b>1,898,741</b>	<b>405,658</b>
<b>NET ASSETS</b>	<b>291,954,175</b>	<b>289,640,630</b>	<b>(2,313,545)</b>
<b>EQUITY</b>			
Accumulated Surplus	34,698,952	26,844,720	(7,854,232)
Asset Revaluation Reserve	243,311,730	243,311,730	-
Other Reserves	13,943,493	19,484,180	5,540,687
<b>TOTAL EQUITY</b>	<b>291,954,175</b>	<b>289,640,630</b>	<b>(2,313,545)</b>

Cash and cash equivalents have reduced by \$148,865 due to payment of vendors.

Trade and Other Receivables have reduced by \$256,414 from 31 December 2017 due to the collection of both prior year and current year rates. The remaining instalment is due and payable on the 28 February 2018.

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

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



### ***Estimate of Net Cash position and Current ratio***

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

As identified in Section 5 of this report, Litchfield Council's liquidity KPI is easily met with 31 January 2018 current ratio equalling 16.77.

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

$$= \frac{25,393,450}{1,514,302} = 16.77$$

Net Cash Position = 25,393,450 – 1,514,302 = \$23.9 million

## SECTION 2

### OPERATING POSITION BY DEPARTMENT

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














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

Overall expenditures year to date are 52% of the annual budget. As some operational expenditures are not evenly spread across the financial year, the overall spent is reasonable, with major operational road maintenance expenditure to occur in the wet season. The operational expenditure also consists of amounts committed by Council for costs certain for the remaining period to 30 June 2018.

	2017/18 Budget	2017/18 Actual	2017/18 Forecast	Forecast Variance +ve (-ve)
<b>REVENUE</b>				
Council Leadership	0	1,516	1,516	1,516
Finance	8,174,865	7,289,581	8,175,207	342
Information Services	27,500	3,106	3,106	(24,394)
Works	2,467,580	648,802	2,480,661	13,081
Planning	162,430	21,801	102,700	(59,730)
Waste Management	2,986,838	2,893,276	2,991,599	4,761
Community	79,500	60,142	80,000	(4,500)
Regulatory Services	34,000	36,300	53,250	19,250
<b>TOTAL REVENUE</b>	<b>13,932,713</b>	<b>10,954,524</b>	<b>13,888,039</b>	<b>(49,674)</b>
<b>EXPENSES</b>				
Council Leadership	1,071,161	622,895	1,072,556	1,395
Corporate	466,900	225,965	472,326	5,426
Information Services	469,156	271,106	455,457	(13,699)
Finance	1,522,941	991,820	1,580,566	57,625
Works	3,112,938	1,090,094	3,109,713	(3,225)
Planning	609,494	383,555	778,577	169,083
Waste Management	2,828,104	1,223,856	2,725,624	(102,480)
Community	1,285,840	898,625	1,405,765	119,925
Mobile Workforce	1,226,644	580,601	1,226,644	0
Regulatory Services	376,940	205,350	370,464	(6,476)
<b>TOTAL EXPENSES</b>	<b>12,970,118</b>	<b>6,493,867</b>	<b>13,155,625</b>	<b>185,507</b>
<b>OPERATING RESULT</b>	<b>962,595</b>	<b>4,460,657</b>	<b>732,414</b>	<b>(235,181)</b>

## NEW INITIATIVES

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

	2017/18 Budget	2017/18 Actuals	2017/18 Forecast	Comments	
<b><u>2016/17</u></b>					
Developer Contribution Plan Review	124,309	26,446	124,309	Review in progress	
<b>TOTAL</b>	<b>124,309</b>	<b>26,446</b>	<b>124,309</b>		
<b><u>2017/18</u></b>					
Data Backup – Business Continuity	16,000	0	16,000	Yet to commence	
Private Roads Strategy	30,000	15,920	30,000	Plan in progress	
Feral Dog Program	10,000	0	10,000	Yet to commence	
Promoting Responsible Dog Ownership	10,000	90	10,000	De-sexing vouchers to be issued in February 2018	
Southport Progress Association Mira Square	5,000	0	5,000	Yet to commence	
Queen's Baton Relay	10,000	0	10,000	Event in planning stage – to be held 1 March 2018	
Tree Management	30,000	0	30,000	Tree Risk Assessment conducted, awaiting report	
Women's Business Network Meetings	10,000	2,485	10,000	Next meeting to be held 5 March 2018	
Mayoral Robe & Chain	3,000	0	3,000	Awaiting invoice for payment	
Asbestos Audits on Reserve Infrastructure	10,000	6,670	10,000	Reports delivered, training to be scheduled	
Meters on Council Bores	15,000	0	15,000	Yet to commence	
Records Management Improvement	51,000	0	51,000	Project support requested through Common Service Agreement	
<b>TOTAL</b>	<b>200,000</b>	<b>25,165</b>	<b>200,000</b>		



- On Budget



- Watch Budget



- Outside Budget

## CAPITAL BUDGET POSITION

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

	2017/18 Budget	2017/18 Actuals	2017/18 Forecast	Forecast Variance +ve (-ve)	Note
<b>REVENUE</b>					
Works	1,547,377	511,767	3,990,908	2,443,531	1
Waste Management	13,000	23,516	23,516	10,516	2
Planning	763,409	35,272	375,906	(387,503)	3
Mobile Workforce	30,000	2,495	30,000	0	
<b>TOTAL REVENUE</b>	<b>2,353,786</b>	<b>573,050</b>	<b>4,420,330</b>	<b>2,066,544</b>	
<b>EXPENSES</b>					
Works	3,486,230	1,606,964	5,717,230	2,231,000	4
Waste Mgt	305,000	124,571	341,991	36,991	5
Mobile Workforce	380,000	0	380,000	0	
Community	0	859,109	2,086,192	2,086,192	6
<b>TOTAL EXPENSES</b>	<b>4,171,230</b>	<b>648,527</b>	<b>8,525,413</b>	<b>4,354,183</b>	
<b>CAPITAL RESULT</b>	<b>(1,817,444)</b>	<b>(90,186)</b>	<b>(4,105,083)</b>	<b>(2,287,639)</b>	

### Explanations for Forecast variances to Original Budget

**Note 1** – Grant income to be received for Anzac Parade Upgrade (\$724k) and Finn Road Upgrade (\$1.5m) and Roads to Recovery increase (\$219k).

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

**Note 3** – Reduction in expected Developer Contributions due to slow down in subdivisions.












**Note 4** – Capital expenditure including Finn Road Upgrade (\$1.5m), remainder of Anzac Parade Upgrade (\$711k) and Freds Pass / Krichauff Intersection property purchase + final instalment (\$33k).


**Note 5** – Forklift purchase carried over from 2016/17 (\$35k) and Stamp Duty on Bobcat in excess of budget (\$2k).

**Note 6** – Freds Pass Reserve Upgrade + Howard Park Reserve Irrigation project have been forecast for the current year, carried over projects from prior year.

## CAPITAL PROJECTS 2017/18 - WORKS

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

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
<b>Projects commenced in 2015/16 and 2016/17</b>						
Anzac Parade Upgrade	30/11/2017	<u>2015/16</u> 1,800,000	1,774,394	1,774,394	25,606	 Completed
Freds Pass Road Upgrade	30/04/2018	<u>2016/17</u> 1,220,500	100,125	1,220,500	-	 Tender to be advertised once school is consulted next week
<b>TOTAL</b>		<b>3,020,500</b>	<b>1,874,519</b>	<b>2,994,894</b>	<b>25,606</b>	
<b>Projects commencing in 2017/18</b>						
Road Reseal Program	31/03/2018	2,649,404	59,064	2,265,768	383,636	 In progress
Re-sheeting of Roads	30/04/2018	400,000	355,200	400,000	-	 In progress
Shoulder Widening	31/03/2018	300,000	0	300,000	-	 Yet to commence
Safety Rails – Leonino Road	30/04/2018	100,000	88,937	100,000	-	 Completed
Finn Road Upgrade	30/06/2018	-	62,613	1,500,000	(1,500,000)	 \$1.5m Road Upgrade Grant from NTG — Budget Variation required
William Road – Sealing	15/12/2017	-	168,233	168,369	(168,369)	 Awaiting final invoice
Carveth Road – Sealing	15/12/2017	-	76,996	77,132	(77,132)	 Awaiting final invoice
Mocatto Road – Survey and Detailed Design	28/02/2018	-	37,693	69,295	(69,295)	 In progress – to be ready for the Mango Production grant application
Chibnall Road – Survey and Detailed Design	28/02/2018	-	35,701	68,840	(68,840)	 In progress – to be ready for the Mango Production grant application
<b>TOTAL</b>		<b>3,449,404</b>	<b>884,437</b>	<b>4,949,404</b>	<b>(1,500,000)</b>	




 - On Budget

 - Watch Budget

 - Outside Budget

## CAPITAL PROJECTS 2017/18 – RECREATION RESERVES

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

Recreation Reserve Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
<b>Projects commenced in 2015/16 and 2016/17</b>						
Howard Park Reserve – Scout Roof Upgrade	31/12/2017	<u>2015/16</u> 125,095	121,643	125,095	-	 Final improvement to be made to Scout Hall to finalise Grant, Grant to be acquitted as soon as expended
Howard Park Reserve – Irrigation Upgrade	31/12/2017	<u>2016/17</u> 20,000	9,392	20,000	-	 Special Purpose Grant – awaiting final invoice
FPR – Improvements	31/12/2017	<u>2016/17</u> 3,000,000	1,795,609	3,000,000	-	 In Progress
<b>TOTAL</b>		<b>3,145,095</b>	<b>1,926,644</b>	<b>3,145,095</b>	<b>-</b>	



- 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 January 2018 and compares the balance to the balance at 31 December 2017.

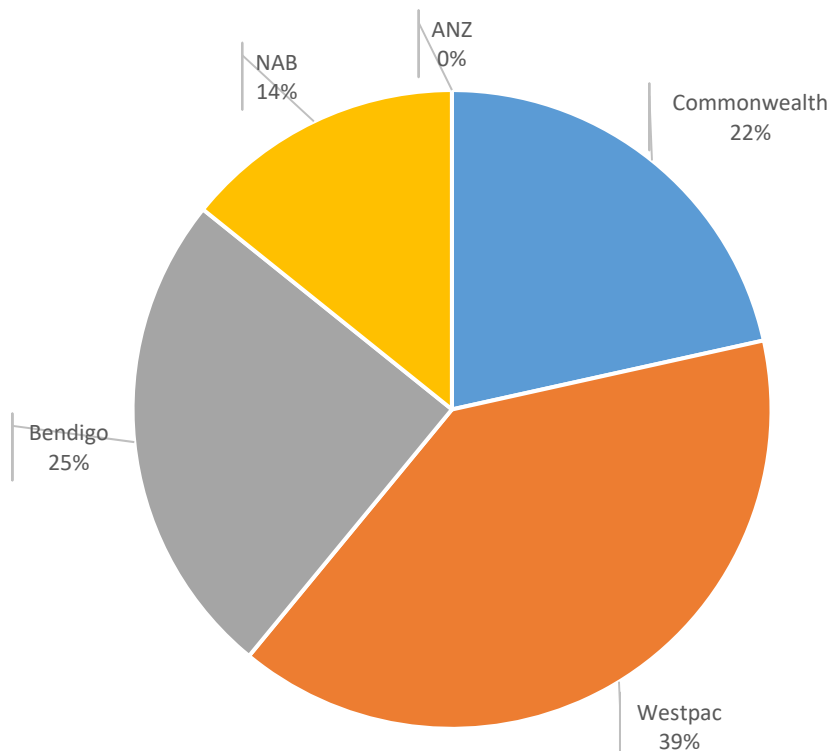
	31 DECEMBER 2017	31 JANUARY 2018	VARIANCE	COMMENT
Investments (Incl. Trust Account)	20,146,801	19,146,801	(1,000,000)	Timing variance – reinvested with another bank early February 2018
Business Maxi Account	605,451	605,725	274	Interest Received
Operating Account	1,582,146	1,496,870	(85,276)	General monthly expenditure
<b>TOTAL</b>	<b>22,334,398</b>	<b>21,249,396</b>	<b>(1,085,002)</b>	

#### Investments

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

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Due Date	Expected return to Maturity Date
30/03/2017	1,500,000	365	NAB	2.58%	30/03/2018	38,700
27/03/2017	1,000,000	365	Bendigo	2.65%	27/03/2018	26,500
28/03/2017	1,000,000	365	Bendigo	2.65%	27/03/2018	26,500
16/10/2017	1,522,761	182	NAB	2.55%	16/04/2018	19,362
26/05/2017	1,545,533	365	Bendigo	2.65%	20/05/2018	40,957
16/06/2017	2,500,000	365	Westpac	2.55%	16/06/2018	63,750
16/06/2017	1,500,000	365	Bendigo	2.80%	10/06/2018	42,000
17/06/2017	227,003	365	Bendigo	2.75%	17/06/2018	6,243
16/08/2017	1,550,000	365	Westpac	2.66%	16/08/2018	41,230
26/08/2017	1,030,296	365	CBA	2.60%	26/08/2018	26,788
07/09/2017	1,044,927	365	CBA	2.57%	07/09/2018	26,855
21/09/2017	1,500,000	365	CBA	2.61%	21/09/2018	39,150
28/09/2017	1,000,000	365	CBA	2.62%	28/09/2018	26,200
30/11/2017	1,000,000	365	Westpac	2.64%	30/11/2018	26,400
04/12/2017	1,226,128	365	Westpac	2.64%	04/12/2018	32,370
30/06/2017	1		Bendigo			Minimum balances in savings account to holding investments
30/06/2017	152		ANZ			
<b>TOTAL INVESTMENTS</b>	<b>19,146,801</b>					<b>483,005</b>

### TOTAL FUNDS BY INSTITUTION



## FINANCIAL RESERVES

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

	Balance at 1 July 2017	Transfer TO	Transfer FROM	Net Movement	Balance at 31 January 2018
<b>Externally Restricted Reserves</b>					
Developer Contribution Reserve	781,571	35,272	-	35,272	816,843
Unexpended Grants and Contributions	4,279,118	-	(1,696,722)	(1,696,722)	2,582,396
<b>Internally Restricted Asset Related Reserves</b>					
Property Reserve	465,472	-	(465,472)	(465,472)	-
Plant and Equipment Reserve	36,683	-	(36,683)	(36,683)	-
Infrastructure Reserve	2,216,026	-	(2,216,026)	(2,216,026)	-
Asset Reserve	-	10,922,989	-	10,922,989	10,922,989
<b>Internally Restricted Other Reserves</b>					
Waste Management Reserve	4,061,952	-	-	-	4,061,952
Election Reserve	25,044	74,956	-	74,956	100,000
Disaster Recovery Reserve	790,388	-	(290,388)	(290,388)	500,000
Strategic Initiatives Reserve	1,287,239	-	(787,239)	(787,239)	500,000
<b>TOTAL</b>	<b>13,943,493</b>	<b>11,033,217</b>	<b>(5,492,530)</b>	<b>5,540,687</b>	<b>19,484,180</b>



## SECTION 4

### DEBTORS

#### SUNDRY DEBTORS

Total Sundry Debtors at 31 January 2018 is \$41,642 compared to \$43,631 at 31 December 2017, a decrease of \$1,989.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	\$6,231	\$948	\$412	\$3,457	\$11,048
Infrastructure	\$15,717	\$12	\$2,333	\$10,956	\$29,018
Recreation Reserves	\$388	\$0	\$0	\$1,188	\$1,576
<b>TOTAL</b>	<b>\$22,336</b>	<b>\$960</b>	<b>\$2,745</b>	<b>\$15,601</b>	<b>\$41,642</b>
% of total sundry debtors	53.6%	2.3%	6.6%	37.5%	

#### Action summary of 90 Days Debtors:

Company under Administration – further advice regarding payment status to be received from Administrators (Allowance for Doubtful Debts is recognised)	\$5,907
Debtor sent to Debt Collectors	\$2,301
Debtor on Payment Plan	\$1,192
Debtor on Payment Plan	\$1,556
Final Reminder Letter to be sent	\$1,995
Company under Administration	\$1,462
Final Reminder Letter to be sent	\$910
Statement Re-sent	\$110
Statement Re-sent	\$90
Statement Re-sent	\$78
<b>TOTAL</b>	<b>\$15,601</b>

*Please note, Sundry debtors exclude rate debtors and infringements.*

### FINES AND INFRINGEMENTS

At 31 January 2018 Council has 96 infringements outstanding with a balance of \$27,428, a decrease of \$517 in outstanding infringements compared to 31 December 2017.

	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018
Number of Infringements outstanding	99	96	95	97	94	92	95	96
Balance of Infringements outstanding	\$29,775	\$29,170	\$29,314	\$29,276	\$27,302	\$25,863	\$27,945	\$27,428

Eighty-five (85) infringements have been sent to the Fines Recovery Unit (FRU), three (3) have received reminder notices, seven (7) infringements have been issued recently and one (1) infringement has been placed on-hold under dispute.

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

## OUTSTANDING RATES

Council's Debt Recovery Policy FIN05 guides the collection of outstanding rates. Recovery of rates continues to be an area of focus with Council's performance in recovering outstanding rates improving each month. Council continues to use the services of Territory Debt Collectors to collect rate assessments in arrears. Rates in arrears have reduced by \$537,299 in the month of January.

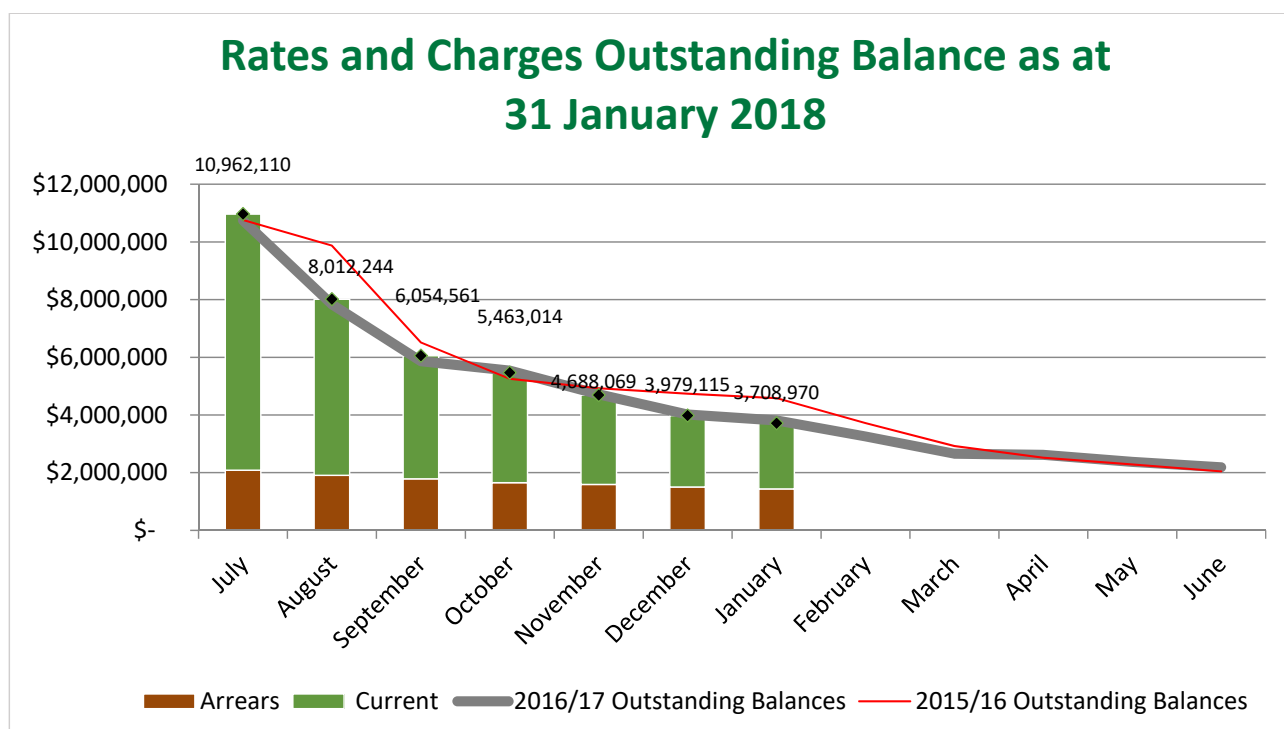
The below table illustrates the split of prior years' outstanding rates:

	BEGINNING OF 2017 (30 JUNE 2017)	PRIOR MONTH (DEC 2017)	CURRENT MONTH (JAN 2018)	VARIANCE
COMMERCIAL	\$33,747	\$24,561	\$24,034	\$527
MINING	\$50,174	\$51,487	\$50,240	\$1,247
NON-RATEABLE MINING	\$515	\$0	\$0	\$0
NON-RATEABLE WASTE	\$21,898	\$18,881	\$18,728	\$153
RURAL RESIDENTIAL	\$1,961,673	\$1,363,840	\$989,197	\$374,643
URBAN RESIDENTIAL	\$115,566	\$42,075	\$29,508	\$12,565
<b>TOTAL</b>	<b>\$2,183,574</b>	<b>\$1,500,844</b>	<b>\$1,111,709</b>	<b>\$389,135</b>

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

	PRIOR MONTH (DEC 2017)	CURRENT MONTH (JAN 2018)	VARIANCE
INSTALMENT 1	\$360,753	\$304,262	\$56,491
INSTALMENT 2	\$577,197	\$485,524	\$91,673






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






## SECTION 5

### FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2017/18 Municipal Plan includes a number of KPI's for the Finance area to meet; these are listed and reported on in the table below.

Key Performance Indicator	Target	Status	Comment
Compliance with management, statutory and regulatory budgeting and reporting	100%		
Current years rates outstanding as at 30 June 2018	<15%		
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources.	>50%		Council's Original Budget for 2017/18 rates coverage ratio is 57%.
Liquidity ratio	>1:1		Current Ratio equals 16.77
Asset sustainability ratio	90%		

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

## SECTION 6

### CREDITORS PAID

Creditor accounts paid in January 2018 are listed in below.

Cheque No	Chq Date	Payee	Description	Amount (\$)
Payroll 14	3/01/2018	LC Staff	Payroll Fortnight ending 3 January 2018	148,282.09
Payroll 15	17/01/2018	LC Staff	Payroll Fortnight ending 17 January 2018	172,815.02
Payroll 16	31/01/2018	LC Staff	Payroll Fortnight ending 31 January 2018	172,893.63
824.930-01	4/01/2018	COLEMAN'S CONTRACTING & EARTHMOVING	RFT 119 - Brougham Road – Re-sheeting	319,920.00
825.60-01	11/01/2018	FREDS PASS SPORT & RECREATION	3rd QTR Operational and R&M Payment	173,416.70
825.87-01	11/01/2018	TOP END LINEMARKERS PTY LTD	RFT126 - Line Marking after resealing and William Rd construction	51,418.92
825.374-01	11/01/2018	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld Pay 14 & S/Pay (3/1/18)	50,537.00
827.374-01	25/01/2018	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld Pay 15 (17/01/18)	48,495.00
824.374-01	4/01/2018	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld - Pay 13 20/12/17	47,525.00
DD080118	9/01/2018	STATEWIDE SUPERANNUATION PTY LTD	Dec 17 - Super for pays 12 & 13	45,020.74
826.280-01	18/01/2018	CITY OF DARWIN	Dec 17 - Shoal Bay Weigh Bridge Charges	37,509.60
824.268-01	4/01/2018	BYRNE CONSULTANTS	Design & Documentation - Pioneer Rd Culvert + Survey Mocatto + Chibnall Rd	37,061.42
825.65-01	11/01/2018	HUMPTY DOO VILLAGE GREEN MANAGEMENT	3rd QTR Operational and R&M Payment	23,725.63
827.1137-01	25/01/2018	ALLAN KING & SONS CONSTRUCTION PTY	RFT16-130 - Intersection Upgrade – Fred Pass Road / Krichauff Road	21,560.29
827.926-01	25/01/2018	JACANA ENERGY	Quarterly Street Lighting 1/10 to 31/12/17	17,497.40
825.16-01	11/01/2018	BERRY SPRINGS RESERVE	3rd QTR Operational and R&M Payment	15,994.00
827.1029-01	25/01/2018	BG GROUP NT PTY LTD	Freds Pass Road Reconstruction - 90%	15,221.25
826.180-01	18/01/2018	AURECON AUSTRALIA P/L	Contribution Plan Review - 8.93%	15,181.21
825.72-01	11/01/2018	LIVINGSTONE RESERVE MANAGEMENT BOARD	3rd QTR Operational and R&M Payment	14,235.38
827.849-01	25/01/2018	WEX AUSTRALIA ( PUMA CARD)	Dec 17 - Fuel account	14,055.47
826.1251-01	18/01/2018	Tactical Coach	Oct 17 - Delivery of "People & Culture"	13,612.50
824.1309-01	4/01/2018	Bang the Table Pty Ltd	Engagement HQ Trial Licence & Training	11,000.00
825.1325-01	11/01/2018	Miss D A HOWELL	Purchase of 1036m2 from Lot 7 Hundred – Freds Pass Road	10,232.00
827.1076-01	25/01/2018	TDC (NT) PTY LTD - T/AS TERRITORY D	10% Commission	9,130.14
DD281217	12/01/2018	WESTPAC CARDS & DIRECT DEBITS	Dec 17 C/Card	8,898.51
824.1065-01	4/01/2018	Mrs M H BREDHAUER	Dec 17 - Mayor Allowances	7,747.71
827.1099-01	25/01/2018	DAVE'S MINI DIGGA HIRE	Clean out road culverts + inverts	7,370.00
827.1088-01	25/01/2018	TALENT PROPELLER	Vacancies - Campaign and Shortlisting	7,057.60
825.78-01	11/01/2018	POWER & WATER CORPORATION	Nov 17 – Howard Park Reserve + HSWTS + HDWTS + MWF Swipe cards	7,041.73
827.596-01	25/01/2018	AREA9 IT SOLUTIONS - HARDWARE	Jan 18 - Service Agreement - Managed IT + Dec 17 Support + Assistance	6,314.00
824.162-01	4/01/2018	CIVICA PTY LTD	Feb 18 - Authority Program Licence Fee	6,240.64

824.1099-01	4/01/2018	DAVE'S MINI DIGGA HIRE	Clean out inverts + drains	5,445.00
825.1097-01	11/01/2018	DUNBAR, FIONA	Policy and Framework Development + Strategic Plan Development	5,400.00
825.690-01	11/01/2018	TOTAL HYDRAULIC CONNECTIONS (NT) PT	Yearly service on Compactor unit at HDWTS	5,224.14
DD300118	31/01/2018	WESTPAC CARDS & DIRECT DEBITS	Jan 18 C/Card	5,180.38
827.229-01	25/01/2018	RENTOKIL INITIAL & PEST CONTROL	LC & Cemetery Sanitary Service 1/2/18	5,103.57
827.850-01	25/01/2018	HUMPTY DOO DEVELOPMENTS PTY LTD	MWF Shed sewerage costs 1/1 to 31/3/18	4,834.99
826.144-01	18/01/2018	ORIGIN	Thorak - LP Gas Delivery	4,774.35
825.75-01	11/01/2018	MCMINNS LAGOON RESERVE ASSOCIATION	3rd QTR Operational and R&M Payment	4,745.13
826.1324-01	18/01/2018	JKW Law Practice Pty Ltd	Road opening and closing agreement	4,708.00
826.926-01	18/01/2018	JACANA ENERGY	Dec 17 - Thorak + LC Electricity Charges	4,639.05
826.1113-01	18/01/2018	Graphics'Il Do (Leonie Richards)	Annual Report design and edits	4,532.00
825.414-01	11/01/2018	TOTAL EXCAVATIONS	Clean drains & culverts	4,488.00
825.170-01	11/01/2018	NT RECYCLING SOLUTIONS (NTRS)	Dec 17 - Empty HDWTS / HSWTS / BSWTS and LC recycle bins	4,202.00
827.1097-01	25/01/2018	DUNBAR, FIONA	Policy and Framework Development	4,050.00
825.906-01	11/01/2018	WARD KELLER PTY LTD ( LAWYERS )	Advice in relation to opening Horsnell Road	3,740.00
826.267-01	18/01/2018	K & J BURNS ELECTRICAL & REFRIGERAT	Install shut of switches for compactor	3,550.25
825.183-01	11/01/2018	CHRIS'S BACKHOE HIRE PTY LTD	Dec 17 – Thorak Grave Digging	3,432.00
825.85-01	11/01/2018	TELSTRA	Dec 17 - LC Phone Account	3,407.71
826.596-01	18/01/2018	AREA9 IT SOLUTIONS - HARDWARE	Oct + Dec 17 - IT support & assistance + UPSs and Camera for Executive Room	3,315.77
827.1053-01	25/01/2018	CSG BUSINESS SOLUTIONS PTY LTD	Dec 17 – LC + Thorak Photocopier Rental	3,298.28
825.956-01	11/01/2018	IRONWOOD CONSULTING	Dec 17 - Freds Pass Res Upgrade Project	3,093.75
825.1253-01	11/01/2018	Craig Burgdorf	1000hr service on backhoe at BSWTS + Replace hand pump on general bins - BSWTS	2,995.00
825.1099-01	11/01/2018	DAVE'S MINI DIGGA HIRE	Clean out inverts & drains	2,915.00
826.1099-01	18/01/2018	DAVE'S MINI DIGGA HIRE	Clean out around headwalls	2,915.00
826.176-01	18/01/2018	ASAP TREE SERVICE	Remove Black Wattle & grind stump	2,750.00
826.1326-01	18/01/2018	Dr Louise Mahler - Art of Business	Workshop Attendance 15 & 16 Mar 2018	2,618.00
826.1076-01	18/01/2018	TDC (NT) PTY LTD - T/AS TERRITORY DEBT COLLECTORS	10% Commission	2,609.27
824.1063-01	4/01/2018	Miss K J HUNT	Dec 17 - Deputy Mayor Allowances	2,163.50
827.87-01	25/01/2018	TOP END LINEMARKERS PTY LTD	RFT 126 - Line marking after reseal	2,141.40
826.506-01	18/01/2018	TURBO'S TYRES	Patch tractor tyre	2,123.00
825.866-01	11/01/2018	AUT ELECTRICS	Replace starter motor & associated wiring	2,091.50
824.1076-01	4/01/2018	TDC (NT) PTY LTD - T/AS TERRITORY D	10% Commission	2,020.86
824.1064-01	4/01/2018	Mrs C M SIMPSON	Dec 17 - Councillor Allowances	1,967.05
824.1322-01	4/01/2018	Mrs F S OSOBA	Rates Refund	1,945.89
826.1253-01	18/01/2018	Craig Burgdorf	Parts for 1000hr service on Hyundai loader	1,919.56
825.806-01	11/01/2018	ZIPPY CLEANING & MAINTENANCE SERVIC	Dec 17 - Cleaning services for the LC Office and Thorak Cemetery	1,789.65
826.770-01	18/01/2018	HAYS SPECIALIST RECRUITMENT (AUST.)	Temp Assistant W/E 07/01/18	1,771.73
825.1320-01	11/01/2018	Russell Kennedy Lawyers	Employment Matters 2017/18	1,633.50
824.1068-01	4/01/2018	Mr D S BARDEN	Dec 17 - Councillor Allowances	1,547.05
824.1290-01	4/01/2018	Matchez Superannuation Fund (M Salt	Dec 17 - Councillor Allowances	1,497.05

826.220-01	18/01/2018	THE BIG MOWER	Thorak - Push Mower & Brush Cutter	1,479.00
826.867-01	18/01/2018	ALL ASPECTS RECRUITMENT & HR SERVIC	WTS temp placement W/E 7/1/18	1,424.51
827.85-01	25/01/2018	TELSTRA	Jan 18 - LC Phone Account	1,423.00
827.132-01	25/01/2018	AIRPOWER NT PTY LTD	Spare parts for mowers	1,395.31
827.443-01	25/01/2018	TERRITORY UNIFORMS	Rangers uniforms & Embroidery	1,363.34
826.731-01	18/01/2018	Vocus Communications (Amcom Pty Ltd	Feb 18 - Supply of Amcom fibre to Litchfield Council	1,329.40
827.1278-01	25/01/2018	Seek Limited	Seek Job Ad Pack - 5 advertisements	1,292.50
825.1091-01	11/01/2018	HIQA GEOTECHNICAL	Standard compaction tests on 2 roads	1,274.60
825.1076-01	11/01/2018	TDC (NT) PTY LTD - T/AS TERRITORY D	Letters of Demand for numerous rate assessments	1,255.76
826.612-01	18/01/2018	CREMASCO CIVIL PTY LTD	Install vehicle movement barrier	1,229.98
824.182-01	4/01/2018	DARCOM	Thorak - Replaced Hbrex G1E main phone unit	1,214.40
825.1323-01	11/01/2018	Mr R G FREIJAH	Rates Refund	1,114.00
826.78-01	18/01/2018	POWER & WATER CORPORATION	Council Office Water bill 17/11 to 15/12	1,096.78
B-Pay188	17/01/2018	RTM MOTOR VEHICLE REGISTRY - MVR	Registration - Isuzu Tip Truck CB63VD	1,059.85
826.906-01	18/01/2018	WARD KELLER PTY LTD ( LAWYERS )	Draft Deed of Variation to Veolia Waste Contract	1,045.00
825.187-01	11/01/2018	NORSIGN	RFT 125 - Road signs	997.92
825.1321-01	11/01/2018	Portner Press Pty Ltd	Employment Law and WHS Handbook Subscription	970.00
827.825-01	25/01/2018	PRESTIGE AUTOMOTIVE ELECTRICAL &	Replace rear view camera on Hyundai loader - WTS	942.70
824.770-01	4/01/2018	HAYS SPECIALIST RECRUITMENT (AUST.)	Temp Staff W/E 24/12/17	885.86
825.867-01	11/01/2018	ALL ASPECTS RECRUITMENT & HR SERVIC	WTS temp placement W/E 24/12/17	882.42
826.327-01	18/01/2018	Tiger Contracting (NT) Pty Ltd	Howard Park Reserve Ground Maintenance	880.00
824.1317-01	4/01/2018	Choices Flooring Darwin	Replace carpet in staff room	825.00
825.132-01	11/01/2018	AIRPOWER NT PTY LTD	1000hr Service on Kubota mower	818.40
827.28-01	25/01/2018	RURAL FIRE PROTECTION	fire extinguisher checks at HSWTS	810.70
826.14-01	18/01/2018	AUSTRALIA POST	Postage stamps, registered mail & parcel	787.85
826.1130-01	18/01/2018	Mair's Only Cleaning	Caretaking at Howard Park Reserve + Reimburse for Paper towel rolls+ Dettol	787.10
824.809-01	4/01/2018	ALLOY & STAINLESS PRODUCTS PTY LTD	Flails for tractors	771.65
824.1130-01	4/01/2018	Mair's Only Cleaning	Caretaking at Howard Park Reserve	770.00
827.51-01	25/01/2018	SOUTHERN CROSS PROTECTION	Dec 17 - Patrol Service Humpty Doo WTS	742.12
B Pay188	17/01/2018	RTM MOTOR VEHICLE REGISTRY - MVR	Registration - Toyota Hilux - CC10PQ	737.85
B-Pay187	11/01/2018	RTM MOTOR VEHICLE REGISTRY - MVR	Registration - Toyota Prado - CC11UO	737.85
827.506-01	25/01/2018	TURBO'S TYRES	Supply and core fill 2 x D1005.00-10 jock	704.00
824.941-01	4/01/2018	EVERLON BRONZE	Thorak - Plaque	641.30
825.599-01	11/01/2018	WELDING & MAINTENANCE SERVICES NT (	Replace tin on roof of general bin	640.00
825.98-01	11/01/2018	ALL RURAL MECHANICAL	Service on Mayor's vehicle	595.55
825.560-01	11/01/2018	JOBFIT HEALTH GROUP PTY LTD	Fit for Work Assessment & Report	534.60
825.752-01	11/01/2018	TOTALLY WORKWEAR PALMERSTON	Thorak - Protective wear	531.00
827.815-01	25/01/2018	JEFFRESS ADVERTISING	Tender Ad	525.86
824.506-01	4/01/2018	TURBO'S TYRES	Supply 2 tyres to ATV & rotate	455.40

825.790-01	11/01/2018	BOBTOW TILT TRAY SERVICES	Transport abandoned vehicles	451.00
825.1060-01	11/01/2018	Ms K CONRICK	Reimburse for NBN Broadband - Jul 17 to	419.93
00413113	30/01/2018	Litchfield Council Petty Cash	Petty Cash Reimbursement	396.15
824.1263-01	4/01/2018	KYAM ELECTRICAL SERVICES PTY LTD	Repair/replace broken timer for lights	374.00
825.1142-01	11/01/2018	OfficeMax Australia Ltd	Stationery	354.72
B Pay187	11/01/2018	RTM MOTOR VEHICLE REGISTRY - MVR	Registration - KUBOTA - CB63XD	312.60
825.28-01	11/01/2018	RURAL FIRE PROTECTION	Service & maintain fire equipment	306.90
825.535-01	11/01/2018	TOP END WINDSCREENS & TINTING	Windscreen replacement	295.00
826.866-01	18/01/2018	AUT ELECTRICS	Fault find / repair trailer & ute lights	281.50
825.1186-01	11/01/2018	Advanced Safety Systems Australia	Jan 18 - ASSA membership WHS subscription	273.90
00413112	29/01/2018	Litchfield Council Petty Cash	Cemetery P/Cash Reimbursement	273.30
827.267-01	25/01/2018	K & J BURNS ELECTRICAL & REFRIGERAT	Install over ride switch on compactor	267.92
825.3-01	11/01/2018	COMM8 (COMBINED COMMUNICATIONS)	Jan 18 - Tracking System Data Access	255.20
826.3-01	18/01/2018	COMM8 (COMBINED COMMUNICATIONS)	Repairs to 2-way radio	242.00
826.690-01	18/01/2018	TOTAL HYDRAULIC CONNECTIONS (NT) PT	Repair broken hydraulic hose on Hyundai	242.00
826.1142-01	18/01/2018	OfficeMax Australia Ltd	Stationery & Paper Rolls	226.34
827.1248-01	25/01/2018	Copytime	Printing of Australia Day invitations	225.00
827.581-01	25/01/2018	Food'll Do	Catering - 17 January 2018	225.00
825.158-01	11/01/2018	NT ELECTRICAL GROUP	Thorak - Replace faulty modulator motor	220.00
827.489-01	25/01/2018	STEEL WORK STEEL	Repair hole in bin 2 at Berry Springs WTS	220.00
827.367-01	25/01/2018	BUNNINGS GROUP LIMITED	Dec 17 - Hardware account	217.11
824.187-01	4/01/2018	NORSIGN	Unisex/Disabled Accessible Toilet Sign	214.50
827.560-01	25/01/2018	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical	209.00
826.508-01	18/01/2018	EASA	Dec 17 - 1 EAP Counselling Session	193.60
824.820-01	4/01/2018	CONSOLIDATED BEARING COMPANY ( CBC	100 block 1mm cut off discs	185.00
827.1143-01	25/01/2018	WorkPro ( Risk Solutions Australia	Dec 17 - Police History Checks (New Employment)	181.50
826.886-01	18/01/2018	Mr R J FREEMAN	Remove tyres from rims	180.00
825.928-01	11/01/2018	RSEA PTY LTD	Steel Blue Ladies Safety Boot	178.46
824.1008-01	4/01/2018	OUTBACK BATTERIES P/L	Battery for Kubota mower	175.50
825.874-01	11/01/2018	FIN BINS (VTG Waste & Recycling)	Dec 17 - Clear Howard Park Reserve Bin	151.67
827.941-01	25/01/2018	EVERLON BRONZE	Thorak - Plaque	150.70
826.1327-01	18/01/2018	Mrs J A PARKER	Rates Refund	150.00
B Pay186	8/01/2018	SENSIS PTY LTD	Dec 17 - Monthly Sensis Advertisement	145.31
B-Pay186	8/01/2018	SENSIS PTY LTD	Nov 17 - Monthly Sensis Advertisement	145.31
B_Pay188	17/01/2018	RTM MOTOR VEHICLE REGISTRY - MVR	Registration - Box Trailer - TJ6511	137.05
824.1040-01	4/01/2018	SUPER CHEAP AUTO	Assorted vehicle parts/consumables	135.24
825.820-01	11/01/2018	CONSOLIDATED BEARING COMPANY ( CBC	Trailer wheel bearing kits	132.28
824.928-01	4/01/2018	RSEA PTY LTD	Protective wear	127.36
826.189-01	18/01/2018	HD ENTERPRISES P/L (HD PUMP SALES &	Repair spray unit Kioti buggy	120.30
827.514-01	25/01/2018	VEOLIA ENVIRONMENTAL SERVICES	Dec 17 - Thorak Monthly Rubbish Removal	115.50
825.144-01	11/01/2018	ORIGIN	Exchange Gas Bottles for Knuckey Lagoon	110.00
826.940-01	18/01/2018	A.B.G. PTY LTD (ABG)	Rego inspection for Isuzu Tipper Truck	110.00

824.130-01	4/01/2018	MOBILE LOCKSMITHS	Thorak - Restricted keys cut	99.00
B--Pay18	17/01/2018	RTM MOTOR VEHICLE REGISTRY - MVR	Registration - Voyager Box Trailer - TK7407	95.05
826.876-01	18/01/2018	NT ICE	30 bags of ice	92.40
825.828-01	11/01/2018	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia and disposal of dog	85.00
825.1130-01	11/01/2018	Mair's Only Cleaning	Cleaning at Knuckey Lagoon Reserve	70.00
827.1130-01	25/01/2018	Mair's Only Cleaning	Cleaning at Knuckey Lagoon Reserve	70.00
824.854-01	4/01/2018	Mr R J ZAMMIT	Reimbursement for safety boots	59.00
825.1245-01	11/01/2018	Rural Rubbish Removal	Dec 17 - Knuckey Lagoon Reserve Rubbish	52.80
825.30-01	11/01/2018	TERRITORY SPRINGWATER PTY LTD	Thorak - Bottled water 5 x 15 Litre	52.50
827.522-01	25/01/2018	FARMWORLD NT PTY LTD	Fan cowling	48.05
826.1133-01	18/01/2018	NT Water Filters	3 bottles of water for foyer	31.20
<b>TOTAL</b>				<b>1,716,644.37</b>

## CREDIT CARD TRANSACTIONS

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

Staff Member	Cost Code	Details	Gross (\$)	GST (\$)
<b>Kaylene Conrick</b> CEO	3121.355.638	Amnet Broadband Internet connection	\$1.55	\$0.14
	W4084.301	Accommodation Refund - LGCOG Conference	\$(600.00)	\$(54.55)
	W4084.302	CEO Flights - National General Assembly	\$965.91	\$87.81
	W4084.302	Stamp Duty	\$1.09	\$ -
	3020.330.645	Mayor Flights - National General Assembly	\$965.91	\$87.81
	3020.330.645	Stamp Duty	\$1.09	\$ -
<b>Deborah Branson</b> Executive Assistant	3150.533.506	MDF Board for Staffroom	\$33.20	\$3.02
	3020.330.500	Vision6 - Councillor Bulletin	\$9.90	\$0.90
<b>Karina Gates</b> Finance Manager	3130.350.503	CPA Australia 2018 Membership Renewal	\$720.00	\$65.45
	3050.310.645	2 Airfares - LGANT Reference Group	\$1,474.00	\$134.02
	W4297.71	Calendar Facility for Howard Park Reserve	\$11.65	\$ -
<b>David Kingston</b> Director of I & O	W4330.302	Parking - Meeting	\$3.00	\$0.27
	W4466.122	Fuel	\$101.22	\$9.20
	W4466.122	Fuel	\$92.70	\$8.43
<b>Glen Byrnes</b> Waste Manager	3410.350.515	Staff amenities - Coffee	\$25.00	\$ -
	3410.350.515	Staff amenities - Cleaning Products	\$15.83	\$1.44
	3410.350.515	Staff amenities - Toilet paper & bleach	\$26.00	\$2.36
	3410.350.500	Stationery	\$80.00	\$7.27
	W4238.30	Ratchet podger (tool) & zip ties	\$73.97	\$6.73
	3430.622.420	PVC Material 114X135	\$109.00	\$9.91
	W4571.9	Road signage	\$142.56	\$12.96
<b>Justin Dunning</b> MWF Manager	W4253.1	Freds Pass Rd Opening - R.G. Fee	\$142.00	\$ -
	3800.350.515	10 Bags of ice	\$40.00	\$3.64
<b>Vicky Wellman</b> Thorak Manager	23000.525.570	Toilet outlet valve	\$78.05	\$7.10
	23000.521.680	Signage	\$44.90	\$4.08
	23000.521.401	Drill bits	\$42.50	\$3.86



	23000.350.600	Parcel postage	\$14.30	\$1.30
	W3830.123	Battery	\$95.15	\$8.65
	W3657.120	Oil	\$39.99	\$3.64
	23000.525.570	Wooden door	\$243.83	\$22.17
<hr/>				
<b>Sharon Mc Taggart</b>	4040.350.500	Stationery	\$64.08	\$5.83
Regulatory Services Manager	4040.435.562	iPhone Case	\$68.00	\$6.18
<hr/>				
<b>TOTAL</b>			<b>\$5,126.38</b>	<b>\$449.61</b>

## Links with Strategic Plan

An effective and sustainable Council

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

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

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



# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 28 February 2018

### **15 Officers Reports**

- 15.1 Executive Services Quarterly Performance Report Oct-Dec 2017
- 15.2 Freds Pass Show – Council Representative
- 15.3 Privacy Policy
- 15.4 Review of LC08 Road Seal Policy
- 15.5 Changes to Council Fees for Road Openings and Road Closings
- 15.6 January 2018 Summary Report Planning and Mining
- 15.7 Disabled Parking Policy
- 15.8 Strategic Plan 2018-2022
- 15.9 Mobile Workforce Shed Construction



# COUNCIL REPORT

<b>Agenda Item Number:</b>	15.1
<b>Report Title:</b>	Executive Services Quarterly Performance Report Oct - Dec 2017
<b>Report Number:</b>	18/0024
<b>Meeting Date:</b>	28/02/2018
<b>Attachments:</b>	Nil

## Purpose

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

## Summary

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

## Recommendations

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

## Background

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

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

## 1 Elected Members

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

COUNCIL MEETING ATTENDANCE	HELD	ATTENDED	TOTAL	2017/18
Mayor	3	3	3	6
Councillor Hunt	3	3	3	6
Councillor Barden	3	3	3	6
Councillor Simpson	3	3	3	3
Councillor Wright (up to 13/9/17)	0	0	0	2
Councillor Salter (as of 13/9/17)	3	3	3	6

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

COUNCIL RESOLUTIONS	THIS PERIOD	2017/18
Resolutions of Council	64	134

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING ATTENDANCE	HELD	ATTENDED	TOTAL	2017/18
Independent Chairperson	1	1	1	2
Councillor Hunt	1	1	1	2
Councillor Barden	1	1	1	2
Councillor Wright (up to 13/9/17)	0	0	0	1

*Next Risk & Audit Committee scheduled 6 February 2018*

THORAK REGIONAL CEMETERY BOARD MEETING ATTENDANCE	HELD	ATTENDED	TOTAL	2016/17
Mayor	3	3	3	6
Councillor Hunt	3	3	3	6
Councillor Barden	3	3	3	6
Councillor Simpson	3	3	3	6
Councillor Wright (up to 13/9/17)	0	0	0	2
Councillor Salter (as of 13/9/17)	3	3	3	4

CONFERENCES, TRAINING AND DEVELOPMENT	EVENT	DATES	2017/18 IN \$
Nil			

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

REGISTER OF INTERESTS	NEW THIS PERIOD	TOTAL
ELECTED MEMBER	1	2
STAFF	0	0

REVIEWABLE DECISIONS	RECEIVED	SUCCESSFUL	UNSUCCESSFUL	2017/18
Reject correction of assessment	0	0	0	0
Regulatory order	0	0	0	0
Suppress a person's name or address	0	0	0	0

USE OF COMMON SEAL	DATE	RESOLUTION
Creation of Easement in Gross	27/10/17	1718/0090
TOTAL FOR FINANCIAL YEAR		1

GIFTS AND BENEFITS REGISTER	NEW THIS PERIOD	TOTAL
ELECTED MEMBER	0	1
STAFF	6	7

\* Majority are small Christmas gifts

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

CIVIC EVENTS	DATE	LOCATION	PERSONS	TOTAL
Litchfield Women in Business October Business Month	9/10/2017	Free Spirit Resort Darwin	35	1
TOTAL FOR QUARTER				1
<b>TOTAL FOR YEAR</b>				<b>2</b>

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

### 3 Public Relations

MEDIA -ENQUIRIES & RESPONSES	DATE
Mayors Column – The Sun	09-Oct
Women in Business Network Speed Networking event media release – all media	11-Oct
Roads program media release – all media	17-Oct
Dog Registration – ABC Darwin	30-Oct
Mayors Column – The Sun	21-Nov
Rates (DCC and PC 20% drop in UCV, what about LC) – NT News	21-Nov
Mayors Column – The Sun	21-Nov
Dog Management By-laws – NT News	07-Dec
Council pursues non-voters (Joint media release with DCC, released by NTEC) – all media	08-Dec
Dog Registration (Response to Simon Hales) – ABC Darwin	14-Dec
Noonamah Ridge – Advisory Committee – NT News	19-Dec
TOTAL FOR THE QUARTER	11
TOTAL FOR THE YEAR	26

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

REVIEWED POLICY	TYPE	APPROVED
FIN06 Rates Concessions Policy	Council	18/10/2017
FIN09 Risk Management and Audit Committee	Council	18/10/2017
EM05 Elected Member Benefits and Support	Council	15/11/2017
EM06 Conflict of Interest	Council	15/11/2017
EM07 Elected Member Gifts and Benefits	Council	15/11/2017
GOV01 Policy Framework	Council	15/11/2017
GOV04 Whistleblowing	Council	15/11/2017
FIN00 Accounting Policies Manual	Administrative	01/12/2017
FIN12 Purchasing Card	Administrative	05/12/2017
FIN01 Asset Disposal	Council	13/12/2017
FIN02 Rates	Council	13/12/2017
FIN04 Financial Reserves	Council	13/12/2017
FIN13 Borrowing	Council	13/12/2017
FIN14 Investment	Council	13/12/2017
TOTAL FOR THIS QUARTER		22
<b>TOTAL FOR YEAR</b>		<b>26</b>

#### NEW POLICY

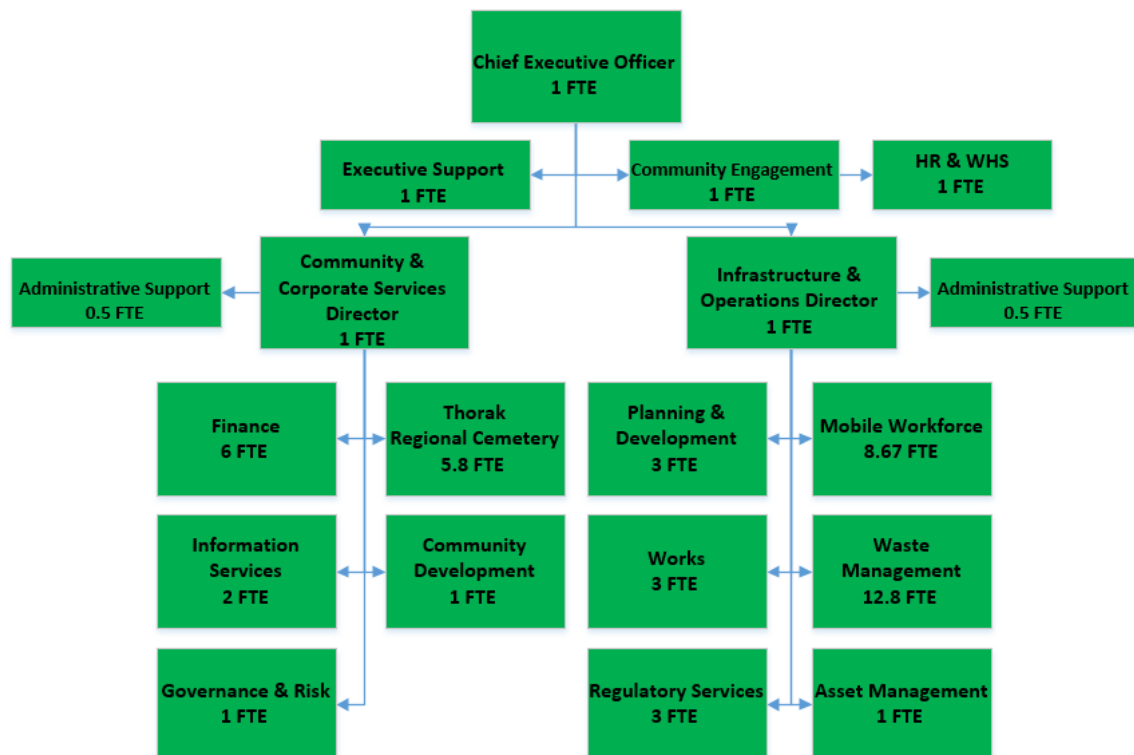
REG01 Disposal of Surrendered and Unclaimed Dogs	Council	18/10/2017
COR02 Community Engagement	Council	15/11/2017
TOTAL FOR THIS QUARTER		2
<b>TOTAL FOR YEAR</b>		<b>2</b>

## 2017/18 STAFFING PLAN

	FINANCIAL YEAR	Qtr 2
DIRECTORATE	BUDGET 2017/18 FTE	Current
Community & Corporate Services	17.3	14.5
Infrastructure & Operations	32.97	29.75
Office of the Chief Executive	4	4
<b>Total full Time Equivalent Staff</b>	<b>54.27</b>	<b>48.25</b>

Current vacancies for the quarter included the Community Development Officer, Records Management Officer position, Works Administrator, Mobile Workforce Wet Season Casuals and casual Gatekeeper positions at the Waste Transfer Stations.

## ESTABLISHMENT STRUCTURE





## TRAINING

OCT - DEC

Category	Number		
Essential Planning Presentation	3 October 2017	Professional Development	Manager Planning and Environment
InfoXpert Magic Training	17 October 2017	Professional Development	Several new staff members
8th Annual NT Major Projects Conference	18/19 October 2017	Conference	Manager Planning and Environment
2017 Australia Day and Keep Australia Beautiful Conference	28/29 October 2017	Conference	Community Development Officer
National Human Resource Conference	15-17 November 2017	Conference	HR Advisor
FinPro Financial Management Leadership Skills Program	26-28 November 2017	Professional Development	Finance Manager
National Local Road and transport Congress 2017	6-8 November 2017	Conference	Director Infrastructure & Operations
ID Demographic Tool Trainer/Refresher	12 December 2017	Professional Development	Administration Assistant to Director of Community & Corporate Services

## STAFF TURNOVER RATE

Three employees left during the quarter, which equates to a staff turnover rate of 5.6%.

## 6 Tenders and Contracts

Nil

## COMMITTEE MEETINGS WITHIN THE QUARTER

Meeting held 20 November 2017

Council Chambers

## FUNCTIONS WITHIN THE QUARTER

October Business Month 2017 – Speed Networking Event – 9 October 2017

### Links with Strategic Plan

*Priority # 1 – Everything you need*

*Priority # 2 – A great place to live*

### Legislative and Policy Implications

Not applicable to this report

### Risks

There are no identifiable risks

### Financial Implications

Not applicable

### Community Engagement

Not applicable

### Recommending Officer: Kaylene Conrick, Chief Executive Officer

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

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## COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.2
<b>Report Title:</b>	Freds Pass Rural Show – Council Representative
<b>Report Number:</b>	18/0025
<b>Meeting Date:</b>	28/02/2018
<b>Attachments:</b>	Correspondence – Freds Pass Rural Show

### Purpose

The Freds Pass Rural Show Committee have written to Council inviting Cr Christine Simpson to be Council's representative at their committee meetings.

### Summary

Over the past three years Council has committed sponsorship funds of \$40,000 each year to support the Freds Pass Rural.

Cr Simpson has been attending the Freds Pass Rural Show Committee meetings as an observer regularly.

The Show Committee has written to Council to request that this arrangement be formally acknowledged by appointing Cr Simpson as Council's representative to attend committee meetings.

### Recommendation

THAT Councillor Christine Simpson be nominated as Council's representative to attend the Freds Pass Rural Show Committee meetings as an observer.

### Background

The Freds Pass Show Rural Show has been operating since 1978, with the exception of 2013.

The Show is one of the largest major events in the Litchfield Council municipality and supports over 120 site holders, including local charities and community organisations.

In October 2015 Council made a commitment to fund \$40,000 for three years to ensure the financial viability of this important community event.

Cr Simpson regularly attends the Show Committee meetings. In formalising this arrangement Cr Simpson would not be a committee member but an observer and would report to Council on the activities of the Show Committee following committee meetings. A similar arrangement is in place with the Freds Pass Sport and Recreation Board.

## Links with Strategic Plan

Priority # 2 – A great place to live

## Legislative and Policy Implications

Nil.

## Risks

Nil

## Financial Implications

Nil.

**Recommending Officer:** Kaylene Conrick, Chief Executive Officer

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9 February 2018

Kaylene Conrick  
CEO Litchfield Council  
PO Box 446  
Humpty Doo NT 0836

Dear Kaylene,

I am writing to advise you that, on the invitation of the Freds Pass Rural Community Show Inc Committee, Christine Simpson has been attending our committee meetings this year as a Litchfield Council observer. We would like to request that this arrangement be recognised formally by Council.

We feel that Christine's presence at our meetings is beneficial to our committee, as well as being beneficial to the Council as she will be able to give a verbal report at Council meetings on our activities, issues and progress. As the Freds Pass Rural Show is the premier annual event in the Litchfield Shire, and is generously sponsored by the Litchfield Council, we feel that Christine's attendance at our meetings will be a good way to keep all councilors and administration up to speed with our activities.

Kind Regards

Shirley Preston  
FPRCS Inc Secretary

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## FREDS PASS RURAL COMMUNITY SHOW INC

MOBILE 0488 588 202  
PO Box 639 Coolalinga NT 0839  
EMAIL: [fredspassruralshow@gmail.com](mailto:fredspassruralshow@gmail.com) FACEBOOK: Freds Pass Rural Community Show  
[www.fredspassruralshow.com.au](http://www.fredspassruralshow.com.au)  
ABN 16 951 961 129



## COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.3
<b>Report Title:</b>	Privacy Policy
<b>Report Number:</b>	18/0026
<b>Meeting Date:</b>	28/02/2018
<b>Attachments:</b>	A – GOV03 Privacy Policy

### Purpose

This report presents for Council adoption GOV03 Privacy Policy.

### Summary

Pursuant to section 130 (3) of the Local Government Act, Council is required to have a Privacy Policy to protect members and staff of the council and residents from undue intrusion into their private affairs.

This updated privacy policy governs the way Council collects and uses information and supports Council's obligations under the NT Information Act.

The key changes are:

- a) recognition of the delegated Information Officer as opposed to the Privacy officer;
- b) removal of reference to a privacy committee. (the role of the privacy committee is largely taken by the Information Commission); and
- c) inclusion of provision for proof of identification when submitting Freedom of Information (FOI) requests.

The policy has been reviewed by the FOI consultant who developed the procedures manual to ensure consistency with the Manual and compliance with the Information Act. The policy follows the Information Privacy Principles from Schedule 2 of the Information Act.

Statements regarding the collection, use, access and security of employee information are included in the statement of employment policies and supplement this policy.

### Recommendation

That Council adopts GOV03 Privacy policy.

### Background

Council policy LC21 Privacy Policy was last reviewed on 10 April 2012. Since that time Council has developed a Freedom of Information (FOI) manual consistent with the updated Northern Territory

Information Act. In response to Councils recently completed FOI procedures manual the existing LC21 Privacy Policy has been updated.

This policy (GOV03 Privacy) will supersede LC21.

#### **Links with Strategic Plan**

An effective and sustainable Council

#### **Legislative and Policy Implications**

Policy is due for review and ensures Council is compliant with the Local Government Act and the Information Act

#### **Risks**

Nil

#### **Financial Implications**

Nil

#### **Community Engagement**

Nil

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

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

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Name	GOV03 Privacy
Policy Type	Council
Responsible Officer	Governance and Risk Advisor
Approval Date	[Approval Date]
Review Date	[Review Date]

### 1. Purpose

In line with the Northern Territory Information Act (the “Act”), Litchfield Council considers the privacy of all personal information to be an integral part of its commitment towards information accountability.

The purpose of this policy is to ensure that Council meets the information privacy principles (IPPs) set out in the Act, in relation to the management and handling of personal information within the public sector.

### 2. Scope

This policy covers all personal information collected and held by Litchfield Council, that is, information, or an opinion about an individual, whose identity is apparent, or can be reasonably ascertained, from that information or opinion.

This includes information collected in any format including correspondence, in person, over the phone, and over the Internet. The policy also covers personal information that is sourced from third parties.

### 3. Definitions

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

FOI	Freedom of information
Information Officer	Officer delegated by the CEO to manage FOI requests as identified in the Litchfield Council Delegations Manual
IPPs	Information Privacy Principles. Set of principles that regulate the handling of personal information as identified in The Act
Personal Information	Government information that discloses a person's identity or from which a person's identity is reasonably ascertainable is <b>personal information</b> . “Person” includes a deceased individual within the first 5 years after death.
Sensitive Information	personal information or an opinion about an individual’s; <ul style="list-style-type: none"> <li>• Race or ethnic origin: or</li> </ul>



	<ul style="list-style-type: none"> <li>• Political opinions; or</li> <li>• Membership of a political association; or</li> <li>• Religious beliefs or affiliations; or</li> <li>• Philosophical beliefs; or</li> <li>• Membership of a professional trade association; or</li> <li>• Membership of a trade union; or</li> <li>• Sexual preferences or practice; or</li> <li>• Criminal record</li> </ul>
The Act	The Northern Territory Information Act.

#### 4. Policy Statement

##### 4.1. PRINCIPLES

Litchfield Council will manage personal information as outlined in the following principles.

##### 4.1.1. Collection

Litchfield Council will only collect personal information that is necessary for specific and legitimate functions of Council. Information will be collected by fair and lawful means.

Council will advise individuals, where possible, of the purposes for which their personal information is being collected, and of those third parties to whom the information is usually disclosed.

Sensitive information will only be collected where the individual has consented or collection is required or permitted by law.

Sensitive information (as defined in this policy) will be treated with the utmost security and confidentiality and only used for the purpose for which it was collected.

##### 4.1.2. Use and Disclosure of Information

Litchfield Council will not use or disclose information about an individual other than for the primary purpose for which it was collected unless one of the following applies:

- a) It's for a related purpose that the individual would reasonably expect;
- b) Where Council has the consent of the individual to do so;
- c) As required or permitted by The Act or any other legislation.

#### 4.1.3. Data Quality

Council will take reasonable steps to ensure that all personal information collected, used or disclosed is accurate, complete and up to date.

#### 4.1.4. Data Security and Retention

Council will take all reasonable measures to prevent misuse or loss or unauthorised access, modification or disclosure of personal and sensitive information.

Personal information will be managed confidentially and securely and destroyed or archived in accordance with the General Disposal Schedule.

Council will monitor and implement reasonable and appropriate technical advances or management processes, to provide an up to date ongoing safeguard for personal information.

#### 4.1.5. Openness

The Litchfield Council's Privacy Policy will be available on its website or on request at Customer Offices.

#### 4.1.6. Access and Correction to Information

Individuals have a right to request access to any personal information held about them, and may request any incorrect information be corrected.

Council may decide not to allow access to personal information in accordance with the exemptions contained within The Act.

The process for requesting access to recorded personal information, i.e. documents, is through a Freedom of Information application.

#### 4.1.7. Unique Identifiers

Council will not assign, adopt, use, disclose or require unique other identifiers from individuals except for the course of conducting normal business or if allowed or required by law.

#### 4.1.8. Anonymity

Council will, where it is lawful and practicable, give individuals the option of not identifying themselves when entering into transactions with council.

Council will ensure that individuals are aware of all, if any, limitations to services if the information required is not provided.

#### 4.1.9. Transborder Data Flows

Litchfield Council will only transfer personal information outside of the NT in accordance with the provisions outlined in the Information Act.

#### 4.1.10. Sensitive Information

Litchfield Council will not collect sensitive information unless an individual has consented or collection is required or permitted by law, or when necessary for research or statistical purposes as permitted under the Information Act.

#### 4.2. THE ROLE OF THE INFORMATION OFFICER

- 4.2.1. The Council's Chief Executive Officer will appoint the Litchfield Council's Information Officer by delegation.
- 4.2.2. Requests for information will be managed by the Information Officer in accordance with the Freedom of Information Act and the Litchfield Council FOI Procedures Manual.
- 4.2.3. All staff will be trained/informed of their obligations under the Information Act.
- 4.2.4. Requests for personal information will be dealt with by Council Officers in accordance with Councils customer service standards and this Privacy Policy.

#### 4.3. PROOF OF IDENTITY

- 4.3.1. When Council accepts requests for government information (Section 18 of the Act) or applications to correct personal information (Section 31 of the Act), Council officers will be required to sight photo identification.

### 5. Associated Documents

Freedom of information Procedures Manual

### 6. References and Legislation

Northern Territory Local Government Act

Northern Territory Information Act

### 7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
This Review	Policy updated from LC21 into current template. Updated to be consistent with The Act and Councils FOI manual



## COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.4
<b>Report Title:</b>	Review of LC08 Road Seal Policy
<b>Report Number:</b>	18/0028
<b>Meeting Date:</b>	28/02/2018
<b>Attachments:</b>	Attachment A

### Purpose

This report presents to Council a review of LC08 Road Seal Policy for review and approval.

### Summary

This report proposes to amend the Road Seal Policy to provide a set of criteria against which a proposal to seal a road should be measured.

### Recommendation

THAT Council adopt the revised policy INF05 – Sealing of Roads.

### Background

The current Road Seal Policy indicates that all roads within the municipality should be sealed and that Council will utilise Section 156 – Special Rates of the *Local Government Act (Act)* to apply a monetary amount per lot to defray the cost of sealing a road. The amount of the special rate to be set by resolution of Council.

Roads are defined as all roads pursuant to Part 12.3 of the *Act*. This definition therefore includes all declared road reserves vested to Council, and all roads for which Council has care, control and maintenance. Importantly, this includes all road reserves, regardless of whether or not there is currently any formed road within the road reserve.

As currently written, the policy is vague and does not provide Council with guidance on the prioritization of when to seal which roads. It is proposed that the policy be rewritten to indicate that prioritisation for sealing of unsealed roads be evaluated and weighted against the following criteria:

- Number of properties directly serviced by the road
- Connectivity provided by the road to other roads within the municipality
- Safety of the current state of the road in an unsealed manner
- Access to external funding for sealing
- Economic stimulus benefits to the municipality
- Accessibility in an unsealed state
- Effect of sealing on Council's current maintenance system

- Importance to the locality.

The portion of the policy that indicates Council will use a Special Rate to defray the cost of sealing a road requires that Council apply a Special Rate to all road sealing projects. In the future, Council may or may not choose to apply a Special Rate for all road sealing projects. As the Act already allows for the option to charge a Special Rate, it is proposed to remove this portion of the policy and allow the Act to stand.

#### **Links with Strategic Plan**

Priority # 1 – Everything you need

Effective and sustainable Council.

#### **Legislative and Policy Implications**

All policies as proposed comply with legislation.

#### **Risks**

Should Council not review and adopt the policies, there is a risk of non-compliance with the Local Government Act.

#### **Financial Implications**

The review of policies and recommendations places no additional burden on Council.

#### **Community Engagement**

Not applicable to this report.

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

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

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Name	INF05 Sealing of Roads
Policy Type	Council
Responsible Officer	Director of Infrastructure and Operations
Approval Date	28/02/2018
Review Date	28/02/2024

### 1. Purpose

This policy articulates Council's vision for its road network and the circumstances under which a road will be sealed.

### 2. Scope

This policy applies to all roads identified pursuant to Part 12.3 of the *Local Government Act (Act)*.

### 3. Definitions

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

Carriageway	Refers to the portion of the road on which vehicles travel.
Road	Refers to all roads within under Council control identified pursuant to Part 12.3 of the <i>Local Government Act</i> , which refers to the road reserve in its entirety.
Sealed Road	Refers to the carriageway of a road that is covered in asphalt or bitumen seal.
Unsealed Road	Refers to the carriageway of a road that is not covered in asphalt or bitumen seal.

### 4. Policy Statement

~~Council policy is that all roads identified pursuant to Part 12.3 of the Local Government Act (Act) within the municipality should be sealed.~~

~~Council will pursuant to "Section 156 – Special Rates" of the Act apply an amount for each allotment to defray the cost of sealing a road or part thereof. The amount to be approved by resolution of council declared pursuant to Section 155 of the Act.~~

All roads within the municipality should be sealed, with prioritisation for sealing of unsealed roads being evaluated and weighted against the following criteria:

- Number of properties directly serviced by the road
- Connectivity provided by the road to other roads within the municipality

- Safety of the current state of the road in an unsealed manner
- Access to external funding for sealing
- Economic stimulus benefits to the municipality
- Accessibility in an unsealed state
- Effect of sealing on Council's current maintenance system
- Importance to the locality.

#### **5. Associated Documents**

#### **6. References and Legislation**

Northern Territory Local Government Act

#### **7. Review History**

<b>Date Reviewed</b>	<b>Description of changes (Inc Decision No. if applicable)</b>
12/11/2008	Approved.
22/05/2012	Updated.
28/02/2018	Updated.



## COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.5
<b>Report Title:</b>	Changes to Council Fees for Road Openings and Road Closings
<b>Report Number:</b>	18/0029
<b>Meeting Date:</b>	28/02/2018
<b>Attachments:</b>	

### Purpose

This report proposes a change to Council fees for Road Openings/Road Closings.

### Summary

Council's current fee for road openings and road closings conducted at the request of a party outside of Council is based upon Council conducting all work related to the road opening or road closing and billing the outside party for actual cost to 10% or a minimum fee, whichever is greater. Council has recently changed the procedure for conducting a road opening or road closing at the request of an outside party to transfer responsibility for some portions of the road opening and road closing process to the requesting outside party. As such, the fee to Council can be reduced to reflect the change of responsibility and make the process more affordable to the outside party.

### Recommendation

That Council amend the fees for all Road Openings and Road Closings to \$2,000 plus GST.

### Background

Currently, Council's process for opening or closing a road at the request of an outside party, such as a member of the public, has been loosely defined, with Council officers taking on the majority of the work for coordinating and carrying out the road opening/closing process.

The major tasks involved in a road opening/closing include:

- a) Writing a report to Council to seek support/rejection of the proposal
- b) Placing an advertisement on Council's website or in the NT News
- c) Writing a report to Council on any submissions received from advertisement
- d) Writing reports to Minister for Transport and Minister for Community Development, as appropriate
- e) Preparation of government gazette notice
- f) Preparation of survey plans
- g) Preparation of any LTO forms
- h) Coordination of signatures on LTO forms for other property owners
- i) Signing of LTO forms relevant to Council.

The current fees for carrying out this work are:



- Road opening over private land – Actual Cost +10% +GST or \$3,000, whichever is greater
- Road opening over Crown land or Road Closing – Actual Cost +10% +GST or \$5,000, whichever is greater.

Under the current process, the applicant proposes the road opening/closing and Council carries out all of the work. This process results in significant resources spent by Council for coordination of the process. The process also leaves Council open to spent, and potentially unreimbursed, resources when the road opening/closing does not proceed. The road opening/closing may not proceed for any number of reasons, including change of mind from applicant, withdrawal of one or more outside parties from the agreement, refusal of the opening/closing from a Minister.

Recently, a revised process has been developed whereby the outside party makes a formal application to Council to open or close a road. An Application to Open or Close a Council Road has been developed that is a binding legal agreement between Council and the party requesting the road opening. The application details the process for the road opening or road closing and the responsibilities of each party – applicant, all parties to the road opening/closing, and Council.

The agreement places the responsibility for items f, g and h above with the applicant. Thus, the costs for the completion and coordination of these items now rests fully with the applicant. As such, it is appropriate for Council to eliminate the portion of fees “Actual Cost + 10%”, as the applicant will now be fully responsible for these costs, with no cost to Council. As the coordination cost for Council is less, the fees have been reduced from \$3,000 and \$5,000 minimum to a flat rate of \$2,000. This fee is seen to be sufficient to cover required Council staffing costs for an item raised by the public outside of Council’s budget and to cover public advertisement fees. The agreement notes that if the Council chooses not to proceed with the road opening or road closing after the conclusion of the public comment period, 40% of the fee is refundable to the applicant, as Council will not be required to carry out items d, e and i above.

#### **Links with Strategic Plan**

Priority # 1 – Everything you need

#### **Legislative and Policy Implications**

Not applicable to this report.

#### **Risks**

Not applicable to this report.

#### **Financial Implications**

Not applicable to this report.

#### **Community Engagement**

Not applicable to this report.

**Recommending  
Officer:**

**Wendy Smith, Acting Director Infrastructure and Operations**

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## COUNCIL REPORT

<b>Agenda Item Number:</b>	15.6
<b>Report Title:</b>	February 2018 Summary Planning and Mining Report
<b>Report Number:</b>	18/0030
<b>Meeting Date:</b>	28/02/2018
<b>Attachments:</b>	Attachment A: Letters of support for Development Applications, subject to normal Council conditions. Attachment B: Letters of support for Development Applications, subject to specific issues being adequately addressed. Attachment C: Letters of non-support or objection to Development Applications for reasons related to areas of Council authority. Attachment D: Letters of objection to Development Applications for reasons related to other issues. Attachment E: Letters of Comment for Mining Applications

### Purpose

The purpose of this report is to provide to Council a summary of development and mining applications received and comments provided for the period of 06 January 2018 to 16 February 2018.

### Summary

For the noted period, Council provided comments on 12 development applications, all of which are summarised in this report: 5 were supported subject to normal Council conditions, 2 were supported subject to specific issues being adequately addressed, 2 were not supported for reasons related to areas of Council authority, and 3 were objected to for reasons related to other issues outside of Council authority.

For the noted period, Council provided comments on 1 mining application, which was an EMP application.

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

### Recommendation

THAT Council:

1. Receive the February 2018 Summary Planning and Mining Report;
2. Notes for information the responses provided to Development Assessment Services within Attachments A, B, C, and D to this report; and
3. Notes for information the responses provided to the Department of Primary Industries and Resources within Attachment E to this report.

## Background and Discussion

### **DEVELOPMENT APPLICATIONS**

The following is a summary of all Development Applications received and comments provided for the period of 06 January 2018 to 16 February 2018.

<b>Council Outcome on Development Applications</b>	<b>No. Applications</b>
Development applications supported, subject to normal Council conditions	5
Development applications supported, subject to specific issues being adequately addressed	2
Development applications not supported/objected to for reasons related to Council issues	2
Development applications objected to for reasons not directly related to Council issues	3

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 regards 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.

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

<b>Application Number and Address</b>	<b>Purpose and Summary</b>
PA2017/0142  Section 4545 (25) Stevens Road, Knuckey Lagoon, Hundred of Bagot.	This application is proposing a variation to an existing Development Permit (DP 17/0178), which was granted in May 2017 for the purpose of excavation and fill. The Development Permit (DP17/0178) had a conditions precedent originally requiring structural details of a dam wall for a man-made hole. This application indicates a proposal to fill the man-made hole and therefore the requirement of the dam wall is no longer needed on the Development Permit.
PA2017/0603  Section 1546 (600) Anzac Parade, Middle Point, Hundred of Guy.	This application proposes a clearing of native vegetation totalling 17 Ha for the purpose of grazing and hay production. The parcel is 61 Ha in total with approximately 35 Ha already cleared, which was done prior to the current land owner purchasing the property. The clearing will not be staged and is expected to be done at the end of the 2017/18 'wet season'. This portion of Anzac

	Parade is not a Council owned road and therefore there are no concerns in regards to Council's road reserve as a result of this proposal.
PA2017/0608  Section 6493 (425) Stuart Highway, Coolalinga, Hundred of Bagot.	This application proposes to subdivide for leasing purposes. The site is the Coolalinga Central Shopping Village the purpose is to create lease boundaries for long term leases only and not to create separate lots with titles. The proposed lease agreements will be for Coolalinga Tavern, Hungry Jacks, Subway and KFC; three of which are already developed and trading.
PA2018/0032  Section 2233 (1350) Old Bynoe Road, Berry Springs, Hundred of Cavenagh.	This application is proposing a shade structure to an existing dwelling within an Interim Development Control Order Area (IDCO No.22). The application seems consistent with the purpose of the zone and the expected uses of this locality and there are no concerns for Council infrastructure.
PA2018/0045  Lot 6559 (9) Constant Street, Coolalinga, Hundred of Bagot.	This application is a Unit Title Subdivision (UTS) to create 4 lots. The application to develop these 4 x 3 bedroom dwellings, in 4 single storey buildings was granted a development permit in 2014 and then later constructed and given clearance by Council in October 2016. The proposal has been developed in accordance with Council requirements and there is not expected to be any negative impact upon Council infrastructure.

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

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

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

Application Number and Address	Purpose and Summary	Specific Issues to be Addressed
PA2017/0617  Section 6488 (15) Grice Crescent, Coolalinga, Hundred of Bagot.	This application is proposing 2 x 1 and 4 x 2 bedroom multiple dwellings in 4 single storey buildings. The application appears compliant with the requirements of the NT Planning Scheme (NTPS),	In relation to the waiver of the additional 60m <sup>2</sup> , It is considered that the location of the units within the urban area of Coolalinga is compliant with the NT Government's urban growth policy and that Council can

	except for being over density by 60m <sup>2</sup> . The site area would allow 5.8 units under the NTPS and the proposal is for 6 units. There is a drainage easement on the site and sections of the proposed infrastructure, including the letterbox, waste bin location and internal driveway are proposed to be built over this designated easement.	support this if the applicant is willing to redesign the unit layout so that Units 2 and 3 are relocated with Unit 1, to provide Unit 2 and 3 with convenient access to their required car parking spaces. Council has noted that the drainage easement needs to be accessible by Council if any repairs are ever required. If Council does need to access the pipe in the future, all associated repairs to bring said infrastructure back to its original state will be at the cost and responsibility of the Land Owner and not Council. The applicant will also need to ensure that any roof structures encroaching on the drainage easement have a minimum height of 3m to ensure required height clearance for equipment and machinery.
PA2018/0029  Lot 227 (10) Dougall Court, Howard Springs, Hundred of Bagot.	This application is proposing an independent unit with an independent effluent system, totalling an internal floor area of 58m <sup>2</sup> . The proposal appears compliant with the requirements of the NT Planning Scheme. No additional driveway is proposed to access the independent unit; however, the existing driveway is not constructed to Council's standards.	Council notes that the subject site is accessed off Hillier Road and the access point does not appear to meet Council's standards. Council has requested as a Condition Precedent ensuring that the driveway crossover is constructed to meet Council's requirements. Council has also requested that this be illustrated in amended plans.

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

The table below describes the Development Applications that are not supported or objected to by Council for reasons related to areas of Council authority.

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

Application Number and Address	Purpose and Summary	Reasons for non-support/objection
<p>PA2017/0586</p> <p>Section 5221 (5) Scotts Road, Girraween, Hundred of Bagot.</p>	<p>This application is proposing a subdivision to create 2 lots. The subject site has a designated drainage easement within which the applicant requests to build a house. The applicant has proposed to construct a 10m easement concentrating the flow of stormwater to the adjacent parcel north of the subject site. Currently the catchment, as it is, stretches across majority of the proposed Lot B.</p>	<p>Council cannot support this application in its current format due to stormwater drainage concerns. Council recommends consultation with the applicant and land owner regarding developing acceptable stormwater drainage channels that will not negatively affect adjacent lots. The applicant also must demonstrate unconstrained access to the unconstrained portion of proposed Lot B.</p>
<p>PA2018/0037</p> <p>Section 6569 (5) Fairweather Crescent, Coolalinga, Hundred of Bagot.</p>	<p>This application is for the purpose of a showroom, service centre, ancillary offices and amenities. The proposal is a staged development for "Elite 4X4", an off-road retail centre and service facility. The current application covers the southern half of the site, with the northern half reserved for future development. The parking bays for this retail centre have been designed to be wider to accommodate to the larger vehicles; however, the proposal is not compliant with the parking requirements of the NT Planning Scheme to have 3m of landscaping between the car parking spaces and the road. The application has proposed a reduction to the landscaping requirements with the special circumstance being other commercial sites within that locality not meet the requirements of the NT Planning Scheme in this</p>	<p>Council supports the requirements of the NT Planning Scheme (NTPS) and notes that this application does not show compliance in the Clauses related to carparking, landscaping and signs. No reasons have been given as to why the application cannot be redesigned to meet the landscaping requirements of the NTPS. The reasoning used is based on previous developments not being developed with the required landscaping, and Council's view is that failure to adhere to standards in the past is not a special circumstance that would warrant a variation. Council has concern over the plans demonstrating an internal service driveway as a road, Council would like the word "road" removed and replaces with "driveway". This driveway will not be a dedicated road to Council and will remain as private property.</p>

	regard. The plans provided have also incorrectly labelled an internal driveway as a dedicated road.	
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### **Development Applications objected to for reasons not directly related to Council issues**

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

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

<b>Application Number and Address</b>	<b>Purpose and Summary</b>	<b>Reasons for objection</b>
PA2017/0614  Section 6533 (1) Havelock Street, Coolalinga, Hundred of Bagot.	This application proposes 4 x 2 bedroom dwellings in 2 single storey buildings. The subject site is situated on the corner of Grice Crescent and Havelock Street, is in zone MD and appears to be compliant with the requirements of the NT Planning Scheme except for the ability for all vehicles to enter and exit the site in a forward gear.	Council has concerns over vehicle accessibility to proposed Unit 1 positioned at the rear of the lot. It appears that vehicles will either have to reverse from the street, the full length of the site to reach the carport or alternatively reverse the full length out. Council has recommended a redesign to address these concerns. Council also noted that this application showed no landscaping between the visitor car parking spaces and the road and no special considerations as to why the layout cannot be modified to include the required 3m of landscaping. In alignment with the NT Planning Scheme, Council prefers that the landscaping be included on the design to ensure there is no negative impact on the streetscape.
PA2017/0621  Section 5250 (125) Thorak Road, Knuckey Lagoon, Hundred of Bagot.	The application is proposing a sign within Council's road reserve. The parcel is in Zone R (Rural) and the sign will have a surface area of 18.75m <sup>2</sup> . The applicant	The application does not meet the requirements of Clause 6.7 in the NT Planning Scheme as it is proposing a sign that is more than 5 times larger than the



	understands that the sign is larger than the allowable size stipulated in the NT Planning Scheme and is seeking a waiver to Clause 6.7. It is noted that the sign is already constructed.	allowable size permitted in Zone R (Rural). Clause 6.7 stipulates a maximum of 3m <sup>2</sup> and this application is seeking a waiver to allow 18.75m <sup>2</sup> with no special circumstances for Council to consider, other than siting a long boundary frontage. Council supports the protection of the rural amenity and believes that this proposal will result in a negative effect.
PA2017/0622  Portion 1108 (100) Agostini Road, Knuckey Lagoon, Hundred of Bagot.	The application is proposing two signs within Council's road reserve. The parcel is in Zone R (Rural) and each of the signs will have a surface area of 37.5m <sup>2</sup> . The applicant understands that the signs are larger than the allowable size stipulated in the NT Planning Scheme and is seeking a waiver to Clause 6.7. It is noted that the signs are already constructed.	The application does not meet the requirements of Clause 6.7 in the NT Planning Scheme as it is proposing two signs that together are more than 10 times larger than the allowable size permitted in Zone R (Rural). Clause 6.7 stipulates a maximum of 3m <sup>2</sup> and this application is seeking a waiver to allow 37.5m <sup>2</sup> (two 18.75m <sup>2</sup> signs) with no special circumstances for Council to consider. Council supports the protection of the rural amenity and believes that this proposal will result in a negative effect.

## **MINING APPLICATIONS**

For all mining applications, Council's standard comments have been provided, with areas of access and stormwater drainage addressed where required.

The table below describes the Mining Applications to which Council has recently responded.

<b>Application Number and Address</b>	<b>Type of Application and Proposed Mined Material</b>	<b>Comments Provided</b>
EMP31792  NT Portions 4477 (1230) Goode Road, Wak Wak.	EMP  To extract sand and gravel. Proposed activity not specified in this application.	Council supports the granting of this EMP provided some issues are adequately addressed.

### 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:

**Wendy Smith, Acting Director Infrastructure and Operations**

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

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

## Attachment A

Responses to Development Applications supported, subject to normal Council conditions

13 February 2018

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

**RE: Letter of Comment Development Application**

**PA2017/0142  
Section 4545 (25) Stevens Road, Knuckey Lagoon, Hundred of Bagot  
Variation To Development Permit**

Thank you for the Development Application referred to this office on 29/01/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) Council has no requirement for a dam wall providing stormwater drainage is appropriately managed.

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

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

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

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

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

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

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

Yours faithfully



Wendy Smith  
A/Director Infrastructure and Operations

9 February 2018

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

**RE: Letter of Comment Development Application**

**PA2017/0603  
Section 1546 (600) Anzac Parade, Middle Point, Hundred of Guy  
Clearing of Native Vegetation**

Thank you for the Development Application referred to this office on 29/01/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The purpose of clearing native vegetation seems to be reasonable with the zoning of this site.
- b) There are not expected to be any negative effects upon Council's road reserve or waste services as a result of this 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 that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.
  - ii. Litchfield Council stormwater discharge guidelines do not allow concentrated discharge of stormwater from rural lots to adjoining properties or the road reserve. All stormwater is to be channelled, piped or dispersed via sheet flow to the road reserve.
  - iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).

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

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

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

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

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

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

Yours faithfully



Kaylene Conrick  
Chief Executive Officer

9 February 2018

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

**RE: Letter of Comment Development Application**

**PA2017/0608**

**Section 6493 (425) Stuart Highway, Coolalinga, Hundred of Bagot  
Subdivision to create four lots for the purpose of leasing in excess of 12 years**

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Thank you for the Development Application referred to this office on 29/01/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The application seems to be in line with the existing use on the site.
- b) There does not appear to be any adverse effects upon Council infrastructure as a result of this 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 should be approved by Litchfield Council prior to construction of the works.

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



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

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

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

Yours faithfully



Wendy Smith  
A/Director Infrastructure and Operations

16 February 2018

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

**RE: Letter of Comment Development Application**

**PA2018/0032**

**Section (2233) 1350 Old Bynoe Road, Berry Springs, Hundred of Cavenagh  
Shade structure addition to an existing single dwelling in an Interim Development  
Control Order area (IDCO No. 22)**

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Thank you for the Development Application referred to this office on 05/02/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal is consistent with the purpose of the zone and the expected uses of the locality.
- b) There are not expected to be any negative effects upon Council infrastructure as a result of the proposal.

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

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

- d) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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

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

Yours faithfully



Kaylene Conrick  
Chief Executive Officer

19 February 2018

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

**RE: Letter of Comment Development Application**

**SUBDIVISION TO CREATE 4 UNIT TITLES  
Lot 6559 (9) Constant Street, Coolalinga, Hundred of Bagot  
Unit Title Subdivision to create 4 lots**

Thank you for the Development Application referred to this office on 07/02/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal appears consistent with the requirements of the NT Planning Scheme.
- b) There are not expected to be any negative effects upon Council infrastructure as a result of this 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) **A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan for the upgrade of roads and drainage infrastructure as a result of this development.** The contribution payable is in accordance with that for Catchment Area 13C, in which the site falls within the Council's *Developer Contributions Plan for Roads and Drainage*.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

- c) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.

- d) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

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

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

Yours faithfully



Wendy Smith  
Acting Director Infrastructure and Operations

## Attachment B

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

16 February 2018

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

**RE: Letter of Comment Development Application**

**PA2017/0617**

**Section 6488 (15) Grice Crescent, Coolalinga, Hundred of Bagot  
2 x 1 and 4 x 2 Bedroom Multiple Dwellings in 4 Single Storey Buildings**

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Thank you for the Development Application referred to this office on 29/01/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

**Council supports the granting of a Development Permit provided the following issues are adequately addressed:**

- a) The proposal seems compliant with the requirements of the NT Planning Scheme except for being over density by one unit, at a difference of 60m<sup>2</sup>. In this instance, the subject site proposes a range of dwelling sizes and meets the other requirements of the NT Planning Scheme, including setbacks, parking and private open space areas. Given the location in developing urban area, Council can support the variation to one additional unit, provided the units are repositioned on the site such that Units 2 and 3 are relocated with Unit 1, to provide Units 2 and 3 with convenient access to the additional required car parking space for each unit.
- b) Council notes that the internal driveway, waste bin location, fence and letter boxes are proposed to be built over an existing drainage easement. This underground drainage pipe needs to be accessible by Council if any repairs are ever required. If there is a situation in future where this pipe needs to be accessed, all associated repairs to bring the said infrastructure back to its original state will be at the cost and responsibility of the developer and not Council. Council also requires that any roof or eaves that encroach on the easement be at least 3m in height and illustrated on the drawings, so as not to obstruct the ability to conduct works within the drainage easement.

**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

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

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

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

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



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

Yours faithfully

A handwritten signature in black ink, appearing to read 'K Conrick', with a large loop at the end.

Kaylene Conrick  
Chief Executive Officer

16 February 2018

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

**RE: Letter of Comment Development Application**

**PA2018/0029  
Lot 227 (10) Dougall Court, Howard Springs, Hundred of Bagot  
Independent unit with an independent effluent disposal system**

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Thank you for the Development Application referred to this office on 05/02/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal seems reasonable for the existing use on the site and seems to be compliant with the requirements of the NT Planning Scheme.

**provided the following issues are adequately addressed:**

- a) Council notes that the subject site is accessed from Hillier Road. The access point being used does not appear to meet Council standards.

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

- a) The crossover and driveway shall meet Litchfield Council's requirements, and the following changes to the proposed plans are required:
  - i. Council requires a dimensioned driveway crossover to be shown on the plans at 4.0m in width and the subject driveway to be constructed to Council's standards.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and

discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.

- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of the Director Infrastructure and Operations, Litchfield Council.
- c) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- d) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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

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

Yours faithfully



Kaylene Conrick  
Chief Executive Officer

## Attachment C

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

15 February 2018

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

**RE: Letter of Comment Development Application**

**PA2017/0586  
Section 5221 (5) Scott Road, Girraween, Hundred of Bagot  
Subdivision to create 2 lots**

Thank you for the Development Application referred to this office on 29/01/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

**Council objects to the granting of a Development Permit for the following reasons:**

- a) The proposed easement design does not appear to be able to function appropriately without concurrent downstream works on the adjacent parcels to the north and will require changes to drainage easements beyond the subject property.

Council requires alterations to Councils drainage easements on the subject and adjacent parcels prior to the subdivision. Council recommends prompt consultation with Council regarding developing acceptable stormwater drainage channels and easements for this locality. Council cannot accept a subdivision of the parcel as currently proposed without further stormwater information.

- b) It is unclear in this application if there is unconstrained access to House 2 on Lot B. Council required dimensioned drawings illustrating the proposed access.
- c) Council prefers 15m wide battle-axe handles in the rural area to best provide for future development opportunities.

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

- a) The crossover and driveway shall meet Litchfield Council's requirements, and the following changes to the proposed plans are required:
  - i. Council requires dimensioned driveway crossovers to be shown on the plans at 4m in width, to Council's standards.

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

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

- a) **A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan for the upgrade of roads and drainage infrastructure as a result of this development.** The contribution payable is in accordance with that for Catchment Area 13A, in which the site falls within the Council's *Developer Contributions Plan for Roads and Drainage*.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

- c) Prior to finalisation of engineering design and specifications for the proposed and affected roads, a Road Safety Audit, prepared by a suitability certified traffic auditor, shall be approved by Litchfield Council.
- d) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- e) 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](http://www.litchfield.nt.gov.au).

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

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

Yours faithfully



Kaylene Conrick  
Chief Executive Officer

16 February 2018

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

**RE: Letter of Comment Development Application**

**PA2018/0037  
Section 6569 5 Fairweather Crescent, Coolalinga, Hundred of Bagot  
Showroom, service centre and ancillary offices and amenities**

Thank you for the Development Application referred to this office on 05/02/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

**Council 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 does not support the reduction in required landscaping to screen the car parking spaces on site. The site is currently completely undeveloped, and the proposal is only using a portion of the site. As such, no reasons have been provided as to why the site cannot be designed in accordance with the NT Planning Scheme. It is noted that the application reasoning is based on previous developments in the locality not having been developed with the required landscaping; however, it is not considered that failure to adhere to standards in the past is a special circumstance that would warrant a variation for all developments in the future, particularly for a new, undeveloped site.
- b) Council requires that all plans showing the internal service driveway be amended to remove the word "road" and replace with "driveway" as this driveway will not be a dedicated road, to Council or otherwise, but will remain private property. Additionally, as the intent is for the driveway to service multiple eventual unit titled lots, as noted within the application and in discussions with Council, Council will require the feature pavement for the full length of the driveway, to distinguish the driveway from a Council road.
- c) Council supports the car parking requirements of the NT Planning Scheme and should Development Assessment Services determine there is a shortfall of required car parking spaces, Council would not support the application.



- d) A landscaping plan has not been provided and it is unclear how the waste bins will be screened from public view from the street.
- e) No signs are proposed as part of the application and it is noted to the applicant that all signs are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

- a) The crossover and driveway shall meet Litchfield Council's requirements, and the following changes to the proposed plans are required:
  - i. Council requires all plans showing the internal driveway to remove the word "road" and replace with "driveway" to clearly indicate that this driveway is internal to the site and is not intended to be a Council road.
  - ii. Council requires the feature paving to be installed the full length of the driveway, as the access driveway is intended to service multiple unit titled lots.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).
  - i. The plan shall demonstrate how all stormwater is to be collected on the site and discharged underground to Litchfield Council's stormwater drainage system.
  - ii. It is necessary to ensure that no stormwater will sheet-flow into the road reserve or onto adjoining properties.
  - iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).
  - iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.

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

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

- d) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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

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

Yours faithfully



Kaylene Conrick  
Chief Executive Officer

## Attachment D

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

15 February 2018

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



**RE: Letter of Comment Development Application**

**PA2017/0614**

**Section 6533 (1) Havelock Street, Coolalinga, Hundred of Bagot  
4 x 2 Bedroom Dwellings In 2 Single Storey Buildings**

Thank you for the Development Application referred to this office on 29/01/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

**Council objects to the granting of a Development Permit for the following reasons:**

- a) Council has concerns over the ability for vehicles to access the proposed unit 1, at the end of the driveway, on the western boundary. It appears that the vehicles will have to either reverse from the street the full length of the site to reach the carport or alternatively reverse the full length out.

As it is unclear whether vehicles can adequately and safely manoeuvre on site in a forward gear; Council recommends that the proposal be redesigned to clearly demonstrate these turning movements, including the provision of swept paths.

- b) Council supports the landscaping requirements of the NT Planning Scheme, particularly where these requirements would have an impact upon Council's streetscape. The proposal shows no landscaping between the road and the visitor's carparking and the applicant has not provided any special circumstances for why the site layout cannot be modified to screen the car parking with the required 3m of landscaping.

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

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

- iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).
- iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.

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

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

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

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

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

Yours faithfully



Kaylene Conrick  
Chief Executive Officer

9 February 2018

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

**RE: Letter of Comment Development Application**

**PA2017/0621  
Section 5250 (125) Thorak Road, Knuckey Lagoon, Hundred of Bagot  
Business sign**

Thank you for the Development Application referred to this office on 29/01/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

**Council 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) The application does not meet the requirements of *Clause 6.7 Signs* of the NT Planning Scheme. Council supports the requirements of the NT Planning scheme and cannot support an application that does not provide special circumstances for such a substantial variation. In particular Council has concerns about the size of the proposed sign which will be more than 5 times the allowable size permitted in Zone R (Rural). Clause 6.7 stipulates a maximum of 3m<sup>2</sup> and this application is seeking a waiver allowing 18.75m<sup>2</sup>.
- b) Council supports the protection of the natural amenity of the rural area.

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

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

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at [www.litchfield.gov.nt.au](http://www.litchfield.gov.nt.au).
- b) A *Works within a Road Reserve Permit – Works Associated with a Development Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.

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



Kaylene Conrick  
Chief Executive Officer

9 February 2018

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

**RE: Letter of Comment Development Application**

**PA2017/0622  
Portion 1108 (100) Agostini Road, Knuckey Lagoon, Hundred of Bagot  
Business sign x 2**

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Thank you for the Development Application referred to this office on 29/01/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

**Council 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) The application does not meet the requirements of *Clause 6.7 Signs* of the NT Planning Scheme. Council supports the requirements of the NT Planning scheme and cannot support an application that does not provide special circumstances for such a substantial variation. In particular Council has concerns about the size of the proposed signs which will be more than 10 times the allowable size permitted in Zone R (Rural). Clause 6.7 stipulates a maximum of 3m<sup>2</sup> and this application is seeking a waiver allowing 2 signs that totals 37.5m<sup>2</sup>.
- b) Council supports the protection of the natural amenity of the rural area.

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

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

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



- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at [www.litchfield.gov.nt.au](http://www.litchfield.gov.nt.au).
- b) A *Works within a Road Reserve Permit – Works Associated with a Development Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.

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



Kaylene Conrick  
Chief Executive Officer

Attachment E

Responses to Mining Applications

19 February 2018

Annette Smith  
Department of Primary Industry and Resources  
GPO Box 4550  
Darwin NT 0801

Dear Annette

**RE: Letter of Comment Mining Application**

**EMP31792  
NT Portions 4477 (1230) Goode Road, Wak Wak  
To extract gravel, fill and sand.**

Thank you for the Extractive Mineral Permit Application referred to this office on 29/01/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.


The following issues are raised for consideration by the Authority:

**Council supports the granting of an EMP provided the following issues are adequately addressed:**

- a) For any access proposed from any road owned by Litchfield Council, Council requires information regarding the location of the proposed access and construction of the access to Litchfield Council's industrial standards. A Works Permit may be required from Litchfield Council before commencement of any work within the road reserve.
- b) For any proposal for vehicles associated with this use to utilise any Litchfield Council roads, Council requires a Traffic Management Plan, including details of haulage routes, traffic quantities and destination of materials. Additionally, Council shall require the upgrading of the subject road(s) to Council's requirements.
- c) Council requires an Environmental Management Plan, to Council's satisfaction, which should address, but may not be limited to stormwater runoff including containment of contaminants.

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  
A/Director Infrastructure and Operations



## COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.7
<b>Report Title:</b>	Disabled Parking Policy
<b>Report Number:</b>	18/0031
<b>Meeting Date:</b>	28/02/2018
<b>Attachments:</b>	LC16 Disabled Parking Policy

### Purpose

This report seeks to have LC16 Disabled Parking Policy rescinded and confirm Council's commitment to continue to distribute disabled parking permits.

### Summary

Council has been issuing disabled parking permits since 2009 as per Council decision at the 25 March 2009 Council meeting to adopt LC16 Disabled Parking Policy. Council issues on average over 150 permits per year with permits valid for three years. Permits are issued at \$10 per new registration with no cost for renewals. Council currently purchases blank permits for \$2.60 each via bulk purchasing through LGANT.

The issuing of disabled parking permits is a community service provided by all municipal councils in the NT. Litchfield Council has issued 850 permits since 2012 with 573 still valid.

The current policy is due for review. Through the review process it was found that this policy states a procedure and therefore, it is recommended to rescind the policy and replace it with an administrative procedure.

### Recommendation

THAT Council:

1. Rescinds LC16 Disabled Parking Policy; and
2. Confirms its commitment to continue to issue disabled parking permits as a service to the Litchfield community.

### Background

Council commenced issuing disabled parking permits in 2009 after Palmerston and Darwin councils ceased to provide this service to Litchfield residents.

Disabled Parking Permits should be available and accessible to people with mobility limitations and who need special parking consideration within the Litchfield municipality.

Permits are displayed inside the vehicles windscreen whenever the permit holder is using the vehicle. Permits are valid when travelling interstate and are transferable from vehicle to vehicle whenever the disabled person requires special parking consideration.

#### **Links with Strategic Plan**

*Priority # 1 – Everything you need*

#### **Legislative and Policy Implications**

Nil

#### **Risks**

Nil

#### **Financial Implications**

The \$10 fee covers the cost of the blank permit, future renewals and administration. There is no cost to Council.

#### **Community Engagement**

Council will ensure information about this community service is available on Council's website.

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

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

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

<b>POLICY TITLE:</b>	<b>DISABLED PARKING POLICY</b>
<b>POLICY NUMBER:</b>	<b>LC16</b>
<b>CATEGORY:</b>	<b>COUNCIL POLICY</b>
<b>CLASSIFICATION:</b>	<b>ADMINISTRATIVE/REGULATORY</b>
<b>STRATEGIC PLAN REFERENCE:</b>	<b>1 Effective leadership and governance</b>
CORPORATE GOVERNANCE AND PERFORMANCE :Provide systems of council governance and service delivery that are financially sustainable, accountable, equitable and efficient	
<b>STATUS: Approved</b>	<b>Council Resolution PA12/CAM/033</b>

Date Approved:	22/04/2009	Approved By:	PA09/CAM/033	Date for review:	March 2012
Date Approved:	11/10/2012	Approved By:	PA12/CAM/033	Date for review:	March 2016
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

## 2. PURPOSE:

This *Council Policy* is for the provision of Disabled Parking Permits to eligible Litchfield residents.

Council will endeavour to be responsive to the needs of all community members and will strive to achieve quality customer service and will continually strive for non-discriminatory practices and equity within the community

Council recognises that people with disabilities have the same fundamental rights as all members of the community. People with a disability have the right to services within the community which provide them with opportunities to fulfil their individual potential.

## 3. ORGANISATIONAL SCOPE:

This policy pertains to the Customer Service Desk and the Regulatory Services section within the Litchfield Council. Customer service will be required to register, issue, record and receipt Disabled Parking Permits.

## 4. POLICY STATEMENT:

To provide eligible Litchfield residents with Disabled Parking Permits. New permits are issued at an initial \$10.00 fee and permit renewals at no cost. Permits are valid for three years from date of registration.

## 6. PRINCIPLES:

### Compliance

For the purposes of this Policy, a disability is defined as in the *Federal Disability Discrimination Act 1992 (D.D.A.)*.

The Act provides protection for everyone in Australia against discrimination based on disability and defines disability as:

- a. total or partial loss of the person's bodily or mental functions; or

- b. total or partial loss of a part of the body; or
- c. the presence in the body of organisms causing disease or illness; or
- d. the presence in the body of organisms capable of causing disease or illness;
- e. the malfunction, malformation or disfigurement of a part of the person's body;
- f. a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
- g. a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour; and includes a disability that:
  - i. presently exists; or
  - ii. previously existed but no longer exists; or
  - iii. may exist in the future; or
  - iv. is imputed to a person.

### **Consistency**

Permits are displayed inside the whenever the permit holder is using the vehicle.

Permits are valid when travelling interstate and are transferable from vehicle to vehicle whenever the disabled person requires special parking consideration.

### **Policy Review**

a) Annual review of the Disabled Parking Permit policy, to ascertain the effectiveness and to eligible Litchfield residents and provide a report to council regarding the number of permits issued.

b) Policy review required if a *National Disability Strategy (NDS)* is introduced by the Federal Government in conjunction from State and Territory Governments. The (NDS) includes the development of a *Harmonisation of Accessible Parking Schemes* initiative.

### **REFERENCES:**

Policy Number:	<b>LC16</b>
Policy Owner:	<b>Administration</b>
Endorsed by:	<b>CEO</b>
Final Approval:	<b>Council</b>
Date Approved:	<b>11/10/2012</b>
Revision Date:	<b>March 2016</b>
Amendments:	
Related Policies:	
Related Publications:	

### **CONTACT PERSON:**

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<b>Position</b>	<b>Governance Manager</b>
<b>Extension</b>	<b>631</b>
<b>Email Address</b>	<a href="mailto:derrick.tranter@lc.nt.gov.au">derrick.tranter@lc.nt.gov.au</a>



## COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.8
<b>Report Title:</b>	Strategic Plan 2018-2022
<b>Report Number:</b>	18/0035
<b>Meeting Date:</b>	28/02/2018
<b>Attachments:</b>	Draft Strategic Plan 2012-2022

### Purpose

To present the draft Litchfield Council Strategic Plan 2018-2022 for adoption.

### Summary

The Litchfield Council Strategic Plan 2018-2022 sets the vision, values, strategic priorities and desired outcomes for Council during its term in office. The plan defines the roles Council will play in achieving these outcomes and what a well-run Council looks like.

### Recommendation

1. THAT Council adopts the Litchfield Council Strategic Plan 2018-2022 as Council's primary forward planning document during its term; and
2. THAT Council authorises the Chief Executive Officer to make minor editorial changes.

### Background

The previous Council adopted the first Strategic Plan for Litchfield in June 2016.

The current Council was elected to office in late August 2017.

To demonstrate leadership and in consideration of the principles of good governance, Council considered it essential to continue to have an aspirational long-term vision that sets the direction and tone for all Council activities during its term.

In November 2017 a workshop was held with Elected Members to determine what people in the local community value about where they live, what their issues are and what is important for Council to focus on to address these issues. By the end of the workshop Elected Members committed to three priority areas, each with a number of outcomes to be achieved by Council through investing time, money or effort in performing any one of their six roles. Ten indicators are nominated to monitor Council's performance in achieving its strategic outcomes during the term.

The Litchfield Council Strategic Plan 2018-2022 contains the following:

- Council's vision – The Best Place to Live in the Top End.



- What defines that vision from a values perspective – family-friendly and connected, natural and scenic, spacious but close to everything and opportunity and prosperity.
- A schematic of Council’s integrated planning and reporting framework.
- Information about the Litchfield municipality with key demographic and economic data.
- An outline of the six different roles Council plays when it acts – advocate, community engagement, fund, regulate, service delivery and partner.
- Details of the three priority areas for Council’s term – everything you need, a great place to live and a beautiful and safe natural environment - and the desired outcomes under each.
- Council’s definition of a well-run Council as one that demonstrates powerful and effective advocacy, engaging our community, good governance and modern service delivery.
- Ten success measures.
- A summary of community assets Council manages.
- Council’s Long Term Financial Plan.

### **Links with Strategic Plan**

This report seeks the adoption of the new Strategic Plan 2018-2022.

### **Legislative and Policy Implications**

A strategic plan is not a prescribed statutory document in the Local Government Act 2017 and there is no specific requirement for councils to prepare such plans in the Northern Territory.

However, if Council has a strategic plan in place, then the strategic plan must be referenced in Council’s Municipal Plan for each year in the period to which the strategic plan relates (S23(b) Local Government Act 2017).

### **Risks**

A strategic plan assists Council in being able to make strategic choices during its term that ensure good outcomes for the whole community and consider all long-term and short-term interests as well as current and future costs and benefits.

In conjunction with a long-term financial plan, a strategic plan can minimise the risk of bad governance and financially unsustainable planning.

### **Financial Implications**

The Strategic Plan includes the Long-Term Financial Plan which considers the financial implications of future commitments on the bottom line and enables Council to model and assess different scenarios and their implications when considering annual plans and budgets.

### **Community Engagement**

The Litchfield Council Strategic Plan 2018-2022 will inform the drafting of the Municipal Plan 2018-2019.

The Draft Municipal Plan 2018-2019 will be placed on public exhibition for 21 days following a Council resolution to seek feedback.

**Recommending  
Officer:**

**Kaylene Conrick, Chief Executive Officer**

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

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



# Strategic Plan

## 2018-2022

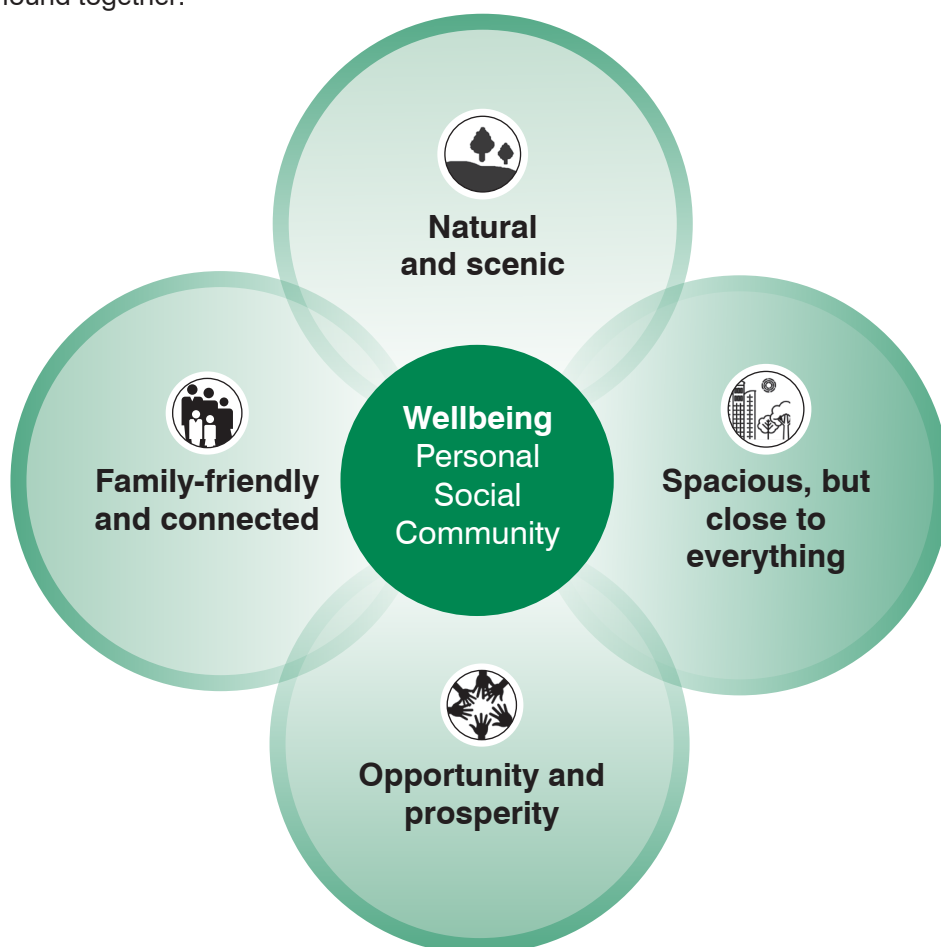
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## + Our Litchfield

### Our Vision

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



#### **Family-friendly and connected:**

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

#### **Natural and scenic:**

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

#### **Spacious, but close to everything:**

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

#### **Opportunity and prosperity:**

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

**The best place to live in the Top End.**



## + Your Councillors

Councillors elected in August 2017 for a four-year term.



**Maree Bredhauer, Mayor**

Mobile: 0437 517 709

Email: [maree.bredhauer@litchfield.nt.gov.au](mailto:maree.bredhauer@litchfield.nt.gov.au)



**Doug Barden, South Ward**

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**Mathew Salter, North Ward**

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**Christine Simpson, Central Ward**

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## + Welcome to our Strategic Plan

This strategic plan represents our vision for Litchfield. It has been informed by what you have told us and will guide our work and decisions over the next four years. Importantly, the strategic plan enables us to measure our performance and progress on projects, so that we can report back to you in an open and transparent way.

Litchfield continues to grow, with our population now at 25,262. Over the last four years our municipality has experienced the highest rate of growth in the Northern Territory. This strategic plan positions us to respond to our growing municipality whilst not losing sight of our core responsibilities: roads, waste management, recreation reserves and protecting the amenity we all love and enjoy.

This Plan articulates the six roles Council undertakes as your local government authority and identifies the areas where we will strongly represent our community's key concerns.

Our vision is that Litchfield is the Best Place to Live in the Top End. With this in mind, our strategic plan focuses on three priorities: Everything You Need, A Great Place to live and A Beautiful and Safe Natural Environment with nine outcome areas.

The way we will achieve the objectives of this plan will be by ensuring that we have a well-run Council that engages with our community, advocates powerfully and effectively, ensures good governance and values modern service delivery.

I would like to thank our community for its ongoing interest and support and I look forward to reporting positively on our achievements against this plan over the coming years.

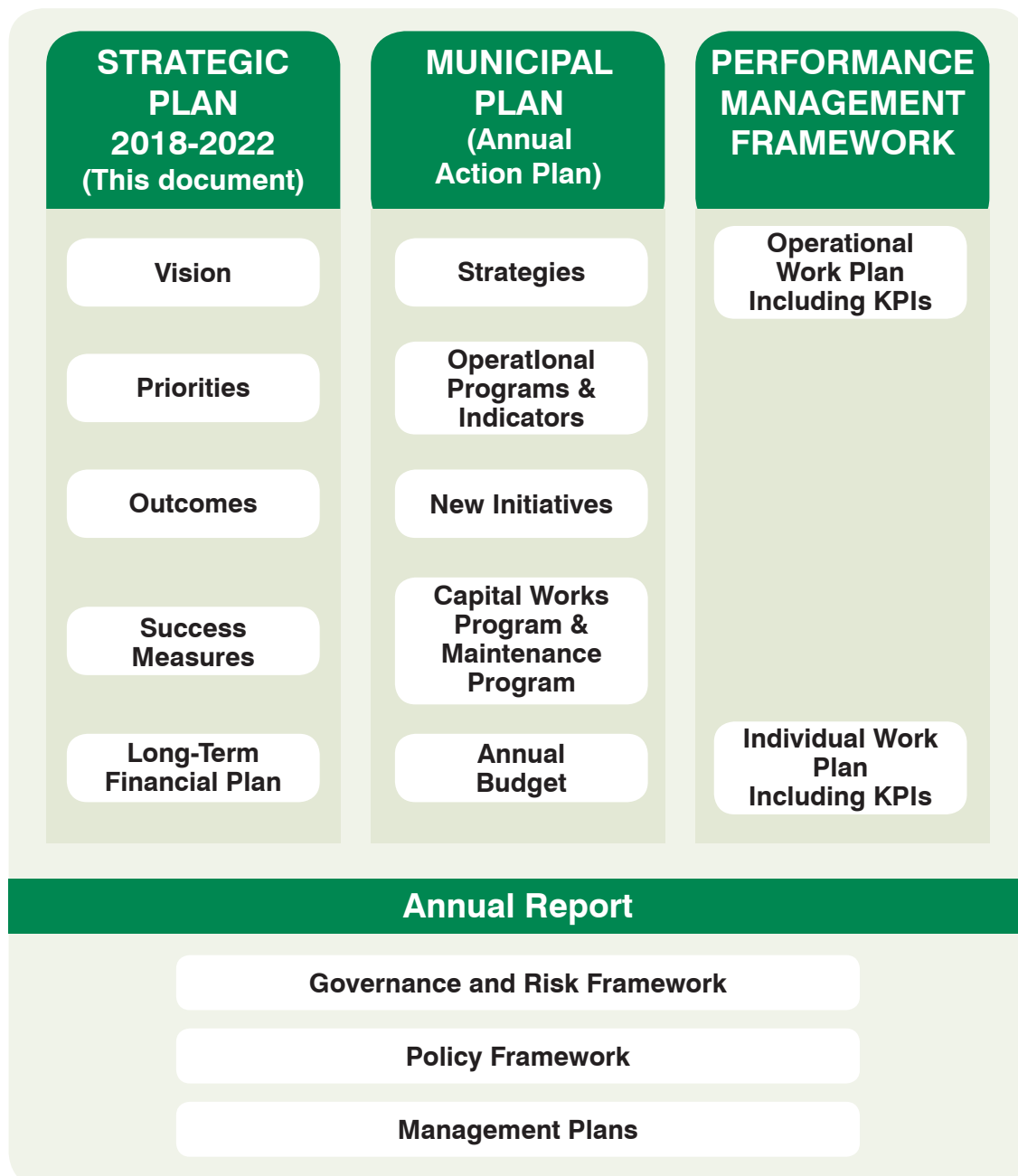
**Maree Bredhauer**  
Mayor



Our Mayor and Councillors (L-R): Doug Barden, Kirsty Hunt, Maree Bredhauer, Christine Simpson, Mathew Salter

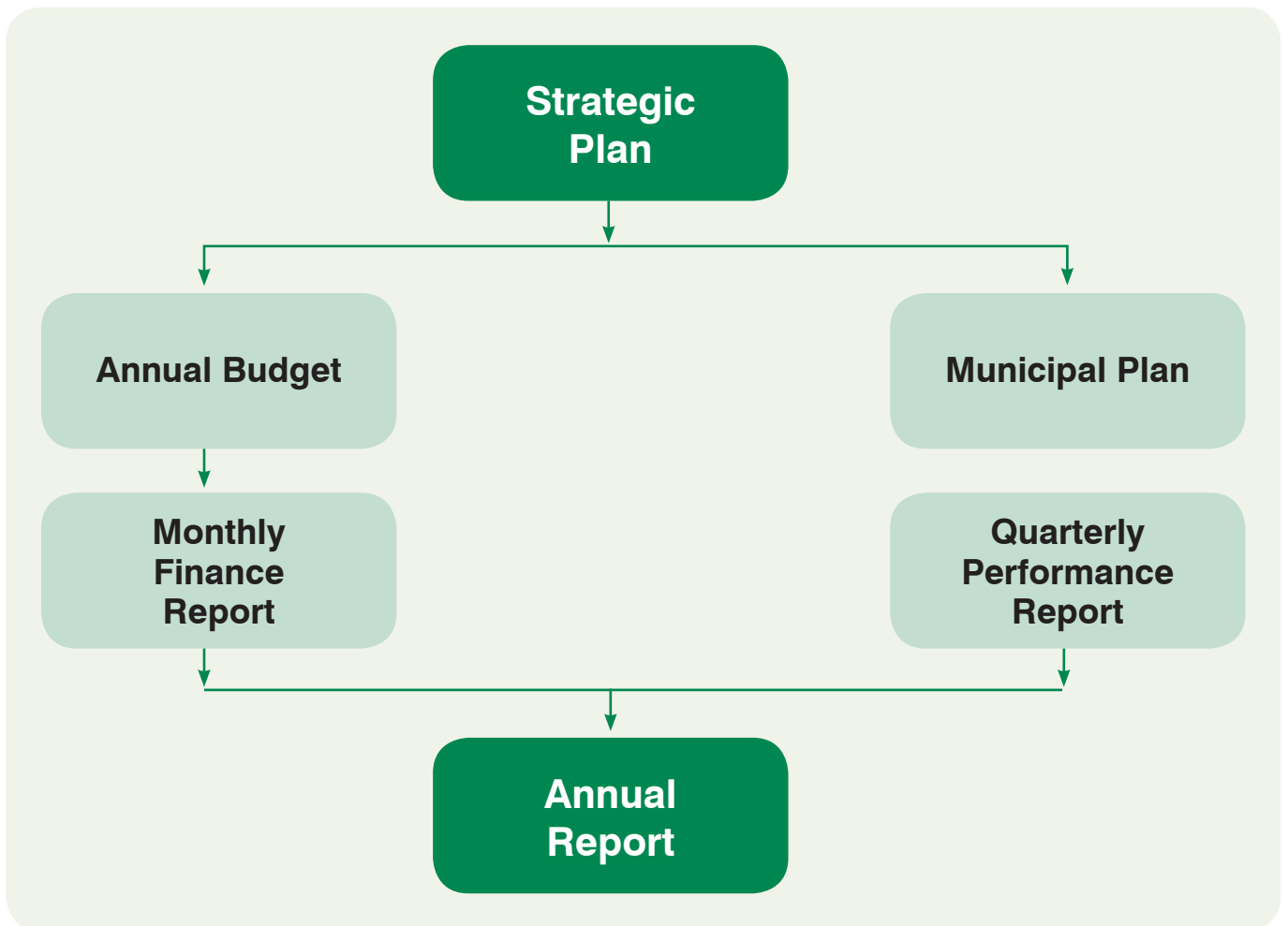
## + Overview of Council Planning

Council has many obligations and therefore carefully plans how it will use its valuable resources for maximum community benefit. Every four years, a strategic plan is developed, which confirms Council's promise to ratepayers, residents and visitors. From this strategic plan, a municipal plan is developed each year, with descriptions of how resources are allocated to capital works (upgrade and new), as well as services. Each area of activity is monitored and performance managed. An annual report is prepared retrospectively to let you know how we went against what we said we would do that year. Underpinning all of this work are appropriate governance, policy and management structures.





## + Reporting Framework



# + About Litchfield

## About Litchfield

The original inhabitants of the land within Litchfield Municipality are the Larrakia, Wulnu and Djowei people. In 2016, just over 2,300 people of Aboriginal and Torres Strait Islander origin resided in Litchfield (an increase of 2.6% on the 2011 Census), many in the indigenous communities within the area (4 family out-stations and 2 town camps – Tree Point, Knuckey Lagoon Indigenous Village, Palmerston Indigenous Village, Acacia Larrakia, Humpty Doo and Yirra Badoo.)

Litchfield was named after Frederick Henry Litchfield, a member of an early survey and settlement party that explored the area in 1864.

Located in the Top End of the Northern Territory, Litchfield covers an area of 3100 square kilometres and includes coastal and riverine areas, rainforests and lagoons. It surrounds the Cities of Darwin and Palmerston on three sides. Its other boundaries are Van Diemen Gulf to the north, the Adelaide River to the east, and the Coomalie Community Government Council to the south.

Early development of the locality was shaped by 'broad acre' subdivision and agricultural ventures. Formalising access roads and reticulating electricity gave rise to further subdivision into smaller rural parcels, particularly eight and two hectare lots. The population began to increase and this trend is continuing. The initial interest in semi-commercial hobby farms gave way to growing demand for the rural lifestyle, predominantly on the two hectare lots. Having developed as an alternative to suburban living, Litchfield has emerged with a distinct identity and its own opportunities and constraints.

Litchfield is earmarked to play an important role in accommodating urban growth within the Darwin Region over the next 40 to 50 years. Its major urban development zones are in the areas of Holtze, Weddell and Murrumujuk, while its rural activity centres are Berry Springs, Howard Springs, Humpty Doo and Coolalinga.

As of 2017, there were 8,281 rateable properties. Litchfield's road network consists of 614kms of sealed roads, 109kms of unsealed roads, and 7kms of dedicated bike paths.



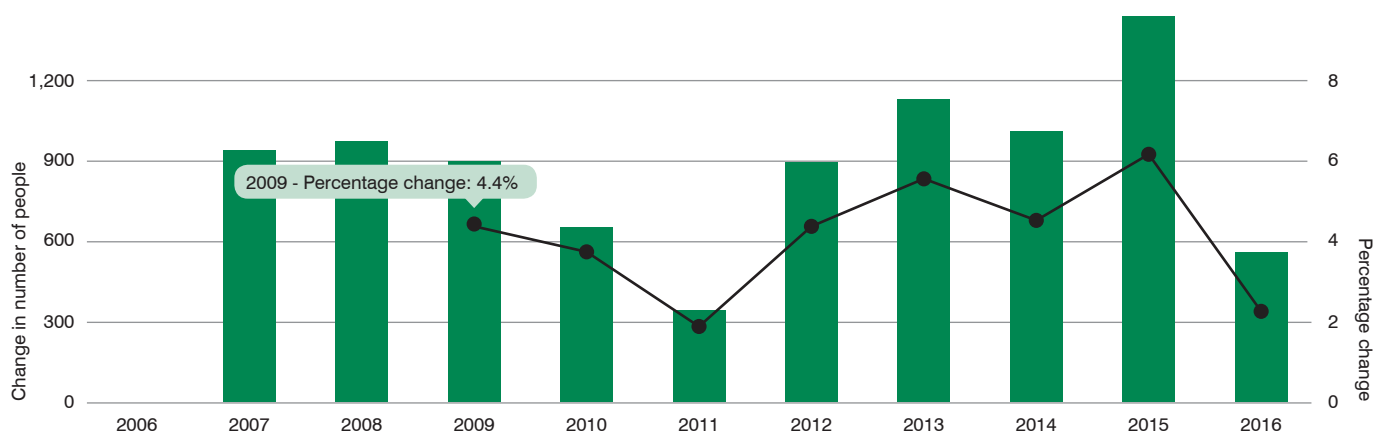
# + Litchfield Today

## Population

The population of Litchfield was estimated to be 25,262 in 2017.

In the last 10 years it has grown by 8,878 or 55%. The City of Palmerston grew by 42% over the same period, whilst the City of Darwin and indeed the whole of the Northern Territory grew by 18%. In terms of numbers of people, the largest change was in 2015 when 1,434 people moved to the area.

In the last two years that growth has slowed significantly to 9%. However, Litchfield continues to be the fastest growing area in the Northern Territory.



Source: Australian Bureau of Statistics, Census of Population and Housing 2016. Compiled and presented by .id, the population experts.

In relation to future growth, the key challenges and opportunities for Litchfield are:

- Its multiple roles functioning as Darwin's hinterland, supporting the rural lifestyle, agricultural activity, cultural heritage and natural environment, while providing opportunities for urban growth in Weddell, Murrumujuk and Holtze;
- Balancing population growth with the protection of natural resources such as water, horticultural soils and resources used for construction materials; and
- Land uses of strategic importance, such as defence, major industry, utilities and environmental significance.

## + Population by Location

Statistical Area	2006	2016	2 year growth	10 year growth
Howard Springs	4071	7545	48%	85%
Humpty Doo	6483	9117	3%	40.6%%
Virginia	2708	3531	3%	30.4%
Weddell	2783	4730	6%	70%
<b>Total Litchfield</b>	<b>16,045</b>	<b>24923*</b>	<b>9%</b>	<b>55.3%</b>
Palmerston	25083	35667	5%	42.2%
Darwin	72333	85326	1%	18%
<b>Total NT</b>	<b>209057</b>	<b>245740</b>	<b>1%</b>	<b>18%</b>

\*Original estimate in ABS data from 3218.0, Regional Population Growth Australia (2017). This has since been modified from Census data.

### Localities: ABS Statistical Area 2 includes:

Howard Springs	Pinelands, Holtze, Koolpinyah, Murrumujuk, Gunn Point
Humpty Doo	Herbert, Lambell's Lagoon, Girraween
Virginia	Bees Creek, Freds Pass, Coolalinga
Weddell	Berry Springs, Southport, Livingstone, Acacia Hills

## + Who We are

Looking at how the population was distributed across the age groups in 2016, parents and homebuilders were the largest single grouping at 25.7% followed by babies and school aged children at 21.3%. These figures have major implications for the provision of services and recreation facilities within the municipality.

Service age group (years)	Litchfield %	Northern Territory %
Babies and pre-schoolers (0-4)	5.4	7.7
Primary schoolers (5 to 11)	8.8	10.0
Secondary schoolers (12 to 17)	7.1	7.7
Tertiary education and independence (18 to 24)	9.0	9.6
Young workforce (25 to 34)	15.6	18.8
Parents and homebuilders (35 to 49)	25.7	11.3
Older workers and pre-retirees (50 to 59)	15.2	12.1
Empty nesters and retirees (60 to 69)	9.2	7.8
Seniors (70 to 84)	3.7	3.5
Elderly aged (85 and over)	0.3	0.4

A key consideration for the future is enabling people to age in place by ensuring there are adequate support services and residential options such as aged care facilities.

At present there is still a disproportionate number of males (14,169) to females (9,689) or 146 males to every 100 females. Anecdotally this is due to the presence of a significant number of male workers currently working on the construction of the Icthus project. This figure will be one to watch as the project moves into the operational phase in 2018.

### Median age

**37** ◀▶ (0)

Darwin 34 ◀▶  
Palmerston 30 ▲

### Aboriginal and Torres Strait Islander Population

**9.7%** ▲ (2.6%)

Darwin 7.4% ▼  
Palmerston 11.3% ◀▶

### Overseas born

**13%** ◀▶ (0.3%)

Darwin 32% ▲  
Palmerston 20% ▲

### University qualification

**9%** ◀▶ (-0.5%)

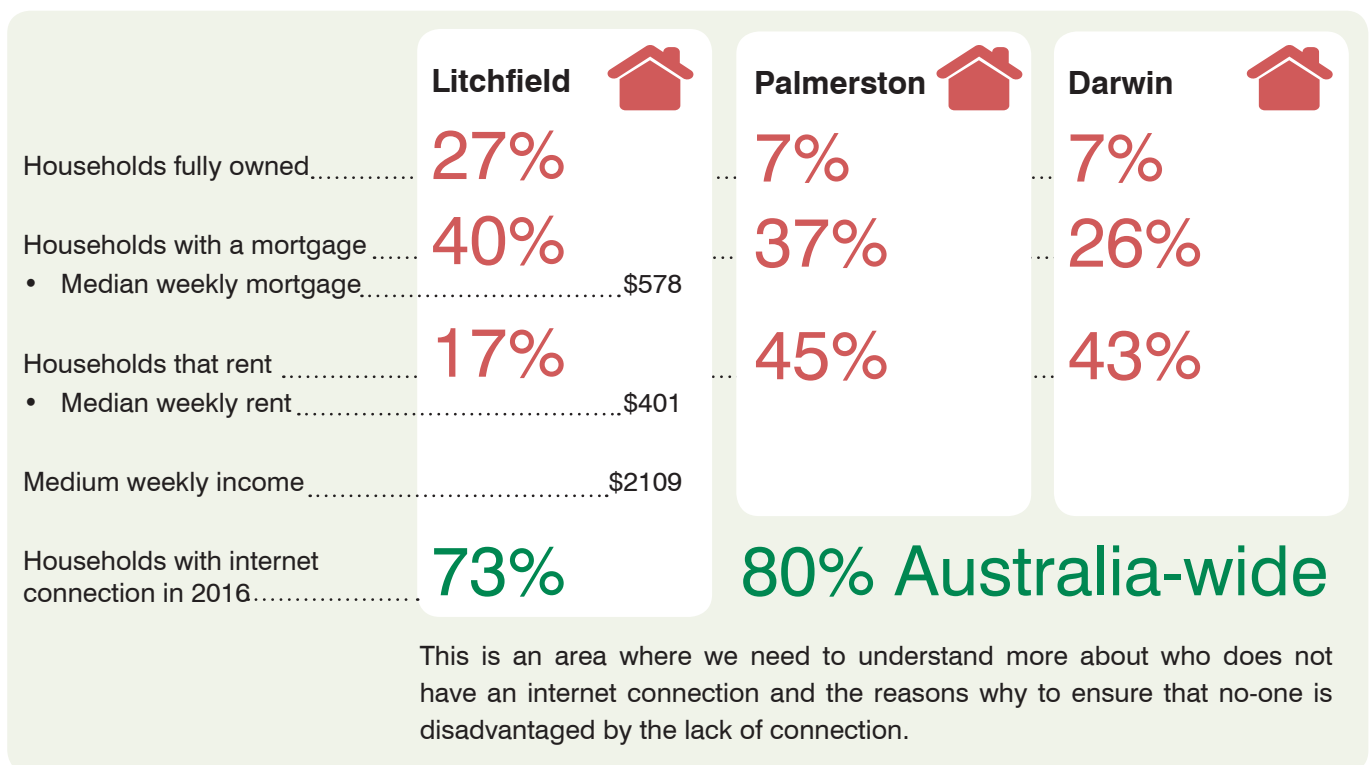
Darwin 26% ▲  
Palmerston 14% ▲

### Trade qualification (certificate)

**28%** ◀▶ (-0.5%)

Darwin 18% ◀▶  
Palmerston 28% ▲

## + How We Live



The Index of Relative Socio-economic Disadvantage has yet to be updated from 2011, but all indications are that the trends evident then are continuing, namely that Litchfield is ranked higher in terms of socio-economic status in comparison to other locations in the Northern Territory. A percentile of 63% indicates that 63% of Australia's local government areas are more disadvantaged, while 37% are less disadvantaged.

SEIFA Index of Relative Socio-economic Disadvantage 2011	Percentile
Litchfield Council LGA	63
City of Darwin	66
City of Palmerston LGA	56
Alice Springs Town Council LGA	49
Wagait Shire LGA	37
Katherine Town Council LGA	21

## + Our Children

Updated every two years, AEDC Index data for 2017 is not yet available. The story from 2015 below remains a powerful reminder of the challenges for educators and parents in our region and highlights the need for a deeper understanding of why particular vulnerabilities exist. We need to understand and do something about the critical intervention points for our communities to reduce children's developmental vulnerabilities.

Young children aged 5 in 2015 were not doing as well as they ought, by Australian standards, and in some instances by Territory standards. Compared to other 5 year olds in the Territory, Litchfield 5 year olds were 22% more likely to be vulnerable to physical ill-health, and twice as likely as Australian children overall. Their language and cognitive skills, and communication skills and general knowledge, on the other hand were better than Territory averages, but still below Australian children overall.

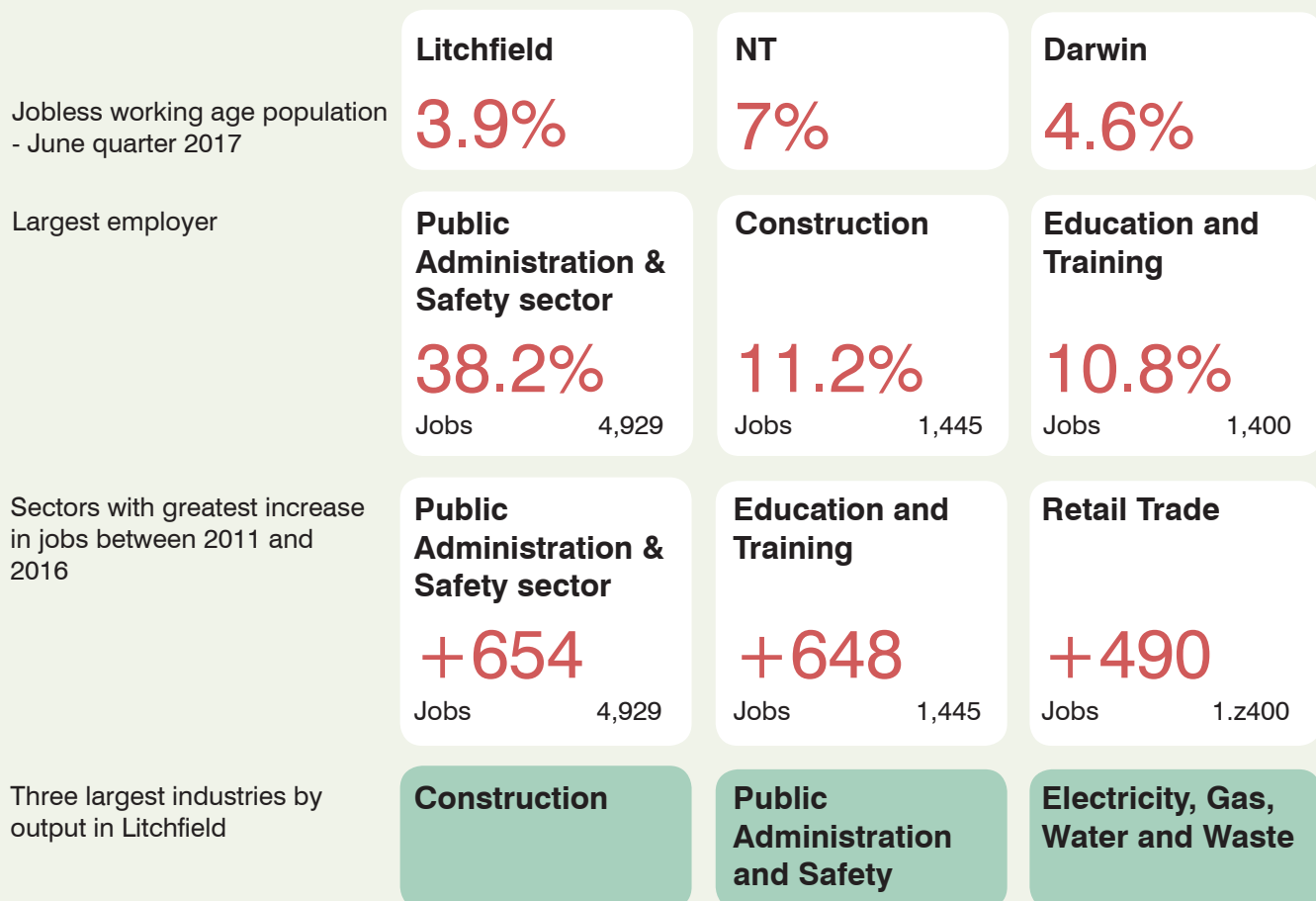
Child Health, Education and Social Outcomes	Litchfield	Northern Territory	Australia
<b>Physical Health &amp; Wellbeing</b>			
On Track	64.5	68.9	77.3
At Risk	16.1	15.2	13.0
Vulnerable	19.4	15.9	9.7
<b>Social Competence</b>			
On Track	63.8	63.9	75.2
At Risk	17.2	17.6	15.0
Vulnerable	19.0	18.5	9.9
<b>Emotional Maturity</b>			
On Track	65.6	65.9	76.4
At Risk	16.5	18.6	15.3
Vulnerable	17.9	15.5	8.4
<b>Language &amp; Cognitive Skills</b>			
On Track	79.6	65.6	84.6
At Risk	10.0	13.0	8.9
Vulnerable	10.4	21.5	6.5
<b>Communication Skills and General Knowledge</b>			
On Track	74.6	66.7	76.3
At Risk	17.6	17.0	15.1
Vulnerable	7.9	16.2	8.5

Source: Australian Early Development Census 2015



## + An Integral Role in Generating Economic Prosperity for the Top End

Litchfield is a vital part of the NT economy, generating significant economic activity that contributes to the wellbeing and prosperity of all in the Top End.



Data	Litchfield Municipality	% of NT	Trending
Gross Regional Product (\$m)	2,221	9.7%	Up
Local Jobs	12,904	9.5%	Up
Worker Productivity (GRP/Worker)	172,136	-	Down
Number of Businesses	2,075	15%	No change
Building Approvals 2015-2016 \$('000)	211,473	16.9	Up

**NT's population**

**10%**

**GDP**

**10%**

**Employment**

**10%**

**Business**

**15%**





## Productive at Heart



### **Mangos, Vegetables, Flowers, Fish and Beef - Litchfield is the Productive Heart of NT.**

In 2015, farming in the Litchfield municipality was valued at over \$125,000,000, equating to over 50% of total Northern Territory farming production.

With production worth about \$70m annually, Litchfield Mangos are part of the largest NT farming industry sector by value and the industry is a major employer of permanent and casual staff.

Thirty percent of NT Vegetable production is grown in the Litchfield municipality. The NT Asian vegetable industry is located wholly in Litchfield and has developed as a significant agricultural sector, producing around 8,880 tons valued at around \$28.5m in 2015.

Australian Agricultural Company's (AACo) Livingstone Beef processing facility is situated at Livingstone. The facility produces export beef, hides and rendered products, as well as buffalo and donkey. Livingstone Beef is one of the larger employers in the Darwin rural area, employing up to 220 people.

Humpty Doo Barramundi Farm, Middle Point produces saltwater barramundi, recognised as a quality eating fish in the food service industry. The Farm is a local Top End success story employing local people from our community.

Planning is well underway for Project Sea Dragon, a \$1.45 billion prawn aquaculture export project, one of the world's largest, and it is expected to generate significant economic and employment opportunities for locals.

## + Major Infrastructure Projects Within the Litchfield Municipality

Council recognises the opportunities inherent in working with government, businesses and the community to encourage the integrated and timely development of infrastructure.



### Hospital

A Regional Hospital located centrally on a 45 hectare site on the corner of the Stuart Highway and Temple Terrace is due to open mid-2018 and is the Top End's first new public hospital in almost 40 years. It will be the most technologically advanced hospital building in the NT, treating thousands of residents each year and employing 340 staff. Recruitment commenced November 2017.



### Natural Gas

The Ichthys LNG Project / INPEX on a 361 hectare site at Bladin Point in the Litchfield Municipality will begin production in 2018, transforming gas and condensate transported via an 890km pipeline into liquid for transport overseas. The total project cost, including off-shore facilities is expected to reach around \$50 billion.

An Economic Impact Assessment of the LNG Project by ACIL Allen Consulting suggests the project will create an average of 600 full-time jobs and boost the NT's output by A\$3.4 billion per year.

### Emergency Waste Management Facility

One of the Top End Regional Organisation of Councils' (TOPROC) key points of focus is an emergency waste management facility. A potential site for this facility has been identified in the Litchfield Sub-Regional Land Use Plan.



### Airport

The Darwin Regional Land Use Plan 2015 has designated a site on the Blackmore Peninsula to the west of Middle Arm in the Litchfield Municipality for a second airport. This second airport will ease pressure on Darwin International Airport as it reaches capacity sometime in the future, and will focus largely on managing cargo and general aviation. The site has been identified to minimise the potential for incompatible land use in areas close to the site.



## Major Infrastructure Projects Within the Litchfield Municipality / Continued

Such infrastructure projects, whether a road or a library, an aquatics centre or an activity centre, a school or an aquaculture farm, a bike path or a telecommunications cable, or a gas plant or a hospital, serve as key enablers for increasing the capacity for further economic growth and supporting continued social wellbeing, each working in with the other.

And at the heart are people. That is what it is all about for us. People who love where and how they live. People who are connected in all senses of the word, working together to achieve things so we can all have a better yet sustainable future. And that is how we can help.

Our job is to connect with what is happening at a Federal and Territory Government level in terms of planning, delivering, protecting and evaluating, and to advocate on everyone's behalf.

We know how important it is for everyone in Litchfield to maintain this rural lifestyle we all love – the character, the amenity and particularly preserving the environment for future generations. We also want to ensure that plans for new or upgraded activity centres that serve as hubs for employment, education and services within our municipality take these aspects into account.

We pick up on trends that are worth celebrating, and those that are of concern, such as the data that told us there are more young children in our area who

are vulnerable to problems with physical health than for the rest of Australia. Working out why this is so with those who may know, and advocating for what can help change this, is what we are about.

We talk to businesses about how we can work with others to enable them to become more efficient and more productive so they can prosper and thrive. It might be about advocating for funding to fix black spots for mobile and internet connections or fix roads in poor condition to protect quality produce or improve speed to market for producers. It might be about encouraging and supporting networks so people can share their stories about how to innovate and grow as well as access what they need. Or it could be about nurturing the growth of new industries through activities such as developing a distinctive tourism identity or encouraging more public transport so people can access employment (A pleasing recent trend is the 8.4% rise to 11% in 2016 for the number of people accessing public transport to travel to work).

Litchfield has a bright future that, with sustained and sustainable effort from us all working together, will be realised for the greater prosperity and wellbeing of everyone.

# + Council's 6 Major Roles

Council carries out its important functions by doing six things:

01



## Advocate

We advocate for the interests of our community, at Territory and Commonwealth level, and with various industry and sector groups. Our advocacy spans areas which affect our communities but for which we are not directly responsible, such as land use, transport, water management, economic development and health and education. We consult with our community on numerous issues, so we can build a strong advocacy platform with governments and other investors and influencers.

## Community Engagement

Council can't make Litchfield the best place to live in the Top End without working with its communities, in large and small ways. We need communities to champion our waste and animal control objectives. Community is an essential glue for all social, recreation, sports and arts activities, and we work hard to educate on important matters, such as biodiversity and weed control.



02

## Fund

We fund a limited number of activities and events that we don't operate ourselves, through grants, programs and scholarships, notably community boards who operate our seven reserves.



06

03



## Regulate

Within our mandates, we are in a position to regulate, at a local level, many areas that contribute to high quality of life for Litchfield residents and visitors, such as permissible road use, dog controls, incentives to deposit and recycle waste, development guidelines and the way our reserves are best used for maximum community benefit.

## Service Delivery

We employ and subcontract capable staff who directly maintain roads, drains, and recreation reserves, as well as carry out slashing and weed control for Council land, road reserves and easements. Other services include dog control, waste management, community development and operation of the Thorak Regional Cemetery. We review services regularly, to make sure they are delivering what the community wants, in a way that provides value for money.



04

05



## Partner

Most of the amenity that makes up a great place to live is not provided by Council, but is provided by others. Some examples of providers with whom Council may partner include child care, healthcare and employment providers, tourism operators, environmental protection agencies, farmers, and road and water authorities.

For more information about how we apply our financial resources to these functions, in detail, please see the detailed strategies in this document, and also the Litchfield Municipal Plan.




## + Our Strategy

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



## + Our Strategy in Detail

In this section, you will find a detailed description of Council's commitment to our communities. Each of the three priority areas contains a number of outcomes that will be achieved by Council investing time, money or effort by doing one or more of its six roles. Many of the outcomes are achieved via more detailed strategies or plans; these are noted in the right-hand column.

Everything you need		Council's six roles						Plans that support this Priority area
		Advocacy	Community Engagement	Fund	Regulate	Service Delivery	Partner	
	<b>Roads</b>							
	Manage traffic movement and promote road safety within local roads with a maintenance and renewal program, at an acceptable service standard and cost.					●		10 Year Road Programme (to be developed)
	Obtain external funding for the top four road priorities – Productive Roads Project	●				●		Litchfield's Productive Road Development Project (to be developed)
	Roads surrounding schools are safe for children and families.	●					●	
	Influence traffic management and road safety on arterial roads under the control and management of NTG.	●						
	Encourage alternate modes of transport, improve safety and connectedness with pedestrian and bike infrastructure where possible and affordable.	●				●		
	<b>Waste and cleanliness</b>							
	Minimise waste-to- landfill with a focus on improved recycling.		●			●		5 Year Waste Strategy
	Continuously improve the quality and efficiency of roadside (verges) management.					●		
	Together with other TOPROC councils, gain NTG support and funding for a regional emergency waste facility.	●						
	<b>Community and Economic prosperity</b>							
	Develop a Litchfield tourism identity that recognises its assets and history	●					●	10 Year Tourism Strategy (to be developed)
	Promote and support economic development in designing and programing Council service delivery (e.g. road maintenance).	●				●		
	Support Litchfield businesses to prosper and thrive through effective relationships with Council that ultimately assist businesses in gaining grants and support from NTG and other levels of government.	●					●	
	Support women operating or working in business to network and develop through the Council's Women in Business Network.					●		

## Everything you need

### Council's six roles



#### Community and Economic prosperity / Contd.

Promote economic development and support working parents through encouraging increased child care places and options.

Support our older residents to remain in our Municipality as their needs change with appropriate aged care facilities.

Work with NTG to establish Community Centres to support community life.




Advocate for new and upgraded mobile base stations to ensure all Litchfield residents and businesses have access to efficient telecommunications.

Ensure the Thorak Regional Cemetery is efficient and effective.

Advocacy	Community Engagement	Fund	Regulate	Service Delivery	Partner	Plans that support this Priority area
●						
●						
●						
●	●					
●				●		

## A great place to live

### Council's six roles

	Advocacy	Community Engagement	Fund	Regulate	Service Delivery	Partner	Plans that support this Priority area
 <b>Culture and social life</b>							
Promote and support lifelong learning, community connectiveness and childhood development by ensuring that Litchfield residents have access to modern library services.	●					●	
Identify, protect and promote Heritage sites.	●						
Support and promote community events such as Australia Day, ANZAC Day and Seniors Fortnight Festival.			●		●	●	
Build community capacity and address community needs by supporting community groups through Council's Community Grants Scheme.			●				
Support Litchfield's Historic Collection (the "Litchfield Collection").	●		●				
 <b>Recreation</b>							
Secure external funding for the Freds Pass Sport and Recreation Reserve Master Plan project.	●					●	
Develop Recreation Reserve Master Plans for Litchfield's recreation reserves to inform long term asset management plans, and ensure facilities are well managed, fit for purpose and meet community needs.			●		●	●	Recreation Reserve Master Plans (to be developed)
Complete a feasibility study for an aquatic facility, including concept design and business case with funding options explored.	●	●				●	
Develop a municipality wide Recreation Plan to address gaps in sporting codes and to ensure appropriate, fit for purpose facilities that meet community needs and promote greater participation in sport and recreation.		●			●		Litchfield Recreation Plan (to be developed)
 <b>Development and open space</b>							
Maintain and manage our public open space well to provide enjoyable recreational areas and support our neighbourhood amenity.			●		●	●	
Protect Litchfield's amenity by ensuring that land use planning and development is appropriate to Litchfield's long-term livability.	●						
Protect Litchfield's amenity and lifestyle by ensuring that any new infrastructure constructed meets Council's standards.				●			
Protect Litchfield's amenity by regulating with appropriate By-laws.				●			



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Litchfield Strategic Directions 2018-2022 22

## + A Well-Run Council

### 1. Powerful and effective Advocacy



<b>Advocacy</b>	We will advocate strongly for issues that matter to our community. We will develop an advocacy plan and include it in our Municipal Plan each year.
<b>Visibility</b>	We will create and respond to opportunities for the Mayor and Councillors to connect and engage with people and organisations.
<b>Promote</b>	We will celebrate Council successes in conjunction with other community leaders, and ensure these are known within and outside Litchfield.
<b>Strategic partnerships</b>	We will form effective partnerships with community and government to advance Litchfield objectives.

### 2. Engaging our Community



<b>Capability</b>	We will bolster staff capability by having the right training, processes and resources in place to greatly enhance Council's ability to engage effectively.
<b>Participation</b>	We will provide meaningful and genuine opportunities for our community to contribute to and participate in Council planning and decision-making processes.

### 3. Good governance



	We will manage Council's financial resources responsibly to ensure long term financial sustainability.
<b>Sound finances</b>	Litchfield Council will take advantage of revenue generation opportunities including realising value from Council's landholdings.
	We will continue to actively pursue historic and long standing overdue rates from previous years.
<b>Asset Management</b>	Infrastructure spending will be guided by agreed asset management plans and supported with external funding where appropriate.
<b>Openness and transparent government</b>	We will promote a culture of transparency, ethical practice and the effective and timely management of risks to instil a high level of community respect and confidence in Council decision-making. We will work to minimise the number of confidential items presented to Council.

### 4. Modern service delivery

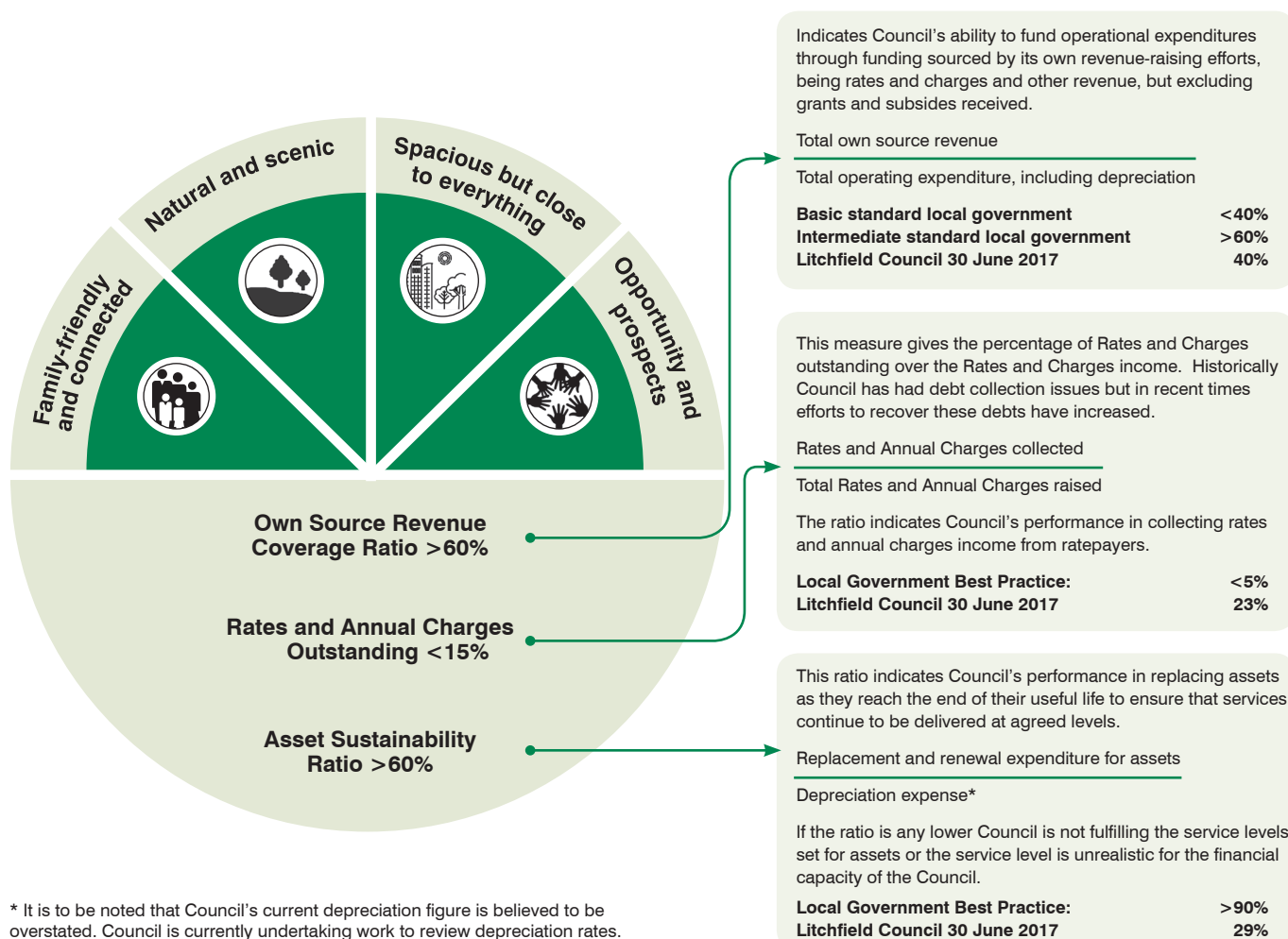


<b>Customer centric</b>	We will use a 'customer centric' approach to service planning and delivery.
<b>Service review</b>	We will undertake service reviews regularly to ensure that services are efficient, well-planned and meet community needs.
<b>Data and Knowledge</b>	We will use smart technology and be smart about the technology we use to capture data and develop knowledge to enable a deeper understanding of community needs, to share information and to inform advocacy plans, service design and decision making.
	We will encourage, support and develop our people to deliver service excellence and instill a sense of unity, pride and fulfillment.
<b>Staff Capability</b>	We will foster a culture of continuous improvement and innovation. We will make use of traineeships to build entry-level capabilities.

## + Our Success Measures

We measure success in many ways, and each of our services, funding endeavours, partnerships and advocacy efforts have associated success measures. However, as a Council, we asked ourselves, "What would the community most want us to achieve?"

Family-friendly and connected:	Natural and scenic:	Spacious, but close to everything:	Opportunity and prosperity
<ul style="list-style-type: none"> <li><b>residents perception of safety – community satisfaction survey:</b> 80% or above</li> <li><b>dogs:</b> 95% dog issues responded to promptly</li> </ul>	<ul style="list-style-type: none"> <li><b>open space:</b> community satisfaction with Recreation Reserves 60%</li> <li><b>Waste:</b> less waste to landfill each year</li> </ul>	<ul style="list-style-type: none"> <li><b>roads:</b> 65% community satisfaction rating</li> <li><b>services:</b> community rating overall satisfaction 65%</li> </ul>	<ul style="list-style-type: none"> <li><b>Percentage of local jobs in NT &gt;10%</b></li> </ul>



## At Acceptable Cost

For more information about how we apply our financial resources to these functions, please see the detailed strategies in this document, and also the current Litchfield Council Municipal Plan.

## + Our Community Assets

Litchfield Council acts as a responsible steward for a large amount of community assets. These include land (both productive and drainage lands), buildings and various types of infrastructure, both fixed and moveable. All of this infrastructure, except land, depreciates, and these assets therefore require a consistent program of maintenance and renewal. Revaluations will take place in early 2018. See the Municipal Plan for each year's upgrade and renewal priorities.

### 2017: Replacement Value

Land - Council owned	14,387,856
Land - Drainage	6,638,569
<b>Buildings</b>	36,626,736
<b>Infrastructure</b>	
Sealed road	244,008,174
Unsealed roads	27,141,583
Road culverts	33,396,102
Kerbs and gutters	1,619,276
Driveway vehicle crossings	15,944,925
Footpaths	745,108
Roads signs	1,652,427
Inverts	26,320
Point generic	719,389
Driveways	9,288,269
Bicycle paths	780,841
Storm Waste Drains	608,490
Office equipment	587,995
Plant and equipment	398,202
Other structures	21,229
Motor vehicle	2,240,625

## + Long Term Financial Plan

A long-term financial plan is important for ensuring Council remains financially sustainable into the future and reflects good practice in taking account of long life assets such as roads and drainage infrastructure. A Plan enables Council to assess the impact of financial decisions in the longer term.

In preparing the long-term plan several assumptions are made in relation to the following:

- Inflation rate projections
- Growth projections
- Interest rate projections
- Employment costs projections (given the Enterprise Agreement, Step movements, superannuation liabilities)
- Utilities and Materials costs
- Developer contributions
- Territory Government economic projections

## + Financial Reserves

Council has a number of financial reserves to ensure sustainable and responsible financial management.

Externally restricted reserves are cash backed with restrictions on what they can be used to fund.

Internal reserves are also cash backed and have been established by Council to ensure there are sufficient funds available for specific purposes when required.

Externally Restricted Reserves		Anticipated Balance as at 30/06/18
Unexpended Grants and Contributions	This reserve holds the balance of unexpended grants and contributions received from external contributors. The funds are held in this reserve until expensed in line with the funding agreement or conditions.	\$4,054,118
Developer Contribution Reserve	This reserve holds contributions received from developers in line with the Litchfield Council Developer Contribution Plan and can be spent in accordance with the Plan and under provisions outlined in the Planning Act.	\$1,263,832
Internal Reserves: Asset Related Reserves		Anticipated Balance as at 30/06/18
Asset Reserve	This reserve holds funding for renewal, replacement or upgrading of existing assets and/or the establishment of new assets in line with Council's Asset Management Plans.	\$9,944,258
Unexpended Capital Works Reserve	This reserve holds the balance of unexpended capital works funds that are carried forward to the following financial year.	\$0
Internal Reserves: Other Reserves		Anticipated Balance As at 30/06/18
Waste Management Reserve	This reserve holds funding for activities related to Waste Management.	\$3,928,572
Election Reserve	This reserve will fund expenses related to unplanned Local Government By-Elections.	\$100,000
Disaster Recovery Reserve	This reserve will fund expenses incurred due to storms, storm surges, and floods or any other natural disaster. The fund will enable Litchfield Council to recover from these disasters and return to operations.	\$500,000
Strategic Initiatives Reserve	This reserve will fund strategic initiatives and Information Technology improvements for the future development of Litchfield Council in line with the Municipal Plan and the Long Term Financial Plan. Specific initiatives must be identified in order for funds to be allocated.	\$500,000
Thorak Regional Cemetery	This reserve holds the funds available for Thorak Regional Cemetery.	\$145,514
<b>TOTAL</b>		<b>\$20,436,294</b>





## Long Term Financial Plan 2018 - 2022

	Plan 2017/2018 \$	Plan 2018/2019 \$	Plan 2019/2020 \$	Plan 2020/2021 \$	Plan 2021/2022 \$
<b>INCOME</b>					
Rates					
- General Rates	6,953,357	7,323,025	7,714,176	8,124,885	8,556,129
- Waste Charge	2,743,838	2,836,153	2,931,238	3,029,175	3,130,050
Statutory Charges	33,500	33,500	33,500	33,500	33,500
User Charges	1,217,955	1,278,853	1,342,795	1,409,935	1,480,432
Grants, Subsidies and Contributions	5,294,974	4,168,498	4,171,881	4,215,976	4,260,071
Investment Income	725,000	703,883	663,382	663,478	644,153
Reimbursements	0	0	0	0	0
Other Income	43,000	70,000	70,000	70,000	70,000
<b>Total Income</b>	<b>17,011,624</b>	<b>16,413,913</b>	<b>16,946,972</b>	<b>17,546,949</b>	<b>18,174,336</b>
<b>EXPENSES</b>					
Total Employee Costs	5,973,624	6,136,102	6,294,948	6,426,178	6,582,370
Prescribed Expenses					
- Auditor Fees	41,000	41,410	41,824	42,242	42,665
- Bad and doubtful Debts	0	0	0	0	0
- Elected Member Expenses	242,787	247,643	252,596	257,648	262,800
- Election Expenses	136,710	0			150,381
Other Materials, Contracts and Expenses					
- Cemetery Operations	266,500	270,498	274,555	278,673	284,247
- Contractors	4,447,358	4,579,068	4,647,754	4,717,471	4,811,820
- Energy	231,600	236,232	240,957	245,776	251,920
- Insurance	223,599	228,071	232,632	237,285	243,217
- Maintenance	522,628	530,467	538,424	546,501	557,431
- Legal Expenses	173,000	130,000	70,000	70,000	70,000
- Donations and Community Support	116,250	117,994	119,764	121,560	123,991
- Computer / IT Costs	281,290	285,509	289,792	294,139	300,022
- Parts, accessories and consumables	188,000	190,820	193,682	196,588	200,519
- Professional Services	343,070	348,216	353,439	358,741	365,916
- Sundry	374,357	379,972	385,672	391,457	399,286
- New Initiatives	200,000	200,000	200,000	200,000	200,000
Depreciation	16,787,411	16,787,411	16,787,411	16,787,411	16,787,411
<b>Total Expenses</b>	<b>30,549,184</b>	<b>30,709,414</b>	<b>30,923,451</b>	<b>31,171,669</b>	<b>31,633,996</b>
<b>Underlying Operating Result</b>	<b>-13,537,560</b>	<b>-14,295,501</b>	<b>-13,976,479</b>	<b>-13,624,720</b>	<b>-13,459,661</b>
One off Capital grants	0	600,000	600,000	600,000	600,000
<b>Operating Deficit</b>	<b>-13,537,560</b>	<b>-13,695,501</b>	<b>-13,376,479</b>	<b>-13,024,720</b>	<b>-12,859,661</b>
Operating Surplus / (Deficit)	3,249,851	3,091,910	3,410,932	3,762,691	3,927,750
less Depreciation					
<b>Capital Spend</b>					
Operating	3,249,851	2,491,910	2,810,932	3,162,691	3,327,750
Capital Grants	0	600,000	600,000	600,000	600,000
Reserve	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Funds available for Renewal and Replacement of Assets	4,249,851	4,091,910	4,410,932	4,762,691	4,927,750
Financial Reserve Prediction	8,075,901	7,075,901	6,075,901	5,075,901	4,075,901



## **Contact Us**

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## COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.9
<b>Report Title:</b>	Mobile Workforce Shed Construction
<b>Report Number:</b>	18/0034
<b>Meeting Date:</b>	28/02/2018
<b>Attachments:</b>	

### Purpose

The purpose of this report is to update Councillors on the process to design and construct a new shed for the mobile workforce and to revisit the business case to invest Council funds in a new mobile workforce shed.

### Summary

In late 2017 Council sought tenders for a design and construct contract for the mobile workforce shed at the Humpty Doo waste transfer station. Tenders were received and the range of prices significantly exceeded Council's budget, which was set in October 2016 at \$450,000. Options have been explored and are outlined in this report.

### Recommendation

THAT Council:

1. not proceed with the project to construct a work shed for mobile workforce; and
2. contact the Northern Territory Department of Housing and Community Development to discuss options to use the Special Purpose Grant of \$225,000 on an alternative project.

### Background and Discussion

Council has recently tendered for the design and construction of the mobile workforce shed in Humpty Doo. Council's estimates for the project were based on a business case developed in 2016. The market testing process (tender) resulted in submissions to Council costing significantly higher than Council's funding allocation and this now warrants an examination of all the issues prior to Council proceeding with the project.

#### History

- The Mobile workforce was established in late 2012 following a review and business case from August 2012. That business case outlined future expenditure, which included the allocation of \$500,000 for the construction of a shed to support MWF staff, machinery and equipment.
- In October 2016 Councillors received a Briefing report outlining the business case for a new shed for the mobile workforce to be located at the Humpty Doo Waste Transfer Station (WTS), just north of the WTS gatehouse and with an estimated cost of \$450,000.
- An application to the NTG Department of Housing and Community Development for a 2016-17 Special Purpose Grant (SPG) under Round 1 was made in late 2016. The grant application was

successful and on 30 November 2016 a grant of \$225,000 was provided to Council. The funds have already been received by Council and are to be acquitted by 30 June 2018.

- In February 2017, Councillors received a further Briefing report outlining the upcoming investigations and design work to be conducted prior to constructing the shed.
- The investigation work was undertaken by Council's engineering consultant AECOM between May and October 2017 and included a review and comparison of five locations within and adjacent to the Humpty Doo waste transfer station, including the originally proposed location of just north of the Waste Transfer Station (WTS) gatehouse. The review determined that the best site was located on Strangways Road, outside the fenced area of the transfer station, but still on land within Council's long-term lease from the NT Government. This site was preferred over the original site for reasons of accessibility, functionality as well as overall cost to construct.
- A tender package was developed and tenders called in November 2017. Of the tenders received, and all prices significantly exceed the original cost estimate of \$450,000.

### Comparison of proposals

The overall construction cost for the shed and associated facilities is considerably higher than estimated in 2016. Table 1 outlines the key differences between the 2016 proposal and the specification used to seek tenders.

**Table 1: Proposal comparison**

Feature	Original Proposal	Final Proposal
Location	Adjacent to weighbridge at HDWTS on land previously excavated, and then progressively filled with surplus fill from the WTS.	On Strangways Road outside HDWTS fenced area.
Structure	<ul style="list-style-type: none"> <li>• 5-bay 30m x 16m shed with three enclosed bays and two open bays</li> <li>• sharing existing HDWTS lunch room and toilet facilities</li> </ul>	<ul style="list-style-type: none"> <li>• 6-bay 36m x 16m shed with five enclosed bays and the final bay containing staff facilities consisting of: <ul style="list-style-type: none"> <li>- ground floor office + kitchenette (similar to current rental premises)</li> <li>- male/female toilet &amp; shower (similar to current rental premises)</li> <li>- mezzanine floor including stairs for storage of equipment and stock.</li> </ul> </li> </ul>
Ancillary Facilities	<ul style="list-style-type: none"> <li>• gravel hardstand around the shed</li> <li>• concrete washdown bay adjacent to two Council-supplied 20ft shipping containers</li> <li>• fencing on two sides to link to existing HDWTS perimeter fence</li> </ul>	<ul style="list-style-type: none"> <li>• 20m sealed hardstand around the shed</li> <li>• concrete washdown bay between two Council-supplied 20ft shipping containers with power and water supplied to the washdown bay</li> <li>• fencing on three sides and three sets of gates</li> <li>• additional internal and external lighting and power outlets.</li> </ul>
Site preparation	<ul style="list-style-type: none"> <li>• Not costed but known to require further filling and levelling of former depression area, which was to be supplied from crushed concrete at the HDWTS and other fill material sourced locally and at minimal cost.</li> </ul>	<ul style="list-style-type: none"> <li>• Minor clear and grub and associated trimming.</li> </ul>

Feature	Original Proposal	Final Proposal
Utility services	<ul style="list-style-type: none"> <li>• electricity and water provided by existing systems at HDWTS</li> <li>• solar power included</li> <li>• use existing gatehouse toilet and upgrade to a larger septic tank.</li> </ul>	<ul style="list-style-type: none"> <li>• electricity and water direct from grid (ie. independent of HDWTS due to capacity issues with on-site power and water)</li> <li>• solar power included</li> <li>• plumbing with a septic tank, independent of HDTWS system.</li> </ul>
Accessibility	<ul style="list-style-type: none"> <li>• Sharing single site access to HDWTS.</li> </ul>	<ul style="list-style-type: none"> <li>• Sharing single site access to HDWTS but with additional lockable gate to allow direct access to Strangways Road.</li> </ul>

The original proposed site would have required considerable geotechnical investigation of the fill area to determine the extent of removal and reinstatement of uncompacted fill that had been progressively laid there and this work, which would likely cost in the order of \$80,000 was not foreseen in the original proposal.

There are also some minor cost items not included in the tender specification that Council will be responsible for:

- minor upgrade of the fire break track along the southern and eastern perimeter of the HDWTS to the existing public entrance to the HDWTS. (approx. \$5,000)
- establishment of two containers adjacent to washdown bay (approx. \$5,000)

When revisiting the business case from October 2016 using design and construct prices received from the public tender process, additional cost items for Council to meet, as well as the SPG grant, the pay-off period of about five years that was estimated in October 2016 is now calculated to be at least 25 years. The calculations also include the new scenario of finding a larger and more suitable site to rent and this has a pay-off period of about 25 years. The significant rise in the pay-off period has been driven by several factors:

- the revised price of a design and construct contract informed from the recent tender process
- the inclusion of additional items that were not included in the original proposal
- the October 2016 business case calculations which excluded consideration of the Waste Reserve portion of \$225,000, meaning the comparison against continued rental was calculated only on 50% of the capital budget.
- The inclusion of consideration of Net Present Value in the payoff calculations, needed due to the longer payoff period.

While the revised business case indicates a significantly longer pay-off period, it is not the only factor in considering the merits of proceeding with the project. Another is consideration of the challenges of the existing site and the pressure this places on the operation of the mobile workforce. That pressure will only increase as new roads are built in the municipality and Council's service expands (i.e. more machinery) in order to accommodate the additional roads into our work program.

#### Summary of options for way forward

There are several options available to Council in moving forward on this matter. Summarised in Table 2, these are:

- Proceed with designing & constructing the shed
- Continue to rent the current premises and manage as far as possible the operational inconveniences associated with this site
- Find a better site to rent in the two industrial areas of Humpty Doo.

**Table 2: Proposal review**

Issue	Award D&C contract	Continue renting current site	Find better rental site
Capability	Meets current and future needs.	Affects operational productivity by requiring considerable shuffling of machinery and equipment each afternoon and morning. Staff amenities not ideal with no showers provided.	Would meet current and future needs.
Future site use	MWF vacate site and Council find tenant for the site.	Terminate lease agreement.	Terminate lease agreement.
Key risk	Council may not find a future tenant for the shed if the mobile workforce is dissolved.	The site is barely capable of supporting the mobile workforce, and as operations expand to accommodate future roads in the rural area, Council will outgrow the site completely.	A better site may take some years to come to the rental market and may still not meet Council's operational requirements.

The *Future site use* in Table 2 relates to what Council could do with the site if the mobile workforce vacate the site for some reason. In this scenario, the shed could be leased to a recycling operation, or any other industrial operation. There is currently low demand for industrial land, and while demand will lift in time, periods of low demand will arise again in the future, occasionally impeding Council's ability to secure a tenant for a suitable rental rate. In securing future tenants, Council will be competing with vacant industrial land to the south of Strangways Road.

Overall, it is considered that the cost to build a new shed on surplus land adjacent to the Humpty Doo WTS is unviable when compared against the current rental arrangement, or even a more expensive rental site that better meets the needs of the mobile workforce.

### Links with Strategic Plan

1. Everything you need

### Legislative and Policy Implications

Not applicable to this report.

### Risks

Not applicable to this report.

### Financial Implications

The costs associated with building a new shed at the Humpty Doo WTS are the equivalent of substantially more than 25 years of continued rental, and also the equivalent of about 25 years for the rental of a larger, more appropriate and more expensive site.

Council holds the \$225,000 SPG funds, which need to be acquitted by 30 June 2018 or can be held further if an extension by the NT government is granted. Alternatively, Council could negotiate to transfer the SPG grant of \$225,000 to another Council project. If this isn't possible the grant will be returned to the NT government.

## Community Engagement

Not applicable to this report.

**Recommending Officer:** Kaylene Conrick, Chief Executive Officer

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

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



# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 28 February 2018

### 16 Common Seal

### 17 Other Business

### 18 Public Questions

### 19 Confidential Items

- 19.1 Appointment of External Auditors
- 19.2 Tender Evaluation Report – Waste Transportation Contract
- 19.3 Discretionary Trust / Group Insurance Scheme

### 20 Close of Meeting