

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 16/10/2019

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

Daniel Fletcher, 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 16 October 2019 at 6:30pm

Daniel Fletcher
Chief Executive Officer

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 16 October 2019

1. Open of Meeting

Audio Disclaimer

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

2. Acknowledgement of Traditional Ownership

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

3. Apologies and Leave of Absence

THAT Council notes and approves:

Leave of Absence	Cr {Insert}	{dates}
Apologies	Cr {Insert}	{date}

4. Disclosures of Interest

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

5. Confirmation of Minutes

THAT the minutes (including the Confidential Minutes) of the Council Meeting held 18 September 2019, 14 pages, be confirmed.



LITCHFIELD COUNCIL MEETING

Minutes of Meeting

held in the Council Chambers, Litchfield

on Wednesday 18 September 2019 at 6:30pm

Present	Maree Bredhauer Kirsty Sayers-Hunt Doug Barden Christine Simpson Mathew Salter	Mayor Councillor East Ward Councillor South Ward Councillor Central Ward Councillor North Ward
Staff	Daniel Fletcher Wendy Smith Silke Maynard Debbie Branson	Chief Executive Officer Acting Director Infrastructure and Operations Director Community & Corporate Services Executive Assistant
Public	Judy & Peter Purde Tou Saramat Tina MacFarlane Greg Chapman Phuong Lu Xuan Nguyen Hun Shong Sah Lorraine Hunt Saratat Intuarett Steve Willmore Tricia O'Hehier Horst Walter Ivan Binon John Tesarik Frank & Fiona Spencer Kym Pengelly Ellen Hankin B Stott Glenn & Robyn McLeod David & Ruth Cormack Kevin & Shelley Smith Hure Heng Hai ma Muy Houg Ma	Howard Springs Acacia Hills Virginia Tumbling Waters Berry Springs Berry Springs Lambells Lagoon Acacia Hills Acacia Hills Acacia Hills Virginia Berry Springs Humpty Doo Herbert Girraween Hughes Hughes Bees Creek Humpty Doo Fogg Dam Virginia Lambells Lagoon Lambells Lagoon Lambells Lagoon

Steven Westlund	Humpty Doo
Paul Kaiser	Humpty Doo
Greg Taylor	Herbert
John Kearney	Humpty Doo
Barbara Crane	Howard Springs
Muy Keav	Lambells Lagoon
Doung Chea	Lambells Lagoon
Peter Collins	Virginia
Neil Bovard	Humpty Doo
Otto Feller	Lambells Lagoon
Bieverly Karen	Lambells Lagoon
Tony Hardwick	Humpty Doo
Ben Reichstein	Virginia
Va Horng	Lambells Lagoons
Kim Heng	Humpty Doo
SJ Rhen	Humpty Doo
Marlene Watt	Humpty Doo
Sowaibah Hanifie	ABC
Paul Benefeld	Humpty Doo

1. OPENING OF THE MEETING

The Mayor opened the meeting and welcomed members of the public.

The Mayor advised that an audio recording of the meeting will be made for minute taking purposes as authorised by the Chief Executive Officer.

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

On behalf of Council, the Mayor acknowledged the traditional custodians of the land on which the Council meet on. The Mayor also conveyed Council's respect to the Elders past, present and future for their continuing custodianship of the land and the children of the land across generations.

3. APOLOGIES AND LEAVE OF ABSENCE

Nil.

4. DISCLOSURES OF INTEREST

The Mayor advised that 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 the conflict of interest to enable Council to manage the conflict in accordance with its obligations under the Local Government Act and its policies regarding the same.

Cr Simpson disclosed an interest in Item 15.5 Development Consent Authority Nominations as she is remunerated as a member.

Cr Barden disclosed an interest in in Item 15.5 Development Consent Authority Nominations as he is a member by proxy.

5. CONFIRMATION OF MINUTES

Moved: Cr Sayers-Hunt
Seconded: Cr Simpson

THAT the full minutes (including the Confidential minutes) of the Council Meeting held Wednesday 21 August 2019, 10 pages, be confirmed.

CARRIED-1920/044

6. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Barden
Seconded: Cr Simpson

THAT Council receives and notes the Action List.

CARRIED-1920/045

7. PRESENTATIONS

Mr Des Yin Foo, Director Water Assessment
Melissa Woltmann, Hydrogeologist

8. PETITIONS

Nil.

9. PUBLIC FORUM

The Mayor welcomed everyone in the public gallery and advised that she understood from various social media forums and print media some of the community members present wanted to engage with Council regarding the Rating Policy Review.

The Mayor continued to say that the Rating Policy Review was currently out for public consultation and it is not an item on the agenda for discussion, however it is important to Council that everyone's opinions are captured.

The Mayor offered the information available on the table which relates to the community walk in sessions available across the municipality. Members of the gallery were encouraged to take the information with them and attend these sessions.

The Mayor advised that Council has not and will not make a decision without collating and considering feedback from the wider community and asked everyone present to engage as an individual in the process available.

9.1 Tony Hardwick – Humpty Doo

Mr Hardwick requested a meeting for approximately two hours with concerned residents and the full Council regarding rates.

Mayor Bredhauer offered individual meetings with ratepayers.

The CEO advised that Council were at an important time for the Community Engagement process for the Rating Policy Review. The CEO continued to say that at this stage Council doesn't have a position and only has received feedback from the Community Reference Group and they have decided to go out to the community with the feedback over a five-week period. The CEO explained that after the five-week consultation period there will be further opportunities for the community to continue to engage with Council. The CEO stated that Council does not have a position on anything that the Community Reference Group has put forward only to do the consultation with the community. The CEO added that it was a point in time matter, and it would be recommended the best time to engage with Council is when that position is set.

9.2 Kevin Smith – Virginia

Mr Smith believed the questions within the survey were misleading, confusing, poorly worded and he added that people were struggling to complete the survey.

Mayor Bredhauer thanked Mr Smith for his comments.

9.3 Horst Walter – Berry Springs

Mr Walter advised he was a member of the Community Reference Group and expressed concern that the words within the Rating Policy Review Position Paper out for public comment were not those of the CRG but a consultant. Mr Walter continued with his concerns regarding Council's expenditure and the cost incurred for raising further rates on those with limited incomes.

9.4 Sandy Irwin – Humpty Doo

Ms Irwin believed part of the problem was the consultations in the past and the current process and believed it was a reasonable request to have a civilised meeting with the Community, the Mayor and CEO.

Mayor Bredhauer thanked Ms Irwin for her considered point of view.

9.5 John Kearney – Humpty Doo

Mr Kearney believed the annual rates collected by the Council was \$10.5m and he expressed his concern with the cost associated with the wages which he believed to be \$7m.

Mayor Bredhauer thanked Mr Kearney for his comments and invited him to make an appointment to receive clarification.

9.6 Paul Kaiser – Humpty Doo

Mr Kaiser referred to the Rating Policy Review Position Paper and sought an explanation on the content.

Mayor Bredhauer advised the Council was not going to enter into a debate around the Rates Policy and invited Mr Kaiser to meet with her to discuss his concerns.

9.7 Tony Hardwick – Humpty Doo

Mr Hardwick requested a meeting with full Council and the Community to discuss the Rating Policy Review Position Paper.

Mayor Bredhauer did not commit to a meeting with the community and offered individual appointments in the interim. Mayor Bredhauer added that she would consult with her fellow councillors regarding a community meeting and would advise Mr Hardwick further.

9.8 Judy Cole – Humpty and Chair Freds Pass Reserve

Mrs Cole expressed her concern regarding the increase in the Executive salaries within Council. Mrs Cole commented regarding Council's communication with the Community through Facebook which failed to reach ratepayers with the Community Surveys. Mrs Cole added that she believed the Council members were no longer visible within the Community anymore.

Mayor Bredhauer thanked Mrs Cole and assured her that communication and engagement was a high priority within Council.

9.9 Thu Lu – Berry Springs

Ms Lu advised she didn't understand the Rating Policy Review Position Paper.

Mayor Bredhauer offered an appointment with Ms Lu to go through the contents of the position paper and the Mayor also encouraged Ms Lu to attend the upcoming public consultation session at Berry Springs Market.

9.10 Hung Shong Sah – Lambells Lagoon

Mr Sah asked if Council were interested in encouraging or sponsoring the use of private bores to the Volunteer Bushfire Brigade.

Mayor Bredhauer advised that Council would be interested in meeting with Mr Sah to consider his ideas further.

9.10 Kevin Smith – Virginia

Mr Smith suggested Council to allow for time for the public to ask questions to the presentation made tonight given majority of ratepayers own private bores. Mr Smith also expressed his concern in regard to water resources available.

Mayor Bredhauer advised that Council recognised the water resource issue and that as water is not a local council issue and Council could only advocate and work with the other layers of government.

9.11 Sandy Irwin – Humpty Doo

Ms Irwin requested Council to take the communities concerns regarding water resources to the local member.

Mayor Bredhauer confirmed that this would be undertaken.

10. ACCEPTING OR DECLINING LATE ITEMS

Nil.

11. NOTICES OF MOTION

Nil.

12. MAYORS REPORT

Moved: Cr Sayers-Hunt

Seconded: Cr Simpson

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

CARRIED-1920/046

13. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Councillors appointed by Council to external committees provided an update where relevant.

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT Council note the Councillors' verbal report.

CARRIED-1920/047

14. FINANCE REPORT

14.1 Council Finance Report – August 2019

Moved: Cr Salter

Seconded: Cr Barden

THAT Council receives the Litchfield Council Finance report for the period ended 31 August 2019.

CARRIED-1920/048

15. OFFICERS REPORTS

15.1 Appointment of Deputy Mayor

Moved: Cr Sayers-Hunt

Seconded: Mayor Bredhauer

THAT Council appoint Councillor Simpson as Deputy Mayor for a twelve-month term, ending at the Ordinary Council meeting held in September 2020.

A division was called

Those voting in the affirmation were Cr Sayers-Hunt, Cr Simpson and Mayor Bredhauer

Those voting in the negative were Cr Salter and Cr Barden

CARRIED-1920/049

15.2 September 2019 Summary Planning and Development Report

Moved: Cr Sayers-Hunt
Seconded: Cr Simpson

THAT Council:

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

CARRIED-1920/050

15.3 GOV11 Common Seal Policy

Moved: Cr Barden
Seconded: Cr Simpson

THAT Council adopts GOV11 Common Seal policy.

CARRIED-1920/051

15.4 Appointment of New Member to Knuckey Lagoon Recreation Reserve Management Committee

Moved: Cr Simpson
Seconded: Cr Sayers-Hunt

THAT Council:

1. appoints Terry O'Connor to the Knuckey Lagoon Reserve Committee for a term of three years, commencing 3 October 2019; and
2. writes to Mr O'Connor to inform him of Council's decision.

CARRIED-1920/052

15.5 Development Consent Authority Nominations

Cr Simpson disclosed an interest in Item 15.5 Development Consent Authority Nominations as she is remunerated as a member and left the meeting 8:23pm.

Cr Barden disclosed an interest in in Item 15.5 Development Consent Authority Nominations as he is a member by proxy and left the meeting at 8:23pm.

Wendy Smith, Acting Director Infrastructure and Operations left the meeting at 8:23pm.

Moved: Cr Sayers-Hunt
Seconded: Mayor Bredhauer

THAT Council nominate Councillor Simpson and Council's Manager Planning and Development, Wendy Smith, for appointment by the Minister for Infrastructure, Planning and Logistics as members of the Litchfield division of the Development Consent Authority, with Councillor Barden being nominated as alternate member.

CARRIED-1920/053

Cr Barden, Cr Simpson and Wendy Smith, Acting Director of Infrastructure and Operations returned to the meeting at 8:25pm.

15.6 Roads Asset Management Plan

Moved: Cr Sayers-Hunt
Seconded: Cr Barden

THAT Council defer consideration of the item to the October 2019 Council meeting.

CARRIED-1920/054

15.7 Community and Business Hub Funding

Moved: Cr Sayers-Hunt
Seconded: Cr Simpson

THAT Council notes the update on the Community and Business Hub funding.

A division was called

Those voting in the affirmation were Cr Sayers-Hunt, Cr Simpson and Mayor Bredhauer

Those voting in the negative were Cr Salter and Cr Barden

CARRIED-1920/055

15.8 Freds Pass Sport Recreation Reserve Governance Review

Moved: Cr Simpson
Seconded: Cr Barden

THAT Council:

1. approves a review of governance arrangements between Freds Pass Sport and Recreation reserve Board and Council;
2. seeks endorsement of the Freds Pass Sport and Recreation Reserve Board for the process of the review; and
3. receives a further report at its October 2019 meeting.

CARRIED-1920/056

15.9 Private Roads Policy

Moved: Cr Barden
Seconded: Cr Salter

THAT Council:

1. endorse INF06 Private Roads Policy for a period of public consultation from 11 October 2019 to 8 November 2019, and
2. allow the Chief Executive Officer to make minor editorial changes to INF06 Private Roads Policy, if required.

CARRIED-1920/057

16. COMMON SEAL

Nil.

17. OTHER BUSINESS

Nil.

18. PUBLIC QUESTIONS

18.1 Horst Walter - Berry Springs

Mr Walter questioned some of the creditors payments within the monthly Finance Report.

The CEO and Director Community and Corporate Services responded and clarified the payments.

18.2 Judy Cole – Humpty and Chair Freds Pass Reserve

Mrs Cole advised Council that the report within the meeting agenda was prepared without consultation with the Freds Pass Reserve Board and advised that they are reluctant to participate in the review.

Mrs Cole added that she has had no response from letters that have been sent to Council and therefore the board has been required to change their constitution.

Mrs Cole advised that the Irrigation Plan and Equestrian Plan have not been accepted by the board and that they require a Water Management Plan.

Mrs Cole requested a meeting with the CEO.

Mayor Bredhauer thanked Mrs Cole for her comments and apologised that she was unaware that the Equestrian Plan hadn't been accepted by the board. The Mayor added that she will investigate the letters that Mrs Cole mentioned.

The Chief Executive Officer advised that he would be happy to meet Mrs Cole and the board of directors.

18.3 Kevin Smith – Virginia

Mr Smith commented on Power and Water's process on depositing chlorinated water through to Freds Pass Reserve and local seasonal drains and questioned Council's responsibility regarding the matter.

Mayor Bredhauer thanked Mr Smith for his point and advised that sadly Council only has influence and advocacy however Council were determined to strengthen their role in this regard.

18.4 Xuan Nguyen - Berry Springs

Mr Nguyen questioned the Council's preference on suppliers for loaders and tractors.

Mayor Bredhauer replied that having an outside workforce was a decision of the former Council and in the annual Municipal Plan there is a review proposed which will include all costs associated to the workforce.

19. CONFIDENTIAL ITEMS

Moved: Cr Simpson
Seconded: Cr Sayers-Hunt

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

19.1 Rates Concession – Incorrectly Rated Properties

Regulation 8(b) – information about the personal circumstances of a resident or ratepayer.

19.2 Application to Waive Interest on Assessment 10014140

Regulation 8(b) – information about the personal circumstances of a resident or ratepayer.

CARRIED-1920/058

The meeting was closed to the public at 9:07pm.

Moved: Cr Simpson
Seconded: Cr Barden

THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) regulations the meeting be re-opened to the public.

CARRIED-1920/061

The meeting moved to Open Session at 9:29pm.

20. CLOSE OF MEETING

The Chair closed the meeting at 9:29pm.

21. NEXT MEETING

Wednesday 16 October 2019.

MINUTES TO BE CONFIRMED

Wednesday 16 October 2019

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 16 October 2019

6. Business Arising from the Minutes

THAT Council receives and notes the Action List.

Resolution Number	Resolution	Action Officer	Meeting Date	Status
15/0175/02	Meeting Procedures By-Laws THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.	CEO	19-11-15	Council continue to work with Parliamentary Counsel and Department of Housing & Community Develop (LG Division) to progress the By-law.
16/0203	Signage, Roadside Vans and Events on Council Land 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body; 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	DCCS	21-09-16	On hold until Meeting By-Laws are concluded.
17/0036/4	Litchfield Aquatic Facility Needs Analysis Report THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.	CEO	15-02-17	Special Purpose Grant (SPG) for funds to match Council's \$50k allocated in 2018/19 Budget to undertake Feasibility was unsuccessful in both rounds. Going forward Council has to explore the interest of the Northern Territory Government in this project.
1718/240	Berry Springs Water Advisory Committee - Council Representative THAT Council appoints Councillor Barden as its nominated representative to lodge an Expression of Interest for the Northern Territory Government Department of Environment and Natural Resources Berry Springs Water Advisory Committee.	CEO	16-05-18	Nomination sent in by 30 May 2018. Waiting on confirmation from the department / pending ministerial approval.

1718/267	<p>Improving the Productivity of the Mango Industry Project</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. receives and notes the Business Case Improving the Productivity of the Mango Industry in Litchfield Municipality; 2. endorses seeking external funding to realise the Improving the Productivity of the Mango Industry Project (the sealing of 15.2kms of the four key mango industry roads), estimated to cost approximately \$20.1m; 3. provides in-principle support to contribute up to \$5m to the project. This in-principle support would require a Council resolution and budget allocation, at a later date, to proceed with the project; and 4. endorses the Improving the Productivity of the Mango Industry Project, as one of Council's Top 3 Advocacy Projects. 	CEO	27-06-18	<p>Underway.</p> <p>Update report included in October Council meeting agenda, including consideration of Council contribution.</p> <p>Project is awaiting NT / Federal Government Partnership Agreement awaiting Federal Government sign off.</p>
1819/145	<p>Recreation Reserve Leases and Funding Agreements Project</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. notes the update on the development of leases and funding agreements as part of the Recreation Reserves Leases project; 2. notes the draft lease agreement; 3. approves the fixation of the Common Seal with the Mayor and the CEO signing the lease agreements on behalf of Council, providing no material changes are made to the lease agreement; and 4. receives an update report on the progress made with each Reserve Management Committee and other User Groups on Council's Recreation Reserves in signing the lease agreement, no later than the June 2019 Council meeting. 	DCCS	16-01-19	<p>Project has been on hold. Report to update Council on the progress of the lease negotiations will be provided to Council in December.</p>
1920/032	<p>Investigation of a Suitable Site for a Dump Point</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. approves an investigation into the development of Litchfield Municipality as an RV friendly destination; 2. investigates suitable sites for an RV friendly Park in the Municipality; 3. engages with the CMCA to explore the opportunity of becoming partners in an RV Park and dump point, in Litchfield Municipality; and 4. prepare a report for the October 2019 meeting outlining what the partnership arrangement could look like, along with the commitment requirement of Litchfield Council and the CMCA. 	DIO	21-08-19	<p>Underway.</p> <p>Update report prepared for the October Council meeting outlining the timelines for scoping and delivery of the investigation report.</p>

Council Action List

As at 09-10-19

Appointment of Deputy Mayor				
1920/049	THAT Council appoint Councillor Simpson as Deputy Mayor for a twelve-month term, ending at the Ordinary Council meeting held in September 2020.	CEO	18-09-19	Website updated
GOV11 Common Seal Policy				
1920/051	THAT Council adopts GOV11 Common Seal policy.	DCCS	18-09-19	Complete. Policy Register updated and current Policy available on Council's website.
Appointment of New Member to Knuckey Lagoon Recreation Reserve Management Committee				
1920/052	THAT Council: 1.appoints Terry O'Connor to the Knuckey Lagoon Reserve Committee for a term of three years, commencing 3 October 2019; and 2.writes to Mr. O'Connor to inform him of Council's decision.	DCCS	18-09-19	Complete. Letter sent 23 September 2019.
Development Consent Authority Nominations				
1920/053	THAT Council nominate Councillor Simpson and Council's Manager Planning and Development, Wendy Smith, for appointment by the Minister for Infrastructure, Planning and Logistics as members of the Litchfield division of the Development Consent Authority, with Councillor Barden being nominated as alternate member.	DIO	18-09-19	Complete. Letter sent 20 September 2019.
Roads Asset Management Plan				
1920/054	THAT Council defer consideration of the item to the October 2019 Council meeting.	DIO	18-09-19	Complete. Report included in October Council meeting agenda
Freds Pass Sport Recreation Reserve Governance Review				
1920/056	THAT Council: 1.approves a review of governance arrangements between Freds Pass Sport and Recreation reserve Board and Council; 2.seeks endorsement of the Freds Pass Sport and Recreation Reserve Board for the process of the review; and 3.receive a further report at its October 2019 meeting.	DCCS	18-09-19	Complete. Letter seeking endorsement sent to Freds Pass Sport and Recreation Reserve Board on 26 September. Report included in October Council Meeting Agenda.

Private Roads Policy

1920/057	<p>THAT Council:</p> <ol style="list-style-type: none"> 1.endorse INF06 Private Roads Policy for a period of public consultation from 11 October 2019 to 8 November 2019, and 2.allow the Chief Executive Officer to make minor editorial changes to INF06 Private Roads Policy, if required. 	DIO	18-09-19	Underway
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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 16 October 2019

7 Presentations

8 Petitions

9 Public Forum

10 Accepting or Declining Late Items

11 Notices of Motion

12 Mayors Report

12.1 Mayor's Report



COUNCIL REPORT

Agenda Item Number: 12.1
Report Title: Mayor's Monthly Report
Report Number: 19/0022
Meeting Date: 16/10/2019
Attachments: Nil

Purpose

A summary of the Mayor's attendance at meetings and functions representing Council for the period 19 September 2019 to 16 October 2019.

Summary

Date	Event	Content/Comment
20 September 2019	Territory FM Radio	Regular Radio Interview
	CEO Meeting	Confirm Draft Performance Plan
26 September 2019	LGANT Special Executive Meeting	Scheduled meeting
27 September 2019	Territory FM Radio	Regular Radio Interview
30 September 2019	Litchfield Women in Business Network Committee Meeting	Scheduled meeting
	Council Workshop – CEO's Draft Performance Plan	Scheduled meeting
1 October 2019	Litchfield Women in Business Morning Tea	Network monthly event
	Wings PR	Communications and publications
2 October 2019	Local Resident / Caravan Park Owner	RV Park & Dump Point
	Councillor Briefing	Regular monthly meeting
3 October 2019	Rating Policy Review Position Paper Consultation	Howard Springs Hall
4 October 2019	Territory FM Radio	Regular Radio Interview
	Litchfield Regional Tourism Incorporated	Proactive in attracting members
	Video Production	3 x 60 second videos – Rating Policy Review
	Darwin Chorale Concert	Hosted by the Administrator

Date	Event	Content/Comment
5 October 2019	Rating Policy Review Position Paper Consultation	Freds Pass Markets
6 October 2019	NT Thai Association Annual General Meeting	Scheduled meeting annually
7 October 2019	Howard Springs Accommodation Village Advisory Committee Meeting	Scheduled meeting
8 October 2019	Risk Management & Audit Committee Meeting	Scheduled meeting
9 October 2019	ABC Grass Roots Program	Regular monthly program
10 October 2019	Palmerston & Litchfield Seniors	Monthly event
11 October 2019	Territory FM Radio	Regular Radio Interview
16 October 2019	Howard Springs Accommodation Village	Tour with Mayor & CEO City of Palmerston
	Council & Thorak Regional Cemetery Meeting	Scheduled meeting

Recommendation

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



LITCHFIELD COUNCIL MEETING

Wednesday 16 October 2019

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

13 Verbal Reports from Council Appointed Representatives

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

Activity Area Plans

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

RECOMMENDATION

THAT Council note the Councillors' verbal report.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 16 October 2019

14 Finance Report

14.1 Litchfield Council Finance Report September 2019



COUNCIL REPORT

Agenda Item Number:	14.1
Report Title:	Litchfield Council Finance Report – September 2019
Report Number:	19/0023
Meeting Date:	16/10/2019
Attachments:	Nil

Purpose

The purpose of this report is to present the monthly finance report for the period ended 30 September 2019.

Recommendation

THAT Council receives the Litchfield Council Finance Report for the period ended 30 September 2019.

Background

Total Revenue of \$11,070, 259 for the month of September reflects Rates that were levied and recognised at the beginning of the financial year, although actual payment of rates is received in instalments throughout the financial year.

Total YTD Expenses of \$3,182,832 is 21.2% of the annual budget. Employee costs, Contractors and Insurance have the highest expenses Council incurred year to date. Auditor costs are showing as negative due to end of year accruals with final invoicing outstanding.

No variances to budget are forecasted for the 2019/20 financial year at this stage.

Finance Report

September 2019

**LITCHFIELD
COUNCIL**



Community effort is essential

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SECTION 1

CONSOLIDATED FINANCIAL STATEMENTS

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

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

CONSOLIDATED OPERATING STATEMENT

	2019/20 Annual Budget	2019/20 YTD Actuals	2019/20 Annual Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Rates	10,738,393	10,021,667	10,738,393	0	
Statutory Charges	111,700	68,482	111,700	0	
User Charges	1,208,128	328,926	1,208,128	0	
Grants, Subsidies & Contributions	3,614,416	382,867	3,614,416	0	
Investment Income	694,451	175,647	694,451	0	
Reimbursements	0	10,530	0	0	
Other Income	71,000	82,139	71,000	0	
TOTAL REVENUE	16,438,088	11,070,259	16,438,088	0	
EXPENSES					
Employee Costs	6,661,948	1,320,851	6,661,948	0	
Auditor Fees	36,600	-1,060	36,600	0	
Bad & Doubtful Debts	0	0	0	0	
Elected Member Expenses	242,264	37,958	242,264	0	
Election Expenses	0	0	0	0	
Cemetery Operations	363,300	136,715	363,300	0	
Contractors	4,126,589	599,966	4,126,589	0	
Energy	212,800	26,335	212,800	0	
Insurance	366,518	357,220	366,518	0	
Maintenance	674,766	156,300	674,766	0	
Legal Expenses	158,530	38,272	158,530	0	
Donations and Community Support	127,900	50,007	127,900	0	
Computer / IT Costs	369,435	83,914	369,435	0	
Parts, Accessories & Consumables	309,600	77,683	309,600	0	
Professional Services	903,500	174,030	903,500	0	
Sundry	436,700	124,639	436,700	0	
TOTAL EXPENSES	14,990,450	3,182,832	14,990,450	0	
RESULT	1,447,638	7,887,427	1,447,638	0	

CONSOLIDATED BALANCE SHEET at 30 September 2019

	31 August 2019	30 September 2019	Movement
CURRENT ASSETS			
Cash & Cash Equivalents	1,627,405	4,645,452	3,018,047
Trade and Other Receivables	12,140,130	7,346,428	- 4,793,702
Other Financial Assets	19,996,456	20,496,456	500,000
Other Current Assets	228,439	240,657	12,218
TOTAL CURRENT ASSETS	33,992,430	32,721,881	-1,270,549
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	309,109,264	309,109,264	0
Other Non-Current Assets	3,739,185	3,739,185	0
TOTAL NON-CURRENT ASSETS	312,848,449	312,848,449	0
TOTAL ASSETS	346,840,879	345,570,330	-1,270,549
CURRENT LIABILITIES			
Trade and Other Payables	117,551	254,335	136,784
Provisions	541,928	582,119	40,191
TOTAL CURRENT LIABILITIES	659,479	836,454	176,975
NON-CURRENT LIABILITIES			
Provisions	473,646	397,776	- 75,870
TOTAL NON-CURRENT LIABILITIES	473,646	397,776	- 75,870
TOTAL LIABILITIES	1,133,125	1,234,230	101,105
NET ASSETS	345,707,754	344,343,212	- 1,162,331
EQUITY			
Accumulated Surplus	28,171,665	25,383,409	- 1,394,128
Asset Revaluation Reserve	295,859,891	295,859,891	0
Other Reserves	21,676,198	21,676,198	0
TOTAL EQUITY	345,707,754	344,343,212	- 1,394,128

Estimate of Net Cash position and Current ratio

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

As identified in Section 5 of this report, Litchfield Council's liquidity KPI is easily met with 30 September 2019 current ratio equalling 39.14

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

= $\frac{32,721\text{K}}{836\text{K}}$ = 39.14

Net Cash Position = 32,721K – 836K = \$31.9 million

SECTION 2

OPERATING POSITION BY DEPARTMENT













The 2019/20 rates and charges have been applied to properties and recognised in Council's accounts, which is reflected in both Finance and Waste Management year to date revenue totals.

Overall expenditures year to date is 21% of the annual budget. Some operational expenditures are not evenly spread across the financial year, with major operational road maintenance expenditure to occur close to the end of the financial year.

	2019/20 YTD Budget	2019/20 YTD Actual	2019/20 Annual Budget	2019/20 Annual Forecast	Forecast Variance +ve (-ve)	Note
REVENUE						
Council Leadership	7,497	436	30,000	30,000	0	
Finance & Customer Service	7,385,175	7,405,463	9,045,441	9,045,441	0	
Infrastructure & Assets	665,743	320,026	2,637,492	2,637,492	0	
Planning & Development	37,938	5,896	61,748	61,748	0	
Waste Management	3,000,366	2,982,038	3,178,680	3,178,680	0	
Community	18,501	29,638	74,000	74,000	0	
Community – Library	414,772	578	421,447	421,447	0	
Regulatory Services	52,179	68,721	112,700	112,700	0	
TOTAL REVENUE	11,582,171	10,812,797	15,561,508	15,561,508	0	
EXPENSES						
Council Leadership	311,151	280,149	1,111,896	1,111,896	0	
Corporate	213,571	185,840	645,697	645,697	0	
Information Services	116,335	82,785	513,091	513,091	0	
Finance & Customer Service	713,840	562,890	1,584,930	1,584,930	0	
Infrastructure & Assets	903,474	387,299	3,004,297	3,004,297	0	
Planning & Development	170,548	144,793	728,387	728,387	0	
Waste Management	755,121	555,607	2,991,436	2,991,436	0	
Community	551,130	383,213	1,442,690	1,442,690	0	
Community – Library	105,325	57,047	421,447	421,447	0	
Mobile Workforce	330,149	150,351	1,287,337	1,287,337	0	
Regulatory Services	113,934	84,170	388,831	388,831	0	
TOTAL EXPENSES	4,284,578	2,874,143	14,120,039	14,120,039	0	
OPERATING RESULT	7,297,593	7,938,654	1,441,469	1,441,469	0	

NEW INITIATIVES

In addition to Council's year-on-year operating expenses Council resolved to undertake the following New Initiatives in 2019/20. The new initiatives expenditure is included in the operating result above. The table below highlights the expenditure compared to budget at the end of September 2019.

	2019/20 Budget	2019/20 Actuals	2019/20 Forecast	Comments	
Tourism Strategy	30,000	0	30,000	Not yet commenced	
Shared Path Plan	25,000	0	25,000	Scheduled for 3rd Quarter	
320 Arnhem Highway Master Plan – Stage 1	30,000	0	30,000	Scope finalised, to commence second quarter	
Chamber Refurbishment	10,000	8,458	10,000	One table is yet to be purchased	
New Website Development	45,000	0	45,000	Requesting for quotes	
Mobile Workforce Review	30,000	0	30,000	Developing scope for Request for Quote	
Litchfield Annual Art Exhibition	10,000	0	10,000	Request for quote for art curator closes 7 October	
Council Chambers Audio / Video Upgrade	30,000	0	30,000	Quotation received, review of scope required	
Community and Business Hub Strategic Business and Concept Plan	40,000	0	40,000	Not yet commenced	
Waste Management - prepare Disaster Waste Plan	20,000	0	20,000	Scoping brief under development	
Waste Management - explore incentives and education to boost recycling and food waste management.	20,000	0	20,000	Scoping brief under development	
Waste Management - Environmental Management Plan for Berry Springs Waste Transfer Station	10,000	0	10,000	Scoping brief under development	
TOTAL	300,000	8,458	300,000		



- On Budget



- Watch Budget



- Outside Budget









CAPITAL BUDGET POSITION








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

	2019/20 Budget	2019/20 Actuals	2019/20 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Infrastructure & Assets	1,344,743	2,550	1,344,743	0	
Planning & Development	140,000	0	140,000	0	
Mobile Workforce	35,000	0	35,000	0	
Community	6,000,000	0	6,000,000	0	
Regulatory Services	15,000	0	15,000	0	
Waste Management	50,000	14	50,000	0	
TOTAL REVENUE	7,584,743	2,564	7,584,743	0	
EXPENSES					
Infrastructure & Assets	3,792,000	251,099	3,792,000	0	
Waste Management	525,000	259,609	525,000	0	
Mobile Workforce	175,000	0	175,000	0	
Community	8,500,000	251,732	8,500,000	0	
Regulatory Services	45,000	0	45,000	0	
TOTAL EXPENSES	13,037,000	762,440	13,037,000	0	
CAPITAL RESULT	(5,452,257)	(759,876)	(5,452,257)	0	

CAPITAL PROJECTS 2019/20 – INFRASTRUCTURE & ASSETS

The table below summarises Council's capital works program for the 2019/19 financial year in accordance with the budget and Municipal Plan.

Project (Infrastructure & Assets)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects carried forward from previous years						
Pavement repairs – Whitewood Road	31/12/2019	427,000	426,037 (Life to Date Actual)	427,000	0	 Practical completion, finalising invoices
Brougham Road flood damage repairs – NDRRA Project	30/06/2020	768,529	52,590 (Life to Date Actual)	768,529	0	 Tender preparation underway
TOTAL		1,195,529	478,627	1,195,529	0	
Projects commencing in 2019/20						
Whitewood Road Footpath Renewal	30/11/2019	110,000	0	110,000	0	 Tender preparation underway
LED Street Lighting Replacement Program	30/06/2020	60,000	0	60,000	0	 LED lights will be purchased by December 2019. The replacement will start in January 2020
Smart Controls for LED Lighting	30/06/2020	10,000	0	10,000	0	 Along LED replacement program, the smart controls will be installed in 2020
Reseal Program	31/12/2019	900,000	174,494	900,000	0	 Tender assessment underway
Re-sheeting of Roads	31/05/2020	400,000	157,312	400,000	0	 Resheeting complete at Billabong Road. Acacia Gap Road & Tumbling Waters Road scheduled
Whitstone Road Sealing	31/05/2020	400,000	0	400,000	0	 Design scheduled September, tender and construction 2020

Project (Infrastructure & Assets)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Hillier Road Guard Rail	31/10/2019	85,000	0	85,000	0	 Works commenced late September, 2 weeks construction
Shoulder Widening of Various Roads	31/11/2019	300,000	0	300,000	0	 Program being finalised
Stevens Road Pavement Upgrade	31/05/2020	500,000	0	500,000	0	 Design underway
Whitewood Road Pavement Rehabilitation	31/05/2020	320,000	0	320,000	0	 Design underway
Girraween and Hillier Road Intersection Upgrade	30/06/2020	398,000	0	398,000	0	 Design underway
Pioneer Drive / Norm Lane Intersection Upgrade	30/11/2020	300,000	0	300,000	0	 Design complete, tender preparation underway
Disability Access Automatic Doors - Council Offices	31/10/2019	9,000	0	9,000	0	 Quotes underway
TOTAL		3,792,000	331,806	3,792,000	0	



- On Budget







- Watch Budget




- Outside Budget

CAPITAL PROJECTS 2019/20 – WASTE MANAGEMENT

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

Project (Waste Expenditure)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects/Capital Purchases commencing in 2019/20						
Motor Vehicle Replacement	31/03/2020	45,000	0	45,000	0	 Berry Springs vehicle requirements to be reviewed prior to purchase
Howard Springs and Berry Springs Safety Improvements	30/06/2020	140,000	0	140,000	0	 Pending outcome of WHS Review
Waste Compactor Bin	30/11/2019	40,000	0	40,000	0	 Quotes to be obtained in October
Loader Replacement	30/11/2019	300,000	0	300,000	0	 Reviewing standard contract documentation prior to purchase
TOTAL		525,000	0	525,000	0	




 - On Budget

 - Watch Budget

 - Outside Budget

CAPITAL PROJECTS 2019/20 – MOBILE WORKFORCE

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

Project (Mobile Workforce Expenditure)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects carried forward from previous years						
Mobile Workforce Shed	31/10/2019	0	295,446 (Life to Date Actual)	450,000	450,000	 Completion October 2019
TOTAL		0	295,446	450,000	(450,000)	
Projects/Capital Purchases commencing in 2019/20						
Tractor and Slasher Replacement	31/12/2019	140,000	0	140,000	0	 Awarded on 3/9/19 to Airpower for Kubota Tractor & Attachments. Expected delivery December.
Mower Replacement	31/03/2020	35,000	0	35,000	0	 Not commenced
TOTAL		175,000	0	175,000	0	



- On Budget




- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2019/20 – REGULATORY SERVICES

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

Project (Regulatory Services Expenditure)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects/Capital Purchases commencing in 2019/20						
Motor Vehicle Replacement	31/10/2019	45,000	0	45,000	0	 Quotes to be obtained; decision on disposal of existing vehicle. Replacement expected October 2019
TOTAL		45,000	0	45,000	0	



- On Budget









- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2019/20 – COMMUNITY & RECREATION RESERVES

The table below is Council's capital projects for Recreation Reserves still in progress from the 2018/19 and current financial year in accordance with the Budget and Municipal Plan.

Projects (Community & Recreation Reserve Expenditure)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in prior years						
Freds Pass Reserve – Improvements	30/09/2019	2016/17 3,000,000	2,999,908 (Life to Date Actual)	3,000,000	0	 Complete. Acquittal in progress
Howard Park Reserve – Irrigation Upgrade	31/10/2019	2017/18 20,000	19,450 (Life to Date Actual)	20,000	0	 Final works underway
Howard Park Reserve – Playground Upgrade	31/10/2019	81,181	60,762 (Life to Date Actual)	69,970	(11,211)	 Final works underway
Humpty Doo Village Green – Furniture Upgrade	30/06/2020	0	20,992 (Life to Date Actual)	33,824	33,824	 Works underway
Freds Pass Reserve – Sporting Improvements	31/12/2019	2018/19 0	139,989 (Life to Date Actual)	2,000,000	2,000,000	 Works underway
TOTAL		3,101,181	3,241,101	5,123,794	2,022,613	
Projects/Capital Purchases commencing in 2019/20						
Community and Business Hub	30/06/2020	7,000,000	0	7,000,000	0	 Not Commenced, depended on grant funds
TOTAL		7,000,000	0	7,000,000	0	



- On Budget



- Watch Budget



- Outside Budget

SECTION 3

CASH ON HAND & INVESTMENTS

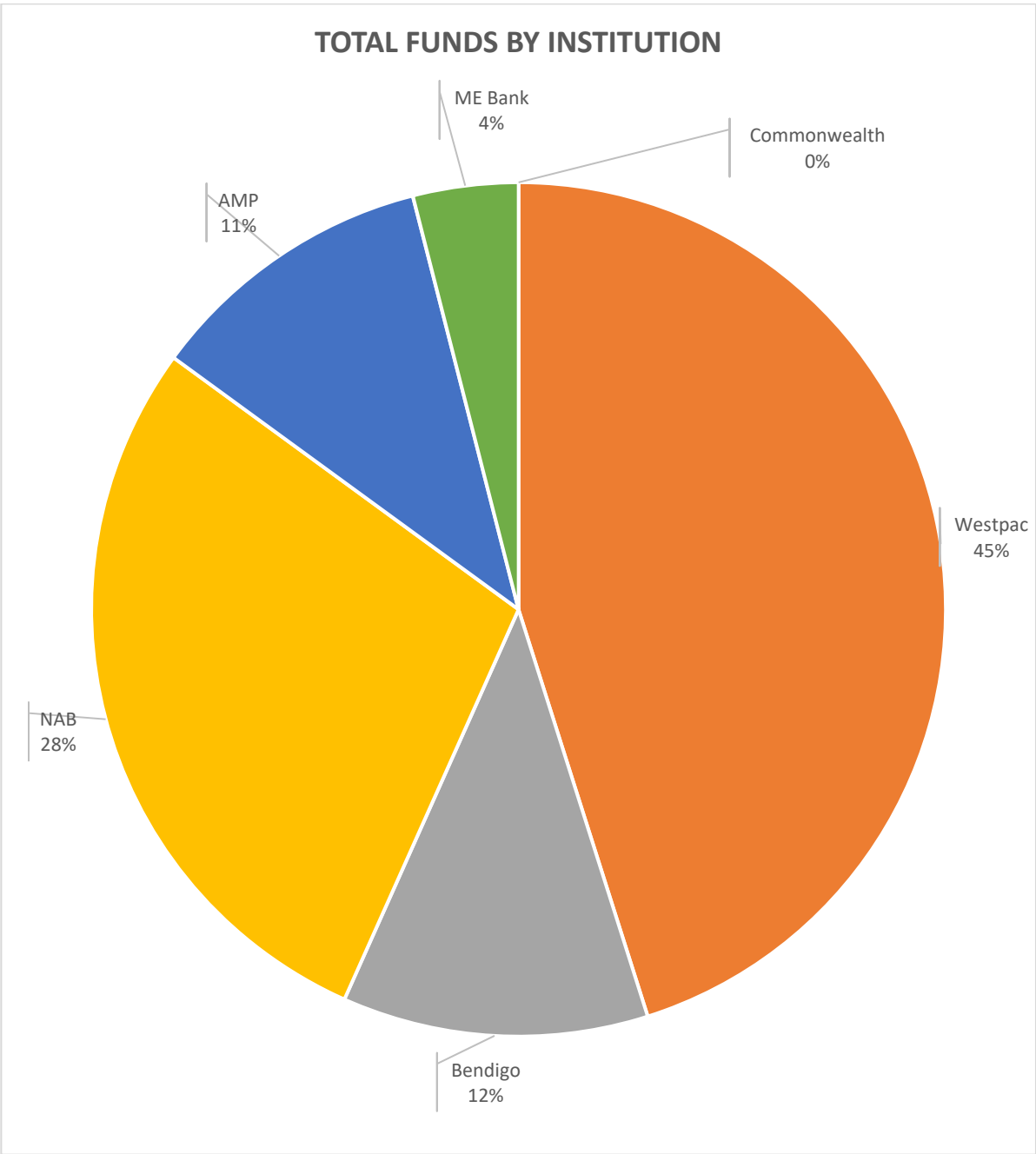
The table below represents a summary of the Cash on Hand & Investments held by Council at 30 September 2019 and compares the balance as at 31 August 2019.

	31 August 2019	30 September 2019	VARIANCE	COMMENT
Investments (Incl. Trust Account)	20,338,082	20,838,082	500,000	Matured funds for the month were reinvested (principal & interest)
Business Maxi Account	805,453	805,556	103	Interest received
Operating Account	414,942	3,452,132	3,452,132	1 st instalment was due end of September hence surplus funds was available
TOTAL	21,558,477	25,095,770	3,537,293	

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
27.09.18	1,500,000	365	Westpac	2.81%	27.09.19	42,150
13.12.18	1,000,000	293	Bendigo	2.75%	02.10.19	22,075
13.12.18	1,563,296	314	Bendigo	2.75%	23.10.19	36,984
16.01.19	1,015,628	300	NAB	2.75%	12.11.19	22,956
19.02.19	1,016,944	280	AMP	2.80%	26.11.19	21,843
26.02.19	1,000,000	280	ME Bank	2.68%	03.12.19	20,559
07.03.19	1,530,344	278	AMP	2.80%	10.12.19	32,636
24.06.19	207,517	179	AMP	2.25%	20.12.19	2,290
15.05.19	1,100,000	240	NAB	2.34%	10.01.20	16,925
12.06.19	2,000,000	216	Westpac	2.35%	14.01.20	27,814
26.06.19	1,000,000	209	Westpac	2.35%	21.01.20	13,456
27.06.19	1,500,000	223	NAB	1.98%	05.02.20	18,145
13.08.19	341,626	181	Bendigo	1.75%	10.02.20	2,965
19.03.19	1,027,000	337	Westpac	2.63%	19.02.20	24,938
19.07.19	1,000,000	236	NAB	1.96%	11.03.20	12,673
07.08.19	1,000,000	230	NAB	1.77%	24.03.20	11,153
27.08.19	1,535,728	224	Westpac	1.76%	07.04.20	16,588
10.09.19	1,500,000	217	NAB	1.71	14.04.20	15,249
TOTAL INVESTMENTS	20,838,082					361,400



*Note that the 27/9/19 matured Term Deposit was redeemed and reinvested 1st of October. Westpac total investment as at 7/10/19 has gone down to 32% due to placement of new term deposits to other institutions.

FINANCIAL RESERVES

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

The results included in this report are preliminary results as at the end of June, the end-of-year processing is on-going and yet to be finalised along with the accounts that are currently being audited.

The final results for the 2018/19 Financial Year will be presented to Council in the Annual Report prior to the 15 November 2019.

	Preliminary Balance at 1 July 2018	Transfer TO	Transfer FROM	Net Movement	Balance at 30 June 2019
Externally Restricted Reserves					
Developer Contribution Reserve	842,260	139,701	-80,882	58,819	901,079
Unexpended Grants and Contributions	5,331,520	-	-3,248,119	-3,248,119	2,083,401
Internally Restricted Asset Related Reserves					
Asset Reserve	11,094,709	-	-1,102,105	-1,102,105	9,992,604
Internally Restricted Other Reserves					
Waste Management Reserve	4,603,914	\$289,471	(436,177) *	289,471	4,893,385
Election Reserve	100,000	-	-	0	100,000
Disaster Recovery Reserve	500,000	-	-	0	500,000
Strategic Initiatives Reserve	500,000	-	-90,000	-90,000	410,000
TOTAL	22,972,403	429,172	-4,957,283	-4,528,111	18,444,292

SECTION 4

DEBTORS

SUNDRY DEBTORS

Total Sundry Debtors as at 30 September 2019 is 16,271 compared to 712,744 at 31 August 2019, a decrease of 696,473. This is due to invoices being paid which were mainly the grants invoices.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	2,036	776	373	1,462	4,647
Infrastructure	-1,890	386	0	8,299	6,795
Recreation Reserves	4,289	0	540	0	4,829
TOTAL	4,435	1,162	913	9,761	16,271
% of total sundry debtors	27.26%	7.14%	5.61%	59.99%	100.00%

Action summary of 90 Days and Over Debtors:

Company under Administration – further advice regarding payment status to be received from Administrators (Allowance for Doubtful Debts is recognised)	5,899
No permit provided, until payment is received	2,400
Company under Administration	1,462
TOTAL	9,761

Please note, Sundry debtors exclude rate debtors and infringements.

FINES AND INFRINGEMENTS

As at 30 September 2019 Council has 84 infringements outstanding with a balance of 21,048, an increase of 494 in outstanding infringements compared to 31 August 2019. This is due to new infringements being issued.

	June 2019	July 2019	August 2019	September 2019
Number of Infringements outstanding	78	76	80	84
Balance of Infringements outstanding	20,855	20,288	20,554	21,048

Two (2) are newly issued this month, ten (10) have been sent with reminder notices, sixty-nine (69) infringements have been sent to the Fines Recovery Unit (FRU), two (2) infringements are on hold, 1 (one) is partially paid.

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

OUTSTANDING RATES

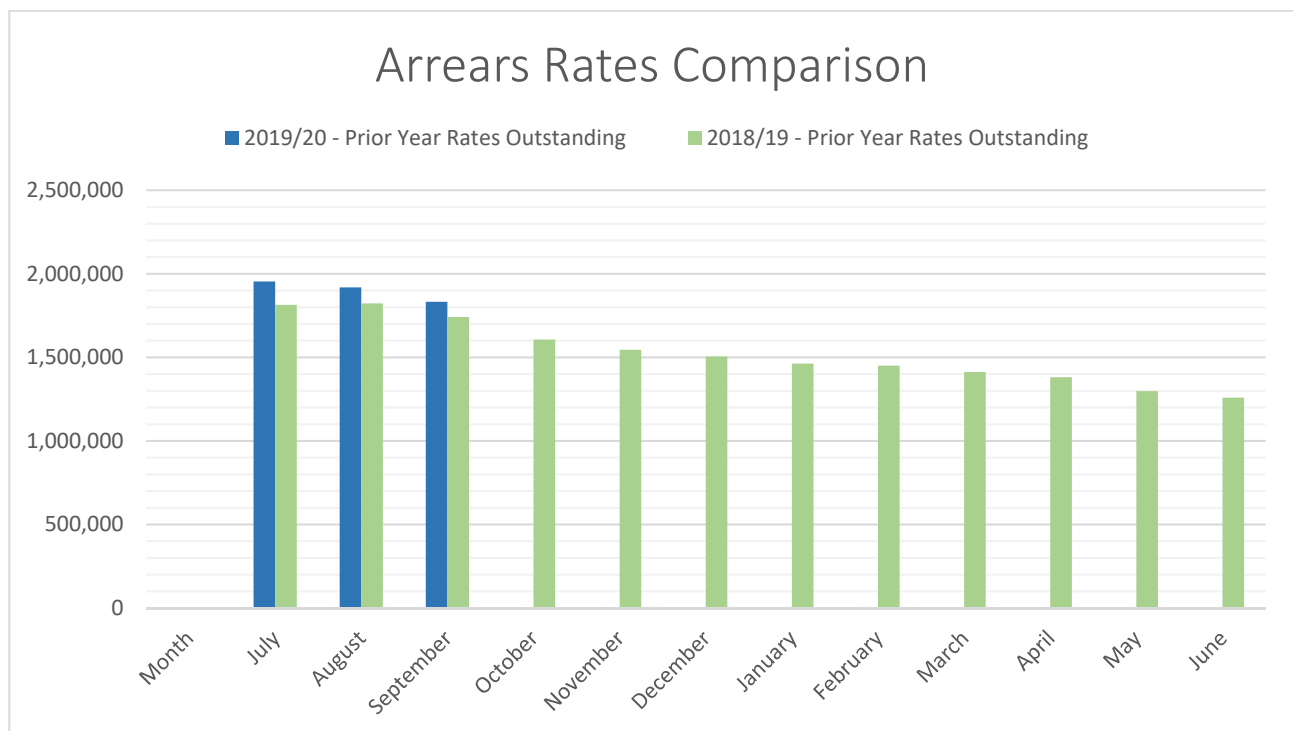
Council's Debt Recovery Policy FIN05 guides the collection of outstanding rates. Recovery of rates continues to be an area of focus with Council's performance in recovering outstanding rates improving each month. Council continues to use the services of the current Debt Collector for rate assessments presently placed with them and has commenced an agreement with another Debt Collection Agency. Rates in arrears have decreased by 86,842 in the month of September.

PRIOR YEAR RATES

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

	Beginning 2019/20 Prior years Outstanding	PREVIOUS MONTH (AUGUST 2019)	CURRENT MONTH (SEPTEMBER 2019)	MONTHLY VARIANCE
COMMERCIAL	50,725	58,287	57,600	(687)
MINING	58,510	79,994	80,475	481
NON-RATEABLE MINING	7,119	0	0	0
NON-RATEABLE WASTE	19,666	31,378	31,396	18
RURAL RESIDENTIAL	1,688,116	1,684,730	1,602,500	(82,230)
URBAN RESIDENTIAL	86,445	64,064	59,640	(4,424)
TOTAL	1,910,581	1,918,853	1,831,611	86,842

The graph below tracks the prior year's rates owing in the 2019/2020 financial year by month and compares outstanding prior years rates to the same time in the previous financial year 2018/2019.



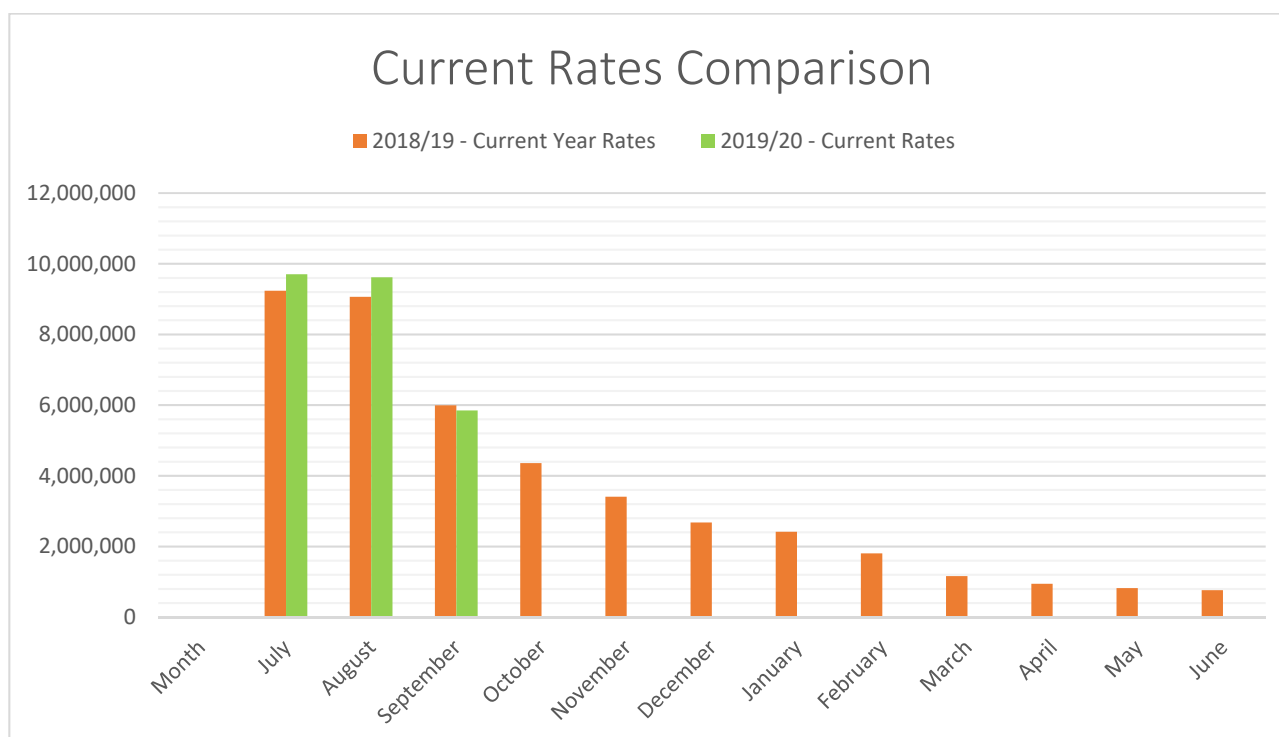
CURRENT YEAR RATES

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

	PRIOR MONTH (AUGUST 2019)	CURRENT MONTH (SEPTEMBER 2019)	VARIANCE	DUE DATES
INSTALMENT 1	3,087,978	1,329,107	(1,758,871)	27/09/2019
INSTALMENT 2	3,220,712	2,209,699	(1,011,013)	29/11/2019
INSTALMENT 3	3,308,766	2,306,838	(1,001,928)	28/02/2020
TOTAL	9,617,456	5,845,644	(3,771,812)	

The first instalment of the current year's rates was due and payable by 27th of September 2019 with a total of 5,845,644 to be collected. Rates and charges collected in the month of September totalled 3,771,812.










The graph below tracks the current years rates owing for the 2019/20 financial year by month and compares current outstanding rates to the same time in the previous financial year 2018/19.






SECTION 5

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2019/20 Municipal Plan includes a number of KPIs for the Finance area to meet; these are listed and reported on in the table below.

Key Performance Indicator	Target	Status	Comment
Compliance with management, statutory and regulatory budgeting and reporting	100%		All budgeting and reporting are compliant to date
Monthly and annual financial reporting, including audit	Unqualified audit		Audit for 2018-19 underway.
Current years rates outstanding as at 30 June 2019	<15%		Budgeted at 13.5%.
Prior Years' Rates outstanding as at 30 June 2020	<\$1m		Currently at \$1.8m.
Own source coverage ratio – lowering Council's dependency on government grants and other funding sources.	>60%		Budgeted at 40%.
Liquidity ratio	>1:1		39.14:1 as at 30/09/2019
Current Ratio	>1		39.14:1 as at 30/09/2019
Debt Service Ratio	<1		Forecast is 0%
Asset sustainability ratio	>60%		Budgeted at 39%.

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

SECTION 6

CREDITORS PAID

Creditor accounts paid in September 2019 (excluding staff payments in line with employee contracts) are listed in the table below.

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
Payroll 6	11-09-19	LC Staff	LC Staff	Payroll Fortnight Ending 11/9/2019	141,821
Payroll 7	25-09-19	LC Staff	LC Staff	Payroll Fortnight Ending 25/9/2019	133,371
971.114-01	10-09-19	114	NATIONAL AUSTRALIA BANK LTD (NAB)	Term Deposit - Maturity Date 14 Apr 2020	1,500,000
974.67-01	19-09-19	67	JARDINE LLOYD THOMPSON PTY LTD	2019/20 Annual Insurance - Public Liability	188,382
969.1137-01	05-09-19	1137	ALLAN KING & SONS CONSTRUCTION PTY	Shoulder Repairs - Various Locations Litchfield Council Area	141,113
969.1571-01	05-09-19	1571	TB CONSTRUCTION (NT) PTY LTD	MWF Shed - Drawings, Slab/Footings & Foundations	112,170
974.993-01	19-09-19	993	ARAFURA TREE SERVICES & CONSULTING	Freds Pass Reserve Tree Maintenance - 90 Trees	51,051
974.374-01	19-09-19	374	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Withheld Cycle 1 & 2 - Pay 6	47,329
976.280-01	26-09-19	280	CITY OF DARWIN	Aug 19 - Shoal Bay COD Landfill Fees - 3x Waste Transfer Stations	46,833
969.374-01	05-09-19	374	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Withheld Cycle 1 & 2 - Pay 5	45,176
969.1574-01	05-09-19	1574	OTIUM PLANNING GROUP PTY LTD	Freds Pass Reserve Equestrian Planning - Stages 1 & 2	37,166
976.87-01	26-09-19	87	TOP END LINEMARKERS PTY LTD	Carpark line marking - Litchfield Council Office Carpark & Various Roads Litchfield Council Area	36,761
969.556-01	05-09-19	556	CITY OF PALMERSTON	Jul 19 - Provision of Library Services	24,750
974.187-01	19-09-19	187	NORSIGN	Multiple Replacement Signs - Various Locations Litchfield Council Area	24,125
974.1320-01	19-09-19	1320	RUSSELL KENNEDY LAWYERS	Industrial Relations Advice	23,722
976.1593-01	26-09-19	1593	SCOTTY'S FENCING PTY LTD	Freds Pass Recreation Reserve - Chain Mesh Fencing	20,955
969.1627-01	05-09-19	1627	QUEST CONSULTING (AUS.) P/L	Rating policy review - Discussion Paper	20,378
974.514-01	19-09-19	514	VEOLIA ENVIRONMENTAL SERVICES	Aug 19 - Waste Transfer to Shoal Bay - 3x Waste Transfer Stations	19,398
975.67-01	19-09-19	67	JARDINE LLOYD THOMPSON PTY LTD	2019/20 Annual Insurance - Professional Liability	17,635
973.1099-01	12-09-19	1099	DAVE'S MINI DIGGA HIRE	Cleaning of Culverts - Various Locations Litchfield Council Area	14,355
969.1427-01	05-09-19	1427	ID CONSULTING PTY LTD	2019/20 Annual Subscriptions - Maps to provided to Litchfield Council	13,750
976.414-01	26-09-19	414	TOTAL EXCAVATIONS	Widening of Firebreaks - Colton Rd & Other Excavation Works in Litchfield Council Area	13,024
969.1593-01	05-09-19	1593	SCOTTY'S FENCING PTY LTD	Freds Pass Recreation Reserve - Extension of Chain Mesh Fencing	12,320
973.770-01	12-09-19	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Labour Hire to Permanent Ranger Position - Consultant Fees	11,983
973.8-01	12-09-19	8	DOWNEREDI WORKS PTY LTD	Pothole Patching - Various Locations Litchfield Council Area	11,719

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
969.414-01	05-09-19	414	TOTAL EXCAVATIONS	Drainage Cleaning - Various Locations Litchfield Council Area	10,461
976.1564-01	26-09-19	1564	FOURIER TECHNOLOGIES PTY LTD	Subscription of Office 365 Business Essentials & Support Services	9,526
976.1619-01	26-09-19	1619	DARWIN ASBESTOS & DEMOLITION SERVICE	Freds Pass Reserve - Demolition & Removal of High Set Office	9,515
976.612-01	26-09-19	612	CREMASCO CIVIL PTY LTD	Grange Bike Path - Installation of Grab Rails, Bollards & Gates	8,712
974.14-01	19-09-19	14	AUSTRALIA POST	Postage Fee - Dog Registration Renewal Letters	8,652
969.1065-01	05-09-19	1065	MRS M H BREDHAUER	Aug 19 - Mayor Allowance	7,918
969.8-01	05-09-19	8	DOWNEREDI WORKS PTY LTD	Edge Patching - Various Locations Litchfield Council Area	7,587
973.409-01	12-09-19	409	F & J BITUMEN SERVICES PTY LTD	Power Rd - Asphalt Works	7,490
974.1230-01	19-09-19	1230	TRUE NORTH STRATEGIC COMMUNICATION	Animal Management Plan - Final Payment	6,980
976.78-01	26-09-19	78	POWER & WATER CORPORATION	Aug 19 - Water - HDWTS, HPRR & HSWTS	6,828
976.162-01	26-09-19	162	CIVICA PTY LTD	Nov 19 - Authority Program - Licence Fee	6,260
976.8-01	26-09-19	8	DOWNEREDI WORKS PTY LTD	Edge Patching - Various Locations Litchfield Council Area	6,069
973.414-01	12-09-19	414	TOTAL EXCAVATIONS	Drainage Cleaning - Various Locations Litchfield Council Area	6,061
969.162-01	05-09-19	162	CIVICA PTY LTD	Jul 19 - Authority Program - Licence Fee	6,060
973.162-01	12-09-19	162	CIVICA PTY LTD	Oct 19 - Authority Program - Licence Fee	6,060
973.170-01	12-09-19	170	NTRS (NT RECYCLING SOLUTIONS)	Aug 19 - Recycling Bins collection from 3x Waste Transfer Stations and Litchfield Council Office	6,033
976.849-01	26-09-19	849	WEX AUSTRALIA (PUMA CARD)	Aug 19 - Litchfield Council - Fuel	5,892
969.799-01	05-09-19	799	WALGA (WA LOCAL GOV)	WALGA Effective Letter & Report Writing Course - Council Employees	5,766
973.1088-01	12-09-19	1088	TALENT PROPELLER	WTS Plant Operator Recruitment Advertisement	5,690
969.1181-01	05-09-19	1181	ODD JOB BOB	KLRR Caretaker Cottage - Repairs & Supply of Materials & Reinstatement of The Dungeon Building (FPSRR)	5,627
976.1088-01	26-09-19	1088	TALENT PROPELLER	Response Management & Advertising - Various Positions	5,534
974.1076-01	19-09-19	1076	TDC (NT) PTY LTD - T/AS TERRITORY DEBT COLLECTIONS	Jun & Jul 19 - Debt Recovery Fees	5,277
DD220919	10-09-19	248	WESTPAC CARDS & DIRECT DEBITS	Aug 19 - Litchfield Council Corporate Credit Card Purchases	5,185
973.90-01	12-09-19	90	INDUSTRIAL POWER SWEEPING	Sweeping of Roads - Various Locations Litchfield Council Area	5,184
973.995-01	12-09-19	995	WILDKAT HOLDINGS (NT) PTY LTD	Aug 19 - Hire of Skid Steer Loader	4,556
973.85-01	12-09-19	85	TELSTRA	Aug 19 - Phones & Data Fibre Supply - Litchfield Council Office & Taminmin Library	4,528
974.867-01	19-09-19	867	ALL RECRUITMENT SERVICES	Temp Staff - WTS Gatekeeper & Customer Service Officer WE: 08 Sep 19	4,383
973.78-01	12-09-19	78	POWER & WATER CORPORATION	Aug 19 - Water - HPRR, LC Office & HDWTS	4,379

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
974.1152-01	19-09-19	1152	LANE LASER PRINTERS PTY LTD	2019/20 Annual Rate Notices & Dog Registration Letters - Programming & Printing	3,988
973.187-01	12-09-19	187	NORSIGN	Multiple Replacement Signs - Various Locations Litchfield Council Area	3,963
972.183-01	12-09-19	183	CHRIS'S BACKHOE HIRE PTY LTD	Aug 19 - Digging of Graves	3,960
974.1099-01	19-09-19	1099	DAVE'S MINI DIGGA HIRE	Drainage Cleaning - Various Locations Litchfield Council Area	3,850
973.384-01	12-09-19	384	MS C VERNON	Sep 19 - Consultancy Services - Authority	3,696
973.1253-01	12-09-19	1253	CRAIG BURGDORF	Services on machinery at all WT Stations including travel to sites	3,617
976.1099-01	26-09-19	1099	DAVE'S MINI DIGGA HIRE	Drainage Cleaning - Various Locations Litchfield Council Area	3,575
973.867-01	12-09-19	867	ALL ASPECTS RECRUITMENT & HR SERVICES	Temp Staff - WTS Gatekeeper & Customer Service Officer WE: 01 Sep 19	3,417
970.924-01	05-09-19	924	OUTBACK TREE SERVICE	Formative & Remedial Pruning - Thorak Cemetery	3,300
969.1290-01	05-09-19	1290	MATCHEZ SUPERANNUATION FUND (M SALTER)	Aug 19 - Councillor Allowances	3,220
973.1181-01	12-09-19	1181	ODD JOB BOB	Taminmin Library - Installed Shelf Units & Other Works	2,789
976.867-01	26-09-19	867	ALL ASPECTS RECRUITMENT & HR SERVICES	Temp Staff - WTS & Customer Service Officer WE: 15 Sep 19	2,708
969.1253-01	05-09-19	1253	CRAIG BURGDORF	Replaced Front Grill, Vibrating Plate, Hand Pumps & Other Required Repairs - Berry Springs WTS	2,659
973.1581-01	12-09-19	1581	SALARY PACKAGING AUSTRALIA	Salary Sacrifice - Council Employees 11 Sep 19	2,659
976.1581-01	26-09-19	1581	SALARY PACKAGING AUSTRALIA	Salary Sacrifice - Council Employees 25 Sep 19	2,659
976.926-01	26-09-19	926	JACANA ENERGY	Aug 19 - Electricity for HSWTS & MWF Units Spencely Rd, Humpty Doo	2,600
974.1635-01	19-09-19	1635	M & J BUILDERS	Insurance Excess - Bore Repairs - FPSRR	2,500
976.993-01	26-09-19	993	ARAFURA TREE SERVICES & CONSULTING	Tree Removal & Stem cut - Mahogany Tree	2,420
969.867-01	05-09-19	867	ALL ASPECTS RECRUITMENT & HR SERVICES	Temp Staff - WTS Gatekeeper & Customer Service Officer WE: 25 Aug 19	2,233
969.1063-01	05-09-19	1063	MRS K J SAYERS-HUNT	Aug 19 - Deputy Mayor Allowances	2,222
976.1638-01	26-09-19	1638	STRUCTURAL ENGINEERING CONSULTANTS	Structural design for NHPC at FPSRR	2,200
973.1141-01	12-09-19	1141	NORTHERN GROUND MAINTENANCE	Jul 19 - Grounds Maintenance - KLRR & HPRR	2,090
974.1494-01	19-09-19	1494	STOCKWELL WATER & GAS PTY LTD	Hire - Loader for Howard Springs WTS - 2 Weeks	2,090
974.770-01	19-09-19	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff - Development Engineer WE: 01 Sep 19	2,067
974.995-01	19-09-19	995	WILDKAT HOLDINGS (NT) PTY LTD	Sep 19 - Hire of Skid Steer Loader - 2 Weeks	2,066
974.1647-01	19-09-19	1647	MR N R COYNE	Rates Refund - Account in Credit	2,000
976.795-01	26-09-19	795	MR D I WARBOYS	Rates Refund - Account in Credit	2,000

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
969.1064-01	05-09-19	1064	MRS C M SIMPSON	Aug 19 - Councillor Allowances	1,860
973.1603-01	12-09-19	1603	TICK OF APPROVAL PTY LTD	Building Certification Services - Inspections	1,815
969.1068-01	05-09-19	1068	MR D S BARDEN	Aug 19 - Councillor Allowances	1,720
969.917-01	05-09-19	917	ONEMUSIC AUSTRALIA	One Music Australia - Licence Fee 2019/20	1,717
974.1088-01	19-09-19	1088	TALENT PROPELLER	Response Management & Advertising - Various Positions	1,650
969.189-01	05-09-19	189	H.D. ENTERPRISES P/L (HD PUMP SALES AND HIRE)	Retro Spray Unit - AR 30 Pump Service	1,588
976.187-01	26-09-19	187	NORSIGN	Extrusion Signage - Various Locations Litchfield Council Area	1,585
973.1645-01	12-09-19	1645	MR N M BUCKMAN	Rates Refund - Account in Credit	1,500
969.1263-01	05-09-19	1263	KYAM ELECTRICAL SERVICES PTY LTD	Fan Replacements - KLRR	1,430
976.806-01	26-09-19	806	ZIPPY CLEANING & MAINTENANCE SERVICES	Sep 19 - Cleaning Litchfield Council Office	1,426
969.770-01	05-09-19	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff - Ranger WE: 25 Aug 19	1,419
969.1099-01	05-09-19	1099	DAVE'S MINI DIGGA HIRE	Drainage Cleaning - Various Locations Litchfield Council Area	1,331
974.1637-01	19-09-19	1637	CAROL'S DRAFTING SERVICE	Drafting of Plans - Pony Club Storage Shed	1,320
974.926-01	19-09-19	926	JACANA ENERGY	Jul 19 - Electricity - Litchfield Council Office	1,235
969.1527-01	05-09-19	1527	FAST CALL PLUMBING	Install new ORG Lakeview Hall FPSRR	1,205
973.1023-01	12-09-19	1023	AUSLINE ENGINEERING	Fabricate Adjustable - Fixed Ramps for Tractor	1,117
969.581-01	05-09-19	581	FOOD'LL DO	Catering - Welcome Reception - New CEO	1,110
969.1141-01	05-09-19	1141	NORTHERN GROUND MAINTENANCE	Jul 19 - Grounds Maintenance HPRR	1,100
976.799-01	26-09-19	799	WALGA (WA LOCAL GOV)	202 WALGA Annual subscription & Survey	1,089
974.1566-01	19-09-19	1566	WINC AUSTRALIA PTY LTD	Stationary Replenishment Litchfield Council Offices	1,079
974.202-01	19-09-19	202	MR I SUMMERS	Risk Management & Audit Committee Preparation & Chairmanship	1,055
969.820-01	05-09-19	820	CONSOLIDATED BEARING COMPANY (CBC)	Purchase - 5x HC Wedge Belt & 4x Bearings	992
976.815-01	26-09-19	815	JEFFRESS ADVERTISING	Advertisement - Abandoned Vehicles	976
972.85-01	12-09-19	85	TELSTRA	Aug 19 - Internet, phone & Equipment Charges - Thorak Cemetery	975
974.1278-01	19-09-19	1278	SEEK LIMITED	Seek Advertising - Finance Manager & Manager Assets & Infrastructure Positions	941
974.1211-01	19-09-19	1211	MR G S MAYO	Aug 19 - Pound Maintenance	930
976.132-01	26-09-19	132	AIRPOWER NT PTY LTD	Rego: CB60MU - Mower Repair (Parts & Labour)	923
976.690-01	26-09-19	690	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Tractor - Repair Hydraulic Issues (Parts & Labour)	911
975.1412-01	19-09-19	1412	HAPPIER ENDINGS	Transportation of Decease to Thorak Cemetery	900
973.1152-01	12-09-19	1152	LANE LASER PRINTERS PTY LTD	2019/20 Dog Registration Renewal Letters	858

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
974.326-01	19-09-19	326	EYESIGHT SECURITY P/L	Jul & Aug 19 - Opening & Locking of Gates HPRR	853
974.90-01	19-09-19	90	INDUSTRIAL POWER SWEEPING	Road Sweeping - Various Locations Litchfield Council Area	848
974.560-01	19-09-19	560	JOBFIT HEALTH GROUP PTY LTD	Pre-employment Medical Assessment - Litchfield Council Employees	836
973.508-01	12-09-19	508	EASA	Aug 19 - Counselling Sessions	829
974.885-01	19-09-19	885	HUMPTY DOO DIESEL	Annual Trailer Repairs - Wheel Bearing & Brakes	785
973.1373-01	12-09-19	1373	CAMS LANDSCAPING AND LANDCARE	Repairs to Water & Bubbler - HPRR	781
973.51-01	12-09-19	51	SOUTHERN CROSS PROTECTION	Aug 19 - Security Patrols HDWTS & Litchfield Council Office	779
969.1309-01	05-09-19	1309	BANG THE TABLE PTY LTD	Engagement HQ Training Litchfield Council Employees	770
976.102-01	26-09-19	102	CHARLES DARWIN UNIVERSITY	Course - Litchfield Council Employee - Cert III Horticulture	768
969.1152-01	05-09-19	1152	LANE LASER PRINTERS PTY LTD	Purchase - Window Face, Lick'n'Stick Mailing Envelopes	740
976.1471-01	26-09-19	1471	RICOH AUSTRALIA PTY LTD	Aug 19 - Consumable Charges - Works & Corporate Printers	726
972.385-01	12-09-19	385	DAVID MILNE	Pump Leaking - Replaced parts & Serviced	722
974.1611-01	19-09-19	1611	AMAZING DRUMMING MONKEYS	Amazing Drumming Monkeys School Holiday program	715
976.1611-01	26-09-19	1611	AMAZING DRUMMING MONKEYS	School Holiday Program Entertainment	715
976.1056-01	26-09-19	1056	RAMSTAR PLASTICS & FABRICATION	Polycarb sheeting	704
973.1642-01	12-09-19	1642	MR S L HIMMELREICH	Rates Refund - Account in Credit	695
972.1008-01	12-09-19	1008	OUTBACK BATTERIES P/L	Replacement Battery - Polaris	680
969.1130-01	05-09-19	1130	MAIR'S ONLY CLEANING	KLRR Cleaning - 3 & 10 Sep 19	640
976.1152-01	26-09-19	1152	LANE LASER PRINTERS PTY LTD	Ezybill Information Leaflets - Bulk Order	603
977.36-01	26-09-19	36	BRIDGE TOYOTA	Hilux Ute: Rego CC51PU - Service	574
973.56-01	12-09-19	56	COLEMANS PRINTING PTY LTD	5000 Recycled Envelopes Plain Face Strip	545
977.849-01	26-09-19	849	WEX AUSTRALIA (PUMA CARD)	Aug 19 - Thorak Cemetery - Fuel	534
969.1428-01	05-09-19	1428	HANNA'S COOLING PTY LTD	Litchfield Council Office - Central Air-Conditioning - Annual Maintenance Checks	528
976.1324-01	26-09-19	1324	JKW LAW PRACTICE PTY LTD	Advice in relation to warranty on Hyundai Loader	517
Dd220819	10-09-19	248	WESTPAC CARDS & DIRECT DEBITS	Aug 19 - Thorak Cemetery Corporate Credit Card Purchases	506
973.790-01	12-09-19	790	BOBTOW TILT TRAY SERVICES	Removal of 2 vehicles abandoned on Litchfield Council Roads	506
974.359-01	19-09-19	359	EARTHWORKS TRAINING & ASSESMENT	Traffic Management course for Litchfield Council Employees (MWF)	500
973.926-01	12-09-19	926	JACANA ENERGY	Aug 19 - Electricity - Howard Spring WTS	499
00413241	09-09-19		MS KIM LIEN LY	Refund on Plot Reservation - No Longer Required - Grave # 25	484
973.1566-01	12-09-19	1566	WINC AUSTRALIA PTY LTD	Stationary Replenishment Litchfield Council Offices	480
969.616-01	05-09-19	616	PALMERSTON & RURAL PARTY HIRE	Equipment Hire - Mayor's Welcome Reception for the new CEO	479

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
972.941-01	12-09-19	941	EVERLON BRONZE	Plaques for Thorak Cemetery Customers	478
973.1643-01	12-09-19	1643	MRS V B BILATO	Rates Refund - Account in Credit	470
969.926-01	05-09-19	926	JACANA ENERGY	Jul 19 - Electricity - Humpty Doo WTS	455
974.193-01	19-09-19	193	IRWIN CONSULT	Maley Pavilion - Initial Assessment	440
974.1181-01	19-09-19	1181	ODD JOB BOB	Replacement of Rusted Flashings - The Dungeon at FPSRR	427
977.806-01	26-09-19	806	ZIPPY CLEANING & MAINTENANCE SERVICES	Sep 19 - Cleaning of Thorak Cemetery & Chapel	426
976.1181-01	26-09-19	1181	ODD JOB BOB	Repairs to Rear Door & Fixtures for Fire Warden Equipment	417
977.39-01	26-09-19	39	DANISAM PTY LTD	To locate/mark safe dig points	407
975.455-01	19-09-19	455	MINI-TANKERS AUSTRALIA PTY LTD	Aug 19 - Thorak Cemetery - Fuel Delivery	389
970.326-01	05-09-19	326	EYESIGHT SECURITY P/L	Sep 19 - Opening & Locking of Gates - Thorak Cemetery	384
977.326-01	26-09-19	326	EYESIGHT SECURITY P/L	Jun 19 - Opening & Locking of Gates - Thorak Cemetery	384
00413243	10-09-19	74	LITCHFIELD COUNCIL PETTY CASH	Jul & Aug 19 - Litchfield Council Petty Cash Reimbursement	382
974.855-01	19-09-19	855	TENDERLINK	Tenderlink Advertisement - RFT19-200 FPSRR Maintenance Shed	370
969.1305-01	05-09-19	1305	JADE ELECTRICAL	Electrical Assessment Lakeview Hall FPSRR	363
969.282-01	05-09-19	282	ECOFLEX NT PTY LTD (TOP END TYRES)	Tyre Collection from Humpty Doo WTS	355
973.950-01	12-09-19	950	METROCOUNT (MICROCOM P/L)	Purchase - Battery pack & Road Nails	345
976.1047-01	26-09-19	1047	REMOTE AREA TREE SERVICES PTY LTD	Tree Removal - 6 Pater Street Humpty Doo	330
976.1573-01	26-09-19	1573	FLANAGAN CONSULTING GROUP	Engineering Professional Services - Computing turning circles for Centre Rd fence FPSRR	330
969.367-01	05-09-19	367	BUNNINGS GROUP LIMITED	Disposable assorted hardware items for general maintenance	323
974.1130-01	19-09-19	1130	MAIR'S ONLY CLEANING	13 Sep 19 - Cleaning KLRR	320
973.1278-01	12-09-19	1278	SEEK LIMITED	Seek Advertisement for WTS Plant Operator Position	314
973.1015-01	12-09-19	1015	NEWSXPRESS HUMPTY DOO	Jul 19 - NT Newspaper Supply Litchfield Council Office	313
977.941-01	26-09-19	941	EVERLON BRONZE	Plaque NT-TRC-B190701A-2	310
974.1617-01	19-09-19	1617	PRESTIGE AUTOMOTIVE NT PTY LTD	Repair Air-Conditioner on the Skid Steer	305
974.220-01	19-09-19	220	THE BIG MOWER	Honda Motor on picket/guidepost machine Service	289
976.886-01	26-09-19	886	MR R J FREEMAN	Make safe for recycling gas bottles / fire extinguishers	288
976.1103-01	26-09-19	1103	HASTINGS DEERING	Hoses for Radiator repairs at Howard Springs WTS Backhoe	281
973.851-01	12-09-19	851	OFFICEWORKS	Anti-fatigue mat for standing desk	272
973.61-01	12-09-19	61	GREENTHEMES INDOOR PLANT & HIRE	Aug 19 - Indoor Plant Hire - Litchfield Council Office	261
973.1396-01	12-09-19	1396	CSE CROSSCOM PTY LTD (T/A COMM8)	Sep 19 - Tracking Access	255

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
976.1130-01	26-09-19	1130	MAIR'S ONLY CLEANING	20 Sep 19 - Cleaning KLRR	240
977.1053-01	26-09-19	1053	CSG BUSINESS SOLUTIONS PTY LTD	Aug 19 - Hire & Consumables for Thorak Cemetery Photocopier	235
976.752-01	26-09-19	752	TOTALLY WORKWEAR PALMERSTON	HiVis PPE Safety Workwear Shirt	218
970.85-01	05-09-19	85	TELSTRA	Jul 19 - Telephone Charges & Rental	206
974.100-01	19-09-19	100	NT PEST & WEED CONTROL	Service to spray ants at HDWTS Gatehouse	198
977.189-01	26-09-19	189	H.D. ENTERPRISES P/L (HD PUMP SALES AND HIRE)	Ultra violet filter installation & labour, including travel to site	197
975.514-01	19-09-19	514	VEOLIA ENVIRONMENTAL SERVICES	Aug 19 - Monthly Waste Collection	196
973.132-01	12-09-19	132	AIRPOWER NT PTY LTD	Mower Rego: CC44JN - Install New Seat Base	190
974.1253-01	19-09-19	1253	CRAIG BURGDORF	Diagnose oil leak & control valve on Kubota	187
973.874-01	12-09-19	874	VTG WASTE & RECYCLING	Aug 19 - Rubbish Collection HPRR	184
973.1555-01	12-09-19	1555	N & K COURIERS TRANSPORT & LOGISTIC	Collection & Delivery of books - Taminmin Library	182
976.1143-01	26-09-19	1143	WORKPRO (RISK SOLUTIONS AUSTRALIA)	Police Check - Ranger & Customer Service Trainee Officer Positions	182
977.367-01	26-09-19	367	BUNNINGS GROUP LIMITED	Consumable hardware items for day to do maintenance	181
974.1552-01	19-09-19	1552	COMICS NT	Assorted comic/novels for Taminmin Library	181
970.752-01	05-09-19	752	TOTALLY WORKWEAR PALMERSTON	PPE for cemetery employee - Trousers	177
973.1623-01	12-09-19	1623	PACKARD GOOSE PTY LTD - MCMINNS PUMPING	Pump out septic tank at condemned house	175
973.1640-01	12-09-19	1640	THE PERTH MINT	Australian Citizenship Coins	172
975.165-01	19-09-19	165	THINK WATER	Reticulation replacement parts	167
969.1186-01	05-09-19	1186	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Au 19 - ASSA Subscription	165
970.367-01	05-09-19	367	BUNNINGS GROUP LIMITED	Ladder & Disposable PPE	159
972.1319-01	12-09-19	1319	MOWER WORLD DARWIN	Repair of Whipper Snipper	156
976.1344-01	26-09-19	1344	PROSEGUR AUSTRALIA PTY LTD	Litchfield Council Banking Collection WE: 06 Sep 19	153
973.886-01	12-09-19	886	MR R J FREEMAN	Remove tyres from rims at HDWTS	150
976.1173-01	26-09-19	1173	HUGHES NURSERY	Australian Citizenship Ceremony - Plants	150
974.851-01	19-09-19	851	OFFICEWORKS	Cable Trays for Sit / Stand desks	138
976.753-01	26-09-19	753	NATIONAL FLAGS	New rope for flag pole & caps for pole tops	121
975.126-01	19-09-19	126	WATER DYNAMICS (NT) PTY LTD	Replacement water filters	111
973.1564-01	12-09-19	1564	FOURIER TECHNOLOGIES PTY LTD	Supply & delivery of HP Stylus Active	109
00413242	09-09-19	74	LITCHFIELD COUNCIL PETTY CASH	Terminal 4 - Cash Float - Customer Service Trainee	100
969.1636-01	05-09-19	1636	MR D MILNE	Cat Trap - Bond Refund	100

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
969.1639-01	05-09-19	1639	MR H K LYE	Key Return - Bond Refund	100
976.1653-01	26-09-19	1653	MR P M SIMS	Dog Trap - Bond Refund	100
976.1566-01	26-09-19	1566	WINC AUSTRALIA PTY LTD	Stationary Replenishment Litchfield Council Offices	100
977.1459-01	26-09-19	1459	TERRITORY SPRINGWATER AU PTY LTD	Supply of Bottled Water for the Foyer & Chapel	88
976.851-01	26-09-19	851	OFFICEWORKS	Purchase: Bluetooth Mouses	86
974.1649-01	19-09-19	1649	MR P C FIXTER	Refund - Dog Registration - Dog Died after 1 week	79
972.1459-01	12-09-19	1459	TERRITORY SPRINGWATER AU PTY LTD	Supply of Bottled Water for the Foyer & Chapel	77
969.1344-01	05-09-19	1344	PROSEGUR AUSTRALIA PTY LTD	Litchfield Council Banking Collection WE: 23 Aug 19	77
973.1344-01	12-09-19	1344	PROSEGUR AUSTRALIA PTY LTD	Litchfield Council Banking Collection WE: 30 Aug 19	77
973.1245-01	12-09-19	1245	RURAL RUBBISH REMOVAL	Aug 19 - Rubbish Removal KLRR	62
969.25-01	05-09-19	25	LAND TITLES OFFICE	Land Title Searches- Planning and Rates	57
973.1644-01	12-09-19	1644	MR G C WALL	Key Return - Bond Refund	50
976.1652-01	26-09-19	1652	MRS N BARTLETT	Key Return - Bond Refund	50
969.187-01	05-09-19	187	NORSIGN	Extrusion Sign - Sandy Rd	44
974.1294-01	19-09-19	1294	CLEAN FUN PTY LTD (DARWIN LAUNDRIES)	Wash/dry - Fold Table linens & Office Tea Towels	33
969.1133-01	05-09-19	1133	NT WATER FILTERS	Supply of Bottled Water for Litchfield Council Foyer	31
976.1133-01	26-09-19	1133	NT WATER FILTERS	Supply of Bottled Water for Litchfield Council Foyer	31
973.616-01	12-09-19	616	PALMERSTON & RURAL PARTY HIRE	Hire of Glass jugs for LWIB function	16
972.752-01	12-09-19	752	TOTALLY WORKWEAR PALMERSTON	PPE - bulk purchase of uncorded ear plugs	8
976.731-01	26-09-19	731	VOCUS COMMUNICATIONS (AMCOM PTY LTD)	Oct 19 - Supply Vocus IP Allocations for Council Office	5
TOTAL					\$3,043,071

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 of a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 16 October 2019

15 Officers Reports

- 15.1 Municipal Plan 2019-20 Quarterly Performance Report July – September 2019
- 15.2 Dump Point and RV Park Investigation Update
- 15.3 Risk Management and Audit Committee Minutes September 2019
- 15.4 National Redress Scheme
- 15.5 FPSRR Governance Arrangement Review Reference Group
- 15.6 Freds Pass Sport and Recreation Reserve Board Observer Role
- 15.7 PA2019/0329, a Development Application for a Subdivision to Create Six Lots at Section 1902 and Section 1905 (1000) Channel Island Road, Wickham, Hundred of Ayers
- 15.8 Proposed Road Opening Richards Road, Blackmore
- 15.9 Roads Asset Management Plan
- 15.10 Summary Planning and Development Report – October 2019
- 15.11 Telstra Proposal to Lease Council Land at 1205 Girraween Road, Herbert for a Mobile Telecommunications Facility
- 15.12 Mango Roads Project Update



COUNCIL REPORT

Agenda Item Number:	15.01
Report Title:	Municipal Plan 2019-20 Quarterly Performance Report July – September 2019
Report Number:	19/0000
Meeting Date:	16/10/2019
Attachments:	Nil

Purpose

The Municipal Plan 2019-20 Quarterly Report July – September 2019 is presented to Council for noting.

Recommendations

THAT Council receives and notes the Municipal Plan 2019-20 Quarterly Report for the period July to September 2019.

Background

In accordance with good governance this report presents the quarterly performance of the organisation against the 2019/20 Municipal Plan for July – September 2019. Traditionally, the information in this report has been spread across three different reports presenting key information from the two directorates (Community and Corporate Services and Infrastructure and Operations) and the executive services office.

This report, with its revised format, more directly assess the performance of the organisation against the set activities within the endorsed Municipal Plan 2019/20. Specifically, the report highlights the Key Performance Indicators and measures the progress against these achieved in the quarter and further presents progress against the 'new initiative' projects.

As the level of reporting matures, the details and commentary within this report will become clearer and more useful and demonstrate more succinctly how the organisation is achieving its outcomes.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

NT Local Government Act (2008)

Risks

Nil

Financial Implications

Nil

Community Engagement

Nil

Recommending Officer: Daniel Fletcher, Chief Executive Officer

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

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MUNICIPAL PLAN - QUARTERLY PERFORMANCE REPORT



Quarter 1 -
2019/2020



**LITCHFIELD
COUNCIL**



Community effort is essential

Page 55 of 93

Quarter 1 Performance Report 2019/20

The Best Place to Live in the Top End

I am proud to present to the Litchfield Council the first quarterly report for the 2019-20 financial year. This reporting format is something new for Litchfield Council and represents our quarterly Municipal Plan update in a format which is engaging, succinct and user-friendly.

Litchfield Council represents a unique area of the Top End with a diversity of rate payers that presents opportunities which other Councils of a similar size would not be exposed to. One example is our mango industry being responsible for 24% of the Australian production and parts of this industry, traditionally located in large broad-acre farming areas, are now located within proximity of urban developments and activity centres such as Coolalinga.

This demonstrates that our region is steadily growing (9% growth in the previous two years – the fastest growing area in the Northern Territory) and, as a result, we need to continue working with the Northern Territory Government and the community, to appropriately plan for this growth.

Some additional fun facts show that the average age of Litchfield residents is 37 years and 25% of the entire population is aged 50 years or over. This further highlights the diversity of our region from young families right through to the active and semi-retired. Accordingly, this demonstrates the need for our organisation to be responsive to the various groups within our community.

Council has indicated in its Strategic Plan 2018 – 2022 6 Major Roles: Advocate, Community Engagement, Fund, Regulate, Service Delivery and Partner. This level of strategic insight reflects that we are more than the historical Roads, Rubbish and Recreation to the 25k+ residents throughout the municipality. Furthermore, under the NT Local Government Act 2008 – we are required to be more. The uptake of the Taminmin Library services by both young and elderly residents is just one example of Council partnering to deliver extended services in a financially sustainable manner.

The organisation has hit the ground running this quarter with the extensive business-as-usual regime and the 14 new initiatives within the adopted Municipal Plan underway or planned for commencement.

The rating policy review is well underway with community consultation across the region being well

attended and we even had a community contingent attend a council meeting to provide their feedback. The purpose of this review is two-fold (1) reviewing policies is common practice for all progressive organisations (public or private) to maintain contemporary approaches – the rating policy has not been formally reviewed with the community since 1985 and (2) to identify opportunities to strengthen the fairness and equity of the rating system considering the diversity of our community. This will continue to be a topical issue for the community as the council assesses the feedback provided and agrees on a way forward.

Council has formally provided its submission to the Department of Local Government, Housing and Community Development on the review of the draft Burial and Cremation Bill. This submission indicated that the administrative burden likely to be allocated to council along with the concern about introducing independent cemeteries will have adverse impacts on the already unsustainable financial situation of the cemetery.

My first couple of months within the organisation I have observed that Litchfield Council is a local government leader in transparency. I intend to continue this approach in the most appropriate and efficient manner. Focussing on the completion of council's customer service charter and working with the community to elevate the awareness of council's role, responsibilities and governance requirements.

We will continue to work proactively in the community engagement space and with neighbouring councils, the Northern Territory Government and private industry to enhance our advocacy efforts and source grants that promote our ability to deliver financially sustainable community outcomes.



Daniel Fletcher
Chief Executive Officer

Everything You Need

330
Dial Before You Dig
Applications



140.9kms
Graded Unsealed
Roads



3.1kms
Re-sheeted Roads



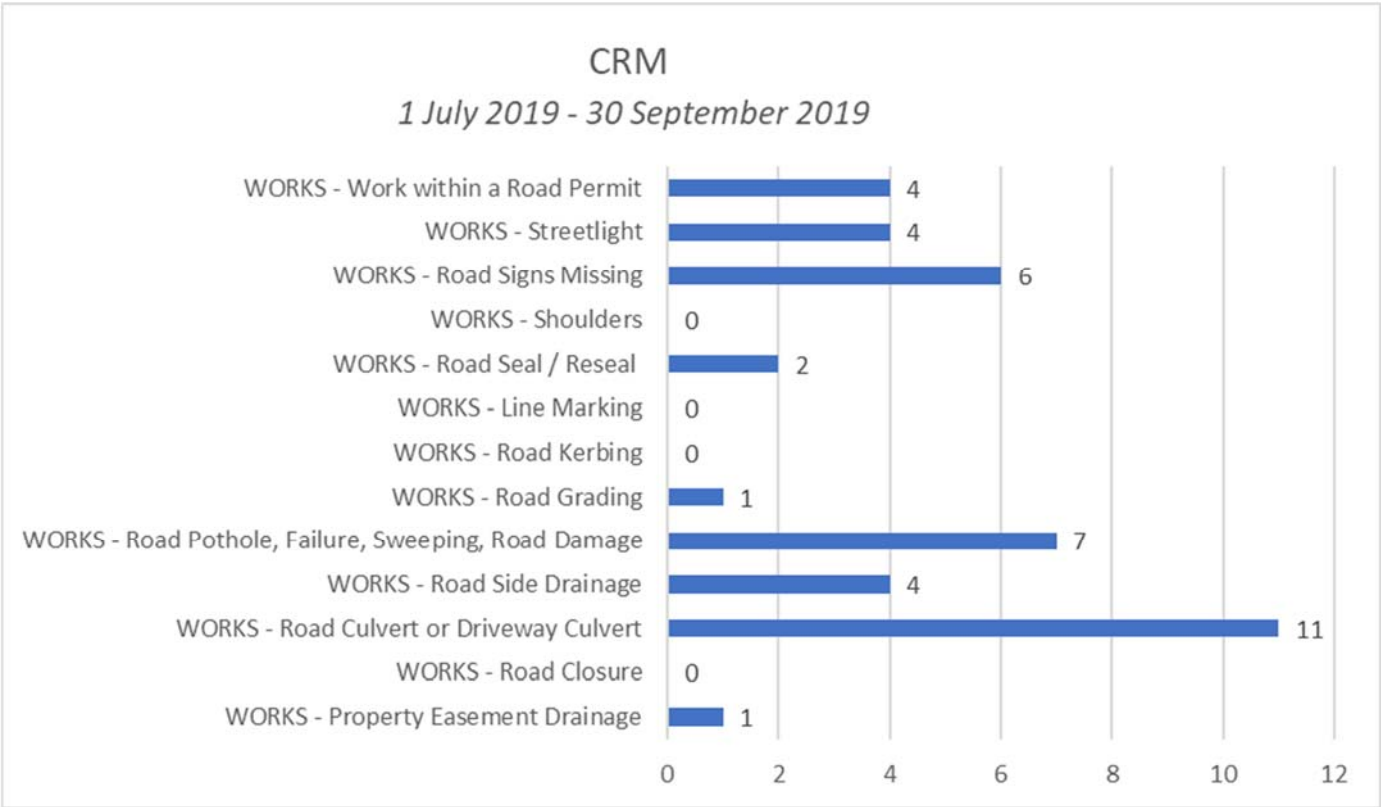
Roads and Transport

Further to the reported Key Performance Indicators, the following information provides an update of completed activities this quarter.

Infrastructure Maintenance

Maintenance Activities	Q1	Q2	Q3	Q4	Q1
Re-sheeting Roads (locations)	0	0	2	6	3
Grading unsealed roads (locations)	42	62	62	65	64
Patching (tonnes)	55	84	100	45	120
Road Sweeping (locations)	44	23	4	9	20
Asphalting Intersections (intersections)	0	3	5	2	0
Bitumen Profiling (locations)	2	6	6	9	0
Inground Solar Power Reflectors (intersections)	0	0	2	1	0
Shoulder Repairs (locations)	0	0	28	19	4
Kerbing Replacement (intersections)	11	3	1	7	0
Safety Barriers (locations)	0	7	2	2	5
Line Marking (roads)	108	12	11	18	7
Table Drains (locations)	96	100	103	76	24
Driveway and Cross Road Culverts (number)	48	47	58	52	8
Tree Trimming, Pruning and Lopping (roads)	0	32	31	21	1
Dial Before You Dig (referrals)	330	295	264	322	330
Streetlight Maintenance Requests	5	5	4	6	4
Number of Faulty Streetlights	14	6	8	8	6

Customer Request Management (CRM's)



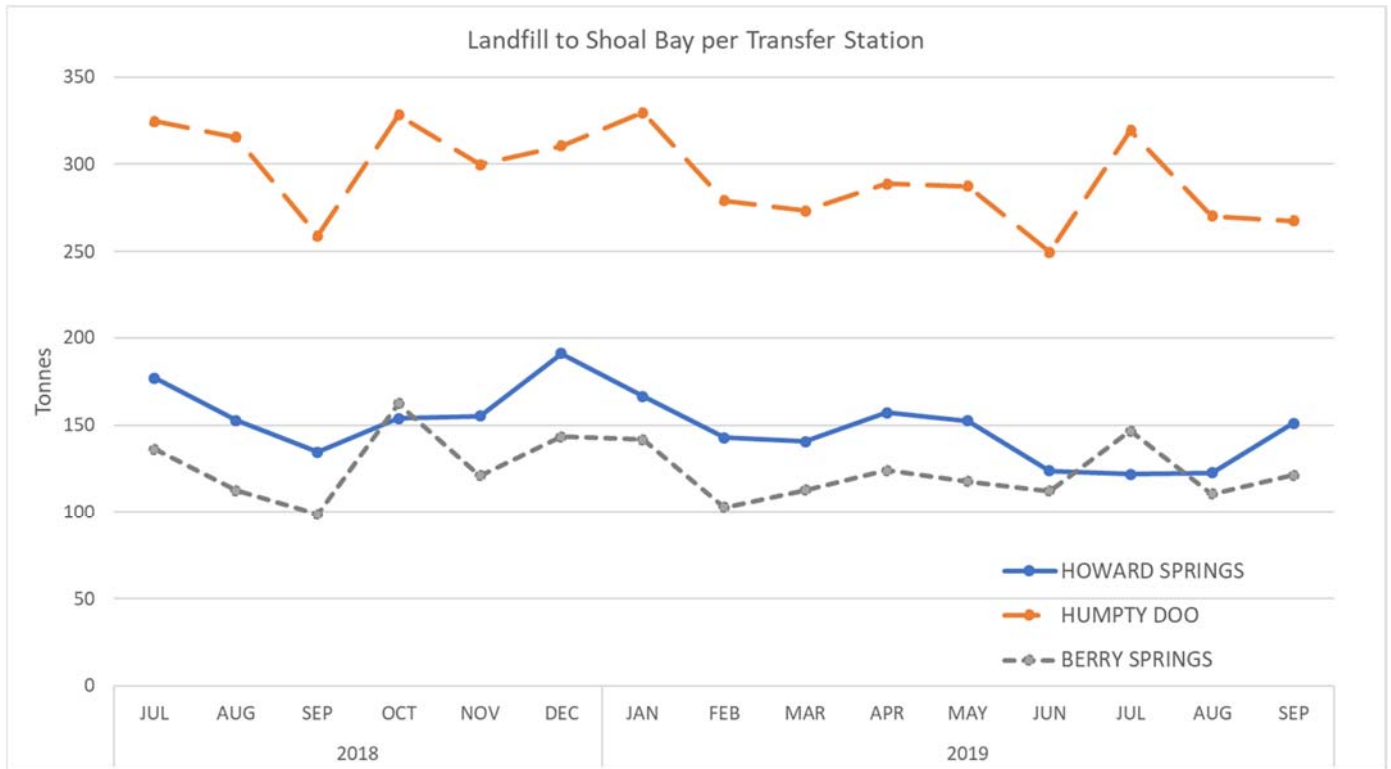
Waste and Cleanliness

Further to the reported Key Performance Indicators, the following information provides an update of completed activities this quarter relating to waste management and the three transfer stations.

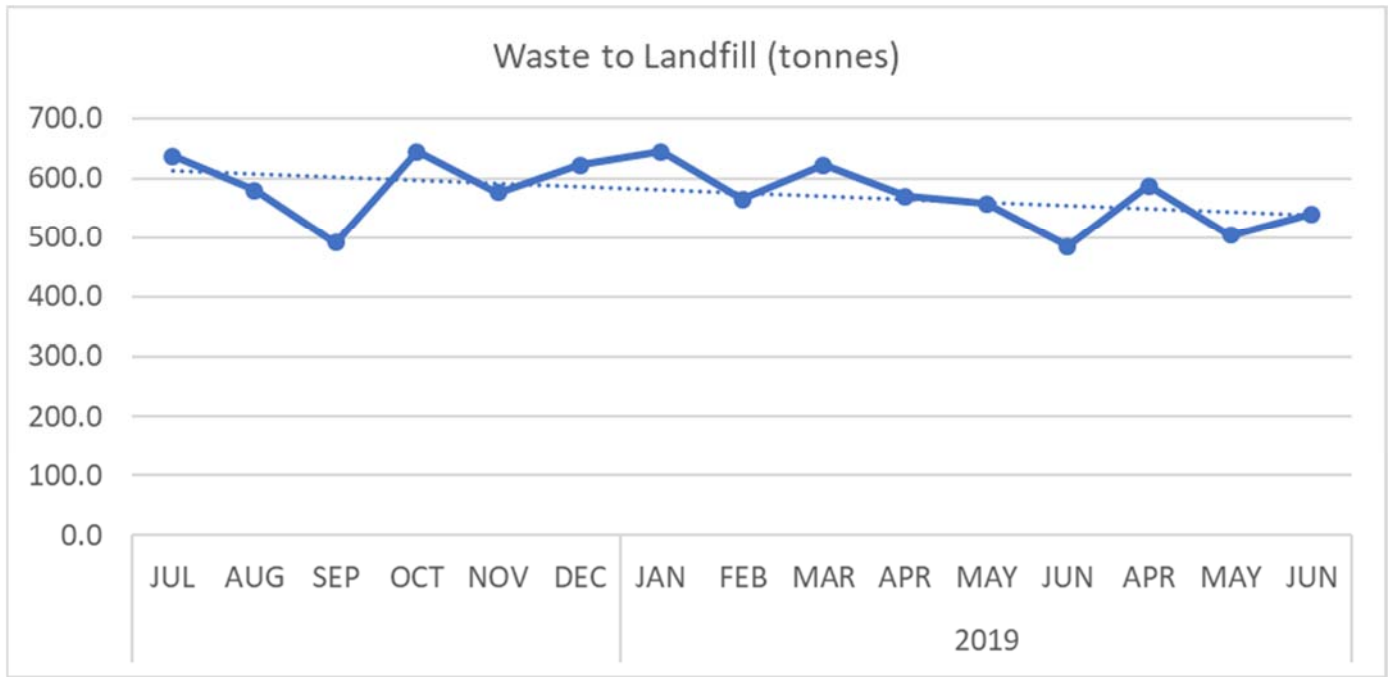
		2018/19				2019/20
		Q1	Q2	Q3	Q4	Q1
Waste to Landfill	tonnes	1709.9	1842.0	1831.3	1613.0	1631.6
General Waste Disposal	tonnes	1629.1	1718.2	1718.2	1525.2	1547.0
Construction Waste	tonnes	80.8	113.0	113.0	87.8	84.6
Green Waste Commercial	tonnes	120.1	77.9	77.9	100.3	49.6
Green Waste Domestic	tonnes	392.7	474.4	474.4	363.4	411.3
Total Recyclables Incoming	tonnes	374.2	452.9	452.9	436.6	387.7
Incoming Waste	tonnes	2596.9	2836.5	2836.5	2513.4	2480.2
Cardboard	tonnes	46.8	44.4	44.4	61.9	58.2
Co-mingle	tonnes	36.8	35.9	35.9	30.0	30.0
Scrap Metal	tonnes	240.3	299.9	299.9	299.2	240.9
White Goods	tonnes	7.6	0.0	0.0	0.0	0.0
Air Conditioners	tonnes	1.4	11.6	11.6	3.4	1.7
Tvs and Computers	tonnes	0.0	11.5	11.5	0.0	11.5
Wire	tonnes	0.0	0.0	0.0	0.6	0.4
Dry Recyclables	tonnes	342.6	418.7	418.7	408.7	355.0
Tyres	tonnes	2.4	2.8	2.8	1.7	2.1
Used Oil	tonnes	12.6	9.1	9.1	9.3	9.3
Batteries	tonnes	16.6	22.2	22.2	17.0	21.4
Wet Recyclables	tonnes	31.6	34.2	34.2	28.0	32.7
Total Recycling	tonnes	374.2	452.9	452.9	436.6	387.7
Crushed Concrete (sold)	tonnes	12.5	0.8	0.8	7.5	4.6
Wood Mulch (sold)	tonnes	13.2	6.4	6.4	6.8	7.2
Mulch (sold)	tonnes	819.5	497.4	497.4	592.5	485.6
Total Reprocessed	tonnes	845.1	504.6	504.6	606.8	497.3
Total Diversion	tonnes	1219.3	957.6	957.6	1043.4	885.1
Total waste diverted from landfill	%	47%	33%	33%	41%	35%
Total waste dry recyclables	%	13%	14%	14%	15%	13%
Green waste on-sold as mulch	%	167%	95%	95%	134%	108%

In relation to the three transfer stations, there are variations in volumes and visitors at each of these sites.

		HOWARD SPRINGS	HUMPTY DOO	BERRY SPRINGS
Landfill	Tonnes	396	857	379
Domestic Vehicles	Visits	16987	17649	N/A
Cardboard	Tonnes	18.0	28.7	11.5
Co-mingle Recycling	Tonnes	11.7	18.1	8.9
Scrap Metal	Tonnes	41.6	199.3	0.0



The following graphs illustrate the trends for the key performance indicators.



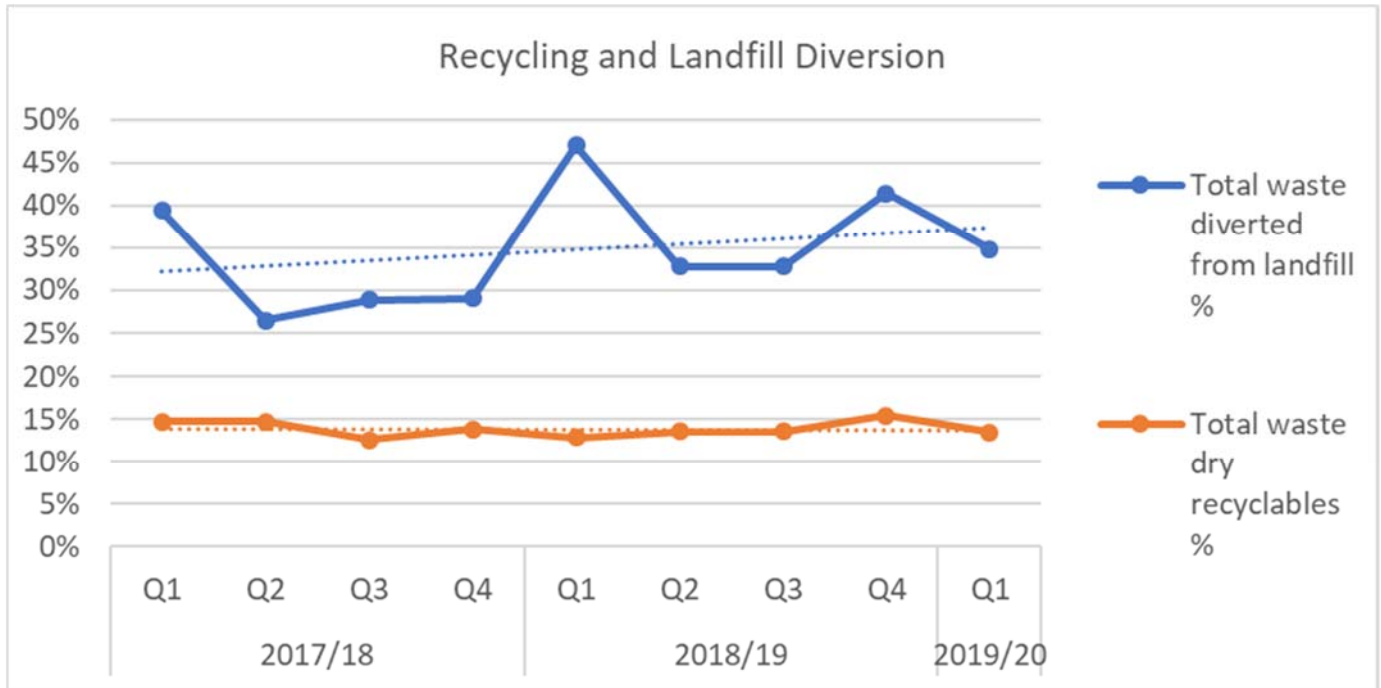


Figure 1

Community and Economic Prosperity

Thorak Regional Cemetery

As illustrated in below tables, Thorak Cemetery had a decline in cremations and chapel hire compared to the last quarter and a slight increase in burials, pre-needs and ash interments. The split of customers has stayed consistent with Thorak Cemetery servicing 89% of non-Litchfield residents.

Table 1: Comparison of main services provided from the last quarter, April to June 2019 to this quarter July to September 2019; as well as comparison from this quarter to the same quarter last year.

Number of:	July to September 2018	July to September 2019	Last Quarter April to June 2019	Increase /decrease on last quarter
Cremations	28	44	64	-20
Burials	28	27	23	+ 4
Ash Interments	7	7	4	+ 3
Ex rights Pre-need Burials	2	5	2	+ 3
Chapel Hire	12	10	21	-11

Table : Annual percentage of the total cremations and burials in 2018/19 and the first quarter or year to date 2019/20 by municipality.

Municipality	Annual Cremations 2018/2019	Year to Date Cremations 2019/2020 (first quarter)	Annual Burials 2018/2019	Year to Date Burials 2019/2020 (first quarter)
Litchfield	15.5%	11%	12%	11%
Darwin	55%	55%	66%	75%
Palmerston	15.5%	23%	13%	7%
Other	14%	11%	9%	7%

To ensure ongoing financial sustainability a working group under the Top End Regional Organisation of Councils (TOPROC) umbrella has been established to develop a better governance model for the service delivery.

A Great Place to Live

528 Public Computer
Users for 298 hours



26 New Australian
Residents



\$3m Upgrade
Complete Freds Pass
Reserve



Culture and Social Life

This quarter Community Development supported the **suicide prevention campaign** from Rotary Litchfield/Palmerston. The campaign targeted males aged 45-65 in the Litchfield Municipality and coincided with World Suicide Prevention Day on 10 September.

On Monday 19 August, Council Officers attended the **Seniors Forum** at Palmerston Rec Centre. The Forum was hosted by the City of Palmerston, however many rural residents were in attendance. This forum gave rural residents attending the forum the opportunity to provide feedback Council Officers on improving community services and events.

Library Snapshot for the quarter July to September 2019

- 528 public computer users for 298 hours.
- 4,529 items were loaned.
- 60 programs were delivered.
- 1,005 people attended library programs.
- 61 new Facebook “likes”



The library ran a contest to name the **kid's book club**, and the winning name was **Funky Chickens**. Mayor Maree Bredhauer visited the library to present the winner with a prize and launch the new logo. The Funky Chickens promotes literacy in primary school aged children and encourages them to visit the library. To date, there are 70 children in Funky Chickens since the launch in April.

The library held **July school holiday programs** that attracted 573 patrons. There were 9 school holiday programs, three movie days and a weekly Litchfield Lego League program. The school holiday programs were varied and promoted creativity, fine motor skills, socialising, and being active. The movie days gave patrons the leisure and social experience of a cinema at no cost.



Recreation

This quarter the **\$3M Upgrades at Freds Pass Sport and Recreation Reserve** have been completed. Works for this quarter have included:



- Centre road fencing;
- Lighting of the market shed;
- Occupancy permit for Lakeview Hall;
- Abolition block for Archery and Paintball;
- Asbestos removal; and
- Finalising electrical work for Litchfield Bears Rugby.

The grant will now be acquitted to the NT Government.

The **Freds Pass Sport and Recreation Reserve \$2M Upgrades** are progressing well. Close consultation with the user groups has continued, with the Your Say page being activated by user groups. Council has continued to provide updates to the community through the Your Say page, Council's Facebook and emails to user groups.

Development and Open Space

Knuckey Lagoon Recreation Reserve Management Committee met once this quarter continuing discussions about revitalising the Reserve to attract more users. The Committee discussed minor improvements to the Reserve including fans and signage and continues to discuss long-term plans for the Reserve.

Howard Park Recreation Reserve Committee meet once over this quarter and also continued to discuss minor improvements to the Reserve. This included working with other community groups to improve facilities at the Reserve, as well as deciding on works for remaining grant funds from the NTG.

Statutory Planning

The following table indicates comments by application type for statutory planning items during the quarter and includes the totals from the previous three years for comparison.

Development Application Type	Comments Provided this Quarter	2019/20 Annual Total (3 Months)	2018/19 Annual Total (12 Months)
Change of Use	0	0	1
Clearing of Native Vegetation	0	0	1
Consolidation	0	0	1
Excavation and Fill	0	0	1
Independent Unit	1	1	4
Medical Centre	0	0	0
Multiple Dwelling	0	0	0
Other	3	3	26
Restaurant	0	0	2
Shed	0	0	4
Showroom Sales	0	0	0
Single Dwelling	0	0	2
Subdivision	3	3	5
Subdivision and Consolidation	0	0	3
Telecommunications	0	0	2
Unit Title Subdivision	0	0	4
Variation	1	1	0
Warehouse	0	0	1
Industry	1	1	0
Total	9	9	57

Strategic Planning

The following table indicates comments by application type for strategic (long-term) planning items during the quarter and includes the totals from the previous three years for comparison.

Application Type	Comments Provided this Quarter	2019/20 Annual Total (3 Months)	2018/19 Annual Total (12 Months)	2017/18 Annual Total (12 Months)
Rezoning	0	0	2	4
Planning Scheme Amendment	1	1	0	3
Other	0	0	0	1
Total	1	1	2	8

Other Planning Matters

	Comments Provided this Quarter	2019/20 Annual Total (3 Months)	2018/19 Annual Total (12 Months)
Mining	1	1	7
Sale of Crown Land	0	0	0
Lease of Crown Land	0	0	0
Occupation of Crown Land	0	0	0
Liquor Licence	1	1	13
Water Licence for Site adjacent Council Land	0	0	4
Low-impact Telecommunication Infrastructure	5	5	14
Work Permits	27	27	55
Development Plan Review	15	-	-
Building Certification Plan Review	44	44	217
Total	93	9	310

A Beautiful and Safe Natural Environment

12% Decrease in Dogs at Large



743 bags of litter collected roadside



Animals and Wildlife

The table below shows the Regulatory Services CRM statistics for the quarter and the last three-year totals.

CRM Category	2016/17 Total	2017/18 Total	2018/19 Total	2019/20 Q1
Dog at Large	399	417	428	95
Dog Attack Animal	69	63	56	15
Dog Attack Person	3	11	6	4
Dog Menace Animal	13	13	7	3
Dog Menace Person	31	27	32	9
Nuisance Barking	43	42	46	20
Lost Dog	154	178	117	17
Unregistered Dog	8	16	141	29
Surrendered Dog	0	3	5	3
Trap Request/Bark Collar	19	42	44	11
Feral Dogs	7	1	8	1
Other	15	14	11	9
Deceased Dog (removal)	3	8	3	4
Abandoned Vehicle	0	41	43	10
TOTAL	764	876	947	230

The table below provides the pound statistics for the 2019/20 financial year and the previous two years.

Impounded Dogs	2017/18 Total	2018/19 Total	2019/20 Q1
Released to Owner	248	234	45
Re-homed - Other	5	3	1
Transfer to Paws	91	82	18
Transfer to RSPCA	23	13	3
Euthanised	20	6	4
Total Impounded Dogs 18/19	387	338	72

Dog Registration

The table below provides the registration statistics for last year's quarters and this year's first quarter.

Category	18/19 Q1	18/19 Q2	18/19 Q3	18/19 Q4	19/20 Q1
New Registrations	248	165	163	161	240
Renewals	1711	776	350	89	1411
Registered Dogs	2081	2604	2948	3164	2335
Registered – Desexed	-	-	2168	2299	1847
Registered – Entire	-	-	780	865	488
Registration Expired	2648	652	382	255	1145

Enabled by: A Well-Run Council

POWERFUL AND EFFECTIVE ADVOCACY

Three Strategic Community Infrastructure Project	Concept	Planning & Design	Construction	Completion
Litchfield Mango Industry Strategic Roads Project				
Litchfield Aquatic Facility				
Litchfield Community and Business Hub				

Other Strategic Projects

Regional Waste Management Facility				
Mira Square Land Acquisition and Redevelopment				
Private Roads Legacy				

ENGAGING OUR COMMUNITY

14

Total media enquiries and responses



93

Facebook Posts



From last quarter

GOOD GOVERNANCE

33.5

Total hours community consultation
Rating Policy Review Paper



Animal Management
Plan Commenced



MODERN SERVICE DELIVERY

45 people attended a Litchfield
Women in Business Network Event



Maintenance of Streetlights
commenced



PROGRESS ON PROGRAM PROFILES

Council Leadership

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Powerful and Effective Advocacy					
Advocacy Submissions to Government	Community Survey – Satisfaction with Council’s Advocacy	>50%	YES	YES	Submission to the Burial and Cremation Bill 2019 Community Survey undertaken in August 2019 results will be available November 2019
Represent Council on Legislation and other reforms	Community Survey – Satisfaction with Council’s Strategic Direction	>55%	YES	YES	No activity this quarter Community Survey undertaken in August 2019 results will be available November 2019
Engaging our community					
Community Engagement	Actions Year 2 completed	90%	YES	YES	Refer to actions in the Community Engagement Strategy and Action Plan 2018 – 2021 Action Plan Four of 11 Year two actions complete. Additional four actions, planning underway.
Annual Community Survey	Community Survey – Overall satisfaction	>70%	YES	YES	Community Survey undertaken in August 2019 results will be available November 2019
Social Media Management	Community Survey – community engagement	>50%	YES	YES	Community Survey undertaken in August 2019 results will be available November 2019
	Unique engagement clicks on Facebook posts	>1000	YES	YES	8459 Unique Engagement clicks Likely contributing factors to the high number include the Rating Policy Review and new wording for Animal Management which encourages residents to share posts

Council Leadership

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Good Governance					
Elected members training and development Elected Member Support Business Planning and Performance Reporting Framework Council meetings and activities Executive Leadership Reputation Management	Number of Professional Development Sessions	>2 sessions	YES	YES	Cr Sayers-Hunt commence AICD course In September 2019
Modern Service Delivery					
Media Monitoring and Management	Media Response Time	<24 hours	YES	YES	14 media responses provided within quarter 1 all within 24 hours
Supporting local businesses	Hold three Litchfield Women in Business Network Events per annum	100%	YES	YES	Network event held 16 September 2019 – Approximately 40 in attendance

Human Resources and Work Health and Safety

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Good Governance					
Human Resources (HR) Policies, Procedures, Checklists	Reviewed and compliant	December 2019	YES	YES	5 Policies on track to be reviewed and updated by December 2019
An engaged and productive workforce	Staff turnover rate	<20%	YES	YES	4% in quarter 1
	Staff Survey satisfaction	>70%	YES	YES	72% achieved in Staff Satisfaction Survey conducted at the end of 2018
Negotiation of new Enterprise Agreement	Successful negotiation and submission to Fair Work	Before March 2020	YES	YES	Planning commenced. Meetings scheduled for staff and Union Representatives to take place between November – January 2020
Modern Service Delivery					
WHS Management System, including updated policies and procedures and WHS Manual	Policies, procedures and Manual	Before December 2019	YES	YES	Current WHS Review in progress. An up to date WHS Management Plan will be in place by December 2019 which identifies key priority focus areas.
	Workers Compensation Claims	<3	YES	YES	No Workers Compensation Claims so far this year.

Planning and Development

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Powerful and Effective Advocacy					
Submissions to the NT Government	Comments submitted on applications within required time frame	>95%	YES	YES	All applications received and responded to within allocated timeframe
Participation in NT planning working groups	Attendance at meetings	>75%	YES	YES	Council has attended meetings on updates to the Litchfield Subregional Land Use Plan
Modern Service Delivery					
Approval of plans, reports and construction documentation	Plan approvals issued within 10 days	>90%	YES	YES	Total of 93 plans or permits reviewed and all targets related to these items have been met.
	Works Permits issued within 5 days	>95%	YES	YES	
Subdivision approvals and handover processes	In accordance with Standards	Achieved	YES	YES	Council's approval and handover processes have been undertaken in accordance with Council's Standards

Infrastructure and Assets

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Modern Service Delivery					
Capital Works Program	Programmed works completed within in budget	>90%	YES	YES	As reported in Monthly Finance Reports
Asset Management Plans	Complete asset management plans, including 10 year replacement programs	Complete	YES	YES	Thorak Regional Cemetery – Adopted Roads – Draft presented to Council Plant & Fleet – Draft underway Driveway – Draft underway Asset Management Strategy – Draft underway

Street Lighting Program	Commence replacement program of street lights with LED	Commence	YES	YES	Grant funding received to enable full project completion this financial year. Planning underway
Asset Management Policy and Plans	Asset Sustainability ratio	>60%	YES	YES	As reported in Monthly Finance Reports
Road Maintenance Program	Community Survey – Satisfaction with maintenance of local roads	>60%	YES	YES	Awaiting community survey results
Drainage Maintenance Program	Community Survey – Satisfaction with roadside drainage	>60%	YES	YES	Awaiting community survey results
Wet season and road network management	Emergency works response time	<48hours	YES	YES	Recruitment underway to ensure staff are onboarded and ready to respond for emergency during wet season
	Develop road reporting process for temporary closed roads	Jun 20	YES	YES	Not commenced

Mobile Workforce (MWF)

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Modern Service Delivery					
Road Network, Road Reserve and Fire Break (Council land) slashing before July fire bands	Vegetation slashing and mowing of 915 roads totalling 723 kilometres. Total distance travelled = 8676 kms	2 rounds	YES	YES	Plant and equipment prepared and awaiting rain for grass growth to commence program
Excised land management	Complete firebreaks and weed management in accordance with plans	Complete	YES	YES	Plant and equipment prepared and awaiting rain for grass growth to commence program
Install and maintain signs and guide posts	Signs repaired within target timeframes.	Urgent – 24 hours	YES	YES	217 signs replaced, repaired or installed
		Non-urgent – 15 days	YES	YES	1906 guideposts installed- 1396 non-compliant removed 1233 straightened along 404 roads
Maintain roadside amenity, including vegetation, furniture and litter collection	Community Survey – Satisfaction with roadside maintenance	>50%	YES	YES	Awaiting community survey results 743 bags of litter collected from 78 roads, arterial roads 2-4 separate collections during this quarter, average bag weight 3kg Total collected 2.2tonne
	Spraying of road furniture on all Council roads	1 round	YES	YES	Awaiting rains to begin

Spraying of weeds, in accordance with Weed Management Plan	Community Survey – satisfaction with weed management	>50%	YES	YES	Community Survey undertaken in August 2019 results will be available November 2019
Bushfire management plan activities, including; Maintain firebreaks	1000km	Compliant	YES	YES	All breaks completed by July Initial engagement with consultants to prepare firebreak maintenance plan 2020-2025
Hazard reduction burning	As required, in consultation with other authorities five locations	Compliant	NO	YES	Orders were raised with relevant authorities as they could not complete works due to wildfires. Will be rescheduled for 2020
Widen firebreaks	As required, in consultation with other authorities five locations	Compliant	YES	YES	445 Gunn Point Road widen to 10m 41 Anglesea Road widen to 4-8m 650 Redcliffe Road widen 4-6m 236 Doxas Road widen 4-8 where practical Sec 1703 Colton Road widen to 10m 17 Cicada Court widen 4-8m 499 Hicks Road widen 4-8 where practicable 135 Sittella Road widen 4-6m

Waste Management

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Engaging Our Community					
Maximise recycling opportunities for residential waste to promote diversion	Waste tonnage transferred to Shoal Bay	<8,000 tonnes residential	YES	YES	1631 tonnes were transferred to landfill this quarter, less than the 2000 tonnes per quarter target
Educate commercial businesses through the transfer stations about opportunities to minimise waste and commercial charges	Waste tonnage transferred to Shoal Bay	<1,000 tonnes commercial	YES	YES	298 tonnes were transferred to landfill in this quarter
Modern Service Delivery					
Efficient operation of waste transfer stations	Community Survey – Satisfaction with waste transfer stations	>80%	YES	YES	Community Survey undertaken in August 2019 results will be available November 2019
	Cost per tonne of waste throughput	\$TBD	YES	YES	Calculation being prepared
Resale of recycled materials (mulch, crushed concrete, cash for cans, batteries)	Community Survey – Satisfaction with waste recycling	>55%	YES	YES	Community Survey undertaken in August 2019 results will be available November 2019
	Community benefit fund income raised through recycling activities	5% annual increase	YES	YES	12.36 tonnes of Cash for Containers material were collected this quarter. This is below the average quarterly quantity of 13.29 tonnes

	Sale of processed materials (mulch, crushed concrete)	>80% sold within 6 months of processing	YES	YES	All mulch processed in previous quarters has been sold
Maximise diversion from landfill	Amount of total waste that is recycled	>30%	YES	YES	35% of waste received was diverted from landfill
	Amount of total waste that is dry recyclables	>15%	NO	YES	13%. This will be a focus of the program (next KPI)
	Explore incentives and education to boost recycling and food waste management*	Jan 2020	YES	YES	Not commenced
Cyclone Season Preparation	Free residential green waste disposal in November*	Nov 2019	YES	YES	The free residential green waste disposal initiative is planned for November 2019 and data will be provided in the Quarter 2 Municipal Quarterly Performance Plan
Emergency Preparedness	Prepare disaster Waste Plans*	Nov 2019	YES	YES	Request for Quote document underway

Regulatory Services

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Engaging Our Community					
Educate the community about responsible dog ownership	Education program delivered to primary schools	>2	YES	YES	Email to be sent out to all primary schools in the Municipality
	Increase in the number of registered dogs	>10%	YES	YES	There are 2335 registered dogs, a 12% increase for the equivalent period last year (registration renewals are due 30 September). Prior to registration renewal, there were 3164 registered dogs
	Impounded dogs reclaimed by owner	>70%	YES	YES	63% of dogs were reclaimed by their owners this quarter. The annual average last year was 70%
Support responsible dog ownership	Develop baseline measure for satisfaction of service provided	To be developed	YES	YES	To be developed
	Registered dogs are de-sexed	>65%	YES	YES	79% of registered dogs are desexed
Modern Service Delivery					
Administer and enforce Dog Management By-Laws	Community Survey – Satisfaction with animal management	>50%	YES	YES	Awaiting community survey results
Animal Management Plan	Implemented	Complete	YES	YES	Underway
Record and investigate customer requests	Customer requests actioned in <2 days	100%	YES	YES	100% compliance
	Investigations completed within 14 days	>90%	YES	YES	100% compliance

Remove vehicles abandoned on roadsides	Vehicles removed within 7 days	>90%	YES	YES	100% compliance
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Information Technology

Key Outputs	Measures	Targets	On Time	On Budget	Status	Commentary
Modern Service Delivery						
Contract management of Council's information and communications technology (ICT) managed service.	Percentage of Service Desk requests closed against open requests during a period.	90%	YES	YES	Lodged requests this quarter Requests open as of 30/09/2019 Achieved KPI	62 6 90.4%
Deliver, maintain and support Corporate Enterprise Solution (CES) software to ensure Council operates effectively.	Ensure CES is updated with the latest version (patch), available nationally.	No more than 1 Patch behind latest version	YES	YES	Council is currently up to date with all patches and this services is monitored by ICT staff through the managed ICT services contractor	
Implementation of the Information and Communications Technology Improvement Plan.	Annual Actions Complete	>90%	YES	YES	Assessment of Strategic Framework underway in line with ICT Improvement Plan	
Manage Council's Geographical Information System (GIS)	Age of GIS Imagery of populated areas	<5 years	YES	YES	Imagery last updated in May – new update scheduled for October	
	Age of NTG Downloaded Data	<1 week	YES	YES	Data downloaded weekly	

Finance

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Good Governance					
Annual Budget / annual Report Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	YES	YES	Municipal Plan for 2019-20 implemented in financial system, Project Plan for delivery of Municipal Plan 2020-21 in development
Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete	YES	YES	On-site auditor visit completed, preliminary annual statements for 2018-19 with auditors for review

Key Outputs	Measures	Target	Actual Ratio	Above Agreed Target	Status Commentary
Long Term Financial Plan	Liquidity ratio	1:1	1:39.14	YES	Council's current liquidity is above Local Government benchmarks
	Asset sustainability ratio	>60%	39%	NO	In line with Council's Long Term Financial Plan, Council will not achieve the set ratio until 2021
	Current Ratio	>1	39.14	YES	Council's current liquidity is above Local Government benchmarks
	Debt Service Ratio	<1	0%	YES	Council has got no debt
Long Term rating strategy	Own source revenue ratio-lowering Council's dependency on government grants and other funding sources	>60%	97%	YES	Own source revenue high as not all grants are received for the financial year, but all rate income has been levied. This percentage will decrease in the coming months.

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Review the Customer Request Management System	Completed	Dec 2019	YES	YES	Project will be completed once Customer Service Charter has been developed. Completion date expected to be beyond December 2019 and likely May 2020
Investments comply with policy and statutory requirements and are reported monthly	Completed	Dec 2019	YES	YES	All investments placed are in line with Council's FIN14 Investment Policy and are reported in the monthly finance report.
Modern Service Delivery					
Rates and accounts receivable collection	Current years rates outstanding as at 30 June 2020	<15%	YES	YES	Current years rates outstanding as per 30/09/2019 12% (excluding instalment 2 and 3 not due yet) Current years rates collected in this quarter \$4,975,988
	Prior years rates outstanding as at 30 June 2020	<\$1m	YES	NO	Prior years rates outstanding as per 30/09/2019 \$1,831,613 Arrears collected in this quarter \$583,245
Front counter customer service	Community Survey – satisfaction in customer service	>60%	YES	YES	Community Survey undertaken in August 2019 results will be available November 2019

Community Development

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Engaging Our Community					
Council partnership and support grants	Number of partnerships supported	10	YES	YES	<ul style="list-style-type: none"> - Freds Pass Show sponsorship initiated for 2020 show - Palmerston and Litchfield Seniors Association supported for 2019 seniors' month events - TRMP Conference supported
Servicing community needs at reserves	Funding provided to community reserves	Funding Agreements established	NO	YES	Funding provided to reserves in line with Budget 2019-20 Delay in development of Funding Agreements, Draft Agreements to be discussed in second quarter
Good Governance					
Grant applications	Grants received by Council acquitted within agreed timeframes	100%	YES	YES	Council has 9 current grants of which: 2 acquittals are underway in line with grant deadlines 6 are in progress within timelines 1 requires application extension of completion date (original completion date 15/10/2019)
Modern Service Delivery					
Annual Community Grants Program Community initiatives program	Number of community events and programs supported	10	YES	YES	Community Initiatives granted this quarter: <ul style="list-style-type: none"> - McMinns Lagoon Irrigation repair \$500 - Smile-A-Mile Children's Day Event \$500 - Jake Stephens support to represent NT at the National Rugby Union Championships \$500
Governance and support for the operations of Council's seven recreation reserves	Community Survey – Satisfaction with Recreation Reserves	>65	YES	YES	Community Survey undertaken in August 2019 results will be available November 2019

Australia Day Event	Community Participation	>300	YES	YES	Event scheduled for January 2020
Playground Inspection Program	Playgrounds on Council owned land audited	100%	YES	YES	Audits scheduled for November 2019
Tree Management Plan	Implemented and documented	100%	YES	YES	Final draft plan in review after consultation with reserve management committees, plan to be presented to November Council meeting

Library Services

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Engaging Our Community					
Visitors to the library	Weekly door count	Increase by 20%	YES	YES	Average weekly door count in 2018-19: 381 Average weekly door count this quarter: 514 Increase in visitors this quarter: 35%
Promotion of services	Interaction with Library Facebook page	500 likes of Facebook page	YES	YES	Taminmin Library Facebook page has gained 61 new likes this quarter reaching a total of 525 likes
Review of Programs and Services	Review of programs with users	100%	YES	YES	60 programs were delivered in this quarter with 1005 people attending Customer survey was lodged in September to review programs
	Feedback process for users	established	YES	YES	Customer feedback forms have been established and Council received 43 so far with only positive comments made
Good Governance					
Shared Service Governance Framework	Developed	100%	YES	YES	Council received a Special Purpose Grant to work on a framework with City of Palmerston for the delivery of library services
Modern Service Delivery					
Collection Improvements	Annual Loans	Increase by 20%	YES	YES	Monthly loans in 2018: 1,096 Monthly loans this quarter: 1,510 Increase in percentage: 37.8%
	Age of Collection	Decrease % of collection	YES	YES	In 2018 38% of the collection were published since As of 30/09/2019

		older than 10 years by 20%			54% of collection was published in the past 10 years Decrease of 16% achieved in first quarter Stocktake undertaken in September to verify collection data
Program delivery	Additional regular programs	2	YES	YES	<ul style="list-style-type: none"> - Introduced Litchfield Lego Club as weekly program for primary school aged children (attendance weekly 20-30 children) - Digital literacy program in development through Be-connected grant - Board games afternoon to be established through school holidays in October
Library events	Additional one-off events	3	YES	YES	9 school holiday programs, 3 movie days and weekly Litchfield Lego Club in July with 573 patrons attending

Governance

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Good Governance					
Maintain the Governance and Risk Management Framework, including risk register	Compliance with legislative requirements as per Department of Local Government, Housing and Community Development Compliance Checklist	100%	YES	YES	25% complete as per 30/09/2019 Risk register maintenance is ongoing work, processes for update to the risk register have been implemented
Maintain Policy Framework	Compliance Checklist	100%	YES	YES	25% complete as per 30/09/2019 Policies are reviewed within det timelines

Meeting Procedure By-Law		June 2020	YES	YES	No progress to date Council was advised that Parliamentary Counsel will not focus on local by-laws prior the NT election in 2020
Modern Service Delivery					
Elected members support	Complaints upheld - breaches of the code of conduct by elected members	0	YES	YES	Council has not received any complaints of Breaches of Code of Conduct
Risk Management Audit Committee support	Risk Management Audit Committee Meetings	4	YES	YES	One meeting held in first quarter in line with schedule
Coordinate records management review and improvements	Records held in storage reduced	By 10%	YES	YES	Destruction of records commenced according to approved disposal schedule across several records classes
Assist with policy development	Annual Policy Review Program	10 Policies reviewed	YES	YES	Policies Reviewed in first quarter: GOV11 Common Seal
Implement Annual Internal Audit Plan	Internal Audits conducted	3	YES	YES	<p>RMAC was informed at its May 2019 meeting that it was unlikely that the third internal audit would be conducted. RMAC recommended that KPI be reduced to 2 audits.</p> <p>Audits planned for 2019-20 are:</p> <ol style="list-style-type: none"> 1. Audit of Mobile Work Force work health and safety procedures and practices 2. Information Security

Thorak Regional Cemetery

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Good Governance					
Servicing community needs and regulatory obligations by keeping cemetery records and maintaining rights of burial	Compliance with legislative requirements	100%	YES	YES	All actions are in line with current legislation Comments made to Scrutiny Committee for Draft Burial and Cremations Bill
Monthly reporting to the Thorak Cemetery Board	Achievement of operational budget	100%	YES	YES	Year to date income is above budget for 2019-20.
Modern Service Delivery					
Cremations including a pick-up service from the local hospitals	Community Survey	>60%	YES	YES	Community Survey undertaken in August 2019 results will be available November 2019
Memorial spaces for ash interments, including family trees, rocks, Niche Walls and a columbarium	Importance of Thorak		YES	YES	Community Survey undertaken in August 2019 results will be available November 2019
Chapel hire and amenities	Satisfaction with Thorak	>65%	YES	YES	Community Survey undertaken in August 2019 results will be available November 2019
Maintenance of grounds and open spaces, including mowing, planting, weeding and irrigation	Memorial Inspections Chapel use	>25% hire	YES	NO	The raising of around 200 sunken capstones has begun. This will reduce time spent on and reduce tripping hazards. This quarter has seen a decrease in chapel hire compared to the last quarter by 52%. This is consistent with the decrease in cremation

					numbers, as most chapel hire is associated with a cremation.
Maintenance of cemetery plant and equipment	Service level defined	3	YES	YES	Service levels have been reviewed for: <ul style="list-style-type: none"> - Grounds maintenance of lawn areas, reduced mowing frequency with minimal service level impact; - Introduction of chemical weed control has proven effective
Basic upkeep of buildings including cemetery house	Efficient service schedules		YES	YES	Quarterly real estate review of caretaker house undertaken identifying future renovation need for bathroom Annual inspection of emergency equipment completed
Sale of cemetery products	Sales Growth		YES	YES	First memorial display application has been received. Sale of cemetery products such as plaques, urns and memorabilia are on track, with nearly 50% of budgeted income already met.

DELIVERY PROGRAM

Strategic Plan Link	Municipal Plan Link	Budget	Milestone	Financial Year				On Time	On Budget	Comments
				2019/2020						
				Q1	Q2	Q3	Q4			
New Initiative #1: Refurbishment and Audio/Visual Upgrade of Council Chambers										
Modern Service Delivery	Council Leadership	\$40,000	Concept & Quotes					Yes	Yes	Refurbishment complete. Audio/Visual Upgrade Quotation received, review of scope required
			Planning & Design							
			Delivery & Operational							
New Initiative #2: Redevelopment of Council’s Website										
Modern Service Delivery	Council Leadership	\$45,000	Concept & Quotes					Yes	Yes	Brief for the Request for Quote under development
			Planning & Design							
			Delivery & Operational							
New Initiative #3: Develop a Tourism Strategy (50% grant funded)										
Powerful and Effective Advocacy	Council Leadership	\$30,000	Concept & Quotes					Yes	Yes	Visitor Experience Enhancement Program grant application submitted. Subject to grant funding
			Planning & Design							
			Delivery & Operational							

Strategic Plan Link	Municipal Plan Link	Budget	Milestone	Financial Year				On Time	On Budget	Comments
				2019/2020						
				Q1	Q2	Q3	Q4			
New Initiative #4: 320 Arnhem Highway Masterplan										
Engaging our Community	Infrastructure and Operations	\$30,000	Concept & Quotes					Yes	Yes	Scope developed
			Planning & Design							
			Delivery & Operational							
New Initiative #5: Shared Path Plan										
Good Governance	Infrastructure and Operations	\$25,000	Concept & Quotes					Yes	Yes	Scope Developed
			Planning & Design							
			Delivery & Operational							
New Initiative #6: Mobile Work Force Review										
Modern Service Delivery	Infrastructure and Operations	\$30,000	Concept & Quotes					Yes	Yes	Quote received, under assessment
			Planning & Design							
			Delivery & Operational							

Strategic Plan Link	Municipal Plan Link	Budget	Milestone	Financial Year				On Time	On Budget	Comments
				2019/2020						
				Q1	Q2	Q3	Q4			
New Initiative #7: Prepare Disaster Waste Plans										
Modern Service Delivery	Infrastructure and Operations	\$20,000	Concept & Quotes					Yes	Yes	Scope being developed
			Planning & Design							
			Delivery & Operational							
New Initiative #8: Explore incentives and education to boost recycling and food waste										
Engaging our Community	Infrastructure and Operations	\$20,000	Concept & Quotes					Yes	Yes	Not commenced
			Planning & Design							
			Delivery & Operational							
New Initiative #9: Environmental Management Plan for Berry Springs Waste Transfer Station										
Good Governance	Infrastructure and Operations	\$10,000	Concept & Quotes					Yes	Yes	Not commenced
			Planning & Design							
			Delivery & Operational							
New Initiative #10: Community and Business Hub Concept Plan										
Modern Service Delivery	Community and Corporate Services	\$40,000	Concept & Quotes					Yes	Yes	Project scheduled for third quarter
			Planning & Design							
			Delivery & Operational							

Strategic Plan Link	Municipal Plan Link	Budget	Milestone	Financial Year				On Time	On Budget	Comments
				2019/2020						
				Q1	Q2	Q3	Q4			
New Initiative #11: Annual Art Exhibition										
Engaging our Community	Community and Corporate Services	\$10,000	Concept & Quotes					Yes	Yes	Request for quote for curator sent out
			Planning & Design							
			Delivery & Operational							
New Initiative #12: Relocation of External Generator										
Modern Service Delivery	Community and Corporate Services	\$12,000	Concept & Quotes					Yes	Yes	Concrete ready, awaiting electrical quote
			Planning & Design							
			Delivery & Operational							
New Initiative #13: Revamping front entrance to Thorak Cemetery										
Modern Service Delivery	Community and Corporate Services	\$10,000	Concept & Quotes					Yes	Yes	Quotation underway
			Planning & Design							
			Delivery & Operational							
New Initiative #14: Upgrade Visual System in Thorak Cemetery Chapel										
Modern Service Delivery	Community and Corporate Services	\$6,000	Concept & Quotes					Yes	Yes	Near completion
			Planning & Design							
			Delivery & Operational							



COUNCIL REPORT

Agenda Item Number:	15.02
Report Title:	Dump Point and RV Park Investigation Update
Report Number:	19/0025
Meeting Date:	16/10/2019
Attachments:	Nil

Purpose

This report provides an update to Council on the progress of investigations for a potential site for a dump point and RV-friendly park within the Municipality, as well as potential partnership arrangements for such a site.

Summary

At Council's 21 August 2019 meeting, Council resolved to:

- investigate the development of the municipality as an RV-friendly destination,
- investigate suitable sites for a Recreational Vehicle (RV) Park and dump point in the municipality,
- engage with the Campervan and Motorhome Club of Australia (CMCA) to explore the opportunity of becoming partners in an RV Park and dump point, and
- prepare a report for the October 2019 meeting outlining partnership arrangements and commitment requirements.

This report provides an update on those investigations.

Recommendation

THAT Council:

1. receives and notes the update on the investigation of a potential site for a dump point and RV-friendly park within the Municipality;
2. receives a further update report on potential dump point and RV-friendly sites by March 2020;
3. requests the Finance Manager include any costs associated with the establishment of a dump point and/or Recreational Vehicle park in the future budget register for consideration in the development of the 2020/21 budget;
4. considers including an RV-friendly partnership or alternative strategy as part of its 2020/21 budget; and
5. includes the consideration of dump points and RV parks in both the 320 Arnhem Highway Master Plan and Tourism Strategy projects identified in the 2019/20 Municipal Plan.

Background

History

There have been a number of reviews and investigations over the last two years in relation to the establishment of a dump point. Following is a summary of the key Council resolutions and background information.

At Council's 19 July 2017 meeting, following a Notice of Motion, Council resolved to receive a report by the November 2017 meeting on the viability of establishing a Dump point in the Litchfield municipality, possibly at the Humpty Doo Waste Transfer Site.

A report at the 15 November 2017 Council meeting presented an assessment of potential suitable sites for a dump point. The site assessment was based on the following criteria:

1. close to a rural activity centre;
2. able to be connected to sewer system;
3. easily accessible, and
4. can be secured and monitored by Council staff.

Given the above, areas within the Howard Springs, Coolalinga, Humpty Doo, and Berry Springs Rural Activity Centres were assessed for suitability. The report concluded that the Council's waste transfer station in Humpty Doo appeared to be the best location for a wastewater dump point, as:

- it is near the Humpty Doo Rural Activity Centre;
- it is directly off Spencely Road which connects to the Arnhem Highway;
- it has some existing infrastructure (office, toilet, security fence, CCTV system) on site that could be used depending on the exact location of the dump point and operation hours;
- there is an existing access road from Spencely Road into the site, which will offset some cost to construct a brand-new access road, pending on the location of the dump point site; and
- it will have a sewer connect point available within the lot in the short future once the proposed Sewer Pump Station is built.

The report further noted that initial estimates for capital and operational costs of installing and running a dump point and recommended further investigations into costs and feasibility of a dump point in Litchfield Municipality.

At that meeting, Council resolved:

THAT Council:

1. *receive the report into feasibility of establishing a wastewater dump point in the Litchfield Municipality;*
2. *continue further investigation into costs and feasibility of establishing a dump point; and*
3. *receives a further report on the matter at a future Council meeting.*

At its 16 May 2018 meeting, Council received a report on the outcomes of the further investigations, which noted:

- *At this stage, there appears to be insignificant demand for such a service within Litchfield Municipality.*

- *There are three private businesses spread relatively evenly throughout municipality – Howard Springs, Virginia, and Berry Springs – providing this service, Council would be entering a commercial market as a competitor to existing established businesses, which is not recommended.*
- *Minimal maintenance work, and hence, minimal maintenance costs, are expected, other than a small increment on Council's seasonal water bill. However, the installation/construction cost of minimum \$53,500 will need to be provided by Council.*
- *At this stage, there are no opportunities that Council can foresee to obtain additional support from NT Government. Therefore, this project will need to be solely funded and operated by Council.*

At that meeting, Council resolved:

THAT Council:

- 1. receive and note the update report into the feasibility of establishing a public caravan dump point in the Litchfield Municipality; and*
- 2. resolved not to proceed to establish a public caravan dump point.*

Current Investigation

At the August 2019 Council meeting, a Notice of Motion was raised in relation to suitable sites for a dump point, as well as opportunities for Council to be an RV-friendly destination and potential for partnership with the Campervan and Motorhome Club of Australia (CMCA) to develop an RV Park and dump point in the Municipality. Council resolved the following:

THAT Council:

- 1. approves an investigation into the development of Litchfield Municipality as an RV friendly destination;*
- 2. investigates suitable sites for an RV friendly Park in the Municipality;*
- 3. engages with the CMCA to explore the opportunity of becoming partners in an RV Park and dump point, in Litchfield Municipality; and*
- 4. prepare a report for the October 2019 meeting outlining what the partnership arrangement could look like, along with the commitment requirement of Litchfield Council and the CMCA.*

Investigations into Dump Point

A review of the previous investigations of potential locations for a dump point is underway, including the potential costs of establishment and operation.

This review will take approximately two months.

Investigations into Potential RV Sites

There is only one site within the municipality that is currently located in Zone CV (Caravan Parks), which is considered to be the most suitable zone for an RV Park. That site at 9 Secrett Road, Knuckey Lagoon is privately-owned site and is not currently developed with a caravan park.

The other zones in which caravan parks are discretionary uses under the NT Planning Scheme are Zone TC (Tourist Commercial), Zone A (Agriculture), Zone FD (Future Development), Zone WM (Water Management), and Zone T (Township). Locating a caravan park within any other zone would require either a Planning Scheme Amendment to rezone the land or an Exceptional Development Permit, both of which require consent from the Minister for Infrastructure, Planning and Logistics.

In order to determine whether there are any other suitable sites within the municipality for an RV park, specific criteria against which potential sites could be measured must be developed. The criteria should address requirements for such a park that would make it suitable for use. Once criteria are established, Council can further assess whether any sites within the municipality meet the criteria and should be further investigated.

If any Council sites were deemed potential suitable sites, there would be legislative and governance requirements to be met. This would include a public consultation process and a public expression of interest/tender process for the use of Council land.

The review of potential sites will take approximately three months, subject to receiving the necessary information. If a site was identified, it would require Council endorsement to continue with any process of consultation or tendering, which would take several months and require allocated funding not currently identified within the 2019/20 budget.

Engaging with the CMCA/Potential Partnership Arrangements

Further discussions will be held with CMCA representatives to understand further what a partnership with Council in an RV Park and dump point could entail.

Substantial financial and staffing resources will be required to develop a robust understanding of potential partnership arrangements with the CMCA. This includes investigating the potential partnership arrangement and reviewing the legal and policy requirements for Council's consideration. Initial assessment indicates the resources required are beyond the scope of the current commitments in the Council's 2019/20 Municipal Plan.

Current Opportunities

Several projects included within the 2019/20 Municipal Plan provide opportunities for Council to evaluate the suitability of links to dump points and/or an RV Park, including:

- whether such a facility should be co-located with the proposed community and business hub that could provide visitor services and showcase local services and products,
- how such a site would link into Council's proposed Tourism Strategy, and
- whether such a facility may be suitable for inclusion in the master plan for development of Council's site at 320 Arnhem Highway.

Links with Strategic Plan

A Great Place to Live - Recreation

Legislative and Policy Implications

Not applicable to this report.

Risks

Should further investigations determine that there is a suitable Council-owned site for development of an RV Park and dump point, Council would need to advertise an Expression of Interest to the public prior to entering into an agreement with any one organisation.

Council notes the significant community interest in this project, both from community members interested in a low-cost RV Park and dump point within the municipality, as well as owners/operators of existing tourist and caravan parks within the municipality. The benefits and risks to both community groups should be considered in any final decisions related to this matter.

Financial Implications

The resources required to develop a robust understanding of this issue are likely above the current commitments within the 2019-2020 Municipal Plan. Council may consider referral of the project to the 2020-2021 budget development process for Council's consideration in the context of other capital projects and priorities.

Community Engagement

Council has a strong commitment to consulting and engaging with our community. Council is aware that there is community interest in this topic. Council has received feedback from concerned residents, including owners of existing tourist and caravan parks within the municipality. There has also been feedback received from supporters of a potential dump point and/or RV park within the municipality. Council will consider feedback received to date and will continue to engage with interested stakeholders throughout the further investigations to ensure a holistic view of the matter.

Recommending Officer:

Nadine Nilon, Director Infrastructure and Operations

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

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



COUNCIL REPORT

Agenda Item Number:	15.3
Report Title:	Risk Management and Audit Committee Minutes September 2019
Report Number:	19/0026
Meeting Date:	16/10/2019
Attachments:	Attachment A: RMAC Unconfirmed Minutes 3 September 2019

Purpose

To present for noting the minutes for the Risk Management and Audit Committee (RMAC) meeting of Tuesday 3 September 2019.

Summary

RMAC met for its first meeting of the 2019/2020 financial year on 3 September 2019. Items for discussion included the Procurement Improvement Committee, risk register and a report on the contract management internal audit. Two confidential items were also presented regarding a Thorak Regional Cemetery cash management audit and the final internal payroll audit report and management response.

Attached are the minutes from the open section of the meeting.

Recommendation

THAT the minutes of the Risk Management and Audit Committee meeting of 3 September 2019 be received and noted.

Background

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

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

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

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

Risks

Nil

Financial Implications

Nil

Community Engagement

Nil

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

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

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RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting

held in the Executive Meeting Room, Litchfield
on Tuesday, 3 September 2019 at 2.30pm

Present	Iain Summers Doug Barden (Councillor) Kirsty Sayers-Hunt (Councillor) Maree Bredhauer	Chairperson Committee Member Committee Member Mayor
Staff	Daniel Fletcher Silke Maynard David Jan	Chief Executive Officer Director Community and Corporate Services Governance and Risk Adviser

Presenters Nil

1. OPENING OF THE MEETING

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

2. APOLOGIES AND LEAVE OF ABSENCE

Nadine Nilon	Director of Infrastructure and Operations
Natalie Dreibergs	Manager Infrastructure and Operations
Wendy Smith	Acting Director of Infrastructure and Operations

3. DISCLOSURES OF INTEREST

No disclosures of interest were declared.

4. CONFIRMATION OF MINUTES

Moved: Cr Barden
Seconded: Cr Sayers-Hunt

Carried

THAT the full minutes of the Risk Management and Audit Committee Meeting held Tuesday 20 May 2019, 6 pages, be confirmed.

5. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

Carried

THAT

1. RMAC receives and notes the Action Sheet and accepts management responses to updates of actions.
2. The findings of the interim audit by Merit Partners were assessed by RMAC and found to be satisfactory subject to the presentation of the management response.
3. Subject to amending the control ratings RMAC is happy to amend the internal audit plan.

6. PRESENTATIONS

Nil.

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

8. OFFICERS REPORTS

8.1 Contract Management Internal Audit

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

Carried

THAT

1. RMAC notes the Contract Management audit report and management response to recommendations.
2. Recommended treatments are included in the risk register as actions and management responses reported via the risk dashboard

8.2 Procurement Improvement Committee

RMAC were informed that staff resourcing issues were slowing down the intended progress of implementation of actions

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

Carried

THAT the RMAC

1. Note the updated Procurement Improvement Committee Terms of Reference but that the frequency of the meetings has not been achieved in the last three months
2. Note the minutes from the Procurement Improvement Committee meeting on 13 May 2019
3. Note the Procurement Improvement Committee action list
4. Requests a report at the next RMAC meeting on the status of the action items
5. Recommends referring to the procurement improvement actions in Risk Profile 14

8.3 Risk Register

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

Carried

THAT RMAC,

1. Note the updated strategic risk register; and
2. Note the completed actions in the Risk Dashboard of the Strategic Risk Register, to will be removed from the action list with controls to be added where required.
3. Requests updated due dates for actions in the Risk Dashboard

9. OTHER BUSINESS

Nil.

10. CONFIDENTIAL ITEMS

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

Carried

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

10.1 Thorak Regional Cemetery – Cash Management Audit

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

10.2 Final Internal Audit Payroll Report and Management Response

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

The meeting was closed to the public at 3.30pm.

11. CLOSE OF MEETING

The Chair closed the meeting at 4.30pm.

12. NEXT MEETING

Tuesday 8 October 2019, 10.00am.

MINUTES TO BE CONFIRMED

Tuesday 8 October 2019, 10.00am.

.....
Chair Person
Iain Summers



COUNCIL REPORT

Agenda Item Number:	15.4
Report Title:	National Redress Scheme
Report Number:	19/0027
Meeting Date:	16/10/2019
Attachments:	Attachment A - Letter from CEO Department of the Attorney-General and Justice

Purpose

This report seeks Council approval to declare Litchfield Council's participation in the National Redress Scheme into Child Sex Abuse as part of the Northern Territory Government institutions.

Summary

As recommendation from the Royal Commission into Institutional Responses to Child Sexual Abuse the National Redress Scheme has been established. The National Redress Scheme provides eligible people with access to the redress payments, counselling and psychological care services and a direct response (apology) from an institution responsible for the abuse.

The Northern Territory Government invited councils to join their jurisdiction as only institutions declared as participating are part of the National Redress Scheme (see attachment A).

Should eligible survivors seek compensation through the courts opposed to the National Redress Scheme may result in a greater financial and reputational cost to Council.

Recommendation

THAT Council declares the Litchfield Council's participation in the National Redress Scheme as part of the Northern Territory Government Jurisdiction.

Background

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) estimated that around 60,000 people were sexually abused as children in Australian Institutions. A recommendation from the Royal Commission was that a National Redress Scheme be established as an opportunity for institutions to provide redress to survivors of the abuse that occurred under their care.

The Scheme commenced on 1 July 2018 and will operate for 10 years and is established under the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth) (the Act). On 16 November 2018, the NT Government became fully participating in the Scheme, as the representative for the NT Group. This is an Australian Government scheme with the scheme operator being the Commonwealth Department of Social Services and Department of Human Services.

The National Redress Scheme provides eligible people with access to the following three things:

- a redress payment between \$10 000 and \$150 000;
- counselling and psychological care services available to the survivor throughout their lifetime; and
- a direct personal response (apology) from an institution responsible for the abuse.

If a person receives an offer of redress they can accept any or all of these things. It is their choice. Under the National Redress Scheme, an institution is considered responsible for child sexual abuse if it brought the child into contact with the person who abused them. Independent Decision Makers will determine responsibility under the National Redress Scheme using factors such as whether the:

- institution was responsible for the day-to-day care or custody of the person;
- institution was the legal guardian of the person;
- institution was responsible for placing the person in the institution;
- abuser was an official of the institution; or
- abuse occurred on the institution's premises or in connection with its activities.

The Northern Territory Government invited councils to join their jurisdiction as only institutions declared as participating are part of the National Redress Scheme (see attachment A).

Links with Strategic Plan

A Well-Run Council - Powerful and Effective Advocacy

Legislative and Policy Implications

There is no relevant Council policy.

Risks

The risk for claims is very minimal for Council as Council has never operated services that had day-to-day care or custodianship of children.

Financial Implications

As mentioned above there appears to be minor risk of exposure to claims for Council. The financial responsibility of Council is dependent on the claim and has been described above.

Community Engagement

Not applicable.

**Recommending
Officer:**

Silke Maynard, Director Community and Corporate Services

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

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Executive

8th Floor Old Admiralty Towers
68 The Esplanade
Darwin NT 0800

Postal address

GPO Box 1722
DARWIN NT 0801

T 08 8935 7426

F 08 8935 7414

E agd.execcorrespondence@nt.gov.au

File ref: 2018/0766/0120~0028

Interim Chief Executive Officer
Litchfield Council
PO Box 446
HUMPTY DOO NT 0836



Dear Ms Maynard,

NATIONAL REDRESS SCHEME – LOCAL GOVERNMENT ENGAGEMENT

I am writing to invite the Litchfield Council to participate as part of the Northern Territory Government Group of institutions (the NT Group) in the National Redress Scheme for Institutional Child Sexual Abuse.

Incorporating local government institutions as part of the Northern Territory Government participation in the National Redress Scheme will support Northern Territory survivors of institutional child sexual abuse to access trauma informed redress consistently across all levels of government. To assist you with further information regarding local government participation in the scheme please find enclosed a copy of a brief (*).

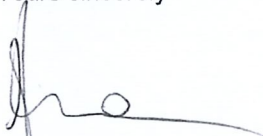
I understand that you have expressed your support for the participation of the Litchfield Council in the scheme and I encourage this to be formally ratified by Litchfield Council members through a declaration of participation in the National Redress Scheme as part of the NT Group.

Once this has occurred, please contact Yvette Nicholls from the NT Redress Coordination Team who can assist you with the next step in the process. Yvette's contact details are yvette.nicholls@nt.gov.au or 08 8924 4018.

Once local government councils have agreed to participate as part of the NT Group, the next step will be formalization of arrangements and the declaration of Northern Territory local government councils as part of the NT Group of institutions under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018*. The NT Redress Coordination Team will keep you informed of the progress.

I thank you for your support regarding the National Redress Scheme and I am pleased for the opportunity to work collaboratively together on such an important matter.

Yours sincerely



Greg Shanahan
Chief Executive Officer

8 September 2019

Encl. (*) National Redress Scheme – Local Council Participation – Briefing for CEOs

BRIEFING INFORMATION FOR LOCAL COUNCIL CEOS

National Redress Scheme – Local Council's Participation

Purpose

The NT Government wish to formally invite individual local councils to participate in the National Redress Scheme into Institutional Child Sexual Abuse (the National Redress Scheme) and be declared as part of the participating group of NT Government institutions (the NT Group).

Background

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) estimated that around 60,000 people were sexually abused as children in Australian Institutions. A recommendation from the Royal Commission was that a National Redress Scheme be established as an opportunity for institutions to provide redress to survivors of the abuse that occurred under their care.

The Scheme commenced on 1 July 2018 and will operate for 10 years and is established under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth) (the Act). On 16 November 2018, the NT Government became fully participating in the Scheme, as the representative for the NT Group.

This is an Australian Government scheme with the scheme operator being the Commonwealth Department of Social Services and Department of Human Services.

Current Situation

The Nature of the National Redress Scheme

The National Redress Scheme provides eligible people with access to the following three things:

- a redress payment between \$10 000 and \$150 000;
- counselling and psychological care services available to the survivor throughout their life-time; and
- a direct personal response (apology) from an institution responsible for the abuse.

If a person receives an offer of redress they can accept any or all of these things. It is their choice.

Under the National Redress Scheme, an institution is considered responsible for child sexual abuse if it brought the child into contact with the person who abused them. Independent Decision Makers will determine responsibility under the National Redress Scheme using factors such as whether the:

- institution was responsible for the day-to-day care or custody of the person;
- institution was the legal guardian of the person;
- institution was responsible for placing the person in the institution;
- abuser was an official of the institution; or
- abuse occurred on the institution's premises or in connection with its activities.

What is an Institution?

An institution is any service that provides services to children or a service in which children are able to access. Local council institutions may include:

- libraries;
- public pools;
- child or youth based activities;
- employment services;
- childcare centres;
- aged care centres; and
- services with waiting rooms and public access.

Locations such as public toilets or playgrounds are not considered to be institutions under the Scheme (unless the incident on these premises involved an official of the institution).

It should be noted that even though one of these factors may exist, the institution may not be responsible. For example, if the only connection to the institution is that the abuse occurred on the premises, the institution that owns the premises is unlikely to be found responsible.

Why Join the Scheme?

Organisations are motivated to participate in the National Redress Scheme for a number of reasons. These include:

- public expectation and a general moral obligation to provide redress to those who have experienced child sexual abuse while under their care;
- the Scheme provides a more efficient, less traumatic alternative to civil litigation for survivors of institutional child sexual abuse; and
- survivors who are made and accept an offer of redress give up their right to pursue civil litigation against the relevant institution for that particular experience of abuse.

The NT Group

The NT Jurisdiction is currently comprised of all relevant NT Government Departments and the institutions within the Departments (both past and present) that provide services to children. These institutions include departments and units within departments such as individual schools, hospitals, clinics, child protection, juvenile detention and many other units of government that have facilities for or provide services to children, even if incidentally.

The Department of the Attorney General and Justice holds administrative responsibility for the scheme with the NT Redress Coordination Team providing the coordination of all operational and policy based matters for the NT Group.

Local Government Participation

Since August 2018, the Australian Government policy position has been that it is 'preferable for all jurisdictions to declare local councils as [Territory] institutions, to achieve equal access to the National Redress Scheme for abuse that is the responsibility of all three levels of government'. Local councils have three main options regarding the National Redress Scheme:

Option 1

The local council accepts the NT Government's offer of becoming part of the NT Group of participating institutions and administrative support is provided by the NT Redress Coordination Team in the participation of the scheme by local councils. The Team will provide:

- training in all aspects of the National Redress Scheme to key contacts;
- a central point of contact for all NT Group institutions;
- a central point of contact for the scheme operator regarding NT Group institutions;
- assistance with the development of the institutional list of local council institutions;
- coordination of requests for information from the scheme operator regarding claims;
- facilitation and training of CEOs in direct personal response apologies;
- statistical updates and reporting to local councils;
- the coordination of invoices; and
- the coordination and monitoring of counselling and psychological care services.

What is the Cost to Local Councils?

All administrative support, coordination and training provided to local councils by the NT Government will not be at the expense of local councils. Cost associated with redress payments including counselling and administrative costs, set by the scheme operator, will be paid by NT Government and then invoiced back to the relevant responsible local council.

Option 2

The local council declines the NT Government offer of becoming part of the NT Group of participating institutions and elects to join the National Redress Scheme as institutions separate to the NT Government. This would require:

- each local council to have an administrative team similar to the NT Redress Coordination Team, within the local government to coordinate the participation of the local council; and
- Local Councils would need to apply to the Ministers Redress Scheme Committee to have an amendment made to the rules declaring the local councils as a non-government institution (under the Act).

Option 3

The local councils decline participation the scheme and the NT Government's offer to declare local council institutions as part of the NT Group.

There are a number of potential risks for each council if they do not voluntarily participate in the National Redress Scheme, these include:

- reputational risk and an impact on public expectations;
- the very real risk the Australian Government will override councils' wishes and refuse to agree to exclude them from the scheme; and
- increased risk of litigation, if there are any potential claims which are expected to have legal expenses and potentially much higher payments of compensation.

Recommendation

The Chief Executive Officer, Mr Greg Shanahan, Department of the Attorney General and Justice will be writing to individual Mayors and Council Members inviting local councils to be declared as participating institutions as part of the NT Group. It is recommended that local councils consider what their response will be.

In considering this it is recommended that:

- individual local councils are provided with the above information detailing their options in regards to participation in the National Redress Scheme; and
- consultation take place with local council's insurer to determine what, if any, level of cover the entity would have for civil claims or payments related to the National Redress Scheme.

The Option 1 is the preferred and recommended option for local councils to agree to. This option reduces the risks of litigation and the reputational risk associated with not participating. The first option also ensures that local councils are provided with quality support and advice in the operational and policy aspects of the scheme. In addition, the option reduces risks of potential conflict between local, territory and commonwealth governments and facilitates a collaborative approach in acknowledging the trauma experienced by survivors of institutional child sexual abuse.

From onset the Victorian Government have declared local councils as part of the Victorian Group. Most other jurisdictions are also working towards declaration of local councils.

The Australian Government has recently published a list of institutions who were involved in the Royal Commission, but have not yet joined the scheme. The list is one way the Australian Government is encouraging institutions to participate in the scheme and can be viewed on the National Redress Scheme website. Organisations who choose not to join the National Redress Scheme may be publicly named in this manner.

Contact for further information or for a formal response regarding the participation in the scheme can be made with the NT Redress Coordination Team Senior Project Officer, Yvette Nicholls at redress.coordination@nt.gov.au or 08 892 44018.



COUNCIL REPORT

Agenda Item Number:	15.5
Report Title:	FPSRR Governance Arrangement Review Reference Group
Report Number:	19/0028
Meeting Date:	16/10/2019
Attachments:	A – Terms of Reference B – Project Plan C – Letter form FPSRR Board

Purpose

This report presents to Council the Terms of Reference for the establishment of the Freds Pass Sport and Recreation Reserve (FPSRR) Governance Arrangements Review Reference Group.

Summary

In September 2019 Council resolved:

“THAT Council:

- 1. Approves a review of governance arrangements between Freds Pass Sport and Recreation reserve Board and Council;*
- 2. Seeks endorsement of the Freds Pass Sport and Recreation Reserve Board for the process of the review; and*
- 3. Receives a further report at its October 2019 meeting. “*

A review of the current governance arrangement for managing FPSRR should be undertaken in consultation with the FPSRR Board, user groups and the community, before proposing any changes.

The establishment of a Reference Group is recommended for consideration by Council.

Recommendation

THAT Council:

1. Establishes the Freds Pass Sport and Recreation Reserve Governance Arrangements Review Reference Group in line with Terms of Reference as attached to this report;
2. Endorses an Expression of Interest process for membership to run in January and February 2020;
3. Appoints Councillor _____ as elected member representative to the Freds Pass Sport and Recreation Reserve Governance Arrangements Review Reference Group; and
4. Writes to the Freds Pass Sport and Recreation Reserve Board thanking them for supporting this review.

Background

In June 2019 Council resolved to:

- *receive a report on how Council would go about undertaking to change the planning, operational, and governance arrangements of Freds Pass Sport and Recreation Reserve so that Council has greater input into the long-term planning and operations of the Reserve. This report is to include recommendations, proposed timelines, cost and methodology.*

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

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

Council received a report at the September 2019 meeting outlining the proposed review process and Council resolved:

“THAT Council:

- 1. Approves a review of governance arrangements between Freds Pass Sport and Recreation reserve Board and Council;*
- 2. Seeks endorsement of the Freds Pass Sport and Recreation Reserve Board for the process of the review; and*
- 3. Receives a further report at its October 2019 meeting. “*

In accordance with the resolution Council has sought the endorsement of the FPSRR Board and received written response attached to this report (Attachment C). The FPSRR Board had been presented with the Draft Terms of Reference and project plan (Attachment B) in July at a board meeting. Since this meeting there has been only minor changes to the Draft Terms of Reference as presented in Attachment A. Changes include:

- adding an elected member to the reference group;
- including the desired outcomes from the FPSRR Board letter (Attachment C); and
- adding the Council resolution from the September meeting in the Induction.

FPSRR Governance Arrangements Review Reference Group

Purpose:

- Identify and recommend principles for the governance arrangement between FPSRR board and Council that will improve cooperation;
- Advise on best practice management options for FPSRR that will improve the utilisation of resources of the FPSRR Board and Council;
- Advise on best planning processes for FPSRR that are supported by Council and the FPSRR Board;
- Advise on a transparent funding structure for the FPSRR;
- Advise on improved structure to increase insight and input by Council; and
- Produce a Report with recommendations for Council.

Membership:

- An independent facilitator,
- A representative of the FPSRR Board;
- A FPSRR user group representative,
- A ratepayer, that is not affiliated with any of the user groups or the FPSRR board,
- The Director Assets Management or delegate of the Department of Tourism, Sports and Culture,
- An elected member as appointed by Council, and
- The Litchfield Council Director Community and Corporate Services.

The membership is recommended to give balance of representation from Council and FPSRR, as well as including representation of the funding bodies, being Litchfield ratepayers and the Department of Tourism, Sports and Culture.

Members will be selected through an Expression of Interest process (January – February 2020) and appointed by Council. The Reference Group is expected to meet five times between March and August 2020.

The Terms of Reference outline further detail (See Attachment A) to ensure the group can meet the desired outcome in line with the presented project plan (Attachment B).

Links with Strategic Plan

A Great Place to Live - Recreation

Legislative and Policy Implications

The recommended process is in line with Council's COR02 Community Engagement Policy.

Risks

Council currently has a risk of public funds that are not adequately accounted for as there is no agreement in place with the FPSRR Board. Governance arrangements with managing FPSRR have been in place for a long period of time without a review ever undertaken.

Financial Implications

The proposed review can be undertaken in house with the support of an independent facilitator. The cost for the facilitator, meeting expenses and engagement with stakeholders are likely to be approximately \$10,000 over the 2019-20 and 2020-21 financial year. Cost for the current financial year can be funded out of operational budget. Council will have to allocate funds for the 2020-21 budget.

Community Engagement

The Terms of Reference for the Reference Group allow for community involvement in the process with three out of the six members being representatives of the community. Furthermore, the recommended process will include stakeholder consultation on the outcomes of the Reference Group.

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.



TERMS OF REFERENCE

Freds Pass Sport and Recreation Reserve Governance Arrangement Review Reference Group

Introduction

The Freds Pass Sport and Recreation Reserve (FPSRR) was established in 1976 on thirteen hectares of Crown land. Over the years and through dedication and hard work of volunteers the FPSRR has developed into a sporting reserve that caters for many community groups.

With Litchfield Council (Council) being established in 1985 the land of the reserve was given to Council. In November 2013 the latest lease between FPSRR Board and Council was signed. The lease established the responsibility for management of the land and facilities.

Over the years FPSRR Board and Council have worked together on varying projects and plans. Council has been providing substantial annual funding to FPSRR Board without the existence of a funding agreement between the parties.

In June 2019 Council resolved to:

- *receive a report on how Council would go about undertaking to change the planning, operational, and governance arrangements of Freds Pass Sport and Recreation Reserve so that Council has greater input into the long-term planning and operations of the Reserve. This report is to include recommendations, proposed timelines, cost and methodology.*

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

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

At the September 2019 Council meeting, Council resolved to:

- *approve a review of governance arrangements between Freds Pass Sport and Recreation reserve Board and Council;*

1. *seek endorsement of the Freds Pass Sport and Recreation Reserve Board for the process of the review; and*
2. *receive a further report at its October 2019 meeting.*

The Reference Group will produce a report with advice regarding what Council should consider in the review of the governance arrangement with FPSRR board.

Council will take into consideration the Reference Group report in its deliberations together with other information to develop a position paper for stakeholder consultation.

Stakeholders will have the opportunity to make submissions on Council's intended direction prior to Council considering any changes if required, which is expected to occur in January 2021.

1 Purpose

The objectives of the FPSRR Governance Arrangement Review Reference Group (Reference Group) are to act as an advisory Group to Council for the review of the governance arrangements in managing FPSRR, and in particular to:

- 1.1 Identify and recommend principles for the governance arrangement between FPSRR board and Council that will improve cooperation;
- 1.2 Advise on best practice management options for FPSRR that will improve the utilisation of resources of the FPSRR board and Council;
- 1.3 Advise on best planning processes for FPSRR that are supported by Council and the FPSRR Board;
- 1.4 Advise on a transparent funding structure for the FPSRR;
- 1.5 Advise on improved structure to increase insight and input by Council; and
- 1.6 Produce a Report with recommendations for Council.

2 Membership

Membership will comprise:

- 2.1 An independent facilitator,
- 2.2 A representative of the FPSRR board;
- 2.3 A FPSRR user group representative,
- 2.4 A ratepayer, that is not affiliated with any of the user groups or the FPSRR board,
- 2.5 The Director Assets Management or delegate of the Department of Tourism, Sports and Culture,
- 2.6 An elected member as appointed by Council, and
- 2.7 The Litchfield Council Director Community and Corporate Services.

3 Selection of Committee Members

- 3.1 Council will endorse the membership for the Reference Group.
- 3.2 A public Expression of Interest process will be undertaken to attract the FPSRR user group representative, FPSRR board representative and community member.
- 3.3 Council reserves the right to select Group Members based on their experience on reference groups and expertise with sport and recreation reserves.

4 Term of Appointment

- 4.1 The Reference Group will be in place to advise Council from March 2020 until August 2020.
- 4.2 It is expected that during this period Group Members will be attending approximately five meetings.

5 Roles and Responsibilities of members

- 5.1 Group members have a responsibility to:
 - attend meetings.
 - read agendas and reports;
 - provide information on the management of FPSRR as requested; and
 - contribute to the development of a report with recommendations to Council.

6 Vacancies

- 6.1 A Group vacancy arises if a member resigns in writing. If the term remaining is greater than three meetings the vacancy shall be filled.
- 6.2 In the circumstances where a vacancy is required to be filled, the Reference Group will fill the vacancy from the original expression of interest process undertaken to establish the Group.

7 Other Meeting attendees

- 7.1 External Experts may be invited to attend meetings, as appropriate.
- 7.2 Litchfield Council Chief Executive Officer, Manager Infrastructure and Assets, Community Engagement Advisor or other staff, as appropriate.

8 Meeting Schedule

- 8.1 Meetings will be held in accordance with the Project Plan.

9 Quorum

- 9.1 A meeting quorum of at least three members (excluding the Chair) is required.

10 Chairing of Meetings

- 10.1 All meetings will be chaired by the independent facilitator.

11 Secretariat Support

- 11.1 The secretary for meetings will be the Litchfield Council Community Development Officer.

12 Agenda Papers

- 12.1 Agenda and other documentation necessary for conducting a meeting will be made available to Reference Group members at least three days before each meeting.
- 12.2 Meeting Agenda Papers will be developed by Secretariat.
- 12.3 Calls for agenda items for the next meeting will be part of each meeting agenda.

13 Meeting Protocol

- 13.1 The Reference Group shall adhere to normal meeting protocols.
- 13.2 All Reference Group Members must act with courtesy towards each other, respect the confidentiality of information obtained, be prepared for meetings and give advice in the interest of the community.

14 Decision Making

- 14.1 The Reference Group will make decisions by consent.

15 Council's Responsibilities

- 15.1 Council will provide the Reference Group with the necessary expert advice to enable it to reach its recommendations. This may include any relevant documentation in relation to the management of the reserve or best practice advice.
- 15.2 Council will use information that has been obtained from the Group and the wider community as part of its decision-making process.
- 15.3 Elected Members will be informed of the progress of the reference group through the distribution of minutes.

16 Conflict of Interest

- 16.1 Any committee members with a conflict of interest or perceived conflict of interest must declare the interest prior to discussion of the item. This will be a standing item on the agenda.

17 Items out of scope

- 17.1 The Reference Group will not be asked to consider:
 - The amount of funding provided by Council;
 - The range of services and facilities provided by Council;
 - The content of current master plans of the reserve; or
 - The content of capital improvement projects on the reserve.

18 Amendment

- 18.1 This Terms of Reference can only be amended, varied or modified in writing by Council.

Freds Pass Sport and Recreation Reserve Governance Arrangements Review Project

Introduction

Litchfield Council is embarking on a Project to review the governance arrangements for managing the Freds Pass Sport and Recreation Reserve (FPSRR) in partnership with the Freds Pass Sport and Recreation Reserve Board (FPSRR Board).

Council's approach will be to review the current arrangements with the assistance of a Reference Group, the development of a position paper for stakeholder consultation, review of submissions and finally, adoption of an agreed governance arrangement. The review will include the development of a funding agreement between the FPSRR Board and Council.

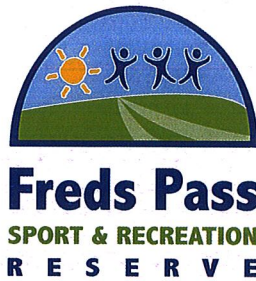
The Reference Group will meet from March to August 2020; five meetings in total. Terms of Reference are established by Council.

Below outlines the project plan, key dates and details:

Timelines

Deliverables	Due Date
<i>Finalised Project Plan</i>	<i>6 September 2019</i>
<i>Council Meeting – Receive report on process for review and approve methodology of review</i>	<i>18 September 2019</i>
<i>Seek endorsement from FPSRR Board for TOR and project Plan</i>	<i>2 October 2019</i>
Council Meeting – Adopt TOR Reference Group and project plan	16 October 2019
Start of Expression of Interest (EOI) process for FPSRR User Group, FPSRR Board Reference Group and community Member	January 2020
EOI closing	February 2020
Review EOI with FPSRR Board	February 2020
Council Meeting - appointment of members to Reference Group	19 February 2020

Deliverables	Due Date
1 st Meeting Reference Group	3 rd week of March 2020
2 nd Meeting Reference Group	1 st week April 2020
3 rd Meeting Reference Group	3 rd week April 2020
4 th Meeting Reference Group	3 rd week May 2020
5 th Meeting Reference Group	3 rd week June 2020
Council Meeting to endorse Position Paper for stakeholder consultation	16 September 2020
Start stakeholder Consultation on Position Paper (3 weeks)	21 September 2020
Stakeholder Consultation on Position Paper Closing	9 October 2020
Seek FPSRR Board final comment and endorsement of Governance Arrangements	11 December 2020
Council Meeting - Adopt Governance Arrangements	19 January 2021
Depending on the recommended governance arrangement a further consultation process with the wider community might be required, if an impact on service levels or Council's budget can be identified.	



2 October 2019

Silke Maynard

Director Community and Corporate Services

Via email: sike.maynard@lichfield.nt.gov.au

Re: FRED'S PASS SPORT AND RECREATION RESERVE GOVERNANCE REVIEW

Dear Ms Maynard,

At Litchfield Council Meeting 18 September 2019 a motion was passed:

THAT Council:

- 1. Approves a review of governance arrangements between Fred's Pass Sport and Recreation reserve Board and Council;*
- 2. Seeks endorsement of the Fred's Pass Sport and Recreation Reserve Board for the process of the review; and*
- 3. Receives a further report at its October 2019 meeting.*

Thank you for your request for endorsement of the review as per item two Agenda Item 15.8 18 September 2019.

In July, you were invited to meet with the Fred's Pass Sports & Recreation Reserve Management Board (Board) to consider our response to a possible governance and operational review. Draft papers were presented, however, to date the Board has not received any formal correspondence other than a copy of the Litchfield Council Agenda Paper 15.8. The Board has not received Terms of Reference of the proposed review and therefore in full transparency it is difficult to endorse this process.

The Board welcomes further cooperation and transparency with Litchfield Council (Council) through an improved governance arrangement. We are supportive of consultation with User Groups on how this would be best achieved.



A process of review of governance is endorsed by Board with the understanding that it will achieve the following outcomes:

- Improved cooperation between Council, Board, User Groups and the community
- Improved and efficient use of both Council and Board's resources to improve the Reserve
- A better understanding and commitment by Council of the current and future requirements to develop the infrastructure of the reserve
- A more transparent funding process for the community including infrastructure developmental funding
- The development of a respectful relationship where community volunteering as per the Council motto 'Community Effort is Essential' is genuinely supported and encouraged

Therefore the Board's full endorsement of the Review as per this Council's agenda paper is subject to the Terms of Reference.

We welcome working together with Council but would suggest this is done in an approach that indicates a willing and equal partnership which respects each other's role in the management of the Reserve with recognition that it is the community that has developed the Reserve.

This could be done with a series of workshops between Council, Board members and a number of User group representatives. We do not see the need for a community member who has no interest in the Reserve. With 25% of Litchfield Residents using the Reserve weekly the community is well represented.

This model would have significant engagement of the community, willing Board participation and would involve no cost.

The Board who represent all of the reserves User groups, looks forward to working collaboratively with Council to improve all aspects of this unique and well-loved community facility.

Kind Regards

Judith Cole

Chair: Freds Pass Sports & Recreation Reserve Board Inc.

21/10/2019



COUNCIL REPORT

Agenda Item Number:	15.6
Report Title:	Freds Pass Sport and Recreation Reserve Board Observer Role
Report Number:	19/0029
Meeting Date:	16/10/2019
Attachments:	Attachment A – Letter from FPSRR Chair July 2019 Attachment B – Letter from FPSRR Chair February 2016 Attachment C – Extract of FPSRR Board Constitution

Purpose

This report presents to Council the request for the appointment of an observer to the Freds Pass Sport and Recreation Reserve (FPSRR) Board.

Summary

Council received a letter from the FPSRR Board Chair (Attachment A) in July 2019 informing Council that the Board has voted not to accept the observer as appointed by Council firstly in January 2016 and re-appointed in 2017.

In accordance with the FPSRR constitution the Board holds a position for a non-voting observer nominated by Litchfield Council.

The FPSRR Board had accepted Council's nominee, whilst not through a formal vote, but by acceptance of Cr Simpson attending meetings since July 2016 (noted in minutes as observer for Litchfield Council). The FPSRR board now requests "that the Observer value adds to the function and purpose of overseeing planning, development and projects in this diverse and multi-purposed community facility" and refers to prior communication in 2016 asking for a Council staff member to be the observer on the Board (Attachment B).

Recommendation

THAT Council:

1. nominates the Chief Executive Officer or delegate to the Freds Pass Sport and Recreation Reserve Board, as observer in accordance with the Board's constitution; and
2. writes to the Freds Pass Sport and Recreation Reserve Board to inform them about the nomination requesting written confirmation of the appointment.

Background

At the January 2016 Council meeting, Council appointed for the first time an observer to the FPSRR Board, due to a change in the Board's constitution. In February 2016 Council received a letter from the Board (Attachment B) advising that:

"The Board has considered your proposal to appoint Councillor Osborn (now know as Councillor Simpson) as the Litchfield Council Representative and appreciates the interest. However, the Board is skills based and would like a Council representative who could provide knowledgeable information on engineering issues and assist us in ensuring that all plans that go to Council have met a rigorous process and will have a high likelihood of being approved."

In response to this letter the Mayor and former Chief Executive Officer met and discussed the resolution of Council with the Board's chair.

The FPSRR Board had accepted Council's nominee, whilst not through a formal vote (unknown to Council), but by acceptance of Cr Simpson attending meetings since July 2016 (noted in minutes).

In a letter from July 2019 the FPSRR Board informed Council that the Board has not accepted the nomination of Cr Simpson as an observer. The Board now requests *"that the Observer value adds to the function and purpose of overseeing planning, development and projects in this diverse and multi-purposed community facility"*.

In accordance with the FPSRR constitution (extracts of the constitution in Attachment C) the Board holds a position for a non-voting observer nominated by Litchfield Council satisfying the requirements for a Board member under the constitution. Council's nominee satisfied these eligibility criteria under point 1.6. Under item 4.6 of the relevant constitution the Board can resolve not to appoint the nominee by Council and notify Council to nominate another member.

The constitution does not include a description of the role of the observer. Generally, the function of an observer on boards is to attend meetings and observe the proceedings without participation. Furthermore, the observer may be utilised to be a communicator to other stakeholders. Representation of Council on community boards is deemed to be a role of elected members in representing the interest of their constituents.

In light of Council working closely with the FPSRR Board currently on the infrastructure upgrade grant from the Northern Territory Government and going forward on the Governance Arrangement Review, a staff member should temporarily be considered as an observer on the Board. The review process of governance arrangements will identify how Council's input could be structured in the long-term.

It is recommended that Council authorises the Chief Executive Officer or delegate to be the observer on the board.

Links with Strategic Plan

A Great Place to Live - Recreation

Legislative and Policy Implications

There is no Council policy that applies to this matter.

Risks

Under the Board's constitution the Board can refuse Council's nomination without giving reason to Council. There is a risk that the FPSRR Board does not accept Council's nomination and won't appoint a representative to the board.

Financial Implications

Nil

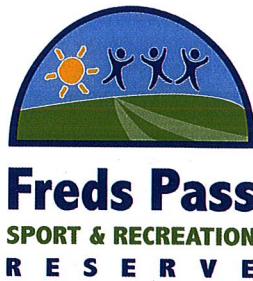
Community Engagement

Not applicable.

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

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

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.



19 July 2019

Interim Chief Executive

Silke Maynard

PO Box 446

HUMPTY DOO NT 0836

Via email: silke.maynard@litchfield.nt.gov.au

Re: Freds Pass Sports & Recreation Reserve Management Board- Observers Appointment

Dear Ms Maynard,

The Freds Pass Sports & Recreation Reserve Management Board (Board) wrote to the Litchfield Council on the 15 February 2016 and met with the Council Chief Executive in March 2016 to discuss their needs in the Litchfield Council Observer role. In spite of those discussions, the Litchfield Council appointed Cr Simpson as their nomination for Litchfield Council Observer in June/July 2016. Cr Simpson commenced as a guest in July of 2016 and was never formally endorsed by the Board. The Chair of the Board was informally informed that the political appointment was all that was available.

Following some concerns and the need to improve infrastructure and project advice, the Board on Tuesday 16 July 2019, considered that nomination and has voted not to accept the current nominee and evokes their rights under clause 4.6 (c) of Freds Pass Sports & Recreation Management Board Incorporated Constitution: 4.6 (c) if the board resolves not to appoint the Nominee to the Board it shall notify Litchfield Council who may then nominate another person whereupon clauses 4.6(a), 4.6(b), 4.6(c) shall apply until a Nominee is appointed by the Board.

I attach the original letter of concern and reiterate that this is a skills based Board with independent members with expertise and user group representatives. The Board requests that the Observer value adds to the function and purpose of overseeing planning, development and projects in this diverse and multi-purposed community facility.

The Board thanks Cr Simpson for her input over the last three years.

Kind Regards



Judith Cole

Chair: Freds Pass Sports & Recreation Management Board Inc.

Freds Pass Sport & Recreation Management Board Inc.
20A Bees Creek Road, Humpty Doo NT 0836
PO Box 1077 Coolalinga NT 0839
Phone: (08) 8983 1522 or 8983 1626
Email: info@fredspassreserve.com.au
Web: www.fredspassreserve.com.au
ABN 59 996 164 243



15th February 2016

Kaylene Conrick

Chief Executive Officer
Litchfield Council
P. O. Box 446
Humpty Doo 0836

Dear Ms Conrick,

Thank you for meeting with Steve Bock and myself on 4 February 2016 to discuss the Masterplan for Freds Pass Sports and Recreation Reserve and to consider our request for a Litchfield Council Representative.

The Board has developed a strong governance framework over the last three years and the Litchfield Council Representative has been a new consideration in the 2015 revised Constitution.

In previous years the Council maintain a distance from the management of the Reserve. However understanding the growth and development in the area, the pressure of managing big grants and building projects, the number of buildings that did not meet building regulations and the sheer amount of labour and costs involved in running an 83 hectare site with 23 community user groups it was decided that a closer relationship with Council would be beneficial to both parties.

Thank you for the opportunity to present our Masterplan to the Council on 11 February. Following both our discussion and the presentation to Council it is obvious that our plans for the future involve major infrastructure in drainage, roads and parking, and power and water. Our issues are engineering, planning and works and much needs to be done to prepare our facility to meet the needs of the many incumbent sporting groups and those still looking for a rural home.

The Board has considered your proposal to appoint Councillor Osborn as the Litchfield Council Representative and appreciates the interest. However the Board is skills based and would like a Council representative who could provide knowledgeable information on engineering issues and assist us in ensuring that all plans that go to Council have met a rigorous process and will have a high likelihood of being approved.

Could you please reconsider an appointee with skills in the areas of engineering or planning and development to help guide and provide advice in the areas of Roads, Drainage and Power that will conform to Council and Government regulations and legislations.

We see this role as a vital link in strengthening our relationship with Council's Operational Management team and ensuring that the Council has confidence in the management and future of this asset.

The Board thanks the Council for their interest and invites them to tour the Reserve with the Manager, Mr Steve Bock, at a time of their convenience. Please contact Steve on operations@fredspassreserve.com.au or on 89831626 or 0498144190 to make arrangements.

Yours Sincerely

A handwritten signature in blue ink, appearing to read 'Judy Cole'.

Judy Cole
Chairperson
Freds Pass Sport and Recreation Management Board Inc.
Ph 0439002075

FREDS PASS SPORT & RECREATION MANAGEMENT BOARD INC

20A Bees Creek Road, Humpty Doo NT 0836

PO Box 289, Humpty Doo NT 0836

Phone: 08 8983 1522 or 08 8983 1626

1. Schedule**1.1 Name (clause 1.1)**

The name of the incorporated association is **Freds Pass Sport and Recreation Management Board Incorporated.**

1.2 Objects and purposes (clause 1.2)

The objects and purposes of the Association are as follows:

- (a) to lease from the Litchfield Council the land commonly known as Freds Pass Reserve at 30km Stuart Highway and to manage the same as a sport and recreation reserve;
- (b) to promote the use of such reserve by sporting and other bodies and members of the general public;
- (c) to provide social, sporting and other recreational facilities for sporting and other bodies who utilise the reserve and for members of the general public;
- (d) to carry out all such activities as are incidental or ancillary to the above objectives as the Association may from time to time determine.

1.3 Minimum number of Members (clause 1.3)

The Association must have no less than five (5) Members.

1.4 Quorum at General Meetings (clause 6.6)

At a General Meeting 50% of the total membership Members present in person plus one (1) constitutes a quorum.

1.5 Financial year (clause 7.1)

The financial year of the Association is the period of 12 months ending on 30th June.

1.6 Eligibility of Board Member (clause 4.2(a))

In addition to the criterion specified in the Constitution, a Board Member must meet the following criteria:

- (a) be over the age of eighteen years;
- (b) be a resident of the Northern Territory;
- (c) be willing to undergo a Police check.

- (c) the Board may only confer Life Membership on one User Group Member once in any calendar year; and
- (d) The person agrees to be bound by this Constitution.

3.15 Life Members Bound to this Constitution

- (a) A Life Member may vote at General Meetings only (and not at any Annual General Meeting) and may be dealt with according to clause 3.11 to 3.13 respectively as if the Life Member were a Member.
- (b) A Life Member may not otherwise exercise any of the rights of a Member.

4. Board

4.1 Role and powers

- (a) The business of the Association must be managed by or under the direction of a Board.
- (b) The Board may exercise all the powers of the Association except those matters that the Act or this Constitution requires the Association to determine through a General Meeting of Members.
- (c) The Board may appoint and remove staff.
- (d) The Board may establish one or more subcommittees consisting of the Members of the Association the Board considers appropriate.

4.2 Composition of Board

- (a) The Board will be constituted by seven (7) Board Members as follows:
 - (i) Four (4) User Group Board Members (as defined in clause 4.4);
 - (ii) Three (3) Independent Board Members (as defined in clause 4.5); and
 - (iii) One (1) Non-Voting Observer nominated by Litchfield Council;each of whom must satisfy the requirements in Item 1.6.
- (b) The Board will be selected as follows:
 - (i) The annual General Meeting held in accordance with clause 6.1(b) will elect the User Group Board Members in accordance with clause 4.4;
 - (ii) The Board will appoint the Independent Board Members in accordance with clause 4.5;
 - (iii) The Litchfield Council may nominate one (1) Non-Voting Observer in accordance with clause 4.6.
- (c) The Board will following the election of each Board in accordance will clause 4.2(a) subject to vacancy elect:
 - (i) a Chairperson;

- (c) Subject to office vacancies the Board must select and appoint the number of Independent Board Members necessary to bring the number of Independent Board Members on the Board to three (3) in total.

4.6 Litchfield Council - Board appointment

Immediately following the annual General Meeting referred to in clause 4.4:

- (a) Litchfield Council may nominate a person as a Non-Voting Observer ('Nominee') by notice in writing to the Board for endorsement by the Board;
- (b) the Board, if satisfied that the Nominee meets the requirements in Item 1.6 and is otherwise acceptable to it, shall appoint the Nominee to the Board;
- (c) if the Board resolves not to appoint the Nominee to the Board it shall notify Litchfield Council who may then nominate another person whereupon clauses 4.6(a), 4.6(b), 4.6(c) shall apply until a Nominee is appointed by the Board.

4.7 Transitional Provisions for Board Membership

- (a) On the date that this Constitution comes into effect the eight (8) Committee members under the former Constitution will be deemed to be 'Board Members' for the purposes of and take up office as Board Members under this Constitution; and
- (b) The six (6) longest serving former Committee members ('including the independent committee members') will vacate office as Board Members (under this Constitution) on the date of the next AGM following adoption of this Constitution; and
- (c) Two (2) User Group Board Members will be elected in accordance with clause 4.4 and Independent Board Members and the Litchfield Board Member will be appointed in accordance with clauses 4.5 and 4.6 and elect officers in accordance with clause 4.2(c), 4.2(d) and 4.2(e).
- (d) The Board Members remaining on the Board following the vacancies under clause 4.7(a) will hold office as User Group Board Members (under this Constitution) until the next AGM which is after the AGM referred to in clause 4.7(b);
- (e) The Board Members elected in accordance with clause 4.7(c) will have terms in office in accordance with clause 4.8.

4.8 Term of Board Membership

- (a) A Board Member (excepting those referred to in clause 4.7(d)) holds office until the second annual General Meeting following that Board Members appointment unless the Board Member vacates the office under clause 4.9 or is removed under clause 4.10.
- (b) Board Members may serve consecutive two (2) year terms on the Board, up to a maximum of two consecutive terms.

4.9 Vacating office

The office of a Board Member becomes vacant if:

- (a) the Board Member:



COUNCIL REPORT

Agenda Item Number:	15.7
Report Title:	PA2019/0329, a Development Application for a Subdivision to Create Six Lots at Section 1902 and Section 1905 (1000) Channel Island Road, Wickham, Hundred of Ayers
Report Number:	19/0030
Meeting Date:	16/10/2019
Attachments:	All attachments are links as the documents were too large to include Attachment A: Council's letter of comment for PA2019/0329, a Development Application for a Subdivision to Create Six Lots at Section 1902 and Section 1905 (1000) Channel Island Road, Wickham, Hundred of Ayers Attachment B: Part Development Application PA2019/0329 Attachment C: Part Development Application PA2019/0329 (Proposed Subdivision Layout) Attachment D: Part Development Application PA2019/0329 (Environmental Assessments) – Part 1 Part Development Application PA2019/0329 (Environmental Assessments) – Part 2

Purpose

The purpose of this report is to provide a summary and assessment to Council of PA2019/0329, a Development Application for a subdivision to create six lots at Section 1902 and Section 1905 (1000) Channel Island Road, Wickham, Hundred of Ayers.

Summary

The report presents for Council information a Letter of Comment to the consent authority, included as Attachment A, on Development Application PA2019/0329, included as Attachments B - D.

This report recommends that Council note the letter of support for the application with the request for conditions precedent on any development Permit issued for the subdivision to allow Council final approval of the road and stormwater drainage designs.

Recommendation

THAT Council:

1. receive and note the report; and
2. note Attachment A, Council's Letter of Comment for PA2019/0329, a Development Application for a Subdivision to Create Six Lots at Section 1902 and Section 1905 (1000) Channel Island Road, Wickham, Hundred of Ayers.

Background

Site and Surrounds

The subject site is undeveloped portions of two large parcels of Crown Land located on Middle Arm Peninsula. In this area, the NT Government's Land Development Corporation own about 600 hectares of land in the Middle Arm Industrial Precinct. An approximately 335 hectare portion of that area is known as the Kittyhawk Estate and is the subject of this subdivision application. Due to the extensive land area involved, the area of subdivision is shown on several pages in Attachment C.

Section 1902, which comprises the majority of future industrial land, is located in Zone DV (Development). Section 1905, which comprises some utility product corridors and road development, is located in Zone U (Utilities).

The subject sites are surrounded by other undeveloped land. The land closest to the harbour is located in Zone CN (Conservation) and will be protected in this subdivision with only natural drainage channels being affected.

Site Development History

There is no past planning history relevant to the subject site.

Current Proposal

The current application proposes to create six new lots. Two of those lots will be the balance, or "leftover" parcels from the larger parcels that are not proposed for any current development of 257 hectares and 470 hectares. One small parcel is proposed to be comprised of 10m product corridors on either side of a new road within the subdivision. These product corridors will accommodate future development high pressure gas services to support future industrial developments in the subdivision.

The remaining three lots are proposed to be developed as industrial blocks of 15 hectares, 1 hectare, and 27 hectares. These three lots are all located within the area of the site in Zone DV (Development).

Two new roads are proposed to be developed as part of the subdivision to service the new industrial areas.

It is expected that future subdivision will occur in the Kittyhawk Estate that will see the extension of these two roads.

Application Assessment

The proposed lot sizes are suitable to service the type of development expected within Zone DV (Development), the purpose of which is to provide for major strategic industries.

Discussions have been held throughout the planning process for the subdivision between Council, Land Development Corporation, and the engineering design team. Due to the detail involved in the road and stormwater drainage design in this location, there are complexities to the design beyond that of typical industrial subdivisions. As such, there are a few areas of stormwater drainage and road design in which Council requires further detailed discussion with the design engineer to finalise Council approval of the proposal. However, there are not expected to be any matters that could not be resolved through the application of conditions precedent on a Development Permit to finalise.

Conclusion

It is recommended that Council support the application with the request for conditions precedent on any development Permit issued for the subdivision to allow Council final approval of the road and stormwater drainage designs.

Links with Strategic Plan

A Great Place to Live - Development and Open Space

Legislative and Policy Implications

Not applicable to this report.

Risks

Not applicable to this report.

Financial Implications

Not applicable to this report.

Community Engagement

Not applicable to this report.

Recommending Officer: Nadine Nilon, Director Infrastructure and Operations

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

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



COUNCIL REPORT

Agenda Item Number:	15.8
Report Title:	Proposed Road Opening Richards Road, Blackmore
Report Number:	19/0031
Meeting Date:	16/01/2019
Attachments:	Nil

Purpose

This report seeks Council's approval to proceed with a road opening over the existing, constructed Richards Road in Blackmore.

Summary

Richards Road was constructed in 2016 across Crown Land at 2335 Cox Peninsula Road to service a new 28-lot subdivision. As the road was built within Crown Land, it was not created as a public road at the time of subdivision. However, as Council approved the design of the road, currently maintain the road, and the road services Council residents, it is considered appropriate that a formal road reserve be created over the existing built infrastructure.

It is recommended that Council proceed with undertaking all required actions to formally open this section of road, including execution of all associated documentation as required.

Recommendation

THAT Council:

1. proceed with the road opening process for Richards Road across 2335 Cox Peninsula Road, Blackmore and
2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road, as required.

Background

In 2016, Dragon Lady Pty Ltd developers constructed a new 28-lot subdivision off Stockwell Road, Blackmore. In order to access the site, the developer constructed a new road from Cox Peninsula Road to Stockwell Road. This road is constructed across a portion of 2335 Cox Peninsula Road, which is Crown Land, as shown in the following images.



Location of Richards Road

At the time of subdivision, it was understood from Crown Land that the road would be created as part of the subdivision process and would become Council road reserve upon registering of the new survey plans for the subdivision.

Council approved the development applications related to the subdivision, and detailed designs were completed for the works to Council's satisfaction. Council collected relevant administrative fees and maintenance bond from the developer for Richards Road as part of the subdivision works. In 2018, upon the conclusion of the two-year Defects Liability Period for the subdivision works, Council accepted responsibility for the new road from the developer.

However, it was recently discovered that the road was not formally vested in Council at the time of subdivision. As the road was constructed in accordance with Council requirements and services Council residents, and as Council has been maintaining the road reserve, it is recommended the Council undertake the required process to formally open the road as Council road reserve.

The next steps in the road opening process are to write to the Minister for Local Government, Housing and Community Development and Minister for Infrastructure, Planning and Logistics seeking consent to vest the road reserve to Litchfield Council. Following approval from both Ministers, Council will be required to place the common seal and required signatures on relevant Land Titles Office paperwork prior to a new title being issued for the remainder parcel of 2335 Cox Peninsula Road.

Links with Strategic Plan

Everything You Need - Roads and Transport

Legislative and Policy Implications

The Control of Roads Act sets out the process for opening a road over Crown Land.

Risks

Not applicable to this report.

Financial Implications

As Council agreed to maintain the road at the time of subdivision approval and has been paid all applicable fees by the developer under the requirements of the subdivision process, there are no additional costs to Council as a result of this proposal.

Community Engagement

This proposed road opening was advertised for public comment in the NT News, on Council's website, and on Council's Facebook page from 6 July 2019 to 5 August 2019. No objections were received.

Recommending Officer:

Nadine Nilon, Director Infrastructure and Operations

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

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



COUNCIL REPORT

Agenda Item Number:	15.9
Report Title:	Roads Asset Management Plan
Report Number:	19/0031
Meeting Date:	16/10/2019
Attachments:	Attachment A – Roads Asset Management Plan

Purpose

This report presents for Council adoption the Roads Asset Management Plan (AMP) following adoption of Council's Long-Term Financial Plan.

Summary

The purpose of the Roads AMP is to outline information on roads infrastructure assets, including actions required to provide an agreed level of service in the most cost-effective manner.

The Roads AMP ensures Council assets are planned, delivered, and maintained to achieve the community's priorities outlined in the Council's Strategic Plan 2018-2022.

The Roads AMP identifies three different ways of investing in its assets:

1. Managing existing assets (maintenance),
2. Renewal and replacement of existing assets (renewal), and
3. Upgrading of existing assets and/or creating new assets to meet future demand (upgrade).

The Roads AMP is to be read with the Asset Management Policy (INF01), Municipal Plan 2018-19, Strategic Plan 2018-2022, and Long-Term Financial Plan 2019/20 to 2028/29.

This report was presented to Council in September 2019 and was deferred for consideration in October 2019. Minor updates have been made to Attachment A.

Recommendation

THAT Council:

1. adopts the Roads Asset Management Plan and
2. approves the Chief Executive Officer to make minor editorial changes to the Roads Asset Management Plan, if required.

Background

The draft Roads AMP information was utilised as background information to the adoption of Council's Long-Term Financial Plan. The Long-Term Financial Plan 2019-2020 to 2028-2029 was adopted by Council in July 2019.

The Roads AMP provides a point in time summary of Council's road assets and long-term sustainability of roads based on current data and knowledge to assist Council with its decision making. The adoption of the Roads AMP by Council does not commit Council to increasing funding, specific programs or other aspects within the AMP. The Roads AMP will be reviewed for major changes on an annual basis, as well as having a more thorough update approximately every three years following Council's regular cycle of revaluation of assets.

Managing existing assets

The infrastructure assets covered by this Roads AMP are valued at \$328,700,000 (Gross Replacement Cost), including roads and kerbs. This value differs from the 2018 revaluation at \$385,600,000 as the current AMP only includes roads within Council-owned road reserves, while the 2018 value included some roads not owned by Council.

The Roads AMP does not include private roads, battle-axe access and right of way easements. These types of roads have been excluded, as Council does not currently have a Policy to replace or undertake capital works on these assets. As the Private Roads Policy is currently under review, the Asset Management Plan can be updated if the current policy intent changes.

Renewal and replacement of existing assets

Renewal and replacement of existing assets refers to work which restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is resulting in additional future operations and maintenance costs.

Age and condition of assets are used to assist in the determination of the priorities of assets for identified renewal and replacement programs.

The average budget allocation for the surface renewal programs, including resealing and resheeting, is \$1,700,000 per year over the next 10 years. The average budget allocation for pavement replacement is \$1,270,000 per year over the next 10 years.

Upgrading of existing assets and/or providing new assets

New works are those that create a new asset that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity (and value).

The Roads AMP includes upgrades to bituminise (seal) gravel roads. The selection criteria are ranked based on Council's Sealing of Roads Policy (INF05) and available funds.

The average budget allocation for the road sealing program is \$2,670,000 per year over the next 10 years. This includes the Strategic Mango Roads project estimates at \$21,000,000. There is also an average budget allocation of \$300,000 per year for road safety upgrades.

Summary

The Roads AMP estimates the required projected funding to provide the current level of service including operations (staffing and general operations) along with the maintenance, renewal and upgrade of assets over the 10 years, is \$122,976,000, or \$12,298,000 on average per year.

Council's Long-Term Financial Plan includes an allocation of \$76,369,000 or \$7,637,000 on average per year over the next 10 years. This is 62% of the cost to sustain the current level of service at the lowest lifecycle cost.

Therefore, the allocated funding leaves a shortfall of \$4,611,000 on average per year of the projected expenditure required to provide services in the AMP compared with planned expenditure currently included in the Long-Term Financial Plan.

The financial projection from the Roads AMP is presented in Figure 1 below. The increase in spending in years 2021 to 2023 is for the Strategic Mango Roads Project, which is recorded as an upgrade of Council's assets. Council's Long-Term Financial Plan is for 10 years and the AMP averages out the first 10 years information to the last 10 years.

Litchfield - Projected Operating and Capital Expenditure (Roads_S2_V5)

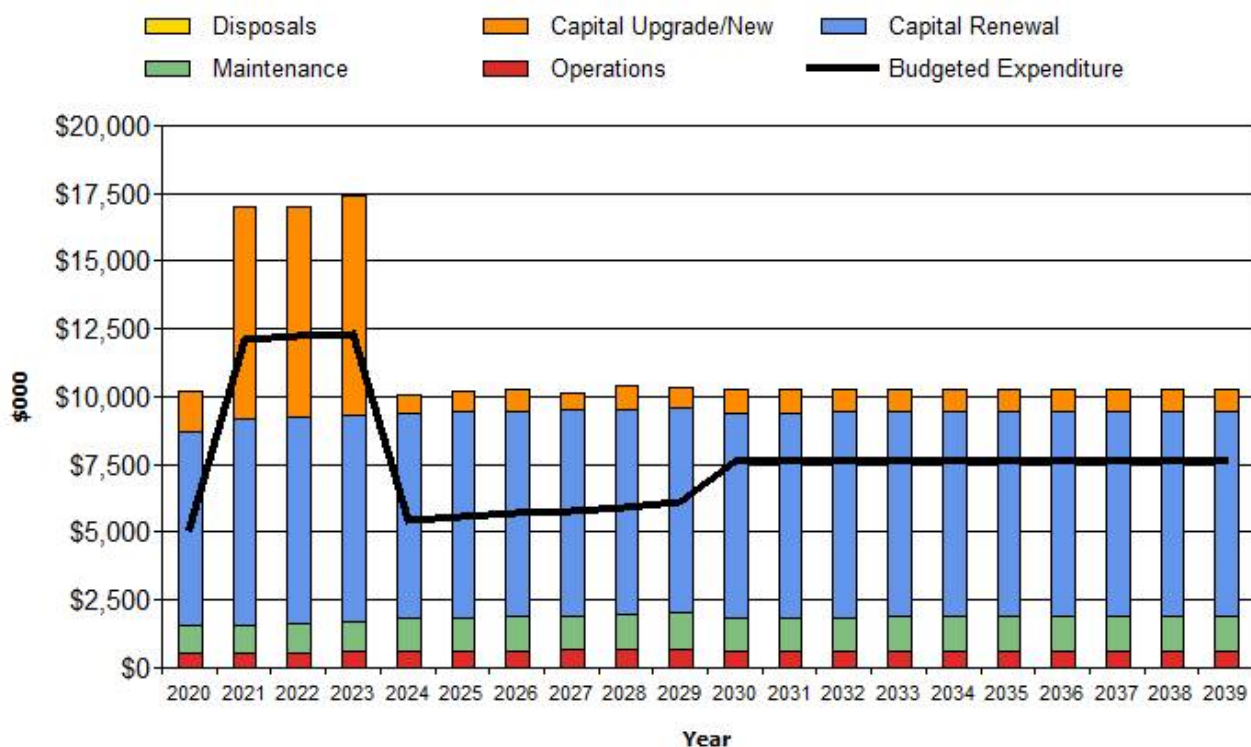


Figure 1

In conclusion, the current funding allocation results in a funding gap for road assets, which is not enough to sustain services at the current level and address service demand into the future.

Council has been maintaining the assets at a consistent service level with similar funding for a number of years. Therefore, the gap is not at a critical point that is resulting in significant road defects and failures. The risk to Council can be mitigated through progressively increasing the funding of renewal programs. The current Long-Term Financial Plan does include a small annual increase which assists in reducing the gap; however, this does not account for the growth of new assets and will need to be reviewed for future Road AMPs.

Next Steps

In relation to managing the road assets, the Roads AMP identifies areas for improvement that will be progressed through operational activities and reported in future AMPs. These improvements

allow for greater information to assist Council in its decision making relating to roads. These areas are:

- Review asset related data and long-term financial plans to identify critical work and funding required in the Long-Term Financial Plan;
- Review service levels and identify/seek additional funding to reduce future shortfall;
- Prioritise funding of renewal programs over upgrading and new assets.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

The development of the Roads AMP is an important step in understanding the quantum of the asset funding gap to improve how assets are managed, including identifying risks with the funding shortfall.

The AMP has been developed in line with the Asset Management Policy (INF01).

Risks

Endorsing the Roads AMP will allow Council to clearly identify the financial sustainability issues and address risks that arise from these issues. The development of asset management plans is a key control for the risk profile, inadequate asset sustainability practices.

Financial Implications

The funding shortfall identified in the Roads AMP illustrates the variance between the asset management requirements and the projected allocation of funding in Council's Long-Term Financial Plan.

The annual figures, as a 10-year average, are summarised as:

- Projected Spending = \$12,298,000
- Allocated Funding = \$7,637,000
- Annual shortfall = \$4,611,000

The Roads AMP provides an opportunity for long term service levels (and therefore required spending), funding sources, and funding gap management to be identified and further explored.

Community Engagement

Not applicable.

**Recommending
Officer:**

Nadine Nilon, Director Infrastructure and Operations

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

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

Litchfield Council




Roads

Asset Management Plan



Version 1

October 2019

Document Control		 Asset Management Plan			
Document ID : NAMS>PLUS Concise Asset Management Plan Template v 3.116					
Rev No	Date	Revision Details	Author	Reviewer	Approver
0	August 2019	Draft AMP	NS	ND	NN
1	October 2019	Adoption	NS	NN	Council

Responsibility Table

S.N.	Description of Job	Responsibility Officer	Due Date
1	Implementation of Plan	Manager Infrastructure & Assets	After adopted by Council
2	Update of Roads Asset Management Plan	Asset Management Officer	May 2023
3	Enhanced awareness of Asset Management	Asset Management Officer	Throughout year
4.	Revaluation of Infrastructure Assets	Finance Manager	June 2021

Litchfield Council

PO Box 446 Humpty Doo, NT, 0836

P. (08) 8983 0600 F. (08) 8983 1165

E. council@litchfield.nt.gov.au

W. www.litchfield.nt.gov.au

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1 EXECUTIVE SUMMARY

1.1 The Purpose of the Plan

This asset management plan details information about infrastructure assets including actions required to provide an agreed level of service in the most cost-effective manner while outlining associated risks. The road assets have an estimated value of \$328,700,000 and comprises 2.7 km of asphalt roads, 616.6 km of bitumen roads, 70.4 km of gravel (unsealed) roads and 32.1 km of Kerbs.

Private roads have been excluded from the above figures and asset management plan.

1.2 Levels of Service

The asset management plan has been prepared prior to development of levels of service. The future revisions of this asset management plan will incorporate community consultation on service levels, costs of providing the service and available resources.

1.3 Future Demand

The future demand will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand.

1.4 Lifecycle Management Plan

The projected outlays necessary to provide the services covered by this Asset Management Plan (AMP) include operations, maintenance, renewal, upgrade and new assets over the 10-year planning period at a value of \$122,976,000 or \$12,298,000 on average per year.

1.5 Financial Summary

Estimated available funding for this period is \$76,369,000 or \$7,637,000 on average per year as per the long-term financial plan or

budget forecast. This is 62% of the cost to sustain the current level of service at the lowest lifecycle cost.

The allocated funding leaves a shortfall of \$-4,661,000 on average per year of the projected expenditure required to provide services under the AMP compared with budgeted expenditure currently included in the Long-Term Financial Plan.

1.6 Managing the Risks

Our present funding levels are insufficient to continue to manage risks in the medium term. The identified risks will be managed within available funding by:

- Improving inspection cycles and records of inspections
- Improving condition data of existing infrastructure to develop renewal and upgrade programs
- Transfer corporate knowledge
- Identify efficiencies in using available funding
- Progressively increasing funding of renewal programs

Council has been maintaining road assets at a consistent service level and funding. The gap is not considered to be at a critical point that would result in significant road failures. The current Long-Term Financial Plan includes a small annual increase for renewals that gradually reduces the gap, however this does not account for the growth of new assets. This will need to be considered in future revisions.

1.7 Monitoring and Improvement Program

Council is committed to improving asset management practices on sustainable paths into the future. These practices will be reviewed in line with the improvement plan.

2. INTRODUCTION

2.1 Background

This asset management plan communicates the actions required for the responsive management of assets (and services provided from assets), compliance with regulatory requirements, and funding need to provide the required levels of service over a 20-year planning period.

The asset management plan is to be read with the Council planning documents. This should include the Asset Management Policy (INF01), along with other key planning documents:

- Municipal Plan 2018-19
- Strategic Plan 2018-2022
- Long Term Financial Plan 2018/19 to 2027/28

The infrastructure assets covered by this asset management plan are shown in Table 2.1. These assets are used to provide road access services within Municipality.

Table 2.1: Assets covered by this Plan

Asset Category	Dimension	Replacement Value
Asphalt Roads	23,224 sqm	\$1,600,000
Bitumen Roads	4,569,773 sqm	\$292,700,000
Gravel Roads	524,570 sqm	\$32,600,000
Kerbs	32102 m	\$1,800,000
TOTAL		\$328,700,000

2.2 Goals and Objectives of Asset Ownership

Our goal in managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment,
- Taking a lifecycle approach for developing cost-effective management strategies for the long-term that meet the defined level of service,
- Identifying, assessing and appropriately controlling risks, and
- Linking to a long-term financial plan which identifies required, affordable expenditure and how these will be allocated.

Other references to the benefits, fundamentals principles and objectives of asset management are:

- International Infrastructure Management Manual 2015 ¹
- ISO 55000²

¹ Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2 | 13

² ISO 55000 Overview, principles and terminology

3. LEVELS OF SERVICE

3.1 Customer Research and Expectations

This asset management plan is prepared enable Council to clearly identify the financial sustainability issues and address risks that arise from these issues. This can then be used for future decision making and budget considerations. This will assist the Council and stakeholders in matching the level of service required, service risks and consequences within the community's ability and willingness to pay for the service.

The Litchfield Council 2018 Community Survey measured residents' level of satisfaction with various Council services. The community survey reported satisfaction levels for road assets as follow:

Table 3.1: Community Satisfaction Survey Levels (2018)

Performance Measure	Importance Level
	% Very Important and Somewhat Important
How important are the maintenance of local roads services in your area?	98.38%

Performance Measure	Satisfaction Level	
	% Very Good & Good	% Not Good & Poor
How do you rate Council's performance in maintenance of local roads services in your area?	71.61%	28.39%

Compared to the results of the Community survey undertaken in 2017 the importance for residents has slightly decreased by 0.87% (99.25 % in 2017) and the satisfaction of the service has reduced with 19.17% increase of residents judging the service as Not Good or Poor (9.22% in 2017), noting that the 2017 included a rating option of average that was not included in 2018.

This is an indication for a perceived reduction in service level by residents, which could be influenced by the condition of roads infrastructure.

Community satisfaction information is used in developing the strategic plan and in the allocation of resources in the budget. The community survey is available on Council's website.

3.2 Strategic and Corporate Goals

This asset management plan is prepared under the direction of the Litchfield Council's vision and major roles as outlined in the Strategic Plan 2011-2022.

Litchfield Councils vision consists of four (4) unique attributes including:

1. 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.
2. 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.
3. 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.
4. 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.

Council's six (6) major roles and how these are addressed in this asset management plan are:

Table 3.2: Major roles and how these are addressed in this Plan

Major Roles	How Council's major roles are addressed in AMP
Service Delivery	Meet the social and community interest
Advocate	Survey of major services
Fund	Planning of budget as per necessity
Regulate	Develop and review of Council policies
Work with Community	Welcoming and providing safe environment
Partner	Work with other agencies

3.3 Legislative Requirements

There are many legislative requirements relating to the management of assets. These include:

Table 3.3: Legislative Requirements

Legislation	Requirement
Local Government Act NT	Sets out role, purpose, responsibilities and power of local government including the preparation of long-term financial plans supported by asset management plans for sustainable service delivery.
Planning Act NT	Adequate management, development and conservation of natural resources.
Australian Standards	To ensure infrastructure provides service for all.
Control of Roads Act NT	Establishes the procedures for the opening and closing of a public road, and to provide the classification of roads. Regulates the carrying out of various activities on public roads.
Traffic Act NT	Sets out the requirements for traffic management.
Environment Protection and Biodiversity Conservation Act	Responsibility not to cause environmental harm (e.g. noise pollution, contamination of water).

Legislation	Requirement
(Commonwealth)	
Work Health and Safety Act 2011	Sets out the requirements for protection of staff and the public when undertaking works.
Disability Discrimination Act 1992	Sets out the requirements for compliant infrastructure to facilitate equal access to transport services.

3.4 Customer Levels of Service

Service levels are defined in two terms, customer levels of service and technical levels of service. These are supplemented by organisational measures. The customer levels of service are presented in the table below:

Table 3.4: Customer Level of Service

	Expectation	Performance Measure Used	Current Performance	Expected Position in 10 Years based on the current budget.
Service Objective: Council ensures that roads infrastructure is constructed in compliance with standards and is fit for purpose, safe and well maintained to meet the local business and community service needs of all ages and abilities.				
Quality	Satisfaction on maintenance of local roads	Community survey	71.61% respondents rated the service as very good or good in the 2018 community survey	Remain similar, with consistent maintenance funding
	Confidence levels		High	High
Function	Roads are considered to perform well as their intended interest by Council	Community Survey	98.38% of respondents rated the service as very important and somewhat important in the 2018 survey.	Remain high due to the importance for road access for local business and community
	Confidence levels		High	High
Capacity and Use	Most of the roads are in a rural environment	GIS Mapping	Data is captured as per current GIS system	Better GIS resolution system is required for future modelling
	Confidence levels		High	High

3.5 Technical Levels of Service

Technical Levels of Service - Supporting the customer service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities to best achieve the desired customer outcomes and demonstrate effective performance.

The technical levels of service to be provided under this AMP will meet legislative, regulatory and contract specifications. These requirements are provided within resources available in the long-term financial plan.

Service and asset management plans implement and control technical service levels to influence the customer service levels.³

Technical levels of service have not been set at this stage and will be developed as part of the next revision of this asset management plan.

It is important to monitor the service levels provided regularly as these will change. The current performance is influenced by work efficiencies and technology, and customer priorities will change over time. Review and establishment of the agreed position which achieves the best balance between service, risk and cost is essential.



Figure 1 - Newly sealed rural road

³ IPWEA, 2015, IIMM, p 2|28.

4. FUTURE DEMAND

4.1 Demand Drivers

Drivers affecting demand include things such as population change, regulations, changes in demographics, seasonal factors, vehicle ownership rates, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness, etc.

4.2 Demand Forecasts and Impacts on Asset

The impact of demand drivers that may affect future service delivery and use of assets are shown in Table 4.2.

Table 4.2: Demand Drivers, Projections and Impact on Services

Demand drivers	Present position	Projection	Impact on services
Population growth	25,598 (2018 ABS ERP)	1.4% (NT Department of Treasury and Finance)	Demand to increase additional assets
Community road safety concerns	70.4 km of gravel roads (does not include private roads)	To seal all length of gravel roads	Increase demand for upgrade cost
Demographics	Change in age structure	Increase aged population	Increase demand for new assets to facilitate accessible roads
Change in technology	Existing road seal binder technology	Road seal binder development	Provide options for road reseal treatments to prolong road seal life and increase resealing cost

4.3 Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand. Demand management practices can include non-asset solutions, insuring against risks and managing failures.

Opportunities identified to date for demand management are shown in Table 4.3. Further opportunities will be developed in future revisions of this asset management plan.

Table 4.3: Demand Management Plan Summary

Demand Driver	Impact on Services	Demand Management Plan
Population growth	Demand to increase additional assets	Continue to place upgrade program within available resources
Community road safety concerns	Increase demand for upgrade cost	Ongoing sealing/resealing program within available resources
Demographic	Increase demand for new assets to facilitate accessible roads infrastructure	Ongoing upgrade program within available resources

Demand Driver	Impact on Services	Demand Management Plan
Change in technology	Provide options for road reseal treatments to prolong road seal life and increase resealing cost	Life cycle cost will be considered to acquire innovative technology



Figure 2 - Typical unsealed (gravel) road

5. LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the Council plans to manage and operate the assets at the agreed levels of service (defined in Section 3) while managing life cycle costs.

5.1 Background Data

5.1.1 Physical parameter, asset capacity and performance

The assets covered by this asset management plan are shown in Table 2.1. Private roads are excluded from this asset management plan.

The current asset data does not provide a reasonable description of the age profile of the road assets as such there is no Asset Age Profile graph available for inclusion.

An age profile will be developed in future revisions of the asset management plan.

Council's services are generally provided to meet design standards where these are available.

Locations where deficiencies in service performance are known are detailed in Table 5.1.1.

Table 5.1.1: Known Service Performance Deficiencies

Location	Service Deficiency
Bitumen Roads	Lack of other associated infrastructures such as footpaths, underground drainage
Gravel Roads	Not accessible in all seasons due to weather conditions Unsealed road condition is highly variable
Sealed Road Base/Pavement	Detailed condition data of sealed road base/pavement is poor

The above service deficiencies were identified from available asset data and local knowledge.

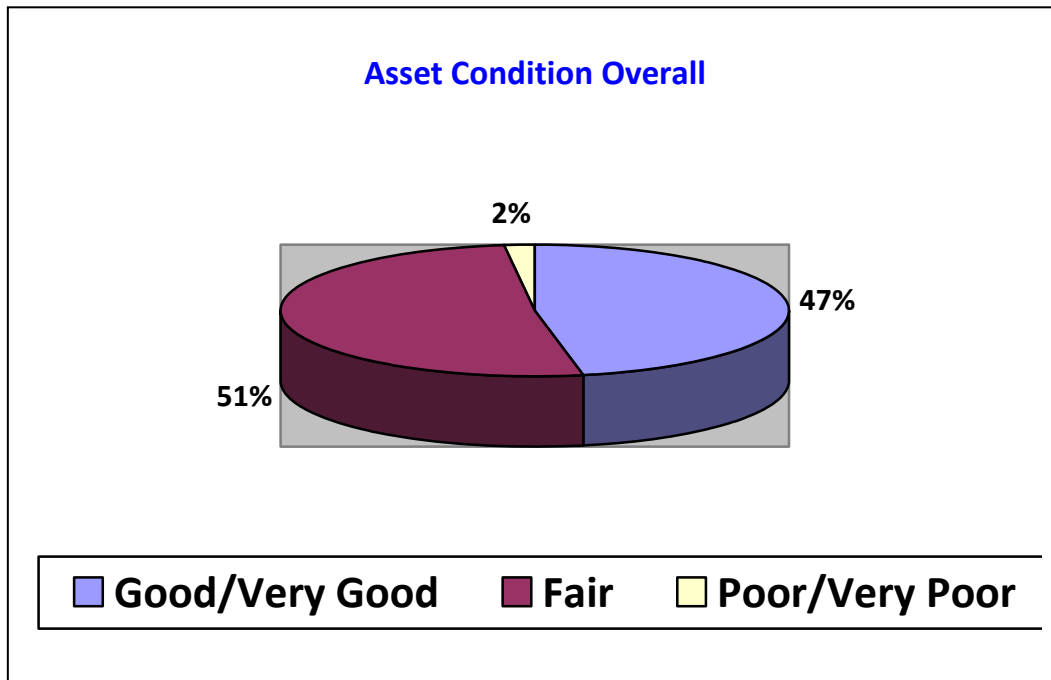
5.1.2 Asset condition

Litchfield Council is maintaining all Council roads. It is required to improve the inspection regime to ensure safety of road users and general condition of road assets. This improvement will include the need for better recording data collected during inspections.

This is the first Asset Management Plan for roads infrastructure. Previously, the roads infrastructure has been maintained with a maintenance methodology. The focus of this plan is on better defining operational, maintenance and renewal strategies and to improve asset data knowledge, particularly in relation to asset condition. The condition rating of all assets has been undertaken by a qualified external valuer in 2018.

It has been identified that dedicated (expert) asset condition inspections are required to assess and document the condition of road assets. The condition profile of our assets is shown in Figure 1.

Figure 1: Asset Condition Overall



Condition is measured using a 1 – 5 grading system⁴ as detailed in Table 5.1.3.

Table 5.1.2: Simple Condition Grading Model

Condition Grading	Description of Condition
1	Very Good: only planned maintenance required
2	Good: minor maintenance required plus planned maintenance
3	Fair: significant maintenance required
4	Poor: significant renewal/rehabilitation required
5	Very Poor: physically unsound and/or beyond rehabilitation

5.2 Operations and Maintenance Plan

Operations include regular activities to provide services such as public safety and amenity.

Routine maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again, e.g. road patching.

⁴ IPWEA, 2015, IIMM, Sec 2.5.4, p 2 | 80.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating.

Maintenance expenditure is shown in Table 5.2.1.

Table 5.2.1: Maintenance & Operational Expenditure Trends

Year	Maintenance & Operational Budget \$
2018/2019	\$1,487,769

The asset condition in Figure 1, maintenance and operational expenditure are adequate to meet current service levels. Where maintenance expenditure levels are such that they will result in a lesser level of service than the service consequences have been identified and service consequences highlighted in this AMP.

Summary of future operations and maintenance expenditures

Future operations and maintenance expenditure are forecasted to trend in line with the value of the asset stock as shown in Figure 2. Note that all costs are shown in current 2018 dollar values.

Figure 2: Projected Operations and Maintenance Expenditure

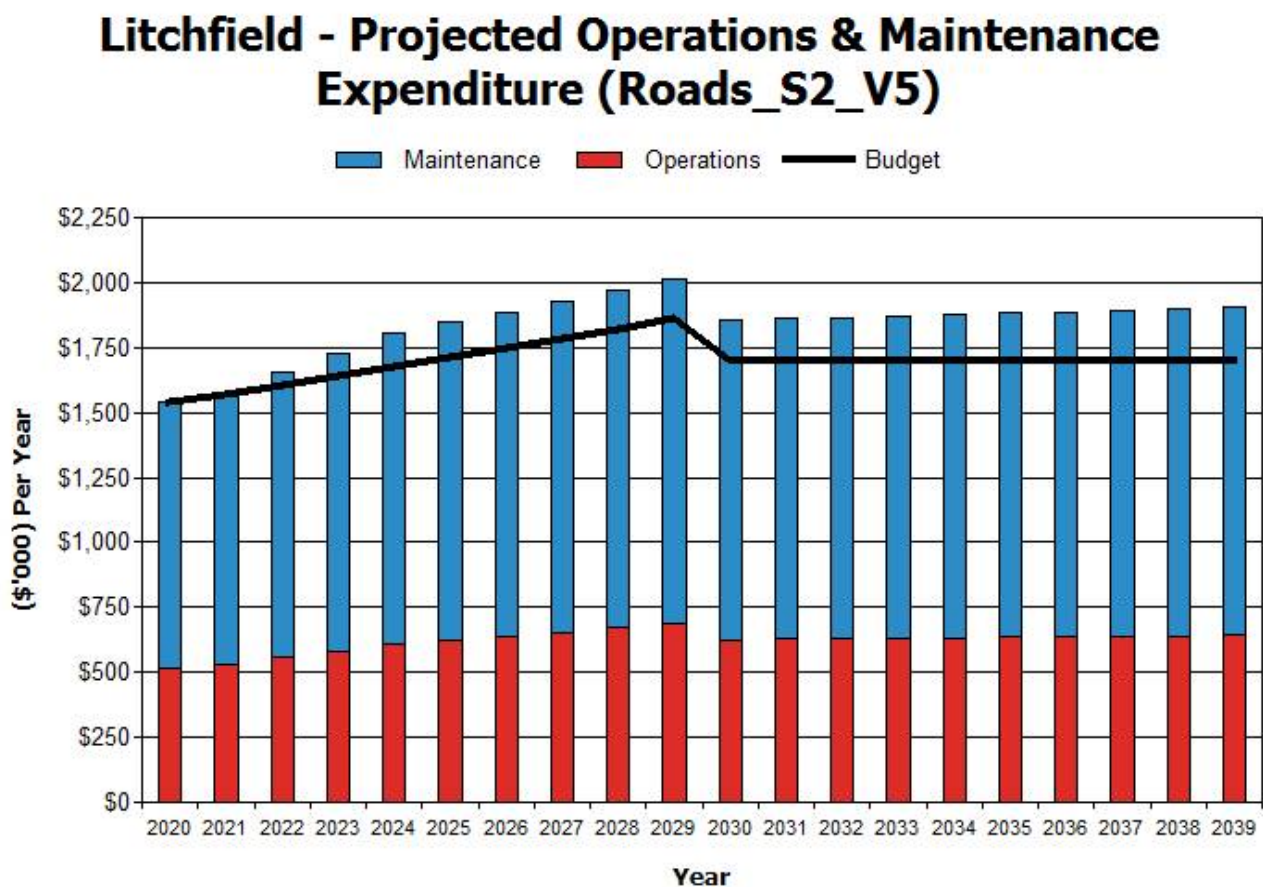


Figure Values are in 2018 dollars.

There is a shortfall of budget in the above graph which is further discussed in section 5.4.3. Deferred maintenance, i.e. works that are identified for maintenance and unable to be funded, these are to be included in the risk assessment and analysis in the infrastructure risk management plan.

Maintenance is funded from the operating budget where available.

5.3 Renewal/Replacement Plan

Renewal and replacement expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to its original service potential is considered to be an upgrade/expansion or new work expenditure resulting in additional future operations and maintenance costs.

5.3.1 Renewal ranking criteria

Asset renewal and replacement is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that has a 5t load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. roughness of a road).⁵

It is possible to get some indication of capital renewal and replacement priorities by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be greatest,
- Have a total value representing the greatest net value,
- Have the highest average age relative to their expected lives,
- Are identified in the AMP as key cost factors,
- Have high operational or maintenance costs, and
- Have replacement with a modern equivalent asset that would provide the equivalent service at a savings.⁶

The ranking criteria used as a guideline to determine priority of identified renewal and replacement proposals is detailed in Table 5.3.1.

Table 5.3.1: Renewal and Replacement Priority Ranking Criteria

Criteria	Weighting
Year of Construction/Acquired	50%
Condition Rating	50%
Total	100%

⁵ IPWEA, 2015, IIMM, Sec 3.4.4, p 3|91.

⁶ Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.

5.3.2 Summary of future renewal and replacement expenditure

Projected future renewal and replacement expenditures are forecast to increase over time when the asset stock increases.

The projected capital renewal and replacement program is shown in Appendix A.

Renewals and replacement expenditure in the capital works program will be accommodated in the long term financial plan. This is further discussed in Section 7.

5.4 Creation/Acquisition/Upgrade Plan

New works are those that create a new asset that did not previously exist, or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs. Assets may also be acquired at no cost.

5.4.1 Selection criteria

New assets and the upgrade/expansion of existing assets are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others. Verified proposals are ranked by priority index according to Council Policy, available funds and scheduled in future works programmes. The priority ranking criteria are detailed below:

Table 5.4.1: New Assets Priority Ranking Criteria

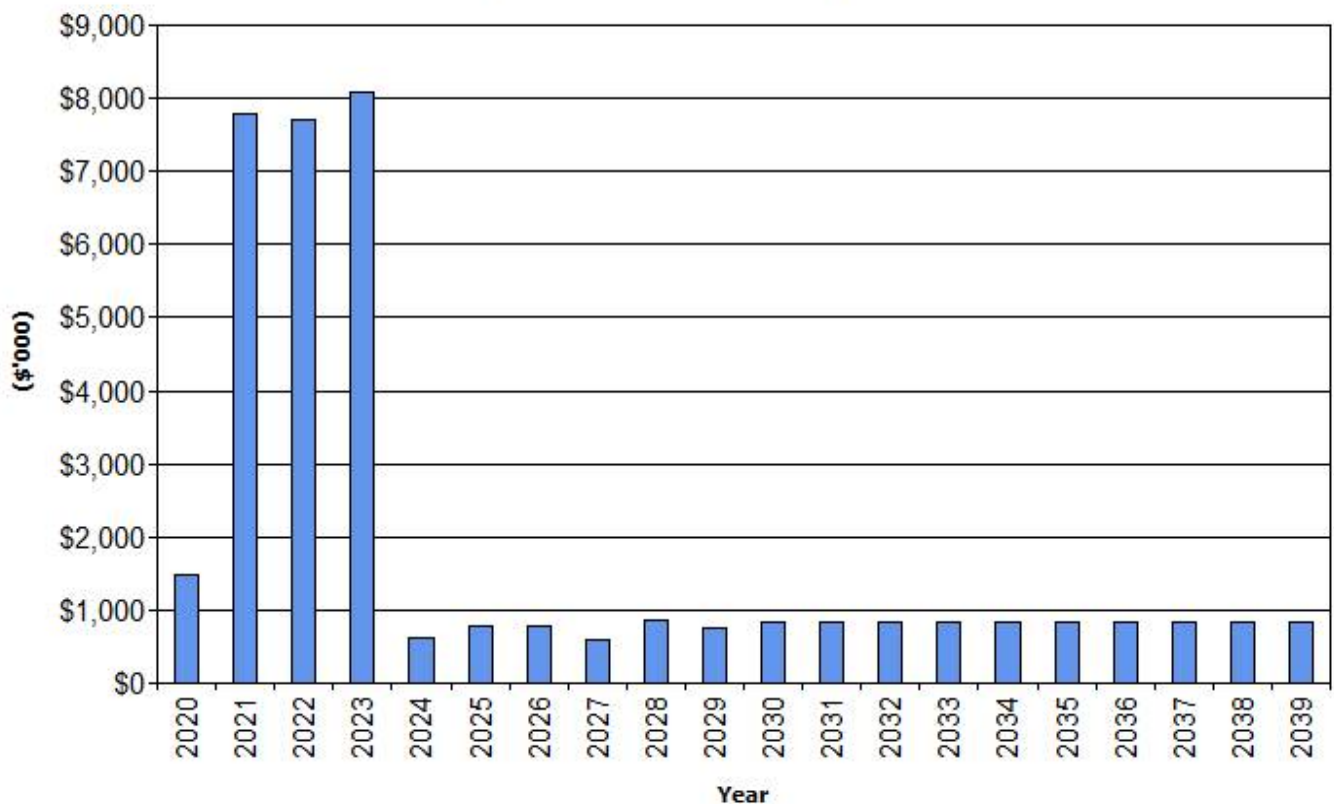
Criteria	Weighting
Number of Properties Directly Served by the Road	12.5%
Connectivity Provided by the Road to Other Roads within the Municipality	12.5%
Safety of the Current State of the Road	12.5%
Access to External Funding for Sealing	12.5%
Economic Stimulus Benefits to the Municipality	12.5%
Accessibility in an Unsealed State	12.5%
Effects of Sealing on Council's Current Maintenance System	12.5%
Important to Locality	12.5%
Total	100%

5.4.2 Summary of future upgrade/new assets expenditure

Projected upgrade/new asset expenditures are summarised in Figure 4. The projected upgrade/new capital works program is shown in Appendix B. All amounts are shown in 2018 values.

Figure 4: Projected Capital Upgrade/New Asset Expenditure

Litchfield - Projected Capital Upgrade/New Expenditure (Roads_S2_V5)



The value of upgrade of gravel roads is higher in 2nd, 3rd and 4th year because of the Strategic Mango Roads Projects. This outlier was removed in establishing the average cost over the 10 years, 2029 – 2039. The average network cost of gravel roads estimation is used to calculate for the capital upgrade program in the above graph. An expenditure on new assets and services in the capital works program will be accommodated in the long-term financial plan but only to the extent of the available funds.

5.4.3 Summary of asset expenditure requirements

The financial projections from this asset plan are shown in Figure 5 for projected operating (operations and maintenance) and capital expenditure (renewal and upgrade/expansion/new assets). Note that all costs are shown in real values.

The bars in the graphs represent the anticipated budget required to achieve lowest lifecycle costs, the budget line indicates what is currently available. The gap between these informs the

discussion on achieving the balance between services, costs and risk to attain the best value outcome.

Figure 5: Projected Operating and Capital Expenditure

Litchfield - Projected Operating and Capital Expenditure (Roads_S2_V5)

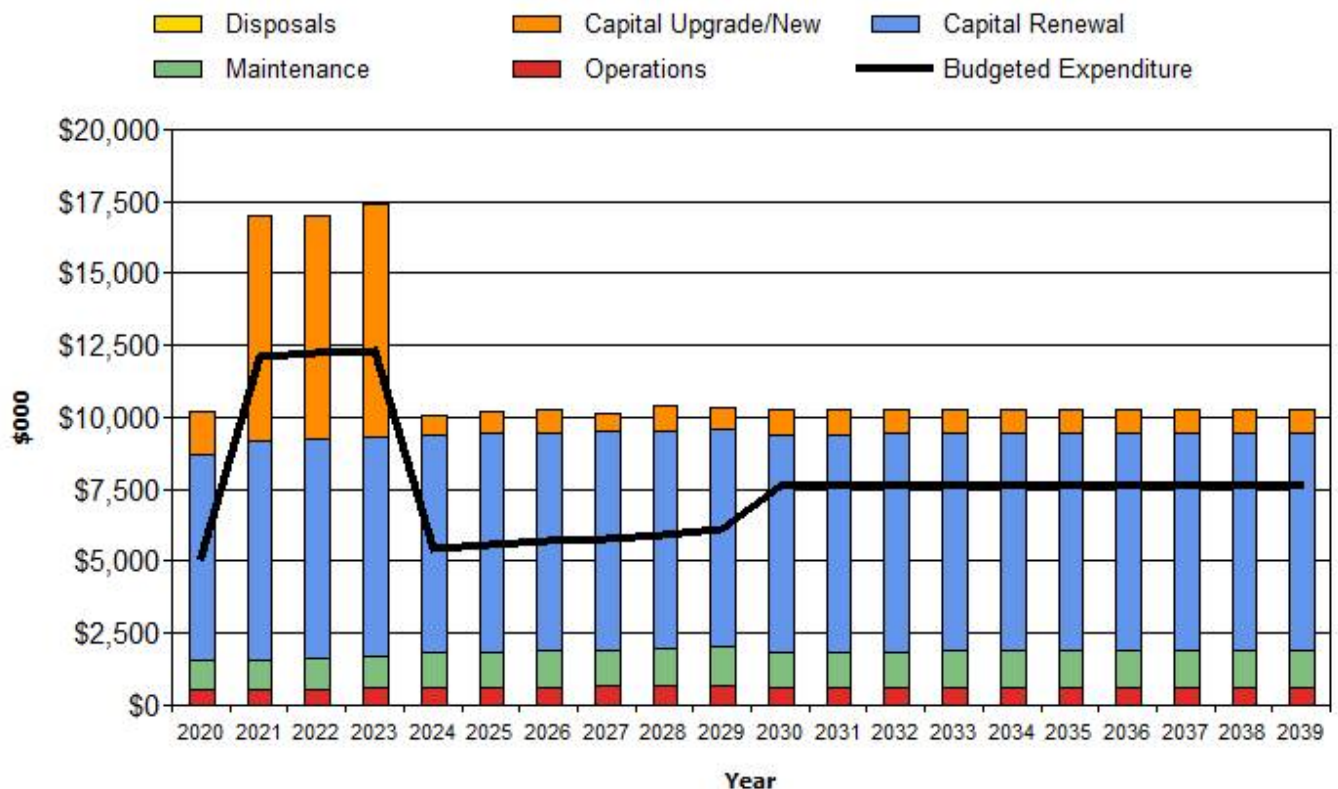


Figure Values are in 2018 dollars.

The funding shortfall identified in the above figure comes from the projected expenditure based on current Long-Term Financial Plan to maintain assets at the same level of service. It indicates that further work is required on reviewing service levels, revising the LTFP to eliminate funding gaps, where possible, and continue to focus on alternate funding models.

We will manage the gap by further developing and improving this asset management plan and supporting data to provide guidance on future service levels and resources required to provide these services, and review future services, service levels and costs with the community.

5.5 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation. No assets have been identified for possible decommissioning and disposal.



Figure 3 - Sealed road requiring renewal

6. RISK MANAGEMENT PLAN

The purpose of infrastructure risk management is to document the results and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2009 Risk Management – Principles and guidelines.

Risk management is defined in ISO 31000:2009 as: ‘coordinated activities to direct and control with regard to risk’⁷.

An assessment of risks⁸ associated with service delivery from infrastructure assets has identified critical risks that will result in loss or reduction in service from infrastructure assets or a ‘financial shock’. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

6.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Similarly, critical failure modes are those which have the highest consequences.

Critical assets have been identified and their typical failure mode and the impact on service delivery are as follows:

Table 6.1 Critical Assets

Critical Asset(s)	Failure Mode	Impact
Gravel Roads	Wash out from rain	Increase maintenance cost
Sealed Roads Surface	Surface failure e.g. formation of pothole, rutting, crack etc.	Inspection frequency and maintenance cost
Sealed Roads pavement	Deep potholing	Maintenance cost
Line marking	Line marking faded, not visible at night	Increase night time inspection and line marking renewal program cost

By identifying critical assets and failure modes investigative activities, condition inspection programs, maintenance and capital expenditure plans can be targeted at the critical areas.

⁷ ISO 31000:2009, p 2

⁸

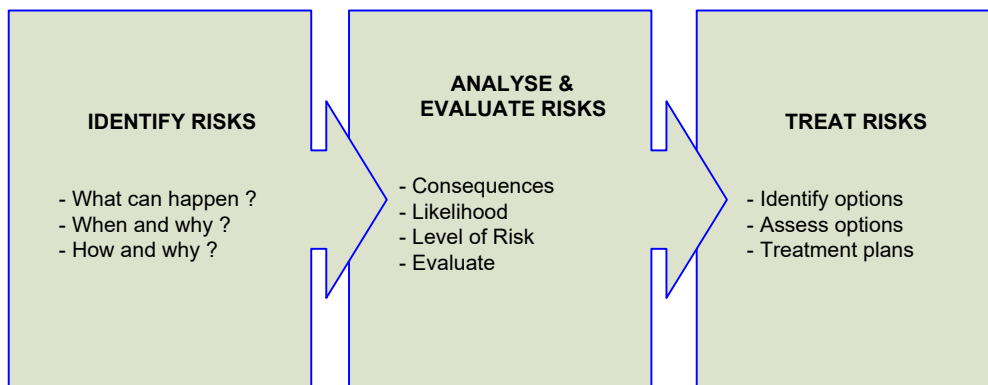
6.2 Risk Assessment

The risk management process used in this project is shown in Figure 6 below.

It is an analysis and problem-solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

The process is based on the fundamentals of the ISO risk assessment standard ISO 31000:2009.

Figure 6: Risk Management Process – Abridged



The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

An assessment of risks⁹ associated with service delivery from infrastructure assets has identified the critical risks that will result in significant loss, 'financial shock' or a reduction in service.

Critical risks are those assessed with 'Very High' (requiring immediate corrective action) and 'High' (requiring corrective action) risk ratings identified in the Infrastructure Risk Management Plan. The residual risk and treatment cost after the selected treatment plan is implemented is shown in Table 6.2. These risks and costs are reported to management and Council.

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Table 6.2: Critical Risks and Treatment Plans

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs
Gravel Roads	Can wash out from rain and cyclone	H	Allocate budget for reactive maintenance	L	Maintenance cost
Sealed Roads	Surface failure e.g. formation of pothole, rutting, crack etc.	VH	Develop renewal and inspection plans	M	Maintenance cost
Sealed Roads	Pavement failure	H	Allocate budget for replacement	L	Replacement cost
Roads (Gravel and Sealed Roads)	Road closure due to catastrophic road pavement failure or impassability	H	Undertake site assessments to determine high risks sites.	M	Initiative cost

Note * The residual risk is the risk remaining after the selected risk treatment plan is operational.

6.3 Service and Risk Trade-Offs

The decisions made in adopting this AMP are based on the objective to achieve the optimum benefits from the available resources.

6.3.1 What we cannot do

There are some operations and maintenance activities and capital projects that are unable to be undertaken within the next 10 years. These include:

- Sealing of all gravel roads in short/medium term
- Undertaking projects that do not have broad community benefit

6.3.2 Service trade-off

Operations and maintenance activities and capital projects that cannot be undertaken will maintain or create service consequences for users. These include:

- Dissatisfaction from community with level of service
- Reduce asset use
- Decrease quality (using the asset beyond desired service level)
- Reduction in regular maintenance (grading, resealing), which will result in lower use and capacity

6.3.3 Risk trade-off

The operations and maintenance activities and capital projects that cannot be undertaken may maintain or create risk consequences. These include:

- Increase exposure to injury and liability
- Reactive and inefficient service delivery
- Higher reactive maintenance costs after extended period of use below service level
- Difficulty for delivery of services

These actions and expenditures are considered in the projected expenditures.



Figure 4 - Typical sealed rural road

7. FINANCIAL SUMMARY

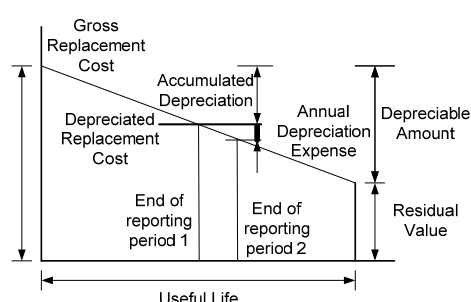
This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

7.1 Financial Statements and Projections

7.1.1 Asset valuations

The best available estimate of the value of assets included in this Asset Management Plan are shown below. Assets were last revalued in 2018. Assets are valued at fair value.

Gross Replacement Cost	\$328,700,000
Depreciable Amount	\$328,700,000
Depreciated Replacement Cost ¹⁰	\$199,431,000
Annual Average Asset Consumption	\$14,141,000



Sustainability of service delivery

There are few key indicators for sustainability service delivery that have been considered in the analysis of the services provided by this asset category.

- Asset sustainability ratio >60%
 - Litchfield Council 30 June 2017 asset sustainability ratio 29%
- Achieve 65% community satisfaction rating

Asset Renewal Funding Ratio

Asset Renewal Funding Ratio¹¹ 39%

The Asset Renewal Funding Ratio is the most important indicator and indicates that over the next 10 years of the forecasting that we expect to have 39% of the funds required for the optimal renewal and replacement of assets.

Medium term – 10 year financial planning period

This asset management plan identifies the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

¹⁰ Also reported as Written Down Value, Carrying or Net Book Value.

¹¹ AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p 9.

These projected expenditures may be compared to budgeted expenditures in the 10 year period to identify any funding shortfall. In a core asset management plan, a gap is generally due to increasing asset renewals for ageing assets.

The projected operations, maintenance and capital renewal expenditure required over the 10 year planning period is \$9,354,000 on average per year.

Estimated (budget) operations, maintenance and capital renewal funding is \$4,670,000 on average per year giving a 10 year funding shortfall of \$-4,684,000 per year. This indicates 50% of the projected expenditures needed to provide the services documented in the asset management plan. This excludes upgrade/new assets.

Providing services from infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and financing to achieve a financial indicator of approximately 1.0 for the first years of the asset management plan and ideally over the 10-year life of the Long-Term Financial Plan.

7.1.2 Projected expenditures for long term financial plan

Table 7.1.2 shows the projected expenditures for the 10 year long term financial plan.

Expenditure projections are in 2018 real values.

Table 7.1.2: Projected Expenditures for Long Term Financial Plan (\$000)

Year	Operations (\$000)	Maintenance (\$000)	Projected Capital Renewal (\$000)	Capital Upgrade/ New (\$000)	Disposals (\$000)
2020	\$514	\$1,030	\$7,146	\$1,483	\$0
2021	\$529	\$1,051	\$7,635	\$7,785	\$0
2022	\$556	\$1,099	\$7,627	\$7,695	\$0
2023	\$582	\$1,148	\$7,619	\$8,075	\$0
2024	\$610	\$1,197	\$7,611	\$620	\$0
2025	\$624	\$1,222	\$7,603	\$785	\$0
2026	\$640	\$1,248	\$7,595	\$790	\$0
2027	\$655	\$1,274	\$7,587	\$605	\$0
2028	\$671	\$1,301	\$7,579	\$850	\$0
2029	\$688	\$1,328	\$7,571	\$750	\$0

7.2 Funding Strategy

Funding for assets is provided from the budget and long-term financial plan.

The financial strategy of Council determines how funding will be provided, whereas the asset management plan communicates how and when this will be spent, along with the service and risk consequences of differing options.

At this point in time the financial asset reserve holds funding for renewal, replacement or upgrading of existing assets and/or the establishment of new assets in line with this plan. It is expected that this will only generate small amounts of funding for the renewal of assets and not address the overall shortfall of funding.

Council can respond to this shortfall with two main actions:

- allocation of more budget to reduce shortfall, and
- utilisation of grant opportunities for asset expenditures.

7.3 Valuation Forecasts

Asset values are forecast to increase as additional assets are likely to be acquired to the asset stock from subdivision and acquisition of new assets. Upgrading assets increases asset values, which will occur through the sealing of unsealed roads.

Additional assets will generally add to the operations and maintenance needs in the longer term, as well as the need for future renewal. Additional assets will also add to future depreciation forecasts.

7.4 Key Assumptions Made in Financial Forecasts

This section details the key assumptions made in presenting the information contained in this asset management plan. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in this asset management plan are in below:

- Data was used from Council asset register, updated following the 2018 revaluation
- No significant changes are considered in future demand
- No significant or unexpected asset failure is considered
- Renewal cost is calculated based on revaluation replacement cost
- No significant change to proposed service provision
- No significant change is expected to usage patterns

7.5 Forecast Reliability and Confidence

The expenditure and valuations projections in this AMP are based on best available data from Council asset register. Currency and accuracy of data is critical to effective asset and financial management. Data confidence is considered to be reliable due to following reasons below:

- All data is captured from Council asset register,
- The long-term financial budget is used to project future expenditures,
- The replacement cost of assets is used from external consultant report.

8. PLAN IMPROVEMENT AND MONITORING

8.1 Status of Asset Management Practices¹²

8.1.1 Accounting and financial data sources

Council has been using Civica Authority and Exponare Enquiry systems for accounting, financial and asset management data.

8.2 Improvement Plan

The asset management improvement plan generated from this asset management plan is shown in Table 8.1.

DIO – Director Infrastructure & Operations

FM – Finance Manager

MIA – Manager Infrastructure & Assets

AMO – Asset Management Officer

Table 8.1: Improvement Plan

Task No	Task	Responsibility	Resources Required	Timeline
1.	Analyse funding sources for roads and identify opportunities to ensure sustainability of funding sources	DIO	In-house	Feb 2020
2.	Develop levels of service	DIO	External/ Consultant	Jun 2021
3.	Continue monitoring roads operation and maintenance budget and actual expenditures	FM	In-house	Ongoing
4.	Continue identifying works efficiencies to free up funding for asset renewal and improvement	MIA	In-house	Ongoing
5.	Consider ongoing increment in annual funding to reduce gap in LTFP	FM	In-house	May 2020
6.	Continue development and improvement of data capture	AMO	In-house	Ongoing
7.	Continue enhanced AM awareness through Asset Management Working Group Meeting	AMO	In-house	Ongoing
8.	Review the data of assets acquisition/renewal/upgrade	AMO	In-house	Dec 2020

¹² ISO 55000 Refers to this the Asset Management System

Task No	Task	Responsibility	Resources Required	Timeline
9.	Refine 10-year capital programs including private roads cost	MIA	In-house	Dec 2020
10.	Prioritise funding of renewal programs over upgrading and new projects	MIA	In-house	Ongoing
11.	Improve road maintenance regime	MIA	In-house	Dec 2020
12.	Asset revaluation	FM	External/Consultant	Jun 2021

8.3 Monitoring and Review Procedures

This asset management plan will be reviewed during annual budget planning processes and amended to show any material changes in service levels and/or resources available to provide those services as a result of budget decisions.

The AMP will be updated following asset revaluations, approximately every three years, to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values incorporated into the long term financial plan.

8.4 Performance Measures

The effectiveness of the asset management plan can be measured in the following ways:

- The degree to which the required projected expenditures identified in this asset management plan are incorporated into the long term financial plan,
- The degree to which 1-5 year detailed works programs, budgets, business plans and corporate structures take into account the 'global' works program trends provided by the asset management plan,
- The degree to which the existing and projected service levels and service consequences (what we cannot do), risks and residual risks are incorporated into the Strategic Plan and associated plans,
- The Asset Renewal Funding Ratio achieving the target of >60 %.

9. REFERENCES

- IPWEA, 2006, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM
- IPWEA, 2008, 'NAMS.PLUS Asset Management', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/namsplus.
- IPWEA, 2015, 2nd edn., 'Australian Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/AIFMM.
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- IPWEA, 2012 LTFP Practice Note 6 PN Long Term Financial Plan, Institute of Public Works Engineering Australasia, Sydney
- Litchfield Council Municipal Plan 2018-2019'
- Litchfield Council 'Strategic Plan 2018-2022'.
- Litchfield Council 'Long Term Financial Plan 2017/18-2026/27'.

10. APPENDICES

Appendix A Projected 10 year Capital Renewal Works Program

Appendix B Projected 10 year Capital Pavement Replacement Program

Appendix C Projected 10 year Capital Upgrade/New Works Program

Appendix D LTFP Budgeted Expenditures Accommodated in AMP

Appendix A Projected 10-year Capital Renewal Works Program

Projected Capital Renewal Program for surface renewal of sealed roads as per priority list is shown below. All programs are subject to change. The details of the first 3 years has been included, with future years summarised.

Year	Description	Estimate (\$)
2019/20	Hunter Road Surface 001	\$26,843
2019/20	Carambola Road Surface 001	\$37,448
2019/20	Barker Road Surface 001	\$111,552
2019/20	Beaumont Road Surface 001	\$38,059
2019/20	Daniel Circuit Surface 001	\$193,471
2019/20	Lauder Road Surface 001	\$35,322
2019/20	Lillkirk Road Surface 001	\$11,094
2019/20	Macleod Road Surface 001	\$102,060
2019/20	Leonino Road Surface 005 & 007	\$492,187
2019/20	Linane Road Surface 001	\$37,668
2019/20	Freds Pass Road Surface 001	\$25,173
2019/20	Girraween Road Surface 004 & 007	\$65,949
2019/20	Forest Drive Surface 001	\$90,920
2019/20	Lorikeet Court Surface 001	\$13,329
2019/20	Mckinlay Road Surface 001	\$43,848
2019/20	Meerwah Road Surface 001	\$11,062
	Sub-total (2019/2020)	\$1,335,987
2020/21	Doris Road Surface 001	\$50,930
2020/21	Blyth Road Surface 001 & 004	\$110,383
2020/21	Glendower Road Surface 001	\$17,058
2020/21	Lagoon Road Surface 001 & 002	\$141,184
2020/21	Middle Arm Road Surface 003	\$217,578
2020/21	Trenow Road Surface 003	\$4,873
2020/21	Ganley Court Surface 001	\$18,093
2020/21	Sunbird Court Surface 001	\$7,037
2020/21	Whistler Court Surface 001	\$13,513
2020/21	Ninnis Court Surface 001	\$32,022

Year	Description	Estimate (\$)
2020/21	Belgrave Road Surface 001	\$27,998
2020/21	Edwin Road Surface 001	\$52,649
2020/21	Horsnell Road Surface 003	\$3,416
2020/21	Shewring Road Surface 001 & 002	\$80,537
2020/21	Durian Road Surface 001	\$57,627
2020/21	Doxas Road Surface 003, 005 & 006	\$87,977
2020/21	Dougall Court Surface 001	\$29,863
2020/21	Southport Road Surface 002	\$29,033
	Sub-total (2020/2021)	\$981,769
2021/22	Wheewall Road Surface 002	\$72,738
2021/22	Mcminns Drive Surface 001	\$113,047
2021/22	Bees Creek Road Surface 001 & 009	\$64,747
2021/22	Carabao Road Surface 001	\$17,634
2021/22	Dreamtime Drive Surface 001	\$58,539
2021/22	Elizabeth Valley Road Surface 001, 002 & 003	\$307,796
2021/22	Farrar Road Surface 001	\$32,023
2021/22	Lapwing Road Surface 001	\$15,860
2021/22	Orion Way Surface 001	\$25,566
2021/22	Therese Road Surface 001	\$20,688
2021/22	Zill Road Surface 001	\$13,984
2021/22	Brewerton Road Surface 001	\$33,301
	Sub-total (2021/2022)	\$870,741
2022/2023	Roads Resealing for 2022/23	\$930,038
2023/2024	Roads Resealing for 2023/24	\$911,307
2024/2025	Road Resealing for 2024/25	\$971,173
2025/2026	Road Resealing for 2025/26	\$909,350
2026/2027	Road Resealing for 2026/27	\$921,205
2027/2028	Road Resealing for 2027/2028	\$918,446
2028/2029	Road Resealing for 2028/2029	\$924,562
	Total	\$9,674,578

Appendix B Projected 10-year Capital Pavement Replacement Program

Projected Capital Renewal Program for pavement is shown below. All programs are subject to change. An average budget allocation has been used for years 2 to 10 with the list of roads providing the current order of priority. Detailed pavement analysis and design will improve the final required road section and costing.

Year	Description	Estimate (\$)
2019/20	Whitewood Road & Stevens Road	\$820,000
2020/21	Virginia Road	\$1,317,000
2021/22	Townend Road	\$1,317,000
2022/23	Hopewell Road	\$1,317,000
2023/24	Hopewell Road	\$1,317,000
2024/25	Duddell Road	\$1,317,000
2025/26	Elizabeth Valley Road	\$1,317,000
2026/27	Pioneer Drive	\$1,317,000
2027/28	Pioneer Drive and Spencely Road	\$1,317,000
2028/29	Power Road	\$1,317,000
	Total (10 Year)	\$12,673,000

Appendix C Projected Upgrade/Exp/New 10-year Capital Works Program

Projected Capital Upgrade/New Asset Program for all roads is shown below. All programs are subject to change. This includes sealing unsealed roads, the Strategic Mango Roads Project and road safety upgrades, which includes intersection upgrades, shoulder widening and other road safety infrastructure.

Year	Description	Estimate
2019/20	Whitestone Road Surface 002	\$400,000
2019/20	Road Safety Upgrades	\$1,083,000
2019/2020	Total	\$1,483,000

Year	Description	Estimate
2020/21	Guys Creek Road Surface 002	\$485,000
2020/21	Mango Roads Project	\$7,000,000
2020/21	Road Safety Upgrades	\$300,000
2020/2021	Total	\$7,785,000

Year	Description	Estimate
2021/22	Aldridge Street Surface 001	\$170,000
2021/22	Musgrave Street Surface 001, 002, 003, 004	\$165,000
2021/22	Ringwood Street Surface 001	\$60,000
2021/22	Mango Roads Project	\$7,000,000
2021/22	Road Safety Upgrades	\$300,000
2021/2022	Total	\$7,695,000

Year	Description	Estimate
2022/23	Letchford Road Surface 001, 005, 006 & 007	\$775,000
2022/23	Mango Roads Project	\$7,000,000
2022/23	Road Safety Upgrades	\$300,000
2022/2023	Total	\$8,075,000

Year	Description	Estimate
2023/24	Middle Arm Road Surface 001	\$320,000
2023/24	Road Safety Upgrades	\$300,000
2023/2024	Total	\$620,000

Year	Description	Estimate
2024/25	Meade Road Surface 005	\$260,000
2024/25	Parkin Road Surface 002, 004	\$225,000
2024/25	Road Safety Upgrades	\$300,000
2024/2025	Total	\$785,000

Year	Description	Estimate
2025/26	Spencer Road Surface 002, 006, 008	\$490,000
2025/26	Road Safety Upgrades	\$300,000
2025/2026	Total	\$790,000

Year	Description	Estimate
2026/27	Cherry Street Surface 001	\$70,000
2026/27	Barrow Street Surface 001, 002	\$130,000
2026/27	Ewart Road Surface 002, 003	\$105,000
2026/27	Road Safety Upgrades	\$300,000
2026/27	Total	\$605,000

Year	Description	Estimate
2027/28	Lawton Road Surface 001	\$220,000
2027/28	Keleson Road Surface 002	\$330,000
2027/28	Road Safety Upgrades	\$300,000
2027/2028	Total	\$850,000

Year	Description	Estimate
2028/29	Stockwell Road Surface 001	\$450,000
2028/29	Road Safety Upgrades	\$300,000
2028/2029	Total	\$750,000

Appendix D Budgeted Expenditures Accommodated in LTFP

NAMS.PLUS3 Asset Management					Litchfield					
© Copyright. All rights reserved. The Institute of Public Works Engineering Australasia										
Roads_S2_V5					Asset Management Plan					
First year of expenditure projections 2020 (financial yr ending)										
Asset values at start of planning period Current replacement cost \$328,698 (000) Depreciable amount \$328,698 (000) Depreciated replacement cost \$199,431 (000) Annual depreciation expense \$14,141 (000)					Calc CRC from Asset Register \$0 (000) This is a check for you.					
Planned Expenditures from LTFP 20 Year Expenditure Projections					Operations and Maintenance Costs for New Assets Additional operations costs 0.17% Additional maintenance 0.34% Additional depreciation 4.30% Planned renewal budget (information only) You may use these values calculated from your data or overwrite the links.					
Note: Enter all values in current 2020 values										
Financial year ending	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Expenditure Outlays included in Long Term Financial Plan (in current \$ values)										
Operations										
Operations budget	\$514	\$526	\$539	\$552	\$565	\$578	\$592	\$606	\$620	\$635
Management budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
AM systems budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total operations	\$514	\$526	\$539	\$552	\$565	\$578	\$592	\$606	\$620	\$635
Maintenance										
Reactive maintenance budget	\$1,030	\$1,045	\$1,066	\$1,088	\$1,109	\$1,132	\$1,154	\$1,177	\$1,201	\$1,225
Planned maintenance budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Specific maintenance items budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total maintenance	\$1,030	\$1,045	\$1,066	\$1,088	\$1,109	\$1,132	\$1,154	\$1,177	\$1,201	\$1,225
Capital										
Planned renewal budget	\$2,120	\$2,747	\$2,819	\$2,894	\$2,972	\$3,055	\$3,142	\$3,233	\$3,329	\$3,430
Planned upgrade/new budget	\$1,474	\$7,800	\$7,800	\$7,800	\$800	\$800	\$800	\$800	\$800	\$800
Non-growth contributed asset value	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Asset Disposals										
Est Cost to dispose of assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Carrying value (DRC) of disposed assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Additional Expenditure Outlays Requirements (e.g from Infrastructure Risk Management Plan)										
Additional Expenditure Outlays required and not included above	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Renewal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Upgrade	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
User Comments #2										
Forecasts for Capital Renewal using Methods 2 & 3 (Form 2A & 2B) & Capital Upgrade (Form 2C)										
Forecast Capital Renewal from Forms 2A & 2B	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Forecast Capital Upgrade from Form 2C	\$7,146	\$7,635	\$7,627	\$7,619	\$7,611	\$7,603	\$7,595	\$7,587	\$7,579	\$7,571
	\$1,483	\$7,785	\$7,695	\$8,075	\$620	\$785	\$790	\$605	\$850	\$750



COUNCIL REPORT

Agenda Item Number:	15.10
Report Title:	Summary Planning and Development Report – October 2019
Report Number:	19/0033
Meeting Date:	16/10/2019
Attachments:	Attachment A: Letter of Comment on PA2019/0312 Attachment B: Letter of Comment on PA2019/0315 Attachment C: Letter of Comment on PA2019/0320 Attachment D: Letter of Comment on PA2018/0453

Purpose

The purpose of this report is to provide to Council a summary of planning and development applications received for Council comment, for the period of 5 September 2019 to 30 September 2019.

Summary

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

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	5
Development applications supported, subject to specific issues being adequately addressed	0
Development applications not supported/objected to for reasons related to Council issues	0
Development applications objected to for reasons not directly related to Council issues	0
Note: Of the above applications, one is provided with a separate report within this Council agenda. Additional detail is provided below on all other applications.	

Recommendation

THAT Council:

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

Background

DEVELOPMENT APPLICATIONS

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

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

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	5
Development applications supported, subject to specific issues being adequately addressed	0
Development applications not supported/objectioned to for reasons related to Council issues	0
Development applications objectioned to for reasons not directly related to Council issues	0
Note: Of the above applications, one is provided with a separate report within this Council agenda. Additional detail is provided below on all other applications.	

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

Development Applications supported, subject to normal Council conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2019-0312 Section 4014 (23) Spencely Road, Humpty Doo, Hundred of Strangways	Recycling Depot There is an existing business operating a recycling depot for containers eligible for the container deposit scheme at 56 Spencely Road. However, the business has outgrown the current space and wishes to relocate on the same street in a larger facility. The proposed new site has ample room for the proposed activity and visiting vehicles. Due to the light industrial nature of the business and area, there are not expected to be any negative effects upon Council infrastructure or the local amenity as a result of the proposal.

Application Number, Address, and Attachment Reference	Purpose and Summary
<p>PA2019/0315</p> <p>Section 5662, Section 2934, Section 3996 Lot 1, Lot 2, Lot 10, Lot 11, Lot 12, Lot 13, Lot 14, and Lot 15 240 Morgan Road, 220 Brooking Circuit, 610 Lowther Road, 630 Lowther Road, 640E Lowther Road, 640C Lowther Road, 640B Lowther Road, 640A Lowther Road, and 660 Lowther Road, Hundred of Strangways</p>	<p>Subdivision to create 65 lots</p> <p>In 2011, the subject sites were approved for subdivision to create 67 lots. The subdivision proceeded and was fully developed, including construction of all required Council infrastructure – roads, driveways, and drainage works. Council approved all works and the developer at that time paid Council’s required Developer Contribution Plan fees. The developer did not seek final clearances within the timeframes required under the original Development Permit and the Development Permit lapsed. In the intervening time, some NT Planning Scheme requirements have changed; to meet those requirements, the subdivision has been amended to include 65 lots. There are no changes proposed to the constructed roads within the subdivision. There are not expected to be any effects on Council infrastructure that cannot be easily rectified. There are not expected to be any effects on neighbouring amenity beyond that expected by the previously approved and constructed 67 lot subdivision.</p>
<p>PA2019/0320</p> <p>Section 1547 (630) Anzac Parade, Middle Point, Hundred of Guy</p>	<p>Alterations and additions to an existing crocodile farm in two stages</p> <p>This application proposes changes to an existing crocodile farm in two stages. The first stage is to add additional hatching pens for the upcoming breeding season. The second stage is to document existing and new infrastructure to support the crocodile farm’s ongoing business. The second stage will ensure appropriate plans are in place to address all required environmental concerns for the subject site. Council supports economic development activity in the municipality and there are not expected to be any additional effects upon neighbouring amenity beyond that of the existing use. The driveway access for the site is located on the portion of Anzac Parade owned by Northern Territory Government, so there are no access concerns related to Council. There are not expected to be any stormwater management concerns for the existing site that cannot be managed through an appropriately documented stormwater management plan.</p>

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2018/0453 Section 2900 (2645) Stuart Highway, Acacia Hills, Hundred of Strangways	Variation to Development Permit to Develop the Site in Three Stages The applicant has proposed to split the development of the Bushfires Management Headquarters into three stages. The staging of the development has no effect upon Council infrastructure.

Links with Strategic Plan

A Great Place to Live - Development and Open Space

Legislative and Policy Implications

Not applicable to this report

Risks

Not applicable to this report

Financial Implications

Not applicable to this report

Community Engagement

Not applicable to this report

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

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

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

LITCHFIELD
COUNCIL

Community effort is essential

13 September 2019

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

RE: Letter of Comment Development Application**PA2019/0312**

**Section 4014 (23) Spencely Road, Humpty Doo, Hundred of Strangways
 Recycling Depot**

Thank you for the Development Application referred to this office on 28/08/2019, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) Council supports economic development in the municipality, including development of light industrial uses in the Humpty Doo Industrial Park.
- b) There are not expected to be any negative effects upon Council infrastructure as a result of this proposal.
- c) There are not expected to be any negative effects upon the amenity of neighbouring sites 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) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of the Director Infrastructure and Operations, Litchfield Council.

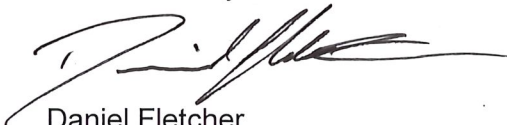
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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

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

Yours faithfully



Daniel Fletcher
Chief Executive Officer



13 September 2019

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

RE: Letter of Comment Development Application

PA2019/0315
Section 5662, Section 2934, Section 3996,
Lot 1, Lot 2, Lot 10, Lot 11, Lot 12, Lot 13, Lot 14, and Lot 15
240 Morgan Road, 220 Brooking Circuit, 610 Lowther Road, 630 Lowther Road, 640E
Lowther Road, 640C Lowther Road, 640B Lowther Road, 640A Lowther Road, and 660
Lowther Road, Hundred of Strangways
Subdivision to Create 65 lots

Thank you for the Development Application referred to this office on 28/08/2019, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The application is essentially an approval of an existing constructed subdivision where the original permit has expired. There are not expected to be any effects upon the approved and constructed road or stormwater drainage systems as a result of this new subdivision application. Council will require amended as-constructed drawings prior to signing off on general conditions of any Development Permit issued for the subdivision to reflect the final lot layout, as well as any other outstanding documentation and payment of required Council fees.

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

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

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

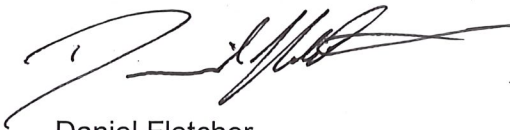
- b) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

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

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

Yours faithfully



Daniel Fletcher
Chief Executive Officer

13 September 2019

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



RE: Letter of Comment Development Application

PA2019/0320

**Section 1547 (630) Anzac Parade, Middle Point, Hundred of Guy
Alterations and additions to an existing crocodile farm in two stages**

Thank you for the Development Application referred to this office on 28/08/2019, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) Council supports economic development activity in the municipality.
- b) The proposal is partly to receive approval for existing activity on the subject site, as well as to rectify environmental concerns with the subject site.
- c) There are not expected to be any negative effects upon Council infrastructure as a result of the proposal, provided that suitable stormwater drainage information is can be illustrated to Council. It is noted that the existing driveway entrance to the site is off a portion of Anzac Parade owned by the NT Government, rather than Council.
- d) There are not expected to be any negative effects upon the surrounding neighbourhood as a result of the proposal, and adherence to requirements of the Development Permit should result in improvements to amenity due to improved environmental protection measures.

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.
- b) Litchfield Council requests that an Environmental Management Plan (EMP) for the management and operation of the use be prepared that includes:
- i. Day to day waste management requirements for the use.
- The use must at all times be conducted in accordance with the plan. The waste management portion of the plan shall be submitted to and approved by Litchfield Council.

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 owner shall collect stormwater and discharge it to the drainage network to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of the Director Infrastructure and Operations, Litchfield Council.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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

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

Yours faithfully



Daniel Fletcher
Chief Executive Officer



12 September 2019

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

RE: Letter of Comment Development Application

PA2019/0453

**Section 2900 (2645) Stuart Highway, Acacia Hills, Hundred of Strangways
Variation to Development Permit to Develop the Site in Three Stages**

Thank you for the Development Application referred to this office on 03/09/2019, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) Council has no concerns with the staging of the development as proposed.

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

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

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

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

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

Yours faithfully



Wendy Smith
Acting Director Infrastructure and Operations



COUNCIL REPORT

Agenda Item Number:	15.11
Report Title:	Telstra Proposal to Lease Council Land at 1205 Girraween Road, Herbert for a Mobile Telecommunications Facility
Report Number:	19/0034
Meeting Date:	16/10/2019
Attachments:	Attachment A – Telstra Proposal

Purpose

This report presents for Council consideration a request from Telstra for in principle support of entering into a lease of Council land at 1205 Girraween Road, Herbert for the purposes of a telecommunications tower.

Summary

In response to public enquiries regarding a lack of telecommunications coverage in the area, Telstra has undertaken investigations into suitable sites in the Herbert area for location of a new telecommunications tower to service local residents.

Telstra has identified a site at 1205 Girraween Road, Herbert that may be suitable for this facility and is requesting in principle support from Council to enter into a paid lease in favour of Telstra for a 900m² portion of the site.

As Council residents in the area are experiencing a lack of mobile service, which has become essential to conduct many private and business activities, provided Council and Telstra can agree on appropriate lease terms, it is recommended that Council provide in principle support to the lease.

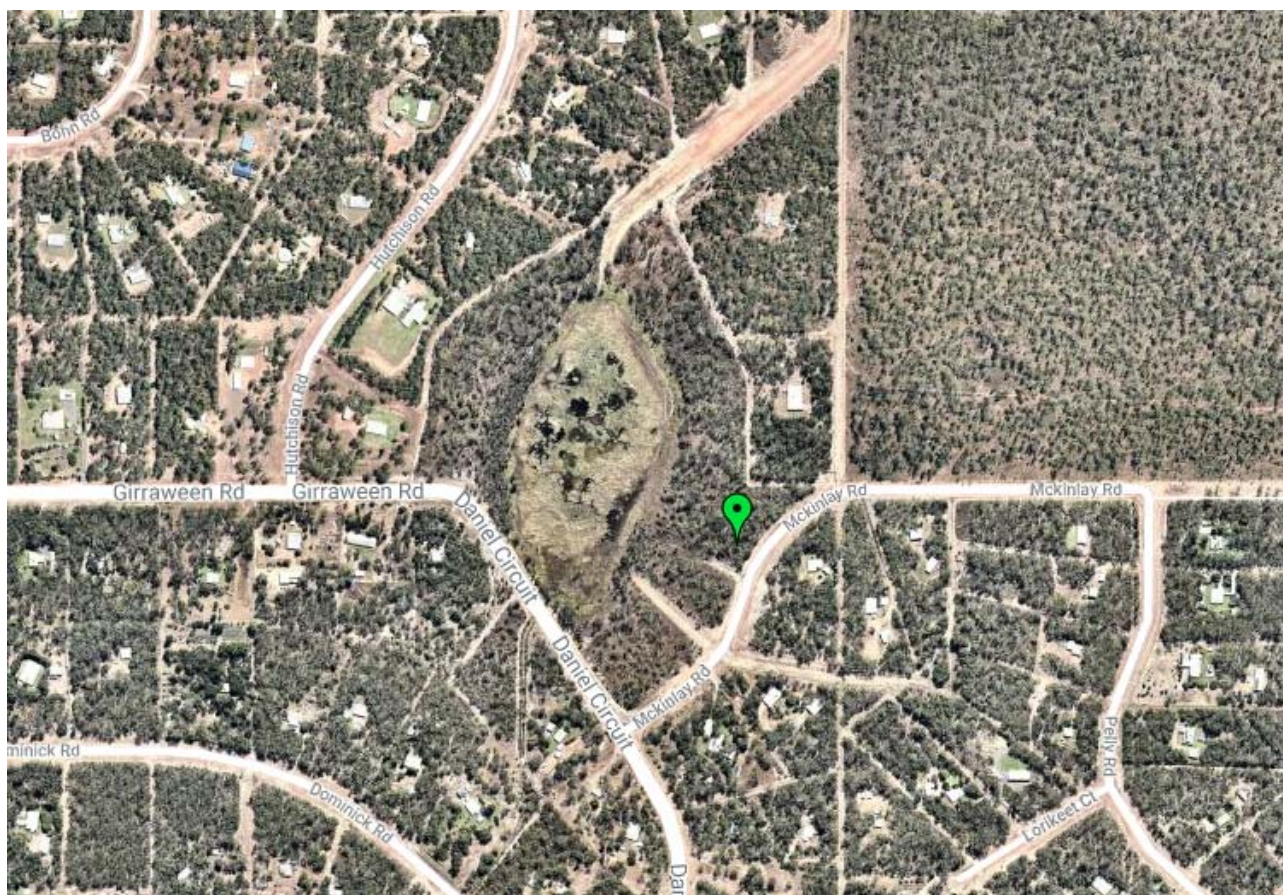
Recommendation

THAT Council:

1. provides in principle support to enter into a lease in favour of Telstra for a portion of 1205 Girraween Road, Herbert, as detailed in the Tenure Offer included in Attachment A, provided that:
 - a) the offer is amended to include:
 - i. coverage of all Council legal costs by Telstra
 - ii. assurance that the tower would be made available for use by other carriers
 - b) adequate community consultation is undertaken by Telstra;
2. delegates authority to negotiate the final lease terms to the Chief Executive Officer; and
3. authorises all appropriate lease documents to be signed and common seal affixed by the Mayor and Chief Executive Officer, as required.

Background

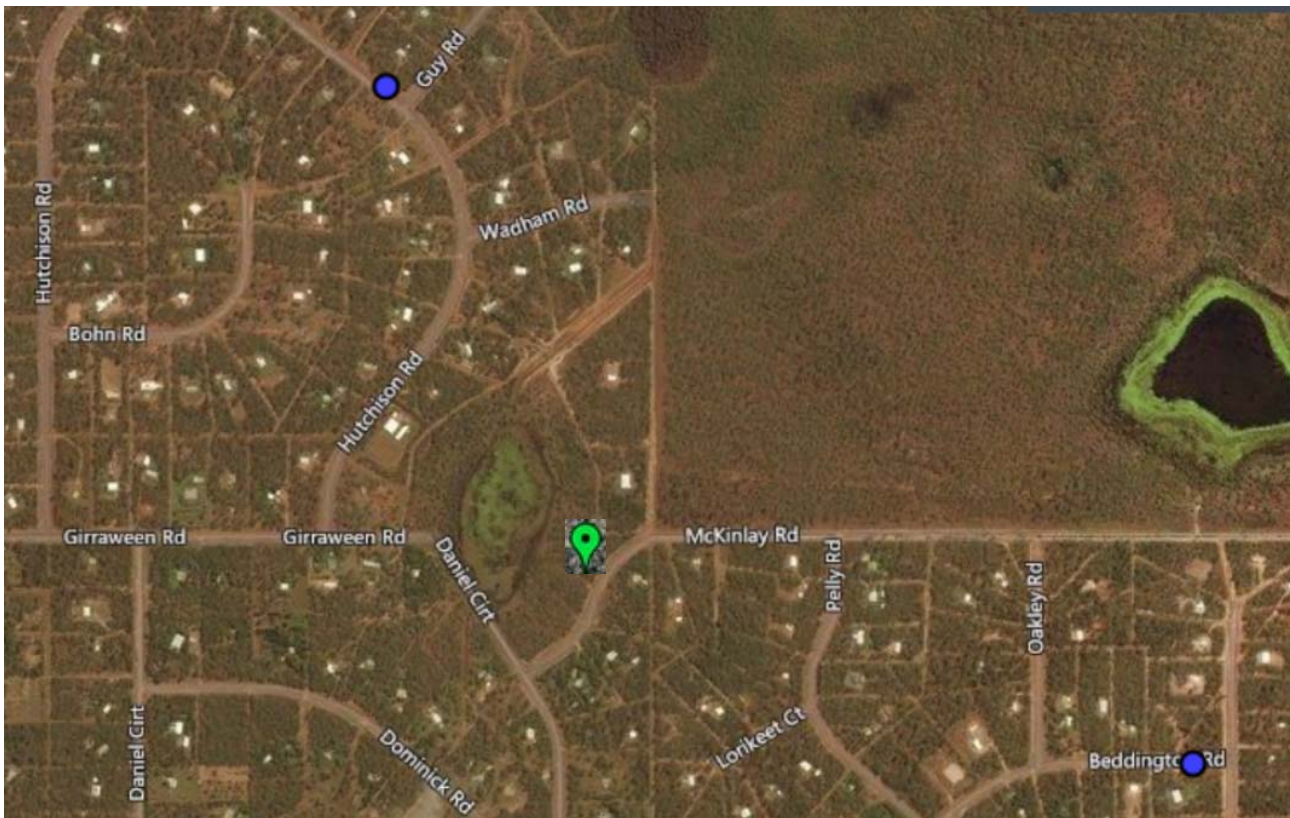
Council has received a request from Telstra to enter into a lease for a portion of Council land at 1205 Girraween Road, Herbert for the construction of a mobile telecommunications facility. The facility will comprise a 50m lattice tower and auxiliary equipment within a defined 900m² lease area of 30m by 30m near McKinlay Road. The proposal is at Attachment A and includes proposed drawings of the location and tower. An aerial photo of the subject site is included below; the proposed lease location is adjacent McKinlay Road at the area shown by the green marker.



Source: Nearmap

Telstra indicates that the proposal is a response to public enquiries related to coverage in the area. According to the proposal “Telstra has determined that the establishment of a new mobile telecommunications facility in one particular part of Herbert would provide additional benefits to both the wider rural business community and the local and general public if so established”.

Data available from the Australian Government indicates there are two mobile black spots within the immediate vicinity of the proposed site, as shown by the blue dots in the following image.



Source: National Map, Australian Government

The subject site at 1205 Girraween Road is a vacant parcel containing low-lying swamp land. The parcel is located in Zone RL (Rural Living) and is surrounded by other parcels in the same zone. There are four residential lots immediately adjacent the proposed facility site and the proposal includes screening from the road, though it is acknowledged that the 50m tower may be visible from other properties.

The tenure offer currently proposed would allow Telstra to lease the site for 12 years at a cost of \$5,000 per annum, with a rental increase of 2% per annum.

Telstra has confirmed in writing to Council that the offer in Attachment A has been extended until 20 December 2019.

The construction of the tower and associated facilities would be subject to approval of a Development Permit by the relevant NTG consent authority.

Links with Strategic Plan

Everything You Need - Community Prosperity

Legislative and Policy Implications

Not applicable to this report.

Risks

Prior to accepting the in principle offer from Telstra, it is recommended that Council seek to amend the limitations proposed by Telstra on Council's legal costs in relation to this matter. Telstra has proposed to cap payment for those legal costs at \$1,500. As the level of legal services required is unknown, and as the proposal comes entirely at the request of Telstra, it would be prudent to require Telstra cover all of Council's legal fees in relation to the lease.

It is also recommended that any in principle agreement by Council for use of this Council land is predicated on Telstra making the tower available for use by other carriers. This matter would ensure the best opportunity for coverage for all Council residents, regardless of their preferred carrier.

While there may be some change to the visual amenity in the locality as a result of the construction of the new tower, it is considered that the mobile coverage provided by the facility to an underserved area of Council's community would overcome any amenity concerns. Council offers a variety of communication options with Council residents through internet communications, including Council's standard and community engagement websites, social media, and EZYBill options for rate payments that would be available to more residents if mobile coverage was increased.

Financial Implications

Telstra is offering payment to Council for the leased area of \$5,000 per annum with a 2% increase per annum for the 12-year life of the lease.

Community Engagement

Community engagement on the request from an outside agency for in principle support to lease a portion of Council land for a telecommunications tower has not been undertaken. Should Council agree to proceed with offering in principle support to Telstra for the proposal, the further development of the facility would require a Development Application that includes a two-week public exhibition period. Council will liaise with Telstra to ensure that adequate community consultation occurs throughout this process. Council will work with Telstra to monitor any feedback received for impact upon the development.

Recommending Officer:

Nadine Nilon, Director Infrastructure and Operations

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

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



3 September 2019

The Chief Executive Officer
Litchfield Council
PO Box 446
HUMPTY DOO
NT 0836

Attention: Daniel Fletcher

Email: council@litchfield.nt.gov.au

Dear Daniel,

SERVICESTREAM SITE REFERENCE: HERBERT NORTH SN07382.01

**EXPRESSION OF INTEREST TO LEASE FOR THE PURPOSE OF A TELSTRA MOBILE
TELECOMMUNICATIONS FACILITY LOCATED ON PARCEL 5761 VOLUME 818 FOLIO 531 ON
MCKINLAY ROAD HERBERT NT 0836**

Service Stream Pty Ltd ("Service Stream") acts on behalf of Telstra Corporation Limited ("Telstra") to undertake environmental, site acquisition, site design, and various other commercial activities for establishment and management of mobile telecommunication facilities for the Telstra telecommunication network in Australia.

Background

Telstra has in response to general public enquiries has carried out a mobile coverage review for the Herbert area in N.T. Whilst Telstra looks favourably upon such community enquiries Telstra needs to strike a balance between commercial and community stakeholder interests. As a result Telstra has determined that the establishment of a new mobile telecommunication facility in one particular part of Herbert would provide additional benefits to both the wider rural business community and the local and general public if so established.

Purpose

The purpose of this letter is to gain the written approval in principle of the Litchfield Council being the lawful proprietor of the aforementioned land to enter into a lease in favour of Telstra for the underlying purpose of Telecommunications and Ancillary Infrastructure.

Lease Land

The proposed telecommunication lease area is situated on a bushland section of what appears to be a drainage/wetland area bordered in part by Girraween Road, Daniel Circuit and McKinlay Road at Herbert NT. The proposed telecommunication lease area is deemed by Telstra to be suitable for the establishment of a standalone mobile telecommunication facility subject to Telstra obtaining the necessary tenure and regulatory approvals acceptable to Telstra in all regards.

The proposed mobile telecommunication facility will consist of a 50m lattice tower and auxiliary equipment contained within a defined lease area measuring 30m x 30m (900sq.m) subject to survey together with the non-exclusive use of the adjacent land for both construction and on-going maintenance and operational access in general accordance with Telstra preliminary drawings S107834 dated 23.05.2019 and indicative photos attached.

The proposed mobile telecommunication facility will sit into the bushland on semi-dry land slightly away from the local drainage water courses and sealed road. Telstra's intention is to keep as much of the roadside bush between

the facility and the sealed road as possible as a visual buffer to help minimize any visual effect whilst permitting reasonable access.

The electrical connection for this proposed mobile telecommunication facility will come from a new mains power supply connection. The final electrical design of which will be determined by the local utility provider.

In regards to land tenure Telstra would look to enter into a lease agreement for the use of the land and will be responsible for all costs associated with the establishment, installation, operation and maintenance of the proposed mobile telecommunication facility.

The lease will be covered under a separate letter if Council wishes to proceed. Likewise a separate Development Application shall be made to the local regulatory planning authority for the same.

The Tenure Offer

As instructed Servicestream now offers the Litchfield Council an opportunity to enter into a lease with Telstra under the abridged lease terms and conditions outlined below:

Lessee	Telstra Corporation Limited ABN 33 051 775 556
Lessor	Litchfield Council ABN: 45 018 934 501 Address: PO Box 446 Humpty Doo N.T. 0836 Phone: +61 8 8983 0600 Fax: +61 8 8983 1165 Email: council@litchfield.nt.gov.au Primarily Contact: Daniel Fletcher – Chief Executive Officer Phone : +61 8 8983 0600
Lessor's Solicitors	Name of solicitor: Name of Firm: Address: Ph:

	Fax: Email:
Land	As to portion Certificate of Title Volume 818 Folio 531 being N.T. Portion 5761 from plan(s) LTO2004/093 A & B.
Type of Facility	The mobile telecommunication facility will consist of a 50m lattice tower and auxiliary equipment contained within a defined lease area measuring 30m x 30m (900sq.m) subject to survey together with the non-exclusive use of the land adjacent for both construction and on-going maintenance and operational access.
Premises	As to portion of N.T. Portion 5761 from plan(s) LTO2004/093 A & B.
Access to Premises	<p>Telstra will have unrestricted access to the Premises 24 hours a day, 7 days a week from the date of this Heads of Agreement until the commencement date of the lease, to undertake tests, surveys, inspections and construction, installation and operation of the Facility.</p> <p>Telstra will have unrestricted access to the Premises 24 hours a day, 7 days a week during the term of the Lease and any holding over period.</p>
Permitted Use	Installation, inspection, maintenance, construction, excavation, replacement, repair, renewal, alteration, upgrade, cleaning, operation, access to and from and removal of the Facility on the Land in accordance with the Lease including the exercise of any rights as set out in the Telecommunications Act 1997.
Term	12 years.
Consecutive Leases(s)	Nil
Commencement Date	Upon lease execution by both parties.

Rent Commencement Date	<p>Rent Commencement Date is:</p> <p>The Rent Commencement Date is the later of the date on which the Lessee notifies the Lessor in writing that the local authority has issued either an unconditional development approval /planning permit or a development approval /planning permit with conditions acceptable to the Lessee in relation to the construction of the Facility; and the Commencement Date.</p> <p>Where the Rent Commencement Date falls on a day other than the Commencement Date, the amount of Rent payable will be calculated on a pro rata basis, based on the proportion that the period of time from the Rent Commencement Date to the day before the next anniversary of the Commencement Date bears to the relevant lease year in which Rent Commencement Date occurs.</p> <p>The Sunset Date is to be confirmed being the date from when Telstra will be entitled to treat the Lease as terminated on the giving of a written notice of 28 days, if the development approval/planning permit has not been granted, or has been granted with conditions which are not satisfactory to Telstra.</p>
Rent	\$5,000 per annum plus GST (if applicable)
Rent Review	The rent will be increased by 2% per annum on each anniversary of the Commencement Date during the Term and any consecutive lease term.
Payment of Rent	Yearly in advance with the first year's rent to be paid from the Commencement Date. Subsequent rent payments will be made by EFT deposit directly into your nominated account.
Legal & Other Costs	<p>Telstra agrees to pay your legal costs for the negotiation and execution of the leases and reasonable disbursements to an amount not exceeding \$1,500.00</p> <p>Telstra will also pay stamp duty, registration fees (where the law makes this the Lessee's responsibility) and, if the land is subject to a mortgage, any reasonable mortgagee consent fee payable in relation to the Lease.</p>

Lease Documentation	Telstra's standard Lease for this type of Facility and which will apply to this transaction will be forwarded to your solicitors. Telstra's lawyers will prepare the signing copies of the lease and these will be sent to you for signing.
Mortgage & Mortgagee Details	N/A
GST	Unless otherwise stated, all amounts quoted in this Heads of Agreement are exclusive of GST.
Australian Standards	Telstra will install and operate the Facility in accordance with the relevant Australian Standards and regulations.
Insurance	Telstra self-insures for property damage and has a global insurance policy for public liability. The full insurance arrangements applicable to this transaction are contained within the final lease document.
Existing Carrier	Not Applicable
Easement for Services	If the local power authority requires an easement to be registered on title, the Lessor will do whatever is necessary to procure the registration of an easement on title.
Telstra's Requirements	<p>This offer is subject to:</p> <p>Telstra's final approval; and</p> <p>Telstra obtaining approval from any statutory authority or other relevant authority to enter into the Lease and construct its Facility.</p>

Planning Authority Approvals

It is acknowledged that the construction of the Facility will require the submission of a development application to the relevant consent authority.

The Lessor hereby irrevocably consents to Telstra lodging all necessary applications for any relevant approvals with the relevant authorities and will provide all necessary assistance if required to facilitate obtaining of these approvals and consents.

Please complete the **yellow** highlighted areas as required.

This tenure offer supersedes all previous offers made or implied by either Telstra or Servicestream as agent for Telstra and is valid for 30 days from the date of this letter. This tenure offer is subject to the final acceptance of the offer and any subsequent amendments to this offer by Telstra.

If this is acceptable please confirm Council's acceptance of this tenure offer in principle by completing the highlighted sections marked in yellow and then by signing and dating the last page of this letter and return by email to Brent McLeod at brent.mcleod@servicestream.com.au.

PLEASE ENSURE YOU EMAIL ALL THE PAGES OF THIS LETTER TO US.

If you have any questions in relation to this Expression of Interest tenure offer please do not hesitate to contact me on 0427 423 214 or email brent.mcleod@servicestream.com.au.

Yours sincerely



Brent McLeod
Property Consultant

SERVICESTREAM SITE REFERENCE: HERBERT NORTH SN07382.01

**EXPRESSION OF INTEREST TO LEASE FOR THE PURPOSE OF A TELSTRA MOBILE
TELECOMMUNICATIONS FACILITY LOCATED ON PARCEL 5761 VOLUME 818 FOLIO 531 ON
MCKINLAY ROAD HERBERT NT 0836**

.....
I/We the undersigned acting as either:

The Lessor or Authorised Representative

hereby accept the aforementioned Expression of Interest terms and conditions in principle so described within this letter dated 3 September 2019.

SIGNED by (Name in Full): _____

as [position description]: _____

SIGNATURE: _____

and

SIGNED by (Name in Full): _____

as [position description]: _____

SIGNATURE: _____

In the presence of:

WITNESSED by (Name in Full): _____

SIGNATURE of WITNESS: _____
(If required)

DATED:

If a Company two Directors or Authorised Agent to sign. By signing this authorisation, if you are not the owner/s or acting representative you warrant that you have authority on behalf of the owner/s or legal occupier to grant this consent.

Telstra Networks Wireless program Delivery Template - 017868P02 Issue 11.4 XX/XX/2015

E

- NOTES:**
1. ALL EXTERNAL FEEDERS AND TAILS MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
 2. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SPECIFIED OTHERWISE.
 3. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.
 4. CLEAR ALL TALL GRASS / WEEDS WITHIN THE COMPOUND TO MINIMISE SNAKE ACTIVITY.

DO NOT
SCALE

F

PROPERTY DESCRIPTION

TITLE: VOL 818 FOLIO 531
PARCEL: LOT 5761
SURVEY: L204 / 093A

SITE STRUCTURE CO-ORDINATES (GDA94)
GPS READING ACCURACY: $\pm 10\text{m}$
CENTRE OF TOWER

LATITUDE	GDA 94 -12.52627
LONGITUDE	GDA 94 131.16204



NOTE: THIS DRAWING TO BE READ IN CONJUNCTION WITH SHEETS S1-1 & S1-2

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
SN07382.01	VW	ZS	PRELIMINARY - 30077696W0006SSNC - LTE700 / LTE1800 / LTE2100 / LTE2600	IN	GW	23.05.19	1

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MOBILE NETWORK SITE 328944 HERBERT NORTH	
SITE ACCESS AND LOCALITY PLAN MCKINLAY ROAD, HERBERT, NT 0836	
DWG NO.	SHT NO.
S107834	S1

Cad file: S107834.dwg

E

DO NOT
SCALE

F

PROPERTY DESCRIPTION

TITLE: VOL 818 FOLIO 531
PARCEL: LOT 5761
SURVEY: L204 / 093A

SITE STRUCTURE CO-ORDINATES (GDA94)
GPS READING ACCURACY: $\pm 10\text{m}$
CENTRE OF TOWER

LATITUDE	GDA 94 -12.52627
LONGITUDE	GDA 94 131.16204



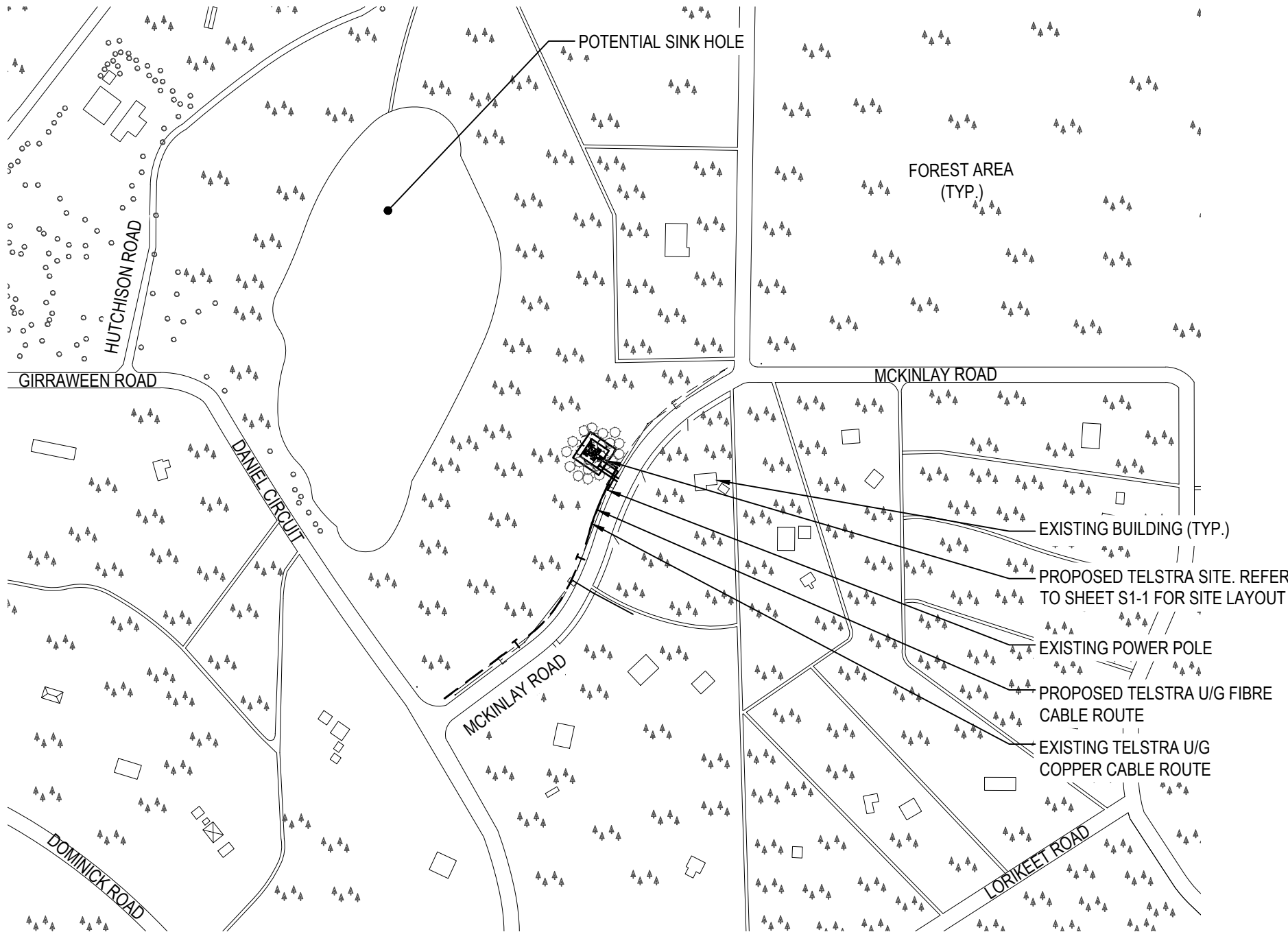
NOTE: THIS DRAWING TO BE READ IN CONJUNCTION WITH SHEETS S1-1 & S1-2

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
SN07382.01	VW	ZS	PRELIMINARY - 30077696W0006SSNC - LTE700 / LTE1800 / LTE2100 / LTE2600	IN	GW	23.05.19	1

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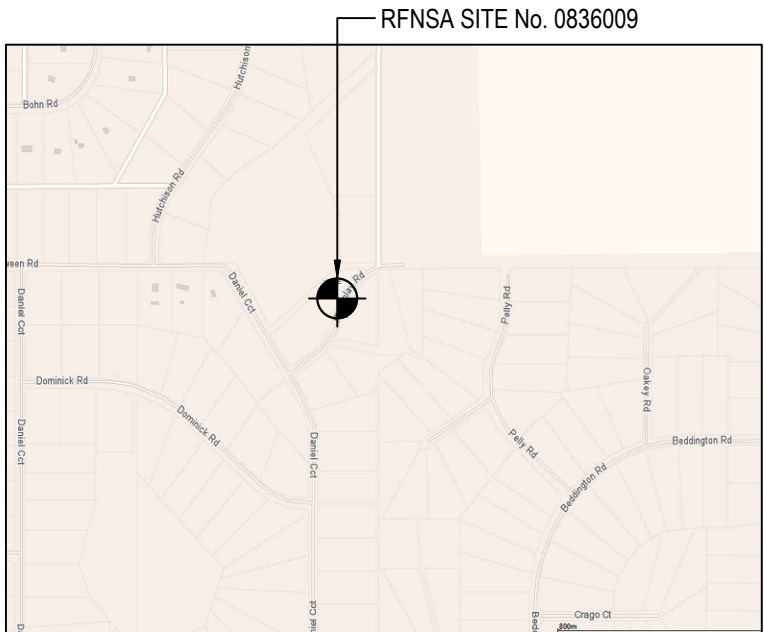
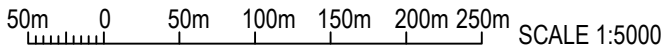
MOBILE NETWORK SITE 328944 HERBERT NORTH	
SITE ACCESS AND LOCALITY PLAN MCKINLAY ROAD, HERBERT, NT 0836	
DWG NO.	SHT NO.
S107834	S1

Cad file: S107834.dwg



SITE ACCESS

SCALE 1:5000



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LOCALITY PLAN

NOT TO SCALE

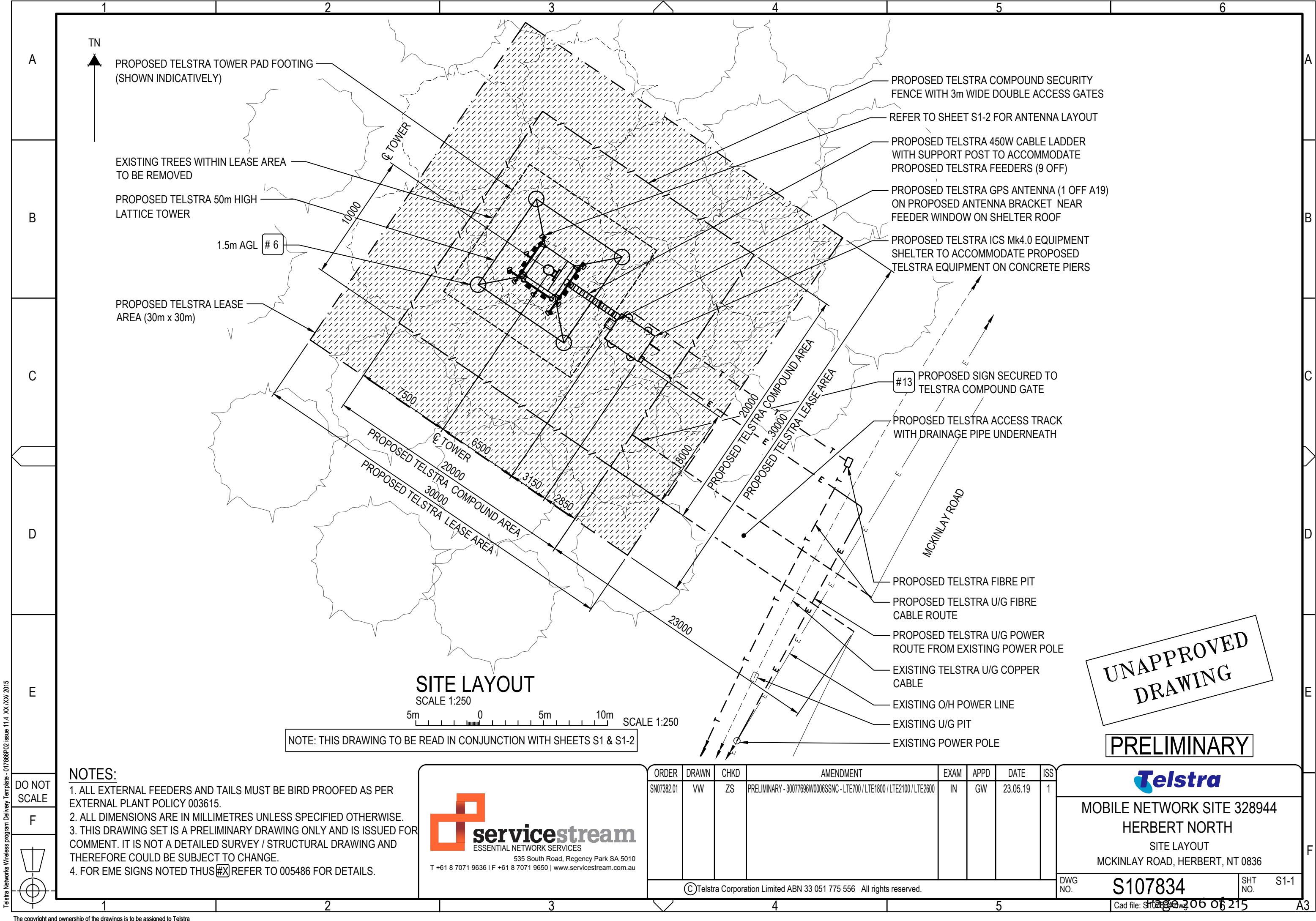
SERVICES LEGEND

— E —	— E —	ABOVE GROUND ELECTRICAL SUPPLY
— FE —	— FE —	ABOVE GROUND FEEDER CABLES
— E —	— E —	BELOW GROUND ELECTRICAL SUPPLY
— FE —	— FE —	BELOW GROUND FEEDER CABLES
— T —	— T —	OPTIC FIBRE BELOW GROUND

UNAPPROVED
DRAWING

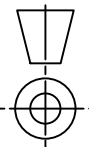
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DO NOT SCALE

F



- NOTES:**
1. ALL EXTERNAL FEEDERS AND TAILS MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
 2. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SPECIFIED OTHERWISE.
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 4. FOR EME SIGNS NOTED THUS REFER TO 005486 FOR DETAILS.



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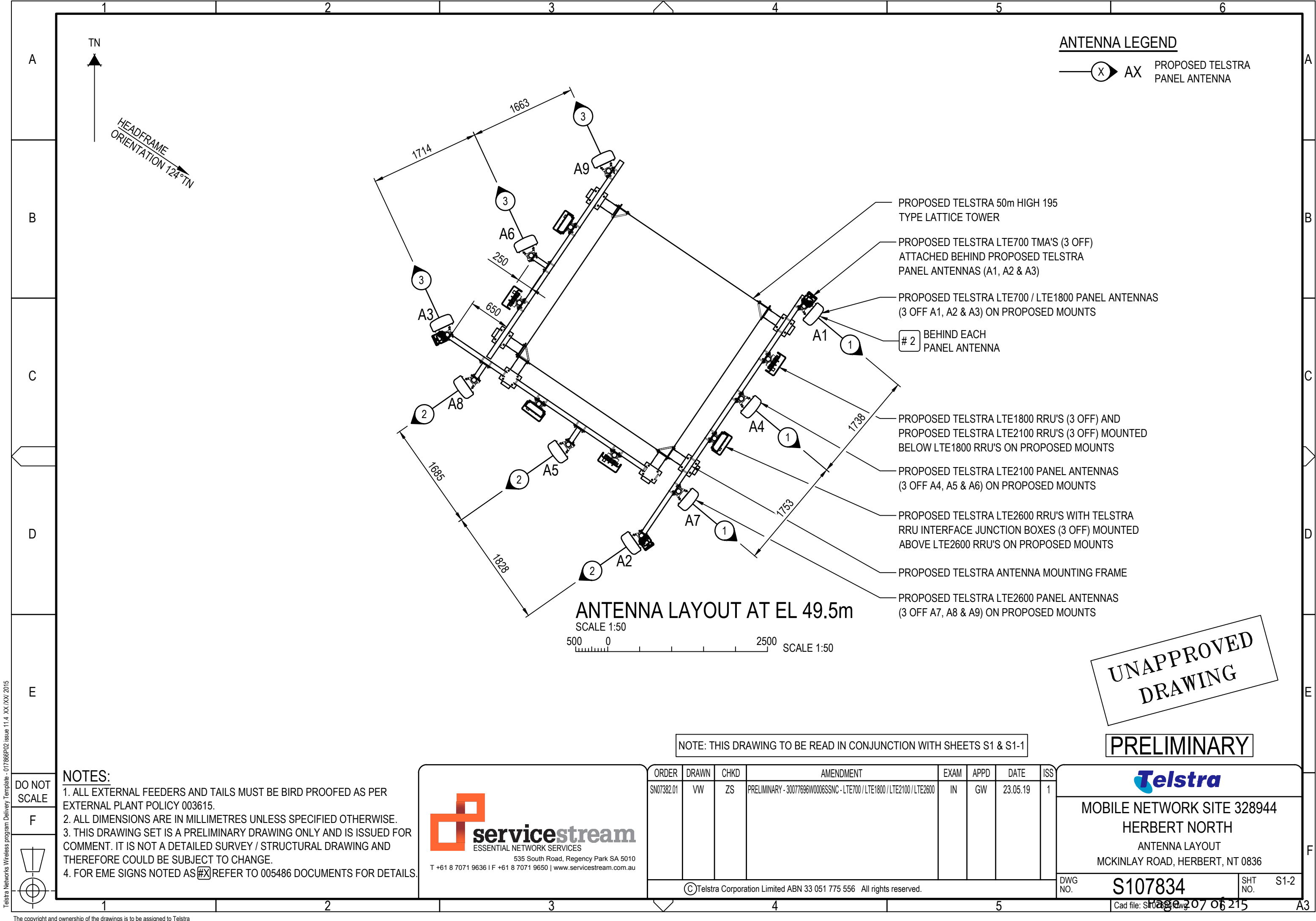
ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
SN07382.01	VW	ZS	PRELIMINARY - 30077696W0006SSNC - LTE700 / LTE1800 / LTE2100 / LTE2600	IN	GW	23.05.19	1



MOBILE NETWORK SITE 328944
HERBERT NORTH
SITE LAYOUT
MCKINLAY ROAD, HERBERT, NT 0836

DWG NO. **S107834** SHT NO. S1-1

Telstra Networks Wireless program Delivery Template - 017868P02 Issue 11.4 XX/XX/2015



ANTENNA LEGEND

X

AX

PROPOSED TELSTRA
PANEL ANTENNA

- NOTES:
1. ALL EXTERNAL FEEDERS AND TAILS MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.

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4. FOR EME SIGNS NOTED AS

X

 REFER TO 005486 DOCUMENTS FOR DETAILS.

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NOTE: THIS DRAWING TO BE READ IN CONJUNCTION WITH SHEETS S1 & S1-1

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
SN07382.01	VW	ZS	PRELIMINARY - 30077696W0006SSNC - LTE700 / LTE1800 / LTE2100 / LTE2600	IN	GW	23.05.19	1

Telstra

MOBILE NETWORK SITE 328944

HERBERT NORTH

ANTENNA LAYOUT

MCKINLAY ROAD, HERBERT, NT 0836

DWG NO. S107834

SHT NO. S1-2

UNAPPROVED
DRAWING

PRELIMINARY

SITE EME SIGNAGE

- # 2 EME TELSTRA #2 SIGN
PROPOSED SIGNS TO BE UV STABLE
STICKERS AND FIXED TO REAR OF ALL
TELSTRA PANEL ANTENNAS (9 OFF)
- # 6 EME TELSTRA #6 SIGN
PROPOSED SIGN TO BE SECURED
1.5m AGL TO LATTICE TOWER
USING STAINLESS STEEL STRAPS
- #13 EME TELSTRA #13 SIGN
PROPOSED SIGN SECURED TO
TELSTRA COMPOUND GATE USING
STAINLESS STEEL STRAPS

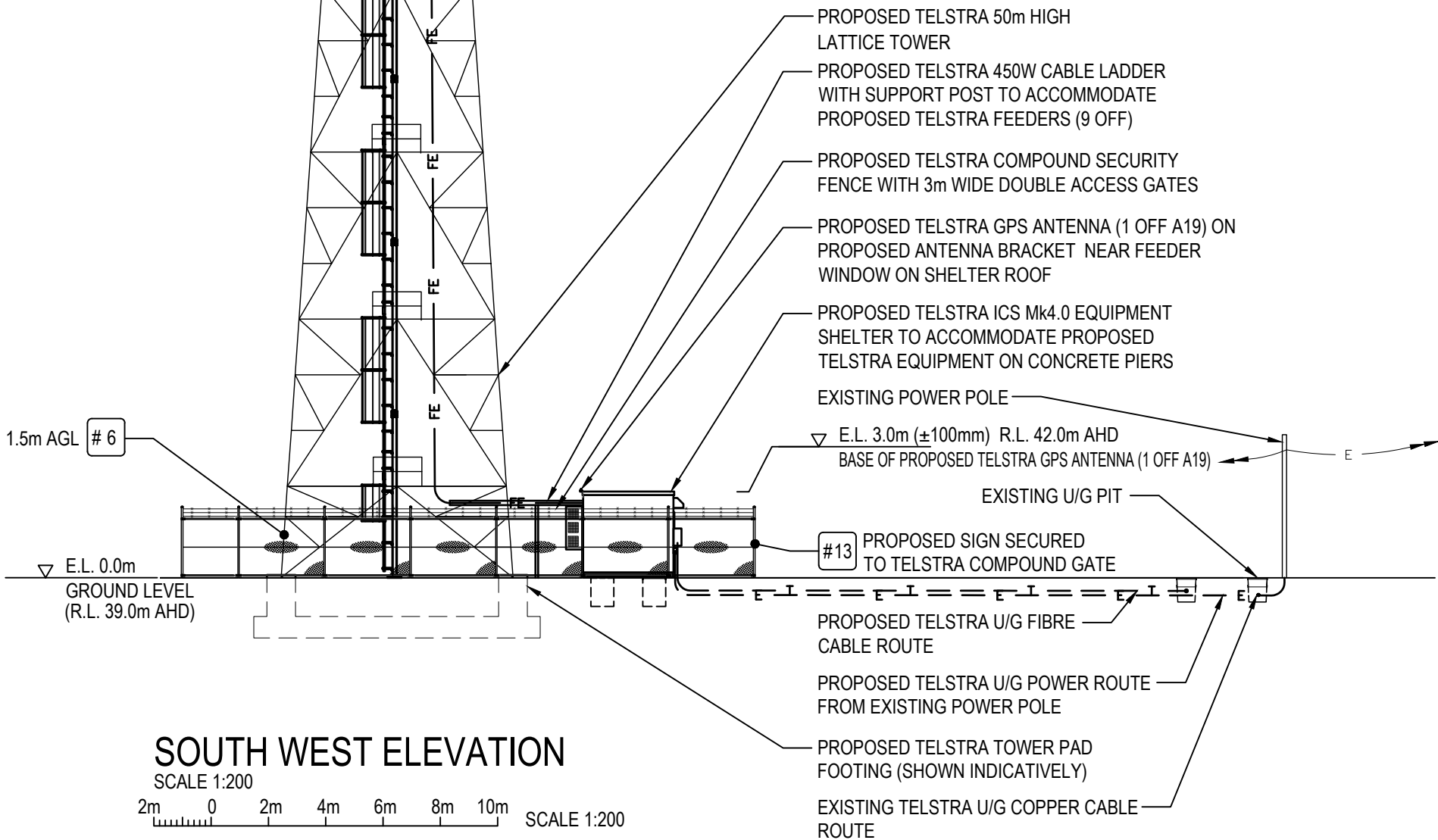
2 BEHIND EACH
PANEL ANTENNA

- E.L. 50.9m (±100mm) R.L. 89.9m AHD
OVERALL HEIGHT
- E.L. 50.0m (±100mm) R.L. 89.0m AHD
C/L PROPOSED TELSTRA LTE1800 RRU'S (3 OFF)
C/L PROPOSED TELSTRA RRU INTERFACE JUNCTION BOXES (3 OFF)
TOP OF PROPOSED TELSTRA TOWER
- E.L. 49.5m (±100mm) R.L. 88.5m AHD
C/L PROPOSED TELSTRA LTE700 / LTE1800 PANEL ANTENNAS (3 OFF A1, A2 & A3)
C/L PROPOSED TELSTRA LTE2100 PANEL ANTENNAS (3 OFF A4, A5 & A6)
C/L PROPOSED TELSTRA LTE2600 PANEL ANTENNAS (3 OFF A7, A8 & A9)
- E.L. 49.0m (±100mm) R.L. 88.0m AHD
C/L PROPOSED TELSTRA LTE2100 RRU'S (3 OFF)
C/L PROPOSED TELSTRA LTE2600 RRU'S (3 OFF)
- PROPOSED TELSTRA LTE700 TMA'S (3 OFF)
ATTACHED BEHIND PROPOSED TELSTRA
PANEL ANTENNAS (A1, A2 & A3)

UNAPPROVED
DRAWING

NOTES:

1. ALL EXTERNAL FEEDERS AND TAILS MUST BE BIRD PROOFED AS PER
EXTERNAL PLANT POLICY 003615.
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THEREFORE COULD BE SUBJECT TO CHANGE.
4. FOR EME SIGNS NOTED AS #X REFER TO 005486 DOCUMENTS FOR DETAILS.
5. FOUNDATIONS ARE SHOWN INDICATIVE ONLY. FINAL DESIGN IS SUBJECT TO
RESULTS OF GEOTECHNICAL INVESTIGATION.



NOTE: THIS DRAWING TO BE READ IN CONJUNCTION WITH SHEET S3-1

PRELIMINARY



ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
SN07382.01	VW	ZS	PRELIMINARY - 30077696W0006SSNC - LTE700 / LTE1800 / LTE2100 / LTE2600	IN	GW	23.05.19	1

Telstra

MOBILE NETWORK SITE 328944
HERBERT NORTH
SOUTH WEST ELEVATION
MCKINLAY ROAD, HERBERT, NT 0836

DWG NO. **S107834** SHT NO. S3

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Telstra Networks Wireless program Delivery Template - 017866P02 Issue 11.4 XX/XX/2015

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		TELSTRA MOBILES ANTENNA CONFIGURATION TABLE																																																																
		<table><tr><th>ANTENNA No</th><th>ANTENNA TYPE & SIZE H x W x D</th><th>ANTENNA ACTION REQUIRED</th><th>ANTENNA HEIGHT C/L A.G.L.</th><th>PHYSICAL ANTENNA BEARING (°T)</th><th>SECTOR NO. & TECHNOLOGY</th></tr><tr><td rowspan="4">A1</td><td rowspan="4">TONGYU T1002L6R011 PANEL 2680 x 355 x 165mm</td><td rowspan="4">INSTALL</td><td rowspan="4">49.5m</td><td rowspan="4">130°</td><td>S1: LTE700</td></tr><tr><td>S1: LTE700</td></tr><tr><td>S1: LTE1800</td></tr><tr><td>S1: LTE1800</td></tr><tr><td rowspan="4">A2</td><td rowspan="4">TONGYU T1002L6R011 PANEL 2680 x 355 x 165mm</td><td rowspan="4">INSTALL</td><td rowspan="4">49.5m</td><td rowspan="4">235°</td><td>S2: LTE700</td></tr><tr><td>S2: LTE700</td></tr><tr><td>S2: LTE1800</td></tr><tr><td>S2: LTE1800</td></tr><tr><td rowspan="4">A3</td><td rowspan="4">TONGYU T1002L6R011 PANEL 2680 x 355 x 165mm</td><td rowspan="4">INSTALL</td><td rowspan="4">49.5m</td><td rowspan="4">335°</td><td>S3: LTE700</td></tr><tr><td>S3: LTE700</td></tr><tr><td>S3: LTE1800</td></tr><tr><td>S3: LTE1800</td></tr><tr><td rowspan="4">A4</td><td rowspan="4">TONGYU T1002L6R011 PANEL 2680 x 355 x 165mm</td><td rowspan="4">INSTALL</td><td rowspan="4">49.5m</td><td rowspan="4">130°</td><td>SPARE</td></tr><tr><td>SPARE</td></tr><tr><td>S1: LTE2100</td></tr><tr><td>S1: LTE2100</td></tr><tr><td rowspan="4">A5</td><td rowspan="4">TONGYU T1002L6R011 PANEL 2680 x 355 x 165mm</td><td rowspan="4">INSTALL</td><td rowspan="4">49.5m</td><td rowspan="4">235°</td><td>S1: LTE2100</td></tr><tr><td>S1: LTE2100</td></tr><tr><td>S2: LTE2100</td></tr><tr><td>S2: LTE2100</td></tr></table>												ANTENNA No	ANTENNA TYPE & SIZE H x W x D	ANTENNA ACTION REQUIRED	ANTENNA HEIGHT C/L A.G.L.	PHYSICAL ANTENNA BEARING (°T)	SECTOR NO. & TECHNOLOGY	A1	TONGYU T1002L6R011 PANEL 2680 x 355 x 165mm	INSTALL	49.5m	130°	S1: LTE700	S1: LTE700	S1: LTE1800	S1: LTE1800	A2	TONGYU T1002L6R011 PANEL 2680 x 355 x 165mm	INSTALL	49.5m	235°	S2: LTE700	S2: LTE700	S2: LTE1800	S2: LTE1800	A3	TONGYU T1002L6R011 PANEL 2680 x 355 x 165mm	INSTALL	49.5m	335°	S3: LTE700	S3: LTE700	S3: LTE1800	S3: LTE1800	A4	TONGYU T1002L6R011 PANEL 2680 x 355 x 165mm	INSTALL	49.5m	130°	SPARE	SPARE	S1: LTE2100	S1: LTE2100	A5	TONGYU T1002L6R011 PANEL 2680 x 355 x 165mm	INSTALL	49.5m	235°	S1: LTE2100	S1: LTE2100	S2: LTE2100	S2: LTE2100		
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DO NOT SCALE

F

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ORDER

DRAWN

CHKD

AMENDMENT

EXAM

APPD

DATE

ISS

SN07382.01

VW

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PRELIMINARY - 30077696W0006 - LTE700 / LTE1800 / LTE2100 / LTE2600

IN

GW

23.05.19

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DWG NO. S107834

SHT NO. S3-1

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MOBILE NETWORK SITE 328944

HERBERT NORTH

ANTENNA CONFIGURATION TABLE

MCKINLAY ROAD, HERBERT, NT 0836

Page 4 of 215

30/09/2015

1

2

3

4

5

6

A3

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DWG NO. **S107834** SHT NO. S3-1



COUNCIL REPORT

Agenda Item Number:	15.12
Report Title:	Mango Roads Project Update
Report Number:	19/0035
Meeting Date:	16/10/2019
Attachments:	Nil

Purpose

This report provides Council with an update on the project planning for the Strategic Roads Project, also known as Mango Roads, and recommends allocation of reserve funds to enable completion of design elements.

Summary

The Federal Government and Northern Territory Government have committed funds to deliver the Mango Roads project over the next one to three years from within its Alice Springs to Darwin Corridor projects.

The roads are;

1. Chibnall Road between Old Bynoe and Leonino Road 5.4km;
2. Mocatto Road between Whitstone and Acacia Gap Road 3.2km;
3. Horsnell Road between Elizabeth Valley Road and Alverly 3.4km; and
4. Kentish Road between Hopewell Road and the end of seal 3.2km.

Development of the project to enable commencement is underway, with key information and funding requirements being determined.

This report provides a summary of the progress of the project as it develops and recommends confirmation of delivery by the Northern Territory Government and allocation of funds within current and future budgets from Council.

Recommendation

THAT Council:

1. receives and notes the update on the Mango Road project;
2. notes Council as being a partner of the project, alongside the Federal Government and Northern Territory Government;
3. notes the Northern Territory Government as coordinating the project delivery of the Mango Roads project;
4. provides in-principle support to contribute \$3 million to the Mango Roads project;
5. approves the use of up to \$250,000 from the Developer Contribution reserve in 2019/20 to fund the finalisation of designs and other works relating to the project, with any amount utilised being part of Council's \$3 million contribution; and

6. request the Finance Manager to include funding of the Mango Roads project in the future budget register for consideration within the 2020/21 budget, at a value to be determined through budget considerations.

Background

Council successfully advocated for funding from the Federal and Northern Territory Governments for the upgrade of four roads within the municipality. In 2018 a business case was prepared for a Strategic Roads Project that identified the upgrade of four unsealed (gravel) roads that will provide benefit to local businesses and the community. The upgrade of the roads will support the local mango industry, reducing damage to fruit in transport, and reducing dust over the trees.

The roads are;

1. Chibnall Road between Old Bynoe and Leonino Road 5.4km;
2. Mocatto Road between Whitstone and Acacia Gap Road 3.2km;
3. Horsnell Road between Elizabeth Valley Road and Alverly 3.4km; and
4. Kentish Road between Hopewell Road and the end of seal 3.2km.

The project has been identified in the National Partnership Agreement with the Federal and Northern Territory Governments, with \$17.1m being funded from the government and the remainder to be funded by Council and industry.

In June 2018, Council resolved;

THAT Council:

- 1. receives and notes the Business Case Improving the Productivity of the Mango Industry in Litchfield Municipality;*
- 2. endorses seeking external funding to realise the Improving the Productivity of the Mango Industry Project (the sealing of 15.2kms of the four key mango industry roads), estimated to cost approximately \$20.1m;*
- 3. provides in-principle support to contribute up to \$5m to the project. This in-principle support would require a Council resolution and budget allocation, at a later date, to proceed with the project; and*
- 4. endorses the Improving the Productivity of the Mango Industry Project, as one of Council's Top 3 Advocacy Projects.*

Project Delivery

As the project is funded predominantly by the Federal Government, there are strict requirements on the delivery of the project. As the Northern Territory Government (NTG) is familiar with these requirements, and resourced for a project of this scale, it is best suited for NTG to deliver the project.

A preliminary project control group has been established to plan the delivery of the project, including the preparation of the appropriate documents prior to the finalisation of the funding agreement and the tendering of the project. This group currently includes four NTG officers and Litchfield Council's (LC) Director Infrastructure and Operations.

The group is currently undertaking:

- Project Proposal Report – as required for the Federal Government funding agreement (NTG);

- Preparation of funding agreement (NTG);
- Assessment of project delivery (timing, roads);
- Review of current designs (LC); and
- Design finalisation coordination (LC).

The current intent is to deliver the project over two dry seasons, however this may be reduced to one year or increased to three years dependent on approvals, funding and contracts. These details, along with the number of contracts, will be determined following the finalisation of the design and documentation.

The design work completed by Council to date includes surveys and detailed designs with cost estimates. The next step with the designs is to fully document them, including safety assessments and design reports that were not previously undertaken. This is not a significant body of work but is required for a project of this size to enable the preparation of tender documentation.

The project control group would continue with Council's involvement, with the project delivery undertaken by NTG. This would involve:

- Design finalisation and documentation (LC);
- Tender documentation (NTG);
- Tender process (NTG);
- Contract administration and management (NTG);
- Project management (NTG);
- Project supervision (NTG); and
- Consultation (LC & NTG).

Council Contribution

Due to the timing of the funding announcement by the government, the project was not considered in the 2019/20 Municipal Plan and Budget. For the project to be fully funded, \$3m is required to be allocated by Council.

As the roads are being upgraded from unsealed to sealed, a special rate can be applied to relevant properties. Calculations estimate that approximately \$140,000 could be obtained from special rates. Due to the nature of special rates being applied, there are a number of properties, including mango farms, that would benefit from the upgrade but their formal property frontage is not to the actual road being upgraded. Therefore, a review of the special rate, specific to these roads, will occur to ensure the contribution is fair.

Horsnell Road, Mocatto Road and Kentish Road are roads identified within Council's current Developer Contribution Plan, and upgrades relating to these roads can be funded from collected money from this reserve. Horsnell and Mocatto Roads are within catchment 12A which has \$310,000 available. Kentish Road is within 12B from which \$103,000 is available, with the potential of another \$88,000 to be received within the next 12 months. Therefore, up to \$410,000 is immediately available from existing restricted reserves.

As a summary, from the \$3m contribution required, funding can be identified from;

- \$140,000 special rate (based on current rates, no separate levies)
- \$410,000 Developer Contribution Plan reserve (current reserve)
- \$2,180,000 not identified

Council's contribution is required to be confirmed to enable the funding agreement with NTG and the Federal government to be finalised. As there is no current funding identified within the 2019/20 Municipal Plan, this will need to be considered as part of the 2020/21 Municipal Plan budget process.

In order to ensure the projects continues to move forward, it is recommended to approach the funding in a number of parts;

1. Provide in principle support to fund \$3m in total towards the project.
2. Utilise developer contribution reserve funds to enable the completion of design, with the remainder of the available reserve funds applied to the project.
3. Review special rates and apply as appropriate from 2020/21.
4. Include the balance of contribution within the 2020/21 and 2021/22 budgets as appropriate and determined by Council.

Next Steps

The key next steps are;

1. Identify/confirm funding commitment – this assists the Federal and NTG funding agreement
2. Continue with the completion of the project proposal report (by NTG, with LC involvement)
3. Complete design works to enable tender documentation to be prepared

Following the completion of the documentation, the details of the project will be clearer, including when and what works will be carried out.

Links with Strategic Plan

Everything You Need - Roads and Transport

Legislative and Policy Implications

This is a project funded by the Federal Government, NTG and Litchfield Council. As a result, there's a number of requirements to be met to meet funding and project delivery requirement. This will be identified as the project develops and is delivered.

Risks

The funding of the project was announced as a Federal Election promise, which has then required NTG and Council contribution. A funding agreement is also required between the Federal Government and NTG, which requires confirmation of Council's contribution. Due to the timing of the announcement, and budgets, there has not been any specific funds identified by Council at this time, with limited funding identified within the NTG budget this financial year. Confirmation of funding is a key risk to the project delivery timeframes.

Financial Implications

As discussed within this report, Council is required to contribute \$3 million to this project. This can be from any source Council can obtain it from. To date, approximately \$270,000 has been spent undertaking geotechnical reports, surveys and preliminary design (complete 2015 - 2018).

For this financial year, Council can utilise reserve funds from the Developer Contribution Plan to undertake the final design works. This is expected to be in the order of up to \$200,000, which is within the reserve fund balances for the respective contribution plan catchment areas.

The remainder of the funding has been identified as potentially coming from;

1. Special rates – approximately \$140,000
2. Developer Contribution – up to \$410,000 minus anything spent on design this year
3. Council revenue/reserve funding as identified in future Municipal Plans

The in principle support of the contribution and allocation of available funds through the Developer Contribution Reserve, provides a commitment to the project to enable it to progress further this year.

Community Engagement

A community engagement plan will be prepared by NTG. This will include Council providing support and assistance where appropriate.

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

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

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



LITCHFIELD COUNCIL MEETING

Wednesday 16 October 2019

16 Common Seal

17 Other Business

18 Public Questions

19 Confidential Items

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

19.1 Award Contract - RFT19-199 Litchfield Council Reseal Various Roads

Regulation 8(c) – information that would, if publicly disclosed, be likely to: (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

19.2 Risk Management and Audit Committee – Appointment of Independent Chairperson

Regulation 8(c) – information that would, if publicly disclosed, be likely to:

(i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person or

(iv) prejudice the interests of the council or some other person.

20 Close of Meeting