

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 18/09/2019

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 18 September 2019 at 6:30pm

Daniel Fletcher
Chief Executive Officer

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 18 September 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 full minutes (including the Confidential minutes) of the Council Meeting held Wednesday 21 August 2019, 10 pages, be confirmed.

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

6. Business Arising from the Minutes

THAT Council receives and notes the Action List.

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

17/0036/4	<p>Litchfield Aquatic Facility Needs Analysis Report</p> <p>THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.</p>	CEO	15-02-17	<p>Special Purpose Grant (SPG) for funds to match Council's \$50k allocated in 2018/19 Budget to undertake Feasibility was unsuccessful in both rounds.</p> <p>Going forward Council has to explore the interest of the Northern Territory Government in this project.</p>
1718/240	<p>Berry Springs Water Advisory Committee - Council Representative</p> <p>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.</p>	CEO	16-05-18	<p>Nomination sent in by 30 May 2018. Waiting on confirmation from the department / pending ministerial approval.</p>
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>Council has been notified that the project is now on the NT / Federal Government Partnership Agreement awaiting Federal Government sign off. DIO has met with NTG in relation to timing and project delivery. A report identifying the project plan and funding details will be presented to Council by October 2019.</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>
1819/224	<p>Freds Pass Sport & Recreation Reserve Future Planning and Governance</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1.informs the Freds Pass Sport & Recreation Board in writing of Council's intention to have greater input into the long-term development and operation of sport and recreation at the Freds Pass Sport and Recreation Reserve; and 2.receives a report on how Council would go about undertaking to change the planning, operational, and governance arrangements of Freds Pass Sport and Recreation Reserve so that Council has greater input into the long-term planning and operations of the Reserve. This report is to include recommendations, proposed timelines, cost and methodology. <p>Any intention to change the planning, operational and governance arrangements at Freds Pass Sport and Recreation Reserve should include the following objectives:</p> <ul style="list-style-type: none"> •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. <ol style="list-style-type: none"> 3.Uses the skills and enthusiasm of a volunteer board whilst providing for Council to have greater input into future planning, including day-to-day operations and staff management. 4.Receive the report at a future Council meeting no later than September 2019. 	DCCS	26-06-19	<p>Complete</p> <ol style="list-style-type: none"> 1. Letter signed and sent from the Mayor's office. 2. Methodology for review in development. 3. Interim CEO met with Board to discuss review methodology. 4. Report included in September agenda.

Investigation of a Suitable Site for a Dump Point

1920/032	<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>report to be prepared for the October Council meeting outlining the timelines for scoping and delivery of the investigation report</p> <p>Council will write to concerned community members informing them about progress</p>
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Rating Review Position Paper

1920/040	<p>THAT Council:</p> <ol style="list-style-type: none"> 1.notes the Litchfield Rating Policy Review – Community Reference Group Report to Litchfield Council; 2.congratulates and thanks the Community Reference Group members for their contribution and dedication; 3.endorses the Rating Policy Review Position Paper for public consultation from the 2 September to 7 October 2019; and 4.allows the Interim Chief Executive Officer to make minor editorial changes to the Rating Policy Review Position Paper, if required. 	DCCS	21-08-19	<ol style="list-style-type: none"> 1. Complete 2. Complete - letters sent 3. Complete - consultation initiated 4. Complete
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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 18 September 2019

7 Presentations

Ms Christine Long, Water Resources Division

– Department of Environment and Natural Resources

Water Tables / Aquifer in the Rural Area

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: 19/0109
Meeting Date: 18/09/2019
Attachments: Nil

Purpose

A summary of the Mayor's attendance at meetings and functions representing Council for the period 22 August 2019 to 18 September 2019.

Summary

Date	Event	Content/Comment
22 August 2019	Tropical Oasis Holiday Home – Litchfield Women in Business Dry Season Venue	Site Visit
23 August 2019	Territory FM Radio	Regular Radio Interview
	Appreciation to Interim CEO	Afternoon Tea
26 August 2019	Meet and welcome new CEO	
	Palmerston Regional Hospital – Pete Davies Auditorium	Official Opening
28 August 2019	Weekly Catch Up with CEO	Regular meeting
30 August 2019	Territory FM Radio	Regular Radio Interview
	CEO's Key Performance Indicators	Scheduled meeting
31 August 2019	Palmerston Police Station	Tour & Official Opening
3 September 2019	Litchfield Women in Business Morning Tea	Monthly event
	Darwin Lord Mayor & Darwin CEO Luncheon	Meet Litchfield CEO
	Risk Management & Audit Committee Meeting	Scheduled Meeting
4 September 2019	ABC Grass Roots Program	Regular monthly program
	NT Farmers CEO	Meet Litchfield CEO

Date	Event	Content/Comment
	Councillor Briefing	Monthly meeting
5 September 2019	CEO Performance Plan Meeting with Consultant	Scheduled meeting
6 September 2019	Territory FM Radio	Regular Radio Interview
	Welcome Community Reception	Meet Litchfield CEO
	Investiture Ceremony – Government House	Annual event
8 September 2019	McMinns Lagoon Reserve 2019 Bushcare Major Day Out	Annual event
9 September 2019	LGANT Executive Meeting	Scheduled meeting
	Rating Policy Review Position Paper Consultation	Principal Councillor present
10 September 2019	Litchfield Women in Business Network Committee Meeting	Scheduled meeting
11 September 2019	NT Water Plan – Teleconference	Update on proposed projects
	Local Members & Litchfield Council Bi-Monthly Meeting	Schedule meeting
12 September 2019	Palmerton and Litchfield Seniors Association Inc Morning Tea	Monthly event
	CEO Performance Plan Review	Scheduled meeting
13 September 2019	Territory FM Radio	Regular Radio Interview
16 September 2019	Litchfield Women in Business Network Committee Dry Season Event	Annual event
17 September 2019	Australian Citizenship Ceremony – Citizenship Day	Annual event
18 September 2019	Corporate Images	
	Council & Thorak Meetings	Scheduled meetings

Recommendation

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



LITCHFIELD COUNCIL MEETING

Wednesday 18 September 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 18 September 2019

14 Finance Report

14.1 Litchfield Council Finance Report August 2019



COUNCIL REPORT

Agenda Item Number:	14.1
Report Title:	Litchfield Council Finance Report – August 2019
Report Number:	19/0110
Meeting Date:	18/09/2019
Attachments:	Nil

Purpose

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

Recommendation

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

Background

Total Revenue \$10,508k for the month of August reflects Rates levied and recognised at the beginning of the financial year, although actual payment of rates is received in instalments throughout the financial year. The negative value reported in other revenue relates to insurance excess that was charged to a reserve board in 2018-19 and required discount in amount.

Total Expenses \$1,850K are 12.3% of the annual budget for the financial year. Professional Services have recognised cost for the Electoral Review and costs to a recruitment agency for the placement of staff. 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 at this stage.

Finance Report

August 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	10,040,668	10,738,393	0	
Statutory Charges	111,700	38,686	111,700	0	
User Charges	1,208,128	239,668	1,208,128	0	
Grants, Subsidies & Contributions	3,614,416	64,955	3,614,416	0	
Investment Income	694,451	120,555	694,451	0	
Reimbursements	0	7,951	0	0	
Other Income	71,000	-4,109	71,000	0	
TOTAL REVENUE	16,438,088	10,508,374	16,438,088	0	
EXPENSES					
Employee Costs	6,661,948	861,980	6,661,948	0	
Auditor Fees	36,600	-12,584	36,600	0	
Bad & Doubtful Debts	0	0	0	0	
Elected Member Expenses	242,264	20,962	242,264	0	
Election Expenses	0	0	0	0	
Cemetery Operations	363,300	37,960	363,300	0	
Contractors	4,126,589	320,988	4,126,589	0	
Energy	212,800	16,894	212,800	0	
Insurance	366,518	181,432	366,518	0	
Maintenance	674,766	83,790	674,766	0	
Legal Expenses	158,530	9,240	158,530	0	
Donations and Community Support	127,900	49,217	127,900	0	
Computer / IT Costs	369,435	39,159	369,435	0	
Parts, Accessories & Consumables	309,600	26,550	309,600	0	
Professional Services	903,500	132,522	903,500	0	
Sundry	436,700	81,703	436,700	0	
TOTAL EXPENSES	14,990,450	1,849,813	14,990,450	0	
RESULT	1,447,638	8,658,561	1,447,638	0	

CONSOLIDATED BALANCE SHEET at 31 August 2019

	31 July 2019	31 August 2019	Movement
CURRENT ASSETS			
Cash & Cash Equivalents	1,484,748	1,627,405	142,657
Trade and Other Receivables	12,833,076	12,140,130	-692,946
Other Financial Assets	20,353,954	19,996,456	-357,498
Other Current Assets	0	228,439	228,439
TOTAL CURRENT ASSETS	34,671,778	33,992,430	-679,348
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	302,589,767	309,109,264	6,519,497
Other Non-Current Assets	9,433,077	3,739,185	-5,693,892
TOTAL NON-CURRENT ASSETS	312,022,844	312,848,449	825,605
TOTAL ASSETS	346,694,622	346,840,879	146,257
CURRENT LIABILITIES			
Trade and Other Payables	801,098	117,551	-683,547
Provisions	612,152	541,928	-70,224
TOTAL CURRENT LIABILITIES	1,413,250	659,479	-753,771
NON-CURRENT LIABILITIES			
Provisions	441,460	473,646	32,186
TOTAL NON-CURRENT LIABILITIES	441,460	473,646	32,186
TOTAL LIABILITIES	1,854,710	1,133,125	-721,585
NET ASSETS	344,839,912	345,707,754	867,842
EQUITY			
Accumulated Surplus	27,303,823	28,171,665	867,842
Asset Revaluation Reserve	295,859,891	295,859,891	0
Other Reserves	21,676,198	21,676,198	0
TOTAL EQUITY	344,839,912	345,707,754	867,842

Estimate of Net Cash position and Current ratio

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

As identified in Section 5 of this report, Litchfield Council's liquidity KPI is easily met with 31 August 2019 current ratio equalling 51.6.

$$\begin{aligned}
 \text{Current ratio} &= \frac{\text{Current Assets (less: Provision for Doubtful debt)}}{\text{Current Liabilities}} \\
 &= \frac{33,992\text{K}}{659\text{K}} = 51.6 \\
 \text{Net Cash Position} &= 33,992\text{K} - 659\text{K} = \$33.3 \text{ million}
 \end{aligned}$$

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 12% 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	4,998	436	30,000	30,000	0	
Finance & Customer Service	7,253,708	7,299,343	9,045,441	9,045,441	0	
Infrastructure & Assets	446,776	0	2,637,492	2,637,492	0	
Planning & Development	35,292	3,554	61,748	61,748	0	
Waste Management	2,980,554	2,965,720	3,178,680	3,178,680	0	
Community	12,334	14,876	74,000	74,000	0	
Community – Library	414,030	280	421,447	421,447	0	
Regulatory Services	30,286	38,925	112,700	112,700	0	
TOTAL REVENUE	11,177,978	10,323,134	15,561,508	15,561,508	0	
EXPENSES						
Council Leadership	246,677	205,147	1,111,896	1,111,896	0	
Corporate	157,442	108,494	645,697	645,697	0	
Information Services	78,090	52,037	513,091	513,091	0	
Finance & Customer Service	607,866	302,073	1,584,930	1,584,930	0	
Infrastructure & Assets	571,938	87,902	3,004,297	3,004,297	0	
Planning & Development	116,957	122,375	728,387	728,387	0	
Waste Management	503,814	352,302	2,991,436	2,991,436	0	
Community	547,441	304,658	1,442,690	1,442,690	0	
Community – Library	65,300	30,876	421,447	421,447	0	
Mobile Workforce	226,216	97,376	1,287,337	1,287,337	0	
Regulatory Services	82,876	39,605	388,831	388,831	0	
TOTAL EXPENSES	3,204,617	1,702,845	14,120,039	14,120,039	0	
OPERATING RESULT	7,973,361	8,620,289	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 August 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	7,935	10,000	All furniture have been purchased	
New Website Development	45,000	0	45,000	Request for quote brief under development	
Mobile Workforce Review	30,000	0	30,000	MWF developing scope for RFQ	
Litchfield Annual Art Exhibition	10,000	0	10,000	RFQ for Curator developed	
Council Chambers Audio / Video Upgrade	30,000	0	30,000	Obtaining quotes from contractors	
Community and Business Hub Strategic Business and Concept Plan	40,000	0	40,000	To commence in second half of 2019-20	
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	7,935	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 August 2019.

	2019/20 Budget	2019/20 Actuals	2019/20 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Infrastructure & Assets	1,344,743	750	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	10	50,000	0	
TOTAL REVENUE	7,584,743	760	7,584,743	0	
EXPENSES					
Infrastructure & Assets	3,792,000	919	3,792,000	0	
Waste Management	525,000	100,909	525,000	0	
Mobile Workforce	175,000	0	175,000	0	
Community	8,500,000	127,896	8,500,000	0	
Regulatory Services	45,000	0	45,000	0	
TOTAL EXPENSES	13,037,000	229,724	13,037,000	0	
CAPITAL RESULT	(5,452,257)	(228,964)	(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	30/09/2019	427,000	426,037 (Life to Date Actual)	427,000	0	 Whitewood Road is at 95%, with expected completion end of September
Brougham Road flood damage repairs – NDRRA Project	30/06/2020	768,529	52,590 (Life to Date Actual)	768,529	0	 Brougham Road is in design review, expected completion end of June 2020
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 to be advertised in September
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 replacement LED program, the smart controls will be installed in 2020
Reseal Program	31/12/2019	900,000	40,692	900,000	0	 Tender closing 12/9/19
Re-sheeting of Roads	31/05/2020	400,000	0	400,000	0	 Resheeting complete at Billabong Road. Acacia Gap Road & Tumbling Waters Road as scheduled, awaiting invoices
Whitstone Road Sealing	31/05/2020	400,000	0	400,000	0	 Design scheduled September, tender

Project (Infrastructure & Assets)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
						and construction 2020
Hillier Road Guard Rail	31/10/2019	85,000	0	85,000	0	 RFQ closing 6/9/19
Shoulder Widening of Various Roads	30/06/2020	300,000	0	300,000	0	 Commenced, awaiting invoices
Stevens Road Pavement Upgrade	31/05/2020	500,000	0	500,000	0	 Design scheduled September, tender and construction 2020
Whitewood Road Pavement Rehabilitation	31/05/2020	320,000	0	320,000	0	 Design scheduled September, tender and construction 2020
Girraween and Hillier Road Intersection Upgrade	31/05/2020	398,000	0	398,000	0	 Design scheduled September, tender and construction 2020
Pioneer Drive / Norm Lane Intersection Upgrade	30/11/2020	300,000	0	300,000	0	 Design complete, being reviewed for construction tender
Disability Access Automatic Doors - Council Offices	31/10/2019	9,000	0	9,000	0	 Quotes to be obtained September
TOTAL		3,792,000	40,692	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 scoped 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	 Procurement not commenced yet
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	30/09/2019	0	136,746 (Life to Date Actual)	450,000	450,000	 Slab and framework complete. Electrical and plumbing services roughed in. Wall and roof sheeting started.
TOTAL		0	136,746	450,000	(450,000)	
Projects/Capital Purchases commencing in 2019/20						
Tractor and Slasher Replacement	31/10/2019	140,000	0	140,000	0	 Awarded on 3/9/19 to Airpower for Kubota Tractor & Attachments
Mower Replacement	31/03/2020	35,000	0	35,000	0	 Pending MWF Service Review
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
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	<u>2016/17</u> 3,000,000	2,914,004 (Life to Date Actual)	3,000,000	0	 Final works underway
Howard Park Reserve – Irrigation Upgrade	30/09/2019	<u>2017/18</u> 20,000	18,740 (Life to Date Actual)	20,000	0	 Initial works complete, stage 2 to be completed by 30 September.
Howard Park Reserve – Playground Upgrade	30/09/2019	81,181	60,762 (Life to Date Actual)	69,970	(11,211)	 Initial works complete. Investigations into additional equipment underway.
Humpty Doo Village Green – Furniture Upgrade	30/09/2019	0	20,992 (Life to Date Actual)	33,824	33,824	 Works underway
Freds Pass Reserve – Sporting Improvements	31/12/2019	<u>2018/19</u> 0	102,301 (Life to Date Actual)	2,000,000	2,000,000	 Works underway
TOTAL		3,101,181	3,116,799	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	5,123,794	7,000,000	



- On Budget



- Watch Budget



- Outside Budget

SECTION 3

CASH ON HAND & INVESTMENTS

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

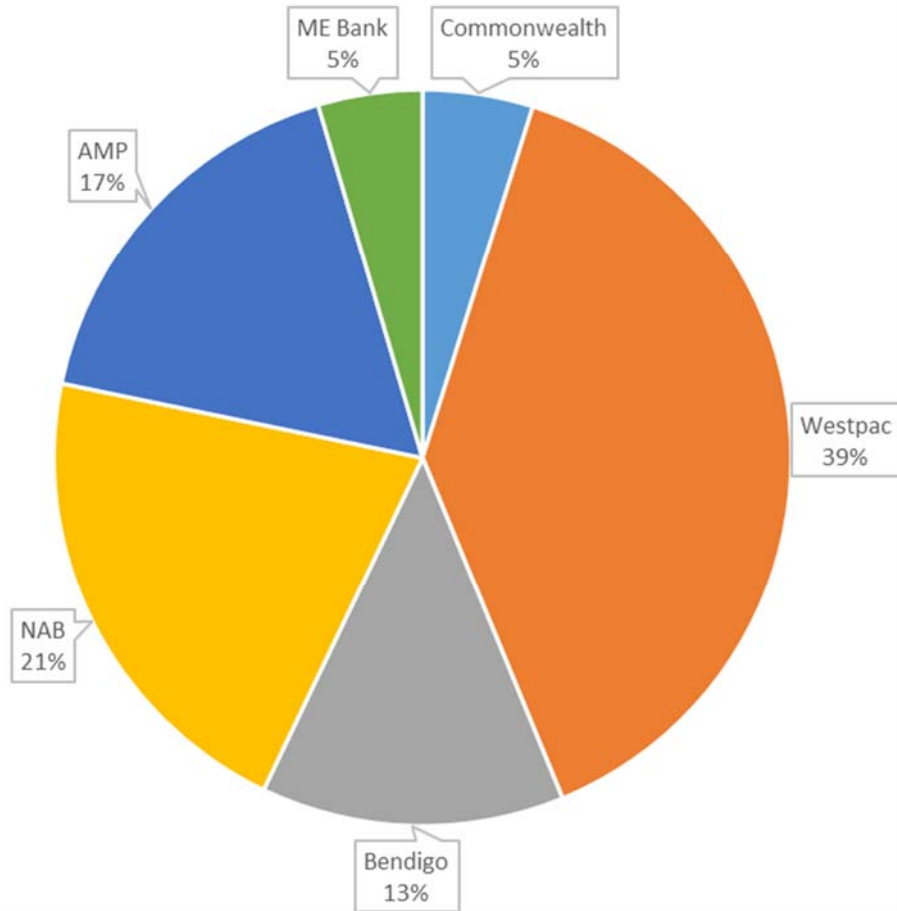
	31 JULY 2019	31 AUG 2019	VARIANCE	COMMENT
Investments (Incl. Trust Account)	20,371,107	20,338,082	(33,025)	Matured funds for the month were reinvested (principal & interest)
Business Maxi Account	805,354	805,453	99	Interest received
Operating Account	665,795	414,942	(283,779)	Funds used for payments to contractors/suppliers and wages
TOTAL	21,842,256	21,558,477	(283,779)	

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
06.09.18	1,000,000	365	AMP	2.80%	06.09.2019	28,000
27.09.18	1,500,000	365	Westpac	2.81%	27.09.2019	42,150
13.12.18	1,000,000	293	Bendigo	2.75%	02.10.2019	22,075
13.12.18	1,563,296	314	Bendigo	2.75%	23.10.2019	36,984
16.01.19	1,015,628	300	NAB	2.75%	12.11.2019	22,956
19.02.19	1,016,944	280	AMP	2.80%	26.11.2019	21,843
26.02.19	1,000,000	280	ME Bank	2.68%	03.12.2019	20,559
07.03.19	1,530,344	278	AMP	2.80%	10.12.2019	32,636
24.06.19	207,517	179	AMP	2.25%	20.12.2019	2,290
15.05.19	1,100,000	240	NAB	2.34%	10.01.2020	16,925
12.06.19	2,000,000	216	Westpac	2.35%	14.01.2020	27,814
26.06.19	1,000,000	209	Westpac	2.35%	21.01.2020	13,456
27.06.19	1,500,000	223	NAB	1.98%	05.02.2020	18,145
13.08.19	341,626	181	Bendigo	1.75%	10.02.2020	2,965
19.03.19	1,027,000	337	Westpac	2.63%	19.02.2020	24,938
19.07.19	1,000,000	236	NAB	1.96%	11.03.2020	12,673
07.08.19	1,000,000	230	NAB	1.77%	24.03.2020	11,153
27.08.19	1,535,728	224	Westpac	1.76%	07.04.2020	16,588
TOTAL INVESTMENTS	20,338,082					374,150

TOTAL FUNDS BY INSTITUTION



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 finalised and presented to Council in the Annual Report prior to the 15 November 2019.

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

SECTION 4

DEBTORS

SUNDRY DEBTORS

Total Sundry Debtors at 31 August 2019 is 712,744 compared to 785,675 at 31 July 2019, a decrease of 72,931. This is due to invoices being paid.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	1,406	776	373	1,462	4,017
Infrastructure	201,217	493,565	0	8,383	703,165
Recreation Reserves	3,162	1,940	0	460	5,562
TOTAL	205,785	496,281	373	10,305	712,744
% of total sundry debtors	29%	70%	0%	1%	100%

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)	5,983
No permit provided, until payment is received	2,400
Company under Administration	1,462
Re-sent Statement demanding payment	460
TOTAL	10,305

Please note, Sundry debtors exclude rate debtors and infringements.

FINES AND INFRINGEMENTS

As at 31 August 2019 Council has 80 infringements outstanding with a balance of 20,554, an increase of 266 in outstanding infringements compared to 31 July 2019. This is due to new infringements being issued.

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

Six (6) are newly issued this month, three (3) have been sent with reminder notices, sixty-eight (68) 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

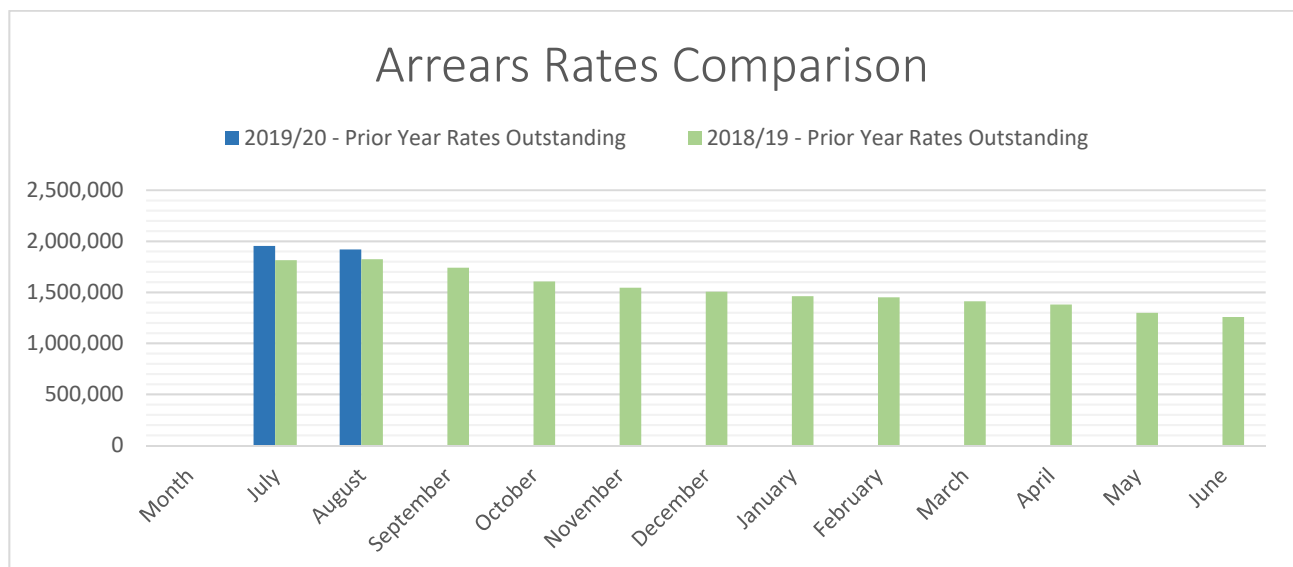
Council's Debt Recovery Policy FIN05 guides the collection of outstanding rates. Recovery of rates continues to be an area of focus with Council's performance in recovering outstanding rates improving each month. Council continues to use the services of the current Debt Collector for rate assessments presently placed with them and has commenced an agreement with another Debt Collection Agency. Rates in arrears have increased by 109,914 in the month of August.

PRIOR YEAR RATES

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

	Beginning 2019/20 Prior years Outstanding	PREVIOUS MONTH (JULY 2019)	CURRENT MONTH (AUGUST 2019)	MONTHLY VARIANCE
COMMERCIAL	50,725	56,323	58,287	1,964
MINING	58,510	79,393	79,994	601
NON-RATEABLE MINING	7,119	0	0	0
NON-RATEABLE WASTE	19,666	31,026	31,378	352
RURAL RESIDENTIAL	1,688,116	1,717,151	1,684,730	(32,421)
URBAN RESIDENTIAL	86,445	69,638	64,064	(5,574)
TOTAL	1,910,581	1,953,531	1,918,853	34,678

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.



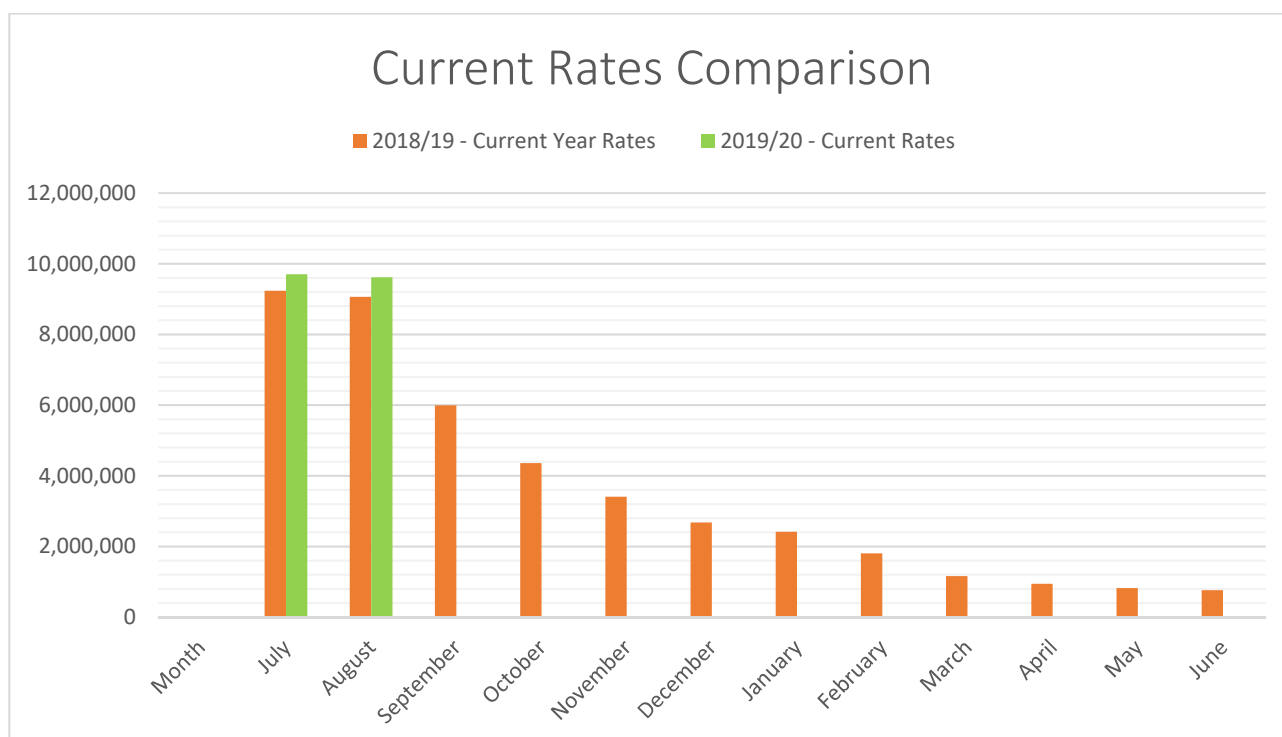
CURRENT YEAR RATES

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

	PRIOR MONTH (JULY 2019)	CURRENT MONTH (AUGUST 2019)	VARIANCE	DUE DATES
INSTALMENT 1	3,120,178	3,087,978	(32,200)	27/09/2019
INSTALMENT 2	3,248,422	3,220,712	(27,710)	29/11/2019
INSTALMENT 3	3,333,063	3,308,766	(24,297)	28/02/2020
TOTAL	9,701,663	9,617,456	(84,207)	

The first instalment of the current year's rates will be due and payable by 27th of September 2019 with a total of 3,087,978 to be collected. Rates and charges collected in the month of August totalled 84,207.










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 \$1.9m.
Own source coverage ratio – lowering Council's dependency on government grants and other funding sources.	>60%		Budgeted at 40%.
Liquidity ratio	>1:1		51.6:1 as at 31/08/2019
Current Ratio	>1		51.6:1 as at 31/08/2019
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 August 2019 are listed in the table below.

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
Payroll 4	14-08-19	LC Staff	LC Staff	Payroll Fortnight Ending 14/8/2019	133,637
Payroll 5	28-08-19	LC Staff	LC Staff	Payroll Fortnight Ending 28/8/2019	133,701
959.114-01	07-08-19	114	NATIONAL AUSTRALIA BANK LTD (NAB)	Term Deposit - Maturity Date 24 Mar 2020	1,000,000
966.67-01	22-08-19	67	JARDINE LLOYD THOMPSON PTY LTD	2019/2020 Council Officers Liability Insurance Renewal	194,938
967.1583-01	29-08-19	1583	A1 PLANT AND CIVIL	Whitewood Road pavement rehabilitation & road straightening	82,066
966.1086-01	22-08-19	1086	KCOM CONSTRUCTIONS	Freds Pass Reserve Archery Club Ablution	70,480
DD060819	07-08-19	73	STATEWIDE SUPERANNUATION PTY LTD	Jul 19 - Pay 1 to 3, Cyc 1 & 2	67,445
967.280-01	29-08-19	280	CITY OF DARWIN	Jul 19 - Shoal bay - Darwin City Council Landfill fees for all Waste Transfer Stations	54,285
960.374-01	08-08-19	374	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Withheld Cyc 1 - Pay 3	49,956
966.374-01	22-08-19	374	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Withheld Cyc 1,2 & 99 - Pay 4	46,568
DD290819	29-08-19	73	STATEWIDE SUPERANNUATION PTY LTD	Aug 19 - Pay 4 & 5, Cyc 1 & 2	45,073
967.13-01	29-08-19	13	FREDS PASS RURAL COMMUNITY SHOW INC	Sponsorship 2020 - Freds Pass Community Show Grant	44,000
967.8-01	29-08-19	8	DOWNERDI WORKS PTY LTD	Edge patching prior to reseal - Multiple locations in the Litchfield area	28,071
960.70-01	08-08-19	70	LOCAL GOVERNMENT ASSOCIATION NT	Annual Membership 2019/2020	25,335
960.8-01	08-08-19	8	DOWNERDI WORKS PTY LTD	Edge patching prior to reseal - Multiple locations in the Litchfield area	24,277
966.514-01	22-08-19	514	VEOLIA ENVIRONMENTAL SERVICES	Jul 19 - All Waste transfer stations - transport waste to Shoal Bay	20,823
967.268-01	29-08-19	268	BYRNE CONSULTANTS	Pioneer Road / Norm Road Intersection Upgrade	20,134
965.67-01	22-08-19	67	JARDINE LLOYD THOMPSON PTY LTD	2019/2020 Council Officers Liability Insurance renewal	18,087
960.926-01	08-08-19	926	JACANA ENERGY	Apr to Jun 19 - Electricity - Streetlights	15,987
963.187-01	15-08-19	187	NORSIGN	Steelflex guide posts & multiple new signs for the Litchfield area	15,813
957.1481-01	01-08-19	1481	OZZIEBUILD PTY LTD	Materials for concrete patching at HDWTS	15,219
965.867-01	22-08-19	867	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff - Cemetery - WE: 31 Jul 2019	13,426
966.1137-01	22-08-19	1137	ALLAN KING & SONS CONSTRUCTION PTY LTD	Shoulders Repairs to multiple roads within the Litchfield area	13,091

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
966.162-01	22-08-19	162	CIVICA PTY LTD	Aug 19 - Authority Program - Licence Fee	12,831
966.1099-01	22-08-19	1099	DAVE'S MINI DIGGA HIRE	Drainage Maintenance - Clean out drains at multiple locations in the Litchfield area	12,584
DD290719	20-08-19	248	WESTPAC CARDS & DIRECT DEBITS	Jul 19 - Litchfield Council Corporate Credit Card Purchases	12,162
957.409-01	01-08-19	409	F & J BITUMEN SERVICES PTY LTD	Asphalt of multiple roads in the Litchfield area	11,944
960.770-01	08-08-19	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff - Ranger & Finance Manager - WE: 28 Jul 2019	11,560
966.867-01	22-08-19	867	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff - Waste & Customer Service Officer - WE: 18 Aug 2019	11,121
960.1573-01	08-08-19	1573	FLANAGAN CONSULTING GROUP	Freds Pass Reserve road network & carpark design	10,450
957.1604-01	01-08-19	1604	DICE (AUST) PTY LTD	Electrical Upgrade to Bears Rugby Club grounds	10,105
957.1099-01	01-08-19	1099	DAVE'S MINI DIGGA HIRE	Drainage Maintenance - Clean out drains at multiple locations Litchfield area	9,603
966.1589-01	22-08-19	1589	STANTONS INTERNATIONAL AUDIT AND CONSULTING PTY LTD	Contract Management Internal Audit	8,388
960.1065-01	08-08-19	1065	MRS M H BREDHAUER	Jul 2019 - Mayor Allowances	7,918
963.1320-01	15-08-19	1320	RUSSELL KENNEDY LAWYERS	Industrial Relations Advice	7,654
966.849-01	22-08-19	849	WEX AUSTRALIA (PUMA CARD)	Jul 19 - Litchfield Council - Fuel	7,470
966.770-01	22-08-19	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff - Ranger - WE: 18 Aug 2019	7,211
966.110-01	22-08-19	110	JAPE FURNISHING SUPERSTORE	Modulus Flip Table Frames & High back chairs for Council Chambers	7,072
967.1564-01	29-08-19	1564	FOURIER TECHNOLOGIES PTY LTD	Aug 19 -Managed Services Agreement - IT	6,708
966.1564-01	22-08-19	1564	FOURIER TECHNOLOGIES PTY LTD	May 19 - Pro Rata for Office 365 multiple Licences	6,665
963.260-01	15-08-19	260	EARL JAMES & ASSOCIATES	Invoice for Professional Services	6,600
962.1626-01	13-08-19	1626	MR D FLETCHER	Reimbursement of Relocation Allowance	6,560
967.770-01	29-08-19	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff - Ranger & Finance Manager - WE: 11 Aug 2019	6,230
966.78-01	22-08-19	78	POWER & WATER CORPORATION	Apr - Jul 19 - Water at KLRR, HPRR & HDWTS	6,103
967.1099-01	29-08-19	1099	DAVE'S MINI DIGGA HIRE	Clean out Drains - multiple locations Litchfield area	5,830
963.1099-01	15-08-19	1099	DAVE'S MINI DIGGA HIRE	Drains Maintenance - clean out drains in multiple locations Litchfield area	5,819
966.170-01	22-08-19	170	NTRS (NT RECYCLING SOLUTIONS)	Jul 2019 - Collect cardboard / co-mingle from all WT Stations & Council	5,599
964.183-01	15-08-19	183	CHRIS'S BACKHOE HIRE PTY LTD	Jul 19 - Grave Digging	5,280
960.1619-01	08-08-19	1619	DARWIN ASBESTOS & DEMOLITION SERVICES	Removal of asbestos from The Dungeon at Freds Pass	5,170
967.815-01	29-08-19	815	JEFFRESS ADVERTISING	NT News - Opening Notice - Richards Road	5,049
960.1253-01	08-08-19	1253	CRAIG BURGDORF	Replace flashing light on Kubota skid steer	4,883
967.1413-01	29-08-19	1413	McCLELLAND INDUSTRIES PTY LTD	Sep 19 - Rent for MWF Shed, Spencely Road, Humpty Doo	4,767

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
960.85-01	08-08-19	85	TELSTRA	Jul 19 -Taminmin College & Council - Fibre, ADSL & phones	4,728
963.414-01	15-08-19	414	TOTAL EXCAVATIONS	Drainage Maintenance - Multiple locations Litchfield area	4,525
967.809-01	29-08-19	809	ALLOY & STAINLESS PRODUCTS PTY LTD	Slasher steps and Blades - 4 Tractors/Slashers	4,520
960.260-01	08-08-19	260	EARL JAMES & ASSOCIATES	Engineering Survey for Swamp Dogs rugby oval	4,400
963.770-01	15-08-19	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff - Finance Manager - WE: 18 Aug 2019	4,369
963.193-01	15-08-19	193	IRWIN CONSULT	Freds Pass Reserve Building Certification	3,960
967.414-01	29-08-19	414	TOTAL EXCAVATIONS	Clean out Drains - multiple locations Litchfield area	3,960
966.180-01	22-08-19	180	AURECON AUSTRALIA P/L	Contribution Plan Review Road Upgrade Plan	3,941
966.1088-01	22-08-19	1088	TALENT PROPELLER	Advertising - Development Engineer position	3,620
957.690-01	01-08-19	690	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Test and rectify intermittent fault in HDWTS Backhoe hydraulics	3,594
966.163-01	22-08-19	163	TONKIN CONSULTING	Concept Design - Power Road Line Marking & signals	3,454
966.995-01	22-08-19	995	WILDKAT HOLDINGS (NT) PTY LTD	Hire of Kubota skid steer for Humpty Doo WTS	3,300
968.144-01	29-08-19	144	ORIGIN	Aug 19 - LPG Supply	3,228
960.1625-01	08-08-19	1625	MRS S K COOPER	Rates Refund	3,114
960.1063-01	08-08-19	1063	MRS K J SAYERS-HUNT	Jul 19 - Deputy Mayor Allowances	2,813
967.867-01	29-08-19	867	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff - Waste - WE: 18 Aug 2019	2,766
957.1431-01	01-08-19	1431	TRANSFORM ELECTRICAL	Maintenance - Security Lighting - Council Office	2,760
963.1187-01	15-08-19	1187	TERRITORY NATURAL RESOURCE MANAGEMENT	Silver Partner 2019 TNRM Conference	2,750
964.307-01	15-08-19	307	RANFLEX PTY LTD	Ash Containers, freight & presentation for Cemetery	2,561
966.1629-01	22-08-19	1629	SUNBUILD PTY LTD	Security Deposit Refunded	2,559
961.189-01	08-08-19	189	H.D. ENTERPRISES P/L (HD PUMP SALES AND HARDWARE)	Replacement of irrigation pumping system	2,543
960.1064-01	08-08-19	1064	MRS C M SIMPSON	Jul 19 - Councillor Allowance	2,280
964.130-01	15-08-19	130	MOBILE LOCKSMITHS	Office door blocker plates x 3, Re-Keying	2,266
957.512-01	01-08-19	512	SELTOR SHAW PLUMBING PTY LTD	Excavator - removal of septic lid & toilet repairs	2,167
968.926-01	29-08-19	926	JACANA ENERGY	Jul 19 - Electricity - Cemetery	2,156
966.384-01	22-08-19	384	MS C VERNON	Jul 19 - Consultancy Services for Authority	2,156
960.1068-01	08-08-19	1068	MR D S BARDEN	Jul 19 - Councillor Allowance	2,140
967.326-01	29-08-19	326	EYESIGHT SECURITY P/L	Jul 19 - Security Services Thorak Cemetery	2,062
963.1529-01	15-08-19	1529	RESOURCE FURNITURE	Angled Book Display cabinets - Library	2,055

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
960.205-01	08-08-19	205	SAFEWAY TEST & TAG (DAVID MILNER)	Test & Tag electrical equipment - MWF	2,024
966.1320-01	22-08-19	1320	RUSSELL KENNEDY LAWYERS	Industrial Relations Advice	2,004
957.1620-01	01-08-19	1620	MR N T BAINBRIDGE	Rates Refund	2,000
966.1614-01	22-08-19	1614	QUACK PEST CONTROL	Termite treatment at Lakeview Hall Freds Pass	1,914
961.144-01	08-08-19	144	ORIGIN	Jul 19 - LPG Supply	1,868
960.78-01	08-08-19	78	POWER & WATER CORPORATION	Jun 19 - Water charges - Council Office, H/Doo and H/Springs WTS's	1,833
964.144-01	15-08-19	144	ORIGIN	Jul 19 - LPG Supply	1,805
966.260-01	22-08-19	260	EARL JAMES & ASSOCIATES	Re-establish title rear of Cricket Club	1,750
967.1428-01	29-08-19	1428	HANNA'S COOLING PTY LTD	Inspect Air-conditioning - central council building & chemical clean	1,749
963.971-01	15-08-19	971	MUGAVIN CONTRACTING PTY LTD	Driveway Access Maintenance - numerous roads Litchfield area	1,650
963.1373-01	15-08-19	1373	CAMS LANDSCAPING AND LANDCARE	Irrigation troubleshooting & modem upgrade	1,641
966.87-01	22-08-19	87	TOP END LINEMARKERS PTY LTD	Removal of speed limit graffiti on multiple road signs, Litchfield area	1,560
968.385-01	29-08-19	385	DAVID MILNE	Repair of irrigation pipework, including parts & labour	1,542
960.1088-01	08-08-19	1088	TALENT PROPELLER	Employment tasks associated with Management Ranger Position	1,535
960.1290-01	08-08-19	1290	MATCHEZ SUPERANNUATION FUND (M SALTER)	Jul 19 - Councillor Allowance	1,530
966.1471-01	22-08-19	1471	RICOH AUSTRALIA PTY LTD	Aug 19 - Monthly rental & consumables for Corporate & Works printers	1,511
957.1621-01	01-08-19	1621	RMBAS	NT Annual Financial Templates	1,430
967.806-01	29-08-19	806	ZIPPY CLEANING & MAINTENANCE SERVICE	Aug 19 - Cleaning Council Office	1,426
967.926-01	29-08-19	926	JACANA ENERGY	Apr - Jul 19 - Electricity - KLRR, BSWTS, HPRR & MWF Sheds	1,420
965.220-01	22-08-19	220	THE BIG MOWER	Major service - Hustler mower including labour & parts	1,411
DD260819	26-08-19	1280	DEPARTMENT OF INFRASTRUCTURE, PLANNING & LOGISTICS	DDA Agreement : Continue supply digital data	1,389
963.1546-01	15-08-19	1546	AIR FILTER WASH NT (PORTERS NT PTY LTD)	Bulk purchase - Lithplex EP2 grease	1,150
963.1626-01	15-08-19	1626	MR D FLETCHER	Reimbursement - Pet Relocation/Transportation	1,052
963.1609-01	15-08-19	1609	NT PLUMBING MAINTENANCE SERVICE	Repairs - Men's toilets at HPRR	1,045
968.941-01	29-08-19	941	EVERLON BRONZE	Brass plaques - Cemetery	956
961.85-01	08-08-19	85	TELSTRA	Jul 19 - Internet	935
957.489-01	01-08-19	489	STEEL WORK STEEL	Repair rear door of general bin at HSWTS	902
967.1113-01	29-08-19	1113	GRAPHICS'LL DO (LEONIE RICHARDS)	Animal Management Plan- Design, Layout & graphics	902
967.1274-01	29-08-19	1274	GRACE RECORD MANAGEMENT (AUSTRALIA)	Aug 19 - Storage of cartons	881

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
967.1324-01	29-08-19	1324	JKW LAW PRACTICE PTY LTD	Advice on Recovery method for Developer Contributions	880
960.1613-01	08-08-19	1613	AGON ENVIRONMENTAL PTY LTD	Asbestos report - Site report Freds Pass	847
957.1581-01	01-08-19	1581	SALARY PACKAGING AUSTRALIA	Salary Sacrifice - Council Employees	831
963.1581-01	15-08-19	1581	SALARY PACKAGING AUSTRALIA	Salary Sacrifice - Council Employees	831
967.1581-01	29-08-19	1581	SALARY PACKAGING AUSTRALIA	Salary Sacrifice - Council Employees	831
967.397-01	29-08-19	397	INSTITUTE OF PUBLIC WORKS ENGINEERING	Infrastructure/Assets Annual Subscriptions	814
966.926-01	22-08-19	926	JACANA ENERGY	Jul 19 - Electricity - HSWTS & HDWTS	788
966.1152-01	22-08-19	1152	LANE LASER PRINTERS PTY LTD	Dog Renewals DL Flyer	779
966.560-01	22-08-19	560	JOBFIT HEALTH GROUP PTY LTD	Hep B Vaccination 2nd Dose - WTS employee	774
960.51-01	08-08-19	51	SOUTHERN CROSS PROTECTION	Jul 19 - Security patrols - HDWTS & Council Office	768
963.522-01	15-08-19	522	FARMWORLD NT PTY LTD	Fault find & repair gear change from Normal to high on Mechtron ATV	756
966.1631-01	22-08-19	1631	MRS T L ESPIE	To refund payment for an invoice incorrectly paid to Council	750
957.522-01	01-08-19	522	FARMWORLD NT PTY LTD	Replacement parts for Massey Fergusson	726
966.1021-01	22-08-19	1021	MCARTHUR (QLD) PTY LTD	Travel Expenses re-imburement CEO applicants	708
967.78-01	29-08-19	78	POWER & WATER CORPORATION	Jul 19 - Water - HDWTS	706
960.1527-01	08-08-19	1527	FAST CALL PLUMBING	Plumbing Certification for Lakeview Hall at FPRR	660
963.1603-01	15-08-19	1603	TICK OF APPROVAL PTY LTD	Initial Assessment of The Cottage - NHPC	660
965.144-01	22-08-19	144	ORIGIN	Jul 19 - LPG Equipment Hire fee	660
958.279-01	01-08-19	279	AUSTRALASIAN CEMETERIES & CREMATORIALS	Annual Membership 2019/2020	648
960.1130-01	08-08-19	1130	MAIR'S ONLY CLEANING	HPRR Cleaning WE: 17 Aug 19	640
966.1130-01	22-08-19	1130	MAIR'S ONLY CLEANING	KLRR Cleaning WE: 27 Aug 19	640
967.616-01	29-08-19	616	PALMERSTON & RURAL PARTY HIRE	Hire of 100 white plastic chairs	597
966.1622-01	22-08-19	1622	GREENCAP PTY LTD	Asbestos results for HDWTS	594
963.1340-01	15-08-19	1340	THE DRUG DETECTION AGENCY	Random Drug Testing of 6 employees	591
957.90-01	01-08-19	90	INDUSTRIAL POWER SWEEPING	Road Sweeping - Litchfield area	578
964.1418-01	15-08-19	1418	R.M AUTOMOTIVE	Service of Hino Truck	551
963.1253-01	15-08-19	1253	CRAIG BURG DORF	Service of Nissan Ute at BSWTS	550
966.790-01	22-08-19	790	BOBTOW TILT TRAY SERVICES	5 Vehicles Towed to HDWTS	550
963.14-01	15-08-19	14	AUSTRALIA POST	Postage for books from Taminmin Library	546
967.1431-01	29-08-19	1431	TRANSFORM ELECTRICAL	Replace Lights & Globes with LED	544

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
957.926-01	01-08-19	926	JACANA ENERGY	Jun 19 - Electricity Bill - BSWTS & HPRR	543
966.98-01	22-08-19	98	ALL RURAL MECHANICAL	90000 km service on Colorado Ute	533
960.971-01	08-08-19	971	MUGAVIN CONTRACTING PTY LTD	Emergency works for fire breaks, Litchfield area	528
957.1503-01	01-08-19	1503	ENVISIONWARE PTY LTD	Maintenance Renewal	516
966.116-01	22-08-19	116	BODYLINE CRASH REPAIRS LTD	Excess contribution for PRADO repairs	500
960.988-01	08-08-19	988	FENCE MASTERS (NT) PTY LTD	Repair fence at HSWTS	495
964.126-01	15-08-19	126	WATER DYNAMICS (NT) PTY LTD	Irrigation parts	481
967.282-01	29-08-19	282	ECOFLEX NT PTY LTD (TOP END TYRES)	Remove tyres from HDWTS	459
964.1412-01	15-08-19	1412	HAPPIER ENDINGS	Transportation of Deceased to Cemetery	450
967.690-01	29-08-19	690	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Call out to WTS to repair Kubota	446
963.577-01	15-08-19	577	ARJAYS SALE & SERVICE PTY LTD	Set up of 4 Speed radar units	440
963.1612-01	15-08-19	1612	QUANTUM LIBRARY SUPPLIES PTY LTD	Bulk purchase of Spine labels	425
966.1253-01	22-08-19	1253	CRAIG BURGDORF	Call out to Council site to repair 3 vehicles hoses from rodent damage	401
957.1142-01	01-08-19	1142	WINC	Stationary Replenishment	396
963.560-01	15-08-19	560	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - 1 Employee	387
963.790-01	15-08-19	790	BOBTOW TILT TRAY SERVICES	Remove & return Howard Springs Backhoe	374
963.886-01	15-08-19	886	MR R J FREEMAN	Remove tyres from rims & make safe gas bottles	353
964.455-01	15-08-19	455	MINI-TANKERS AUSTRALIA PTY LTD	Diesel for cemetery equipment	352
963.1424-01	15-08-19	1424	RURAL FIRE PROTECTION	Fire Equipment - Annual Test & Tag	347
963.36-01	15-08-19	36	BRIDGE TOYOTA	Service - Vehicle CC30QO	333
965.849-01	22-08-19	849	WEX AUSTRALIA (PUMA CARD)	Jul 19 - Thorak Component of Fuel Account	325
965.134-01	22-08-19	134	FIGLEAF POOL PRODUCTS	Bi Monthly collection of microbiological samples	321
963.1278-01	15-08-19	1278	SEEK LIMITED	Advertisement for Development Engineer position	314
960.560-01	08-08-19	560	JOBFIT HEALTH GROUP PTY LTD	Medical cancellation fee - Employee did not attend	307
965.250-01	22-08-19	250	NT MOTORCYCLE CENTRE	Service of Polaris	296
966.1335-01	22-08-19	1335	CITY RURAL REFRIGERATION AND APPLIANCE REPAIRS	Finance Double Door Refrigerator - Fault find & repair	286
BPAY247.	16-08-19	276	ACMA - AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	ACMA license for Howard Springs	284
968.287-01	29-08-19	287	HARVEY DISTRIBUTORS	Bulk purchase - toilet paper, Bin Liners	268
967.1181-01	29-08-19	1181	ODD JOB BOB	Labour & Materials Caretakers Cottage FPRR	256

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
963.61-01	15-08-19	61	GREENTHEMES INDOOR PLANT HIRE	Jul 19 - Indoor Plant Hire/Maintenance for Council office	255
966.1396-01	22-08-19	1396	CSE CROSSCOM PTY LTD (T/A COMM8)	Aug 19 - Data vehicle tracking access	255
967.790-01	29-08-19	790	BOBTOW TILT TRAY SERVICES	Removal of 2 Vehicles from Council Roads	253
966.1092-01	22-08-19	1092	DIMET TOOLS	Strapping & plastic wrap for WTS	248
965.851-01	22-08-19	851	OFFICEWORKS	Office stationery replenishment	248
957.885-01	01-08-19	885	HUMPTY DOO DIESEL	Repairs / Parts for Hino Tipper Truck	247
DD280719	20-08-19	248	WESTPAC CARDS & DIRECT DEBITS	Jul 19 - Thorak Cemetery Corporate Credit Card Purchases	242
958.941-01	01-08-19	941	EVERLON BRONZE	Cemetery Plaques	239
968.1053-01	29-08-19	1053	CSG BUSINESS SOLUTIONS PTY LTD	Jul 19 - Photocopier rental charge	233
967.1069-01	29-08-19	1069	MR S A WOOD	Reimbursement for purchase of Safety Boots	218
957.1181-01	01-08-19	1181	ODD JOB BOB	Removal of coin deposit box at KLRR	209
965.752-01	22-08-19	752	TOTALLY WORKWEAR PALMERSTON	PPE Workwear for Cemetery employees	201
963.508-01	15-08-19	508	EASA	Jul 19 - Counselling Sessions	197
965.514-01	22-08-19	514	VEOLIA ENVIRONMENTAL SERVICES	Jul 19 - Waste collection	196
958.85-01	01-08-19	85	TELSTRA	Jul 19 - Phone & equipment charges	195
966.1527-01	22-08-19	1527	FAST CALL PLUMBING	Inspections for Certification at Freds Pass RR	193
957.1555-01	01-08-19	1555	N & K COURIERS & TRANSPORT LOGISTICS PTY LTD	Collect/ Deliver books from Library to multiple locations	182
967.1555-01	29-08-19	1555	N & K COURIERS & TRANSPORT LOGISTICS PTY LTD	Collect/ Deliver books from Library to multiple locations	182
967.1552-01	29-08-19	1552	COMICS NT	Bulk purchase of assorted Comics	181
963.1431-01	15-08-19	1431	TRANSFORM ELECTRICAL	Emergency Works to replace flickering lights	176
963.796-01	15-08-19	796	DURAKILL PEST CONTROL	Check / replenish tamper proof rat / mouse traps	176
967.56-01	29-08-19	56	COLEMANS PRINTING PTY LTD	Custom Collop 60 Black Self Inking Stamps	173
963.25-01	15-08-19	25	LAND TITLES OFFICE	Jul 19 - Title Searches	170
967.828-01	29-08-19	828	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia and disposal of 1 dog	170
960.1186-01	08-08-19	1186	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Jul 19 - Advanced Safety Subscription	165
967.1242-01	29-08-19	1242	THAT OTHER SPARKY	Replace Faulty Switch on Winch	154
967.1352-01	29-08-19	1352	PRO-TEK T/A KLP TRADING PTY LTD	Repairs to iPhone screen	150
957.886-01	01-08-19	886	MR R J FREEMAN	Remove tyres from rims at HDWTS	143
963.56-01	15-08-19	56	COLEMANS PRINTING PTY LTD	Custom Collop 60 Self inking Stamps - Custom	132

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
957.282-01	01-08-19	282	ECOFLEX NT PTY LTD (TOP END TYRES)	Collect tyres from HDWTS	131
964.553-01	15-08-19	553	TOPLOCK NT	Site visit - Safe inspections	120
957.1008-01	01-08-19	1008	OUTBACK BATTERIES P/L	Replacement battery for Land boss UTV	116
966.1633-01	22-08-19	1633	MS C GAULKE	Reimbursement for fuel - no fuel card in vehicle	108
966.874-01	22-08-19	874	VTG WASTE & RECYCLING	Jul 19 - Rubbish collection - Howard Springs RR	104
964.367-01	15-08-19	367	BUNNINGS GROUP LIMITED	General hardware supplies	101
957.1616-01	01-08-19	1616	MR K MARSHALL	Dog Trap - Bond Refund	100
960.1473-01	08-08-19	1473	MR H J BACKERS	Cat Trap - Bond Refund	100
963.1628-01	15-08-19	1628	MR R J KOENIG	Dog Trap - Bond Refund	100
966.1630-01	22-08-19	1630	MISS S K KILGOUR	Cat Trap - Bond Refund	100
00041320	26-08-19		MR C VANCE	Cat Trap - Bond Refund	100
963.876-01	15-08-19	876	NT ICE	Bagged Ice for MWF Crews, including delivery	99
960.968-01	08-08-19	968	NT FASTENERS PTY LTD	Bulk purchase - Nuts and Bolts	97
957.130-01	01-08-19	130	MOBILE LOCKSMITHS	Call out to HSWTS to open safe	88
963.799-01	15-08-19	799	WALGA (WA LOCAL GOV)	Position Classification - Development Engineer Position	88
960.1624-01	08-08-19	1624	MR P TRIMBLE	Cat Trap - Bond Refund	80
960.874-01	08-08-19	874	VTG WASTE & RECYCLING	Jul 19 - Council Waste Collection	80
960.1245-01	08-08-19	1245	RURAL RUBBISH REMOVAL	Jul 19 - Rubbish Removal Council Office	77
968.1459-01	29-08-19	1459	TERRITORY SPRINGWATER AU PTY LTD	Bottled water for Foyer & Chapel	77
957.1344-01	01-08-19	1344	PROSEGUR AUSTRALIA PTY LTD	Council Banking Collection WE:19 Jul 19	77
963.1344-01	15-08-19	1344	PROSEGUR AUSTRALIA PTY LTD	Council Banking Collection WE: 2 Aug 19	77
967.1344-01	29-08-19	1344	PROSEGUR AUSTRALIA PTY LTD	Council Banking Collection WE: 16 Aug 19	77
968.367-01	29-08-19	367	BUNNINGS GROUP LIMITED	Spray paint and disposable hardware items	74
963.170-01	15-08-19	170	NTRS (NT RECYCLING SOLUTIONS)	Jul 19 - Empty recycle bins Litchfield Council	72
966.367-01	22-08-19	367	BUNNINGS GROUP LIMITED	Disposable hardware items	71
963.389-01	15-08-19	389	LITCHFIELD VET HOSPITAL	Disposal of deceased dog	65
967.92-01	29-08-19	92	ST JOHN AMBULANCE AUSTRALIA (NT)	First Aid Kit restock	56
958.1459-01	01-08-19	1459	TERRITORY SPRINGWATER AU PTY LTD	Bottled water for Chapel & Foyer	55
966.1632-01	22-08-19	1632	SADDLEWORLD NT	Bulk purchase Dog food for impounded dogs	52

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
957.1076-01	01-08-19	1076	TDC (NT) PTY LTD - T/AS TERRITORY DEBT COLLECTION	Debt Recovery Fees	44
960.108-01	08-08-19	108	DEPARTMENT OF ATTORNEY GENERAL & JUSTICE DEPARTMENT	Apr - Jun 19 - Quarterly FRU Admin Fees	44
960.1344-01	08-08-19	1344	PROSEGUR AUSTRALIA PTY LTD	Council Banking Collection WE: 26 Jul 19	38
966.1344-01	22-08-19	1344	PROSEGUR AUSTRALIA PTY LTD	Council Banking Collection WE: 09 Aug 19	38
968.1634-01	29-08-19	1634	M VAN DERVEEN	Refund of Plot - no longer required	38
964.1459-01	15-08-19	1459	TERRITORY SPRINGWATER AU PTY LTD	Bottles water for Council foyer	33
966.731-01	22-08-19	731	VOCUS COMMUNICATIONS (AMCOM PTY LTD)	Aug 19 - Supply of Vocus IP Allocations	10
967.85-01	29-08-19	85	TELSTRA	Text messaging service for Councillors	4
TOTAL					2,536,093

CREDIT CARD TRANSACTIONS

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

Staff Member	Details	Cost Code	\$	GST
Silke Maynard A/Chief Executive Officer	Darwin City Council - CEO Parking	W4084.302	15	1
	DCC Parking LPGA National Conference	3130.310.645	17	1
	DCC parking Council business	3130.310.645	10	1
	Subway - Catering - Staff Training	3050.311.515	127	12
	Coles - Catering - Staff Training	3030.311.515	22	1
	City of Palmerston - Parking	W4084.302	4	0
Deborah Branson Executive Assistant	Motor Vehicle Registry - Tractor Registration SV4275	W4586.126	98	8
	Coles - Gift Card - Herb Backers	3050.311.515	100	0
	Office Works - Furniture Mayors Office	W4702.007	576	52
	News Limited - NT News Subscription	3030.350.503	20	2
	Vision 6 - Councillors Bulletin	3020.330.500	10	1
	Darwin Airport - CEO Vehicle Parking	W4084.302	36	3
	Woolworths - Catering Council Meetings	3020.330.620	6	1
	Canva - Images for Promotions	3030.350.414	1	0
Nadine Nilon Director of Infrastructure Operations	MVR - Registration	4040.305.631	200	13
	The Foodary - Re-Fuel Hire Car - Women in Business Conference	3400.310.645	17	2
	Avis Rental Car - Women in Business Conference	3400.310.645	242	22
	Bunnings - Broom & Pegs	4040.375.525	43	4
	MVR - Registration - 920546	23000.305.631	1098	51
	MVR - Registration - CC45FS	23000.305.631	799	47
	MVR - Registration - CC45FT	23000.305.631	799	47

Staff Member	Details	Cost Code	\$	GST
David Jan A/Director Community & Corporate Services	Skymesh - Satellite services	3121.350.640	72	7
	NT Police, Fire & Emergency Services - pre-employment Police Check	3050.360.341	72	0
Wendy Smith Planning & Development Manager	Coles - TOPROC AMGR Meeting Catering	4040.435.560	16	0
Natalie Dreibergs Manager Infrastructure & Assets	Bunnings - Pegs for re-seal notices	7377.740.401	15	1
Glen Byrnes Waste Manager	Kmart - Speaker	3410.350.515	29	3
	Woolworths - Staff amenities 23/07/19	3410.350.515	19	2
	Woolworths - Staff amenities 31/07/19	3410.350.515	51	1
	Sky mesh - Satellite service	3410.350.640	100	9
	Farmworld - Auto gun diesel	W0004238.030	150	14
	Woolworths - Staff Amenities / Cleaning products	3410.350.515	38	3
	Kmart Tyre & Auto - Puncture Repair and balance	W0004414.120	39	4
Justin Dunning MWF Manager	Red Roo - Replacement Blades	3800.350.560	280	25
	Kmart - Batteries	3800.350.560	10	1
Vicky Wellman Thorak Manager	Woolworths - Batteries	23000.350.515	6	1
	Coles - Staff Amenities	23000.350.515	19	1
	Pizzahut - Meeting catering	23000.350.515	46	4
	Woolworths - Staff Amenities	23000.350.515	13	0
	Darwin Second-hand - Puncture repair	W0004270.127	30	3
	Skymesh Satellite	23000.350.640	40	4
	Action Sheetmetal - 2 Angle Pieces	23000.525.570	33	3
	Bursons - Blow gun	23000.375.578	49	4
	Joycemayne - Bar Fridge	23000.375.527	266	24
Total			12,343	1,061

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 18 September 2019

15 Officers Reports

- 15.1 Appointment of Deputy Mayor
- 15.2 Summary Planning and Development Report September 2019
- 15.3 GOV11 Common Seal
- 15.4 Appointment of new member to Knuckey Lagoon Recreation Reserve Management Committee
- 15.5 Development Consent Authority Nominations
- 15.6 Roads Asset Management Plan
- 15.7 Community and Business Hub Funding
- 15.8 Freds Pass Sport Recreation Reserve Government Review
- 15.9 Private Roads Policy



COUNCIL REPORT

Agenda Item Number:	15.1
Report Title:	Appointment of Deputy Mayor
Report Number:	19/0111
Meeting Date:	18/09/2019
Attachments:	Nil

Purpose

This report seeks an appointment of Deputy Mayor for 12 months from 19 September 2019 until the Ordinary Council meeting in September 2020.

Summary

The Local Government Act requires the appointment of a Deputy Mayor to be decided at the first meeting of Council after a general election. In September 2017, Councillor Sayers-Hunt was appointed as Deputy Mayor for a 12-month term ending at the Ordinary Council meeting in September 2018. In September 2018, Councillor Sayers-Hunt was appointed for a further 12-month term ending at the Ordinary meeting in September 2019.

Council now needs to consider the appointment of the Deputy Mayor for the next 12 months.

At the meeting the Mayor will call for nominations.

Recommendation

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

Background

At its first meeting following the 2017 Local Government General Election Council appointed Cr Kirsty Sayers-Hunt to the position of Deputy Mayor for a 12-month period, in accordance with the Local Government Act and Council's EM01 Elected Members policy.

All Councillors are eligible to nominate to the position of Deputy Mayor.

Links with Strategic Plan

Good Governance.

Legislative and Policy Implications

The Local Government Act and Council's EM01 Elected Members policy both refer to the appointment of the Deputy Mayor:

The Local Government Act Section 43 (2) states:

The role of the deputy principal member of a council is to carry out any of the principal member's functions when the principal member:

- (a) delegates the function to the deputy; or*
- (b) is absent from official duties because of illness or for some other pressing reason; or*
- (c) is on leave.*

Section 46(2) of the Local Government Act states:

The deputy principal member is appointed for a term of office ending at the conclusion of the next general election or a lesser term fixed by the council when it makes the appointment.

Council's EM01 Elected Members policy s 4.3.4 states:

The Deputy Mayor shall be appointed for a period of twelve months, with the appointment being conducted at the first meeting of Council to be held after each general election and again each year thereafter. The method of appointment is to be determined by Council, and voting is to be by a show of hands unless otherwise determined by Council.

Risks

There are no identified risks associated with this matter.

Financial Implications

Allowances for the Deputy Mayor are included in the 2018-19 budget.

Community Engagement

Not Applicable

Recommending Officer: Daniel Fletcher, Chief Executive Officer

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

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



COUNCIL REPORT

Agenda Item Number:	15.2
Report Title:	September 2019 Summary Planning and Development Report
Report Number:	19/0112
Meeting Date:	18/09/2019
Attachments:	Attachment A: Letter of Comment on PA2019/0290 Attachment B: Letter of Comment on PA2019/0295

Purpose

The purpose of this report is to provide to Council a summary of planning and development matters received for Council assessment, and comments provided, for the period of 9 August 2019 to 4 September 2019.

Summary

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

Application Type	No. Applications
Development	2
Clearances for Development Permit Conditions	3
Stormwater Drainage/Driveway Crossover for Building Certification	17
Mining	0
Sale of Crown Land	0
Lease of Crown Land	0
Occupation of Crown Land	0
Liquor Licence	0
Water Licence for Sites adjacent Council Land	0
Low-impact Telecommunications Infrastructure	0
Works Permits	8

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

Recommendation

THAT Council:

1. receive the 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.

Background

DEVELOPMENT APPLICATIONS

Section 48 of the *NT Planning Act* requires that all Development Applications within Council's municipality be advertised to Council for comment. Council assesses whether the application meets Council's requirements for roads, drainage, and waste collection and comments on the expected impact of the proposal on the amenity of Council's residents.

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

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	2
Development applications supported, subject to specific issues being adequately addressed	0
Development applications not supported/objected to for reasons related to Council issues	0
Development applications objected to for reasons not directly related to Council issues	0
Note: Of the above applications, none are provided with a separate report within this Council agenda. Additional detail is provided below on all other applications.	

For all development applications, should the applications be approved by the consent authority, the applications may be subject to Council's normal Development Permit conditions in 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
PA2019/0295 Administrative Section 19607 and Section 1921 (795) Cox Peninsula Road, Berry Springs, Hundred of Ayers	Subdivision to Create 1 Lot for the Purpose of a Lease in Excess of 12 Years The NT Planning Act requires a site with an agreement for a lease in excess of 12 years to undergo a subdivision application for an administrative parcel. The purpose of this application is to create that administrative parcel to include all land associated with the Berry Springs Tavern that is under a single lease, including the tavern site and the newly constructed adjacent car park. There are no on-the-ground works as a result of this application, only administrative changes on paper.

	There are not expected to be any impacts on Council infrastructure or the neighbouring community as a result of this administrative procedure.
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Development Applications supported, subject to specific issues being adequately addressed

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

Application Number, Address, and Attachment Reference	Purpose and Summary	Specific Issues to be Addressed
PA2019/0290 Portion 1098 (125) Lagoon Road, Knuckey Lagoon, Hundred of Bagot	<p>Alterations and additions to an existing crocodile farm</p> <p>The proposal is for a permit for an existing crocodile farm, partly to cover existing infrastructure that has been constructed not in line with previous permits and partly to cover new proposed infrastructure on the site.</p> <p>Stage 1 of the development is for new hatching pens and Stage 2 is for further expanded operations of the crocodile farm. The works involve: a number of changes to the location of previously approved pens and the wastewater treatment system, as well as removal of some pens and a new shed/wash-bay extension.</p> <p>The intent of the application is to bring the existing farm into compliance and plan for future business development.</p>	<p>It appears the site has never had a stormwater drainage assessment. Particularly given the nature of the site and the existing problems with run-off, a stormwater drainage plan is required. It is understood that the three proposed hatching pens for Stage 1 are required quite soon for the breeding seasons. These pens are not expected to affect the stormwater drainage on the site. Further, the Environmental Protection Licence (EPL) for the site that is being undertaken will reveal stormwater drainage information. The EPL assessment will not be completed for the Stage 1 of the project. As such, a Condition Precedent is recommended that a stormwater drainage plan for the site be prepared prior to Stage 2 of the development.</p> <p>Council has also asked for upgrades to a second driveway to the site to bring the driveway to Council's commercial standard.</p>

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

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

No. Requests for Assessment of Plans/Reports/Drawings for Clearance of Development Permit Conditions
3

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

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

No. Building Certification Applications
17

WORKS PERMIT APPLICATIONS

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

No. Works Permit Applications
8

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report

Risks

Not applicable to this report

Financial Implications

Not applicable to this report

Community Engagement

Not applicable to this report

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

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

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



14 August 2019

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

RE: Letter of Comment Development Application

PA2019/0295

**Administrative Section 19607 and Section 1921
(795) Cox Peninsula Road, Berry Springs, Hundred of Ayers
Subdivision to Create 1 Lot for the Purpose of a Lease in Excess of 12 Years**

Thank you for the Development Application referred to this office on 02/08/2019, 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 opportunities in the municipality. The proposed lease is an administrative arrangement to formalise an existing use arrangement for an existing business and associated car park.
- b) There are not expected to be any negative effects upon Council infrastructure as a result of the proposal.
- c) There are not expected to be any negative effects upon the amenity of the surrounding neighbourhood as a result of the proposal.

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

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

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

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

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

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations



15 August 2019

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

RE: Letter of Comment Development Application

PA2019/0290

**Portion 1098 (125) Lagoon Road, Knuckey Lagoon, Hundred of Bagot
Alterations and additions to an existing crocodile farm**

Thank you for the Development Application referred to this office on 02/08/2019, 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 that cannot be rectified by adhering to Council standards by addressing the conditions requested below on any Development Permit issued for the site.
- 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 flood and other environmental protection measures.

The noted support is only given provided the following issues are adequately addressed:

- a) It is currently unclear how stormwater drainage is being managed on the site. Council has concerns about the noted overflows of pens in the application and the potential effect on neighbouring properties due to stormwater run-off. It is expected that the process of receiving an Environment Protection Licence (EPL) for the site should give information that can be used to address stormwater drainage concerns for the site. Given the EPL is expected to occur in conjunction with Stage 2 development of the site as proposed within the application, Council requests that a Condition Precedent for Stage 2 in relation to stormwater drainage plans for the site be placed on any Development Permit issued for the site.

- b) A site inspection revealed a second driveway being used for the site is not constructed to Council's standards for a commercial use. Council requires that any Development Permit issued for the site include a condition to formally construct this second driveway to Council standards.

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

- a) All driveway crossovers shall meet Litchfield Council's requirements, and the following changes to the proposed plans are required:
 - i. The second driveway crossover (southernmost crossover) shall be noted on the plans as being upgraded to Council's standard for a rural commercial use.
- b) Prior to the commencement of **Stage 2** 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.
- c) 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 kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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

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

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

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations



COUNCIL REPORT

Agenda Item Number:	15.3
Report Title:	GOV11 Common Seal Policy
Report Number:	19/0113
Meeting Date:	18/09/2019
Attachments:	Attachment A – DRAFT GOV11 Common Seal Policy

Purpose

To present the DRAFT GOV11 Common Seal policy for Council adoption.

Summary

GOV11 Common Seal policy was last adopted by Council in September 2015 and is due for review in 2019. A DRAFT GOV11 Common Seal policy has been prepared for Council consideration and is included as Attachment A to this report.

Changes to the current policy are limited to:

- Update to the current policy template endorsed by Council in November 2017 resulting in –
 - Removal of document ID row;
 - Removal of “Principles” reference;
 - Inclusion of “Scope” section; and
 - Inclusion of revision history.
- Updates to grammar; and
- Removal of reference to the specific section in the *Local Government Act*.

The attached DRAFT GOV11 Common Seal policy highlights the proposed changes from the existing policy.

Recommendation

THAT Council adopts GOV11 Common Seal policy.

Background

Section 26(2) of the *Local Government Act* prescribes the proper use of Councils Common Seal.

GOV01 Policy Framework prescribes that policies should be reviewed at least once every four years.

The key change to this draft is the deletion of references to the specific section in the current *Local Government Act*. It is expected that an updated *Local Government Act* will be introduced to Parliament in 2019. Removal of the reference to the section in the current Act will reduce the need to review the policy again when the Act is passed and ensure the policy remains compliant.

The Draft bill for the *Local Government Act* has not highlighted any legislative requirements for the Common Seal.

The policy was last adopted by Council at its meeting on 15 September 2015 where the policy was updated to reflect:

- the storage of the Common Seal;
- a clear statement regarding the requirement of a Council resolution;
- that the Mayor and CEO are to be the only authorised signatories; and
- the list of documents requiring the Common Seal was removed and a generic term was inserted to ensure all documents are covered.

Links with Strategic Plan

A well-run Council.

Legislative and Policy Implications

This policy is consistent with the *Local Government Act* and meets Council's compliance obligations.

Risks

Nil

Financial Implications

Nil

Community Engagement

Nil

Recommending Officer: Silke Maynard, Director Community and Corporate Services

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

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

Common Seal **POLICY GOV11**

Name	GOV11 Common Seal
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	[Approval Date]
Review Date	[Review Date]

Commented [DJ1]: Changed from "Council Policy"

Commented [DJ2]: Policy updated to new template as per GOV01 last adopted 1 November 2017. Removed document ID row.

1. Purpose

The purpose of this Policy is to regulate the use of Council's Common Seal and prohibit unauthorised use of the Common Seal or any device resembling the Common Seal as required by Section 26(2) of the Local Government Act of the Northern Territory.

2. Scope

This policy applies to all documents which require the affixing of Litchfield Councils' Common Seal

3. Definitions

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

Common Seal	The Common Seal of Litchfield Council
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Commented [DJ3]: Reference to the specific section within the current Local Government Act has been deleted in preparation for the implementation of an updated Local Government Act in 2020.

Commented [DJ4]: Policy updated to new template as per GOV01 last adopted 1 November 2017. Principles section is no longer included. Removed the statement "Litchfield Council is committed to transparency and efficiency in the governance of Council operations"

4. Policy Statement**4.1. Location of the Common Seal**

The Common Seal shall remain in the safe at the Litchfield Council Offices, to be removed only by the Chief Executive Officer or their delegate for the purpose of signing and sealing Council contractual documents.

4.2. Use of the Common Seal

- 4.2.1. The use of the Common Seal is only to take place pursuant to Section 26(2) the relevant section of the Local Government Act.
- 4.2.2. The use of the Common Seal is only to take place through a resolution of Council.
- 4.2.3. The Mayor and Chief Executive Officer (or those duly appointed to act in these roles, as occurs from time to time) are designated as signatories with regard to the Common Seal.
- 4.2.4. The Chief Executive Officer is required to maintain a register containing all instances in which the Common Seal has been used

Commented [DJ5]: Reference to the specific section within the current Local Government Act has been deleted in preparation for the implementation of an updated Local Government Act in 2020.

1. Associated Documents

Nil

2. References and Legislation

Common Seal **POLICY GOV11**

Northern Territory Local Government Act, ~~Section 26(2)~~

3. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
<u>This Review</u>	<u>Update to current template and remove reference to Local Government Act section</u>
<u>15/09/2015</u>	<u>Changed to reflect that the Mayor and CEO are to be the only authorised signatories. Removal of a list of documents requiring the Common Seal and insertion of a generic term to ensure all documents are covered</u>
<u>14/11/2013</u>	<u>New Policy</u>

Commented [DJ6]: Reference to the specific section within the current Local Government Act has been deleted in preparation for the implementation of an updated Local Government Act in 2020.

Commented [DJ7]: Policy updated to new template as per GOV01 last adopted 1 November 2017. Review history added.



COUNCIL REPORT

Agenda Item Number:	15.4
Report Title:	Appointment of new member to Knuckey Lagoon Recreation Reserve Management Committee
Report Number:	19/0114
Meeting Date:	18/09/2019
Attachments:	Nil

Purpose

This report presents a nomination for the Knuckey Lagoon Recreation Reserve Committee for Council's consideration.

Summary

Council established the Knuckey Lagoon Recreation Reserve Committee (under Council's control) in 2017 and appointed community members to the Committee.

Recently Council has engaged in discussions with the NT Thai Association who will be moving into the demountable, previously the caretaker's residence.

The NT Thai Association has nominated one of their committee members to represent the Association at the Reserve Committee meetings. This nomination is presented in this report for Council consideration.

Recommendation

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.

Background

On 20 November 2018 Council resolved to establish the Knuckey Lagoon Recreation Reserve Committee as a Council Committee. Terms of Reference were further updated, and new members appointed in November 2017.

In accordance with the Terms of Reference, all Committee members are required to be formally appointed by Council for a term of three years. Currently there are five members, plus Council's Community Development Officer, and Cr Salter as the Chair. All current members have just over one year of their appointed term remaining.

According to the Terms of Reference, the committee shall comprise of a minimum of seven members, with at least four and up to six community members. Currently there are four community members on the committee who represent user groups. There is also one representative who represents the general community and is not affiliated with a user group.

Mr O'Connor is a nearby resident and is a frequent user of the Reserve through the NT Thai Association and is able to bring the experience of sitting on other committees to this Reserve Committee.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

The Committee is guided by the Terms of Reference for the Knuckey Lagoon Recreation Reserve Committee.

Risks

Nil

Financial Implications

Nil

Community Engagement

Nil

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

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

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting 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:	15.5
Report Title:	Development Consent Authority Nominations
Report Number:	19/0115
Meeting Date:	18/09/2019
Attachments:	Nil

Purpose

This report proposes Council nominate members to the Development Consent Authority.

Summary

The Minister for Infrastructure, Planning and Logistics has written to the Mayor to request that Council nominate representatives to the Litchfield division of the Development Consent Authority. This report recommends that Council's current nominations to the authority remain the same.

Recommendation

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.

Background

The Development Consent Authority (DCA) makes decisions on planning applications for development and subdivision for the local Council area.

The DCA is made up of members nominated by the Minister for Infrastructure, Planning and Logistics. Section 89 of the NT Planning Act sets out the manner in which Litchfield Council can participate in the DCA.

Council can nominate two individuals to sit on the DCA, with an additional individual nominated as an alternate member. Appointment periods for members nominated by the local Council typically run for two years.

Council representatives are tasked to consider all information in an application, and all submissions by relevant authorities and the public, against the requirements of the NT Planning Scheme. The representative is not tasked with representing the position in the Council's letter of comment on an application.

Membership of the DCA requires attendance at meetings a minimum of one Friday per month. Members are expected to read details of applications and enforcement items in the few days prior to the hearing; the material can total 300-500 pages. Confidentiality is of the highest importance.

Council's current appointments are Councillor Simpson and Council's Manager Planning and Development, Wendy Smith, with Councillor Barden being the alternate member. These appointments expire on 3 December 2019, and the Minister has invited Council to make nominations for the following period. The Minister has granted Council an extension on the time period to make nominations to 20 September 2019.

The current representatives were originally nominated by Council in December 2015 and were renewed in September 2017.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

The *NT Planning Act* provides for councils nominating two members and an alternate member to the DCA. The Minister is required to appoint a Council's nominations to the DCA.

Risks

Should Council fail to nominate members to the DCA, the Minister may make appointments as he/she see fit.

Financial Implications

Membership on the Development Consent Authority is remunerated via sitting fees paid by the NT Government. There is no effect on Council's budget.

Community Engagement

Not applicable to this report.

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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COUNCIL REPORT

Agenda Item Number:	15.6
Report Title:	Roads Asset Management Plan
Report Number:	19/0016
Meeting Date:	18/09/2019
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.

Recommendation

THAT Council:

1. adopts the Roads Asset Management Plan and
2. allows 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)

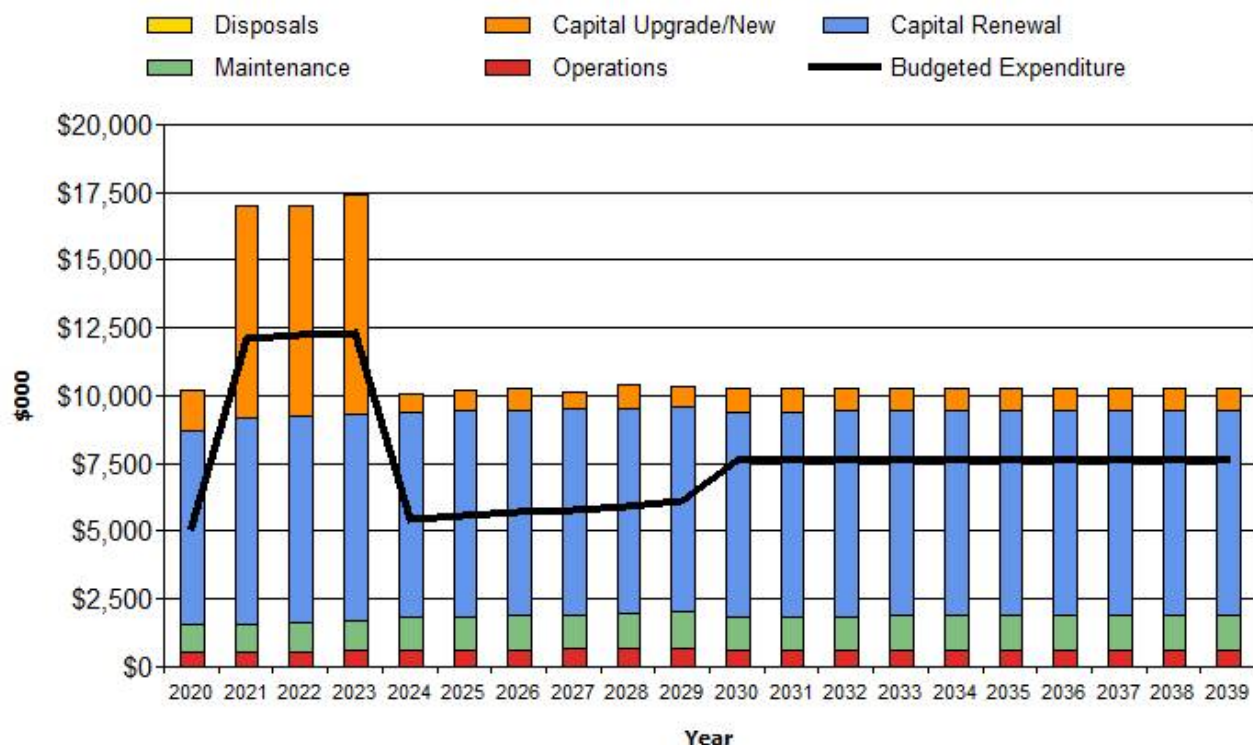


Figure 1

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:**

Wendy Smith, Acting Director of Infrastructure & 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 5

May 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
1	May 2019	First AMP	NS	NN/ND	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

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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 to facilitate consultation. Future revisions of the asset management plan will incorporate community consultation on service levels and costs of providing the service. 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 Council's 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	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
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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.

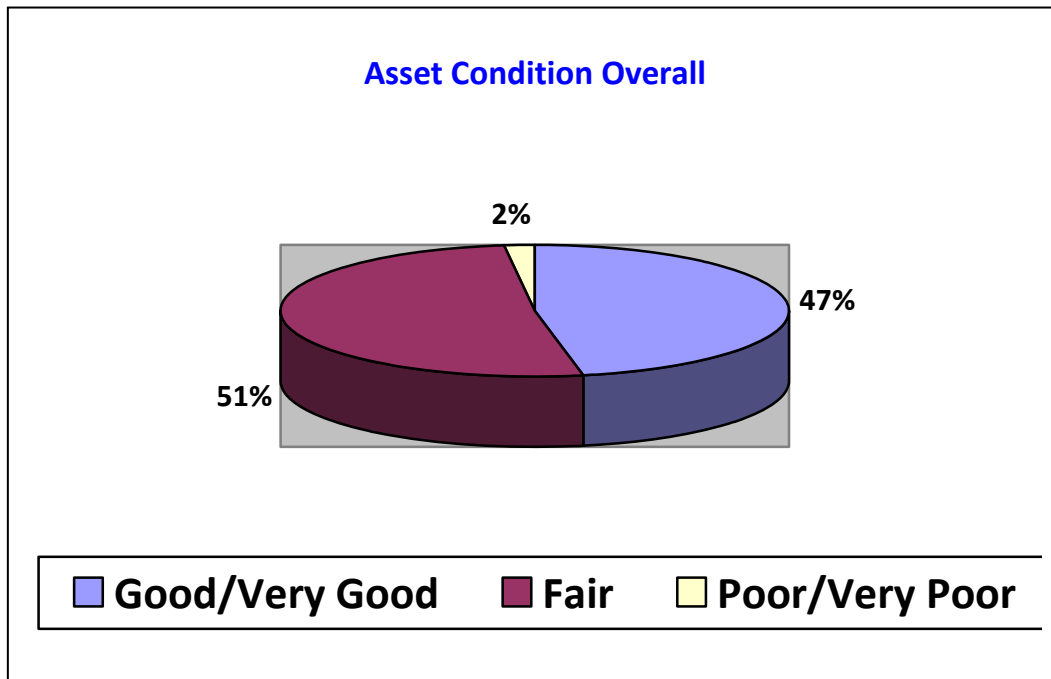
5.1.2 Asset condition

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.

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.

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

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

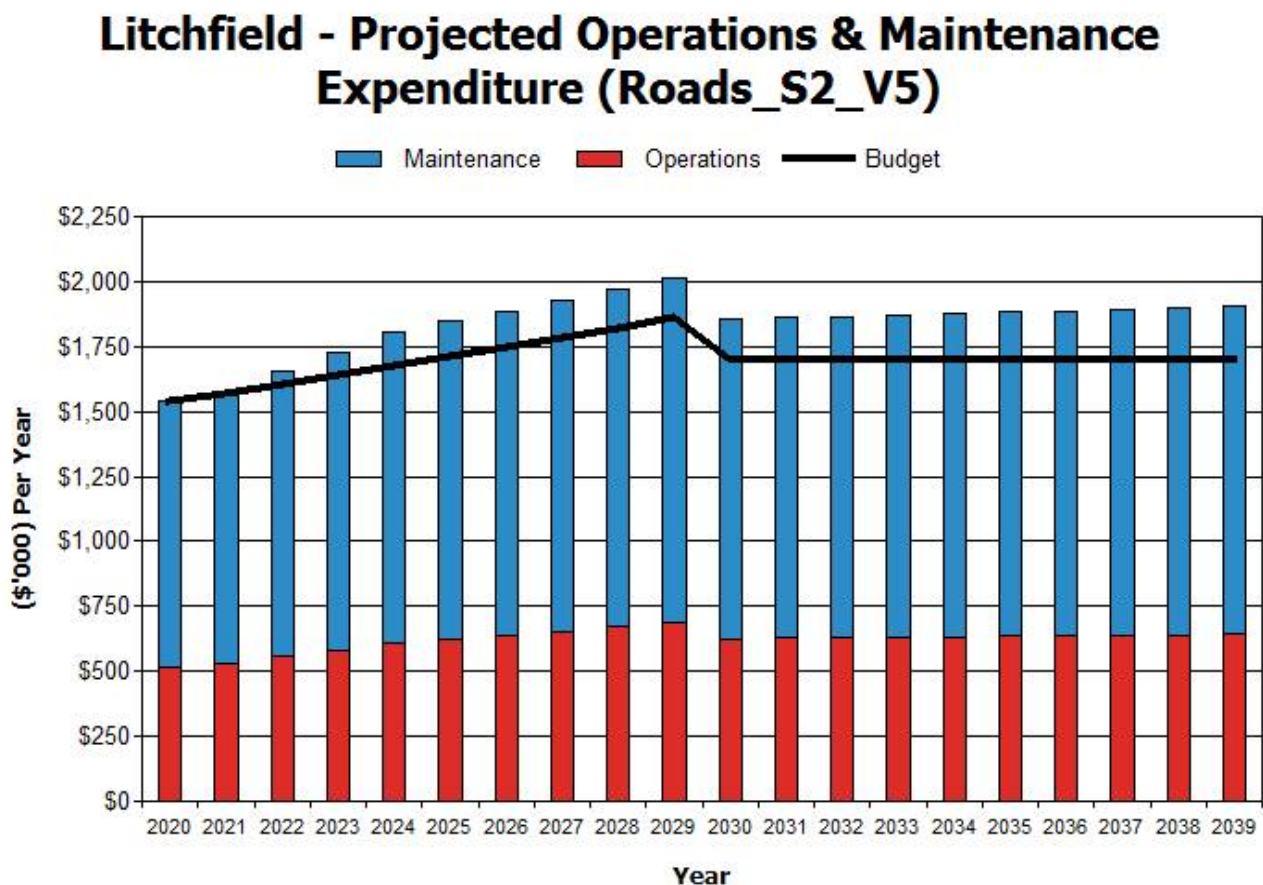


Figure Values are in 2018 dollars.

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%

5.3.2 Summary of future renewal and replacement expenditure

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

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

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

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

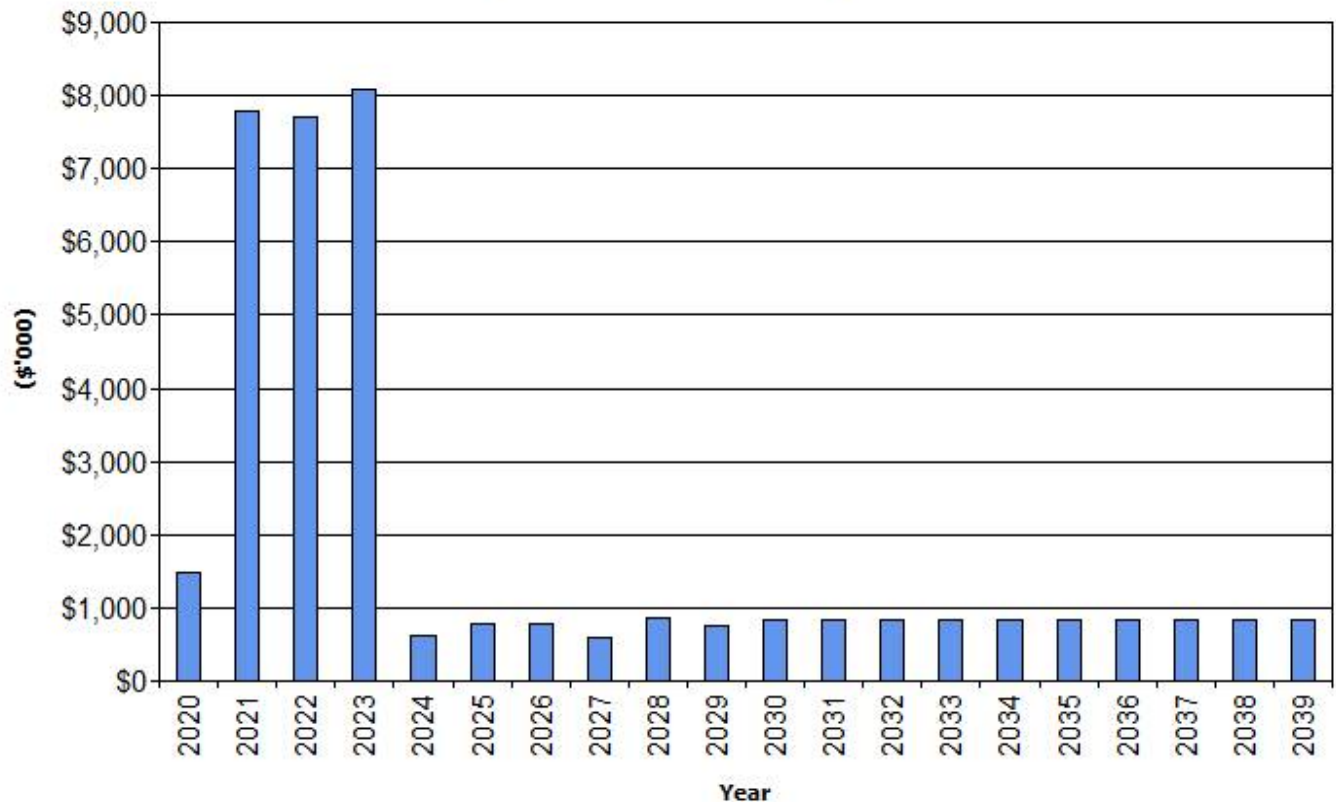
Criteria	Weighting
Number of Properties Directly Served by the Road	12.5%
Connectivity Provided by the Road to Other Roads within the Municipality	12.5%
Safety of the Current State of the Road	12.5%
Access to External Funding for Sealing	12.5%
Economic Stimulus Benefits to the Municipality	12.5%
Accessibility 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)

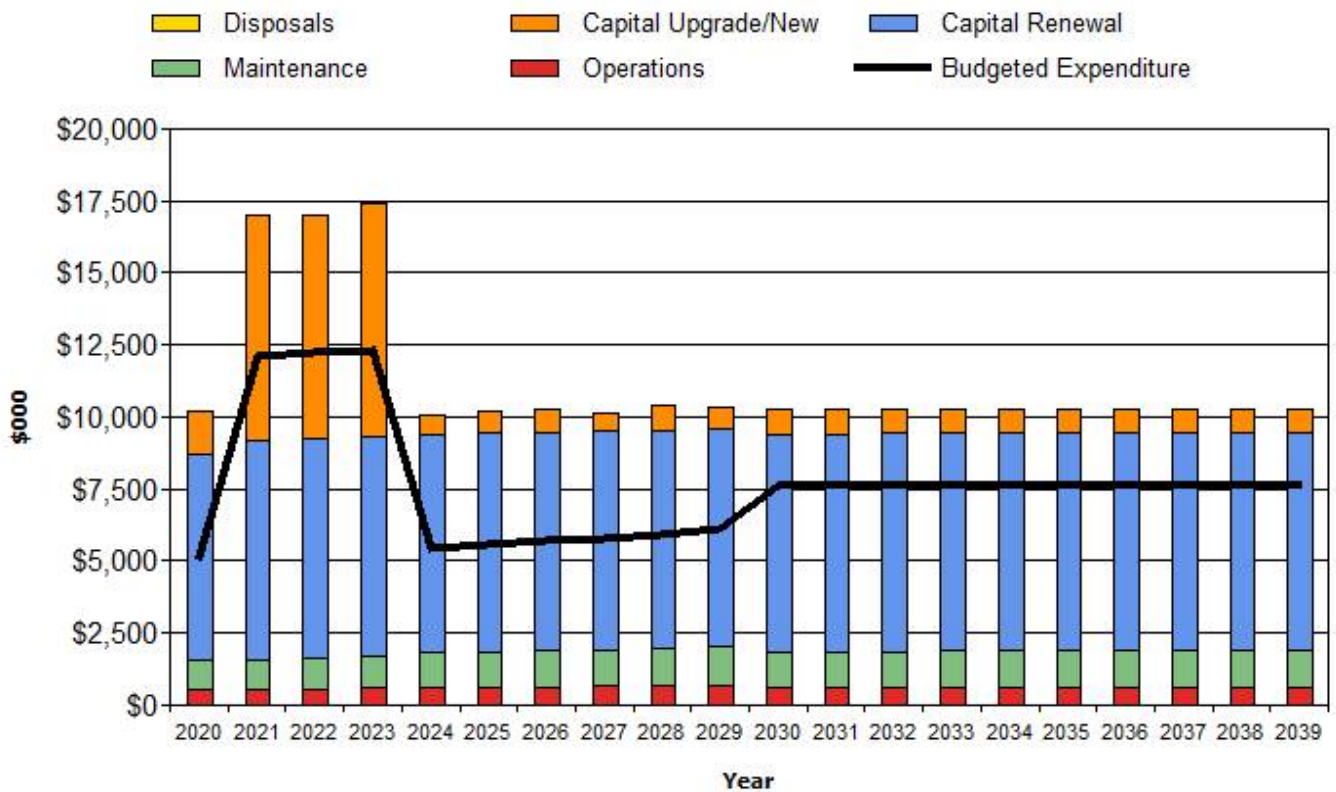


Figure Values are in 2018 dollars.

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

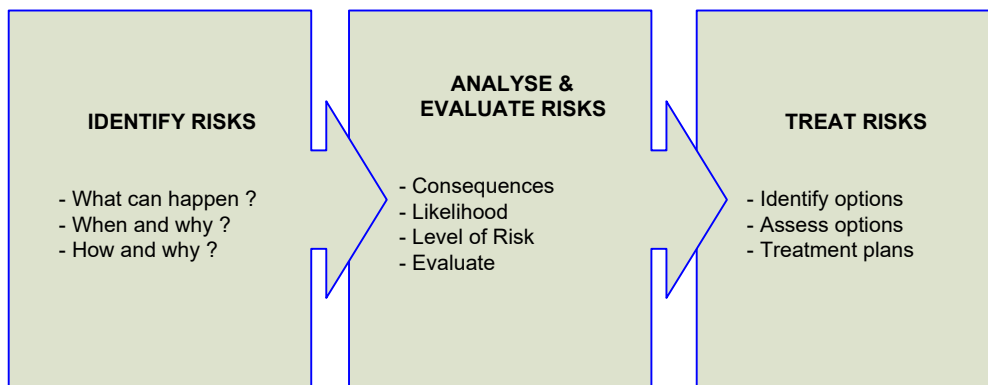
6.2 Risk Assessment

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.

9

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

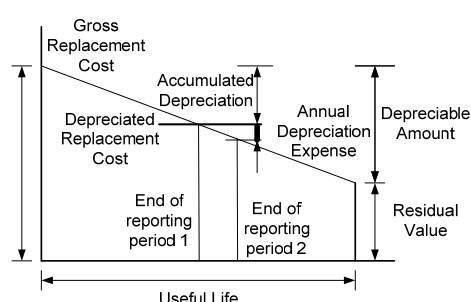
This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset 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.
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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 Note: Enter all values in current 2020 values					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.					
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	to be incorporated into Forms 2 & 2.1 (where Method 1 is used) OR Form 2B Defect Repairs (where Method 2 or 3 is used)									
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:	15.7
Report Title:	Community and Business Hub Funding
Report Number:	19/0018
Meeting Date:	18/09/2019
Attachments:	Nil

Purpose

This report presents an update on the Community and Business Hub advocacy project to Council.

Summary

In its Municipal Plan 2019-20 Council included the development of a Community and Business Hub. The Budget 2019-20 identifies that the project would only go ahead with support of government grant funds. Furthermore, the Budget 2019-20 includes a new initiative to develop a concept plan for the Community and Business Hub.

For Council to apply for grant funds, the concept plan needs to be developed first. This project is scheduled for the second half of the 2019-20 financial year.

Recommendation

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

Background

Over the past 15 years the Litchfield municipality has grown by 55%. With this growth has come the need for updated and additional social and business infrastructure. The Northern Territory Government Litchfield Subregional Land Use Plan 2016 also outlined the need for additional social infrastructure including a community centre.

Strategic planning by the Northern Territory Government and the Litchfield Council has identified the following needs:

- A community hall to support community gatherings and activities;
- A larger modern library facility;
- A central community hub that provides visitor services and showcases local services and products;
- A facility that supports small businesses and community organisations;
- Space for arts and cultural centre; and
- Spaces for health and related service providers.

Concept

The facility concept is to provide a multi-purpose community facility, including a modern contemporary library, an airconditioned community hall, a visitor services area - as a gateway to the Litchfield produce region, cultural and local art exhibition space. The facility could also include rental accommodation for other service providers.

Council is yet to develop concept plans, decide on what the facility would look like, where the facility would be located and what other services would share the facility. The 2019-20 Council Budget allocates \$40,000 to undertake a feasibility study to determine the layout and location of a multi-purpose community facility for the long-term plan.

Government Support

Council's 2019-20 Budget forecasts Council attracting \$6 million government funding towards a total project cost of \$7 million. Council proposes to borrow \$1 million in 2019-20, as its contribution to the project only if other levels of government funding is realised. External Government funding will make up 85% of the total cost of the project.

Advocacy

Once Council has developed the concept plan for the Community and Business Hub in 2019-20, targeted advocacy and applications for grants can be initiated.

The development of the concept plan is scheduled for the second half of the financial year.

Links with Strategic Plan

Priority # 1 – Everything you need

Priority # 2 – A great place to live

Legislative and Policy Implications

The Council Municipal Plan 2109-20 has identified the Community and Business Hub as an advocacy and major capital project for Council in 2109-20.

Risks

There has been no risk identified with Council noting this report. Risks identified with the development of the Community and Business Hub will be assessed in detail during the concept plan development.

Financial Implications

Council has allocated funding in the Budget 2019-20 for the development of a concept plan and the development of a Community and Business Hub, should Council receive government grants.

Community Engagement

Council has engaged with the community on the project through its Municipal Plan consultation process.

**Recommending
Officer:**

Silke Maynard, Director Community and Corporate Services

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

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



COUNCIL REPORT

Agenda Item Number:	15.8
Report Title:	Freds Pass Sport and Recreation Reserve Governance Review
Report Number:	19/0019
Meeting Date:	18/09/2019
Attachments:	A – FPSRR Governance Review Draft Project Plan

Purpose

This report presents to Council a methodology for undertaking a review of 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).

Summary

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”.

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 determining any changes to the governance arrangements.

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

Recommendation

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.

Background

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 the FPSRR Board and Council was signed. The lease established the responsibility for management of the land and facilities.

Over the years the FPSSRR Board and Council have worked together on varying projects and plans. Council has been providing substantial annual funding to the 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.*

Any review of the management setup for FPSRR needs to happen in consultation with the FPSRR Board. The FPSRR Board is an independent association operating under a lease with Council. The lease is legally binding for both parties and unless mutually agreed upon, changes can only occur within the constraints of the lease.

Proposed Review

It is proposed to establish a Reference Group to undertake this review. The objectives of a Reference Group should be to act as an advisory Group to Council for the review of the governance arrangements in managing FPSRR, and in particular to:

- Identify and recommend principles for the governance arrangement between the FPSRR Board and Council;
- Advise on best practice management options for FPSRR;
- Advise on best planning processes for FPSRR;
- Advise on improved structure to increase insight and input by Council; and
- Produce a Report with recommendations for Council.

The proposed membership should include representation of the FPSRR Board, Council, User Groups, the Community and the Department of Tourism, Sports and Culture. Including the NT Government as funding body in the review process should assist with the confidants in the reserve and lead to future funding opportunities.

Once the Reference Group has prepared a report to Council, a position paper should be prepared for consultation with stakeholders. The length and content of the consultation would be depending on the outcome of the review

Stakeholders would have the opportunity to make submissions on Council's intended direction prior to Council considering any changes if required.

It is recommended to undertake the Expression of Interest process for the Reference Group in late 2019 with the meetings to be initiated in February 2020 (see Attachment A Draft Project Plan). Throughout the process Council and the FPSRR Board will be working closely together to generate a mutual agreeable outcome. It is expected that a final report approved by the FPSRR Board and Council would be finalised in early 2021.

Links with Strategic Plan

Priority # 1 – Everything you need

Priority # 2 – A great place to live

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 facilitator, meeting expenses and engagement costs 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

A review with community involvement will give the opportunity to analyse the current governance arrangement from the perspective of the FPSRR Board, users and funding bodies.

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.

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 February to June 2020; five meetings in total. Terms of Reference will be established by Council.

Below outlines the project plan, key dates and details:

Timelines

Deliverables	Due Date
Finalised Project Plan	6 September 2019
Council Meeting – Receive report on process for review and approve methodology of review	18 September 2019
Seek endorsement from FPSRR Board for TOR and project Plan	2 October 2019
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 (3 weeks)	21 October 2019
Review EOI with FPSRR Board	22 November 2019
Council Meeting - appointment of members to Reference Group	18 December 2019
1 st Meeting Reference Group	1 st week March 2020

Deliverables	Due Date
2 nd Meeting Reference Group	3 rd week of March 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
Councillor Workshop to discuss recommendations from Reference Group and create Draft Position Paper for stakeholder consultation.	1 st week August 2020
Brief FPSRR Board and Draft position paper	3 rd week August 2020
Councillor Briefing to review Draft Position Paper for stakeholder consultation.	1 st week September 2020
Council Meeting to endorse Position Paper for stakeholder consultation	16 September 2020
Start stakeholder Consultation on Position Paper (3 weeks)	21 September 2020
Councillor Workshop on outcomes of Stakeholder Consultation	4 November 2020
Brief FPSRR Board on Stakeholder consultation outcomes	27 November 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.	



COUNCIL REPORT

Agenda Item Number:	15.9
Report Title:	Private Roads Policy
Report Number:	19/0020
Meeting Date:	18/09/2019
Attachments:	Attachment A – Existing LC29 Private Roads Policy Attachment B – Draft INF06 Private Roads Policy

Purpose

This report presents to Council an updated Private Roads Policy for endorsement for a four-week community consultation period.

Summary

LC29 Private Roads policy, included as Attachment A, was last adopted in September 2012 and is due for review. A Draft INF06 Private Roads Policy has been prepared for Council consideration for release for community consultation and is included as Attachment B to this report.

The updated policy details Council's responsibilities in relation to various forms of private roads within the municipality. Changes to the policy include clarification around the different types of private roads within the municipality and appropriate levels of Council service and maintenance for each. The proposed policy also provides guidance on future options for management and ownership of such roads.

As Council's policy on private roads affect the residents that live off such accessways, it is recommended that the policy be put out for community consultation for a period of four weeks.

Recommendation

THAT Council:

1. endorse INF06 Private Roads Policy for a period of public consultation from 20 September 2019 to 18 October 2019, and
2. allow the Chief Executive Officer to make minor editorial changes to INF06 Private Roads Policy, if required.

Background

Existing Policy – Overview

The current LC29 Private Roads Policy, adopted in September 2012, includes a policy statement regarding Council's commitment to facilitating public road access for principal residences accessed from privately owned roads. The policy was based on the concept of maintenance of private roads being considered a necessary municipal service and that Council will ensure the safety and long-term functionality of roads situated on privately owned land. The current policy contains a list of

private roads to be maintained by Council and outlines that a budget is established each year for their maintenance.

Proposed Policy

The proposed policy has been written to be consistent with Council's recent policies and aims to work towards a standardised approach to private roads across the municipality, without impacting on the majority of private road owners.

Following is a summary of the updated policy statements, which address the various different types of private roads within the municipality:

4.1. Private Roads Overview

Overview of Council's responsibilities and considerations for private roads

4.2. Private Roads Access from Council Roads

Council will maintain access to private roads consistent with its driveway policy

4.3. Battle-axe Maintenance

Reviews arrangements for battle-axe private roads, with the intent to provide reactive maintenance only, which is consistent with current activities. The intent is for the arrangement to apply only to private roads identified in the previous private roads policy.

4.4. Private Roads Maintenance and Treatment

Council will undertake some maintenance and treatment of private roads as noted within the policy, including maintenance and renewal of surfaces. Roads within Crown land have been removed and covered under section 4.1. The policy also includes statements on the intent of progressing formalities with landowners to ensure Council's legal aspects around maintenance of these non-Council assets are met.

4.5. Private Roads – Future Council Ownership

Covers future intent and the ability to work with property owners that may have a desire to hand over ownership of these roads to Council, subject to requirements being met. This section of the policy also notes continuing to lobby the Northern Territory Government for support with the legacy issue of private roads.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

In accordance with Council's policy *GOV01 – Policy Framework*, all Council policies are to be reviewed periodically and LC29 Private Roads Policy is due for review.

Risks

The policy in its current form presents risks for Council as legal obligations for Council work on private property are not defined and clear expectations for level of maintenance of selected private roads are not set. Revisions to the current Private Roads Policy are required to ensure that Council's service expectations, responsibilities, obligations, and liabilities are clearly set out.

Financial Implications

Continuing maintenance of private roads has a financial impact on Council; however, it is consistent with existing maintenance activities being undertaken. It is intended, and the draft policy outlines, that maintenance and treatment of private roads will occur within existing budgets.

Based on the proposed policy, legal costs will be required. These costs are anticipated to be in the order of \$5,000 - \$10,000 to prepare a template agreement to enable maintenance and management of private roads by Council. The costs relating to the agreements are not expected to be high but will require some internal resources to administer. Based on the first year being focused on developing the template and process, these costs are able to be met within existing budgets. Requests for formal handover may attract higher costs; however, these requests will only be progressed on request from landowners with appropriate Council approval, with all resource impacts being explored at that time.

Community Engagement

Council has a strong commitment to engaging with our community in line with Council's COR02 Community Engagement Policy. As Council's policy on private roads affect the residents that live off of such accessways, it is recommended that the policy be put out for community consultation for a period of four weeks from 20 September 2019 to 18 October 2019.

The following consultation methods will be utilised:

- writing to impacted residents to advise of the draft policy and the impact potentially on landowners,
- broader public submissions able to be made through Council's Your Say website,
- engagement with NTG and Crown Land in relation to roads within their properties

Recommending Officer:

Wendy Smith, Acting Director Infrastructure and Operations

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

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

POLICY TITLE:	PRIVATE ROAD POLICY
POLICY NUMBER:	LC29
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	COUNCIL/INFRASTRUCTURE
STRATEGIC PLAN REFERENCE:	3.1 Provision of core services and works program
CORPORATE GOVERNANCE AND PERFORMANCE :Provide systems of council governance and service delivery that are financially sustainable, accountable, equitable and efficient	
STATUS: Approved	Council Resolution PA12/CAM/056

Date Approved:	04/09/2012	Approved By:	PA12/CAM/056	Date for review:	March 2016
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

POLICY STATEMENT:

The Litchfield Council is committed to facilitating public road access for municipal residents whose principal residences are accessed from private roads which do not form part of the municipal road system. It is recognized by Litchfield Council that facilitating the maintenance of private roads is a necessary municipal service that will ensure the safety and long term usability of roads situated on privately owned land.

PROCESS

1. Maintain a list of the private roads to be covered by this policy.

AAAA ROAD
COOPER ROAD
GULLICK ROAD
HORSNELL ROAD
HUGHES ROAD
IRONWOOD PLACE 2
NO NAME ROAD
NOTTA ROAD
PIPELINE ROAD
PIPELINE ROAD EAST
RADFORD ROAD
ROSS ROAD
RUSS ROAD
SANDY ROAD
SOME ROAD
SWAMP ROAD
THORBURN ROAD
OLD BYNOE ROAD

2. Establish a budget each financial year for the maintenance of private roads

PERIOD COVERED BY THE POLICY

This Policy is adopted and applies for the term of the present Council.

REFERENCES:

Policy Number:	LC29
Policy Owner:	Infrastructure
Endorsed by:	Council
Final Approval:	04/09/2012
Date Approved:	04/09/2012
Revision Date:	March 2016
Amendments:	
Related Policies:	
Related Publications:	

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Name	INF06 Private Roads
Policy Type	Council
Responsible Officer	Director of Infrastructure and Operations
Approval Date	[Review Date]
Review Date	[Review Date]

1. Purpose

This policy provides an outline of the types of private roads that exist within the Litchfield municipality, and how Council services these assets.

2. Scope

This policy applies to all roads and tracks (but not including single property driveways) which are not under the legal care, control and management of the Council or the Territory (Private Roads).

3. Definitions

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

Battle-axe access	A portion of a property that provides access to a property that runs alongside an adjacent property at a width of at least 6m (typically 10m) to provide single property connection to a public road. The access is part of the entire property and is not typically shared with other properties.
Driveway Crossover	The vehicular accessway from the road carriageway to the property boundary.
Formed Road	A road that has been formed but not constructed with a pavement. Access may be limited at periods of wet weather.
Private Road	A portion of land formed and functioning as a road which is used to access multiple properties. The land that the road exists is a portion of the adjacent properties, typically with a 3-5m wide strip that is a part of each individual property. The road may or may not be recorded or registered and gazetted and may be a track, formed, unsealed or sealed.
Right of Way	A portion of land formed and functioning as a road that has a dedicated right of way on a property title. The road does not have a formal road reserve, but is vested as being a right of way to either Council, Northern Territory Government, or specific private owners.

Road	A road that has been registered and published in a Northern Territory Gazette Notice as a road.
Sealed Road	A road that has been sealed with a bituminous surface
Track	An unformed track within road reserve land that is largely used for recreational or emergency access. Access is likely to be limited at periods of wet weather.
Unsealed Road	A road that has been formed and pavement constructed, with a gravel surface.

4. Policy Statement

4.1. Private Roads Overview

- 4.1.1. Council is responsible for maintaining roads that are under its care, control and management.
- 4.1.2. Council is not obligated to maintain roads not under its control, care and management.
- 4.1.3. Council is not liable for maintenance of roads not under its control, care and management.
- 4.1.4. Council's obligation to care, control and manage a road will guide Council's treatment of the private roads.
- 4.1.5. Council will not accept ownership or maintenance of private road arrangements in new subdivisions and developments in accordance with its Development and Subdivision Standards.
- 4.1.6. Private roads owned by private owners are considered to have been constructed to enable the connection of multiple properties to Council roads and Council has maintained a number of private roads as a legacy from the development of land prior to Council.
- 4.1.7. Private roads under the control of Northern Territory Government, such as on Crown Land, are not included within this policy.

4.2. Private Roads Access from Council Roads

- 4.2.1. Council will maintain a suitable access from its adjoining Council owned road to private roads in accordance with its policy for driveways, INF02 Driveway Crossover.
- 4.2.2. Where a private road is under the care, control and management of Council and access is constructed as an intersection, Council will maintain the intersection.

4.3. Battle-axe Maintenance

4.3.1. Council will maintain the following battle-axe accesses:

- 4.3.1.1. Cooper Road East, Acacia Hills, 415m
- 4.3.1.2. Cooper Road West, Acacia Hills, 415m
- 4.3.1.3. Ironwood Place 2, Girraween, 323m
- 4.3.1.4. Some Road, Acacia Hills, 433m

4.3.2. Battle-axe accesses not listed within this policy will not be maintained by Council. The battle-axe accesses listed are included as they have previously been maintained by Council as a result of previous Council Policies.

4.3.3. Maintenance of battle-axe accesses will be undertaken as requested, within available budgets, and at a service level no greater than that of Council roads.

4.3.4. Capital works, including resheeting of gravel, sealing and drainage works, will not be carried out by Council.

4.3.5. Council will prepare suitable agreements to enable maintenance of the listed battle-axe accesses by Council, and these will be progressively established with relevant landowners.

4.4. Private Roads Maintenance and Treatment

4.4.1. The following private roads will receive maintenance and treatment by Council:

- 4.4.1.1. Gullick Road, Noonamah, 1240m
- 4.4.1.2. Hughes Road, Hughes, 1468m
- 4.4.1.3. Notta Road, Livingstone, 490m (sealed section)
- 4.4.1.4. Old Bynoe Road, Livingstone, 1780m (section adjacent to Notta Road)
- 4.4.1.5. Ross Road, Acacia Hills, 834m
- 4.4.1.6. Russ Road, Tumbling Waters, 1399m
- 4.4.1.7. Sandy Road, Hughes, 1357m
- 4.4.1.8. Swamp Road, Herbert, 764m
- 4.4.1.9. Walker Road, Blackmore, 1371m

4.4.2. The level of maintenance and treatment for these private roads will include:

- 4.4.2.1. Reactive maintenance, on request.
- 4.4.2.2. Renewal of surfaces, including grading, re-sheeting for unsealed roads, re-sealing for sealed roads for the extent of the road suitable for renewal.
- 4.4.2.3. Appropriate signage to meet Australian Standards.
- 4.4.2.4. Drainage clearing to protect road surfaces.

- 4.4.3. Requests for works beyond the maintenance identified in 4.4.2 will be considered by Council on their merit, including the cost and benefit to the community.
- 4.4.4. Council will manage the roads as identified within relevant approved budgets and at a service level no greater than that of Council roads.
- 4.4.5. Council will prepare suitable agreements to enable maintenance and management of private roads by Council, and these will be progressively established with relevant landowners.
- 4.4.6. On request by landowners or as identified by Council, private roads not identified within 4.4.1 will be considered for maintenance and management by Council, whereby following inclusion, all policy requirements will apply.

4.5. Private Roads – Future Council Ownership

- 4.5.1. Property owners can request to hand over a private road to Council, either through a road opening process or vesting of a right of way easement. Council will assist in this process and support landowners with the administrative process.
- 4.5.2. Handing over of land to enable the formal opening of a road is subject to each of the following being met:
 - 4.5.2.1. The road provides access to a minimum of three properties;
 - 4.5.2.2. A road reserve width to meet Council's Development and Subdivision Standards can be achieved;
 - 4.5.2.3. There is no cost to Council for the land;
 - 4.5.2.4. All land owners confirm their agreement in writing prior to Council consideration;
 - 4.5.2.5. Council may provide in kind support (surveying, advertising, fees etc) when requested by owners (subject to Council approval);
 - 4.5.2.6. Opening of roads process to be followed to ensure legislative requirements are met.
- 4.5.3. Council will work with the Northern Territory Government to determine ongoing ownership and maintenance requirements for these roads.
- 4.5.4. Where subdivision and development occurs that impact these properties and private roads, Council will request handover of land at that time.
- 4.5.5. Council will lobby the Northern Territory Government to assist in the formalisation of roads and funding for upgrading roads to Council standards.

5. Associated Documents

INF02 Driveway Crossovers

INF05 Sealing of Roads

Development and Subdivision Standards

6. References and Legislation

Northern Territory Local Government Act

Control of Roads Act

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
This Review	Update to new policy template, new policy number, full review of policy content
4/9/2012	New policy (Council resolution - PA12/CAM/056)



LITCHFIELD COUNCIL MEETING

Wednesday 18 September 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 Rates Concession – Incorrectly Rated Properties

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

19.1 Application to Waive Interest on Assessment 10014140

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

20 Close of Meeting