

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 17/04/2019

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

Kaylene Conrick, Chief Executive Officer

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



LITCHFIELD COUNCIL MEETING

Notice of Meeting
to be held in the Council Chambers, Litchfield
on Wednesday 17 April 2019 at 6:30pm

Kaylene Conrick
Chief Executive Officer

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 April 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	Mayor Bredhauer	8 April 2019 – 23 April 2019
	Cr Salter	14 April 2019 – 21 April 2019
Apologies	Cr {Insert}	{date}

4. Disclosures of Interest

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

5. Confirmation of Minutes

THAT the full minutes of the Council Meeting held Wednesday, 20 March 2019 11 pages, be confirmed.

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

6. Business Arising from the Minutes

THAT Council receives and notes the Action List.

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

16/0061	<p>Acquisition Application of Mira Square - Section 0368 (24) Aldridge Street, Southport</p> <p>THAT Council:</p> <p>endorses the Acquisition Application of Mira Square, at Section 0368 (24) Aldridge Street, Southport;</p> <p>approves the allocation of a \$20,000 grant to the Southport Progress Association as seed funding for the financial year 2016/17; and</p> <p>allocates \$10,000 annually, commencing in 2017/18 as an operating grant to the Southport Progress Association to manage Mira Square.</p>	DIO	20-04-16	<p>Complete.</p> <p>Refer resolution 1819/180</p> <p>Staging plan has been endorsed by Council and acquisition process will continue.</p>
1819/180	<p>Southport Mira Square Development – Proposed Staging</p> <p>THAT Council:</p> <p>1.endorses a staging plan for the development of Mira Square that includes:</p> <p>a.Stage 1 - construction of an approximately 400m2 shed connected to appropriate services,</p> <p>b.Stage 2 - creation of a cleared area for children’s play,</p> <p>c.Stage 3 - internal storage and meeting spaces within the shed, and</p> <p>d.Stage 4 - installation of playground equipment; and</p> <p>2.includes the granting of Mira Square and the site’s development as an advocacy project within the 2019/20 Municipal Plan.</p>	DIO	20-03-19	<p>1. To be included in application for acquisition</p> <p>2. To be included in Municipal Plan</p>
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>Council submitted an application on March 5 for a Special Purpose Grant for funds to match Council's \$50k allocated in 2018/19 Budget to undertake Feasibility Study.</p>

1718/240	Berry Springs Water Advisory Committee - Council Representative THAT Council appoints Councillor Barden as its nominated representative to lodge an Expression of Interest for the Northern Territory Government Department of Environment and Natural Resources Berry Springs Water Advisory Committee.	CEO	16-05-18	Nomination sent in by 30 May 2018. Waiting on confirmation from the department / pending ministerial approval.
1718/261	Land Acquisition and Road Opening associated with the Realignment of Freds Pass Road between Beaumont Road and Strangways Road THAT Council: <ol style="list-style-type: none"> 1. approve the purchase of 780m2 from Lot 7 (150) Freds Pass Road at a cost of \$10,000, upon signed agreement from the landowner and upon the conclusion of the road opening process; and 2. proceed with a road opening over this portion of land and authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the new road reserve. 	DIO	27-06-18	Complete. Road officially opened and payment provided to landowner.
1718/267	Improving the Productivity of the Mango Industry Project THAT Council: <ol style="list-style-type: none"> 1. receives and notes the Business Case Improving the Productivity of the Mango Industry in Litchfield Municipality; 2. endorses seeking external funding to realise the Improving the Productivity of the Mango Industry Project (the sealing of 15.2kms of the four key mango industry roads), estimated to cost approximately \$20.1m; 3. provides in-principle support to contribute up to \$5m to the project. This in-principle support would require a Council resolution and budget allocation, at a later date, to proceed with the project; and 4. endorses the Improving the Productivity of the Mango Industry Project, as one of Council's Top 3 Advocacy Projects. 	CEO	27-06-18	Council has been notified that the project is now on the NT / Federal Government Partnership Agreement awaiting Federal Government sign off.

1819/125	<p>Playground Audits at Council's Recreation Reserves</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. receives and notes the playground audit results for Humpty Doo Village Green, Livingstone Reserve, Freds Pass Sport and Recreation Reserve, Berry Springs Reserve and Howard Park Reserve and the required actions to ensure public safety; 2. notes that the Chief Executive Office is undertaking urgent works required at the Humpty Doo Village Green to ensure public safety; and 3. receives a further report at a future meeting on the outcome of the urgent works including total cost. 	DCCS	12-12-18	<p>Urgent works at Humpty Doo Village Green have been attended to, with three free standing slides removed.</p> <p>Community is being updated over Council's 'YourSay' website</p> <p>Report will be presented at May Council Meeting.</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>Meetings with all Reserve Management Boards have taken place and Draft Leases provided.</p> <p>Discussions continuing.</p>

1819/175	Draft Litchfield Animal Management Plan – Endorsement for Public Consultation THAT Council: 1. endorses the draft Animal Management Plan for public consultation for a period of five weeks from 15 April to 19 May 2019; and 2. authorises the Chief Executive Officer to make editorial changes to the draft Animal Management Plan, if required, prior to consultation.	DIO	20-03-19	
1819/176	Draft Youth Policy – Endorsement for Public Consultation THAT Council adopts the COM01 Youth Policy.	DCCS	20-03-19	Complete. Policy available on Council's Website and Policy Register updated.
1819/177	McMinns Lagoon Recreation Reserve Request for Funding THAT Council: 1. thanks, and acknowledges the ongoing contribution the McMinns Lagoon Reserve Association's Bushcare Major Day Out event in providing the opportunity for the community to get out and learn about the region and this nature reserve; 2. refers McMinns Lagoon Reserve Association to the Litchfield Council Annual Community Grants program to seek financial support for the annual Bushcare Major Day Out event; and 3. refers McMinns Lagoon Reserve Association to the Community Benefit Fund, Major and Minor Community Grants for further grant opportunities.	DCCS	20-03-19	Complete. Letter sent to President of Reserve Association advising Council's resolution and providing information on Council's Community Grants and other grant opportunities.
1819/178	670 Letchford Road Subdivision – Updated Request for New Road Name THAT Council support the name Quinine for the new road within the new subdivision at 670 Letchford Road.	DIO	20-03-19	Complete. Letter sent to applicant.
1819/182	Draft Burial and Cremation Bill 2018 - Submissions THAT Council: 1. notes the report on the impact of the Draft Burial and Cremation Bill 2018 on Thorak Regional Cemetery; and 2. makes a formal submission on the Draft Bill, specifically on the matters considered to potentially have impact on the management and operations of Thorak Regional Cemetery.	DCCS	20-03-19	Complete. Submission lodged 27 March 2019.

1819/183	Sponsorship – Territory Natural Resource Management Conference and Annual Awards						
	THAT Council:						
	1.partners with Territory Natural Resource Management as a sponsor of its 2019 Conference and Northern Territory Natural Resource Management Awards at the Silver level by financially contributing \$2,500;				DCCS	20-03-19	Complete. Correspondence sent 27 March 2019.
	2.allocates \$2,500 in its 2019/20 Budget to sponsor the 2019 Conference and Northern Territory Natural Resource Management Awards;						
	3.authorises the Chief Executive Officer to sign the Partnering / Sponsorship documentation; and						
4.nominates the Mayor and Cr Barden to attend the annual Awards Gala Dinner.							



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 April 2019

7 Presentations

8 Petitions

9 Public Forum

10 Accepting or Declining Late Items

11 Notices of Motion

12 Mayors Report

12.1 Mayor's Report



COUNCIL REPORT

Agenda Item Number: 12.1
Report Title: Mayor's Monthly Report
Report Number: 19/0037
Meeting Date: 17/04/2019
Attachments: Nil

Purpose

A summary of the Mayor's attendance at meetings and functions representing Council for the period 21 March 2019 to 17 April 2019.

Summary

Date	Event	Content/Comment
23 March 2019	Councillor Workshop	Municipal Plan 2019/20 Development
27 March 2019	McArthur Consultant & Litchfield Council	Councillor Workshop - CEO Recruitment Process
28 March 2019	TOPROC Meeting	Scheduled meeting hosted by Litchfield Council
29 March 2019	Warren Snowdon's Announcements	Media Event - \$10 m Pool Funding
3 April 2019	Councillor Briefing	Scheduled monthly meeting
4 April 2019	Meeting with NT Planning Commission Chairman	Humpty doo Rural Activity Centre Area Plan Process

Recommendation

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 April 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 17 April 2019

14 Finance Report

14.1 Finance Report March 2019



COUNCIL REPORT

Agenda Item Number:	14.1
Report Title:	Litchfield Council Finance Report – March 2019
Report Number:	19/0038
Meeting Date:	17/04/2019
Attachments:	Nil

Purpose

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

Recommendation

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

Background

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

The forecast for total revenue is \$2,658,783 in excess of the 2018/19 Budget. This equates to 14% in additional income above budget mainly attributed to \$2,388,392 in grants received from both Northern Territory Government and Federal Government. These grants comprise the general purpose and roads funding (to date 50% of this funding is received with the remainder expected in June 2019), library services funding, developer contributions received from subdivisions, and the January 2018 Monsoonal Trough NDRRA funding for the repair of flood damaged roads. In addition to grants and contributions, an increase of \$162,267 in user charges is forecast resulting from increased activity in Internment and Cremation ceremonies at Thorak Regional Cemetery. Furthermore, additional income of \$86,871 in statutory charges is forecasted due to dog registrations and with rates levied for the entire financial year, the remaining forecasted rates and charges is attributed to prepayments of rates paid in-excess of amounts levied.

The forecast for total operating expenditure is \$299,502 in excess of the 2018/19 Budget. This equates to 2% in additional expenses above budget. The monthly forecast variance is a result of a combination of factors including expected costs for the recruitment of a new Chief Executive Officer, \$225,609 identified expenses for the operation of Taminmin Library, increased repair costs to maintain and upkeep machinery at the Thorak Regional Cemetery and Waste Transfer Stations, an increase in Cemetery operations, equipment hire and an increase in insurance premiums attributing to both the increase in newly valued Council assets and current market conditions. These additional expenses are offset against a reduction in expected employee costs due to the Customer Service Trainee position no longer going ahead in the 2018/19 financial year and savings in Mobile Workforce employee costs, a decrease in waste disposal and transportation costs within Waste Management.

The forecast for capital revenue is \$1,917,112 above the annual budget with no variance compared to the forecast reported in February 2019. The forecast for capital expenses is \$3,994,665 in excess of the annual

budget, equating to 61% in additional expenditure above budget, representing no variance compared to the forecast reported in February 2019.

In summary, the 2018/19 forecast result remains favourable by \$2,359,281 compared to Council's annual budget, representing an increase of \$50,230 compared to the forecast reported in February 2019 Finance Report.

Finance Report

March 2019

**LITCHFIELD
COUNCIL**



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SECTION 1

CONSOLIDATED FINANCIAL STATEMENTS

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

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

CONSOLIDATED OPERATING STATEMENT

	2018/19 Budget	2018/19 Actual	2018/19 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Rates	10,243,216	10,139,187	10,262,928	19,712	1
Statutory Charges	70,250	138,405	157,121	86,871	2
User Charges	1,143,033	1,195,698	1,305,300	162,267	3
Grants, subsidies & contributions	6,522,099	5,360,146	8,910,491	2,388,392	4
Investment Income	686,250	637,638	686,250	0	
Reimbursements	0	0	0	0	
Other Income	60,000	23,330	61,541	1,541	5
TOTAL REVENUE	18,724,848	17,494,404	21,383,631	(2,658,783)	
EXPENSES					
Employee Costs	6,121,026	4,339,632	6,020,102	100,924	6
Auditor Fees	36,600	26,327	36,600	-	
Bad and doubtful Debts	0	3,873	3,873	(3,873)	16
Elected Member Expenses	241,311	141,517	240,811	500	7
Election Expenses	0	0	-	-	
Cemetery Operations	300,200	308,228	382,537	(82,337)	8
Contractors	4,155,620	2,724,238	4,264,499	(108,879)	9
Energy	235,200	142,402	236,700	(1,500)	10
Insurance	190,500	257,710	263,143	(72,643)	6
Maintenance	677,500	439,944	716,633	(39,133)	11
Legal Expenses	143,000	85,117	133,084	9,916	
Donations and Community Support	117,250	79,729	120,760	(3,510)	12
Computer / IT Costs	378,025	310,687	406,726	(28,701)	9
Parts, accessories & consumables	265,000	115,696	263,145	1,855	13
Professional Services	612,870	386,216	648,507	(35,637)	14
Sundry	422,185	311,743	458,668	(36,483)	15
TOTAL EXPENSES	13,896,287	9,673,059	14,195,789	(299,502)	
RESULT	4,828,561	7,821,345	7,187,842	(2,359,281)	

Explanations for Forecast variances to Original Budget

Note 1 – Additional revenue applied from a change to the calculation base for Mining Tenements and an increase in residential properties charged the Waste Management Charge.

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

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

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

Note 5 - Other income generated from the Shared Services Agreement with other Councils. i.e. Coomalie Town Council

Note 6 - Increased insurance premiums of \$72,844 above annual budget. This is offset against savings of \$15,000 with the Customer Service Trainee new initiative no longer going ahead in the 2018/19 financial year and savings in Mobile Workforce and Thorak Regional Cemetery employee cost.

Note 7 – Savings expected in telephone charges for Elected Members.

Note 8 – Additional expenditure attributed to additional legal costs, motor vehicle / plant repair costs at Thorak Regional Cemetery and removal and replacement of damaged section of drain along Cemetery entrance (awaiting insurance claim advice).

Note 9 – Identified expenses for the operation of Taminmin Library for the remainder of the financial year, offset against identified savings in Waste disposal and transportation costs offset against additional expenditure in the maintenance and upkeep of machinery.

Note 10 – An increase in expected fuel costs at Berry Springs Waste Transfer Station with the additional Plant Operator.

Note 11 – Increased plant maintenance costs within Mobile Workforce and Waste Management and an additional \$100 actual expenditure required for each playground audit at Council's Recreational Reserves.

Note 12 – An increase in Cemetery infant subsidy provided for by Council.

Note 13 – Slight increases across Regulatory Services for its consumables and the replacement of two VHF Portable Radios acquired for use at the Waste Transfer Stations. This is offset by expected savings in machinery parts purchased for Mobile Workforce.

Note 14 – Professional Fees for consultancy services at Thorak Regional Cemetery, Corporate and Council Leadership, however in Council Leadership this increase is contained and offset against identified savings within Contractors and Computer/ IT costs.

Note 15 – An increase in equipment hire and water charges at the Howard Springs Waste Transfer Station due to fire danger and additional costs for advertising vacant positions within Council.

Note 16 – The inclusions of a singular sundry debtor written-off due to lack of payment (instructed by TDC) and Dog Infringements written of resulting from further investigations.

CONSOLIDATED BALANCE SHEET at 31 March 2019

	28 February 2019	31 March 2019	Movement +ve (-ve)
CURRENT ASSETS			
Cash & Cash Equivalents	1,277,939	924,914	(353,025)
Trade and Other Receivables	2,804,722	2,299,256	(505,466)
Other Financial Assets	23,294,026	23,364,860	70,834
TOTAL CURRENT ASSETS	27,376,687	26,589,030	(787,657)
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	307,824,099	306,864,516	(959,583)
Other Non-Current Assets	6,884,073	7,362,658	478,585
TOTAL NON-CURRENT ASSETS	314,708,172	314,227,174	(480,998)
TOTAL ASSETS	342,084,856	340,816,204	1,268,655
CURRENT LIABILITIES			
Trade and Other Payables	813,893	578,074	235,819
Provisions	515,771	562,622	(46,851)
TOTAL CURRENT LIABILITIES	1,329,664	1,140,696	188,968
NON-CURRENT LIABILITIES			
Provisions	411,757	439,860	(28,103)
TOTAL NON-CURRENT LIABILITIES	411,757	439,860	(28,103)
TOTAL LIABILITIES	1,741,421	1,580,556	160,865
NET ASSETS	340,343,435	339,235,648	(1,107,790)
EQUITY			
Accumulated Surplus	22,807,346	21,699,559	1,107,790
Asset Revaluation Reserve	295,859,891	295,859,891	-
Other Reserves	21,676,198	21,676,198	-
TOTAL EQUITY	340,343,435	339,235,648	1,107,790

Cash and cash equivalents have reduced by \$353,025 due to payments to contractors and suppliers, with the remaining funds available for payments of outstanding invoices to Council's contractors and suppliers.

Other Financial Assets have increased by \$70,834 due to interest reinvested with a term deposit renewal.

Trade and Other Receivables have decreased by \$959,583 from 31 February 2019 mainly due to payment of Rates and Charges with all instalments now due and payable.

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

Other Non-Current Assets represent the projects that remain work in progress as at 31 March 2019 i.e. Freds Pass Reserve Capital Improvements and Freds Pass Road Infrastructure Upgrade as well as the capital projects commenced in the 2018/19 financial year and yet to be capitalised.

Estimate of Net Cash position and Current ratio

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

As identified in Section 5 of this report, Litchfield Council's liquidity KPI is easily met with 31 March 2019 current ratio equalling 23.31.

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

$$= \frac{26,589,030}{1,140,696} = 23.31$$

Net Cash Position = 26,589,030 – 1,140,696 = \$25.4 million

SECTION 2

OPERATING POSITION BY DEPARTMENT

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

Overall expenditures year to date are 68.9% of the annual budget. Some operational expenditures are not evenly spread across the financial year, with major operational road maintenance expenditure to occur close to the end of the financial year.

	2018/19 YTD Budget	2018/19 YTD Actual	2018/19 Annual Budget	2018/19 Annual Forecast	Forecast Variance +ve (-ve)	Note
REVENUE						
Finance	8,191,384	8,095,772	8,472,205	8,538,588	66,383	1
Works	1,966,756	1,118,570	2,583,776	2,759,383	175,607	1
Planning	38,871	104,520	51,836	107,108	55,272	2
Waste Management	2,995,073	3,045,970	3,048,423	3,065,895	17,472	3
Community	61,506	63,767	82,000	86,619	4,619	4
Community – Library	0	225,609	0	225,609	225,609	5
Regulatory Services	62,570	139,905	70,750	159,121	88,371	6
TOTAL REVENUE	13,316,160	12,794,113	14,308,990	14,942,323	633,333	
EXPENSES						
Council Leadership	750,290	680,733	953,231	1,006,440	(53,209)	7
Corporate	369,963	336,640	489,335	502,303	(12,968)	8
Information Services	386,292	366,215	509,486	507,576	1,910	16
Finance	1,208,297	1,218,413	1,523,732	1,566,369	(42,637)	9
Works	2,292,621	1,935,418	3,101,389	3,101,389	0	
Planning	516,435	452,518	688,273	689,918	(1,645)	10
Waste Management	2,088,382	1,930,107	2,765,452	2,732,591	32,861	11
Community	1,076,486	990,268	1,430,995	1,444,453	(13,458)	12
Community – Library	0	31,695	0	225,609	(225,609)	13
Mobile Workforce	944,148	821,910	1,249,031	1,167,613	81,418	14
Regulatory Services	272,215	250,711	364,614	371,179	(6,565)	15
TOTAL EXPENSES	9,905,129	9,014,628	13,075,538	13,315,720	(240,182)	
OPERATING RESULT	3,411,031	3,779,485	1,233,452	1,626,603	393,151	

Explanations for Forecast variances to Original Budget

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

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

Note 3 – An increase in residential properties charged the Waste Management Charge

Note 4 – Additional income received from Women in Business events held by Council.

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

Note 6 – Additional dog registration income of \$75,000 forecasted and income from Coomalie Community Council for Regulatory Services assistance through the Shared Service Agreement between councils.

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

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

Note 9 – Increased insurance premiums of \$72,844 above annual budget, \$68,617 being Finance and the remainder Thorak Regional Cemetery. This is offset by a reimbursement received for Worker Compensation Insurance and savings of \$15,000 with the Customer Service Trainee new initiative no longer going ahead in the 2018/19 financial year.

Note 10 – Increase in computer hardware and installation costs within the Planning division.

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

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

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

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

Note 15 – Increase in costs associated with Regulatory Services operations, offset against additional revenue.

Note 16 – Expected savings in Information Services division.

Explanations for YTD Actual variances to YTD Budget

The reduced variance evident between YTD Budget and YTD Actuals for Revenue amounting to \$522,047 are as a result of the following:

- The remainder of rates and charges budgeted is the prepayments of rates and \$60,000 attributed to growth in rateable properties.
- Federal Assistance Grants scheduled to be received for the Works Department are expected to be received in June 2019.

The reduced variance evident between YTD Budget and YTD Actuals for Expenses amounting to \$890,501 are as a result of the following:

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

NEW INITIATIVES

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

	2018/19 Budget	2018/19 Actuals	2018/19 Forecast	Comments	
<u>2017/18 and prior</u>					
Developer Contribution Plan Review	60,000	13,785	60,000	Required asset upgrades determined; review of catchments underway. Legal advice to follow. Plan to be developed based on new catchments and advice.	
TOTAL	60,000	13,785	60,000		
<u>2018/19</u>					
Online Demographic and Economic Information Products	12,000	12,000	12,000	Product purchased and training complete.	
Aerial Photography for Geographical Information System (GIS)	30,000	20,000	30,000	Imagery loaded into Geographical Information System (GIS). All staff given access to the internet login for direct access and features. Review and follow up for May 2019.	
New GIS for Council	20,000	840	20,000	Licences for loading and testing purchased. Data loading commenced, expected load complete at End of April 2019. Context design in May 2019.	
ICT Plan – UPS for Servers	5,000	0	5,000	Quotations completed. Tech assessment to be redone. Purchase set for May 2019.	
ICT Plan – Vmware Sphere	8,000	0	8,000	Quotes are complete. Project plan completed. Tech assessment to be redone. Purchase set for May 2019.	
Trainee Customer Service Officer	15,000	0	0	Review of costings undertaken. Given negative budget implications the initiative will not be implemented in 2018/19. Review will be undertaken as part of the budget planning process for 2019/20.	
Tree Risk Management Plan	30,000	0	30,000	Tender advertised.	
Aquatic Feasibility Study	50,000	0	50,000	Funding options are under investigation.	
Waste Transfer Station – Signage (Waste Strategy)	6,500	790	6,500	Signs are now displayed at the Waste Transfer Stations.	
TOTAL	176,500	33,630	161,500		



- On Budget



- Watch Budget



- Outside Budget

CAPITAL BUDGET POSITION

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

	2018/19 Budget	2018/19 Actuals	2018/19 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Works	3,436,877	3,772,352	5,285,852	1,848,975	1
Planning	60,353	139,701	139,701	79,348	2
Mobile Workforce	60,000	21,789	60,000	0	
Community	81,181	69,970	69,970	(11,211)	5
TOTAL REVENUE	3,638,411	4,003,812	5,555,523	1,917,112	
EXPENSES					
Works	5,767,345	3,874,742	7,334,096	(1,566,751)	1
Waste Mgt	204,677	129,400	202,090	2,587	3
Mobile Workforce	188,000	144,233	584,096	(396,096)	4
Community	411,181	166,285	2,445,586	(2,034,405)	5
TOTAL EXPENSES	6,571,203	4,314,660	10,565,868	(3,994,665)	
CAPITAL RESULT	(2,932,792)	(310,848)	(5,010,345)	(2,077,553)	

Explanations for Forecast variances to Original Budget

Note 1 – NDRRA Funding approved for the January Monsoonal Trough. This funding will be offset against expenses as the works are carried out on affected roads (Brougham, Bundy, Finn Roads and Trippe Road North). This is offset against savings in projected expenditure for the installation and purchase of safety rails on Leonino and Hicks Roads, equating to \$282,224 and the Road Reseal Program.

Note 2 – Additional developer contributions received from subdivisions.

Note 3 – Savings on the purchase of the Vibrating Waste Compactor for Humpty Doo Waste Transfer Station.

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












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










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

CAPITAL PROJECTS 2018/19 – WORKS

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

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

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects carried forward from previous years						
Freds Pass Road Upgrade	30/09/2018	1,220,500	774,006	774,006	(446,494)	 Works completed.
Finn Road Upgrade	28/02/2019	1,500,000	1,381,115	1,920,038	420,038	 Works completed, awaiting final invoice.
Solar System Purchase and Installation	30/11/2018	78,720	80,473	80,473	1,753	 Work complete and connected to network.
TOTAL		2,799,220	2,235,594	2,774,517	(24,703)	
Projects commencing in 2018/19						
Road Reseal Program	31/12/2018	1,000,045	814,721	820,595	(179,450)	 Reseal complete, awaiting final invoice.
Re-sheeting of Roads	30/06/2019	400,000	183,980	400,000	0	 Cyrus Road and Leonino Road complete, remaining roads to be completed from April.
Freds Pass Road Drainage Upgrade (BlackSpot)	30/04/2019	478,000	234,808	478,000	0	 Works complete. Awaiting final invoice.
Safety Rails – Leonino Road	30/09/2018	90,000	48,980	48,980	(41,020)	 Completed
Safety Rails – Hicks Road	10/09/2018	90,000	59,900	59,900	(30,100)	 Completed
Carruth Road Line-marking	30/06/2019	30,000	8,770	30,000	0	 Initial works complete. Stage 2 work design being finalised on consultation with school.
Oxford Road – Sealing	30/06/2019	400,000	0	400,000	0	 Design complete, works to commence in April.
Pavement repairs – Whitewood Road	30/06/2019	427,000	0	427,000	0	 Pavement investigation complete, design to be finalised early April and tender to be advertised early April.

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Installation of Culverts on Pioneer Drv / Beddington Rd Intersection	28/02/2019	310,000	228,651	303,000	(7,000)	 Works complete, awaiting final invoice.
Purchase of 3 x Traffic Counts	31/12/2018	18,000	10,909	10,909	(7,091)	 2 counters delivered, program updated. No additional counters required at this time.
Irrigation Upgrade at Council Office	30/04/2019	6,800	15,721	15,721	8,921	 Completed
Meeting room Door at Council Office	31/01/2019	11,000	8,540	8,540	(2,460)	 Completed
Footpaths at Council Office	30/04/2019	36,000	39,130	39,130	3,130	 Completed
TOTAL		3,296,845	1,654,110	3,041,775	(255,070)	
NDRRA Projects commencing in 2018/19						
Finn Road flood damage repairs - NDRRA	30/06/2019	177,751	0	177,751	0	 Works 90% complete, to be finalised after the Wet Season.
Brougham Road flood damage repairs - NDRRA	30/06/2019	768,529	52,590	768,529	0	 Design complete, works scheduled for 2019 dry season.
Trippe Road North Flood damage repairs - NDRRA	30/06/2019	873,562	120,405	873,562	0	 Works commenced late December, 80% complete. Suspended till further notice.
Bundey Road floodway repairs - NDRRA	30/06/2019	29,133	12,589	29,133	0	 Works commenced.
TOTAL		1,848,975	185,584	1,848,975	0	



- On Budget






- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2018/19 – WASTE TRANSFER STATIONS

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

Waste Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Capital Purchases and projects commenced in 2018/19						
Vibrating Waste Compactor	31/12/2018	14,677	12,090	12,090	(2,587)	 Complete
Shade Structure at Howard Springs WTS	30/06/2019	60,000	4,545	60,000	0	 Works commenced, to be finalised early April.
Gatehouse and Mains Power Connection / Water Tank at Berry Springs WTS	30/06/2019	130,000	112,408	130,000	0	 Complete
TOTAL		204,677	129,043	202,090	(2,587)	



- On Budget






- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2018/19 – MOBILE WORKFORCE

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

Mobile Workforce Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Capital Purchases commenced in 2018/19						
Tractor with loader replacement	31/12/2018	150,000	104,500	104,500	(45,500)	 Complete
Mower replacement	31/12/2018	38,000	29,596	29,596	(8,404)	 Complete
Projects carried forward from previous years						
Mobile Workforce Shed	30/06/2019	0	10,137	450,000	450,000	 Final negotiation of additional option is underway
TOTAL		188,000	144,233	584,096	396,096	



- On Budget









- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2018/19 – RECREATION RESERVES

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

Recreation Reserve Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2018/19 and prior years						
Howard Park Reserve – Irrigation Upgrade	31/03/2019	<u>2017/18</u> 20,000	13,612	20,000	0	 Special Purpose Grant – seeking quotes for final works.
Howard Park Reserve – Playground Upgrade	30/06/2019	81,181	0	69,970	(11,211)	 Tender awarded, works to commencing mid-April.
Howard Park Reserve – Kitchen Upgrade	28/02/2019	30,000	32,804	35,000	5,000	 Completed, awaiting final invoices.
Humpty Doo Village Green – Furniture Upgrade	31/03/2019	0	17,474	33,824	33,824	 Works commenced, expected completion early 2019.
Freds Pass Reserve – Improvements	30/06/2019	<u>2016/17</u> 3,000,000	2,652,868	3,000,000	0	 Works 90% Complete
Freds Pass Reserve – Sporting Improvements	30/06/2019	0	3,122	2,000,000	2,000,000	 Planning stage expected to occur over 2018/19 and 2019/20 financial years.
TOTAL		3,131,181	2,719,880	5,158,794	2,027,613	



- On Budget



- Watch Budget



- Outside Budget

SECTION 3

CASH ON HAND & INVESTMENTS

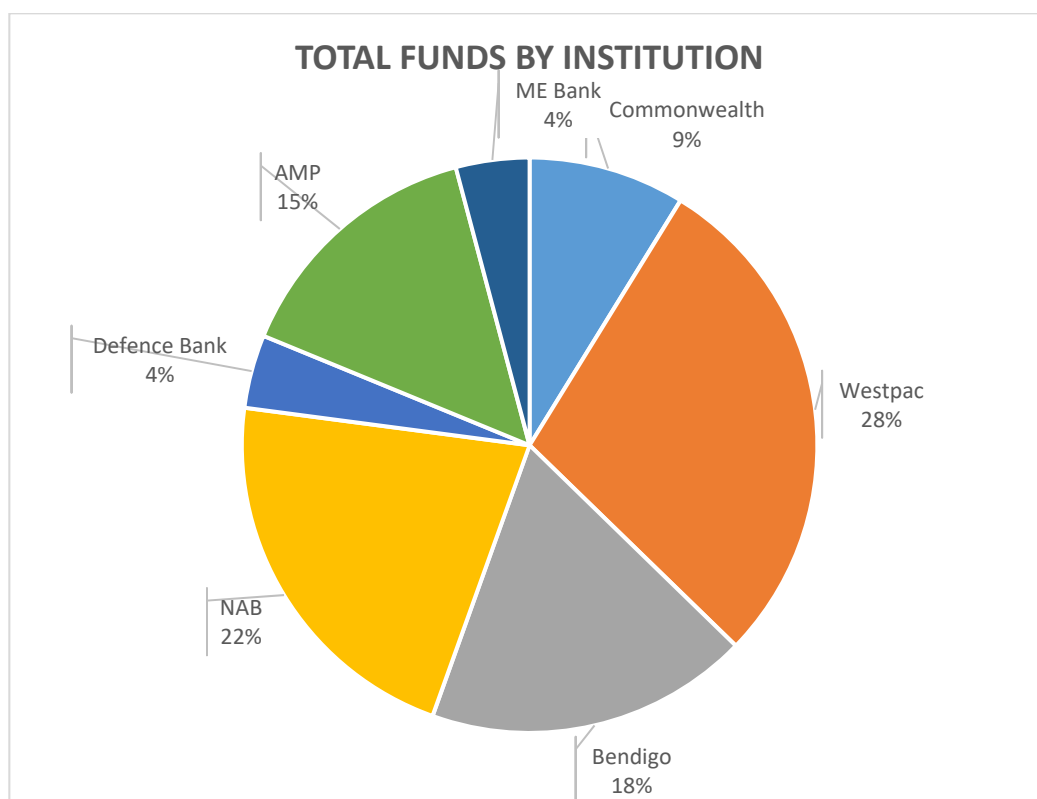
The table below represents a summary of the Cash on Hand & Investments held by Council at 31 March 2019 and compares the balance to the balance at 28 February 2019.

	28 FEBRAURY 2019	31 MARCH 2019	VARIANCE	COMMENT
Investments (Incl. Trust Account)	22,950,145	23,007,488	57,343	Matured funds reinvested (principal & interest).
Business Maxi Account	804,227	504,479	(299,748)	Earned interest and a transfer to operating account
Operating Account	472,134	350,946	(121,188)	Additional funds for payments to Contractors/Suppliers
TOTAL	24,226,506	23,862,914	(363,592)	

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
01-10-18	1,000,000	190	NAB	2.69%	09-04-19	14,003
15-10-18	1,000,000	183	Westpac	2.76%	16-04-19	13,838
11-09-18	1,071,785	238	Commonwealth	2.70%	07-05-19	18,869
31-05-18	1,000,000	365	Defence Bank	2.85%	31-05-19	28,500
15-10-18	2,000,000	239	NAB	2.71%	11-06-19	35,490
24-12-18	213,740	182	NAB	2.74%	24-06-19	2,920
25-06-18	1,500,000	365	Bendigo	2.80%	25-06-19	42,000
13-12-18	1,000,000	209	NAB	2.72%	10-07-19	15,575
27-09-18	1,000,000	294	Westpac	2.75%	18-07-19	22,151
03-09-18	1,056,774	336	Commonwealth	2.70%	05-08-19	26,266
29-01-19	1,511,979	210	Westpac	2.73%	27-08-19	23,748
06-09-18	1,000,000	365	AMP	2.80%	06-09-19	28,000
27-09-18	1,500,000	365	Westpac	2.81%	27-09-19	42,150
13-12-18	1,000,000	293	Bendigo	2.75%	02-10-19	22,075
13-12-18	1,563,296	314	Bendigo	2.75%	23-10-19	36,984
16-01-19	1,015,628	300	NAB	2.75%	12-11-19	22,956
19-02-19	1,016,944	280	AMP	2.80%	26-11-19	21,843
26-02-19	1,000,000	280	ME Bank	2.68%	03-12-19	20,559
07-03-19	1,530,344	278	AMP	2.80%	10-12-19	32,636
19-03-19	1,027,000	337	Westpac	2.63%	19-02-20	24,938
TOTAL INVESTMENTS	23,007,488					495,501



FINANCIAL RESERVES

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

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

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

SECTION 4

DEBTORS

SUNDRY DEBTORS

Total Sundry Debtors at 31 March 2019 is \$42,194 compared to \$73,025 at 28 February 2019, a decrease of \$30,831 due to received payments over the period.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	1,456	1,055	556	1,672	4,739
Infrastructure	25,194	0	0	8,751	33,945
Recreation Reserves	0	2,080	720	710	3,510
TOTAL	26,650	3,135	1,276	11,133	42,194
% of total sundry debtors	63%	7%	3%	26%	100%

Action summary of 90 Days Debtors:

Company under Administration – further advice regarding payment status to be received from Administrators (Allowance for Doubtful Debts is recognised)	\$5,907
No permit provided, until payment is received	\$2,936
Company under Administration	\$1,462
Re-sent Statements demanding payment	\$828
TOTAL	\$11,133

Please note, Sundry debtors exclude rate debtors and infringements.

FINES AND INFRINGEMENTS

As at 31 March 2019 Council has 75 infringements outstanding with a balance of \$21,897, a decrease of \$1,186 in outstanding infringements compared to 28 February 2019 due to payments made in the period.

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

Seventy (70) infringements have been sent to the Fines Recovery Unit (FRU), three (3) infringements were sent reminder notices and two (2) are on hold.

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

OUTSTANDING RATES

Council's Debt Recovery Policy FIN05 guides the collection of outstanding rates. Recovery of rates continues to be an area of focus with Council's performance in recovering outstanding rates improving each month. Council continues to use the services of the current Debt Collector for rate assessments presently placed with them and has commenced an agreement with another Debt Collection Agency. This agreement will proceed with "Letters of Demand" sent to all outstanding ratepayers not yet on sufficient payment plans with outstanding debt. Rates in arrears have decreased by \$38,787 in the month of March.

PRIOR YEAR RATES

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

	BEGINNING OF 2018/19 (30 JUNE 2018)	PREVIOUS MONTH (FEBRUARY 2019)	CURRENT MONTH (MARCH 2019)	MONTHLY VARIANCE
COMMERCIAL	\$50,725	\$31,309	\$27,401	(\$3,908)
MINING	\$65,629	\$73,940	\$74,494	\$554
NON-RATEABLE MINING	\$0	\$0	\$0	\$0
NON-RATEABLE WASTE	\$19,666	\$19,123	\$19,533	\$410
RURAL RESIDENTIAL	\$1,688,116	\$1,224,515	\$1,194,513	(\$30,002)
URBAN RESIDENTIAL	\$86,445	\$100,788	\$94,947	(\$5,841)
TOTAL	\$1,910,581	\$1,449,675	\$1,410,888	(\$38,787)

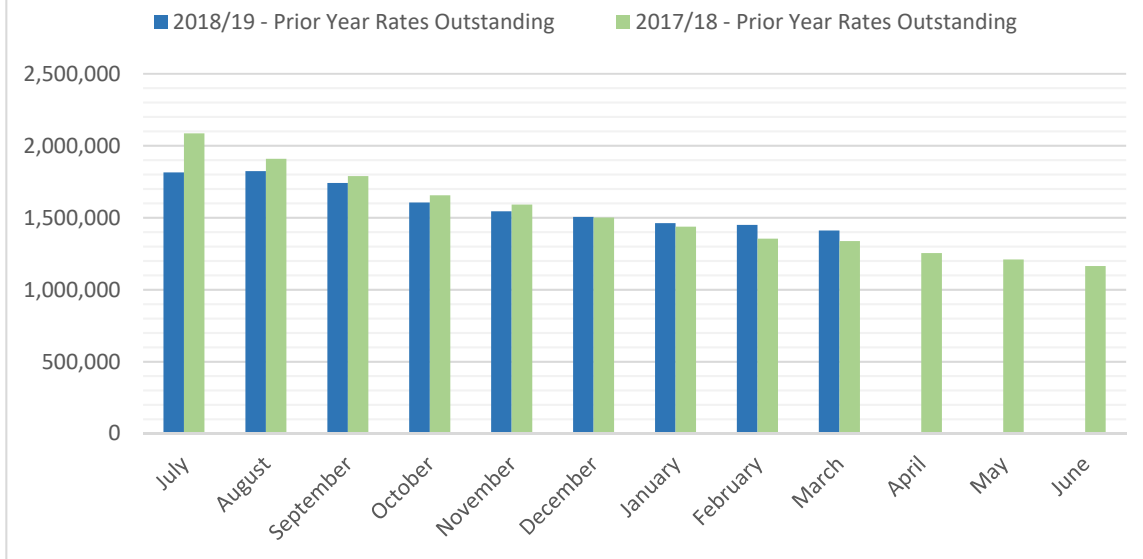
The prior year rates outstanding comprise numerous challenging debts totalling \$230,155, these include:

- Ratepayers in extreme financial hardship;
- Deceased estates that are considered Bad and Doubtful Debts;
- Deceased estate awaiting the auction process to commence to sell the property and recoup outstanding rates and charges;
- Historical Agreement with the owner of a neighbouring property with a dwelling built over a joining boundaries.

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

Prior Year Rates Outstanding in March 2019 are greater than the same time the year before. This illustrates the current economic climate in Darwin, but is expected to decrease with the adoption of another Debt Collection Agency agreement to enforce the collection of rates.

Arrears Rates Comparison



CURRENT YEAR RATES

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

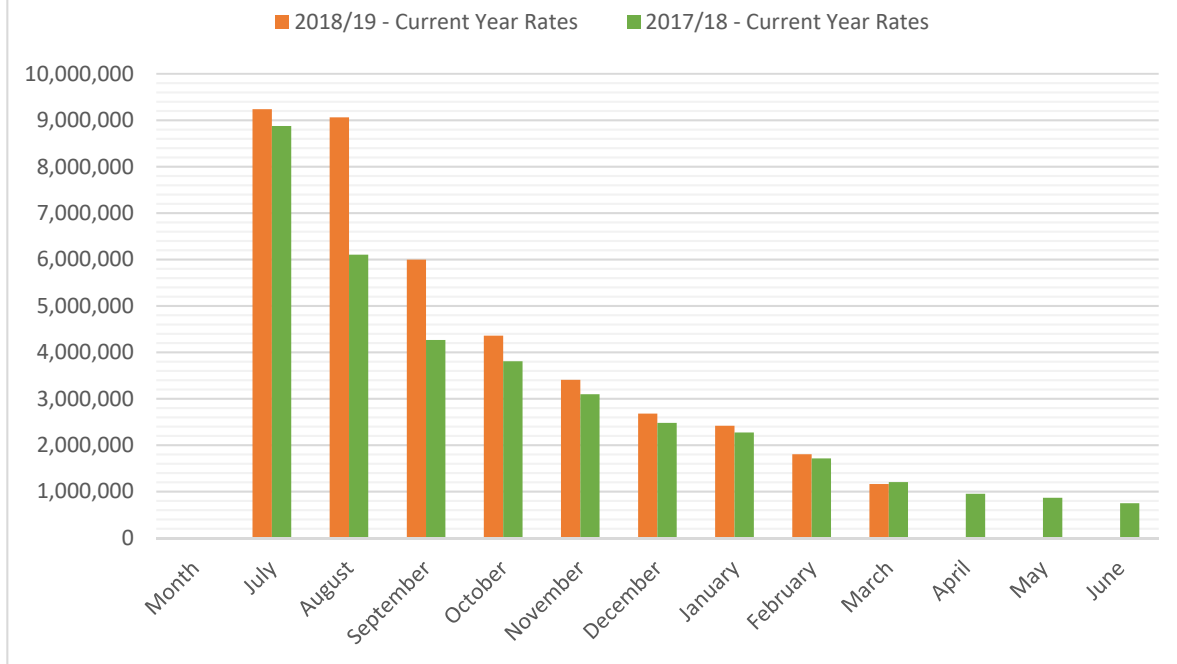
	PRIOR MONTH (FEBRUARY 2019)	CURRENT MONTH (MARCH 2019)	VARIANCE	DUE DATES
INSTALMENT 1	\$295,342	\$265,857	(\$29,485)	OVERDUE
INSTALMENT 2	\$434,786	\$368,502	(\$66,284)	OVERDUE
INSTALMENT 3	\$1,071,987	\$527,587	(\$544,400)	OVERDUE
TOTAL	\$1,802,115	\$1,161,946	\$640,169	

The FINAL instalment of current year's rates was due and payable by 28 February 2019 with a total of \$1,161,946 still to be collected. Current year rates and charges collected in the month of March totalled \$640,169.

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

Current years rates 2018/19 outstanding is lower than 2017/18, which is varies from to the previous month. Council sent 1,509 Final Notice letters on 15 March 2019 and will now proceed with directing all ratepayers not on an adequate payment plans to Debt Collection within the next week.









Current Rates Comparison






SECTION 5

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2018/19 Municipal Plan includes a number of KPIs for the Finance area to meet; these are listed and reported on in the table below.

Key Performance Indicator	Target	Status	Comment
Compliance with management, statutory and regulatory budgeting and reporting	100%		All budgeting and reporting are compliant to date
Monthly and annual financial reporting, including audit	Unqualified audit		Unqualified Audit Report received for the year ended 30 June 2018.
Current years rates outstanding as at 30 June 2019	<15%		Currently at 11.8% with two of three instalments due.
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources.	>50%		Forecast coverage ratio is currently at 61.0%. This increase indicates that majority grants received by Council are amounts received specifically for new or upgrade assets, therefore withheld from the percentage calculation.
Liquidity ratio	>1:1		23.31:1 as at 31/03/2019
Current Ratio	>1		23.31 as at 31/03/2019
Debt Service Ratio	>1		Forecast is 0%
Asset sustainability ratio	60%		Forecast currently 91.4%. Depreciation forecast is \$11,557,620. This increase indicates that Council is replacing assets as they reach the end of their useful life. It does however, take into consideration the increased grant funding for capital project upgrades and new asset development alleviating the percentage above Council's expected level.

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

SECTION 6

CREDITORS PAID

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

Cheque No	Creditors	Payee	Description	Amount
Payroll 19	13/3/2019	LC Staff	Payroll Fortnight ending 13 March 2019	\$161,435.20
Payroll 20	27/3/2019	LC Staff	Payroll Fortnight ending 27 March 2019	\$153,911.40
07/03/2019	913.1137-01	ALLAN KING & SONS CONSTRUCTION PTY LTD	Re-gravelling - multiple locations Litchfield area	\$247,795.86
14/03/2019	914.1000-01	LAVERCOMBE GRADER SERVICES	RFT18-161 - Freds Pass road realignment	\$190,774.23
21/03/2019	917.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld CYC 1 & 2 - Pay 19	\$56,955.00
07/03/2019	913.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld CYC 1 & 2 - Pay 20	\$54,167.00
21/03/2019	917.280-01	CITY OF DARWIN	Dec 18 - All waste transfer stations landfill fees - Shoal Bay	\$53,157.91
21/03/2019	917.1137-01	ALLAN KING & SONS CONSTRUCTION PTY	Shoulder Top Up - 100mm - multiple roads Litchfield area	\$47,675.20
01/03/2019	DD010319	STATEWIDE SUPERANNUATION PTY LTD	Feb 19 - Pays 17 & 18, All Cycles	\$47,667.05
28/03/2019	919.280-01	CITY OF DARWIN	Jan 19 - All waste transfer stations landfill fees - Shoal Bay	\$44,602.90
28/03/2019	919.596-01	AREA9 IT SOLUTIONS	IT support, licensing and hardware purchases - Council & Taminmin Library	\$36,440.60
14/03/2019	914.1137-01	ALLAN KING & SONS CONSTRUCTION PTY LTD	Maintenance Grade - multiple locations Litchfield area	\$33,816.20
28/03/2019	919.65-01	HUMPTY DOO VILLAGE GREEN MANAGEMENT	4th Quarter Operational and R & M payments	\$22,825.00
14/03/2019	914.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Conduct tree works - multiple sites in the Litchfield area	\$20,350.00
21/03/2019	917.514-01	VEOLIA ENVIRONMENTAL SERVICES	Feb 19 - All waste transfer stations transfer service fees	\$17,900.09
28/03/2019	919.1137-01	ALLAN KING & SONS CONSTRUCTION PTY LTD	Maintenance grade - from Horsnell Road to Mocatto Road & surrounding roads	\$16,382.30
14/03/2019	914.926-01	JACANA ENERGY	Feb 19 - Electricity for Howard Park, Council and Howard Springs WTS	\$16,081.50
28/03/2019	919.1099-01	DAVE'S MINI DIGGA HIRE	Clean out culverts - Freds Pass Road and surrounding areas	\$15,972.60
28/03/2019	919.16-01	BERRY SPRINGS RESERVE	4th Quarter Operational and R & M Payments	\$15,125.00
28/03/2019	919.512-01	SELTHER SHAW PLUMBING PTY LTD	Supply and install septic tank and rainwater tanks - Berry Springs WTS	\$14,558.45
28/03/2019	919.849-01	WEX AUSTRALIA (PUMA CARD)	Feb 19 - Litchfield Fuel Account	\$14,258.47
28/03/2019	919.72-01	LIVINGSTONE RESERVE MANAGEMENT BOARD	4th Quarter Operational and R & M Payments	\$13,200.00
14/03/2019	914.1099-01	DAVE'S MINI DIGGA HIRE	Drain clean out - Bees Creek Road and multiple locations	\$12,040.00
28/03/2019	919.192-01	MAGIQ SOFTWARE (X INFOXPERT)	Annual supply of the InfoXpert licence	\$11,609.40
14/03/2019	914.1230-01	TRUE NORTH STRATEGIC COMMUNICATION	Rating Policy Review - Community Reference Group	\$11,582.58
11/03/2019	D220219	WESTPAC CARDS & DIRECT DEBITS	Feb 19 - Litchfield Council monthly corporate credit card	\$10,336.45
28/03/2019	919.1515-01	MISS P CHALMERS	Land Purchase - 150 Freds Pass Road - buy back for Black Spot area	\$10,000.00
07/03/2019	913.1145-01	FYFE PTY LTD	Engineering Survey - Berry Springs WTS	\$9,746.00
14/03/2019	914.1536-01	ROSSI ARCHITECTS	Humpty Doo WTS - Preliminary design stage	\$9,570.00

Cheque No	Creditors	Payee	Description	Amount
28/03/2019	919.180-01	AURECON AUSTRALIA P/L	Feb 19 - Contribution Plan Review	\$8,020.38
21/03/2019	917.414-01	AURECON AUSTRALIA P/L	Clean under driveway culvert - Bees Creek Road & multiple locations	\$7,920.00
07/03/2019	913.1065-01	MRS M H BREDHAUER	Feb 19 - Mayor Allowances	\$7,747.71
14/03/2019	915.189-01	H.D. ENTERPRISES P/L (HD PUMP SALES)	Wet End southern cross & Wet End Franklin – Thorak Cemetery	\$7,427.30
14/03/2019	914.462-01	ADVANCED WEIGHING TECHNOLOGY NT PTY LTD	Fix weighbridge, replace loadcells & recalibrate	\$7,381.25
28/03/2019	919.1107-01	MCARTHUR (VIC) PTY LTD	Chief Executive Officer - 30% of recruitment	\$7,260.00
28/03/2019	919.1386-01	RESIDENTIAL IRRIGATION	To supply/install irrigation to 4 garden beds and lawns	\$6,953.00
28/03/2019	919.1209-01	JAC COMRIE PTY LTD	Presentation - Community Reference Group	\$6,497.05
14/03/2019	915.85-01	TELSTRA	Fibre installation costs - Thorak Cemetery	\$6,488.99
07/03/2019	913.162-01	CIVICA PTY LTD	Apr 19 - Authority Program - Licence Fee	\$6,440.36
07/03/2019	912.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Feb 19 - Grave digging	\$5,280.00
21/03/2019	917.1534-01	LEWIS CONSTRUCTIONS	Progress payment for section 40 and building permit	\$5,000.00
01/03/2019	911.1531-01	REWARD HOSPITALITY	Fridge - Humpty Doo Village Green - SPG	\$4,810.87
28/03/2019	919.1413-01	McCLELLAND INDUSTRIES PTY LTD	Apr 19 - Rent MWF Sheds, 23 Spencley Road, Humpty Doo	\$4,767.40
21/03/2019	916.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temp placement labour hire: Week Ending 3.03.2019	\$4,630.84
21/03/2019	917.409-01	F & J BITUMEN SERVICES PTY LTD	Various road & footpath works at Bunday Road, Kundook Place to Hillier Road & intersection of Mocatto & Acacia Road	\$4,510.00
21/03/2019	917.8-01	DOWNERDI WORKS PTY LTD	Pothole patching - Old Bynoe Road & surrounding roads	\$4,494.95
28/03/2019	919.75-01	MCMINNS LAGOON RESERVE ASSOCIATION	4th Quarter Operational and R & M Payments	\$4,125.00
14/03/2019	914.14-01	AUSTRALIA POST	Annual Renewal - Council PO Box 446 Humpty Doo NT 0836	\$4,096.19
14/03/2019	914.85-01	TELSTRA	Feb 19 - Fibre supply to Council	\$4,071.41
14/03/2019	914.170-01	NT RECYCLING SOLUTIONS (NTRS)	Feb 19 - WT Stations & Council Office - Cardboard & co-mingle transfer to Shoal Bay	\$4,049.32
14/03/2019	914.896-01	E.E. MUIR & SONS PTY LTD	Bulk purchase of weed spray chemicals	\$3,872.00
07/03/2019	913.268-01	BYRNE CONSULTANTS	Road Safety Audit / Design Recommendations - Freds Pass Road	\$3,630.00
07/03/2019	913.414-01	TOTAL EXCAVATIONS	Clean debris - Bees Creek Road underway culvert	\$3,432.00
21/03/2019	917.1099-01	DAVE'S MINI DIGGA HIRE	Clean out drains - Hopewell Road & Bees Creed Road	\$3,256.00
07/03/2019	912.385-01	DAVID MILNE	Supply variable speed drive for small irrigation system	\$3,250.50
14/03/2019	914.414-01	TOTAL EXCAVATIONS	Clean debris - Bees Creek Road 2nd underway culvert	\$3,036.00
07/03/2019	913.1064-01	MRS C M SIMPSON	Feb 19 - Councillor Allowances	\$2,947.05
21/03/2019	917.1320-01	RUSSELL KENNEDY LAWYERS	Professional services for employment matters	\$2,937.00
14/03/2019	915.144-01	ORIGIN	Feb 19 - LPG gas	\$2,521.10
14/03/2019	914.1417-01	CASWELL ELECTRICAL PTY LTD	Completion of electrical works - Berry Springs WTS	\$2,475.00
21/03/2019	917.1242-01	THAT OTHER SPARKY	Replace lights in pit shed	\$2,431.00
07/03/2019	913.87-01	TOP END LINEMARKERS PTY LTD	Girraween Primary School - new traffic markings	\$2,413.00
07/03/2019	912.1521-01	DARWIN CARPETS & VINYLs	Replacement & installation of chapel carpet	\$2,407.90
28/03/2019	919.282-01	ECOFLEX NT PTY LTD	Collect tyres from Humpty Doo WTS	\$2,373.69

Cheque No	Creditors	Payee	Description	Amount
21/03/2019	917.1288-01	ABBOTT CLEANING SERVICES	Timber cleaning for Howard Hall floors	\$2,365.00
07/03/2019	913.995-01	WILDKAT HOLDINGS (NT) PTY LTD	Hire of positrack at Humpty Doo WTS	\$2,355.98
07/03/2019	912.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temp placement labour hire: Week Ending 24.02.2019	\$2,312.38
28/03/2019	919.8-01	DOWNERDI WORKS PTY LTD	Pothole patching - multiple road ways in Litchfield area	\$2,265.22
14/03/2019	914.512-01	SELTHER SHAW PLUMBING PTY LTD	Backflow assessment as per Power & Water requirement - Knuckey Lagoon Reserve	\$2,246.22
07/03/2019	913.1527-01	FAST CALL PLUMBING	Supply & installation of bore water meter - McMinns Lagoon Recreation Reserve	\$2,176.00
07/03/2019	913.1063-01	MRS K J SAYERS-HUNT	Feb 19 - Deputy Mayor Allowances	\$2,163.50
07/03/2019	913.1290-01	MATCHEZ SUPERANNUATION FUND (M SALTER)	Feb 19 - Councillor Allowances	\$2,157.05
07/03/2019	913.8-01	DOWNERDI WORKS PTY LTD	Traffic Management for Environmental Management Plan	\$2,147.75
07/03/2019	913.1253-01	CRAIG BURGDORF	Replace clearance lights for the forklift	\$2,063.85
07/03/2019	913.384-01	MS C VERNON	Feb 19 - Consultancy Services - Authority	\$2,059.20
21/03/2019	917.926-01	JACANA ENERGY	Feb 19 - Electricity for Humpty Doo WTS	\$2,030.02
21/03/2019	917.1542-01	CAM INTERIORS	Library Furnitures - ottomans and coffee tables	\$2,017.40
07/03/2019	913.1068-01	MR D S BARDEN	Feb 19 - Councillor Allowances	\$1,967.05
14/03/2019	914.748-01	AGMECH SERVICES	Service - Tractor - 500HR MF5711 - Rego no. SV 4275	\$1,908.39
14/03/2019	914.162-01	CIVICA PTY LTD	Oct 18 to Feb 19 - Civica Support	\$1,894.20
21/03/2019	917.612-01	CREMASCO CIVIL PTY LTD	Repair cut gate at Hicks Road	\$1,848.55
14/03/2019	915.1141-01	NORTHERN GROUND MAINTENANCE	Edging and blowing of Cemetery grounds	\$1,815.00
14/03/2019	914.1170-01	NT POWERSPORTS (CF MOTO DARWIN)	Service - Landboss - 500KM - Rego No. CC51QU	\$1,759.95
14/03/2019	914.1253-01	CRAIG BURGDORF	Service of backhoe at Berry Springs WTS	\$1,680.88
28/03/2019	919.671-01	BURSON AUTOMOTIVE PTY LTD	Replacement of compressor at Howard Springs WTS	\$1,649.00
28/03/2019	919.187-01	NORSIGN	Black Spot stickers for multiple locations Litchfield area	\$1,638.77
07/03/2019	913.282-01	ECOFLEX NT PTY LTD	Collect tyres from Humpty Doo WTS	\$1,621.09
07/03/2019	913.1099-01	DAVE'S MINI DIGGA HIRE	Clean out of culvert - 305 Bees Creek Road	\$1,584.00
07/03/2019	913.1088-01	TALENT PROPELLER	Recruitment Campaign for Cemetery Groundsperson	\$1,534.50
28/03/2019	919.78-01	POWER & WATER CORPORATION	Feb 19 - Water for Howard Springs WTS	\$1,487.28
07/03/2019	913.1032-01	INTERNATIONAL ASSOCIATION FOR PUBLIC PARTICIPATION LTD (IAP)	Training: Methods for Engagement Professional Development	\$1,430.00
21/03/2019	916.926-01	JACANA ENERGY	Feb 19 - Electricity for Thorak Cemetery	\$1,429.30
28/03/2019	919.806-01	ZIPPY CLEANING & MAINTENANCE SERVICES	Mar 19 - Cleaning at Litchfield Council Office	\$1,426.23
07/03/2019	913.1464-01	PROJECT BUILDING CERTIFIERS Pty Ltd	Application fee to conduct investigation at Challoner Circuit	\$1,320.00
07/03/2019	912.1476-01	NT MOBILE AUTO ELECTRICS	Supply & install of reversing camera for Cemetery's Hino Truck	\$1,312.50
07/03/2019	913.1538-01	MRS C GORE	Rates Refund	\$1,294.32
21/03/2019	917.78-01	POWER & WATER CORPORATION	Water swipe cards for MWF & Feb 19 - Water for Howard Park Reserve	\$1,287.14
14/03/2019	914.409-01	F & J BITUMEN SERVICES PTY LTD	Dig out & fill out at Berry Springs WTS	\$1,200.00
21/03/2019	917.1076-01	TDC (NT) PTY LTD - T/AS TERRITORY DEBT COLLECTION	Debt recovery fees	\$1,196.55
07/03/2019	913.885-01	HUMPTY DOO DIESEL	Service - Kubota F3690 - 200HR - Rego No. CB60MU	\$1,093.40
28/03/2019	919.1253-01	CRAIG BURGDORF	Service - Bobcat at Howard Springs WTS	\$1,042.53
07/03/2019	913.1023-01	AUSLINE ENGINEERING	Repair & assess verge mower drum	\$1,034.00

Cheque No	Creditors	Payee	Description	Amount
07/03/2019	912.130-01	MOBILE LOCKSMITHS	New keys, barrels & labour for the Crematory	\$1,023.00
28/03/2019	919.1076-01	TDC (NT) PTY LTD - T/AS TERRITORY DEBT COLLECTION	Debt recovery fees	\$1,020.80
28/03/2019	919.1035-01	AUSTRALIA WIDE TAXATION & PAYROLL	Training: Australia Wide Taxation & Payroll Training - 2 staff	\$970.00
14/03/2019	914.506-01	TURBO'S TYRES	Repairs for the month for mower and jockey wheels	\$939.40
21/03/2019	917.1524-01	ESRI AUSTRALIA PTY LTD	ArcGIS online viewer licence	\$924.00
07/03/2019	913.1334-01	OUTER EDGE PHOTOGRAPHY	Entertainment for Australia Day function	\$914.99
14/03/2019	914.280-01	CITY OF DARWIN	Shoal Bay additional charge for waste	\$886.55
21/03/2019	917.327-01	TIGER CONTRACTING (NT) PTY LTD	Grounds maintenance for HPRR - 05 MAR 19	\$880.00
28/03/2019	919.327-01	TIGER CONTRACTING (NT) PTY LTD	Grounds maintenance for HPRR 19 MAR 19	\$880.00
07/03/2019	913.1428-01	HANNA'S COOLING PTY LTD (B&A HANNA)	Works on 2 ceiling mounted AC ducted units	\$858.00
28/03/2019	919.885-01	HUMPTY DOO DIESEL	Replacement of mower spindle	\$848.25
14/03/2019	914.958-01	MAINTAIN AV	Install repaired projector and to test equipment	\$844.00
21/03/2019	917.1297-01	SS AUTO ELECTRICS	Electrical repairs for 3 vehicles on site	\$827.50
28/03/2019	919.1098-01	MS W D SMITH	Reimbursement of out of pocket expenses for course attended - Managing People	\$817.46
21/03/2019	917.1428-01	HANNA'S COOLING PTY LTD (B&A HANNA)	Inspection of aircons and replace 2 capacitors	\$814.00
14/03/2019	914.78-01	POWER & WATER CORPORATION	Feb 19 - Water for Litchfield Council Office	\$801.54
07/03/2019	913.616-01	PALMERSTON & RURAL PARTY HIRE	Equipment hire for Litchfield Women Business function	\$779.00
14/03/2019	914.1130-01	MAIR'S ONLY CLEANING	11 Mar to 24 Mar 19 - Cleaning for Knuckey Lagoon & Howard Park Reserve	\$770.00
28/03/2019	919.1130-01	MAIR'S ONLY CLEANING	25 Mar to 07 Apr 19 - Cleaning for Knuckey Lagoon & Howard Park Reserve	\$770.00
14/03/2019	914.326-01	EYESIGHT SECURITY P/L	Jan 19 - Thorak Cemetery security patrol	\$768.90
07/03/2019	913.98-01	ALL RURAL MECHANICAL	Service - Waste Colorado Ute	\$767.05
14/03/2019	914.87-01	TOP END LINEMARKERS PTY LTD	Line Marking for Beddington & Pioneer Roads intersection	\$756.80
28/03/2019	919.506-01	TURBO'S TYRES	Repair of multiple mower jockey wheels	\$756.80
14/03/2019	914.51-01	SOUTHERN CROSS PROTECTION	Feb 19 - Humpty Doo Transfer Station security patrol	\$745.95
43545	917.1170-01	NT POWERSPORTS (CF MOTO DARWIN)	Repair drive noise on Landboss ATV	\$734.00
07/03/2019	913.522-01	FARMWORLD NT PTY LTD	Replacement shaft for SV 3882	\$683.50
14/03/2019	914.1471-01	RICOH AUSTRALIA Pty Ltd	Feb 19 - Consumable charges for Council photocopiers	\$676.91
07/03/2019	913.926-01	JACANA ENERGY	Jan 19 - Electricity for Howard Springs WTS	\$673.14
28/03/2019	919.1372-01	MEDIMOBILE PTY LTD	Flu vaccination program for employees - 21 participants	\$669.90
21/03/2019	917.968-01	NT FASTENERS PTY LTD	Makita cordless combo kit, incl accessories	\$661.29
28/03/2019	919.1547-01	MR D J DONEGAN	Rates Refund	\$650.00
14/03/2019	914.1242-01	THAT OTHER SPARKY	After hours call out to repair meter - Gonnerman Road	\$649.00
21/03/2019	916.455-01	MINI-TANKERS AUSTRALIA PTY LTD	Feb 19 - Fuel for Backhoe, Hino, Mower and Truck	\$644.27
21/03/2019	916.776-01	HME AIRCONDITIONING & ELECTRICAL	Cleaning of chapel & Thorak Cemetery office air conditioners	\$640.00

Cheque No	Creditors	Payee	Description	Amount
28/03/2019	919.1207-01	UNIQUE INDUSTRIES (AUTO TECH)	Call out for diagnostics & battery replacement for Ford Ranger - Rego CC45FS	\$610.00
07/03/2019	913.489-01	STEEL WORK STEEL	Fix broken door at Howard Springs WTS	\$605.00
21/03/2019	917.205-01	SAFEWAY TEST & TAG (DAVID MILNER)	Test & Tag service for Taminmin College's electrical equipment	\$577.50
14/03/2019	914.1181-01	ODD JOB BOB	Repair mirrors at Howard Park Hall	\$567.60
11/03/2019	DD220219	WESTPAC CARDS & DIRECT DEBITS	Feb 19 - Thorak Cemetery monthly corporate credit card	\$567.60
07/03/2019	913.132-01	AIRPOWER NT PTY LTD	Replacement blades for front-deck mowers	\$544.50
28/03/2019	919.560-01	JOBFIT HEALTH GROUP PTY LTD	Fit for work assessment Administration Planning Officer	\$534.60
28/03/2019	919.1471-01	RICOH AUSTRALIA Pty Ltd	Feb 19 - Monthly rental charges for Council photocopiers	\$524.42
06/03/2019	00413210	PALMERSTON AND RURAL SENIORS COMMITTEE	Community Grant - 'Everything You Need'	\$500.00
12/03/2019	00413212	SOUTHERN DISTRICT CROCS NETBALL CLUB	Community Grant - Netball Equipment - Southern Districts Netball Club	\$500.00
25/03/2019	00413215	LITCHFIELD ORCHID CLUB INC	Community Initiative Grant - NT Orchid Spectacular	\$500.00
21/03/2019	917.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Repair hydraulic leak in compactor at Humpty Doo WTS	\$492.80
28/03/2019	919.926-01	JACANA ENERGY	Feb 19 - Electricity for Howard Park - 2nd bill	\$459.06
07/03/2019	913.31-01	TOP END SIGN SALES	Artwork for new gate & signs for 3 transfer stations	\$440.00
28/03/2019	919.815-01	JEFFRESS ADVERTISING	NT News Ad - Mobile Work Force Shed	\$438.77
28/03/2019	918.806-01	ZIPPY CLEANING & MAINTENANCE SERVICES	Mar 19 - Chapel & Thorak Cemetery office cleaning	\$426.07
28/03/2019	919.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Mar 19 - Monthly record storage	\$411.77
07/03/2019	913.828-01	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia and disposal of diseased/injured animals	\$403.70
21/03/2019	917.790-01	BOBTOW TILT TRAY SERVICES	To remove & scrap 3 cars from Council yard	\$396.00
14/03/2019	914.508-01	EASA	Feb 19 - EAP Counselling sessions	\$394.94
21/03/2019	917.1540-01	BASCOMB HOLDINGS PTY LTD	Rates Refund	\$387.34
07/03/2019	912.941-01	EVERLON BRONZE	Plaque for Cemetery	\$360.80
28/03/2019	919.130-01	MOBILE LOCKSMITHS	Check & fix security roller at front counter including replacement lock	\$352.00
21/03/2019	916.941-01	EVERLON BRONZE	Plaque for Cemetery	\$342.10
18/03/2019	BPAY241	RTM MOTOR VEHICLE REGISTRY	Registration - Rego: CB24XO Iseki Ride Mower for 12 months	\$318.25
14/03/2019	914.268-01	BYRNE CONSULTANTS	Design of traffic calming device access - Freds Pass	\$311.30
07/03/2019	913.1278-01	SEEK LIMITED	Advertisement for Groundsperson Cemetery position	\$308.00
12/03/2019	00413213	LITCHFIELD COUNCIL PETTY CASH	Feb 19 - Reimburse Petty Cash Float	\$301.10
14/03/2019	915.1136-01	DAVID DALY ELECTRONICS PTY LTD	Replacement of transformer and other parts as required	\$300.00
21/03/2019	917.40-01	PACKARD GOOSE PTY LTD	Pump out waste oil containers - Humpty Doo WTS	\$298.75
28/03/2019	919.612-01	CREMASCO CIVIL PTY LTD	Straighten damaged bollard & weld together - Power Rd & Girraween Rd Intersection	\$286.80
07/03/2019	913.560-01	JOBFIT HEALTH GROUP PTY LTD	First Dose - Hep B Vaccination - MWF employee	\$281.60
21/03/2019	917.489-01	STEEL WORK STEEL	Repair general bin at Howard Springs WTS	\$275.00

Cheque No	Creditors	Payee	Description	Amount
28/03/2019	919.1008-01	OUTBACK BATTERIES P/L	Mirror replacement - 4x4 Ford Ranger - Rego: CC45FT	\$269.10
21/03/2019	917.132-01	AIRPOWER NT PTY LTD	Replacement jockey wheel brushes & bearings	\$260.11
07/03/2019	913.1142-01	OFFICEMAX AUSTRALIA LTD	Feb 19 - Replenish office stationary incl. toilet paper & hand towels	\$256.53
07/03/2019	913.61-01	GREENTHEMES INDOOR PLANT & HIRE	Feb 19 - Indoor plant hire - Litchfield Council Office	\$255.28
14/03/2019	914.1396-01	CSE CROSSCOM PTY LTD (T/A COMM8)	Feb 19 - Tracking System Data Access	\$255.20
14/03/2019	914.560-01	JOBFIT HEALTH GROUP PTY LTD	Fit for work assessment HR & WHS Officer	\$246.40
28/03/2019	918.849-01	WEX AUSTRALIA (PUMA CARD)	Feb 19 - Thorak Cemetery monthly fuel charges	\$225.95
28/03/2019	919.85-01	TELSTRA	Mar 19 - Thorak Cemetery monthly phone charges	\$207.81
07/03/2019	913.85-01	TELSTRA	Feb 19 - Thorak Cemetery monthly phone charges	\$204.93
12/03/2019	00413211	ELISABETH GRAHAM	2019 Art Exhibition - Viewer's Choice Award	\$200.00
19/03/2019	00413214	MR E O'BRIEN	Dog trap return bond refund	\$200.00
14/03/2019	914.130-01	MOBILE LOCKSMITHS	New gate lock at Berry Springs WTS	\$192.50
07/03/2019	913.1040-01	SUPERCHEAP AUTO	Gear oil for west gear lube	\$188.30
28/03/2019	919.855-01	TENDERLINK	Public Notice - Mobile Work Force Shed	\$184.80
14/03/2019	914.1142-01	OFFICEMAX AUSTRALIA LTD	Jan 19 - Replenish office stationary incl. toilet paper & hand towels	\$183.07
28/03/2019	919.1143-01	WORKPRO (RISK SOLUTIONS AUSTRALIA)	Police Clearance - 3 Clearances for new employees	\$181.50
26/03/2019	BP242	RTM MOTOR VEHICLE REGISTRY	Registration - Rego: SV3771 Hyundai HL730-9 for 12 months	\$180.25
07/03/2019	913.533-01	MR G HADJIKYRIACOU	Reimbursement for safety boots	\$175.00
14/03/2019	914.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Mar 19 - Monthly ASSA Membership	\$165.00
21/03/2019	916.514-01	VEOLIA ENVIRONMENTAL SERVICES	Feb 19 - Waste Removal - 4 Bin collections	\$165.00
21/03/2019	917.1015-01	NEWSXPRESS HUMPTY DOO	01 Oct to 30 Dec 18 - NT Newspaper Supply	\$143.40
28/03/2019	919.1060-01	MS K CONRICK	Reimbursement of 1-night accommodation during LGCOG Conference	\$138.50
28/03/2019	918.928-01	RSEA PTY LTD	Safety Glasses and Electrolyte Mix	\$138.48
21/03/2019	917.1040-01	SUPERCHEAP AUTO	Low profiles and hitch receivers	\$132.70
07/03/2019	913.842-01	MR R J FREEMAN	Remove tyres from rims at Humpty Doo WTS	\$130.00
21/03/2019	917.801-01	KING DIESEL & MAINTENANCE PTY LTD	Inspection of Hyundai Loader at WTS	\$121.00
07/03/2019	913.1157-01	RICHMOND WHEEL & CASTOR	Square metal threaded tube inserts	\$116.60
14/03/2019	914.790-01	BOBTOW TILT TRAY SERVICES	Towing of Black Suzuki Swift from Secrett Road	\$110.00
07/03/2019	913.25-01	LAND TITLES OFFICE	Feb 19 - Planning Survey Investigations	\$109.60
14/03/2019	914.1015-01	NEWSXPRESS HUMPTY DOO	31 Dec 18 to 02 Mar 19 - NT Newspaper Supply	\$104.80
14/03/2019	914.1539-01	MR R M PEAKE	Community Reference Group - Rating Review Policy	\$100.00
21/03/2019	917.1543-01	MR D W TILLACK	Trap return bond refund	\$100.00
28/03/2019	919.1352-01	PRO-TEK T/A KLP TRADING PTY LTD	Repairs to iPhone screen	\$100.00
28/03/2019	919.1545-01	MR A C HAYWARD	Dog trap return bond refund	\$100.00
27/03/2019	00413216	MR J J WALKER	Cat trap return bond refund	\$100.00
28/03/2019	919.876-01	NT ICE	30 bags of ice delivered for MWF Crews	\$99.00

Cheque No	Creditors	Payee	Description	Amount
21/03/2019	917.1541-01	MR D L BINKS	Reimbursement for fuel payment when Puma Card was declined	\$87.65
21/03/2019	917.506-01	TURBO'S TYRES	Repair mower jockey wheel	\$85.80
07/03/2019	913.876-01	NT ICE	30 bags of ice delivered for MWF Crews	\$82.50
28/03/2019	918.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled water for Thorak Cemetery Office foyer & Chapel	\$77.00
28/03/2019	919.1344-01	PROSEGUR AUSTRALIA PTY LTD	12th & 15th Mar 19 - Banking collection from Council Office	\$76.64
14/03/2019	914.874-01	FIN BINS (VTG WASTE & RECYCLING)	Feb 19 - Rubbish removal from Council Premises	\$72.45
07/03/2019	913.1344-01	PROSEGUR AUSTRALIA PTY LTD	19th & 22nd Mar 19 - Banking collection from Council Office	\$71.50
14/03/2019	914.1344-01	PROSEGUR AUSTRALIA PTY LTD	26th Feb & 1st Mar 19 - Banking collection from Council Office	\$71.50
21/03/2019	917.1344-01	PROSEGUR AUSTRALIA PTY LTD	5th & 8th Mar 19 - Banking collection from Council Office	\$71.50
07/03/2019	913.1130-01	MAIR'S ONLY CLEANING	04th to 08th Mar 19 - Cleaning for Knuckey Lagoon	\$70.00
21/03/2019	917.1130-01	MAIR'S ONLY CLEANING	18th to 22nd Mar 19 - Cleaning for Knuckey Lagoon	\$70.00
07/03/2019	913.565-01	CURBY'S (NT) PTY LTD	Name badges with magnet for new employees	\$61.60
14/03/2019	914.522-01	FARMWORLD NT PTY LTD	2x Falc PTO seals	\$57.10
28/03/2019	918.1053-01	CSG BUSINESS SOLUTIONS PTY LTD	Feb 19 - Thorak Cemetery monthly photocopier rental charges	\$55.80
28/03/2019	919.936-01	MR P MCCOLL	Reimbursement for Annual Skin Check	\$52.40
07/03/2019	913.1537-01	MRS J SCOTT	Key return bond refund	\$50.00
14/03/2019	914.1498-01	MR M C LOWE	Community Reference Group - Rating Review Policy	\$50.00
14/03/2019	914.1499-01	MR D C ON	Community Reference Group - Rating Review Policy	\$50.00
14/03/2019	914.1500-01	MS A E MALGORZEWICZ	Community Reference Group - Rating Review Policy	\$50.00
14/03/2019	914.1501-01	MRS T WILLIS	Community Reference Group - Rating Review Policy	\$50.00
14/03/2019	914.1505-01	MR H WALTER	Community Reference Group - Rating Review Policy	\$50.00
14/03/2019	914.1510-01	MR S W WRIGHT	Community Reference Group - Rating Review Policy	\$50.00
14/03/2019	914.1511-01	MR G J ROSSE	Community Reference Group - Rating Review Policy	\$50.00
14/03/2019	914.1512-01	J A DEVERAUX	Community Reference Group - Rating Review Policy	\$50.00
14/03/2019	914.1522-01	MR A SOUTH	Community Reference Group - Rating Review Policy	\$50.00
07/03/2019	913.187-01	NORSIGN	Signage for Jesse Road	\$48.95
07/03/2019	913.820-01	CONSOLIDATED BEARING COMPANY (CBC)	Mechron 2200 ATV People Carrier Cap belt	\$48.13
07/03/2019	913.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Air compressor hose repair	\$43.74
07/03/2019	912.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled water for Thorak Cemetery Office foyer & Chapel	\$33.00
21/03/2019	917.1133-01	NT WATER FILTERS	Bottled water for Council Office foyer	\$31.20
21/03/2019	916.1472-01	TERRITORY SPRINGWATER	Bottled water for Thorak Cemetery Office foyer & Chapel	\$22.00
14/03/2019	914.1333-01	MRS M E LEO	Reimbursement for Rating Review Meeting	\$20.25
14/03/2019	914.367-01	BUNNINGS GROUP LIMITED	Consumable replacement parts	\$8.08

Cheque No	Creditors	Payee	Description	Amount
21/03/2019	917.85-01	TELSTRA	Text Messaging Service for Council Meeting Reminders	\$7.25
TOTAL				\$1,647,635.07

CREDIT CARD TRANSACTIONS

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

Staff Member	Details	Cost Code	Amount	GST
Kaylene Conrick CEO	CEO LGCOG Conference - Darwin Taxi	WO4084.302	\$ 25.83	\$ 1.23
	CEO LGCOG Conference - GM Cabs	WO4084.302	\$ 20.16	\$ 0.09
	CEO LGCOG Conference - BWC Taxi	WO4084.302	\$ 29.93	\$ 1.43
	CEO LGCOG Conference - Meals <i>(to be reversed)</i>	WO4084.301	\$ 18.00	\$ 1.64
	CEO LGCOG Conference - GM Cabs	WO4084.302	\$ 18.48	\$ 0.08
	CEO LGCOG Conference - Meals	WO4084.301	\$ 36.45	\$ 3.31
	CEO LGCOG Conference - WA Cabs	WO4084.302	\$ 19.32	\$ 0.92
	CEO LGCOG Conference - Accommodation	WO4084.301	\$ 701.32	\$ 63.76
	CEO LGCOG Conference - Cab Fare	WO4084.302	\$ 41.26	\$ 0.18
	CEO LGCOG Conference - Darwin Taxi	WO4084.302	\$ 35.18	\$ 1.68
	City of Darwin Paystay Carparking	WO4084.302	\$ 10.00	\$ 0.91
	City of Palmerston Carparking	WO4084.302	\$ 3.50	\$ 0.32
Deborah Branson Executive Assistant	EA Conference Sydney - Taxi Fare	WO4084.302	\$ 46.94	\$ 2.24
	EA Conference Sydney - Accommodation	WO4084.301	\$ 883.05	\$ 80.28
	EA Conference Darwin - Taxi Fare	WO4084.302	\$ 65.31	\$ 3.11
	Canva - Facebook Artwork Purchase	3030.350.414	\$ 1.44	\$ -
	LWIB Tickets	3020.330.644	\$ 101.50	\$ -
	Mayor - Registration - 2019 NALGWA Conference	WO4471.301	\$ 900.00	\$ 81.82
	LWIB Incidentals (cheese boards)	3700.341.669	\$ 48.15	\$ 4.38
	Mayor - Flights - Qantas - 2019 NALGWA Conference	WO4471.302	\$ 540.10	\$ 49.10
	News P/L On line subscription	3030.350.503	\$ 20.00	\$ 1.82
	LWIB Facebook Advertising	3700.341.669	\$ 58.94	\$ 5.20
	LWIB Incidentals (props)	3700.341.669	\$ 42.00	\$ 3.82
	LWIB Catering - Coles	3700.341.669	\$ 22.20	\$ 1.09
	LWIB Catering - Liquorland	3700.341.669	\$ 192.00	\$ 17.45
	LWIB Incidentals (cheese knives)	3700.341.669	\$ 36.00	\$ 3.27
	Milk - Office incidentals	3130.350.515	\$ 2.00	\$ -
	LWIB Incidentals (food covers)	3700.341.669	\$ 47.70	\$ 4.34
	LWIB Catering - Coles	3700.341.669	\$ 276.36	\$ 2.24
	LWIB Incidentals (napkins)	3700.341.669	\$ 5.90	\$ 0.54
	LWIB Catering - Liquorland	3700.341.669	\$ 76.00	\$ 6.91
	LWIB Catering - H/Doo Tavern	3700.341.669	\$ 51.90	\$ 4.72
	Vision 6 Councillor Bulleting	3020.330.500	\$ 9.90	\$ 0.90
Silke Maynard Director Community & Corporate Services	Coles - Rating Review Meeting	3050.360.405	\$ 16.65	\$ 0.92
	Subway - Rating Review Meeting	3050.360.405	\$ 65.90	\$ 5.99
	City of Darwin Paystay Carparking	3050.360.405	\$ 10.00	\$ 0.91
	NewsXpress - Stationery - Rating Review	3050.360.405	\$ 6.50	\$ 0.59
	City of Darwin Paystay Carparking	3050.360.405	\$ 4.00	\$ 0.36
	Canva - Graphics for Seniors Morning Tea Flyer	3750.350.500	\$ 1.44	\$ -
	2019 LGPA National Conference Registration	3130.310.644	\$ 1,287.14	\$ 117.01

Staff Member	Details	Cost Code	Amount	GST
Nadine Nilon Director of Infrastructure & Operations	Alignment & replacement of tyres - Rego CC68LC	W4466.120	\$ 1,220.00	\$ 110.91
	Holden Colorado			
	SAI Global - Reference Material	3400.350.500	\$ 166.39	\$ 15.13
	Qantas Adelaide - Course Managing People	3400.310.644	\$ 654.07	\$ 59.46
	Officeworks - Stationary - Fatigue mats etc	3400.350.500	\$ 74.44	\$ 6.77
	LTO - Title Search Strangways	W4299.102	\$ 145.00	\$ 13.18
Karina Gates Finance Manager	Skymesh	3121.350.640	\$ 76.15	\$ 6.92
	Open Colleges - Cert IV Business Administration	3130.310.644	\$ 250.00	\$ -
	Rating Policy Catering - The Harvest Press	3050.360.405	\$ 163.00	\$ 14.82
	Rating Policy catering - Coles	3050.350.405	\$ 48.81	\$ 0.55
	Stanley packaging	4040.350.500	\$ 71.03	\$ 6.46
Glen Byrnes Waste Manager	Onetemp Digital Thermometer	W4238.30	\$ 322.30	\$ 29.30
	Bunnings - Mop wringer	W4238.30	\$ 55.00	\$ 5.00
	Woolworths - Staff Amenities	3410.350.515	\$ 65.30	\$ 2.75
	Woolworths - Staff Amenities	3410.350.515	\$ 13.94	\$ 1.17
	H.D Enterprises Poly Red Nipple	W4238.30	\$ 13.80	\$ 1.25
	Skymesh - Satellite set up costs	3410.350.640	\$ 406.03	\$ 36.91
	Territory Rural - Fire Rake	W4238.30	\$ 94.60	\$ 8.60
	Woolworths - Staff Amenities	3410.350.515	\$ 153.59	\$ 12.60
	Betta Electrical - Microwave Oven	3430.375.527	\$ 487.00	\$ 44.28
Justin Dunning MWF Manager	Oil Suction gun - Puma	3800.375.525	\$ 60.45	\$ 5.50
	Cadillac Transport - Tractor Repairs SV4275	WO4586.127	\$ 1,169.57	\$ 106.32
	Cadillac Transport - Tractor Repairs SV3869	WO4175.127	\$ 1,169.58	\$ 106.33
Vicky Wellman Thorak Manager	Skymesh Satellite	23000.350.640	\$ 39.95	\$ 3.63
Total			\$ 12,698.45	\$ 1,072.38

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 17 April 2019

15 Officers Reports

- 15.1 Executive Services Quarterly Performance Report January – March 2019
- 15.2 Infrastructure and Operations Quarterly Performance Report January – March 2019
- 15.3 Community and Corporate Services Quarterly Performance Report January – March 2019
- 15.4 RSPCA Darwin Request for Operational Funding
- 15.5 Place Names Committee – Dual Naming
- 15.6 April 2019 Summary Planning and Mining Report
- 15.7 Council Sponsorship 2018 – The Sweetest Job Campaign Evaluation Report



COUNCIL REPORT

Agenda Item Number:	15.01
Report Title:	Executive Services Quarterly Performance Report Jan – Mar 2019
Report Number:	19/0039
Meeting Date:	17/04/2019
Attachments:	Nil

Purpose

The quarterly Executive Services performance report, for the period of January to March 2019, is presented to Council for noting.

Summary

The Executive Services quarterly performance report is provided for the three months ending 31 March 2019 and covers broadly the activities carried out in the Executive Services Department.

Recommendations

THAT Council receives and notes the Executive Services Quarterly Performance report for the period January to March 2019.

Background

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

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

1 Elected Members

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

COUNCIL MEETING ATTENDANCE	HELD	ATTENDED	2018/19
Mayor	3	3	8
Deputy Sayers-Hunt	3	2	7
Councillor Barden	3	3	9
Councillor Simpson	3	3	8
Councillor Salter	3	3	8

SPECIAL COUNCIL MEETING ATTENDANCE	HELD	ATTENDED	2018/19
Mayor	0	0	1
Deputy Mayor Sayers-Hunt	0	0	1
Councillor Barden	0	0	1
Councillor Simpson	0	0	1
Council Salter	0	0	1

COUNCIL RESOLUTIONS	THIS PERIOD	2018/19
Resolutions of Council	137	188

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING ATTENDANCE	HELD	ATTENDED	2018/19
Independent Chairperson	1	1	3
Councillor Hunt	1	1	2
Councillor Barden	1	1	3
Mayor Bredhauer (ex-officio)	1	0	1

Next Risk & Audit Committee scheduled 7 May 2019

THORAK REGIONAL CEMETERY BOARD MEETING ATTENDANCE	HELD	ATTENDED	2018/19
Mayor	3	3	8
Deputy Mayor Sayers-Hunt	3	2	7
Councillor Barden	3	3	9
Councillor Simpson	3	3	8
Councillor Salter	3	3	8

CONFERENCES, TRAINING AND DEVELOPMENT	EVENT	DATES	2018/19 IN \$
ICAC Training provided by Clayon Utz Lawyers all Elected Members in attendance, Mayor Maree Bredhauer, Deputy Mayor Kirsty Sayers-Hunt, Cr Christine Simpson, Cr Doug Barden and Cr Mathew Salter		13 March 2019	\$1,750
Cr Salter Development Coaching -	Professional	22 March 2019	\$330

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

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

REVIEWABLE DECISIONS	RECEIVED	SUCCESSFUL	UNSUCCESSFUL	2018/19
Reject correction of assessment	0	0	0	0
Regulatory order	0	0	0	0
Suppress a person's name or address	0	0	0	0

USE OF COMMON SEAL	DATE	RESOLUTION
Nil		
TOTAL FOR FINANCIAL YEAR		0

GIFTS AND BENEFITS REGISTER	NEW THIS PERIOD	TOTAL
ELECTED MEMBER	0	0
STAFF	0	2

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

CIVIC EVENTS	DATE	LOCATION
Nil		
TOTAL FOR QUARTER		0
TOTAL FOR YEAR		3

CITIZENSHIP CEREMONIES	DATE	LOCATION	NUMBER OF PEOPLE	NUMBER OF CEREMONIES
Australia Day Citizenship Ceremony	26 January 2019	Lakeview Hall Feds Pass	11	1
TOTAL FOR QUARTER			11	1
TOTAL FOR FINANCIAL YEAR			24	2

3 Public Relations

MEDIA -ENQUIRIES & RESPONSES	DATE
Funding promise for Palmerston Pool – NT News	15-Jan
Funding promise for Palmerston pool – ABC Darwin	16-Jan
Australia Day advertising – NT News	17-Jan
Mayors Column – The Sun	29-Jan
Media Release – Art Exhibition	07-Feb
Media Release – Girraween Car Park Upgrades	11-Feb
Thorak Regional Cemetery – Recycled body parts - ABC Darwin	13-Feb
Mayors Column – The Sun	19-Feb
Oxford Road street sign – Mardi Gras – ABC Darwin	19-Feb
Media Release – CEO Resigns	21-Feb
Memorial on Gunn Point Beach – NT News	27-Feb
Women in Litchfield Art Exhibition – The Sun	5-Mar
Media Release – Tech Collect	5-Mar
Media Release – Solar Panels	5-Mar
Media Alert – Art Exhibition	6-Mar
Thorak Regional Cemetery – request for interview with groundskeeper – NT News	6-Mar
Illegal rubbish dumping – ABC Darwin	6-Mar
Caravans on rural blocks – ABC Darwin	11-Mar
Media Release – Mobile Black Spot Funding	13-Mar
Media Release – Community Grants Scheme Open	13-Mar
Medis Release – Art Exhibition success	18-Mar
Mayors Column – The Sun	19-Mar
Media Release - \$10 million Labor Announcement – ABC Darwin	29-Mar

TOTALS FOR THE QUARTER 24

TOTALS FOR THE YEAR 48

FACEBOOK POSTS AND STATISTICS	POST	DATE	REACH
Update cover photo	Photo	01-01-19	1554
UPDATE - REUNITED WITH OWNER	Photo	01-01-19	3690
UPDATE: SENT TO PAWS DARWIN FOR REHOMING	Photo	01-01-19	2827
Litchfield Council shared a post.	Status	01-01-19	634
Come along and celebrate all things Australian.	Status	06-01-19	632
UPDATE - REUNITED WITH OWNER	Photo	06-01-19	2993
UPDATE - OWNER FOUND	Photo	08-01-19	2164
Human Resources and WHS Advisor 12-month fixed term contract (Maternity cover) - full time hours.	Photo	10-01-19	849
Infrastructure Project Coordinator	Photo	10-01-19	1450
Litchfield Council shared a post.	Photo	13-01-19	623
Works will commence tomorrow, Tuesday 15 January, on the unsealed section of Leonino Road between Chibnall Road and the Stuart Highway.	Photo	13-01-19	789
UPDATE - GONE TO CITY OF DARWIN POUND	Photo	14-01-19	1935
UPDATE - OWNER FOUND	Photo	14-01-19	2988
UPDATE - OWNER FOUND	Photo	15-01-19	2240
UPDATE - OWNER FOUND	Photo	16-01-19	1617
EDIT - Freds Pass Sport and Recreation Reserve is open daily from 6am - 8.30pm DID YOU KNOW? There is an undercover playground to take the kids on those rainy days.	Photo	17-01-19	31910
UPDATE - GONE TO RSPCA FOR RE- HOMING	Photo	20-01-19	7652
UPDATE - This sweet girl has gone to Paws Darwin for re-homing.	Photo	20-01-19	721
UPDATE - GONE TO RSPCA FOR RE- HOMING	Photo	20-01-19	841
Great opportunity for local talent to showcase their work.	Photo	20-01-19	898

LITCHFIELD WOMEN IN BUSINESS NETWORK Celebrating International Women's Day "Visions of Balance" Women of Litchfield ART EXHIBITION	Photo	20-01-19	3159
UPDATE - This beautiful big boy has gone to Paws Darwin for re-homing.	Photo	21-01-19	1744
Litchfield Council shared a post.	SharedVideo	22-01-19	486
UPDATE - OWNER FOUND	Photo	22-01-19	1760
UPDATE - OWNER FOUND	Photo	28-01-19	3444
UPDATE - GONE TO PAWS FOR REHOMING	Photo	28-01-19	3423
Litchfield Council shared a post.	Photo	29-01-19	448
Litchfield Council shared a post.	Photo	29-01-19	396
UPDATE: GONE TO PAWS DARWIN FOR REHOMING	Photo	29-01-19	2017
UPDATE - GONE TO PAWS FOR RE-HOMING	Photo	03-02-19	1372
Litchfield Women in Business Network Welcome to the new committee	Photo	04-02-19	775
UPDATE - GONE TO PAWS FOR RE-HOMING	Photo	05-02-19	1434
Update cover photo	Photo	05-02-19	357
** ENTRIES OPEN NOW ** Celebrating International Women's Day "Visions of Balance"	Photo	05-02-19	3032
Freds Pass Road Realignment Works will commence on a section of Freds Pass Road between Strangways and Beaumont Roads in Humpty Doo,	Status	05-02-19	603
Friends of the Library The first meeting for the new year is being held this weekend at Taminmin Community Library.	Photo	06-02-19	516
Litchfield Council shared a post.	Photo	07-02-19	407
The Mayor attended the 2019 Chief Minister's Year Ahead address this morning, hosted by the Chamber of Commerce NT at the Darwin Convention Centre.	Photo	07-02-19	486
UPDATE - Gone to Paws Darwin for rehoming.	Photo	10-02-19	1907
Knuckey Lagoon Recreation Reserve Committee	Photo	12-02-19	794
Freds Pass Road Realignment Project Contractors have commenced the Black Spot funded realignment of	Photo	12-02-19	643

Freds Pass Road and are working at a fast pace due to the fortunate break in the weather.			
The Bombing of Darwin On 19 February 2019, Council will commemorate the 77th Anniversary of the Bombing of Darwin.	Photo	13-02-19	1718
The Bombing of Darwin Image text: Pilort of No. 76 Squadron RAAF, a Curtiss Kittyhawk Squadron pose in a truck.	Photo	14-02-19	1571
Rating Policy Review Update Last week the Rating Policy Review Community Reference Group met for the first time.	Photo	14-02-19	431
Freds Pass Road Realignment Project Improving road safety, a Black Spot funded project.	Photo	14-02-19	1103
The Bombing of Darwin Image text: Personnel from No.452 Squadron RAAF in front of a Supermarine Spitfire aircraft. Strauss Airstrip 1943.	Photo	17-02-19	1497
Litchfield Council shared a post.	Photo	17-02-19	556
The 77th Anniversary of the Bombing of Darwin Today, as we lower the flags to half-mast till 12:01pm,	Photo	18-02-19	1416
Humpty Doo Village Green Playground Update.	Status	18-02-19	2700
Powerline down on Coral Road	Status	18-02-19	579
UPDATE -OWNER FOUND	Photo	19-02-19	861
Freds Pass Sport and Recreation Reserve, Lakeview Hall Playground	Photo	19-02-19	1290
Update cover photo	Photo	19-02-19	281
UPDATE, OWNER FOUND.	Photo	20-02-19	2803
We invite you to have your say on our draft Youth Policy. Feedback period closes Thursday 7 March 2019.	Link	20-02-19	425
Litchfield Council shared a post.	Photo	24-02-19	439
Litchfield Council Mayor Maree Bredhauer at last weeks Local Government Association Northern Territory (LGANT) Executive Meeting.	Photo	24-02-19	500
UPDATE - REUINTED WITH OWNER	Photo	24-02-19	2264
Update cover photo	Photo	24-02-19	78
Update cover photo	Photo	24-02-19	406

UPDATE - GONE TO PAWS FOR REHOMING	Photo	24-02-19	1887
UPDATE - TRANSPORTED TO PAWS FOR REHOMING	Photo	25-02-19	977
UPDATE - REUNITED WITH OWNER	Photo	25-02-19	1422
UPDATE - REUNITED WITH OWNER	Photo	25-02-19	5121
Litchfield Council shared a post.	Photo	25-02-19	550
Recreation Reserves The Recreation Reserves are a great place to visit, take the family for a play or just a nice stroll in the natural bush setting.	Photo	26-02-19	583
UPDATE - REUNITED WITH OWNER	Photo	26-02-19	660
UPDATE - GONE TO PAWS FOR REHOMING	Photo	26-02-19	1358
Knuckey Lagoon Recreation Reserve Committee Vacancy	Photo	27-02-19	443
UPDATE - REUNITED WITH OWNER	Photo	27-02-19	1880
UPDATE - GONE TO PAWS FOR REHOMING	Photo	27-02-19	1882
"Visions of Balance" - Women of Litchfield Art Exhibition is a free event,	Status	28-02-19	239
UPDATE GONE TO PAWS FOR REHOMING FOUND	Photo	03-03-19	2875
Draft Youth Policy	Link	03-03-19	354
Freds Pass Road Realignment Project Update	Photo	03-03-19	772
UPDATE GONE TO PAWS FOR REHOMING FOUND	Photo	03-03-19	516
Litchfield Council shared a post.	Photo	05-03-19	350
UPDATE-GONE TO PAWS FOR REHOMING FOUND	Photo	05-03-19	2316
Freds Pass Road Realignment Progress	Photo	05-03-19	887
UPDATE- GONE TO PAWS FOR REHOMING FOUND	Photo	06-03-19	2514
International Women's Day The Mayor, guest speaker at the Engineers Australia Women in Engineering Committee breakfast.	Photo	06-03-19	391
Annual Community Grants It's on again!		06-03-19	446
Shoulder works taking place on Dichondra Road in Howard Springs.	Photo	11-03-19	724
OPEN NOW! Give your club or organisation a boost with up to \$5,000	Link	11-03-19	380

funding available for events or projects.			
EVENTS, PROJECTS, GRANTS Want to know more? Like our Facebook page to keep up to date with current projects, upcoming events or grant funding. Please share to get everyone on our page!	Photo	11-03-19	204
UPDATE- GONE TO PAWS FOR RE-HOMING FOUND	Photo	11-03-19	3808
Update cover photo	Photo	12-03-19	159
UPDATE-GONE TO PAWS FOR RE-HOMING FOUND	Photo	12-03-19	4859
EZYBILL Did you know that you can receive your rates notice via email?	Link	14-03-19	508
Thanks for the help! This morning Council was notified of a box falling from a vehicle scattering dangerous screws all over Girraween Road.	Photo	14-03-19	4560
A big effort, well done getting this message out.	Photo	14-03-19	1588
Update cover photo	Photo	14-03-19	654
A big congratulations again to Beth Graham, winner of the Viewers Choice Award at the Women of Litchfield Art Exhibition.	Photo	17-03-19	900
UPDATE-REUNITED WITH OWNER FOUND	Photo	17-03-19	4460
If you have recently changed any details, please contact Council so we can update them at our end.	Photo	17-03-19	390
UPDATE-GONE TO PAWS FOR RE-HOMING FOUND	Photo	18-03-19	2421
UPDATE-REUNITED WITH OWNER FOUND	Photo	18-03-19	1487
Road Works Shoulder repairs taking place on Buckley Road, Humpty Doo.	Photo	20-03-19	876
UPDATE- BULL ARAB REUNITED WITH OWNER . KELPIE DOG GONE TO PAWS FOR RE-HOMING	Photo	20-03-19	1103
UPDATE-OWNER FOUND	Photo	21-03-19	1378
Humpty Doo Village Green Management Board	Status	21-03-19	478
Get on board and bring your old mobile phones in to Council office. 7 Bees Creek Road, Freds Pass	Photo	25-03-19	563

TOTALS FOR THE QUARTER

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TOTALS FOR THE YEAR**207****(This is the second quarter reported)**

COMMUNITY NOTICEBOARDS	DATE	LOCATION
Knuckey Reserve Committee Vacancies	Feb	Knuckey Lagoon
Australia Day Event	Jan	All
LWIBN – Art Exhibition	Feb-Mar	All
Annual Community Grants	Mar	All

4 Policy Development

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

REVIEWED POLICY	TYPE	APPROVED
Recording of meetings	Council	16/01/2019
Street Lighting	Council	20/02/2019
TOTAL FOR THIS PERIOD		2
TOTAL FOR YEAR		4
NEW POLICY		
Youth policy	Council	20/03/2019
TOTAL FOR THIS QUARTER		1
TOTAL FOR YEAR		1

2018/2019 STAFFING PLAN

	FINANCIAL YEAR		Qtr 3
DIRECTORATE	BUDGET 2018/19 MUNICIPAL PLAN ESTABLISHMENT STRUCTURE FTE	Reviewed ESTABLISHMENT STRUCTURE FTE	OPERATING STRUCTURE (Point in time 14-27 March 2019)
Community & Corporate Services	18.3	17	16
Infrastructure & Operations	32.97	33.2	33.2
Office of the Chief Executive	4	4	4
Total full time Equivalent Staff	55.27¹	54.2	53.2

Current vacancies filled in this quarter included:

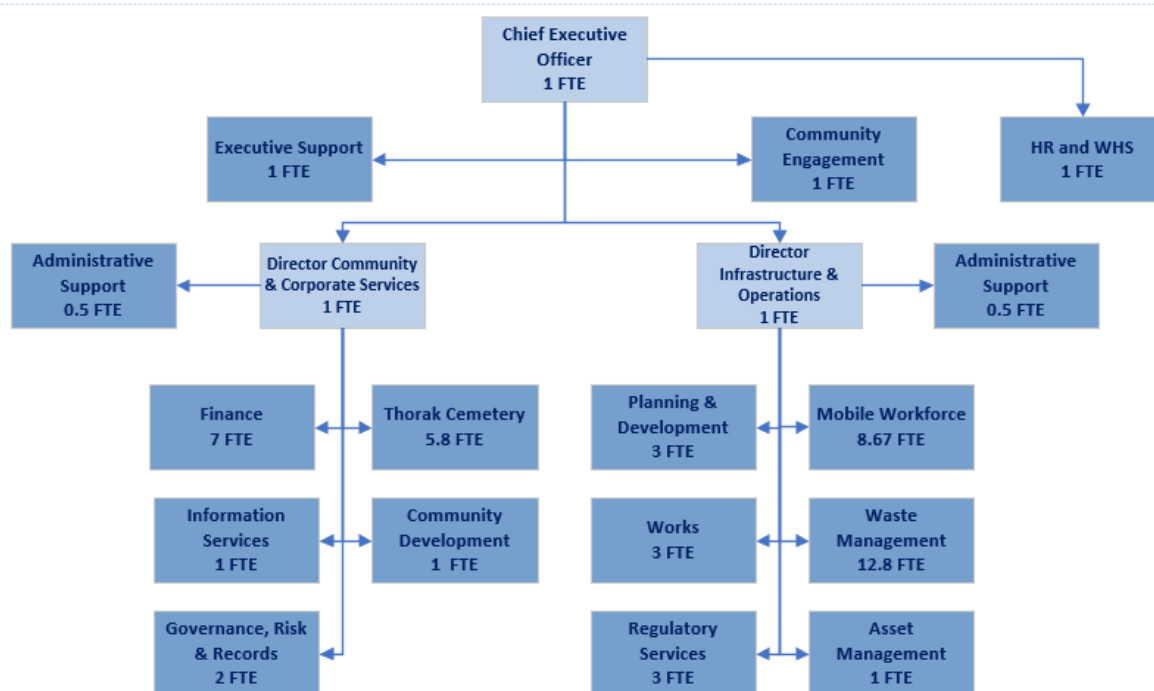
- Administration Officer – Planning and Development
- Manager Infrastructure & Assets
- Infrastructure Project Coordinator (Fred's Pass \$2m Upgrade)

Vacancies at the end of the Quarter

- Grounds person/ Cemetery Worker

¹ It has been identified that this figure as stated in the Municipal Plan is not correct. Due to another FTE Plant Operator position (in the Waste Area), the new FTE positions of Manager Infrastructure and Assets and Infrastructure Project Coordinator.

ESTABLISHMENT STRUCTURE



STAFF TRAINING Q3: JANUARY TO MARCH 2019

Category	Date	Need	Attendance
Indesign and Photshop Training	31 Jan/1 Feb	In-house design skills development	Nicky McMaster Debbie Branson Jess Watts Megann Leo
EA Conference	21/22 February	Professional Development	Debbie Branson
Local Government Chief Officers Group Meeting	27 Feb to 01 March 2019	Networking	CEO
Professional Skills for Executive Assistants	20-21 March 2019	Professional Development	Infrastructure and Oeprations Admin Assistant
Increased Performance by Leading and Managing People	21-22 March 2019	Professional Development	Manager Planning and Development
IAP2 Methods of Engagement	13-14 March	Corporate Requirement	Jessica Watts
ICAC Staff Training	14 March	Introduction of ICAC	Leadership Team

STAFF TURNOVER RATE

The staff turnover in the quarter was 6.3 % with four staff concluding their employment with Council.

6 Tenders and Contracts

TENDERS	value	NUMBER	WINNER	RESOLUTION
FREDS PASS ROAD REALIGNMENT	\$304,107.07	RFT18-161	LAVERCOMBE GRADER SERVICES	CEO APPROVED

7 Litchfield Women in Business Network

COMMITTEE MEETINGS WITHIN THE QUARTER

Monday 14 January 2019	Council Chambers
Monday 4 February 2019	Council Chambers

FUNCTIONS WITHIN THE QUARTER

“Visions of Balance” Women in Litchfield Art Exhibition – Launch – 8 March 2019

Links with Strategic Plan

Priority # 1 – Everything you need
Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report

Risks

There are no identifiable risks

Financial Implications

Not applicable

Community Engagement

Not applicable

Recommending Officer: Kaylene Conrick, Chief Executive Officer

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

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:	15.02
Report Title:	Infrastructure and Operations Quarterly Performance Report January to March 2019
Report Number:	19/0040
Meeting Date:	17/04/2019
Attachments:	Nil

Purpose

The Infrastructure and Operations Quarterly Performance Report for the period of January to March 2019 is presented for information to Council.

Summary

For the period January to March 2019 the Infrastructure and Operations Directorate continued with routine activities and commenced several new initiatives.

Notable activities were:

- One tender was awarded and works completed within the quarter.
- 2948 dogs were registered by the end of this quarter.
- Asset Management Plans continued with Roads Asset Management Plan to be presented to Council in May.
- Weed spraying, slashing and mowing works continued on target.

Recommendation

THAT Council receives and notes the Directorate of Infrastructure and Operations Quarterly Performance Report for January to March 2019.

Background

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

- construction and maintenance of Council infrastructure
- waste management
- asset management
- regulatory services
- statutory and strategic planning services

Infrastructure – Works

Awarded Tenders

- RFT18-161 Freds Pass Road Realignment: Contract awarded to Lavercombe Grader Services 24/01/2019, and works were completed on 29/03/2019.

Roads Maintenance

- Re-sheeting was performed on Leonino Road from Chibnall Road to the Stuart Highway
- Approximately 30% of the third grading round for this financial year has been completed
- 100 tonnes of patching material was used for potholes and edge patching, opposed to 216 tonnes for the same quarter last year
- Road sweeping to remove particles of debris was undertaken at 4 locations and is continuing
- Asphaltting of the following intersections:
 - Beaumont Road & Strangways Road
 - Wetherby Road & Noble Road
 - Brougham Road & Leonino Road
 - Leonino Road & Chibnall Road Intersection
 - Sunter Road & Daniel Circuit
- Bitumen profiling to address pavement deformation has been completed on sections of the following roads:
 - Leonino Road Bus Turnaround
 - Livingstone Road
 - Mira Road South
 - Freds Pass Reserve
 - Whitewood Road
 - Bunday Road Floodway
- Installation of inground Solar Power Reflectors at the following intersections:
 - Daniel Circuit & Coral Road
 - Coral Road & Sunter Road
- Shoulder repairs to address shoulder drop off was undertaken at 28 locations and are continuing
- Broken kerbing replaced at the intersection of Stow Road & Whitewood Road
- Safety Barriers installed at two locations
- Line marking renewal has been completed on 11 roads
- Table drains were cleaned out removing built up silt at approximately 103 locations
- Approximately 58 driveway access culverts and cross road culverts have been desilted

Tree works

- Tree trimming, pruning and lopping was carried out on 31 roads

Capital Works

- Finn Road Drainage Upgrade: Practical completion of the initial drainage work was issued on 21 December 2019, with the monsoonal trough repairs underway.
- Trippe Road North Reconstruction: Works have been suspended due to the wet season, with the project at 80% completion.
- Freds Pass Road Realignment: Works were completed on 29/03/2019.
- Council Office – Footpath: Practical completion was issued on 18/03/2019.

Key Performance Indicators

Output and Measure	Target	Status
Process for informing community about road closures developed	Dec 18	Underway
Capital works program		
– Completed on time and in budget	>80%	On target
Productive Roads Project	Complete	Awaiting funding

Output and Measure	Target	Status
Road renewals, upgrades and maintenance programs – Community satisfaction with maintenance of local roads	>60%	56% reported in Community Survey 2018
Property maintenance program completed on time and in budget	>90%	On target
Drainage upgrades and maintenance program – Completed on time and in budget – Community satisfaction with roadside drainage	>90% >60%	On target 56% reported in Community Survey 2018
Wet season road network management – emergency response time	<48 hours	As required
Grant applications	Jun 19	On target

Table 1

Asset Management

Asset Management Plans

The Roads Asset Management Plan has been reviewed and is being finalised in preparation to present Council at the May Council Meeting. The Plant & Fleet Asset Management Plan and Driveway Asset Management Plan have been drafted.

Dial Before You Dig

Council received and responded to 262 Dial Before You Dig referrals this quarter. This was a reduction of 23 referrals from the previous quarter.

Streetlight Monitoring

Council received 4 streetlight maintenance requests for 8 streetlights this quarter. Two streetlight requests covered multiple streetlight issues. The number of streetlight maintenance requests doubled from the previous quarter.

Key Performance Indicators

Output and Measure	Target	Status
Asset Management Policy and Plans Developed	Dec 2018	Policy – Completed Thorak Regional Cemetery – Completed Roads – Review Plant & Equipment – Review Driveway – Review Administration Building – Commenced
Asset Inspection /Maintenance Program	Oct 2018	Maintenance Program – Completed Inspection – Underway

Table 2

Planning

Statutory Planning

Statutory planning involves planning for development in accordance with the requirements of the NT Planning Scheme. Statutory planning activities include review of all applications for development within the municipality, including subdivisions, and making comment. The following table indicates activities carried out during the quarter and includes the 2017/18 totals for comparison.

Application Type	Received This Quarter	2018/19 Annual Total (9 Months)	2017/18 Annual Total (12 Months)
Change of Use	0	1	2
Clearing of Native Vegetation	0	0	3
Consolidation	0	0	1
Excavation and Fill	0	1	2
Independent Unit	0	4	5
Medical Centre	0	0	1
Multiple Dwelling	0	0	2
Other	1	21	16
Restaurant	0	2	0
Shed	0	2	7
Showroom Sales	0	0	1
Single Dwelling	0	2	7
Subdivision	3	4	12
Subdivision and Consolidation	0	3	1
Telecommunications	0	0	1
Unit Title Subdivision	1	3	4
Variation	0	0	3
Warehouse	0	0	1
Total	5	43	69

Table 3

The Planning and Development team is working with Development Assessment Services to understand the outcomes of recent decisions related to the availability of water in the rural area, including rights to a bore, and how ongoing applications for development and subdivision in the rural area will be affected. It is anticipated that legislative changes to the *Water Act* and amendments to the NT Planning Scheme will be required. In addition to the recent downturn in the economy, it is understood that the uncertainty in the availability of water as related to existing provisions of the *Water Act* are having a negative effect upon the number of applications for subdivisions being lodged in the rural area.

Independent Units

This quarter, the Planning and Development Department did not receive any Planning Applications for independent units.

Strategic Planning

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

Application Type	Received this Quarter	2018/19 Annual Total (9 Months)	2017/18 Annual Total (12 Months)
Rezoning	0	2	4
Planning Scheme Amendment Other	0	0	3
Other	0	0	1
Total	0	2	8

Table 4

Over the past three months, the Planning and Development team have worked extensively with the NT Department of Infrastructure, Planning and Logistics on revisions to the Transport Study supporting the Humpty Doo Rural Activity Centre Area Plan. As of the end of March 2019, the NT Government's consultant has provided a revised baseline compilation of the traffic data to determine proposed preferred future road alignments. The Planning and Development Team has been involved to ensure that proposals fit the community's transportation needs and Council's future asset management.

Council's Planning and Development team continues to liaise with the Transport Division of the NT Department of Infrastructure, Planning and Logistics on the outcomes for changes to the Stuart Highway and surrounding area in the region of Coolalinga/Virginia. Additional public information on the proposals for this area is currently expected to be provided by NTG in April or May.

The Planning and Development team have also worked with the Lands Planning Division of the NT Department of Infrastructure, Planning and Logistics on finalising the NT Planning Scheme Amendment to incorporate development criteria for helicopter landing sites into the NT Planning Scheme. That amendment was formally approved by the Minister in February 2019.

Mining Leases and Permits

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

Application Type	Received this Quarter	2018/19 Annual Total (9 Months)	2017/18 Annual Total (12 Months)
Mining Lease	0	10	10
Mining Permit	2	2	23
Other	0	0	0
Total	2	12	33

Table 5

Key Planning Performance Indicators

Output and Measure	Target	Status
Submissions to the NT Government and participation in NT Planning working groups		
Comments submitted on applications within required timeframes	>95%	Met
Community satisfaction with new development	N/A	Question not asked
Approval of plans, reports and construction documentation;		
Plan approvals issued within 10 days	>90%	Achieved
Work Within a Road Reserve Permits Issued within 5 days	>95%	Achieved
Procedures/checklists completed	Sep 18	Achieved Dec 2018
Developer Contribution Plans	Sep 18	Underway

Table 6

Waste

Council maintains waste transfer stations at Howard Springs, Humpty Doo and Berry Springs. The following table provides an overview of waste received at these stations for January to March 2019, and the previous quarters (note all values are in tonnes). The recycling quantities will fluctuate due to the timing of removal or processing.

	2017/18				2018/19		
	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Waste to Landfill	1936.7	1787.6	2205.1	1783.5	1709.9	1842.0	1687.7
General Waste Disposal	1857.9	1664.2	2019.3	1712.0	1629.1	1718.2	1568.3
Construction Waste	78.8	123.4	185.8	71.5	80.8	113.0	119.5
Green Waste Commercial	81.1	51.2	40.9	201.0	120.1	77.9	70.3
Green Waste Domestic	381.8	391.1	1164.5	869.2	392.7	474.4	366.2
Total Recyclables Incoming	455.8	425.2	506.7	486.3	374.2	452.9	300.2
Incoming Waste	2855.5	2655.1	3917.2	3340.0	2596.9	2836.5	2424.4
Cardboard	41.6	46.9	43.9	50.5	46.8	44.4	46.6
Co-mingle	34.7	34.9	31.9	32.2	36.8	35.9	30.0
Scrap Metal	302.6	273.8	353.9	310.2	240.3	299.9	168.5
White Goods	28.6	27.5	32.9	33.5	7.6	0.0	0.0
Air Conditioners	0.0	1.0	2.7	2.2	1.4	11.6	3.5
Tvs and Computers	0.0	0.0	0.0	0.0	0.0	11.5	10.5
Cash for Containers	12.4	8.1	5.9	18.4	9.7	15.5	11.1
Dry Recyclables	419.8	392.1	471.2	447.0	342.6	418.7	270.2
Tyres	2.2	2.6	1.4	1.5	2.4	2.8	3.9
Used Oil	14.0	15.3	10.6	9.5	12.6	9.1	14.5
Batteries	19.8	15.2	23.5	28.3	16.6	22.2	11.6
Wet Recyclables	36.0	33.1	35.4	39.3	31.6	34.2	30.0
Total Recycling	455.8	425.2	506.7	486.3	374.2	452.9	300.2
Crushed Concrete (sold)	38.2	15.4	427.0	166.8	12.5	0.8	0.0
Wood Mulch (sold)	299.8	19.4	8.8	56.6	13.2	6.4	10.0
Mulch (sold)	337.2	235.5	222.6	236.4	819.5	497.4	378.8
Total Reprocessed	675.2	270.3	658.4	459.8	845.1	504.6	388.8
Total Diversion	1131.0	695.5	1165.1	946.1	1219.3	957.6	688.9
Total waste diverted from landfill	39%	26%	29%	29%	47%	33%	27%
Total waste dry recyclables	15%	15%	13%	14%	13%	14%	10%
Green waste on-sold as mulch	152%	60%	37%	34%	167%	95%	87%

Table 7

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

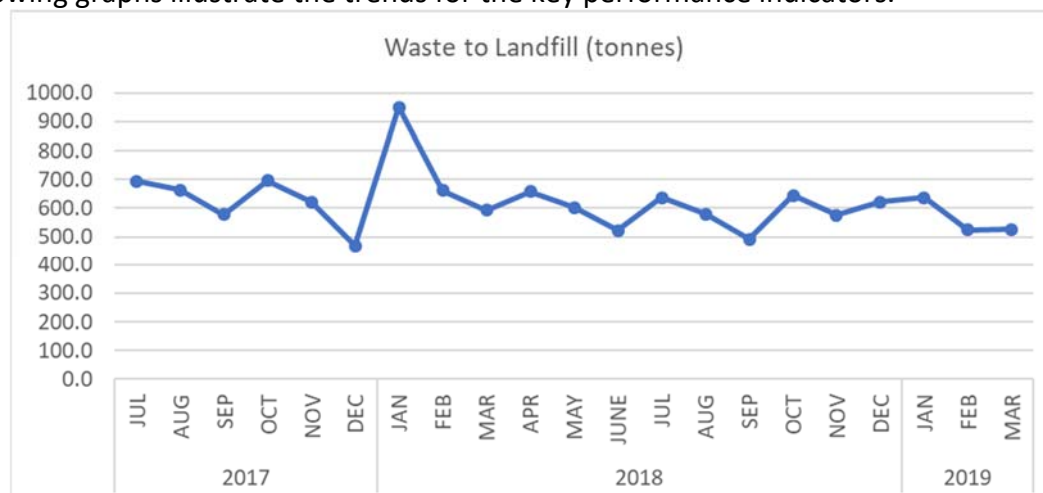


Figure 1

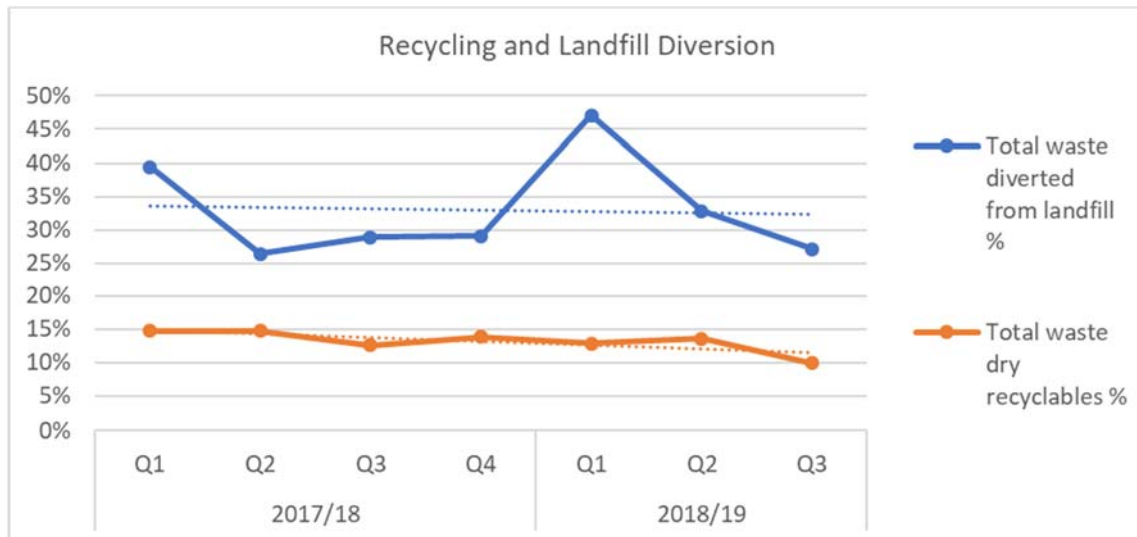


Figure 2



Figure 3

Key Performance Indicators

Output and Measure	Target	Status
Waste transferred to Shoal Bay Landfill	<10,000	5229 tonnes to date
Safe operation of waste transfer stations; Community satisfaction with waste transfer stations	>80%	60% per Community Survey 2018
Cost per tonne of throughput – establish baseline	\$TBD	End of year calculation
Resale of recycled materials; Community satisfaction with waste recycling	>55%	52% per Community Survey 2018
Total waste recycled (diverted from landfill)	>30%	36% (to date)
Total waste dry recyclables	>15%	12% (to date)
Green waste on-sold as mulch	>80%	116% (due to backlog)
Waste Audits	Oct 18	Complete

Table 8

Mobile Workforce

January to March quarter is peak season for the Mobile Workforce, with all hands on deck ensuring slashing, mowing and weed management targets are met.

Litter Collection

No dedicated litter collections were carried out during this quarter, however isolated illegal dumps and other litter has been collected as required.

Signs and Guide Posts

57 signs were repaired, 39 of which were deemed to be wilfully damaged.

Mowing and Slashing

Round one was completed by the 1st of March, and round two is well under way with Knuckey Lagoon through to Girraween complete east of Stuart Highway including accessible firebreaks, and Darwin River from the municipality's furthest west roads to Hopewell – Duddell roads including fire breaks. Works are well underway and on target to finish at the end of June.

Spraying

Round one of spraying was completed targeting roadside furniture and spot spraying of Gamba in particular. This comprises the entire road network plus accessible firebreaks, and round two is 85% complete, consisting of finishing off roadsides with a larger focus on Council owned lands and easements and bulk weed management including WTS and Council office and excised land parcels.

Other Tasks

- Assist with road inspections after heavy rains
- Monthly service of all Waste Transfer Stations, Council Offices, Coolalinga
- Assisting staffing at Thorak cemetery when required
- Slashing vacant land
- Knuckey Reserve small maintenance jobs, slashing and spraying

Key Performance Indicators

Output and Measure	Target	Status
Road Network, Road Reserve and Fire Break slashing before July Fire Bans; Vegetation slashing & mowing road network 900km Fire breaks and road reserve slashing 1000km	2 rounds >90%	On target >55%
Install and maintain signs and guide posts, replace non-compliant signs from signage program	100%	As required
Plant and equipment servicing schedule; Reduce lost time due to breakdown Plant serviced within 3 days	<20 hours 100%	On target On target
Weed Management Plan Update	Complete	Grant unsuccessful
Weed spraying of road furniture and classified weeds on road reserve and excised lands; 900km verges and 1000km excised land Community satisfaction with weed management	150,000l > 50%	On target 48%
Road litter verge collection; Community satisfaction with roadside maintenance	>50%	

Table 9

Regulatory Services

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

The table below shows the Regulatory Services CRM statistics with the 2018/19 quarters to date compared with 2017/18 totals. It highlights that dog at large reports are down compared to the same time last year. Lost dog reports for the quarter are down compared with the same time last year. The spike in Q3 17/18 reports for lost and at large dogs could be attributed Cyclone Marcus with the 18/19 numbers better reflecting the normal state. The increase in unregistered dog CRM's is due to the introduction of dog registration in 2017. With registrations expiring on 31 August each year, lost and at large CRMs are transitioned to an unregistered CRM for follow up where required.

CRM Category	2017/2018 Total	2018/2019 Total to date	Q1		Q2		Q3		Q4	
			17/18	18/19	17/18	18/19	17/18	18/19	17/18	18/19
Dog at Large	417	336	87	103	96	115	137	118	97	
Dog Attack Animal	63	32	16	15	17	7	18	10	12	
Dog Attack Person	11	3	4	3	3		2		2	
Dog Menace Animal	13	6	5	1	2	3	5	2	1	
Dog Menace Person	27	22	7	11	7	2	6	9	7	
Nuisance Barking	42	28	23	19	3	8	6	1	10	
Lost Dog	178	89	41	30	47	26	56	33	34	
Unregistered Dog	16	123		21	5	21	3	81	8	
Surrendered Dog	3	2		1		1			3	
Trap Request/Bark Collar	42	31	5	12	5	5	20	14	12	
Feral Dogs	1	6		2		2		2	1	
Other	14	6	5	1	3	4	2	1	4	
Deceased Dog (removal)	8	3	2		3	3	2		1	
Abandoned Vehicle	41	28	3	8	11	7	11	13	16	
TOTAL	876	715	198	227	202	204	268	284	208	0

Table 10

The table below provides the pound statistics for the 2018/19 financial year. The accompanying graphs below highlight a gradual decline in the number of dogs taken by the RSPCA Darwin for re-homing and an increase in the number taken by PAWS since July 2017.

2018/19 Pound Statistics						
Impounded Dogs	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Current Year Total	Previous Year Total
Released to Owner	70	56	55		181	248
Re-homed - Other	1	0	2		3	5
Tfr - Paws	17	18	31		66	91
Tfr - RSPCA	6	3	3		12	23
Euthanised	2	2	2		6	20
Total Impounded Dog	96	79	93		268	387

Table 11

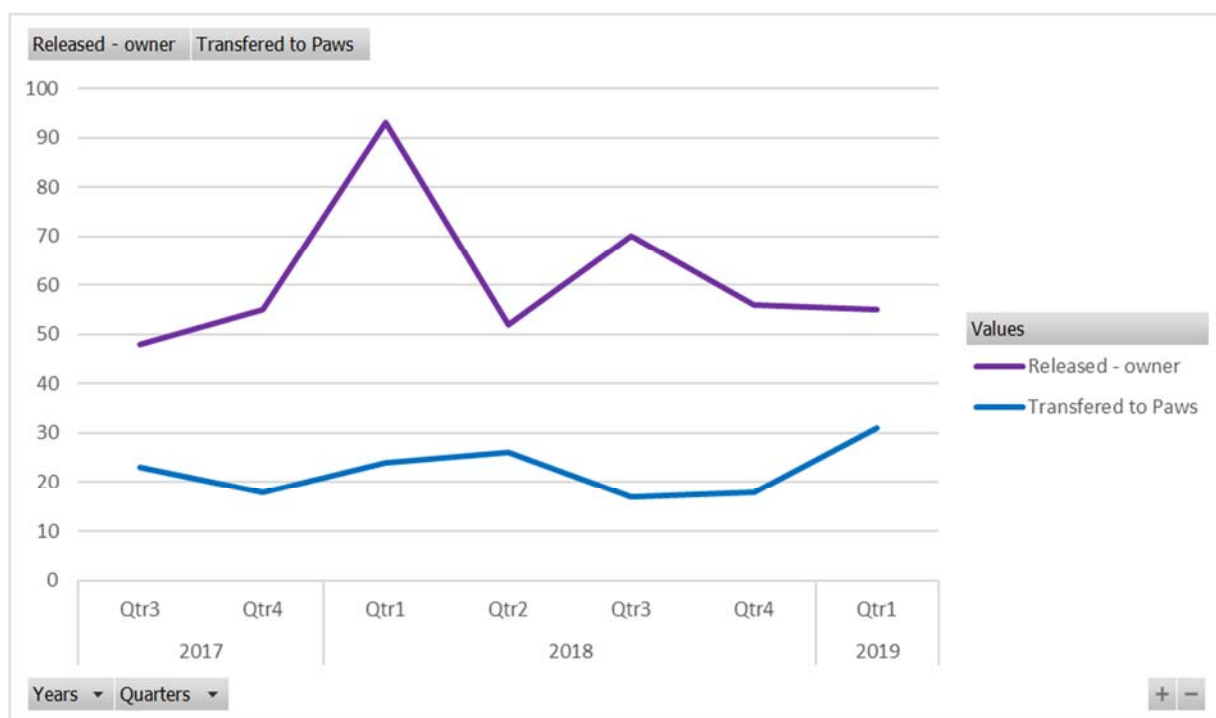


Figure 4

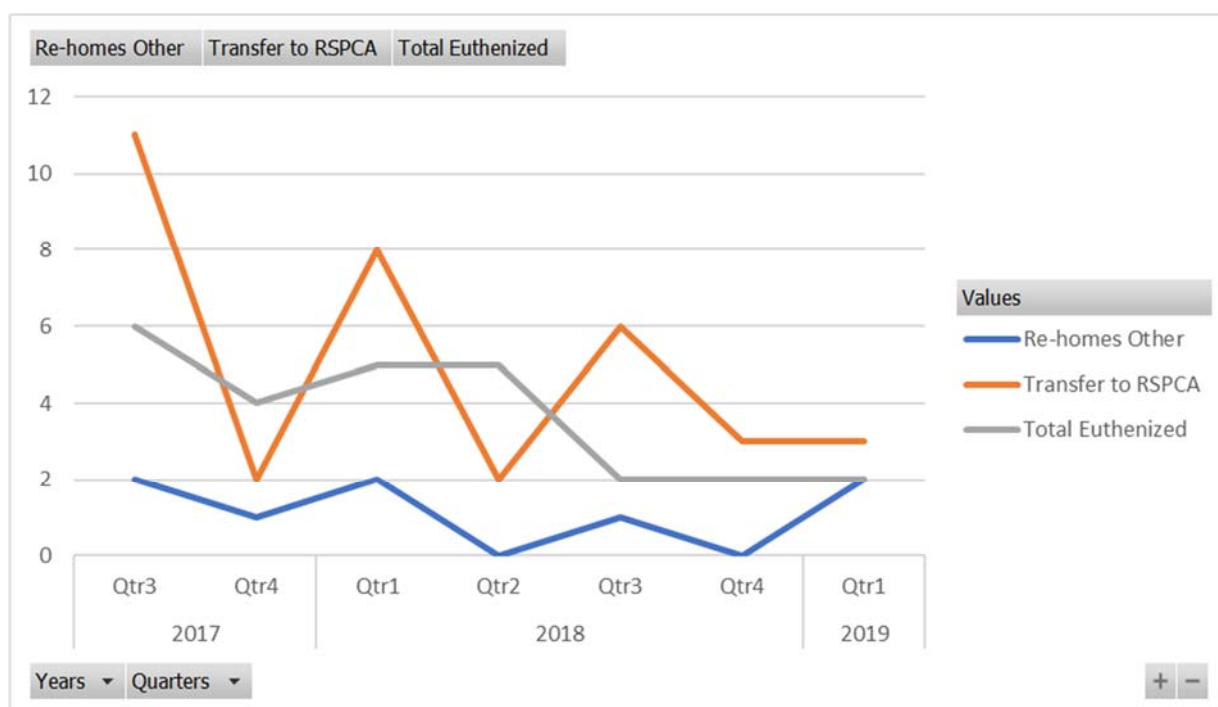


Figure 5

Dog Registration

The table below provides quarterly registration movements. The increase in dogs no longer in the Municipality is due to the removal of animals which have either been reported gone or are from the previous microchip data base (approximately 1,000 as per last report) prior to registration and have consistently received return to sender advice. The statistics below now provide a realistic picture of dog registration in the Litchfield Municipality.

There are currently 2,948 registered dogs (90% of all dogs on record) at the end of the quarter and 382 with expired registrations which is down from 652 last quarter. This is due to the efforts of the rangers and the engagement of temporary admin assistance to contact each of the expired registrations.

	18/19 Q1	18/19 Q2	18/19 Q3	18/19 Q4
No longer in Municipality	437	176	1046	
Deceased	246	137	36	
New Registrations	248	165	163	
Renewals	1711	776	350	

Table 12

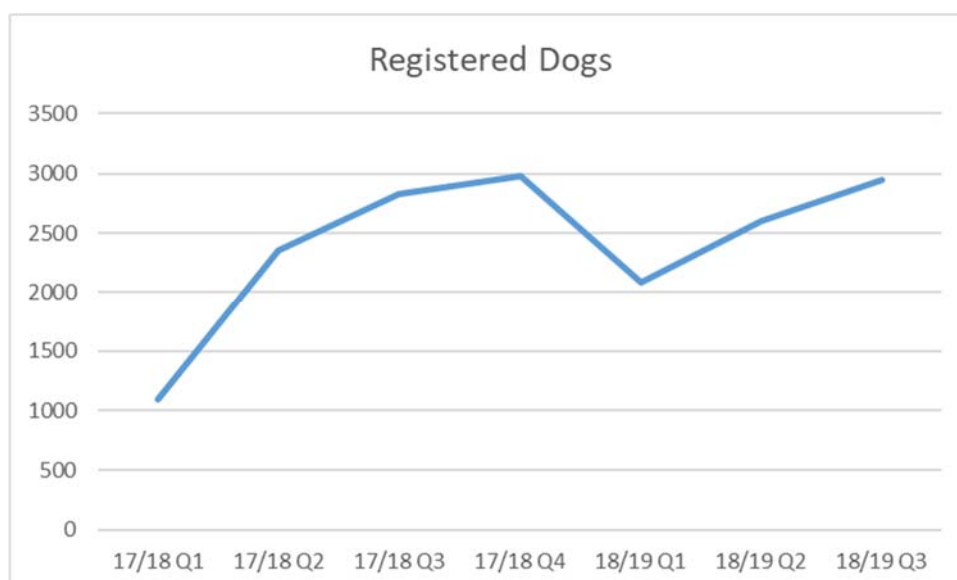


Figure 6

Animal Management Plan

The Draft Animal Management Plan has been finalised ready for community consultation in April 2019.

Key Performance Indicators

Output and Measure	Target	Status
Educate community about responsible dog ownership; Education programs delivered to primary schools Dogs registered increased Registered dogs are desexed	>1 >10% >45%	On target On target On target
Administer and enforce Dog Management By-Laws; Community satisfaction with animal management	>50%	46%
Animal Management Plan	Complete	Phase 1 consultation complete
Record and investigate customer requests; Customer requests actioned <2 days Investigations completed within 14 days	100% >90%	Achieved Achieved

Table 13

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Not applicable to this report.

Risks

Not applicable to this report.

Financial Implications

Not applicable to this report.

Community Engagement

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

Recommending Officer: Nadine Nilon, Director Infrastructure and Operations

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

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COUNCIL REPORT

Agenda Item Number:	15.03
Report Title:	Community and Corporate Services Quarterly Performance Report January – March 2019
Report Number:	19/0041
Meeting Date:	17/04/2019
Attachments:	Nil

Purpose

This report presents to Council for noting, the Community and Corporate Services Directorate quarterly performance report for January to March 2019.

Summary

This report provides Council with an update of activities undertaken by the Directorate Community and Corporate Services, against the Municipal Plan 2018/19, in the function areas of Finance, Rates, Information Technology, Community Development, Library and Governance and Risk.

Recommendation

THAT Council receives and notes the Community and Corporate Services Quarterly Performance Report for January to March 2019.

Background

The Community and Corporate Services Directorate provides financial and corporate support to other areas of Council, as well as the broader Community through the management of Council-Owned Community Recreation Reserves and the Taminmin Community Library.

Finance Department

For the period of January to March 2019 the Finance Team worked on the following projects:

- Preparation of the Draft 2019/2020 Budget including facilitation of two Councillor workshops;
- Preparation of the 2019/2020 to 2028/2029 Long-Term Financial Plan;
- Finalised the Service Level Agreement Costings between Thorak Regional Cemetery and Litchfield Council for the 2019/20 budget;
- Lodged the ABS - Local Government Finance Statistics Quarterly Estimates (January to March 2019);
- Finalised the Internal Audit Project on Council's Payroll system;

- Lodged the Quarterly Expenditure Report for Federal Government Roads to Recovery;
- Commenced the preparation of Council's Fringe Benefit Tax (FBT) Return for the period 1 April 2018 to 31 March 2019.

2018-19 Municipal Plan KPIs

KPI	TARGET	STATUS	COMMENT
Compliance with management, statutory and regulatory budgeting and reporting	100%	On track	All budgeting and reporting are compliant to date
Monthly and annual financial reporting, including audit	Unqualified audit	Complete	Unqualified Audit Report received for the year ended 30 June 2018.
Current years rates outstanding as at 30 June 2019	<15%	On track	As at 31 March 2019 11.8%
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources.	>50%	On track	Forecast coverage ratio is currently at 61.0%. This increase indicates that majority grants received by Council are amounts received specifically for new or upgrade assets, therefore withheld from the percentage calculation.
Liquidity ratio	>1:1	On track	23.31:1 as at 31/3/2019
Current Ratio	>1	On track	23.31 as at 31/3/2019
Debt Service Ratio	>1	On track	Forecast is 0%
Asset sustainability ratio	60%	On track	Forecast currently 91.4%. Depreciation forecast is \$11,557,620. This increase indicates that Council is replacing assets as they reach the end of their useful life. It does however, take into consideration the increased grant funding for capital project upgrades and new asset development alleviating the percentage above Council's expected level.

Rates Department

The Finance and Rates Team continue to concentrate on the collection of all outstanding rates debt this quarter, in accordance with Council's Debt Recovery Policy FIN05.

Below identifies Council's actions for the period January to March 2019:

- Third instalment reminder notices were sent out in late January 2019, for payment by 28 February 2019.
- Final Notice letters for overdue rates were issued on the 15 March 2019 to all ratepayers with outstanding rates.
- Arranged new agreement with Ward Keller for debt collection processes.
- Managed and administrated the Community Reference Group for the Rating Policy Review with three of eight meetings undertaken in this quarter.
- Continued to advertise Ezy Bill (Electronic Rates Notice system) with 185 ratepayers registered to date.

The table below provides detail on outstanding rates as at 31 March 2019 by category and instalment:

	PRIOR YEAR ARREARS	INSTALMENT 1 Due 29/09/18	INSTALMENT 2 Due 30/11/18	INSTALMENT 3 Due 28/02/19	BALANCE
Commercial	\$ 27,401	\$10,835	\$13,545	\$15,584	\$67,365
Mining Tenements	\$74,494	\$3,874	\$3,894	\$5,295	\$87,557
Non- Rateable Waste	\$19,533	\$565	\$565	\$501	\$21,164
Rural Residential	\$1,194,513	\$226,581	\$321,929	\$472,519	\$2,215,542
Urban Residential	\$94,947	\$23,999	\$28,567	\$33,686	\$181,199
TOTAL	\$1,410,888	\$265,854	\$368,500	\$527,585	\$2,572,827
TOTAL as at 31/12/2018	\$1,504,318	\$384,656	\$623,578	\$1,670,903	\$4,183,455
Rates Collected for the quarter Jan to March 2019	\$93,430	\$118,802	\$255,078	\$1,143,318	\$1,610,628

Rates in arrears have increased by \$73,285 or 5% compared to the same time last year.

The value of prior year arrears rates collected during the quarter was \$93,430. As outlined above, the total prior years outstanding rates and charges as at 31 March 2019 is \$1,410,888.

Council will continue to liaise with the Debt Collection Agencies to focus on collecting the arrears and avoiding current years rates to fall overdue.

Rates Debt with External Debt Collection Agency

As of 31 March 2019, Council has 162 Assessments listed with Territory Debt Collectors (TDC), an external debt collection agency. The below table gives an overview of the status of these properties.

Status	Number of properties	Total Debt in \$	Comments
On Hold Mgt in Possession	1	\$4,090	Ratepayers are bankrupt, and house taken over by bank
Letter of Demand	40	\$153,554	Payment arrangement not adhered to – request for payment in full
Making Payments	38	\$197,899	Different payment agreements, under constant review
Rate Arrangement	5	\$25,152	Awaiting recommendation from Debt Collection Agency for next step
Recommend Legal NTCAT	6	\$35,575	Instruction given to Debt Collectors to proceed
Paying by Instalment (Court Order)	2	\$17,745	Court order NTCAT set payment agreement
Financial Hardship	7	\$64,809	Awaiting payment arrangement to be prepared and adhered to.
NTCAT Hearing	3	\$17,272	Commenced proceedings at the Local Court – Order made with further action awaiting.
Initiating Application	23	\$120,437	Initiating Applications for both Payment Arrangement Defaults and NTCAT referrals
Warrant Issued to Bailiff	25	\$265,821	Proceeding to Warrant of Seizure and Sale of assets to recover debt
Proceeding with Judgment	12	\$106,457	Applied for Judgment at the Local Court

Grants Status

Litchfield Council Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
NTG Department of Local Government Special Purpose Grant	Litchfield Council Office, Bees Creek Road	Installation of Solar PV system	\$78,720.00	30/06/2018	Complete - acquittal in progress
NTG Department Local Government Special Purpose	Humpty Doo Waste Transfer Station	Mobile Workforce Shed	\$225,000.00	30/06/2018	Tender recently completed.
NTG Department Local Government Special Purpose	Howard Park Recreation Reserve	Howard Park Reserve irrigation	\$20,000.00	30/06/2018	Installation works completed, awaiting final quotes
NTG Department of Sport and Recreation	Freds Pass Sport & Recreation Reserve	Facility Upgrades	\$3,000,000.00	30/06/2019	In progress. Acquittal due by 30/09/2019
NTG Department of Sport and Recreation	Freds Pass Sport & Recreation Reserve	Facility Upgrades	\$2,000,000.00	31/12/2019	In progress Key milestones approved and projects initiated
NTG Department Local Government Special Purpose	Humpty Doo Village Green	Upgrade of Kitchen facilities	\$33,824.00	30/06/2019	In progress. Seeking quotes for remaining works.
NTG Department Local Government Special Purpose	Howard Park Recreation Reserve	Upgrade of playground and shade	\$70,470.00	30/06/2019	In progress Procurement finalised. Works to commence in April.

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
NTG Department of Chief Minister	Litchfield Women in Business Network	International Women's Day Event	\$3,600	08/03/2019	Project Complete – acquittal in progress
NTG Department Local Government Special Purpose	Litchfield Municipality	Conduct feasibility study for aquatic centre	\$70,470.00	30/06/2020	Application Submitted – awaiting outcome
NTG Department Local Government Special Purpose	Litchfield and Palmerston Municipalities	Develop Shared Library Services Framework	\$30,000.00	30/06/2019	Application Submitted – awaiting outcome
NTG Department of Infrastructure, Planning and Logistics Towards Zero Road Safety Grant	Howard Park Recreation Reserve	Road Safety Community Education Event	\$2, 758.00	30/09/2018	Acquitted
Federal Government Stronger Communities Fund	Howard Park Recreation Reserve	Kitchen upgrades	\$35,000.00	31/12/2018	Acquitted
Australia Day Council	Litchfield Municipality	Australia Day Event 2019	\$3,000	26/01/2019	Acquitted
NTG Department of Environment	Litchfield Municipality	Weed management plan	\$20,000.00	31/12/2019	Unsuccessful
NTG Department of Environment	Litchfield Municipality	Business case for glass processing unit	\$20,000.00	31/12/2019	Unsuccessful
Office of Youth Affairs	Litchfield Municipality	Launch Over Lunch Youth Week Event	\$2,000	30/04/2019	Unsuccessful

Reserve Management Board Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
CBF	Freds Sports & Recreation Pass Reserve	In conjunction with Playgroup NT – Playground equipment upgrade	\$199,000.00	30/06/2018	Complete – acquittal in progress
CBF	Berry Springs Recreation Reserve	Construction of BBQ and gazebo	\$47,154.00	30/04/2019	Completed and Occupancy Permit received.
Aus Govt. Dept. of Social Services	Berry Springs Recreation Reserve	Purchase of Laptop for Reserve Committee	\$2,000	30/06/2019	Application submitted, awaiting outcome
Litchfield Council Annual Community Grants	Berry Springs Recreation Reserve	Mango Festival and Movie Night	\$2,000	30/11/2018	Complete – acquittal in progress.
CBF	Livingstone Recreation Reserve	Park benches	\$9,825.00	30/02/2019	Works complete – acquittal in progress.
Bendigo Bank Coolalinga	McMinns Lagoon Recreation Reserve	Cracker dust to repair walkways	\$4,000	30/06/2018	In progress
Bendigo Bank Coolalinga	McMinns Lagoon Recreation Reserve	Solar Power	\$18,000	30/06/2018	In progress

Community Development

At the beginning of this quarter Council held its annual **Australia Day Event** at Lakeview Hall at Freds Pass Sport and Recreation Reserve. The event received excellent feedback from some of the 300 people in attendance on the day. Once again Council presented the Australia Day Awards, 2019 recipients are:

- Pauline Cass – Citizen of the Year
- Makuen Chilton – Young Citizen of the Year
- Girraween Primary School's Annual Field Day – Community Event of the Year.

Following from the **Playground audits** in 2018 and removal of three playground structures at Humpty Doo Village Green, Council will continue to work with Humpty Doo Village Green Management Board to ensure the playground is maintained to the Australian Standard and remains safe for all users.

Initial meetings for the **Freds Pass Sport and Recreation Reserve \$2M Upgrades** have commenced with the Reference and Working Groups to define the scope of each project. A Community Engagement Plan has been implemented to ensure stakeholders are informed and consulted at the right time during the project. Key user groups at the Reserve have been contacted with initial meetings commencing in April.

Council Recreation Reserve Committees of Management

Knuckey Lagoon Recreation Reserve Management Committee met once this quarter continuing discussions about the long-term plan for the Reserve. The Committee is planning an open day for the dry season to help promote the Reserve to the wider community. A user group has re-submitted an application to the Community Benefit Fund for additional storage on the Reserve and is awaiting the outcome. The Committee meets bi monthly. Council has sought additional membership to the Committee from the community without success.

Howard Park Recreation Reserve Committee has meet once over this quarter and also continued to discuss what the Committee wants to achieve over next 12 months. The Committee has focused on minor works to the Reserve to be able to better promote the facilities, which Council has actioned. Volunteer work has seen trees being planted around the oval. The Committee meets bi monthly.

Community Initiative Program grants

In the second quarter of the financial year, Council provided the following community groups with Community Initiative Program grants:

- \$500 to Southern Districts Crocs Netball Club for training equipment for the new rural area club;
- \$500 to the Freds Pass Rural Show Committee to support the official launch of the 40th Anniversary program;
- \$500 to Palmerston and Litchfield Seniors Association to support the name change; and
- \$500 for Litchfield Orchid Club to support the NT Orchid Spectacular in 2019.

Community Initiatives Grants 2018/19

	2017/18 TOTAL	QUARTER 2 2018/19	THIS QUARTER	2018/19 YEAR TO DATE
Number of Community initiative grants awarded	6	2	4	12

2018-19 Municipal Plan KPIs

KPI	TARGET	STATUS	COMMENT
Grants acquitted within agreed timeframes	100%	On track	See detailed table above
Community events and programs supported	8	On track	<ul style="list-style-type: none">- Noonamah Horse and Pony Club Day/Night tournament- Smile a Mile Toy Library Children's Week 2018- T for Thomas Hit Sepsis for Six- Rural Churches Carols by Candlelight- Messy Bubs Messy Play- Softball NT Social 7's- Freds Pass Rural Show- Litchfield Orchid Club

Youth Policy Update

Over the past quarter Council has worked to develop the Youth Policy which has been endorsed by Council at its March 2019 Council meeting.

To develop the Youth Policy Council met with:

- NT Police – School based constables;
- Department Chief Minister – Youth Regional Programs Coordinator;
- Headspace Darwin – Youth Engagement Team; and
- Students from Sattler Christian College.

The Policy shows Council's commitment to:

- showing respect to the importance of youth with the Litchfield Community;
- considering options for young people to be involved in decision making processes where appropriate;
- complementing, rather than duplicating existing resources; and
- continuing to be an active member of Palmerston and Rural Youth Services (PARYS) Network meeting.

The Policy will be launched at an event scheduled for the coming quarter.

Council remains a member of the Palmerston and Rural Youth Services Network meeting, which meets every six weeks at the Palmerston Recreation Centre.

Taminmin Community Library

As at the 1 January 2019, Council assumed responsibility for management of the public library service at Taminmin Community Library from Northern Territory Libraries (NTL). Council has engaged staff through an arrangement with the City of Palmerston and continues to provide all programs that have been previously provided.

Improvements have been made in the first three months including:

- faster and more reliable internet provision to users;
- new signage for the library; and
- development of a collection development policy.

Library Snapshot for the Quarter January to March 2019

4,181 people visited the library

2,484 library items were borrowed

277 hours were spent on the public PCs

27 programs were delivered

372 people attended library programs

Programs

Regular programs have recommenced with regular attendees. Nurserytime (Mondays 10am and 11 am) caters to the 0-1 year old and is designed for sensory play and bonding time. Storytime (Tuesdays and Thursdays 10.30am) caters for 1-5 year olds and promotes lifelong learning through stories, singing and dancing and craft and develops relationships with our library users from a young age.

Senior's programs have also resumed with Brain Gym (fourth Friday in the months), a morning of trivia, quizzes and brain teasers run by Dementia Australia, and Senior's Morning Tea (second Friday in the month), a social outing for seniors of Litchfield with a talk from a guest speaker. The first morning tea speaker was Mayor Bredhauer informing attendees about Council services, budget and major projects.

Information Services Department

Over the quarter, the Information Services Department undertook the following activities:

- Request for Quotation (RFQ) for Council's Information Communications Technology (ICT) Managed Services for a period of 3 years. Agreements signed and contract beginning 1 April 2019.
- Taminmin Community Library ICT update:

- ICT Acceptable Use Policy drafted and endorsed by Chief Executive Officer

2018-19 Municipal Plan KPI's

Key Outputs	MEASURES	TARGETS	STATUS	COMMENT
Contract Management of Councils Information and Communications Technology (ICT) Service.	Percentage of Service Desk requests closed against open requests during a period	90%	In Progress	On track.
Deliver, maintain and Support Corporate Enterprise Solution software to ensure Council operates effectively (e.g. the Customer Request Management system and an Asset Management system).	CRM workflows for service delivery developed – usage increasing.	>5%	In Progress	On track.
Implementation of the Information and Communications Technology Improvement Plan	Annual Actions Complete	>90%	Assessment of the Strategic Framework underway.	On track.
Manage Council's Geographical Information System (GIS)	Age of GIS Imagery of populated areas	<5 years	Purchase of imagery complete.	Imagery added to GIS. Access for staff to imagery portal.

Council Initiatives

- Aerial photography for GIS \$30,000 – Purchased imagery; New imagery to be added to the new GIS
- New GIS \$20,000 – Purchase of initial licensing for loading and assessment; Dataset loading and testing underway 10% complete.
- ICT Plan – UPS for Servers \$5,000 – Project started, new quotes from ICT provider;
- ICT Plan VMware Sphere \$8,000 – Project started, new quotes from ICT provider;
- Internet Speed Upgrade \$10,000 – Project complete.

Governance and Risk Department

Risk Management & Audit Committee (RMAC)

The RMAC met on 5 February in this quarter. Agenda items included:

- Review of the internal audit regarding works permit process
- Review of the risk register
- Update on the progress of the 18/19 internal audit plan;
- Review of the annual report in relation to the 17/18 Municipal plan;
- Acceptance of the close out letter from the Department of Local Government regarding the 2018 compliance review.

Risk Registers & Risk Management Framework

Work continues on implementing actions to improve controls. No changes have been made in this quarter to risk and control ratings provided in the table below.

Risk Profile	Risk	Control
RP1 - Misconduct	Moderate	Adequate
RP2 - Business and Community Disruption	Moderate	Adequate
RP3 - Inadequate Environmental Management	Low	Adequate
RP4 - Errors, Omissions, Delays and Incorrect Advice	Moderate	Adequate
RP5 - External Theft and Fraud (inc. Cyber Crime)	Moderate	Adequate
RP6 - ICT Systems and Infrastructure Failure	High	Inadequate
RP7 - Failure to Fulfil Statutory, Regulatory or Compliance Requirements	Moderate	Adequate
RP8 - Inadequate Safety and Security Practices	High	Inadequate
RP9 - Ineffective and Unsustainable Financial Management	Moderate	Adequate
RP10 - Ineffective Management of Public Facilities / Venues / Events	Moderate	Inadequate
RP11 - Inadequate Records Management Processes	Moderate	Inadequate
RP12 - Inadequate Project/Change Management	High	Inadequate
RP13 - Inadequate Engagement Practices	Moderate	Adequate
RP14 - Inadequate Procurement / Supplier / Contract Management	High	Inadequate
RP15 - Inadequate Asset Sustainability Practices	High	Inadequate
RP16 - Ineffective HR Management / Employment Practices	Moderate	Adequate

Leadership Team Meetings

Council's Leadership Team comprises the Executive Team, Managers with staffing responsibilities and Council's three Advisor positions (Governance & Risk, HR and Community Engagement).

The Leadership Team met twice during this quarter.

Areas and activities covered over the last quarter include:

- Presentation of the staff survey results
- Training on the use of updated templates for reporting on risk controls and actions

- Update on progress of internal audits
- Consultation regarding records policy and incoming mail procedure
- Review of the 2019 policy review program
- Presentation on the results of the community survey
- Notification of the review of the current EBA in preparation for negotiations regarding next EBA
- Review of the ICT policy
- Training on workers compensation claim process which.

Council By-laws

Council continues to work with the Department Local Government and Community Development: Local Government Division and Parliamentary Counsel to develop Council's draft By-laws. A meeting was held with the Department where it was made clear that due to the looming NT election and reviews of both the Cemeteries and Local Government Acts progress of the development of By-Laws will be slow. This has prompted Council to submit a motion to the April LGANT meeting seeking lobbying assistance from the sector.

2018 – 19 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance with legislative requirements as per Compliance Checklist (DOLG)	100%	Complete	Final report received from Department of Housing and Community Development: Local Government Division
Risk Management and Audit Committee Meetings	4 Meetings	On target	3 meetings to date (7 August 2018, 2 October 2018 and 5 February 2019). Meeting scheduled for 7 May 2019.
Internal Audits conducted as defined in the Internal Audit Program	3 Audits	Incomplete	Internal audits planned for this financial year are, <ol style="list-style-type: none"> 1. Payroll Audit - Commenced 2. Contract Management Practices – RFQ released 3. Traffic management of Council commissioned works
Governance & Risk Management Framework	Document Complete	Complete	Risk register maintenance is ongoing. Processes have been developed to facilitate updates.

Links with Strategic Plan

A well-run Council

Legislative and Policy Implications

Not applicable

Risks

NIL

Financial Implications

NIL

Community Engagement

Not applicable

Recommending Officer:

Silke Maynard, Director Community and Corporate Services

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

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



COUNCIL REPORT

Agenda Item Number:	15.4
Report Title:	RSPCA Darwin Request for Operational Funding
Report Number:	19/0042
Meeting Date:	17/04/2019
Attachments:	Attachment A – RSPCA Letter to Mayor Attachment B – RSPCA Funding Submission

Purpose

This report presents for Council's consideration, a funding request from the RSPCA Darwin Regional Branch Inc.

Summary

RSPCA Darwin have requested annual funding of \$27,300 to subsidise the cost of its operations, see Attachment A and B.

As part of the funding request, RSPCA has provided an indication of the quantum of work undertaken from the Litchfield municipality. Council records indicate that 23 dogs were sent to the RSPCA for re-homing in the 2017/18 financial year. This amounts to 2.9% of the total 2017/18 dogs accepted by RSPCA and 5% of the total dogs impounded by Council in 2017/18.

Council's Regulatory Services have existing agreements in place to transfer dogs for rehoming with both RSPCA and PAWS, paying \$65 per dog transferred. This amount is more than the amount requested to cover the initial vet check and food and consumables (\$20 and \$35 respectively) identified in the funding submission. The funding request does not mention this subsidy paid to RSPCA.

Although it is acknowledged that the RSPCA undertakes very important services and plays an important role in our community, it is incorrect, as stated in the funding request, that the RSPCA Darwin is providing animal management services that would ordinarily be provided by Council.

It is fair to assume that Litchfield ratepayers should not be burdened with additional animal welfare expenses of de-sexing and vet treatments which can be recouped from a new owner of a rehomed dog.

Recommendation

THAT Council:

1. acknowledges the contribution of the RSPCA Darwin Regional Branch Inc to animal welfare services; and
2. writes to the RSPCA Darwin Regional Branch Inc declining its request for operational funding.

Background

The Chair of RSPCA Darwin Regional Branch Inc, Mr Danny Moore, has to Mayor Bredhauer (letter attachment A) requesting annual financial support for the operation of the branch. RSPCA's request is based on the organisations' estimation of animal management services associated with animals from the Litchfield municipality, services the RSPCA states would ordinarily fall to Council to undertake. This is incorrect, Council does not provide re-homing for dogs and is not required by legislation to re-home dogs.

However, section 37(1)(b) of Litchfield Council (Dog Management) By-laws authorises Council to dispose of impounded dogs, as outlined below.

37 Disposal of impounded dogs

- (1) The CEO may, after a dog has been impounded for 72 hours:
- (a) arrange for the destruction of the dog; or
 - (b) pass the property in the dog to an approved incorporated body that provides services relating to animal welfare and dispose of the dog as agent for that body.

Council has an agreement in place with rehoming providers, PAWS and RSPCA, paying \$65 per dog transferred. These 12-month agreements expire on 30 June 2019 and commit Council to paying per dog transferred to the rehoming agent with the rehoming agreement clearly states that de-sexing and vaccinations are the re-homing organisations responsibility.

The table below provides current pound statistics for the 2018/19 financial year.

Impounded Dogs	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Current Year Total	Previous Year Total
Released to Owner	72	68	35		175	254
Tfr - Paws	18	20	26		64	91
Tfr - RSPCA	6	5	1		12	23
Euthanised	3	2	1		6	20

Council has approved for consultation the Draft Animal Management Plan 2019-2023 which details Council's commitment to ensuring that surrendered dogs can be re-homed, if appropriate and that dogs are not left unclaimed in Council's pound. Council policy 'REG01 Disposal of Surrendered and Unclaimed Dogs' supports this.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Council currently has 'REG01 Disposal of Surrendered and Unclaimed Dogs' policy which states that all dogs that are transferred to a re-homing organisation will be,

- microchipped (or a microchip provided) by Council prior to handover if the dog is not already microchipped;
- de-sexed and vaccinated at the re-homing organisation's expense prior to adoption; and
- provided with free registration to the end of the current annual registration period if adopted by a Litchfield resident.

Risks

There is a risk that RSPCA would not accept dogs for re-homing from Council anymore. With only 12 dogs sent to RSPCA this financial year, the risk appears to be minor. An indirect risk for Council could be if RSPCA decides to increase the cost for residents to adopt a dog.

Financial Implications

Council is supporting rehoming providers under an annual agreement with a payment of \$65 per transferred dog, provided for in the current budget. Prior to these agreements being in place the two organisations were accepting dogs without any payment contribution from Council. The alternative to rehoming is disposal, this costs Council \$85 per dog at a local veterinary clinic.

Council's net operating cost for Regulatory Services for 2018/2019 is \$293,864. As per Municipal Plan 2018-19, the role of the Regulatory Services Department is to

- Administer Council's dog management by-law
- Promote responsible dog ownership through public education and initiatives
- Assist with the management and control of feral dogs, and
- Address abandoned vehicles.

There is not legislative requirement for Council to provide more funding to RSPCA.

Community Engagement

Not applicable.

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

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

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Maree Bredhauer
Mayor
Litchfield Council

Via email to: *Maree.bredhauer@litchfield.nt.gov.au*

Wednesday 13th March 2019

Dear Mayor Bredhauer,

As you will be aware, the RSPCA is Australia's leading animal welfare organisation and one of its most trusted charities. However, you may not be aware that the RSPCA Darwin is acknowledged amongst its federated interstate colleagues as regularly achieving, on a percentage basis, the highest 'live release rates' in the Country (@96%) – an outcome of which we are extremely proud!

Going forward, we are seeking to further strengthen our relationship with the Litchfield Council through a greater emphasis on improving responsible pet ownership, animal management and welfare - a focus area in which the RSPCA Darwin believes it can offer both significant support and practical input.

However, as you will glean from the attached submission, we are currently suffering a significant financial burden as a consequence of providing services in relation to the rehabilitation, husbandry and rehoming of what we would term 'community animals'; i.e. those coming through the Pound, or 'strays', or other animals surrendered to RSPCA Darwin that would otherwise be the responsibility of the Council to manage.

We commend the attached submission for your favourable consideration and, should you require any further information, or clarification on any of the information contained therein, please don't hesitate to contact me either by phone on 0408 061 285, or by email at Chair@rspcadarwin.org.au.

Yours sincerely



Danny Moore
Chair
RSPCA Darwin Regional Branch Inc.

RSPCA Darwin
Regional Branch Inc.

ABN 42 603 546 873

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PO Box 40034
Casuarina NT 0811



Funding Submission - Executive Summary:-

This submission outlines the activities, programs and outcomes that RSPCA Darwin achieved across the 2017/18 Financial Year. It also outlines that RSPCA Darwin has and continues to incur considerable cost overruns for animal management services that ordinarily would be managed by the appropriate council, however this has been funded from both charitable donations and proceeds of fundraising, to cover the shortfall in actual costs.

Regrettably, if this financial situation continues, RSPCA Darwin may, to ensure its financial viability and operational sustainability, need to consider returning to its 'core business', being the 'prevention of cruelty to all animals great and small' and commensurately reduce the ability to continue to support the Litchfield Council in its animal management and welfare services.

RSPCA Darwin- Background:-

RSPCA Darwin's mission is to prevent cruelty to animals by actively promoting their care and protection. In achieving this mission RSPCA Darwin has played an active role in the local community since 1965. RSPCA Darwin is an independent locally incorporated association and a federated member of the RSPCA, Australia's leading animal welfare organisation and one of the Country's most trusted charities. As such, RSPCA Darwin applies national principles and protocols created in consultation with all RSPCA member societies; the Animal Welfare Policy Review Committee, and the RSPCA Australia Board. Our national protocols ensure that our operations reflect contemporary values and scientific knowledge, as well as ensuring that our staff are responsible, skilled, knowledgeable and conscientious in all aspects of animal care and management.

Whilst being the smallest RSPCA member organisation, RSPCA Darwin achieves many nationally recognised outcomes, including the country's highest 'live release rate' (@ 96.13%). RSPCA Darwin provides a safe environment where stray animals are held for the statutory period, seized animals are awaiting legal processes, animals are undergoing veterinary treatment and animals are awaiting adoption.

The qualified and dedicated senior management team (3 FTE) manages our facilities and resources. They also coordinate the community volunteering program, which currently hosts over 300 active volunteers who spend some 705 hours per month at the Shelter. These volunteers include seniors, return-to-work, Corrections facility, and work-for-the-dole participants. Our volunteering program provides positive social outcomes for these individuals, including improved mental health and wellbeing, improved quality of life and stronger networks.

Our compassionate and responsible animal care staff (6.7 FTE) adhere to a comprehensive framework provided by RSPCA Australia in providing treatment and husbandry for animals, ensuring their behavioral and well-being needs are met, as well as ensuring all animals are desexed and permanently identified by electronic means (microchipping and council registration) prior to leaving the Shelter.

RSPCA Darwin's operation is oversighted by a knowledgeable, diversely qualified, experienced and ethical Board of Directors who ensure prudent regulatory compliance, as well as financial and risk management.

RSPCA Darwin is indeed fortunate to have a strong local donor and supporter network, including over 13,500 Facebook followers and 6,500 Newsletter subscribers.



RSPCA Darwin is extremely proud of its engagement with the local Darwin community through its volunteer program, which is focusing on helping people connect back into the community and find purpose. Volunteer program participants during the year included:-

- Return to work
- Work for the dole
- Seniors (Newstart)
- SRC / Army Recovery / Defence Force
- Ironbark Aboriginal Corporation
- Community Corrections
- NDIS
- Corporate



Average Volunteer hours: 705
Training Sessions conducted: 52

RSPCA Darwin also achieved the following animal related statistics/outcomes:-

Statistics / Outcomes	Number of Animals
Animals taken into care	777
Live Release Rate	96.13%
Adoptions	715
Animals desexed	542
Treatments and vaccinations administered	5710
Veterinary consultations	1403

Across the 17/18 financial year 36 (4.6%) animals came directly from the Litchfield Pound, or the Litchfield municipality area. Although this number is relatively low in comparison to other areas, by RSPCA Darwin accepting those animals coming from the municipality directly, RSPCA Darwin are in effect providing services for the Council in place of its ranger and pound services.

Analysis of the number of Animals taken into care	Total	%
Litchfield Animal Pound Animals	21	2.7%
Litchfield Municipality Animals	15	1.9%
Other Council Animal Pound Animals	227	29.2%
Other Municipality Animals	448	57.7%
Other i.e. Emergency Boarding, Transfers etc.	66	8.5%
Total	777	100%

Unlike other animal management organisations, RSPCA Darwin adheres to the highest standards, based on scientific evidence, to ensure each animal receives a veterinary assessment; behaviour assessments; training; vaccinations; treatments; desexing; plus microchipping and council registration prior to being made available for foster or adoption. Furthermore, all community animals are properly housed and cared for under conditions that meet their physiological, behavioural, and socialisation needs. These strong protocols ensure a reduction in ongoing and future risks relating to animal management for the Litchfield Council and the local community generally.



The direct cost of strict adherence to these standards & protocols is outlined below: -

Animal Husbandry / Management Costs (based on the average length of stay of 63 days)	Total
Initial Vet Check	\$ 20.00
Treatments / Vaccinations and Microchipping	\$267.00
Desexing (average)	\$169.00
Food and consumables (mainly sponsored)	\$ 35.00
Total	\$491.00

1. Treatments (not limited to) intestinal wormer, flea treatment, C3, KC Intranasal, Malaseb, Dectomax
2. Initial vet check based on hourly rate/animals checked
3. Desex averaged by animal type and sex
4. Food and consumables based on consumption and percentage of supply orders

RSPCA Darwin is fortunate to have access to volunteer and pro-bono support, plus discounted services; however, the cost to appropriately and effectively manage stray and surrendered animals in line with community expectations and best practice is extremely high. To provide a safe facility / environment, plus staffing to appropriately manage and care for the animals, per annum operational costs include:-

Employment costs (9.7 FTE)	\$592,610.00
Shelter operating expenses	\$326,384.00
Total Per Annum Operating Costs (F/Y 2017/18)	\$918,994.00

1. Employee expenses less associated roles i.e. fundraising manager
2. Shelter operating expenses i.e. water, electricity, insurances, etc. to operate the facility.

RSPCA Darwin's mission and core purpose is to prevent cruelty to animals and care for the sick and injured. In more general terms, animal management per se is the responsibility of local government. What this submission seeks to demonstrate is that RSPCA Darwin uses significant funds, derived from both donations and proceeds of fundraising to perform work on behalf of the Litchfield Council.

It is fair to assume that the community expects that community animals i.e. those either bought to the Pound, or picked-up as 'strays', are rehabilitated and rehomed, and not simply euthanised, and this clearly entails significant costs. Having RSPCA Darwin undertake this work on behalf of the Litchfield Council obviously results in a significant 'cost transference' to the benefit of the City's animal management operations. (For example, during F/Y 2017/18, RSPCA Darwin accepted 166 stray and surrendered animals directly from the local public, which ordinarily would go to Litchfield Pound, as the responsible entity for community animal management).

RSPCA Darwin cost analysis based on animal intake from Litchfield (i.e. 4.6% of F/Y 2017/18 total costs)	Amount
Direct animal husbandry and management costs	\$17,676.00
Employee and operating costs	\$42,273.00
Total Cost	\$59,949
Less Costs Recovered through Adoption Fees (i.e. 4.6% of Shelter Adoptions)	\$5152.00
Resultant Shortfall in costs directly funded by RSPCA Darwin (i.e. Funded from RSPCA Donations & Fundraising Endeavours)	\$54,797



Request for an Operating Subsidy for F/Y 2018/19:-

The purpose of this submission is therefore to highlight the actual costs incurred by RSPCA Darwin in supporting the Litchfield Council's animal management responsibilities. (RSPCA Darwin anticipates that the number of animals falling under those responsibilities is unlikely to decrease significantly over the coming years).

On the basis of the financial / direct cost 'facts', outlined in this submission, which are directly related to the RSPCA Darwin's cooperative involvement / contribution to the Litchfield Council's animal management policies and programs, the RSPCA Darwin wishes to respectfully apply for the following Operational Subsidy for the 2018/19 Financial Year:-

Requested Subsidy: \$27,300

This sum reflects approx. half of the actual costs (as shown above) directly incurred by the RSPCA Darwin through its cooperative arrangement and involvement with animal management activities.

Whilst it is acknowledged that the quantum sought is a significant amount, it is hoped that, by fully outlining the 'actual annual costs' incurred by the RSPCA Darwin (and largely funded from donations and proceeds of fundraising activities) in working cooperatively with the council, the advantages of our mutually beneficial working relationship will be fully understood and appreciated.

To assist in ensuring future financial stability and ongoing service provision levels, RSPCA Darwin would also respectfully request consideration of approval of a multi-year operating subsidy, based on a three year term with an annual Darwin CPI escalation arrangement.



Appendix A:

Looking ahead:

As a proactive approach to animal related issues, RSPCA Darwin is working with interstate RSPCA member societies on an pet ownership educational program aimed at school-aged children, which has been proven overseas to have a positive impact on the community and responsible pet ownership. Furthermore, RSPCA Darwin is planning additional community desexing and microchipping programs to assist with animal population control and identification.

F/Y 17/18 RSPCA Darwin Outcomes at a glance:





COUNCIL REPORT

Agenda Item Number:	15.05
Report Title:	Place Names Committee – Dual Naming
Report Number:	19/0043
Meeting Date:	17/04/2019
Attachments:	Attachment A – Letter from Place Names Committee Attachment B – Attachment to Place Names Committee Letter

Purpose

To present to Council with a letter from NT Place Names Committee for its consideration and response regarding dual naming for geographic features and places within the municipality.

Summary

NT Place Names Committee is seeking advice from Council on whether Council is interested in seeing the progression of dual naming of geographical features and places within the municipality. Dual naming would provide formal recognition of Aboriginal place names and languages through a place being named both through its Aboriginal (or Torres Strait Islander) and non-Aboriginal name.

Council has been requested to identify whether it would be desirable for the Place Names Committee to pursue dual naming of any of the identified 113 geographic features/places located within the Litchfield municipality that may be appropriate for dual naming. Dual naming would not be applicable to road or suburb names.

Consultation with the local Aboriginal community, the broader community and Council would occur prior to a dual name being nominated to the Minister for Infrastructure, Planning and Logistics.

Recommendation

THAT Council:

1. supports the progression of dual naming of geographical features within the Litchfield Municipality; and
2. advises Place Names Committee of its support for the progression of dual naming of geographical features within the Litchfield Municipality and will work with the Committee where suitable, to assist the progression of dual naming.

Background

NT Place Names Committee wrote to Litchfield Council on 14 March 2019 seeking advice from Council on whether Council is interested in seeing the progression of dual or Aboriginal naming of places within the municipality. The communication is included at Attachment A and a response has been requested by 3 May 2019.

Place Names Committee has advised that:

“Dual naming is where a geographic feature or place is officially given a name which includes both an Aboriginal (or Torres Strait Islander) name or word and a non-Aboriginal name. Official documents and publications must use the official dual name, however unofficial documents and other publications can use either the Aboriginal or non-Aboriginal name.

Dual naming cannot be applied to the naming of roads, suburbs (localities) etc due to them forming part of the address for properties which are required by national policies and standards to be unique and unambiguous to ensure the integrity of emergency, postal and other services.”

Place Names Committee has identified geographic features and places within Litchfield’s municipality that have either official ‘registered’ names under the *Place Names Act* or ‘recorded’ names that have not been officially given under the *Act* but have been included in the Place Names Register due to previous use on other documents (e.g. maps). The full list of geographic features and places within Litchfield municipality identified by Place Names Committee is included at Attachment B. There are 113 features/places on the list.

Should a feature/place with an official registered Place Name be given an Aboriginal name, the existing registered name will not be changed but the feature/place will be considered to have a dual name. Should a recorded feature/place be given an Aboriginal name, the site may be given a dual name, or an option may be for the feature/place to become formally known by the new Aboriginal name, as the recorded place name has never been formalised into a registered place name.

Council is requested to identify whether it would support the Place Names Committee in pursuing the dual naming of any of the specific 113 features/places nominated. Should Council wish to identify multiple features/places for dual naming, it is requested that Council prioritise the sites. Where specific places are identified for dual naming, these names will be prioritised and pursued more vigorously than for the features/places that have not been noted to Place Names Committee by any organisation.

A request for interest in dual naming of features/places within Litchfield municipality has also been provided to Northern Land Council for comment, as the primary Aboriginal organisation involved with Aboriginal matters in Litchfield Council’s area.

Due to the timing of receiving the letter and reporting timeframes, it is difficult for a comprehensive review of the listed features and places to be considered, including whether any locations exist within Council land. Therefore, it is recommended that Council support the progression of dual naming of geographical features and places and work with the NT Place Names Committee as required.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Council Policy INF04 *Place Names* requires that all requests for Council support for Place Names must be brought to Council for a decision and that the request must be in line with the *NT Place Names Guidelines*.

Risks

Not applicable to this report.

Financial Implications

Not applicable to this report.

Community Engagement

Should a geographical feature or place be identified for dual naming, Place Names Committee will work with the local Aboriginal community to determine whether an Aboriginal name exists for the place. Further consultation with the broader community is then expected, including Council. The dual name may then be presented to the Minister for Infrastructure, Planning and Logistics for approval.

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

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

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



PLACE NAMES COMMITTEE

for the Northern Territory

Ref: PNEP (DN)

Ms Kaylene Conrick
Chief Executive Officer
Litchfield Council
PO Box 446
HUMPTY DOO NT 0836

via email: council@litchfield.nt.gov.au

Dear Ms Conrick

Re: Identification of opportunities for dual naming of geographic features and places in the Municipality of Litchfield

As you may be aware the Northern Territory Government is committed to elevating Aboriginal language and history into the everyday. An important way of doing this is through the formal recognition of Aboriginal place names and languages that formed, and continue to form, an integral part of Aboriginal culture and history.

The Place Names Committee (the Committee) is therefore progressing a body of work to enhance Aboriginal place naming practices across the Northern Territory which includes consideration of dual naming opportunities.

I am writing to you to seek feedback from the Litchfield Council in relation to opportunities to dual name geographic features and places within the Municipality of Litchfield.


Dual naming is where a geographic feature or place is officially given a name which includes both an Aboriginal (or Torres Strait Islander) name or word and a non-Aboriginal name. Official documents and publications must use the official dual name, however unofficial documents and other publications can use either the Aboriginal or non-Aboriginal name.

Dual naming cannot be applied to the naming of roads, suburbs (localities) etc. due to them forming a part of the address for properties which are required by national policies and standards to be unique and unambiguous to ensure integrity of emergency, postal and other services.

The Place Names Committee (the Committee) has identified a range of geographic features and places within the Municipality of Litchfield that have either:

- official 'registered' names given under the *Place Names Act*; or
- 'recorded' names that have not been officially given under the *Place Names Act* but have been included in the Place Names Register as a result of them having been used in documents from a variety of sources, e.g. historic topographic maps.

A copy of the list of names is at Attachment A.



Geographic features and places identified in the list with 'registered' names may be appropriate for dual naming while those with 'recorded' names may be appropriate for either dual naming or alternatively official naming using only their Aboriginal name.

Your advice on whether the Litchfield Council would be interested in seeing the progression of dual or Aboriginal naming of one or more of these places would be appreciated, and if so your advice on which particular place names it would wish to see prioritised is also sought.

The Committee has forwarded similar correspondence to peak Aboriginal organisations operating in the Litchfield area including the Northern Land Council, to seek their input on places that they would wish to see dual or Aboriginal named as a priority.

In order to provide sufficient time for Council to consider this request your advice would be appreciated by Friday 3 May 2019.

Once advice has been received from all stakeholders, the Committee will be in a position to determine a priority list and the specific detailed consultation to identify an appropriate Aboriginal name for each will be able to be progressed.

The *Place Names Act* requires that the Committee seek the views of interested parties before making any recommendation that the Minister for Infrastructure, Planning and Logistics officially name, or alter the name, of a place.

Any proposal to officially name a particular geographic feature or place with a dual name or using an Aboriginal name will therefore require extensive consultation with the local Aboriginal community to ensure that the name appropriately reflects the local Aboriginal language and culture. The views of the broader community will also need to be sought, along with the views of the Litchfield Council.

If you would like to discuss this project, please contact me on 0448 622 617. If you have further queries or require additional information to assist Council in giving consideration to this request please contact Mr Richard Smith, Senior Director Land Information on telephone 8999 6711 or email richard.smith@nt.gov.au or Ms Kirrily Chambers, Land Services Reform Program Manager on telephone 8924 7232 or email kirrily.chambers@nt.gov.au.

Yours sincerely



Dr Samantha Wells

Chairperson

14 March 2019

FEATURE_ID	NAME	FEATURE_TYPE	LONGITUDE	LATITUDE	NT_FEATURE_TYPE	DATUM	PLACE_STATUS	LOCALITY
10136	Acacia Creek	WATERCOURSE	131.1961	-12.8007	STREAM	GDA2020	Recorded	Manton
10137	Acacia Gap	PASS	131.2016	-12.8046	PASS	GDA2020	Recorded	Manton
10307	Amys Creek	WATERCOURSE	131.0618	-12.607	STREAM	GDA2020	Recorded	Bees Creek
10333	Andrews Point	POINT	131.241	-12.2255	POINT	GDA2020	Recorded	Koolpinyah
10464	Arthurs Hill	HILL	130.9482	-12.777	HILL	GDA2020	Recorded	Tumbling Waters
10509	Aulds Lagoon	WATERHOLE	131.2227	-12.7429	WATERHOLE	GDA2020	Recorded	Daly
10571	Bald Hill Creek	WATERCOURSE	131.23	-12.7891	STREAM	GDA2020	Recorded	Manton
10728	Beatrice Hill	HILL	131.3186	-12.6511	HILL	GDA2020	Recorded	Middle Point
10730	Beatrice Lagoon	WATERHOLE	131.3314	-12.6103	WATERHOLE	GDA2020	Recorded	Middle Point
10749	Bees Creek	WATERCOURSE	131.0485	-12.5924	STREAM	GDA2020	Recorded	Weddell
10777	Benhams Lagoon	WATERHOLE	131.1604	-12.5264	WATERHOLE	GDA2020	Recorded	Herbert
10778	Benjamin Lagoon	WATERHOLE	131.156	-12.5346	WATERHOLE	GDA2020	Recorded	Herbert
10787	Bennetts Creek	WATERCOURSE	131.0221	-12.5781	STREAM	GDA2020	Recorded	Weddell
10797	Berry Creek	WATERCOURSE	130.9661	-12.6752	STREAM	GDA2020	Recorded	Berry Springs
10801	Berry Springs	SPRING	130.9996	-12.7041	SPRING	GDA2020	Recorded	Berry Springs
10896	Black Jungle	FOREST	131.21	-12.5427	FOREST	GDA2020	Recorded	Black Jungle
10940	Blackmore River	WATERCOURSE	130.9367	-12.609	STREAM	GDA2020	Recorded	Blackmore
11209	Broad Reach	REACH	131.2746	-12.251	REACH	GDA2020	Recorded	Koolpinyah
11393	Burdens Creek	WATERCOURSE	131.0339	-12.5717	STREAM	GDA2020	Recorded	Virginia
11504	Camerons Beach	BEACH	130.9863	-12.3465	BEACH	GDA2020	Recorded	Shoal Bay
11607	Castle Point	POINT	131.274	-12.3368	POINT	GDA2020	Recorded	Koolpinyah
11819	Cockatoo Island	HILL	131.291	-12.6664	HILL	GDA2020	Recorded	Wak Wak
23177	Colvin Point	POINT	130.882	-12.6068	POINT	GDA2020	Recorded	Blackmore
11965	Corneys Creek	WATERCOURSE	131.0278	-12.5775	STREAM	GDA2020	Recorded	Virginia
23372	Cossack Creek	INLET	130.9049	-12.5154	COVE	GDA2020	Recorded	Wickham
12196	Dalys Creek	WATERCOURSE	130.962	-12.6813	STREAM	GDA2020	Recorded	Blackmore
12226	Darwin River	WATERCOURSE	130.9477	-12.7154	STREAM	GDA2020	Recorded	Southport
24018	Deloraine Creek	WATERCOURSE	130.956	-12.6323	STREAM	GDA2020	Recorded	Weddell
12424	Donalds Lagoon	WATERHOLE	131.2417	-12.7332	WATERHOLE	GDA2020	Recorded	Daly
12524	Dutchies Lagoon	WATERHOLE	131.0458	-12.4889	WATERHOLE	GDA2020	Recorded	Howard Springs
12537	East Arm	INLET	130.9015	-12.5034	COVE	GDA2020	Recorded	Elrundie, Wickham
21394	Edwin Creek	WATERCOURSE	131.1421	-12.5668	STREAM	GDA2020	Recorded	Humpty Doo

FEATURE_ID	NAME	FEATURE_TYPE	LONGITUDE	LATITUDE	NT_FEATURE_TYPE	DATUM	PLACE_STATUS	LOCALITY
12635	Ella Creek	WATERCOURSE	131.0725	-12.7737	STREAM	GDA2020	Recorded	Fly Creek
12727	Ettie Creek	WATERCOURSE	131.0278	-12.8353	STREAM	GDA2020	Recorded	Darwin River
12857	Fisher Lagoon	WATERHOLE	131.0963	-12.425	WATERHOLE	GDA2020	Registered	Shoal Bay
12913	Fly Creek	WATERCOURSE	131.0638	-12.7715	STREAM	GDA2020	Recorded	Livingstone
12980	Freds Pass	PASS	131.2158	-12.741	PASS	GDA2020	Recorded	Daly
12989	Fright Point	POINT	131.0487	-12.1477	POINT	GDA2020	Recorded	Gunn Point
13155	Girraween Lagoon	WATERHOLE	131.0804	-12.5182	WATERHOLE	GDA2020	Registered	Girraween
13171	Glyde Point	POINT	131.1134	-12.1593	POINT	GDA2020	Recorded	Glyde Point
13213	Goose Lagoon	WATERHOLE	130.9838	-12.7032	WATERHOLE	GDA2020	Recorded	Berry Springs
13364	Gunn Point	POINT	130.9943	-12.1718	POINT	GDA2020	Recorded	Gunn Point
13381	Guys Creek	WATERCOURSE	131.1911	-12.7259	STREAM	GDA2020	Recorded	Acacia Hills
13443	Hardys Creek	WATERCOURSE	130.9862	-12.6867	STREAM	GDA2020	Recorded	Berry Springs
13460	Hart Point	POINT	131.2201	-12.2289	POINT	GDA2020	Recorded	Koolpinyah
24015	Haycock Creek	INLET	130.9472	-12.6079	COVE	GDA2020	Recorded	Weddell
13480	Haycock Hill	HILL	130.9402	-12.5962	HILL	GDA2020	Recorded	Wickham
24016	Haycock Point	POINT	130.9361	-12.5946	POINT	GDA2020	Recorded	Weddell
13481	Haycock Reach	REACH	130.943	-12.6325	REACH	GDA2020	Recorded	Blackmore
13577	Hollands Creek	WATERCOURSE	131.2062	-12.5541	STREAM	GDA2020	Recorded	Black Jungle
21670	Hoods Duck Ponds	WATERHOLE	130.8948	-12.8576	WATERHOLE	GDA2020	Recorded	Darwin River
13599	Hope Inlet	INLET	131.0111	-12.3444	COVE	GDA2020	Recorded	Shoal Bay
13610	Horns Creek	WATERCOURSE	131.0745	-12.6074	STREAM	GDA2020	Recorded	Humpty Doo
13645	Howard Peninsula	PENINSULA	131.0251	-12.3762	PENINSULA	GDA2020	Recorded	Shoal Bay
13646	Howard River	WATERCOURSE	131.0354	-12.3621	STREAM	GDA2020	Recorded	Girraween,Shoal Bay
13648	Howard Springs	SPRING	131.0493	-12.4608	SPRING	GDA2020	Recorded	Howard Springs
13808	Ironstone Lagoon	WATERHOLE	130.9313	-12.4293	WATERHOLE	GDA2020	Recorded	Knuckey Lagoon
23178	Jones Creek	WATERCOURSE	130.8774	-12.5492	STREAM	GDA2020	Recorded	Wickham
14182	Kings Creek	WATERCOURSE	131.0061	-12.3568	STREAM	GDA2020	Recorded	Shoal Bay
24010	Kittyhawk Creek	INLET	130.9466	-12.5403	COVE	GDA2020	Recorded	Wickham
14203	Knuckey Lagoons	WATERHOLE	130.9451	-12.4337	WATERHOLE	GDA2020	Recorded	Knuckey Lagoon
14227	Korebum Lagoon	WATERHOLE	131.1509	-12.3653	WATERHOLE	GDA2020	Recorded	Koolpinyah
24020	Kuru Creek	WATERCOURSE	130.9732	-12.6601	STREAM	GDA2020	Recorded	Weddell
14291	Lagoon Creek	WATERCOURSE	130.8986	-12.8065	STREAM	GDA2020	Recorded	Darwin River

FEATURE_ID	NAME	FEATURE_TYPE	LONGITUDE	LATITUDE	NT_FEATURE_TYPE	DATUM	PLACE_STATUS	LOCALITY
14304	Lake Deane	LAKE	131.0145	-12.7264	LAKE	GDA2020	Recorded	Berry Springs
14332	Lambells Lagoon	WATERHOLE	131.2739	-12.5601	WATERHOLE	GDA2020	Recorded	Lambells Lagoon
14388	Leaders Creek	WATERCOURSE	131.113	-12.1755	STREAM	GDA2020	Recorded	Koolpinyah
23371	Lightning Creek	INLET	130.9082	-12.5162	COVE	GDA2020	Recorded	Wickham
14471	Lily Pond	WATERHOLE	131.3631	-12.5914	POND	GDA2020	Recorded	Middle Point
14507	Limul Limul Lagoons	WATERHOLE	131.15	-12.3833	WATERHOLE	GDA2020	Recorded	Koolpinyah
14513	Litchfield Creek	WATERCOURSE	131.2673	-12.6444	STREAM	GDA2020	Recorded	Lambells Lagoon
21672	Little Darwin River	WATERCOURSE	130.9594	-12.8204	STREAM	GDA2020	Recorded	Darwin River
14560	Lloyds Creek	WATERCOURSE	131.2331	-12.7096	STREAM	GDA2020	Recorded	Daly
20524	London Lagoon	WATERHOLE	131.0892	-12.5311	WATERHOLE	GDA2020	Recorded	Girraween
14664	Lyons Lagoon	WATERHOLE	131.0969	-12.4335	WATERHOLE	GDA2020	Registered	Shoal Bay
14778	Manton River	WATERCOURSE	131.2125	-12.8036	STREAM	GDA2020	Recorded	Manton
14964	Mc Minns Lagoon	WATERHOLE	131.0827	-12.5547	WATERHOLE	GDA2020	Recorded	McMinns Lagoon
14999	Melacca Creek	WATERCOURSE	131.2708	-12.3399	STREAM	GDA2020	Recorded	Koolpinyah
15033	Micket Creek	WATERCOURSE	130.9482	-12.3454	STREAM	GDA2020	Recorded	Micket Creek
15102	Milners Creek	WATERCOURSE	130.9843	-12.4506	STREAM	GDA2020	Recorded	Holtze
15103	Milners Swamp	WETLAND	130.994	-12.4233	SWAMP	GDA2020	Recorded	Shoal Bay
24013	Mosquito Creek	WATERCOURSE	130.9803	-12.5455	STREAM	GDA2020	Recorded	Weddell
15258	Mosquito Lagoon	WATERHOLE	131.2191	-12.7063	WATERHOLE	GDA2020	Recorded	Daly
15259	Mosquito Pass	PASS	131.2106	-12.7121	PASS	GDA2020	Recorded	Acacia Hills
15401	Mount Daly	MOUNTAIN	131.2194	-12.7238	MOUNT	GDA2020	Recorded	Daly
16131	Neds Lagoon	WATERHOLE	131.1072	-12.5477	WATERHOLE	GDA2020	Recorded	Girraween
16253	Ninnis Creek	WATERCOURSE	131.156	-12.4553	STREAM	GDA2020	Recorded	Koolpinyah
17132	Noogoo Swamp	WETLAND	130.989	-12.3936	SWAMP	GDA2020	Recorded	Shoal Bay
23179	Oyster Rocks	ROCK	130.8842	-12.5818	HYDROGRAPHIC ROCK	GDA2020	Recorded	Wickham
17516	Pass Creek	WATERCOURSE	131.2323	-12.7388	STREAM	GDA2020	Recorded	Daly
17528	Peak Hill	HILL	130.865	-12.5193	HILL	GDA2020	Recorded	Wickham
17646	Pioneer Creek	WATERCOURSE	130.8753	-12.6103	STREAM	GDA2020	Recorded	Blackmore
24017	Platypus Creek	WATERCOURSE	130.9543	-12.6211	STREAM	GDA2020	Recorded	Weddell
17697	Point Stephens	POINT	131.1547	-12.1714	POINT	GDA2020	Recorded	Koolpinyah
23373	Preston Point	POINT	130.9022	-12.5144	POINT	GDA2020	Recorded	Wickham
21671	Quarry Hill	HILL	130.9706	-12.8194	HILL	GDA2020	Recorded	Darwin River

FEATURE_ID	NAME	FEATURE_TYPE	LONGITUDE	LATITUDE	NT_FEATURE_TYPE	DATUM	PLACE_STATUS	LOCALITY
17935	Red Lily Waterhole	WATERHOLE	131.2695	-12.6796	WATERHOLE	GDA2020	Recorded	Wak Wak
17967	Reedy Lagoon	WATERHOLE	131.3488	-12.5617	WATERHOLE	GDA2020	Recorded	Middle Point
22651	Salt Water Arm	INLET	131.225	-12.2298	COVE	GDA2020	Recorded	Koolpinyah
18355	Shoal Bay Peninsula	PENINSULA	130.9722	-12.3734	PENINSULA	GDA2020	Recorded	Shoal Bay
24008	Spitfire Point	POINT	130.9339	-12.5335	POINT	GDA2020	Recorded	Wickham
18663	Storm Point	POINT	130.9318	-12.6126	POINT	GDA2020	Recorded	Blackmore
18720	Sunday Creek	WATERCOURSE	131.2394	-12.6831	STREAM	GDA2020	Recorded	Wak Wak
18913	The Narrows	REACH	131.2566	-12.2326	REACH	GDA2020	Recorded	Koolpinyah
18918	The Peel Creek	WATERCOURSE	130.9085	-12.8083	STREAM	GDA2020	Recorded	Darwin River
19039	Tommy Policeman Lagoon	WATERHOLE	131.3326	-12.5133	WATERHOLE	GDA2020	Recorded	Koolpinyah
19102	Tree Point	POINT	131.0143	-12.3265	POINT	GDA2020	Recorded	Shoal Bay
19125	Tumbling Waters	WATERFALL	130.9468	-12.7711	WATERFALL	GDA2020	Recorded	Tumbling Waters
20523	Wadham Lagoon	WATERHOLE	131.0382	-12.4971	WATERHOLE	GDA2020	Recorded	Howard Springs
19569	Wells Creek	WATERCOURSE	131.0101	-12.5651	STREAM	GDA2020	Recorded	Virginia
19694	Wickham Point	POINT	130.8587	-12.5075	POINT	GDA2020	Registered	Wickham
24011	Wirraway Creek	INLET	130.9516	-12.5402	COVE	GDA2020	Recorded	Wickham
19823	Woodfords Lagoon	WATERHOLE	130.9693	-12.7746	WATERHOLE	GDA2020	Recorded	Darwin River



COUNCIL REPORT

Agenda Item Number:	15.06
Report Title:	April 2019 Summary Planning and Mining Report
Report Number:	19/0044
Meeting Date:	17/04/2019
Attachments:	Attachment A: Letter of Comment on PA2012/0994

Purpose

The purpose of this report is to provide to Council a summary of development and mining applications received, and comments provided, for the period of 8 March 2019 to 4 April 2019.

Summary

For the noted period, Council provided comments on one development application, which was supported subject to specific issues being adequately addressed. For the noted period, Council provided no comments on mining applications.

All letters of comment are provided for information in the attachments to this report.

Recommendation

THAT Council:

1. receive the April 2019 Summary Planning and Mining Report; and
2. notes for information the response provided to Development Assessment Services within Attachment A to this report.

Background and Discussion

DEVELOPMENT APPLICATIONS

The following is a summary of all Development Applications received and comments provided for the period of 8 March 2019 to 4 April 2019.

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	0
Development applications supported, subject to specific issues being adequately addressed	1
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

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 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	Purpose and Summary	Specific Issues to be Addressed
PA2012/0994 Section 2675 (1/199) Doris Road, Berry Springs, Hundred of Cavenagh	<p>Third Extension of Time for a Unit Title Subdivision to Create 9 Unit Title Lots.</p> <p>The application is for a subdivision to create nine unit title lots of 1,230m² each at Lake Barden. The application was originally approved in 2013 but the subdivision has not yet been carried out.</p> <p>Two previous two-year extensions of time have been granted for the proposal. The application contends that finalisation of this subdivision requires a power connection and the ultimate power design for the site is dependent upon the outcome of a similar application for an additional nine lot unit title subdivision immediately adjacent the subject site that has yet to be determined.</p>	<p>As an approval of the extension will extend the time period of the original application to eight years, it is noted that there may have been changes in the requirements for a subdivision over that time period. Thus, it is considered that support for the application should be predicated on the application meeting the requirements of the NT Planning Scheme, which Council supports.</p> <p>It is also requested to note to the applicant the requirement to pay fees to Council as required under Litchfield Council's <i>Developer Contributions Plan for Roads and Drainage</i> for each new lot created.</p>

MINING APPLICATIONS

There were no mining applications during the noted period.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report

Risks

Not applicable to this report

Financial Implications

Not applicable to this report

Community Engagement

Not applicable to this report

Recommending Officer: Nadine Nilon, Director Infrastructure and Operations

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

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



26 March 2019

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

RE: Letter of Comment Extension of Time Application

PA2012/0994

**Section 2675 (1/199) Doris Road, Berry Springs, Hundred of Cavenagh
Third Extension of Time**

Thank you for the Extension of Time Application referred to this office on 25/03/2019, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The application has previous approval and is yet to be finalised.
- b) There do not appear to be any negative effects on Council infrastructure as a result of the proposal.

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

- a) Council supports the requirements of the NT Planning Scheme and provides support for this proposal pending compliance with NT Planning Scheme requirements. Should Development Assessment Services determine a requirement is not met, Council may review its support of the application.
- b) It is additionally noted that the subdivision, prior to clearance from Council, will be required to comply with Litchfield Council's *Developer Contributions Plan for Roads and Drainage*. This Plan applies regardless of the inclusion of a condition on the Development Permit; however, Council feels it is clearer for all parties if the standard condition, included in the section below, is included on any Development Permit granted or extended for 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) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan for the upgrade of roads

and drainage infrastructure as a result of this development. The contribution payable is in accordance with that for Catchment Area 12B, in which the site falls within the Council's *Developer Contributions Plan for Roads and Drainage*.

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

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

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

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.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:	15.07
Report Title:	Council Sponsorship 2018 – The Sweetest Job Campaign Evaluation Report
Report Number:	19/0045
Meeting Date:	17/04/2019
Attachments:	Attachment A - 2018 NT Sweetest Job Campaign Final Campaign Report

Purpose

This report presents to Council NT Farmers' Sweetest Job Campaign Evaluation Report for noting.

Summary

Litchfield Council provided \$5,000 sponsorship to NT Farmers in the 2018/19 financial year to support the Sweetest Job Campaign organised in cooperation with Regional Development Australia Northern Territory (RDANT).

The campaign ran from August to November 2018 with the goal to attract local workers to farm work during the mango season.

The evaluation report shows the campaign achieved targets as set out in the sponsorship proposal:

- Increased participation of local residents in seasonal picking and packing jobs in the Mango Industry with 24 NT residents placed in farm jobs;
- Increased the number of local candidate's self-referring to local farms with 82 NT residents referred to farms;
- Increased interest in horticulture careers pathways with several candidates remaining employed at farms beyond the end of the mango season; and
- Alleviating labour shortage issues on local farms as per feedback from growers.

Recommendation

THAT Council:

1. receives and notes the Sweetest Job Campaign Evaluation Report; and
2. writes to Regional Development Australia Northern Territory and Northern Territory Farmers to congratulate them on the successful campaign.

Background

At the 18 July 2018 meeting, Council resolved to support a one-off sponsorship agreement with NT Farmers Association and Regional Development Australia NT (RDANT) providing \$5000 towards the

Sweetest Job Campaign. The Campaign was a pilot project aiming at promoting seasonal work opportunities available in the NT mango harvest to local NT residents, and increasing the number of local people engaged in seasonal work.

The Sweetest Job Campaign was a unique collaboration of key contributing partners which included RDANT, NT Farmers Association, NT Government Department of Trade, Business and Innovation and Litchfield Council.

The Campaign ran from 13 August to 30 November 2018 and a total of seven growers (six in Darwin/Litchfield and one in Katherine) signed up to participate.

Candidates were screened for jobs through a number of filters and were given the opportunity to participate in information and interview sessions prior to being referred to the farms. A summary of candidates who signed up to the Campaign is below.

Total NT	Candidates Registered	Screened	Referred to Farms	Farm Jobs
NT Resident	116	116	82	24
Working Holiday Visa	166	27		
Total	282	143	82	24

All 24 farm jobs were in Darwin/Litchfield. No farm jobs resulted in the Katherine area.

Key achievements according to the Evaluation Report include:

- 24 people being placed into mango farm jobs equated to 20% of NT residents who registered for the Campaign. This is a high ratio compared to recruitment industry benchmarks;
- Approximately 70% of people employed in mango farm jobs completed the mango season;
- Six of the 24 people employed continued employment beyond the mango season as farm hands or in maintenance roles.
- The Campaign equated to \$1,875 per job, which demonstrates a significant value for money. Fees paid to an employment agency range from \$5,000 -\$15,000.

The evaluation report also suggested improvements for future campaigns. The two key suggestions are:

- Greater lead time and opportunities for candidate orientation, work experience and skills development; and
- Stronger emphasis on grower relationship and engagement to strengthen referral processes.

Links with Strategic Plan

Priority # 1 – Everything you need

Priority # 2 – A great place to live

Legislative and Policy Implications

Nil

Risks

Nil

Financial Implications

Litchfield Council has provided \$5,000 to the NT Farmers Association towards the Sweetest Job Campaign.

Community Engagement

The survey undertaken with the growers and candidates is part of the Campaigns' processes.

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.



2018 NT SWEETEST JOB CAMPAIGN (MANGO HARVEST)

FINAL CAMPAIGN REPORT



PREPARED BY: KRIS McCUE, DIRECTOR

DATE: 22 NOVEMBER 2018



PROJECT SUMMARY

Stones throw Group (STG) was engaged by Regional Development Australia Northern Territory (RDANT) on 30 July 2018 to conduct the 2018 NT Sweetest Job Campaign (NTSJC) from 01 August to 31 October 2018 (extended to 30 November 2018).

The NTSJC, a local labour force recruitment campaign in the Darwin / Litchfield and Katherine regions, was a pilot project aimed at promoting the seasonal work opportunities available in the NT mango harvest to local NT residents, and increasing the number of local people engaged in seasonal work. Supporting the NTSJC was a unique collaboration of key contributing partners including RDANT, Northern Territory Farmers Association (NTFA), NT Government Department of Trade, Business and Innovation (Workforce NT) and Litchfield Council. Representatives from these partners comprised the NTSJC steering committee, which had responsibility for project oversight. The key objectives of the NTSJC were to:

- Support the Mango industry in the Darwin / Litchfield and Katherine regions to fulfil their local workforce requirements by placing appropriate candidates with local growers.
- Deliver a promotional campaign and recruitment program that attracts an appropriate local workforce from the Darwin / Litchfield and Katherine regions.
- Facilitate referral relationships between mango growers and employment support services (e.g. job active, migrant services, youth services).

NT SWEETEST JOB CAMPAIGN ELEMENTS

The NTSJ ran from 13 August to 30 November 2018 and comprised the following key elements:

- Dedicated NTSJC website with project information and online registration functionality.
- Social media promotion with a dedicated Facebook page to drive local engagement.
- Media and communications – local TV and radio.
- Local radio campaign.
- Grower engagement.
- Candidate engagement and screening.
- Candidate information sessions in the Darwin / Litchfield and Katherine regions.
- On-farm trial sessions in the Darwin / Litchfield region.
- Candidate resources including training sessions and provision of “Mango card” accreditation to candidates.
- Promoting the NTSJC to growers and working with farms to identify seasonal work opportunities.
- Referring screened candidates to growers including coordinating interviews and placement.

GROWER ENGAGEMENT

A total of seven growers agreed to participate in the NTSJC pilot. As a condition of participation, these growers were required to declare that their workplace and workforce practices met relevant Work Health and Safety (WHS) and pay and conditions requirements. The participating farms were:

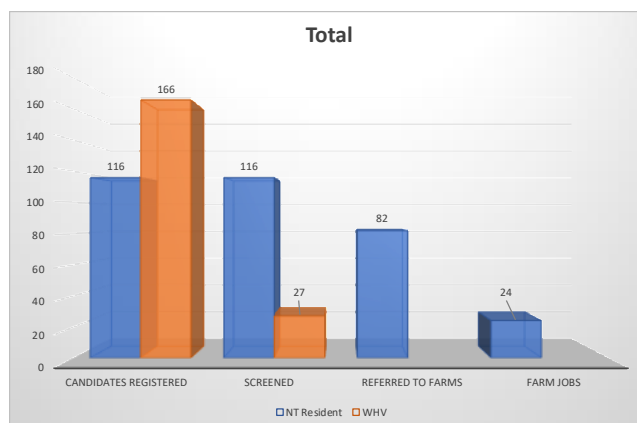
Darwin / Litchfield	Katherine
Acacia Hills Farm	Foxalicious Fruit
Pitstop Enterprises	
Cheeky Farms	
Arnhem Produce	
Gray Farm NT Quality Hay	
Milkwood Tropical Orchards	



CAMPAIGN OUTCOMES

A summary of the key campaign outcomes is provided in the following table and chart. A more detailed analysis is provided below:

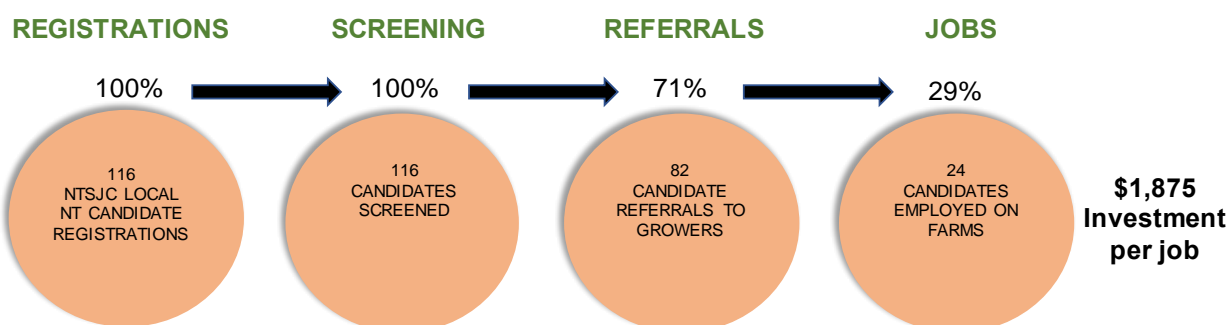
Total NT	Candidates Registered	Screened	Referred to farms	Farm Jobs
NT Resident	116	116	82	24
WHV	166	27		
Total	282	143	82	24



LOCAL NT RESIDENTS OUTCOMES & VALUE FOR MONEY

Whilst the NTSJC attracted interest from Backpackers, people on a variety of Visas and overseas workers, the NTSJC was aimed at providing employment opportunities for local NT workers:

- When compared to fees paid to employment services providers of \$5,000 - \$15,000 per job outcome (based on figures provided by Jobactive providers), the NTSJC demonstrated significant value for money with an investment of \$1,875 per job by project partners.
- The placement to referral ratio of 29% (i.e. of 82 candidates referred, 24 were employed) is high by recruitment industry standards, with typical ratios at 1-3% (based on feedback from recruitment and labour hire agencies). Note that this ratio is based in the total number of referred candidates in both the Darwin / Litchfield and Katherine regions.





CAMPAIGN ANALYSIS & OUTCOMES

PROJECT GOALS AND KPIs

The goals of the NTSJC were determined by the project partners and the following table provides an evaluation of the extent to which the project goals were met. There were some key learnings gained through the operation of this campaign, and these are detailed in a separate section below:

Project Goal	Outcome	Comments
1. Extensive coverage across traditional media (newspapers, radio, TV news) and targeted social media reaching thousands	Extensive coverage was achieved across all traditional media. Social and digital promotion reached and engaged thousands of people.	Please refer to Appendix A – Media Links for a list of links to NTSJC-related media articles. Please refer to the Digital Analytics section below for a detailed analysis.
2. Extensive messaging through Partner channels – media releases, e-news stories, etc.	RDANT and NTF website and social media channels promoted the NTSJC.	Refer to Appendix A – Media Links for a list of links to NTSJC-related releases and stories.
3. Strong political support evidenced by local members promoting through local channels and publications	Strong political support was achieved through the advocacy of NTFA, RDASC and NTG.	Evidenced by the speech by the Hon. Warren Snowden MP in the NT Parliament - refer to Appendix A – Media Links .
4. Positive coverage of Mango industry's efforts to employ local workers (improved PR), and changed employer perceptions about: <ul style="list-style-type: none"> Ability and quality of the local workforce; and Local people not being interested in working the Mango harvest. 	Positive coverage was achieved through traditional and social media, media releases and online articles by NTFA and RDANT. Growers who employed local people through the NTSJC did change their perceptions about the local workforce in relation to these two issues. This is evidenced by: <ul style="list-style-type: none"> Growers employing NTSJC candidates and, in some cases, retaining them until the end of the season and beyond; and The 116 NT locals who registered their interest and those that attended information, farm trials and training sessions. 	Refer to Appendix A – Media Links . Need to incorporate these outcomes in future campaigns.
5. Dedicated website unique hits.	A high rate of unique website hits were recorded during the campaign.	Please refer to the Digital Analytics section below for a detailed analysis.
6. 500 enquiries	Around 680 enquiries were received in relation to the NTSJ. Enquiries were received via phone, social media, through the website and through partners.	Please refer to the Campaign Analysis Section below.
7. Overall information session attendance and interview – 100	143 people were interviewed during the screening process. Of these, 50 candidates attended information sessions, with 24 attending on farm trials and 12 attending employability skills training.	Please refer to the Key Learnings Section below.
8. 50 placed on farm	82 screened candidates were referred to local growers with 24 placed into jobs on farms.	Please refer to the Key Learnings Section below.
9. 35 retained for the season.	Retention data has not yet been finalised.	Please refer to the Campaign Analysis Section below.



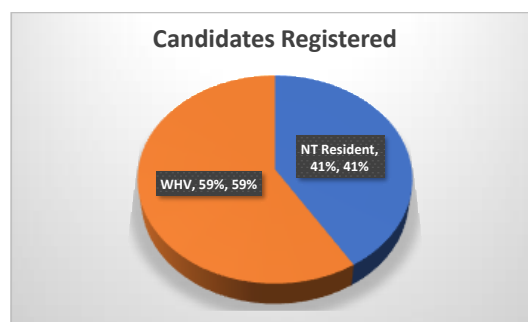
CAMPAIGN ANALYSIS

MARKET ENGAGEMENT

The NTSJC commenced in mid-August 2018 with a social media promotion, media releases by project partners and a direct email campaign to local employment services providers, community organisations and networks, migrant networks, Aboriginal and Torres Strait Islander organisations and other local stakeholders. At the same time, NTFA engaged the grower market through direct email and communications to drive employer participation in the pilot project.

Key Points - Engagement

- Market engagement activity drove traffic to the Sweetest Job website which had online registration capability. More than 640 enquiries were received during the campaign with 282 registrations through the Sweetest Job website.
- The campaign attracted strong interest from the backpacker (Working Holiday Visa – “WHV”) market, other temporary visa holders and overseas workers.
- 116, or 41% of registered candidates were NT Residents which contradicted the industry perception that locals were not interested in working in the mango harvest.



Demographics – NT Residents

Candidate demographic data captured during the campaign is shown in the tables and charts below:

Of the 24 successful candidates:

- 75% were aged 24-35.
- 15% were aged 35-45.
- 10% were aged 45+.

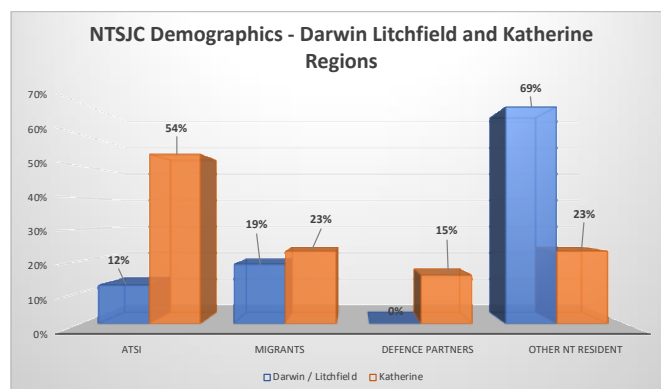
Total NT	Candidates Registered	ATSI	Migrants	Defence Partners	Other NT Resident	Male	Female
NT Resident	116	25	23	4	68	72	44
%		22%	20%	3%	59%	62%	38%

Darwin / Litchfield	Candidates Registered	ATSI	Migrants	Defence Partners	Other NT Resident	Male	Female
NT Resident	90	11	17	0	62	54	36
%		12%	19%	0%	69%	60%	40%

Katherine	Candidates Registered	ATSI	Migrants	Defence Partners	Other NT Resident	Male	Female
NT Resident	26	14	6	4	6	18	8
%		54%	23%	15%	23%	69%	31%

Key Points - Demographics

- 62% of registered candidates are male and 38% female.
- Of the 24 candidates employed, 7 (29%) are female, 17 (71%) are male, 3 were of Aboriginal and Torres Strait Islander descent and 4 were migrants.
- Aboriginal and Torres Strait Islander candidates made up 25% of total candidates and 54% of candidates in Katherine.
- Migrants and refugees comprised 20% of candidates overall and 23% in Katherine.
- 4 Defence partners registered for the NTSJC in Katherine.





Digital Campaign Analytics

Summary - Users

- 2,500 unique website views
- 3,200 website sessions
- Average time spent on website – 2m 38s
- Single page visits (Bounce Rate) – 51.79%. Users were directed to the sign-up page from social media marketing and candidates registered and left the site which would explain this



Pages Viewed

- Participant page and home page the two highest with
- 2,398 and 2,824 views respectively
- Employers page – 1245 views

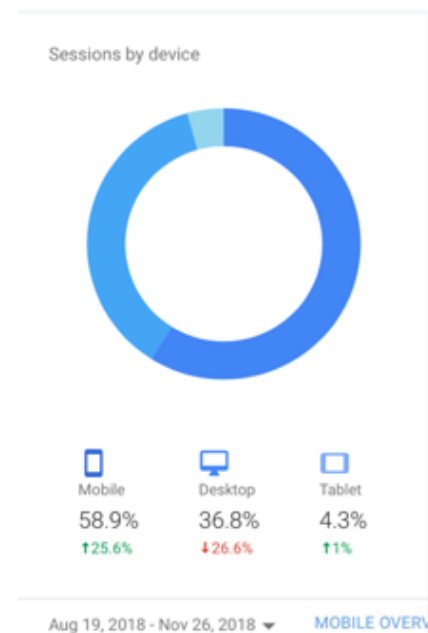
Page	Pageviews	Page Value
/	2,824	\$0.00
/participants/	2,398	\$0.00
/employers/	245	\$0.00
/about/	206	\$0.00
/contact-us/	121	\$0.00
/news/	99	\$0.00
/blog/	60	\$0.00
/h/4452599.html	25	\$0.00
/sweet-jobs/	19	\$0.00
/mangoes-provide-sweetners-in-katherine/	16	\$0.00

Aug 19, 2018 - Nov 26, 2018

PAGES REPORT

How They Viewed Us

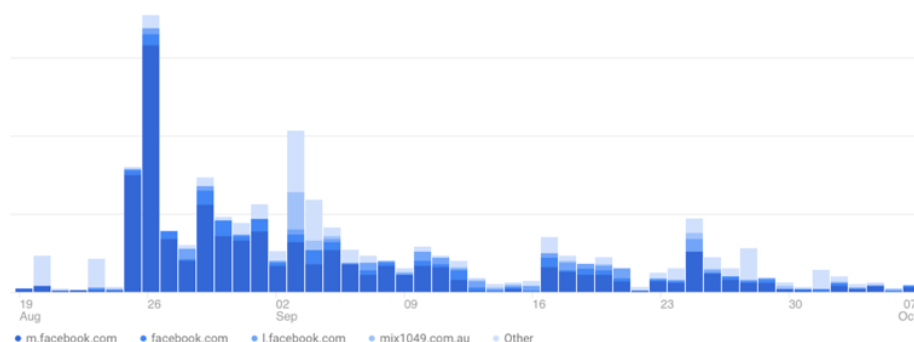
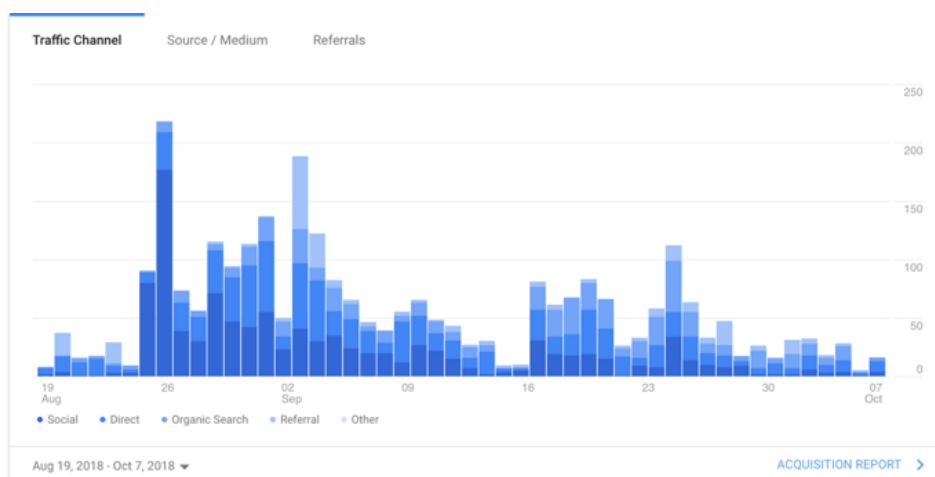
- The website was accessed mainly from mobile devices and desktop / laptop computers





Where Did They Come From?

- The following charts highlight the effectiveness of the market engagement with referrals to the Sweetest Job website coming predominantly from social media (Facebook) and directly through users typing in the URL for the site.
- The second chart shows the impact of the radio advertising with users clicking through from the mix1049 Facebook page and website.



Media Campaign

The NTSJC media campaign commenced in mid-August and continued throughout the campaign period:

- An initial media opportunity received wide TV and radio coverage.
- Numerous interviews with local ABC radio were held with NTFA and RDA representatives.
- NT News ran a number of articles promoting the campaign.
- Online agricultural websites ran a number of articles that were directly in relation to, or mentioned the NTSJC.
- Further TV and radio news stories were run by local TV.
- A two-week radio campaign was conducted with Mix1049 including a series of radio ads targeting the local candidate market in the Darwin/Litchfield and Katherine regions.
- TV, radio, print and online news articles were shared via the Sweetest Job website and Facebook page and project partners also posted and shared these.

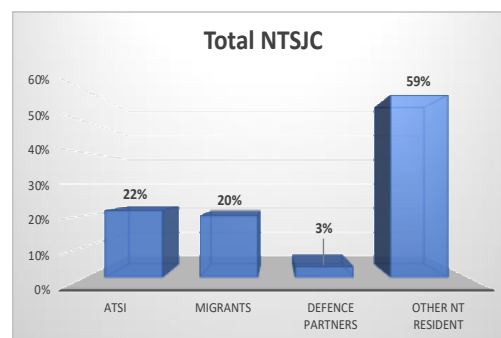
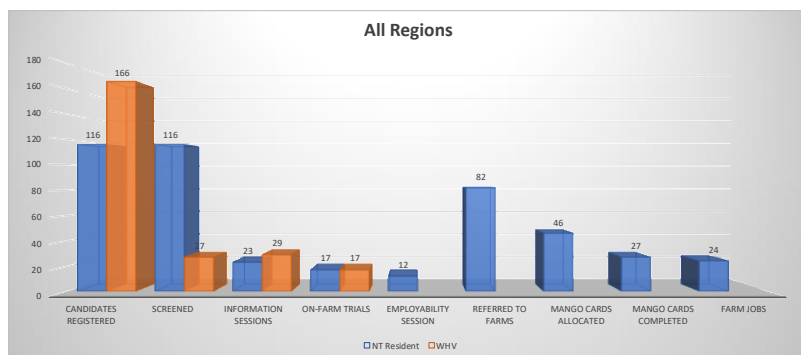
Links to available media-related articles and stories are listed in Appendix B.



CAMPAIGN OUTCOMES

ALL REGIONS

Total NT	Candidates Registered	Screened	Information Sessions	On-Farm Trials	Employability Session	Referred to farms	Mango Cards Allocated	Mango Cards Completed	Farm Jobs	Total Farm Registrations
NT Resident	116	116	23	17	12	82	46	27	24	
WHV	166	27	29	17						
Total	282	143	52	34	12	82	46	27	24	7



Candidate Screening

Candidates were screened through a number of filters. For those that registered prior to 10 September, candidates were given the opportunity to participate in information and interview sessions, farm trials and employability skills training. Candidates unable to attend, or who registered post the week commencing 10 September, were phone screened and references checked prior to being referred to farms.

Information Sessions - Information and Interview sessions were held in Darwin/Litchfield and Katherine regions in early and mid-September. Candidates received a detailed briefing about working in the Mango industry by NTFA representatives and local growers, were provided with details about the NTSJC process and participated in a face-to-face interview.

- 52 candidates participated in the information and interview sessions.
- *Darwin/Litchfield* - 37 candidates participated of which 18 (50%) were NT residents.
- *Katherine* - 15 candidates participated of which 5 (30%) were NT residents.

Farm Trials - Farm trials were held in both regions with candidates provided with the opportunity to gain some practical picking and/or packing experience and knowledge on a working mango farm.

- 34 candidates participated in farm trials.
- *Darwin/Litchfield* - 17 candidates participated of which 10 (80%) were NT residents
- *Katherine* - 17 candidates participated of which 7 (20%) were NT residents.

Employability Skills - Employability skills training was held in the Darwin/Litchfield region only with 12 NT residents attending. The majority of candidates had strong work history and there was not a great level of interest generally for participating in this type of training.

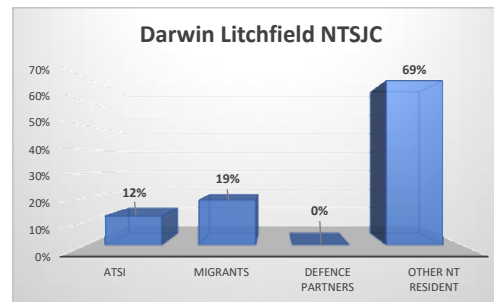
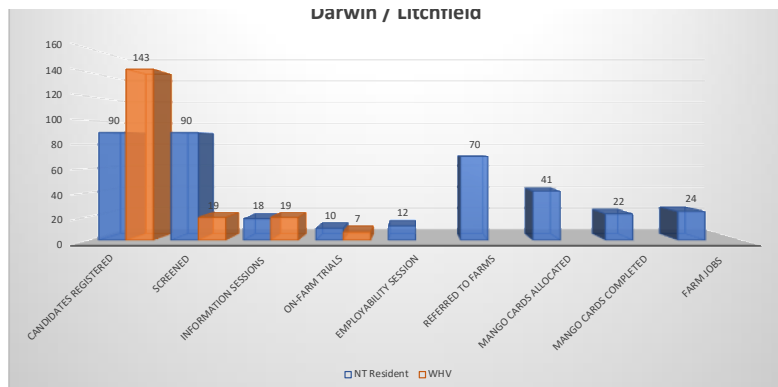
Mango Industry Card - Mango Industry Induction training was provided to NT resident candidates via an online platform operated by Aginduct. 46 Mango cards were allocated to candidates with 27 candidates successfully completing.

Phone Screening - All candidates who did not participate in the above screening elements, were contacted and screened via phone before being shortlisted and referred to growers.



DARWIN AND LITCHFIELD

Darwin / Litchfield	Candidates Registered	Screened	Information Sessions	On-Farm Trials	Employability Session	Referred to farms	Mango Cards Allocated	Mango Cards Completed	Farm Jobs	Total Farm Registrations
NT Resident	90	90	18	10	12	70	41	22	24	
WHV	143	19	19	7						
Total	233	109	37	17	12	70	41	22	24	6

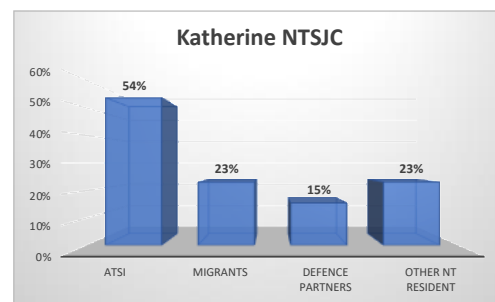
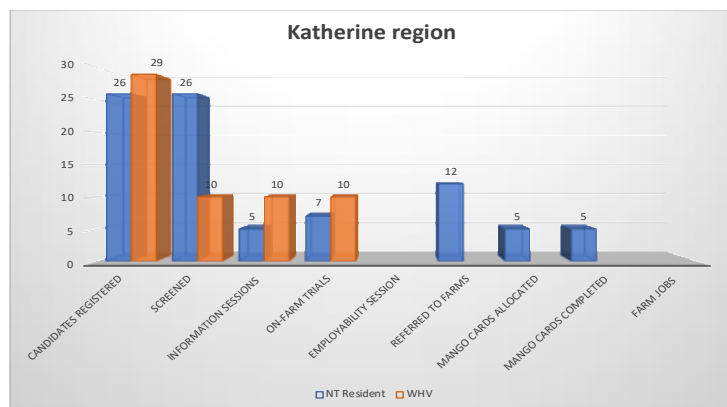


Key Points – Darwin / Litchfield

- 49% of registrations were from NT resident candidates
- Much stronger take-up in the Darwin / Litchfield Region by growers with 7 participating.
- Market engagement was well targeted with 77% of candidates screened referred to growers.
- Candidate quality was high with 35% of candidates referred to growers gaining employment.
- All employment outcomes were in the Darwin / Litchfield region.

KATHERINE REGION

Katherine	Candidates Registered	Screened	Information Sessions	On-Farm Trials	Employability Session	Referred to farms	Mango Cards Allocated	Mango Cards Completed	Farm Jobs	Total Farm Registrations
NT Resident	26	26	5	7		12	5	5		
WHV	29	10	10	10						
Total	55	36	15	17	0	12	5	5	0	1



Key Points – Katherine

- 47% of registrations were from NT resident candidates
- Only one grower participated and was unable to offer any work due to seasonal factors.
- 46% of Screened NT Resident candidates were referred to growers.
- Candidate quality was inconsistent.



EVALUATION

WAS THE 2018 NT SWEETEST JOB CAMPAIGN A SUCCESS?

The 2018 NTSJC was successful in:

- **Activating a local market** of candidates who wanted, and were motivated to work in the Mango industry.
- **Delivering a candidate screening and filtering process** – 40% of candidates employed attended information sessions and on-farm trials. Candidates who gained jobs but did not attend sessions either had work history in the industry or relevant licenses and tickets.
- **Placing 24 people into mango farm jobs** as pickers or packers. This outcome figure equates to 20% of NT residents who registered for the NTSJC, which is a high ratio compared to recruitment industry benchmarks.
- **Achieving a 34% ratio of referrals to employment outcomes.** Note that this ratio is based on the number of referred candidates in Darwin / Litchfield only and is high by industry standards given that a ratio of 1-3% would be considered benchmark.
- **Engaging local growers and increasing the number of local people employed** on farms in the Darwin/Litchfield region. Many farms had stopped employing local workers altogether.
- **Changing the perceptions of growers about the ability and quality of, and the interest from local NT candidates** to work in mango industry. This is evidenced by:
 - Growers employing NTSJC candidates and, in some cases, retaining them until the end of the season and beyond; and
 - The 116 NT locals who registered their interest and those that attended information, farm trials and training sessions.
- **Retaining workers for the season** - Based on grower and candidate feedback, around 70% of people employed completed the mango season.
- **Retaining workers post-harvest** - Around 6 of the 24 people employed are still working on the farm at which they were employed, as farm hands and in maintenance roles.

CANDIDATE QUALITY

Candidate quality was generally high. The 82 candidates referred to farms were all strong candidates with solid work history and many held qualifications, licenses and tickets relevant to the machinery, plant and equipment in use on mango farms. In fact, many candidates had just completed work on local construction projects, such as the Inpex project, or had worked at the AACo plant which was in the process of shedding their workforce. These candidates were seeking work to fill a gap until they gained work on another project.

GROWER FEEDBACK

A survey of growers engaged in the NTSJC was undertaken in November 2018 to collect anecdotal feedback about the campaign. To date, 5 of the 7 growers have completed the survey, the results of which are at **Attachment B – Grower Survey**. Key feedback from the survey includes:

- 3 growers (60%) employed workers through the NTSJC as pickers and packers.
- 2 growers have retained workers post the harvest as farm hands.
- The NTSJC should have started earlier, ideally in June and July.
- 3 of the 5 growers found the NTSJC beneficial in sourcing local workers.
- 4 of the 5 growers would use the NTSJC in future to source local labour.
- The quality of candidates was rated as either excellent, good or satisfactory.
- Growers felt that more training and opportunities to gain relevant tickets and skills prior to the season commencing would be beneficial.

Individual feedback was also received from a number of participating growers including:



Joan Stewart - Milkwood Tropical Fruits. We employed 3 people through the Sweetest Job campaign. It was an easy process and the people referred to us stayed for the entire pick. Thanks so much and we would definitely use the Sweetest Job again. Had two Australians, one local and one from Tasmania, although they didn't have farm experience they worked very well, we were very pleased with them. We picked mangoes for two weeks".

Dave Gray – NT Quality Hay & Contracting

"The shortlist included a 68 year old with osteo issues (unsuitable for manual work), a 17 year old with one previous work experience at McDonalds (unsuitable). Forecast was for an early start to the season, I had staff already, three weeks into the season I received The Sweetest Job Campaign shortlist". (Note that Dave was provided with a shortlist of 12 very strong candidates and the two candidates he refers to, both were employed on other farms)

Martina Matzner & Sheila Carrick – Acacia Hills Farm

The Sweetest Job Campaign started too late, after the season started, we have our employees before the season starts, the short list provided was too long, I asked to condense it to locals with transport and got a more confined list which was easier to choose from. We prefer a summary not full resume, which includes qualifications, trade, tickets, first aid, address, transport and driver's license. We employed three people from the Sweetest Job campaign, who are all great workers and will keep them on as long as possible. I suggest that participants are offered work experience 6 to 4 weeks prior to the harvest season. That way they can trial it and we can trial them. Threatening employers with auditing Fair Work processes is not the way to attract employers. The best way to find out if the employers are doing the right thing is to ask the employees. Do they get their wages on time etc.

CANDIDATE FEEDBACK

A survey of candidates who registered for the NTSJC was undertaken in November 2018. To date, 31 responses have been received (15%), which is statistically significant. The full results of the survey are at **Attachment A – Candidate Survey**. Key feedback from the survey includes:

- 10 respondents gained a job through the NTSJC and 12 respondents gained a job in a packing role
- 34% worked for the entire harvest. Those that didn't reported not having enough hours and some workplace issues.
- 4 respondents still engaged on Mango farms in maintenance and farm hand roles.
- Some respondents reported gaining employment in other crops and different industries.
- 66% of respondents are looking for work, with many seeking jobs as pickers and packers, farm hands, forklift / machinery operators etc.

Individual feedback was also received from candidates placed with local growers:

Joel Mitchell – Acacia Hills Farm (Forklift operator)

Applied online, interview online? Mango card online. Mum told me about The Sweetest Job. I didn't do the info session or on farm trial. Two days from when I applied I got the job, would recommend. Personally (was living in Palmerston, unemployed, now living back with parents in rural area)

Chloe Sephton-Mercer – Acacia Hills Farm

I thought it was great how The Sweetest Job was packaged, it made it easy (info session, on farm trial, mango card), it was conveniently located for me living rural. I would recommend it. Thank you so much, I am very appreciative, I was trying to get a foot in the door of this industry after finishing school. I am enjoying it and would like to gain ongoing full time employment in the industry.



Nomi Reeve, Sweetest Job Participant

Hi Kris. We went very well. Today was our first day and we got familiar with all the workers and have enjoyed the work here, very excited to keep it going. Thankyou so much!

Lachlan Kenafake, Sweetest Job Participant

Hi Kris. Yes!! I got the job! Much appreciated

Jack Manning, Sweetest Job Participant

Am here on my second day started as soon as I met Bob, appreciate your help

Survey respondent, Anonymous

Easy to deal with and friendly people. Was very convenient and I would never have got a job without it.

Survey respondent, Anonymous

I learnt good background info that got me ready for the mango shed.

LESSONS LEARNED, CHALLENGES AND BARRIERS

From STG's perspective, the overall challenge was the short lead time from the execution of the project management agreement, to commencement of the campaign which was 2 weeks. In this time:

- The website, social media channels and digital assets were commissioned and operational.
- Project collateral (promotional flyers etc) were produced and distributed.
- Grower feedback was incorporated into the campaign structure and processes.
- Market engagement promotions were commenced.
- Candidates commenced registration.

Key Lessons

The key challenges, barriers and learning are set out in the table below, however there were two fundamental lessons that, if addressed, would significantly increase the number of local candidates placed.

Greater lead time and opportunities for candidate orientation, work experience and skills development –

Commencing the campaign in June with regular information sessions with employer briefings, opportunities for on-farm trials and some skills training would provide growers with greater confidence in the ability of candidates to work efficiently. As stated above, the quality of the candidates was generally high with many having qualifications, tickets and licenses relevant to working on a farm, transferable skills and experience and strong work history. Lack of exposure to the specific farm environment seemed to be an issue, particularly once the harvest was underway.

Grower Relationships - STG acknowledges that, due to the short lead time, less time was spent on grower engagement than ideal, with NTFA and RDANT doing much of the heavy lifting in the initial period. STG would have liked to have had more opportunities prior to the commencement of the campaign to build grower relationships and test referral processes. Once the campaign and the harvest was underway, communication with growers became more challenging and turnaround timeframes for referrals stretched out. Where growers were able to respond to referrals quickly, candidates were onsite within 24 hours for an interview – sometimes on the same day.



The following table consolidates the RDANT, NTFA and STG responses to lessons learned:

Challenge	Barriers to achieving outcomes	Lesson
Fickle nature of seasonal industry – Labour market is weather and yield dependent	The forecasting/predictability of the season is an unknown for all each season We were advised approx. 2 weeks prior to the season that it could be a 10 to 12 week season. Then after commencement we were advised there is a low amount of fruit and lots of labour available this year Katherine commencement was delayed due to market prices (amount of fruit on the market at the time, from Darwin)	More lead time required to ensure labour availability for start.
Competing with Seasonal Worker Program	Some Growers who are accessing the Seasonal Worker Program must do their labour market testing 4 months prior, they have their supply fixed by 3 months out. This timeframe is difficult to compete with when recruiting local labour who require a fast turnaround for job offers. Management of Working Holiday Visa applicant expectations about eligibility for the program and a process to refer WHVs to farms once locals have been considered.	Have a 'work ready' local workforce. Start earlier (4 months out from season commencement) to get more employers on board. Clearer messaging about eligibility for the program and partnering with seasonal worker programs to refer WHV candidates to Agriculture and other industries (eg hospitality).
Providing candidates who have no experience in the Agricultural / Mango industry with adequate preparation.	Whilst many candidates had a strong work history and transferable skills, the short lead time did not allow for any real work experience or upfront industry skills training to be conducted.	Commence information sessions, orientation and training and work experience opportunities in June / July. Could be incorporated as part of the project management.
Provision of cultural training was included with the expectation of attracting new migrants	In reality this was not applicable to candidates that did attend on a self-referral basis.	The cultural training should have been changed to more a broader subject e.g. workforce / skills training as in the above example to reflect Employers needs
Attracting Working holiday makers as a result of the promotion instead of Local residents	All candidates who expressed interest were referred to the information sessions, which resulted in many WHV participants attending information sessions and interviews.	Working Holiday Makers were encouraged to continue involvement where they should have been referred to agencies immediately via a tick box on the on line application.
Project management	Responsibilities were shared for tasks; the media promotions, following up employers and coordinating Information Sessions, Cultural Training and On Farm Trials. It was negotiated verbally that NTFA & RDANT would do some of these tasks. Verbally asked for participants evaluation from STG throughout the campaign and was not provided.	in future this needs to be in writing (contractual). Put in writing.
Consultant not NT based or have an existing relationship with the Growers	There was a disconnect between the Growers and STG which manifested in some communication issues and expectations. Discrepancy between what Growers asked Stone Throw Group for. e.g. providing shortlist of candidates; should have been best candidates only.	Stones Throw Group to have more engagement with the Growers and setting expectations in the lead time.



Challenge	Barriers to achieving outcomes	Lesson
Providing appropriate pre employment information, training and screening to attract workers who are suitable and well aware of work conditions that will stay for the season.	Getting the correct information to the candidates in an interesting and impassioned way	Initial employer engagement with content of pre-employment training was beneficial. Having farmers attend information sessions was the most beneficial component of the session.
	Matching employers with employees	Add accommodation, childcare, meals to the Employers registration form to improve matching of candidates.
	Getting people to attend the information, cultural training sessions and on farm days – timing is an issue – finding suitable time of day and location for those currently in the workforce vs jobseekers	Have several intakes of candidates per season. Intake one goes through the training and screening & then other registrations are advised they are on a waitlist for the second intake if required.
	Candidates that registered afterwards (after the info sessions) didn't participate in pre-employment activities, which is TSJC safeguard against culling out unsuitable candidates and a point of difference of this program.	Or Hold more than one information session per location, e.g. hold weekly in the couple of weeks lead up to the harvest, which requires a local contractor to conduct. Ensure all candidates go through the whole process to ensure quality.
	All candidates were referred to the next step in the pre-employment process, where it should have been done via a screening process at each stage.	
	Employers requested drug & alcohol testing in screening process. This was too costly for project, Employers were asked to conduct if mandatory	There was a question regarding willingness to undertake d&a testing included in the interview process as a screening tool plus visually screening the candidates over a number of days.
Managing jobseeker, grower and partner expectations in everchanging environment and shifting timeframes	This year the seasonal conditions meant there were more applicants than jobs available. This could be detrimental to future campaigns if jobseekers believe that applying is a waste of time.	Ongoing monitoring of job availability during season. The candidates suggested "have a jobs board which states how many are available / how many Employers are looking at their applications" Increase frequency of updates on number of candidates, jobs & employers per location for partners to access.
Attracting "Best Practice" Employers As an important part of industry promotion and continuation of staffing issues if employers are not doing the right thing.	TSJ Promotes 'best practice employers' but there was no in project mechanism to vet the employers. Farmers are busy with the harvest season and being audited by so many others already and to do an extra layer of auditing for this initiative is prohibitive to their participation NTFA used their knowledge of members ethical employment practices and referral of those growers only. Employers were chosen on their merits e.g. Sedex membership is for ethical employers only. Those that did not have 'best practice' status were asked to perform a self-assessment on WHS & Fair Work Practices	In future the "Fair Farms Initiative" will cover this task.



APPENDIX A - MEDIA

Links to media articles, the Sweetest Job Facebook page and the news section of the Sweetest Job Website are provided below:

<https://www.thesweetestjob.com.au/news/>

<https://www.facebook.com/TheSweetestJobNT>

<https://www.mix1049.com.au/news/local-news/80154-territorians-wanted-for-mango-picking>

<https://www.miragenews.com/supporting-the-economy-sweet-jobs-ripe-for-the-picking/>

<https://www.rdant.com.au/pick-yourself-a-sweet-job-in-the-nts-mango-industry/>

<https://www.qff.org.au/blog/sweetest-job-2017-campaign/>

<https://www.southernthunderer.com.au/campaign-for-more-mango-pickers-receives-a-boost-from-northern-territory-govt/>

SATURDAY SEPTEMBER 1 2018



Arnhem Mangos owner Barry Allrecht with prospective local worker Darcy Preston in the packing shed

Sweet job a juicy local option

JUDITH AUSTIN

IT'S the "Sweetest Job" in more ways than one, with the chance to earn big bucks and snack on Australia's favourite fruit - mangoes.

NT Farmers Association has begun a campaign to get locals employed as fruit pick-

ers on mango farms during the picking season. There are a potential 2500 positions during the season, from October to November.

Arnhem Mangos owner Barry Allrecht has jumped on board the program and hopes to employ hard-working youngsters looking to learn

more about horticulture. "Over the years we've had to use backpackers and the seasonal workers program," he said.

NT Farmers workforce planning co-ordinator Aisha Connolly said the program would target locals. "We would love to build our

NT workforce so that we don't have to train every year," she said.

Minister for Workforce Training Selena Uibo said the campaign would raise awareness of employment opportunities for locals.

To find out more head to [thesweetestjob.com.au](https://www.sweetestjob.com.au).



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 April 2019

16 Common Seal

17 Other Business

18 Public Questions

19 Confidential Items

20 Close of Meeting