

# LITCHFIELD COUNCIL



*Community effort is essential*

## Council Meeting BUSINESS PAPER WEDNESDAY 18/04/2018

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

**Kaylene Conrick, Chief Executive Officer**

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



## LITCHFIELD COUNCIL MEETING

**Notice of Meeting**  
**to be held in the Council Chambers, Litchfield**  
**on Wednesday, 18 April 2018 at 6:30pm**

Kaylene Conrick  
Chief Executive Officer

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# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 18 April 2018

### 1. Open of Meeting

#### Audio Disclaimer

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

### 2. Acknowledgement of Traditional Ownership

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

### 3. Apologies and Leave of Absence

### 4. Disclosures of Interest

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

### 5. Confirmation of Minutes

THAT the full minutes of the:

Special Council Meeting held 9 March 2018, 4 pages; and

Council Meetings held 21 March 2018, 6 pages, be confirmed.

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

### 6. Business Arising from the Minutes

THAT Council receives and notes the Action Sheet.

Resolution Number	Resolution	Action Officer	Meeting Date	Status
15/0175/02	<p><b>Meeting Procedures By-Laws</b>                      THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.</p>	CEO	19-11-15	Drafting Instructions will be presented at April 2018 Councillor Briefing and April Council Meeting.
16/0203	<p><b>Signage, Roadside Vans and Events on Council Land</b></p> <ol style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>3. Develop policy and procedures to support any Council by-laws which are enacted; and</li> <li>4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.</li> </ol>	DCCS	21-09-16	On hold until Meeting By-Laws are progressed.

<b>Reconstruction of Finn Road</b>				
16/0208	<p>1. endorse the funding applications for \$4,500,000 to the NT Government Regional Economic Infrastructure Fund for the reconstruction of Finn Road at an estimated total cost of \$4,650,000; and</p> <p>2. allocate \$250,000 (cash in kind) from its 2016/17 approved budget towards the project should its application be successful comprising:                  General Consultancy \$80,000                  Project Management (in kind) \$150,000                  Infrastructure Reserve \$20,000                  TOTAL \$250,000</p>	DIO	21-09-16	<p>Council applied for \$4.5 million but received \$1.5 million. Required works have been adjusted to necessary drainage works within the budget received. Design work is complete. Tender is expected to be released in early April with construction likely to start at end May/beginning June</p>

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

16/0252/01	<p><b>Rating Strategy</b>                  THAT Council undertakes a review of Council's rating system.</p>	DCCS	16-11-16	<p>Further report will be presented in April 2018 Councillor Briefing and Council Meeting</p>
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<p><b>Litchfield Aquatic Facility Needs Analysis Report</b></p>					
17/0036/4	<p>THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.</p>	CEO	15-02-17		<p>Council is seeking external funds to contribute to the next stage of this project which is undertaking a full feasibility study including detailed design and costing.</p>

<p><b>Tree Inspection on Council's Recreational Reserves and Thorak</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. receives and notes the report on Tree Inspections on Council's Recreation Reserves and Thorak Regional Cemetery;</li> <li>2. endorses the proposed Tree Management Program comprising qualified tree risk assessments and works and the development of a Tree Risk Management Plan;</li> <li>3. approves the allocation of up to \$70,000 from Council's Financial Infrastructure Reserve in the 2017/18 financial year to undertake immediate tree risk assessments on all recreational reserves and Thorak Regional Cemetery;</li> <li>4. allocates the costs of undertaking a tree risk assessment for Thorak Regional Cemetery to Thorak Regional Cemetery;</li> <li>5. refers to future budget development processes, the allocation of appropriate funds for tree risk assessments and works on all recreational reserves and Thorak Regional Cemetery;</li> <li>6. refers the development of a Tree Risk Management Plan to the 2018/19 Budget development process as a new initiative; and</li> <li>7. endorses the inclusion in recreation reserve agreements of clear roles and responsibilities regarding tree management and tree risk assessments.</li> </ol>					
1718/102		DCCS	15-11-17		<p>Tree assessments completed. A report will be presented to Council at the April Council Meeting.</p> <p>Reserve Committees are consulted on the outcome of the report and works that need to be undertaken.</p> <p>Tree Risk Management Plan is included in the Draft 2018/2019 Budget.</p>

<b>Wastewater Dump Point Investigations</b>				
1718/108	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Continue further investigation into costs and feasibility of establishing a dump point; and</li> <li>2. Receives a further report on the matter at a future Council meeting.</li> </ol>	DIO	15-11-17	Work on this item is progressing. A report to Council is anticipated May 2018.

<b>Litchfield Council General Election 2017</b>				
1718/109	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Enter into a service agreement with the Northern Territory Electoral Commission to pursue Litchfield Council General Election 2017 non-voters;</li> <li>2. Receives a report at a future Council meeting on the Commissions' response in pursuing 2017 non-voters; and</li> <li>3. Writes to the Northern Territory Election Commission to thank the Commission for its report and to continue to work with the Commission leading up to the next General Election to improve voter participation.</li> </ol>	CEO	15-11-17	Report to May 2018 Council Meeting.

<b>Draft Waste Strategy</b>				
1718/122	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. receives and notes the Waste Strategy Background and Discussion Paper;</li> <li>2. endorses the draft Waste Strategy for the purpose of placing the document on public exhibition for a six-week consultation period inviting community comment;</li> <li>3. receives a further report on community feedback to finalise the Strategy at its May 2018 meeting;</li> <li>4. write to the Community Reference Group members and thank them for their contribution to the development of the waste strategy; and</li> <li>5. use extensive community consultation during the six-week period to provide Council with the best results in communicating with the residents.</li> </ol>	CEO	13-12-17	The draft Waste Strategy was released to the public on 29 January for a period of six weeks ending 12 March. A meeting of the Community Reference Group was held 27 March 2018 to discuss comments received, with a report to Council May 2018.



<b>Procurement of Operation and Maintenance Contract for Council Streetlights</b>				
1718/125	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. authorises the Chief Executive Officer to negotiate with City of Darwin to enter into agreement for City of Darwin to provide selected services from its contract with Top End RACE for operation and maintenance of streetlights;</li> <li>2. authorises the Chief Executive Officer to enter into a supply agreement with the City of Darwin for operation and maintenance services for streetlights and supply of streetlight luminaires, should negotiations outlined in Part 1 be acceptable; and</li> <li>3. publish this decision on Council's website.</li> </ol>	CEO	13-12-17	Information now included on Council's website regarding reporting faults and an internal process established to response to community reports. Council is in the later stages of concluding a contractual arrangement with the City of Darwin for the maintenance and operations of streetlights.

<b>Council Meeting – June 2018 – Change of Date</b>				
15.6	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Change the ordinary June Council Meeting scheduled for Wednesday, 20 June 2018 to Wednesday, 27 June 2018 commencing at 6.30pm; and</li> <li>2. Place a notice in the NT News, on the Council website, on social media and at the council offices advising the public of the changed meeting date.</li> </ol>	CEO	17-01-18	New date to be publicly advertised closer to the date.

<b>Litchfield Library Service Needs Study</b>				
<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Receive the Library Services Needs Study;</li> <li>2. Authorises the Chief Executive Officer to enter into discussions with NTL to investigate funding arrangements for the transfer of the operations and management responsibilities for the library service at Taminmin College to Council;</li> <li>3. Undertakes its due diligence to fully understand the financial implications of assuming responsibility for a Litchfield library service; and</li> <li>4. Receive a further report, no later than the April 2018 meeting, on the discussions and due diligence undertaken in regard to a transfer of the responsibility of the public library service to Council.</li> </ol>				
15.7		DCCS	17-01-18	Discussions with NT Library initiated and information requested for analysis.

<b>Changes to Council Fees for Road Openings and Road Closings</b>				
1718/168	THAT Council amend the fees for all Road Openings and Road Closings to \$2,000 plus GST.	DCCS	28-02-18	Completed.

<b>Construction of Mobile Workforce Shed, Humpty Doo WTS</b>				
1718/019	THAT Council receive and note the report on the status of the \$225,000 grant from Department of Housing and Community Development to construct a Mobile Work Force Shed at the Humpty Doo Waste Transfer Station; and acknowledges the grant extension received from Department of Housing and Community Development and the revised project timelines.	DIO	19-07-17	Council resolution Wednesday 21 March 2018 - investigations underway with future report to Council no later than June 2018.

171/172	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. not proceed with the project to construct a work shed for mobile workforce; and</li> <li>2. revisit the project to explore other options to construct a shed in accordance with the allocated budget; and</li> <li>3. receive a further report on this matter no later than June Council meeting.</li> </ol>	DIO	28-02-18	Investigations underway.
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<b>RFT17-159 Waste Transportation Tender - Contract Award</b>				
1718/182	<p>THAT Council award a contract for RT17-159 - Waste Transportation to Veolia Environmental Services (Australia) Pty Ltd in accordance with their submitted tender, estimated at approximately \$1,101,716 (GST inclusive) over a four-year period.</p>	DIS	09-03-18	Completed - Letters distributed 12 March 2018.

<b>Review of LC19 Driveway Policy</b>				
1718/192	<p>THAT Council adopt the revised policy INF02 - Driveway Crossovers.</p>	DCCS	21-03-18	Completed.

<b>Thorak Rights of Internment and Memorial Policies</b>				
<p>THAT the Thorak Regional Cemetery Board:</p>				
1718/193	<ol style="list-style-type: none"> <li>1. approve CEM02 Rights of Interment Policy;</li> <li>2. approve CEM03 Memorials Policy; and</li> <li>3. note the Memorials Specifications by Cemetery Areas.</li> </ol>	DCCS	21-03-18	Completed.

**Thorak Regional Cemetery Jewish Section**

THAT the Board:

1718/199

1. approve the establishment of a section of Thorak Regional Cemetery for exclusive burial of Jewish people; and
2. approve part of the Area (H) identified in the Thorak Regional Cemetery Master Plan as a designated headstone expansion area, to be used for the proposed Jewish section.

DCCS 21-03-18 Completed.



# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 18 April 2018

**7 Presentations**

**8 Petitions**

**9 Public Forum**

**10 Accepting or Declining Late Items**

**11 Notices of Motion**

**12 Mayors Report**

12.1 Mayor's Report



# COUNCIL REPORT

**Agenda Item Number:** 12.1  
**Report Title:** Mayor's Monthly Report  
**Report Number:** 18/0055  
**Meeting Date:** 18/04/2018  
**Attachments:** Nil

## Purpose

A summary of the Mayor's attendance at meetings and functions representing Council for the period 22 March 2018 to 18 April 2018.

## Summary

Date	Event	Comment
22/03/18	NT Planning Commission	Humpty Doo Rural Activity Centre Meeting
23/03/18	Territory FM	Radio interview
	Private Roads	Meeting with Olive Frakking
26/03/18	Public Speaking Skills Course	Bentley McGuinness Media - Mayor & Councillors
	CEO's Performance Review	Meeting with McArthur Consultant
27/03/18	Executive Coaching	Bentley McGuinness Media - Mayor
	Youth Week	Meeting with Bendigo Bank
	Waste Management Strategy	Community Reference Group
03/04/18	Mayor of Katherine	Meeting / Catch Up
	NT Thai Association	Meeting / Catch Up
05/04/18	McMinns Reserve	Meeting with Brian McWilliams and Sally Clayton
06/04/18	Territory FM	Radio Interview
	Morning Tea with Staff	Appreciation for Cyclone Clean Up
09/04/18	ALGWA AGM	Teleconference
	Year 7 Taminmin College Student	Presentation on Local Government / Litchfield Council

Date	Event	Comment
11/04/18	NT Youth Week	Visit students at Taminmin High
		Michael O'Meara – Facilitator
	Councillor Briefing	Scheduled Monthly Meeting
12/04/18	LGANT	Presidents Forum & Dinner
13/04/18	LGANT	General Meeting
18/04/18	LGANT Executive Meeting	Teleconference – Scheduled meeting

### Recommendation

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



### 13 Reports from Council Appointed Representatives

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

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





# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 18 April 2018

### **14 Finance Report**

14.1 Finance Report March 2018



<b>Agenda Item Number:</b>	14.1
<b>Report Title:</b>	Council Finance Report – March 2018
<b>Report Number:</b>	18/0047
<b>Meeting Date:</b>	18/04/2018
<b>Attachments:</b>	Nil

## Purpose

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

## Recommendation

THAT Council receives the Litchfield Council Finance Report for the period ended 31 March 2018.

## Background

This report comprises the annual original budget along with the end of year forecast. Forecasting includes all projects carried over from the prior financial years and current budget year variations.

Forecasting reviews are undertaken monthly to provide Council with an indication of the expected end of year result at 30 June 2018.

Prior year outstanding rates have reduced by \$845,971 since the start of the financial year.

The forecasted total revenue for 2017/18 has reduced by \$1.4m compared to the February 2018 report. The reason for this is the additional grant funds for the Finn Road Upgrade project are now expected to be received in the 2018/19 financial year (\$1.5m) as the project will be undertaken over the 2018 dry season. A slight increase is now forecasted in other income with the result of non-voters election fines is known.

The forecasted total expenses for 2017/18 have reduced by \$54k compared to the February report. A forecasted increase in Professional Services has been balanced by reductions in Employee Costs (due to vacancies) and Legal Expenses.

The overall forecasted surplus for 2017/18 has been reduced by \$1.4m, yet the forecasted result remains to be \$440k favourably to the original budget for 2017/18. Whilst the result has been negatively impacted, this is not a loss of income for Council, but merely a movement of grant income to the 2018/19 financial year (due to the Finn Road Upgrade Grant).

# Finance Report

## March 2018

**LITCHFIELD  
COUNCIL**



*Community effort is essential*

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## SECTION 1

### CONSOLIDATED FINANCIAL STATEMENTS

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

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

### CONSOLIDATED OPERATING STATEMENT

	2017/18 Budget	2017/18 Actual	2017/18 Forecast	Forecast Variance +ve (-ve)	Note
<b>REVENUE</b>					
Rates	9,697,195	9,598,294	9,706,751	9,556	1
Statutory Charges	33,500	48,618	58,950	25,450	2
User Charges	1,217,955	1,027,068	1,211,377	(6,578)	3
Grants, subsidies & contributions	5,294,974	3,379,016	5,881,823	586,849	4
Investment Income	725,000	480,837	725,000	0	
Reimbursements	0	2,187	2,187	2,187	
Other Income	43,000	46,094	81,008	38,008	5
<b>TOTAL REVENUE</b>	<b>17,011,624</b>	<b>14,582,114</b>	<b>17,667,096</b>	<b>655,472</b>	
<b>EXPENSES</b>					
Employee Costs	5,973,624	4,077,700	5,919,761	53,863	6
Auditor Fees	41,000	25,751	41,000	0	
Bad and doubtful Debts	0	924	924	(924)	7
Elected Member Expenses	245,787	142,520	246,266	(479)	
Election Expenses	136,710	124,300	134,312	2,398	
Cemetery Operations	266,500	216,754	304,728	(38,228)	8
Contractors	4,505,358	2,508,812	4,489,928	15,430	
Energy	231,600	137,667	230,456	1,144	
Insurance	223,599	218,448	222,493	1,106	
Maintenance	530,628	401,208	587,428	(56,800)	9
Legal Expenses	173,000	69,830	105,850	67,150	
Donations and Community Support	136,250	77,722	129,898	6,352	
Computer / IT Costs	281,290	245,243	287,796	(6,506)	
Parts, accessories & consumables	188,000	136,398	188,138	(138)	
Professional Services	444,070	305,607	624,640	(180,570)	10
Sundry	384,357	320,621	463,018	(78,661)	11
<b>TOTAL EXPENSES</b>	<b>13,761,773</b>	<b>9,009,504</b>	<b>13,976,636</b>	<b>(214,863)</b>	
<b>RESULT</b>	<b>3,249,851</b>	<b>5,572,610</b>	<b>3,690,460</b>	<b>440,609</b>	

## Explanations for Forecast variances to Original Budget

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

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

**Note 3** – Overall decreased revenue as a result of a reduction in developments and subdivisions budgeted for 2017/18, a reduction in the Commercial Waste revenue, ceasing of the Information Services contract with City of Palmerston and the reduction in usage of the Howard Park Reserve. These decreases are offset against the introduction of an Administration fee at Thorak Regional Cemetery.

**Note 4** – Remainder of Anzac Parade Improvement Grant (\$724k), an increase in Roads to Recovery Funding (\$219k), Streetlight Maintenance Reimbursement granted from NTG (\$16k) and a decrease in expected Developer Contributions for the year ended 30 June 2018 (\$387k).

**Note 5** – Other income received to date mainly comprises insurance claim proceeds, fuel tax credits refunds and NTEC Election fines received totalling \$12,376 (excludes expenditure from NTEC).

**Note 6** – Reduction in Employee costs at Thorak Regional Cemetery and related training and other in other areas of Council.

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

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

**Note 9** - The inclusion of the tree management program approved by Council at November's Meeting (Resolution 1718/102).

**Note 10** – Developer Contribution Plan budget remaining from the 2016/17 financial year and the Litchfield Library Services – Feasibility Study. Also, includes casual staff for the Waste Transfer Stations during and prior to the advertising of casual positions to offset against employee costs.

**Note 11** – Increase in sundry expenses offset against other expenditure items within the Works department and the additional costs for advertising and managing recruitment of advertised positions within Corporate. In addition to an increase in costs for postage and printing in the Finance Department for the Reminder Rates notices in line with Council's Debt Collection Policy.

CONSOLIDATED BALANCE SHEET at 31 March 2018

	28 February 2018	31 March 2018	Movement +ve (-ve)
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	1,785,092	1,655,209	(129,883)
Trade and Other Receivables	3,014,570	2,508,566	(506,004)
Other Financial Assets	20,564,833	19,564,832	(1,000,001)
<b>TOTAL CURRENT ASSETS</b>	<b>25,364,495</b>	<b>23,728,607</b>	<b>(1,635,888)</b>
<b>NON CURRENT ASSETS</b>			
Infrastructure, Property, Plant & Equipment	259,996,710	258,600,903	(1,395,807)
Other Non-Current Assets	5,276,106	6,619,211	1,343,105
<b>TOTAL NON CURRENT ASSETS</b>	<b>265,272,816</b>	<b>265,220,114</b>	<b>(52,702)</b>
<b>TOTAL ASSETS</b>	<b>290,637,311</b>	<b>288,948,721</b>	<b>(1,688,590)</b>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	832,167	804,914	27,253
Provisions	530,782	512,732	18,050
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,362,949</b>	<b>1,317,646</b>	<b>45,303</b>
<b>NON CURRENT LIABILITIES</b>			
Provisions	384,439	428,792	(44,353)
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>384,439</b>	<b>428,792</b>	<b>(44,353)</b>
<b>TOTAL LIABILITIES</b>	<b>1,747,388</b>	<b>1,746,438</b>	<b>950</b>
<b>NET ASSETS</b>	<b>288,889,923</b>	<b>287,202,283</b>	<b>(1,687,640)</b>
<b>EQUITY</b>			
Accumulated Surplus	25,976,368	24,288,728	(1,687,640)
Asset Revaluation Reserve	243,311,730	243,311,730	-
Other Reserves	19,601,825	19,601,825	-
<b>TOTAL EQUITY</b>	<b>288,889,923</b>	<b>287,202,283</b>	<b>(1,687,640)</b>

Cash and cash equivalents have reduced by \$129,883 due to payment of vendors.

Other Financial Assets have decrease by \$1,000,000 from 28 February 2018 resulting from monies needed to provide payment to vendors for major projects in line with their trading terms.

Trade and Other Receivables have reduced by \$506,004 from 28 February 2018 due to the collection of both prior year and current year rates. All current year instalments are 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 30 June 2017 ie. Anzac Parade Infrastructure Upgrade, Freds Pass Reserve Capital Improvements and Freds Pass Road Infrastructure Upgrade as well as the capital projects commenced 2017/18 financial year.

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

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

As identified in Section 5 of this report, Litchfield Council's liquidity KPI is easily met with 31 March 2018 current ratio equalling 18.01.

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

=  $\frac{23,728,607}{1,317,646}$  = 18.01

Net Cash Position = 23,728,607 – 1,317,646 = \$22 million



## SECTION 2

### OPERATING POSITION BY DEPARTMENT

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

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

Overall expenditures year to date are 64% of the annual budget. As some operational expenditures are not evenly spread across the financial year, the overall spent is reasonable, with major operational road maintenance expenditure to occur after the wet season.

	2017/18 Budget	2017/18 Actual	2017/18 Forecast	Forecast Variance +ve (-ve)
<b>REVENUE</b>				
Council Leadership	0	1,546	13,922	13,922
Finance	8,174,865	7,532,841	8,175,651	786
Information Services	27,500	3,106	3,106	(24,394)
Works	2,467,580	968,768	2,484,394	16,814
Planning	162,430	46,541	105,562	(56,868)
Waste Management	2,986,838	2,928,748	2,991,599	4,761
Community	79,500	78,899	87,000	7,500
Regulatory Services	34,000	49,612	59,944	25,944
<b>TOTAL REVENUE</b>	<b>13,932,713</b>	<b>11,610,061</b>	<b>13,921,178</b>	<b>(11,535)</b>
<b>EXPENSES</b>				
Council Leadership	1,071,161	782,505	1,071,974	813
Corporate	466,900	292,968	481,333	14,433
Information Services	469,156	344,215	463,576	(5,580)
Finance	1,522,941	1,119,397	1,576,817	53,876
Works	3,112,938	1,644,633	3,094,956	(17,982)
Planning	609,494	479,207	718,759	109,265
Waste Management	2,828,104	1,745,633	2,760,391	(67,713)
Community	1,285,840	952,830	1,407,020	121,180
Mobile Workforce	1,226,644	819,177	1,226,644	0
Regulatory Services	376,940	259,110	374,580	(2,360)
<b>TOTAL EXPENSES</b>	<b>12,970,118</b>	<b>8,439,675</b>	<b>13,176,050</b>	<b>205,932</b>
<b>OPERATING RESULT</b>	<b>962,595</b>	<b>3,170,386</b>	<b>745,128</b>	<b>(217,467)</b>

## NEW INITIATIVES

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

	2017/18 Budget	2017/18 Actuals	2017/18 Forecast	Comments	
<b><u>2016/17</u></b>					
Developer Contribution Plan Review	124,309	27,439	64,309	Review in progress	
<b>TOTAL</b>	<b>124,309</b>	<b>27,439</b>	<b>64,309</b>		
<b><u>2017/18</u></b>					
Data Backup – Business Continuity	16,000	0	16,000	Quotations sought for project	
Private Roads Strategy	30,000	15,920	30,000	Plan in progress	
Feral Dog Program	10,000	0	6,130	Purchase order raised for the purchase of 8 x Dog Traps	
Promoting Responsible Dog Ownership	10,000	1,182	10,000	De-sexing vouchers are currently being issued	
Southport Progress Association Mira Square	5,000	0	5,000	Yet to commence	
Queen's Baton Relay	10,000	10,975	15,000	Event done - additional \$5,000 donation from Bendigo Bank – awaiting final invoices	
Tree Management*	30,000	36,359	30,000	Completed - Tree Hazard Inspection Report issued to Council	
Women's Business Network Meetings	10,000	3,190	10,000	Meeting in March including International Women's Day event	
Mayoral Robe & Chain	3,000	2,812	2,850	Completed - Awaiting invoice for payment	
Asbestos Audits on Reserve Infrastructure	10,000	7,220	10,000	Reports delivered, training to be scheduled	
Meters on Council Bores	15,000	0	15,000	Yet to commence	
Records Management Improvement	51,000	0	51,000	Project commenced - Common Service Agreement with local Council	
<b>TOTAL</b>	<b>200,000</b>	<b>77,658</b>	<b>200,980</b>		

\* Additional funds have been approved for Tree Management on Council's Recreation Reserves at Council's November 2017 meeting (Resolution 1718/102).

- On Budget

- Watch Budget

- Outside Budget

## CAPITAL BUDGET POSITION

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

	2017/18 Budget	2017/18 Actuals	2017/18 Forecast	Forecast Variance +ve (-ve)	Note
<b>REVENUE</b>					
Works	1,547,377	2,019,906	2,490,908	943,531	1
Waste Management	13,000	24,233	24,233	11,233	2
Planning	763,409	152,917	375,906	(387,503)	3
Mobile Workforce	30,000	2,495	30,000	0	
Community	0	0	15,000	15,000	4
<b>TOTAL REVENUE</b>	<b>2,353,786</b>	<b>2,199,551</b>	<b>2,921,047</b>	<b>567,261</b>	
<b>EXPENSES</b>					
Works	3,486,230	3,079,189	4,364,299	878,069	5
Waste Mgt	305,000	124,571	341,991	36,991	6
Mobile Workforce	380,000	0	380,000	0	
Community	0	1,262,083	1,788,792	1,788,792	7
<b>TOTAL EXPENSES</b>	<b>4,171,230</b>	<b>4,465,843</b>	<b>6,875,082</b>	<b>2,703,852</b>	
<b>CAPITAL RESULT</b>	<b>(1,817,444)</b>	<b>(2,266,292)</b>	<b>(3,954,035)</b>	<b>(2,136,591)</b>	

### Explanations for Forecast variances to Original Budget

**Note 1** – Grant income received for Anzac Parade Upgrade (\$724k) and Roads to Recovery increase (\$219k). Finn Road Upgrade grant is not expected to be received until 2018/19, upon commencement of the contract.

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

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

**Note 4** – Approved grant awaiting receipting for the upgrade of kitchens at Howard Park Reserve.













**Note 5** – Capital expenditure including Finn Road Upgrade (\$100k), remainder of Anzac Parade Upgrade (\$711k) and Freds Pass / Krichauff Intersection property purchase + final instalment (\$33k).


**Note 6** – Forklift purchase carried over from 2016/17 (\$35k) and Stamp Duty on Bobcat in excess of budget (\$2k).

**Note 7** – Freds Pass Reserve Upgrade + Howard Park Reserve Irrigation project have been forecast for the current year, carried over projects from prior year. Freds Pass Reserve Upgrade Project will carry over to 2018/19 with \$300,000 expected expenditure.

## CAPITAL PROJECTS 2017/18 - WORKS

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

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
<b>Projects commenced in 2015/16 and 2016/17</b>						
Anzac Parade Upgrade	30/11/2017	<u>2015/16</u> 1,800,000	1,774,394	1,774,394	25,606	 Completed
Freds Pass Road Upgrade	30/04/2018	<u>2016/17</u> 1,220,500	100,125	1,220,500	-	 Tender to be advertised in May 2018
<b>TOTAL</b>		<b>3,020,500</b>	<b>1,874,519</b>	<b>2,994,894</b>	<b>25,606</b>	
<b>Projects commencing in 2017/18</b>						
Road Reseal Program	30/04/2018	2,649,404	1,351,181	2,183,938	465,466	 In final stages – exceeding the deadline
Re-sheeting of Roads	30/04/2018	400,000	355,200	400,000	-	 In progress
Shoulder Widening	30/06/2018	300,000	0	300,000	-	 Yet to commence
Safety Rails – Leonino Road	31/03/2018	100,000	88,937	88,937	11,063	 Completed
Finn Road Upgrade	30/09/2018	-	83,329	100,000	100,000	 \$1.5m Road Upgrade Grant from NTG — Tender to be advertised next week
William Road – Sealing	15/12/2017	-	168,233	168,369	(168,369)	 Completed - Awaiting final invoice
Carveth Road – Sealing	15/12/2017	-	76,996	77,132	(77,132)	 Completed - Awaiting final invoice
Mocatto Road – Survey and Detailed Design	31/03/2018	-	65,053	65,053	(65,053)	 Completed
Chibnall Road – Survey and Detailed Design	31/03/2018	-	60,602	77,078	(77,078)	 Completed - Awaiting final invoice
Horsnell Road – Survey and Detailed Design	31/03/2018	-	67,334	77,834	(77,834)	 Completed - Awaiting final invoice
<b>TOTAL</b>		<b>3,449,404</b>	<b>2,316,865</b>	<b>3,549,404</b>	<b>(111,063)</b>	




 - On Budget


 - Watch Budget


 - Outside Budget


**CAPITAL PROJECTS 2017/18 – RECREATION RESERVES**

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

Recreation Reserve Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
<b>Projects commenced in 2015/16 and 2016/17</b>						
Howard Park Reserve – Scout Roof Upgrade	31/12/2017	<u>2015/16</u> 125,095	122,723	125,095	-	 Final improvement to be made to Scout Hall to finalise Grant, Grant to be acquitted as soon as expended
Howard Park Reserve – Irrigation Upgrade	31/12/2017	<u>2016/17</u> 20,000	6,792	20,000	-	 Special Purpose Grant – awaiting final invoice
FPR – Improvements	31/12/2017	<u>2016/17</u> 3,000,000	2,188,871	3,000,000	-	 In Progress
<b>TOTAL</b>		<b>3,145,095</b>	<b>2,318,386</b>	<b>3,145,095</b>	-	

 - On Budget

 - Watch Budget

 - Outside Budget

## SECTION 3

### CASH ON HAND & INVESTMENTS

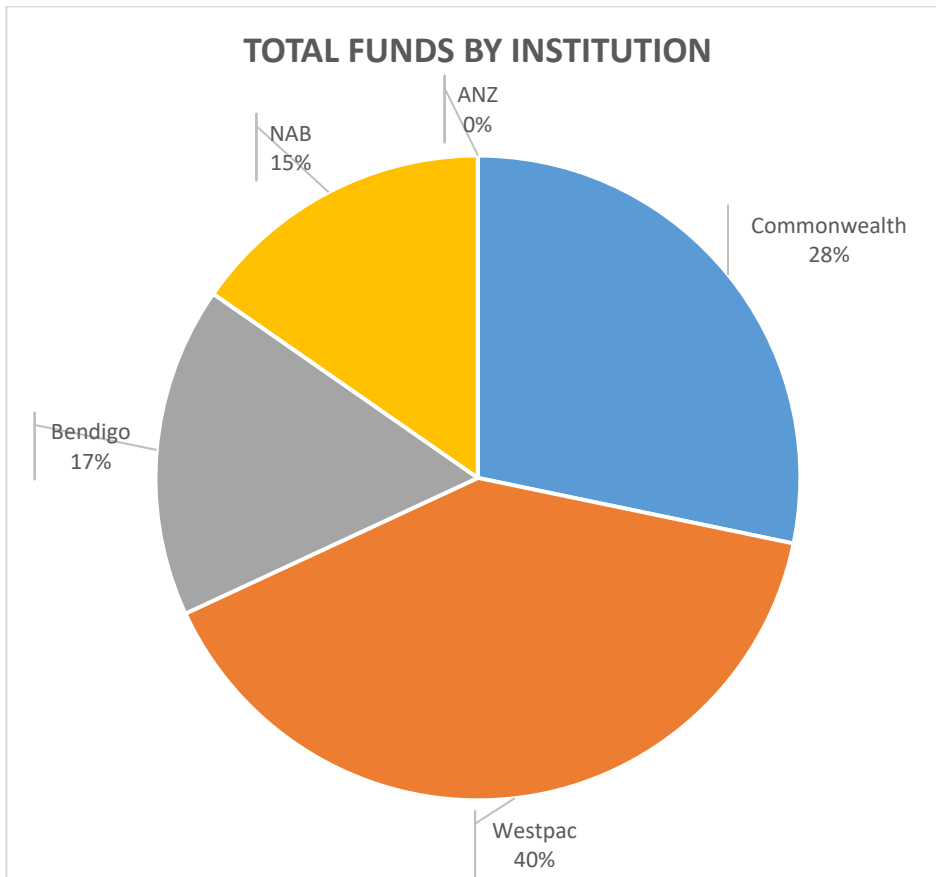
The table below represents a summary of the Cash on Hand & Investments held by Council at 31 March 2018 and compares the balance to the balance at 28 February 2018.

	28 FEBRUARY 2018	31 MARCH 2018	VARIANCE	COMMENT
Investments (Incl. Trust Account)	19,146,801	18,146,801	(1,000,000)	Large payments from projects were due and payable – Maturity of Term Deposits
Business Maxi Account	505,949	1,150	(504,799)	Transferred to Operating Account for general monthly expenditure
Operating Account	1,020,150	1,578,843	558,693	Maturity of Term Deposit available for General monthly expenditure
<b>TOTAL</b>	<b>20,672,900</b>	<b>19,726,794</b>	<b>(946,106)</b>	

#### Investments

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

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Due Date	Expected return to Maturity Date
30/03/2017	1,500,000	365	NAB	2.58%	30/03/2018	38,700
16/10/2017	1,522,761	182	NAB	2.55%	16/04/2018	19,362
26/05/2017	1,545,533	365	Bendigo	2.65%	20/05/2018	40,957
16/06/2017	2,500,000	365	Westpac	2.55%	16/06/2018	63,750
16/06/2017	1,500,000	365	Bendigo	2.80%	10/06/2018	42,000
17/06/2017	227,003	365	Bendigo	2.75%	17/06/2018	6,243
16/08/2017	1,550,000	365	Westpac	2.66%	16/08/2018	41,230
26/08/2017	1,030,296	365	CBA	2.60%	26/08/2018	26,788
07/09/2017	1,044,927	365	CBA	2.57%	07/09/2018	26,855
21/09/2017	1,500,000	365	CBA	2.61%	21/09/2018	39,150
28/09/2017	1,000,000	365	CBA	2.62%	28/09/2018	26,200
30/11/2017	1,000,000	365	Westpac	2.64%	30/11/2018	26,400
04/12/2017	1,226,128	365	Westpac	2.64%	04/12/2018	32,370
08/02/2018	1,000,000	365	CBA	2.64%	08/02/2019	26,400
30/06/2017	1		Bendigo			Minimum balances in savings account to holding investments
30/06/2017	152		ANZ			
<b>TOTAL INVESTMENTS</b>	<b>18,146,801</b>					<b>456,403</b>



## FINANCIAL RESERVES

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

	Balance at 1 July 2017	Transfer TO	Transfer FROM	Net Movement	Balance at 31 March 2018
<b>Externally Restricted Reserves</b>					
Developer Contribution Reserve	781,571	152,917	-	152,917	934,488
Unexpended Grants and Contributions	4,279,118	-	(1,696,722)	(1,696,722)	2,582,396
<b>Internally Restricted Asset Related Reserves</b>					
Property Reserve	465,472	-	(465,472)	(465,472)	-
Plant and Equipment Reserve	36,683	-	(36,683)	(36,683)	-
Infrastructure Reserve	2,216,026	-	(2,216,026)	(2,216,026)	-
Asset Reserve	-	10,922,989	-	10,922,989	10,922,989
<b>Internally Restricted Other Reserves</b>					
Waste Management Reserve	4,061,952	-	-	-	4,061,952
Election Reserve	25,044	74,956	-	74,956	100,000
Disaster Recovery Reserve	790,388	-	(290,388)	(290,388)	500,000
Strategic Initiatives Reserve	1,287,239	-	(787,239)	(787,239)	500,000
<b>TOTAL</b>	<b>13,943,493</b>	<b>11,150,862</b>	<b>(5,492,530)</b>	<b>5,658,332</b>	<b>19,601,825</b>

## SECTION 4

### DEBTORS

#### SUNDRY DEBTORS

Total Sundry Debtors at 31 March 2018 is \$28,916 compared to \$885,263 at 28 February 2018, a decrease of \$856,347 due to receiving the Anzac Road Upgrade grant invoiced in February of \$724,394.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	\$0	\$2,087	\$4,111	\$1,707	\$7,905
Infrastructure	\$2,488	\$186	\$3,900	\$12,769	\$19,343
Recreation Reserves	\$135	\$90	\$400	\$1,043	\$1,668
<b>TOTAL</b>	<b>\$2,623</b>	<b>\$2,363</b>	<b>\$8,411</b>	<b>\$15,518</b>	<b>\$28,916</b>
% of total sundry debtors	9.1%	8.2%	29.1%	53.6%	

#### Action summary of 90 Days Debtors:

Company under Administration – further advice regarding payment status to be received from Administrators (Allowance for Doubtful Debts is recognised)	\$5,907
Debtor sent to Debt Collectors	\$2,301
Debtor on Payment Plan	\$592
Debtor on Payment Plan	\$1,556
No permit provided, until payment is received	\$2,400
Company under Administration	\$1,462
Final Reminder Letter sent	\$910
Statement Re-sent	\$245
Statement Re-sent	\$110
Statement Re-sent	\$23
Statement Re-sent	\$12
<b>TOTAL</b>	<b>\$15,518</b>

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

### FINES AND INFRINGEMENTS

At 31 March 2018 Council has 102 infringements outstanding with a balance of \$27,863, an increase of \$499 in outstanding infringements compared to 28 February 2018.

	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018
Number of Infringements outstanding	96	95	97	94	92	95	96	98	102
Balance of Infringements outstanding	\$29,170	\$29,314	\$29,276	\$27,302	\$25,863	\$27,945	\$27,428	\$27,364	\$27,863

Eighty-eight (88) infringements have been sent to the Fines Recovery Unit (FRU), five (5) have received reminder notices, eight (8) infringements have been issued recently and one (1) infringement has been placed on-hold under dispute.

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



## OUTSTANDING RATES

Council’s Debt Recovery Policy FIN05 guides the collection of outstanding rates. Recovery of rates continues to be an area of focus with Council’s performance in recovering outstanding rates improving each month. Council continues to use the services of Territory Debt Collectors to collect rate assessments in arrears. Rates in arrears have reduced by \$525,774 in the month of March.

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

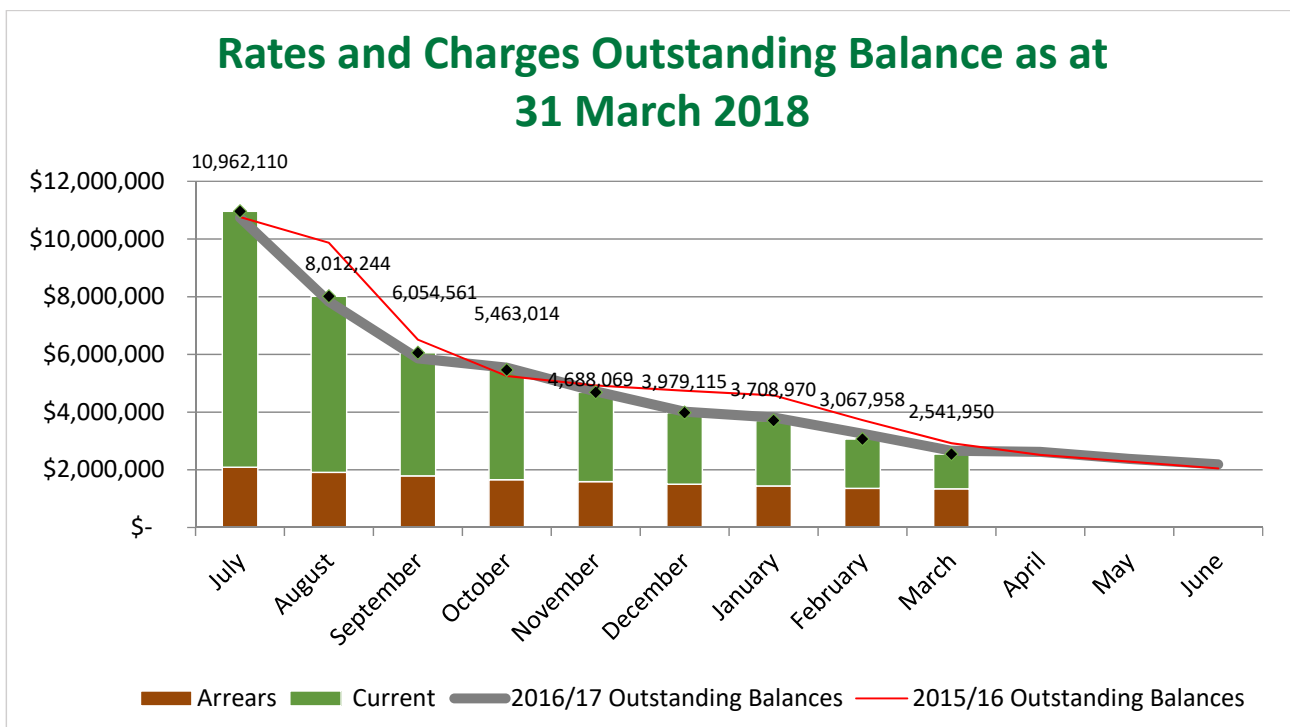
	BEGINNING OF 2017 (30 JUNE 2017)	PRIOR MONTH (FEB 2018)	CURRENT MONTH (MAR 2018)	VARIANCE
COMMERCIAL	\$33,747	\$25,520	\$26,239	(\$719)
MINING	\$50,174	\$52,536	\$53,221	(\$685)
NON-RATEABLE MINING	\$515	\$0	\$0	\$0
NON-RATEABLE WASTE	\$21,898	\$18,545	\$18,710	(\$165)
RURAL RESIDENTIAL	\$1,961,673	\$1,241,053	\$1,222,981	\$18,072
URBAN RESIDENTIAL	\$115,566	\$16,276	\$16,452	(\$176)
<b>TOTAL</b>	<b>\$2,183,574</b>	<b>\$1,353,930</b>	<b>\$1,337,603</b>	<b>\$16,327</b>

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

	PRIOR MONTH (FEB 2018)	CURRENT MONTH (MAR 2018)	VARIANCE
INSTALMENT 1	\$281,328	\$257,027	\$24,301
INSTALMENT 2	\$418,244	\$366,911	\$51,333
INSTALMENT 3	\$1,014,222	\$580,409	\$433,813
<b>TOTAL</b>	<b>\$1,713,794</b>	<b>\$1,204,347</b>	<b>\$509,447</b>

All assessments with overdue amounts were sent reminder letters (letters of demand) from the 21 March 2018. Since, Council office have received numerous calls with payments or agreed payment plans.






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






## SECTION 5

### FINANCE KEY PERFORMANCE INDICATORS (KPI)

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

Key Performance Indicator	Target	Status	Comment
Compliance with management, statutory and regulatory budgeting and reporting	100%		
Current years rates outstanding as at 30 June 2018	<15%		
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources.	>50%		Council's Original Budget for 2017/18 rates coverage ratio is 57%.
Liquidity ratio	>1:1		Current Ratio equals 18.01
Asset sustainability ratio	90%		Forecast to be 41%

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

## SECTION 6

### CREDITORS PAID

Creditor accounts paid in March 2018 are listed in below.

Cheque No.	Chq Date	Payee	Description	Amount
Payroll 19	14/03/2018	LC Staff	Payroll Fortnight ending 14 March 2018	149,057.31
Payroll 20	28/03/2018	LC Staff	Payroll Fortnight ending 28 March 2018	160,402.78
837.47-01	29/03/2018	FULTON HOGAN INDUSTRIES PTY LTD	RFT 17 - 154 - Reseal Various Litchfield Roads	896,835.09
837.1137-01	29/03/2018	ALLAN KING & SONS CONSTRUCTION PTY	Freds Pass Reserve Upgrade Project	423,496.55
835.268-01	15/03/2018	BYRNE CONSULTANTS	Design and surveying for Horsnell, Chibnall, Mocatto and Finn Road Drainage	118,740.60
832.280-01	1/03/2018	CITY OF DARWIN	JAN 18 - Shoal Bay Weigh Bridge Charges	76,015.20
836.374-01	22/03/2018	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld Pay 19	58,462.00
837.280-01	29/03/2018	CITY OF DARWIN	FEB 18 - Shoal Bay Weigh Bridge Charges	52,876.80
834.374-01	8/03/2018	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld Pay 18	52,388.00
DD010318	6/03/2018	STATEWIDE SUPERANNUATION PTY LTD	FEB 18 - Super for pays 17 & 18	51,194.07
834.409-01	8/03/2018	F & J BITUMEN SERVICES PTY LTD	Repairs to Damaged Roads	47,385.00
835.1047-01	15/03/2018	REMOTE AREA TREE SERVICES PTY LTD	Tree Assessment – All Recreation Reserves	39,994.35
832.203-01	1/03/2018	RECORD EARTHMOVING	Crush & Screen Concrete	39,600.00
836.176-01	22/03/2018	ASAP TREE SERVICE	Remove debris & clear road ways	36,501.00
832.930-01	1/03/2018	COLEMAN'S CONTRACTING & EARTHMOVING	Repairs of Damaged Roads	32,550.00
837.176-01	29/03/2018	ASAP TREE SERVICE	Remove debris & clear road ways	32,439.00
836.514-01	22/03/2018	VEOLIA ENVIRONMENTAL SERVICES	Feb 18 – Transfer of Waste to Shoal Bay	31,889.20
834.827-01	8/03/2018	LITCHFIELD GREEN WASTE RECYCLERS	Mulch - All Waste Transfer Stations	27,880.60
834.930-01	8/03/2018	COLEMAN'S CONTRACTING & EARTHMOVING	Road Maintenance Grade	26,424.64
835.409-01	15/03/2018	F & J BITUMEN SERVICES PTY LTD	Pothole and Edge Patching	24,419.67
836.409-01	22/03/2018	F & J BITUMEN SERVICES PTY LTD	Patching of Roads	16,023.81
837.849-01	29/03/2018	WEX AUSTRALIA ( PUMA CARD)	Feb 18 - Fuel Account	14,539.04
835.87-01	15/03/2018	TOP END LINEMARKERS PTY LTD	RFT-126 - Road line marking	12,715.20
834.1094-01	8/03/2018	WORKWELL CONSULTING PTY LTD	Advisory and consulting services – Strategic Plan	12,430.00
835.192-01	15/03/2018	MAGIQ SOFTWARE ( X INFOXPERT)	Yearly supply - InfoXpert Licence	11,404.80
837.1022-01	29/03/2018	KPMG	Waste Transportation Tender-retrospect	10,824.00
837.414-01	29/03/2018	TOTAL EXCAVATIONS	Drain clearing along numerous roads	10,120.00
835.176-01	15/03/2018	ASAP TREE SERVICE	Tree Removal After Hours - Bynoe Rd	9,713.00
834.87-01	8/03/2018	TOP END LINEMARKERS PTY LTD	RFT-126 - Road line marking	8,750.90
837.1099-01	29/03/2018	DAVE'S MINI DIGGA HIRE	Clean Out drains & culverts	8,525.00
836.1099-01	22/03/2018	DAVE'S MINI DIGGA HIRE	Clean Out drains & culverts	8,250.00

832.1088-01	1/03/2018	TALENT PROPELLER	Advertising for Positions Vacant	8,229.87
834.1065-01	8/03/2018	Mrs M H BREDHAUER	FEB 18 - Mayor Allowances	7,747.71
836.414-01	22/03/2018	TOTAL EXCAVATIONS	Drain clearing along numerous roads	7,573.50
834.1099-01	8/03/2018	DAVE'S MINI DIGGA HIRE	Clean Out drains & culverts	7,370.00
836.930-01	22/03/2018	COLEMAN'S CONTRACTING & EARTHMOVING	Road Repairs & Maintenance Grade	6,644.40
837.249-01	29/03/2018	TERRITORY RURAL	Consumables - Oils	6,567.00
FEB18	2/03/2018	WESTPAC CARDS & DIRECT DEBITS	FEB 18 - C/Card Purchases	6,541.67
837.78-01	29/03/2018	POWER & WATER CORPORATION	Howard Springs & Humpty Doo WTSs, Council Office & Swipe cards - Water	6,402.52
834.162-01	8/03/2018	CIVICA PTY LTD	FEB 18 - Authority Program - Licence Fee	6,240.64
835.414-01	15/03/2018	TOTAL EXCAVATIONS	Drain clearing along numerous roads	6,045.00
837.1021-01	29/03/2018	MCARTHUR (QLD) PTY LTD	Recruitment Fee Director Infrastructure	5,940.00
837.596-01	29/03/2018	AREA9 IT SOLUTIONS - HARDWARE	MAR 18 - IT Service Agreement	5,852.00
836.612-01	22/03/2018	CREMASCO CIVIL PTY LTD	Repairs Litchfield Area Roads	5,734.63
832.596-01	1/03/2018	AREA9 IT SOLUTIONS - HARDWARE	JAN 18 - IT support & assistance	5,428.50
837.85-01	29/03/2018	TELSTRA	March 18 – LC & Cemetery Phones + Whitepages Advertising	5,312.47
835.1300-01	15/03/2018	Opteon Property Group Pty Ltd	Revaluation of Council Assets for 2017/18	5,280.00
836.78-01	22/03/2018	POWER & WATER CORPORATION	Streetlight Maintenance	5,269.86
834.414-01	8/03/2018	TOTAL EXCAVATIONS	Hicks Road Flood way - Construct bund wall	4,983.00
836.850-01	22/03/2018	HUMPTY DOO DEVELOPMENTS PTY LTD	Feb 18 – Rates & Water for MWF Shed	4,639.70
837.1251-01	29/03/2018	Tactical Coach	Business & HR Coaching	4,537.50
835.1099-01	15/03/2018	DAVE'S MINI DIGGA HIRE	Clean Out drains & culverts	4,510.00
837.1097-01	29/03/2018	DUNBAR, FIONA	Preparation Municipal Plan 2018/19	4,500.00
836.926-01	22/03/2018	JACANA ENERGY	FEB 18 Power – LC Office / HDWTS / MWF Shed / Thorak Cemetery	4,466.25
834.176-01	8/03/2018	ASAP TREE SERVICE	Removal of numerous Trees	4,356.00
833.144-01	5/03/2018	ORIGIN	FEB - Thorak - Gas charges	4,300.80
835.522-01	15/03/2018	FARMWORLD NT PTY LTD	Repairs for Buggy & Slasher (SV3883)	4,277.70
836.515-01	22/03/2018	JC ELECTRONIC SECURITY PTY LTD	Install replacement CCTV	4,091.12
834.1097-01	8/03/2018	DUNBAR, FIONA	Preparation of Municipal Plan 2018/19	4,050.00
832.1023-01	1/03/2018	AUSLINE ENGINEERING	Slasher Repairs	3,960.00
836.596-01	22/03/2018	AREA9 IT SOLUTIONS - HARDWARE	FEB 18 - IT support & assistance	3,949.00
834.1113-01	8/03/2018	Graphics'Il Do (Leonie Richards)	Brochure Printing	3,916.00
837.1053-01	29/03/2018	CSG BUSINESS SOLUTIONS PTY LTD	FEB 18 - Rental Charges for LC Photocopier	3,662.26
834.78-01	8/03/2018	POWER & WATER CORPORATION	DEC/JAN - HSWTS & HDWTS / Howard Park + Knuckey Reserves - Water	3,598.25
832.1099-01	1/03/2018	DAVE'S MINI DIGGA HIRE	Clean out drains & culverts	3,520.00
835.1329-01	15/03/2018	Arafura Traffic Control	Traffic Control	3,454.00
835.183-01	15/03/2018	CHRIS'S BACKHOE HIRE PTY LTD	FEB- Thorak Grave Digging	3,432.00
833.514-01	5/03/2018	VEOLIA ENVIRONMENTAL SERVICES	Jan 18 - Humpty Doo Waste Transfer	3,430.25
837.1357-01	29/03/2018	Mr D J INGHAM	Rates Refund	3,400.00
835.14-01	15/03/2018	AUSTRALIA POST	Postage for Rates Mail out	3,392.29

832.748-01	1/03/2018	AGRICULTURAL MECHANICAL SERVICES	Tractor Repairs	3,101.57
834.956-01	8/03/2018	IRONWOOD CONSULTING	FEB 18 - Freds Pass Reserve Upgrade Project Mgmt	3,093.75
834.1076-01	8/03/2018	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	Debt Recovery Fees/Commission	3,034.43
835.170-01	15/03/2018	NT RECYCLING SOLUTIONS (NTRS)	FEB 18 – Recycling for all WTSs and LC Office	3,030.50
836.144-01	22/03/2018	ORIGIN	MAR 18 - Thorak - LPG Propane	2,974.75
832.1053-01	1/03/2018	CSG BUSINESS SOLUTIONS PTY LTD	JAN 18 - Rental Charges for LC Photocopier	2,847.50
832.926-01	1/03/2018	JACANA ENERGY	JAN 18 - Thorak Electricity Charges	2,837.71
834.1068-01	8/03/2018	Mr D S BARDEN	FEB 18 - Councillor Allowances	2,667.05
832.327-01	1/03/2018	Tiger Contracting (NT) Pty Ltd	Grounds Maint - Howard Park Reserve	2,640.00
835.479-01	15/03/2018	COMPLETE AIR PTY LTD	Replace Air Conditioner at Humpty Doo WTS – Incorrect Bank Details	2,606.50
836.479-01	22/03/2018	COMPLETE AIR PTY LTD	Replace Air Conditioner at Humpty Doo WTS - Redone	2,606.50
835.953-01	15/03/2018	HWL EBSWORTH LAWYERS	Legal advice Recreation Reserve Leases	2,602.60
832.1274-01	1/03/2018	Grace Record Management (Australia)	April 2018 - Records Storage	2,575.69
833.409-01	5/03/2018	F & J BITUMEN SERVICES PTY LTD	Road and Edge Repairs - Beaumont	2,541.00
832.1076-01	1/03/2018	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	Debt Recovery Fees	2,458.69
832.85-01	1/03/2018	TELSTRA	FEB 2018 - LC Phone Account	2,407.17
834.515-01	8/03/2018	JC ELECTRONIC SECURITY PTY LTD	Repairs Replacement to Camera's	2,261.77
834.1063-01	8/03/2018	Miss K J HUNT	FEB 18 - Deputy Mayor Allowances	2,163.50
832.1113-01	1/03/2018	Graphics'll Do (Leonie Richards)	Printing Layout Preparation	2,134.00
834.596-01	8/03/2018	AREA9 IT SOLUTIONS - HARDWARE	MAR 18 - IT support & assistance	2,117.50
836.1305-01	22/03/2018	Jade Electrical	Repairs - Freds Pass Reserve	2,068.00
837.616-01	29/03/2018	PALMERSTON & RURAL PARTY HIRE	Hire Costs of Equipment - Queens Baton Relay	2,023.20
832.498-01	1/03/2018	Mr M I G SALTER	Extra Meeting Allowances	1,960.00
835.506-01	15/03/2018	TURBO'S TYRES	Tyres - Replacement and Fitting	1,947.00
833.928-01	5/03/2018	RSEA PTY LTD	PPE for Waste Station Employees	1,887.48
832.1253-01	1/03/2018	Craig Burgdorf	Repair shed air-compressor, supply parts	1,828.40
834.1064-01	8/03/2018	Mrs C M SIMPSON	FEB 18 - Councillor Allowance	1,827.05
834.1119-01	8/03/2018	Mr P REEVE	Reimburse travel & accommodation expenses for special projects staffing	1,777.00
837.990-01	29/03/2018	A. NOBLE & SON LTD.	Forklift Jib for Humpty Doo WTS	1,755.37
837.1297-01	29/03/2018	SS Auto Electrics	Call out to assess SV3869	1,714.00
836.928-01	22/03/2018	RSEA PTY LTD	PPE for Waste Station Employees	1,702.17
837.316-01	29/03/2018	NT BROADCASTERS PTY LTD	Radio Advertising	1,650.00
836.1076-01	22/03/2018	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	Debt Recovery Fees	1,626.90
834.806-01	8/03/2018	ZIPPY CLEANING & MAINTENANCE SERVIC	Thorak Cleaning	1,614.75
834.1142-01	8/03/2018	OfficeMax Australia Ltd	New Workstation Desk	1,564.47
835.231-01	15/03/2018	PLASTICS AUSTRALIA PTY LTD	PVC Plastic Consumables	1,551.00
832.409-01	1/03/2018	F & J BITUMEN SERVICES PTY LTD	Bitumen repairs at invert – Bowerbird Rd	1,529.00
834.1290-01	8/03/2018	Matchez Superannuation Fund (M Salt	FEB 18 - Councillor Allowances	1,497.05
837.926-01	29/03/2018	JACANA ENERGY	Power - Howard Springs WTS + Howard Park Reserve	1,470.52

837.132-01	29/03/2018	AIRPOWER NT PTY LTD	Repairs to Ride On - ZD331	1,461.55
837.930-01	29/03/2018	COLEMAN'S CONTRACTING & EARTHMOVING	Maintenance Grade - Type 2	1,440.00
832.1152-01	1/03/2018	Lane Laser Printers PTY LTD	3rd instalment rate notices	1,405.64
837.806-01	29/03/2018	ZIPPY CLEANING & MAINTENANCE SERVIC	MAR 18 - Cleaning of Council Office	1,377.99
835.1215-01	15/03/2018	TIS Music & Events	Queens Baton Relay Stage Hire	1,345.00
836.731-01	22/03/2018	Vocus Communications (Amcom Pty Ltd)	Supply of Amcom fibre to Litchfield Council	1,329.40
835.1338-01	15/03/2018	Trans Territory Foods Pty Ltd	Queens Baton Relay - Catering	1,324.49
837.941-01	29/03/2018	EVERLON BRONZE	Thorak - Plaque	1,255.65
834.1342-01	8/03/2018	Primetime Entertainment	Entertainment for the Queen's Baton Relay	1,210.00
837.1353-01	29/03/2018	Ms K MANLEY	Professional Services – Policy & Procedures	1,100.00
837.809-01	29/03/2018	ALLOY & STAINLESS PRODUCTS PTY LTD	Blades for Kubota	1,086.05
837.1023-01	29/03/2018	AUSLINE ENGINEERING	Verge mower & slasher repairs	1,078.00
832.202-01	1/03/2018	Mr I SUMMERS	Risk Management Audit Committee	1,054.90
834.1211-01	8/03/2018	Mr G S MAYO	Pound Cleaning Oct - Feb 18	990.00
835.1350-01	15/03/2018	ELMFERN PTY LTD	Queens Baton Relay - Hay Bales	960.00
836.1253-01	22/03/2018	Craig Burgdorf	Thorak - Repairs to Backhoe	924.33
835.1334-01	15/03/2018	Outer Edge Photography	Party Animals - Queens Baton Relay	914.99
832.1278-01	1/03/2018	Seek Limited	Seek Bulk Pack - 3 classic advertisement	907.50
833.132-01	5/03/2018	AIRPOWER NT PTY LTD	Service Isuzu - 14 CB 63	903.20
836.367-01	22/03/2018	BUNNINGS GROUP LIMITED	FEB 18 - Powerpass Account	893.40
835.971-01	15/03/2018	MUGAVIN CONTRACTING PTY LTD	Supply a Traffic Diagram	880.00
835.327-01	15/03/2018	Tiger Contracting (NT) Pty Ltd	Grounds Maint - Howard Park Reserve	880.00
837.327-01	29/03/2018	Tiger Contracting (NT) Pty Ltd	Grounds Maint - Howard Park Reserve	880.00
837.612-01	29/03/2018	CREMASCO CIVIL PTY LTD	Repairs Litchfield Area Roads	819.98
835.36-01	15/03/2018	BRIDGE TOYOTA	Vehicle Service CC30QO - 40,000 km	819.31
834.49-01	8/03/2018	DEPARTMENT OF LANDS PLANNING & THE	Environment Protection licence	803.35
835.1130-01	15/03/2018	Mair's Only Cleaning	Cleaning - Knuckey Lagoon Reserve	770.00
837.1130-01	29/03/2018	Mair's Only Cleaning	Caretaking Howard Park Reserve	770.00
837.409-01	29/03/2018	F & J BITUMEN SERVICES PTY LTD	Cleaning - Accident Site	760.00
BPAY192	23/03/2018	RTM MOTOR VEHICLE REGISTRY - MVR	Registration CC68LC - Holden Colorado	737.85
835.51-01	15/03/2018	SOUTHERN CROSS PROTECTION	FEB 18 - Patrol Service	720.72
836.180-01	22/03/2018	AURECON AUSTRALIA P/L	Developer Contribution Plan - Claim 4	720.50
832.1130-01	1/03/2018	Mair's Only Cleaning	Cleaning Howard Park Reserve	700.00
832.512-01	1/03/2018	SELTOR SHAW PLUMBING PTY LTD	Whitewood Hall & Howard Park Reserve repairs	691.76
837.1076-01	29/03/2018	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	Debt Recovery Fees	683.27
837.953-01	29/03/2018	HWL EBSWORTH LAWYERS	Caretaker Agreement Reserves	674.30
832.1217-01	1/03/2018	Vicki Kerrigan	Master of Ceremonies at the 2018 Australia Day Event	650.00
832.1334-01	1/03/2018	Outer Edge Photography	Supply animals for Australia day Event	609.99
837.100-01	29/03/2018	NT PEST & WEED CONTROL	12 Mth Annual Term Inspection	593.00
835.111-01	15/03/2018	STICKERS AND STUFF	Promotional Coffee Cups	555.00
834.885-01	8/03/2018	HUMPTY DOO DIESEL	Service - Ford ranger ute CC 44 YL	552.00

835.1152-01	15/03/2018	Lane Laser Printers PTY LTD	Printing of the DL Waste brochure	544.50
836.988-01	22/03/2018	FENCE MASTERS (NT) PTY LTD	Fence Repairs - Howard Springs	533.00
836.1091-01	22/03/2018	HIQA GEOTECHNICAL	Gravel Sample Testing	530.88
837.1274-01	29/03/2018	Grace Record Management (Australia)	MAR 18 - Records Storage	506.59
835.1268-01	15/03/2018	CRAZY ACRES	Queens Baton Relay Icy Poles	500.00
835.389-01	15/03/2018	LITCHFIELD VET HOSPITAL	Re-imburement for de-sexing voucher	500.00
837.215-01	29/03/2018	SATELLITE CITY SMASH REPAIRS	Excess for Claim	500.00
837.263-01	29/03/2018	PHOENIX FOUNDRY	Thorak - Plaque	481.80
835.355-01	15/03/2018	WASTE MANAGEMENT ASSOCIATION	Membership Fees	467.50
834.581-01	8/03/2018	Food'll Do	Catering – 27 February 2018	450.00
835.1222-01	15/03/2018	Larrakia Nation Aboriginal Corporate	Deliver Welcome to Country at 2018	450.00
835.807-01	15/03/2018	TOTALWELD SALES & SERVICE P/L	Safety Wear and Welding Wire	441.00
836.522-01	22/03/2018	FARMWORLD NT PTY LTD	Buggy Repair - Clutch parts	439.00
834.1341-01	8/03/2018	Beta Coolalinga Butcher	Catering for Queens Baton Relay	425.00
836.560-01	22/03/2018	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical	418.00
837.560-01	29/03/2018	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical	418.00
832.990-01	1/03/2018	A. NOBLE & SON LTD.	Replace hand winch on compactor	402.13
835.825-01	15/03/2018	PRESTIGE AUTOMOTIVE ELECTRICAL	Repairs Hyundai Loader	384.18
835.1031-01	15/03/2018	LP AIRCONDITIONING PTY LTD	Repairs - Lights	379.00
834.990-01	8/03/2018	A. NOBLE & SON LTD.	Install winch to compactor	363.00
832.326-01	1/03/2018	EYESIGHT SECURITY P/L	Feb 18 - Thorak Cemetery Security	357.50
836.1351-01	22/03/2018	WOOFSTOCK DOG FESTIVAL	Site Stands – Foskey Pavilion	330.00
832.506-01	1/03/2018	TURBO'S TYRES	Tyres replacement and fitting	327.80
836.535-01	22/03/2018	TOP END WINDSCREENS & TINTING	Replacement Rear Window - Hyundai Loader	320.00
832.134-01	1/03/2018	FIGLEAF POOL PRODUCTS	Thorak - Water Testing	313.80
832.220-01	1/03/2018	THE BIG MOWER	Thorak - Backpack blower repairs	313.60
BPAY193	27/03/2018	RTM MOTOR VEHICLE REGISTRY - MVR	Registration CB24XO	312.60
834.995-01	8/03/2018	WILDKAT HOLDINGS (NT) PTY LTD	Grease & grab hook for WTS	309.54
837.1143-01	29/03/2018	WorkPro ( Risk Solutions Australia	Police Clearance x 5 Employees	302.50
835.187-01	15/03/2018	NORSIGN	1200x900 Corflute Signs	299.20
837.411-01	29/03/2018	KENNARDS HIRE PTY LTD	Queens Baton Relay Hire	280.00
832.56-01	1/03/2018	COLEMANS PRINTING PTY LTD	Business Cards	275.00
835.1186-01	15/03/2018	Advanced Safety Systems Australia Pty Ltd	FEB - ASSA membership WHS	273.90
832.1008-01	1/03/2018	OUTBACK BATTERIES P/L	Replace Battery - including call out fee	269.10
837.187-01	29/03/2018	NORSIGN	Signs for Queens Baton Relay	263.73
835.3-01	15/03/2018	COMM8 (COMBINED COMMUNICATIONS)	FEB 18 - Tracking System Data	255.20
835.132-01	15/03/2018	AIRPOWER NT PTY LTD	Air Filters for Mower	245.08
836.599-01	22/03/2018	WELDING & MAINTENANCE SERVICES NT	Repairs to Loader	240.00
835.1142-01	15/03/2018	OfficeMax Australia Ltd	Stationery	238.00
834.85-01	8/03/2018	TELSTRA	FEB 2018 - Cemetery Phones	234.37
834.61-01	8/03/2018	GREENTHEMES INDOOR PLANT & HIRE	FEB 18 - Indoor Plant Hire	233.50
837.776-01	29/03/2018	HME AIRCONDITIONING & ELECTRICAL	Thorak -Air Con Repairs	230.30
832.282-01	1/03/2018	Ecoflex NT Pty Ltd (Top End Tyre)	Remove tyres from Humpty Doo WTS	226.18
835.581-01	15/03/2018	Food'll Do	Catering - 7 March	225.00

837.581-01	29/03/2018	Food'll Do	Catering - Council Meeting	225.00
832.1306-01	1/03/2018	Sonic HealthPlus Pty Ltd	Comprehensive Report - Fit for Work	220.00
834.1343-01	8/03/2018	The Twisted Baker	Catering – 27 February 2018	220.00
835.596-01	15/03/2018	AREA9 IT SOLUTIONS - HARDWARE	UPS battery for PC	215.60
834.828-01	8/03/2018	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia - Dog	214.00
834.560-01	8/03/2018	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical Casual Waste Staff	209.00
832.389-01	1/03/2018	LITCHFIELD VET HOSPITAL	Re-imburement for De-sexing Vouchers	200.00
837.389-01	29/03/2018	LITCHFIELD VET HOSPITAL	Re-imburement for Desexing Vouchers	200.00
832.1142-01	1/03/2018	OfficeMax Australia Ltd	Stationery & Paper rolls	196.16
837.250-01	29/03/2018	NT MOTORCYCLE CENTRE	Thorak - Ignitions switch for Polaris	195.75
834.132-01	8/03/2018	AIRPOWER NT PTY LTD	Centre pulley and key way for mower	194.16
832.508-01	1/03/2018	EASA	EAP Session	193.60
BPAY191	22/03/2018	RTM MOTOR VEHICLE REGISTRY - MVR	Registration - Hyundai SV3771	178.60
832.132-01	1/03/2018	AIRPOWER NT PTY LTD	Repairs to the Kubota	176.00
836.815-01	22/03/2018	JEFFRESS ADVERTISING	Advertising - Change of Date	174.57
835.515-01	15/03/2018	JC ELECTRONIC SECURITY PTY LTD	Sit Inspect for CCTV repairs	173.25
00413130	21/03/2018	Litchfield Council Petty Cash	Reimburse Petty Cash - Litchfield Office	166.90
836.790-01	22/03/2018	BOBTOW TILT TRAY SERVICES	Vehicle Recovery/Tow - Bynoe Rd	165.00
832.443-01	1/03/2018	TERRITORY UNIFORMS	Safety Boots - N Davenport	163.76
832.886-01	1/03/2018	Mr R J FREEMAN	Remove tyres from rims	160.00
835.928-01	15/03/2018	RSEA PTY LTD	PPE for Waste Station Employees	155.89
835.1008-01	15/03/2018	OUTBACK BATTERIES P/L	Thorak - Battery for Cremator trolley	155.00
835.874-01	15/03/2018	FIN BINS (VTG Waste & Recycling)	Rubbish removal - Bees Creek rd	151.67
836.941-01	22/03/2018	EVERLON BRONZE	Thorak - Plaque	150.70
21283420	21/03/2018	SENSIS PTY LTD	Litchfield Council - Whitepages Advertising -, etc	145.31
834.790-01	8/03/2018	BOBTOW TILT TRAY SERVICES	Removal of Mitsubishi	143.00
837.1344-01	29/03/2018	Prosegur Australia Pty Ltd	Collection of monies from Office Premises	143.00
836.820-01	22/03/2018	CONSOLIDATED BEARING COMPANY ( CBC )	Thorak - Belts for Iseki deck mower	139.09
833.389-01	5/03/2018	LITCHFIELD VET HOSPITAL	Treatment of Stray before Impoundment	130.60
836.220-01	22/03/2018	THE BIG MOWER	Thorak - Blower Vac Repairs	127.05
00413129	19/03/2018	Litchfield Council Petty Cash	Thorak Petty Cash Reimbursement	121.65
834.52-01	8/03/2018	DYNAMIC SIGNS & ENGRAVING	Update of Australia Day Honour Board	121.00
834.876-01	8/03/2018	NT ICE	35 Bags of ice	115.50
835.671-01	15/03/2018	BURSON AUTOMOTIVE PTY LTD (COOLALINGA)	Workshop Consumables Humpty Doo	111.95
835.801-01	15/03/2018	KING DIESEL & MAINTENANCE PTY LTD	Registration Check	110.00
837.1142-01	29/03/2018	OfficeMax Australia Ltd	Stationery & Cash Box	109.39
836.565-01	22/03/2018	CURBY'S (NT) PTY LTD	Name Badge Overlay	99.00
837.387-01	29/03/2018	SADDLE WORLD NT (NT GRAIN)	Dog Food	96.00
837.876-01	29/03/2018	NT ICE	29 Bags of ice	95.70
837.56-01	29/03/2018	COLEMANS PRINTING PTY LTD	Customer Enquiry Cards	93.50
837.559-01	29/03/2018	BLACKWOODS	Thorak - OH&S Sign	90.24
836.1335-01	22/03/2018	City Rural Refrigeration	Knuckey Lagoon Reserve A/C Repairs	88.00
835.799-01	15/03/2018	WALGA (WA LOCAL GOV)	Position Classification	88.00



836.1142-01	22/03/2018	OfficeMax Australia Ltd	Stationery	81.22
835.1354-01	15/03/2018	Mr B W MCCASKER	Refund of Bond for Dog Trap	80.00
833.1345-01	5/03/2018	Mr M P FREED	Refund of Bond for Dog Trap	80.00
836.616-01	22/03/2018	PALMERSTON & RURAL PARTY HIRE	Hire Cooking Equipment Queens Baton	76.50
835.1330-01	15/03/2018	PAWS Darwin Ltd	Boarding of Dog	75.00
835.1344-01	15/03/2018	Prosegur Australia Pty Ltd	Collection of monies from Office Premises	71.50
836.1344-01	22/03/2018	Prosegur Australia Pty Ltd	Collection of monies from Office Premises	71.50
833.1130-01	5/03/2018	Mair's Only Cleaning	Cleaning Knuckkeys Lagoon 26 & 3/03	70.00
834.1130-01	8/03/2018	Mair's Only Cleaning	Cleaning Knuckkeys Lagoon 5 & 9 MAR 18	70.00
836.1130-01	22/03/2018	Mair's Only Cleaning	Cleaning - Knuckey Lagoon Recreation	70.00
835.287-01	15/03/2018	HARVEY DISTRIBUTORS	Thorak - 240 litre bin liners	67.45
836.30-01	22/03/2018	TERRITORY SPRINGWATER PTY LTD	Thorak - Bottle water	63.00
832.1143-01	1/03/2018	WorkPro ( Risk Solutions Australia	Jan 18 - Police Clearance	60.50
836.885-01	22/03/2018	HUMPTY DOO DIESEL	Thorak - Iseki Rego Inspection	55.00
834.936-01	8/03/2018	Mr P MCCOLL	Reimbursement for Annual Skin Check	52.95
834.1245-01	8/03/2018	Rural Rubbish Removal	Rubbish Removal - Knuckey Lagoon Recreation	52.80
835.820-01	15/03/2018	CONSOLIDATED BEARING COMPANY ( CBC )	Parts for Utility Vehicle	51.23
837.1133-01	29/03/2018	NT Water Filters	Bottled water for foyer	41.60
835.1294-01	15/03/2018	Clean Fun Pty Ltd (Darwin Laundries)	Laundry Service	38.50
834.30-01	8/03/2018	TERRITORY SPRINGWATER PTY LTD	Thorak - 3 x 15 litre bottle water	31.50
832.1133-01	1/03/2018	NT Water Filters	Bottled water for foyer	31.20
834.1133-01	8/03/2018	NT Water Filters	Bottled water for foyer	31.20
832.25-01	1/03/2018	Land Titles Office	Land Tittle Search - Morgan SBDV	27.40
834.25-01	8/03/2018	Land Titles Office	Land Title Search - Morgan SBDV - Reimbursed	27.40
836.85-01	22/03/2018	TELSTRA	MAR 2018 - LC Phone Account (part of)	27.25
837.820-01	29/03/2018	CONSOLIDATED BEARING COMPANY ( CBC )	Thorak - Repair parts	21.26
834.926-01	8/03/2018	JACANA ENERGY	Power - Vereker street Humpty Doo	17.73
836.132-01	22/03/2018	AIRPOWER NT PTY LTD	Parts for Repairs to Tractor	17.40
<b>TOTAL</b>				<b>2,846,275.32</b>

## CREDIT CARD TRANSACTIONS

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

Staff Member	Cost Code	Details	Gross (\$)	GST (\$)
<b>Kaylene Conrick</b> CEO	WO4084	LG COG EA Conference Registration Fees	\$511.50	\$46.50
	WO4084	Paystay - Carparking Darwin City	\$20.00	\$1.82
	3700.341.669	Darwin Free Spirit - LWIB Event - Catering	\$138.50	\$11.86
	3121.355.638	Amnet Broadband Internet connection	\$63.42	\$5.77
<b>Deborah Branson</b> Executive Assistant	3700.341.668	Officeworks - QBR Stationery	\$63.25	\$5.75
	3020.330.500	Officeworks - EM Stationery	\$231.10	\$21.01
	3700.341.669	Spotlight - LWIB Gift Bags	\$30.93	\$2.81
	3700.341.668	Spotlight - QBR Decorations	\$103.92	\$9.45
	3700.341.668	Bunnings - QBR Decorations	\$13.00	\$1.18
	3020.340.673	Bookshop - Books Anzac Day	\$76.48	\$6.95
	3020.330.620	Woolworths - Catering - Workshop # 2	\$7.20	\$ -
	3700.341.668	Woolworths - QBR - Water & Soft drinks	\$614.05	\$39.64
	3700.341.668	Bunnings - QBR Tarps & ropes	\$73.70	\$6.70
	3700.341.668	Spotlight - QBR Centrepieces	\$76.22	\$6.93
	3700.341.668	Mad Harry's - QBR Incidentals	\$37.50	\$3.41
	3700.341.668	Mad Harry's - QBR Centrepieces	\$92.80	\$8.44
	3700.341.668	Lei-Dedi - QBR - Food Baskets	\$145.00	\$13.18
	3030.350.602	Facebook - Misc promotion QBR & LWIB	\$93.94	\$8.54
	3700.341.668	Kmart - QBR Incidentals	\$15.00	\$1.36
	3700.341.668	Coles - QBR incidentals	\$39.20	\$0.74
	3700.341.668	Woolworths - QBR - Incidentals	\$64.30	\$0.03
	3700.341.668	Bunnings - QBR Centrepieces	\$135.21	\$12.29
	3700.341.668	Bunnings - AH Vault & QBR Bamboo	\$43.94	\$3.99
	3020.375.527	Bunnings - AH Vault & QBR Bamboo	\$81.40	\$7.40
	3020.330.620	Coles - Catering Workshop 3/3	\$47.17	\$0.01
	3200.350.602	Coles - NT Farmers - Catering 3/3	\$20.15	\$ -
	3020.330.620	Muffin Break - Catering Workshop 3/3	\$32.40	\$2.95
	3130.350.515	Coles - Cleaning Product - Mayor's Office	\$6.30	\$ -
	3700.341.669	Mad Harry's - LWIB Event - Incidentals	\$7.50	\$0.68
	3020.330.644	Trybooking - LWIB Registrations	\$81.20	\$0.11
	3400.350.500	Woolworths - Stationery	\$20.00	\$1.82
	3700.341.669	Liquorland - LWIB Event - Door Prizes	\$58.00	\$5.27
	3700.341.669	Burner & Scully - LWIB - Gift - Guest Speaker	\$150.00	\$13.64
	3700.341.669	Mad Harry's - LWIB Event - Incidentals	\$30.35	\$2.76
	3150.533.506	Kmart - Furniture - Staff Room	\$101.00	\$9.18
	3130.350.515	Post Office - Farewell Gift Card - Staff Member	\$105.95	\$0.54
3020.330.500	Vision6 - Councillor Bulletin	\$9.90	\$0.90	
<b>Karina Gates</b> Finance Manager	3130.350.500	Office Works - Stationary	\$60.93	\$5.54
	3050.310.644	Improve Decision Making Workshop - Credit	\$(690.00)	\$ -
	3130.310.644	LGANT Rates Officer - Coffee, Tea, Sugar	\$11.90	\$ -
	3130.310.644	LGANT Rates Officer - Coffee, Tea, Sugar	\$7.40	\$0.67
<b>Glen Byrnes</b> Waste Manager	3410.350.508	Totally Workwear - Gloves	\$108.00	\$9.82
	3410.350.515	Woolworths - Staff amenities - Cleaning Products	\$26.68	\$2.43
	3410.350.515	Woolworths - Staff amenities - Coffee, tea, sugar	\$27.89	\$ -
	3410.350.515	Woolworths- Eucalypt	\$8.00	\$0.73
	W4238	Woolworths - Batteries	\$8.00	\$0.73
	3430.621.420	Bursons - Handy pack	\$10.23	\$0.93

<b>Justin Dunning</b> MWF Manager	3800.350.508	Mitchells Berrimah - PPE	\$79.90	\$7.26
<b>Vicky Wellman</b> Thorak Manager	W3657.124	Big Mower - 5bl Spool	\$141.45	\$12.86
	23000.350.600	Australia Post - Lge satchel/post	\$24.80	\$2.25
	23000.350.500	The Good Guys - Ink	\$26.95	\$2.45
	W3657.124	Blackwoods - Hydration Sticks	\$48.92	\$4.45
<b>Sharon Mc Taggart</b> Regulatory Services Manager	4040.375.525 0404.435.562 4040.435.562 4040.375.525	Phone Cover - Harvey Norman Mammoth Pet Supplies - Dog Leads Bunnings - Repair Hardware Supercheap - Car Seat Covers	\$98.00 \$209.88 \$142.01 \$119.83	\$8.91 \$19.08 \$12.91 \$10.89
<b>Herb Backers</b> Works Manager	3130.375.527 3130.375.527	Woolworths - Cabling Woolworths - Charger and 1.2m Cable	\$20.00 \$90.00	\$1.82 \$8.18
<b>TOTAL</b>			<b>\$4,022.25</b>	<b>\$375.52</b>

### Links with Strategic Plan

An effective and sustainable Council

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

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

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



# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 18 April 2018

### 15 Officers Reports

- 15.1 Executive Services Quarterly Performance Report January – March 2018
- 15.2 Community & Services Quarterly Performance Report January – March 2018
- 15.3 Infrastructure Services Quarterly Performance Report January – March 2018
- 15.4 Draft Municipal Plan 2018-2019 including Annual Budget 2018-2019
- 15.5 GOV02 Meeting Procedures
- 15.6 April 2018 Summary Planning and Mining Report
- 15.7 Freds Pass Rural Show Funding



# COUNCIL REPORT

<b>Agenda Item Number:</b>	15.1
<b>Report Title:</b>	Executive Services Quarterly Performance Report Oct - Dec 2017
<b>Report Number:</b>	18/0049
<b>Meeting Date:</b>	18/04/2018
<b>Attachments:</b>	Nil

## Purpose

The quarterly Executive Services performance report, for the period of January to March 2018, is presented to Council for noting.

## Summary

The Executive Services quarterly performance report is provided for the three months ending 31 March 2018 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 2018.

## Background

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

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

## 1 Elected Members

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

COUNCIL MEETING ATTENDANCE	HELD	ATTENDED	2017/18
Mayor	3	3	9
Councillor Hunt	3	3	9
Councillor Barden	3	3	9
Councillor Simpson	3	3	9
Councillor Wright (up to 13/9/17)	0	0	2
Councillor Salter (as of 13/9/17)	3	2	8

SPECIAL COUNCIL MEETING ATTENDANCE	HELD	ATTENDED	2017/18
Mayor	1	1	4
Councillor Hunt	1	1	3
Councillor Barden	1	1	4
Councillor Simpson	1	1	4
Councillor Wright (up to 13/9/17)	0	0	1
Council Salter (as of 13/9/17)	1	1	3

COUNCIL RESOLUTIONS	THIS PERIOD	2017/18
Resolutions of Council	65	134

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING ATTENDANCE	HELD	ATTENDED	2017/18
Independent Chairperson	1	1	3
Councillor Hunt	1	1	3
Councillor Barden	1	1	2
Councillor Wright (up to 13/9/17)	0	0	1

*Next Risk & Audit Committee scheduled 8 May 2018*

THORAK REGIONAL CEMETERY BOARD MEETING ATTENDANCE	HELD	ATTENDED	2016/17
Mayor	3	3	9
Councillor Hunt	3	3	9
Councillor Barden	3	3	9
Councillor Simpson	3	3	9
Councillor Wright (up to 13/9/17)	0	2	2
Councillor Salter (as of 13/9/17)	3	2	8

CONFERENCES, TRAINING AND DEVELOPMENT	EVENT	DATES	2017/18 IN \$
Dr Louise Mahler, Presence, Influence & Finding Your Voice – Cr Simpson		15-16/03/18	\$2380.00
Australian Institute of Company Directors –Deputy Mayor Hunt and Cr Barden		20&21/02/2018	No Charge
Public Speaking Skills – Mayor & Councillors		27/03/18	\$2590.91
Executive Coaching – Mayor		28/03/18	\$2227.27

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	2017/18
Reject correction of assessment	0	0	0	0
Regulatory order	0	0	0	0
Suppress a person's name or address	0	0	0	0

USE OF COMMON SEAL	DATE	RESOLUTION
Nil		
TOTAL FOR FINANCIAL YEAR		2

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

INFORMATION ACT REQUESTS	RECEIVED	DECIDED	APPEALED	COMPLETED
Sec 18 Access to Government Information	1	1	0	1
Sec 31 Access to Personal Information	0	0	0	0
TOTAL FOR QUARTER	1	1	0	1
<b>TOTAL FOR YEAR</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>2</b>

CIVIC EVENTS	DATE	LOCATION	PERSONS	TOTAL
Litchfield Women in Business – IWD Event	8/3/18	Free Spirit Resort Darwin	35	1
TOTAL FOR QUARTER				1
<b>TOTAL FOR YEAR</b>				<b>3</b>

CITIZENSHIP CEREMONIES	DATE	LOCATION	NUMBER OF PEOPLE	NUMBER OF CEREMONIES
Australian Citizenship Ceremony	26/01/18	Lakeview Hall	7	1
TOTAL FOR QUARTER			7	1
<b>TOTAL FOR FINANCIAL YEAR</b>			7	1

### 3 Public Relations

MEDIA -ENQUIRIES & RESPONSES	DATE
Australia Day promotion – Facebook	10-Jan
Election fines for non-voters – joint media release – NT News	15-Jan
Mayors Column – The Sun	16-Jan
Roadside memorials – Response to NT News not published	18-Jan
Australia Day debate – NT News	19-Jan
Australia Day Celebrations – Sunday Territorian	21-Jan
Draft Waste Strategy – Facebook	29-Jan
Darwin River Dam overflow – ABC Darwin	30-Jan
Mayors Column – The Sun	4-Feb
International Womens Day - Facebook	7-Feb
Queens Baton Relay – ABC Darwin	13-Feb
TOTAL FOR THE QUARTER	23
TOTAL FOR THE YEAR	64



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
CEM01 - Floral and Ornamental Tributes	Council	17/01/2018
GOV09 - Review of council decisions policy	Council	17/01/2018
INF03 - Roadside Memorials and Roadside Monuments	Council	17/01/2018
INF04 - Place Names	Council	17/01/2018
LC03 - Administrative Review Committee (rescinded)	Council	17/01/2018
LC07 - Road Easement (rescinded)	Council	17/01/2018
LC09 - Waste Management (rescinded)	Council	17/01/2018
LC11 - Audio/Audiovisual Policy (rescinded)	Council	17/01/2018
LC12 - Roadside Memorials (superseded for INF03)	Council	17/01/2018
LC17 - Land Title Offer Policy (rescinded)	Council	17/01/2018
LC23 - Flower and Ornament Policy (superseded for CEM01 )	Council	17/01/2018
LC28 - Rate Payer Contribution Scheme Policy (rescinded)	Council	17/01/2018
LC55 - Grant Application & Management Policy (rescinded)	Council	17/01/2018
TS03 - Place Names (superseded for INF04)	Council	17/01/2018
GOV03 - Privacy	Council	28/02/2018
INF05 - Sealing of Roads	Council	28/02/2018
INF02 - Driveway Crossovers	Council	21/03/2018
LC19 - Driveway Policy (superseded for INF02)	Council	21/03/2018
TOTAL FOR THIS PERIOD		18
<b>TOTAL FOR YEAR</b>		<b>36</b>

NEW POLICY

CEM02 - Right of Interment	Council	21/03/2018
CEM03 - Memorials	Council	21/03/2018
TOTAL FOR THIS QUARTER		2
<b>TOTAL FOR YEAR</b>		<b>4</b>

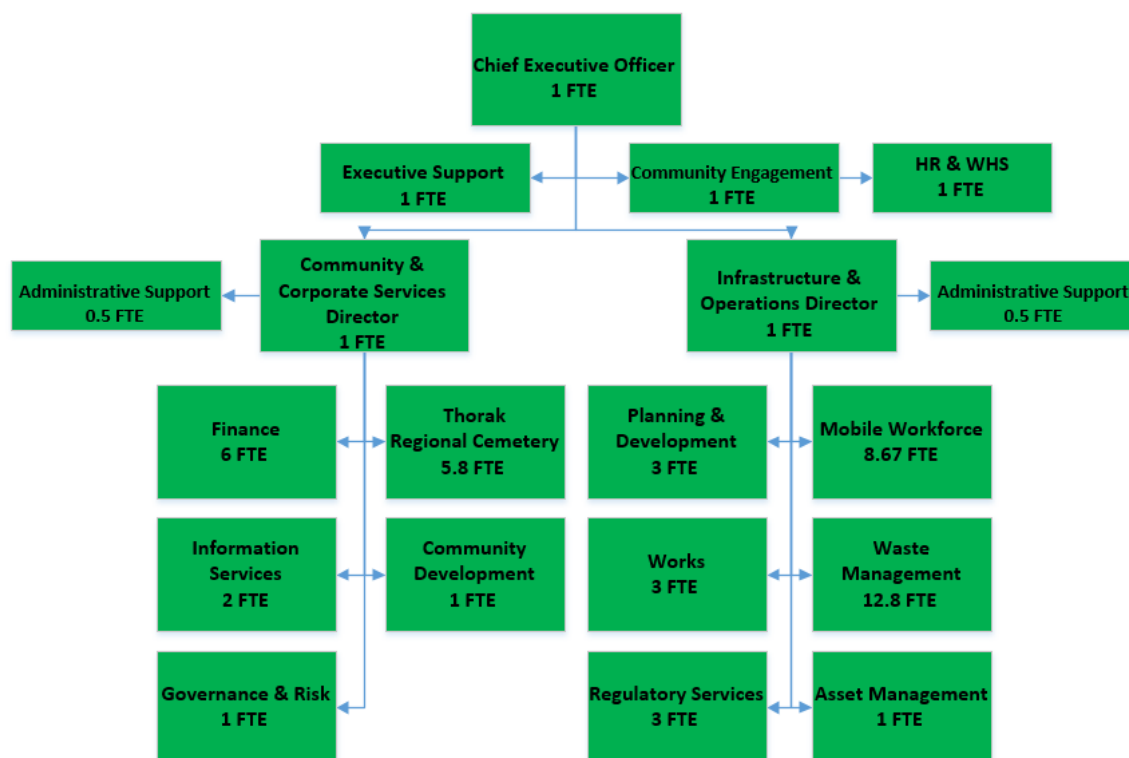
5 Employees

2017/18 STAFFING PLAN

	FINANCIAL YEAR	Qtr 2
DIRECTORATE	BUDGET 2017/18 FTE	Current
Community & Corporate Services	17.3	14.4
Infrastructure & Operations	32.97	31.97
Office of the Chief Executive	4	4
<b>Total full Time Equivalent Staff</b>	<b>54.27</b>	<b>50.37</b>

Current vacancies in this quarter at different times included the Community Development Officer, Finance Administration Officer, Assistant Accountant, Waste Transfer Station Plant Operator.

## ESTABLISHMENT STRUCTURE



## TRAINING

JAN – MAR

Category	Number		
Workshop Disc Profile & Values	Various dates	Professional Development	All staff
Engagement HQ	18 January 2018	Professional Development	Administration Assistant to Director of Community & Corporate Services
LGANT HR & Governance Reference Group	1-2 February 2018	Conference	HR & WHS Advisor, Governance & Risk Advisor
Taxation and Payroll Training	28 March 2018	Professional Development	Payroll Officer

## STAFF TURNOVER RATE

The staff turnover in the quarter is 8.5%.

## 6 Tenders and Contracts

There have been no contractual arrangements entered into where the contract extends beyond a single year.

TENDERS	VALUE	NUMBER	WINNER	RESOLUTION
WASTE DELIVERY TO SHOAL BAY LANDFILL	APPROX \$1,101,716	RFT-17-159	VEOLIA ENVIRONMENTAL SERVICES PTY LTD	18/00037

## 7 Litchfield Women in Business Network

### COMMITTEE MEETINGS WITHIN THE QUARTER

Meeting held 5 February 2018	Council Chambers
Meeting held 6 March 2018	Council Chambers

### FUNCTIONS WITHIN THE QUARTER

International Day of Women – 8 March 2018

### Links with Strategic Plan

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

### Legislative and Policy Implications

Not applicable to this report

### Risks

There are no identifiable risks

### Financial Implications

Not applicable

### Community Engagement

Not applicable

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

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

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<b>Agenda Item Number:</b>	15.2
<b>Report Title:</b>	Community and Corporate Services Quarterly Performance Report January – March 2018
<b>Report Number:</b>	18/0050
<b>Meeting Date:</b>	18/04/2018
<b>Attachments:</b>	Nil

## Purpose

This report presents to Council the Community and Corporate Services Directorate quarterly performance report for January to March 2018.

## Summary

This report provides Council with an update of activities by the Directorate Community and Corporate Services against the Municipal Plan 2017/18 including Finance, Rates, Information Technology, Community Development and Governance and Risk.

## Recommendation

That Council receives and notes the Community and Corporate Services Quarterly Performance Report for January to March 2018.

## 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.

### ***Finance Department***

For the period of January to March 2018 the Finance Team has worked on the following projects:

- Preparation of the Draft 2018/19 Budget including three Councillor workshops
- 2018/19 Municipal Plan document prepared for approval by Council
- Expression of Interest for external auditing services at Litchfield Council have been finalised. The contract has been awarded to Merit Partners
- Lodged the 2018 Annual Return for Local Government Roads Information for Litchfield Council
- Submitted the Quarterly Expenditure Report for Roads to Recovery

## 2017-18 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance with management, statutory and regulatory budgeting and reporting	100%	On track	To date, full compliance.
Current years rates outstanding as at 30 June 2018	<15%	On track	As per End of March 2018 12.4%
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources	>50%	On track	Council's Original Budget for 2017/18 rates coverage ratio is 57%.
Liquidity ratio – ability to pay debts when they are due	>1:1	On track	Current Ratio equals 13.96
Asset sustainability ratio	90%	Off target	Replacement and renewal expenditure for assets / Depreciation Expense is at 41%. As previously noted, Council's current depreciation figure is believed to be overstated.

### ***Rates Department***

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

Below identifies Council's actions from January to March 2018:

- Third instalment reminder notices were sent late January 2018, for payment by 28 February 2018.
- Overdue Reminder letter were issued from the 22 March 2018 to all ratepayers with outstanding rates.
- Review of the current Debt Collection Agency agreement in progress.
- Status of all debts currently listed with the external Debt Collection Agency to take further actions (see following below).

The below table illustrates the split of outstanding rates as at 31 March 2018:

	<b>PRIOR YEAR ARREARS</b>	<b>INSTALMENT 1 Due 31/08/17</b>	<b>INSTALMENT 2 Due 30/11/17</b>	<b>INSTALMENT 3 Due 28/02/18</b>	<b>BALANCE</b>
COMMERCIAL	\$26,239	\$13,258	\$16,291	\$26,908	\$82,696
MINING	\$46,102	\$3,487	\$3,487	\$4,384	\$57,460
NON- RATEABLE GENERAL	\$7,120	\$ -	\$399	\$ -	\$7,519
NON- RATEABLE WASTE	\$18,710	\$698	\$698	\$701	\$20,807
GENERAL	\$1,222,981	\$214,976	\$319,650	\$514,571	\$2,272,178
URBAN RESIDENTIAL	\$16,451	\$24,608	\$26,386	\$33,845	\$101,290
<b>TOTAL</b>	<b>\$1,337,603</b>	<b>\$257,027</b>	<b>\$366,911</b>	<b>\$580,409</b>	<b>\$2,541,950</b>
TOTAL as at 31/12/2017	\$1,500,844	\$360,753	\$577,197	\$1,540,094	\$3,978,889
<b>Rates Collected for the quarter Jan to Mar 2018</b>	<b>\$163,241</b>	<b>\$103,726</b>	<b>\$210,286</b>	<b>\$959,685</b>	<b>\$1,436,939</b>

Rates in arrears has decreased by \$132,884 or 9% compared to the same time last year. The value of prior year arrears rates collected during the quarter was \$163,241. As outlined above, the total prior years outstanding rates and charges as at 31 March 2018 is \$1,337,603.



**Rates Debt with External Debt Collection Agency**

As of 31 March 2018, Council has 250 Assessments listed with the external debt collection agency. The below table gives an overview of the status of those properties.

<b>Status</b>	<b>Number of properties</b>	<b>Total Debt in \$</b>	<b>Comments</b>
Awaiting Settlement	8	40,609.89	Properties sold, bankrupt, mortgagee in possession
Defaulted Payment Arrangement	5	18,555.50	Awaiting recommendation form Debt Collection Agency for next step
On hold	8	32,668.06	Disputing debt or on financial hardship application
Letter of Demand	1	290.29	Final payment for debt recovery cost demanded
Making Payments	109	251,873.01	Different payment agreements, under constant review
Initiating Applications	10	49,681.82	Initiating Applications for both Payment Arrangement Defaults and NTCAT referrals
Applied for Judgment	28	159,152.84	Applied for Judgment at the Local Court
Recommended Field Call	8	15,350.57	Instruction given to Debt Collectors
Recommended NTCAT	45	187,313.07	Instruction given to Debt Collectors
Paying by Instalment (Court Order)	4	21,574.06	Court order NTCAT set payment agreement
With Bailiff for service	16	79,463.38	Bailiff serving Statement of Claim
Certificate of Judgment issued	5	14,230.23	Instruction given to Debt Collectors
Property for Sale	3	14,501.96	Awaiting property to be sold

## Grants Status

### Litchfield Council Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
NTG Department of Sport and Recreation	Freds Pass Sport & Recreation Reserve	Facility Upgrades	\$3,000,000.00	30/06/2018	In progress. Delays caused by extreme weather events.
NTG Department Local Government Special Purpose	Humpty Doo Waste Transfer Station	Mobile Workforce Shed	\$225,000.00	30/06/2018	Revisiting design process for more economical option.
NTG Department Local Government Special Purpose	Howard Park Recreation Reserve	Howard Park Reserve irrigation	\$20,000.00	30/06/2018	Installation works completed, arranging walk-through with contractor.
NTG Department of Education	Litchfield Council	Library Service Needs Study	\$50,000	31/12/2017	Acquittal submitted.
Federal Government Stronger Communities Fund	Howard Park Recreation Reserve	Kitchen upgrades	\$15,000.00	27/08/2018	Application successful, project scheduled for start of 2018/19 financial year
Australia Day Council	Lakeview Hall	Australia Day 2018 Community Awards Event	\$2,000.00	31/03/2018	Community event held on 26 January 2018, Acquittal submitted.
NTG Department of Local Government Special Purpose Grant	Litchfield Council Office, Bees Creek Road	Installation of Solar PV system	\$78,720	30/06/2018	Application Successful, project commenced

### Reserve Management Board Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
Immediate Works Grant	Humpty Doo Bowls Club	Darwin River Diggers	\$45,790.90	31/07/2017	In progress
CBF	Freds Sports & Recreation Pass Reserve	In conjunction with Playgroup NT – Playground equipment upgrade	\$199,000.00	30/06/2018	In progress, completion date extended
Small community Grant	Livingstone Recreation Reserve	Design Meeting Rooms	\$9,000.00	31/12/2017	In Progress
Immediate Works Grant	Livingstone Recreation Reserve	Re-roof and upgrade electrical in original hall	\$49,999.60	31/12/2017	In Progress
CBF	Berry Springs Recreation Reserve	Re-surfacing of carpark	\$37,407.00	30/06/2018	Works completed.
CBF	Berry Springs Recreation Reserve	Solar Hot Water System	\$9,247.00	30/06/2018	Works completed.
CBF	Livingstone Recreation Reserve	Engineering and certification of re-roof to main hall and new storage container	\$8,181.00	30/06/2018	In progress
CBF	Livingstone Recreation Reserve	Relocation of compound	\$9,790.00	30/06/2018	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**

Council hosted an Australia Day community event at Lakeview Hall on Australia Day, Friday 26 January 2018. The event was a great success with over 400 people braving monsoonal weather conditions to enjoy the community spirit and celebrate Australia Day.

Festivities kicked off with a Fun Run/Walk, highlights of the official ceremony included an address by Australia Day Ambassador Jacinta Tynan, an inspirational speech by a local volunteer and a stellar performance of the Australian Anthem by a local school girl. Australia Day Awards were presented, recognising winners for their outstanding contributions and achievements within the Litchfield community. A variety of free children's entertainment and complimentary food and refreshments served by volunteers were available.

The Commonwealth Games Queens Baton came to Litchfield on Thursday 1 March 2018. Council held a community event at Lakeview Hall. Many residents were there to cheer on local relay runners and see the baton in all its glory. Great feedback was received following the event. One email received read "I had the job of massaging five of the GC2018 Baton crew on Friday night (at the Vibe, with concert and fireworks going off outside the window). I let it be known that I had participated the day before. One of the Asset Security Officers (who have an eight day rotation) said that the after relay Litchfield function was "up there with the best of them". Another ASO i.e. police person said it was by far the best on her rotation. And the team doctor, who I think has travelled the whole way around Australia to date, said the function and the community feeling around it was the best he had experienced. They commented on the food, the volunteers involved and the general vibe. So there, congratulations to you and your fellow organisers for all your hard work and thoughtful planning".

Following two extreme weather events over the 2017/2018 wet season, Council has extended the acquittal date for funding provided to the Litchfield Football Club for the construction of a new ablution block to 30 June 2018. Funds form part of the \$3M NT Government Department of Sport and Recreation grant with the user group controlling their project and facility.

The Library Service Needs Study report was presented to Council in January 2018. The CEO and Director Community and Corporate Services has since engaged in further discussion with NT Library to explore the possibility of Council managing a Library service within the municipality. Results of these discussions will be presented at the April 2018 Council Meeting.

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

- \$500 for young local resident, Sharia Piening, as assistance to attend the Albury Junior Classic 2018 representing NT Polocrosse Association.

### 2017-18 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Grants acquitted within agreed timeframes	100%	On track	

KPI	TARGET	STATUS	COMMENT
Annual Community Grants awarded	6	On track	Total annual grants issued 0. 6 CIP grants issued to date, see list of grants issued in the quarter above.
Community events and programs supported	4	On track	The Mango Festival with Council representation. The Bushcare's Major Day Out at McMinns Lagoon Reserve supported through Council's grants program. Rural Carols by Candle-Light supported through CIP grant and Councillor attendance.

### ***Information Services Department***

Over the quarter, the Information Services Department has undertaken a number of activities including:

- NAS backup storage – Council initiative. Project extended to look at Business continuity. Quotes assessed and project to continue as is.
- Records Management Officer position – Position on hold.
- Records Management Improvement Project – Council have entered into a Supply of Services Contract engaging an employee from West Arnhem Regional Council.

### **2017-18 Municipal Plan KPI's**

KPI	TARGET	STATUS	COMMENT
Compliance – Incoming documents entered into the records management system.	<1 Day	In Progress	On track.
Staff using records management system	>80%	In Progress	On track.
Timely Resolution of technology issues. Target timeframes including, Acknowledgment, Resolutions for Urgent, Moderate and Non-Urgent	<1Day, <2 Days, <5 Days, <15 Days	In Progress	On track.  Hardware list for replacement for 2018/19 budget on track.  Software licence renewals on track for completion.

### ***Governance and Risk Department***

#### **Risk Management & Audit Committee (RMAC)**

The RMAC met on 6 February 2018 this quarter. Agenda items included:

- The Committee noted the proposed internal audit plan which consists of three internal audits for the 2018/19 financial year of an:
  - Audit of Councils processes related to traffic management of Council commissioned works;

- Audit of Councils payroll processes; and
- Audit of Mobile Work Force work health and safety procedures and practices.
- An allocation has been proposed in the 2018/19 budget to accommodate implementation of these audits.
- The committee received the risk profile dashboard report and associated risk profiles as well as an updated reporting framework.
- The Committee received a report on the Records Management Improvement Plan and requested a further update at the next meeting as this is a high-risk area.
- The Committee received the management response to the external audit management letter.
- Confidential Items:
  - Internal audit on Procurement– update on implementation of recommendations and recommendation to move outstanding items to risk profiles;
  - Project Anthe Forensic Investigation – recommendation to move last outstanding item to risk profiles;
  - Internal Audit Work Permit Processes – received report and noted management response; and
  - Appointment of External Auditor – recommendation to Council of external auditor appointment.

#### Risk Registers & Risk Management Framework

A workshop was conducted with the leadership team to review proposed treatments and timelines for addressing actions. Further individual meetings with specific managers have followed up to maintain momentum.

#### 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).

Meetings are scheduled on a monthly basis, with two occurring over the previous quarter – January and February. No meeting was held in March due to Tropical Cyclone Marcus.

Areas and activities covered over the last quarter include:

- Role of the HR/WHS Adviser;
- Risk Management Framework;
- Waste Management Strategy;
- Drug and Alcohol policy – random drug testing;
- HR10 Motor vehicle policy; and
- Project planning and costing.

#### Council By-laws

Drafting instructions for Meeting Procedure By-laws have been finalised to be presented to Council for endorsement.

## 2017 – 18 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance with legislative requirements as per Compliance Checklist (DOLG)	100%	On target	Regular review of the checklist undertaken.
Risk Management and Audit Committee Meetings	4 Meetings	On target	3 meetings to date (8 August 2017, 10 October 2017 and 6 February 2018). Next meeting scheduled for 8 May 2018.
Internal Audits conducted as defined in the Internal Audit Program	3 Audits	Complete	Audits completed <ol style="list-style-type: none"> <li>1. Works Permit</li> <li>2. Procurement</li> <li>3. Waste Transfer Station WH&amp;S</li> </ol>
Governance & Risk Management Framework	Document Complete	Complete	Dashboard presented to RMAC

### Links with Strategic Plan

*Priority # 1 – Everything you need*

*Priority # 2 – A great place to live*

*Priority # 3 – A beautiful natural environment*

*Priority # 4 – A vibrant economy*

### 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.

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<b>Agenda Item Number:</b>	15.3
<b>Report Title:</b>	Infrastructure and Operations Quarterly Performance Report January to March 2018
<b>Report Number:</b>	18/0051
<b>Meeting Date:</b>	18/04/2018
<b>Attachments:</b>	Nil

## Purpose

The Infrastructure and Operations Quarterly Performance Report for the period of January to March 2018 is presented to Council for information.

## Summary

For the period January to March 2018, the Infrastructure and Works Directorate continued with work in progress from the previous financial period. Notable activities were:

- **Infrastructure - Works** – 65 road reserves affected by Cyclone Marcus with another 4-6 weeks expected for clean-up efforts to be finalised.
- **Planning** – Council continues to work closely with the NT Planning Commission regarding the Humpty Doo Rural Activity Centre Area Plan by attending all their community engagement events.
- **Waste** – After Cyclone Marcus, Council placed a moratorium on collecting fees for dumping of green waste until the end of April 2018. Council has received an abundance of green waste, particularly at Howard Springs, which will be mulched and sold.
- **Mobile Workforce** – round 2 of spraying, slashing and mowing continued this quarter and clean-up post Cyclone Marcus
- **Regulatory Services** – 66 out of 100 de-sexing vouchers have been claimed by residents from Council's de-sexing initiative, vouchers redeemable before 31 May 2018
- **Asset Management** – Streetlights maintenance responsibility transferred to Council from 1 January 2018 and Council has responded to four requests in this quarter.

## Recommendation

THAT Council receives and notes the Directorate of Infrastructure and Operations Quarterly Performance Report for January to March 2018.

## Background

The Infrastructure and Operations team comprises the Director Infrastructure and Operations and a team of 32.97 FTE staff. The Directorate is responsible for the following services:

- construction and maintenance of civil infrastructure owned by Council
- statutory and strategic planning services
- waste management
- mobile work force
- regulatory services

- asset management

## Infrastructure – Works

### Gravel Roads:

Council's contractors are in the process of completing one dry grading round, which has been delayed due to weather conditions. The following roads have been re-sheeted:

- Parkin Road, re-sheet damaged section of road - 3500 Square metres;
- Whitstone Road, re-sheet section of damaged road 98m x 6x wide.

### Sealed Roads:

- 216 tonnes of patch have been used for potholes and edge patching throughout the municipality.
- Bitumen profiling has been completed at the following eight locations using 32.89 tonne of asphalt:
  - Gulnare Road
  - Hicks Road
  - Koberstein Road
  - Hillier Road
  - Hopewell
  - Duddell Road & Leonino Road Intersection
  - Doxas Intersection
  - Gonnerman Intersection
- Installation of bollards: bollards were installed on the corner of Bees Creek Road and Gulnare Road, next to the bus stop.
- Line marking: line marking was completed on 15 various roads in the municipality.
- Driveway repairs: approximately 7 driveway accesses were repaired; this activity is ongoing.
- Table drains: table drains were cleaned out, removing built up silt at approximately 71 locations with this work continuing.
- Driveway and Cross Road Culvert cleanouts: approximately 41 driveway access culverts and cross road culverts have been desilted. This work is ongoing.

### Natural Disaster – Cyclone Marcus

65 road reserves have been affected and it is anticipated that clean-up of road reserves and adjoining properties, including removal of fallen trees and debris, will continue for the next 4-6 weeks.

Council received many compliments from the public regarding its quick response to the recovery efforts and clean up from Cyclone Marcus, and as such Council has written to five of its contractors and to Power Water to thank them for their efforts.

### Major Projects

- RFT 153 – Anzac Parade: pavement strengthening and widening, the tender was awarded to Allan King & Sons on 01/06/2017 completed in September but is still within the maintenance period.
- RFT 154 – Reseal to various roads: the tender was awarded to Fulton Hogan on 21/09/2017 but completion was delayed due to the company's other commitments and plant break down; this work is currently ongoing.
- RFT 135 – Upgrade to Fred's Pass Reserve Centre Road: the tender was awarded to Allan King & Sons on 24/07/2017 and is ongoing.

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## Key Performance Indicators

Potholes repairs maximum dimension below 300mm, within 5 days  
Isolated Pavement failures when damage is below 100mm.

Achieved 100%  
Achieved 100%

## 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.

<b>Application Type</b>	<b>Received</b>	<b>2017/18</b>
Animal Boarding	0	0
Change of Use	2	2
Clearing of Native Vegetation	2	2
Consolidation	1	1
Educational Establishment	0	0
Excavation and Fill	1	1
Extension of time	0	0
Home Occupancy/Contracting	0	0
Independent Unit	1	3
Industry	0	0
Medical Centre	0	1
Multiple Dwelling	2	2
Office	0	0
Other	4	14
Restaurant	0	0
Service Station	0	0
Shed	2	4
Shop	0	0
Shop and Office	0	0
Shop, Office and Restaurant	0	0
Showroom Sales	1	1
Single Dwelling	0	6
Subdivision	3	9
Subdivision and Consolidation	0	0
Undefined Use	0	0
Unit Title Subdivision	1	3
Variation	2	2
Warehouse	0	0
<b>Total</b>	<b>22</b>	<b>51</b>

Notable statutory planning issues during the quarter were:

- Council received two planning applications for 43 Fairweather Crescent, Coolalinga. Both applications proposed a change of use from showroom sales to a motor repair station. The subject

site for both applications have existing businesses operating and trading. Council lodged an objection under Section 49 of the Planning Act as the applications do not meet the car parking requirements of the NT Planning Scheme, no special circumstances were provided and there is community concern regarding availability of parking at this site.

- Council provided comments on applications for multiple dwellings at 1 Havelock Street, Coolalinga for a 4 x 2 Bedroom Dwelling in 2 single storey buildings, and 15 Grice Crescent, Coolalinga for 2 x 1 and 4 x 2 bedroom multiple dwellings in 4 single storey buildings.

## 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.

<b>Application Type</b>	<b>Received</b>	<b>2017/18</b>
Rezoning	0	2
Planning Scheme Amendment	1	2
Other	0	1
<b>Total</b>	<b>1</b>	<b>5</b>

Notable strategic planning issues during the quarter were:

- One Planning Scheme Amendment was received to amend Clause 8.1.2 Interchangeable use rights in Zones CB and C. This amendment proposes that in particular Zones where there is a “change of use” required, if the applicant does not meet the car parking requirements with the NT Planning Scheme then a formal planning application is required for assessment.
- Information sessions and workshops regarding the Humpty Doo Rural Activity Centre were held in February - March 2018. The Planning and Development unit attended all sessions to understand what the community’s interests and concerns were. These sessions mainly discussed current and proposed transport and connectivity issues, the proposed boundaries for the Rural Activity Centre, and social infrastructure within the Centre.

## 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.

<b>Application Type</b>	<b>Received</b>	<b>2017/18</b>
Mining Lease	5	9
Mining Permit	2	19
Other	0	0
<b>Total</b>	<b>7</b>	<b>28</b>

Other notable planning and development matters:

- Two applications for a temporary variation to their liquor licence at “Noonamah Tavern” was requested for two separate events. The applications seek to extend the area of the licence to the tavern carpark. Another temporary liquor licence application to extend the licenced area to the rodeo grounds was requested for four nominated days in 2018 for the Noonamah Rodeo.

## Key Planning Performance Indicators

Provide planning assessment in accordance within Council technical requirements and within specified timeframes.	Achieved 100%
Facilitate communication between constituents and Development Assessment Services so public concerns can be appropriately assessed.	Achieved 100%

## 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 2018.

Waste Types	Howard Springs	Humpty Doo	Berry Springs	Quarter Total	Annual 2017/18
Land Fill Waste Shoal Bay (t)	602.3	1,145.01	457.8	2,205.11	5351.07
Batteries (t)	7	15.2	1.28	23.48	51.99
Recyclables	0	0	0	0.00	0
Cardboard (m <sup>3</sup> )	357	534	291	1,182.00	3693
Cardboard (t)	5894.816	6756.718	3787.994	16,439.53	16514.94
Co-mingle (m <sup>3</sup> )	112	193	77	382.00	1124.7
Co-mingle (t)	2665.509	4278.83	2055.548	8,999.89	9060.041
Construction Waste (tonnes)	0	185.78	0	185.78	360.84
Domestic vehicle (vehicles)	15,483	17,186	0	32,669.00	94821
Green waste ute or trailer (m <sup>3</sup> )	3416	1714	0	5,130.00	7134
Green waste commercial (t)	0	62.23	0	62.23	185.01
Mulch Sales (m <sup>3</sup> )	360	347	35	742.00	2312.5
Non-Litchfield Residents (users)	5	36	0	41.00	115
Shoal Bay Deliveries (trucks)	75	112	56	243.00	613
Scrap Metal (t)	71.5	175.42	107	353.92	844.22
Used Oil (litres)	6,469	6,738	0	13,207.00	45867
White Goods (tonnes)	12	20.94	0	32.94	82.1
Wood Mulch Sold (m <sup>3</sup> )	0	22	0	22.00	790.5
Crushed Concrete (t)	0	514.5	0	514.50	570
Tyres	0	140	0	140.00	540
Cash for Cans	3	2.9	0	5.90	22.52
Air conditioners	0	2.66	0	2.66	2.66

## Natural Disaster - Cyclone Marcus

The waste transfer stations were closed for one day on Saturday 17 March 2018 due to Cyclone Marcus. After the cyclone, free green waste disposal was offered to the community at all three of Council's Waste Transfer Stations until the end of April 2018. The extent of tree damage due to the cyclone has resulted in significantly higher than usual green waste being received, particularly at the Howard Springs Waste Transfer Station.

## Key Performance Indicators

Waste tonnage to Shoal Bay less than 10,000 tonnes – 100% achieved

Green waste sold as mulch, sell more than 80% – 100% achieved

## Mobile Workforce

The January to March quarter is one of the busiest periods for the MWF, but they have kept on target in most areas. The MWF have also been busy post Cyclone Marcus cleaning up.

### Litter Collection

MWF have conducted litter collections on roads and cleaned up a number of isolated illegal dumps; 32 bags have been recorded, with the main litter run beginning in July.

### Signs and Guide Posts

83 signs were installed or repaired, of which 11 were due to vandalism.

### Mowing and Slashing

Round one of slashing and mowing has been completed; round two started on 12<sup>th</sup> March in Knuckey Lagoon and is on target from previous years performances. The usual monthly service of transfer stations, superblock, Coolalinga and the Council office fortnightly has been completed, and they have also mowed Knuckey Reserve three times this year.

### Spraying

Round two began in January with areas 1, 4 and 5 complete; MWF are now nearing the end of the window of opportunity as the seeding season is upon them. The MWF Manager has as many staff as possible working on this to keep ahead, but the program was interrupted by the cyclone.

### Other Tasks

Pre-cyclone, MWF removed two trees and repaired two fences from excised lands. Following Cyclone Marcus, many trees and debris was cleared at the Council office, Knuckey Reserve, Howard Park Reserve, Humpty Doo Village Green, and the Berry Springs Reserve.

The MWF staff also helped behind the scenes for the Queen's Baton Relay.

Various other small tasks are completed as called upon by different departments within Council.

### Key Performance Indicators

Slashing and spraying	On target
Litter collection (as required)	As required
Signs	As required
Spraying	3 weeks behind

## Regulatory Services

Regulatory Services includes the management of domestic 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.

Customer requests	Jan-Mar 2017	Oct-Dec 2017	Jan-Mar <b>2018</b>	Total 2017/18
Dogs at large	117	89	<b>137</b>	320
Dog menacing animals	6	2	<b>5</b>	12
Dogs attacking animals	23	16	<b>18</b>	51
Lost Dogs	50	46	<b>56</b>	144
Dogs menacing people	8	5	<b>6</b>	20

Dog attacking person	2	3	2	9
Nuisance barking	9	3	6	32
Trap requests	6	6	20	30
Other	5	3	2	10
Feral dogs	2	0	0	0
Deceased dog (removal)	2	3	2	7
Abandoned vehicles	0	11	11	25
Total	230	187	265	660

<b>Impounded Dogs</b>	<b>Jan-Mar 2017</b>	<b>Oct-Dec 2017</b>	<b>Jan-Mar 2018</b>	<b>Total 2017/18</b>
Released to owner	57	45	93	197
Transferred to PAWS	30	16	26	71
Transferred to RSPCA	4	2	8	21
Euthanised	2	4	5	15
Total Impounded	93	67	132	304

### Dog registration

At the beginning of the quarter, there were a total of 2356 dogs registered with Council. 468 dogs were registered this quarter, bringing the total number of registered dogs to 2824, with 146 of these dogs being registered for life. There are an additional 2600 dogs on Council's database that are microchipped but whose owners have not yet completed a registration form or been issued with a council registration tag.

### Other Activities

Rangers presented Council's Dog Awareness Program to children in two separate classes at Bees Creek Primary School in March. This program was well received by the students and school.

### Key Performance Indicators

Number of dogs registered >5000 (annual) 1250 (qtr)	Target not met this qtr
Investigations completed within 14 days, 90% required	100% Compliance
Responsible Dog Ownership educational/promotional material developed and published	Completed
Dog awareness education program delivered to >2 primary schools per year	Achieved
Animal Management Plan developed	In Progress

## Asset Management

### Asset Management Working Group Meeting

One meeting was held during this quarter, with the establishment of a sub-committee to manage a specific issue. Council is also reviewing joining the Dial Before You Dig Service.

### Asset Database

The asset data is being continually updated, ensuring the new asset data is captured at the right time in Council's data management system.

### Asset Revaluation

Council engaged Opteon Solutions to revalue all of assets within Council area in October 2017. The assets value of Thorak Regional Cemetery was received in February 2018.

## Asset Management Plans

The Thorak Regional Cemetery Asset Management Plan is underway; Council has received valuation estimates from our revaluation consultant for the Cemetery. The asset management plans of other classes of asset will be developed after receiving values from the external valuation consultant.

## Asset Management Policy

This policy was developed and adopted by Council (1718/084).

## Street Lights Monitoring

From 1 January 2018, the maintenance responsibility of street lights has been transferred to Council. We have developed the Customer Request system to track the maintenance record. There is an agreement with City of Darwin to perform maintenance works of streetlights on behalf of Litchfield Council for 3 years.

## Key Performance Indicators

Asset Management Working Group Meeting	(minimum 1/quarter)	100% achieved
Asset Revaluation Outcomes		100% achieved

## 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:** **Wendy Smith, Acting Director of Infrastructure and Operations**

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

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<b>Agenda Item Number:</b>	15.4
<b>Report Title:</b>	Draft Municipal Plan 2018-2019 including Annual Budget 2018-2019
<b>Report Number:</b>	18/0057
<b>Meeting Date:</b>	11/04/2018
<b>Attachments:</b>	A: Elected Member Allowances B: Draft Municipal Plan 2018-2019 (Provided under separate cover)

## Purpose

This paper presents to Council the Draft Litchfield Council Municipal Plan 2018-2019 for Council endorsement to be placed on public exhibition inviting comments.

## Summary

The Draft Municipal Plan 2018 - 2019 has been prepared in accordance with the requirements of the *Local Government Act 2008* and includes the following:

- Reference to the Litchfield Council Strategic Plan 2018-2022 and Long-Term Financial Plan.
- Annual Service Delivery Plan with initiatives, outputs and key performance indicators.
- Details of the services, initiatives and projects to be funded by the Annual Budget 2018-2019.
- The Rates proposal for 2018/2019.
- Elected Members Allowances as per Ministerial Guideline (Maximum Allowances see Attachment A).
- The staffing plan, including the total number of full-time equivalent staff and total employee costs.
- The amount of total rate revenue to be raised in 2018/2019.

## Recommendation

THAT Council:

1. Pursuant with Section 24 of the *Local Government Act 2008*, endorse the Draft Municipal Plan 2018 - 2019 as provided in Attachment B for the purposes of public exhibition and consultation;
2. Advertise the Draft Municipal Plan 2018 - 2019 as being available for public consideration, and invite public submissions during a period of 21 days from 20 April 2018 to close of business on 11 May 2018;
3. Receive and consider a further report on public submissions made in relation to the Draft Municipal Plan 2018 – 2019 at a Special Council Meeting to be held Wednesday 30 May 2018; and
4. Authorise the Chief Executive Officer to make minor editorial changes, as necessary.

## Background

The Draft Municipal Plan 2018-2019 includes Council's Annual Budget 2018-2019 and Annual Service Delivery Plan that address priorities for action specified in the Litchfield Council Strategic Plan 2018-2022.

The Annual Budget 2018-2019 highlights include the following:

- A balanced budget.
- An increase of 5% to rural residential rates.
- \$1 million for Road Reseals
- \$6.6 Million for infrastructure maintenance including stormwater drains, kerbing, culverts, road shoulders and safety barriers
- \$10,000 for dog de-sexing vouchers
- \$97,000 for Community Grants and Donations including Freds Pass Show and Palmerston & Rural Seniors Group
- \$29,000 to support community events
- \$30,000 to improve tree management on council reserves
- \$938,000 to support the ongoing operations and maintenance of Council Recreation Reserves by Volunteer boards
- \$30,000 for an irrigation and landscaping plan for Thorak Regional Cemetery.

In proposing the rate increase Council has considered the long-term financial plan, its strategic priorities for providing services and infrastructure, and current social and economic realities for the Litchfield community.

The proposed staffing plan has increased by 1 full time equivalent from the previous year to 55.27 to enable Council to offer a Customer Service traineeship to better support Council's customer service area.

The Draft Municipal Plan 2018- 2019 will be accessible for public consultation for a period of 21 days. Written submissions will be accepted from 20 April 2017 until close of business on 11 May 2017.

Council will consider public submissions before approving the final Municipal Plan 2018/19.

## Links with Strategic Plan

A well-run council.

## Legislative and Policy Implications

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

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

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

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

Attachment B - the Draft Litchfield Council Municipal Plan 2018 - 2019 for Litchfield Council - complies with the above requirements.

Before Council adopts the Municipal Plan 2018-2019, a draft must be prepared and made accessible on the website or for people to inspect in Council's office. Council must publish a notice on its website and in the newspaper inviting submissions for a period of 21 days. Council then must consider any submissions made and make changes if appropriate.

The draft annual budget is included in the Municipal Plan 2018-2019 in accordance with Part 10.5, Section 127 (3) of the Local Government Act.

### **Risks**

Council must comply with the relevant Local Government Act requirements in preparing and adopting its Municipal Plan 2018-2019 before 31 July 2018. Failure to do so would cause reputational risk and may result in Ministerial action.

### **Financial Implications**

If approved, the rates and charges identified in the Plan will be levied and elected member allowances will be set at their maximum for the financial year 2018/19 as per Ministerial guideline

### **Community Engagement**

The Draft Municipal Plan 2018 – 2019 will be made available to the public for a 21-day consultation period through Council's online engagement portal [www.yoursay.litchfield.nt.gov.au](http://www.yoursay.litchfield.nt.gov.au), through Council's website [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au) and at Council's Office. Council welcomes community input in the form of written submissions.

**Recommending  
Officer:**

**Kaylene Conrick, Chief Executive Officer**

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

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**Table of Maximum Council Member Allowances for 2018-19**

A council must resolve to fix member allowances for the financial year when it adopts the budget for the financial year (section 71(3)). A council must adopt its budget on or before 31 July in the relevant financial year (section 128(1)).

The amounts in these tables indicate the maximum level at which allowances may be set. A council needs to consider allowances in the overall context of its budget and a council can resolve to pay less than the maximum levels. Once the budget has been approved, a council may adopt an amendment to its budget but the amendment cannot have the effect of increasing the amount of allowances for the financial year for the council members (section 128(2A)(a)).

**Ordinary Council Member**

<b>Council Members other than Principal Member and the Deputy Principal Member</b>				
	<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>	<b>Category 4</b>
	Darwin	Alice Springs Palmerston	Katherine Litchfield Barkly Central Desert East Arnhem MacDonnell Roper Gulf Tiwi Islands Victoria Daly West Arnhem West Daly	Belyuen Coomalie Wagait
Base Allowance	\$22,137.72	\$15,497.24	\$13,283.35	\$4,427.79
Electoral Allowance	\$8,100.15	\$5,670.94	\$4,860.80	\$1,620.26
Professional Development Allowance	\$3,690.22	\$3,690.22	\$3,690.22	\$3,690.22
Max extra meeting allowance	\$14,758.47	\$10,331.89	\$8,855.56	\$2,952.64
<b>Total Claimable</b>	<b>\$48,686.56</b>	<b>\$35,190.28</b>	<b>\$30,689.92</b>	<b>\$12,690.91</b>

<b>Acting Principal Member</b>				
	<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>	<b>Category 4</b>
	Darwin	Alice Springs Palmerston	Katherine Litchfield Barkly Central Desert East Arnhem MacDonnell Roper Gulf Tiwi Islands Victoria Daly West Arnhem West Daly	Belyuen Coomalie Wagait
Daily Rate	\$425.89	\$299.79	\$256.96	\$85.65
<b>Maximum claimable (90 days)</b>	<b>\$38,330.10</b>	<b>\$26,981.10</b>	<b>\$23,126.40</b>	<b>\$7,708.50</b>

## Table of Maximum Council Member Allowances for 2018-19

## Deputy Principal Member

	Category 1	Category 2	Category 3	Category 4
	Darwin	Alice Springs Palmerston	Katherine Litchfield Barkly Central Desert East Arnhem MacDonnell Roper Gulf Tiwi Islands Victoria Daly West Arnhem West Daly	Belyuen Coomalie Wagait
Base Allowance	\$45,516.19	\$31,861.71	\$27,310.21	\$9,104.21
Electoral Allowance	\$8,100.15	\$5,670.94	\$4,860.80	\$1,620.26
Professional Development Allowance	\$3,690.22	\$3,690.22	\$3,690.22	\$3,690.22
<b>Total claimable</b>	<b>\$57,306.55</b>	<b>\$41,222.87</b>	<b>\$35,861.22</b>	<b>\$14,414.69</b>

## Principal Member

	Category 1	Category 2	Category 3	Category 4
	Darwin	Alice Springs Palmerston	Katherine Litchfield Barkly Central Desert East Arnhem MacDonnell Roper Gulf Tiwi Islands Victoria Daly West Arnhem West Daly	Belyuen Coomalie Wagait
Base Allowance	123,092.79	86,165.67	73,856.62	24,619.28
Electoral Allowance	32,398.22	22,678.99	19,439.65	6,479.89
Professional Development Allowance	3,690.22	3,690.22	3,690.22	3,690.22
<b>Total claimable</b>	<b>\$159,181.23</b>	<b>\$112,534.88</b>	<b>\$96,986.49</b>	<b>\$34,789.38</b>



<b>Agenda Item Number:</b>	15.5
<b>Report Title:</b>	GOV02 Meeting Procedures
<b>Report Number:</b>	18/0053
<b>Meeting Date:</b>	18/04/2018
<b>Attachments:</b>	DRAFT GOV02 Meeting Procedures

## Purpose

This report presents for Council adoption the DRAFT GOV02 Meeting Procedure policy.

## Summary

Councils GOV02 Meeting Procedure policy has been updated to reflect current practice regarding the signing of the confirmed minutes by the Mayor and CEO.

The current and proposed clauses are documented below.

### ***Current Clause***

#### 4.1.3 Minutes

- (1) The minutes of the proceedings at a meeting must be submitted for confirmation at the next ordinary meeting.
- (2) No discussion on the minutes may occur before the confirmation except as to the accuracy of the minutes as a record of proceedings.
- (3) On the confirmation of the minutes, the Chairman must:
  - (a) initial each page of the minutes, which pages are to be consecutively numbered;
  - (b) place his or her signature and the date of confirmation at the foot of the last page of the minutes.

### ***Proposed Clause***

#### 4.1.3 Minutes

- (1) The minutes of the proceedings at a meeting must be submitted for confirmation at the next ordinary meeting.
- (2) No discussion on the minutes may occur before the confirmation except as to the accuracy of the minutes as a record of proceedings.
- (3) Each page of the minutes must be consecutively numbered.
- (4) On the confirmation of the minutes, the Chairman must place his or her signature and the date of confirmation at the foot of the last page of the minutes.

## Recommendation

THAT Council endorse the updated DRAFT GOV02 Meeting Procedure policy.

## Background

Currently the Mayor and the CEO only sign the final page of the confirmed minutes. The current meeting procedures policy (GOV02) introduced in 2015, is a duplication of what was then the City of Palmerston meeting procedures policy. This policy has not been reviewed by the current Council.

There is no legislative imperative to initial every page of the confirmed minutes. In fact, the *Local Government Act* refers only to the minutes of a Council meeting being confirmed as a correct record of the meeting (Section 67(3)) by Council resolution.

Section 251A of the *Corporations Act (2001)* requires that a “company must ensure that the minutes of a meeting are signed within a reasonable time after the meeting” by the Chair of the meeting. Whilst Local Government is not bound by the *Corporations Act (2001)* it sets a solid precedence for best practice governance.

Drafting instructions for meeting procedure by-laws are in development. The signing of minutes will be included into the drafting instructions

## Links with Strategic Plan

*An effective and sustainable Council*

## Legislative and Policy Implications

Nil

## 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.*



Meeting Procedures **GOV02**



Name	GOV02 Meeting Procedures
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	28/11/2017
Review Date	28/11/2021

**1. Purpose**

This Policy governs meetings of Council and Council Committees, and is intended to ensure the efficient and transparent transaction of Council business.

**2. Scope**

This policy applies to all Ordinary and Special meetings of Council and Council Committees

**3. Definitions**

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

Clear days	In calculating the number of clear days before the date of a meeting: (a) the day on which a notice is given or an application is made, and the day on which the meeting occurs, are not to be taken into account; and (b) Saturdays, Sundays and public holidays are not to be included.
Chairman	(a) the mayor or other presiding member of the council; or (b) the Chairman of a committee and includes another member of a committee when that member is presiding at a meeting of the committee
Committee	(a) a standing committee of the council; or (b) a committee of the council.
deputation	A person or group of persons who wish to appear personally before the council in order to address the council on a particular matter.
Formal motion	a motion: (a) that the meeting proceed to the next business; (b) that the question be put; (c) that the question lie on the table; (d) that the question be adjourned; or (e) that the meeting be adjourned.
Meeting	a meeting of the council or a committee
Member	a member of the council or a committee
Ordinary meeting	an ordinary, rather than special, meeting of the council or a committee
Point of order	a point made to draw attention to an alleged breach of the Act or this Policy in relation to the proceedings of a meeting
Written notice	Notice given in a manner or form determined by the council

**4. Policy Statement**

Litchfield Council is committed to transparency and efficiency in decision making, and to ensuring the participation of the community in meetings provides the community with an effective voice in the affairs of Council.

**4.1. Meetings of council and committees**

## 4.1.1. Ordinary meetings of the council

An ordinary meeting of the council must be held on the day and at the time in each month as the council determines by resolution.

## 4.1.2. Commencement of meetings and quorums

- a) A meeting must commence as soon after the time specified in the notice of meeting as a quorum is present.
- b) If the number of apologies received by the Chief Executive Officer indicates that a quorum will not be present at a meeting, the Chief Executive Officer may adjourn the meeting to a specified day and time.
- c) If 30 minutes after the time specified in the notice of meeting as the time of commencement a quorum is not present, the Chairman or, in the Chairman's absence, the Chief Executive Officer must adjourn the meeting to a specified day and time.
- d) If a meeting is adjourned for the want of a quorum, the Chief Executive Officer must record in the minute book:
  - i. the reason for the adjournment;
  - ii. the names of the members present (if any); and
  - iii. the date and time to which the meeting is adjourned.
- e) If a meeting is adjourned to another day, the Chief Executive Officer must:
  - i. give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
  - ii. give notice of the adjourned meeting to the public by displaying a notice setting out the date, time and place of the meeting at the council office.

## 4.1.3. Minutes

- a) The minutes of the proceedings at a meeting must be submitted for confirmation at the next ordinary meeting.
- b) No discussion on the minutes may occur before the confirmation except as to the accuracy of the minutes as a record of proceedings.
- c) Each page of the minutes must be consecutively numbered.

Commented [DJ1]: Inserted

d) On the confirmation of the minutes, the Chairman must place his or her signature and the date of confirmation at the foot of the last page of the minutes.

**Commented [DJ2]:** Removed "initial each page of the minutes, which are to be consecutively numbered"

4.1.4. Order of business

- a) Subject to this Policy, the order of business at an ordinary meeting must be as the council or the committee (as the case may be) determines by resolution.
- b) Despite a determination under clause a), the order of business at an ordinary meeting may be altered for a particular meeting if the members at that meeting pass a motion to that effect.
- c) A motion under clause b) may be moved without notice.

4.1.5. Business paper

- a) The Chief Executive Officer must, as soon as practicable before an ordinary meeting or within such other time as the council or the committee (as the case may be) determines by resolution, prepare a business paper for the meeting.
- b) Copies of the business paper must be made available to the public, at the council office and at the other places the council or the committee (as the case may be) determines by resolution, as soon as practicable before the meeting.
- c) The business paper prepared under clause a) may contain any of the following:
  - i. matters of which notice has been given in accordance with this Policy;
  - ii. questions of which notice has been given in accordance with this Policy;
  - iii. matters referred to the council by a committee or matters referred to the committee by a subcommittee (as the case may be);
  - iv. officers' reports referred to the meeting by the Chief Executive Officer;
  - v. any other business the council or the committee (as the case may be) determines by resolution is to be contained in the business paper.
- d) Subject to this Policy, the council or the committee (as the case may be) may set by resolution a time prior to which items for inclusion in the business paper must be received by the Chief Executive Officer.

4.1.6. Chairman's report

After the confirmation of the minutes under clause 4.1.3, the Chairman may make any report to the meeting that he or she believes is necessary or expedient to make at the meeting.

4.1.7. Reports of delegates

At a meeting of the council, following the report (if any) of the Chairman under clause 4.1.6, any member who is a delegate or representative of the council in any other organisation may make a report to the council on any matter affecting that organisation that he or she considers should be brought to the attention of the meeting.

4.1.8. Questions

- a) Subject to this policy, a member at a meeting may ask a question for reply by another member or the Chief Executive Officer.
- b) A member may ask a question on notice by giving the Chief Executive Officer written notice of the question at least 5 clear days before the date of the meeting at which the question is to be asked.
- c) If notice of a question is given under clause b):
  - i. the Chief Executive Officer must ensure that the question is placed on the business paper for the meeting at which the question is to be asked; and
  - ii. the question and the reply must be entered in the minutes of the meeting at which the reply is given.
- d) A member may ask a question without notice at a meeting.
- e) The Chairman may allow the reply to a question without notice to be given at the next meeting.
- f) A question without notice and the reply may be entered in the minutes of the meeting at which the reply is given but only if the members present at that meeting resolve that the question and the reply should be entered in those minutes.
- g) The Chairman may rule that a question with or without notice is not required to be answered if the Chairman considers that the question is vague, irrelevant, insulting or improper.
- h) A question must be asked categorically and without argument and no discussion may occur at the meeting in relation to a reply by the member or Chief Executive Officer or a refusal of a member to reply to the question.
- i) A member who asks a question is taken as not having spoken to the debate on the motion to which the question relates.

4.1.9. Petitions

- a) A petition to the council must:
  - i. be legibly written or typed or printed;
  - ii. be addressed to the council;
  - iii. clearly set out the request or submission of the petitioners; and
  - iv. restate the whole of the petition on each page of the petition.
- b) If a page of a petition does not comply with clause a)iv, the signatures on the page are not to be taken into account by the council when considering the petition.

- c) When a petition is presented to a meeting of the council, a member of the public who is associated with the petition and is present at the meeting may stand and, if recognised by the Chairman, may make a brief statement regarding the petition.
- d) A person must not append to a petition:
  - i. a signature purporting to be that of another person; or
  - ii. the name of another person.

4.1.10. Deputations.

- a) A deputation wishing to attend and be heard at a meeting of the council or a standing committee must, not less than 7 clear days before the date of the meeting, apply in writing to the Chief Executive Officer.
- b) The application must state why the deputation wishes to attend and be heard.
- c) On receiving an application under clause a), the Chief Executive Officer must notify the mayor of the application and the mayor must determine whether the deputation may be heard and notify the Chief Executive Officer accordingly.
- d) If the Chief Executive Officer is notified by the mayor under clause c), the Chief Executive Officer must:
  - i. inform the deputation of the mayor's determination; and
  - ii. where the mayor has determined to hear the deputation, arrange a convenient time for the deputation to be heard at a meeting of the council.
- e) Only 2 persons in a deputation may address a meeting of the council or a standing committee unless the members at the meeting determine otherwise by resolution.
- f) A person in a deputation who is addressing a meeting of the council or a standing committee must be temperate in speech and manner and must not use insulting or offensive language.
- g) The Chairman may terminate an address by a person in a deputation if:
  - i. the Chairman is satisfied that the purpose of the deputation has been sufficiently explained to the members at the meeting; or
  - ii. the person is intemperate in speech or manner or uses insulting or offensive language.

4.1.11. Motions

- a) A member may bring forward any business in the form of a written notice of motion.
- b) The notice of motion must be given to the Chief Executive Officer at least 5 clear days before the date of the meeting at which the motion is to be moved.

Meeting Procedures **GOV02**

- c) A motion the effect of which would, if carried, be to revoke or amend a resolution passed since the last general election of the council must be brought by written notice of motion.
- d) If a motion under clause c) is lost, a motion to the same effect cannot be brought:
  - i. until after the expiry of 3 months; or
  - ii. until after the next general election, whichever is the sooner.
- e) If a member who has given notice of a motion under clause a) is absent from the meeting at which the motion is to be considered, the motion may be:
  - i. moved by another member at the meeting; or
  - ii. deferred to the next ordinary meeting.
- f) Subject to the Act and this Policy, a member may also bring forward any business by way of a motion without notice.
- g) A member proposing a motion without notice must put it in writing if required to do so by the Chairman.
- h) The Chairman must not accept a motion without notice if the effect of the motion would, if carried, be to incur expenditure in excess of \$1 000 unless:
  - i. the motion relates to the subject matter of a committee's or subcommittee's recommendation (as the case may be), or an officer's report, that is listed for consideration on the business paper; or
  - ii. the matter is urgent.
- i) The Chairman may refuse to accept a motion or amendment if, in his or her opinion, the subject matter is beyond the power of the council or the committee (as the case may be).
- j) A motion lapses if it is not seconded at the appropriate time.
- k) A member may only speak once to a motion and once to an amendment except:
  - i. to provide an explanation in regard to a material part of his or her speech but not so as to introduce any new matter;
  - ii. with leave of the meeting; or
  - iii. as the mover in reply.
- l) A member who has not spoken in the debate on a motion or an amendment may move a formal motion.
- m) A formal motion must be in the form, and has the effect, set out in clause o).
- n) A formal motion in any other form, or having any other effect, must not be recognised.

- o) The effect of a formal motion is (if successful) that:
  - i. if the motion is that the meeting proceed to the next business:
    - (a). if the debate is on an amendment – the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment; or
    - (b). if the debate is on a motion – the motion lapses and the meeting proceeds to the next item of business;
  - ii. if the motion is that the question be put – debate is terminated and the question put to the vote by the Chairman without further debate;
  - iii. if the motion is that the question lie on the table – the meeting immediately moves to the next item of business and the question can only be retrieved at a later time by resolution and, if retrieved, debate is resumed at the point of interruption;
  - iv. if the motion is that the question be adjourned – the question is disposed of for the time being but debate can be resumed at the later time at the point of interruption; or
  - v. if the motion is that the meeting be adjourned – the meeting is brought to an end immediately without the consideration of further business.
- p) If seconded, a formal motion takes precedence and must be put by the Chairman without discussion unless the motion is for an adjournment, in which case discussion may occur but only on the details for resumption.
- q) A formal motion does not constitute an amendment to a substantive motion.
- r) If a formal motion is lost:
  - i. the meeting must be resumed at the point of interruption; and
  - ii. if the formal motion was put during (not at the end of) debate on a question, a motion to the same effect cannot be put until at least one member has spoken on the question.
- s) A formal motion for adjournment must include the reason for the adjournment and the details for resumption.

#### 4.1.12. Amendments to motions

- a) A member (other than the mover or seconder of a motion under consideration) may move or second an amendment to the motion.
- b) An amendment lapses if it is not seconded at the appropriate time.
- c) If an amendment is lost, only one further amendment may be moved to the original motion.

- d) If an amendment is carried, only one further amendment may be moved to the original motion.
- e) An amendment to a motion must be in terms that retain the identity of the original motion and do not negate the motion.
- f) If a motion is amended by another motion, the original motion must not be put as a subsequent motion to amend the other motion.

4.1.13. Withdrawal of motion or amendment

- a) The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to withdraw the motion or amendment.
- b) The Chairman must immediately put the question for leave to be granted and must not allow debate on that question.

4.1.14. Address by members

- a) Subject to clause 4.1.17, a member must not speak for longer than 5 minutes at any one time without leave of the meeting.
- b) A member may, with leave of the meeting, raise a matter of urgency.
- c) A member may, with leave of the meeting, make a personal explanation.
- d) The subject matter of a personal explanation may not be debated unless it is a personal explanation under clause 4.1.23 c).
- e) The contribution of a member must be relevant to the subject matter of the debate.

4.1.15. Voting

- a) The Chairman or another member may ask the Chief Executive Officer to read out a motion before a vote is taken.
- b) In taking a vote, the Chairman:
  - i. must ask:
    - (a). first for the votes of the members in favour of the question; and
    - (b). then for the votes of the members against the question,
    - (c). and may do so as often as is necessary to enable him or her to determine the result of the voting; and
    - (d). must then declare the outcome.
- c) A division must be taken at the request of a member made immediately following the declaration by the Chairman under clause b) of the outcome of a vote.
- d) If a division is called for, it must be taken immediately and the previous decision of the Chairman as to whether the motion was carried or lost is set aside.
- e) The division must be taken as follows:



- i. the members voting in the affirmative must stand in their places until the vote is recorded;
  - ii. the members voting in the negative must sit in their seats until the vote is recorded;
  - iii. the Chairman must count the number of votes and then declare the outcome.
- f) After a division is taken, the Chief Executive Officer must record in the minutes:
- i. the result of the vote on the division;
  - ii. the names of the members who voted in the affirmative; and
  - iii. the names of the members who voted in the negative.

4.1.16. Adjourned business

- a) If a formal motion for a substantive motion to be adjourned is carried:
  - i. the adjournment may either be to a later hour of the same day, to another day or to another place; and
  - ii. on resumption, the debate must continue from the point at which it was adjourned.
- b) If debate is interrupted for the want of a quorum and the meeting is then adjourned, on resumption, the debate must continue from the point at which it was interrupted.
- c) Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.

4.1.17. Chairman to take precedence

- a) If at any time during the debate of a matter at a meeting the Chairman indicates he or she intends to speak, a member speaking or proposing to speak to the debate must cease speaking and remain silent, or refrain from speaking, until the Chairman has been heard.
- b) When a member who ceased speaking in accordance with clause a) resumes speaking, the member's remaining speaking time is increased by one minute.

4.1.18. Mode of addressing members and officers

A member at a meeting must address and refer to another member or an officer by that member's or officer's official title or designation.

4.1.19. Priority of speaking

If 2 or more members at a meeting rise to speak at the same time, the Chairman must decide which member will be heard first.

4.1.20. Members to stand when speaking

- a) A member at a meeting must stand when speaking to a matter being considered at the meeting unless:

- i. prevented from doing so by a physical disability; or
- ii. the council or the committee (as the case may be) has determined otherwise by resolution.

4.1.21. Imputation

A member speaking at a meeting must not make a personal reflection on, or impute an improper motive to, another member.

4.1.22. Points of order

- a) The Chairman may call to order a member at a meeting who is in breach of the Act or this Policy in relation to the proceedings of the meeting.
- b) A member may raise a point of order and must state briefly the nature of the alleged breach.
- c) A point of order takes precedence over all other business until determined.
- d) The Chairman must rule on a point of order immediately.
- e) If an objection is taken to the ruling of the Chairman, a motion that the ruling not be agreed with must be moved immediately.
- f) The Chairman is entitled to make a statement in support of the ruling before a motion under clause e) is put.
- g) A motion carried under clause e) binds the meeting and, if the ruling of the Chairman is not agreed with:
  - i. the ruling has no effect; and
  - ii. the point of order is annulled.

4.1.23. Interruption of meeting by members

- a) A member at a meeting:
  - i. must not behave in an improper or disorderly manner; or
  - ii. must not cause an interruption or interrupt another member who is speaking.
- b) Clause a)i. does not apply to a member who is:
  - i. objecting to words used by a member who is speaking;
  - ii. raising a point of order; or
  - iii. calling attention to the want of a quorum.
- c) If the Chairman considers that a member may have acted in contravention of clause a), the member must be allowed to make a personal explanation.
- d) Subject to clause c), the member alleged to have contravened clause a) must leave the meeting while the contravention is being considered by the meeting.

- e) If the remaining members resolve that a contravention of clause a) has occurred, those members may, by resolution, censure the member

**4.1.24. Interruption of meetings by others**

- a) A person (other than a member) at a meeting must not:
  - i. behave in a disorderly manner; or
  - ii. cause an interruption.

**4.1.25. Removal of persons from meetings**

A person (other than a member) who interrupts the orderly conduct of a meeting must, on being requested to do so by the Chairman, immediately leave the place where the meeting is being held.

**4.1.26. Public participation at meetings**

Subject to this policy and clauses 4.1.9 and 4.1.10, a member of the public must not take part, or attempt to take part, in the proceeding of a meeting of the council except at the invitation of the Chairman.

**4.2. Other procedures for committee meetings**

**4.2.1. Calling committee meetings**

- a) The first ordinary meeting of a committee must be held at a time and place appointed by the Chief Executive Officer.
- b) Other ordinary meetings of a committee must be held at the dates and at the times the council or the committee determines by resolution.
- c) The Chief Executive Officer must, as soon as practicable before a meeting of the committee or within such other time as the committee determines by resolution, give notice of the meeting.
- d) Meetings of a committee cannot be held on a Sunday or a public holiday.
- e) If requested by the Chairman or 3 other members of a committee, the Chief Executive Officer must call a special meeting of the committee.
- f) Notice of a special meeting of a committee must:
  - i. be given to all members of the committee at least 4 hours before the scheduled commencement of the meeting; and
  - ii. set out the business to be transacted at the meeting.

**4.2.2. Chairman of standing committee**

- a) At the first meeting of a standing committee after the conclusion of a general election, the members of the committee must appoint a Chairman from their number.

- b) If the office of Chairman of a standing committee becomes vacant, the committee must appoint a new Chairman.

4.2.3. Chairing meetings

- a) The Chairman of a committee must preside at all meetings of the committee at which he or she is present.
- b) If the Chairman is absent from a meeting, a member of the committee appointed by a majority of the members present at the meeting must preside.

4.2.4. Committee meetings open except as prescribed

Committee meetings must be open to the public except where a matter classified by regulations under the Act as confidential business for the purposes of meetings of the council is being considered or voted on.

4.2.5. Standing committees may appoint subcommittees

- a) A standing committee may establish subcommittees of its members.
- b) A resolution establishing a subcommittee must:
  - i. specify the purpose for which the subcommittee is established and, if appropriate, specify a time by which a final report or recommendation must be made to the standing committee by the subcommittee; and
  - ii. give any direction that the standing committee considers necessary in relation to the convening and conduct of a meeting of the subcommittee.

4.2.6. Reports to council by committees

- a) A report to the council by a committee must be presented at a meeting of the council by:
  - i. the Chairman of the committee; or
  - ii. in the Chairman's absence – another member of the committee as determined by the Chairman of the meeting.
- b) If more than one recommendation is made by a committee in a report to the council, the decision of the council on each recommendation may be taken separately.

4.2.7. Power to determine procedures

Except as provided by this Policy or as the council determines by resolution, the procedures for meetings of a committee may be determined by the committee by resolution.

**5. Associated Documents**

Nil

**6. References and Legislation**

Northern Territory Local Government Act  
Northern Territory Local Government Regulations  
Ministerial Guidelines

**7. Review History**

Date Reviewed	Description of changes (Inc Decision No. if applicable)
This review	Update to current template and review signing of confirmed minutes
17/9/2018	New policy



<b>Agenda Item Number:</b>	15.6
<b>Report Title:</b>	April 2018 Summary Planning and Mining Report
<b>Report Number:</b>	18/0054
<b>Meeting Date:</b>	18/04/2018
<b>Attachments:</b>	Attachment A: Letters of support for Development Applications, subject to normal Council conditions. Attachment B: Letters of support for Development Applications, subject to specific issues being adequately addressed. Attachment C: Letters of non-support or objection to Development Applications for reasons related to areas of Council authority. Attachment D: Letters of objection to Development Applications for reasons related to other issues. Attachment E: Letters of Comment for Mining Applications

## Purpose

The purpose of this report is to provide to Council a summary of development and mining applications received and comments provided for the period of 9 March 2018 to 5 April 2018.

## Summary

For the noted period, Council provided comments on 5 development applications, none of which are provided as full reports in this Council agenda. Of the applications, 4 were supported subject to specific issues being adequately addressed, and 1 was objected to for reasons related to other issues.

For the noted period, Council provided comments on 5 mining applications, 4 of which were EMEL applications and 1 of which was an EMP application.

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

## Recommendation

THAT Council:

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

## Background and Discussion

### **DEVELOPMENT APPLICATIONS**

The following is a summary of all Development Applications received and comments provided for the period of 9 March 2018 to 5 April 2018.

<b>Council Outcome on Development Applications</b>	<b>No. Applications</b>
Development applications supported, subject to normal Council conditions	0
Development applications supported, subject to specific issues being adequately addressed	4
Development applications not supported/objected to for reasons related to Council issues	0
Development applications objected to for reasons not directly related to Council issues	1

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

#### **Development Applications supported, subject to normal Council conditions**

There were no development applications that are supported by Council, subject to normal Council conditions.

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

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

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

<b>Application Number and Address</b>	<b>Purpose and Summary</b>	<b>Specific Issues to be Addressed</b>
PA2018/0082  Section 3377 (241) Stow Road, Howard Springs, Hundred of Bagot.	Clearing of native vegetation.  The subject site is in Zone CN (Conservation) and the proposal is to clear native vegetation for the long-term plan to construct a cycle path linking the existing cycle path in Howard Springs to the residential subdivision in Coolalinga. This site has been previously cleared and used for the North Australian Railway (NAR).	Council requires a stormwater management plan to ensure that there are no negative effects upon stormwater drainage.

Application Number and Address	Purpose and Summary	Specific Issues to be Addressed
<p>PA2018/0102</p> <p>Section 4572 (500) Redcliffe Road, Humpty Doo, Hundred of Strangways.</p>	<p>Excavation and fill.</p> <p>The application was lodged as a result of a complaint of a large stockpile. The existing stockpile is 8m in height and less than 10m away from the southern boundary.</p>	<p>Council has concern of the existing stockpile is causing adverse stormwater drainage issues to the lots to the south and therefore will require a stormwater management plan and the required works be completed to Council's satisfaction as soon as possible.</p> <p>It is recommended that the stockpile be relocated or stormwater control measures be implemented.</p>
<p>PA2018/0111</p> <p>Lot 24 (170) Mira Road, Tumbling Waters, Hundred of Cavenagh.</p>	<p>Shade structure addition to an existing single dwelling in an Interim Development Control Order area (IDCO No.22).</p> <p>The proposal seems compliant with the expected uses for that locality and an application is only required due to the location within the IDCO. However, no water is expected to be required for the expected proposal use.</p>	<p>Council's support for this application is predicated on approval for appropriate use of water within the Interim Development Control Order Area.</p>
<p>PA2018/0124</p> <p>Lot 28 (100) Mahaffey Road, Howard Springs, Hundred of Bagot.</p>	<p>Extensions to existing intensive animal husbandry (aquaculture) including excavation and fill.</p> <p>The proposal is to build five 12 x 12, 1.2-metre deep ponds towards the western boundary. The ponds are proposed to have a 20-metre setback from each boundary and 6 metres apart. The ponds will be used for breeding of ornamental fish.</p>	<p>Council requires that the driveway be upgraded to meet Council's technical standard for commercial use as the proposal indicates increased commercial activity. Council also has stormwater concerns due to the additional ponds that can be addressed with a condition precedent.</p>



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

There were no development applications in this time period not supported or objected to solely for reasons related to Council issues

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

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

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

<b>Application Number and Address</b>	<b>Purpose and Summary</b>	<b>Reasons for objection</b>
PA2018/0056  Section 6570 (43) Fairweather Crescent, Coolalinga, Hundred of Bagot.	<p>Change of use from showroom sales to motor repair station of Tenancy 11.</p> <p>The application indicates that while showroom sales is the approved use for the subject tenancy, the tenancy has been operating as a motor repair station since 2015. The application for an off-road vehicle and motorcycle service station seems to be consistent with the other businesses located on the subject site, However, the application is not compliant with the carparking requirements of the NT Planning Scheme and it is unclear from the application what the exact shortfall may be. Site visits reveal that the business uses the shared parking spaces for the storage of its business items.</p>	<p>Council supports the requirements of the NT Planning Scheme and has concerns that the proposal will not meet the minimum car parking requirements for the proposed use. Should Development Assessment Services determine there is a shortfall of required car parking spaces, Council would require more information on the resulting shortfall and the current and expected use of the site in order to support the application. Should Development Assessment Services determine there is a shortfall of required parking spaces, Council would require more information on the resulting shortfall and the current and expected use of the site in order to support the application.</p>

### **MINING APPLICATIONS**

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

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

Application Number and Address	Type of Application and Proposed Mined Material	Comments Provided
<p>EMEL31836</p> <p>NT Portion 4476 (1650) Gunn Point Road, Koolpinyah.</p>	<p>EMEL</p> <p>To extract sand, soil, gravel, clay, stone and peat. Proposed activity is that gravel will be stripped and scraped from shallow pits for use as road base, fill material and decorative stone.</p>	<p>Council has no comments in relation to the proposed EMEL.</p>
<p>EMEL31837</p> <p>NT Portion 5911 (0) Gunn Point Road, Shoal Bay.</p>	<p>EMEL</p> <p>To extract sand, soil, gravel, clay, stone and peat. Proposed activity is that gravel will be stripped and scraped from shallow pits for use as road base, fill material and decorative stone.</p>	<p>Council has no comments in relation to the proposed EMEL.</p>
<p>EMEL31844</p> <p>NT Portion 5911 (0) Gunn Point Road, Shoal Bay.</p>	<p>EMEL</p> <p>To extract gravel and fill. Proposed activity is to extract the natural gravel which is mostly sourced from erosional remnants, strip the gravel in shallow pits and use as road base, fill material and decorative stone.</p>	<p>Council has no comments in relation to the proposed EMEL.</p>
<p>EMEL31845</p> <p>NT Portion 5911 (0) Gunn Point Road, Shoal Bay.</p>	<p>EMEL</p> <p>To extract gravel and fill. Proposed activity is to extract the natural gravel which is mostly sourced from erosional remnants, strip the gravel in shallow pits and use as road base, fill material and decorative stone.</p>	<p>Council has no comments in relation to the proposed EMEL.</p>
<p>EMP31840</p> <p>NT Portion 3601 (860) Gunn Point Road, Koolpinyah.</p>	<p>EMP</p> <p>To extract gravel and fill. Proposed activity is to</p>	<p>Council supports the granting of this EMP provided some issues are adequately addressed.</p>

Application Number and Address	Type of Application and Proposed Mined Material	Comments Provided
	extract the natural gravel which is mostly sourced from erosional remnants, strip the gravel in shallow pits and use as road base, fill material and decorative stone.	

**Links with Strategic Plan**

Priority # 2 – A great place to live

**Legislative and Policy Implications**

Not applicable

**Risks**

Not applicable

**Financial Implications**

Not applicable

**Community Engagement**

Not applicable

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

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

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

Attachment A

Responses to Development Applications supported, subject to normal Council conditions

There were no Development Applications supported subject to normal Council conditions during this time period.

Attachment B

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

15 March 2018

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



**RE: Letter of Comment Development Application**

**PA2018/0082**  
**Section 3377 (241) Stow Road, Howard Springs, Hundred of Bagot**  
**Clearing of Native Vegetation**

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Thank you for the Development Application referred to this office on 08/03/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) Council supports the provision of a cycle path as an addition to the amenity of the rural area and acknowledges that the area of application has previously been cleared for the railway corridor.
- b) While the application's proposal to clear native vegetation is not expected to have a negative impact upon Council's road infrastructure, it is noted that the alignment of the proposed cycle path does not maximise safety at the road intersections and urgent discussion with Council is required on that point.

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

- a) Council requires additional stormwater information to ensure that there are no negative effects upon stormwater drainage sheet flow as a result of the proposal.

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

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).
  - i. The plan shall demonstrate that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.
  - ii. Litchfield Council stormwater discharge guidelines do not allow concentrated discharge of stormwater from rural lots to adjoining properties or the road

reserve. All stormwater is to be channelled, piped or dispersed via sheet flow to the road reserve.

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

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

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

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

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

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

Yours faithfully



Kaylene Conrick  
Chief Executive Officer

23 March 2018

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

**LITCHFIELD  
COUNCIL**



*Community effort is essential*

**RE: Letter of Comment Development Application**

**PA2018/0102  
Section 4572 (500) Redcliffe Road, Humpty Doo, Hundred of Strangways  
Excavation and Fill**

Thank you for the Development Application referred to this office on 09/03/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

Council has significant concerns regarding stormwater drainage and the location of the 8m high existing stockpile. Contour lines indicate that without extensive stormwater drainage works, there is potential for adverse stormwater drainage impacts to lots to the south.

Council notes that the stockpile is existing, is 8m high, and is less than 10m away from the southern boundary. The contour plan provided demonstrates that the stockpile increases the volume of stormwater flowing downstream onto the adjacent parcel south of the subject site.

Council has concerns that the only measure to control the stormwater is quite extensive and likely expensive for the purposes of the proposal and thus Council recommends the best option is to relocate the stockpile. Should the Development Consent Authority (DCA) determine that the stockpile stays, the applicant must create an open drain along the southern boundary of the stockpile east to Redcliffe Road, to avoid any adverse stormwater drainage impacts to lots to the south.

Given that the stockpile is existing, Council would require a stormwater management plan and the required works be completed as soon as possible to avoid adversely affecting any neighbouring properties.

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

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



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

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

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

- a) The owner shall collect stormwater and discharge it to the drainage network all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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

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

Yours faithfully



Kaylene Conrick  
Chief Executive Officer



29 March 2018

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

**RE: Letter of Comment Development Application**

**PA2018/0111**

**Lot 24 (170) Mira Road, Tumbling Waters, Hundred of Cavenagh  
Shade structure addition to an existing single dwelling in an Interim Development  
Control Order area (IDCO No. 22)**

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Thank you for the Development Application referred to this office on 16/03/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal appears to be compliant with the expected uses for that locality.
- b) There are not expected to be any negative effects upon Council infrastructure as a result of this proposal.

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

- a) Council supports appropriate use of water resources within the municipality. As such, Council's support for the application is predicated on approval for appropriate use of water within the Interim Development Control Order area.

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

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

public street, to the satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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

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

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

Yours faithfully



Wendy Smith  
Acting Director Infrastructure and Operations

5 April 2018

**LITCHFIELD  
COUNCIL**



*Community effort is essential*

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

**RE: Letter of Comment Development Application**

**PA2018/0124**

**Lot 28 (100) Mahaffey Road, Howard Springs, Hundred of Bagot  
Extensions to existing intensive animal husbandry (aquaculture) including excavation  
and fill**

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Thank you for the Development Application referred to this office on 23/03/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) Council supports the development of suitable industry within our municipality.

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

- a) A stormwater management plan for the site that does not result in stormwater adversely affecting any neighbouring properties, as detailed below.
- b) The driveway to be upgraded to Council's standards due to additional commercial activity expected from expansion of use.

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

- a) The crossover and driveway shall meet Litchfield Council's requirements, and the following changes to the proposed plans are required:
  - i. Confirmation of driveway crossover at 8m in width and sealed in accordance with Council's Standards.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).

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

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

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

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

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

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

Yours faithfully



Silke Maynard  
Acting Chief Executive Officer

## Attachment C

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

There were no Development Applications not supported/objected to for reasons related to Council issues during this time period.

Attachment D

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





29 March 2018

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

**RE: Letter of Comment Development Application**

**PA2018/0056**

**Section 6570 (43) Fairweather Crescent, Coolalinga, Hundred of Bagot  
Change of use from showroom sales to motor repair station**

---

Thank you for the Development Application referred to this office on 16/03/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) Council supports the requirements of the NT Planning Scheme and has concerns that the proposal will not meet the minimum car parking requirements for the proposed use, due to the lack of assessment against the NT Planning Scheme and information provided in the application. Should Development Assessment Services determine there is a shortfall of required car parking spaces, Council would require more information on the resulting shortfall and the current and expected use of the site in order to support the application. Should there be a significant shortfall relative to the number of spaces required, it is unlikely that Council would support the application.

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

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

public street, to the satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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

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

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

Yours faithfully



Silke Maynard  
Acting Chief Executive Officer

## Attachment E

### Responses to Mining Applications

There were no Mining Applications responded to during this time period.



4 April 2018

Stephanie McConachy  
Department of Primary Industry and Resources  
GPO Box 4550  
Darwin NT 0801

Dear Stephanie

**RE: Letter of Comment Mining Application**

**EMEL31836 and EMEL31837  
NT Portion 4476 (1650) Gunn Point Road, Koolpinyah  
NT Portion 5911 (0) Gunn Point Road, Shoal Bay  
To extract sand, soil, gravel, clay, stone and peat.**

Thank you for the Extractive Mineral Exploration Licence Application referred to this office on 15/03/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

**Council has no comments in relation to the proposed EMEL.**

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

Yours faithfully

Wendy Smith  
Acting Director Infrastructure and Operations



3 April 2018

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

Dear Annette

**RE: Letter of Comment Mining Application**

**EMEL31844 and EMEL31845  
NT Portion 5911 (0) Gunn Point Road, Shoal Bay  
To extract gravel and fill.**

---

Thank you for the Extractive Mineral Exploration Licence Application referred to this office on 23/03/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

**Council has no comments in relation to the proposed EMEL applications.**

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

Yours faithfully

Wendy Smith  
Acting Director Infrastructure and Operations

3 April 2018

**LITCHFIELD  
COUNCIL**



*Community effort is essential*

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

Dear Annette

**RE: Letter of Comment Mining Application**

**EMP31840  
NT Portion 3601 (860) Gunn Point Road, Koolpinyah  
To extract gravel and fill**

Thank you for the Extractive Mineral Permit Application referred to this office on 23/03/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

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

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

Yours faithfully

Wendy Smith  
Acting Director Infrastructure and Operations

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



<b>Agenda Item Number:</b>	15.7
<b>Report Title:</b>	Freds Pass Rural Show Funding
<b>Report Number:</b>	18/0058
<b>Meeting Date:</b>	18/04/2018
<b>Attachments:</b>	A – FPRS Strategic Plan 2018-2021 B – Sponsorship Proposal 2018

## Purpose

This report provides Council with information about the Freds Pass Rural Community Show Inc and seeks Council's consideration of future funding for/ the Freds Pass Rural Show (the "Show").

## Summary

The Freds Pass Rural Show (the Show) is in its'39<sup>th</sup> year and has been a major event on the Freds Pass Sport and Recreation Reserve for all those years except 2013 (the 2013 Show did not take place due to change of management). Council has funded the Show over the past three years (2016 to 2018) and needs to consider of funding should continue.

Although the Show has had struggles in 2017 with visitors (due to the official opening of Coolalinga Central on the same day) and therefore a loss in income, it is still a major event for the Litchfield Municipality that supports the display of local businesses and talent of residents. An increase in Show participants for the different competitions over the past three years is evidence that a Rural Show is valued by the community.

In the current year, the Show struggled finding major sponsors, which could be related to the overall economic downturn of the area. Government funding has been uncertain, yet the Show is confident that the 2018 Show will be a successful event. More than ever the Show is dependent on sponsorship of Litchfield Council as partner of the Show.

Sponsorship is a great opportunity for Council to increase the public exposure and positively influence reputation of the organisation. It is important with sponsorship agreements that the value of funds committed to the sponsorship creates an equal return for Council. In the case of the Show it is suggested to work closely with the Freds Pass Show Committee to ensure that the sponsorship agreement is followed through appropriately and Council is recognised accordingly to their funding commitment.

## Recommendation

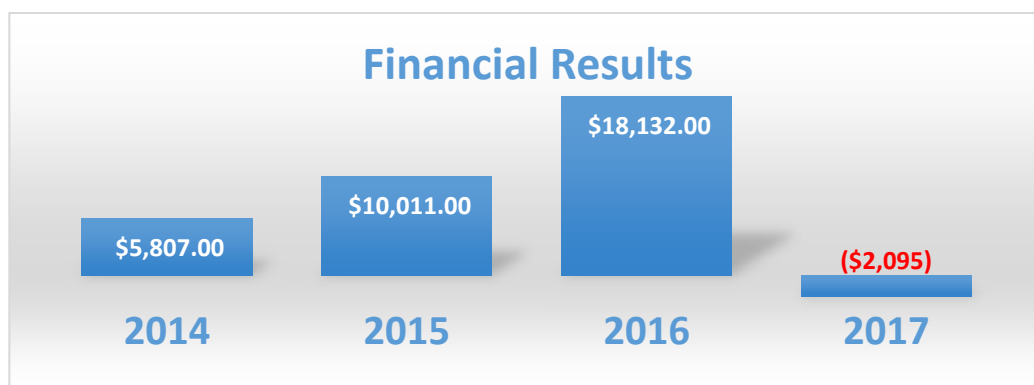
THAT Council

1. Receive and note the report outlining the increasing funding difficulties for the Freds Pass Rural Show;
2. Recognise the status of the Freds Pass Rural Show as a local community event;
3. Agrees to continue the sponsorship agreement with the Freds Pass Rural Show as a Partner for a value of \$40,000 per year for a further three years up to 2021.
4. Informs the Freds Pass Rural Show in writing about Council's sponsorship decision; and
5. Requests the Freds Pass Rural Show Inc to improve the sponsorship agreement to ensure Council is recognised accordingly for the funding.

## Background

The Freds Pass Rural Show (the Show) is in its 39<sup>th</sup> year and has been a major event on the Freds Pass Sport and Recreation Reserve for all those years except 2013 (the 2013 Show did not take place due to change of management).

A review of the financial results of the Show has shown that 2017 was not been a successful year (see graphic number 1 – Financial Results).

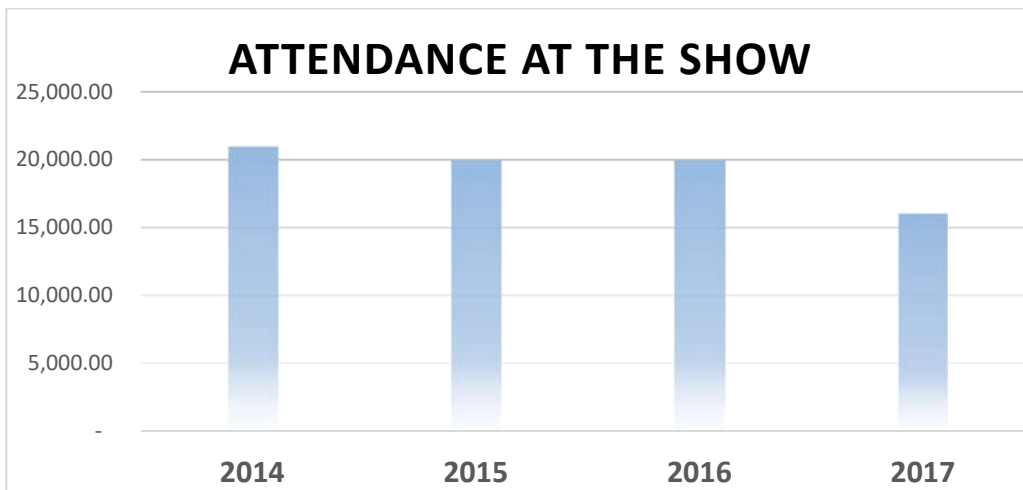


Graphic Number 1

With a loss of \$2,095 the Show has lost just over \$20,000 in surplus compared to the prior year. The financial statement for 2017 clearly shows the loss being connected to the decrease in income from Grant funding and Gate Takings. At the same time the operational expenses have decreased with a reduction in Maintenance cost, printing, entertainment, fencing and storage related expenses. Retained profits remain positive for a community group of this size with \$46,328.

The decrease in Gate takings are closely related to the attendance at the Show (see graphic number 2 – Attendance at the Show).





Graphic Number 2

The main reason for the significant loss of people (approximately 4,000) through the gate in 2017 was the lack of attendance on the Saturday which coincided with the official opening of Coolalinga Central. Yet, with the attendance of approximately 20,000 visitors in the prior years, the Show almost attracts the population size of the Municipality and therefore appears to be a successful community event.

A positive picture over the last three years is shown through the exhibitors and stallholders that have increased by 17% to 243 in 2017. With stallholders of the Litchfield Municipality doubling in the same period, making up 22% of the stalls in 2017. Furthermore, entries to the Show (excluding equestrian events) have increased by 827 in the last three years which equates to a 55% increase over that period. It shows an increased participation of rural residents and also reflects the introduction of new competitions like the Tart of Show and Talent Quest.

The Freds Pass Show has recently developed a Strategic Plan outlining five main objectives (see Attachment A):

1. Secure ongoing operational funding and broaden funding base to ensure ongoing viability.
2. Ensure permanent and positive association with Freds Pass Sport & Recreation Reserve and its User Groups.
3. Continually improve the operation and organisation of the Show to ensure visitor enjoyment and increased viability.
4. Improve overall marketing and awareness of Freds Pass Show to increase entries, stall holders and visitor numbers.
5. Improve governance and increase the number of people/volunteers involved.

In 2018 the Show has mentioned the increasing struggle to find sponsors and has lost sponsors of the past years. A festival grant from the Northern Territory Government was received for 2018. Future operational funding from the Department of Tourism and Culture is unclear at this stage.

The Show has submitted its Sponsorship Proposal for the 2018 Show (See Attachment B) and Council qualifies as Partner for the Show with the \$40,000 financial commitment. The review of the document highlights significant exposure for Litchfield Council, yet the currently available promotion material and media exposure is not in line with the agreement. It is noted that Litchfield Council is not acknowledged as Partner in the Show book and only mentioned with other sponsors equally. Furthermore, ABC radio interviews, Facebook posts and the website have not been utilised to the benefit of Litchfield Council.

## Links with Strategic Plan

*Priority # 2 – A great place to live*

## Legislative and Policy Implications

Not applicable

## Risks

The review of the financial statements and the current economic downturn make room for the assumption that the Show might not be able to continue without the significant funding by Council. Reputational issues could arise for Council if no further funding is approved and the continuation of the Show is at risk.

## Financial Implications

The current commitment of \$40,000 per year is part of the Community Service budget of Council. The Show remains the only major event continuously funded by Council besides the funding for the Rural Seniors month activities. Other events are funded through Community Grant applications.

The difference of a sponsorship to a grant is the exposure through advertising gained. It is anticipated that sponsorship improves the perception of Council in the Community more than grant funding. Furthermore, sponsorship does not require an acquittal process.

## Community Engagement

Council has not undertaken a Community Consultation process on the proposed funding.

**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.*



# Fred's Pass Rural Show

## Strategic Plan 2018-2021



# MESSAGE

**Fred's Pass Rural Show is the largest event in Darwin's Rural area.**

The Show has become an opportunity for many community organisations and not-for-profits to complete their annual fundraising events. In 2017 the Show supported the following organisations – World Challenge, Rovers and Venturer Scouts group who provided parking and assisting with the pets and chickens, Taminmin High School with teachers and students providing gate and entry services at entrances, Howard Springs Scout Group who assist with recycling and rubbish services over the Show period and Marrara Christian College who supported the meet, eat and greet area and the many smaller organisations that the Show continues to support on an ongoing basis.

Volunteers are an integral part of the Show and it is only with their support that the Show can continue to provide such an array of different activities and events each year. The focus continues to be on pastoralism and agriculture, arts and crafts and community.

This event continues to be supported by the Litchfield Council and the Northern Territory Government who provide much needed funding to ensure that the Show is here for future generations and to showcase the best that the Rural area has to offer.

**Karen Relph**

Chairman

Fred's Pass Rural Show Committee

# VISION

To continually develop and grow this important rural event to meet the needs of the Darwin rural community.



# HISTORY

The Fred's Pass Rural Show has survived the test of time for 39 years, except 2013, when there was a change in management.

The Show began as an Apex fete at the Howard Springs Primary School and was managed by an independent committee until 2006 when the Fred's Pass Reserve Management Board took over the management of the event. The year of 2014 marked the return to an independently managed event, governed by a committee of passionate locals who did not want this vital community event to fade away.





# OUR SHOW

The Freds Pass Rural Show is a complete rural Show with equestrian events, livestock judging, horticulture, market garden, cookery, art and craft competitions, and an animal nursery. Crowd favourites are the Saturday night fireworks, wood chopping events and the chainsaw wood carving display.

The Paddock to Plate marquee is a dedicated space where the Show Committee invite producers to offer tastings and talk about how their product is grown, harvested or presented. The Show Committee invite chefs to stage cooking demonstrations using the local produce on offer.

A program of children's and family entertainment is organised across both days of the Show, utilizing local talent wherever possible. The Show stages the long running Talent Quest, NT Rural Achiever Awards, ute muster and hay stacking competition which are all family favourites.

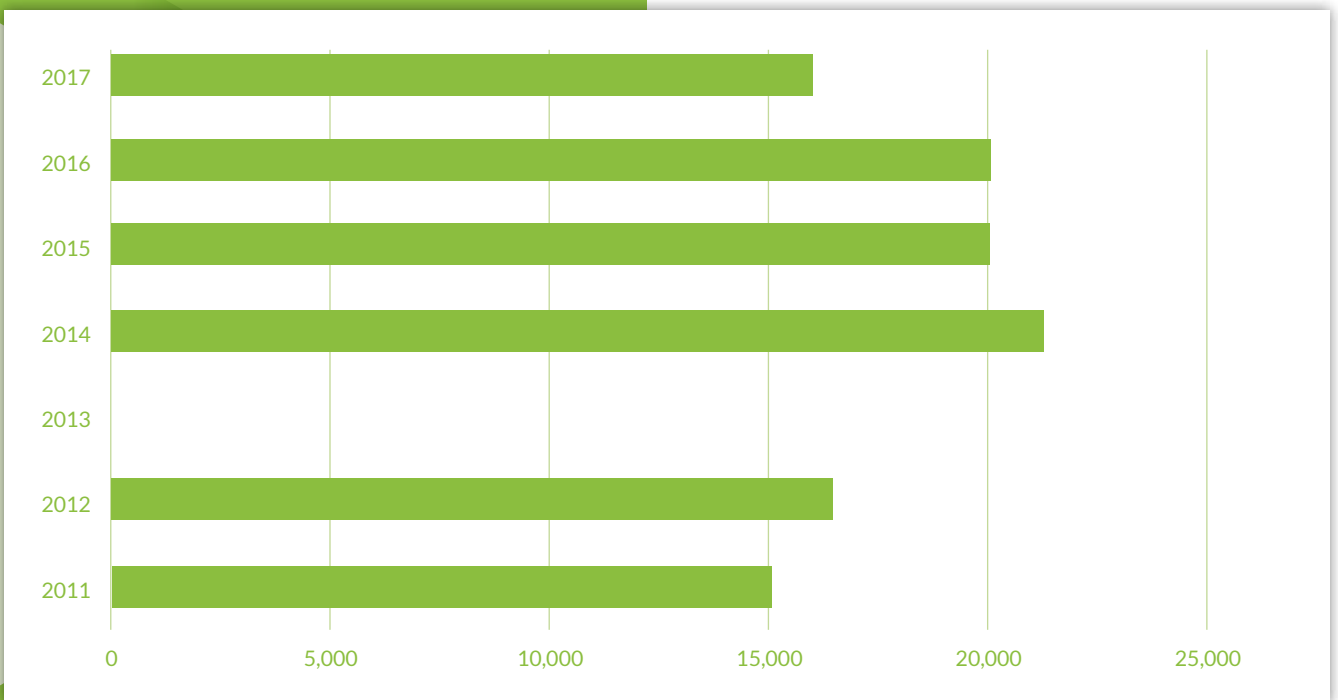




Freds Pass Show estimated attendance by year

# ATTENDANCE AT THE SHOW

Attendance generally at the Show has been variable.



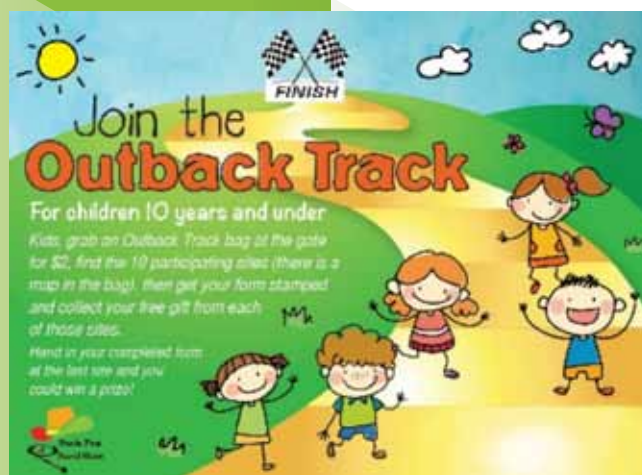
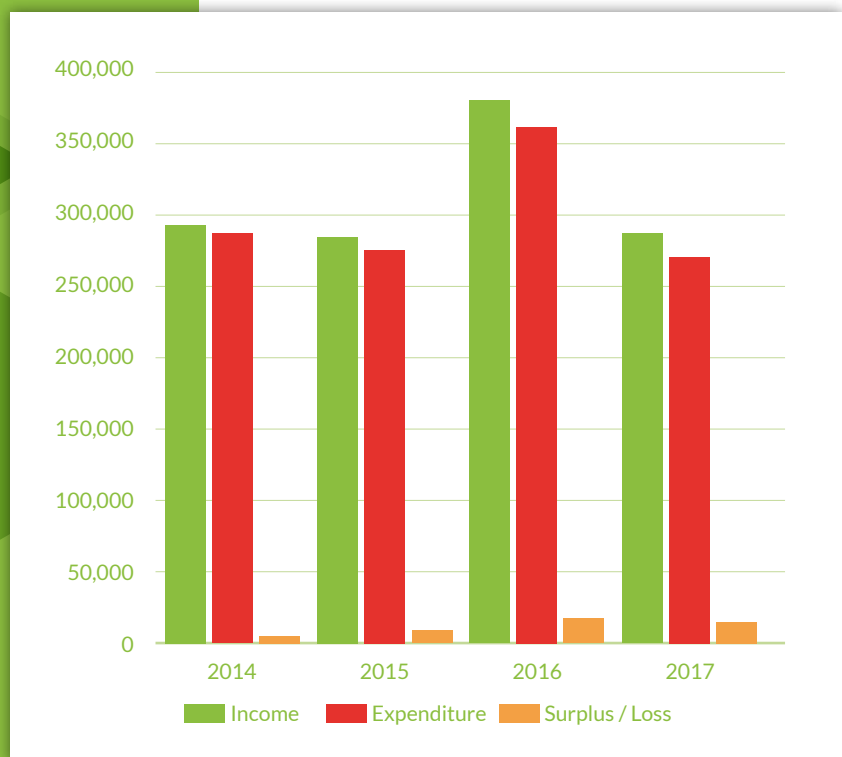
This is due to a range of factors including other events being held in Darwin on the same weekend. Attendance will be an on-going challenge for the Committee due to the proximity of the Show to Darwin and its major events.

In 2017 approximately 17,530 people attended the Show, which given the opening of the new shopping centre and other events in Darwin, this was positive.



# FINANCIAL PERFORMANCE

The Show relies largely on community clubs and a large number of volunteers. The success in future years is dependant of grant funding from the Litchfield Council and the Northern Territory Government.





# STRATEGIC PLAN 2018- 2021



## OBJECTIVE ONE

Secure ongoing operational funding and broaden funding base to ensure ongoing viability

### Develop a business case for ongoing funding

- Present the business case to the NTG/Department of Tourism and Culture, Division of Sport and Recreation, Litchfield Council and other potential sponsors
- Lobby local government/council members for on-going support
- Develop a budget showing a pathway to viability / sustainability
- Develop events that allow the Show to fund raise to secure its future

### Identify new sponsors and sponsorship packages

- Review and expand current Sponsorship Prospectus
- Develop a Sponsorship Marketing Plan
- Set sponsorship targets within marketing plan to ensure ongoing viability of Show

### Identify and apply for grants (overall and particular events/ purposes)

- Write a number of new grant applications for equipment and services

### Increase the range of in kind and volunteer support

- Introduce volunteer induction procedures and job descriptions
- Encourage more volunteer participation before, during and after the Show
- Increase the utilisation of Prison Working Party before, and after the Show

### Increase Litchfield Council contribution \$ and in-kind

- Present a case for further support including in-kind support

### Review Show operation costs / in-kind contributions

- Seek to identify where operational savings can be made or more effective in-kind support can be achieved

### Review entry fees and benefits, trade stall rates

- Review in light of feedback from 2017



## OBJECTIVE TWO

Ensure permanent and positive association with Fred's Pass Sport & Recreation Reserve and its User Groups

**Secure permanent year round presence on the Reserve**

- Apply to be a permanent Reserve User Group

**Secure larger and permanent office and storage facilities**

- Work with the Reserve on future office and storage space/ building options
- Apply for grants to construct a large storage shed on the Reserve

**Foster good relationships and communication with Reserve Board and management**

- Arrange regular meetings with Manager / Board to coordinate space / events/licences/other User Groups and their calendars

**Foster good relationships and communication with Reserve User Groups**

- Communications and/or meetings with User Groups as required, particularly about usage of the grounds around Show time



## OBJECTIVE THREE

Continually improve the operation and organisation of the Show to ensure visitor enjoyment and increased viability

**Recruit and employ a 0.8 FTE Show coordinator to provide for strong project management and comprehensive office procedures**

- Write job description with performance indicators and reporting requirements
- Ensure coordinator has good web site and social media skills
- Coordinator to have excellent sponsorship and fundraising capabilities and experience

**Improve Show Organisation and preparation to ensure smooth operation**

- Work with the Freds Pass Reserve Board of Management (FPR) and user groups to ensure site selection and allocation is around services and power and water plus shade
- Improve payment and site deposits via web site and payment gateway
- Ensure 'like vendor sites' are not near each other
- Review site holders agreement and charges (including Not for Profit groups)
- Utilise 'Showday' software functionality and web site linkage
- Improve parking and coordination with FPR and other user groups
- Improve coverage of PA system and signage around the site

**Further develop Paddock to Plate program through paid coordinator and greater use of volunteers**

- Clarify coordination and roles of PTP volunteers
- Develop a tender process for trade exhibits and vendor stalls
- Increase sponsorship and donations for products and services

**Improve waste management on the site for the Show days**

- Develop new tender document for waste management which encourages recycling

**Improve Wifi across the site to enable use of EFTPOS and ATM's**

- Enable usage at all gates and across the site

**Review licenced area requirements and bar arrangements**

- Ensure licence compliance and that the Show gains a greater profit from the bar



## OBJECTIVE FOUR

Improve overall marketing and awareness of FPS to increase entries, stall holders and visitor numbers

### Review the Show book format and cost

- Develop new format and increase sponsors content
- Ensure printing by February to provide more awareness

### Develop a detailed Media and Social Media strategy with time line

- Ensure sponsors are given prime time well before and after the show
- Opening event to recognise sponsors and increase public awareness

### Develop an Alliance partners strategy

- Work with identify supporters, section naming and event naming

### Increase availability of media and photos for uploading

- Procure professional photographer for great promotional opportunities



## OBJECTIVE FIVE

Improve governance and increase the number of people / volunteers involved

### Attract new committee members

- Attract new members to broaden and strengthen the skills base of the management committee

### Foster good relationships and communication with FPR Board and management

- Arrange regular meetings with Manager and Board to coordinate space, events, licences coordinated with other user groups and their calendars

### Foster good relationships and communication with FPR user groups

- Meetings with Litchfield Bears, Rural Athletics and Equestrian groups

### Improve data collection and analysis to identify economic and community benefits

- Record volunteers, in-kind donations, and group contributions
- Undertake annual visitor experience survey to identify improvements
- Undertake annual site holders survey to identify improvements

### Increase contributions from local stakeholder groups

- Work with NT Cattleman, NT Farmers for in-kind contributions and awards for NT Rural Achiever program
- Investigate linkages with other local stakeholder groups

### Succession Planning

- Avenues for providing succession planning for existing committee members encouraging young people to become involved



**2018**  
**SPONSORSHIP OPPORTUNITIES**  
**FREDS PASS RURAL SHOW**  
***“CELEBRATING RURAL LIFE”***

Each May, Freds Pass Reserve is home to the Freds Pass Rural Show. 2018 will see the Show celebrate its 39<sup>th</sup> year.

The Freds Pass Rural Show is a complete rural show with equestrian events, livestock judging, horticulture, market garden, cookery, art and craft competitions, and an animal nursery. Crowd favorites are the Saturday night fireworks, wood chopping events and the chainsaw wood carving display.

The Paddock to Plate marquee is a dedicated space where the Show Committee invite producers to offer tastings and talk about how their product is grown, harvested or presented. The Show Committee invite chefs to stage cooking demonstrations using the local produce on offer.

A programme of children’s and family entertainment runs on both days of the show, utilizing local talent wherever possible. The Show stages the long running Talent Quest, NT Rural Achiever Awards, Ute Muster and Hay Stacking competition which are all family favourites.

There is something for everyone at the Show and we encourage local businesses to get involved in the largest annual event held in the rural area.



**Friday, 18 May**  
**Equestrian events and**  
**bar facilities from 6pm**

**Saturday, 19 May**  
**Main event day with**  
**opening ceremony,**  
**skydiving, live bands,**  
**equestrian events,**  
**woodchopping, wood**  
**carving and side show**  
**alley**

**Sunday, 20 May**  
**Jazz on the lawns**  
**featuring local**  
**entertainment,**  
**equestrian events,**  
**rides and sites and**  
**much more!**

**FREDS PASS RURAL**  
**SHOW INC**

PO Box 639  
Coolalinga NT 0839  
0488 588 202

W: [fredspassruralshow.com.au](http://fredspassruralshow.com.au)  
E: [info@fredspassruralshow.com](mailto:info@fredspassruralshow.com)

19 and 20 May 2018  
(Equestrian Friday 18 May)

# FREDS PASS RURAL SHOW

## Event

2018 Show – Friday 18 May (Equestrian only), Saturday 19 May and Sunday 20 May

Freds Pass Show attracts over 120 exhibitors and displays each year and attracts an audience of over 20,000 patrons.

The Show is packed with excitement and a wide variety of rural entertainment and exhibits. The program is designed for families, competitors and exhibitors, who enjoy celebrating and sharing the strong sense of community involvement and ownership.

## VIP's

All sponsors are treated as VIP's at this annual event.

Freds Pass Rural Show sponsors will benefit from exposure through a range of key mediums. Differing levels of sponsorship offer levels of advantages and opportunities and are designed to suit a range of budgets.

All Ribbon Sponsors will enjoy the following benefits:

## Positioning

Sponsor logo will be incorporated into the official 2018 weekend (distributed at the gates on show days) and schedule of prizes (distributed February and cut off for artwork and content is mid- February 2018)

## Online Exposure

Logo placement on the official website

Social media site acknowledgement with links and images/logo. Facebook, Twitter and Instagram

## Onsite Signage

Banner placement at onsite locations where appropriate – placement may vary but will include your business banner on a highly visible place throughout the reserve

## Public Relations

Your sponsorship demonstrates community commitment and raises your organisation's profile. Whether your organisation is large or small, you can take advantage of the first-class opportunity to enhance its profile.





# PARTNER SPONSORSHIP

## To the Value of \$40,000+

- Acknowledgement as Partner Sponsor
- Naming rights to an event or activity at Freds Pass Show (as approved by committee)
- Right to present Awards/Trophies at the Official Opening Ceremony
- Logo credits as Partner Sponsor on all print and promotional materials, i.e. media releases, print and broadcast media, flyers, posters, T-shirts, Weekend Program, Schedule of Prizes and other general printing relating to the Show
- Credits via the onsite public-address system throughout the Show
- Site allocation for business exhibit 12 x 12 metre in prime position
- Right to display signage/banners on grounds (to be erected by sponsor)
- Full page advertisement on the cover of the Schedule of Prizes (cut off for content mid-February) and logo on Weekend Program
- Sponsor/exhibitor weekend passes x 30
- VIP invitation to official opening and grand Parade – Executives and Partners (limited to 5 double passes)
- Parking in members carpark x 30
- Inclusion as sponsor on Show website with company profile and hot links
- Logo credits on official T-shirts worn by volunteers in the lead up to the Show
- Business name displayed on sponsor signage board at front of the reserve
- Social media campaigns around brand, links and images and specific Partner sponsor promotion
- Outback Track location for site over 2-days
- Business profile and logo (as Partner Sponsor) included in print advertising
- Opportunity for media interviews in the lead up to the show on radio
- First right of refusal as Platinum Sponsorship for 40<sup>th</sup> Show in 2019

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# PLATINUM SPONSORSHIP

## To the Value of \$25,000

- Acknowledgement as Platinum Sponsor
- Naming rights to an event at Freds Pass Show (as approved by committee)
- Logo credits as Platinum Sponsor on all print and promotional materials, i.e. media releases, print and broadcast media, flyers, posters, T-shirts, Weekend Program, Schedule of Prizes and other general printing relating to the Show
- Credits via the onsite public-address system throughout the Show
- Site allocation for business exhibit 12 x 12 metre
- Right to display signage/banners on grounds (to be erected by sponsor)
- Full page advertisement on the cover of the Schedule of Prizes (cut off for content mid-February) and logo on Weekend Program
- Sponsor/exhibitor weekend passes x 10
- VIP invitation to official opening and grand Parade – Executives and Partners (limited to 3 double passes)
- Parking in members carpark x 10
- Inclusion as sponsor on Show website with company profile and hot links
- Logo credits on official T-shirts worn by volunteers in the lead up to the Show
- Business name displayed on sponsor signage board at front of the reserve
- Social media campaigns around brand, links and images
- Outback Track location for site over 2-days
- Business profile and logo (as Platinum Sponsor) included in print advertising
- Opportunity for media interviews in the lead up to the show on radio
- First right of refusal as Platinum Sponsorship for 40<sup>th</sup> Show in 2019

Platinum Level

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# BLUE RIBBON SPONSORSHIP

## To the Value of \$10,000

- Acknowledgement as Blue-Ribbon Sponsor
- Logo credits as Blue-Ribbon Sponsor on all print and promotional materials, i.e. media releases, print and broadcast media, flyers, posters, T-shirts, Weekend Program, Schedule of Prizes and other general printing relating to the Show
- Credits via the onsite public-address system throughout the Show
- Site allocation for business exhibit 12 x 6 metre
- Right to display signage/banners on grounds (to be erected by sponsor)
- Naming rights to a specific event at the Show
- Half page advertisement in prominent position in the Schedule of Prizes (cut off for content mid-February) and name and logo in Weekend program
- Sponsor/exhibitor weekend passes x 6
- VIP invitation to official opening and grand Parade – Executives and Partners (limit of 2 double passes)
- Parking in members carpark x 6
- Inclusion as sponsor on the Show website with company profile and hot links
- Logo credits on official T-shirts worn by volunteers in the lead up to the Show
- Business name displayed on sponsor signage board at front of the Reserve
- Social media campaigns around brand, links and images
- Outback Track stop location for site over 2-days
- First right of refusal as Blue-Ribbon Sponsorship for 40<sup>th</sup> Show in 2019



Blue Ribbon Level

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# RED RIBBON SPONSORSHIP

## To the Value of \$7,500

- Acknowledgement as Red Ribbon Sponsor
- Logo credits as Red Ribbon Sponsor on all print and promotional materials,
- Credits via the onsite public-address system throughout the Show
- Site allocation for business exhibit 6 X 6 metre
- Right to display signage/banners on grounds (to be erected by sponsor)
- Naming rights to a specific event at the Show
- Quarter page advertisement in prominent position in the Schedule of Prizes (cut off for content mid-February) and logo and name in Weekend Program
- Sponsor/exhibitor weekend passes x 2
- Parking in members carpark x 2
- Inclusion as sponsor on Show website with company profile and hot links
- Logo credits on official T-shirts worn by volunteers in the lead up to the Show
- Business name displayed on sponsor signage board at front of the reserve
- Social media campaigns around brand, links and images
- Outback Track stop location for site over 2-days
- First right of refusal as Red Ribbon Sponsorship for 40<sup>th</sup> Show in 2019



Red Ribbon Level

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# GREEN RIBBON SPONSORSHIP

To the Value of \$5,000

- Acknowledgement as Green Ribbon Sponsor
- Logo credits as Green Ribbon Sponsor on all print and promotional materials,
- Naming Rights to specific Ribbon and Prize Sections
- Right to display signage/banners on the grounds
- Inclusion as sponsor to Show on website with hot links to to sponsor's site
- Social media campaigns around brand, including links and images
- Outback Track stop location for site over the 2-days
- Parking in Members carpark x 1
- Family day pass x 1
- Sponsor/exhibitor passes x 1 (if sponsor elects to hire exhibition space)
- First right of refusal as Green Ribbon Sponsorship for 40<sup>th</sup> Show in 2019



Green Ribbon Level

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## OTHER SPONSORSHIP OPPORTUNITIES

(a specific sponsorship benefit document will be developed for these areas)

- Woodchopping (Naming rights to the Woodchop) \$5,000
- Paddock to Plate \$10,000
- Outback Track \$2,500
- Main Stage Entertainment \$10,000
- Children's Entertainment \$3,000
- Wood Carving Demonstration \$3,000
- Noel's Ark (Petting Zoo) \$2,000
- Music Talent Quest \$1,000
- Grand Parade \$1,000
- Opening Ceremony \$1,000



## SCHEDULE OF PRIZES SPONSORS

The Schedule of Prizes is distributed in the Darwin/Palmerston/Rural and Katherine Regions.

It is uploaded to the website

and provides further exposure to those who wish to support the Show, or are sponsoring ribbons and section prizes

### To the Value of \$250.00 (Schedule of Prizes)

- 1 x weekend family pass to Show
- Acknowledgement in official Schedule of Prizes (1/8 page advertisement in Schedule of Prizes – cut off for artwork/content mid-February)

## RIBBON AND PRIZE SPONSORS – ranging from \$14.00 to \$500.00

- Hall entries (cookery, art, craft, photography, horticulture and market garden)
- Livestock
- Poultry
- Hay stacking competition
- Tart and Tartlet of the Show
- School Garden Competition
- Best in the Sections





# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 18 April 2018

### 16 Common Seal

### 17 Other Business

### 18 Public Questions

### 19 Confidential Items

19.1 Discussions regarding Library Services with Northern Territory Libraries

19.2 Correction to Rates Written Off on Assessment 10091643

### 20 Close of Meeting