

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 26/09/2018

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

Silke Maynard, Acting 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, 26 September 2018 at 6:30pm

Kaylene Conrick
Chief Executive Officer

Number	Agenda Item	Page
1	Opening of Meeting	1
2	Acknowledgement of Traditional Owners	1
3	Apologies and Leave of Absence	1
	CEO, Kaylene Conrick – Leave of Absence	
4	Disclosures of Interest	1
5	Confirmation of Minutes	1
6	Business Arising from the Minutes	
	6.1 Action Sheet	2-8
7	Presentations	9
8	Petitions	9
9	Public Forum	9
10	Accepting or Declining Late Items	9
11	Notices of Motion	9
12	Mayors Report	
	12.1 Mayor's Report	10-12
13	Reports from Council Appointed Representatives	13
14	Finance Report	14
	14.1 Finance Report August 2018	15-41
15	Officers Reports	42
	15.1 Place Names – 10 Secrett Road Subdivision	43-54
	15.2 September 2018 Summary Planning and Mining Report	55-79

15.3	PA2018/0232, a Concurrent Application to Rezone from Zone R (Rural) to Zone RL (Rural Living) and subdivide to create 3 lots at Section 4331 (100) Mulgara Road, Berry Springs, Hundred of Strangways	80-157
15.4	Appointment of Deputy Mayor	158-159
15.5	National Election Advocacy	160-166
15.6	Litchfield Council 2018 Community Survey	167-197
15.7	December Council Meetings	198-199
15.8	Southport Drainage Planning Study Revision	200-203
15.9	Mobile Work Force Shed Construction Update	204-206
15.10	Award Contract - RFT18-170 Bituminous Surface Repairs	207-209
15.11	Award Contract - RFT18-168 Litchfield Council Reseal Various Roads	210-212
15.12	Rating Policy Review Project	213-224
15.13	Street Lighting Update	225-230
16	Common Seal	231
17	Other Business	231
18	Public Question	231
19	Confidential Items	231
19.1	Application to Auction Property Townsite of Southport Lot 00315	
19.2	Street Light Control System	
19.3	RFT18-168 Litchfield Council Reseal Various Roads Tender Evaluation	
19.4	RFT18-170 Bituminous Surface Repairs	
19.5	Update on Community & Business Hub Business Case	
20	Close of Meeting	232



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 26 September 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

THAT Council notes and approves:

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

4. Disclosures of Interest

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

5. Confirmation of Minutes

THAT the full minutes of the Council Meeting held 15 August 2018, 12 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	Meeting Procedures By-Laws THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.	CEO	19-11-15	Meeting held with Department of Housing and Community Development (Local Government Division) to discuss draft By-laws received from Parliamentary Counsel. Draft By-Laws are reviewed against drafting instructions.

Signage, Roadside Vans and Events on Council Land

1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body;

16/0203 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land;

3. Develop policy and procedures to support any Council by-laws which are enacted; and

4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.

DCCS

21-09-16

On hold until Meeting By-Laws are progressed.

Acquisition Application of Mira Square - Section 0368 (24) Aldridge Street, Southport				
16/0061	<p>THAT Council:</p> <p>endorses the Acquisition Application of Mira Square, at Section 0368 (24) Aldridge Street, Southport;</p> <p>approves the allocation of a \$20,000 grant to the Southport Progress Association as seed funding for the financial year 2016/17; and</p> <p>allocates \$10,000 annually, commencing in 2017/18 as an operating grant to the Southport Progress Association to manage Mira Square.</p>	DIO	20-04-16	<p>Staff are working with SPA and Crown Land on this application. Work is progressing on a Master Plan of the proposed development on the site as a pre-requisite to lodging a new application.</p>
Litchfield Aquatic Facility Needs Analysis Report				
17/0036/4	<p>THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.</p>	CEO	15-02-17	<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>Special Purpose Grant application has been submitted to Department of Housing and Community Development in September 2018.</p>

Procurement of Operation and Maintenance Contract for Council Streetlights

THAT Council:

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;
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
3. publish this decision on Council's website.

1718/125

CEO

13-12-17

COMPLETE

Contract for Maintenance of Street Lights signed

Parkin Road Widening Through Road Opening

THAT Council:

1. resolved to proceed with the road opening process for a 5m wide strip of Section 674, Hundred of Cavenagh to form part of the Parkin Road road reserve;
2. advertise for a period of 28 days and publish the required notifications under the Local Government Act to advise the public of Council's intention to open this section of road;
3. approve the issue of the required Government Gazette notice; and
4. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the new access road.

1718/234

DIO

16-05-18

Public exhibition period has finished. Working with Crown land to finalise the paperwork.

Berry Springs Water Advisory Committee - Council Representative

THAT Council appoints Councillor Barden as its nominated representative to lodge an Expression of Interest for the Northern Territory Government Department of Environment and Natural Resources Berry Springs Water Advisory Committee.

1718/240

CEO

16-05-18

Nomination sent in by 30 May 2018. Waiting on confirmation from the department / pending ministerial approval.

Land Acquisition and Road Opening associated with the Realignment of Freds Pass Road between Beaumont Road and Strangways Road

1718/261	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. approve the purchase of 780m2 from Lot 7 (150) Freds Pass Road at a cost of \$10,000, upon signed agreement from the landowner and upon the conclusion of the road opening process; and 2. proceed with a road opening over this portion of land and authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the new road reserve. 	DIO	27-06-18	<p>A survey plan has been prepared and Council is proceeding with the road opening process to finalise the remaining NTG requirements. Upon completion of the road opening, Council will make payment to the land owner.</p>
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Natural Disaster Relief and Recovery Arrangements (NDRRA) January Monsoonal Trough and Cyclone Marcus

1718/266	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. notes the expenditure and progress of the recovery works completed for Cyclone Marcus; and 2. endorses the commencement of works for roads affected by the Monsoonal Trough - January 2018, estimated to cost \$1,866,750.25, without the approval from NDRRA. 	DIO	27-06-18	<p>Design works nearing completion. Finn Road, Bundy Road to commence in September. Trippe Road tender is advertised. Brougham Road design is being finalised for works to occur in 2019.</p>
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Improving the Productivity of the Mango Industry Project

1718/267	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. receives and notes the Business Case Improving the Productivity of the Mango Industry in Litchfield Municipality; 2. endorses seeking external funding to realise the Improving the Productivity of the Mango Industry Project (the sealing of 15.2kms of the four key mango industry roads), estimated to cost approximately \$20.1m; 3. provides in-principle support to contribute up to \$5m to the project. This in-principle support would require a Council resolution and budget allocation, at a later date, to proceed with the project; and 4. endorses the Improving the Productivity of the Mango Industry Project, as one of Council's Top 3 Advocacy Projects. 	CEO	27-06-18	<p>Meetings have commenced.</p>
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Public Library Services in Litchfield Municipality

THAT Council:

1. authorises the Chief Executive Officer to enter into a five-year funding agreement to provide Litchfield public library services provided that the following occurs:
 - a. transition funds supporting the transfer of library services are provided by Northern Territory Library, as negotiated to the satisfaction of Council represented by the Chief Executive Officer;
 - b. a Memorandum of Understanding is signed with Taminmin College for the public library space under the same arrangement currently enjoyed by Northern Territory Library, at no additional cost;
 - c. the transfer of the Taminmin Community Library service to Council occurs no later than 1 January 2019;
2. writes to Northern Territory Library to advise of Council's decision;
3. authorises the Chief Executive Officer to explore service delivery options with neighbouring councils to provide an efficient and effective library service for Litchfield residents, including alternative facility locations for the future; and
4. receives an update report at a future Council meeting on progress made on the points above.

1819/020

DCCS

18-07-18

NT Library advised of Council's decision in writing 19 July 2018.
 Transition committee established between NTL and Council.
 Awaiting funding agreement from NTL.

Development of Animal Management Plan

1819/034 THAT Council endorses the Animal Management Plan Discussion Paper to be released for public consultation for the month of September 2018.

DIO

15-08-18

Public consultation underway

Award Contract - RFT18-162 Finn Road Roadside Drainage Upgrade

1819/036	THAT Council award a contract for RFT18-162 Finn Road Roadside Drainage Upgrade to Allan King and Sons, in accordance with their negotiated tender and scope for \$1,797,215.32, excluding GST.	DIO	15-08-18	COMPLETE Awarded
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Sponsorship – Territory Natural Resource Management Conference and Annual Awards

THAT Council:

1819/037	<ol style="list-style-type: none"> 1. agrees to support the Territory Natural Resource Management 2018 Conference and Northern Territory Natural Resource Management Awards as a Silver Partner by financially contributing \$2,500; 2. authorises the Chief Executive Officer to sign the Partnering / Sponsorship documentation; and 3. nominates the Mayor and Cr Barden to attend the annual Awards Gala Dinner. 	CEO	15-08-18	Partnership Agreement signed. Conference tickets to be received.
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Litchfield Council Bendigo Bank 2018 Youth Forum

THAT Council:

1819/038	<ol style="list-style-type: none"> 1. receives and notes the Event Record Report for the Litchfield Council Bendigo Bank 2018 Youth Forum; 2. determines to develop a Youth Policy in time for it to launch as part of 2019 Northern Territory Youth Week; 3. writes to the Bendigo Bank Board, as the sponsor of Council's Youth Event to provide the Board with a report on the youth event and sharing the students interest in small business enterprise learning and to thank the Bendigo Bank again for its sponsorship; and 4. provides a letter of thankyou to the three schools that attended the Youth Forum and invite the schools to be involved in the development of a Youth Policy. 	CEO	15-08-18	Project Plan for Youth Policy under development.
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Date Change to September 2018 Ordinary Meeting of Council

THAT Council:

1819/039	<p>1. change the Ordinary June Council Meeting scheduled for Wednesday, 19 September 2018 to Wednesday, 26 September 2018 commencing at 6:30pm; and</p> <p>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.</p>	CEO	15-08-18	<p>COMPLETE</p> <p>Advertised in the NT News and on Council's Facebook.</p>
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Mobile Workforce Shed Construction

THAT Council:

1718/172	<p>1. not proceed with the project to construct a work shed for mobile workforce; and</p> <p>2. revisit the project to explore other options to construct a shed in accordance with the allocated budget; and</p> <p>3. receive a further report on this matter no later than June Council meeting</p>	DIO	19-07-17	<p>COMPLETE</p> <p>June resolution - acquittal.</p> <p>Further report to September Council meeting.</p>
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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday, 26 September 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: 18/0148
Meeting Date: 26/09/2018
Attachments: Nil

Purpose

A summary of the Mayor's attendance at meetings and functions representing Council for the period 16 August 2018 to 26 September 2018.

Summary

Date	Event	Comment
16 August 2018	Territory FM	Regular radio interview
18 August 2018	Vietnam Veterans Service	Annual event
21 August 2018	Meeting with Minister McCarthy	Mango Industry Strategic Roads Project & Thorak Regional Cemetery
24 August 2018	Territory FM	Regular radio interview
	Visit by Mayor of Kanitonda (Japan)	Taminmin College guest
	Performance by Darwin Choral and a reception	Invitation by the Administrator of the NT
25 August 2018	Friends of the Taminmin Library	15 th Annual Poetry Lunch
26 August 2018	Palmerston & Rural Seniors Committee	Seniors Fortnight Closing Ceremony
27 August 2018	Litchfield Women in Business Network Meeting	Scheduled Committee Meeting
28 August 2018	LGANT Executive Meeting	Scheduled Meeting
29 August 2018	ABC Grass Roots	Regular interview
	Member for Goyder	Mango Industry Strategic Roads Project
	Department of Defence PFAS Investigation	Robertson Barracks
30 August 2018	Palmerston & Litchfield Mayor & CEO	Bi-Monthly meeting

Date	Event	Comment
31 August 2018	Road Safety Education Event	Howard Park Recreation Reserve
	Territory FM	Regular radio interview
	The Sweetest Job Campaign	Launch
	Cornerstone Christian Fellowship Church	Opening
1 September 2018	Metcalf Road Meeting	Residents
2 September 2018	Northern Territory Polocrosse Association	Championships – Freds Pass Reserve
4 September 2018	Litchfield Women in Business Network	Monthly morning tea
	Senator M McCarthy	Mango Industry Strategic Roads Project
6 September 2018	Litchfield Council's Values and Behaviours Launch	Staff gathering
	Wesley LifeForce	Memorial Day
7 September 2018	Territory FM	Regular radio interview
	Child and Family Centre Workshop	Coordinated by the NT Government
	Investiture Ceremony	Administrator of the NT
9 September 2018	McMinns Bushcare Major Day Out	Official Opening of Annual Event
10 September 2018	NT Tourism Industry Development Strategic Plan	Darwin Forum
11 September 2018	Australia Day Event Committee Meeting	Chair scheduled meeting
13 September 2018	Facing North	Team NT Pre Departure Briefing
14 September 2018	Territory FM	Regular radio interview
	Polocrosse Association	Future events
16 September 2018	NT Field & Game Australia – Goose Fever Expo NT	Waterfowl Hunting Season Annual Event
18 September 2018	Deputy Prime Minister's Senior Infrastructure Adviser, Mr Andrew Wallace	Mango Industry Strategic Roads Project
	Senator Canavan's Senior Policy Advisor Resources and Northern Australia, Anne Stunzer	Mango Industry Strategic Roads Project

Date	Event	Comment
18 September 2018	Hon Anthony Albanese MP, Shadow Minister for Infrastructure, Transport, Cities and Regional Development	Mango Industry Strategic Roads Project
19 September 2018	Warren Snowdon, Member for Lingari	Courtesy visit
	Hon Susan Ley MP - Assistant Minister for Regional Development and Territories	Mango Industry Strategic Roads Project
	Hon Joel Fitzgibbon MP Shadow Minister for Agriculture, Fisheries and Forestry Shadow Minister for Rural and Regional Australia	Mango Industry Strategic Roads Project
	Facing North Cocktail Event	Canberra
21 September 2018	Territory FM	Regular radio interview
24 September 2018	Australian Citizenship Ceremony	Quarterly event
	Litchfield Women in Business Network Meeting	Scheduled committee meeting
	Thailand Community	Land for Community Cultural Centre

Recommendation

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



LITCHFIELD COUNCIL MEETING

Wednesday, 26 September 2018

Council appoints Council representatives to committees for their term as Councillors.

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

13 Reports from Council Appointed Representatives

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

Activity Area Plans

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday, 26 September 2018

14 Finance Report

14.1 Finance Report August 2018



COUNCIL REPORT

Agenda Item Number:	14.1
Report Title:	Council Finance Report – August 2018
Report Number:	18/0142
Meeting Date:	26/09/2018
Attachments:	Nil

Purpose

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

Recommendation

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

Background

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

Total Revenue recognised for the month of August mainly consists of rates levied for the financial year. The remainder rates income budget is for rates prepayments and growth in rateable properties. In addition, Council has received notification that the Federal Assistance Funding for the 2018/19 financial year increased by \$232,681, this is reflected in the forecast amount.

Total Operating Expenses are currently 15.5% of the annual budget for the financial year. The forecast variance of \$72,844 in expenditure is a direct result of an increase in insurance premiums in excess of budget. This is due to market developments and an increase in Council's asset values as a result of the Asset Revaluation as per 30 June 2018 in line with Australian Accounting Standards.

The forecast variations compared to budget for Capital Expenses result from grant funding received at the end of the 2017/18 financial year for projects to commence in the 2018/19 financial year. This will result in an increase in financial reserves and capital expenditure for:

- Humpty Doo Village Green Furniture & Fittings Upgrade totalling \$33,824
- Council Office Solar System Installation remaining funds for 2018-19 is \$28,625
- Howard Park Reserve Irrigation upgrade remaining funds for 2018-19 is \$6,792.

Overall, the 2018/19 budget result remains favourable by \$206,848 compared to Council's annual budget. This increase in Profit will result in a decrease of funds drawn from financial reserves.

Finance Report

August 2018

**LITCHFIELD
COUNCIL**



Community effort is essential

Contents

SECTION 1	4
CONSOLIDATED FINANCIAL STATEMENTS	4
CONSOLIDATED OPERATING STATEMENT	4
CONSOLIDATED BALANCE SHEET at 31 August 2018	5
SECTION 2	7
OPERATING POSITION BY DEPARTMENT	7
NEW INITIATIVES	8
CAPITAL BUDGET POSITION	9
SECTION 3	14
CASH ON HAND & INVESTMENTS	14
FINANCIAL RESERVES	15
SECTION 4	16
DEBTORS	16
SUNDRY DEBTORS	16
FINES AND INFRINGEMENTS	16
OUTSTANDING RATES	17
SECTION 5	19
FINANCE KEY PERFORMANCE INDICATORS (KPI)	19
SECTION 6	20
CREDITORS PAID	20
CREDIT CARD TRANSACTIONS	26

SECTION 1

CONSOLIDATED FINANCIAL STATEMENTS

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

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

CONSOLIDATED OPERATING STATEMENT

	2018/19 Budget	2018/19 Actual	2018/19 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Rates	10,243,216	9,662,496	10,243,216	0	
Statutory Charges	70,250	46,439	70,250	0	
User Charges	1,143,033	303,045	1,143,033	0	
Grants, subsidies & contributions	6,522,099	517,683	6,795,554	273,455	1
Investment Income	686,250	123,305	686,250	0	
Reimbursements	0	149	149	149	
Other Income	60,000	29,629	66,088	6,088	
TOTAL REVENUE	18,724,848	10,682,746	19,004,540	279,692	
EXPENSES					
Employee Costs	6,121,026	941,006	6,121,026	0	
Auditor Fees	36,600	959	36,600	0	
Bad and doubtful Debts	0	0	0	0	
Elected Member Expenses	241,311	16,932	241,311	0	
Election Expenses	0	0	0	0	
Cemetery Operations	300,200	99,859	300,200	0	
Contractors	4,197,620	565,514	4,197,620	0	
Energy	235,200	17,220	235,200	0	
Insurance	190,500	0	263,344	(72,844)	2
Maintenance	677,500	95,570	677,500	0	
Legal Expenses	143,000	8,312	143,000	0	
Donations and Community Support	117,250	56,859	117,250	0	
Computer / IT Costs	358,025	89,841	358,025	0	
Parts, accessories & consumables	263,000	7,348	263,000	0	
Professional Services	491,870	203,833	491,870	0	
Sundry	441,185	91,037	441,185	0	
TOTAL EXPENSES	13,814,287	2,194,290	13,887,131	(72,844)	
RESULT	4,910,561	8,488,456	5,117,409	206,848	

Explanations for Forecast variances to Original Budget

Note 1 - An increase of \$273,455 compared to budget in the Federal Assistance Funding for general purpose and local road expenditure and additional developer contributions received from subdivisions.

Note 2 - Increased insurance premiums of \$72,844 above annual budget.

CONSOLIDATED BALANCE SHEET at 31 August 2018

The 30 June 2018 results are preliminary results as at the end of June, the end-of-year processing is on-going and yet to be finalised along with the accounts that are currently being audited. The final results for the 2017/18 Financial Year will be finalised and presented to Council in the Annual Report prior to the 15 November 2018.

	31 July 2018	31 August 2018	Movement +ve (-ve)
CURRENT ASSETS			
Cash & Cash Equivalents	1,037,033	2,498,690	1,461,657
Trade and Other Receivables	11,649,413	10,712,522	(936,891)
Other Financial Assets	20,045,228	18,494,424	(1,550,804)
TOTAL CURRENT ASSETS	32,731,674	31,705,636	(1,026,038)
NON CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	253,017,675	251,621,868	(1,395,807)
Other Non-Current Assets	8,087,353	8,113,142	25,789
TOTAL NON CURRENT ASSETS	261,105,028	259,735,010	(1,370,018)
TOTAL ASSETS	293,836,702	291,440,646	(2,396,056)
CURRENT LIABILITIES			
Trade and Other Payables	1,161,052	405,665	755,387
Provisions	634,596	634,596	-
TOTAL CURRENT LIABILITIES	1,795,648	1,040,261	755,387
NON CURRENT LIABILITIES			
Provisions	422,435	422,435	-
TOTAL NON CURRENT LIABILITIES	422,435	422,435	-
TOTAL LIABILITIES	2,218,083	1,462,696	755,387
NET ASSETS	291,618,619	289,977,950	(1,640,669)
EQUITY			
Accumulated Surplus	26,554,254	24,913,585	1,640,669
Asset Revaluation Reserve	243,311,730	243,311,730	-
Other Reserves	21,752,635	21,752,635	-
TOTAL EQUITY	291,618,619	289,977,950	1,640,669

Cash and cash equivalents have increased by \$1,461,657 due to redemption of a term deposit to assist with future payments of outstanding invoices from contractors and suppliers.

Other Financial Assets have decreased by \$1,550,804 from 31 July 2018 due to term deposits being paid out for payment of contractor invoices and now reflected in cash & cash equivalents.

Trade and Other Receivables have decreased by \$936,891 from 31 July 2018 due to payment of both Rates and Charges and outstanding Sundry Debtors.

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

Other Non-Current Assets represent the projects that remain work in progress as at 31 August 2018 including works from 2017/18 ie. Anzac Parade Infrastructure Upgrade, Freds Pass Reserve Capital Improvements and

Freds Pass Road Infrastructure Upgrade as well as the capital projects commenced in the 2017/18 financial years and not finalised.

Estimate of Net Cash position and Current ratio

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

As identified in Section 5 of this report, Litchfield Council's liquidity KPI is easily met with 31 August 2018 current ratio equalling 30.48.

Current ratio	=	<u>Current Assets (less: Provision for Doubtful debt)</u>	
		Current Liabilities	

=	<u>31,705,636</u>	=	30.48
	1,040,261		

Net Cash Position	=	31,705,636 – 1,040,261	=	\$31 million
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SECTION 2

OPERATING POSITION BY DEPARTMENT

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

Overall expenditures year to date are 15.5% of the annual budget. Some operational expenditures are not evenly spread across the financial year, with major operational road maintenance expenditure to occur close to the end of the financial year.

	2018/19 YTD Budget	2018/19 YTD Actual	2018/19 Annual Budget	2018/19 Annual Forecast	Forecast Variance +ve (-ve)	Note
REVENUE						
Finance	7,536,583	7,068,470	8,472,205	8,541,508	69,303	1
Works	734,591	334,094	2,583,776	2,752,345	168,569	1
Planning	8,638	34,841	51,836	51,836	0	
Waste Management	2,871,423	2,889,110	3,048,423	3,048,423	0	
Community	13,668	17,009	82,000	82,000	0	
Regulatory Services	19,460	47,485	70,750	71,796	1,046	2
TOTAL REVENUE	11,184,363	10,391,009	14,308,990	14,547,908	238,918	
EXPENSES						
Council Leadership	268,963	196,233	940,231	940,231	0	
Corporate	74,718	88,554	420,335	420,335	0	
Information Services	96,776	95,350	509,486	509,486	0	
Finance	470,766	200,482	1,523,732	1,596,576	(72,844)	3
Works	554,638	380,824	3,101,389	3,101,389	0	
Planning	115,050	108,241	688,273	688,273	0	
Waste Management	462,033	430,935	2,765,452	2,765,452	0	
Community	329,108	301,826	1,430,995	1,430,995	0	
Mobile Workforce	197,064	161,124	1,249,031	1,249,031	0	
Regulatory Services	63,770	49,704	364,614	364,614	0	
TOTAL EXPENSES	2,632,886	2,013,273	12,993,538	13,066,382	(72,844)	
OPERATING RESULT	8,551,477	8,377,736	1,315,452	1,481,526	166,074	

Explanations for Forecast variances to Original Budget

Note 1 – An increase of \$232,681 compared to budget in the Federal Assistance Funding for general purpose and local road expenditure, equating to an increase of 4.8% from prior year.

Note 2 – Additional income received from Coomalie Community Council for Regulatory Services assistance through Shared Service Agreement between councils.

Note 3 – Increased insurance premiums of \$72,844 above annual budget.

Explanations for YTD Actual variances to YTD Budget

The variances evident between YTD Budget and YTD Actuals are as a result of the following:

REVENUE











- Special Rates for Road Sealing of William, Carveth and Oxford Roads are yet to be receipted.
- An increase in subdivision and development fees.
- An increase in Animal Registrations for the month of August 2018.


EXPENSES

- Overall, timing of some expenditure costs varies to budget, mainly within Road Maintenance as a result of prioritising capital works projects.
- Invoices for Insurance Premiums have been delayed.

NEW INITIATIVES

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

	2018/19 Budget	2018/19 Actuals	2018/19 Forecast	Comments	
<i>2017/18 and prior</i>					
Developer Contribution Plan Review	60,000	6,494	60,000	Review is underway	
TOTAL	60,000	6,494	60,000		
<i>2018/19</i>					
Online Demographic and Economic Information Products	12,000	0	12,000	Products have been purchased (awaiting invoice). Currently planning for training and community information sessions.	
Aerial Photography for Geographical Information System (GIS)	30,000	0	30,000	Under Investigation – Recommendation awaiting approval from Executive Team.	
New GIS for Council	20,000	0	20,000	Under Investigation	
ICT Plan – UPS for Servers	5,000	0	5,000	Under Investigation	
ICT Plan – Vmware Sphere	8,000	0	8,000	Not yet commenced	
Trainee Customer Service Officer	15,000	0	15,000	Information being sought for possible Training Partners. Recruitment to commence in October 2018.	
Tree Risk Management Plan	30,000	0	30,000	Scope being developed for quotation process.	
Aquatic Feasibility Study	50,000	0	50,000	Application for Special Purpose grant lodged in September 2018.	
Waste Transfer Station – Signage (Waste Strategy)	6,500	0	6,500	Not commenced	
TOTAL	176,500	0	176,500		

 - On Budget

 - Watch Budget

 - Outside Budget

CAPITAL BUDGET POSITION

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

	2018/19 Budget	2018/19 Actuals	2018/19 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Works	3,436,877	0	3,436,877	0	
Planning	60,353	101,127	101,127	40,774	1
Mobile Workforce	60,000	18,338	60,000	0	
Community	81,181	0	81,181	0	
TOTAL REVENUE	3,638,411	119,465	3,679,185	40,774	
EXPENSES					
Works	5,767,345	53,848	5,767,345	0	
Waste Mgt	204,677	0	204,677	0	
Mobile Workforce	188,000	0	188,000	0	
Community	411,181	16,296	480,422	69,241	2
TOTAL EXPENSES	6,571,203	70,144	6,640,444	69,241	
CAPITAL RESULT	(2,932,792)	49,321	(2,961,259)	(28,467)	

Explanations for Forecast variances to Original Budget

Note 1 – Additional developer contributions received from subdivisions.











Note 2 – Increased expenditure due to grant funding received at the end of 2017/18 for:







- Humpty Doo Village Green Furniture & Fittings Upgrade totalling \$33,824
- Council Office Solar System Installation remaining funds for 2018/19 is \$28,625
- Howard Park Reserve Irrigation upgrade remaining funds for 2018/19 is \$6,792.

CAPITAL PROJECTS 2018/19 – WORKS

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

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

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects carried forward from previous years						
Freds Pass Road Upgrade	30/09/2018	1,220,500	316,754	800,462	(420,038)	 Contract awarded / Project 50% complete
Finn Road Upgrade	30/11/2018	1,500,000	98,794	1,920,038	420,038	 Works commenced, 8 weeks expected completion.
Solar System Purchase and Installation	30/09/2018	78,720	37,534	78,720	0	 90% Complete
TOTAL		2,799,220	453,082	2,799,220	0	
Projects commencing in 2018/19						
Road Reseal Program	31/12/2018	1,000,045	0	1,000,045	0	 Tender Closed / To be awarded at September 2018 Council Meeting
Re-sheeting of Roads	30/06/2019	400,000	0	400,000	0	 Period contract –works to be undertaken in March/April 2019
Freds Pass Road Drainage Upgrade (BlackSpot)	30/06/2019	478,000	0	478,000	0	 Tender to be advertised
Safety Rails – Leonino Road	30/09/2018	90,000	0	90,000	0	 50% completed
Safety Rails – Hicks Road	10/09/2018	90,000	0	90,000	0	 Works completed – awaiting invoices
Carruth Road Line-marking	30/06/2019	30,000	0	30,000	0	 In design stage
Oxford Road – Sealing	30/06/2019	400,000	25,354	400,000	0	 Works to be undertaken after wet season

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Pavement repairs – Whitewood Road	30/06/2019	427,000	0	427,000	0	 Design completed. Tender to be advertised Feb 2019
Installation of Culverts on Pioneer Drv / Beddington Rd Intersection	30/06/2019	310,000	0	310,000	0	 Tender to be advertised September 2018
Purchase of 3 x Traffic Counts	30/06/2019	18,000	0	18,000	0	 To be ordered
Irrigation Upgrade at Council Office	31/12/2018	6,800	0	6,800	0	 Design completed awaiting quotations
Meeting room Door at Council Office	31/01/2019	11,000	0	11,000	0	 Works to take place during Christmas period to minimise noise disruption
Footpaths at Council Office	30/06/2019	36,000	0	36,000	0	 Yet to commence
TOTAL		3,296,845	25,354	3,296,845	0	



- On Budget







- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2018/19 – WASTE TRANSFER STATIONS

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

Waste Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Capital Purchases and projects commenced in 2018/19						
Vibrating Waste Compactor	31/12/2018	14,677	0	14,677	-	 Product has been ordered, awaiting delivery
Shade Structure at Howard Springs WTS	30/06/2019	60,000	0	60,000	-	 Yet to be further investigated
Gatehouse at Berry Springs WTS	30/06/2019	30,000	0	30,000	-	 Awaiting negotiations for the power system
Mains power connection / Water tank at Berry Springs WTS	30/06/2019	100,000	0	100,000	-	 Under negotiations with Power Water



- On Budget






- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2018/19 – MOBILE WORKFORCE

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

Mobile Workforce Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Capital Purchases commenced in 2018/19						
Tractor with loader replacement	31/12/2018	150,000	0	150,000	-	 Local Buy tender process closing 28 September 2018
Mower replacement	31/12/2018	38,000	0	38,000	-	 Local Buy tender process closing 28 September 2018
Projects carried forward from previous years						
Mobile Workforce Shed	30/06/2019	0	0	450,000	(450,000)	 Awaiting Quantity Surveyors Report



- On Budget







- Watch Budget




- Outside Budget

CAPITAL PROJECTS 2018/19 – RECREATION RESERVES

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

Recreation Reserve Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2017/18 and 2018/19						
Howard Park Reserve – Irrigation Upgrade	31/12/2018	<u>2017/18</u> 20,000	13,208	20,000	-	 Special Purpose Grant – seeking quotes for final works
Howard Park Reserve – Playground Upgrade	No Funding	81,181	0	81,181	-	 Special Purpose Grant application submitted, awaiting outcome
Howard Park Reserve – Kitchen Upgrade	31/12/2018	30,000	0	30,000	-	 Quotations being sought
Humpty Doo Village Green – Furniture Upgrade	31/12/2018	0	0	33,824	33,824	 Quotations being sought

Recreation Reserve Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Freds Pass Reserve – Improvements	30/11/2018	<u>2016/17</u> 3,000,000	2,536,175	3,000,000	-	 In Progress, scheduled completion 30 November 2018
TOTAL		3,131,181	2,549,383	3,165,005	33,824	



- On Budget



- Watch Budget



- Outside Budget

SECTION 3

CASH ON HAND & INVESTMENTS

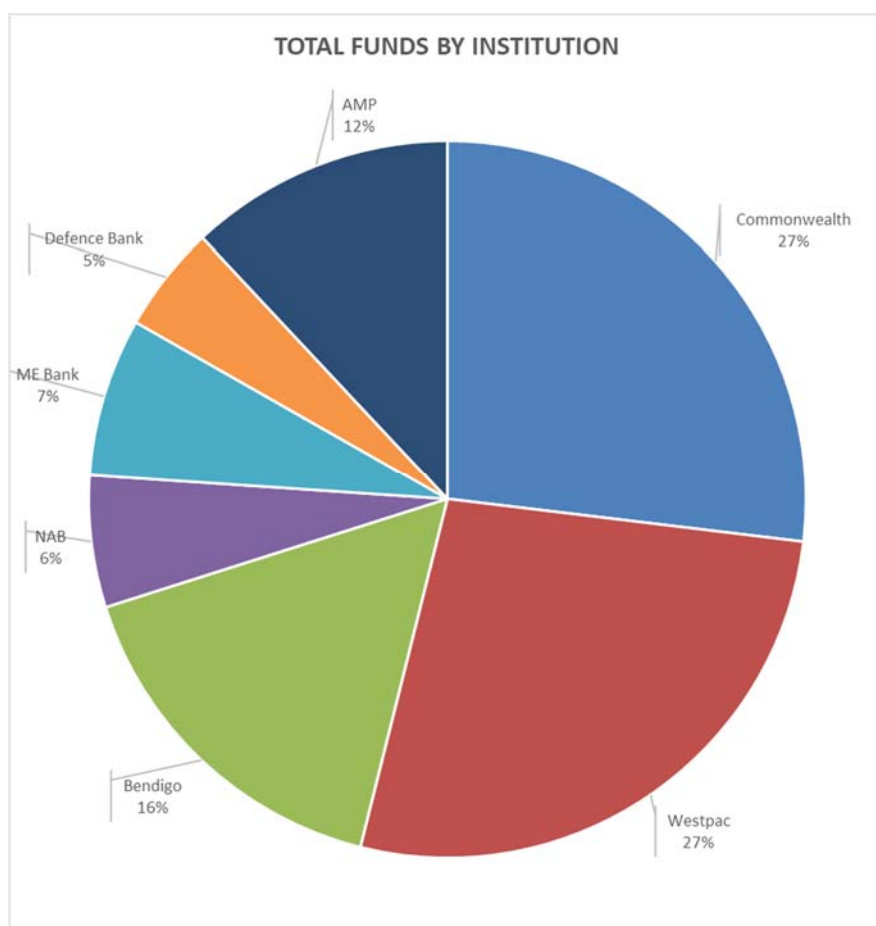
The table below represents a summary of the Cash on Hand & Investments held by Council at 31 August 2018 and compares the balance to the balance at 31 July 2018.

	31 JULY 2018	31 AUGUST 2018	VARIANCE	COMMENT
Investments (Incl. Trust Account)	19,700,506	18,150,506	(1,550,000)	Additional funds needed for creditor payments
Business Maxi Account	852,186	1,507,405	655,219	Additional funds transferred from investment maturity
Operating Account	168,478	888,139	719,661	Additional funds transferred from investment maturity for monthly expenditure
TOTAL	20,721,170	20,546,050	175,120	

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
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	1,545,000	365	CBA	2.61%	21/09/2018	40,325
28/09/2017	1,000,000	365	CBA	2.62%	28/09/2018	26,200
12/04/2018	1,500,000	182	ME Bank	2.70%	11/10/2018	20,195
30/11/2017	1,019,447	365	Westpac	2.64%	30/11/2018	26,913
15/06/2018	1,541,885	180	Bendigo	2.80%	12/12/2018	21,291
04/12/2017	1,226,128	365	Westpac	2.64%	04/12/2018	32,370
25/06/2018	242,823	182	NAB	2.81%	24/12/2018	3,402
27/06/2018	1,000,000	203	NAB	2.81%	16/01/2019	15,628
08/02/2018	1,000,000	365	CBA	2.64%	08/02/2019	26,400
17/07/2018	1,000,000	217	AMP	2.85%	19/02/2019	16,944
28/06/2018	1,500,000	252	AMP	2.93%	07/03/2019	30,344
19/03/2018	1,000,000	365	Westpac	2.70%	19/03/2019	27,000
31/05/2018	1,000,000	365	Defence Bank	2.85%	31/05/2019	28,500
25/06/2018	1,500,000	365	Bendigo	2.80%	25/06/2019	42,000
TOTAL INVESTMENTS	18,150,506					410,786



FINANCIAL RESERVES

The opening balance results are preliminary results as at the end of June 2018, the end-of-year processing is on-going and yet to be finalised along with the accounts that are currently being audited. The final results for the 2017/18 Financial Year will be finalised and presented to Council in the Annual Report prior to the 15 November 2018.

	Balance at 1 July 2018	Transfer TO	Transfer FROM	Net Movement	Balance at 30 June 2019
Externally Restricted Reserves					
Developer Contribution Reserve	939,362	60,353	(80,882)	(20,529)	918,833
Unexpended Grants and Contributions	4,617,125	-	(4,392,125)	(4,392,125)	225,000
Internally Restricted Asset Related Reserves					
Asset Reserve	10,922,989	-	(1,102,105)	(1,102,105)	9,820,884
Internally Restricted Other Reserves					
Waste Management Reserve	4,300,759	289,471	(211,177)	78,294	4,379,053
Election Reserve	100,000	-	-	-	100,000
Disaster Recovery Reserve	-	-	-	-	-
Strategic Initiatives Reserve	500,000	-	(90,000)	(90,000)	410,000
TOTAL	21,380,235	349,824	(5,876,289)	(5,526,465)	15,853,770

SECTION 4

DEBTORS

SUNDRY DEBTORS

Total Sundry Debtors at 31 August 2018 are \$365,100 compared to \$347,338 at 31 July 2018, an increase of \$17,762 due to waste invoicing.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	\$1,247	\$766	\$101	\$1,462	\$3,576
Infrastructure	\$239,703	-\$8	\$109,155	\$11,704	\$360,554
Recreation Reserves	\$165	\$630	\$75	\$100	\$970
TOTAL	\$241,115	\$1,388	\$109,331	\$13,166	\$365,100
% of total sundry debtors	66.0%	0.1%	30.0%	3.9%	

Action summary of 90 Days Debtors:

Company under Administration – further advice regarding payment status to be received from Administrators (Allowance for Doubtful Debts is recognised)	\$5,907
Debtor sent to Debt Collectors	\$2,301
Debtor on Payment Plan	\$1,096
No permit provided, until payment is received	\$2,400
Company under Administration	\$1,462
TOTAL	\$13,166

Please note, Sundry debtors exclude rate debtors and infringements.

FINES AND INFRINGEMENTS

At 31 August 2018 Council has 78 infringements outstanding with a balance of \$26,569 a reduction of \$1,001 in outstanding infringements compared to 31 July 2018 due to additional payments made.

	June 2018	July 2018	August 2018
Number of Infringements outstanding	76	70	78
Balance of Infringements outstanding	\$27,133	\$27,570	\$26,569

Seventy three (73) infringements have been sent to the Fines Recovery Unit (FRU), two (2) have received reminder notices and three (3) infringements have been issued recently.

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

OUTSTANDING RATES

Council's Debt Recovery Policy FIN05 guides the collection of outstanding rates. Recovery of rates continues to be an area of focus with Council's performance in recovering outstanding rates improving each month. Council continues to use the services of the current Debt Collector for rate assessments presently placed with them. However, Council has contracted a second debt collector to commence collection of overdue rates on selected rate assessments to reduce debt appropriately. Rates in arrears have slightly increased by \$7,350 in the month of August due to the recognition of interest being higher than payments received.

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

	BEGINNING OF 2018/19 (30 JUNE 2018)	PREVIOUS MONTH (JULY 2018)	CURRENT MONTH (AUGUST 2018)	MONTHLY VARIANCE
COMMERCIAL	\$50,725	\$35,083	\$36,349	\$1,266
MINING	\$65,629	\$66,260	\$70,727	\$4,467
NON-RATEABLE MINING	\$0	\$0	\$0	\$0
NON-RATEABLE WASTE	\$19,666	\$19,507	\$19,430	(\$77)
RURAL RESIDENTIAL	\$1,688,116	\$1,607,068	\$1,602,148	(\$4,920)
URBAN RESIDENTIAL	\$86,445	\$86,407	\$93,021	\$6,614
TOTAL	\$1,910,581	\$1,814,325	\$1,821,675	(\$7,350)

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

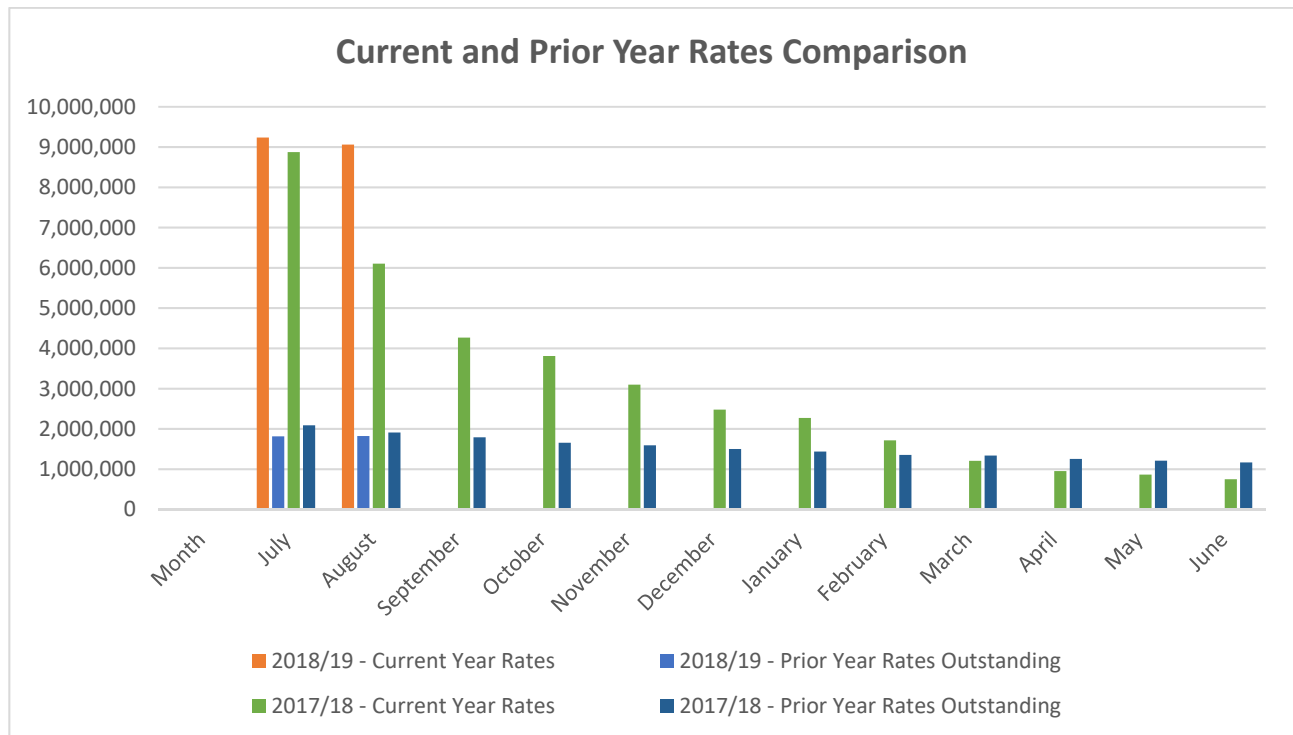
	PRIOR MONTH (JULY 2018)	CURRENT MONTH (AUGUST 2018)	VARIANCE	DUE DATES
INSTALMENT 1	\$2,971,242	\$2,906,050	(\$65,192)	28 September 2018
INSTALMENT 2	\$3,099,302	\$3,040,785	(\$58,517)	30 November 2018
INSTALMENT 3	\$3,166,378	\$3,114,420	(\$51,958)	28 February 2019
TOTAL	\$9,236,922	\$9,061,255	(\$175,667)	

Current year's rates are not due and payable until the 28 September 2018. A total of \$175,667 of current year's rates have been collected.

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

Due to the adjustment of the first instalment due date from August in 2017 to September in 2018, the current year's rate in August 2018 are noticable higher then in August 2017. This should be recitfied in the September monthly finance report.









Prior Year Rates Outstanding in August 2018 are lower then the same time the year before.






SECTION 5

FINANCE KEY PERFORMANCE INDICATORS (KPI)

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

Key Performance Indicator	Target	Status	Comment
Compliance with management, statutory and regulatory budgeting and reporting	100%		All budgeting and reporting are compliant to date
Monthly and annual financial reporting, including audit	Unqualified audit		Interim Management Letter received only highlighted 7 low risk items.
Current years rates outstanding as at 30 June 2019	<15%		Cannot be calculated yet as rates are raised, not yet due.
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources.	>50%		Forecast coverage ratio is currently at 54.7%.
Liquidity ratio	>1:1		30.48:1 as at 31/08/2018
Current Ratio	>1		30.48 as at 31/08/2018
Debt Service Ratio	>1		Forecast is 0%
Asset sustainability ratio	60%		Forecast currently is 40%, Review of budgeted depreciation to be undertaken

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

SECTION 6

CREDITORS PAID

Creditor accounts paid in August 2018 are listed in the table below.

Cheque No	Chq Date	Payee	Description	Amount
Payroll 3	1/08/2018	LC Staff	Payroll Fortnight ending 1 August 2018	\$137,667.06
Payroll 4	15/08/2018	LC Staff	Payroll Fortnight ending 15 August 2018	\$142,968.87
Payroll 5	29/08/2018	LC Staff	Payroll Fortnight ending 29 August 2018	\$147,466.43
860.60-01	02/08/2018	FREDS PASS SPORT & RECREATION	1st QTR Operational and R&M payment	\$171,875.00
860.268-01	02/08/2018	BYRNE CONSULTANTS	Detailed Survey/ Design for roads – Horsnell, Brougham, Trippe and Fred's Pass	\$137,760.70
860.87-01	02/08/2018	TOP END LINEMARKERS PTY LTD	Repairs, traffic management and works from Multiple roads Litchfield region	\$67,624.50
860.1280-01	02/08/2018	DEPARTMENT OF INFRASTRUCTURE, PLANNING	2017/18 Valuation Costs for rateable properties	\$61,408.46
864.280-01	30/08/2018	CITY OF DARWIN	WTS Stations Shoal Bay Weigh Bridge Charges	\$54,005.40
861.374-01	09/08/2018	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld CYC 1 Pay 3, CYC 98 Pay 3	\$53,960.00
863.374-01	23/08/2018	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld CYC 1 Pay 4, CYC 2 Pay 4	\$47,112.00
862.13-01	16/08/2018	FREDS PASS RURAL COMMUNITY SHOW INC	Sponsorship for Freds Pass Show 2019	\$44,000.00
860.47-01	02/08/2018	FULTON HOGAN INDUSTRIES PTY LTD	Reseal Various Litchfield Roads	\$36,637.55
860.1137-01	02/08/2018	ALLAN KING & SONS CONSTRUCTION PTY	Freds Pass Road Upgrade	\$27,294.89
861.827-01	09/08/2018	LITCHFIELD GREEN WASTE RECYCLERS	Grind Green and Wood Waste at H/Doo WTS	\$24,909.24
860.1332-01	02/08/2018	MATTERS MORE CONSULTING PTY LTD	Business Case for Sealing Roads in the Mango Growing Region	\$24,345.20
860.70-01	02/08/2018	LOCAL GOVERNMENT ASSOCIATION NT	MEMBERSHIP 2018-19	\$23,032.00
860.65-01	02/08/2018	HUMPTY DOO VILLAGE GREEN MANAGEMENT	1st QTR Operational & R&M Payment	\$22,825.00
863.514-01	23/08/2018	VEOLIA ENVIRONMENTAL SERVICES	July 18 - Waste transport to Shoal Bay	\$21,603.27
860.926-01	02/08/2018	JACANA ENERGY	Power bills for: Council Office, Street Lighting, Howard Park Reserve, Vereker St, Whitewood Road	\$21,361.12
864.1022-01	30/08/2018	KPMG	Engagement for Thorak Regional Cemetery	\$16,500.00
860.16-01	02/08/2018	BERRY SPRINGS RESERVE	1st QTR Operational and R&M Payment	\$15,125.00
863.971-01	23/08/2018	MUGAVIN CONTRACTING PTY LTD	Supply traffic Management and Plan	\$14,700.00
860.72-01	02/08/2018	LIVINGSTONE RESERVE MANAGEMENT BOARD	1st QTR Operational and R&M Payment	\$13,200.00
862.1099-01	16/08/2018	DAVE'S MINI DIGGA HIRE	Clean out Drains, remove excess soil along numerous roads	\$11,935.00
862.849-01	16/08/2018	WEX AUSTRALIA (PUMA CARD)	JUL 18 - Litchfield Council Fuel Account	\$11,790.82
864.596-01	30/08/2018	AREA9 IT SOLUTIONS - HARDWARE	Purchase Notebook and August 2018 Managed IT	\$10,695.96

Cheque No	Chq Date	Payee	Description	Amount
863.1022-01	23/08/2018	KPMG	Probity Advisor – five separate tenders	\$10,122.00
862.971-01	16/08/2018	MUGAVIN CONTRACTING PTY LTD	Repairs to Francesca Circuit Drain, fill and level	\$9,360.00
864.78-01	30/08/2018	POWER & WATER CORPORATION	Water bill-Howard Park Reserve: Jul 18	\$8,249.76
860.596-01	02/08/2018	AREA9 IT SOLUTIONS - HARDWARE	July 2018, Service Agreement - Managed IT	\$8,175.20
860.78-01	02/08/2018	POWER & WATER CORPORATION	Howard Springs WTS Water June 18	\$7,900.16
864.1047-01	30/08/2018	REMOTE AREA TREE SERVICES PTY LTD	Fee proposal to conduct tree management	\$7,810.44
860.1065-01	02/08/2018	MAYOR M H BREDHAUER	July 18 - Mayor Allowances	\$7,747.71
863.1099-01	23/08/2018	DAVE'S MINI DIGGA HIRE	Clean out Drains, remove excess soil along numerous roads	\$7,425.00
864.827-01	30/08/2018	LITCHFIELD GREEN WASTE RECYCLERS	Mulch Wood Waste at Howard Springs WTS	\$7,387.60
862.108-01	16/08/2018	RTM DEPARTMENT OF ATTORNEY GENERAL	Anti-Discrimination, Bullying and Harassment Training	\$7,260.00
862.327-01	16/08/2018	TIGER CONTRACTING (NT) PTY LTD	Identified tree works - Melville Way, Freds Pass NT	\$7,095.00
863.1253-01	23/08/2018	CRAIG BURGENDORF	Backhoe at Howard Springs - 1000-hour service	\$6,466.54
862.992-01	16/08/2018	WEST ARNHEM REGIONAL COUNCIL	Records Management Improvement Project	\$6,261.86
861.162-01	09/08/2018	CIVICA PTY LTD	Authority Program - Licence Fee - SEP 18	\$6,240.64
864.612-01	30/08/2018	CREMASCO CIVIL PTY LTD	Supply and install 100nb heavy duty lock	\$6,098.58
DD280818	31/08/2018	WESTPAC CARDS & DIRECT DEBITS	August 2018 - Credit Card Purchases	\$6,033.98
861.1099-01	09/08/2018	DAVE'S MINI DIGGA HIRE	Clean out Drains, remove excess soil along roads – golf course	\$5,830.00
864.1099-01	30/08/2018	DAVE'S MINI DIGGA HIRE	Clean out Drains, remove excess soil along roads – Bridgemarky and Horsnell	\$5,830.00
864.926-01	30/08/2018	JACANA ENERGY	Electricity for Council Office July 18	\$5,413.69
863.170-01	23/08/2018	NT RECYCLING SOLUTIONS (NTRS)	JUL18 Removal cardboard/co-mingle-HDWTS	\$5,147.12
861.956-01	09/08/2018	IRONWOOD CONSULTING	Variation to Project Management RFQ16-138	\$5,032.50
861.1422-01	09/08/2018	NORTHERN TERRITORY FARMERS ASSOCIATION	Sponsorship of "The Sweetest Job" campaign	\$5,000.00
864.1434-01	30/08/2018	ALTOMETER BUNESS INTELLIGENCE	Consultant Report - Analysis 2018 Community Survey	\$4,950.00
863.180-01	23/08/2018	AURECON AUSTRALIA P/L	Contribution Plan Review	\$4,864.75
864.971-01	30/08/2018	MUGAVIN CONTRACTING PTY LTD	Traffic Management and Plan Virginia & Lowther Rd	\$4,835.00
863.815-01	23/08/2018	JEFFRESS ADVERTISING	Rate Declaration advertisement 2018-NT	\$4,732.18
861.1251-01	09/08/2018	TACTICAL COACH	Services for Values, Disc and Leadership	\$4,537.50
860.409-01	02/08/2018	F & J BITUMEN SERVICES PTY LTD	Bitumen seal along multiple Litchfield Roads	\$4,356.14
860.75-01	02/08/2018	MCMINNS LAGOON RESERVE ASSOCIATION	1st QTR Operational and R&M Payment	\$4,125.00
864.1320-01	30/08/2018	RUSSELL KENNEDY LAWYERS	Advice on Employment Matters	\$3,946.80
860.1383-01	02/08/2018	GHD PTY LTD	Consultancy Services - Peer Group Review	\$3,850.00
862.1126-01	16/08/2018	TS CONSTRUCTIONS NT	Freds Pass Reserve NHPC shed remove, and Install of Doors	\$3,850.00
864.1053-01	30/08/2018	CSG BUSINESS SOLUTIONS PTY LTD	Monthly rental charges for Photocopier Office	\$3,439.93

Cheque No	Chq Date	Payee	Description	Amount
861.770-01	09/08/2018	HAYS SPECIALIST RECRUITMENT (AUST.)	HR Recruitment Resource - HR hours, 22/07 to 29/07/18	\$3,220.15
864.1187-01	30/08/2018	TERRITORY NATURAL RESOURCE MANAGEMENT	Silver Partner 2018 TNRM Conference	\$2,750.00
861.1253-01	09/08/2018	CRAIG BURGDORF	Measuring and adjustment of flywheel	\$2,737.11
863.68-01	23/08/2018	KERRY'S AUTOMOTIVE GROUP	Air-conditioning repairs and Service CC68L	\$2,649.95
861.183-01	09/08/2018	CHRIS'S BACKHOE HIRE PTY LTD	Thorak - Grave digging for July 2018	\$2,640.00
861.926-01	09/08/2018	JACANA ENERGY	Electricity charges for Knuckey Lagoon - June 18	\$2,445.96
864.1113-01	30/08/2018	GRAPHICS'LL DO (LEONIE RICHARDS)	Design, amendments & artwork-18/19 Municipal Plan	\$2,442.00
862.163-01	16/08/2018	TONKIN CONSULTING	July 18 - Southport Drainage Study Review – payment returned incorrect details	\$2,435.13
862.163-01	16/08/2018	TONKIN CONSULTING	July 18 - Southport Drainage Study Review – payment returned incorrect details	(\$2,435.13)
863.163-01	23/08/2018	TONKIN CONSULTING	July 18 - Southport Drainage Study Review	\$2,435.13
861.307-01	09/08/2018	RANDFLEX PTY LTD	Thorak - Ash Presentation Boxes and Ash Urns	\$2,295.48
864.85-01	30/08/2018	TELSTRA	August 18 - Litchfield Council Phone Account	\$2,286.27
862.515-01	16/08/2018	JC ELECTRONIC SECURITY PTY LTD	Repair on Cameras at Berry Springs WTS	\$2,238.67
860.1063-01	02/08/2018	DEPUTY MAYOR K J SAYER-HUNT	July 18 - Deputy Mayor Allowances	\$2,163.50
860.1076-01	02/08/2018	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	Debt Recovery Fees	\$2,158.05
862.1394-01	16/08/2018	DIAL BEFORE YOU DIG SA/NT INC	Dial Before you Dig Membership, quarterly fee	\$2,087.05
863.1402-01	23/08/2018	CHRYSYIA INVESTMENTS PTY LTD	Mediation Services	\$2,062.50
860.1064-01	02/08/2018	COUNCILLOR C M SIMPSON	July 18 - Councillor Allowances	\$1,967.05
864.806-01	30/08/2018	ZIPPY CLEANING & MAINTENANCE SERVICES	Cleaning of Litchfield Council Offices	\$1,852.30
862.144-01	16/08/2018	ORIGIN	Thorak - Gas charges for July 2018	\$1,836.65
861.28-01	09/08/2018	RURAL FIRE PROTECTION - Use other	Fire extinguishers at Howard Springs WTS	\$1,818.30
864.192-01	30/08/2018	MAGIQ SOFTWARE (X INFOXPERT)	MAGIQ Documents Licences - Initial Fee & monthly Cost	\$1,787.50
863.327-01	23/08/2018	TIGER CONTRACTING (NT) PTY LTD	Grounds maintenance - Howard Park Reserve	\$1,760.00
864.1253-01	30/08/2018	CRAIG BURGDORF	Replacement bonnet for Howard springs Backhoe	\$1,725.44
860.1068-01	02/08/2018	COUNCILLOR D BARDEN	July 18 - Councillor Allowances	\$1,687.05
863.825-01	23/08/2018	PRESTIGE AUTOMOTIVE ELECTRICAL	New fan motor for Backhoe at Berry Spring WTS	\$1,572.45
860.1290-01	02/08/2018	MATCHEZ SUPERANNUATION FUND (Councillor M Salter)	July 18 - Councillor Allowances	\$1,497.05
861.1419-01	09/08/2018	MR C R WILKENS	Rates Refund	\$1,400.00
861.1320-01	09/08/2018	RUSSELL KENNEDY LAWYERS	Advice on Employment Matters	\$1,395.90
861.1280-01	09/08/2018	DEPARTMENT OF INFRASTRUCTURE, PLANNING	DDA Agreement, supply of Digital data from NTG	\$1,355.66
862.731-01	16/08/2018	VOCUS COMMUNICATIONS (AMCOM PTY LTD)	SEP 18 - Supply of Amcom fibre to Litchfield Council	\$1,329.40
860.1099-01	02/08/2018	DAVE'S MINI DIGGA HIRE	Clean out Drains, remove excess soil along numerous roads	\$1,320.00

Cheque No	Chq Date	Payee	Description	Amount
860.414-01	02/08/2018	TOTAL EXCAVATIONS	Secret Road - Remove logs, stump removal and placement of rocks on side road surface	\$1,320.00
860.506-01	02/08/2018	TURBO'S TYRES	Supply, fit and Disposal of 4 x tyres	\$1,251.25
861.70-01	09/08/2018	LOCAL GOVERNMENT ASSOCIATION NT	Parking Permits (pack of 50) x5	\$1,097.50
861.1414-01	09/08/2018	SULLY PTY LTD	Initial assessment and post maintenance	\$1,089.00
862.1414-01	16/08/2018	SULLY PTY LTD	Initial Asses & Post Maint insp, account details changed repayment of inv	\$1,089.00
860.1253-01	02/08/2018	CRAIG BURGDORF	Thorak - Repairs and service for JCB Backhoe	\$1,084.41
863.202-01	23/08/2018	MR I SUMMERS	Preparation & attendance as Chair Risk Management	\$1,054.90
862.36-01	16/08/2018	BRIDGE TOYOTA	Thorak - 20,000km Service Toyota Hilux	\$1,017.74
863.489-01	23/08/2018	STEEL WORK STEEL	Repairs and welding to compactor bin at HDWTS	\$990.00
860.825-01	02/08/2018	PRESTIGE AUTOMOTIVE ELECTRICAL	Rectify fault in battery box on Cat backhoe	\$939.40
860.1171-01	02/08/2018	BRANDIT NT	Small banner double sided	\$885.28
864.1436-01	30/08/2018	PACIFIC URBAN AUSTRALIA	Animal Catcher- Operation Pack - 4 x Net Heads	\$868.00
BPAY211	31/08/2018	RTM MOTOR VEHICLE REGISTRY - MVR	Registration CC45FT - Ford Ranger 12 mths	\$853.30
BPAY212	31/08/2018	RTM MOTOR VEHICLE REGISTRY - MVR	Registration CC45FS - Ford Ranger - 12mths	\$853.30
862.397-01	16/08/2018	INSTITUTE OF PUBLIC WORKS ENGINEERING	NAMS Membership Renewal 2018-2019	\$814.00
860.1130-01	02/08/2018	MAIR'S ONLY CLEANING	Cleaning for Howard Park Reserve and Knuckey Lagoon Reserve 30/7 & 3/8	\$770.00
862.1130-01	16/08/2018	MAIR'S ONLY CLEANING	Cleaning for Howard Park Reserve and Knuckey Lagoon Reserve 13/8 & 17/8	\$770.00
864.1130-01	30/08/2018	MAIR'S ONLY CLEANING	Cleaning Howard Park Reserve and Knuckey Lagoon Reserve 27/8 & 09/09	\$770.00
864.1246-01	30/08/2018	CARTRIDGE WORLD DARWIN	Ink cartridge for Humpty Doo Waste Station	\$753.00
862.1369-01	16/08/2018	SCHWARTZ FAMILY CO PTY LTD- CROWN PLAZA	Accommodation Perth - Aus Instit Animal Management Course	\$680.00
861.51-01	09/08/2018	SOUTHERN CROSS PROTECTION	Security services of Litchfield Council	\$678.13
862.860-01	16/08/2018	INTECH NT	New transmitter keys for remote on compactor HDWTS	\$662.20
864.1193-01	30/08/2018	NT SHADE & CANVAS	Playground Audit for Howard Park Reserve	\$660.00
862.165-01	16/08/2018	THINK WATER	Council Office Irrigation repairs - Replace sprinkler heads	\$640.29
864.1088-01	30/08/2018	TALENT PROPELLER	Recruitment Campaign Casual Operators - Expression of Interest	\$638.28
860.988-01	02/08/2018	FENCE MASTERS (NT) PTY LTD	Repair fence at Humpty Doo WTS	\$627.00
863.790-01	23/08/2018	BOBTOW TILT TRAY SERVICES	Removal of 3 burnt out Vehicles on Council land	\$616.00
863.1428-01	23/08/2018	HANNA'S COOLING PTY LTD (B&A HANNA	Repairs and Maintenance to Council Office Air-conditioning	\$616.00
863.1152-01	23/08/2018	LANE LASER PRINTERS PTY LTD	Envelopes for Annual Rate Notices	\$590.70
862.596-01	16/08/2018	AREA9 IT SOLUTIONS - HARDWARE	Call out Service Fees for two incidents/repairs	\$590.00
863.1023-01	23/08/2018	AUSLINE ENGINEERING	Repairs to Broken Head Frame on Slasher	\$577.50
860.1274-01	02/08/2018	GRACE RECORD MANAGEMENT (AUSTRALIA)	Records Storage - July 2018	\$573.53
861.279-01	09/08/2018	AUSTRALASIAN CEMETERIES & CREMATORIALS	Thorak - Membership 2018/2019	\$551.00

Cheque No	Chq Date	Payee	Description	Amount
861.1418-01	09/08/2018	R.M AUTOMOTIVE	Service 47618km for Hino Truck	\$540.55
864.1274-01	30/08/2018	GRACE RECORD MANAGEMENT (AUSTRALIA)	Records Storage - June 2018	\$506.59
00413177	15/08/2018	YVETTE CLARKE	Community Grant - Hit Sepsis for Six Cricket	\$500.00
863.1142-01	23/08/2018	OFFICEMAX AUSTRALIA LTD	Replenish Printing Paper, and Stationary	\$473.45
860.108-01	02/08/2018	RTM DEPARTMENT OF ATTORNEY GENERAL	APR-JUN Admin Fee - Fines Enforcement	\$440.00
860.1254-01	02/08/2018	TECON AUSTRALIA PTY LTD	Freds Pass Recreation Reserve – Building Compliance	\$440.00
00413173	01/08/2018	ACMA - AUSTRALIAN COMMUNICATIONS	UHF Licence fees renewal - Howard Springs	\$420.00
861.1330-01	09/08/2018	PAWS DARWIN LTD	July pound transfers as per agreement	\$390.00
861.78-01	09/08/2018	POWER & WATER CORPORATION	Knuckey's Lagoon Rec Reserve Water for: June 18	\$387.88
862.926-01	16/08/2018	JACANA ENERGY	Electricity Charges for Knuckey Lagoon - Apr, May and July 18	\$374.88
864.68-01	30/08/2018	KERRY'S AUTOMOTIVE GROUP	Holden Colorado CC45WB - 28,000km Service	\$369.00
860.1286-01	02/08/2018	IPAA VICTORIA (INSTITUTE OF PUBLIC)	2018-19 Victoria Fellowship Membership	\$368.50
863.842-01	23/08/2018	MR R J FREEMAN	Remove tyre from rims, LPG Cyl & Fire Extinguishers and make safe HDWTS	\$365.00
862.326-01	16/08/2018	EYESIGHT SECURITY P/L	Thorak - Security and Patrols June 18	\$357.50
863.36-01	23/08/2018	BRIDGE TOYOTA	Vehicle Service, Toyota Hilux CC30QO	\$352.00
863.855-01	23/08/2018	TENDERLINK	Tender for: Pavement Marking	\$345.40
862.752-01	16/08/2018	TOTALLY WORKWEAR PALMERSTON	Safety Work Wear PPE	\$340.00
862.946-01	16/08/2018	PALMERSTON REGIONAL BUSINESS	PRBA Membership Renewal 2018/2019	\$330.00
863.820-01	23/08/2018	CONSOLIDATED BEARING COMPANY (CBC)	Super Red Grease - 2 Boxes	\$317.50
861.134-01	09/08/2018	FIGLEAF POOL PRODUCTS	Thorak - water testing	\$313.80
861.205-01	09/08/2018	SAFE WAY TEST & TAG (DAVID MILNER)	Test & Tag appliances at MWF shed for compliance	\$313.50
863.560-01	23/08/2018	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - Casual Plant Operator	\$304.70
862.1373-01	16/08/2018	CAMS LANDSCAPING AND LANDCARE	Repairs for Howard Park Reserve Irrigation system	\$304.26
863.1076-01	23/08/2018	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	Debt Recovery Fees	\$303.05
861.187-01	09/08/2018	NORSIGN	Green on White, Dog registered sign	\$285.12
00413178	24/08/2018	ACMA - AUSTRALIAN COMMUNICATIONS	Licence renewal - Communications - Howard Springs	\$279.00
863.512-01	23/08/2018	SELTOR SHAW PLUMBING PTY LTD	Inspect and fix water leak at rear of Council Building	\$274.01
860.41-01	02/08/2018	ARNO'S TYRE SERVICE	Thorak - Replacement tyres	\$270.00
861.1023-01	09/08/2018	AUSLINE ENGINEERING	Repair frame on cement mixer	\$264.00
863.850-01	23/08/2018	HUMPTY DOO DEVELOPMENTS PTY LTD	Sewerage Charges 36 Vereker St - JUN-JUL	\$260.18
861.1396-01	09/08/2018	CSE CROSSCOM PTY LTD (T/A COMM8)	Tracking Access - July	\$255.20
864.1432-01	30/08/2018	ALLYCRAFT MODIFICATIONS	Thorak - Welding repairs to Aluminium Grate	\$240.00
860.162-01	02/08/2018	CIVICA PTY LTD	Civica Support - April 2018	\$236.78
861.61-01	09/08/2018	GREENTHEMES INDOOR PLANT & HIRE	Indoor plant hire - July 18	\$233.50
00413172	01/08/2018	LITCHFIELD COUNCIL PETTY CASH	Litchfield Council - Reimburse Petty Cash	\$226.65
860.220-01	02/08/2018	THE BIG MOWER	Thorak - Line Trimmer Parts	\$214.20

Cheque No	Chq Date	Payee	Description	Amount
860.1008-01	02/08/2018	OUTBACK BATTERIES P/L	Replace battery in YL Ranger ute Exide	\$206.10
860.85-01	02/08/2018	TELSTRA	Thorak- Phone Charges Jul 18	\$202.56
860.30-01	02/08/2018	TERRITORY SPRINGWATER PTY LTD	Thorak - Rental of 2 Tap water coolers for Chapel	\$196.00
861.874-01	09/08/2018	FIN BINS (VTG WASTE & RECYCLING)	Monthly rubbish removal at Howard Park	\$190.81
861.842-01	09/08/2018	MR R J FREEMAN	Remove tyres from rims at HDWTS	\$185.00
862.886-01	16/08/2018	MR R J FREEMAN	Remove tyres from rims at HDWTS	\$180.00
860.1142-01	02/08/2018	OFFICEMAX AUSTRALIA LTD	Quartet Whiteboard, with writing tools	\$176.54
863.941-01	23/08/2018	EVERLON BRONZE	Thorak - Plaque	\$174.90
860.515-01	02/08/2018	JC ELECTRONIC SECURITY PTY LTD	Security System, 7 Bees Creek Road - Repair to TV monitors	\$173.25
861.941-01	09/08/2018	EVERLON BRONZE	Thorak - Plaque	\$151.80
861.1076-01	09/08/2018	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	Debt Recovery Fees	\$151.80
860.1394-01	02/08/2018	DIAL BEFORE YOU DIG SA/NT INC	DBYD Monthly Variable Referral fee for June 18	\$144.76
863.55-01	23/08/2018	CHUBB FIRE & SECURITY PTY LTD	Litchfield Council Building. Alarm Call out	\$137.50
863.1008-01	23/08/2018	OUTBACK BATTERIES P/L	Supply 1 x 51BR-430 battery for zero turn mower	\$134.10
863.1291-01	23/08/2018	IPAA NT (PUBLIC ADMINISTRATION	2018/2019 IPAA Membership	\$130.00
864.886-01	30/08/2018	MR R J FREEMAN	Remove tyres from rims at HDWTS	\$125.00
864.1010-01	30/08/2018	A & J REGO INSPECTION SERVICE PTY LTD	Thorak - Onsite Registration Inspection Hino 920-546	\$123.20
863.671-01	23/08/2018	BURSON AUTOMOTIVE PTY LTD (COOLALINGA)	Rags and Insulation Tape	\$122.57
864.1143-01	30/08/2018	WORKPRO (RISK SOLUTIONS AUSTRALIA	Police Clearances for staff members	\$121.00
864.187-01	30/08/2018	NORSIGN	White on Red "Unmaintained Road" sign	\$116.69
861.126-01	09/08/2018	WATER DYNAMICS (NT) PTY LTD	Thorak - Replacement Sprinkler heads	\$107.71
00413174	07/08/2018	MR L W HOPGOOD	Dog Trap Refund	\$100.00
860.799-01	02/08/2018	WALGA (WA LOCAL GOV)	Position Description - Records Management	\$88.00
864.1142-01	30/08/2018	OFFICEMAX AUSTRALIA LTD	Everyday stand Desk and memory Floor mat	\$82.94
864.279-01	30/08/2018	AUSTRALASIAN CEMETERIES & CREMATORIALS	Thorak - Webinar Introduction to Grief Sadness	\$80.00
00413175	13/08/2018	MISS L MOWAT	Cat trap returned - 1	\$80.00
00413176	13/08/2018	MISS L MOWAT	Cat trap return - 2	\$80.00
861.1425-01	09/08/2018	MS I G TAYLOR	Dog bond refund	\$80.00
863.56-01	23/08/2018	COLEMANS PRINTING PTY LTD	Purchase of Self Inking "Approved" stamp	\$78.10
864.1319-01	30/08/2018	MOWER WORLD DARWIN	Service Husqvarna Chain Saw	\$76.25
862.56-01	16/08/2018	COLEMANS PRINTING PTY LTD	Self-Inking stamp "Received"	\$74.80
860.1344-01	02/08/2018	PROSEGUR AUSTRALIA PTY LTD	Collection of monies from Office Premises	\$71.50
862.1344-01	16/08/2018	PROSEGUR AUSTRALIA PTY LTD	Collect money from Office Premises	\$71.50
863.1344-01	23/08/2018	PROSEGUR AUSTRALIA PTY LTD	Collection of monies from Office Premises	\$71.50
861.1130-01	09/08/2018	MAIR'S ONLY CLEANING	Cleaning for Knuckey Lagoon 06 & 10/8/18	\$70.00
863.1130-01	23/08/2018	MAIR'S ONLY CLEANING	Cleaning for Knuckey Lagoon 20 & 24/8/18	\$70.00
861.1421-01	09/08/2018	MRS B M HONEY	Reimbursement for Police History	\$70.00
862.1245-01	16/08/2018	RURAL RUBBISH REMOVAL	JUL 18 - Rubbish Bins emptied at Knuckey's Lagoon	\$66.00

Cheque No	Chq Date	Payee	Description	Amount
864.453-01	30/08/2018	PRECISION ENGRAVING	Wooden Name Bar including engraving	\$60.00
861.220-01	09/08/2018	THE BIG MOWER	Thorak - Line Trimmer parts - from back order	\$56.40
860.287-01	02/08/2018	HARVEY DISTRIBUTORS	Thorak - Orange hand scrub	\$55.19
862.506-01	16/08/2018	TURBO'S TYRES	Repair 12' Mower Tyre	\$52.80
00413179	29/08/2018	LILY PURDON	Litchfield Regional Award- Young Territory Author	\$50.00
864.1437-01	30/08/2018	MR G C WALL	Key return	\$50.00
861.1426-01	09/08/2018	MS S Tuckey	Key Refund, after being returned	\$50.00
863.30-01	23/08/2018	TERRITORY SPRINGWATER PTY LTD	Thorak - 15 Litres Bottled water	\$42.00
862.565-01	16/08/2018	CURBY'S (NT) PTY LTD	Name Badges with Magnet and Acrylic Over	\$39.60
863.522-01	23/08/2018	FARMWORLD NT PTY LTD	Frame Assembly Filter for Slasher	\$34.20
863.1294-01	23/08/2018	CLEAN FUN PTY LTD (DARWIN LAUNDRIE	Laundry Services for Linen from Chambers	\$27.50
864.1076-01	30/08/2018	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	Debt Recovery Fees	\$11.00
864.189-01	30/08/2018	HD ENTERPRISES P/L (HD PUMP SALES	Screws for Board to hang/arrange Hand Tools	\$7.99
TOTAL				1,666,360.59

CREDIT CARD TRANSACTIONS

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

Staff Member	Cost Code	Details	Gross (\$)	GST (\$)
Kaylene Conrick CEO	3050.310.645	Paystay - Carparking 03/08/18	\$10.00	\$0.91
	3050.310.645	Paystay - Carparking 14/08/18	\$10.00	\$0.91
	3050.310.645	Sealink - Ferry travel - TOPROC	\$26.26	\$2.39
Deborah Branson Executive Assistant	3130.340.500	Booktopia - Corporate Books	\$28.70	\$2.61
	3200.310.644	Qantas - Flights LGANT ETIRG Meeting	\$700.62	\$63.70
	3020.330.620	Coles - Chambers Incidentals	\$50.56	\$1.06
	3020.330.620	Woolworths - Berry Springs morning Tea	\$14.10	\$0.55
	3020.340.673	Chianti & Coffee - Berry Springs Senior Morning Tea	\$32.00	\$ -
	3020.330.620	Coles - Chambers Incidentals	\$2.50	\$0.23
	3130.350.515	Virginia Tavern - Senior Staff Catering	\$40.00	\$3.64
	3130.340.500	John Wiley & Sons - Corporate Books	\$109.60	\$9.96
	3020.340.673	The Bookshops Books - Civic Duties	\$116.96	\$10.63
	4040.310.644	Webjet - Travel Reg Services Manager	\$854.93	\$4.13
	3400.310.644	IAP2 Training – Planning & Development Manager	\$605.00	\$55.00
	3400.310.644	IAP2 Training - Community Engagement Advisor	\$770.00	\$70.00
	3130.350.515	Muffin Break - Senior Staff - Catering	\$6.90	\$0.63
	3020.330.500	Vision 6 - Councillor Bulletin	\$9.90	\$0.90
Karina Gates Finance Manager	3130.310.644	Trybooking - Fit for Purpose APS Seminar	\$55.30	\$5.03
	3121.350.640	Skymesh - Satelite services	\$74.75	\$6.80
	3050.310.644	Site Skills - HSR Representative Training	\$750.00	\$68.18
	3130.310.645	Qantas - Flights RTN - Finance Reference Group Meeting	\$700.62	\$63.70

Staff Member	Cost Code	Details	Gross (\$)	GST (\$)
Glen Byrnes Waste Manager	W4238.0030	Dimet Tools - Plastic Strapping	\$77.60	\$7.05
	W4414.0120	Kmart Tyre Auto - Repair puncture	\$35.00	\$3.18
	3410.350.515	Woolworths - Staff Amenities and Cleaning items	\$75.18	\$1.45
	3430.622.420	Think Water - Nozzles and Hose for Sprinklers	\$25.30	\$2.30
	3430.621.420	NewsXpress - Receipt Book	\$20.99	\$1.91
	3430.350.515	Woolworths - Cleaning items	\$16.00	\$1.45
	3410.350.640	Protex - Phone Cover for replacement Iphone	\$35.00	\$3.18
	W4414.0120	Kmart Tyre Auto - Replacement tyre	\$164.00	\$14.91
Justin Dunning MWF Manager	3800.350.560	Woolworths - Cleaning Products	\$37.47	\$3.41
Vicky Wellman Thorak Manager	2300.525.573	Jaycar - USB and Charging Lead	\$29.90	\$2.72
	2300.525.574	Repco Pinelands - Air Filter	\$47.85	\$4.35
	2300.350.640	Skymesh - Satellite service provider	\$219.94	\$19.99
Sharon McTaggart Regulatory Services Manager	4040.435.562	Kmart - Phone charger cable	\$32.15	\$2.92
	4040.435.562	Dangerous Dog Collars - Assorted Sizes	\$169.90	\$ -
	4040.310.645	Australian Institute of Animal Management Registration AIAM Workshop	\$25.00	\$2.27
TOTAL			\$ 5,979.98	\$ 442.05

Links with Strategic Plan

An effective and sustainable Council

Recommending Officer: **Diana Leeder, Acting Director Community and Corporate Services**

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

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday, 26 September 2018

15 Officers Reports

- 15.1 Place Names – 10 Secrett Road Subdivision
- 15.2 September 2018 Summary Planning and Mining Report
- 15.3 PA2018/0232, a Concurrent Application to Rezone from Zone R (Rural) to Zone RL (Rural Living) and subdivide to create 3 lots at Section 4331 (100) Mulgara Road, Berry Springs, Hundred of Strangways
- 15.4 Appointment of Deputy Mayor
- 15.5 National Election Advocacy
- 15.6 Litchfield Council 2018 Community Survey
- 15.7 December Council Meetings
- 15.8 Southport Drainage Planning Study Revision
- 15.9 Mobile Work Force Shed Construction Update
- 15.10 Award Contract – RFT18-170 Bituminous Surface Repairs
- 15.11 Award Contract - RFT18-168 Litchfield Council Reseal Various Roads
- 15.12 Rating Policy Review Project
- 15.13 Street Lighting Update



COUNCIL REPORT

Agenda Item Number:	15.1
Report Title:	Place Names – 10 Secrett Road Subdivision
Meeting Date:	26/09/2018
Report Number:	18/0137
Attachments:	Attachment A – Developer’s Submission Attachment B – Map of New Road

Purpose

The purpose of this report is to refer to Council a request for support to the NT Place Names Committee for the new road in an approved subdivision off Secrett Road, Knuckey Lagoon.

Summary

As part of a new subdivision, one new road is being created off Secrett Road in Knuckey Lagoon. The developer has requested comments from Council regarding a proposal to name the road and has provided four potential road names.

Recommendation

THAT Council:

1. support the proposed names of Kerr, Thunder and Cycadas as possibilities for names for the new road within the subdivision; and
2. provide a letter of comment detailing the above resolution to support the naming of the roads to the developer to provide to the NT Place Names Committee.

Background

Overview

In May 2017, a Development Permit was issued to subdivide Section 3319 (10) and 3320 (30) Secrett Road, Knuckey Lagoon into eight lots. The subdivision includes one new road as shown in Attachment B. The new road comes off Secrett Road, servicing eight lots and will terminate in a cul-de-sac within the subdivision.

Proposal

The developer has provided to Council four potential names for the new road. The four potential names in order of preference are included in Attachment A, along with the applicant’s explanation regarding the selection of the names. The names are Kerr, Thunder, Turkey and Cycad.

Assessment

The Place Names Committee will determine the type of road that will accompany the approved road name (Street, Drive, etc.) in accordance with Australian Standards. It appears that the applicant's proposed names of Kerr and Turkey do not meet the Place Names Committees guidelines for naming of places.

The guidelines state that "Names should not duplicate or nearly duplicate either in sound or spelling an existing name in the same local government area or an adjacent locality or suburb in an adjoining local government area". There is an existing Kerr Road in the adjacent jurisdiction of Coomalie Council, in Eva Valley, noting that the road itself is a significant distance from Litchfield Council boundaries. However, it would appear that Kerr may not meet the Place Names Guidelines due to the street in the adjacent jurisdiction.

Thunder, whilst similar to Thunderman Road in the jurisdiction of Nhulunbuy, does not conflict with any other guidelines for the naming of places. The applicant has indicated that the proposed name Thunder is to represent the Territory climate. The application states that Knuckey Lagoon has a high volume of Ironstone in the ground which they state attracts thunder.

There is currently a Turkeybush Way in the adjacent jurisdiction of Palmerston as well as an Aboriginal Community and 27 Features with the name Turkey. As the name Turkey is nearly duplicated in the adjacent jurisdiction and used to name multiple other Features, it is considered that Turkey is overused in the Northern Territory and would not be appropriate.

Cycad duplicates with Cycad Place, which is in the jurisdiction of Alice Springs only and does not conflict with any other guidelines for the naming of places. The applicant has indicated that this name represents many species of native plants with a huge number of them being located in the Knuckey Lagoon area and Knuckey Lagoon Recreational Reserve.

The names Thunder and Cycad are considered eligible and appropriate for the road within the subdivision, while it would be up to the Place Names Committee to determine if the distance between the proposed Kerr road in Litchfield Council and Kerr Road in Eva Valley in Coomalie Council.

Summary

It is recommended that Council support the presentation of the names Thunder, Cycad, and Kerr for the new road within the Secrett Road subdivision for determination of consistency with the NT Place Names Guidelines.

The outcome of the resolution from this report will be provided to the developer to include with the application to the NT Place Names Committee for the formal naming of the road. The NT Place Names Committee would then carry out activities in accordance with the Place Names Act to name the new portion of road.

Links with Strategic Plan

Priority # 1 – Everything you need.

Legislative and Policy Implications

The developers of the subdivision are requesting comment from Council, in accordance with Council Policy TS03 Place Names Policy, to name new roads.

Risks

Not applicable to this report.

Financial Implications

Not applicable to this report.

Community Engagement

Not applicable to this report.

Recommending Officer: Nadine Nilon, Director Infrastructure and Operations

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

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



COUNCIL REPORT

Agenda Item Number:	15.2
Report Title:	September 2018 Summary Planning and Mining Report
Report Number:	18/0147
Meeting Date:	26/09/2018
Attachments:	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 with a summary of development and mining applications received, and comments provided for the period of 4 August 2018 to 7 September 2018.

Summary

For the noted period, Council provided comments on 7 development applications, none of which are provided as full reports in this Council agenda. Of the applications, 2 were supported subject to normal Council conditions, 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 did not provide comments on any mining applications.

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

Recommendation

THAT Council:

1. receives the September 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 4 August 2018 to 7 September 2018.

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	2
Development applications supported, subject to specific issues being adequately addressed	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 and a Development Permit issued, the applications may be subject to Council's normal Development Permit conditions, including, but not limited to, access and stormwater drainage.

Development Applications supported, subject to normal Council conditions

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

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

Application Number and Address	Purpose and Summary
P42018/0315 Section 1773 (1105) Anzac Parade, Middle Point, Hundred of Guy	Solar PV farm ancillary to existing aquaculture (barramundi farm) and clearing of native vegetation. The application proposes to clear 4.5ha of vegetation to install a solar farm to support the Humpty Doo Barramundi Farm. Environmentally sustainable business practices are supported appropriate to the proposed use. There are not expected to be any negative impacts upon the amenity of the locality or Council infrastructure as a result of the proposal.
PA2018/0334 Section 1711 and Section 1712 (1845) Stuart Highway and (75) Elizabeth Valley Road, Noonamah, Hundred of Strangways	Subdivision to create two lots (boundary realignment) This application proposes to realign a boundary between two properties with the same owner to separate an existing single dwelling from the remainder of the property, which was historically used for cattle agistment.

	The proposal is suitable to the zone and there are not expected to be any negative impacts upon Council infrastructure.
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Development Applications supported, subject to specific issues being adequately addressed

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

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

Application Number and Address	Purpose and Summary	Specific Issues to be Addressed
PA2018/0318 Section 6493 (425) Stuart Highway, Coolalinga, Hundred of Bagot	Change of use from shops to leisure and recreation (gym) (tenancy 1) and office (tenancy 8) The application proposes to change the use of units within the Coolalinga Central shopping complex from shops to a gym and a politician's office.	There are no physical changes proposed to the external form of the site. There are not expected to be any negative impacts upon Council infrastructure. Support is provided for this proposal upon the applicant's presentation of surplus car parking existing on the subject site. Should Development Assessment Services determine there is a shortfall of required car parking spaces, the application would not be supported.
PA2018/0321 Section 7449 (2) Mander Road, Holtze, Hundred of Bagot	Illuminated sign The application proposes an illuminated sign 7.6m ² in area located on top of a blockwork base. The total height of the sign is 6.42m. The sign is proposed to be located on the Stuart Highway frontage of the site, approximately 23m from the highway.	While the application proposes an illuminated sign that exceeds the maximum illuminated sign size by 2.6m ² , the illuminated sign area is considered to have a minimal impact on the locality, which is primarily light industrial and away from residential uses. There are not expected to be any negative impacts upon Council infrastructure. The illumination for signs clearly visible from major street corridors can be

		supported only on the basis that the sign message is not regularly changing or flashing, so as not to be a distraction to passing drivers. Further, support is based on the expectation that only the noted LED portion of the overall sign is intended to carry advertising signs. Any additional signs on the portion of the sign designated as "blockwork" would be considered to be in excess of the intent of the sign regulations.
PA2018/0327 Section 1615, Middle Point, Hundred of Guy	<p>Alterations to existing mooring facility, including ticket sales outlet and passenger lounge</p> <p>The application proposes to replace an existing demountable structure used as a ticket office with an elevated structure with verandah that will serve as a new ticket office and passenger service area.</p>	The application is in keeping with the existing leisure and recreation use of the site and is not expected to have any effect upon the amenity of the surrounding neighbourhood or Council infrastructure.
PA2018/0335 Section 5402 (25) Gerald Road, Virginia, Hundred of Strangways	<p>Excavation and Fill (Stockpile)</p> <p>This is a retrospective application for excavation and fill on the site that has been undertaken to create a flatter area for construction of a dwelling and shed, as well as a stockpile of soil.</p>	The application can be made suitable for the subject site provided appropriate stormwater drainage measures are instituted on site. Council requires more information on the stormwater drainage measures in use and proposed to ensure the use is appropriate and has requested conditions on any Development Permit issued to ensure that these works are approved and undertaken appropriately.

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

There were no development applications in this 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.

Application Number and Address	Purpose and Summary	Reasons for objection
PA2018/0346 Section 3038 (39) Currawong Drive, Howard Springs, Hundred of Bagot.	<p>Carport addition to an existing single dwelling with a reduced side setback.</p> <p>This application proposes to replace an existing structure used as a carport that was damaged from Cyclone Marcus. The application seeks a setback reduction from 10m to 2.9m on the southern boundary. The carport was constructed as a part of a previously approved Development Permit, which allowed a reduction of a 5m setback only. Additionally, the roof of the proposed structure will overhang a further 900mm resulting in a 2m distance between the proposed structure and the property boundary.</p>	<p>There is an objection to this application as there are no special circumstances for non-compliance with the NT Planning Scheme. The structure being replaced was not compliant with the original Development Permit and the variations provided within that Permit. In addition, the application is proposing an additional roofed area, further infringing on the setback to the adjacent lot.</p>

MINING APPLICATIONS

There were no mining applications in this time period.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report

Risks

Not applicable to this report

Financial Implications

Not applicable to this report

Community Engagement

Not applicable to this report

Recommending Officer: Nadine Nilon, Director Infrastructure and Operations

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

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COUNCIL REPORT

Agenda Item Number:	15.3
Report Title:	PA2018/0232, a Concurrent Application to Rezone from Zone R (Rural) to Zone RL (Rural Living) and subdivide to create 3 lots at Section 4331 (100) Mulgara Road, Berry Springs, Hundred of Strangways
Report Number:	18/0141
Meeting Date:	19/09/2018
Attachments:	Attachment A: Council's letter of comment for PA2018/0232, a Concurrent Application to Rezone from Zone R (Rural) to Zone RL (Rural Living) and subdivide to create 3 lots at Section 4331 (100) Mulgara Road, Berry Springs, Hundred of Strangways. Attachment B: Concurrent Application PA2018/0232.

Purpose

The purpose of this report is to provide a summary and assessment to Council of PA2018/0232, a Concurrent Application to Rezone from Zone R (Rural) to Zone RL (Rural Living) and subdivide to create 3 lots at Section 4331 (100) Mulgara Road, Berry Springs, Hundred of Strangways.

Summary

The report presents for Council endorsement a Letter of Comment provided to the consent authority on 17 August 2018, included as Attachment A, on PA2018/0232, an application for rezoning and subdivision included as Attachment B.

This report concludes that Council should support the application as the proposal to rezone the site to Zone RL (Rural Living) is in keeping with adjacent and nearby development and the subdivision provides lots exceeding the minimum lot size with viable opportunity for driveway accesses and no stormwater drainage concerns.

Recommendation

THAT Council:

1. receives and notes the report and
2. endorses Attachment A, Council's Letter of Comment for PA2018/0232, a Concurrent Application to Rezone from Zone R (Rural) to Zone RL (Rural Living) and subdivide to create 3 lots at Section 4331 (100) Mulgara Road, Berry Springs, Hundred of Strangways.

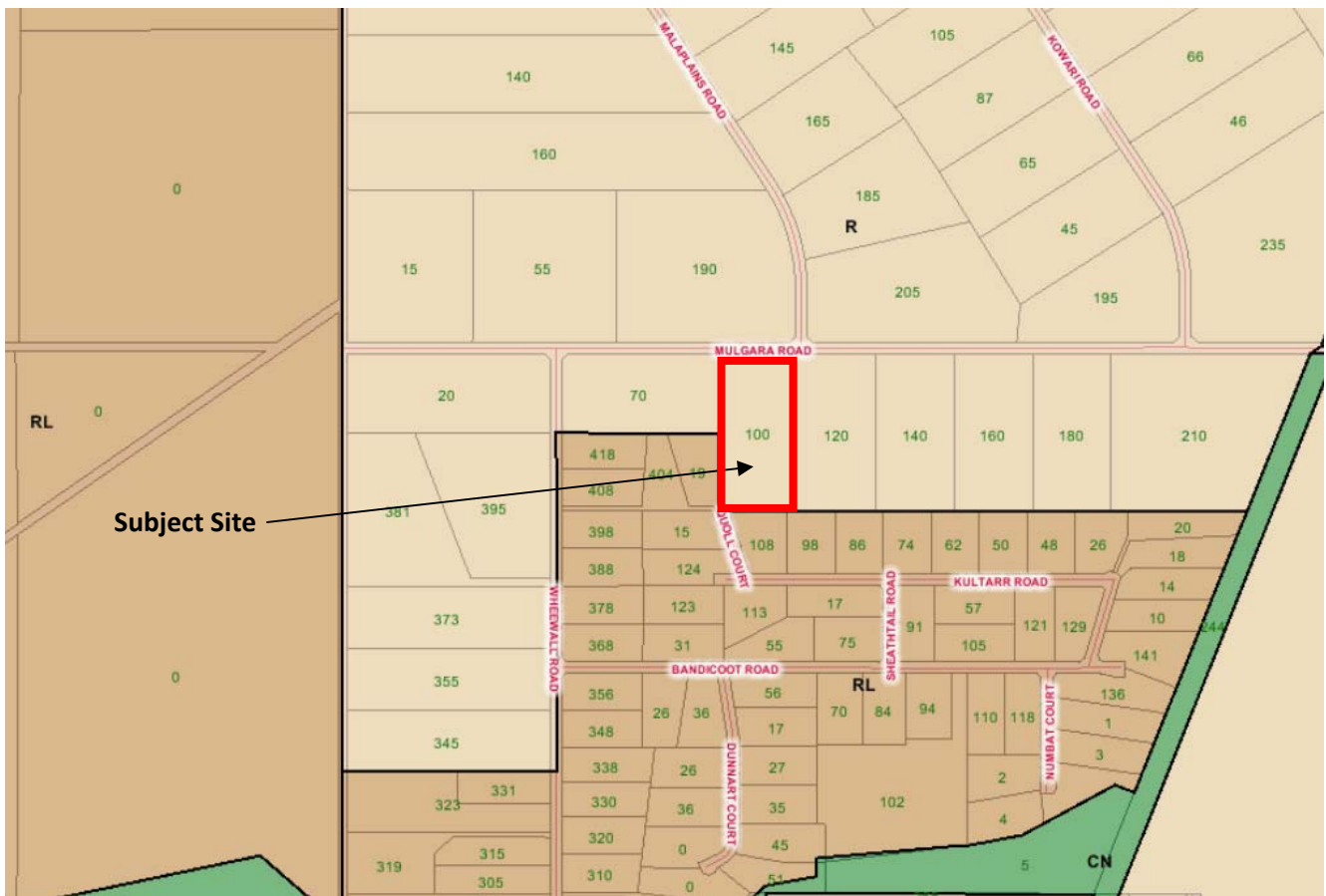
Background

Site and Surrounds

The subject site is an 8.12 hectare parcel currently developed with a single dwelling in the southern portion of the site. The block has direct road frontage to Mulgara Road to the north and Quoll Court to the south.

The site is located in Zone R (Rural). Parcels to the east and north are located in Zone R (Rural) and are generally developed with single dwellings. Parcels to the south comprise an area of land in Zone RL (Rural Living) and are generally 2 hectare parcels also developed with single dwellings. Land adjoining the site to the west comprises one parcel each of land in Zone R (Rural) and land in Zone RL (Rural Living) while the broader land area to the west is also a mix of land in both zones.

A zoning map of the locality is provided below.



Source: NT Atlas and Spatial Directory

Site Development History

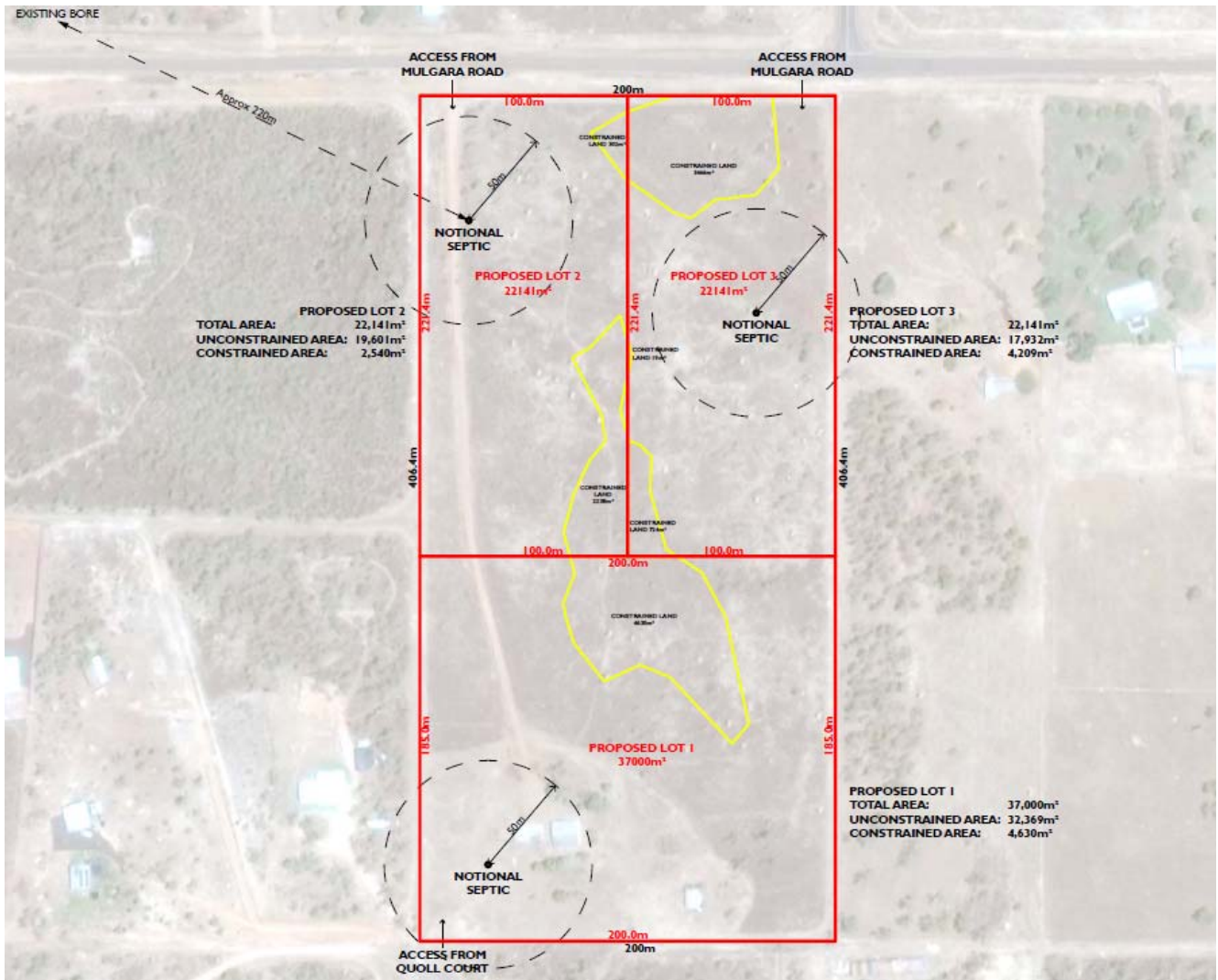
There is no past planning history for the site.

Current Proposal

The application proposes to rezone the site from Zone R (Rural) to Zone RL (Rural Living).

The application then proposes to subdivide the site into three parcels. Two parcels of 2.21 hectares are each proposed to front Mulgara Road and a remainder parcel of 3.7 hectares in the south that would access onto Quoll Court.

The proposed plan of subdivision is provided below.



Source: PA2018/0232

Application Assessment

In Zone R (Rural), the minimum lot size is 8 hectares, in Zone RL (Rural Living) the minimum lot size is 2 hectares. There are minor differences in the type of land uses permitted in the two zones. As the site is directly adjoining land in Zone RL (Rural Living), the surrounding area is also largely developed with land in Zone RL (Rural Living), and the land can support the lot sizes permissible in Zone RL (Rural Living), it is considered that the proposal for rezoning is in keeping with the expected development of the subject locality.

The proposed plan of subdivision provides three lots all exceeding the minimum size requirements of land in Zone RL (Rural Living). All lots have direct road frontage and are able to be provided with appropriate accesses. There are no stormwater drainage concerns with the subject site.

Conclusion

It is recommended that Council support the application as the proposal to rezone the site to Zone RL (Rural Living) is in keeping with adjacent development and development generally in the locality and the subdivision provides lots exceeding the minimum lot size with viable opportunity for driveway accesses and no stormwater drainage concerns.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report.

Risks

Not applicable to this report.

Financial Implications

Not applicable to this report.

Community Engagement

Not applicable to this report.

Recommending Officer: Nadine Nilon, Director Infrastructure and Operations

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

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COUNCIL REPORT

Agenda Item Number:	15.4
Report Title:	Appointment of Deputy Mayor
Report Number:	18/0136
Meeting Date:	26/09/2018
Attachments:	Nil

Purpose

This report seeks an appointment of Deputy Mayor for 12 months from 26 September 2018 until the Ordinary Council meeting in September 2019.

Summary

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

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

At the meeting the Mayor will call for nominations.

Recommendation

THAT Council appoint Councillor as Deputy Mayor for a twelve-month term, ending at the Ordinary Council meeting held in September 2019.

Background

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

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

Links with Strategic Plan

Good Governance – A Well Run Council

Legislative and Policy Implications

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

The Local Government Act Section 43 (2) states:

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

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

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

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

Council's EM01 Elected Members policy s 4.3.4 states:

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

Risks

There are no identified risks associated with this matter.

Financial Implications

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

Community Engagement

Not Applicable

Recommending Officer: Silke Maynard, Acting Chief Executive Officer

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

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COUNCIL REPORT

Agenda Item Number:	15.5
Report Title:	National Election Advocacy
Report Number:	18/0138
Meeting Date:	26/09/2018
Attachments:	Attachment A Letter from Mayor Damien Ryan, President LGANT Attachment B Letter from ALGA President Attachment C Campaign Infographic

Purpose

This report presents Council with a letter from the President of the Local Government Association of Northern Territory (LGANT) requesting Council's support for a National Election Advocacy campaign developed by the Australia Local Government Association (ALGA) to restore Financial Assistance Grants (FAGs) to at least 1% of Commonwealth taxation revenue.

Summary

Mayor Damien Ryan, President LGANT recently wrote to Mayor Bredhauer requesting Council's support for a ALGA National Election Advocacy campaign, leading up to the next federal election, to restore FAGs to at least 1% of Commonwealth taxation revenue, levels that were last seen in 1996.

ALGA has four strategic policy priority areas, with the restoration of a higher level of recurrent funding to local government through the FAGs grants, a key focus of its priority to strengthen local government financial sustainability.

The current campaign calls upon councils to demonstrate the sector's support to urgently repair this important funding assistance to local government with mayors and councillors completing an online form, which will take 5 minutes or less: [Support ALGA Advocacy Campaign 2018](#) to indicate how any additional funds could be spent.

This report recommends that Council supports the campaign.

Recommendation

THAT Council

1. supports the Australian Local Government Association's campaign calling for the next federal government to restore Financial Assistance Grants to at least 1% of Commonwealth taxation revenue;
2. participates in the survey with the Mayor completing the survey on behalf of Council;
3. encourages each Elected Member to also complete the survey and support the campaign; and
4. writes to the President of the Local Government Association of Northern Territory to inform the Association of Council's resolution.

Background

Founded in 1947, the Australian Local Government Association (ALGA) is the national voice of local government, representing 537 councils across the country. In structure, ALGA is a federation of state and territory local government associations. ALGA's members include:

- Local Government NSW
- Local Government Association of Northern Territory (LGANT)
- Local Government Association of Queensland
- Local Government Association of South Australia
- Local Government Association of Tasmania
- Municipal Association of Victoria
- Western Australian Local Government Association

ALGA's four strategic priorities are to:

- strengthen local government financial sustainability
- strengthen regions and cities
- ensure infrastructure meets the needs of local communities
- strengthen innovation and digital transformation in local government

As part of the lead up to the next federal election, ALGA is coordinating a campaign to lobby government and prospective governments, on key sector-wide issues.

Ahead of the next federal election, ALGA will be running a campaign calling for the next federal government to restore Financial Assistance Grants to at least 1% of Commonwealth taxation revenue, levels that were last seen in 1996.

The LGANT President Damien Ryan, Mayor Alice Springs Town Council has written to all mayors and presidents of NT councils to enlist councils support for the campaign.

The letter calls to action each council to demonstrate the sector's support by the mayors and councillors completing an online form, which will take 5 minutes or less: <http://bit.ly/SupportALGAAdvocacy>. In addition to the usual survey questions such as name, position and council, the survey asks one key question only:

"What is one thing your council could do if you received up to double of your Financial Assistance Grants funding? (e.g. upgrade local park, fix bike paths, implement a community program...)"

Further details about the campaign and FAGs can be found online at <http://regional.gov.au/local/assistance/index.aspx>

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

The Australian Government provides FAGs to local government for roads and other local government services. Assistance is paid in two parts; a general-purpose grant and untied local road funding. Local governments can spend both forms of funding according to their own priorities.

Risks

There are no identified risks associated with this matter.

Financial Implications

The table below indicates Council's FAGs for the financial year between 2012/13 – 2018/19.

The Roads funding is based on the length of roads, strategic importance and other formulae.

The General-Purpose grant is based on population, social demographic data and other criteria.

Year	Federal Financial Assistance Grant - ROADS	Federal Financial Assistance Grant - GENERAL	TOTAL	Annual variance
2012/13	2,236,869.00	420,088.00	2,656,957.00	
2013/14	2,513,499.00	440,575.00	2,954,074.00	11%
2014/15	2,558,545.00	460,654.00	3,019,199.00	2%
2015/16	2,491,993.00	464,608.00	2,956,601.00	-2%
2016/17	2,458,581.00	481,109.00	2,939,690.00	-1%
2017/18	2,529,919.00	497,886.00	3,027,805.00	3%
2018/19	2,627,149.00	545,220.00	3,172,369.00	5%

Community Engagement

ALGA will be running a national advocacy campaign including media.

Recommending Officer: Silke Maynard, Acting Chief Executive Officer

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

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



21 August 2018

Mayor Maree Bredhauer
Litchfield Council

Via email: maree.bredhauer@litchfield.nt.gov.au

Dear Maree

HOW YOUR COUNCIL CAN GET BEHIND THE NATIONAL ELECTION ADVOCACY

The next Federal election, due by May next year, offers a golden opportunity for your council to make its voice heard on behalf of the sector and your community.

We know that the pressing need for a strong, reliable flow of Federal funds into local infrastructure – the roads, parks, libraries and other assets that make up the fabric of your community – is a major priority for local government.

You can help to make it a priority for the Commonwealth as well.

The Australian Local Government Association (ALGA) will soon begin its national Federal election advocacy campaign to advance our sector's national election priorities for the next Federal election.

ALGA will be calling for '1% plus partnership programs' – this calls for the next Federal government to restore core local government funding of Financial Assistance Grants (FAGs) to at least 1% of Commonwealth taxation revenue and add funding for partnership programs where agreed.

A federal election campaign is an invitation to fight for a fairer go regarding FAGs. Funding under these grants amounted to 1% of total Commonwealth revenue in 1996. That has since been eroded so that, now, they amount to just 0.55%.

The result, of course, is that local communities are worse off and not getting as much money from the Commonwealth to fund the assets they rely on to help them in their day-to-day lives.

More information about this election priority is available in this letter from ALGA President, Mayor David O'Loughlin: <http://bit.ly/ALGAPresident-FedElection>

For our best chance to get this across the line, we must demonstrate the support of all councils for ALGA's call to urgently repair this important FAGs funding to local government.

I urge you to confirm your council's support by **completing this form, which will take 5 minutes or less:** <http://bit.ly/SupportALGAAdvocacy>

Telephone (08) 8944 9688
Fax (08) 8941 2665
Website www.lgant.asn.au

21 Parap Road, Parap, NT, 0820
PO Box 2017, Parap, NT, 0804

If we are successful in getting a commitment to '1% plus partnership programs', every single council in Northern Territory and across the country will benefit, so it is worth our while to get behind this 100%.

I have personally completed the form and I hope you do too.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ryan', with a large, stylized initial 'R'.

Mayor Damien Ryan
President

Cc: *Kaylene Conrick CEO*
kaylene.conrick@litchfield.nt.gov.au

9 August 2018

Dear Colleagues,

RE: URGING YOU TO GET BEHIND ALGA'S NATIONAL ADVOCACY

ALGA will soon begin its federal election advocacy. Although we are technically still in a pre-election period, this is the best time for us to advance our priorities while still catching politicians in election mode.

ALGA's headline election advocacy priority will be to secure a better deal on federal funding for local government from the next federal government.

In doing this, ALGA will be calling for '1% plus partnership programs' – this calls for the next federal government to restore core local government funding of Financial Assistance Grants (FAGs) to at least 1% of Commonwealth taxation revenue and add funding for partnership programs where agreed.

In 1996 the funding provided under the FAGs program was equal to around 1% of Commonwealth taxation revenue. Today the figure has fallen to just under 0.55%. Over the same period the demands on councils have increased substantially.

To make matters worse, the financial sustainability of councils is further destabilised by state-imposed constraints such as rate-capping and cost shifting.

While we will always strive to do the very best for our communities with the resources we have, there is no denying that our capacity to raise revenue has never been so compromised. And with our share of the national tax pool eroded by successive governments of both persuasions, it should be no surprise that our sector has a vast and growing infrastructure renewal gap which partnership programs alone cannot fill.

This is why, on your behalf, ALGA will call upon all parties at the next federal election to commit to restoring a more sustainable approach to federal FAGs funding for local government.

For our best chance to get this across the line, it is imperative for us to demonstrate the sector's support for our call to urgently repair this important funding assistance to local government – and we need your help.

All you need to do is confirm your council's support by completing this form, which will take 5 minutes or less: <http://bit.ly/SupportALGAAadvocacy>

Here is why your council should get behind this – <http://bit.ly/ALGAFedElectionInfographic>

Your support via completing this form will be used by ALGA in its advocacy activities to make a strong case to the current Federal Government, Opposition and federal election candidates to regard this as a top priority in the next election.

If we are successful in getting a commitment to '1% plus partnership programs', every single council across the country will benefit so it is worth our while to get behind this 100%.

I have personally completed the form and I hope you do too.

Yours sincerely,



Mayor David O'Loughlin
President, Australian Local Government Association

THIS ELECTION, ALGA IS CALLING ON THE FEDERAL GOVERNMENT TO RESTORE **FINANCIAL ASSISTANCE GRANTS FUNDING TO A LEVEL OF AT LEAST**

1% OF COMMONWEALTH TAXATION REVENUE

WHY YOUR COUNCIL SHOULD SUPPORT ALGA'S CALL FOR A BETTER FUNDING DEAL

1



Financial assistance grants (FAGs) are **untied in the hands of your council** and can be used to address local priorities.

2



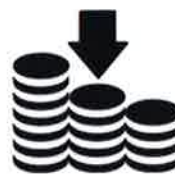
FAGs can be used for **diverse council projects** like roads, bridges, parks, pools and halls as well as providing services to the young, the elderly and local community and sporting groups.

3



In 1996 FAGs funding was equal to around 1% of Commonwealth taxation revenue (CTR). Today the figure has fallen to just **under 0.55%**.

4



This has left your council **worse off** as FAGs funding has not kept pace with the growth seen in CTR or with the increased demand for services and infrastructure in local communities.

5



The result is increased pressure on rates and your council's budget making it **harder** to maintain community services and infrastructure.

CONFIRM YOUR COUNCIL'S SUPPORT

IT WILL TAKE LESS THAN 5 MINUTES

CLICK → <http://bit.ly/SupportALGAAdvocacy>

designed by Melbourne



COUNCIL REPORT

Agenda Item Number:	15.6
Report Title:	Litchfield Council 2018 Community Survey
Report Number:	18/0140
Meeting Date:	26/09/2018
Attachments:	A - Litchfield Council Community Survey 2018 Report

Purpose

This report provides Council with the results from the 2018 Community Survey.

Summary

The Annual Community Survey is an opportunity for Council to receive feedback from its residents and ratepayers on Council's performance.

As an annual key performance indicator, the Community Survey is a strong engagement tool to assess:

- Community satisfaction with Council services
- If Council is meeting community expectations
- Areas for improvement
- Understanding community needs

The 2018 Community Survey questions and response options were further developed from last year's survey to have a true indication of satisfaction and removed the option of average as an answer.

The questions in the 2018 Community Survey explore community perception on importance and satisfaction with Council's service, strategic direction and Council advocacy.

The 2018 Community Survey results will be used as success measures in the 2017/18 Annual Report and are just one piece of community feedback that contributes to the development of Council's Annual Plan.

Recommendation

THAT Council receives and notes the results from the 2018 Litchfield Council Community Survey.

Background

In 2008 and 2012 Council engaged an external company to undertake a community survey. Both surveys yielded a high response rate and provided Council with an overview of ratepayer satisfaction with Council and areas of improvement.

In 2015, whilst under official management, Council undertook an informal survey at the Annual Freds Pass Show with limited questions yielding a low response rate.

In 2017, Council developed an Annual Community Survey to capture valuable community data that will guide future priorities for Council and establish a benchmark for future surveys.

The 2018 Community Survey was promoted to residents through Council's online community engagement system 'Your Say', social media, website, press advertising, radio interviews, posters and pop up stalls at the Waste Transfer Stations and at the Freds Pass Rural Show.

Litchfield residents were encouraged to complete the survey through the online engagement system 'Your Say'. Considerations were given to those without computers with an option to complete the survey at the Council office, pop up stalls or at the Freds Pass Rural Show.

The survey was open for a period of 8 weeks from Monday 7 May 2018 to Friday 29 June 2018 and Council received 300 responses, with respondents evenly distributed across the municipality and the age profile consistent with the population for the area.

The analysis and summary on the 2018 Community Survey results is provided as Attachment A.

Sixty-four percent of respondents rated the Overall Performance of Council as very good or good, with 26% not good and 10% poor.

Respondents were asked to rate importance and satisfaction of nine Council services:

- Maintenance of local roads
- Road drainage
- Waste recycling
- Waste transfer stations
- Recreation reserves
- Weed management
- Roadside maintenance (e.g. mowing)
- Animal management
- Thorak Regional Cemetery

As per the 2017 Community Survey Results, maintenance of local roads rated as the most important Council service with 98.4% of respondents rating this service as very important or somewhat important.

The following table lists the range of services in order of most important to least important with the respondents rated satisfaction:

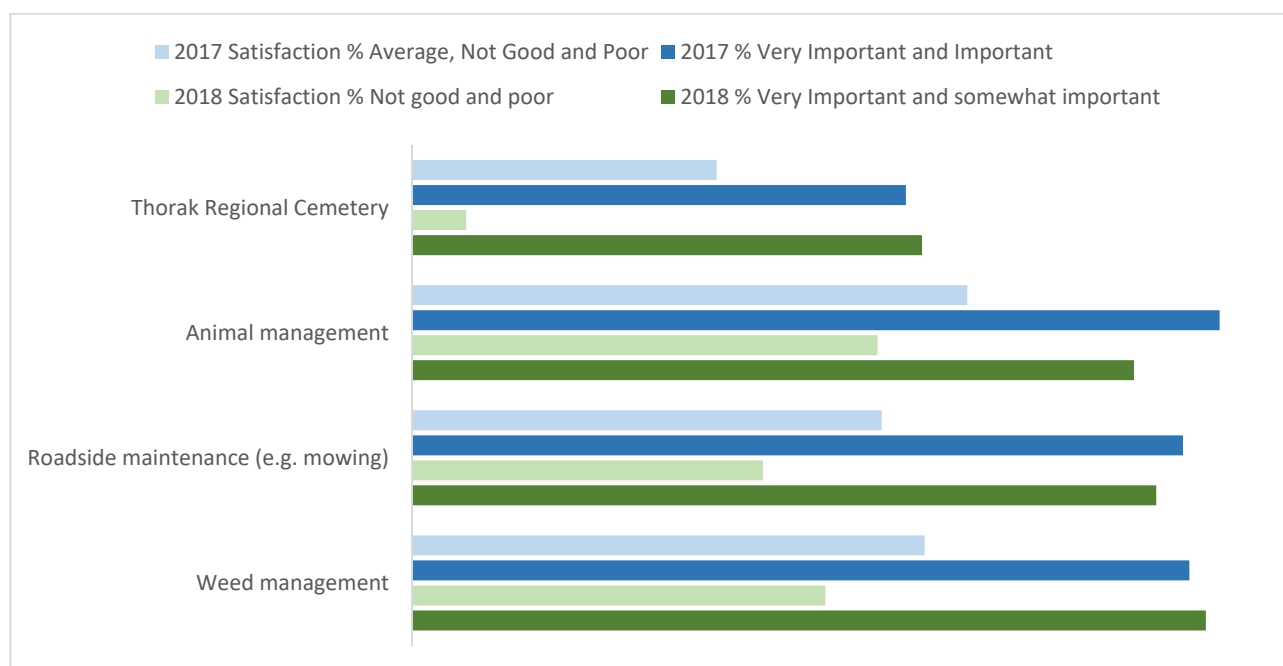
Service	How Important	How Dissatisfied
	% Very Important and somewhat important	% Not good and poor
Maintenance of local roads	98.4%	28.4%
Waste transfer stations	94.8%	19.7%
Road drainage	93.3%	30.7%
Weed management	92.9%	48.4%
Waste recycling	90.3%	40.3%

Service	How Important	How Dissatisfied
	% Very Important and somewhat important	% Not good and poor
Recreation reserves	87.1%	19.1%
Roadside maintenance (e.g. mowing)	87.1%	41.1%
Animal management	84.5%	54.5%
Thorak Regional Cemetery	59.7%	6.4%

The report identifies four Council services with the largest gap (between importance and satisfaction) as:

- High importance and low satisfaction:
 - Animal Management
 - Weed Management
 - Roadside Maintenance
- Low importance and high satisfaction:
 - Thorak Regional Cemetery

The 2017 Community Survey identified the same four services with a gap between importance and satisfaction. Overall, showing that dissatisfaction has decreased, and importance somewhat remained stable.



Of the 300 respondents, 169 had contacted Council in the last six months and 67% of them rated the service as very good or good.

When asked how well is Council keeping residents up to date with local issues, 49% of respondents said very good or good with 16% stating poor. In the 2017 Community Survey only 38% have reported this area as good or excellent.

Finally, 84% of respondents stated they were very proud or somewhat proud to live in the Litchfield region with only 3% not proud at all.

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

Council has no policies directly relevant to this matter

Risks

Nil

Financial Implications

Altometer was engaged for a fee of \$4,950 to analyse the 2018 Community Survey results and provide a written report including an executive summary highlighting key results.

A provision of \$5,000 for the 2018 Community Survey was included in Council's 2017-2018 Budget.

Community Engagement

Council has a strong commitment to community engagement and the 2018 Community Survey has been a great mechanism to receive feedback from Litchfield residents.

The survey was promoted to residents through Council's online engagement system 'Your Say', social media, website, press advertising, radio interviews, posters and handout cards at the Waste Transfer Stations.

Pop up stalls were conducted, and iPads, Councillors and Council staff were on hand at the Freds Pass Rural Show to encourage residents to participate in the Community Survey to have their voice heard.

Recommending Officer:

Silke Maynard, Acting Chief Executive Officer

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

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



Litchfield Council

Community Survey 2018





Introduction

- The following is an analysis of the results of a community survey run by Litchfield Council in early 2018.
- In total, 300 respondents from the council area participated in the survey. The survey covered a range of topics, including:
 - The importance of and satisfaction with the services Council delivers.
 - The importance of and satisfaction with the roles that Council plays.
 - How people feel about living in the Litchfield area.
 - Views on the quality of recreational assets.
 - How safe people feel.
 - Council communications and customer service.
 - Views on the overall performance of council.
- On balance the survey was constructively completed by the community, providing positive and negative feedback.
- A summary of findings against council's strategic plan objectives is provided at the end of this document.



Performance against Council indicators:

From the 2017-18 Municipal Plan

Safety
Goal: Satisfaction > 70%
Result: Satisfaction = 64%

Roads
Goal: Satisfaction > 60%
Result: Satisfaction = 72%

Services
Goal: Satisfaction > 60%
Result: Satisfaction = 64%

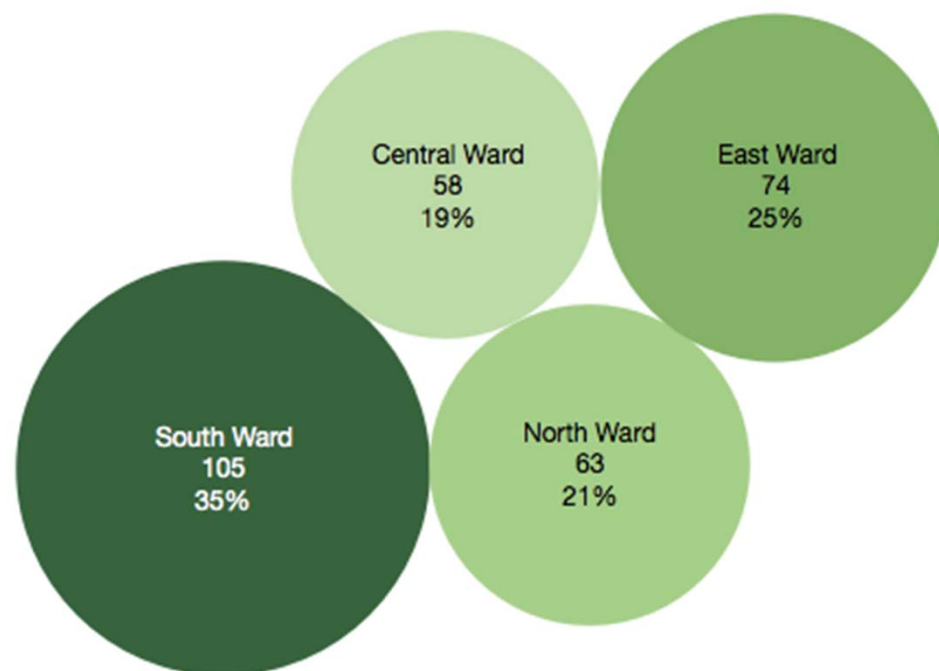
Open Space
Goal: Satisfaction > 60%
Result: Satisfaction = 92%



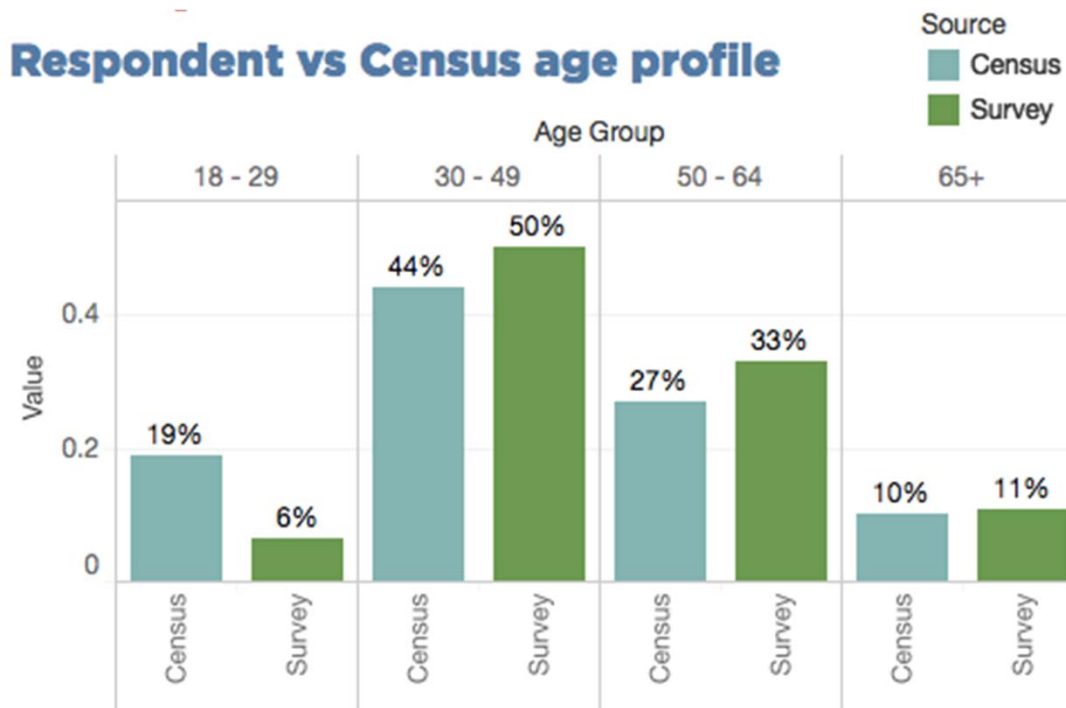
Respondent profile

- 300 responses were collected through Litchfield Council's engagement website.
- Respondents were evenly distributed across the municipality, with the most coming from the Southern Ward.
- The age profile of respondents was generally consistent with the population of the area (see references) with the sample slightly older than 2016 ABS Census figures.

Ward



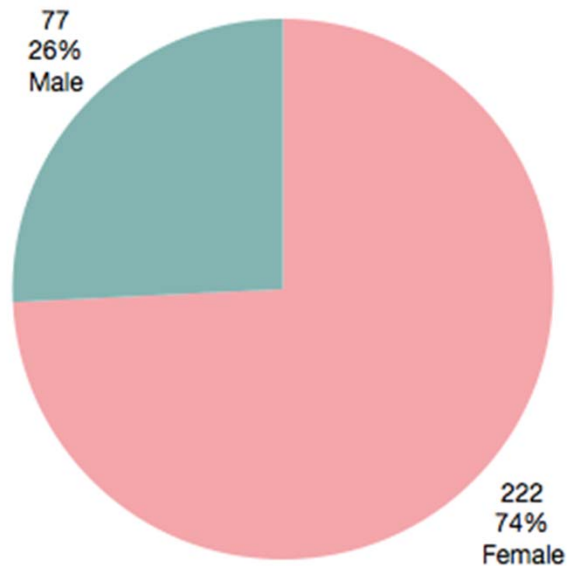
Respondent vs Census age profile



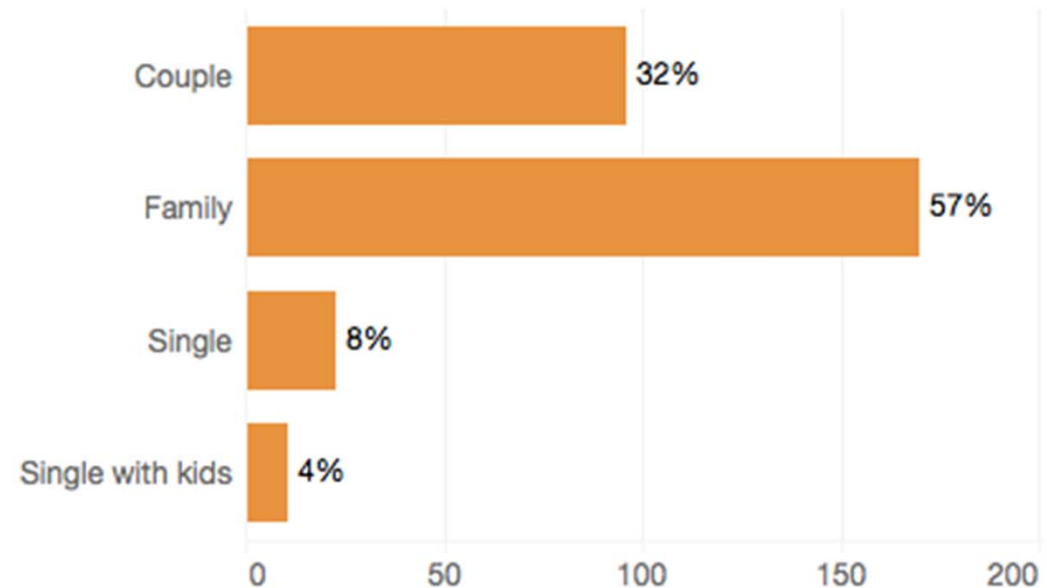


Respondent profile

- 89% of respondents were from couples and families.
- More women (74%) than men (26%) completed the survey. However, the gender breakdown of the Litchfield area given in the 2016 census shows there are more men (59.4%) than women (40.6%) living in the area (ABS 2016 Census).



Family type

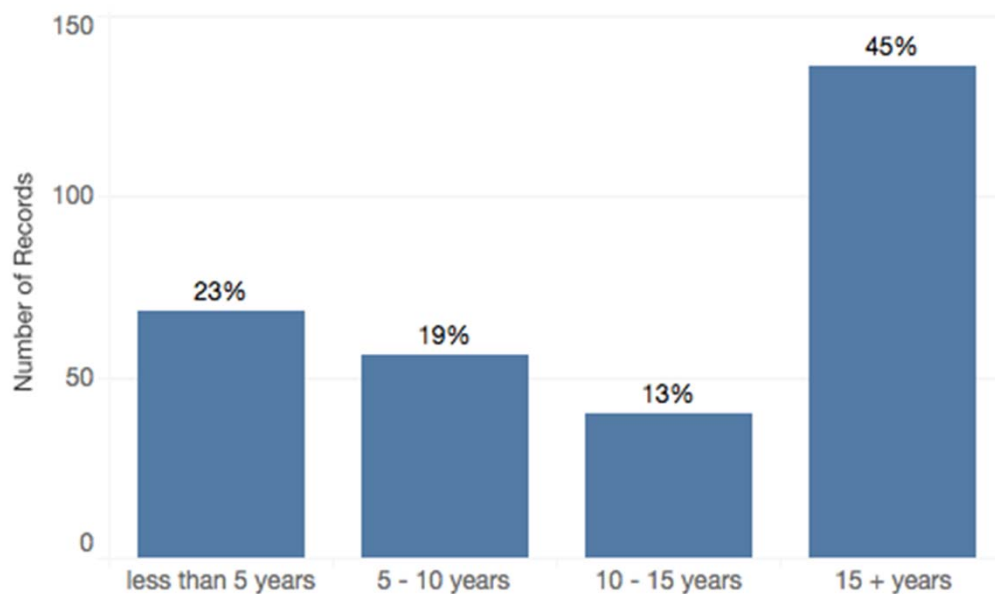




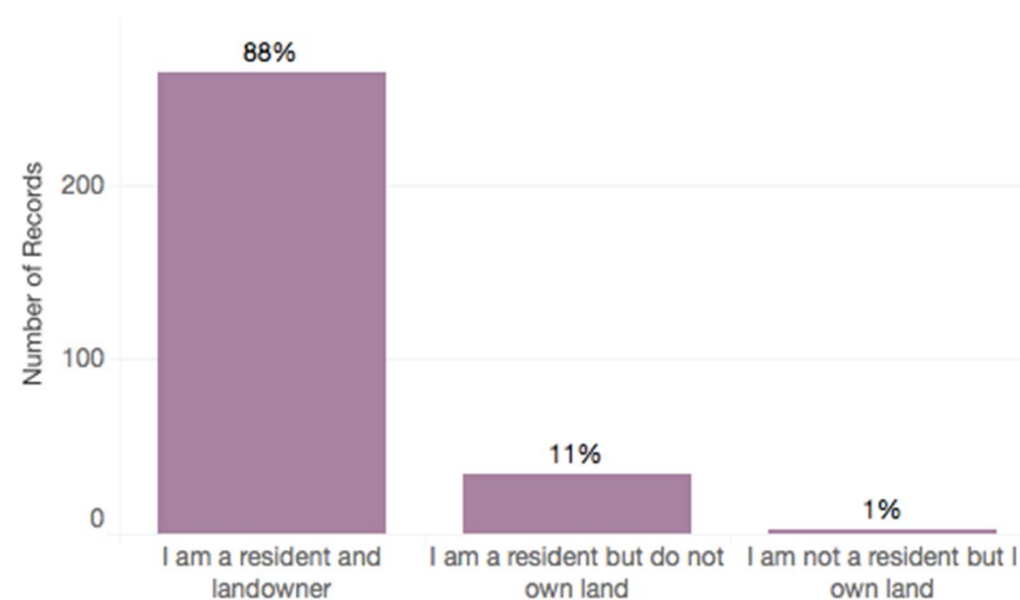
Respondent profile

- The highest number of responses are from people who have lived in the area for longer than 15 years.
- The majority of respondents own their own homes.

How long have you lived in the area?



Status





Importance and satisfaction: Council services

Ratings: Council roles are rated in order of their average 'importance' (green = positive, red = negative)

Observations:

- Most services are considered by respondents to be 'important' (but the variance between the most important and the 8th most important is not great). Respondents could score importance and satisfaction as high as 4, and did rate the top 5 most important services over 3.5
- Most services received a positive satisfaction score relative to their importance, with 'Weed management' having the largest gap between importance and satisfaction. 'Animal management' also received a low satisfaction score, but scored lower for importance.
- Deeper analysis revealed that respondents from the North Ward were slightly less satisfied around roads and waste services.

Services: Average scores

Category	Importance score	Satisfaction score	Avg. Gap
Maintenance of local roads	3.7	2.8	-1.0
Waste transfer stations	3.6	3.0	-0.6
Weed management	3.6	2.4	-1.2
Road drainage	3.6	2.8	-0.8
Waste recycling	3.5	2.6	-0.9
Recreation reserves	3.4	2.9	-0.4
Roadside maintenance (e.g. mowing)	3.4	2.6	-0.7
Animal management	3.3	2.3	-1.1
Thorak Regional Cemetery	2.7	3.1	0.4



Importance and satisfaction: Council's roles

Ratings: Council roles were rated in order of their average 'importance' (green = positive, red = negative).

Observations:

- All roles are considered to be important with 'services' and 'engagement' most important, receiving almost the highest score possible (4).
- Three of the top four Council roles ranked by importance received a negative satisfaction score

Roles: Average scores

Category	Importance score	Satisfaction score	Gap
Service Delivery (maintaining roads drains recreation reserves waste community development)	3.9	2.7	-1.12
Community Engagement (keeping the community informed and involved)	3.7	2.3	-1.40
Advocate (Council lobbying on behalf of the community)	3.5	2.3	-1.17
Regulate (Council's position to regulate at a local level such as road use, dog controls)	3.3	2.3	-1.01
Fund (Council funds community activities and events through grants)	3.2	2.6	-0.62
Partner (partnering with organisations that contribute to making Litchfield a great place to live)	3.1	2.6	-0.56

Importance and satisfaction: Council services



Matrix: Services are on two axes:

‘importance’ = horizontal
(further right = more important)

‘satisfaction’ = vertical
(higher = more satisfied)

Observations:

- Respondents are ‘satisfied’ with all but two services (in green)
- All but one service are considered to be important (>3)
- Weed and animal management have the lowest satisfaction scores
- Waste transfer stations have the highest satisfaction to importance ratio

Council Services: importance vs satisfaction





Importance and satisfaction: Council roles

Matrix: Services are on two axes:

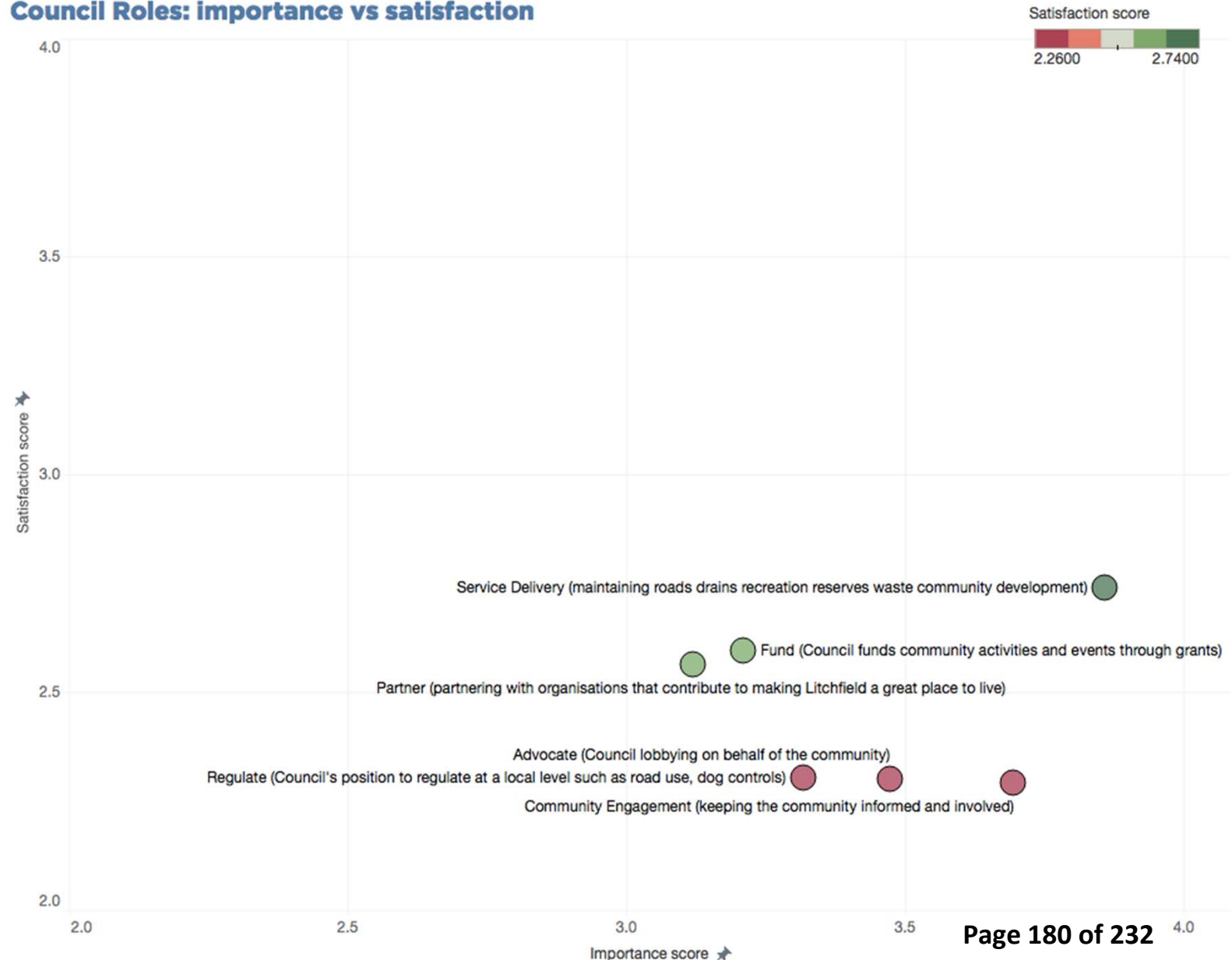
‘importance’ = horizontal
(further right = more important)

‘satisfaction’ = vertical
(higher = more satisfied)

Observations:

- Respondents are ‘satisfied’ with 3 of 6 Council roles
- All services are considered to be important (>3)
- Community engagement is the poorest performer (2nd highest importance and lowest satisfaction)
- Service delivery has the highest satisfaction to importance ratio

Council Roles: importance vs satisfaction

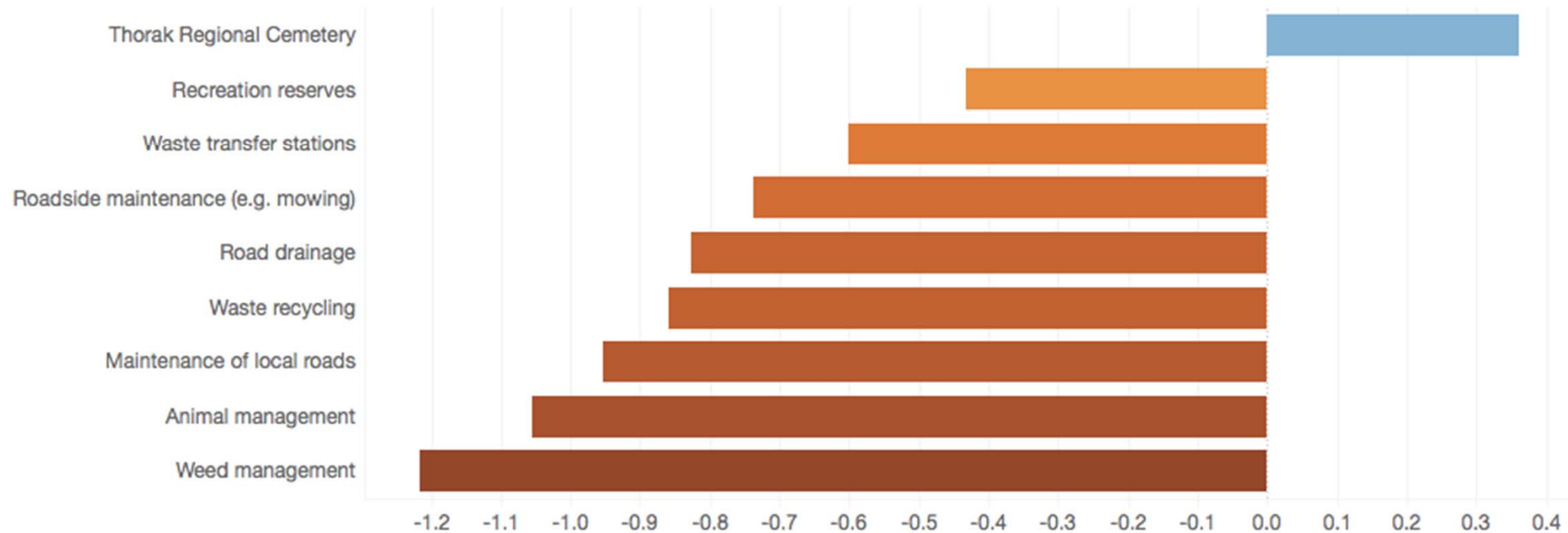




Council Services:

Gap between importance and satisfaction

Services - gap between satisfaction and importance

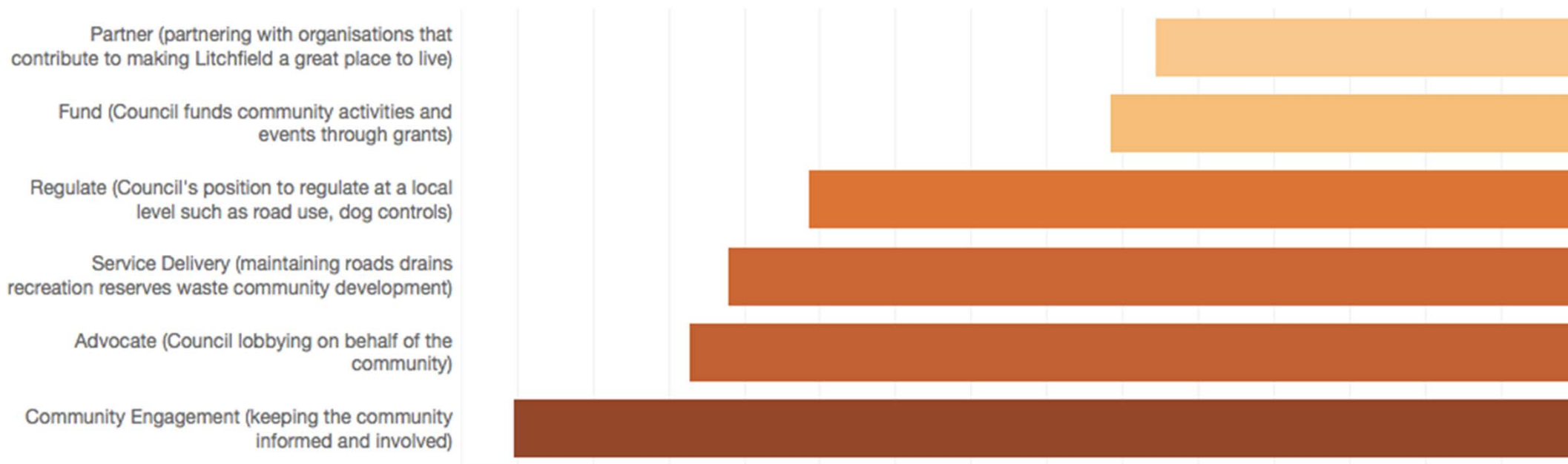




Council Roles:

Gap between importance and satisfaction

Role - gap between satisfaction and importance

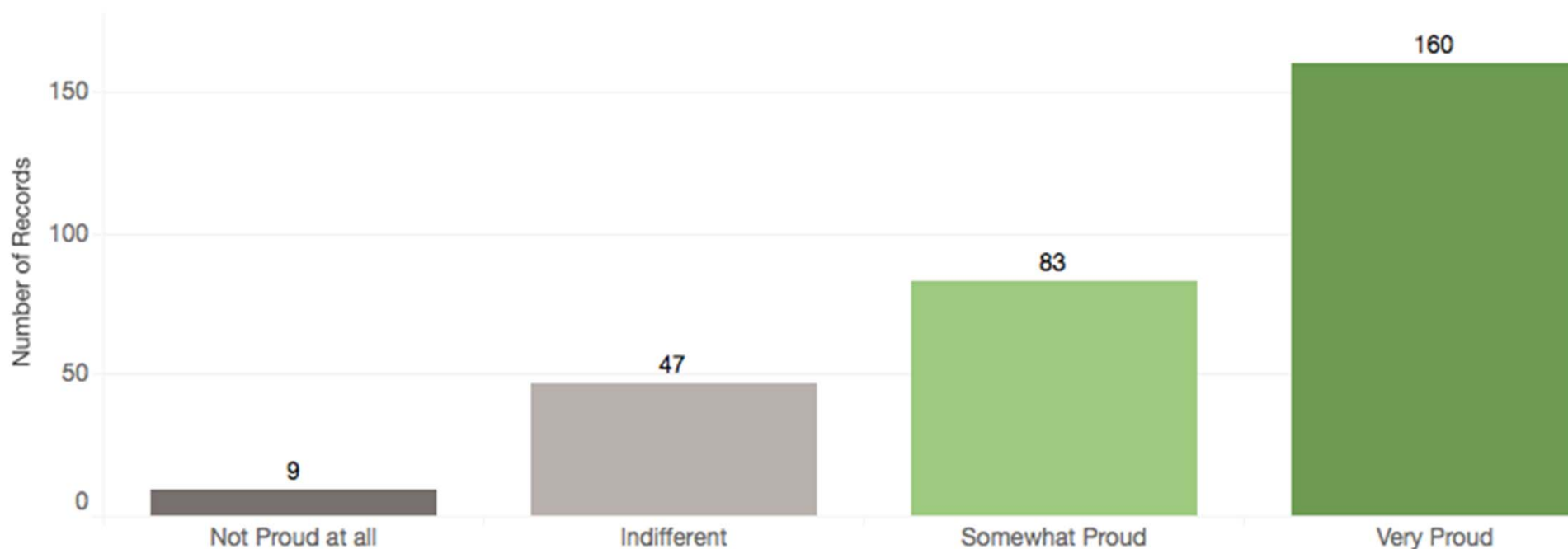




Living in Litchfield

- Very few people (9) report not being proud to live in the Litchfield area
- 243 of the 300 respondents (81%) report to feel at least 'somewhat proud' to live in the area
- A very positive result

How proud are you to live in the Litchfield area





Living in Litchfield

This question prompted some confused responses. There is no correlation between the measure of 'pride' a respondent gave in the previous question and their answer to this question. Rather this has been used as an opportunity to make a 'free comment'.

In order to make sense of the responses, we have applied a measure of sentiment.

Negatives:

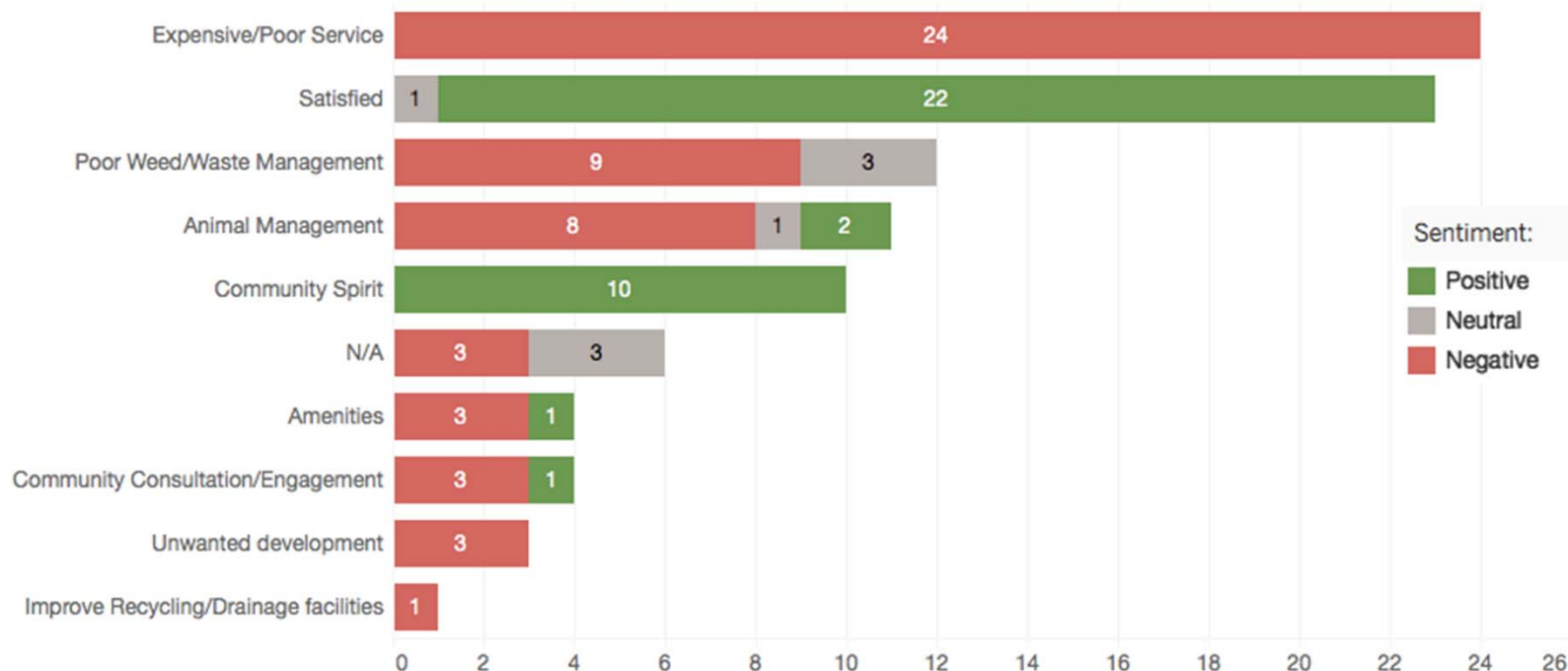
- 24 people complained of high charges and poor Council customer service across a range of issues
- To a lesser extent respondents all had issues with waste, weed and stray dog management
- There were some mentions of too much development, poor communications with Council and lack of amenities

Positives:

- Almost as many people (23) indicated they love living in the area with a range of generally positive comments
- Another group of people (10) specifically mentioned how much they value the community spirit they experience in the region

In all, only a third of respondents answered this question.

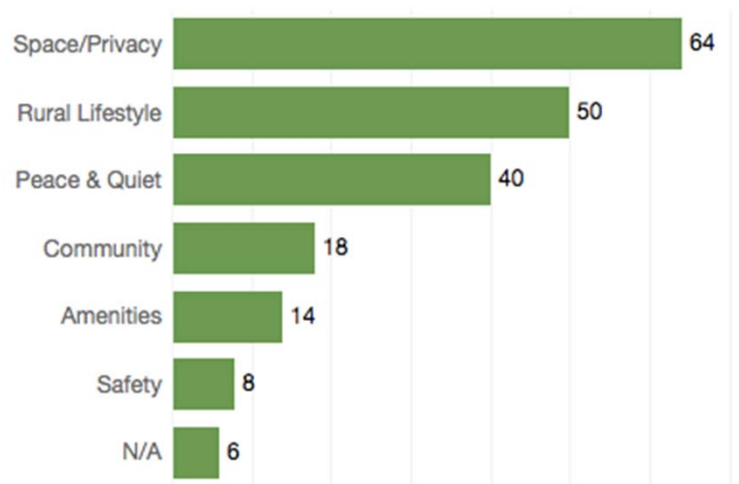
Please feel free to give some examples of the above question: (Why are you proud to live in the area?)





Living in Litchfield

Themes: What do you like most?



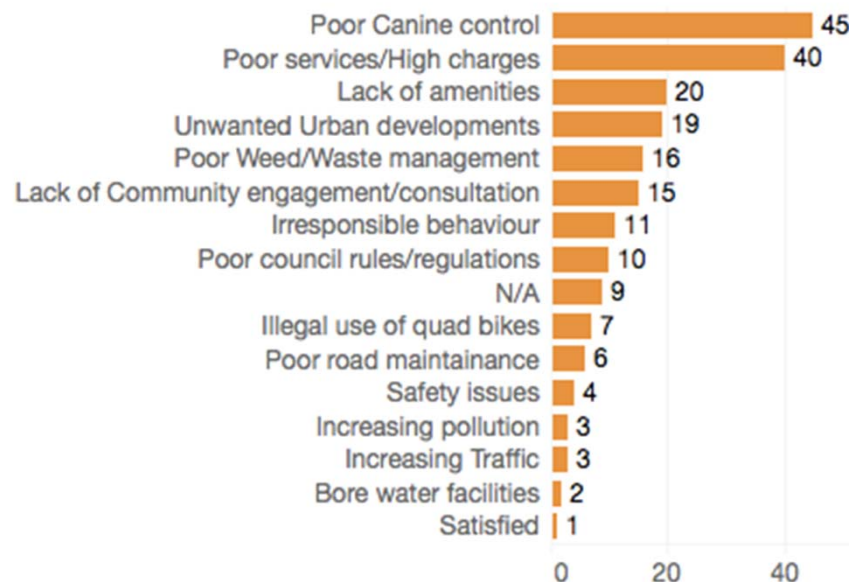
What do people like most? (200 responses)

People who live in Litchfield strongly value the quiet, private space they are accustomed to

What do people like least? (211 responses)

A wide range of qualitative responses were collected. It was difficult to minimise the number of themes to under 12

Themes: What do you like least?



(What do people like least - cont.)

- Despite the extent to which the community members seems to strongly value a peaceful rural lifestyle (left), they also dislike some aspects of life in areas with lower population density (right), including:
 - Expensive goods and services
 - Lack of amenities which could be found in places with higher population densities
- Issues raised in which Council may have more control over include 'canine control', 'weed and waste management' and 'development pressures', although none of these issues were raised in large numbers.



Recreation

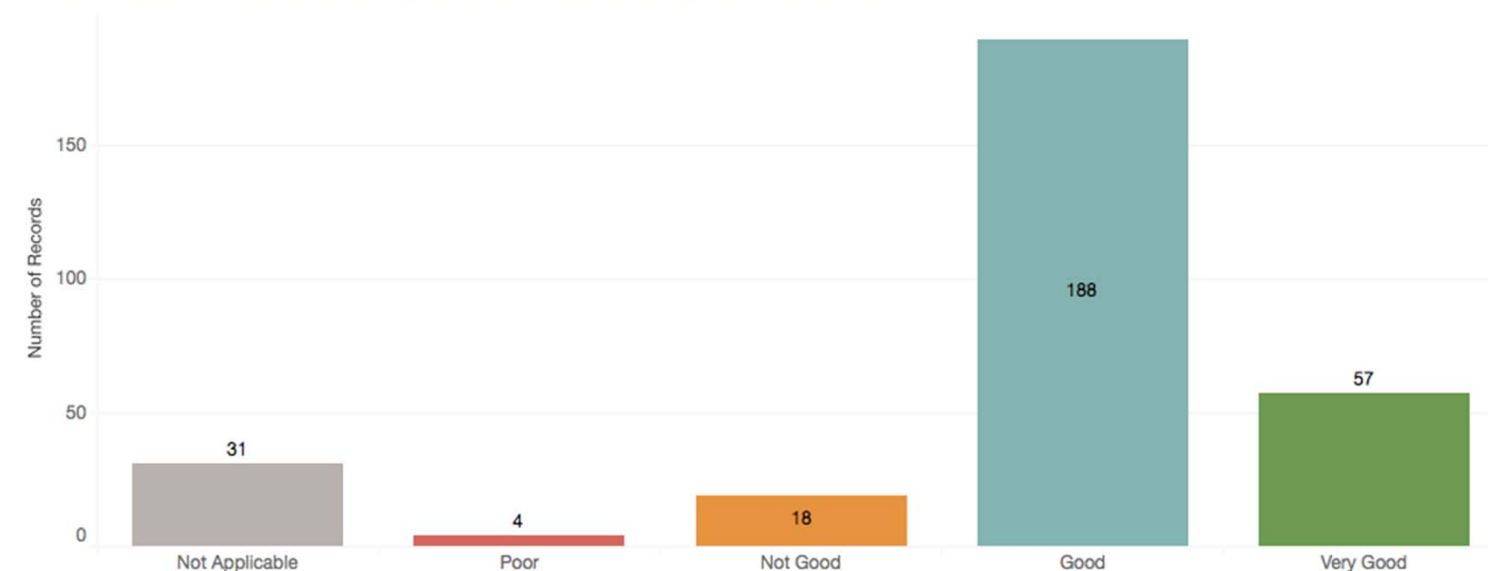
- Nearly all respondents (81%) use recreation assets at some time during the year. The majority use them at least monthly

How often do you use the recreation reserves?



- On the whole, most respondents (92%) believe that Council's recreational facilities are in good or very good condition

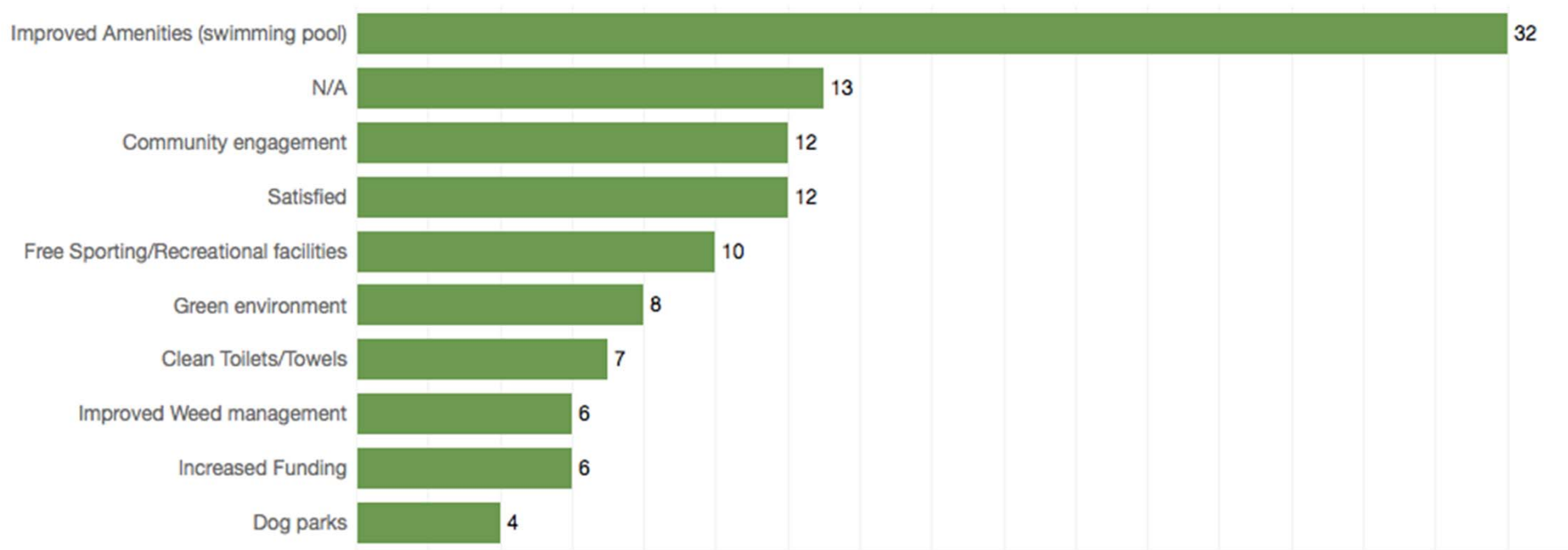
How do you rate the condition of the recreation reserves?





Recreation

Themes: How can council improve any of the recreation reserves?



- More people mentioned 'improved amenities' than any other topic related to this question
- 'Improved amenities' relates to a range of suggested improvements, such as water taps, bins and playgrounds. The most frequently mentioned amenity requested is a new swimming pool
- 'Community Engagement' largely relates to increased events and information about upcoming events
- 'Satisfied' indicates that the respondent indicated they are very happy with the reserves the way they are

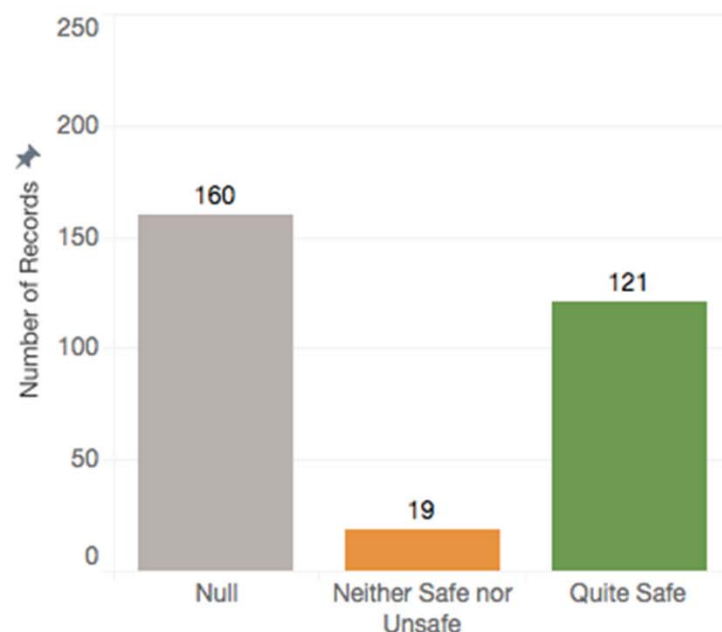


Safety

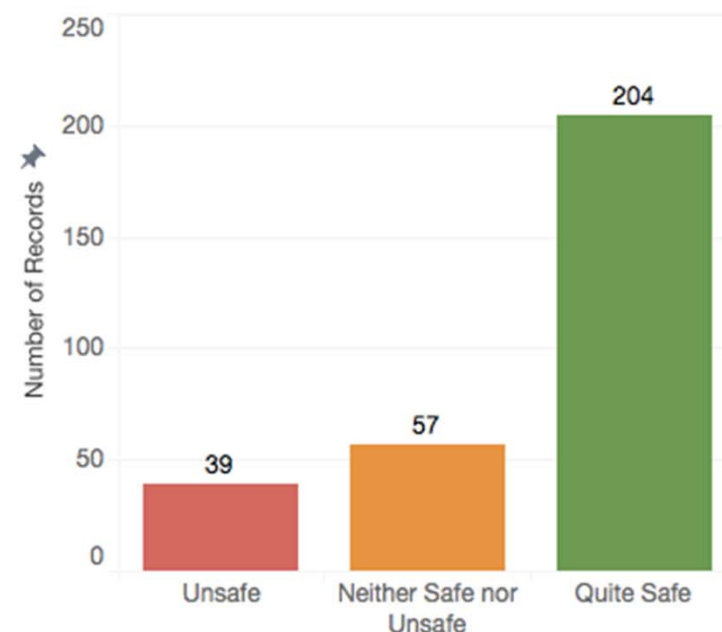
Day time safety concerns

- During the day, either when at home or out in the community, respondents generally indicated that they feel quite safe
- No respondents reported feeling unsafe while in their home during the day (many people did not even answer this question)
- Only a very small number of people (13%) reported they felt unsafe walking in their local area during the day. **90% of these were female.**

At home by yourself during the day?



Walking in you local area alone during the day?



90% of people reporting feeling unsafe while walking in their area during the day are female.



Safety

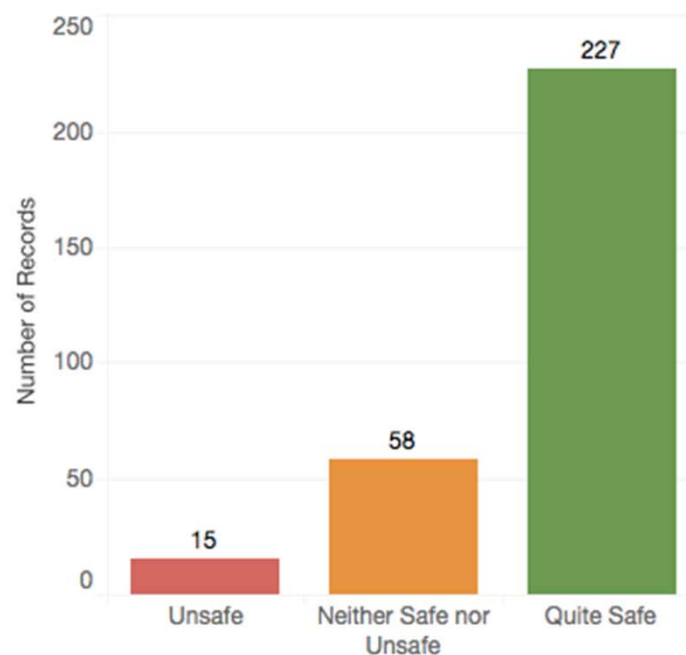
Night time safety concerns

- At night, the majority of people feel safe in their homes (5% report feeling unsafe)

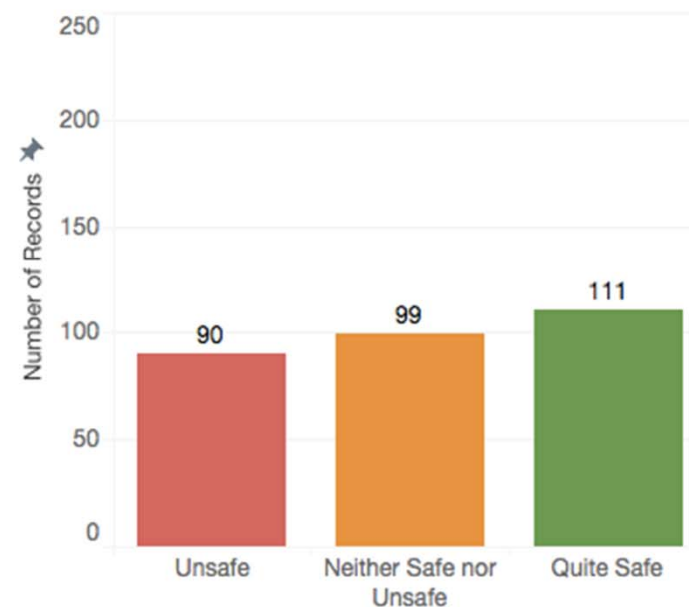
Walking the streets after dark is the issue of most concern

- 37% of people report feeling safe
- 33% are unsure
- 30% feel unsafe
- The response rate for 'unsafe' is highest at night
- The split between responses from male and female respondents is on the following page

At home by yourself after dark?



Walking in your local area alone after dark?



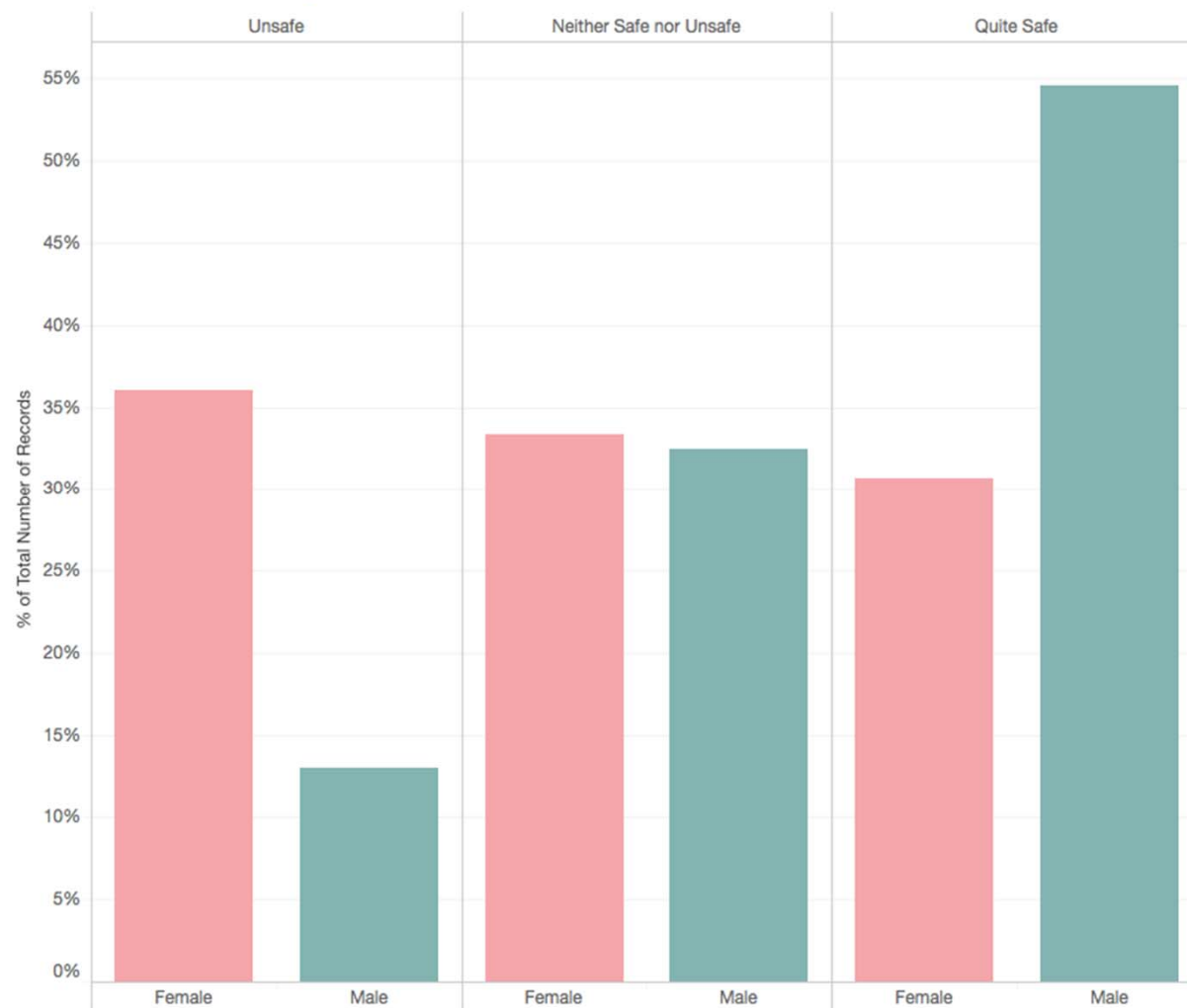


Safety

Specifically regarding walking alone at night

- Across this question, fewer people indicated they feel safe walking at night than any other time of day
- Men are much more likely to respond they feel safe walking at night
- Women are much more likely to respond they feel **unsafe** walking at night
- Both genders equally report they feel neither safe or unsafe
- **This indicates that there is a strong difference between how men and women feel walking at night**

Male and female responses

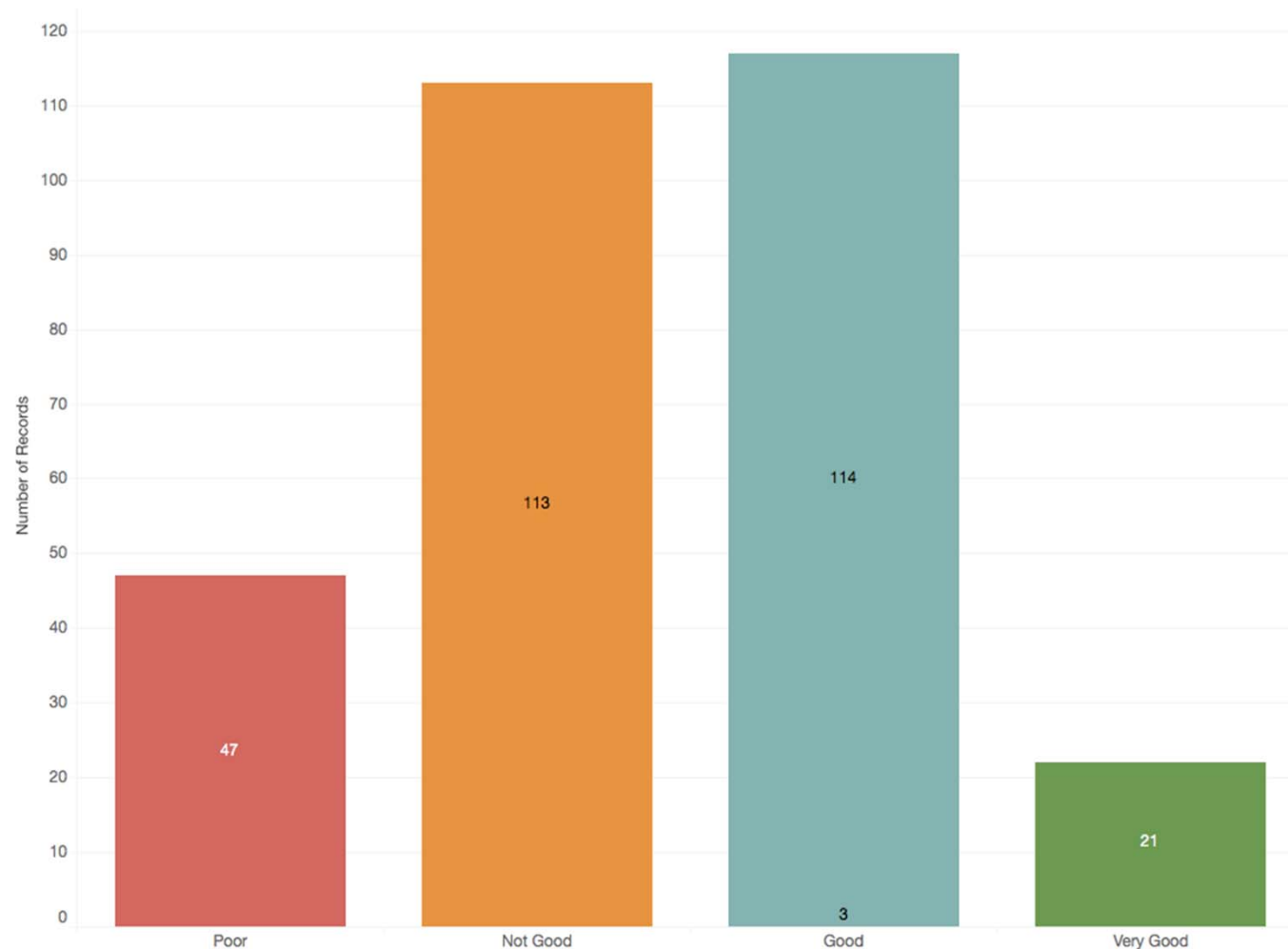




Council Communications

The community is divided regarding Council's performance on communications.

How is council at keeping residents informed of local issues, events and projects?



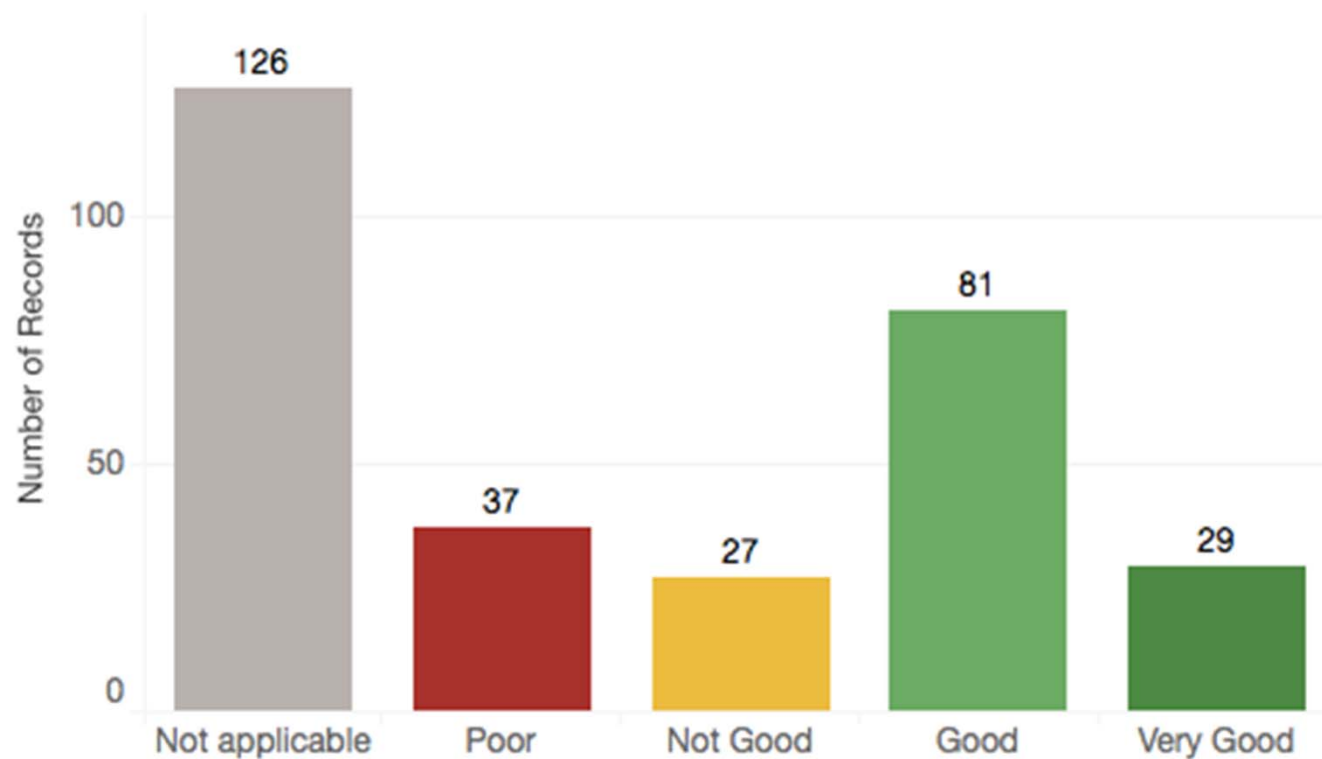


Council Customer Service

If you have contacted council in the last 6 months, please rate your service

While most people did not share an opinion, of those who did, they were more likely to have had a positive Council customer service experience than a negative one.

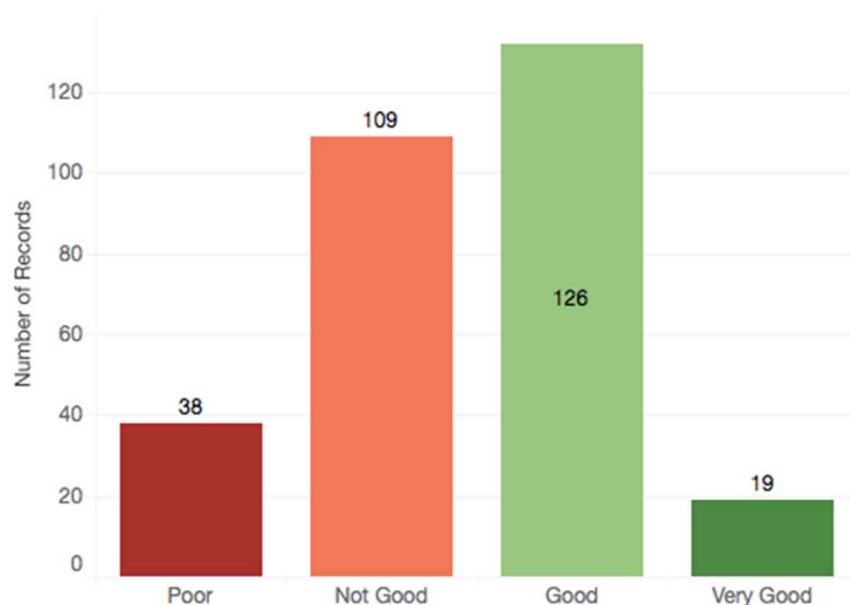
In other parts of the survey there were some complaints about Council customer service consistent with the response rate to this question.





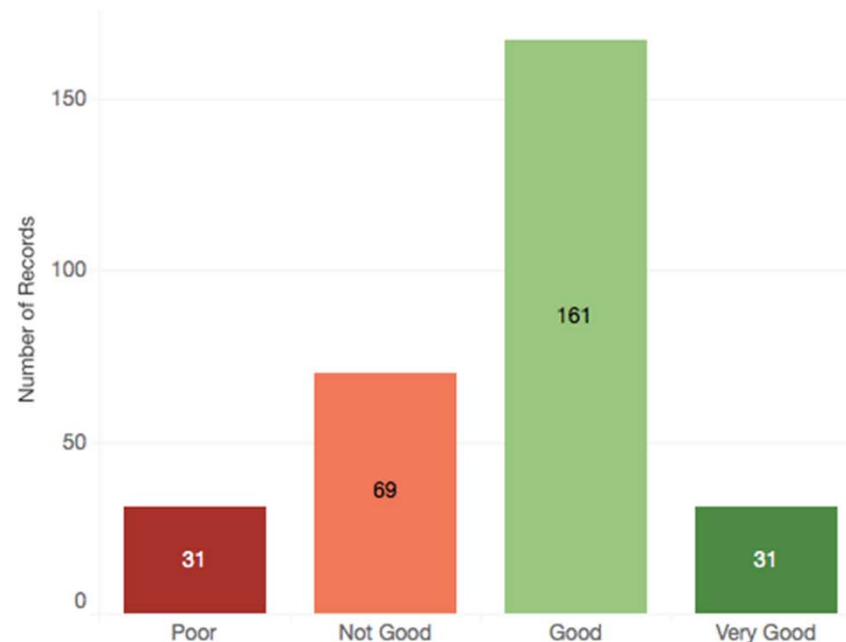
Council Performance

How well is Council contributing to making Litchfield the best place to live in the Top End?



- Respondents are divided on Council's performance on this metric
- Responses were split 50/50 with positive vs negative responses

How do you rate council's overall performance?



- The community is much more positive about Council's overall performance
- 64% indicated a positive response

Council Strategy: Indicators

Positive feedback
Some good feedback
Some negative feedback
Investigate



Everything you need			
<i>Roads and transport</i>	<i>Waste and Cleanliness</i>	<i>Community and economic prosperity</i>	
Council's management of roads received the highest importance rating and one of the highest satisfaction ratings	Transfer stations received the highest satisfaction score of Council services	Many people report loving the 'community feel' of Litchfield Lack of economic opportunity was not raised as an issue	
A great place to live			
<i>Cultural and social life</i>	<i>Recreation</i>	<i>Development and open space</i>	
Some respondents indicated that they would like more events in the area	The community feels that recreation reserves are in good condition However, many mentioned they would like a swimming pool	The community values open space and a peaceful lifestyle. There was very little mention of unwanted development.	
Beautiful and safe natural environment			
<i>Animals and wildlife</i>	<i>Natural environment</i>	<i>Water and drainage</i>	
The issue of stray dogs and animal control was mentioned negatively several times	Neither asked about nor volunteered	Very few mentions of roadside drainage were raised	
Advocacy	Community Engagement	Governance	Service delivery
Received high importance but low satisfaction scores	Received the greatest negative gap between importance and satisfaction	Neither asked about nor volunteered	Received the highest importance and satisfaction scores for Council's role

Page 194 of 232



Summary

- The results of Litchfield Council's annual survey are broadly positive. People report that they are proud to live in the area, they value the rural way of life and the strong community spirit.
- People value the services that Council provides, feeling that they are important and on the whole, believe that Council is delivering adequately on most of its promises. They are particularly satisfied with:
 - Waste transfer stations
 - Road maintenance
 - Recreational assets
- People were unsatisfied with Council's ability to manage:
 - Weeds
 - Animals
 - Community engagement
 - Advocacy
- Serious issues that Council should investigate further include:
 - A large number of female respondents completed this survey and many of them reported feeling unsafe walking at night. However, there was no opportunity to learn more about why this is the case.
 - There are a number of indications that there is a problem with stray dogs roaming the streets across the Council area
- On the whole the feedback received is positive and actions Council can take are clear.
- The response rate is good for a rural population of this size, with the only deviation from a sample reflecting the region's demographics being a lack of responses from males.



References

The following references were used to generate this report:

- Litchfield demographic profile: <https://profile.id.com.au/rda-northern-territory/population?WebID=180>



Contact:

Don Sharples
Managing Director
0408 347 263
don@altometerbi.com



COUNCIL REPORT

Agenda Item Number:	15.7
Report Title:	December Council Meetings
Report Number:	18/0142
Meeting Date:	26/09/2018
Attachments:	Nil

Purpose

This report seeks a decision from Council on the December meeting dates for its ordinary meeting of Council.

Summary

In previous years Council has adopted to bring forward the December meeting to the second Wednesday to avoid holding a meeting in the week leading up to Christmas.

The report recommends to bring all future December ordinary Council meetings forward to the second Wednesday of the month.

Recommendation

THAT Council brings forward future December ordinary Council meetings to the second Wednesday to avoid holding a meeting in the week leading up to Christmas.

Background

One of the first decisions a new Council needs to consider is the setting of meeting dates and times for ordinary meetings of Council.

On the 20th September 2017 the Council resolved the following:

THAT Council:

- 1. pursuant to Section 58(3) of the Local Government Act, commencing in October 2017 will hold its ordinary monthly meeting on the third Wednesday each month, commencing at 6.30pm; and*
- 2. brings forward the December 2017 meeting to the second Wednesday, 13 December 2017, to avoid holding a meeting in the week leading up to Christmas.*

In terms of legislation, this is covered in Section 58 of the Local Government Act which provides:

Section 58 – Nature and timing of Council Meetings

- (1) A council must hold a meeting of its members (an *ordinary meeting*) at least once in

each successive period of 2 months.

- (2) Subject to this Act, a council may deal with business of any kind at an ordinary meeting.
- (3) The first ordinary meeting of a council to be held after a general election must be held within 14 days after the conclusion of that general election.
- (4) The council may hold a meeting to deal with a particular item of business (a *special meeting*) whenever circumstances require.

Links with Strategic Plan

1. Everything you need

Legislative and Policy Implications

- Local Government Act, Section 58
- Litchfield Council Policy GOV02 Meeting Procedures
- Litchfield Council Policy EM03 Access to Meetings

Risks

There are no identified risks associated with this matter.

Financial Implications

Nil

Community Engagement

Nil

Recommending Officer: Silke Maynard, Acting Chief Executive Officer

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

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



COUNCIL REPORT

Agenda Item Number:	15.8
Report Title:	Southport Drainage Planning Study Revision
Report Number:	18/0144
Meeting Date:	26/09/2018
Attachments:	Nil

Purpose

This report outlines the current drainage situation and the recommendation to mitigate drainage issues within Southport Township.

Summary

A review of stormwater issues identified within the Township of Southport and potential works to rectify them was undertaken in 2017. Due to the high cost and extent of works proposed, a peer review of the report was undertaken in August 2018 to understand if there were any other options for Council to consider.

The recommended outcome following the peer review is to undertake stormwater modelling to enable a clearer understanding of the existing drainage infrastructure capacity and impact of stormwater flows through the townsite. This will allow Council to consider a suitable level of flood immunity for the area which will then allow for detailed design and works to be planned for.

Recommendation

THAT Council

1. approves to undertake stormwater modelling of the entire townsite of Southport; and
2. notes that a further report will be provided to Council following the modelling to review the level of road immunity for stormwater to be accepted, and the potential staging areas for design purposes.

Background

The Townsite of Southport was initially surveyed in 1869. Today, the road network is a mix of sealed and unsealed roads. Stormwater drainage infrastructure consists of limited table drains and crossroad culverts. There is 2.4km of sealed road, and 5.48km of unsealed road, however Price Street and East Terrace are not formed roads at this stage, with no property access.

The composition of ownership is around 50% each of private land and crown land for the approximate 300 lots, as illustrated in the following image.



Discussion:

Complaints have been received relating to stormwater issues for the area. Table drainage infrastructure (swale drains) exist in most rural roads and discharge stormwater to designated discharge points. However, in Southport, the design of the road results in stormwater flowing across the roads, and in some cases through downstream properties. In addition, some roads such as Collett Street, have one-way cross fall which exacerbates the situation. A report was conducted in 2017 by Byrne Consultants that proposed a system to resolve drainage issues and provide the level of immunity to Council's current standards through a series of sealed roads with kerbs and gutters, underground drainage systems, and drainage easements.

An indicative price was provided to undertake the survey and design work based on this report and was in the order of \$300,000 due to the extensive nature of the modelling and design work required. Proceeding with this would have resulted in significant costs and impact on planned works. As a result, further investigation was required to understand the impact of the reported drainage issues on properties and other potential options for rectification. Consequently, a peer review was commissioned through Tonkin Consulting.

The peer review reported, and confirmed, that the flooding is largely occurring due to the lack of appropriate table drainage along the road and provided commentary around the desktop review previously undertaken and impact of the existing design of the road. The review also confirmed that the initial report was sound in its assessment of stormwater flows and comparison with Council Subdivision and Development Guidelines, with some minor comments. It also confirmed that the proposal was a reasonable solution if Council was to aim to meet the requirements of its Subdivision and Development Guidelines.

Tonkin Consulting, through its peer review was required to determine if there were any alternate design solutions. A more affordable solution has been proposed, comprising:

1. Creation of an integrated drainage (table drains and underground) system along existing roads;
2. Sealing of roads to provide more appropriate profile for stormwater discharge.

In comparison to the original proposal, this approach would remove the need to kerb and gutter the entire townsite and would significantly reduce the amount of underground drainage infrastructure required. This solution has a limitation in not achieving Council's Subdivision and Development Guidelines requirement for road immunity level to 100-year ARI (essentially 1 in 100-year rainfall event being contained within the road reserve). As this requirement is set by Council, and intended for new developments, Council can determine not to achieve this requirement by considering the specific risks associated with a lesser immunity level.

When the extent of the design works is known upon Council's approval, there may be the opportunity to approach the Northern Territory Government to discuss funding options, particularly as many of the properties are still crown land, and these works, including sealing of roads, would be required to support additional residents in this area.

In order to understand the level of immunity that is currently provided, it is proposed to undertake the necessary modelling work to enable a decision to be made. The consultants believe that the available information will be suitable to undertake the initial modelling, prior to a formal survey occurring, for which there is a significant cost saving. The modelling itself is gathering all of the available information and generating a computer model (called DRAINS) that provides outputs relating to current capacities of the drainage network. This model would then form the basis of any future design work.

The outcome of the modelling would then be reported back to Council to determine the basis on which further survey, design work, and staging, would occur. As there are no funds currently available for significant design works, or construction, the modelling would also allow for costs for these stages to be considered in future budgets, including plans and timing of sealing the roads.

A quote has been received with two options;

1. Option 1 – undertake modelling of the area of concern, being the north-east corner that has limited drainage infrastructure and is flatter in topography – approximately \$5,000
2. Option 2 – undertake a model of the entire township – approximately \$27,000

It is recommended to proceed with option 2 as any solution would need to consider the impact on the entire township, and the initial modelling on the entire area would allow for a more in depth understanding.

In addition, the required maintenance activities on the existing drainage infrastructure is programmed to occur prior to the wet season.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Nil

Risks

Upgrading the drainage infrastructure is required prior to sealing of the roads, in line with Council policy INF05 – Sealing of Roads.

Financial Implications

The next step proposed, to undertake modelling of the entire township, is estimated to cost \$27,000 (GST exclusive) and would be funded from existing consulting budgets, no variance to the 2018-19 budget would be required.

Community Engagement

Nil

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

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

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COUNCIL REPORT

Agenda Item Number:	15.9
Report Title:	Mobile Work Force Shed Construction Update
Report Number:	18/0146
Meeting Date:	26/09/2018
Attachments:	Nil

Purpose

The purpose of this report is to provide Council with an update on constructing a new shed for the Mobile Work Force.

Summary

A 2016-17 Special Purpose Grant (SPG) was received by Council in February 2017 to the value of \$225,000, with 50:50 funding from Council. Tenders received significantly exceeded Council's \$450,000 budget.

A review of the investigations completed to date and the design requirements for the shed has occurred, of which it is considered that a shed that meets the minimum needs of the Mobile Workforce is achievable within the available budget.

Recommendation

THAT Council:

1. receives and notes this report for information; and
2. notes that the procurement process for the Mobile Workforce Shed Construction will commence in October 2018.

Background

In October 2016, Councillors received a Briefing report outlining the business case for a new shed for the Mobile Work Force to be located at the Humpty Doo Waste Transfer Station (WTS). An application to the NTG Department of Housing and Community Development for a 2016-17 Special Purpose Grant (SPG) was successful and a grant of \$225,000 was provided to Council for a 50:50 funding of the project.

In late 2017, Council sought tenders for a design and construct contract for the Mobile Work Force shed at the Humpty Doo Waste Transfer Station. Tenders received significantly exceeded Council's \$450,000 budget. At a recent review of the tendered documentation, the specification required within the tender was above what was initially estimated for the SPG, and it was indicated to be constructed at a different area of the Waste Transfer Station site.

Council received a report at its February 2018 meeting on the tender results and the business case for the shed. At that meeting, Council resolved:

- *not to proceed with building a shed at that time;*
- *to revisit the project to explore other options to construct a shed in accordance with the allocated budget; and*
- *to receive a further report on the matter no later than the June Council meeting.*

A report was provided to Council in June 2018 that included information relating to further investigations, including geotechnical investigation of the site, of which it was confirmed that the initial site was suitable from a geotechnical perspective. From this report, the resolution was to approve the grant acquittal. As a result, the previous resolution in February was not specifically resolved.

The shed design has been reviewed and a preliminary design was commissioned to enable a quantity surveyor to provide an estimate. The estimate provided on the design has allowed for the necessary amendments to the scope to be made.

It is recommended that the shed construction proceeds as planned and in accordance with the SPG. The contract will be to design, and construct based on Council's minimum requirements, and the budget available will be advertised with the tender. All items considered to be 'value-adds' or not immediately required will be included as optional items (represented as provisional sums). This will allow for the base requirements to be met, and then the opportunity to add on extras if the budget allows.

The base design includes;

- 30m (5 bays) by 15m internal area
- 12m (2 bays) by 15m external undercover area (spray sealed only)
- 4m drive-through clearance
- 6 roller doors
- Accessible toilet/shower

The optional items will include (in general order of importance);

- Automatic roller doors
- Concreted undercover area
- Wash down bay within the undercover area (requires interceptor pit for waste water)
- Office area (as the current site demountable can be utilised for meetings)
- 3 phase power
- Extended awnings

When considering the longer-term requirements, whilst a service review of the Mobile Workforce is being considered through the 2019-20 budget process, the requirement for a shed of this size on the Waste Transfer Station site is considered worthwhile. The shed allows for a compliant accessible toilet to be installed (the first on site), a locked up shed for storage of valuable equipment and machinery, and future considerations of office/meeting space, or potentially a space for recycling opportunities.

The intent is to prepare the tender documentation in October, advertise and assess submissions in November and award in December for construction to commence in early 2019. As this will be

within the wet season, allowances for this will be included in the timeframes required of the contractor.

The current lease of approximately \$50,000 per annum finishes in April 2019, with month options beyond then.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Not applicable to this report

Risks

There is the risk that the required work remains unachievable within the budget, as the estimates may not reflect market conditions. The risk of this is being mitigated through the tender documentation having clarity around the minimum scope and flexibility for extras.

Financial Implications

All works will be undertaken within the allocated budget for the shed of \$450,000. Council has until 14 February 2019 to expend the \$225,000 from the NT Government.

Should the shed construction not be expected to be complete by 14 February 2019, Council can request an extension on the grant funding. This would be determined following the tender process.

Community Engagement

Not applicable

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

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COUNCIL REPORT

Agenda Item Number:	15.10
Report Title:	Award Contract - RFT18-170 Bituminous Surface Repairs
Report Number:	18/0152
Meeting Date:	26 September 2018
Attachments:	Nil

Purpose

To award the contract for Bituminous Surface Repairs, following an advertised tender process for RFT18-170 Bituminous Surface Repairs.

Summary

The request for tender RFT18-170 Bituminous Surface Repairs was publicly advertised on Tenderlink on 09/08/2018 and closed on 23/08/2018.

Based on an assessment of the tenders in accordance with the assessment criteria specified by Council in the RFT, the tender submitted by EDI Downer Works Pty Ltd was considered the preferred tender at \$584,978 (GST inclusive) by providing the greatest value for money.

Recommendation

THAT Council award a contract for RFT18-170 Bituminous Surface Repairs to Downer Edi Works Pty Ltd, in accordance with their submitted tender, estimated \$584,978 (GST inclusive).

Background

Completion of existing contract

The past contract was held by F & J Bitumen Services Pty Ltd Contracting, which was awarded in 2015. There is no current contract in place, with works being distributed through quotes in accordance with Council's Procurement Policy. The new contract will commence on award.

Tender submission

The RFT called for a Schedule of Rates for the Bituminous Service Repairs. The core works of the tender include pothole patching, surface edge patching, sealing works for surface protection and reconstruction patching. The schedule of rates was designated on a price per unit as this provides the greatest price certainty for Council and is consistent with the previous contract.

The RFT set the following percentile weightings to each section of required responses:

Price:	40%
Local Content:	15%
Past Performance:	15%
Timeliness:	15%
Capacity:	15%

In response to the RFT, Council received three tenders from the following organisations:

Company	Address
Downer Edi Works Pty Ltd	37 Syrimi Road, Berrimah NT 0828
F & J Bitumen Services Pty Ltd	50 Spencely Road, Humpty Doo NT 0836
Fulton Hogan Industries	Marjorie Street, Pinelands, NT 0829

Tender Evaluation

A three-person Tender Evaluation Committee (TEC) comprising Director Infrastructure and Operations, Director of Community & Corporate Services, and Asset Management Officer, carried out an assessment of each submitted tender against the criteria set out in the RFT. Council also engaged probity advisory services from KPMG Darwin for the tender evaluation process.

Based on an assessment of the tender and in accordance with the assessment criteria, the tender submitted by Downer Edi Works Pty Ltd was deemed suitable and was subsequently considered a preferred tender.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Council's tendering processes are undertaken in accordance with the NT Local Government Act and procurement policies, as well as Council's Procurement Policy.

Risks

There were no significant risks identified with the preferred tenderer's proposal not able to be dealt with under the conditions of contract.

Financial Implications

The preferred tender equated to 2 years, with the option of a 1 year extension, being total maximum length of 3 years. For 1 year an estimated price of at \$584,978 (GST inclusive) was calculated, which is within Council's budget allocation for Bituminous Surface Repairs.

Community Engagement

Not applicable to this report

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

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

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COUNCIL REPORT

Agenda Item Number:	15.11
Report Title:	Award Contract - RFT18-168 Litchfield Council Reseal Various Roads
Report Number:	18/0150
Meeting Date:	26 September 2018
Attachments:	Nil

Purpose

To award the contract for Litchfield Council Reseal Various Roads, following an advertised tender process for RFT18-168 Litchfield Council Reseal Various Roads.

Summary

The request for tender RFT18-168 Litchfield Council Reseal Various Roads was publicly advertised on Tenderlink on 16/08/2018 and closed on 30/08/2018.

Based on an assessment of the tenders in accordance with the assessment criteria, the tender submitted by F & J Bitumen Services Pty Ltd was considered the preferred tender providing the best value for money, estimated at \$737,527 (GST inclusive) over the contract period.

Recommendation

THAT Council award a contract for RFT18-168 Litchfield Council Reseal Various Roads to F & J Bitumen Services Pty Ltd, in accordance with their submitted tender, estimated \$737,527 (GST inclusive).

Background

Completion of existing contract

The past contract was held by Fulton Hogan Industries, awarded on 26 September 2017. The new contract will commence within 14 days from when the Formal Deed of Agreement is signed, subject to approval and award by Council.

Tender submission

The RFT called for a Schedule of Rates for the Litchfield Council Reseal Various Roads for the 2018/19 reseal program. The schedule of rates was designated on a price per unit as this provides the Council with the greatest price certainty for Council.

The Tender Evaluation Panel set the following percentile weightings to each section of required responses:

Price:	40%
Local Content:	10%
Past Performance:	20%
Timeliness:	20%
Capacity:	10%

In response to the RFT, Council received tenders from the following organisations:

Company	Address
Downer Edi Works Pty Ltd	37 Syrimi Road, Berrimah NT 0828
F & J Bitumen Services Pty Ltd	50 Spencely Road, Humpty Doo NT 0836
Fulton Hogan Industries	Marjorie Street, Pinelands, NT 0829
Asphalt Company Australia Pty Ltd	66 Syrimi Road, Berrimah NT 0828
NT Bitumen & Asphalt Pty Ltd	15 Mighall Place Holtze NT 0829

Tender Evaluation

A three-person Tender Evaluation Committee (TEC) comprising Director Infrastructure and Operations, Finance Manager, and Works Supervisor, carried out an assessment of each submitted tender against the criteria set out in the RFT.

The TEC considered any possible risks associated with the work and determined that the tenderers had properly understood and tendered for the works. Based on an assessment of the tender and in accordance with the assessment criteria, the tender submitted by F & J Bitumen Services Pty Ltd was deemed suitable and was subsequently considered a preferred tender.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Council's tendering processes are undertaken in accordance with the NT Local Government Act and procurement policies, as well as Council's Procurement Policy.

Risks

There were no significant risks identified with the preferred tenderer's proposal not able to be dealt with under the conditions of contract.

Financial Implications

The preferred tender equated to a maximum of 12 weeks contract, for an estimated price of \$737,527 (GST inclusive), which is within Council's budget allocation for Litchfield Council Reseal Various Roads Capital Works Program.

Community Engagement

Not applicable to this report

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

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

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Agenda Item Number:	15.12
Report Title:	Rating Policy Review Project
Report Number:	18/0155
Meeting Date:	26/09/2018
Attachments:	A – Rating Policy Review Project Plan B – Terms of Reference for Rating Policy Review Community Reference Group

Purpose

This report presents for Council approval the project plan for the Rating Policy review process and the Terms of Reference for the associated Community Reference Group.

Summary

Council resolved in November 2016 to undertake a review of the current rating system to identify the appropriateness of the current structure and opportunities for improvement.

An independent rating expert, Mr John Comrie was engaged by Council to provide an in-depth review. This was completed in February 2017. Given that there was to be a local government general election later that year, Council decided that it was appropriate that the review should be referred to the new Council, elected in August 2017.

Mr John Comrie's report was received by Council at its ordinary meeting in May 2018. The report identified the following challenges with Council's current basis for rating:

- the fairness of the system being a mixture of NT Planning Zones and location for residential rating;
- the equity regarding the ability to pay within the community;
- the development of multiple occupancy on rural residential properties increasing residents without increasing the rate base; and
- the inconsistent rating of commercial entities due to commercial activities on residential properties.

Council has since discussed the need for a review of the current Rating Policy and in-depth engagement with the community around rating. A project plan (Attachment A) for the review of Council's rating policy stretching over the period of September 2018 to December 2019 has been developed giving the community various opportunities to engage with Council on the future rating policy. One strategy of engagement will be the establishment of a Community Reference Group (Terms of Reference in Attachment C) to meet eight (8) times in a period from February to June 2019 to recommend principles for formulating a Rating Strategy to Council.

Recommendation

THAT Council:

1. approves the Rating Policy Review Project Plan with all relevant timelines;
2. establishes a Rating Policy Review Community Reference Group in line with the Terms of Reference attached to this report; and
3. receives a further report for the appointment of the Community Reference Group members no later than the December 2018 ordinary Council meeting.

Background

At its meeting ordinary meeting on the 16 November 2016, Council resolved:

THAT Council undertakes a review of Council's rating system.

Resolution: 16/0252/01

Council's rating system was established in the mid 1980's when Litchfield Council came into operation. Since then there has been small changes made to the basis of rating, such as introducing Unimproved Capital Valuation (UCV) as the basis for rating commercial and industrial properties and a separate flat rate for residential properties located in Coolalinga.

Each year Council considers the amount of revenue it requires to be raised from rates however, a rating policy review is a more in-depth examination of whether Council has its basis for rating set correctly given consideration of factors such as fairness and equity.

It is prudent for councils to undertake this deeper examination from time to time.

Also, Council's Long Term Financial Plan includes six key strategies to ensure long term financial sustainability, including increasing rate income to fund an increase in capital spend. The six strategies are:

- Constrain growth in operating costs
- Explore opportunities for increased income from sources other than Property Rates
- Advocate strongly for grants from other levels of Government
- Improve the approach to Asset Management
- Use discretionary Reserves to increase capital spend in the short term
- **Increase rate income to fund an increase in capital spend**

Council recognises the necessity to undertake a review of the Rating Policy and wants to use the review to engage with the community. The objectives of the engagement are:

- to raise awareness of Council's current rating system and opportunities for improvement;
- to provide the opportunity for the community to be involved in reviewing Council's Rating Policy; and
- to ensure community input into Council's decision-making processes is considered.

Key stakeholders and campaign strategies have been identified, and the community will be given the opportunity to engage in several ways and in all stages of the process, as outlined in the project plan.

The Project Plan outlines the following steps for the Review of the Rating Policy:

1. Establishment of a Community Reference Group through an Expression of Interest process.
2. Appointment of Community Reference Group Members by Council.
3. Community Reference Group develops recommendations to Council through eight (8) sessions. The community will be kept informed of the process through media channels.
4. Council will receive the recommendations and formulate a discussion paper.
5. The Discussion Paper will be released by Council for public consultation with the community.
6. Feedback on the Discussion Paper will guide Council developing a draft Rating Policy.
7. The Draft Rating Policy will be released by Council for public consultation.
8. Consultation comments will be considered before adopting the Rating Policy.

The Terms of Reference for the Community Reference Group (Attachment C) set the membership of the group:

- One (1) independent non-voting chair,
- up to five (5) voting representatives of key groups of ratepayers (E.g. residential, commercial, mining) and
- up to six (6) voting community members.

Council will provide the Rating Policy Review Community Reference Group with the necessary expert advice through information on legislation, Council's financial information, rating models and other information to assist the group to understand Rating systems and relevant data to the Litchfield community.

Links with Strategic Plan

Priority # 1 – Everything you need

Priority # 2 – A great place to live

Enabler: A well-run Council

Legislative and Policy Implications

Council's current Rating Policy FIN02 is to be reviewed.

Risks

There is a risk to Council if the rating system does not adequately reflect the population growth in the area. The increased cost of services provided will be funded by only a portion of the population. Ultimately this will increase the financial pressure on individual ratepayers.

Financial Implications

Council's current 2018-19 budget has an allocation of \$30,000 for this project.

Community Engagement

It is best practice to undertake community engagement as part of the development of rating policies and consult with the affected ratepayers to understand and minimise adverse impacts.

A community engagement plan has been developed to ensure Council's engagement is extensive and inclusive.

Recommending Officer: **Silke Maynard, Acting Chief Executive Officer**

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

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

Rating Policy Review Project Plan

Introduction

Litchfield Council is embarking on a Project to review its current Rating Policy (rating system).

Council's approach will be to review the current Rating Policy with the assistance of a Community Reference Group, the development of a discussion paper for extensive community consultation, review of community submissions and finally, adoption of a new rating policy.

The Community Reference Group will meet from February to June 2019; eight meetings in total. Terms of Reference will be established by Council.

Timelines

Deliverables	Due Date
Finalised Project Plan	August 2018
Council Meeting – Adopt TOR and Community Reference Group formation	26 September 2018
Start of Expression of Interest (EOI) process for Reference Group Members (3 weeks)	01 October 2018
EOI closing	21 October 2018
Council Meeting – appointment of members to Reference Group	12 December 2018 <i>(based on the meeting being moved from 19th December)</i>
1 st Meeting Reference Group	1 st week February 2019
2 nd Meeting Reference Group	3 rd week of February 2019
3 rd Meeting Reference Group	1 st week March 2019
4 th Meeting Reference Group	1 st week April 2019
5 th Meeting Reference Group	1 st week May 2019
6 th Meeting Reference Group	3 rd week May 2019
7 th Meeting Reference Group	1 st week June 2019
8 th Meeting Reference Group	3 rd week June 2019

Deliverables	Due Date
Special Council Meeting to endorse Discussion Paper for public consultation	7 August 2019
Start Public Consultation on Discussion Paper (4 weeks)	12 August 2019
Public Consultation on Discussion Paper Closing	8 September 2019
Councillor Workshop on outcomes of Public Consultation	25 September 2019
Council Meeting - Adopt Draft Policy for Public Consultation	16 October 2019
Start Public Consultation period for draft Policy (3 weeks)	21 October 2019
Public Consultation on Draft Policy Closing	10 November 2019
Council Meeting - Adopt Rating Policy	11 December 2019 – Council Meeting (<i>based on the meeting being moved from 18th December</i>)

Project Sponsor

The Project Sponsor will be the Director Community and Corporate Services.

The Project Sponsor is responsible for reporting to Council on progress of the project and that the overall goal is achieved within set timeframes.

The Project Sponsor will manage the Community Reference Group and meeting processes.

Project Manager

The Project Manager will be the Finance Manager.

The Project Manager is responsible for the implementation of the project plan. The Manager will involve key stakeholders in the process and drive the progress of the project.

Internal Project Team

Chief Executive Officer	Representative for Executive Team
Director Community and Corporate Services	Project Sponsor
Director Infrastructure and Operations	Representative for Planning
Finance Manager	Project Manager
Community Engagement Advisor	Project Advisor
Rates Officer	Representative for Rates Administration

The Project Team will steer the project from an internal perspective and ensure the project outcomes are in line with organisational and legislative requirements. The team will attend the Community Reference Group meetings (if required) and meet regularly to evaluate the progress.

Key stakeholders

The key stakeholders are likely to be impacted by the Project and will be considered in the Community Engagement Plan:

Organisation	Interest
Litchfield Council, Mayor and Councillors	Possible to be contacted by constituents and receive media attention
Litchfield Council, Staff	Staff being advocates for Council as the first contact to customers and/or rate payers
Community Groups	An avenue into the community and across different demographics
Representation of commercial groups	There might be particular commercial groups impacted by the review of the Rating Policy
Local Members of Parliament	Possible to be contacted by constituents
NTG, Department of Housing and Community Development	Possible to be contacted by ratepayers
Media	Local Government rates and rating system will attract media. Providing the media outlets with information will help when reporting the topic.
Community Reference Group	The Community Reference Group will be an advisory Group to Council for the development of a new Rating Policy



TERMS OF REFERENCE

Rating Policy Review Community Reference Group

Introduction

In 2016 Council resolved to review its rating system. Council engaged John Comrie, JAC Comrie Pty Ltd to undertake a review of its rating system. Before establishing his consulting firm, John headed the South Australian Government's Office of Local Government and prior to that the Local Government Association of SA and a large local government in metropolitan Adelaide. Over the last eight years John has produced several key publications which can be found at [John Comrie reports, Conference Papers and Presentations](#)

John's report was received by Council in May 2018. A copy of *Litchfield Council -Review of its Basis of Rating*, including recommendations, is available at [Council Meeting Agenda 16 May 2018](#).

Council has now resolved to establish a Community Reference Group to advise Council on its Rating Policy.

The Community Reference Group will produce a report with advice regarding what changes Council should consider in developing its new rating policy. The report will be presented to Council.

Council will take into consideration the Community Reference Group report in its deliberations together with other information to develop a draft Discussion Paper for public consultation.

The community will have the opportunity to make submissions on Council's intended rating direction prior to Council adopting its new Rating Policy, which is expected to occur in December 2019.

1 Purpose

The objectives of the Rating Policy Review Community Reference Group are to act as an advisory Group to Council for the development of a new Rating Policy, and in particular to:

- 1.1 Identify and recommend principles for formulating a rating policy;
- 1.2 Advise on the residential rate and consideration of differential rates;
- 1.3 Advise on the equitable collection of rates; and
- 1.4 Produce a Report with recommendations for Council before public comment.

2 Membership

Membership will comprise:

- 2.1 an independent non-voting Chair with knowledge of local government rating;
- 2.2 up to five representatives of key groups of ratepayers with voting rights; and
- 2.3 up to six community members with voting rights.

3 Selection of Committee Members

- 3.1 Council will endorse the membership for the Rating Policy Review Community Reference Group.
- 3.2 A public Expression of Interest process will be undertaken to attract key group representatives and community member representatives of the Litchfield Municipality.
- 3.3 Council reserves the right to select Group Members based on demographics to ensure a diverse range of representation.

4 Term of Appointment

- 4.1 The Rating Policy Review Community Reference Group will be in place to advise Council from February until June 2019.
- 4.2 It is anticipated that during this period Group Members will be expected to attend approximately eight meetings.

5 Roles and Responsibilities of members

5.1 Group members have a responsibility to:

- attend meetings. If a Group Member fails to attend two consecutive meetings without a valid reason, the position is considered vacant.
- read agendas and reports; and
- contribute to the development of a Report with recommendations to Council.

6 Vacancies

6.1 A Group vacancy arises if a member resigns in writing or fails to follow the responsibilities outlined. If the term remaining is greater than three months Council will endorse a new committee member.

6.2 In the circumstances where a vacancy is required to be filled, Council will fill the vacancy from the original expression of interest process undertaken to establish the Group.

7 Other Meeting attendees

7.1 External consultant responsible for drafting the report with recommendations for Council in line with the groups' decisions.

7.2 External Experts may be invited to attend meetings, as appropriate.

7.3 Litchfield Council Chief Executive Officer, Director Community and Corporate Services, Community Engagement Advisor and Finance Manager or other staff, as appropriate.

8 Meeting Schedule

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

9 Quorum

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

10 Chairing of Meetings

10.1 All meetings will be chaired by the non-voting independent Chair.

11 Secretariat Support

11.1 The secretary for meetings will be the Litchfield Council Finance Manager.

12 Agenda Papers

12.1 Agenda and other documentation necessary for conducting a meeting will be made available to Committee members at least five days before each meeting.

12.2 Meeting Agenda Papers will be developed by Secretariat.

12.3 Calls for agenda items for the next meeting will be part of each meeting agenda.

13 Meeting Protocol

13.1 The Rating Policy Review Community Reference Group shall adhere to normal meeting protocols.

13.2 All Reference Group Members must act with courtesy towards each other, respect the confidentiality of information obtained, be prepared for meetings and give advice in the interest of the community.

14 Voting

14.1 The Rating Policy Review Community Reference Group will vote to make decisions.

15 Council's Responsibilities

15.1 Council will provide the Rating Policy Review Community Reference Group with the necessary expert advice to enable it to reach its recommendations. This may include:

- Council's current Rating Strategy;
- References to relevant parts of the NT Local Government Act;
- Ministerial guidelines and reports;
- Financial modelling generated by Council staff; and
- Rating model and information from other councils, as requested and if available.
- Information to assist the group to understand the principles of a Rating system and associated data relevant to the Litchfield community.
- Staff to participate, as requested to inform the meeting, support meeting processes and other meeting requirements.

- 15.2 Council will use information that has been obtained from the Group and the wider community as part of its decision-making process.

16 Conflict of Interest

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

17 Items out of scope

- 17.1 The Rating Policy Review Community Reference Group will not be asked to consider:
- The amount of rate income collected by Council;
 - Council's Fees and charges;
 - Council's other policies and strategies, except to the extent they relate to rating policy;
 - The cost effectiveness of providing Council services;
 - The range of services and facilities provided by Council; or
 - Council's capital works program.

18 Amendment

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



COUNCIL REPORT

Agenda Item Number:	15.13
Report Title:	Street Lighting Update
Report Number:	18/0143
Meeting Date:	26/09/2018
Attachments:	Nil

Purpose

This report is provided for information to Council and includes a summary of the status of Council's street light assets and future considerations for their management.

Summary

Litchfield Council owns 288 street lights that were handed over to Council for its own control and management from Power Water Corporation on 1 January 2018.

This report provides background on the assets that Council owns and how they can be maintained into the future to ensure their future sustainability, both financially and environmentally.

Recommendation

THAT Council:

1. notes the replacement of street light luminaires with LED, including for maintenance activities and as a requirement of new works;
2. notes the preparation of a four year LED luminaire replacement program for consideration in the 2019-20 budget;
3. notes the intent to install smart control systems within the Litchfield Municipality as part of the LED replacement program; and
4. endorses the preparation of a Street Lighting Policy to be presented to Council by February 2019.

Background

Current Assets

Litchfield Council owns 288 street lights. These were handed over to Council for its own control and management from 1 January 2018. Prior to this, the Power Water Corporation managed the operation of these assets, including the specifications, maintenance and replacement activities.

The assets handed over to Litchfield Council include a range of lighting types and are spread throughout the municipality and extend beyond the light itself. The power supply to the luminaire was also handed over to Council, along with the street light pole itself.

Lighting powered by underground supply results in Council owning the wiring between each pole to the substation, the pole itself, the outreach arm and the luminaire.

For lights on power poles that have overhead power, Council owns the wiring from the luminaire to the overhead power line (on each pole), the outreach arm, the bracket attaching the arm to the pole, and the luminaire. Council does not own the pole or other wiring in these instances.

Council has 131 lights with overhead supply, and 157 lights with underground supply. This also means that Council owns approximately;

- 288 luminaires (mostly HPS or MV)
- 288 outreach arms, plus 131 brackets on power poles
- 131 short length of wiring on overhead power supply
- 150 street light poles (mostly 9 or 12m high)
- Over 6km of wiring (approx. 40m between each pole)
- Various other brackets, fuses, timing switches and other infrastructure

Luminaires - Types

Luminaires can have different globe types, wattages, colour and overall size. Most luminaires specified and installed within the last 20 years have high pressure sodium (HPS) globes with earlier luminaires being mercury vapour (MV), or metal halide (MH).

Light emitting diode (LED) luminaires are a newer technology and are the most efficient lighting type for street lighting. LED luminaires require less maintenance as the globes don't require replacement or cleaning, and they have expected lives of at least 10 years. Katherine Town Council has replaced its 800 lights with LED luminaires and the municipalities of Darwin and Palmerston have determined to replace their lights with LED over the next few years as there are a range of benefits.

Litchfield Council has the following types of luminaires, taken from the data provided to Council from PWC at the time of handover.

Type	Total	%
HPS	198	69%
MH	1	0.003%
MV	71	25%
Unknown*	18	6%

*Unknown types are likely to be HPS or MV

Wattage and Costs

The wattage of luminaires is important as this determines the charge applied from PWC as it relates directly to the energy consumption of the light. Aside from the charge from PWC, lower watt lights use less electricity and are therefore more environmentally sustainable options, although there are other environmental considerations which will be discussed within this paper.

The wattage typically relates to the designed lighting level for a road or pedestrian area. HPS and MV type luminaires would typically be 70-80W watt (W) luminaires in a residential street design. As a comparison, new LED luminaires can range between 18-30W for the same level of lighting.

The PWC tariffs for street lighting are charge per 50W range up to 100W and then 100W ranges, ie 1-50W, 51-100W, 101-200W etc. Therefore, a reduction of wattage tariff range for an entire category of luminaires could result in a significant decrease in PWC charges. There has been some discussion of this tariff charge changing to be based on actual consumption, however at this stage this tariff will be in place for another financial year and it is unlikely that it will be changed within the next few years.

Colour Temperature

Colour temperature is measured in Kelvin and essentially provides the colour of the light when it is on. A yellow, or warm, light has a lower colour temperature around 2700-3000K. A white, or cool, colour temperature would be around 4000K. Colour temperature is also a factor in the amount of 'blue' light a luminaire produces.

The colour temperature can have some impact on the lighting level itself, however it is marginal and most luminaire suppliers can supply luminaires in either 3000K or 4000K temperature as a selection when ordering. The cool light of higher temperature (4000K) luminaires is often used in areas that have security concerns and on major highways as it provides improved detailed vision, and the warmer light of lower temperature (3000K) luminaires is preferred in residential areas as they are used to the warmer/yellow light colour.

Valuation

Council is undertaking a valuation of these assets for accounting purposes. The table below provides indicative values that are currently being reviewed by a street lighting consultant.

Asset	Current Value	Annual depreciation
Luminaires	\$110,000	\$7,300
Poles, brackets and outreach arms	\$1,090,000	\$21,700
Wiring	\$497,000	\$9,900
TOTAL	\$1,697,000	\$38,900

The annual depreciation (\$38,900 total) provides guidance, based on standard asset management principles, of the required annual expenditure on capital replacement activities to ensure the asset is sustainable. As the high value assets are younger, these costs may not be required now, however they should be planned for to minimise the risk of significant costs when the assets reach the age of requiring replacement. A complete valuation of the assets is currently being prepared.

Maintenance

Council has entered into a contract with City of Darwin for its street light maintenance services. This contract will apply until 31 December 2020, although Council can terminate it with 6 months notice. The contract is a schedule of rates contract for the activities as required by Litchfield Council. Council is able to utilise the services of the City of Darwin Contractor, Top End RACE, for all maintenance and inspection activities. Council also has the option of using this contract for luminaire replacement.

Since the commencement of the Contract to end of July, 10 reports of street lights being out have been reported to Top End RACE for maintenance. The contract allows for replacement of luminaires with LED where the value of the repair is beyond \$200, and as the cost of the LED luminaire is in the

order of \$300-\$500, this is seen as a cost-effective way of commencing an LED replacement program as part of maintenance activities.

LED Replacement

The decision to replace luminaires with LED is based on up front and ongoing costs. LED luminaires are available at costs competitive to, and in some cases, cheaper than conventional HPS luminaires, they have significantly longer lives, reduced maintenance requirements and result in much lower power consumption. As Council is charged for luminaires through the PWC tariff system, it is relatively easy to estimate the immediate cost impacts and potential savings of reducing wattage ranges.

Some basic modelling has been undertaken on Litchfield's luminaires, and the below summarises the potential impact of replacement with LED over the next 3 years. The capital replacement cost (poles, wiring) hasn't been included as it's not currently budgeted for and remains consistent regardless of the LED replacement. However, by the 4th year, the total budget required for the replacement is offset by the other savings and capital costs can start to be budgeted for.

	2107-18	2018-19	2019-20	2020-21	2021-22	Ongoing
		Year 1	Year 2	Year 3	Year 4	
Lights Replaced	0	71	71	84	62	0
	N/A	MH lights	>10 years	>5 years	all	N/A
Replacement Cost	\$-	\$35,800	\$42,600	\$49,100	\$40,100	\$-
Energy Cost	\$67,000	\$62,600	\$56,000	\$47,000	\$40,000	\$40,000
Maintenance Cost	\$62,000	\$54,000	\$47,000	\$38,000	\$30,960	\$30,960
Total	\$129,000	\$152,400	\$145,600	\$134,100	\$111,060	\$70,960

By replacing luminaires with LED, Council would reduce its power bill to PWC for maintenance costs by approximately 40%. There are also the environmental aspects of the replacement with the equivalent emissions and energy reductions. If Council were not to replace luminaires with LED (at all) the ongoing costs would remain at the current levels, with capital costs requiring to be included over the next few years as the assets age and replacement is required.

It is recommended that a four year LED replacement program is prepared for the 2019-20 budget. It is also recommended that all new and replaced street lights include LED luminaires.

Public lighting (smart) controls

Council has been involved in a collective procurement process for the supply of a smart control system for LED luminaires with City of Palmerston and City of Darwin. If each council were to proceed with this process, Litchfield, as with the other councils, has the option of entering into a contract with the preferred tenderer, or not, and each contract would be individually between the respective council and the successful tenderer.

The system includes a smart control 'node', that plugs into the LED luminaire and can tell it to turn on or off, dim, and provide maintenance information such as whether it's faulty. This node talks through a network to a computer system that is the point where the information is gathered, and the luminaire remotely controlled.

It is recommended that the incorporation of a smart control system is included with the replacement program, subject to the outcome of the collective procurement process.

Resource and financial implications

As indicated in the table above, both the LED replacement and the smart control system do have upfront capital costs, and some ongoing costs. However, once in place and established, there are ongoing cost savings of approximately \$46,000 per year. With the cost of the LED replacement and smart system equating to \$196,000 in capital costs, this represents a payback period of less than 5 years.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Council does not currently have a Policy in relation to street lighting as the asset is new for Council to manage. As street lighting is a new asset for many councils, this is not uncommon. It is recommended that a policy is prepared to provide clarity around service level standards such as lighting levels for design, the requirement for LED luminaires and consideration of new lighting installation.

Risks

Nil

Financial Implications

There are resource implications for each option that has been discussed. In summary, the following are the potential costs, and savings, for each one.

		4 Year Program		8 Year Program		
	Current Annual	Total	Average Annual	Total	Average Annual	Ongoing Annual
Replacement Cost	\$-	\$167,600	\$41,900	\$167,600	\$20,950	\$-
Energy Cost	\$64,000	\$205,600	\$51,400	\$365,600	\$45,700	\$40,000
Maintenance Cost	\$65,000	\$169,960	\$42,490	\$293,800	\$36,725	\$30,960
Subtotal - lighting	\$129,000	\$543,160	\$135,790	\$827,000	\$103,375	\$70,960
Smart Control Node	\$-	\$28,800	\$7,200	\$28,800	\$3,600	\$-
Network Costs	\$-	\$52,500	\$13,125	\$78,500	\$9,813	\$6,500
System Costs	\$-	\$20,000	\$5,000	\$40,000	\$5,000	\$5,000
Subtotal - smart system	\$-	\$101,300	\$25,325	\$147,300	\$18,413	\$11,500
Total	\$129,000	\$644,460	\$161,115	\$974,300	\$121,788	\$82,460

Community Engagement

A community engagement plan will be required if a replacement program is undertaken.

**Recommending
Officer:**

Nadine Nilon, Director Infrastructure and Operations

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

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



LITCHFIELD COUNCIL MEETING

Wednesday, 26 September 2018

16 Common Seal

17 Other Business

18 Public Questions

19 Confidential Items

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

19.1 Application to Auction Property Townsite of Southport Lot 00315

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

19.2 Street Light Control System

Regulation 8(c) – information that would, if publicly disclosed, be likely to: (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

19.3 RFT18-168 Litchfield Council Reseal Various Roads Tender Evaluation

Regulation 8(c) – information that would, if publicly disclosed, be likely to: (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

19.4 RFT18-170 Bituminous Surface Repairs

Regulation 8(c) – information that would, if publicly disclosed, be likely to: (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

19,5 Update on Community & Business Hub Business Case

Regulation 8(e) information provided to the council on condition that it be kept confidential.

20 Close of Meeting