

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 16/05/2018

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

Kaylene Conrick, Chief Executive Officer

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



LITCHFIELD COUNCIL MEETING

Notice of Meeting
to be held in the Council Chambers, Litchfield
on Wednesday, 16 May 2018 at 6:30pm

Kaylene Conrick
Chief Executive Officer

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 16 May 2018

1. Open of Meeting

Audio Disclaimer

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

2. Acknowledgement of Traditional Ownership

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

3. Apologies and Leave of Absence

4. Disclosures of Interest

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

5. Confirmation of Minutes

THAT the full minutes of the Council Meeting held 18 April 2018, 10 pages, be confirmed.

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

6. Business Arising from the Minutes

THAT Council receives and notes the Action 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	Drafting Instructions will be presented at May 2018 Council Meeting.
16/0203	Signage, Roadside Vans and Events on Council Land 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body; 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	DCCS	21-09-16	On hold until Meeting By-Laws are progressed.

Reconstruction of Finn Road

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

Improvements Berry Springs Waste Transfer Site

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

Rating Strategy

16/0252/01	THAT Council undertakes a review of Council's rating system.	DCCS	16-11-16	Further report will be presented at May 2018 Council Meeting
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Litchfield Aquatic Facility Needs Analysis Report

17/0036/4 THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.

CEO

15-02-17

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.

Tree Inspection on Council's Recreational Reserves and Thorak

THAT Council:

1. receives and notes the report on Tree Inspections on Council's Recreation Reserves and Thorak Regional Cemetery;
2. endorses the proposed Tree Management Program comprising qualified tree risk assessments and works and the development of a Tree Risk Management Plan;
3. approves the allocation of up to \$70,000 from Council's Financial Infrastructure Reserve in the 2017/18 financial year to undertake immediate tree risk assessments on all recreational reserves and Thorak Regional Cemetery;
4. allocates the costs of undertaking a tree risk assessment for Thorak Regional Cemetery to Thorak Regional Cemetery;
5. refers to future budget development processes, the allocation of appropriate funds for tree risk assessments and works on all recreational reserves and Thorak Regional Cemetery;
6. refers the development of a Tree Risk Management Plan to the 2018/19 Budget development process as a new initiative; and
7. endorses the inclusion in recreation reserve agreements of clear roles and responsibilities regarding tree management and tree risk assessments.

Tree assessments completed. A report will be presented to Council at the May Council Meeting.

Reserve Committees are consulted on the outcome of the report and works that need to be undertaken.

Tree Risk Management Plan is included in the Draft 2018/2019 Budget.

1718/102

DCCS

15-11-17

Wastewater Dump Point Investigations

THAT Council:

1. Continue further investigation into costs and feasibility of establishing a dump point; and
2. Receives a further report on the matter at a future Council meeting.

Work on this item is progressing. A report to Council is anticipated May 2018.

1718/108

DIO

15-11-17

Litchfield Council General Election 2017

THAT Council:

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

Draft Waste Strategy

THAT Council:

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

Procurement of Operation and Maintenance Contract for Council Streetlights

1718/125 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.

CEO

13-12-17

Information now included on Council's website regarding reporting faults and an internal process established to response to community reports. Council is in the later stages of concluding a contractual arrangement with the City of Darwin for the maintenance and operations of streetlights.

Council Meeting – June 2018 – Change of Date

15.6 THAT Council:

1. Change the ordinary June Council Meeting scheduled for Wednesday, 20 June 2018 to Wednesday, 27 June 2018 commencing at 6.30pm; and
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.

CEO

17-01-18

New date to be publicly advertised closer to the date.

Litchfield Library Service Needs Study

THAT Council:

1. Receive the Library Services Needs Study;
2. Authorises the Chief Executive Officer to enter into discussions with NTL to investigate funding arrangements for the transfer of the operations and management responsibilities for the library service at Taminmin College to Council;
3. Undertakes its due diligence to fully understand the financial implications of assuming responsibility for a Litchfield library service; and
4. Receive a further report, no later than the April 2018 meeting, on the discussions and due diligence undertaken in regard to a transfer of the responsibility of the public library service to Council.

15.7

DCCS

17-01-18

Discussions with NT Library initiated and information requested for analysis. Business case prepared for Council consideration.

Construction of Mobile Workforce Shed, Humpty Doo WTS

THAT Council receive and note the report on the status of the \$225,000 grant from Department of Housing and Community Development to construct a Mobile Work Force Shed at the Humpty Doo Waste Transfer Station; and acknowledges the grant extension received from Department of Housing and Community Development and the revised project timelines.

1718/019

DIO

19-07-17

Council resolution Wednesday 21 March 2018 - investigations underway with future report to Council no later than June 2018.

1718/172	<p>Mobile Workforce Shed</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. not proceed with the project to construct a work shed for mobile workforce; and 2. revisit the project to explore other options to construct a shed in accordance with the allocated budget; and 3. receive a further report on this matter no later than June Council meeting. 	DIO	28-02-18	Investigations underway.
1718/208	<p>Draft Municipal Plan 2018-2019 including Annual Budget 2018-2019</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. Pursuant with Section 24 of the Local Government Act 2008, endorse the Draft Municipal Plan 2018 - 2019 as provided in Attachment B for the purposes of public exhibition and consultation; 2. Advertise the Draft Municipal Plan 2018 - 2019 as being available for public consideration, and invite public submissions during a period of 21 days from 20 April 2018 to close of business on 11 May 2018; 3. Receive and consider a further report on public submissions made in relation to the Draft Municipal Plan 2018 – 2019 at a Special Council Meeting to be held Wednesday 30 May 2018; and 4. Authorise the Chief Executive Officer to make minor editorial changes, as necessary. 	DCCS	18-04-18	Draft Municipal Plan public consultation advertised 21 May 2018.
1718/208	<p>GOV02 Meeting Procedures</p> <p>THAT Council endorse the updated Draft GOV02 Meeting Procedures policy.</p>	DCCS	18-04-18	<p>Complete.</p> <p>Policy Register updated and policy available on Council's website.</p>

Freds Pass Rural Show Funding

THAT Council:

1718/211

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

DCCS

18-04-18

Complete.
Letter sent to Fred Pass Rural Show.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 16 May 2018

7 Presentations

8 Petitions

9 Public Forum

10 Accepting or Declining Late Items

11 Notices of Motion

11.1 Review of the Mobile Workforce Service

12 Mayors Report

12.1 Mayor's Report

NOTICE OF MOTION

COUNCIL MEETING DATE:

Wednesday, 15 May 2018

TOPIC:

Review of the Mobile Work Force Service.

BACKGROUND:

In 2012, the Mobile Workforce was set up.

Service delivery and contract management issues related to culvert maintenance, road patching, signage, slashing and spraying, and fire break maintenance resulted in a business case for the establishment of a Mobile Work Force (MWF) being put forward to Council in August 2012, which Council endorsed.

In 2015, whilst under Official Management, an independent assessment of the original MWF Business Case and its performance against this Business Case between 2012 and 2015.

KPMG Darwin was engaged by Council to undertake the independent assessment as part of a larger body of work. The assessment was presented to Council on 3 September 2015, finding that the financial and operational basis upon which the original business case was based in 2012 was questionable. The officer report accompanying the KPMG report to Council, suggested a more thorough analysis of how Council's needs should be met prior to making any decisions regarding altering the service structure. The KPMG report was received and noted only, with no other Council resolution relating to the MWF.

Since September 2015, Council has successfully secured \$225,000 as 50% funding towards constructing a new MWF facility. Council currently rents a facility in Humpty Doo to garage the MWF plant and equipment, at a cost of approximately \$70,000 per annum.

The Draft Budget 2018/19 allocates \$1,249,031 to provide the MWF service with a further \$128,000 for plant purchases.

OBJECTIVE:

To undertake a full review of the MWF service to determine the most inexpensive way for Council to have the road verges maintained.

NOTICE OF MOTION:

THAT Council request a report to be presented at the next Council Meeting scheduled 27 June 2018, on the process, cost and timing to undertake a Service Review of the Mobile Work Force to determine whether the service should continue to be provided by Council's in-house staff team or, if the service should be undertaken via an external contract.

NOTICE OF MOTION

Cr Mathew Salter, North Ward

Friday 4 May 2018

NOTE: NOTICES OF MOTION MUST BE RECEIVED BY THE CHIEF EXECUTIVE OFFICER 8 WORKING DAYS PRIOR TO THE MEETING AT WHICH THE MOTION IS TO BE MOVED.

For office use only

Date Received: {date}

Agenda to be included: Wednesday, {date}



COUNCIL REPORT

Agenda Item Number:	12.1
Report Title:	Mayor's Monthly Report
Report Number:	18/0065
Meeting Date:	16/05/2018
Attachments:	Nil

Purpose

A summary of the Mayor's attendance at meetings and functions representing Council for the period 19 April 2018 to 16 May 2018.

Date	Event	Comment
15/05/18	Litchfield Women in Business	Scheduled Steering Committee Meeting

Mayor Maree Bredhauer was on leave from 19 April 2018 to the 14 May 2018 and the following is a summary of the representations made by Deputy Mayor Hunt and Cr Simpson during her absence.

Summary

Date	Event	Comment
20/04/18	Top FM	Regular Weekly Radio Interview – Deputy Mayor Hunt
20/04/18	Dawn Service Anzac Day	Vietnam Veteran Affairs – Cr Simpson
20/04/18	Anzac Day Service	Lions Club and Village Green – Deputy Mayor Hunt
		Humpty Doo Golf Club – Deputy Mayor Hunt
24/04/18	Channel 9 Interview	Waste Strategy, Proposed Commercial Charges – Deputy Mayor Hunt
27/04/18	Top FM	Regular Weekly Radio Interview – Deputy Mayor Hunt
04/05/18	Top FM	Regular Weekly Radio Interview – Deputy Mayor Hunt

Recommendation

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



LITCHFIELD COUNCIL MEETING

Wednesday 16 May 2018

13 Reports from Council Appointed Representatives

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

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 16 May 2018

14 Finance Report

14.1 Finance Report April 2018



COUNCIL REPORT

Agenda Item Number:	14.1
Report Title:	Council Finance Report – April 2018
Report Number:	18/0075
Meeting Date:	16/05/2018
Attachments:	Nil

Purpose

The purpose of this report is to present the monthly finance report for the period ended 30 April 2018.

Recommendation

THAT Council receives the Litchfield Council Finance Report for the period ended 30 April 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 years and current budget year variations.

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

Prior year outstanding rates have reduced by \$929,325 since the start of the financial year.

The forecasted total revenue for 2017/18 has increased by \$35k compared to the March 2018 report. The reason for this is mainly additional grant funds for Streetlight maintenance and Community event donations received from other organisations.

The forecasted total expenses for 2017/18 has increased by \$169k compared to the March report. A forecasted increase in Contractors for clean-up works undertaken after the effects of Cyclone Marcus. These costs are expected to continue over the next month but should be reimbursed by the Natural Disaster Relief and Recovery Arrangement (NDRRA) at a later date.

The overall forecasted surplus for 2017/18 has decreased by \$133k, but remains to be \$307k higher than the original budget for 2017/18.

Finance Report

April 2018

**LITCHFIELD
COUNCIL**



Community effort is essential

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SECTION 1

CONSOLIDATED FINANCIAL STATEMENTS

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

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

CONSOLIDATED OPERATING STATEMENT

	2017/18 Budget	2017/18 Actual	2017/18 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Rates	9,697,195	9,660,800	9,707,135	9,940	1
Statutory Charges	33,500	58,620	62,223	28,723	2
User Charges	1,217,955	1,092,649	1,236,761	18,806	3
Grants, subsidies & contributions	5,294,974	3,408,619	5,906,091	611,117	4
Investment Income	725,000	580,208	725,000	0	
Reimbursements	0	2,187	2,187	2,187	
Other Income	43,000	58,969	88,969	45,969	5
TOTAL REVENUE	17,011,624	14,862,052	17,728,366	716,742	
EXPENSES					
Employee Costs	5,973,624	4,533,762	5,913,061	60,563	6
Auditor Fees	41,000	25,751	41,000	0	
Bad and doubtful Debts	0	924	924	(924)	7
Elected Member Expenses	245,787	165,733	246,266	(479)	
Election Expenses	136,710	124,300	124,300	12,410	
Cemetery Operations	266,500	233,289	311,218	(44,718)	8
Contractors	4,505,358	3,121,390	4,701,147	(195,789)	9
Energy	231,600	156,014	221,056	10,544	
Insurance	223,599	218,448	222,493	1,106	
Maintenance	530,628	472,724	570,728	(40,100)	10
Legal Expenses	173,000	77,789	109,743	63,257	
Donations and Community Support	136,250	81,528	129,898	6,352	
Computer / IT Costs	281,290	258,310	287,796	(6,506)	
Parts, accessories & consumables	188,000	147,657	190,667	(2,667)	
Professional Services	444,070	332,252	622,561	(178,491)	11
Sundry	384,357	344,753	452,835	(68,478)	12
TOTAL EXPENSES	13,761,773	10,294,624	14,145,693	(383,920)	
RESULT	3,249,851	4,567,428	3,582,673	332,822	

Explanations for Forecast variances to Original Budget

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

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

Note 3 – Overall a slight increase in revenue as a result of numerous factors. Some negative impacts to the revenue were a reduction in developments and subdivisions budgeted for 2017/18, a reduction in the Commercial Waste revenue, ceasing of the Information Services contract with City of Palmerston and the reduction in usage of the Howard Park Reserve. These decreases are offset against the introduction of an Administration fee and increased income from prepayments of plots at Thorak Regional Cemetery.

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

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

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

Note 7 - Disputed infringement – Approval granted for reversal.

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

Note 9 - The costs associated with the general maintenance after cyclone Marcus has equated to \$252,200, with an additional \$104,600 committed and awaiting payment and further work to be quoted and conducted in future weeks.

Note 10 - The inclusion of the tree management program for recreational reserves approved by Council at November's Meeting (Resolution 1718/102).

Note 11 – Developer Contribution Plan budget remaining from the 2016/17 financial year and the Litchfield Library Services – Feasibility Study. Also, includes casual staff for the Waste Transfer Stations during and prior to the advertising of casual positions to offset against employee costs.

Note 12 – Increase in sundry expenses offset against other expenditure items within the Works department and the additional costs for advertising and managing recruitment of advertised positions within the Corporate Department. In addition to an increase in costs for postage and printing in the Finance Department for the Reminder Rates notices as part of improved debt recovery processes.

CONSOLIDATED BALANCE SHEET at 30 April 2018

	31 March 2018	30 April 2018	Movement +ve (-ve)
CURRENT ASSETS			
Cash & Cash Equivalents	1,655,209	1,038,212	(616,997)
Trade and Other Receivables	2,508,566	2,090,518	(418,048)
Other Financial Assets	19,564,832	19,584,211	19,379
TOTAL CURRENT ASSETS	23,728,607	22,712,941	(1,015,666)
NON CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	258,600,903	257,205,096	(1,395,807)
Other Non-Current Assets	6,619,211	6,666,493	47,282
TOTAL NON CURRENT ASSETS	265,220,114	263,871,589	(1,348,525)
TOTAL ASSETS	288,948,721	286,584,530	(2,364,191)
CURRENT LIABILITIES			
Trade and Other Payables	804,914	948,611	(143,697)
Provisions	512,732	527,984	(15,252)
TOTAL CURRENT LIABILITIES	1,317,646	1,476,595	(158,949)
NON CURRENT LIABILITIES			
Provisions	428,792	428,792	-
TOTAL NON CURRENT LIABILITIES	428,792	428,792	-
TOTAL LIABILITIES	1,746,438	1,905,387	(158,949)
NET ASSETS	287,202,283	284,679,143	(2,523,140)
EQUITY			
Accumulated Surplus	24,288,728	21,419,301	(2,869,427)
Asset Revaluation Reserve	243,311,730	243,311,730	-
Other Reserves	19,601,825	19,948,112	346,287
TOTAL EQUITY	287,202,283	284,679,143	(2,523,140)

Cash and cash equivalents have reduced by \$616,997 due to payment of vendors.

Other Financial Assets have increase by \$19,379 from 31 March 2018 resulting from reinvesting interest.

Trade and Other Receivables have reduced by \$418,048 from 31 March 2018 due to the collection of both prior year and current year rates. All current year instalments are now due and payable.

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

Other Non-Current Assets represent the projects that remain work in progress as at 30 June 2017 ie. Anzac Parade Infrastructure Upgrade, Freds Pass Reserve Capital Improvements and Freds Pass Road Infrastructure Upgrade as well as the capital projects commenced 2017/18 financial year.

Estimate of Net Cash position and Current ratio

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

As identified in Section 5 of this report, Litchfield Council's liquidity KPI is easily met with 30 April 2018 current ratio equalling 15.36.

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

= $\frac{22,679,776}{1,476,595}$ = 15.36

Net Cash Position = $22,679,776 - 1,476,595$ = \$21 million

SECTION 2

OPERATING POSITION BY DEPARTMENT

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














Overall expenditures year to date are 74% of the annual budget. As some operational expenditures are not evenly spread across the financial year, the overall spent is reasonable, with major operational road maintenance expenditure to occur after the wet season.

The expenditure within Works have increased by \$252k this month as a result of the natural disaster clean-up costs after Cyclone Markus with additional costs of at least \$105k yet to be paid. These costs will be reimbursed by the Natural Disaster Relief and Recovery Arrangement (NDRRA) at a later date.

	2017/18 Budget	2017/18 Actual	2017/18 Forecast	Forecast Variance +ve (-ve)
REVENUE				
Council Leadership	0	13,922	13,922	13,922
Finance	8,174,865	7,686,805	8,175,502	637
Information Services	27,500	3,106	3,106	(24,394)
Works	2,467,580	968,768	2,484,394	16,814
Planning	162,430	48,419	105,562	(56,868)
Waste Management	2,986,838	2,948,427	2,991,983	5,145
Community	79,500	94,217	96,268	16,768
Regulatory Services	34,000	59,614	63,217	29,217
TOTAL REVENUE	13,932,713	11,823,278	13,933,954	(1,241)
EXPENSES				
Council Leadership	1,071,161	877,892	1,061,961	(9,200)
Corporate	466,900	333,811	481,333	14,433
Information Services	469,156	371,337	463,576	(5,580)
Finance	1,522,941	1,193,890	1,577,170	54,229
Works	3,112,938	2,014,770	3,301,985	189,047
Planning	609,494	519,025	711,925	102,432
Waste Management	2,828,104	1,955,949	2,734,541	(93,563)
Community	1,285,840	1,184,473	1,407,020	121,180
Mobile Workforce	1,226,644	925,385	1,229,704	3,060
Regulatory Services	376,940	298,175	373,351	(3,589)
TOTAL EXPENSES	12,970,118	9,674,707	13,342,566	372,449
OPERATING RESULT	962,595	2,148,571	591,388	(371,208)

NEW INITIATIVES

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

	2017/18 Budget	2017/18 Actuals	2017/18 Forecast	Comments	
<u>2016/17</u>					
Developer Contribution Plan Review	124,309	27,439	64,309	Review in progress	
TOTAL	124,309	27,439	64,309		
<u>2017/18</u>					
Data Backup – Business Continuity	16,000	0	16,000	Commitment raised for projects	
Private Roads Strategy	30,000	15,920	30,000	Plan in progress	
Feral Dog Program	10,000	6,301	6,301	Purchase order raised for the purchase of 8 x Dog Traps	
Promoting Responsible Dog Ownership	10,000	1,818	10,000	De-sexing vouchers are currently being issued	
Southport Progress Association Mira Square	5,000	0	5,000	Yet to commence	
Queen's Baton Relay	10,000	12,879	15,000	Event done - additional \$5,000 donation from Bendigo Bank – awaiting final invoices	
Tree Management*	30,000	36,359	30,000	Completed - Tree Hazard Inspection Report issued to Council	
Women's Business Network Meetings	10,000	3,968	10,000	Meeting in March including International Women's Day event	
Mayoral Robe & Chain	3,000	2,812	2,850	Completed - Awaiting invoice for payment	
Asbestos Audits on Reserve Infrastructure	10,000	7,220	10,000	Reports delivered, training to be scheduled	
Meters on Council Bores	15,000	0	15,000	Yet to commence	
Records Management Improvement	51,000	9,105	51,000	Project commenced - Common Service Agreement with local Council	
TOTAL	200,000	96,382	201,151		

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



- On Budget



- Watch Budget



- Outside Budget

CAPITAL BUDGET POSITION

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

	2017/18 Budget	2017/18 Actuals	2017/18 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Works	1,547,377	2,019,906	2,490,908	943,531	1
Waste Management	13,000	24,731	24,233	11,233	2
Planning	763,409	157,791	375,906	(387,503)	3
Mobile Workforce	30,000	2,495	30,000	0	4
Community	0	15,000	15,000	15,000	5
TOTAL REVENUE	2,353,786	2,219,923	2,936,047	582,261	
EXPENSES					
Works	3,486,230	3,093,114	4,364,299	878,069	6
Waste Mgt	305,000	125,271	341,991	36,991	7
Mobile Workforce	380,000	3,666	380,000	0	
Community	0	1,299,982	1,788,792	1,788,792	8
TOTAL EXPENSES	4,171,230	4,522,033	6,875,082	2,703,852	
CAPITAL RESULT	(1,817,444)	(2,302,110)	(3,939,035)	(2,121,591)	

Explanations for Forecast variances to Original Budget

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

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

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

Note 4 – The disposal of the MWF tractor will not occur until end of June 2018, as the new tractor is still to be delivered.

Note 5 – Grant received for the upgrade of kitchens at Howard Park Reserve.













Note 6 – Capital expenditure including Finn Road Upgrade (\$100k), remainder of Anzac Parade Upgrade (\$711k) and Freds Pass / Krichauff Intersection property purchase + final instalment (\$33k).

Note 7 – Forklift purchase carried over from 2016/17 (\$35k) and Stamp Duty on Bobcat in excess of budget (\$2k).

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

CAPITAL PROJECTS 2017/18 - WORKS

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

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2015/16 and 2016/17						
Anzac Parade Upgrade	30/11/2017	<u>2015/16</u> 1,800,000	1,774,394	1,774,394	25,606	 Completed
Freds Pass Road Upgrade	30/09/2018	<u>2016/17</u> 1,220,500	100,125	1,220,500	-	 Tender is out for advertisement
TOTAL		3,020,500	1,874,519	2,994,894	25,606	
Projects commencing in 2017/18						
Road Reseal Program	30/04/2018	2,649,404	1,376,576	2,138,532	465,466	 Completed – Awaiting final invoice (exceeded the deadline)
Re-sheeting of Roads	30/04/2018	400,000	355,200	400,000	-	 In progress
Shoulder Widening	30/06/2018	300,000	0	300,000	-	 Yet to commence
Safety Rails – Leonino Road	31/03/2018	100,000	88,937	88,937	11,063	 Completed
Finn Road Upgrade	30/09/2018	-	83,486	100,000	100,000	 \$1.5m Road Upgrade Grant from NTG — Tender to be awarded at this meeting
William Road – Sealing	15/12/2017	-	168,233	168,233	(168,233)	 Completed
Carveth Road – Sealing	15/12/2017	-	76,996	76,996	(76,996)	 Completed
Mocatto Road – Survey and Detailed Design	31/03/2018	-	65,053	65,053	(65,053)	 Completed
Chibnall Road – Survey and Detailed Design	31/03/2018	-	60,602	77,078	(77,078)	 Completed - Awaiting final invoice
Horsnell Road – Survey and Detailed Design	31/03/2018	-	67,334	77,834	(77,834)	 Completed - Awaiting final invoice
TOTAL		3,449,404	2,342,417	3,492,663	(111,335)	



- On Budget






- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2017/18 – RECREATION RESERVES

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

Recreation Reserve Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2015/16 and 2016/17						
Howard Park Reserve – Scout Roof Upgrade	31/12/2017	<u>2015/16</u> 125,095	122,723	125,095	-	 Final improvement made. Grant acquittal before Council.
Howard Park Reserve – Irrigation Upgrade	31/12/2017	<u>2016/17</u> 20,000	6,792	20,000	-	 Special Purpose Grant – awaiting final invoice
FPR – Improvements	31/12/2017	<u>2016/17</u> 3,000,000	2,235,893	3,000,000	-	 In Progress
TOTAL		3,145,095	2,365,408	3,145,095	-	



- On Budget



- Watch Budget



- Outside Budget

SECTION 3

CASH ON HAND & INVESTMENTS

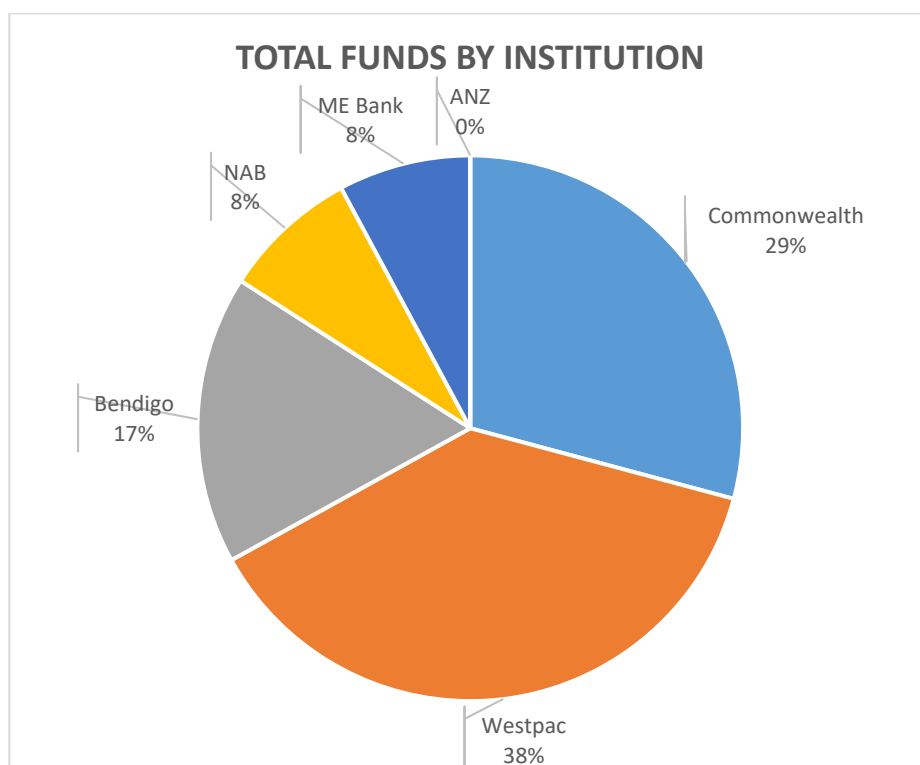
The table below represents a summary of the Cash on Hand & Investments held by Council at 30 April 2018 and compares the balance to the balance at 31 March 2018.

	31 MARCH 2018	30 APRIL 2018	VARIANCE	COMMENT
Investments (Incl. Trust Account)	18,146,801	18,166,169	19,368	Interest Reinvested on Term Deposit
Business Maxi Account	1,150	571,379	570,229	Transferred from Operating Account for future expenditure
Operating Account	1,578,843	378,607	(1,200,236)	General monthly expenditure
TOTAL	19,726,794	19,117,155	(610,639)	

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
26/05/2017	1,545,533	365	Bendigo	2.65%	20/05/2018	40,957
16/06/2017	2,500,000	365	Westpac	2.55%	16/06/2018	63,750
16/06/2017	1,500,000	365	Bendigo	2.80%	10/06/2018	42,000
17/06/2017	227,003	365	Bendigo	2.75%	17/06/2018	6,243
16/04/2018	1,542,129	91	NAB	2.62%	16/07/2018	10,073
16/08/2017	1,550,000	365	Westpac	2.66%	16/08/2018	41,230
26/08/2017	1,030,296	365	CBA	2.60%	26/08/2018	26,788
07/09/2017	1,044,927	365	CBA	2.57%	07/09/2018	26,855
21/09/2017	1,500,000	365	CBA	2.61%	21/09/2018	39,150
28/09/2017	1,000,000	365	CBA	2.62%	28/09/2018	26,200
12/04/2018	1,500,000	182	ME Bank	2.70%	11/10/2018	20,195
30/11/2017	1,000,000	365	Westpac	2.64%	30/11/2018	26,400
04/12/2017	1,226,128	365	Westpac	2.64%	04/12/2018	32,370
08/02/2018	1,000,000	365	CBA	2.64%	08/02/2019	26,400
30/06/2017	1		Bendigo			Minimum balances in savings account to holding investments
30/06/2017	152		ANZ			
TOTAL INVESTMENTS	18,166,169					428,611



FINANCIAL RESERVES

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

	Balance at 1 July 2017	Transfer TO	Transfer FROM	Net Movement	Balance at 30 April 2018
Externally Restricted Reserves					
Developer Contribution Reserve	781,571	152,917	-	152,917	934,488
Unexpended Grants and Contributions	4,279,118	-	(1,696,722)	(1,696,722)	2,582,396
Internally Restricted Asset Related Reserves					
Property Reserve	465,472	-	(465,472)	(465,472)	-
Plant and Equipment Reserve	36,683	-	(36,683)	(36,683)	-
Infrastructure Reserve	2,216,026	-	(2,216,026)	(2,216,026)	-
Asset Reserve	-	10,922,989	-	10,922,989	10,922,989
Internally Restricted Other Reserves					
Waste Management Reserve	4,061,952	121,399	-	121,399	4,183,351
Election Reserve	25,044	74,956	-	74,956	100,000
Disaster Recovery Reserve	790,388	-	(290,388)	(290,388)	500,000
Strategic Initiatives Reserve	1,287,239	-	(787,239)	(787,239)	500,000
TOTAL	13,943,493	11,272,261	(5,492,530)	5,779,731	19,723,224

SECTION 4

DEBTORS

SUNDRY DEBTORS

Total Sundry Debtors at 30 April 2018 is \$23,000 compared to \$28,916 at 31 March 2018, a decrease of \$5,916 due to the following outstanding invoices:

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	\$3,951	\$0	\$719	\$1,707	\$6,377
Infrastructure	\$479	\$0	\$0	\$12,476	\$12,955
Recreation Reserves	\$2,995	\$50	\$90	\$533	\$3,668
TOTAL	\$7,425	\$50	\$809	\$14,716	\$23,000
% of total sundry debtors	32.3%	0.2%	3.5%	64.0%	

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	\$392
Debtor on Payment Plan	\$1,464
No permit provided, until payment is received	\$2,400
Company under Administration	\$1,462
Statement Re-sent	\$400
Statement Re-sent	\$245
Statement Re-sent	\$110
Statement Re-sent	\$23
Statement Re-sent	\$12
TOTAL	\$14,716

Please note, Sundry debtors exclude rate debtors and infringements.

FINES AND INFRINGEMENTS

At 30 April 2018 Council has 108 infringements outstanding with a balance of \$34,122, an increase of \$4,259 in outstanding infringements compared to 31 March 2018.

	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018
Number of Infringements outstanding	96	95	97	94	92	95	96	98	102	108
Balance of Infringements outstanding	\$29,170	\$29,314	\$29,276	\$27,302	\$25,863	\$27,945	\$27,428	\$27,364	\$27,863	\$34,122

Ninety (90) infringements have been sent to the Fines Recovery Unit (FRU), twelve (12) have received reminder notices, five (5) infringements have been issued recently and one (1) infringement has been placed on-hold under dispute.

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

OUTSTANDING RATES

Council's Debt Recovery Policy FIN05 guides the collection of outstanding rates. Recovery of rates continues to be an area of focus with Council's performance in recovering outstanding rates improving each month. Council continues to use the services of Territory Debt Collectors to collect rate assessments in arrears. Rates in arrears have reduced by \$336,651 in the month of April.

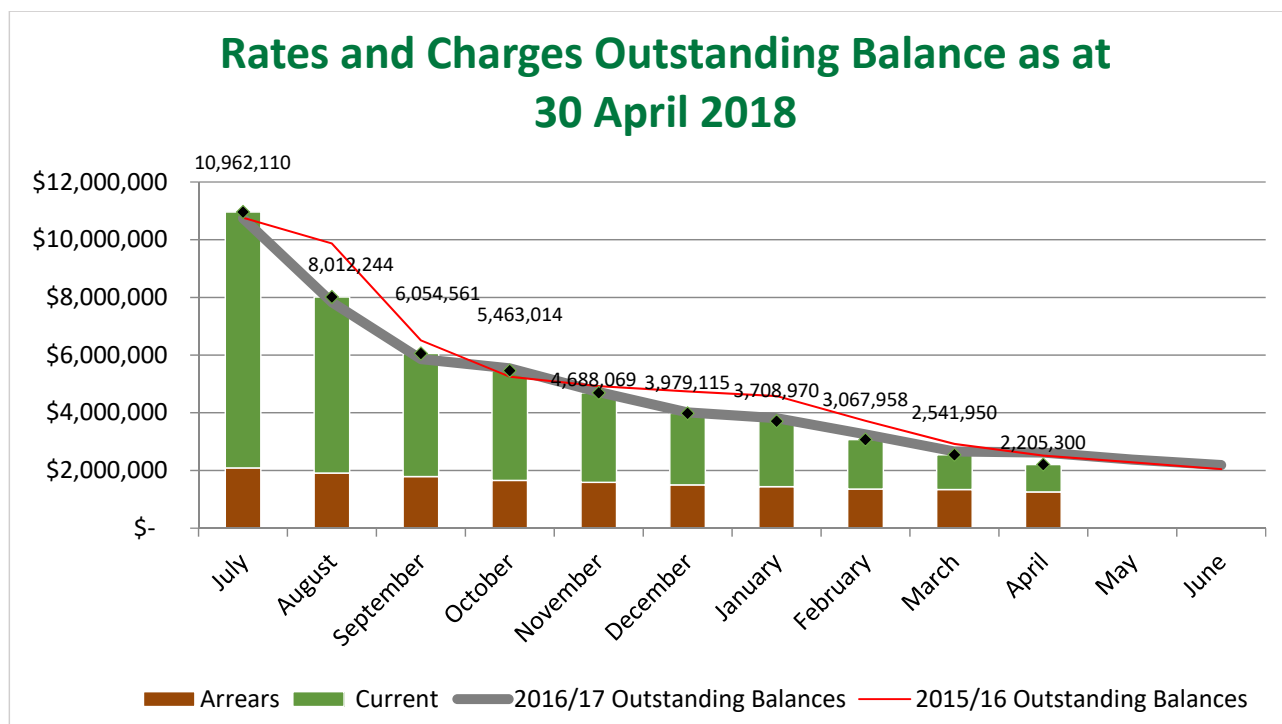
The below table illustrates the split of prior years' outstanding rates:

	BEGINNING OF 2017 (30 JUNE 2017)	PRIOR MONTH (MAR 2018)	CURRENT MONTH (APR 2018)	VARIANCE
COMMERCIAL	\$33,747	\$26,239	\$25,798	\$441
MINING	\$50,174	\$53,221	\$53,782	(\$561)
NON-RATEABLE MINING	\$515	\$0	\$0	\$0
NON-RATEABLE WASTE	\$21,898	\$18,710	\$18,220	\$490
RURAL RESIDENTIAL	\$1,961,673	\$1,222,981	\$1,140,841	\$82,140
URBAN RESIDENTIAL	\$115,566	\$16,452	\$15,608	\$844
TOTAL	\$2,183,574	\$1,337,603	\$1,254,249	\$83,354

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

	PRIOR MONTH (MAR 2018)	CURRENT MONTH (APR 2018)	VARIANCE
INSTALMENT 1	\$257,027	\$228,483	\$28,544
INSTALMENT 2	\$366,911	\$302,618	\$64,293
INSTALMENT 3	\$580,409	\$419,949	\$160,460
TOTAL	\$1,204,347	\$951,050	\$253,297






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






SECTION 5

FINANCE KEY PERFORMANCE INDICATORS (KPI)

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

Key Performance Indicator	Target	Status	Comment
Compliance with management, statutory and regulatory budgeting and reporting	100%		
Current years rates outstanding as at 30 June 2018	<15%		
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources.	>50%		Council's Original Budget for 2017/18 rates coverage ratio is 57%.
Liquidity ratio	>1:1		Current Ratio equals 15.36
Asset sustainability ratio	90%		Forecast to be 41%

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

SECTION 6

CREDITORS PAID

Creditor accounts paid in April 2018 are listed in below.

Cheque No.	Chq Date	Payee	Description	Amount
Payroll 21	11/04/2018	LC Staff	Payroll Fortnight ending 11 April 2018	145,681.03
Payroll 22	25/04/2018	LC Staff	Payroll Fortnight ending 25 April 2018	147,610.60
839.1362-01	12/04/2018	MEMBERS EQUITY BANK PTY LTD	ME Term Deposit 2.7% 6mths	1,500,000.00
839.60-01	12/04/2018	FREDS PASS SPORT & RECREATION	4th QTR Operational and R&M Payment	178,416.70
839.409-01	12/04/2018	F & J BITUMEN SERVICES PTY LTD	Relay of Asphalt - RFT 127	60,311.60
841.176-01	26/04/2018	ASAP TREE SERVICE	Remove Trees & Disposal along Road Reserves	49,720.00
19&20	5/04/2018	STATEWIDE SUPERANNUATION PTY LTD	MAR 18 Superannuation - For pay 19 & 20	49,621.91
840.374-01	19/04/2018	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld - Pay 21 (11/04/18)	48,660.00
838.374-01	5/04/2018	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld - Pay 20(27/3/18)	47,832.00
841.280-01	26/04/2018	CITY OF DARWIN	MAR 18 - Shoal Bay Weigh Bridge Charges	47,516.80
839.1047-01	12/04/2018	REMOTE AREA TREE SERVICES PTY LTD	Freds Pass - Tree Removal/Tidy	40,142.08
839.176-01	12/04/2018	ASAP TREE SERVICE	Remove Trees & Disposal along Road Reserves	32,692.00
839.924-01	12/04/2018	OUTBACK TREE SERVICE	Removal of Trees at Thorak Cemetery	32,692.00
840.1332-01	19/04/2018	Matters More Consulting Pty Ltd	Business Case for Sealing Roads	24,345.20
839.65-01	12/04/2018	HUMPTY DOO VILLAGE GREEN MANAGEMENT	4th QTR Operational and R&M Payment	23,725.63
840.1047-01	19/04/2018	REMOTE AREA TREE SERVICES PTY LTD	28 March 2018 - Opening and clearing deb	22,528.00
841.930-01	26/04/2018	COLEMAN'S CONTRACTING & EARTHMOVING	Partial works completed for RFT 119	21,409.60
838.268-01	5/04/2018	BYRNE CONSULTANTS	Geotechnical Report	20,466.60
838.176-01	5/04/2018	ASAP TREE SERVICE	Tree Removal	19,525.00
841.849-01	26/04/2018	WEX AUSTRALIA (PUMA CARD)	Mar 18 - Fuel Account	17,016.99
839.16-01	12/04/2018	BERRY SPRINGS RESERVE	4th QTR Operational and R&M Payment	15,994.00
840.409-01	19/04/2018	F & J BITUMEN SERVICES PTY LTD	Henning Road - Carpark Entrance	15,375.00
839.72-01	12/04/2018	LIVINGSTONE RESERVE MANAGEMENT BOARD	4th QTR Operational and R&M Payment	14,235.38
839.514-01	12/04/2018	VEOLIA ENVIRONMENTAL SERVICES	Haul waste from all Waste Transfer Stations	13,202.11
840.924-01	19/04/2018	OUTBACK TREE SERVICE	Removal of Trees	11,757.90
840.1329-01	19/04/2018	Arafura Traffic Control	Finn Road VMB Hire	11,638.00
840.414-01	19/04/2018	TOTAL EXCAVATIONS	Side of road works	11,517.00
838.1065-01	5/04/2018	Mrs M H BREDHAUER	MAR 18 - Mayor Allowances	7,747.71
839.87-01	12/04/2018	TOP END LINEMARKERS PTY LTD	Road Line Marking Shewring to McMinns	7,468.44
841.1355-01	26/04/2018	Wiretainers Pty Ltd	Plate Operated Dog Traps (Refunded)	6,930.62
838.162-01	5/04/2018	CIVICA PTY LTD	Authority Program - Licence Fee	6,240.64
841.596-01	26/04/2018	AREA9 IT SOLUTIONS - HARDWARE	IT support & assistance MAR 18	5,851.12
841.1361-01	26/04/2018	BENTLEY MCGUINNESS MEDIA PTY LTD	Public presentation and speaking course	5,300.00

841.926-01	26/04/2018	JACANA ENERGY	March 18 - Electricity at HPR / HSWTS / HDWTS / LCO	5,090.27
840.992-01	19/04/2018	WEST ARNHAM REGIONAL COUNCIL	FEB/MAR18 - Records Management Improvement	4,962.54
838.924-01	5/04/2018	OUTBACK TREE SERVICE	Removal of Trees	4,862.00
839.75-01	12/04/2018	MCMINNS LAGOON RESERVE ASSOCIATION	4th QTR Operational and R&M Payment	4,745.13
840.81-01	19/04/2018	RHO SURVEYS	Survey and peg drain in Mira Rd	4,576.00
841.850-01	26/04/2018	HUMPTY DOO DEVELOPMENTS PTY LTD	Rent for Shed @ 36 Vereker	4,570.00
841.1251-01	26/04/2018	Tactical Coach	MAR 18 - Services for Values, Disc and Leadership Program	4,537.50
838.1099-01	5/04/2018	DAVE'S MINI DIGGA HIRE	Clean out Drains - Collard Rd	4,510.00
839.414-01	12/04/2018	TOTAL EXCAVATIONS	Cut new Drain - Jarvis Rd	4,235.00
839.1329-01	12/04/2018	Arafura Traffic Control	Traffic Control and Controllers	4,207.50
DD050418	5/04/2018	WESTPAC CARDS & DIRECT DEBITS	MAR C/Card Purchase	4,070.25
838.1097-01	5/04/2018	DUNBAR, FIONA	Policy and Framework Development- Thorak	4,050.00
840.1097-01	19/04/2018	DUNBAR, FIONA	Municipal Plan & Presentation	4,050.00
838.522-01	5/04/2018	FARMWORLD NT PTY LTD	New Digga Three Point Linkage Hydraulic	4,033.00
841.1053-01	26/04/2018	CSG BUSINESS SOLUTIONS PTY LTD	Photocopier Hire and Maintenance	3,931.17
839.170-01	12/04/2018	NT RECYCLING SOLUTIONS (NTRS)	MAR 18 - Empty Bins @ Bees Creek Reserve	3,674.00
840.1099-01	19/04/2018	DAVE'S MINI DIGGA HIRE	Clean Out Drains Quote 801	3,575.00
839.144-01	12/04/2018	ORIGIN	Thorak - LP Gas	3,530.55
839.1099-01	12/04/2018	DAVE'S MINI DIGGA HIRE	Clean Out Invent - Humpty Doo	3,465.00
840.596-01	19/04/2018	AREA9 IT SOLUTIONS - HARDWARE	IT support & assistance	3,451.38
839.183-01	12/04/2018	CHRIS'S BACKHOE HIRE PTY LTD	Grave Digging - March 2018	3,432.00
841.1297-01	26/04/2018	SS Auto Electrics	Supply parts and repair crew truck arrow	3,324.50
841.414-01	26/04/2018	TOTAL EXCAVATIONS	Concrete Removal	3,300.00
839.1320-01	12/04/2018	Russell Kennedy Lawyers	Advice Employment Matter	3,103.65
841.183-01	26/04/2018	CHRIS'S BACKHOE HIRE PTY LTD	Thorak - Installation of new concrete be	3,000.00
838.930-01	5/04/2018	COLEMAN'S CONTRACTING & EARTHMOVING	Tree Clean-up Post Cyclone	2,926.00
841.1099-01	26/04/2018	DAVE'S MINI DIGGA HIRE	Culvert Clean Out - Redcliffe Rd Humpty	2,915.00
840.204-01	19/04/2018	BEE'S CREEK ELECTRICS	Replacement Lights	2,865.50
841.1021-01	26/04/2018	MCARTHUR (QLD) PTY LTD	Recruitment Fee Director Infrastructure	2,799.94
841.1324-01	26/04/2018	JKW Law Practice Pty Ltd	Legal advice on Unit Titles and Developer	2,750.00
841.1100-01	26/04/2018	AUSTRALIAN LOCAL GOVERNMENT ASSOC	National General Assembly - Registration	2,688.00
838.1076-01	5/04/2018	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	Debt Recovery Fees	2,622.15
839.1253-01	12/04/2018	Craig Burgdorf	Repairs to Hyundai Loader	2,610.28
841.1329-01	26/04/2018	Arafura Traffic Control	Traffic Control and Controllers	2,557.50
838.1064-01	5/04/2018	Mrs C M SIMPSON	MAR 18 - Councillor Allowances	2,387.05
841.85-01	26/04/2018	TELSTRA	April 2018 - Litchfield Council Phone Acc	2,359.23
838.1252-01	5/04/2018	PETER SHEPARD CARPENTRY	Repairs of Fibro Sheeting	2,281.40
840.522-01	19/04/2018	FARMWORLD NT PTY LTD	Repair Parts and Filters for - Massey Tractor	2,267.15
838.1063-01	5/04/2018	Miss K J HUNT	MAR 18 - Deputy Mayor Allowances	2,163.50
839.384-01	12/04/2018	Ms C VERNON	Consultancy Services	2,117.50
839.825-01	12/04/2018	PRESTIGE AUTOMOTIVE ELECTRICAL	Repairs to Backhoe	1,994.03

838.187-01	5/04/2018	NORSIGN	Signage for Streets	1,983.78
838.1068-01	5/04/2018	Mr D S BARDEN	MAR 18 - Councillor Allowances	1,967.05
840.1363-01	19/04/2018	PAUL MAHER SOLICITORS	Waste Contract Advice	1,925.00
841.1253-01	26/04/2018	Craig Burgdorf	500 hr service - Kubota Humpty Doo WTS	1,784.75
840.1181-01	19/04/2018	Odd Job Bob	Replace drain guttering for kennels	1,758.35
840.267-01	19/04/2018	K & J BURNS ELECTRICAL & REFRIGERATION	Electrical Works HDWTS	1,614.83
840.1364-01	19/04/2018	PROMOTION PRODUCTS PTY LTD	Slip leads printed with council logo	1,603.80
839.956-01	12/04/2018	IRONWOOD CONSULTING	Freds Pass Reserve – Project Mgmt	1,546.88
838.1290-01	5/04/2018	Matchez Superannuation Fund (M Salt)	MAR 18 - Councillor Allowances	1,497.05
840.14-01	19/04/2018	AUSTRALIA POST	1,040 LC Reminder letters; 3 x 100 stamp	1,453.80
838.535-01	5/04/2018	TOP END WINDSCREENS & TINTING	Backhoe Window Repairs	1,388.00
839.799-01	12/04/2018	WALGA (WA LOCAL GOV)	Annual subscription	1,331.00
840.731-01	19/04/2018	Vocus Communications (Amcom Pty Ltd)	MAR 18-Supply of Amcom fibre to Litchfield	1,329.40
838.1329-01	5/04/2018	Arafura Traffic Control	Traffic Control - Leonino Rd	1,287.00
838.1170-01	5/04/2018	NT Powersports (CF Moto Darwin)	Repairs to Machinery Landboss 800	1,266.00
840.78-01	19/04/2018	POWER & WATER CORPORATION	FEB/MAR 18 Council Office Water bill	1,238.92
838.506-01	5/04/2018	TURBO'S TYRES	New tyres for Hilux and Tyre Repair	1,165.20
841.307-01	26/04/2018	RANDFLEX PTY LTD	Thorak - Presentation boxes and Ash Cont.	1,125.52
840.158-01	19/04/2018	NT ELECTRICAL GROUP	Thorak - Surge/Filter replacement for Cr	1,090.71
841.367-01	26/04/2018	BUNNINGS GROUP LIMITED	MAR 18 - Powerpass Account	1,020.41
840.652-01	19/04/2018	ANIMAL CARE EQUIP. & SERVICES (AUST)	Consumables for Rangers/s Dog Capture	957.61
840.132-01	19/04/2018	AIRPOWER NT PTY LTD	Parts for FS 3690	928.69
839.443-01	12/04/2018	TERRITORY UNIFORMS	Uniforms - For Regulatory Services	876.98
839.489-01	12/04/2018	STEEL WORK STEEL	Repair to Backhoe	797.50
840.28-01	19/04/2018	RURAL FIRE PROTECTION	Thorak - Fire and exit equipment inspect	785.40
839.522-01	12/04/2018	FARMWORLD NT PTY LTD	Replacement Battery + Repairs to Tractors	774.50
839.1032-01	12/04/2018	INTERNATIONAL ASSOCIATION FOR PUBLIC	Engagement Essentials	770.00
839.1130-01	12/04/2018	Mair's Only Cleaning	Caretaking and Cleaning Duties at Howard Park Recreation Reserve	770.00
841.1130-01	26/04/2018	Mair's Only Cleaning	Caretaking and Cleaning Duties at Howard Park Recreation Reserve	770.00
840.1008-01	19/04/2018	OUTBACK BATTERIES P/L	Lithium Battery and Charger	768.60
840.941-01	19/04/2018	EVERLON BRONZE	Thorak - Plaque order	751.30
839.51-01	12/04/2018	SOUTHERN CROSS PROTECTION	Security services of Litchfield Council	742.12
839.419-01	12/04/2018	IMAGE OFFSET	Notepads with dual logos, Council and Be	640.20
839.690-01	12/04/2018	TOTAL HYDRAULIC CONNECTIONS (NT) P/L	Backhoe Repairs	622.18
840.436-01	19/04/2018	DELTA ELECTRICS NT PTY LTD	Call out to Service Generator	606.32
841.1118-01	26/04/2018	One Plus One Solutions Pty Ltd	easyFBT 2018 Express - Software	603.90
839.1076-01	12/04/2018	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	Debt Recovery Fees	603.00
838.1023-01	5/04/2018	AUSLINE ENGINEERING	Slasher Repairs - SV3869	583.00
841.1340-01	26/04/2018	The Drug Detection Agency	Drug Testing - 6 employees	577.50
841.98-01	26/04/2018	ALL RURAL MECHANICAL	Service Holden Colorado CC08CS	559.80
839.111-01	12/04/2018	STICKERS AND STUFF	Logo Merchandise	553.00
840.187-01	19/04/2018	NORSIGN	Saddle Bracket, parts/.signage	520.70

841.1274-01	26/04/2018	Grace Record Management (Australia)	Records Storage	506.59
839.1347-01	12/04/2018	Amiable Communications	MC for the Queen's Baton Relay	500.00
839.475-01	12/04/2018	ROTARY CLUB OF LITCHFIELD/PALMERSTON	Donation to Rotary	500.00
838.215-01	5/04/2018	SATELLITE CITY SMASH REPAIRS	Excess - for Claim re: PO13162	500.00
841.1056-01	26/04/2018	RAM STAR PLASTICS & FABRICATION	Repair Poly Carb and Piping	484.00
839.1251-01	12/04/2018	Tactical Coach	Business & HR Coaching Services	440.00
839.1008-01	12/04/2018	OUTBACK BATTERIES P/L	MF88H battery	427.50
841.560-01	26/04/2018	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - Assistant Account	418.00
840.455-01	19/04/2018	MINI-TANKERS AUSTRALIA PTY LTD	Thorak - Diesel Refuel - 05 MAR 18	417.92
839.612-01	12/04/2018	CREMASCO CIVIL PTY LTD	Gate Repairs - Korberstein Rd	400.40
839.68-01	12/04/2018	KERRY'S AUTOMOTIVE GROUP	Holden Trailblazer SUV - Service	391.85
840.189-01	19/04/2018	HD ENTERPRISES P/L (HD PUMP SALES)	Spray Guns	380.00
841.180-01	26/04/2018	AURECON AUSTRALIA P/L	Contribution Plan Review	371.25
839.326-01	12/04/2018	EYESIGHT SECURITY P/L	Security and patrol - Thorak Cemetery	357.50
840.1076-01	19/04/2018	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	Debt Recovery Fees	346.50
840.161-01	19/04/2018	TERRITORY TRAILER MAN	Repairs to box trailer - G8510	335.30
838.790-01	5/04/2018	BOBTOW TILT TRAY SERVICES	Pick up Kubota Tractor	330.00
840.1365-01	19/04/2018	Ms M RYAN	Request for Refund Mary-Anne RYAN - B177	319.75
839.31-01	12/04/2018	TOP END SIGN SALES	Signage for WTS	313.50
838.885-01	5/04/2018	HUMPTY DOO DIESEL	55,000km service for Toyota Hilux	308.00
841.1143-01	26/04/2018	WorkPro (Risk Solutions Australia	Pre-Employment Police Checks - 5	302.50
840.389-01	19/04/2018	LITCHFIELD VET HOSPITAL	Re-imburement for de-sexing voucher #01	300.00
839.1186-01	12/04/2018	Advanced Safety Systems Australia Pty Ltd	ASSA membership WHS subscription	273.90
841.78-01	26/04/2018	POWER & WATER CORPORATION	Water Card - for Refilling sprayers	256.00
839.3-01	12/04/2018	COMM8 (COMBINED COMMUNICATIONS)	APR 18 - Tracking System Data	255.20
838.130-01	5/04/2018	MOBILE LOCKSMITHS	Lock Repairs	242.00
838.61-01	5/04/2018	GREENTHEMES INDOOR PLANT & HIRE	Indoor plant hire	233.50
839.581-01	12/04/2018	Food'll Do	Catering - Wednesday, 4 April 2018	225.00
840.581-01	19/04/2018	Food'll Do	Catering - Wednesday 11 April 2018	225.00
841.581-01	26/04/2018	Food'll Do	Catering - May 2018 Councillor Briefing	225.00
839.851-01	12/04/2018	OFFICEWORKS	Stationary	223.45
841.1142-01	26/04/2018	OfficeMax Australia Ltd	Stationary	207.90
840.1015-01	19/04/2018	NEWSXPRESS HUMPTY DOO	NT Newspaper Supply - 03/12/2017 to 07/0	205.20
839.828-01	12/04/2018	HOWARD SPRINGS VETERINARY CLINIC	Reimbursement for De-sexing Vouchers	200.00
841.1352-01	26/04/2018	KLP Trading Pty Ltd (T/A Pro-Tek)	Repairs to iPhone	200.00
841.389-01	26/04/2018	LITCHFIELD VET HOSPITAL	Re-imburement for de-sexing voucher #07	200.00
841.515-01	26/04/2018	JC ELECTRONIC SECURITY PTY LTD	Minor repairs to Cameras at Humpty Doo WTS	198.00
839.508-01	12/04/2018	EASA	EAP Counselling	193.60
839.560-01	12/04/2018	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - M Duminski	191.40
841.132-01	26/04/2018	AIRPOWER NT PTY LTD	Spare Parts Kubota	190.96
838.1335-01	5/04/2018	City Rural Refrigeration	Airconditioning Repairs	187.00

838.690-01	5/04/2018	TOTAL HYDRAULIC CONNECTIONS (NT) P/L	inspect and repair loader	187.00
00413138	16/04/2018	Litchfield Council Petty Cash	Litchfield - Reimburse Petty Cash	185.50
841.512-01	26/04/2018	SELTHER SHAW PLUMBING PTY LTD	Repairs to Pipe on Crib Room	181.50
840.968-01	19/04/2018	NT FASTENERS PTY LTD	Repair parts for SV3883	179.64
841.92-01	26/04/2018	ST JOHN AMBULANCE AUSTRALIA (NT) INC	Off Road 4WD Bag Kit	176.00
839.1142-01	12/04/2018	OfficeMax Australia Ltd	Stationary	171.02
838.928-01	5/04/2018	RSEA PTY LTD	PPE for Waste Station Employees	160.84
841.941-01	26/04/2018	EVERLON BRONZE	Thorak - Plaques Ref: Halse	154.55
841.790-01	26/04/2018	BOBTOW TILT TRAY SERVICES	Towing of Abounded Vehicle - Herbert	154.00
839.874-01	12/04/2018	FIN BINS (VTG Waste & Recycling)	Howard Park Recreation Reserve Wheelie	151.67
838.533-01	5/04/2018	Mr G HADJIKYRIACOU	Reimbursement for Safety Boots	150.00
841.652-01	26/04/2018	ANIMAL CARE EQUIP. & SERVICES (AUST)	Rangers Dog / Capture	149.55
841.189-01	26/04/2018	HD ENTERPRISES P/L (HD PUMP SALES)	Workshop Consumables	149.13
BPAY-204	10/04/2018	SENSIS PTY LTD	March 18 - Monthly Sensis Advertisement	145.31
839.928-01	12/04/2018	RSEA PTY LTD	Thorak - PPE	136.65
841.1040-01	26/04/2018	SUPER CHEAP AUTO	40LT Gear Oil	124.60
838.1142-01	5/04/2018	OfficeMax Australia Ltd	Consumables - Paper Products	120.76
840.1176-01	19/04/2018	Flowers by Elise	Anzac Day wreath - delivered to Litchfield	120.00
841.514-01	26/04/2018	VEOLIA ENVIRONMENTAL SERVICES	Thorak - Bin collection x 5 for the month	115.50
840.220-01	19/04/2018	THE BIG MOWER	Thorak - Blades for Hustler mower	106.20
838.389-01	5/04/2018	LITCHFIELD VET HOSPITAL	Reimbursement for De-sexing Voucher #050	100.00
839.515-01	12/04/2018	JC ELECTRONIC SECURITY PTY LTD	Repairs Cameras @ Howard Springs WTS	99.00
839.876-01	12/04/2018	NT ICE	30 Bags of Ice	99.00
839.1321-01	12/04/2018	Portner Press Pty Ltd	Health & Safety Update	97.00
840.1352-01	19/04/2018	KLP Trading Pty Ltd (T/A Pro-Tek)	Inspect & Replace Battery in iPhone	90.00
841.1366-01	26/04/2018	Miss L G MUTIMER	Refund of Trap Deposit	80.00
841.1367-01	26/04/2018	Y M CLARK	Drop Trap Refund	80.00
840.1142-01	19/04/2018	OfficeMax Australia Ltd	Office Stationary	77.64
839.850-01	12/04/2018	HUMPTY DOO DEVELOPMENTS PTY LTD	Water for MWF shed	73.70
838.1344-01	5/04/2018	Prosegur Australia Pty Ltd	Courier of cash from Office Premise	71.50
838.1130-01	5/04/2018	Mair's Only Cleaning	Cleaning Knuckeys Lagoon 02 & 6th APR 18	70.00
840.1130-01	19/04/2018	Mair's Only Cleaning	Cleaning Knuckeys Lagoon 16/4 & 20/04/18	70.00
838.671-01	5/04/2018	BURSON AUTOMOTIVE PTY LTD (COOLALINGA)	Thorak - Switch and Light	69.46
838.1245-01	5/04/2018	Rural Rubbish Removal	Knuckey Lagoon Recreation Reserve - Rubbish	52.80
840.30-01	19/04/2018	TERRITORY SPRINGWATER PTY LTD	Thorak - bottled water	42.00
841.565-01	26/04/2018	CURBY'S (NT) PTY LTD	Name Badge	39.60
839.1294-01	12/04/2018	Clean Fun Pty Ltd (Darwin Laundries)	Laundry Services	38.50
838.132-01	5/04/2018	AIRPOWER NT PTY LTD	Spare Parts Kubota Mower	37.84
839.1344-01	12/04/2018	Prosegur Australia Pty Ltd	Courier of cash from Office Premise	35.75
838.30-01	5/04/2018	TERRITORY SPRINGWATER PTY LTD	Water Replacement - Thorak	31.50
841.522-01	26/04/2018	FARMWORLD NT PTY LTD	Oil switch sensor SV 3884	29.00
840.1294-01	19/04/2018	Clean Fun Pty Ltd (Darwin Laundries)	Wash Dry & Fold Linen	27.50

841.1294-01	26/04/2018	Clean Fun Pty Ltd (Darwin Laundries)	Wash Dry Fold Linen	27.50
838.189-01	5/04/2018	HD ENTERPRISES P/L (HD PUMP SALES)	Chemical Weed Sprayer parts	19.80
839.968-01	12/04/2018	NT FASTENERS PTY LTD	Repair parts - SV 388	18.95
841.968-01	26/04/2018	NT FASTENERS PTY LTD	Replacement Parts	8.57
840.995-01	19/04/2018	WILDKAT HOLDINGS (NT) PTY LTD	Drawbar Pin	4.68
TOTAL				2,865,996.46

CREDIT CARD TRANSACTIONS

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

Staff Member	Cost Code	Details	Gross (\$)	GST (\$)
Kaylene Conrick CEO	3400.300.342	Planning Conference Registration - Acting DIO	\$1,570.75	\$142.80
	WO4084	Paystay - Carparking Darwin City	\$20.00	\$1.82
	3121.355.638	Amnet Broadband Internet connection	\$4.04	\$0.37
Deborah Branson Executive Assistant	3020.330.620	Kmart - Incidentals	\$4.00	\$0.36
	3020.330.620	Muffin Break - Media Training	\$35.00	\$3.18
	3020.330.620	Coles - Incidentals Media Training	\$23.77	\$0.85
	3410.350.405	Subway - Waste Strategy Meeting	\$59.50	\$5.41
	3400.300.0342	Planning Institute of Australia - Planning Education	\$30.00	\$2.73
	3030.350.602	Survey Monkey - Annual Survey Licence	\$358.44	\$32.59
	3020.330.620	Coles - Incidentals	\$7.00	\$0.64
	3020.340.673	Mad Harrys - Sympathy Cards and Wrapping Paper for Anzac Books	\$20.10	\$1.83
	3030.350.602	Facebook - Promotion LWIB & QBR	\$50.24	\$4.57
	3020.330.620	Woolworths - Chambers - Incidentals	\$16.35	\$0.56
	3050.350.620	Morning Tea with the Mayor & Staff - thank you for cyclone clean up - Bakery	\$100.00	\$9.09
	3050.350.620	Coles - Catering Morning Tea re: Cyclone Thankyou from the Mayor	\$19.43	\$0.70
	3050.350.620	Bakery - Morning Tea Mayor	\$35.00	\$3.18
	3020.340.673	Year 7 Taminmin College Presentation - Afternoon Tea - Bakery	\$38.25	\$3.48
	3020.350.620	Coles - Catering Morning Tea re: Cyclone Thankyou from the Mayor	\$17.96	\$0.01
	3020.375.527	Office Works - Stand Desk Station - Mayor's Office	\$308.95	\$28.09
	WO4084	EA Conference - Meals - German Arms	\$27.90	\$2.54
	WO4084	EA Conference - Meals - The Haus 12/4	\$18.90	\$1.72
	WO4084	EA Conference - Meals - The Haus 13/4	\$18.90	\$1.72
	WO4084	EA Conference - Hire Car Fuel	\$20.43	\$1.86
	3700.341.676	Youth Forum Facilitator Accommodation	\$437.17	\$39.74
	WO4084	EA Conference - Hire Car	\$277.42	\$25.22
	3020.330.500	Vision 6 - Councillor Bulletin	\$9.90	\$0.90
	3020.330.500	Australia Post	\$6.00	\$0.55
	3400.300.342	Planning Congress Flights - Acting Director of Infrastructure	\$1,027.54	\$93.41
	3020.330.620	Kmart - Incidentals	\$4.00	\$0.36
	3020.330.620	Muffin Break - Media Training	\$35.00	\$3.18
	3020.330.620	Coles - Incidentals Media Training	\$23.77	\$0.85
	3410.350.405	Subway - Waste Strategy Meeting	\$59.50	\$5.41
	3400.300.0342	Planning Institute of Australia - Planning Education	\$30.00	\$2.73
	3030.350.602	Survey Monkey - Annual Survey Licence	\$358.44	\$32.59
	3020.330.620	Coles - Incidentals	\$7.00	\$0.64

Staff Member	Cost Code	Details	Gross (\$)	GST (\$)
	3020.340.673	Mad Harrys - Sympathy Cards and Wrapping Paper for Anzac Books	\$20.10	\$1.83
	3030.350.602	Facebook - Promotion LWIB & QBR	\$50.24	\$4.57
	3020.330.620	Woolworths - Chambers - Incidentals	\$16.35	\$0.56
	3050.350.620	Morning Tea with the Mayor & Staff - thank you for cyclone clean up - Bakery	\$100.00	\$9.09
	3050.350.620	Coles - Catering Morning Tea re: Cyclone Thankyou from the Mayor	\$19.43	\$0.70
	3050.350.620	Bakery - Morning Tea Mayor	\$35.00	\$3.18
	3020.340.673	Year 7 Taminmin College Presentation - Afternoon Tea - Bakery	\$38.25	\$3.48
	3020.350.620	Coles - Catering Morning Tea re: Cyclone Thankyou from the Mayor	\$17.96	\$0.01
	3020.375.527	Office Works - Stand Desk Station - Mayor's Office	\$308.95	\$28.09
	WO4084	EA Conference - Accommodation	\$184.00	\$16.73
	WO4084	EA Conference - Meals - German Arms	\$27.90	\$2.54
	WO4084	EA Conference - Meals - The Haus 12/4	\$18.90	\$1.72
	WO4084	EA Conference - Meals - The Haus 13/4	\$18.90	\$1.72
	WO4084	EA Conference - Hire Car Fuel	\$20.43	\$1.86
	3700.341.676	Youth Forum Facilitator Accommodation	\$437.17	\$39.74
	WO4084	EA Conference - Hire Car	\$277.42	\$25.22
	3020.330.500	Vision 6 - Councillor Bulletin	\$9.90	\$0.90
	3020.330.500	Australia Post	\$6.00	\$0.55
	3400.300.342	Planning Congress Flights - Acting Director of Infrastructure	\$1,027.54	\$93.41
Karina Gates Finance Manager	3700.341.676	Beta Butchers – Youth Event	\$101.43	\$9.22
Glen Byrnes Waste Manager	3420.621.420	Berry Springs Hardware - R & M	\$11.80	\$1.07
	W4238	IGA R & M	\$29.99	\$2.73
	3410.350.515	Woolworths - Staff amenities - Coffee, tea, sugar	\$10.80	
	3410.350.515	Woolworths - Staff amenities - Coffee, tea, sugar	\$13.00	\$1.18
	3410.310.644	St John - First Aide Course	\$180.00	\$16.36
	3410.310.644	Flight Centre – Flights for Training	\$500.93	\$45.54
	3410.310.644	Flight Centre - Hire Car for Training	\$344.14	\$31.29
Justin Dunning MWF Manager	3800.350.575	Woolworths - Staff amenities	\$20.43	
	3800.350.500	Woolworths - Staff amenities	\$42.30	\$3.85
Vicky Wellman Thorak Manager	23000.410.637	Instant Windscreens & Tinting	\$428.40	\$38.95
	23000.350.500	Inkspot Palmerston	\$65.00	\$5.91
Sharon Mc Taggart Regulatory Services	4040.375.525	Kmart - Bench Fan	\$35.00	\$3.18
	4040.375.525	Officeworks - Sit/Stand desk	\$249.00	\$22.64
	4040.310.644	Dept. of Primary Industries - Course	\$150.00	\$13.64
TOTAL			\$6,929.16	\$622.16

Links with Strategic Plan

An effective and sustainable Council

**Recommending
Officer:**

Silke Maynard, Director Community and Corporate Services

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

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting 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 16 May 2018

15 Officers Reports

- 15.1 Land Acquisition Policy
- 15.2 Caravan Dump Point – Result of Additional Investigations
- 15.3 NTEC Pursuit of Non-voters Outcome of Project
- 15.4 Tree Hazard Inspection Report
- 15.5 Parking Road Widening Through Road Opening
- 15.6 Collective Procurement of Public Lighting Control System for Council Streetlights
- 15.7 May 2018 Summary Planning and Mining Report
- 15.8 Rating Review
- 15.9 Meeting Procedure By-laws Drafting Instructions
- 15.10 Acquittal of Special Purpose Grant Howard Park Scouts Hall
- 15.11 Waste Strategy 2018-2023



COUNCIL REPORT

Agenda Item Number:	15.1
Report Title:	Land Acquisition Policy
Report Number:	18/0064
Meeting Date:	16/05/2018
Attachments:	GOV12 Land Acquisition

Purpose

This report presents to Council a new policy on land acquisition for adoption.

Summary

Council's previous LC37 Land Acquisition and Disposal Policy was repealed last year, as was LC17, the policy on Land Title Offer for Crown land. A revised Land Acquisition Policy combining and updating the information from the previous two policies is proposed for adoption.

Recommendation

THAT Council adopt GOV12 Land Acquisition.

Background

In December 2017, Council rescinded LC37 Land Acquisition Disposal Lease. This policy dealt with procedural aspects of acquiring land, rather than policy statements. In January 2018, Council rescinded LC17 Land Title Offer. This policy dealt with receipt of Crown land and provided a short list of criteria to assess when receiving the land.

The revised policy provides a framework for appropriately assessing acquisition of land. The policy requires a business case to be compiled, which must assess the following criteria:

- Site condition and suitability, including, but not limited to:
 - Physical site characteristics
 - Zoning of the land
 - Current use and existing structures on the site
 - Property contamination
 - Cultural heritage/native title issues
- Independent valuation of the land
- Community benefit and demand
- Priorities of Council
- Potential financial benefit
- Cost of initial acquisition
- Assessment of long-term maintenance costs for the land
- Availability of funding for the purchase and ongoing maintenance costs

- Risk, including undue financial implications for Council and risk of acquisition opportunity being lost or rendered unsuitable for intended use.

The policy also details conditions for acceptance of land from different parties, i.e. Crown land or private developers.

Links with Strategic Plan

Priority # 1 – Everything you need

Priority # 2 – A great place to live

Priority # 3 – A beautiful and safe natural environment

Legislative and Policy Implications

GOV12 Land Acquisition will become a Council Policy.

Risks

Not applicable to this report.

Financial Implications

Financial implications for each acquisition of land will occur at the time of proposal. There may be some funding required to conduct the business case assessment, which will be considered part of the total cost of acquiring the land. Adoption of the policy results in no financial implications for Council.

Community Engagement

Not applicable to this report.

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

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Name	GOV12 Land Acquisition
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	16/05/2018
Review Date	16/05/2024

1. Purpose

The purpose of this policy is to promote informed decision-making and provide a set of criteria against which to assess land acquisition.

2. Scope

This policy applies to decisions of Council with regards to acquisition of land, excluding compulsory acquisition of land under the Local Government Act and/or Lands Acquisition Act.

3. Definitions

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

Interest	in relation to land, means: (a) a legal or equitable estate or interest in the land; or (b) an easement, right, power or privilege in, under, over, affecting or in connection with land.
Land	Land (including the seabed) within the limits of Litchfield Council and includes an interest in land.

4. Policy Statement

Properties are to be identified taking into consideration the purpose for which the site needs to be acquired, the strategic nature of such properties, and the value that such properties have to the community. Acquisition of properties shall be evaluated using the following principles:

- Probity
- Statutory compliance
- Commercial maximisation, flexibility and confidentiality
- Transparency of process
- Achievement of specific policy outcomes of Council.

4.1. Land Acquisition Assessment

- 4.1.1. Council shall acquire land only after development and assessment of a sound business case that includes, but is not limited to, assessment of the following criteria:
 - Site condition and suitability, including, but not limited to:
 - Physical site characteristics
 - Zoning of the land
 - Current use and existing structures on the site
 - Property contamination
 - Cultural heritage/native title issues
 - Independent valuation of the land
 - Community benefit and demand
 - Priorities of Council
 - Potential financial benefit
 - Cost of initial acquisition
 - Assessment of long-term maintenance costs for the land
 - Availability of funding for the purchase and ongoing maintenance costs
 - Risk, including undue financial implications for Council and risk of acquisition opportunity being lost or rendered unsuitable for intended use.
- 4.1.2. Council recognises that acceptance of land necessarily incurs on-going maintenance costs for the land.
- 4.1.3. When, for any purpose, it is not necessary for Council to take the whole estate in any land, but it is sufficient for such purpose to take an easement, an easement can be taken and the provisions of this policy apply, where applicable.

4.2. Conditions of Acceptance of Land

- 4.2.1. Land is to be properly vested in Council.
- 4.2.2. Council is to be granted freehold title to the land, where title rights exist, unless otherwise negotiated for former Crown Land.
- 4.2.3. Land is to be free of rubbish and debris.
- 4.2.4. Land is to be free of declared weeds and containing appropriate fire breaks on all boundaries.
- 4.2.5. For undeveloped Crown Land, a water, power, and sewer service of a size to adequately service the area will be provided at the boundary, where available and appropriate.

4.2.6. For developed Crown Land, the development shall be provided at a standard agreed upon by Council and Government.

4.2.7. For private land, the land shall be developed in accordance with Council's Development and Subdivision Standards and shall be provided at a standard agreed upon by the Council and the private land owner.

4.3. Compulsory Acquisition

Section 178 of the Local Government Act provides the Minister administering the Lands Acquisition Act the ability to, upon arrangement with a council, compulsorily acquire land for that council, under the Lands Acquisition Act.

5. Associated Documents

Litchfield Council Development and Subdivision Standards

6. References and Legislation

Northern Territory Local Government Act

Northern Territory Lands Acquisition Act

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
16/05/2018	New policy, rescinding policies LC17 and LC37



COUNCIL REPORT

Agenda Item Number:	15.2
Report Title:	Caravan Dump Point – Result of Additional Investigations
Report Number:	18/0052
Meeting Date:	16/05/2018
Attachments:	Nil

Purpose

This report provides an update on the investigations related to installation of a caravan dump point in Litchfield Council.

Summary

Further investigations have revealed:

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

Considering the above findings, it is recommended that Council not proceed with establishing a public caravan dump point.

Recommendation

THAT Council:

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

Background

Overview

In November 2017, a report to investigate the feasibility of establishing a public wastewater dump point was presented to Council. The report outlined key challenges that Council faces and a rough

estimation of the project. However, due to the constraint of time, some areas were not fully understood and warranted further investigation including:

- 1) Potential Demand;
- 2) Maintenance Cost;
- 3) Future Opportunities with NT Government.

The following outlines the findings of these investigations.

Potential Demand

Existing Demand within Litchfield Council's Municipality:

One of the main reasons to establish a caravan dump point is the potential demand from the public, especially those caravan tourists that do not stay in a caravan park.

Accordingly, a survey was conducted with the nine caravan parks within Litchfield Council, with the intention of gauging the likely demand for a new public facility. The survey revealed the following:

Caravan Park	Dump point on site?	Can non-patrons use it?	Number of non-patrons requesting use	Non-patrons cost to use
1. Big-4 Holiday 173 Whitewood Road, Howard Springs	Yes	Yes	0	\$48.00
2. Darwin Boomerang Caravan Park 30 Virginia Road, Virginia	No	N/A	N/A	N/A
3. Oasis Tourist Park 17 Morgan Road, Virginia	Yes	Yes	2-3/year	\$10.00
4. Coolalinga Caravan Park 420 Stuart Highway, Coolalinga	Yes	No	0	N/A
5. Tumbling Waters Holiday Park Cox Peninsula Road, Berry Spring	Yes	No	0	N/A
6. Darwin River Caravan Park 195 Darwin River Road, Darwin River	No	N/A	20	N/A
7. Noonamah Tourist Park 1807 Stuart Highway, Noonamah	No	N/A	0	N/A
8. Free Spirit Resort 901 Stuart Highway, Holtze	Yes	No	0	N/A
9. AAOK Lakes Resort and Caravan Park 170 Doris Road, Berry Springs	yes	Yes	0	\$20.00

Even though the above figures provided by each Caravan Park are approximate, it indicates that the numbers of potential customers that Litchfield Council could service with the public dump point are extremely low (i.e. approximately 22 – 23 / year), with indications that the most demand maybe in the most remote southern area of the municipality, i.e. Darwin River Area. Therefore if Council determines to move forward with the proposal to construct a dump point, consideration should be given to whether a site in the southern area of the municipality may be the most suitable location for a dump point.

External Demand that Could be Potentially Attracted to Litchfield Council Area

Further investigations have been carried out to understand the demand of the facilities in the neighbouring municipality, and it reveals that the caravan dump point is used quite regularly in Pine Creek Area, Litchfield National Park Area, and Adelaide River Area. However, there is no evidence to substantiate that any of those customers could be attracted into Litchfield Council area for tourism purposes, and thus have a need to use a dump point within the municipality.

Commercial Competition

There are three private businesses offering caravan dump point services to the public (non-patrons) with locations relatively evenly spread throughout municipality – Howard Springs, Virginia, and Berry Springs. If Council established a new public facility it would be entering a commercial market as a competitor to existing established local businesses, this is not recommended.

Maintenance Costs

Litchfield Council has contacted Victoria Daly Regional Council, and Katherine Town Council, Coomalie Council and Power & Water Corporation (PWC) to further investigate the maintenance cost.

- 1) Pine Creek Dump Point, Victoria Daly Regional Council:
As the dump point is established outside of the workers' compound of Pine Creek Regional Council, it doesn't generate any additional maintenance cost to the local authority. For instance, the Council worker will spray the weed, and clean the dump point 1-2time/week as they carry out other maintenance works in the compound at the same times. However, this service does account for 5% of their water bill.
- 2) Katherine Dump Point, Katherine Town Council:
Similar to the one in Pine Creek, the dump point doesn't generate any additional maintenance cost to Katherine Town Council as the outdoor staff will regular clean the dump point as part of their day-to-day duty. It is claimed that this service does have impact on their water bill but no exact figure was provided.
- 3) Adelaide River Dump Point, Coomalie Council:
Further investigation has been carried out with Coomalie Council, and it is found that they are also maintaining the dump point in Adelaide River area. The annual maintenance cost is \$8000 because this dump point is not connected to the sewer system, and the Council has to manually empty it. Apart from this, it does not generate any other maintenance cost.
- 4) Winnellie Dump Point, Power and Water Corporation:
PWC indicates that the main reason for a higher maintenance cost of \$12000 - \$15000 is because of vandalism and unexpected maintenance resulting from inappropriate use of the dump point. In addition, an inappropriate design could also be contributing to the higher maintenance cost. For instance, there is no extra stocking space available on-site to prevent

foreign items from falling into the sewerage discharge point. A simple solution such as creating a ridge at the entrance point, or provide an extra room for stocking purpose could be included in the design to resolve the maintenance issue and reduce the maintenance cost. However, PWC is unable to fix this issue because they do not hold the ownership of this facility.

Nevertheless, when comparing the maintenance cost from the four different sources, the PWC maintenance cost can be taken as a statistical odd, and hence should not be used as a guidance for estimation.

To conclude, further investigation has indicated that if the dump point is connected to a sewer system close to an area where Council's outdoor staff are working, with appropriate design at the discharge point, the maintenance cost should be negligible.

Potential for Partnership with NT Government

Communication with the Department of Tourism and Department of Infrastructure, Planning and Logistics was undertaken in order to seek opportunities where Litchfield Council could potentially apply for additional funding or form a partnership.

However, neither of the abovementioned departments have any existing or future plans, at this stage, to provide funding for this project, nor are they willing to take ownership or responsibility of such infrastructure. This means that Litchfield Council would be solely responsible for the full cost and maintenance to the wastewater dump point if Council decides to establish such a facility.

Summary

To conclude, the further investigations have revealed:

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

Considering the above findings, it is recommended for Council to not proceed with establishing a public caravan dump point.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Not applicable to this report

Risks

Not applicable to this report

Financial Implications

Should Council decide to proceed to establish a caravan dump point facility, minimum costs for installation would be \$53,500 and ongoing maintenance costs, including water.

Community Engagement

Not applicable to this report

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

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COUNCIL REPORT

Agenda Item Number:	15.3
Report Title:	NT Electoral Commission Pursuit of Non-voters: Outcome of Project
Report Number:	18/0067
Meeting Date:	16/05/2018
Attachments:	Nil

Purpose

This report presents to Council the outcome of pursuing non-voters by the Northern Territory Electoral Commission (NTEC).

Summary

Following the 2017 General Election, Litchfield Council resolved to pursue non-voters to raise the awareness of the legal requirement to vote. Council entered into a contract agreement with the NT Electoral Commission (NTEC) to undertake the project at an estimated cost.

Three thousand, six hundred and three infringements were issued by the NTEC with 2178 returned to sender/or resolved as having a valid excuse. Of the valid infringements issued, 478 have been settled with 947 remaining as outstanding.

This report recommends that Council concludes this project.

Recommendation

THAT Council:

1. notes the report on the outcome from the pursuit of non-voters from the Litchfield Council General Election August 2017; and
2. resolves to close the matter and not pursue the remaining outstanding infringement notices from the 2017 Litchfield Council local government election any further.

Background

At its meeting on 15 November 2017 Council resolved to pursue non-voters within the Litchfield Municipality for the August 2017 local government elections. A service agreement was signed between Litchfield Council and the NTEC for NTEC to undertake the project. The cost of this service was on a cost recovery basis.

The table below provides the final statistics of the project:

Infringements Issued	3603
Return to sender or valid excuse	2178
Infringements paid (@ \$50 each)	478
Outstanding infringement notices	947

Whilst Council could continue to pursue the outstanding infringements through the court system the administrative requirements for both Council and the NTEC as well as the probability of success, given a proportion of the outstanding notices are likely to be unreachable or no longer in the NT and would attract ongoing costs.

The City of Darwin also choose to pursue non-voters and in doing so, received media attention to the legal requirement to vote which may have contributed to high success rate.

Links with Strategic Plan

Enabler – A well-run Council.

Legislative and Policy Implications

Nil

Risks

There is a real risk that the pursuit of the remaining outstanding infringements will not result in recovery.

Financial Implications

After costs, Council has received \$12,376 from the NT Electoral Commissions pursuit of non-voters.

Community Engagement

Nil

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

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COUNCIL REPORT

Agenda Item Number:	15.4
Report Title:	Tree Hazard Inspection Report
Report Number:	18/0068
Meeting Date:	16/05/2018
Attachments:	NIL

Purpose

This report presents to Council a summary of the Tree Hazard Inspection Report dated 7 March 2018 and outlines the impact recent weather events have had on the Assessment.

Summary

Council commissioned its first public spaces Tree Risk Assessment for all seven recreation reserves, as well as Thorak Regional Cemetery, in January 2018. A report by a qualified arborist was delivered to Council on the 7 March 2018 identifying 672 trees requiring treatment.

All works have been categorised by urgency, with 37 trees needing attention within one month of issuing the report.

Cyclone Marcus hit the Top End on 17 March 2018, causing widespread damage and compromising trees. In conjunction with the cyclone clean-up works, Council has addressed the urgent works outlined in the report. Works in some areas where accessibility was impaired due to wet season, still need addressing.

The weather event has compromised the validity of the risk assessment which prevents Council from issuing a request for tender for the recommended tree works. Furthermore, it is likely the cyclone event has compromised further trees that now require reassessment by a qualified arborist.

To ensure safety to patrons and to inform and enable appropriate tendering processes, Council will engage a qualified arborist to review and reassess the Tree Hazard Inspection Report.

Recommendation

THAT Council receive and note the report on the Tree Hazard Inspection Report dated 7 March 2018.

Background

Council resolved at its meeting on the 15 November 2017 to contract a qualified arborist to undertake a tree risk assessment on all seven recreational reserves and Thorak Regional Cemetery.

Remote Area Tree Services were engaged and undertook the inspections in January 2018, prior to a monsoonal trough in late January and Cyclone Marcus in March 2018.

Overall, the contractor assessed 6,475 trees on “Limited Visual Inspection” basis and undertook a further “Basis Risk Assessment” on 672 trees of these trees.

The risk of each of the 672 trees has been assessed based on:

1. a structural assessment; and
2. application of risk due to traffic and location.

For all eight locations, the risk of trees has been assessed as displayed below:

Location	Very High	High	Moderate	Low	Very Low	TOTAL
<i>Berry Springs Reserve</i>	0	0	9	29	9	47
<i>Freds Pass Recreation Reserve</i>	1	0	61	321	81	464
<i>Howard Park Rec Reserve</i>	0	0	4	6	4	14
<i>Humpty Doo Village Green</i>	0	0	0	10	12	22
<i>Knuckey Lagoon Rec Reserve</i>	0	0	0	14	12	26
<i>Livingstone Reserve</i>	1	0	2	18	0	21
<i>McMinns Lagoon Rec Reserve</i>	0	1	2	16	18	37
<i>Thorak Regional Cemetery</i>	0	0	0	15	26	41
TOTAL	2	1	78	429	162	672

For those trees that have been assessed, categorised works are proposed to manage the trees to reduce the risk, or to remove the trees if risk reduction is not possible through tree maintenance works.

Prescribed works include removal of trees, removal of hanging branches, risk reduction pruning, deadwood removal, and other works. A table on page 16 of the Report summarises the works per site. An extract of the *Tree Hazard Inspection Report* is attached.

All works have been categorised by urgency with the following timeframes for completion:

- Urgent – need to occur within 1 month of issue of the Report, or
- High - need to occur within 18 months of issue of the Report.

The below table illustrates the number of works per site based on the level of urgency.

Location	High	Urgent	Total
<i>Berry Springs Reserve</i>	47	0	47
<i>Fred's Pass Recreation Reserve</i>	435	29	464
<i>Howard Park Recreation Reserve</i>	14	0	14
<i>Humpty Doo Village Green</i>	20	2	22
<i>Knuckey Lagoon Recreation Reserve</i>	25	1	26
<i>Livingstone Reserve</i>	21	0	21
<i>McMinns Lagoon Recreation Reserve</i>	33	4	37
<i>Thorak Regional Cemetery</i>	40	1	41
Grand Total	635	37	672

A short summary per site is provided below:

Berry Springs Reserve had 230 trees visually inspected with 47 trees undergoing a Basic Risk Assessment. Seventeen out of the 47 trees are already dead and another 3 trees have a Useful Life Expectancy (ULE) of one to five years. Twenty trees are recommended for removal being assessed as beyond correctional pruning or other remedial works.

Similarly, at **Freds Pass Sport and Recreation Reserve**, the Report states that poor pruning practices in the past have resulted in mature African Mahoganies posing a higher risk of failure than otherwise expected. Additionally, 24% of the assessed trees at Freds Pass Reserve are already dead. Approximately 3,290 trees were visually inspected with 464 undergoing a Basic Risk Assessment. Out of the 464 assessed trees, 141 trees have a ULE of less than one year and 215 trees are expected to remain viable for at least 20 years. A total of 207 trees have been recommended for removal.

Howard Park Recreation Reserve is the smallest site with approximately 150 trees visually inspected and 14 undergoing a Basic Assessment. Only eight trees have been recommended for removal, with further six trees requiring remedial works.

At **Humpty Doo Village Green** 240 trees were visually inspected with 22 trees undergoing a Basic Assessment. No tree removal is recommended and only two trees are identified with poor structure requiring urgent works.

At Knuckey Lagoon Reserve the utilised areas, walking paths and fence line were inspected. Approximately 900 trees visually inspected, with 26 trees undergoing a Basic Assessment. Due to the bushland characteristics of the Reserve trees have not been subject to a high level of maintenance and therefore appear to have a shorter ULE. Nineteen trees have been recommended for removal due to the poor structure and health.

Similar to Knuckey Lagoon the 445 trees visually inspected at Livingstone Recreation Reserve are in the publicly accessible areas and/or close to assets at the Reserve. Twenty-one trees underwent a Basic Assessment with 13 trees recommended for removal.

At **McMinns Lagoon**, 600 trees were visually inspected with 37 trees undergoing a Basic Assessment. The Assessment included the public area and walking paths. Twenty-seven trees are recommended for removal and similar to Knuckey Lagoon, a shorter ULE generally has been observed in the bushland area.

Approximately 620 trees at **Thorak Regional Cemetery** were visually inspected with 41 trees identified for a Basic Assessment. Ten trees are recommended for removal and 29 trees have a ULE of 20 to 40 years. The Palm garden has been highlighted in the Report requiring further sample testing and concerns for the four remaining palms which seem to have been affected by an unknown pathogen causing their decline.

POST TREE HAZARD INSPECTION REPORT

After Cyclone Marcus in March 2018, a site inspection by staff was undertaken where possible (some parts of some sites are not accessible due to water levels) to determine whether the 37 trees requiring urgent attention were still standing, or if they have been uprooted through the storm. Except for one tree, all other 36 trees continue to require work.

Since then, the urgent works for Humpty Doo Village Green, Knuckey Lagoon and Thorak Regional Cemetery have been undertaken. The urgent tree works for McMinns Lagoon have not been undertaken as water levels are too high to access the area. The urgent tree works for Freds Pass

Reserve have been delayed due to a lack of available arborists. Council continues to work to source quotations and to progress these works as soon as possible.

The monsoonal weather in late January 2018 and the recent cyclone have compromised the validity of the Tree Hazard Inspection Report. It is believed that a significant number of trees are now potentially in poorer condition due to the weather event, and it is not clear which of the 672 trees identified for attention within the 18-month timeframe are still standing and whether more trees compromised through the storm.

Council resolved at its November 2017 meeting to develop a Tree Risk Management Plan in 2018/19 to provide guidance on the required assessments after severe weather events. The documented practice of City of Palmerston and City of Darwin (manifested in their Tree Risk Management Plans) is a walk-through or drive-by inspection of trees after a severe storm.

In lieu of a Tree Risk Management Plan, Council has consulted a qualified arborist and it has been confirmed that a walk-through inspection is recommended to ensure no unknown hazards have arisen from the cyclone event. This assessment will also be used to update the existing Tree Hazard Inspection report and reassess the works required.

Once the Tree Hazard Inspection Report has been updated, Council will be able to seek quotations for the tree management works through a tender process. The original plan, before Cyclone Marcus, was to undertake the urgent works (within a month of receiving the report) and then to go to a Tender process for the extensive works to commence in July 2018 (dry season) at the beginning of the financial year.

Links with Strategic Plan

Priority # 2 – A great place to live

Priority # 3 – A beautiful natural environment

Legislative and Policy Implications

Not applicable

Risks

It is a community expectation and Council legal responsibility to manage risks associated with trees.

Financial Implications

A quotation is currently sought from the qualified arborist who undertook the work to develop the Tree Hazard Inspection report to undertake the walk through assessment and update of the Tree Hazard Inspection Report.

Council has been advised that the works will be less labour intense than the creation of the original report. The original report was priced at \$36,358.50 (excl GST).

The 2017/18 budget has \$100,000 allocated to tree works with \$48,968.50 already spent (including some of the urgent tree management works). The remaining budget will be sufficient to cover the update of the Tree Hazard Inspection Report.

Community Engagement

The Recreation Reserve Management Committees at the recreation reserves have been consulted on the result of the Tree Hazard Inspection Report and briefed on the issues caused by recent weather events.

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

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

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COUNCIL REPORT

Agenda Item Number:	15.5
Report Title:	Parkin Road Widening Through Road Opening
Report Number:	18/0069
Meeting Date:	16/05/2018
Attachments:	Nil

Purpose

This report outlines the necessary requirements for a road opening adjacent to Section 674, Hundred of Cavenagh, as the result of the subdivision of Crown land for a lease, in excess of 12 years, to Labasheeda Park Volunteer Bushfire Brigade.

The report seeks Council's approval to proceed with the road opening to provide the necessary additional land to the road reserve.

Summary

Parkin Road is currently owned by Litchfield Council. The road reserve width however does not meet Council's minimum standard for a rural road.

A 5-metre wide strip of land adjacent Section 674 has been gifted to Council from the Crown to form a wider road reserve.

To finalise this process a road opening is required for this 5-metre strip to be excised from the block to become road reserve.

Recommendation

THAT Council:

1. resolve 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.

Background

A planning application for a subdivision of Crown land for a lease in excess of 12 years for creation of a single 2 ha lot in the north-west corner of Section 674, Hundred of Cavenagh, fronting Parkin Road, for use by Labasheeda Park Volunteer Bushfire Brigade, was approved on 23 November 2017.

As this subdivision is for a lease, a road opening process is required to convert this land into a road reserve. Council's approval is sought to carry out the road opening process and assume the ownership of this 5m strip of land.

1. Everything you need

The Local Government Act sets out the process for opening a road.

Risks

Not applicable to this report.

Financial Implications

The only expected costs to Council is the advertisement fee for the NT News, expected to be less than \$500.

Community Engagement

There will be a 28-day public consultation period in line with the Local Government Act, and Council will advertise the road opening by:

- a) Publishing the notification on Council's website;
- b) Placing a hard copy at Council's front desk; and
- c) Advertising the notification in the local newspaper.

If Council receives objections related to the road opening, a further report will be put to Council to consider those objections prior to proceeding with the road opening.

At the conclusion of the road opening process, a notification is required to be published in the Government Gazette.

Recommending Officer:

Wendy Smith, Acting Director Infrastructure and Operations

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

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COUNCIL REPORT

Agenda Item Number:	15.6
Report Title:	Collective Procurement of Public Lighting Control System for Council Streetlights
Report Number:	18/0070
Meeting Date:	16/05/2018
Attachments:	Nil

Purpose

The purpose of this report is to seek Council endorsement to enter into a collective procurement agreement to collectively tender for a public lighting control system for streetlight operation with City of Darwin and City of Palmerston, in accordance with Local Government (Accounting) Regulations.

Summary

It is proposed that City of Darwin, City of Palmerston, and Litchfield Council jointly seek proposals for a goods and services contract for the supply of a Central Management System, Communications Network, and Light Point Controllers for the three councils. The contract arrangement will result in one or more councils entering into individual contracts, with the relevant System being established for each council.

Recommendation

THAT Council:

1. resolves to enter into a collective procurement agreement with the City of Darwin and City of Palmerston for a public lighting control system for streetlights;
2. authorises the Mayor and Chief Executive Officer to sign a collective procurement agreement for a public lighting control system for streetlights with City of Darwin and City of Palmerston noting that the Agreement, in itself, does not commit Council to procure any of the services received as a result of the tender process;
3. designates the Director Infrastructure and Operations to represent Council for the purpose of the collective procurement agreement and any tender committee; and
4. publishes this decision on Council's website.

Background and Discussion

In January 2018, all streetlights and systems on Council roadways and public open spaces formerly owned by Power and Water Corporation transferred ownership to the relevant local Council.

Litchfield Council has approximately 300 streetlights. City of Darwin has approximately 9500 streetlights and City of Palmerston has approximately 4000 streetlights. Due to the low number of lights in Litchfield Council, for some services, it may be beneficial for Litchfield Council to partner with one or more other local councils to procure and provide cost effective services.

Litchfield Council has provided in-principle support to enter into a collective procurement agreement with City of Darwin for maintenance of streetlights in December 2017 and now seeks Council's formal endorsement to sign an agreement.

It is proposed that City of Darwin, City of Palmerston, and Litchfield Council jointly seek proposals for a goods and services contract for the supply of a Central Management System, Communications Network, and Light Point Controllers for the three councils. The contract arrangement will result in one or more Councils entering into individual contracts, with the relevant system being established for each council, should that council choose to do so. Litchfield Council is not required to enter into a contract as a result of this tender process but has the option to seek more cost-effective arrangements by partnering with the other local councils.

The purpose of the contract is to update Council's lighting systems. For both environmental and economic reasons, Council will be replacing our existing luminaires and associated equipment with modern and efficient LED equipment and public lighting controls. The new equipment will provide the same levels of lighting, with reduced energy consumption by up to 50%, improve road safety and sustainability for Council today and into the future.

The replacement program is expected to be completed in a 3-year time frame. Should Litchfield Council choose to be a part of a contract resulting from the collective procurement process, it is proposed that our program will commence in the 2019/2020 financial year.

Section 30 of the *Local Government (Accounting) Regulations* allows contracting of this nature and Council's Procurement Policy FIN03 reflects the requirements and exemptions in the Regulations.

In line with Section 4.7.2 of the policy, Council is able to become a party to another contract, in this case a contract between another local government authority and a supplier, on the condition that the supply has been authorised by resolution of Council. The policy also states that a Council resolution of this nature is to be made public on Council's website.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Local Government (Accounting) Regulations Division 2 Collective Procurement sets out the requirements and provisions for councils wishing to procure goods and services together, including the requirement for entities to enter into a written agreement (a collective procurement agreement) setting out the arrangements for the collective procurement by the group.

The collective procurement agreement presented to Council complies with the requirements of the Local Government (Accounting) Regulations.

Risks

As stated earlier, the decision to enter into a collective procurement agreement with the City of Darwin and City of Palmerston to seek goods and services relating to streetlighting does not commit Council to procure the goods and services. Rather, it is an opportunity to seek the best price for services that Council may decide to purchase in the future.

Any decision to purchase goods and services as a result of this collective procurement process would be the subject of a future Council meeting.

Financial Implications

Council will share a portion of the tender preparation and probity costs with the City of Darwin and City of Palmerston. Litchfield Council's share of those costs is expected to be less than \$1,000.

Any costs proposed by the contract will be evaluated and proposed to Council for inclusion in future budgets for the 2019/2020 and 2020/2021 financial years. The provision of the new LED system is expected to result in substantial economic savings for Council on energy costs.

Community Engagement

Should Council resolve in line with this report's recommendation, the resolution will be placed on the Council's website.

Recommending Officer:

Wendy Smith, Acting Director Infrastructure and Operations

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

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting 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:	15.7
Report Title:	May 2018 Summary Planning and Mining Report
Report Number:	18/0071
Meeting Date:	16/05/2018
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 a summary of development and mining applications received and comments provided for the period of 6 April 2018 to 4 May 2018.

Summary

For the noted period, Council provided comments on 4 development applications. One was supported subject to normal Council conditions, 2 were supported subject to specific issues being adequately addressed, and 1 was objected to for reasons related to other issues.

For the noted period, Council provided comments on no mining applications.

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

Recommendation

THAT Council:

1. receive the May 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 6 April 2018 to 4 May 2018.

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	1
Development applications supported, subject to specific issues being adequately addressed	2
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
Additional information is provided below on all applications.	

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

Development Applications supported, subject to normal Council conditions

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

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

Application Number and Address	Purpose and Summary
PA2018/0138 Section 2524 (35) Livingstone Road, Livingstone, Hundred of Cavenagh.	Demountable structure (shipping container) additions to existing organised recreation facility. The subject site totals 64.63 Ha, is in Zone OR (Organised Recreation) and is utilised for community social and sporting events. The proposal is to install two shipping containers for the purpose of storage of equipment and materials. The subject site is Council's Livingstone Reserve. The proposed development supports the use of the reserve.

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
PA2018/0137	Independent unit with an independent effluent disposal system.	The proposed development only requires a development permit as the current septic

Section 5226 (66) Cornelius Circuit, Girraween, Hundred of Bagot.	The subject site is in zone RL (Rural Living) and is compliant with the requirements of the NT Planning Scheme, being less than 80sqm in area. The unit is proposed to be located 35m away from the eastern boundary and 45m away from the street front. There is an existing single dwelling and two sheds currently on the site. The information provided indicates that the proposed unit will be accessed by the existing single driveway crossover.	for the existing unit is undersized for the independent unit. The unit is 78.8sqm in area. Due to the amount of existing structures on the site, Council requests a stormwater management plan. There are not expected to be any other effects on Council infrastructure or local amenity.
PA2018/0139 Lot 13 (295) McMinns Drive, McMinns Lagoon, Hundred of Strangways.	Intensive animal husbandry (dog breeding). The subject site is in Zone RL and totals 2 Ha. The application details an indoor and outdoor dog kennel. The indoor dog kennel is located 10m away from the southern boundary and does not pose negative impacts to amenity as the structure is sound proof and airconditioned.	The application seems compliant with the requirements of the NT Planning Scheme; however, Council requests a stormwater management plan that does not result in stormwater adversely affecting any neighbouring properties. The use highly exceeds the average for facilities provided for dog breeding.

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

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

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

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

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

Application Number and Address	Purpose and Summary	Reasons for objection
PA2018/0133 Section 3222 (9) Phoebe Court, Knuckey Lagoon.	<p>Shed addition with reduced side setback.</p> <p>The shed has been proposed at a location in the back north-east corner of the subject site. The subject site is in Zone RL (Rural Living) and total 2Ha. Council notes that there is a wet area at the front of the subject site, hence the location being proposed at the rear of the property. The side setback is only 1.5m from the eastern boundary, where 10m is required. Though the application describes the intent is for it to be screened with dense planting, it seems unachievable with such limited space. The applicant's reason for the shed location and reduced side setback is due to the negative impact on their liveability and amenity if the shed is located elsewhere on the lot.</p>	<p>The proposal does not comply with Clause 7.3 of the NT Planning Scheme, which requires a 10m side and rear setback without an adequate special circumstance. Council would like to protect the amenity for all users and does not consider the applicant's reason to be an adequate special circumstance as the proposal negatively impacts the amenity of the adjacent lot. Council considers that this application could be enhanced with a letter of support from adjoining neighbours.</p>

MINING APPLICATIONS

There were no mining applications responded to 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:**

Wendy Smith, Acting Director Infrastructure and Operations

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

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

Attachment A

Responses to Development Applications supported, subject to normal Council conditions

27 April 2018

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

RE: Letter of Comment Development Application

PA2018/0138

**Section 2524 (35) Livingstone Road, Livingstone, Hundred of Cavenagh
Demountable structure (shipping container) additions to existing organised recreation
facility**

Thank you for the Development Application referred to this office on 13/04/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal seems reasonable for the existing use on the site and seems to be compliant with the requirements of the NT Planning Scheme.
- b) There is not expected to be any adverse effects upon Council's infrastructure or neighbouring amenity as a result of the proposal.

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

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

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

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

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

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

Yours faithfully



Wendy Smith
Acting Director Infrastructure and Operations

Attachment B

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

13 April 2018

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

RE: Letter of Comment Development Application

PA2018/0137

**Section 5226 (66) Cornelius Circuit, Girraween, Hundred of Bagot
Independent unit with an independent effluent disposal system**

Thank you for the Development Application referred to this office on 03/04/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal appears compliant with the requirements of the NT Planning Scheme, including plumbing certification and being less than 80sqm in floor area.
- b) The information provided indicates that the two dwellings on the site will share a single driveway crossover, therefore, there are not expected to be any negative effects upon Council's road reserve infrastructure as a result of this proposal.

provided the following issues are adequately addressed:

- a) It is not clear in this application if there are expected to be any negative stormwater concerns. Due to the amount of existing structures there are on the site, the method of stormwater drainage for the site should be made clear through a schematic stormwater management plan.

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

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).
 - i. The plan shall demonstrate that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.

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

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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

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

Yours faithfully



Kaylene Conrick
Chief Executive Officer

18 April 2018

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

RE: Letter of Comment Development Application

**PA2018/0139
Lot 13 (295) McMinns Drive, Mcminns Lagoon, Hundred of Strangways
Intensive Animal Husbandry (Dog Breeding)**

Thank you for the Development Application referred to this office on 03/04/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

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

provided the following issues are adequately addressed:

- a) A stormwater management plan for the site that does not result in stormwater adversely affecting any neighbouring properties, as detailed below.

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

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).
 - i. The plan shall demonstrate that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.
 - ii. Litchfield Council stormwater discharge guidelines do not allow concentrated discharge of stormwater from rural lots to adjoining properties or the road reserve. All stormwater is to be channelled, piped or dispersed via sheet flow to the road reserve.
 - iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).

- iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

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

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

Yours faithfully



Kaylene Conrick
Chief Executive Officer

Attachment C

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

Attachment D

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

18 April 2018

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

RE: Letter of Comment Development Application

PA2018/0133
Section 3222 (9) Phoebe Court, Knuckey Lagoon, Hundred of Bagot
Shed addition with a reduced side setback.

Thank you for the Development Application referred to this office on 03/04/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The application does not comply with Clause 7.3 of the NT Planning Scheme, which requires a 10m side and rear setback. The proposed side setback is only 1.5m from the eastern boundary, though the application describes the intent is for it to be screened with dense planting, it seems unachievable with such limited space. The applicant stated that moving the shed elsewhere may affect the liveability and amenity of the site.

Council does note that it appears the front of the site may have constraints in relation to drainage. Council would like to protect the rural amenity for all users so does not consider this an adequate special circumstance as it can negatively impact the amenity of the adjacent lot.

Council considers that this application could be enhanced by a letter of support from adjoining neighbours.

- b) It is not clear in this application if there are expected to be any negative stormwater concerns. Due to the location of the structure in relation to the site boundary, the method of stormwater drainage for the site should be made clear through a schematic stormwater drainage plan.

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

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

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

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

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works within a Road Reserve Permit – Works Associated with a Development Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.

- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



Kaylene Conrick
Chief Executive Office

Attachment E

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

Litchfield Council - Review of its Basis of Rating

Final Report 2 March 2017

John Comrie

JAC Comrie Pty Ltd

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Executive Summary

There is no single rating system that best suits or is preferred by all ratepayers. Which rating tools to use and the extent and details of their use is a choice a council needs to make having regard to a wide range of factors. It needs to be mindful of historic arrangements and the current and likely future circumstances and character of its community. Trade-off judgements inevitably need to be made. Consideration of the relative public finance criteria merits of various alternative options can help make this decision more objective and better able to be defended.

The Litchfield Council's (LC's) basis of rating utilises Unimproved Capital Values (UCV's), fixed charges, minimum rates and special rates plus a waste management service charge (WMC).

It also applies differential rates depending on a combination of:

- locality; i.e. defined zones as prescribed by the NT Planning Scheme (other than residential land in the suburb of Coolalinga and conditionally rated land); and
- different land uses within each respective zone.

The existing rating system of the Litchfield Council (LC or Council) is shown in Appendix 3. It differs from other comparable councils in that it extensively uses fixed charges as its basis of rating (residential properties pay a fixed charge that differs significantly between Coolalinga (urban residential at \$1,215) and elsewhere (rural residential at \$729)). Property valuations currently play no role in determining urban residential (Coolalinga) or rural residential rates payable. As a consequence residential properties with similar values in different locations currently can be required to pay different amounts of rates.

Council's differential rating system introduces a level of complexity as it is differentiating on locality (residential property in Coolalinga) and it is also differentiating on land use; i.e. the commercial and industrial properties are rated differently from both classes of residential property. LC is applying a valuation-based charge in conjunction with a minimum rate to the commercial and industrial properties.

Council rates should be thought of more as a tax than a fee for service. Regardless, all councils should have careful regard to equity in designing their rating systems. Equity considerations need to weigh up both benefits received and the capacity to pay of different classes of ratepayers.

Whilst there is currently no strong agitation for change from any particular class of ratepayer, opportunities for improvement exist in terms of tax theory considerations and it is possible that some ratepayers may push for changes in future if reforms aren't initiated. This is particularly so given that significant growth (development) has

occurred in recent years (LC experienced the 3rd highest population growth figures, at 5.1%, Australia-wide in 2014/15).

Councils need to be able to justify the rationale for their basis and extent of differential rating. LC currently sets a different fixed charge for different classes of property (urban residential and rural residential). It also uses a different basis of rating for commercial and industrial property; i.e. it applies a valuation-based charge to these properties along with a minimum rate. Differentiating on land use only (i.e. not also locality) would ensure that all properties of the same use (e.g. residential) throughout the council would be rated on the same basis irrespective of their locality.

The report discusses rating theory considerations and an assessment of LC's current rating practices relative to these objectives in Sections 3, 4 and 5. It highlights in particular that it is generally (not always) reasonable to assume that residents occupying properties with a higher improved capital value (ICV) have greater capacity to pay rates and charges. The results are likely to be less clear-cut regarding the correlation between owners of properties based on UCV and capacity to pay. It does seem reasonable though to conclude owners of properties with very high UCV are likely to have greater capacity to pay than owners of properties with modest UCV. Basing local government rating on ICV rather than UCV would promote equity but it is not practical for NT councils to rate on ICV at this time. ICV information is not currently available and is likely to be difficult and / or expensive to obtain.

Six alternative rating options have been modelled (based on UCV's) (see Section 6). Options 1, 2 & 3 only focus on residential ratepayers (rate revenue from residential ratepayers represented over 89% of LC's total rate revenue in 2016/17 (85% from rural residential and 4% from urban residential)) with no change in arrangements for other ratepayers. Options 1a, 2a & 3a have utilised the same rate modelling criteria (as Opts 1, 2 & 3) to apply also to commercial/industrial properties. The modelling assumed total rate revenue was unchanged in all instances. The options considered were as follows:

- Option 1: Applying rates based on UCV's to all residential properties with a \$729 fixed charge and a common rate in the dollar for all residential assessments. (Under this option 88% of rate revenue from residential ratepayers would be generated by the fixed charge.)
- Option 1a: Applying rates based on UCV's to all residential and commercial/industrial properties with a \$729 fixed charge and a common rate in the dollar for all assessments other than Gas Plant and Workers Village. (Under this option 91% of rate revenue would be generated by the fixed charge.)
- Option 2: Applying rates based on UCV's to all residential properties with a \$600 fixed charge and a common rate in the dollar for all residential

assessments. (Under this option 72% of rate revenue from residential ratepayers would be generated by the fixed charge.)

- Option 2a: Applying rates based on UCV's to all residential and commercial/industrial properties with a \$600 fixed charge and a common rate in dollar for all assessments other than Gas Plant and Workers Village. (Under this option 75% of rate revenue would be generated by the fixed charge.)
- Option 3: Applying rates based on UCV's to all residential properties with a \$400 fixed charge and a common rate in the dollar for all residential assessments. (Under this option 48% of rate revenue from residential ratepayers would be generated by the fixed charge.)
- Option 3a: Applying rates based on UCV's to all residential and commercial/industrial properties with a \$400 fixed charge and a common rate in the dollar for all assessments other than Gas Plant and Workers Village. (Under this option 50% of rate revenue would be generated by the fixed charge.)

The rate modelling indicates that it is possible to make changes to improve the basis of Council's rating system having regard to LC's circumstances and theoretical considerations by standardising and simplifying the system of differential rates such that locality (for example Coolalinga) is disregarded. Importantly, valuation-based charging would be broadened and all properties rated on land use UCV's using a valuation-based charge in conjunction with a single (common) fixed charge.

The report does not make a specific recommendation as to which of the above options is preferable. LC should choose an option that has regard to both rating theory considerations and its' community's circumstances. Options 1 and 1a would have less impact (i.e. less larger increases or decreases in rates payable for more ratepayers). Options 2 and 2a would have less impact than Options 3 and 3a. This is because the larger the fixed charge the smaller the share of revenue generated based on relative property values. Leaving current commercial/industrial arrangements unchanged would also generally result in less impact for residential ratepayers.

Whilst the above improvements could arguably largely be introduced without significant redistribution of the overall rating burden across properties the quantum (dollar value) of rates increases for properties with relatively high UCV's would require some consideration. Phasing this change in over time by capping the limit on the annual increase (e.g. not more than 10% per annum) for any ratepayer would help ameliorate this impact. This could be managed by setting out the basis of the concession in LC's Rating Policy and would be in accord with the Section 164 provisions of the NT Local Government Act.

Whilst no specific details are available it is understood that a significant number of rural residential properties are occupied by more than one household in separate dwellings. Having regard to equity considerations it is appropriate that such properties pay higher rates (for example a higher fixed charge) to offset their higher service level consumption.

An argument could be mounted (in the absence of awareness of justification to the contrary) that urban residential ratepayers are currently paying somewhat relatively more, and rural residential ratepayers (particularly those in townships other than Coolalinga) somewhat relatively less than what rating theory considerations alone would suggest is appropriate. Any variation in rates raised from rural residential ratepayers must necessarily materially inversely impact on ratepayers in other categories (assuming total rate revenue remains unchanged) given the high percentage of total rate revenue generated from rural residential ratepayers (85.2%). On the other hand urban residential (Coolalinga) ratepayers represent only 4.4% and commercial/industrial ratepayers only 9.5% of the source of 2016/17 rate revenue. Any adjustment for these latter ratepayers would have relatively little overall impact on total revenue generated or rate levels for other ratepayers.

This report has focussed on the distribution of the impact of the rate burden across various classes of LC ratepayers. That is, it is concerned with the proportion of total rates paid by different types of ratepayers rather than how much rate revenue Council collects in aggregate. It is noted that Council has produced (or has forecast) a net operating deficit totalling approx. \$20.M across the three most recent financial years (i.e. average of approximately \$6.75M per annum). Under-lying ongoing operating deficits typically mean that a council is under-charging ratepayers for the level of services it is providing relative to their cost and flags potential financial / service level sustainability risks. Total rate revenue would need to increase by about 100% currently if this average deficit was to be eliminated without changes in other factors.

Property value information that Council will use for rating in future years will have varied from the 2016/17 data used for modelling in this report. If Council decided to vary its rating system it should carefully consider the impact of changes in relative values of properties in different classes that have arisen as a result of the annual reassessment of values by the Valuer-General. Applying the options modelled in this report may give significantly different outcomes with updated valuations.

Should Council wish to proceed with major changes in the basis of rating (e.g. implement a change to its system of differential rating by rating on land uses only) it is recommended that it formally consult with its community before finalising its decision.

It is recommended that Litchfield Council:

1. Adopt a rating methodology policy that has regard to relevant local issues and the rating theory considerations outlined in this report;
2. Consider introducing an element for the rating of all residential properties based on their unimproved capital value as well as a common fixed charge such that at least 10% and up to 50% of residential rate revenue is generated from property valuations (i.e. something similar to either Option 1, 2 or 3 or, with the inclusion of commercial/industrial properties being rated on the same basis as residential, something similar to either Option 1a, 2a or 3a);
3. Keep any application of differential rating as simple as possible having regard to equity considerations (and clearly defensible);
4. Develop policy and processes to enable the future rating of multiple occupancies where they exist on a single allotment; and
5. Consider applying a form of rate capping (annual maximum increase) to assist in phasing in the introduction of any significant changes in its rating methodology.

1. Introduction

Rate revenue represents the largest source of operating revenue for most councils. It is therefore appropriate, and good practice that councils periodically review their basis of rating.

The Northern Territory Local Government Act (2008) (LG Act) provides councils with considerable flexibility in the way they raise general revenue from rates and charges. Over time the mix of a council's services can change as can the characteristics of its ratepayer base. The Litchfield Council (LC) decided to undertake a review of its basis of rating. It engaged Mr John Comrie (JAC Comrie Pty Ltd) to undertake the study and this report outlines his findings.¹

2. Background

The Northern Territory (NT) local government structure comprises nine regional councils, three shire councils and five municipal councils (in which LC is classified) as shown in Table 2.1.

Table 2.1: NT Municipal Councils by Classification²

Urban Capital City	Urban Fringe Small	Urban Rural Small	Rural Agricultural Very Large
City of Darwin	City of Palmerston	Alice Springs Town Council	Litchfield Council
		Katherine Town Council	

All of these councils differ in terms of their respective geography/land areas, the demographics of their communities and, to a lesser extent, the services they provide. Hence for the purposes of providing some broad comparative data and commentary on rating arrangements between NT councils the City of Darwin has been excluded as it differs more markedly from the other councils classified as municipal entities.

Each year all councils not only need to determine how much rate revenue to raise, they need to determine how they will raise it. Regardless of the amount raised there are a variety of decisions that need to be made regarding what share of aggregate rate revenue is raised from each individual ratepayer; including having regard to equity in determining their basis of rating. Key amongst these factors is the following:

¹ Mr John Comrie operates a consultancy practice specialising in providing financial and governance advice to local governments. He has written and been published extensively on local government rating theory and practice issues. Further details about his background and experience are available at www.jacomrie.com.au.

² Source; the 2016/17 LGANT Directory.

- i) Whether to base rating on the unimproved capital value (UCV or site value), improved capital value (ICV) or annual value (AV) of properties.³ Unimproved capital value represents the value of a property excluding development that has occurred on it. Improved capital value is market value and annual value is the rental value of a property. In 2016/17 the NT councils listed in Table 2.1 all used UCV's as their basis of rating.⁴
- ii) Whether to apply a fixed charge and/or a minimum rate and if so the amount.⁵ A council in the NT can apply both and, alternatively it doesn't have to apply either. In 2016/17, all four NT municipal councils (excluding Darwin CC) applied a minimum rate and the average value was \$1,184. Litchfield was the only council setting a fixed charge (of the four municipal councils).
- iii) Whether to apply differential rates or not.⁶ The four NT municipal councils all utilise this choice and set higher or lower rates in the dollar for different land uses and/or localities. Compared to the other four municipal councils it appears that Litchfield's basis of rating places less emphasis on the use of differential rates in generating rate revenue and distinguishing between different classes of ratepayers.

In South Australia (SA), typically compared with the rate set for residential properties, councils charge a slightly lower rate in the dollar for primary production properties (not always, a few councils charge a higher rate) and a higher rate in the dollar for commercial/industrial properties. Broadly, this approach to differential rates appears to be similar to that taken by NT councils.

The LC's basis of rating utilises UCV's, fixed charges, minimum rates and special rates plus a waste management service charge (WMC).

It also applies differential rates depending on a combination of:

- locality; i.e. defined zones as prescribed by the NT Planning Scheme (other than residential land in the suburb of Coolalinga and conditionally rated land); and
- different land uses within each respective zone.

LC's declared rates and charges for 2016/17 are set out in Appendix 3. On average, residential properties would have paid council rates of \$1,133 (inclusive of the \$339 WMC and the special rate of \$50 for the Waste Transfer Station (WTS) construction project).

³ See LG Act Section 149.

⁴ It is the consultant's understanding that ICV's are not readily obtainable from the NT Valuer General and for them to be provided it would likely be at a significant cost to Council.

⁵ See LG Act Section 148.

⁶ See LG Act Section 148.

Where a valuation-based charge is used for rating (as is the case with LC's commercial rate) a council's rate in the dollar will vary both as a result of how much rate revenue it seeks to raise and as a result of the value of property in its district. All other things being equal a council with lower average property values will need to charge a higher rate in the dollar compared with a council with higher average property values to generate the same rate revenue.

The rationale for LC's range of differential fixed charges and differential rates is seemingly historic; i.e. the basis of rating has evolved to its current form over quite a period of time. It is not clear as to what regard the principles of rating theory (such as equity considerations) have influenced rating decisions. At least in part in the case of urban residential (Coolalinga) properties, Council presumably attempts to somewhat align average rate revenue per property (for similar land uses in different localities) with the respective level of council investments in and provision of services.

Council's existing system of differential rates combines zones (as defined in the NT Planning Scheme) with land use categorisation and uses a combination of fixed charges (of varying value) as well as valuation-based charges (multiple) in conjunction with minimum rates. The outcome is that effectively numerous permutations of notional differential rates currently exist and it is not easy to determine relativities between the differential rates. Table 2.2 below shows the difference in the effective weighted average notional differential rate by land use (across all zones). It has been determined by calculating what the relative 'ad valorem' rate would have needed to be to generate existing levels of revenue relative to the average UCV of properties in a particular class. The relative notional rate so calculated is subsequently analysed to help inform judgements of LC's existing rating system discussed later in the report.

Table 2.2: Effective Weighted Average Differential Rate (rate in \$) per assessment as a % of Weighted Average Rural Residential Rate⁷ per assessment 2016/17

Differentiating Factor⁸	Average UCV	Average Rates per Properties	% of Rural Residential Rate⁹
Rural Residential	\$418,068	\$729	100%
Urban Residential - Coolalinga	\$198,657	\$1,215	348%
Commercial	\$1,021,485	\$2,299	128%
Gas Plant ¹⁰	\$17,800,000	\$33,704	108%
Workers Village	\$7,500,000	\$28,328	215%

A commercial property at the moment that had the same UCV as a Rural Residential property is being asked on average to pay about 28% more in rates (ignoring the impact of service charges). Similarly, the effective weighted average (EWA) differential rate is very high for Urban Residential (Coolalinga) property when compared to the Rural Residential rate (as calculated based on EWA).

Table 2.3 below shows the approximate number of properties, value of general rates revenue collected as well as rate revenue as a percentage of the total for each class of property in 2016/17. It also shows average general rates payable per property in each class net of service charges.

⁷ This is not the actual declared 'rate in \$'. It has been calculated based on average rates payable and property values. It will vary from the actual rate in the dollar by effect of both the respective fixed charges and the minimum rates. The weighted average Rural Residential Rate is calculated for 7,530 properties coded as Rural Residential with a cumulative UCV of \$3.148M in council's rates database and is based on rates revenue for this sector of \$5,489,370. Typically, the urban residential rate would normally be the basis of comparison but in LC's case its rates structure is by far weighed in favour of rural residential properties (94%); i.e. they clearly represent the major rate revenue base.

⁸ Other differentiating factors exist for Pastoral Leases and Mining Tenements. These are conditionally-rated in accordance with S142 of the LG Act and given that LC has no discretion on the levels that these rates are set then they have been excluded from Table 2.2. Additionally, Council staff advised they do not have UCV's for Mining Tenements.

⁹ The differential percentages are shown relative to Council's Rural Residential-rate (as described in the previous footnote 7) and are calculated based on a weighted average of all rateable properties on Council's rates database for each respective type of land use.

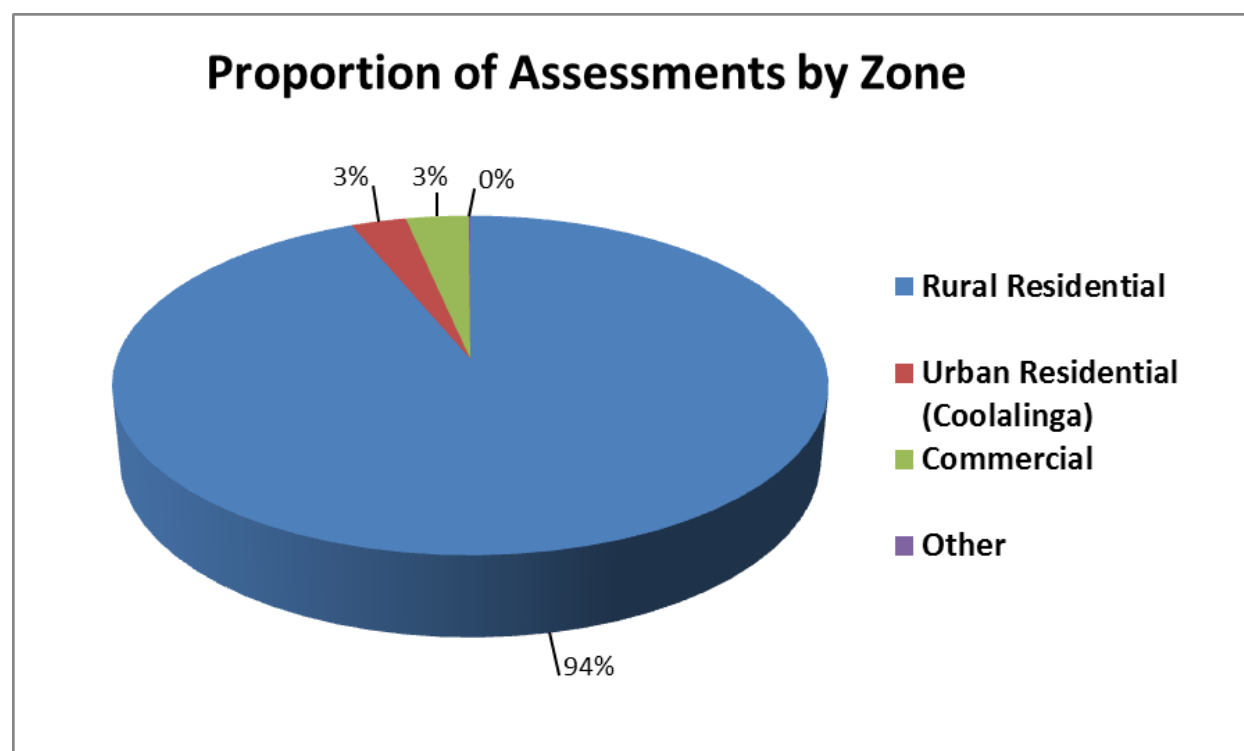
¹⁰ The Gas Plant comprises 3 rateable assessments but for the purposes of comparison in Table 2.2 it is shown as a consolidated entity

Table 2.3: Assessments, Rate Revenue and Average General Rates by Property Class 2016/17

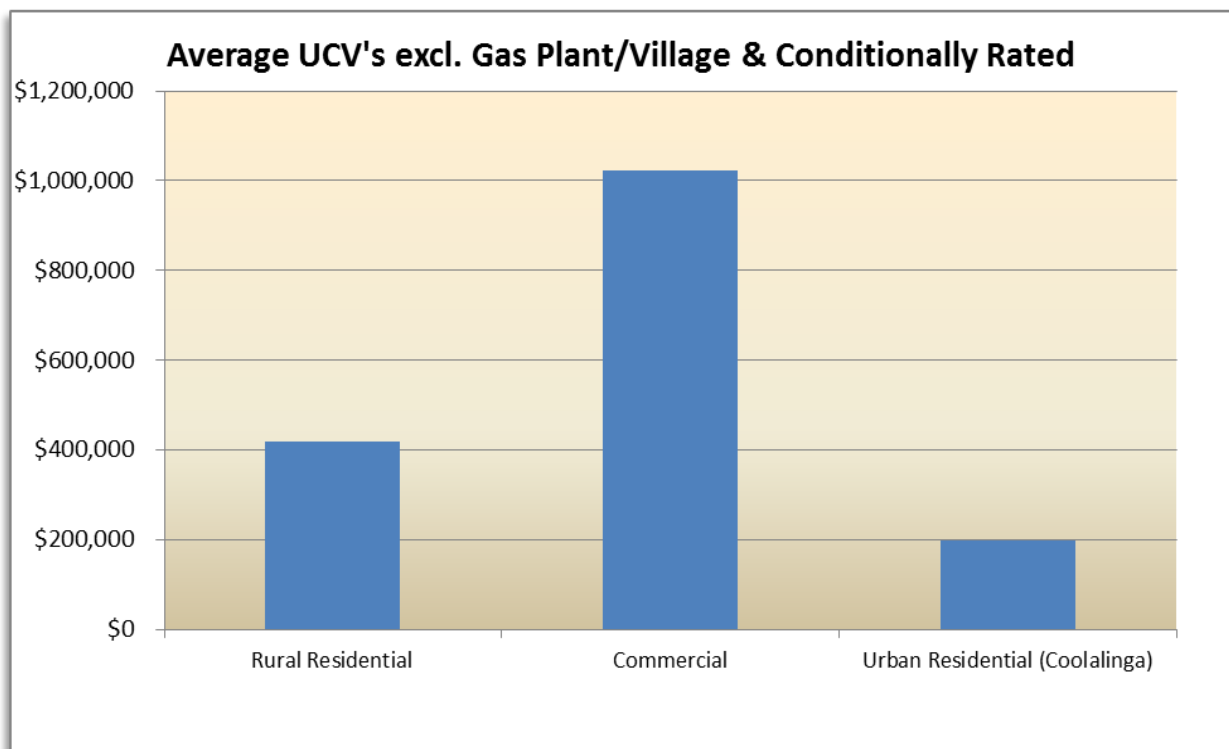
Differentiating Factor	No. Rateable Properties	% Total Rateable Properties	Rate Revenue	% Total Rate Revenue	Average Revenue / Properties
Rural Residential	7,530	93.8%	5,489,370	85.2%	729
Urban Resi. - Coolalinga	233	2.9%	283,179	4.4%	1,215
Commercial	266	3.3%	611,534	9.5%	2,299
Gas Plant	3	0.0%	33,704	0.5%	11,235
Workers Village	1	0.0%	28,328	0.4%	28,328
Pastoral	2	0.0%	737	0.0%	368
Total	8,035		\$6,446,851		\$802

Source: LC's rates database

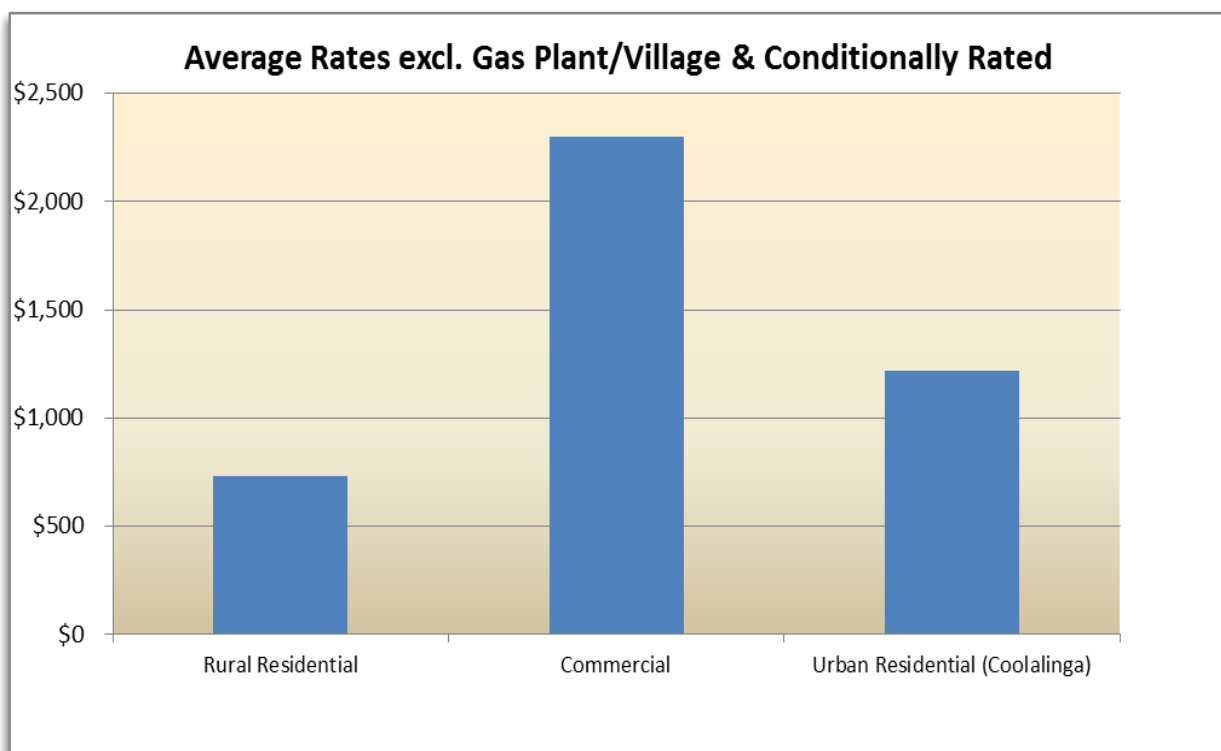
Graph 2.1: Proportion of Assessments by Zone 2016/17



Graph 2.2: Average unimproved capital values by Zone 2016/17



Graph 2.3: Average rates by Zone 2016/17



Council currently levies waste management service charges on properties (approx. 7,700 services) to meet the cost of waste collection and disposal, as well as the costs associated with the management and operations of its three waste transfer stations. Council needs to ensure that its service charges for waste management are set at a level which will ensure waste management operations are financially sustainable over the long term. Applying a service charge is appropriate whenever beneficiaries can be identified and such charges should aim to recover the full long-run costs of providing the service – i.e. in the absence of compelling reasons to do otherwise.

3. Rating Theory Considerations¹¹

In 2016/17 LC has budgeted to raise 47% of its operating revenue from general rates (in 2015/6 it was 44%). The other three municipal NT councils (Alice Springs, Katherine and Palmerston) collectively raise approx. 63% of their operating revenue from general rates. On average SA councils in aggregate raised 69% of their operating revenue from rates.

Significantly, councils are free to determine how much rate revenue they raise. It is in the best long-term interests of both a council's ratepayers and the council itself that the council exercise its rating powers responsibly, strategically and accountably.

Council rates are effectively a tax even if not universally recognised as such by ratepayers. Public finance theory emphasises the importance of the following in designing a tax system and evaluating alternative types of taxes:

- i) Administrative simplicity – this refers to the costs involved in applying and collecting the tax and how difficult it is to avoid;
- ii) Economic efficiency – this refers to whether or not the tax distorts economic behaviour. The less so the more efficient it is. E.g. a flat 10% goods and services tax on everything is more efficient than one that collects the same revenue but only applies to some goods and not others;
- iii) Equity - equity considerations need to have regard to both benefits received and capacity to pay. All things being equal a person who receives more benefits should pay a higher share of the tax. Similarly a person who has less capacity to pay should pay less. Often though these factors are not complementary and weightings need to be given to the importance of each one. E.g. someone may receive more benefits but have less capacity to pay.

¹¹ The author of this report contributed to LGA (SA) Financial Sustainability Information Paper No 20, 'Rating and Other Funding Policy Options' which makes similar general points to those expressed in this section. See <http://www.lga.sa.gov.au/webdata/resources/files/20%20-%20Rating%20and%20Other%20Funding%20Policy%20Options%202015.pdf>

Academic research continually reaffirms the appropriateness of property taxes being a major source of revenue for local governments.¹² Many local government services enhance property values. It is therefore reasonable that those who benefit from these services through higher property values contribute significantly to the funding of the services.¹³

Property prices are also generally a reasonable indicator of capacity to pay.¹⁴ This correlation is far from perfect but typically people who earn higher incomes live in and own higher valued properties (particularly when lifetime incomes, including incomes from capital gains, are taken into account). Similarly, higher valued rural (primary production) properties are more highly valued because they are generally capable of generating more income on average over time compared with others of lesser value.

Property taxes can adversely impact on persons who are asset rich and income poor but councils can to a large degree negate this weakness by offering ratepayers in these circumstances rate deferral arrangements (at no net cost to other ratepayers).¹⁵

Notwithstanding the overall suitability of property taxes for local government revenue raising, different methods of raising such revenue may better suit in different circumstances. This is often a judgement call depending on the policy objectives and preferences of decision-makers and the character of the taxpayer base. These factors and therefore the most appropriate approach can change over time. There is no single 'best' approach for all councils at any time or even a single council over time. A brief evaluation of various key factors and when one option or another is appropriate to apply is presented below.

i) Valuation bases

Whilst the availability of local government services affects the value of a property it is generally the 'land' component that is affected. UCV (which is currently the basis of LC rating) therefore is often a better indicator of relative benefits of local government services than ICV (which includes a component for land value and the value of buildings and other improvements to the property). Annual values too are influenced to a large degree by the nature of improvements to a property (e.g. the existence of

¹² The paper '*Rating policies – an ad hoc or principled balancing act?*' prepared by the author of this report and others and available through the Australian Centre for Excellence for Local Government (or <http://www.acelg.org.au/upload/Rating%20Policy%20Shane%20Sody.pdf>) includes further discussion and references regarding academic research on this topic).

¹³ Property values are of course also affected by many other factors too.

¹⁴ See '*The Correlation Between Income and Home Values: Literature Review and Investigation of Data – Final Report*', South Australian Centre for Economic Studies (June 2004) available at <http://www.lga.sa.gov.au/site/page.cfm?u=204&s=search&searchTemplate=gui&searchMode=searchResults&searchType=query&searchString=%27Correlation+Between+Income+and+Home+Values%27>.

¹⁵ See LG Act Sections 162 and 164(1) (b).

a house that can be rented out). All valuation bases are influenced by many other considerations too and not just the extent of local government services.

UCV is more economically efficient than capital value as a rating base. That is a person doesn't pay more in rates because of the extent of improvements they have made to a property. For example a person who wants to build a higher than average value home isn't discouraged from doing so because it won't mean that they'll pay higher council rates.

The disadvantage of UCV's for rating purposes is that they are not generally as good an indicator of capacity to pay as ICV's. Capacity to pay is an important consideration and the prime advantage of choosing ICV over UCV.

Annual values can work well in localities where strong rental markets for different types of properties exist. They often cause confusion though for ratepayers and are therefore not administratively simple or popular in circumstances where the majority of properties are occupied by their owners.

ii) Fixed charge and minimum rates

If a large range of council services are provided and available relatively uniformly to all ratepayers then it is equitable from a benefit principle perspective to recover the costs of such services by way of a fixed charge. Councils though need to have regard to both capacity to pay and benefits received in determining their rating structure.

A system where a significant proportion of revenue was collected via a fixed charge and the balance by an ad valorem rate based on property values would often therefore seem a reasonable trade-off.

Having a minimum rate rather than a fixed charge would mean that rates payable by all properties with a value above the threshold for which the minimum applies have the amount they pay determined purely based on their property value. Arguably this may mean that too much emphasis is being given to 'capacity to pay' relative to 'benefits received' considerations. At least equally importantly it means owners of the lowest valued properties, i.e. those to which the minimum applies, are effectively paying a higher ad valorem rate. It seems hard to see the justification for use of a minimum rate, relative to a fixed charge, particularly in circumstances where a council also uses ICV's. This is because a council that uses ICV's has, at least implicitly, determined that capacity to pay is a prime factor in design of its rating system yet it applies an effective higher rate of tax to the owners of the lowest valued properties.

Graph 3.1: Illustrative impact of fixed charge and minimum rate on rates payable relative to property values¹⁶



iii) Differential rates

Property values already take account of relative availability of and access to council services. Differences in availability and levels of services cannot therefore be a rational argument for use of differential rates. Use of differential rates must objectively therefore be based on perceptions of differences in:

- capacity to pay relative to property value between properties with different land uses or in different localities; or
- the costs to a council generated by or in servicing properties affected by the differential.

Many councils offer lower differential rates to rural (primary production) properties and charge higher differential rates to commercial and industrial property owners relative to urban residential properties. Presumably they believe that relative to the value of the property, rural property owners (primary producers) have less capacity to pay taxes and commercial and industrial property owners more.

Evidence to substantiate such claims is likely to be difficult to find. Nevertheless the fact that such differential arrangements are commonplace and have not changed materially over time at least suggests that there is widespread community perception of such differences in capacity to pay. That is other ratepayers seem generally to accept primary producers often receiving more favourable rating treatment. Similarly there is typically across different council areas little agitation from commercial and industrial ratepayers as a result of being charged a higher tax rate. It seems well accepted.

¹⁶ The same quantum of revenue would be generated under either option. The actual slope and points of intersection of the lines representing the use of a minimum rate or alternatively a fixed charge would vary depending on the fixed charge or minimum rate set.

It is sometimes suggested that owners of commercial and industrial properties should pay a higher rate because they can claim a tax deduction for this payment. This is a spurious argument. Councils simply do not know the tax affairs of property owners and they will not be uniform across a class of properties.¹⁷

Commercial and industrial property owners will only pay tax and therefore get a deduction for council rates paid if they make a profit. Primary producers are in the same position. Owners of residential properties that are rented out to tenants will also be able to claim a tax deduction.

iv) Use of a service charge

The Local Government Act allows councils to apply a charge to ratepayers to recover the cost of dedicated services provided to specific properties. The use of such a charge is generally appropriate whenever beneficiaries can be identified and it is practical to do so. It helps recipients appreciate the costs involved and provide feedback on value to service providers. It also means that properties that don't receive the service aren't paying higher taxes to help fund its provision to others.

Many councils have in place a service charge for their waste collection services, as does LC. In many (but not all) instances where councils charge specifically for a waste collection service it is only provided in part of their area (e.g. in townships but not rural areas).

v) Use of special rates

These are a potentially equitable, targeted way of recovering the cost of provision of services that are intended to primarily benefit a specific identifiable group of ratepayers. When adopting special rates council is required (in accordance with Sec 156 of the LG Act) to:

- *State the purpose for which the special rates are imposed;*
- *State the amount to be raised;*
- *State the basis of the special rates; and*
- *State whether the special rates are imposed on rateable property generally, or on rateable property within a particular part of the area and, if they are limited to a particular part of the area, identify the relevant part.*

LC has set special rates for its Waste Transfer Station construction and also for road sealing in three specifically identified locations. There appear to be similarities with LC's road sealing special rates and the processes utilised by inter-state councils to

¹⁷ In any event it is likely to make little sense given the relative financial scale of local governments to effectively seek to structure its tax decisions in a way that seeks to negate the intended effects of the tax system of another sphere of government.

deal with the provision of new infrastructure through developer contributions; i.e. typically, associated with funding essential infrastructure in new developments.

Research on how developer contributions are managed by local government in Victoria revealed that they are collected mainly by councils using Development Contributions Plans (DCPs), voluntary agreements and planning and building permit processes. Schedules of fees have been established as a basis of calculating the applicable level of contribution.

Councils are responsible for effectively managing and using the development contributions they collect.

Recent legislation, The Planning and Environment Amendment (Infrastructure Contributions) Bill 2015 (Vic) (the Bill) introduced a new standardised infrastructure contributions system for levying development contributions towards the provision of infrastructure in growth and strategic development areas across Victoria.

The new system (to be called the 'infrastructure contributions system') is based on an infrastructure levy that is made up of a standard levy and a supplementary levy¹⁸.

NT Planning processes do not enable councils the same flexibility as, for example, Victorian councils to levy and collect developers' contributions.

Assuming LC is receiving payment in full for the special rates (i.e. specifically the road rates) levied to those identifiable ratepayer beneficiaries then it would seem the existing special rate process may not be in need of change as it appears relatively non-complex and efficient to administer. Broadly speaking LC's approach has similarities with the processes used by Victorian councils and it appears to be conceptually sound. It is important though that the calculation of the rate is clear and transparent and is based on reliable estimates of long-run costs and beneficiaries.

4. Funding and Rating Policy Considerations

Council needs to determine how best to achieve its revenue targets from a combination of the various revenue raising options over which it has control. An appropriate starting point is to consider the public good / private good characteristics of the services provided and to review the extent to which the user charges (e.g. waste management service) recover an appropriate proportion of service costs over the long run.¹⁹

¹⁸ The standard levies are pre-set levy rates for funding local infrastructure and the supplementary levy is an optional levy for use when the standard levy cannot adequately fund the required local infrastructure or where additional infrastructure is required to unlock the growth capacity of the area.

¹⁹ Public goods are goods or services that individuals cannot be effectively excluded from use of and where use by one individual does not reduce availability to others, e.g. a public park. It is generally appropriate that public goods be funded through taxation.

In most circumstances Council should aim to charge prices comparable to those charged by private suppliers of similar services but should also consider targeted concessions where warranted on social or other policy grounds.

Pricing decisions also need to be mindful of Councils' national competition policy obligations,²⁰ and, where relevant, any price regulation stemming from operation of other legislation. Where a Council is a natural monopoly provider of private goods in its area it should transparently set rates or charges to recover full long-run costs.

Council's taxing power is effectively limited to rates on property; e.g. even where a Council fully exploited opportunities to levy user based rates and charges, it would still in many circumstances need to rely on general rates for the majority of its required operating revenue²¹. However, general rates should not be considered a surrogate for user charges.

It is common for ratepayers to complain that they get few if any services for the rates they pay. These complaints reflect a fundamental misunderstanding about the nature of rates. Rates are not fees for services. They are better viewed as a system of taxation. In the Commonwealth and State taxation systems, individuals and businesses that pay the highest proportion of taxes do not necessarily consume the most services. Local Government taxation decisions should be equitable but this means not only taking account of who benefits from services but also having regard to differences in capacity to pay between different classes of ratepayers.

While there are certainly good arguments for the broadening of Councils' revenue sources, and in particular more financial support from other spheres of government, the fact remains that property rates are both economically efficient and generally accepted by the community as an appropriate tax source for Local Government. Council rates are a highly visible tax and perhaps for this reason they do at times attract public criticism even though as a proportion of average incomes they have remained at approximately the same level for decades (at least on average across Australia) while Local Government services and responsibilities have continued to grow. At the same time taxes generated by the other two spheres of government have increased as a proportion of national income. Perhaps the only valid criticism of Council rates, as a system of taxation, is that they may cause difficulty for some people whose place of residence is highly valued but whose current income is

²⁰ See '[National Competition Policy an Implementation Manual for Councils](http://www.lga.sa.gov.au/webdata/resources/files/National_Competition_Policy_-_An_Implementation_Manual_for_Councils1.pdf)' at: http://www.lga.sa.gov.au/webdata/resources/files/National_Competition_Policy_-_An_Implementation_Manual_for_Councils1.pdf

²¹ Some councils receive large levels of operating grants. By far the largest source is Commonwealth financial assistance grants which are allocated to all Councils based mainly on need and independent of their own revenue raising and outlay decisions.

relatively low (where rates are predominantly structured as a valuation-based charge).

As an answer to that criticism, it is important to recognise that the LG Act provides NT Councils with reasonable flexibility in applying property rates. Councils are understandably sometimes reluctant to increase rates because of the impact this would have on specific sections of their communities. However, the flexibility available means it is usually possible for a Council to equitably generate more overall revenue while reasonably protecting particular classes of ratepayers (e.g. persons with low capacity to pay) from an unfair burden.

In making rating decisions Council should be aware of the capacity to pay of its community overall, and between classes of ratepayers, to the extent that this is known or can be reasonably estimated. The Australian Bureau of Statistics (ABS) publishes average individual annual income levels by Council area and for the Northern Territory. The ABS also can provide Councils with data on the socio-demographic composition of the communities in different parts of their areas. Council should also bear in mind the level of rates paid by ratepayers in other Local Government areas.

Some of the key rating flexibilities and examples of their possible use are discussed below.

Relationship between funding policy/strategy, long-term financial plan and annual budget

A long-term financial plan (LTFP) should include a description of the financial strategy on which the plan is based. Work involved in the preparation of one of these is likely to influence the final content of the other. It makes sense for councils to adopt a financial strategy and financial targets in conjunction with the adoption of their LTFP. Even if some of these elements are not legislatively prescribed it represents sound business practice to have these developed to better inform future decision making. All three should be used to guide the preparation of the annual municipal plan and the budget.²²

²² The following papers are part of a suite of SA LG best practice documents that have been primarily authored by the author of this paper. They are referenced in this report as they are considered to be applicable to LG generally:

- No. 8: *'Long-term Financial Plan'*;
- No 9: *Financial Indicators'* and
- No. 13: *Annual Business Plan'* (or in LC's case the *Annual Municipal Plan*)

at www.lga.sa.gov.au/goto/fsp.

What are the issues for Councils?

Whether formalised as a policy or not, each Council should have a funding strategy that ensures that it equitably generates appropriate levels of operating revenue. The strategy needs to:

- consider whether today's ratepayers and other service users should pay more or less than the cost of providing today's services to them and the consequential implications for future ratepayers;
- strike an appropriate balance between funding from direct users of specific services (through user rates and charges) and broader public beneficiaries (through general rates) having regard to the public good/private good characteristics of key services;
- keep taxing and charging regimes under review to ensure they have appropriate regard to changes in:
 - capacity to pay within sections of the community;
 - the extent of access to, use of, and benefit from, Council services by various groups of service users and ratepayers.

5. An Assessment of Council's Current Rating Strategy

In this section LC's current rating strategy is discussed in the context of the theoretical issues outlined above.

Council's rating strategy is based on UCV's. The existing system of differential rates combines zones (as defined in the NT Planning Scheme) with land use categorisation and uses a combination of fixed charges (of varying value) as well as valuation-based charges (multiple rates applied to commercial and industrial property) in conjunction with minimum rates. Service charges and special rates are not included in the discussion and assessment of rating strategy (in this section of the report) as it is assumed that these charges are set at a level to essentially recover the whole of life (or long-run) costs of providing the service (in addition to funding the project costs).

The components of Council's current strategy which warrant consideration in the context of the theoretical issues discussed previously are:

- the use of UCV's as opposed to ICV's as the basis of rating;
- the use of a valuation-based charge²³ (an ad valorem rate) in conjunction with fixed charges and/or minimum rates;
- the use of a minimum rate as opposed to a fixed charge; and
- the use of differential rates.

²³ Sec 148 of the LG Act

LC is categorised “municipal” as shown in Table 2.1. The following Table 5.1 provides comparative information on the rating arrangements being used by the NT municipal councils, with the exception of Darwin City Council.

Table 5.1: 2016/17 Inter-council comparative rating information²⁴

Council	Basis of Rating	Min. Rate	Fixed Charge	Diff. Rates	Residential Rate in \$
Litchfield	UCV	\$1,329 ²⁵	\$729 & \$1,215 ²⁶	Yes	0.00611789
Alice Springs	UCV	\$1,268 ²⁷		Yes	0.00797253
Katherine	UCV	\$963		Yes	0.01373607
Palmerston	UCV	\$1,177		Yes	0.00450000

Source: 2016/17 adopted rates declarations and municipal plans as posted on the respective council web-sites

It is noted that in the case of residential property LC differs from the other councils in that it is the only council applying fixed charges and it is also the only council that is not adopting a differential rate in the \$ for residential property using a valuation-based charge.

5.1 Unimproved or Improved Capital Values

In Section 2 it was highlighted that most (possibly all) NT councils set rates based on UCV's. Rating theory considerations of the merit of the various available valuation bases are discussed in Section 3 (see p.8).

Rating with ICV's may better address the capacity to pay aspects of rating theory but based on previous studies of NT rating it appears that there are difficulties in obtaining ICV's from the VG and there may also be a significant associated expense.

²⁴ Litchfield's rate in the dollar as shown in this table is not an adopted rate, rather it is a calculated 'effective' rate in the \$. It is based on the total quantum of Urban Residential rates generated from the 233 Coolalinga assessments (approx. \$283,000) which collectively have an UCV of \$46.3M. Care needs to be taken with comparisons of differential rates in the \$ as the other 3 councils are all using valuation-based charges in conjunction with minimum rates whereas the LC calculated rate does not have a component relating to a minimum rate factored in. This may be immaterial but it is noted that the application of a fixed charge will generally mean that the same quantum of revenue can be raised with a lower rate in the dollar when compared with, instead applying a minimum rate.

²⁵ Applies to Commercial and Industrial properties only.

²⁶ LC levies by far the greatest number of fixed charges to its properties classified as Rural Residential (approx. 7,530) which attract a \$729 fixed charge. Residential properties in Coolalinga (approx. 233) are levied a \$1,215 fixed charge.

²⁷ Alice Springs declares multiple minimum rates of varying values. Table 5.1 is showing an average (not weighted) minimum rate after excluding the conditionally rated minimum for mining tenements and also a minimum rate specific to Unit Plan no. 94/87.

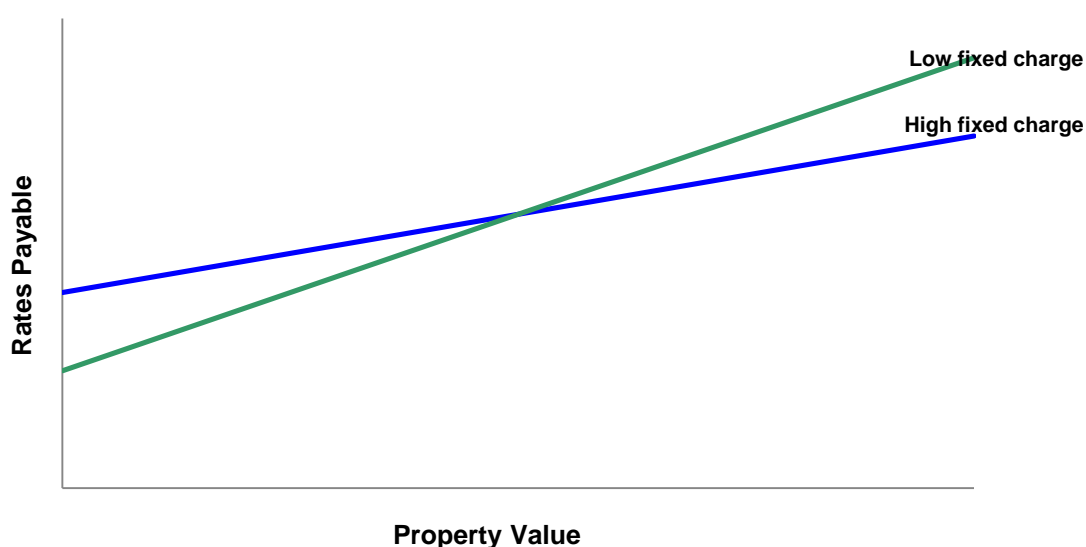
5.2 Minimum rates and fixed charges

In theory and in many circumstances a fixed charge rather than a minimum rate is likely to be a superior policy choice. A fixed charge results in a lower share of total rate revenue being raised by the valuation-based charge (ad valorem rate), assuming councils are using this combination of rates (LC is not). This means that all other things being equal a council's rate in the dollar would be lower. It would effectively mean that higher valued properties would pay relatively less.

LC's use of fixed charges is extensive as it is being applied to 97% of rateable properties and it is also unusual in that 100% of the general rate (per property) is being levied through the fixed charge. This has an effect then of the amount of the fixed charge acting as both a minimum amount payable and also, in a sense an upper ceiling on the maximum amount of general rates (per property) payable. Such an arrangement does not effectively have regard to relative equity (capacity to pay and benefits received) considerations which were previously discussed (refer to Section 3).

From a theoretical perspective applying a fixed charge means that some low valued properties will also pay less providing that the fixed charge is less than the minimum rate that would otherwise be applied (see Graph 3.1). Other properties would pay more. How much more or less individual properties would pay and the property value cross-over point between more or less would depend on how much revenue was raised by a fixed charge and how much was raised by a valuation-based charge. This is illustrated in graph 5.1 below.

Graph 5.1: Impact of high fixed charge relative to low fixed charge on rates payable relative to property values when a valuation-based charge is also applied



Council's 2016/17 fixed charges were set at \$1,215 (Coolalinga) and \$729 (rural residential), waste service charge at \$339 (residential properties only) and special

rate for the Waste Transfer Station at \$50 (all properties other than pastoral leases and mining tenements). On average, residential properties would have paid rates (including waste service and Waste Transfer Station levy) of \$1,604 in Coolalinga and \$1,118 in the other townships throughout LC's jurisdiction. Residential properties in other townships, such as Humpty Doo and Howard Springs; are paying approx. 60% less general rates (based on the respective fixed charges but disregarding the service rates and charges) on average compared to the amount payable by Coolalinga's residential ratepayers.

LC has identified that council-wide there are existing residential allotments which now in some instances accommodate multiple dwellings or occupancies (e.g. a transportable home (or even two) may be included on site in addition to the main residence) but no rates revenue is being generated in respect to these additions to the land. Council currently does not have solid data to quantify the numbers of properties that are subject to multiple occupancies but they are perceived not to be insignificant. For illustrative purposes assuming, under LC's existing system of rating, an additional fixed charge was to be levied on the additional occupancies (at \$729 per occupancy), then additional rates revenue could be generated as shown in Table 5.2 below.

Table 5.2: Estimated rates revenue foregone from multiple occupancies on the land

% Assts. Subject to Multiple Occupancies	Additional Rateable Assessments	Fixed Charge	Estimated Rates Foregone \$
1%	80 ²⁸	\$729	\$58,320
5%	400	\$729	\$291,600
10%	800	\$729	\$583,200
15%	1,200	\$729	\$874,800

It is reasonable and appropriate that residential properties with additional occupancies pay additional rates. Occupants of the additional dwellings directly and indirectly place higher costs on LC in terms of service provision and should bear a fair share of total LC costs. In relation to dealing with this ad-hoc development (that has occurred historically) Council would need to undertake an audit to identify and quantify the additional properties.

A policy approach could then be developed in order to deal consistently with future situations arising (of additional occupancies). This may involve an inclusion into LC's Rating Policy (whether LC opts for a re-developed Rating Policy similar to the example attached to this report as Appendix 4, or simply amends the existing policy) which sets out a basis of charging; for example it may be based on levying an

²⁸ Base number of assessments for these calculations is 8,000 (rounded) as per LC's rates database

additional fixed charge per additional occupancy (noting that additional occupancies will not generate a higher UCV per property).

Council's annual (formal) Declaration of Rates and Charges would then need to include this additional rate or charge (at whatever level it is to be established) to enable adoption by resolution of council.

Assuming council was applying a fixed charge to generate a large share of total residential rate revenue it seems reasonable that second and further site occupancies pay a corresponding further fixed charge per occupancy.

It is possible that it may be difficult to identify properties with more than one occupancy. It may be for example necessary to charge all properties a higher or additional fixed charge and rebate the additional quantum if ratepayers declare that their property is throughout the year subject to only a single occupancy. There would obviously be additional administrative work and the politics would need to be carefully managed. It is important that ratepayers recognise that without such a system ratepayers with a single occupancy are effectively cross-subsidising others. Some leeway is probably desirable in building multiple-occupancy records but over a few years it is likely that a reasonably accurate database would be developed.

5.3 Differential Rates

An area warranting careful consideration is the application by Council of differential rates. All councils should be in a position to defend not only their use of differential rating but also the extent of difference in the differentials applied. The extent and effect of LC's differentials (both implicit and explicit and calculated as weighted averages) were outlined in tables 2.2 and 2.3. Shown below in Table 5.3 is the use of differential rates by LC and some other similar councils. In each case the differential rate is expressed as a percentage of the residential rate (Urban Residential – Coolalinga in LC's case) adopted by the respective councils in 2016/17.

Table 5.3: 2016/17 Inter-council comparison of adopted differential rating arrangements

Council	Commercial	Industrial	Rural	Vacant
Litchfield	128% ²⁹	128%	100%	100% ³⁰
Alice Springs	306%	112%	29%	79%
Katherine	140%	107%	26%	13%
Palmerston	162%	59%	100%	100%

Source: 2016/17 adopted rates declarations and municipal plans as posted on the respective council web-sites

Table 5.3 indicates the selected sample councils apply a higher differential rate to commercial property relative to the residential rate and there is no dominant trend in relation to the levels that differential rates are set for properties classified as industrial.

Vacant land is generally rated at a reduced rate in the dollar than that which is applied to residential land use. All the sample councils are setting lower or equivalent differential rates for rural land relative to the residential rate; i.e. Palmerston is at 100% but is assumed to only have minor amounts of land classified as rural.

It should be noted that all other things being equal having no (or a very low) fixed charge or minimum rate will result in a higher rate in the dollar. It may also influence a council's decision about the variation in differentials relative to its residential rate. The average value of residential properties relative to the average value of other properties may also affect these relativities. All these factors need to be had regard to in comparing differential rates between councils.

Comments relating to LC's current application of differential rates follow.

There are small numbers of pastoral leases and mining tenements and these are conditionally-rated so the following discussion of the current differential rating system will focus on the three major categorisations; these being Rural Residential, Urban Residential (Coolalinga) and Commercial.

Rural Residential

LC's Rural Residential sector contains the largest number of rateable properties (94% of assessments) and contributes 85% of total rate revenue. The average rural residential rates are \$1,118 in 2016/17 including waste service and special rates. Of LC's three major rating classifications the average rates in this rural residential

²⁹ The relative % shown for Commercial and Industrial properties is based on an implicit weighted average rate in the dollar and is measured against the rural residential property which has also been calculated using the same weighted average method; i.e. as described in the footnote (7) to Table 2.2 earlier in the report.

³⁰ Assuming any vacant land is in the rural residential area and not in Coolalinga. Any vacant land if it existed in Coolalinga would pay the same as a developed/occupied property.

sector are significantly lower than average rates in the other two sectors (discussed below).

There is insufficient published³¹ comparative information to be able to compare LC's level of average rates with other NT and/or inter-state councils.

Urban Residential (Coolalinga)

The Urban Residential (Coolalinga) sector contains approx. 3% of LC's rateable assessments and contributes 4% of total rate revenue. The average urban residential rates are \$1,604 for Coolalinga properties in 2016/17 including waste service and special rates. Of LC's three major rating classifications the average rates in this urban residential sector are significantly higher than average rates in the rural residential sector and less than the commercial & industrial sector.

Commercial & Industry

The Commercial & Industrial sector contains approx. 3% of LC's rateable assessments and contributes 9% of total rate revenue. The average commercial & industrial rates are \$2,349 in 2016/17 (inclusive of a \$50 special rate but not the waste service charge). Of LC's three major rating classifications the average rates in this commercial & industrial sector are higher than average rates in the other two sectors; they are also rated on a different basis to the other sectors. A valuation-based charge (using UCV's and a minimum rate of \$1,329) is the basis for rating commercial & industrial properties as opposed to sole use of fixed charges to levy general rates in the rural residential and the urban residential sectors.

General Comments

LC applies a range of fixed charges and differential rates based on a combination of zones and land uses. This results in properties with the same land use, but having been classified in different zones, being levied different amounts of general rates; e.g. townships throughout LC's jurisdiction could typically be considered as residential in nature yet they attract a reduced fixed charge from that levied on residential land in Coolalinga. Additional commentary is provided in the following section of the report in conjunction with some analysis of the distribution and average UCV's across LC's localities/suburbs (refer Graph 5.1).

Whilst this report has not compared average rates between different councils it is noted that some care, however, needs to be taken in making conclusions from such comparisons. In particular the effective extent of any 'concession' or 'higher taxation rate' will depend on whether a council applies a fixed charge and other charges (e.g. a waste service charge) and whether these generate a significant proportion of total

³¹ In SA the Local Government Grants Commission (LGGC) annually publishes consolidated reports and in 2014/15 the SA state-wide average rates (incl. waste services) was \$1,415.

'rate' revenue. It will also depend on whether a council applies UCV's or ICV's as a basis of rating.

For example, applying fixed and other charges (or a minimum rate) results in a rate in the dollar being lower than would otherwise be the case. This will typically generate greater savings for relatively higher valued properties. For example, assume two councils are identical in all respects except that council 'A' applies a fixed charge and a waste service charge but no differential rate and council 'B' does not apply a fixed charge or a waste service charge but has a rural differential rate of 80% of the rate that applies for other properties. It is quite possible that rural ratepayers in council 'A' would on average pay less in total rates than those in council 'B' because the 'savings' for them from the council applying fixed and waste service charges are greater than those generated by the lower differential rate are for identical ratepayers in council 'B'. This is because council 'A' relies less on property values to generate the same overall amount of revenue and would therefore apply a lower rate in the \$.

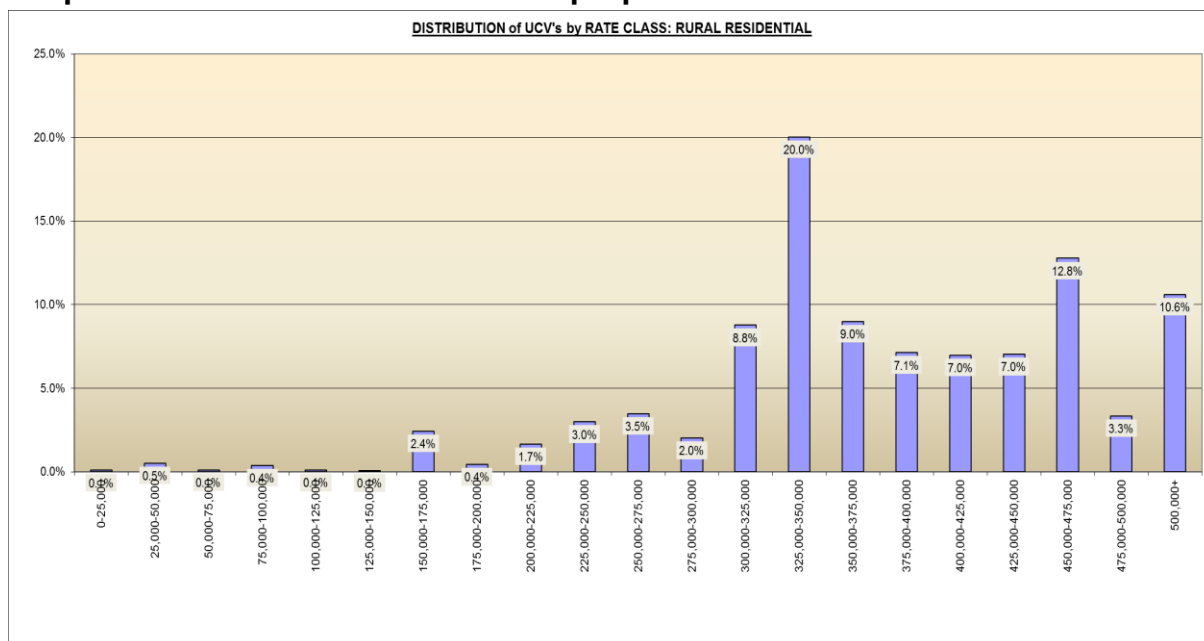
Councils need to be able to justify the rationale for their basis and extent of differential rating. Differentiating solely on land use ensures that all properties of the same use (e.g. residential) throughout the council are rated on the same basis irrespective of their locality.

Applying differential rates may for example be justified on grounds that different localities or land uses give rise to particular costs and services incurred by a council. Capacity to pay needs careful consideration before applying a differential rate on such grounds. Capacity to pay is typically reasonably correlated with ICV's and hence different ICV's effectively already take capacity to pay into account. Generally speaking there is likely to be poor correlation between UCV's and capacity to pay.

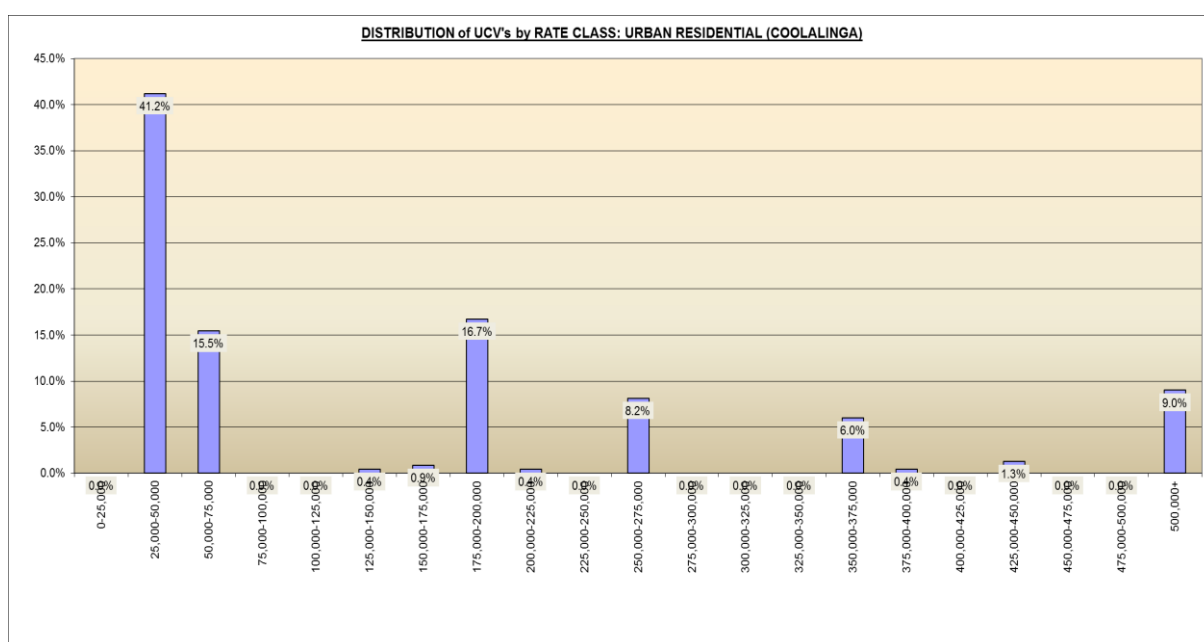
6. Modelling Results for Alternative Rating Options

Having regard to the issues discussed in previous sections of the report some broad analysis of LC's rates database was undertaken to determine the distribution and quantum of average UCV's across its various localities; refer to Graph 6.1 below

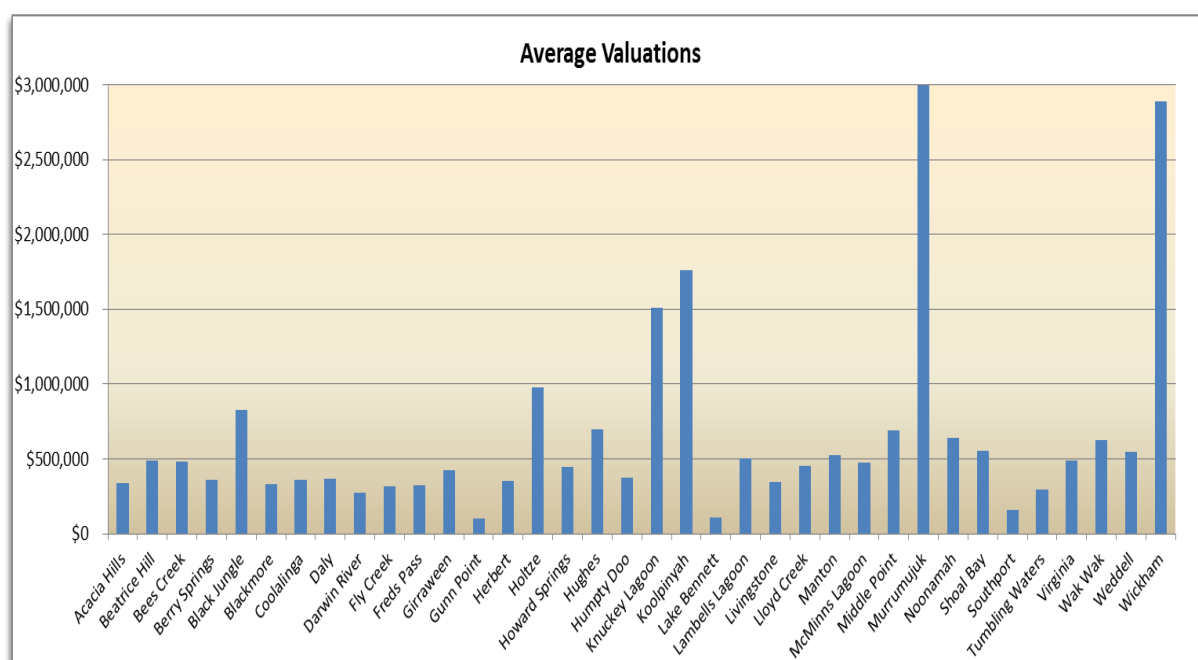
Graph 6.1 Distribution of UCV's for properties classified as Rural Residential



Graph 6.2 Distribution of UCV's for properties classified as Urban Residential (Coolalinga)



Graph 6.3 Average UCV's (all rateable assessments) by location



Graphs 6.1 and 6.2 support the summary level data that was included in Table 2.2 which indicated that average UCV's of rural residential properties are approximately twice the value of the urban residential UCV's for Coolalinga properties. They importantly also highlight that there is a wide range of different valuations (UCV) of property in these two categories.

Whilst UCV is not as a reliable guide as to capacity to pay as ICV it would seem reasonable to conclude that typically owners of properties with a very high UCV would have more capacity to pay council rates than those who owned properties of much lower UCV. Given also that UCV is affected by availability of and access to local government services the question as to whether all Urban Residential or all Rural Residential properties should pay the same quantum of rates (a fixed charge) needs to be considered.

Graph 6.3 shows average UCV's by location for all rateable properties and it is noted that a few locations vary significantly from the majority (which are reasonably consistent otherwise). These higher than average UCV's seemingly relate to industrial activities such as the Gas Plant (at Wickham) and a high value pastoral lease (at Koolpinyah) for example.

The properties in the Holtze location are classified predominantly Commercial & Industry on LC's database and this is reflected by the average UCV's being close to \$1M.

Other than the "variations" (noted above) and a few others most of the remaining locations across LC's jurisdiction are showing average UCV's as being grouped within a range of approximately \$300,000 to \$450,000.

A small number (six) of alternative rating options³² have been modelled having regard to property valuation data applied by LC in determining its 2016/17 rating decisions. The impacts of these alternative approaches have been quantified relative to actual rating outcomes achieved in 2016/17.³³

The rate modelling outputs have been structured to illustrate the relative impact of changes based on the existing land use and locality. The modelling scenarios are based on UCV's and include examples of valuation-based rating applied in conjunction with fixed charges.

Rating with ICV's may better address the 'capacity to pay' aspects of rating theory but, in the absence of being able to access ICV's to undertake rate modelling, this option/outcome remains unsubstantiated. Based on previous studies of NT rating it appears that there are difficulties in obtaining ICV's from the VG and there may also be significant associated expense.

An illustrative sample of key options that were considered is discussed below. The six options modelled (Options 1,2 & 3 consider residential ratepayers only while Options 1a, 2a and 3a include commercial/industrial ratepayers) and discussed below, all assume the same level of aggregate rate revenue is raised.³⁴ This assumption enables the options to highlight the impact for different categories of ratepayers of alternative rating approaches relative to current arrangements. The modelling results are based on the amounts ratepayers would have paid under each scenario in 2016/17 compared to the actual 2016/17 rating outcomes.

Adopting the exact detail of any of these models would almost certainly not result in identical outcomes to those shown in future years. Changes in the number of properties and the mix of relative values over time would result in a different outcome. For example (when using a valuation-based charge approach to rating), for any particular fixed charge a uniform increase in valuations across all properties between years would result in a higher proportion of rate revenue being levied against higher valued properties unless the fixed charge was also adjusted by an amount corresponding to the average increase in property values. Similarly, in

³² Rate modelling was restricted as LC's rates database (or extract) did not allow for differentiation of land use beyond the quite broad, high-level categorisations set out in council's 2016/17 Declaration of Rates and Charges 2016/17. For example, residential property within townships other than Coolalinga is not able to be identified for the purposes of undertaking rate modelling based on a broader interpretation of urban residential land use.

³³ Total overall rate revenue modelled in all instances is equivalent to that raised in 2016/17 (\$6.4M). The total general rates exclude the service charge for waste management and the special rates for the Waste Transfer Station plus Roads (classified as 'AAR', 'ABR' and 'ACR'). As such, the rate modelling discussed in Options 1 to 3a only considers the changes which occur to the average general rates component.

³⁴ Rates revenue from pastoral leases and mining tenements is subject to the provisions of S142 of the LG Act concerning conditionally-rated land. Hence, LC doesn't necessarily have the same flexibility for rating decisions in relation to this land so these properties have been excluded from the rate modelling undertaken in Options 1 to 3a. Overall general rates revenue from these two sources is not significant (\$72k or approx. 1% of total general rates revenue)

future, properties in one differential rate category may increase in value relative to others. For the existing LC system of rating this could apply to the 3 differential rates adopted for commercial and industrial, gas plant and workers village. If this happened and the relative differential rates remained unchanged, property owners in the category that increased dis-proportionately to the others would pay more in rates relative to those in the other categories.

Option 1: UCV's on residential properties, \$729 fixed charge, with a valuation-based charge but no differential rates - i.e. a common rate in the dollar for all residential assessments. No change for other properties.

In the absence of evidence to the contrary rating theory considerations generally do not support application of differentials. This option shows the impact of such an approach for urban and rural residential properties using the existing fixed charge currently applied to Rural Residential properties (i.e. 94% of LC's rateable assessments) to all of LC's residential properties (rural and urban). In other words, it eliminates the higher fixed charge currently applied to Coolalinga residential properties and uses a single (common value) fixed charge. It assumes:

- UCV's on rural residential and urban residential (Coolalinga) as the basis of rating;
- Same overall quantum of rate revenue as currently for residential properties in aggregate;
- A valuation-based charge (0.00003548 rate in the \$) but no differential rates. A common rate in the dollar is applied to all residential properties; and

A \$729 fixed charge.

Table 6.1 shows the impact on average revenue per assessment.

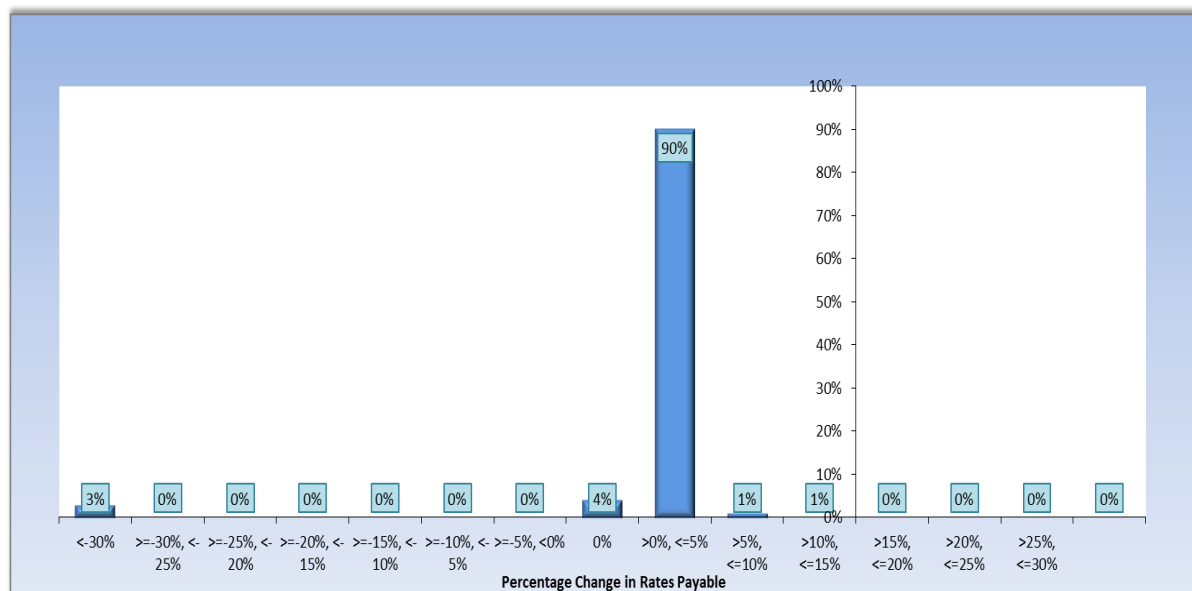
Table 6.1 Change in Average Rates by Class of Property – Option 1

	\$ Ave Change
Rural Residential	\$15
Urban Residential – Coolalinga	-\$479

Option 1 results in:

- Average Rural Residential rates increasing by 2%;
- Average Urban Residential – Coolalinga rates decreasing by 39%; and
- Fixed charge raising approx. 88% of total general rates.

Graph 6.4.x Percentage of Residential Properties Paying More or Less by Scale of Variation - Option 1



Graph 6.4 shows a minor impact to 94% of ratepayers experiencing either no increases or rates increases up to 5% which is largely expected given the high number of properties currently classified as rural residential, and which currently are rated at the same level (\$729) of fixed charge as has been modelled in Option 1.

All residential properties in Coolalinga experience a rates decrease under this scenario of at least 30% less than current levels of rates. This outcome is expected also, given that the fixed charge for the urban residential (Coolalinga) properties has been decreased by 40% for the purposes of modelling Option 1.

Increased rates greater than 5% are experienced by 2% of LC's rural residential properties.. The properties with significantly higher UCV's are paying increased rates under this scenario as a result of applying a valuation-based charge in conjunction with the fixed charge.

Option 1a: UCV's on all properties (excluding pastoral leases and mining tenements), \$729 fixed charge, with a valuation-based charge but no differential rates - i.e. a common rate in the dollar for all residential and commercial/industrial assessments. No change for other properties.

The same rationale applies to Option 1a as was stated in Option 1 above. The significant difference with Option 1a is that it incorporates the commercial and industrial properties with all residential properties; i.e. it shows the overall changes

which result based on modelling practically all of LC's rateable assessments (except for the Gas Plant and Workers Village). It assumes:

- UCV's on rural residential, urban residential (Coolalinga), commercial and industrial as the basis of rating;
- Same overall quantum of rate revenue as currently for residential and commercial/industrial properties in aggregate;
- A valuation-based charge (0.00015219 rate in the \$) but no differential rates. A common rate in the dollar is applied to all residential and commercial/industrial properties; and

A \$729 fixed charge.

Table 6.1a shows the impact on average revenue per assessment.

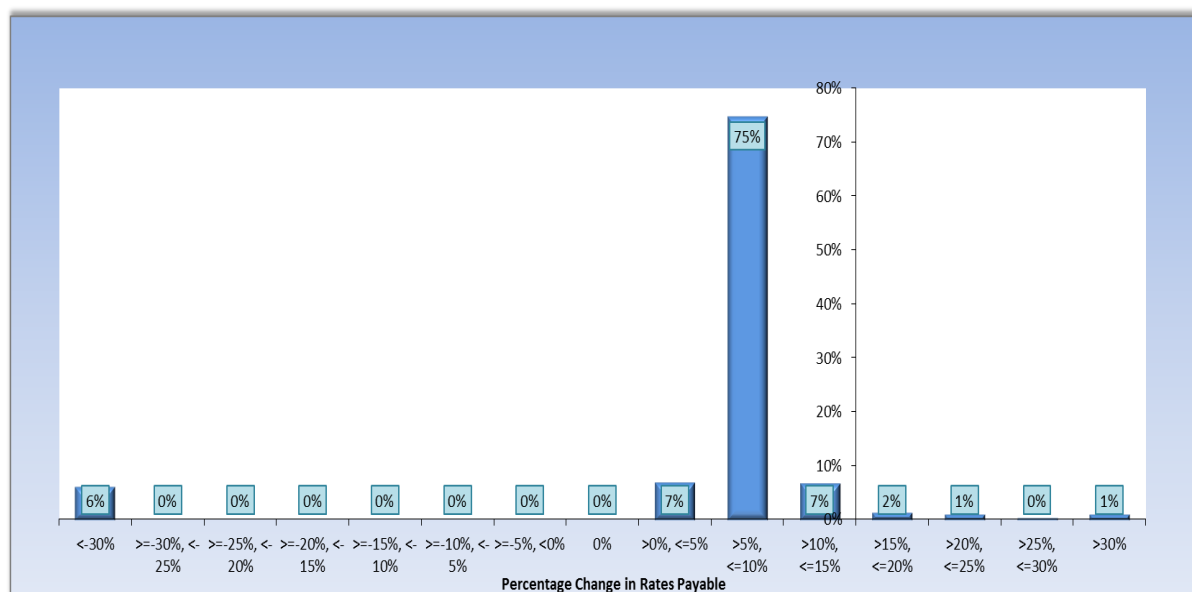
Table 6.1a Change in Average Rates by Class of Property – Option 1a

	\$ Ave Change
Rural Residential	\$64
Urban Residential – Coolalinga	-\$456
Commercial/Industrial	-\$1,403

Option 1a results in:

- Average Rural Residential rates increasing by 9%;
- Average Urban Residential – Coolalinga rates decreasing by 38%;
- Average Commercial/Industrial rates decreasing by 61%; and
- Fixed charge raising approx. 91% of total general rates.

Graph 6.4.a Percentage of Residential Properties Paying More or Less by Scale of Variation - Option 1a



Graph 6.4a shows a modest impact to 82% of ratepayers experiencing rates increases/decreases up to 10%. This is to be expected given the high number of properties currently classified as rural residential (and which currently are rated at the same level (\$729) of fixed charge as has been modelled in Option 1a) and taking account of the impact of introducing commercial/industrial properties to the modelling.

95% of properties in Coolalinga experience a rates decrease under this scenario of at least 30% less than current levels of rates. This outcome is expected also, given that the fixed charge for the urban residential (Coolalinga) properties has been decreased by 40% for the purposes of modelling Option 1a.

All commercial/industrial properties experience a rates decrease under this scenario of at least 30% less than current levels of rates. This outcome indicates the impact on commercial/industrial properties of applying a common rate/\$ to all LC properties and also removing the existing minimum rate (\$1,396).

Increased rates greater than 10% are experienced by 11% of LC's rural residential properties.. The properties with significantly higher UCV's are paying increased rates under this scenario as a result of applying a valuation-based charge in conjunction with the fixed charge.

Option 2: UCV's on residential properties, \$600 fixed charge, with a valuation-based charge but no differential rates - i.e. a common rate in the dollar for all residential assessments. No change for other properties.

This option is based on the same criteria as Option 1 apart from varying the level of fixed charge to \$600. It assumes:

- UCV's on rural residential and urban residential (Coolalinga) as the basis of rating;
- Same overall quantum of rate revenue as currently for residential properties in aggregate;
- A valuation-based charge (0.00034856 rate in the \$) but no differential rates. A common rate in the dollar is applied to all residential properties; and
- A \$600 fixed charge.

Table 6.2 shows the impact on average revenue per assessment.

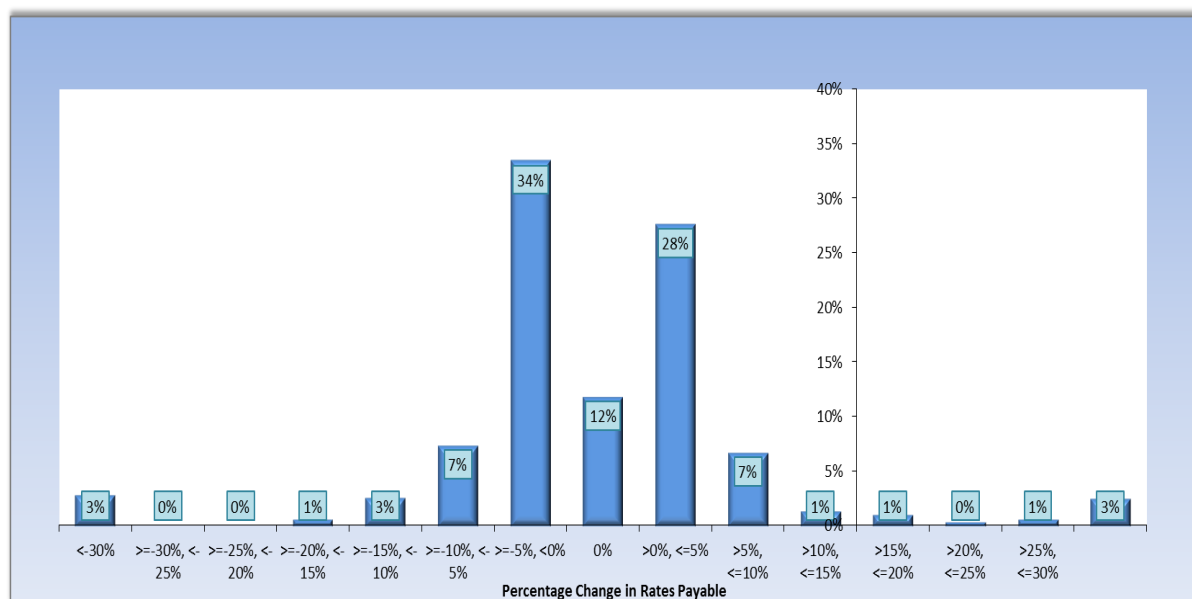
Table 6.2 Change in Average Rates by Class of Property – Option 2

	\$ Ave Change
Rural Residential	\$17
Urban Residential – Coolalinga	-\$546

Option 2 results in:

- Average Rural Residential rates increasing by 2%;
- Average Urban Residential – Coolalinga rates decreasing by 45%; and
- Fixed charge raising approx. 72% of total general rates.

Graph 6.5. Percentage of Residential Properties Paying More or Less by Scale of Variation - Option 2



Graph 6.5 shows 74% of ratepayers experience rates movements of +/- 5% and a further 14% of ratepayers experience movements between +/- 5% and 10%. In total 88% of ratepayers face increases or decreases of up to 10%.

Increased rates in excess of at least 30% are experienced by 3% of LC's rural residential properties. The properties with significantly higher UCV's are paying further increased rates under this scenario as a result of a greater proportion of general rates revenue being raised by the valuation-based charge; i.e. relative to the Option 1 outcomes.

Option 2a: UCV's on all properties (excluding pastoral leases and mining tenements), \$600 fixed charge, with a valuation-based charge but no differential rates - i.e. a common rate in the dollar for all residential and commercial/industrial assessments. No change for other properties.

This option is based on the same criteria as Option 1a apart from varying the level of fixed charge to \$600. It assumes:

- UCV's on rural residential, urban residential (Coolalinga), commercial and industrial as the basis of rating;
- Same overall quantum of rate revenue as currently for residential and commercial/industrial properties in aggregate;

- A valuation-based charge (0.00045648 rate in the \$) but no differential rates. A common rate in the dollar is applied to all residential and commercial/industrial properties; and
- A \$600 fixed charge.

Table 6.2a shows the impact on average revenue per assessment.

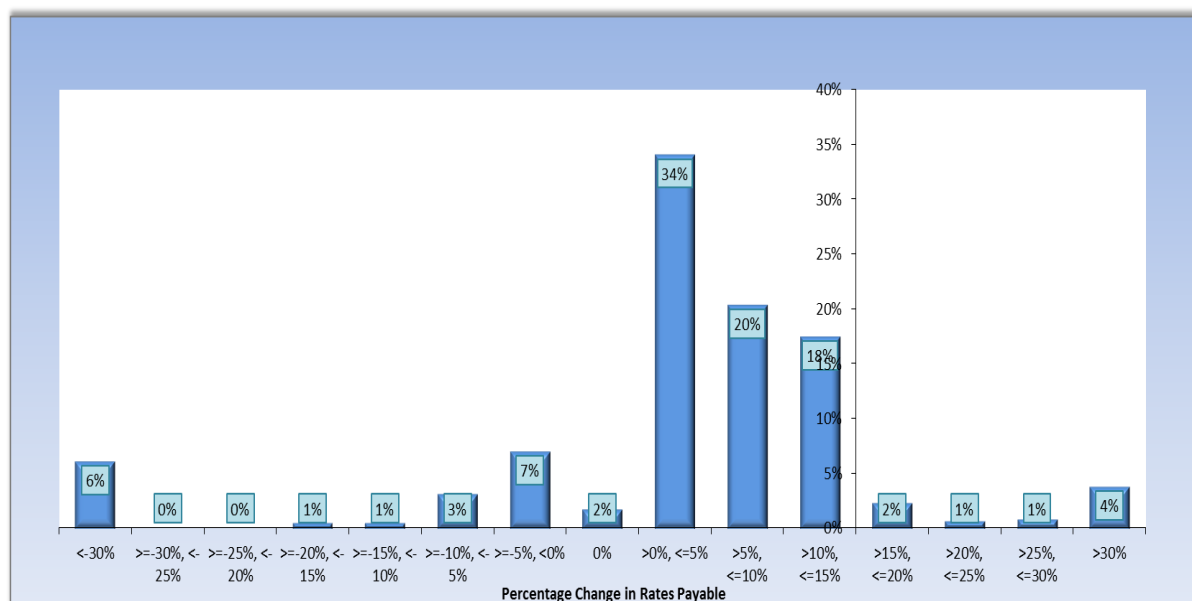
Table 6.2a Change in Average Rates by Class of Property – Option 2a

	\$ Ave Change
Rural Residential	\$62
Urban Residential – Coolalinga	-\$525
Commercial/Industrial	-\$1,298

Option 2a results in:

- Average Rural Residential rates increasing by 8%;
- Average Urban Residential – Coolalinga rates decreasing by 43%;
- Average Commercial/Industrial rates decreasing by 56%; and
- Fixed charge raising approx. 75% of total general rates.

Graph 6.5a. Percentage of Residential Properties Paying More or Less by Scale of Variation - Option 2a



Graph 6.5a shows 66% of ratepayers experience rates movements of +/- 10% and a further 22% of ratepayers experience movements between +/- 10% and 20%.

93% of properties in Coolalinga experience a rates decrease under this scenario of at least 30% less than current levels of rates. This outcome demonstrates the impact of a further reduced fixed charge (from current and also Option 1a) in conjunction with the common rate/\$ used for modelling Option 2a.

All commercial/industrial properties experience a rates decrease under this scenario of at least 30% less than current levels of rates. The same rationale applies for this decrease in rates as described in Option 1a.

Increased rates in excess of at least 30% are experienced by 4% of LC's rural residential properties. The properties with significantly higher UCV's are paying further increased rates under this scenario as a result of a greater proportion of general rates revenue being raised by the valuation-based charge; i.e. relative to the Option 1a outcomes.

Option 3: UCV's on residential properties, \$400 fixed charge, with a valuation-based charge but no differential rates - i.e. a common rate in the dollar for all residential assessments. No change for other properties.

This option is based on the same criteria as Option 1 and 2 apart from varying the level of fixed charge to \$400; hence it shows the impact of progressively generating more revenue from the valuation-based charge for residential properties and less from the fixed charge. It assumes:

- UCV's on rural residential and urban residential (Coolalinga) as the basis of rating;
- Same overall quantum of rate revenue as currently for residential properties in aggregate;
- A valuation-based charge (0.00083386 rate in the \$) but no differential rates. A common rate in the dollar is applied to all residential properties; and
- A \$400 fixed charge.

Table 6.3 shows the impact on average revenue per assessment.

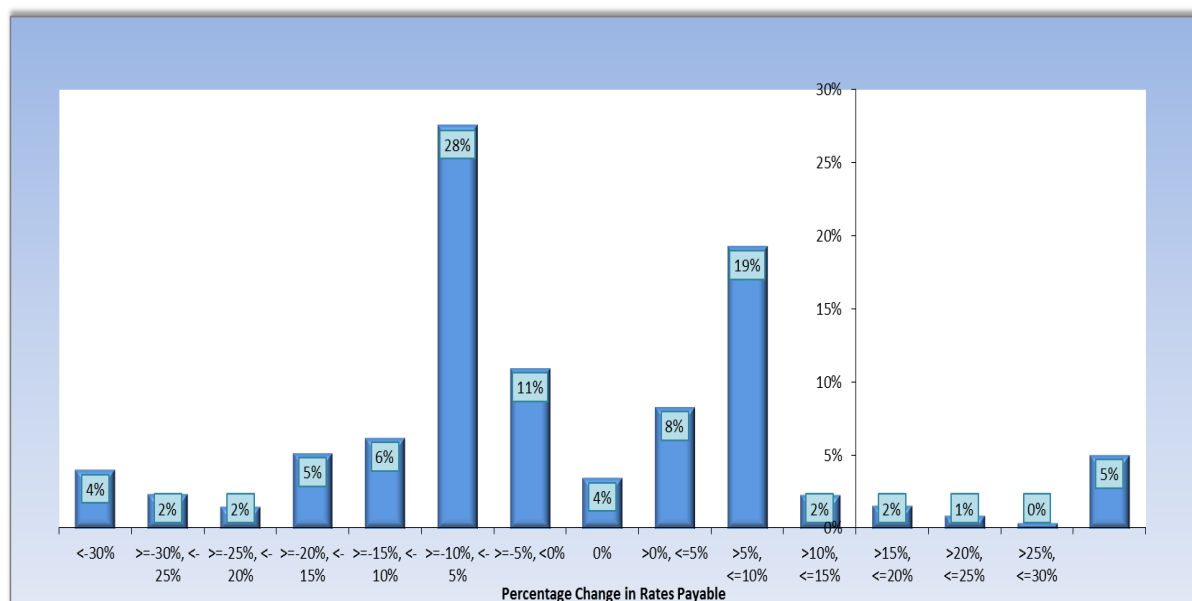
Table 6.3 Change in Average Rates by Class of Property – Option 3

	\$ Ave Change
Rural Residential	\$20
Urban Residential – Coolalinga	-\$650

Option 3 results in:

- Average Rural Residential rates increasing by 3%;
- Average Urban Residential – Coolalinga rates decreasing by 53%; and
- Fixed charge raising approx. 48% of total general rates.

Graph 6.6. Percentage of Residential Properties Paying More or Less by Scale of Variation - Option 3



Graph 6.6 shows 23% of ratepayers experience rates movements of +/- 5% and a further 47% of ratepayers experience movements between +/- 5% and 10%; so, 70% of ratepayers face increases or decreases of up to 10%.,

Increased rates in excess of 30% are experienced by 5% of LC's rural residential properties. The properties with significantly higher UCV's are paying further increased rates under this scenario as a result of a greater proportion of general rates revenue being raised by the valuation-based charge; i.e. relative to both the Option 1 and 2 outcomes.

Option 3a: UCV's on all properties (excluding pastoral leases and mining tenements),, \$400 fixed charge, with a valuation-based charge but no differential rates - i.e. a common rate in dollar for all residential and commercial/industrial assessments. No change for other properties.

This option is based on the same criteria as Option 1a and 2a apart from varying the level of fixed charge to \$400; hence it shows the impact of progressively generating more revenue from the valuation-based charge for all residential and commercial/industrial properties and less from the fixed charge. It assumes:

- UCV's on rural residential, urban residential (Coolalinga), commercial and industrial as the basis of rating;
- Same overall quantum of rate revenue as currently for residential and commercial/industrial properties in aggregate;

- A valuation-based charge (0.00092824 rate in the \$) but no differential rates. A common rate in the dollar is applied to all residential and commercial/industrial properties; and
- A \$400 fixed charge.

Table 6.3a shows the impact on average revenue per assessment.

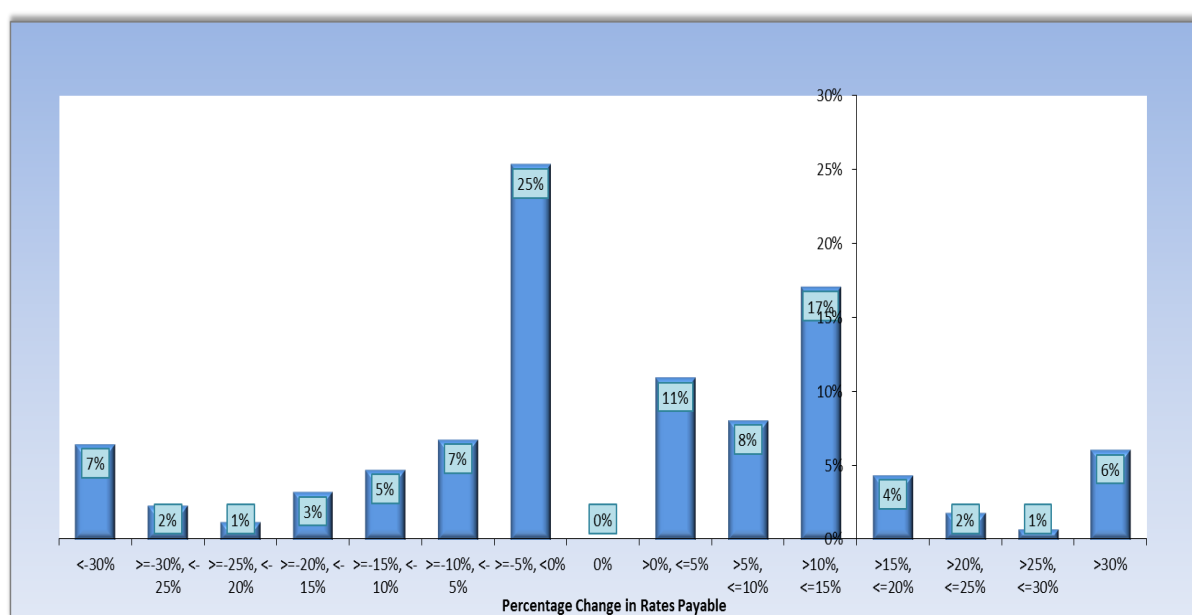
Table 6.3a Change in Average Rates by Class of Property – Option 3a

	\$ Ave Change
Rural Residential	\$59
Urban Residential – Coolalinga	-\$631
Commercial/Industrial	-\$1,135

Option 3a results in:

- Average Rural Residential rates increasing by 8%;
- Average Urban Residential – Coolalinga rates decreasing by 52%;
- Average Commercial/Industrial rates decreasing by 49%; and
- Fixed charge raising approx. 50% of total general rates.

Graph 6.6a. Percentage of Residential Properties Paying More or Less by Scale of Variation - Option 3a



Graph 6.6a shows 36% of ratepayers experience rates movements of +/- 5% and a further 15% of ratepayers experience movements between +/- 5% and 10%; so, 51% of ratepayers face increases or decreases of up to 10%.

91% of properties in Coolalinga experience a rates decrease under this scenario of at least 30% less than current levels of rates. This outcome demonstrates the impact of a further reduced fixed charge (from current and also Options 1a & 2a) in conjunction with the common rate/\$ used for modelling Option 3a.

76% of commercial/industrial properties experience a rates decrease under this scenario of at least 30% less than current levels of rates. The same rationale applies for this decrease in rates as described in Option 1a.

Increased rates in excess of 30% are experienced by 6% of LC's rural residential properties. The properties with significantly higher UCV's are paying further increased rates under this scenario as a result of a greater proportion of general rates revenue being raised by the valuation-based charge; i.e. relative to both the Option 1a and 2a outcomes.

Summary of Rate Modelling Options

The 6 options modelled have employed a valuation-based charge at a common rate in the dollar and a common fixed charge for all residential properties in the case of Options 1 to 3 and a common rate in the dollar and a common fixed charge for all residential and commercial/industrial properties (other than the Gas Plant and Workers Village) in the case of Options 1a to 3a (but a different rate for each respective option).

Table 6.4 Illustrative Rates Outcomes

				General Rates Payable (Resi. for Opts 1, 2 & 3 and all properties for Opts 1a, 2a & 3a)			
	Fixed Charge	Rate/\$	% Rates from FC	UCV \$200k	UCV \$400k	UCV \$750k	UCV \$2M
Opt 1	\$729	0.00003548	88%	\$736	\$743	\$756	\$800
Opt 1a	\$729	0.00015219	91%	\$759	\$790	\$843	\$1,033
Opt 2	\$600	0.00034856	72%	\$670	\$739	\$861	\$1,297
Opt 2a	\$600	0.00045648	75%	\$691	\$783	\$942	\$1,513
Opt 3	\$400	0.00083386	48%	\$567	\$734	\$1,025	\$2,068
Opt 3a	\$400	0.00092824	50%	\$586	\$771	\$1,096	\$2,256

The modelling highlights that there are rating strategies available that would reasonably satisfy rating theory considerations (by introducing a valuation-based charge) that could be introduced without significant redistribution of the overall rating burden across properties.

The quantum (dollar value) of rates increases for those properties exceeding 30% increases would require some consideration as, for example, a rural residential property with a UCV of \$2M would experience a rates increase from \$729 to \$1,033 (+42%) under Option 1a, to \$1,513 (+107%) under Option 2a and to \$2,256 (+209%) under Option 3a. Arguably, there is generally capacity to pay and issues of equity would be better addressed under either (and both) of these options.

An argument could be mounted (in the absence of awareness of justification to the contrary) that urban residential (Coolalinga) ratepayers are currently paying somewhat relatively more, and rural residential ratepayers (particularly those in townships other than Coolalinga) somewhat relatively less than what rating theory considerations alone would suggest is appropriate. It is important to note however that the majority of LC rate revenue is sourced from rural residential ratepayers (85.2% in 2016/17) - see Table 2.3. Any increase in rates for this category of ratepayers must necessarily materially inversely impact on ratepayers in other categories (assuming total rate revenue remains unchanged). On the other hand urban residential (Coolalinga) ratepayers represent only 4.4% and commercial/industrial ratepayers only 9.5% of the source of 2016/17 rate revenue. Any adjustment for these ratepayers would have a modest, and most likely

manageable, overall impact on total revenue generated or rate levels for other ratepayers.

Council should consider simplifying its current differential rating arrangements given that a level of complexity currently exists by virtue of using fixed charges (of differing values) solely to rate residential property compared with commercial and industrial, which is based on valuation-based charges (and minimum rates).

Whether to standardise the rating structure across all residential properties (as Options 1 to 3 do) or across all residential and commercial/industrial properties (as Options 1a to 3a do) is largely a judgement call taking into account local circumstances and issues. Rating theory considerations would advocate simplicity (e.g. Options 1a to 3a) but also equity (capacity to pay) (which may favour e.g. Options 1 to 3).

It is stressed that the Options 1 to 3a shown above are simply representative of those available to Council and their effects. Various adjustments to their detail could be made to further refine the impacts relative to Council's local understanding and assessments of equity and other factors.

7. Community Consultation and Other Issues

This report has focussed on the distribution of the impact of the rate burden across various classes of LC ratepayers. That is, it is concerned with the proportion of total rates paid by different types of ratepayers rather than how much rate revenue Council collects in aggregate.

Council also needs to have regard to capacity to pay in determining just how much rate revenue it will raise. The average income level and therefore capacity to pay of ratepayers in LC is slightly higher than the State average (or at least recently was). The Australian Bureau of Statistics reports that for 2013 the average income of Litchfield residents (excluding Government pensions and allowances) was \$67,035 which represented 107% of the State average (\$62,328) and 105% of the average for NT municipal councils (\$64,015). Overall, this suggests that LC ratepayers (at least in 2013) had reasonable capacity to pay for the services Council provides.

Council's recent (and current forecast) financial operating results show:

2013/14 – (\$7,348,505) deficit (actual)

2014/15 – (\$5,992,498) deficit (actual)

2015/16 – (\$6,935,769) deficit (actual)

A total deficit of \$20,276,772 is the result across these 3 financial years; i.e. an average operating deficit of approx. \$6.75M per annum. Under-lying ongoing

operating deficits typically mean that a council is under-charging ratepayers for the level of services it is providing relative to their cost.

Achieving and maintaining modest operating surpluses is equitable for current and future ratepayers and generally speaking should remain a key objective for all councils. In determining its rating and service level decisions Council has to have regard to long-term financial sustainability considerations in its revenue-raising decisions.³⁵ LC's deliberations when it undertakes a review of its long-term financial plan (LTFP), and based on its recent operating deficits, may identify a possible ongoing need to generate additional rate revenue. Regardless it is important to determine a rating system that best suits Council's ongoing likely circumstances.

Should Council wish to proceed with changing the basis of rating (e.g. changing its basis of differential rating) then the NT LG Act doesn't specifically require that it formally consult with its community before finalising its decision, as does the SA LG Act. However, in terms of best practice a robust community engagement process is recommended and in fact, the NT LG Act is potentially alluding to this with the broad provisions set out in Section 24. This process could be undertaken when consulting on the draft Municipal Plan for the financial year in which the change in basis of rating is proposed or it could also be undertaken through a separate consultation process.

In making any decision to change its basis of rating Council needs to be mindful that absolute and relative property valuations used to determine rates may vary in future years from the 2016/17 values used for modelling in this report. Council should assess the impact of changes in relative valuations from the 2016/17 data before deciding on the exact detail of any changes in its rating strategy.

8. Conclusions

The most appropriate rating system for a council may vary over time e.g. because of:

- A change in the mix of properties;
- A change in the mix of Council services;
- A significant relative change in property values;
- Changes in circumstances of some classes of ratepayers.

Which rating tools to use and how they are applied is a choice a council needs to make taking into account a wide range of factors. It needs to have regard to historic arrangements and the current and likely future circumstances and character of its community. Noting LC's rapid recent growth and expectations that this will continue it

³⁵ See LG Act Sections 23, 24 and 126.

is timely and important that a sound and strategic basis is in place to guide decision making associated with revenue, rates setting and long term financial sustainability.

No rating system is perfect and when making changes to address any perceived concerns and/or better satisfy some classes of ratepayers a council always runs the risk of creating unsatisfactory outcomes for other ratepayers.

The LC's existing rating strategy has remained largely unchanged for many years yet the characteristics and demographics of council's jurisdiction most likely have changed significantly. Particularly noting that significant growth (development) has occurred in recent years (LC experienced 3rd highest population growth figures, at 5.1%, Australia-wide in 2014/15³⁶). LC needs to ensure its rating strategy is developed in order to accommodate on-going growth and the associated new (additional) and changing demands of its community.

Council should strive to simplify its rating methodology. Rating theory and data modelling considerations suggest that there may be merit in the following possible refinements by Council to its rating strategy.³⁷

- i). Reviewing and re-developing LC's existing rating policy (possibly in a format similar to the policy template appended to this report);
- ii). Consider implementing a broader application of valuation-based rating (based on UVC's) in conjunction with a common fixed charge;
- iii). Keeping any application of differential rating as simple as possible (and clearly defensible); and
- iv). Developing policy (may be incorporated into a re-developed rating policy) to enable the future rating of multiple occupancies where they exist on a single allotment. Council most likely needs to first complete an appropriate form of audit to identify such properties and then also develop a process to capture future developments which result in additional occupancies on the land.

Inevitably, some ratepayers will pay more, on average, and some will pay less when changes are made to the basis of rating however the modelling indicates that there are options and rating strategies available to Council to mitigate the impact of the movements in rates to the majority of ratepayers.

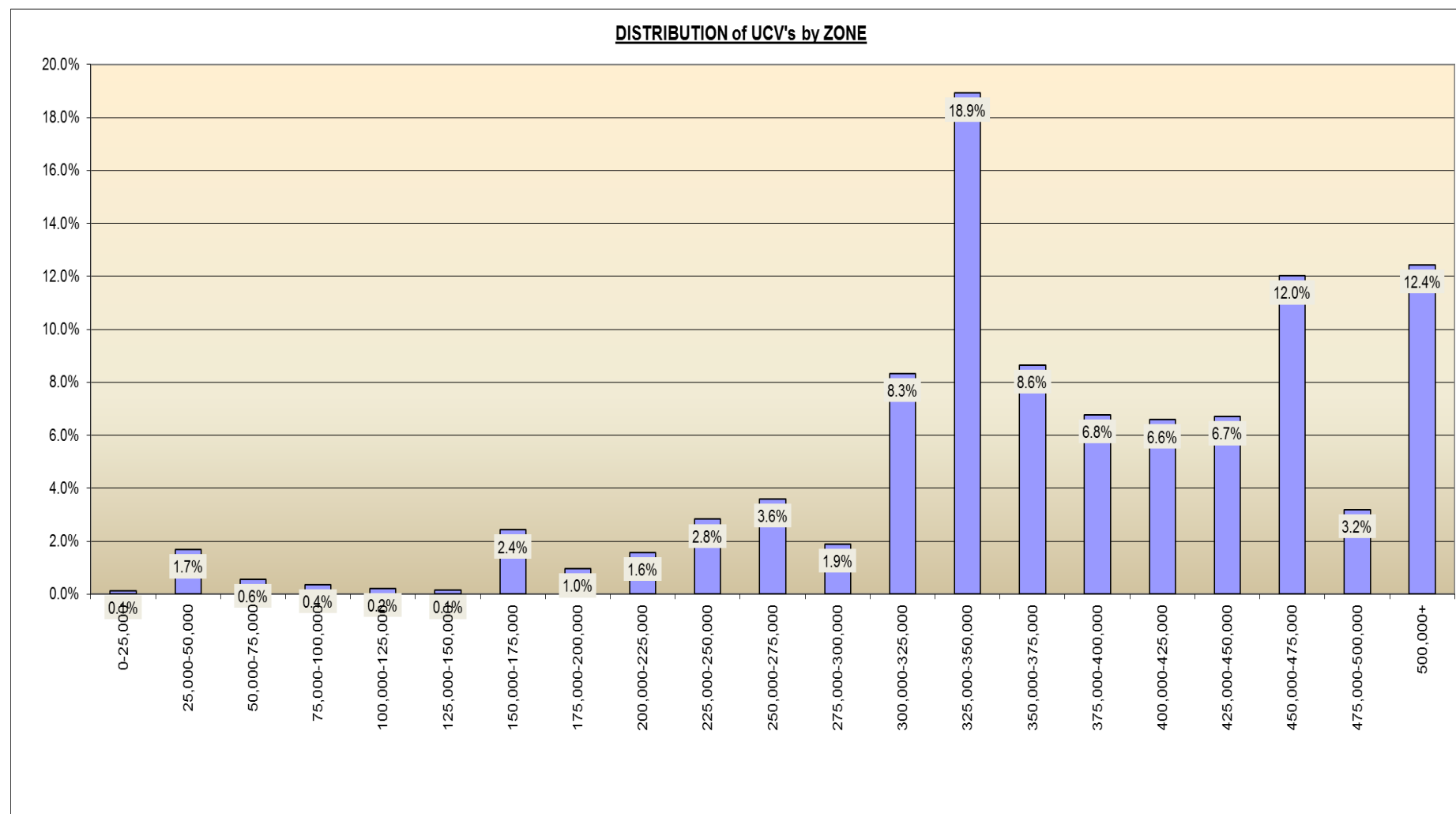
³⁶ Source, ABS Report 3218.0 "Regional Population Growth, Australia".

³⁷ Rating with ICV's may better address the capacity to pay aspects of rating theory but it is not included in the recommendations as, in the absence of being able to access ICV's to undertake rate modelling, this option/outcome remains unsubstantiated. Based on previous studies of NT rating it appears that there are difficulties in obtaining ICV's from the VG and there may also be significant associated expense.

Appendix 1 – Table of Distribution of Unimproved Capital Values by Zone

	DISTRIBUTION of UCV's by ZONE																					
Rate Class	0-25,000	25,000-50,000	50,000-75,000	75,000-100,000	100,000-125,000	125,000-150,000	150,000-175,000	175,000-200,000	200,000-225,000	225,000-250,000	250,000-275,000	275,000-300,000	300,000-325,000	325,000-350,000	350,000-375,000	375,000-400,000	400,000-425,000	425,000-450,000	450,000-475,000	475,000-500,000	500,000+	TOTAL
Rural Residential	7	39	9	29	8	5	184	33	125	225	262	152	661	1,508	677	537	526	530	962	252	799	7,530
Commercial	4	0	0	0	8	6	9	5	1	2	8	0	9	12	4	6	3	6	4	5	174	266
Urban Residential (Coolalinga)	0	96	36	0	0	1	2	39	1	0	19	0	0	0	14	1	0	3	0	0	21	233
Gas Plant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3
Pastoral	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2
Workers Village	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Mining Tenement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	11	135	45	29	17	12	195	77	127	227	289	152	670	1,520	695	544	529	539	966	257	999	8,035
% Distribution	0.1%	1.7%	0.6%	0.4%	0.2%	0.1%	2.4%	1.0%	1.6%	2.8%	3.6%	1.9%	8.3%	18.9%	8.6%	6.8%	6.6%	6.7%	12.0%	3.2%	12.4%	

Appendix 2 – Graph of Distribution of Unimproved Capital Values by Zone



Appendix 3 – Declared Rates 2016/17

Litchfield Council Rates Declaration 2016/17					
Rateable Land Class	Rate/\$	Fixed Charge	Minimum Rate	Waste Mgmt. Charge	Special Rate - WTS
Rural Residential		\$729.00		\$339.00	\$50.00
Urban Residential (Coolalinga)		\$1,215.00		\$339.00	\$50.00
Commercial	0.00180795		\$1,329.00		\$50.00
Gas Plant	0.00188507				\$50.00
Workers Village	0.00377036				\$50.00
Pastoral Lease			\$368.31		
Mining Tenement			\$871.68		
Note - special rates declared for road sealing works applicable to specifically identified properties:					
Area A roads @ \$4,010.00					
Area B roads @ \$13,480.00					
Area C roads @ \$4,101.00					

Appendix 4 – Rating Policy Template

COUNCIL NAME

COUNCIL LOGO

ILLUSTRATIVE RATING POLICY

Responsibility:	
Version:	
Effective date:	
Last revised date:	
Minutes reference:	
Next review date:	
Applicable Legislation:	Local Government Act NT– Chapter 11
Related Policies:	
Related Procedures:	

1. COUNCIL'S DUTIES AND POWERS

Council's powers to raise rates are found in Chapter 11 of the Local Government Act NT ("the Act"). The Act provides the framework within which the Council must operate, but also leaves room for the Council to make a range of policy choices. This document includes reference to both compulsory features of the rating system as well as the policy choices that the Council has made on how it imposes and administers the collection of rates.

Compulsory features of the rating system can be recognised by references, in footnotes, to relevant sections of the Act.

In contrast, the Council's policy choices are highlighted in shaded boxes.

All land within a Council area, except for land specifically exempt (e.g. Crown Land and council occupied land) or conditionally-rateable³⁸ is rateable.

Rates are not fees for services. They constitute a system of taxation for Local Government purposes.

³⁸ See section 141 of the Act

All systems of taxation try to balance various principles of taxation (see below).

In addition to rates, Council also raises some revenue through:

- Optional user charges (e.g. waste disposal fees); and
- Regulatory services (e.g. expiations for parking infringements); and

POLICY CHOICE REQUIRED. FOR EXAMPLE:

- A compulsory “service charge” for **WASTE COLLECTION** is applicable where this service is provided. If this charge is applicable to you, it will be collected along with your rates, and will be itemised separately on your rates notice.

2. PRINCIPLES OF TAXATION

This Policy represents the Council’s commitment to balancing the five main principles of taxation:³⁹

- Benefits received** (i.e. services provided, or resources consumed). Reliance on this principle suggests that (all other things being equal) a person who received more benefits should pay a higher share of tax.
- Capacity to pay.** This principle suggests that a person who has less capacity to pay should pay less; and that persons of similar means should pay similar amounts.
- Administrative simplicity.** This principle refers to the costs involved in applying and collecting the tax and how difficult it is to avoid.
- Economic efficiency.** This refers to whether or not the tax distorts economic behaviour.
- Policy consistency.** The principle that taxes should be internally consistent, and based on transparent, predictable rules that are understandable and acceptable to taxpayers.

3. VALUATION OF LAND

Council is permitted to adopt one of three valuation methodologies to value the properties in its area.⁴⁰ They are:

- *Improved Capital Value* – the value of the land and all of the improvements on the land.
- *Unimproved Capital Value* – the value of the land and any improvements which permanently affect the amenity of use of the land, such as drainage works, but excluding the value of buildings and other improvements.
- *Annual Value* – a valuation of the rental potential of the property.

POLICY CHOICE REQUIRED. FOR EXAMPLE:

Council has decided to continue to use unimproved capital value as the

³⁹ Balancing these principles is not a “compulsory” aspect of rating policy. Nevertheless, these principles are broadly accepted throughout the world in a variety of contexts.

⁴⁰ Section 149 of the Act.

basis for valuing land. Council considers that this method provides a reasonable basis to distribute the rate burden across all ratepayers particularly having regard to the following:

-
- relative differences in council service provision between localities are likely to be reflected in unimproved capital values.
- Whilst improved capital value is typically a better indicator of capacity to pay this data is not currently available and cost would likely be significant to obtain.

If you are dissatisfied with the valuation made by Northern Territory Valuer-General your rates notice will include information about how to object to the valuation. The Council has no role in this process. The lodgment of an objection does not change the due date for the payment of rates.

4. COMPONENTS OF RATES

4.1 A rate in the dollar

A proportion of your rates is the component that is calculated by reference to the unimproved capital value of your land (except for pastoral leases and mining tenements). Every year, the Council officially “declares” what percentage of the value of your land will be payable in rates. The Act allows councils to impose rates that differ (i.e. higher or lower) based on the location of land, or the uses to which the land is put (residential, commercial, primary production, industrial, vacant, etc).

Property values reflect, among other things, the relative availability of and access to Council services. This applies to all types of land use, and to land in all locations.

POLICY CHOICE REQUIRED. FOR EXAMPLE:

Therefore, acknowledging both the benefit principle and the capacity to pay principle, the Council has decided to differentiate between types of land uses in setting rates.

Council applies a different rate for:

- Residential property
- Commercial
- Gas Plant
- Workers Village

4.2 Fixed Charge and/or Minimum rate

Council has discretion to apply either:

- fixed charges ; and/or
- a minimum rate (to properties below a threshold value).

POLICY CHOICE REQUIRED. FOR EXAMPLE:

To the extent that many (though not all) Council services are provided and available relatively uniformly to all ratepayers, and that property values vary because of a range of factors not just the relative extent of council services, then the Council considers it is equitable, from the perspective of the benefit principle, to recover the costs of such services by way of a fixed charges, set at appropriate levels. However, applying the benefit principle exclusively would not take account of the capacity to pay principle and for this reason raises rate revenue by way of a combination of fixed charges and valuation based rating.

Where two or more occupancies exist (households reside) on a single residential allotment a fixed charge is levied for each occupancy to offset their share of Council's costs of service provision.

Accordingly, to appropriately balance both the benefit principle and the capacity to pay principle, the Council's policy is to limit the amount collected by fixed charges to no more than **[INSERT PERCENTAGE HERE]** per cent of general rate revenue. The amount of the fixed charges is clearly indicated on your rates notice.

4.3 Special Rate

MULTIPLE POLICY CHOICES REQUIRED – WHETHER TO USE SPECIAL RATES AT ALL, AND IF SO, FOR WHAT PURPOSES AND WHAT AREAS. FOR EXAMPLE:

Council levies a special rate to raise funds to promote and enhance business viability, profitability, trade commerce and industry, within the **[INSERT TOWN NAME and Planning Zone, if applicable]**. The separate rate is imposed on rateable land in this zone, within the land use categories:

- 2 (Commercial - Shop);
- 3 (Commercial – Office); and
- 4 (Commercial – Other).

5. HELP WITH RATES

5.1 Concessions

You may be eligible for a Council rate concession, on your principal place of residence if you are:

- **Insert Details**

For more information visit: [**insert website reference if applicable.**](#)

If you are awaiting the outcome of an application for one of these concessions, you should not delay in paying your rates, as penalties apply for late payment. Rather, you should pay

the full amount of your rates bill, as it falls due. If your application is later successful, you will receive the concession as a partial refund.

5.2 Residential Rate Capping

POLICY CHOICE REQUIRED. FOR EXAMPLE:

The Council's policy is to limit the size of any rate increase in one year, on any ratepayer's principal place of residence, to no more than [XX per cent].

Where a ratepayer is eligible to benefit from the application of rate capping, the Council's policy is to reflect the rate cap in the rates notice when it is issued. If, however, your rates notice does not reflect your eligibility, you may apply for the benefit of the residential rates cap by contacting the Rates Administrator.

5.3 Remission of Rates

The Council has a discretion to partially or wholly remit (i.e. waive) rates on the basis of hardship.⁴¹ If you are suffering financial hardship, you may contact the Council's Rates Administrator to discuss the matter. Such inquiries are treated confidentially, and any application will be considered on its merits.

If you or your organisation wish to apply for a rate concession on public benefit grounds, you may contact the Council's Rate Administrator.⁴²

POLICY CHOICE REQUIRED, FOR EXAMPLE:

Upon receipt of your application, the Council will take into account:

- why there is a perceived need for financial assistance through a rebate;
- the level of rebate being sought;
- the extent of financial assistance, if any, being provided to you and/or in respect of the land by Commonwealth or State agencies;
- whether, and if so to what extent, you are or will be providing a service within the Council area;
- whether you are a public sector body, a private not for profit body or a private for profit body;
- the nature and extent of Council services provided in respect of the land, in comparison to services provided elsewhere in the Council's area;
- the community need, if any, that is being met by activities carried out on the land;
- the extent to which activities at the land for provide assistance or relief to disadvantaged persons;
- the desirability of granting a rebate for more than one year;
- consideration of the full financial consequences of the rebate for the Council;

⁴¹ Section 165 of the Act.

⁴² Section 167 of the Act.

- the time the application is received;
- whether you may be eligible for a Council community grant;
- any other matters, and policies of the Council, which the Council considers relevant.

Each rebate that is granted, either reduces the Council's revenue, and hence its capacity to provide services, or else it effectively increases the amount that must be collected from other ratepayers. Decisions on these matters must be made before formation and adoption of the annual budget.

POLICY CHOICE REQUIRED. FOR EXAMPLE:

Accordingly, to enable these amounts to be calculated prior to formation of the annual budget, the Council's policy is that applications for discretionary rate rebates in a coming financial year must be made no later than two months before the commencement of that financial year, i.e. by 30 April. The Council reserves the right to refuse to consider applications received after that date.

The Council may grant a rebate of rates on such conditions as the Council thinks fit.

6. SALE OF LAND FOR NON PAYMENT OF RATES

Council may sell any property where the rates have been in arrears for three years or more⁴³. Should this occur Council will notify the owner of the land of its intention to sell the land, provide the owner with details of the outstanding amounts, and advise the owner of its intention to sell the land if payment of the outstanding amount is not received within one month.

7. CONTACTING THE RATES ADMINISTRATOR

If you believe that Council has failed to properly apply this policy you should contact the Rates Administrator to discuss the matter. (See contact details below). If after this, you are still dissatisfied then you should write to Chief Executive Officer at **[insert address]**

For further information, queries, or to lodge an application for rate postponement, remission, rate capping, etc. please contact the Council's Rates Administrator on:

Phone: [INSERT DETAILS]
 Fax: [INSERT DETAILS]
 E-mail: [INSERT DETAILS]
 Post: [INSERT DETAILS]
 In person at: [INSERT DETAILS]

⁴³ Section 173 of the Act



COUNCIL REPORT

Agenda Item Number:	15.8
Report Title:	Rating Review
Report Number:	18/0072
Meeting Date:	16/05/2018
Attachments:	A – Litchfield Council – Review of its Basis of Rating 2 March 2017

Purpose

This report presents to Council the independent report titled Litchfield Council - Review of It's Basis of Rating by John Comrie, prepared 2 March 2017.

Summary

Council resolved in November 2016 to undertake a review of the current rating system to identify the appropriateness of the current system 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.

The report, attached is now presented to Council. The report identifies 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.

Recommendation

THAT Council receive and note the independent expert 2017 review of Council's rating system, as presented in a report titled 'Litchfield Council – Review of its Basis of Rating' by John Comrie.

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.

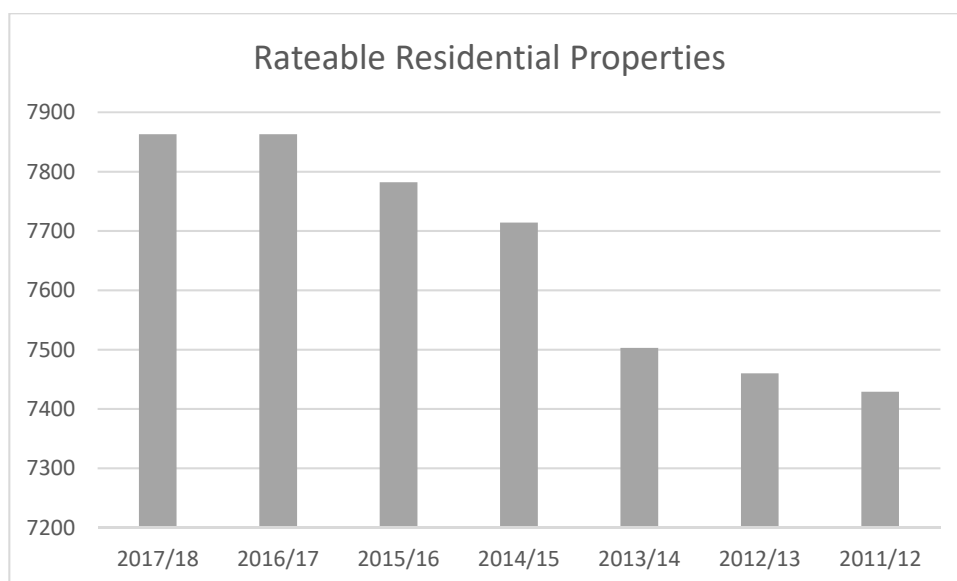
It is prudent for councils to undertake this deeper examination from time to time.

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's current rating system utilises a combination of Differential Rating based on the Unimproved Capital Value (UCV) with a mixture of valuation based rates with a minimum rate and fixed rates. Furthermore, Council strikes Special Rates for the funding of road projects and levies an annual waste charge.

As mentioned previously, Council's rating system has remained largely unchanged for many years yet the characteristics and demographics of Council's jurisdiction has changed significantly, with the population doubling to approximately 25,400 over the past 10 years. The increase in residents is not linked to an adequate increase in rateable properties due to multiple occupancy of properties.



Council requires rating income to adequately fund the services it delivers to the community now and in to the future, this relates mainly to the replacement and upgrade of its assets; roads, buildings, drainage, roadside furniture and signage.

The 2017/18 Budget indicates a total revenue of \$17,011,624 comprising \$14,657,838 operating revenue and \$2,353,786 capital funding. Of the operating revenue the rates and charges for 2017/18 is 66% at \$9,697,195.

Budget 2017/18

Operating Revenue	Capital Funding	Total Revenue	Operating Revenue raised from Rates & Charges
\$14,657,838	\$2,353,786	\$17,011,624	\$9,697,195
86%	14%	100%	66%

Litchfield Council's rating system differentiates the following rates and charges:

- Commercial Rates – rate in the dollar based on the UCV with Minimum
- Industrial Rates - rate in the dollar based on the UCV with Minimum
- Rural Residential Rates – flat (fixed) rate
- Urban Residential (location Coolalinga) – flat (fixed) rate
- Mining and Pastoral Lease – set rate by Ministerial instruction
- Gas Plant and Workers Village – rate in the dollar based on the UCV with Minimum
- Special rates in accordance with NT LG Act s 156; and
- A waste management charge according to overall service cost, including asset replacement.

Residential properties equate to 97% of rateable properties and 100% of all residential properties are charged a flat rate.

With Council gaining the majority of its operational income from residential properties the rating structure for residential properties needs to strike a balance of generating sufficient revenue whilst considering the ratepayers ability to pay..

In the 2017/18 financial year Council only 6% of rates income is generated by commercial properties.

Budget 2017/18	Residential Rates	Urban Rates (Coolalinga)	Commercial & Industrial Rates	Others
Income raised	\$5,890,585	\$289,170	\$614,483	\$159,118
% of total income	61%	3%	6%	0%
Number of Properties	7,589	238	266	93

The other challenge Council faces regarding rates relates to Commercial activities on residential properties. Potentially these activities contribute to the deterioration of local roads and results in an increase in maintenance cost. Council's current system rates properties by the Planning Zone therefore these properties are rated as residential properties attracting a flat rate which does not contribute to the higher cost of road maintenance.

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 in line with legislation.

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 Long-term Financial Plan indicates an increase of 5% annually to rates based on a growth of rateable properties to the value of \$25,000. With the economic downturn and a reduction in developments the increase based on the current rating policy will be likely to increase above the 5% predicted.

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 minimise adverse impacts.

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

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

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



COUNCIL REPORT

Agenda Item Number:	15.9
Report Title:	Meeting Procedure By-laws Drafting Instructions
Report Number:	18/0073
Meeting Date:	16/05/2018
Attachments:	Attachment 1. Litchfield Council Meeting Procedure By-laws drafting instructions Attachment 2. By-laws development time line

Purpose

This report presents to Council for endorsement, drafting instructions for the development of Litchfield Council Meeting Procedure By-laws (Attachment 1.)

Summary

Litchfield Council is the only Municipal Council in the NT that does not have meeting procedures By-laws. Drafting instructions have been prepared to be provided to the Office of Parliamentary Counsel for the development of Meeting Procedure By-laws for Litchfield Council and require endorsement by Council prior to forwarding. The proposed drafting instructions have drawn upon existing Council policy, current Meeting Procedure By-laws in both the NT and other jurisdictions and best practice governance.

Council currently has meeting procedures in the form of a policy, GOV02 Meeting Procedures. The formalising of Council's meeting procedures into a By-law Council will;

- Provide greater certainty for the community, elected members and officers and encourages greater participation from the community with a clear structured pathway for involvement at Council meetings reducing the likelihood of the public gallery feeling the need to disrupt meetings.
- Provide long term continuity of meeting procedures as By-laws once gazetted, are not easily altered.
- Provides the Mayor/Chair with greater regulatory support when presiding over meetings, including consequences for noncompliance of directions for order.
- Gives Council greater regulatory power to ensure best practice governance is implemented supporting a transparent decision-making process.

Whilst the drafting instructions are with Parliamentary Counsel a comprehensive consultation program will be prepared in readiness for the period of community consultation. This will ensure that the community has the information it needs to provide informed comments on the Draft By-laws when the time comes. Information sheets will be developed so that Elected Members have all the facts and are delivering a consistent message when talking about the Draft By-laws.

Recommendation

THAT Council endorse the meeting procedures drafting instructions for submission to the Office of Parliamentary Counsel to proceed with the development of Litchfield Council Meeting Procedure By-laws.

Background

Council first endorsed the development of meeting procedures By-laws by decision at its meeting on 19 November 2015 (decision No. 15/0175/02).

Process for Developing By-laws

The Department of Housing and Community Development (DHCD), Local Government Division, has provided a step by step process for making By-laws which directs all Northern Territory local governments to engage the Office of Parliamentary Counsel to draft local government By-laws under instruction from Councils. A time line for development is provided in Attachment 2.

This process includes a mandatory minimum 21 days public (Section 190(1)(a) of the Local Government Act) comment period which is the opportunity for the community to provide input into the By-laws.

Current State of Meeting Procedures in the Northern Territory

The table below provides a current summary of Local Government meeting procedure By-laws and policy in the Northern Territory. A comparison of all the existing NT Meeting Procedure By-laws reveals that they are all strikingly similar in their content. Of note, is the lack of detail in how the general public participates in meetings through petitions, deputations and in particular public question time. City of Darwin and Alice Springs Town Council would seem to be the only Councils which prescribes the procedure for public question time in policy.

Council	By-Law	Policy and supporting documents
Alice Springs Town Council (ASTC)	✓	Supporting policies <ul style="list-style-type: none">• Policy 206 – Community Participation – Question Time• Policy 205 – Community Participation – Local Government Decision Making
City of Darwin (CoD)	✓	CoD has a comprehensive policy (CoD policy 043) which covers meetings, meeting procedures and Committees. The policy expands on the City of Darwin Meeting Procedure By-laws and includes reference to sections of the Local Government Act requiring specific Council policies (Section 61). Public questions, petitions and deputations are dealt with by policy and are not included in the By-laws Other supporting policies and procedures include;

Council	By-Law	Policy and supporting documents
		<ul style="list-style-type: none"> • CoD Policy No 014 – Code of Conduct – Elected Members • CoD Policy No 015 – Deputy Lord Mayor • CoD Policy No 018 – Lord Mayor • CoD Policy No 030 – Governance – General • CoD Policy No 036 – Caretaker Period • Procedures for Ordinary Council Agendas & Minutes • Meeting Procedures Code of Practice for Council and Committee Meetings • Meeting Procedures Handbook for Council and Committee Meetings
City of Palmerston (CoP)	✓	<p>Supporting policies.</p> <ul style="list-style-type: none"> • EM04 - Caretaker • MEE01 - Access to Council and Committee Meetings and Confidential Minutes • MEE02 - Committees of Council • MEE03 - Recording of Minutes <p>There is no official documentation as to how members of the public ask questions however there is an allocated time at each council meeting for this.</p>
Katherine Town Council (KTC)	✓	<p>KTC have no other specific meeting procedure policy.</p> <p>Supporting Policies.</p> <ul style="list-style-type: none"> • Caretake Policy as per the Local Government Act.
Litchfield Council		<p>Supporting Policies</p> <ul style="list-style-type: none"> • GOV02 Meeting Procedures • GOV05 Caretaker policy • GOV07 Recording of Meetings

Litchfield Council Meeting Procedures Drafting Instructions

Drafting instructions have been prepared to be provided to the Office of Parliamentary Counsel for the development of Meeting Procedure By-laws for Litchfield Council. They have been drawn from current Council policy, existing meeting procedure By-laws both in the NT and other states and best practice governance advice.

Council currently has meeting procedures in the form of a policy, GOV02 Meeting Procedures. The formalisation of Council's meeting procedures into a By-law,

- a) provides a clear path for the community to interact with Council at Council Meetings
- b) gives Council greater regulatory power to ensure best practice governance is implemented supporting Councils decision making process, and
- c) provides for consequences should the meeting be disrupted or become unruly.

Key areas of improvement on the GOV02 Meeting Procedures policy are;

- a) An increase in the opportunities and clarity in the pathways for community involvement at Council meetings, in a structured way that will allow Council to appropriately consider the information/question and provide the best response
 - a. Greater clarity on public question time requiring questions to be submitted prior to the meeting allowing for a better opportunity to provide a considered and informed response at the time of the meeting
 - b. Introduction of separate presentation time for individuals wishing to speak to and provide a perspective on an agenda item in the meeting. Councillors may ask questions or seek clarification from the speaker to assist in guiding their eventual decision.
 - c. Greater clarity and structure for the community to submit petitions to Council.
 - d. An improved structured process for deputations to Council to allow for groups of people from the community to present to Council on particular issues.
- b) Introduction of a structured process for Councillors to provide a notice of motion that facilitates an investigation into a particular issue. The process will ensure that Council decisions are made with the best available information.
- c) Greater clarity overall on motions and debate during Council deliberations
- d) Greater clarity regarding the process for procedural motions with improvements in the language used to ensure consistency with other jurisdictions and clear guidelines on procedural motion options available.
- e) Greater clarity on the behavioural expectations of both Councillors and the public and provision of increased powers for the Chair of the meeting to ensure the meeting runs smoothly.

Public Participation

These drafting instructions recommend the inclusion of detailed public participation considerations into the By-laws. The City of Darwin and Alice Springs Town Council have set a precedent of using Council policy to prescribe public participation procedures however policies are much easier to change than By-laws and in doing so Council confirms its commitment to public participation.

A key function of these Instructions is the enshrining of the methods which the general public can interact with Council at Council meetings. Examination of other NT Municipal Council policy highlights that Litchfield Council will provide the greatest opportunities for the community to interact with Council at Council meetings.

NT Municipal Councils Public Participation at Meetings Summary.

	Litchfield Council	City of Darwin	City of Palmerston	ASTC
<i>Public Question Time</i>	Yes	Yes	Yes	Yes
<i>Petitions</i>	Yes	Yes	Yes	Yes
<i>Deputations</i>	Yes	Yes	Yes	Yes
<i>Presentations by individuals</i>	Yes	N/A	N/A	N/A

For CoD, CoP and ASTC public participation is controlled through the determination of the order of business and Council policy. There are however examples from other jurisdictions where public participation is enshrined in By-laws such as Queensland (35 of 77 Councils have meeting procedure by-laws), Western Australia (approx. 100 of 138 Councils have meeting procedure by-laws), and Victoria. In New South Wales meeting procedures are regulated by a mandatory code

of meeting practice which is prescribed by the State Government through Local Government Regulations.

Community Consultation

Consideration has been given to the degree of community consultation prior to submitting the drafting instructions to Parliamentary Counsel. The following points provide justification for enacting a comprehensive consultation program once the draft By-laws have been created and accepted by Council for public comment.

- The draft By-laws will set boundaries for the consultation and provide a clear frame of reference for the community to base their input around.
- Meeting procedure By-laws are based on best practice governance and build on the existing GOV02 Meeting Procedure policy.
- Seeking comment on draft By-laws will reduce the likelihood of creating unrealistic expectations within the community as to their role at Council meetings.
- Council has the ability to make adjustments to the draft By-laws based on the feedback received prior to submitting for gazettal.

Links with Strategic Plan

Enabler – A Well-run Council

Legislative and Policy Implications

Gazettal of Litchfield Council Meeting Procedure By-laws will replace GOV02 Meeting Procedure policy.

Risks

There is a clearly defined process and legislative actions which need to be undertaken when developing By-laws. Council needs to follow these to ensure that the final gazettal of the By-laws is not compromised

Financial Implications

Not applicable to this report.

Community Engagement

Whilst the drafting instructions are with Parliamentary Counsel a comprehensive consultation program will be prepared in readiness for the period on community consultation. This will ensure that the community has the information it needs to provide informed comments on the Draft By-laws when the time comes. Information sheets will be developed so that Elected Members have all the facts and are delivering a consistent message when talking about the Draft By-laws.

**Recommending
Officer:**

Silke Maynard, Director Community and Corporate Services

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

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

DRAFTING INSTRUCTIONS FOR LITCHFIELD COUNCIL

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Background

It is requested that by-laws be drafted in accordance with the requirements of Part 13.1 of the *Local Government Act* (the Act).

The Litchfield Council (the Council) currently has the Litchfield Council (Dog Management) By-laws, which regulate the control and management of dogs within the Council area. The Council does not have any other By-laws that apply to its area.

The Council seeks to have By-laws that will regulate the procedure for Council meetings. Currently, these procedures are contained in several Council policies. It is proposed that the meeting procedures be streamlined and rationalised within By-laws for easier administration and so that it is clear to Council members as well as residents of the Litchfield area, what rules apply to Council meetings as well as decorum during such meetings.

The Council would also like to streamline and rationalise its policy on the Council's Common Seal and informal Council meetings in By-laws.

Instructions

Name of the By-laws

1. The By-laws are to be titled "Litchfield Council (Governance) By-laws".

Commencement

2. The By-laws are to commence upon gazettal by the Minister for Housing and Community Development.

Application

3. The By-laws are to apply to the entire Council area.

Common Seal

4. Council policy on Council's Common Seal is that the Chief Executive Officer (CEO) is responsible for ensuring that the common seal of the Council is kept securely at all times.
5. The affixing of the common seal to any document must be attested by at least two people. Usually this is the Chair and the CEO. In the absence of the Chair, a Councillor can attest the common seal or a member of Council staff who has been delegated this function by Council. It is worth noting that the Council policy contemplates that in every situation, the CEO (or a person acting in that capacity) must attest the common seal with another person.
6. Council policy also requires that where the Council authorises the common seal to be affixed to a document, the CEO must allocate the sealed document a seal register number and enter a description of the document sealed into the seal register.
7. Please draft By-laws that reflect the above policies on Council common seal.

Meeting procedures

8. The Council has a policy document on meeting procedures. However, the Council wishes to streamline and rationalise this policy in the By-laws.
9. To this end, please draft By-laws that will implement Council's views on meeting procedure as follows.

Business of meetings

10. Council may determine, from time to time, the order of business at an ordinary council meeting. However, the order of business may be altered for a particular meeting where the members at the meeting pass a motion to that effect. Such a motion may be moved without notice.
11. The CEO must prepare a business paper before each meeting. The content of the business paper will include:
 - a. matters of which notice has been given
 - b. questions of which notice has been given
 - c. matters referred to the Council by a committee
 - d. officers' reports referred to the meeting by the Chair or CEO
 - e. business arising out of previous meetings
 - f. any other business the Council determines by resolution is to be contained in the business paper
12. Copies of the business paper must be made available to the public at the council office and at such other places as the council determines as practical before each meeting.

Urgent Business

13. If the agenda for an Ordinary Council meeting makes provision for urgent business, business cannot be admitted as urgent business other than by Council resolution and only then if it:
 - a. Relates to or arises out of a matter which has arisen since distribution of the agenda; and
 - b. Cannot safely or conveniently be deferred until the next Ordinary Council meeting

Motions and debates

14. Councillors May Propose *Notices of Motion*

The purpose of a notice of motion is,

- a. to allow Councillors to call for a report on an issue which will require a Council decision, or

- b. write a letter which does not require a council debate such as a letter of invite or congratulations.

Notice of Motion

15. A *notice of motion* must be in writing signed by a Councillor, and be lodged with the *Chief Executive Officer* by no later than 12 noon at least 7 clear days before the meeting at which it is intended to be considered.

It is the responsibility of the Councillor lodging the *notice of motion* to clarify any questions or concerns regarding the proposed *notice of motion* with the Chief Executive Officer or delegated officer, as no change to the *notice of motion* can be made after the 12-noon time limit other than with the consent of the Council at the meeting where the notice of motion is to be considered.

16. The Chief Executive Officer may reject any *notice of motion* which is vague or unclear in intention but must notify the Councillor who lodged the *notice of motion* of the rejection and reasons for the rejection.
17. The full text of any *notice of motion* accepted by the *Chief Executive Officer* must be included in the *agenda*.
18. The *Chief Executive Officer* must cause all *notices of motion* to be numbered, dated and entered in the *notice of motion* register in the order in which they were received.
19. Except by leave of *Council*, each *notice of motion* before any meeting must be considered in the order in which they were entered in the notice of motion register.
20. If a Councillor who has given a *notice of motion* is absent from the meeting or fails to move the motion when called upon by the *Chair*, any other Councillor may move the motion.
21. If a *notice of motion* is not moved at the meeting at which it is listed, it lapses.
22. If a *notice of motion* is moved but not seconded, it lapses.
23. Except where the *notice of motion* is to confirm a previous resolution of *Council*, the *notice of motion* may be amended.
24. If the Councillor who has lodged or is moving a *notice of motion* wishes to amend it, he or she may do so by seeking leave of *Council* to amend the notice of motion prior to it being seconded. A motion must be put to the meeting to give approval for the Councillor moving the *notice of motion* to amend it, prior to putting forward the suggested amending words.
25. Once a *notice of motion* has been moved and seconded, the mover cannot amend it.
26. Notwithstanding instruction (24) another Councillor may move an amendment to the *notice of motion*, which motion must be dealt with in accordance with right of reply clauses in these instructions.
27. A motion the effect of which would be, if carried, to revoke or amend a resolution passed since the last general election of the Council must be brought by written notice of motion. If such a

motion is lost, a motion to the same effect cannot be brought until after the expiry of 3 months or after the next general election, whichever is sooner.

Chair's Duty

28. Any motion which is determined by the Chair to be:

- a. defamatory;
- b. objectionable in language or nature;
- c. vague or unclear in intention;
- d. outside the powers of Council; or
- e. irrelevant to the item of business on the agenda and has not been admitted as urgent business, or purports to be an amendment but is not,

must not be accepted by the Chair.

29. The Chair of the Ordinary Council meeting or Special Council meeting must acknowledge and recognise the first Councillor to rise to his/her feet as the first speaker to address the Chair in order to move a motion, unless for reasons of sickness or disability where a raised hand will be accepted by the Chair.

Introducing A Motion or an Amendment

30. The procedure for moving any motion or amendment is:

- a. the mover must state the motion without speaking to it;
- b. the motion must be seconded and the seconder must be a Councillor other than the mover. If a motion is not seconded, the motion lapses for want of a seconder;
- c. if a motion or an amendment is moved and seconded the *Chair* must ask:
- d. "Does the mover wish to speak to the motion or amendment? "
- e. after the mover has addressed the meeting, the seconder may address the meeting;
- f. after the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting,) the *Chair* must invite debate by calling on any Councillor who wishes to speak to the motion, providing an opportunity to alternate between those wishing to speak against the motion and those wishing to speak for the motion; and
- g. if, after the mover has addressed the meeting, the *Chair* has invited debate and no Councillor speaks to the motion, then the *Chair* must put the motion to the vote.
- h. No discussion on the item being considered may take place until such time as a motion is before the *Chair*. Questions of clarification may be asked of the Chairperson or members of *Council* staff present at the meeting:

31. The chair is unable to move or second a motion, and may only if necessary debate a motion when all Councillors who wish to speak to it have done so, and just before closure of debate by the mover of the motion
32. If the chair wishes to move, or second a motion then the Mayor or Deputy Mayor must take the Chair or, if there is no Mayor or Deputy Mayor the meeting must elect a temporary Chair where upon the Chair must vacate the Chair and not return to it until the motion has been resolved upon.

Right of Reply

33. The mover of a motion has a right of reply to matters raised during debate.
34. After the right of reply has been taken but subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion, the motion must immediately be put to the vote without any further discussion or debate.
35. Except for the mover of a motion who has the right of reply, all other Councillors can only speak once to the motion before the *Chair*.

Moving an Amendment

36. Subject to instruction (37) a motion which has been moved and seconded may be amended by leaving out or adding words. Any added words must be relevant to the subject of the motion.
37. A motion to confirm a previous resolution of *Council* cannot be amended.
38. An amendment must not be directly opposite to the motion.
39. The mover of an amendment cannot exercise any right of reply.

Who May Propose and Debate an Amendment

40. An amendment may be proposed or seconded by any Councillor, except the mover or seconder of the original motion.
41. Any one Councillor cannot, without the leave of the *Chair*, move more than 2 amendments in succession.
42. Any Councillor can debate an amendment irrespective of whether the Councillor has spoken or proposes to speak to the original motion.
43. Debate on an amendment must be restricted to the terms of the amendment.

How Many Amendments May Be Proposed

44. Any number of amendments may be proposed to a motion but only 1 amendment may be accepted by the *Chair* at any one time.
45. No second or subsequent amendment, whether to the motion or an amendment of it, may be taken into consideration until the previous amendment has been dealt with.

46. Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend the other motion.

An Amendment Once Carried

47. If the amendment is carried, the motion as amended then becomes the motion before the meeting, and the amended motion must then be put.
48. The mover of the original motion retains the right of reply to that motion.

Foreshadowing Motions

49. At any time during debate a Councillor may foreshadow a motion so as to inform *Council* of his or her intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.
50. A motion foreshadowed may be prefaced with a statement that in the event of a particular motion before the *Chair* being resolved in a certain way, a Councillor intends to move an alternative or additional motion.
51. The *Chief Executive Officer* or person taking the minutes of the meeting is not required to record foreshadowed motions in the minutes until the foreshadowed motion is formally moved.
52. A foreshadowed motion has no procedural standing and is merely a means of assisting the flow of a *Council meeting*.

Withdrawal of Motions

53. Before any motion is put to the vote, it may be withdrawn by the mover and seconder with leave of *Council* in which case, the *Chair* must call for a substitute mover and seconder and, if no such substitute is forthcoming, the motion will lapse.
54. If a majority of Councillors objects to the withdrawal of the motion, it may not be withdrawn.

Separation of Motions

55. Where a motion contains more than 1 part, a Councillor may request the *Chair* to put the motion to the vote in separate parts.

Chair May Separate Motions or Allow Motions to be Moved in Block

56. The *Chair* may decide to put any motion to the vote in several parts.
57. The *Chair* may allow or request a Councillor to move "Items" in block.

Priority of address

58. In the case of competition for the right of speak, the *Chair* must decide the order in which the Councillors concerned will be heard.

Motions in Writing

- 59. The *Chair* may require that a long, complex or detailed motion be in writing.
- 60. *Council* may adjourn the meeting while the motion is being *written* or *Council* may defer the matter until the motion has been *written*, allowing the meeting to proceed uninterrupted.

Repeating Motion and/or Amendment

- 61. The *Chair* may request the person taking the minutes of the meeting to read the motion or amendment to the meeting before the vote is taken.

Debate Must Be Relevant to The Motion

- 62. Debate must always be relevant to the motion before the chair, and, if not, the *Chair* must request the speaker to confine debate to the motion.
- 63. If after being requested to confine debate to the motion before the chair, the speaker continues to debate irrelevant matters, the *Chair* may direct the speaker to be seated and not speak further in respect of the motion then before the chair.
- 64. A speaker to whom a direction has been given under sub-clause (2) must comply with that direction.

Speaking Times

- 65. A Councillor must not speak longer than the time set out below, unless granted an extension by *Council*:
 - a. the mover of a motion or an amendment: 4 minutes;
 - b. the seconder of a motion or an amendment: 4 minutes;
 - c. any other Councillor: 4 minutes;
 - d. the mover of a motion exercising a right of reply: 2 minutes.
 - e. a Councillor's answer to a question by another Councillor: 1 minute; and
 - f. a Councillor when clarifying a matter or giving a personal explanation: 1 minute.
- 66. Only one extension is permitted for each speaker.
- 67. A motion to extend the speaking time cannot be moved:
 - a. until the original speaking time has expired; and
 - b. if another speaker has already commenced his or her contribution to the debate, and must be seconded.
- 68. Any extended speaking time must not exceed 1 minute.

69. All speakers must be timed, and a warning signal sound when 30 seconds of the allocated time is remaining.
70. A Council member may only speak once to a motion and once to an amendment unless:
- a. he/she is providing an explanation in regard to a material part of his/her speech but not as to introduce any new matter
 - b. he/she has leave of the meeting
 - c. he/she is the mover in reply
71. The Chair may, at any time during the debate of a matter at a meeting, indicate an intention to speak. On doing so, a Council member speaking or proposing to speak to the debate must cease speaking and remain silent, or refrain from speaking until the Chair has been heard. Where two or more Council members (other than the Chair) at a meeting rise to speak at the same time, the Chair must decide which member shall be heard first.

Addressing the Meeting

72. If the *Chair* so determines:
- a. any person addressing the *Chair* must refer to the *Chair* as:
 - i. Madam Mayor; or
 - ii. Mr Mayor; or
 - iii. Madam Chair; or
 - iv. Mr Chairas the case may be;
 - b. all Councillors, other than the *Mayor*, must be addressed as
Cr (NAME)
 - c. all members of Council staff, must be addressed as Mr or Ms (name) as appropriate or by their official title.
73. Except for the *Chair*, any Councillor who addresses the meeting at an *Ordinary Council meeting* or *Special Council meeting* must stand and direct all remarks through the *Chair*.
74. It will not be necessary for Councillors to rise when speaking to the *Chair* at a *Committee meeting* or matters considered in a closed meeting of Council (Confidential Business).
75. Despite instruction (73), the *Chair* may permit any Councillor or person to remain seated while addressing the *Chair* at an *Ordinary Council meeting* or *Special Council meeting* for reasons of sickness, infirmity, disability or otherwise at his or her discretion.

Right to Ask Questions

- 76. A Councillor may, when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Chair.
- 77. The *Chair* has the right to limit questions and direct that debate be commenced or resumed.

Procedural Motion

- 78. Any procedural motion may be moved at the conclusion of a speaker's time and the Chair must, on the motion being moved and seconded, immediately put the motion without permitting debate on the motion.
- 79. The mover of a procedural motion must not have moved, seconded or spoken to the motion before the Chair or any amendment to it.
- 80. If a procedural motion mentioned is lost, the Council member who moved the motion may not, until after the expiration of 10 minutes after the motion was put, move a similar motion.
- 81. A procedural motion does not constitute an amendment to a substantive motion
- 82. Notwithstanding any other provision in these bylaws, procedural motions must be dealt with in accordance with the following table.

PROCEDURAL MOTION TABLE						
Procedural Motion	Form	Mover & Second	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted
Adjournment of debate to later hour and/or date and place. Must include the reason for the adjournment.	"That this matter be adjourned to *am/pm and/or *date"	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	a) During the election of a Chair b) When another Councillor is speaking	Motion an amendment is postponed to the stated time and/or date. Meeting moves to the next item on the agenda	Debate continues unaffected	Yes
Adjournment of debate indefinitely. Must include the reason for the adjournment.	"That this matter be adjourned until further notice."	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	a) During the election of a Chair b) When another Councillor is speaking c) When the motion would have the effect of causing Council to be in breach of a legislative requirement.	Motion and any amendment postponed but may be resumed at any later meeting if on the agenda. Meeting moves to the next item on the agenda	Debate continues unaffected	Yes
Adjournment of meeting. Must include the reason for the	"That this meeting be adjourned to *am/pm and/or *date"	Any Councillor who has not moved or seconded the original motion or otherwise	a) During the election of a Chair b) When another Councillor is speaking	The meeting is brought to an end immediately without consideration of further business.	Debate continues unaffected	Yes

PROCEDURAL MOTION TABLE						
Procedural Motion	Form	Mover & Seconded	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted
adjournment.		spoken to the original motion	c) When the motion would have the effect of causing Council to be in breach of a legislative requirement.			
The closure	"That the motion be now put."	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	During nominations for Chair	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion.	Debate continues unaffected	No

PROCEDURAL MOTION TABLE						
Procedural Motion	Form	Mover & Second	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted
Suspension of standing orders	<p>"That standing orders be suspended to enable discussion on ..."</p> <p>The suspension of standing orders should not be used purely to dispense with the processes and protocol of the Council.</p>	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	<p>a) During the election of a Chair</p> <p>b) When another Councillor is speaking</p>	No motion can be accepted by the Chair or lawfully be dealt with during any suspension of standing orders. Councillors can leave the room for discussion. Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion would be "That standing orders be resumed."	Debate continues unaffected	Yes

Rescission Motion

83. A Council member may propose a notice of rescission provided:

- a. it has been signed and dated by at least 2 Council members;
- b. the resolution proposed to be rescinded has not been acted on; and
- c. the notice of rescission is delivered or sent electronically to the CEO within 48 hours of the meeting at which the resolution was made setting out
 - i. the resolution to be rescinded and
 - ii. the meeting date when the resolution was carried.

84. A resolution is deemed to have been acted on if

- a. its contents have or substance has been formally communicated to a person whose interests are materially affected by it or
- b. a statutory process has commenced

so as to vest enforceable rights in or obligations on the Council or any other person.

85. The CEO must defer implementing a resolution which

- a. has not been acted on and
- b. is the subject of a notice of rescission which has been delivered or sent electronically to him/her

unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

86. If the motion for rescission is lost, a similar motion may not be put before the Council for at least 3 months from the date it was lost unless the Council resolves that the notice of motion be re-listed at a future meeting.

87. If a motion for rescission is not moved at the meeting at which it is listed, it lapses and a similar motion may not be put before the Council for at least 3 months from the date on which it lapsed.

88. Of note, unless a Council policy has been in force in its original or amended form for less than 12 months, a motion for rescission is not required where the Council wishes to change policy.

89. A motion for rescission listed on an agenda may be moved by any Council member present but may not be amended.

Voting

90. The Chair or another Council member may ask the CEO to read out a motion before a vote is taken. To determine a motion before a meeting, the Chair must first call for those in favour of the

motion and then call those opposed to the motion. The Chair must then declare the result of to the Council meeting.

91. Unless the Council decides unanimously to take a vote by secret ballot, voting on a matter is by show of hands and must take place in silence. The Chair may direct that a vote be recounted to satisfy himself/herself of the result.
92. Immediately after any motion is moved at a Council meeting and before the motion is put to Council for vote, a Council member may call for a division.
93. When a division is called for and the vote is taken, the Chair must first ask each Council member wishing to vote in the affirmative to raise a hand and, upon such request being made, each Council member wishing to vote in the affirmative must raise one of his/her hand. The Chair must then state for the record, the names of those Council members voting in the affirmative. The Chair must then ask each Council member wishing to vote in the negative to raise a hand and, upon such request being made, each Council member wishing to vote in the negative must raise one of his/her hand. The Chair must then state for the record, the names of those Council members voting in the negative.
94. Once a vote on a motion has been taken, no further discussion relating to the motion is allowed unless it involves foreshadowing a notice of rescission where a resolution has just been made or, a positive motion where a resolution has just been rescinded.

Points of Order

95. A point of order may be raised in relation to anything which:
 - a. is contrary to the Local Government Act or Council By-laws;
 - b. is irrelevant to the matter under consideration;
 - c. is outside the power of the Council
 - d. constitutes improper behaviour;
 - e. is offensive;
 - f. constitutes a tedious repetition of something already said; or
 - g. is an act of disorder.
96. Rising to express a difference of opinion or to contradict a speaker is not a point of order.
97. A Council member raising a point of order must state the point of order and any section, clause, paragraph or provision relevant to the point of order before resuming his/her seat. A point of order takes precedence over all other business until determined.
98. The Chair must rule on a point of order immediately. If the Chair rules in favour of the point of order, the speaker may continue and no Council member must do or say anything which would cause another like point of order to be raised. If the Chair rules against the point of order, the speaker may continue.

Public Participation

99. Meetings will include the opportunity for public participation

Public Questions

100. There must be a public question time, not exceeding 30 minutes, at every ordinary Council meeting to enable members of the public to submit questions to the Council.
101. Questions submitted to the Council must be in writing, stating the name and address of the person submitting the question and generally be in a form approved or permitted by Council. In addition, the questions must be lodged at the Council offices or electronically at the email address prescribed by the Council prior 11:00am on the day immediately preceding the day of the ordinary meeting. Any questions received after that time will be considered at the next ordinary meeting.
102. No person may submit more than 2 questions at any one meeting. A question may be split into a maximum of two parts only. If more than two parts to a question are received, only the first two parts will be considered. Similarly, if more than two questions are received, only the first two questions will be considered. All parts of the question must be relevant to the same subject of enquiry.
103. The Chair must read to those present at the Council meeting, a question which has been submitted. However, the Chair must refrain from reading a question or having a question read if the person who submitted the question is not present in the gallery at the time when the question is due to be read.
104. A question may be disallowed by the Chair if he/she determines that it:
- a. relates to a matter outside the duties, functions and powers of the Council;
 - b. is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - c. deals with a subject matter already answered
 - d. is similar in nature to a question that has previously been asked in the past three months;
 - e. is aimed at embarrassing a Council member or a Council staff member;
 - f. relates to employment and/or workplace matters;
 - g. relates to contractual matters;
 - h. relates to legal advice;
 - i. relates to information that would be classed as confidential information under the *Local Government Act* and Regulations;
 - j. relates to a matter to be discussed at the meeting that night/day and in the opinion of the Chair, Council's consideration of the matter may be prejudiced; or

- k. is in the nature an administrative query, and the Chair considers it for the CEO to respond through administrative channels.
105. The Chair is to advise those present at the Council meeting of his decision to disallow a question (for the above reasons) by stating the name of the person who asked the question and the reason why it has been disallowed without stating or going into the details of the question. However, any question which has been disallowed by the Chair must be available to any other Council member upon request.
106. All questions and answers must be as brief as possible, and no further questions arising out of anything said will be allowed. Also, there is to be no debate, by Council, on any questions that are asked nor any answers given. However, like questions may be grouped together and a single answer provided.
107. The Chair may request the CEO to respond to a question. The Chair or CEO may require a question to be put on notice. If a question is put on notice, a written copy of the answer must be sent to the person who asked the question.
108. The name of the questioner, the question and the response must be recorded in the Minutes, as an official record of the questions submitted to the Council meeting. Where a questioner is not present during the Public Question Time, the question and response will not be read at the Council meeting and will not be recorded in the Minutes of the meeting. Instead, a written response will be forwarded to the questioner with the response.

Public Forum

109. An individual wishing to present at a Council meeting may make a written request to the CEO.
110. A written request must be delivered or sent electronically to the CEO before 11:00am on the day of the meeting. Any requests received after that time will not be considered by the Council.
111. The request to be heard must specify the name, address and contact telephone number of the person requesting to be heard and the item to which he/she wishes to speak.
112. No presentations are to be made to an item relating to the awarding of a contract.
113. Individual presentations to a Special Meeting must be in relation to an item in the agenda and not if the item relates to a Tender Report relating to the awarding of a contract.
114. If the Council determines to hear from an individual, the person addressing the Council cannot speak for more than 3 minutes and no further extension of time can be granted. In addition, a Council member must not ask the speaker to continue the speaking opportunity after the 3 minutes have expired.
115. Where an individual has requested that another person speak on his/her behalf, the spokesperson will only be allocated one further time slot in addition to any timeslot allocated where the spokesperson is speaking on their own behalf. The spokesperson may only speak once (that is, one time slot) on behalf of others regardless of the number of persons they are representing. The

spokesperson will not be listed consecutively (where possible) when speaking on behalf of themselves and other persons.

116. Where a member of the public has requested to be heard in relation to an item on the agenda of the Council meeting, and he/she is not present at the time of calling his/her name and subsequently arrives in the gallery after his/her name has been called will not be afforded the opportunity to speak to the item.
117. Where a member of the public has requested to be heard and has spoken to the item prior to the consideration of the Council and the Council has resolved to defer the matter for further consideration, the speaker will be afforded the opportunity to speak again when the item is relisted for consideration on the agenda.
118. Following a speaker's presentation, Council members may only ask the speaker questions or seek clarification of issues raised by the speaker in his/her presentation which may assist in the deliberations prior to the Council making a decision, but no discussion will be allowed.

Petitions

119. Unless *Council* determines to consider it as an item of *urgent business*, no motion (other than a motion to receive the same) may be made on any petition until the next *Ordinary Council meeting* after that at which it has been presented.
120. It is incumbent on every Councillor presenting a petition to acquaint himself or herself with the contents of that petition, and to ascertain that it does not contain language disrespectful to Council and that the contents do not violate any Local Law of Council.
121. Every Councillor presenting a petition to *Council* must confine himself or herself to a statement of the persons from whom it comes, the number of signatories to it, the material matters expressed in it and the text of the prayer or request.
122. Every petition presented to *Council* must be written (other than pencil), contain the request of the petitioners or signatories and be signed by at least **5** people.
123. A petition must include a prayer on every page of a petition, consisting of the following words "*We the undersigned hereby petition Litchfield Council*"
124. Every petition must be signed by the persons whose names are appended to it by their names or marks, and, except in cases of incapacity or sickness, by no one else and the address of every petitioner or signatory must be clearly stated
125. Any signature appearing on a page which does not bear the text of the whole of the petition or request may not be considered by *Council*.
126. A copy of the text of the petition shall be included on the agenda for the next *Ordinary meeting*
127. Every page of a petition must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition.
128. The only motions that may be moved in relation to petitions set out in the *agenda* are:

- a. That the petition be received;
 - b. That the petition be received and a report be submitted to a specific meeting cycle for consideration;
 - c. That the petition be considered at a specific time or in conjunction with a specific item
 - d. That the petition be dealt with in conjunction with another item on this agenda or any other Council or Special Committee agenda; and
 - e. That the petition be referred to the *Chief Executive Officer* for consideration and response.
129. If a petition relates to an operational matter, *Council* must refer it to the *Chief Executive Officer* for consideration
130. No member of the public is permitted to speak to the petition when presented at an *Ordinary meeting*.
131. Individuals may request to speak to the petition when any report on the item is considered at an Ordinary Council meeting

Deputations

132. A deputation means a group of persons consisting of more than 2 persons. A deputation wishing to attend and be heard at a Council meeting may, not less than 7 clear days before the meeting, apply in writing to the CEO. The application must state why the deputation wishes to attend and be heard.
133. The CEO, on receiving such an application, shall determine whether the deputation may be heard. The CEO must inform the deputation of the determination. Where the CEO has determined to hear the deputation, the CEO must arrange a convenient time for the deputation to be heard at the Council meeting.
134. Only 2 persons in a deputation may be heard at a meeting unless Council members at the meeting at which the deputation is to be heard determine otherwise. A person in a deputation must be temperate in speech and manner, and must not use insulting or offensive language.
135. A deputation must be given adequate opportunity and facility to explain the purpose of the deputation. The Chair may terminate an address by a person in a deputation at any time where the Chair is satisfied that the purpose of the deputation has been sufficiently explained to the Council members or the person uses insulting or offensive language.

Behaviour

Councillors

136. With regards to Council members, a member must not behave in an improper or disorderly manner or cause an interruption or interrupt another Council member who is speaking. However,

this does not apply to a Council member who is objecting to words used by a Council member who is speaking; raising a point of order; or calling attention to the want of a quorum.

137. If the Chair considers that the Council member has acted improperly or in a disorderly manner or has caused an interruption or interrupted another Council member, that Council member must be allowed to make a personal explanation. After that, the Council member must leave the meeting while his/her conduct is being considered by the Council. If the remaining members resolve that the Council member acted improperly or in a disorderly manner or caused an interruption or interrupted another Council member, those Council members may censure the Council member.
138. The Council may suspend from a portion of the meeting, or for the balance of the meeting, any Council member whose actions have disrupted the business of the Council at that meeting and have impeded its orderly conduct.

Public

139. A member of the public at a Council meeting must not behave in a disorderly manner or cause an interruption.
140. A person must not display any placards or posters in the Council chamber or any building where a Council meeting is being or about to be held, other than outside the entrance to the building and even then, only if it does not obstruct the entrance of the building. In addition, a person must not display any offensive, indecent, insulting or objectionable item or words in the Council chamber or obstruct the entrance to the chamber or a building where a Council meeting is being or about to be held.
141. Members of the public only have a right to address the Council as provided for with regards to "Petitions and Presentations by Individuals" mentioned above or with the Consent of the Council. Any member of the public addressing the Council must extend due courtesy and respect to the Council and the processes under which it operates and must take direction from the Chair whenever called on to do so. Furthermore, a member of the public must at any Council meeting must not interject during the meeting.
142. The Chair may order and cause the removal of any person, with such force as is necessary, including a Council member who disrupts any meeting or fails to comply with a direction. Council officers, authorised persons and members of the Police Force, have the power to remove any person (including a Council member) from the Council meeting.
143. The Chair may also cause the removal of any object or material that he/she deems as being objectionable or disrespectful.
144. Other additional duties of the Chair, with respect to a Council meeting, are that the Chair:
 - a. must not accept any motion, question or statement which is derogatory, or defamatory of any Council member, member of Council staff, or member of the community;
 - b. may demand retraction of any inappropriate statement or unsubstantiated allegation;
 - c. must ensure silence is preserved in the public gallery during any Council meeting;

- d. must call to order any member of the public who approaches the Council table during the Council meeting, unless invited by the Chair to do so; and
 - e. must call to order any person who is disruptive or unruly during any Council meeting.
- 145. A Council member must, at all times during a meeting, address and refer to another member or the CEO by their official title or designation. A Council member speaking at a meeting must not make a personal reflection on, or impute an improper motive to another Council member.
- 146. If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Council meeting, he/she may adjourn the meeting to a later time on the same day or to some later day as he/she thinks proper. The CEO must give notice, in writing, to each Council member of the date, time and place to which the meeting stands adjourned and of the business to be considered.
- 147. If it is impracticable for the notice to be given in writing, the CEO must give notice to each Council member by telephone or in person. Notice must also be provided to the public of the resumption of the adjourned Council meeting by either public notice (if time reasonably permits) including Council's websites and the entrance of the Council chambers.

Confirmation of Minutes

- 148. A copy of the Minutes of the preceding meetings must be delivered to each Council member no later than 48 hours before the next Council meeting.
- 149. At every meeting of the Council, if no Council member indicates opposition, the Minutes must be declared to be confirmed. If a Council member indicates opposition to the Minutes, he/she must specify the item or items to which he/she objects. The objected item(s) must be considered separately and in the order in which they appear in the Minutes.
- 150. The Council member objecting must move accordingly without speaking to the motion. The motion must be seconded. The Chair must ask "Is the motion opposed?" If no Council member indicates opposition, then the Chair must declare the motion carried without discussion and then ask, "The motion is that the Minutes, as amended, be confirmed".
- 151. If a Council member indicates opposition, then the Chair must call on the mover to address the meeting. After the mover has addressed the meeting, the seconder may address the meeting. After the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting), the Chair must invite debate by calling on any Council member who wishes to speak to the motion, providing an opportunity to alternate between those wishing to speak against the motion and those who wish to speak for the motion.
- 152. If, after the mover has addressed the meeting, the Chair invites debate and no Council member speaks to the motion, the Chair must put the motion and the Chair must, after all objections have been dealt with, ultimately ask:
 - a. "The question is that the Minutes be confirmed"; or
 - b. "The question is that the Minutes, as amended, be confirmed"

and he/she must put the question to the vote accordingly.

153. No discussion or debate on the confirmation of Minutes is permitted except where the accuracy as a record of the proceedings of the meeting to which they relate is questioned.
154. Council may defer the confirmation of Minutes until later in the Meeting or until the next meeting if considered appropriate.
155. Pages of the minutes are to be numbered sequentially (Page **X of X**) and the Mayor/Chair must sign the last page of the minutes once confirmed by Council resolution

Recordings of Meetings

156. The CEO may record in a suitable audio recording equipment and/or webcast via camera and/or audio equipment all proceedings of a Council meeting except where the meeting is closed to the public.
157. Members of the public are to be advised that the meeting is being recorded or filmed. Members of the public are to be advised at the start of each meeting that recording equipment is in use.
158. Members of the public must not operate photographic, audio or video recording equipment or any other recording device at any Council meeting without first obtaining the consent of the Chair.

Application to Council Committee Meetings.

159. In the absence of meeting procedures determined by the committee (section 57 of the Local Government Act), the above proposed By-laws under the heading "Meeting Procedures" are to apply to all meetings of Council Committees as defines under section 54 of the Local Government Act.

Offences and infringement notices

160. Please draft provisions in the By-laws which make it an offence for a person to obstruct, hinder, disturb or interrupt an authorized person or officer or employee of the council or a contractor or sub-contractor to the council or employee of the contractor or sub-contractor in the proper execution of his/her work or duty. In addition, it will be an offence for a person to intentionally give misleading information or a misleading document to a Council officer and the person knows that the information or document is misleading in nature. It will be a defence if the person draws the misleading aspect of the document to the officer's attention and to the extent to which he/she can reasonably do so, gives the officer the information necessary to remedy the misleading aspect of the document.
161. The Council wishes to have the ability to issue infringement notices for certain offences. The infringement notice must specify:
 - a. the name and address of the person, if known;
 - b. the date the infringement notice is given to the person;
 - c. the date, time and place of the infringement notice offence;

- d. a description of the offence;
- e. the prescribed amount payable for the offence;
- f. the enforcement agency, as defined in the *Fines and Penalties (Recovery) Act*, to which the prescribed amount is payable.

162. The infringement notice must include a statement to the effect of the following:

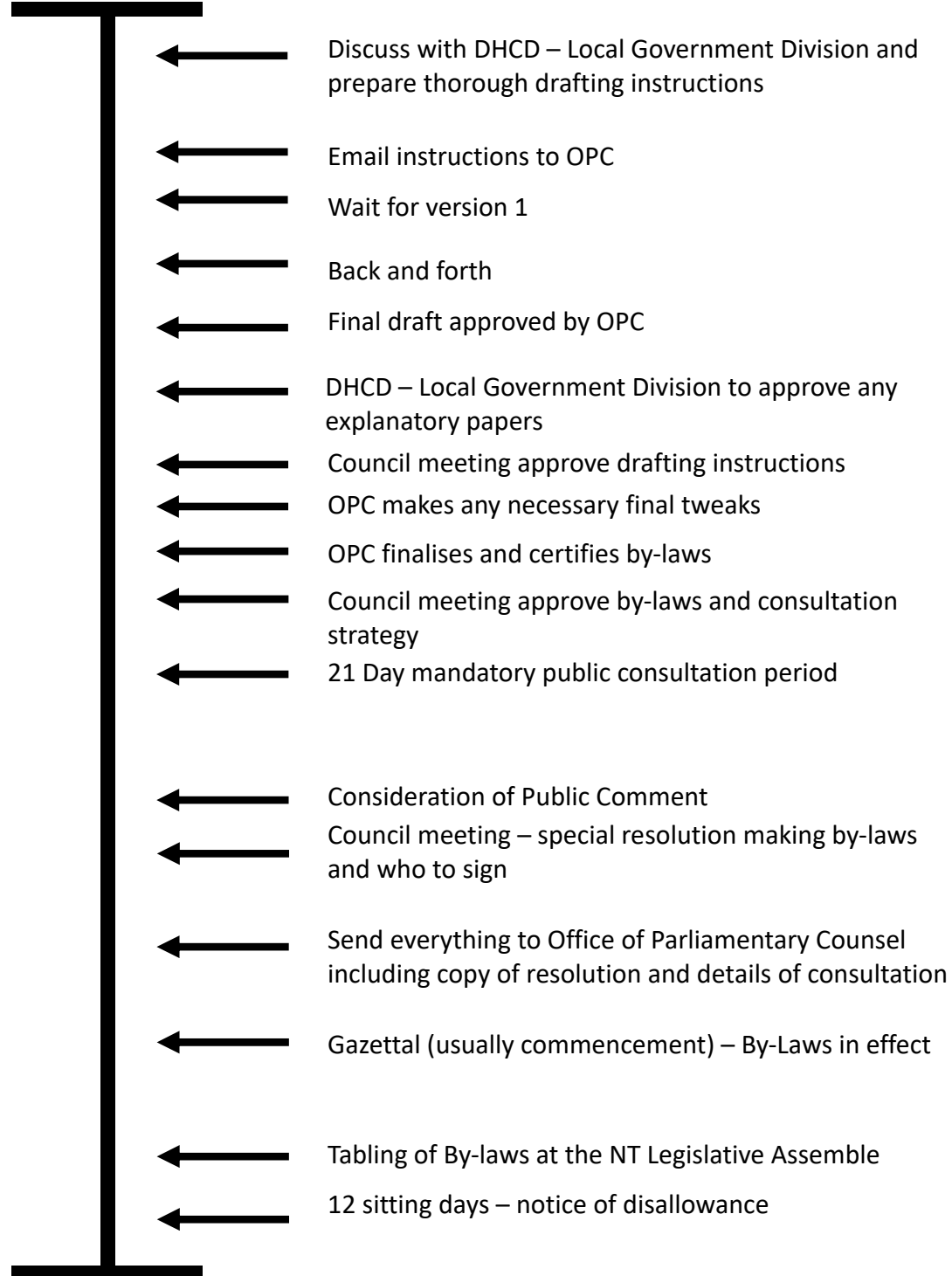
- a. the person may expiate the infringement notice offence and avoid any further action in relation to the offence by paying the prescribed amount to the specified enforcement agency within 28 days after the notice is given;
- b. the person may elect under section 21 of the *Fines and Penalties (Recovery) Act* to have the matter dealt with by a court instead of under that Act by completing a statement of election and giving it to the specified enforcement agency;
- c. if the person does nothing in response to the notice, enforcement action may be taken under the *Fines and Penalties (Recovery) Act*, including (but not limited to) suspending the person's licence to drive, seizing personal property of the person, deducting an amount from the person's wages or salary, registering a statutory charge on land owned by the person or making a community work order for the person and imprisonment of the person if the person breaches the order.

163. The Council may withdraw the infringement notice by written notice given to a person. The notice must be given within 28 days after the infringement notice is given to the person and before payment of the prescribed amount.

164. If a person uses electronic means to pay the prescribed amount, the payment is not effected until the amount is credited to the Council's bank account. If the person tenders a cheque in payment of the prescribed amount, payment is not effected unless the cheque is cleared on first presentation.

Attachment 2 – By-laws development timeline

Decision to adopt a By-law





COUNCIL REPORT

Agenda Item Number:	15.10
Report Title:	Acquittal of Special Purpose Grant Howard Park Scouts Hall
Report Number:	18/0077
Meeting Date:	16/05/2018
Attachments:	A - Acquittal Form Howard Park Scouts Hall Grant B – Expense listing Howard Park Scouts Hall Grant

Purpose

This report presents for Council approval the acquittal for the Special Purpose Grant for the Scouts Hall at Howard Park.

Summary

Council received a Special Purpose Grant from the NTG Department Housing and Community Development in May 2015 for the replacement of the roof and internal refurbishment of the Scouts Hall at Howard Park Reserve (SPG 2013/01482). Most works were undertaken in the 2015/16 and 2016/17 financial year, with some funds remaining for internal refurbishment.

A total of \$125,095 have been received in funding with \$122,723.19 spent as per 9 May 2018 and one purchase order outstanding to the value of \$2,267.72 (excl. GST). Once order is received and invoiced funds of \$104.09 remain unspent. All required works to improve the facility have been undertaken and Council has achieved this below budget.

Recommendation

THAT Council approve the acquittal of the Special Purpose Grant 2013/01482 for the replacement of the roof and internal refurbishment of the Scouts Hall at Howard Park Reserve to the value of \$125,095.

Background

Special Purpose Grants provided by the Department Housing and Community Services require Council approval for the acquittal process (Attachment A).

The attached acquittal form (Attachment A) and overview of expenditures (Attachment B) identifies the works undertaken under the grant funding, which include:

- Replacement of roof
- Replacement of Air-condition
- Improvements to exit doors and lighting
- Repairs and reconditioning of building
- Upgrade to kitchen
- Furniture and fixture improvements

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Nil

Risks

Council needs to acquit this grant to ensure future Special Purpose Grant applications will be considered by Department Housing and Community Services.

Financial Implications

The remaining funds of \$104.09 will be refunded on request to Department Housing and Community Services.

Community Engagement

Nil

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

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

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



Local Government Grants Unit
Ground Floor, RCG House
83-85 Smith Street
DARWIN NT 0800

Litchfield Council

Postal address GPO Box 2850
Darwin NT 0801
Tel 08 8999 8820
Fax 08 8999 8437

2014-15 ACQUITTAL OF SPECIAL PURPOSE GRANT

Department of Local Government and Community Services

File number: 2013/01482

Purpose of Grant: To replace the existing roof of the Howard Springs scout hall and towards internal refurbishment with some extra amenities.

Date of Approval of Variation to Grant (if applicable)

/ /201__

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2015

Special Purpose Grant
Other income

\$125 095

Total income

125095

Expenditure (Specify accounts and attach copies of invoices and ledger entries)

An 'administration fee' is not to be apportioned to the grant for acquittal purposes.

124,890.91

Total Expenditure

Surplus/(Deficit)

\$ 104.09

We

Certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by Silke Maynard

Laid before the Council at a meeting held on 16 May 2018 Copy of minutes attached

CEO or CFO

Anthony Director Community & Corporate Services

DEPARTMENTAL USE ONLY

Grant amount correct?
Expenditure conforms with purpose
Minutes checked

YES/NO
YES/NO
YES/NO

Balance of funds to be acquitted

\$

Date next acquittal due

/ /

ACQUITTAL ACCEPTED

YES/NO

Prepared by

Comments

Peter Thornton – Manager Grants Program

/ /

9/05/2018						
Work Order						
4074 Howard Springs Scout Hall Roof Replacement						
Trans Dte		Mod	Accoun t	Account Description	Transaction Description	Total Value
21/10/15	07230.0715.0625	AP	1034.01	ELECTRICAL & FIRE SERVICES PTY LTD	Supply and Install Panic Bar for Exit Door	1,300.00
21/10/15	07230.0715.0625	AP	1034.01	ELECTRICAL & FIRE SERVICES PTY LTD	Replace Exit Light	540.00
21/10/15	07230.0715.0625	AP	1034.01	ELECTRICAL & FIRE SERVICES PTY LTD	Relocate Existing Fire Extinguisher	120.00
28/10/15	07230.0715.0625	AP	1034.01	ELECTRICAL & FIRE SERVICES PTY LTD	Works to Double Doorsets for Push Panic Bar	3,510.00
16/12/15	07230.0715.0625	AP	466.01	NT POLICE, FIRE & EMERGENCY SERVICES	Inspection - HS Scout Hall	230.00
04/05/16	07230.0715.0625	AP	100.01	NT PEST & WEED CONTROL	Termite Report - Scouts	140.00
11/05/16	07230.0715.0625	AP	1086.01	KCOM CONSTRUCTIONS	Ablution works for Howard Springs Hall	48,269.10
03/06/16	07230.0715.0625	AP	1086.01	KCOM CONSTRUCTIONS	New Ceiling and Floor Tiles to The Office at	6,335.46
03/06/16	07230.0715.0625	AP	1086.01	KCOM CONSTRUCTIONS	New Light Switch at Howard Springs Scout Hall	95.00
03/06/16	07230.0715.0625	AP	1086.01	KCOM CONSTRUCTIONS	Toilet Repairs at Howard Springs Scout Hall	350.00
15/09/15	07230.0715.0625	AP	1002.01	ROOFCLAD CONSTRUCTIONS	Remove existing roof and prep	37,060.00
16/06/16	07230.0715.0625	AP	1127.01	Roy Stanton Painting Services	Prepare and Paint external surfaces of Howard	6,780.00
16/06/16	07230.0715.0625	AP	1127.01	Roy Stanton Painting Services	Repairs to Windows	800.00
15/07/16	07230.0715.0625	AP	1127.01	Roy Stanton Painting Services	paint one internal wall at Howard Park Reserve	350.00
05/08/16	07230.0715.0625	AP	1127.01	Roy Stanton Painting Services	Repaint interior due to roof works	7,000.00
10/08/16	07230.0715.0625	AP	1151.01	G & L Darlington Pty Ltd	Prep for tiling, delivery of tiles	1,800.00
10/08/16	07230.0715.0625	AP	1031.01	LP AIRCONDITIONING PTY LTD	remove existing RAC and replace	1,818.18
10/08/16	07230.0715.0625	AP	1031.01	LP AIRCONDITIONING PTY LTD	supply install aircon	1,545.45
10/08/16	07230.0715.0625	AP	1031.01	LP AIRCONDITIONING PTY LTD	Replace all existing faulty globes and light	1,000.00
10/11/17	07230.0715.0625	AP	1304.01	DJC Build	Howard Springs Scout Hall Kitchen Upgrade	2,600.00
01/02/18	07230.0715.0625	AP	512.01	SELTOR SHAW PLUMBING PTY LTD	Electric Water boiler installation	1,080.00
						122,723.19
		AP	851.01	Office Works	Trestle Tables and Stackable chairs	2,267.72
						124,990.91



COUNCIL REPORT

Agenda Item Number:	15.11
Report Title:	Waste Strategy 2018-2023
Report Number:	18/0078
Meeting Date:	16/05/2018
Attachments:	Attachment A – Public Submissions Received Attachment B – Waste Strategy 2018-2023

Purpose

This report presents the Waste Strategy 2018-2023 to Council for adoption and includes a review of the outcomes of the public consultation undertaken earlier this year.

Summary

Over the past 18 months, Council has been involved in the development of a new Waste Strategy to provide a plan for improving Council's waste management services and reducing waste to landfill.

The draft Waste Strategy underwent a six-week period of community consultation earlier this year, receiving ten submissions, with changes resulting to the plan as described herein. The submissions received are included as Attachment A.

The final Waste Strategy 2018-2023, included as Attachment B, is a robust document that can lead Council's waste management practice for the next five years, maximising cost efficiency, reducing waste to landfill and reducing illegally dumped rubbish while maintaining customer satisfaction and advocating to government and other stakeholders on waste issues important to the local community.

Recommendation

THAT Council:

1. adopt the Waste Strategy 2018-2023 as included at Attachment B, with the following amendment:

1.2 - Ensure all commercial businesses pay the commercial waste charge

Council's waste service is funded through charges on residential properties and commercial businesses that pay a commercial waste fee based on tonnage deposited at Humpty Doo WTS. Some residents choose the convenience service of having private collectors pick up their unsorted waste (mixed waste and recycling). Approximately 20kg of unsorted waste is generated per household per week. Collection by a private collector offers no further opportunity to sort this waste, resulting in a greater volume of waste to Shoal Bay and thus greater cost to Council. Currently, all commercial businesses depositing waste at Humpty

Doo WTS, except for two, are paying the commercial waste charge. Therefore, Council will level the playing field by charging all private collectors for all unsorted waste; and

2. authorise the Chief Executive Officer to make minor editorial changes, as necessary.

Background

Development of the Waste Strategy

The Waste Strategy was developed to undertake a review of the existing waste management services and facilities and to make recommendations regarding future waste management requests for Council and its community for the next 10 years. The Strategy considers efficient service delivery, taking into account the needs of the community, environmental impact, service costs, future demand, emerging new technologies, and existing best practice in waste management.

The objectives for developing the Waste Strategy were:

- To provide a clear direction for the provision of waste services and facilities that meet the community needs and expectations for the next five years.
- To ensure integration of services and facilities to meet Council and Government policies, strategies and community expectations.
- To provide a strategy for Council to influence waste minimisation from all sources in the community.
- To provide a strategy for the disposal and resource recovery for all solid wastes generated in the community for the next five years.
- To provide clear advice regarding options to guide investment in waste management over the next five years and the cost involved with each option.

Council engaged a professional consultant to assist in the preparation of the Strategy and appointed a Community Reference Group to guide the strategy development to ensure the community's perspective was present throughout the process and the final document.

Community Engagement

In November 2016, Council appointed a Waste Management Strategy Community Reference Group comprised of eight community members to assist in the preparation of the Waste Strategy. The group met regularly over the last 18 months, providing input into the recommendations of strategy and liaising with the community on Council's behalf.

Council also developed a community awareness campaign, presenting opportunities to inform the general public and seek feedback about the five-year Waste Strategy. The consultation period was open for six weeks from 29 January to 12 March 2018 and enabled community members to provide feedback for consideration into the draft Strategy. The following consultation activities were conducted:

- A total of 16 pop up stalls were conducted at the Waste Transfer Stations and main shopping precincts in Litchfield.
- A flyer was developed and distributed in all rates reminder notices.
- A flyer was also given to Councillors and handed out at the pop up stalls.
- Schools and recreation reserves were emailed for them to distribute the information through their networks.
- Elected members were all given a copy of the draft Waste Strategy for distribution through their networks.

- Website – content was placed on Council’s website under the news section and the public consultation section.
- Engagement HQ – Your Say was utilised to promote the draft Waste Strategy and provide an online portal for submissions.
- Media – The draft Waste Strategy was the topic of four radio interviews and the Sun Newspaper article.
- Social Media – content was placed on Council’s Facebook page, linking to the website and the Your Say site. The post reached 406 people, received two likes and one share. The post was interactively viewed by 16 people.

Summary of Submissions

A total of 10 formal submissions were received on the Waste Strategy, along with informal comments collected from the community at the pop up stalls. Summaries of the formal public submissions received are included at Attachment A and Councillors have been provided with full copies of the submissions under separate cover. These submissions, and submissions received verbally by members of the Community Reference Group and Councillors at the pop up stalls, were reviewed at a Community Reference Group meeting and recommendations were made for changes to the Waste Strategy. The submissions are broadly summarised below, along with a response from Council. In addition to the formal submissions received, Council also received a letter from Gary Higgins MLA regarding the Waste Strategy’s recommendation for proposed charges to waste service providers disposing of ratepayers’ residential waste, which is discussed in more detail later in this report.

Make recycling easier

Several of the respondents indicated that they would like for Council to make it easier for them to recycle, particularly at home. Recommendations included the provision of bags or bins to separate recyclable materials and covered areas for recycling at the Waste Transfer Stations.

Recommendation 2.3 of the Waste Strategy includes examination of providing dedicated recycling containers to residents. Council will consider options for providing individual recycling containers at home for different types of recyclable materials, to assist residents in being able to sort recycling at home, prior to transporting to the Waste Transfer Stations. One option is Eco-bin bags, which are similar to the reusable canvas/cloth-type shopping bags sold at major supermarkets. These bags can be colour-coded to different types of recyclable products and printed with details of which recyclable items go in which bag, which would be designed to match with colour-coded recycling bins at the Waste Transfer Stations. The bags are then collapsible for easy storage in the car for the return trip home. As this item received a number of comments, Recommendation 2.3 in the Strategy – Support separation of recyclables at home – has been moved from Year 2 -3 to Year 1 -2.

Opportunity for dump shop at WTSS

The option of providing a place for re-usable items, such as furniture, for the public to take.

Currently re-usable items are sorted by Council staff at the Waste Transfer Stations where possible and left out for people to take. These items are then placed into waste bins after a period of time if not taken or affected by the weather. A new Recommendation 2.7 – Investigate potential for a social enterprise to operate a dump shop - has been included in the Waste Strategy.

Provide additional waste education

Several respondents wanted additional education to be provided on how to reduce waste to landfill and what items could be recycled. One respondent did indicate that waste education should be the role of EPA and the Department of Education.

Council supports waste education, as waste is a Council responsibility in the Northern Territory and as it is in Council's economic and environmental interests to reduce waste to landfill.

Recommendation 2.5 – Invest in waste education – allocates funding for waste education. This recommendation has been moved forward from Year 2 – 3 to Year 1 -2. Recommendations 2.2, 2.3 and 2.4 also include elements of community education. Council is also currently developing signs for the Waste Transfer Stations that will assist with identification of appropriate recyclable materials with funding received from an EPA grant.

Landfill remediation

Two respondents queried the need for landfill remediation as identified in Recommendation 1.4 for Berry Springs and Howard Springs.

The explanation of this recommendation was reviewed and has been clarified to explain that an old landfill site that is no longer in use exists at each of the Berry Springs and Howard Springs sites. At present, the sites have an interim cap of soil in place, and, at some point in time, landfill remediation will be needed. Council has considered this liability and determined that Council will first need to develop a landfill closure plan that estimates the capital costs associated with remediation, followed by investigation of funding options for implementation.

Consider shared facilities with other Councils

It was recommended that Council consider sharing facilities with other local Councils, in particular, considering making the Howard Springs site available to nearby residents of Palmerston.

Council considers this recommendation to merit further investigation from Council. As Palmerston offers kerbside collection, there may be limited use of the Waste Transfer Station for typical waste and recyclables to be dropped off by residents. However, there is support for partnering with other local councils to create a business case to make some new recycling and re-use opportunities a viable financial option. Recommendation 1.7 – Unlock the value in dry recyclables – has been updated to reflect this opportunity.

Options to recycle more items and realise more value for recyclable items

Some respondents wanted the opportunity to recycle tyres, batteries, toner and ink. Respondents were complementary of the cash for cans collection and the new TechCollect opportunity. Recommendations were given for exploring the opportunity for Council to reuse recycled materials, particularly recycled glass.

Humpty Doo Waste Transfer Station currently takes tyres and this service is under consideration for the other sites. The Waste Transfer Stations do take lead batteries. Council plans to continue the collection of cans and batteries in order to fund Council's Community Grants programme. Local retailers already offer service for toner, ink and small batteries. The cost to Council to recycle those items would be an expensive option for the amount of materials received.

The Waste Strategy has been updated to include note of the new private cash for cans facility in Humpty Doo. The Waste Strategy was also updated to state that Council has recently partnered with TechCollect to collect e-waste at the Humpty Doo WTS and will investigate the potential to expand this service to Berry Springs and Howard Springs. Council is investigating participation in the Paintback scheme to collect unwanted paint.

Recommendation 1.7 – Unlock the value in dry recyclables – deals with many of the above issues and has been moved from Year 3 to 4 to Year 2 to 3. This recommendation has been updated to emphasise the opportunity for Council to explore business cases for reuse of recycled materials, particularly recycled glass.

Recommendation 5.2 – Product stewardship – has been updated to emphasise that Council will advocate for future product stewardship schemes to be made available in regional areas.

Hazardous waste

There was a recommendation to address hazardous waste and the role Council may be able to play in advocating for appropriate disposal of those materials.

Recommendation 5.5 – Hazardous waste – was added to the Waste Strategy. This recommendation acknowledges that various types of waste that pose different levels of hazards to the community, such as asbestos and nuclear waste, are generated and collected throughout the municipality or Top End. There is some interest in the suitability of the long-term storage of these materials. Council will advocate to the NT Government for appropriate disposal of hazardous waste, including long-term storage.

Object to commercial charge for private waste collectors

Four of the ten submissions objected to Recommendation 1.2 – Enforce commercial waste charge on all loads delivered by private collectors – as stated in the draft Waste Strategy out for public consultation, including VTG Waste and Recycling and Rural Rubbish Removals (RRR). Respondents referred to the proposal as “double-dipping” when property owners already pay a waste charge with their rates.

This issue was discussed with the Community Reference Group during the development of the Waste Strategy, with strong support for the Recommendation. Upon review of the submissions, some changes were endorsed to clarify the recommendation, which are included in the Waste Strategy presented in Attachment B. After the meeting of the Community Reference Group, further information on the origins of the free waste from Council for these collectors arose and past Council decisions on this matter are discussed below in further detail.

Council is responsible for running a waste service, regardless of how many residents or businesses use the service. Council charges a yearly waste charge to property owners and charges commercial businesses at the waste transfer station per tonne of material received as unsorted (mixed rubbish and recycling) waste. These charges are calculated to offset the cost to operate the Waste Transfer Stations and the transport of the waste to the Shoal Bay Landfill operated by the City of Darwin.

Any fees a resident pays to a commercial business to collect their waste are not charges for the management of Council’s facility but rather a convenience fee paid by the resident to the private company for the time and fuel costs that the resident would have incurred transporting their waste to Council’s facility.

Thus, charges from Council and fees paid to the commercial business are paying for two separate elements of the waste disposal process.

Upon review, the original summary of the requirement for the enforcement of costs to all private waste collectors was confusingly worded, indicating that “Private collectors deliver mixed truckloads of household and commercial waste to the Humpty Doo WTS...they should not receive a free waste disposal service”.

This statement was intended to have the focus on the “mixed truckloads” clause, indicating that the loads (of both household waste and commercial waste) were unsorted for recycling and regular waste. The statement was interpreted by submitters to indicate that the “mixed truckloads” referred to a mix of household and commercial waste together in one truck.

While Council is aware that, in the past, some private collectors collected both household and commercial waste in the same vehicle for depositing at Humpty Doo WTS, regardless of where the waste is currently being collected from, it is a commercial business that is depositing the unsorted waste at Council’s WTSs.

Currently, all commercial businesses and private collectors, except for two businesses (VTG, formerly Finn Bins, and RRR), are currently required to pay commercial rates for dumping their unsorted (mixed recycling and waste) at Humpty Doo WTS.

The purpose of this recommendation in the Waste Strategy is to bring all commercial waste depositors and private collectors onto a level playing field and charge all commercial businesses the same fee, instead of allowing only two businesses to receive this service for free.

Council records indicate that in 2010, one private collector, Finn Bins, was formally allowed to dump waste at Howard Springs and Humpty Doo Waste Transfer Stations for a period of 12 months.

On 8 December 2011, after receiving correspondence from Finn Bins, Council resolved that “the existing private providers collecting domestic household rubbish with compactor vehicles be permitted to dump refuse for and on behalf of Litchfield residents at zero cost for a period of twelve months (12) for the purpose of assessing cost impact data and to monitor impact of CDL and potential recycling processes”.

In October 2012, at a meeting with Finn Bins and RRR, Council reviewed its decision to allow 12 months of free dumping. The cost to ratepayers for allowing commercial businesses free dumping was calculated then at \$120,000 annually. Council requested both Finn Bins and RRR to recycle or Council’s dumping costs would continue to increase and, if they recycled, costs could be contained. A number of proposals were presented by Council to encourage both Finn Bins and RRR to recycle. All parties agreed to work together and agreed to meet again to review the issue.

Council held a further discussion with these companies on this issue in June 2013, with the final resolution being unclear, other than that a charge had not yet been imposed on these two private collectors and that recycling efforts by the collectors had not been initiated.

This issue has lain dormant for a number of years, with the costs to ratepayers as a whole increasing, as unsorted waste must all be taken to Shoal Bay, for which Council is charged. In the interim, other

private collectors, including Veolia and NTRS, who also collect ratepayer waste within the municipality, being charged for any waste deposited at Council's Waste Transfer Stations. These companies chose to instead take their collected waste directly to Shoal Bay, thus reducing the cost for Council to transport that waste and be charged the Shoal Bay disposal fee.

It is estimated that VTG and RRR have more than 1500 customers in the Litchfield Council area, each estimated to be dumping the Australian average of 20kg of waste per household per week. Currently, charging the commercial waste fee for receipt of this unsorted waste and recycling equates to \$2.73 per household using one of these private waste collectors per week. Alternatively, charging the commercial waste fee for receipt of this unsorted waste and recycling would reduce each individual ratepayer's yearly waste charge from Council (currently \$349) by approximately \$25.

It is clear that to require all private collectors to pay the same amount to Council for dumping of rubbish is a fair operating practice and that it is not appropriate for Council's ratepayers who bring rubbish and recycling to the Waste Transfer Stations to subsidise residents who choose a convenience service that does not accommodate opportunities for recycling.

To clarify the confusion over the original wording in the draft Waste Strategy, it is recommended that the wording of Recommendation 1.2 in Attachment B be revised to the following:

1.2 - Ensure all commercial businesses pay the commercial waste charge

Council's waste service is funded through charges on residential properties and through commercial businesses that pay a commercial waste fee based on tonnage deposited at Humpty Doo WTS. Some residents choose the convenience service of having private collectors pick up their unsorted waste (mixed waste and recycling). Approximately 20kg of unsorted waste is generated per household per week. Collection by a private collector offers no further opportunity to sort this waste, resulting in a greater volume of waste to Shoal Bay and thus greater cost to Council. Currently, all commercial businesses depositing waste at Humpty Doo WTS, except for two, are paying the commercial waste charge. Therefore, Council will level the playing field by charging all private collectors for all unsorted waste.

Summary

The Waste Strategy is a robust document that will lead Council's waste management practice for the next five years, having been developed with assistance from waste experts and significant community contributions. It is recommended that Council adopt the document, with an edit to Recommendation 1.2 to clarify the desire to enhance recycling and level the playing field for all private waste collectors.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Not applicable to this report

Risks

Not applicable to this report

Financial Implications

The Waste Strategy outlines the anticipated costs of each recommendation. It is expected that Council would incorporate these costs into its operational and capital works budgets each financial year.

Each individual ratepayer's waste charge is directly linked to the amount of waste that Council must transport to Shoal Bay. Thus, charging all private waste collectors for unsorted waste and encouraging recycling amongst all ratepayers is essential to keeping costs down.

Community Engagement

As detailed with the body of this report.

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

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

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

Attachment A – Public Submissions Received

Key Issues	Response	Proposed Change
Submission 1		
Recycling important but difficult to sort at home	<i>Noted</i>	<i>No change proposed</i>
Request for council to supply or subsidise equipment that stacked easily into cars	<i>Review consideration of distributing Eco-Bin bags or similar to residents to assist with separating recyclables at home</i>	<i>Strategy includes consideration of providing dedicated recycling containers in recommendation 2.3; move recommendation 2.3 from Year 2-3 to year 1-2</i>
Suggested space for re-usable items (furniture, guttering, wood pallets, wood etc) at Howard Springs WTS for public to take, as he has seen good items crushed by tractor and put into waste	<i>Currently sorted by Council staff at the Waste Transfer Stations (WTS) where possible and left out for people to take. Put into waste after a period when left out in the weather.</i>	<i>No change proposed to current operations; update strategy to include investigation of opportunity for dump shop</i>
Suggested a Facebook page or something to advertise the recycling items available so public can come collect/recycle item.	<i>Council does not believe a full dump shop service is viable or easy to manage at this time, including full-time management of such advertisement page.</i>	<i>No change proposed</i>
Submission 2		
Make the process easy so it is supported and high participation rate to reduce non-recyclable waste, pressure on WTS & cost to ratepayers.	<i>The Waste Strategy focuses on reducing waste to landfill by trialling different incentives to boost recycling at each WTS (recommendation 2.2) and by improving the cost efficiency of the waste disposal service (recommendations 1.1-1.7).</i>	<i>No change proposed</i>
Support kerbside rubbish collection	<i>The waste survey results showed 69% of residents thought Council should not offer a kerbside waste collection service, further demonstrating the community support for the existing transfer station model.</i>	<i>No change proposed</i>
Does not recycle much due to busy lifestyle. Uses Fin Bins	<i>Noted</i>	<i>No change proposed</i>
Request Council to provide recycling bins	<i>Review consideration of distributing Eco-Bin bags or similar to residents to assist with separating recyclables at home</i>	<i>Strategy includes consideration of providing dedicated recycling containers in recommendation 2.3; move recommendation 2.3 from Year 2-3 to year 1-2</i>

Believes should not pay a waste charge to Council when she doesn't use the service. Suggested a charge-for-use at WTS	<i>It is necessary for Council to provide a waste service to the general population and this cost is distributed evenly amongst all ratepayers, who all generate waste in some form.</i>	<i>No change proposed</i>
Submission 3		
Uses Fin Bins	<i>Noted</i>	<i>No change proposed</i>
Rubbish should be sorted at the tip to collect recyclable items, as per most major population areas, the UK and Europe.	<i>Litchfield does not have a waste management facility, only waste transfer stations. Submitter appears to be suggesting a mixed-waste processing system referred to as a "dirty MRF", which accepts a mixed solid waste stream, then proceeds to separate out designated recyclable material. Currently there are no known dirty MRF's in Australia.</i>	<i>No change proposed</i>
Residents should not waste money and time driving to WTS to dispose of recycling.	<i>Noted</i>	<i>No change proposed</i>
WTS should have the option to dispose of recyclable items	<i>There are recycling options for batteries, cardboard, comingle, and electronic items at the WTSs.</i>	<i>No change proposed</i>
Crediting rates notices for residents who recycle, would be an incentive to recycle more.	<i>It is necessary for Council to provide a waste service to the general population and this cost is distributed evenly amongst all ratepayers, who all generate waste in some form.</i>	<i>No change proposed</i>
Recycling options for batteries, toner, ink	<i>The WTSs do take lead batteries. Retailers already offer service for toner, ink and small batteries. Cost to Council would be an expensive option for the amount of materials received.</i>	<i>No change proposed</i>
Submission 4		
Improve cost efficiency of waste disposal system service. Use dog trailer to transport two bins, reducing fuel & carbon emission.	<i>Only 3-4 bins daily, not enough bins to warrant this option.</i>	<i>No change proposed</i>
Steel recycling contract should be tendered to scrap steel merchants.	<i>The waste strategy (recommendation 1.1) includes that Council will begin a new contract for waste disposal by early 2018. This contract has been rewritten and awarded, removing steel from the contract. A separate steel collection contract will be</i>	<i>No change proposed</i>

	<i>tendered by Council in 2018, which gives Council the opportunity to seek additional revenue for Council.</i>	
Households shouldn't be subsidising commercial waste charges.	<i>The waste strategy (recommendation 1.2) states in year 1 it will enforce a commercial waste charge on all loads delivered by all private waste collectors.</i>	<i>No change proposed</i>
User pay system, charge on volume basis.	<i>Noted.</i>	<i>No change proposed</i>
Educating staff & public on what is recyclable and what isn't.	<i>The waste strategy identifies (recommendation 2.5) in year 2 to invest in waste education. Council is also currently developing signs with funds received from an EPA grant.</i>	<i>No change proposed</i>
Sorting through waste to reduce recycling going into land fill.	<i>The waste strategy (recommendation 2.2) supports separation of recyclables at home.</i>	<i>No change proposed</i>
Education to reduce waste to landfill.	<i>The waste strategy identifies (recommendation 2.5) in year 2 to invest in waste education.</i>	<i>No change proposed</i>
User pay system as incentive for people to recycle.	<i>Council does not believe this is a viable option at this time, will consider as future long-term option</i>	<i>No change proposed</i>
Submission 5		
Great having cash for containers in Humpty Doo Council's Waste Strategy document states no such business in Litchfield	<i>The Waste Strategy was written before the Cash for Containers opened in Humpty Doo</i>	<i>Update strategy to reference the new business</i>
It's great having recycling options at the Humpty Doo WTS. Consider extending this to add electrical goods, small electric household items and small batteries.	<i>TV's, computers and printers are recycled with Techcollect at Humpty Doo WTS, certain household items that can be recycled are, small batteries can be taken to retailers such as Battery World to recycle.</i>	<i>Update strategy to reference Council's latest initiatives</i>
Submission 6		
Item 1.2 – does this mean Fin Bins and Rural rubbish are to pay a fee for rubbish collected from my house? Wants to pass on feelings of annoyance that its immoral for Council to charge twice for the same piece of rubbish.	<i>Any fees a resident pays to a commercial business to collect their waste are not charges for the management of Council's facility but rather a convenience fee to the private company from the resident for the time and fuel costs that the resident would have incurred transporting their waste to Council's facility. Thus, charges from Council and fees paid to the commercial business are paying for two separate elements of the waste disposal process.</i>	<i>No change proposed</i>
Submission 7		

<p>Applauds Council for developing the waste strategy and broadly supports much of it, particularly the initiatives to reduce landfill, and fits in with their move to offer increased recycling services to commercial customers. Also fits in with their expression of interest to trial a roadside recycling service for households in Litchfield municipality.</p>	<p><i>Noted</i></p>	<p><i>No change proposed</i></p>
<p>Does not agree with or support 1.2 – Enforce commercial waste charge on all loads delivered by private contractors. They state: Its inaccurate and unsubstantiated generalisation A rehash of previously discredited position outlined by a previous Council in 2013 Potentially defamatory of VTG Waste & Recycling (Fin Bins) and other aggregators Clarity is needed around VTG operations: VTG are not subsidised by households for waste charge or special rate fees VTG residents pay the \$389 combined waste & special rate charge VTG does not mix residential waste with commercial waste VTG pays for all commercial waste, 95% of which goes to Shoal Bay Believes that any attempt by Council to charge domestic waste aggregators commercial rates at the transfer station is double dipping against ratepayers choosing to use an aggregator. Refer to response from VTG (page 3) stating no residential runs collect commercial waste, that they maintain run sheets, submission includes satellite tracking maps, and showing statistics on how waste aggregators save Council money (page 4-6) Average Residential bin weight 19.8kg</p>	<p><i>Council's waste charges are set up to charge ratepayers and commercial businesses the full cost of waste management services. The full cost is divided evenly each year across the number of rateable properties. Council operates three WTSs which need to be covered by the charge annually.</i></p> <p><i>Any fees a resident pays to a commercial business to collect their waste are not charges for the management of Council's facility but rather a convenience fee paid by the resident to the private company for the time and fuel costs that the resident would have incurred transporting their waste to Council's facility. Thus, charges from Council and fees paid to the commercial business are paying for two separate elements of the waste disposal process.</i></p> <p><i>Currently, all commercial businesses and private collectors, except for two businesses, are currently required to pay commercial rates for dumping their unsorted (mixed recycling and waste) at Humpty Doo WTS.</i></p> <p><i>The purpose of this recommendation in the Waste Strategy is to bring all commercial waste depositors and private collectors onto a level playing field and charge all commercial businesses the same fee,</i></p>	<p><i>No change proposed</i></p>

	<i>instead of allowing only two businesses to receive this service for free.</i>	
Submission 8		
Recycling is a good idea but it has to have an economic basis, not based solely on environmental concerns	<i>Council is investigating a variety of possible recycling outcomes.</i>	<i>No change proposed</i>
<u>Improve Cost Efficiency</u> No mention of reducing costs.	<i>Referring to recommendations 1.1-1.7 of the Waste Strategy, there are five focus areas in the strategy and number 1 is "Improve the cost efficiency of the waste disposal service", with seven recommendations.</i>	<i>No change proposed</i>
Do we need people at transfer stations full time? Could a swipe card be issued for entrance for ratepayers	<i>Howard Springs and Humpty Doo WTSs are currently staffed full time; operational changes will increase surveillance at Berry Springs WTS. Yes. Perhaps swipe cards could be considered in the future, but given present operations, it is not currently a viable option for Council. If technology changes, it will be a consideration for Council in the future.</i>	<i>No change proposed</i>
Option of Howard Springs becoming a shared facility with Palmerston due to close vicinity for Palmerston residents.	<i>Good suggestion. Council can enquire in the future undertake a cost benefit analysis to further examine this option.</i>	<i>Update strategy to explore opportunities to partner with other local councils.</i>
Doesn't agree with rubbish companies being charged for domestic waste from domestic households, its double dipping	<i>Any fees a resident pays to a commercial business to collect their waste are not charges for the management of Council's facility but rather a convenience fee paid by the resident to the private company for the time and fuel costs that the resident would have incurred transporting their waste to Council's facility. Thus, charges from Council and fees paid to the commercial business are paying for two separate elements of the waste disposal process.</i>	<i>No change proposed</i>
What remediation is needed for old landfill site at Howard Springs as it won Council Landcare Award.	<i>Council will investigate and work with the EPA on this site in the future, currently included in Waste Strategy</i>	<i>No change proposed</i>
Scrap free green waste before cyclone season. Wants a \$10 flat rate green waste levy for all ratepayers.	<i>The current charge system for 17/18 budget actual indicates a funding gap of approximately \$25,000. The gap is covered with the waste charge levied. For</i>	<i>No change proposed.</i>

	<i>the past several years, Council has waived the green waste charge in November, to encourage pre-cyclone clean up and this can continue to be a consideration going forward. Council utilises a green waste fee to manage the overall amount of green waste received versus appropriate disposal of green waste on rural properties.</i>	
What is cost of recycling paper and cardboard against cost to transport to Shoal Bay, has a cost analysis been done?	<i>Internal investigations have revealed it is more cost effective for Council to recycle the paper and cardboard for the contractor to collect.</i>	<i>No change proposed</i>
<u>Reduce Waste To Landfill</u> Undercover drive through area for different waste material and provide room in undercover area for private materials coordinator to run cash for container facility, it's not a council job. Reduce landfill	<i>The waste strategy (page 10 & 12, 1.7 in year 3 to unlock value in dry recyclables) states that should the costs/benefit analysis of a recycling shed or shelter be favourable, and funding available, Council will seek to lift recycling rates through providing a purpose-built recycling shed at one or more of the transfer stations. Council currently collects cans at Howard Springs and Humpty Doo WTS, with proceeds going to the Community Grants Scheme to give back to the community.</i>	<i>No change proposed</i>
Area for tyres and concrete material.	<i>This process is done at the Humpty Doo WTS and is under consideration for all other WTSs.</i>	<i>No change proposed</i>
Waste education role is for NTG, EPA and Education Department. Council should "piggy back" off them rather than more costs to ratepayer. Send recycling information out with the rates notices.	<i>The waste strategy identifies (page 10 & 14, 2.5) in year 2 to invest in waste education. Council is also currently developing signs with funds received from an EPA grant.</i>	<i>No change proposed</i>
Supports separation of recycling at home	<i>Noted</i>	<i>No change proposed</i>
Does not support \$15,000 for home recycling containers Reduce incidence of dumped rubbish and litter	<i>All scientific evidence points to separation at the source (i.e. home) as being the optimal way of recycling.</i>	<i>No change proposed</i>
Stakeholder working group sounds like another level of bureaucracy, no stakeholder working group needed. Suggests one on one talks with management. Suggests pressure on companies for bio-degradable packaging.	<i>The stakeholder group will be developed to identify the appropriate management representatives, identify common issues and develop a coordinated approach.</i>	<i>No change proposed</i>

Don't bother with litter by-laws, double speak for amenity protection by-laws. Already a Litter Act, don't double up. Difficult to police litter enforcement or prosecution. Impractical.	<i>The NT Litter Act only applies to Vacant Crown land. As such, Council cannot use the Act and needs By-Laws.</i>	<i>No change proposed</i>
Submission 9		
Rural Rubbish Removals (RRR) has been encouraging customers for six years to re-use, recycle and reduce waste wherever possible.	<i>Noted</i>	<i>No change proposed</i>
Significant concerns of perception stated in Waste Strategy that contractors are "being subsidised by households paying the waste charge" and that "60% of mixed waste tonnages delivered to the Humpty Doo WTS is by private collection trucks". RRR has approx. 10 commercial customers (includes not for profit & charities), being 240ltr wheelie bins that gets disposed to Shoal Bay Waste Station.	<i>Noted.</i>	<i>No change proposed</i>
Concerns by many residents who approached them that if Council adopts to charge private contractors to transfer residential waste it will be "double dipping".	<i>Any fees a resident pays to a commercial business to collect their waste are not charges for the management of Council's facility but rather a convenience fee paid by the resident to the private company for the time and fuel costs that the resident would have incurred transporting their waste to Council's facility. Thus, charges from Council and fees paid to the commercial business are paying for two separate elements of the waste disposal process.</i>	<i>No change proposed</i>
RRR believe that with their service they assist Council to reduce costs, traffic flow to waste transfer stations, time compacting waste & reducing stress on Council employees (especially on weekends). All private contractors relieve cost, stress and time for Council by providing their service.	<i>Noted</i>	<i>No change proposed</i>
Any new fees adopted by Council to private contractors will have to be passed on to customers.	<i>Noted. Any fees a resident pays to a commercial business to collect their waste are not charges for the management of Council's facility but rather a convenience fee paid by the resident to the private</i>	<i>No change proposed</i>

	<i>company for the time and fuel costs that the resident would have incurred transporting their waste to Council's facility. Thus, charges from Council and fees paid to the commercial business are paying for two separate elements of the waste disposal process.</i>	
Rural residents dispose of food/green waste by having poultry. Progress of Litchfield Shire boundaries and urban development's means that developments like Coolalinga are not large enough to have alternative waste options at home.	<i>The waste strategy (recommendation 2.4) supports food waste management at home</i>	<i>No change proposed</i>
As the NT Govt approves these developments, perhaps Council can approach NTG to subsidise transportation costs to Shoal Bay or introduce and land fill facility in the Litchfield area	<i>A new regional emergency waste facility is being advocated by TOPROC, long term this could be converted to a general landfill facility. The waste strategy (recommendation 5.1) advocates for this facility.</i>	<i>No change proposed</i>
Submission 10		
Strategy needs to be clearer about remediation of Howard Springs & Berry Springs WTS. Reasons why remediation be explored, will they be closed in future?	<i>Remediation refers to the existing unused landfills at the Berry Springs and Howard Springs sites, not the two WTSs. The WTSs are not planned for closure at any time in near future. Remediation will be a requirement of EPA should the WTSs ever be fully closed.</i>	<i>Update strategy for clarity</i>
More work needs to be done on exploring emergency options if Shoal Bay reaches capacity. The recent Cyclone highlighted this problem.	<i>A new regional emergency waste facility is being advocated by TOPROC, long term this could be converted to a general landfill facility. The waste strategy (recommendation 5.1) advocates for this facility</i>	<i>No change proposed</i>
Agreed that private contractors should to use service. Should be acted on as a priority.	<i>Noted</i>	<i>No change proposed</i>
Because of low recycling rates, there should be a recycling education campaign at facilities. Suggested subsidies/voucher to purchase two bins for recycling in homes.	<i>Recommendations 2.2 and 2.5 support an education campaign. Suggested subsidies/vouchers can be reviewed as part of incentives for recommendations 2.2 and 2.3.</i>	<i>No change proposed.</i>

<p>Suggested community initiatives to increase awareness:</p> <ul style="list-style-type: none"> • Composting at schools, community groups etc • Grant to establish program for community to have a community group or Facebook page to facilitate the community to eliminate household waste eg connect with neighbours to collect foods scraps for chickens, cattle, pigs etc • Community workshops to raise awareness about recycling and saving waste into landfill. Sessions to have distinct purpose eg. how to pick vegetables, how to compost, how to make scrap into art 	<p><i>Noted, can be considered under recommendations for supporting recycling at home 2.3 and waste education 2.4 and 2.5</i></p>	<p><i>No change proposed.</i></p>
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LITCHFIELD
COUNCIL



Waste Strategy 2018 – 2023

...it all comes back to reuse and recycling

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Litchfield Council: setting our direction in waste management

*Together, Council and the community will work to **Reduce** the amount of waste we generate, **Reuse** what we can and **Recycle** waste resources to reinvest back into the community, enhancing our municipality as “the best place to live in the Top End.”*

In 2016, Litchfield Council commenced development of a waste strategy for the Municipality. Council in its 2016-2020 Strategic Plan identified the development of a waste strategy as essential to developing improved and more sustainable waste management practices to support our growing population, which now exceeds 25,000.

This Waste Strategy outlines Council's plans to continue to improve the way we manage waste in the Litchfield Municipality. It identifies targets and strategies to achieve our goals within the broader regional context, while delivering Council's overall strategy for a cost-effective waste management service to our community.

This Strategy sets out the current waste situation, the challenges Council faces, the strategic context and the five focus areas that Council will concentrate on over the next five years. Additional information supporting this Strategy can be found in the accompanying Background and Discussion Paper used as the basis for developing this Strategy.

This paper is available on Council's website www.litchfield.nt.gov.au.





Waste management in Litchfield: the current situation

Council's waste management service includes three waste transfer stations (WTS) located at Humpty Doo, Howard Springs and Berry Springs. Once waste is brought to any of these transfer stations, it is either processed and on-sold back to the community, goes on to other recycling ventures or goes to the only landfill facility in the Top End - the City of Darwin's Shoal Bay facility near Leanyer. People are responsible for the delivery of their waste and recyclable material to our transfer stations. Mixed waste is deposited into skip bins, which are then transported via a contractor to the Shoal Bay landfill. Recyclables are collected in front lift bins and processed at a privately owned and managed materials recovery facility in Berrimah, Darwin. Bulky materials such as concrete, green waste, wood waste and scrap steel are stockpiled and recycled or reused offsite.

Regarding quantities, Council's 2016-17 waste figures are shown as a breakdown of waste types (in tonnes) of material received at Council's transfer stations. Council has calculated the proportions of total waste received at the transfer stations that is recycled.

Material	Destination	Unit
Mixed waste	Landfill at Shoal Bay	8683 t
Scrap metal	Sold to recycler	1207 t
Mulch	Sold for reuse	4313 t
Crushed concrete	Sold for reuse	616 t
Wood mulch	Sold for reuse	271 t
Cardboard	Collected by recycler	142 t
Paper, glass, cans and plastics	Collected by recycler	129 t
Batteries	Collected by recycler	109 t
Used oil	Collected by recycler	54 kL
Tyres	Collected by recycler	23 t

Combines
as dry
recyclables

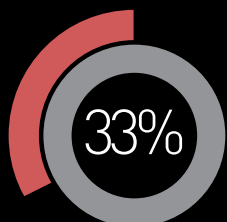
* estimate only as assumptions made to convert some volumes to tonnes



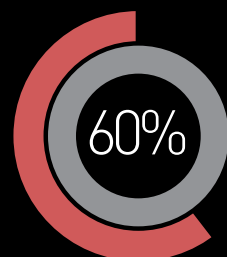


Recycling: where we stand

Total recovery rate



Litchfield WTS



National Average

Our figures indicate that Humpty Doo WTS receives and sends to landfill about the same amount of waste as Berry Springs WTS and Howard Springs WTS combined. When all materials are considered, the diversion from landfill is around 31%, thanks largely to mulch and wood waste sales, concrete crushing and the collection of scrap metal. With other states having diversion from landfill rates of around 60%, there is work to be done in Litchfield to increase recycling, especially for dry recyclables, which has significant scope to expand from its current rate of around 3%.

Waste Transfer Centre	Humpty Doo	Howard Springs	Berry Springs	Combined
Vehicles (trips per annum)	69 750	64 568	Data N/A	-
Total waste generated [^]	8067 t	3139 t	2188 t	13 394 t
Total waste to landfill	4952 t	2029 t	1709 t	8683 t
Total waste recycled	2732 t	1046 t	437 t	4215 t
Total recovery rate ^{^^}	34%	33%	20%	31%
Dry recyclables ^{^^^}	181 t	105 t	86 t	372 t
Dry recyclables rate	2%	3%	4%	3%

[^] estimate only as assumptions made to convert some volumes to tonnages

Total recovery is considered all recyclables as a portion of the total waste generation. It is interesting that Humpty Doo WTS does not significantly outperform Howard Springs WTS on a recycling percentage basis, even after considering the site upgrades at Humpty Doo WTS completed in 2012. This suggests that infrastructure improvements at the WTSs must be complemented by programs to encourage a change in recycling efforts.



What are our key challenges?

Council faces challenges in providing a cost-efficient service that meets community needs and values the environment. These challenges are:

Cost pressures from increasing fees for waste disposal at the Shoal Bay Landfill

The Shoal Bay landfill is the only such waste disposal in the Top End.

Community expectations for a clean, efficient and cost-effective waste service

Revenue from waste management does not generate income for Council; the waste charge paid by households balances the ongoing costs associated with operation, recycling and disposal.

Low recycling rates for household

Diversion of recyclable waste from landfill, at 33%, significantly outperforms the NT average of 9%. However, other jurisdictions such as the ACT, NSW, SA and VIC all average over 60%. This gap is primarily a result of low collection of household dry recyclables in Litchfield (such as paper, cardboard, glass, plastic, etc) and no viable destination for food organics.

The need to gather more data to complete the picture

We need to gain a greater understanding of the composition of loads that enter the transfer stations identify where our efforts are best targeted.

Growth of smaller 'urban style' lots

Future urban residential development at Holtze and expansion of residential development at Coolalinga and other Rural Activity Centres may require a different service level than rural lots.



The strategic context

The strategic context for waste management is important to understand.

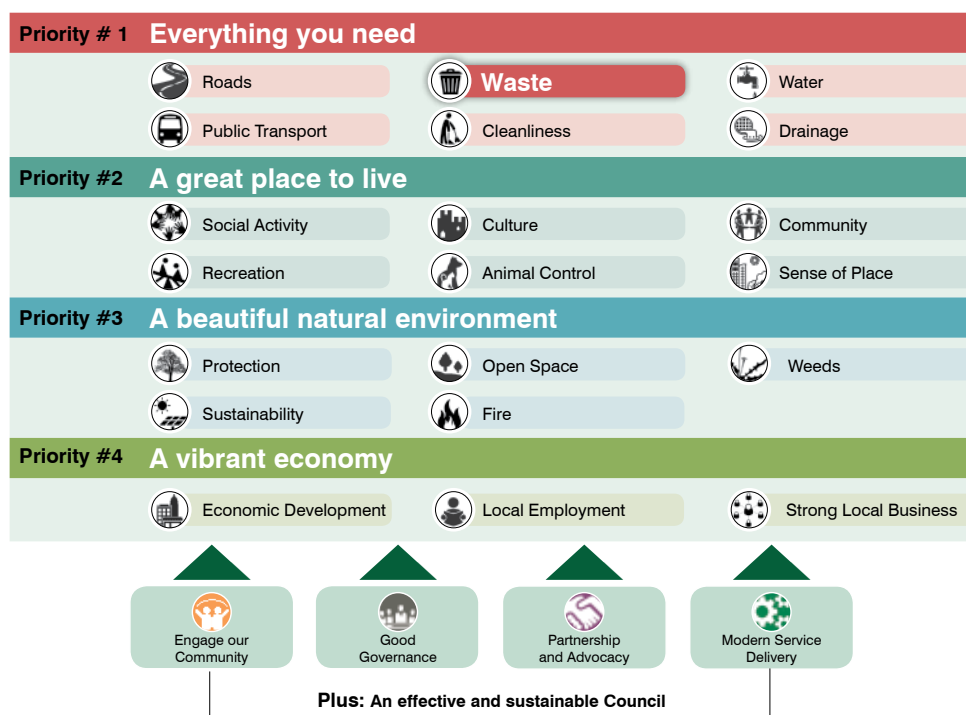
Every level of government has a role to play in working with the community to see waste managed in an economic and sustainable manner.

The **National Waste Policy 2009** has four key aims that relate to avoiding the generation of waste; managing waste as a resource; treating waste in a safe, scientific and environmentally sound manner; and contributing to sustainability improvements. These aims are captured in the waste management hierarchy.

Council is mindful of the **NT Waste Management Strategy 2015-2022** and its objectives. The NT Strategy states:

“Waste is a significant environmental issue. Disposal of waste consumes land, produces pollution to the atmosphere, soil and groundwater, and represents a loss of potential resources including embodied energy and materials.”

Council's Strategic Plan 2016 – 2020 comprises four priorities for our community, and within those, we work on 20 outcomes that we know matter to our communities. This is underpinned by actions taken to ensure an effective and sustainable Council. The Waste Strategy is a key element to delivering the Litchfield Council Strategic Plan 2016 – 2020, and Council's vision of making Litchfield the best place to live in the Top End.









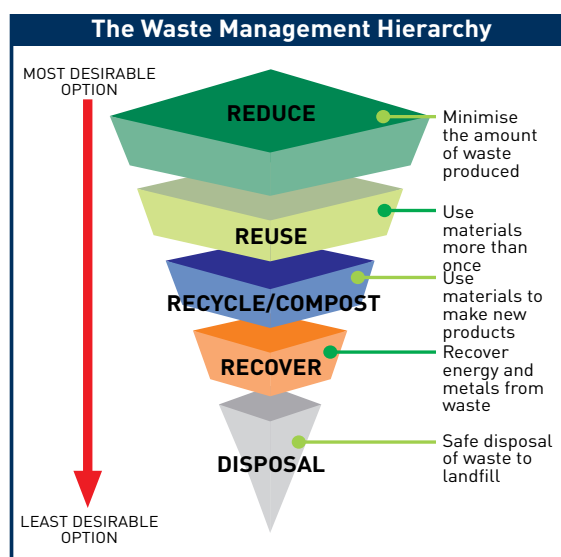
Everything you need	The transfer stations represent essential infrastructure required by the community.
A great place to live	Residents often use the transfer stations weekly, so with an increased focus on site layout and amenity, the stations can offer an improved user experience.
A beautiful natural environment	Efforts to increase resource recovery will lead to a more sustainable community in Litchfield. Reduced litter and illegal dumping will improve the amenity and protect the renowned natural environment.
A Vibrant Economy	Reuse and recycling can create employment opportunities inside the Litchfield municipality rather than sending waste outside the Council area.

Priority #1 Everything you need

This priority encompasses Council's approach to waste management. Council's strategic goals for waste management are:

- Waste to landfill is minimised, along with disposal costs to residents, through a combination of incentives, redesigned WTS processes, and community education.
- Revenue is maximised from waste products, such as glass, steel and green waste.
- Littering and dumping enforcement methods are investigated.
- The location and function of a future new regional waste facility meets Litchfield's future needs.

Priority # 1: Everything you need		Council Role						For more information
		Service Delivery	Advocacy	Community Engagement	Revenue Fund	Regulations	Partnership	
	Roads							
	Programmed road upgrades and maintenance to safe standards, including school zones	●						10 Year Road Programme
	Accident black spots are policed and signed to reduce avoidable injuries		●					
	Bike-friendly roadways designed, with designated pathways, where possible	●					●	
	Roads are protected from undue wear due to heavy machinery					●		
	Traffic management on major arterial roads (e.g., Stuart Highway) enables peak traffic flow		●					
	Public Transport							
	Gaps in bus service and frequency are filled		●					
	People who are isolated are served with additional transport options		●					
	Waste							
	Landfill is minimised, along with disposal costs to residents, because of a combination of incentives, redesigned WTS processes, and community education	●		●		●		10 Year Waste Management Plan
	Revenue is maximised from waste products, such as glass, steel and green waste				●		●	
	Dumping enforcement methods are investigated					●		
	The location and function of the proposed Regional Waste Facility meets Litchfield's current and future needs		●					
	Cleanliness							
	The quality and efficiency of roadside management is reviewed and improved	●						
	Water							
	Planners and utilities provide quality water supply, drainage and sewage systems, for residential, recreation and commercial purposes		●					
	Drainage							
	Programmed drain upgrades and maintenance to prevent wet season flooding and enable routine drainage	●						10 Year Drainage Improvement Plan



National Waste Policy 2009

NT Waste Management Strategy 2015–2022

Waste is a significant environmental issue. Disposal of waste consumes land, produces pollution to the atmosphere, soil and groundwater, and represents a loss of potential resources including embodied energy and materials

Litchfield Strategic Plan

Litchfield Waste Strategy



What you told us: our 2017 waste survey

To guide the development of a waste strategy, Council sought nominations and formed a community reference group comprised of eight residents who volunteered to bring community perspectives to the project. We also engaged directly with Litchfield residents through a community survey. Over a period of ten days in February 2017, Council received 937 responses to our 15-question survey, a fantastic response! What you told us was interesting:

- 97% of residents thought the waste management service at the transfer stations was either great or average, with only 3% saying it was poor.
- Nearly half of residents use our waste transfer stations once per week. A quarter use it multiple times per week and the other quarter less than weekly.
- Over 90% of residents sort their recycling at home.
- 70% of residents thought recycling was important.
- 69% of residents thought Council should not offer a kerbside waste collection service, further demonstrating the community supports for the existing transfer station model.



New regional waste management facility

The construction of a new regional landfill, earmarked to be within the Litchfield Municipality, will have a great benefit to Council as well as the broader region. A new landfill provides two strategic opportunities: it provides an alternative and competition to Shoal Bay landfill and Council will have a shorter haulage distance, resulting in lower costs.

The Shoal Bay landfill facility still has considerable capacity to expand, with estimates that there are several decades of airspace available. The greatest threat to that airspace is a cyclone event or some other natural disaster resulting in widespread generation of green waste and demolition waste. In such a scenario, the Shoal Bay landfill would likely exceed its capacity from one single large event. At this point in time, the need for an emergency waste disposal site is the greatest priority (rather than a fully operating landfill alternative) and work is currently being led by Top End Regional Organisation of Councils (TOPROC), of which Litchfield Council is a member. An emergency-only waste facility has marginal benefit to Litchfield Council's waste management service; which is a reduction in the risk that the transfer stations become overstretched during clean-up after a major natural disaster event.



Our strategy explained: five focus areas and five years of actions

Council has considered how the Priorities outlined in *Council's Strategic Plan 2016-2020* relate to our waste challenges and we have identified five overarching goals for our Waste Strategy, outlining what we want to achieve for each area.

Our Waste Strategy includes a series of actions for the next five years; these actions have been mapped with a timeline. The actions are summarised below and described in more detail on subsequent pages. Where costs are known year on year, these are provided. Some actions identify infrastructure upgrades; these upgrades are excluded from the action tables as their costs are not yet known.

The results of actions undertaken in the first five years will guide Council towards a further set of actions for the following five years.

Focus area	Description	Measured by
1 Continuous improvement in waste disposal services to optimise savings on costs	Council provides waste services on a user-pays basis. That is, the cost of the service is paid by ratepayers through an annual charge. Council aims to control costs while maintaining a consistent level of service.	The cost per tonne of waste throughput via the annual waste charge is static or lower year on year ¹
2 Reduce waste to landfill	Recycling is an opportunity to: 1 avoid the environmental hazards of landfill 2 relieve pressure on extraction of raw materials and energy 3 preserve our environment 4 promote employment opportunities in the waste industry	The amount of dry recyclables collected is >15% of the total waste collected ²
3 Reduce incidence of dumped rubbish and litter	The Litchfield Municipality is renowned for its natural beauty. The presence of litter and illegal dumping affects the visual amenity for residents and visitors.	Baseline established of the incidence of illegal dumping
4 Maintain overall customer satisfaction of the waste service	Our community was broadly satisfied with the waste transfer stations in the 2017 survey, so the challenge lies ahead to continuously improve and lift the user experience, especially as our population grows and changes.	> 95% of residents think the service at the transfer stations is satisfactory or better
5 Advocate on behalf of the community	Council is committed to advocating to government and stakeholders on a broad range of waste issues on behalf of the community.	Council drives change and support through other levels of government.

1. Taking into account increases in CPI, population and external landfill charges.

2. Assumes level of service remains unchanged

	Year 1	Year 2	Year 3	Year 4	Year 5
	\$154 000*	\$160 000*	\$60 000*	\$30 000*	\$27 000*
1	1.1 Tender for waste haulage				
	1.2 Introduce commercial waste charge on all loads delivered by private waste collectors				
	1.3 Ensure service level matches community expectations				
			1.4 Develop Berry Springs and Howard Springs landfill remediation plans		
	1.5 Provide free green waste disposal for the month of November				
		1.6 Prepare disaster waste plans			
		1.7 Unlock value in dry recyclables			
2	2.1 Conduct Waste Audits				
		2.2 Implement incentives to boost recycling			
	2.3 Support home separation of recycling				
		2.4 Support food waste mgmt. at home			
		2.5 Invest in waste education			
		2.6 Rename waste transfer station to resource recovery centre			
		2.7 Investigate potential for a social enterprise to operate a dump shop			
3	3.1 Establish and engage with community action group				
			3.2 Establish by-laws regarding litter and illegal dumping		
4	4.1 Complete operational improvements at Berry Springs				
	4.2 Improve Humpty Doo recyclable containers drop-off				
	4.3 Develop branding for Council's Community Grants Scheme				
	4.4 Improve WTS safety			4.5 Review master planning for Howard Springs and Berry Springs	
			4.6 Improve WTS amenity		
5	5.1 TOPROC development of emergency waste facility				
	5.2 Product stewardship				
	5.3 Open dialogue with businesses				
		5.4 Waste planning for new land development			
	5.5 Appropriate disposal of hazardous waste				

Note: Details on costs are provided in subsequent action descriptions

* Estimated

1 Continuous improvement in waste disposal services to optimise savings on costs

Measured by: The cost per tonne of waste throughput via the annual waste charge is static or lower year on year

1.1 New waste haulage contracts	<p>Council's previous five-year transport contract for waste haulage to Shoal Bay landfill expired in December 2016; an extension to the contract was exercised. In early 2018 Council will begin a new contract for waste disposal. The opportunity with the next contract is to separate out the steel collection from the waste haulage – at present Council earns no revenue from the scrap. A separate steel contract could result in revenue to Council of up to \$20,000 per year.</p> <p>Council will consider the potential impact of population growth over the term of the next contract. This will necessitate flexibility in both directions: fewer collections may be needed with successful increases to recycling, while more may be necessary if the rapid population growth continues.</p> <p>Timeframe for action: By early 2018</p> <p>Capital consideration: \$5000 for tender process (contractor)</p> <p>Operational consideration: To be determined with tender process</p>
1.2 Introduce commercial waste charge on all loads delivered by private waste collectors	<p>Some residents choose the convenience service of having private collectors pick up their unsorted waste (mixed waste and recycling). Approximately 20kg of unsorted waste is generated per household per week. Collection by a private collector offers no further opportunity to sort this waste, resulting in a greater volume of waste to Shoal Bay and thus greater cost to Council. Businesses do not contribute to the cost of Council's waste service (only residential properties). Therefore, Council will introduce charging private collectors for all unsorted waste. Private collectors must deposit this waste at the Humpty Doo WTS, where all commercial waste is received by Council.</p> <p>Timeframe for action: Year 1</p> <p>Capital consideration: \$2500 for signage at each WTS</p> <p>Operational consideration: Nil</p>
1.3 Ensure service level matches community expectations	<p>A survey undertaken in 2017 found that the community was satisfied with the existing transfer station system. Council will ensure that this service continues to meet the needs of the community as the population grows and changes over time.</p> <p>Council will include in its annual community survey questions relating to the performance of, and satisfaction with, Council's waste management service. In the fifth year, another waste management specific survey, similar to the 2017 waste survey will be conducted to monitor Council's progress of its Waste Strategy and community perceptions and satisfaction in greater detail. Since the 2017 survey found a willingness for residents to respond to an online survey, this will be the primary method of delivery.</p> <p>Timeframe for action: Yearly</p> <p>Capital consideration: \$2000 for 5th year survey promotion</p> <p>Operational consideration: Staff time to review annual data</p>
1.4 Develop Berry Springs and Howard Springs landfill remediation plans	<p>An old landfill site that is no longer in use exists at each of the Berry Springs and Howard Springs sites. At present, the sites have an interim cap of soil in place, and, at some point in time, landfill remediation will be needed. Council has considered this liability and determined that Council will first need to develop a landfill closure plan that estimates the capital costs associated with remediation, followed by investigation of funding options for implementation.</p> <p>Timeframe for action: Year 3 to 5</p> <p>Capital consideration: \$5000 for each closure plan (contractor)</p> <p>Operational consideration: Nil</p>

1.5 Continue free green waste disposal in November for 2018 to 2020	<p>After successful trials in 2016 and 2017, Council will continue to offer free green waste disposal during the month of November for three further years to encourage clean-ups before the cyclone season. This will be reviewed in 2021. Tonnages to the WTSs will be monitored to determine any long term financial and operational impacts.</p> <p>Timeframe for action: Year 1 to 3</p> <p>Capital consideration: Nil</p> <p>Operational consideration: \$5000 per year in forgone fees</p>
1.6 Prepare disaster waste plan for each site	<p>Council will work with Northern Territory Emergency Services and the Department of Infrastructure, Planning and Logistics (Engineering Group) to designate how and where waste will be stockpiled in the event of an emergency. This will be documented in a municipality disaster waste plan for each WTS.</p> <p>Timeframe for action: Year 2 to 3</p> <p>Capital consideration: \$5000 per site</p> <p>Operational consideration: Staff time for meetings & drafting plan</p>
1.7 Unlock value in dry recyclables	<p>Recovery of dry recyclables such as paper, cardboard, plastics and glass is currently performed at a cost to Council; this covers the collection and processing at a materials recovery facility. The recyclables have value, but this is dependent on effectiveness of separation of items.</p> <p>Council will first need to boost recycling tonnages and secondly identify an incentive that encourages residents to spend the time necessary to separate the recyclables into individual bins. With recyclables separated, Council will be able to negotiate a more favourable collection price, which should result in a lower expenditure for the waste service.</p> <p>Council will explore opportunities for reuse of recycled materials collected, examining business cases for recycling particular products on site for resale and reuse, including partnering with businesses and/or neighbouring Councils. In particular, Council will investigate the potential to recycle glass for local reuse, including potential funding options.</p> <p>Should the costs/benefit analysis of a recycling shed or shelter be favourable, and funding be available, Council will seek to lift recycling rates through providing a purpose-built recycling shed at one or more of the transfer stations.</p> <p>Timeframe for action: Year 2 to 3</p> <p>Capital consideration: \$40 000 for a cost/benefit analysis Construction cost – to be determined</p> <p>Operational consideration: To be determined</p>

2 Reduce waste to landfill

Measured by: The amount of dry recyclables collected is >15% of the waste sent to Shoal Bay

2.1 Conduct waste audits	<p>Waste audits are the first step necessary for Council to quantify the amount of recyclables and food waste being sent to landfill. At Litchfield, this would be achieved by diverting randomly selected vehicles to a separate tipping area where the loads can be visually inspected.</p> <p>Timeframe for action: Year 1</p> <p>Capital consideration: \$15 000 for waste audit (contractor)</p> <p>Operational consideration: Nil</p>
2.2 Implement incentives to boost recycling at each WTS	<p>The waste community survey found that nearly 70% of residents preferred the current waste service provided through the transfer stations over a Council-run kerbside collection.</p> <p>70% also believed recycling was very important; however the low capture rate of household dry recyclables relative to other jurisdictions indicates that either disposal of recyclable material as general waste is too easy or recycling is too hard.</p> <p>Council will first try to boost recycling using the current infrastructure. This is important as past upgrades to Humpy Doo have not resulted in a noticeably better capture of household recycling then Howard Springs or Berry Springs.</p> <p>The waste audits will shed light on how materials are arriving at WTSs and whether Council can add additional infrastructure to encourage recycling.</p> <p>Council will trial a mixture of incentives over a six-month period to see which incentives promote the greatest increase in recycling. Should it be found that recycling is significantly improved by providing covered facilities, such as a shed, then the costs and benefits of such a purpose-built structure will be considered at the conclusion of the trial.</p> <p>Timeframe for action: Year 2</p> <p>Capital consideration: \$20 000 for trials</p> <p>Operational consideration: One operator assigned for 6 months - \$80,000</p>
2.3 Support separation of recyclables at home	<p>The waste community survey found that when residents recycle, over 90% do the separation at home.</p> <p>Council requires two further pieces of information from the waste audits in order to best support residents: the types of recyclables that are going to landfill and how recyclables are being delivered to the WTSs (such as in garbage bags mixed in with waste or separated in plastic containers).</p> <p>Any further action Council takes will be informed by the audit results. Education material will be developed based on the types of recyclables that are being landfilled and Council will examine if providing dedicated recycling containers is likely to help residents.</p> <p>Timeframe for action: Year 2</p> <p>Capital consideration: \$5,000 for development of educational materials and if required, \$15,000 for home recycling containers</p> <p>Operational consideration: Nil</p>

2.4 Support food waste management at home	<p>Council will first determine the amount of food present in household waste using the audits. Any further action Council takes will be informed by the audit results. If there is only a small amount of food waste, Council will attempt to remove barriers to composting by arranging how-to workshops and providing pamphlets to transfer station users.</p> <p>If the audit finds large amounts of food waste, then Council will investigate the benefits of providing information about home composting kits.</p> <p>Timeframe for action: Year 2 to 3</p> <p>Capital consideration: \$5000 for development of educational materials</p> <p>Operational consideration: Nil</p>
2.5 Invest in waste education	<p>Planned changes arising from this Strategy will require the allocation of additional education resources beyond the capacity of existing staff. Council will investigate external funding options such as through the NT EPA (grants up to \$20,000); however this funding is project based and not recurrent.</p> <p>Timeframe for action: Year 1 to 2</p> <p>Capital consideration: Nil</p> <p>Operational consideration: \$5000 per year</p>
2.6 Rename Waste Transfer Stations	<p>Council will seek to re-brand the transfer stations as Recycling and Waste Centres, to represent a shift towards a more sustainable future.</p> <p>While the transfer stations primarily act to transfer waste from the user to Council with eventual disposal to landfill, there is already a considerable amount of recycling occurring, for example with concrete and green waste. These materials are processed on site at Humpty Doo and then on-sold. In this sense, the transfer stations act to recover resources as much as handling waste.</p> <p>Council will seek to re-brand the transfer stations as Resource Recovery Centres, to represent a shift towards a more sustainable future. Branding can assist in influencing community thinking and behaviour.</p> <p>Timeframe for action: Year 2 to 3</p> <p>Capital consideration: Nil</p> <p>Operational consideration: \$5000</p>
2.7 Investigate potential for a social enterprise to operate a dump shop	<p>One way of reducing rubbish to landfill is to allow the public to reclaim usable items from one another through the development of a "dump shop". Council will investigate the potential for a social enterprise to be set up at Humpty Doo WTS as a dump shop, including potential funding for any required capital works.</p> <p>Timeframe for action: Year 3</p> <p>Capital consideration: To be determined</p> <p>Operational consideration: Nil</p>

3 Reduce incidence of dumped rubbish and litter

Measured by: Baseline established of the incidence of illegal dumping

3.1 Establish and engage with community action group

With the recent expansion of Coolalinga shopping precinct and the establishment of fast food outlets, Council has witnessed a rise in roadside littering from labelled food and beverage containers. This is expected to rise further when additional fast food outlets are opened.

Council will establish a stakeholder working group to identify measures to reduce the incidence of such littering and engage with fast food outlets to determine the role they may play. The group will also consider other forms of roadside littering and identify ways to better control its occurrence.

Timeframe for action: Year 1, ongoing

Capital consideration: Nil

Operational consideration: Reduced demand on Mobile Work Force

3.2 Establish by-laws regarding litter and illegal dumping

Council does not currently have by-laws in place to pursue and prosecute littering and illegal dumping. In addition, illegal dumping often occurs on Crown land, which is not within Council's jurisdiction or responsibility.

Council will work on establishing amenity protection by-laws providing Council with greater enforcement ability.

Timeframe for action: Year 3 to 4

Capital consideration: Nil

Operational consideration: Nil

4 Maintain overall customer satisfaction

Measured by: >95% of residents think the service provided by transfer stations is satisfactory or greater.

4.1 Implement remaining operational changes at Berry Springs

In 2016, Council established a community working group for the Berry Springs WTS to guide the implementation of improvements based on a recent audit. Several improvements were completed with further actions to explore.

Berry Springs WTS is currently not staffed fulltime, with a presence only in the early mornings and the afternoons. Berry Springs WTS is open one hour longer each day than Council's other two transfer stations, closing at 7pm seven days a week.

The opening hours should be brought in line with Council's other transfer stations as part of providing adequate staffing and continuous supervision.

Secondly, a gatehouse or some other structure that enables monitoring of vehicle numbers and waste tonnages, as well as providing on-site facilities for staff, should be installed.

Council will also need to determine the feasibility of connecting the gatehouse to utility services such as power and water or whether the site is best serviced from off-grid power and water. A power line is located on the northern side of Cox Peninsula Road and there is no mains water nearby. The likelihood of establishing a suitable water bore is low.

Timeframe for action: Year 1

Capital consideration: \$30 000 for gatehouse
\$100,000 for mains power connection, water tank

Operational consideration: Nil

4.2 Improve container deposit drop-off point at Humpty Doo

There is one drop-off location in the Litchfield municipality, on Spencely Road just south of the Humpty Doo WTS, where residents can claim the 10c rebate from the Container Deposit Scheme (CDS).

Council currently accepts (at no charge), containers eligible for the deposit and collects the deposit from a third party when Council takes the containers to that facility.

The revenue from this practice amounts to around 10,000-\$15,000 per year and this is returned to the community through Council's Community Grants Scheme.

Recently, a private enterprise explored establishing a private facility in Humpty Doo and this is expected to commence operation mid-November 2017.

Council has several options, including:

- Formalise a drop-off point at the transfer station and offer the CDS to residents, potentially competing with any private operator offering a CDS drop-off facility; or
- Continue to receive eligible containers for free and rely on the convenience to residents of a one-stop drop off for all wastes at the transfer station. The drop-off point could be enhanced with educational material about the benefits to the community of people providing containers to Council for free, rather than using a different facility in return for cash.

In the case of the first option, the revenue for Council's Community Grant Scheme could be compromised. In the case of the second option, Council will see a lower influx of containers, but will be able to retain all the revenue generated. It is anticipated that the second option will be more viable for Council and beneficial for residents wishing to recycle containers eligible for deposit.

Timeframe for Action: Year 1

Capital Consideration: Nil

Operational consideration: dependent on option selected

4.3 Develop branding for grants awarded from CDS revenue	<p>The annual CDS rebate paid to Council is in the \$10,000-\$15,000 range. These funds support Council's Community Grants Scheme providing funds to local community groups.</p> <p>Depending on the future potential impact to this revenue, as outlined in Item 4.2, Council will be able to develop branding to be used with the grants to help spread the recycling message and engage the community. The branding will link community efforts with recycling to helping make Litchfield "the best place to live in the Top End."</p> <p>Timeframe for Action: Year 1</p> <p>Capital Consideration: \$1500 for graphic design and printing</p> <p>Operational consideration: Nil</p>
4.4 Improve WTS safety	<p>Council will conduct regular audits at all three transfer stations for public and staff safety to identify improvement opportunities.</p> <p>Timeframe for Action: Year 1 to 2</p> <p>Capital Consideration: \$10 000 for WHS review</p> <p>Safety improvement costs to be determined</p> <p>Operational consideration: Nil</p>
4.5 Review master planning for Howard Springs and Berry Springs	<p>Population growth in Howard Springs and Berry Springs will place additional demand on these transfer stations, particularly at the general waste disposal area. Council will monitor the peak flows of traffic to ensure that tipping times remain reasonable, as well as the frequency of removal of full bins from the site to landfill. Where it is found that the sites are nearing operational capacity, following local population increases, Council will investigate options to expand or reconfigure the sites to maintain service levels.</p> <p>Timeframe for Action: Year 4 to 5</p> <p>Capital Consideration: \$30 000 to investigate reconfiguration of sites</p> <p>Reconfiguration costs to be determined</p> <p>Operational consideration: Nil</p>
4.6 Improve WTS amenity	<p>Council wants to create a 'look and feel' to the transfer stations that conveys sustainability and the ethos associated with recycling.</p> <p>This will involve the use of vegetation and custom artwork created from reused materials.</p> <p>As residents frequently use the transfer stations, there is also an opportunity to trial a community purpose garden at Humpty Doo. Feedback from the trial can be adopted into any plan to replicate a garden at other sites.</p> <p>Timeframe for Action: Year 3 to 5</p> <p>Capital Consideration: \$10,000 for each transfer station</p> <p>Operational consideration: Nil</p>

5 Advocate on behalf of the community

Measured by: Increased profile of Litchfield waste management and support from other levels of government

5.1 TOPROC development of emergency waste facility

TOPROC has been advocating for a landfill to be developed in the Litchfield Municipality for some years.

An emergency waste management site is urgently required for the Top End based on the limited capacity of the Shoal Bay to manage a natural disaster. Experience in other states, such as Queensland, have highlighted the importance of such a facility in the event of a major disaster.

In the long term, Council's objective is for such a facility to be expanded as a fully working landfill. This would provide employment opportunities and potentially reduce the haulage and disposal costs for waste disposal.

The approval and construction of such an emergency site will be in partnership with the Northern Territory Government.

Council will use its advocacy role to promote the benefits of a second landfill servicing the Top End.

Timeframe for Action: Ongoing

Capital Consideration: Nil

Operational consideration: Staff time to attend TOPROC meetings

5.2 Product stewardship

There are several industry-led product stewardship schemes to ensure products are diverted from landfill and disposed of safely. These product schemes at present include e-waste, tyres, batteries and paints.

Council will advocate for future product stewardship schemes to be made available in regional areas. Council has recently partnered with TechCollect to collect e-waste at the Humpty Doo WTS and will investigate the potential to expand this service to Berry Springs and Howard Springs. Council pays to have tyres collected at Humpty Doo to be recycled; batteries are sold for recycling. Council is investigating participation in the Paintback scheme to collect unwanted paint. However, due to the lack of economies of scale, these schemes are generally not as available in the Territory. Council will advocate for additional future product stewardship schemes to be made available in regional areas.

Timeframe for Action: Ongoing

Capital Consideration: Nil

Operational consideration: Nil

5.3 Open dialogue with businesses

Coolalinga has seen rapid growth in fast food restaurants and supermarkets. Increasing amounts of food is packed in disposable containers of waxed cardboard or polystyrene, which present littering and recycling challenges.

Council will work with business owners in the municipality to find out what current limitations exist around recycling. Businesses that are successfully recycling can be promoted to residents.

Timeframe for Action: Ongoing

Capital Consideration: Nil

Operational consideration: Nil

5.4 Waste Planning for Urban Land Release	<p>In the coming years, Litchfield will see an increase in the number of urban style lots in new suburbs such as Holtze. There may be an expectation from new residents in urban settings, for municipal waste services, such as kerbside collection.</p> <p>Council will track the number of urban lots being released and monitor development.</p> <p>Council will need to work with the NT Government on the development of any new suburbs and ensure that appropriate waste management is provided.</p> <p>Timeframe for Action: : Year 2 to 4</p> <p>Capital Consideration: Nil</p> <p>Operational consideration: Staff time for consultation</p>
5.5 Appropriate disposal of hazardous waste	<p>Various types of waste that pose different levels of hazards to the community, such as asbestos and nuclear waste, are generated and collected throughout the municipality and Top End. There is some interest in the suitability of the long-term storage of these materials. Council will advocate to the NT Government for appropriate disposal of hazardous waste, including long-term storage.</p> <p>Timeframe for Action: : Ongoing</p> <p>Capital Consideration: Nil</p> <p>Operational consideration: Nil</p>



Review and improvement

In any long-term strategy, there is a need to review actions regularly and measure progress in achieving objectives.

The Waste Strategy includes flexibility to respond to changing waste disposal trends, more pronounced population changes and other matters not fully seen or understood at this point.

Council reviews its 2016-2020 Strategic Plan regularly and each year prepares its Municipal Plan (annual business plan). Given the Waste Strategy will work in alignment with both the Strategic Plan and the Municipal Plan, any significant changes in Council's strategic direction may trigger a review of our Waste Strategy.

On an annual basis, Council will undertake the following:

- Review the results of the actions undertaken the previous year in the effectiveness against the waste objectives.
- Consider any regional or national waste data that may point to a shift in waste management habits, changes in waste treatment technologies or changes to operational costs and external fee structures.
- Consider community feedback collected as part of Council's annual community survey and, later, the waste management survey.
- Consider any changes to external funding programs or improved alignment of Council's waste management activities to funding programs.



What's next?

Council is keen for the community to see our waste strategy in action, so we will be providing regular updates on our website and through social media of key actions and achievements. Any key changes on the ground will be explained to the community ahead of time.



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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 16 May 2018

16 Common Seal

17 Other Business

18 Public Questions

19 Confidential Items

19.1 CEO Annual Performance and Remuneration Review Report

20 Close of Meeting