

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 17/07/2019

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

A handwritten signature in black ink, appearing to read 'Silke Maynard'.

Silke Maynard, Interim Chief Executive Officer

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



LITCHFIELD COUNCIL MEETING

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

Silke Maynard
Interim Chief Executive Officer

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 July 2019

1. Open of Meeting

Audio Disclaimer

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

2. Acknowledgement of Traditional Ownership

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

3. Apologies and Leave of Absence

Leave of Absence Deputy Mayor Sayers-Hunt 21 June – 21 July 2019

4. Disclosures of Interest

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

5. Confirmation of Minutes

THAT the full minutes of the Council Meeting held Wednesday 26 Jun 2019, 13 pages, be confirmed.

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

6. Business Arising from the Minutes

THAT Council receives and notes the Action List.

Resolution Number	Resolution	Action Officer	Meeting Date	Status
15/0175/02	Meeting Procedures By-Laws THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.	CEO	19-11-15	Council continue to work with Parliamentary Counsel and Department of Housing & Community Develop (LG Division) to progress the By-law.
16/0203	Signage, Roadside Vans and Events on Council Land 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body; 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	DCCS	21-09-16	On hold until Meeting By-Laws are concluded.
1819/180	Southport Mira Square Development – Proposed Staging THAT Council: 1. endorses a staging plan for the development of Mira Square that includes: a. Stage 1 - construction of an approximately 400m ² shed connected to appropriate services, b. Stage 2 - creation of a cleared area for children's play, c. Stage 3 - internal storage and meeting spaces within the shed, and d. Stage 4 - installation of playground equipment; and 2. includes the granting of Mira Square and the site's development as an advocacy project within the 2019/20 Municipal Plan.	DIO	20-03-19	1. To be included in application for acquisition 2. Mira Square as an advocacy project is included within the draft 2019/20 Municipal Plan

17/0036/4	<p>Litchfield Aquatic Facility Needs Analysis Report</p> <p>THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.</p>	DIO	15-02-17	<p>Special Purpose Grant (SPG) for funds to match Council's \$50k allocated in 2018/19 Budget to undertake Feasibility was unsuccessful in both rounds.</p> <p>Going forward Council has to explore the interest of the Northern Territory Government in this project.</p>
1718/240	<p>Berry Springs Water Advisory Committee - Council Representative</p> <p>THAT Council appoints Councillor Barden as its nominated representative to lodge an Expression of Interest for the Northern Territory Government Department of Environment and Natural Resources Berry Springs Water Advisory Committee.</p>	CEO	16-05-18	<p>Nomination sent in by 30 May 2018. Waiting on confirmation from the department / pending ministerial approval.</p>
1718/267	<p>Improving the Productivity of the Mango Industry Project</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. receives and notes the Business Case Improving the Productivity of the Mango Industry in Litchfield Municipality; 2. endorses seeking external funding to realise the Improving the Productivity of the Mango Industry Project (the sealing of 15.2kms of the four key mango industry roads), estimated to cost approximately \$20.1m; 3. provides in-principle support to contribute up to \$5m to the project. This in-principle support would require a Council resolution and budget allocation, at a later date, to proceed with the project; and 4. endorses the Improving the Productivity of the Mango Industry Project, as one of Council's Top 3 Advocacy Projects. 	CEO	27-06-18	<p>Council has been notified that the project is now on the NT / Federal Government Partnership Agreement awaiting Federal Government sign off. DIO has met with NTG in relation to timing and project delivery. A report identifying the project plan and funding details will be presented to Council by October 2019.</p>

1819/145	<p>Recreation Reserve Leases and Funding Agreements Project</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1.notes the update on the development of leases and funding agreements as part of the Recreation Reserves Leases project; 2.notes the draft lease agreement; 3.approves the fixation of the Common Seal with the Mayor and the CEO signing the lease agreements on behalf of Council, providing no material changes are made to the lease agreement; and 4.receive an update report on the progress made with each Reserve Management Committee and other User Groups on Council's Recreation Reserves in signing the lease agreement, no later than the June 2019 Council meeting. 	DCCS	16-01-19	Report to update Council on the progress of the lease negotiations will be provided to Council in September.
1819/224	<p>Freds Pass Sport & Recreation Reserve Future Planning and Governance</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1.informs the Freds Pass Sport & Recreation Board in writing of Council's intention to have greater input into the long-term development and operation of sport and recreation at the Freds Pass Sport and Recreation Reserve; and 2.receive a report on how Council would go about undertaking to change the planning, operational, and governance arrangements of Freds Pass Sport and Recreation Reserve so that Council has greater input into the long-term planning and operations of the Reserve. This report is to include recommendations, proposed timelines, cost and methodology. <p>Any intention to change the planning, operational and governance arrangements at Freds Pass Sport and Recreation Reserve should include the following objectives:</p> <ul style="list-style-type: none"> •increase User Group satisfaction, •realise operation efficiencies, •manage compliance issues, •good governance; and •provide for improved long-term sport and recreation planning at the Reserve and within the municipality. <ol style="list-style-type: none"> 3.Uses the skills and enthusiasm of a volunteer board whilst providing for Council to have greater input into future planning, including day-to-day operations and staff management. 4.Receive the report at a future Council meeting no later than September 2019. 	DCCS	26-06-19	<ol style="list-style-type: none"> 1. Letter drafted for signature by the Mayor. 2. Meeting set with the Board and Interim CEO to discuss process.

Waste Strategy 12-Month Progress Report

THAT Council:

1.receive and notes the Waste Strategy 12-Month Progress Report;
2.updates the Waste Strategy as outlined within this report, with the following changes to be made to the tables on pages 10 to 17 of the Waste Strategy:

a.Activity 1.2Add \$5,000 estimated cost to establish service levels in year 4;

b.Activity 1.3Remove action occurring in year 5, year 3 and 4 to remain;

c.Activity 2.1Include action and add estimated cost to repeat audit in year 4;

d.Activity 2.2Extend from year 2 into year 3 with funding allocated to year 3 only;

e.Activity 2.5Move from years 1 and 2 to year 3 only;

f.Activity 2.6Move from years 2 and 3 to year 5 only;

g.Activity 2.7Move from years 2 and 3 to year 4 only, add \$10,000 estimated cost for business case;

h.Activity 3.1Remove from years 1 to 4 so included in year 5 only, add \$5,000; estimated cost for establishment;

i.Activity 4.1Add action to review of Berry Springs services in year 3;

j.Activity 4.5Remove year 4, action in year 5 only, include review of Humpty Doo site; and

3.notes that the Waste Strategy years align with financial years and that future reviews will be undertaken by August each year.

1819/230

DIO

26-06-19

Waste Strategy to be updated to reflect changes.

Acquittal of Special Purpose Grant

1819/231

THAT Council approves the acquittal of the Special Purpose Grant for the purchase and installation of Litchfield Council's Solar System to the value of \$78,720.

DCCS

26-06-19

Complete
Acquittal submitted.

GOV04 Whistleblowing Policy

1819/232

THAT Council adopts amended GOV04 Whistleblowing policy.

DCCS

26-06-19

Complete.
Website and policy register updated.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 July 2019

7 Presentations

- 7.1 Ms Faye Dickson, Local Area Coordination Services - National Disability Insurance Scheme

8 Petitions

9 Public Forum

10 Accepting or Declining Late Items

11 Notices of Motion

12 Mayors Report

- 12.1 Mayor's Report



COUNCIL REPORT

Agenda Item Number: 12.1
Report Title: Mayor's Monthly Report
Report Number: 19/0077
Meeting Date: 17/07/2019
Attachments: Nil

Purpose

A summary of the Mayor's attendance at meetings and functions representing Council for the period 27 June 2019 to 17 July 2019.

Summary

Date	Event	Content/Comment
27 June 2019	Berry Springs NAIDOC Celebration	Annual Event
	New CEO Announcement to staff	
28 June 2019	Territory FM	Scheduled Program
29 June 2019	Informal Workshop with Councillors	
1 July 2019	41 st Anniversary of Self Government in the NT	Annual Event
2 July 2019	Litchfield Women in Business Morning Tea	Monthly Event
	LGANT Executive Meeting Workshop	Teleconference
	Chief Minister's NT History Book Award 2019	Annual Event
3 July 2019	Special Council Meeting	
	Councillor Briefing	Scheduled Meeting
4 July 2019	Administrator of the NT – Australian American Association of the NT	Reception
9 July 2019	Inpex –Wellness Garden at the Palmerston Hospital	Official Opening
10 July 2019	Scout Association of Australia	NT Venture Open Day
	Special Council Meeting	

Date	Event	Content/Comment
	Councillor Workshop	
11 July 2019	Palmerston & Rural Seniors Association	Morning Tea
12 July 2019	Territory FM	Scheduled Program
15 July 2019	LGANT Executive Meeting	Scheduled Meeting
17 July 2019	Palmerston & Litchfield's Bi-Monthly Meeting	Regular Catch Up Meeting

Recommendation

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



LITCHFIELD COUNCIL MEETING

Wednesday 17 July 2019

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

13 Verbal Reports from Council Appointed Representatives

Cr Barden	-	Freds Pass Upgrade Reference Group
Cr Simpson	-	Freds Pass Sport & Recreation Management Board (Observer)
	-	Freds Pass Rural Show Committee
Cr Salter	-	Howard Park Reserve Committee
	-	Knuckey Lagoon Reserve Committee
Mayor Bredhauer	-	Howard East Water Advisory Committee
	-	Litchfield Women in Business Network Committee
	-	Chair - Litchfield Australia Day Event Committee
	-	Local Government Association of the Northern Territory (LGANT)

Activity Area Plans

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

RECOMMENDATION

THAT Council note the Councillors' verbal report.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 July 2019

14 Finance Report

14.1 Litchfield Council Finance Report June 2019



COUNCIL REPORT

Agenda Item Number:	14.01
Report Title:	Litchfield Council Finance Report June 2019
Report Number:	19/0092
Meeting Date:	17/07/2019
Attachments:	Nil

Purpose

The purpose of this report is to present the monthly finance report for the period ended 30 June 2019.

Recommendation

THAT Council receives the Litchfield Council Finance Report for the period ended 30 June 2019.

Background

This report comprises the original budget along with the end of year forecast and monitors the actual revenue and expenses as at 30 June 2019. End of Year Forecasting includes both projects carried over from the prior financial year and current budget year variations.

The results included in this report are preliminary results as at the end of June, the end-of-year processing is on-going and yet to be finalised along with the accounts that are currently being audited. The final results for the 2018/2019 financial year will be finalised and presented to Council in the Annual Report prior to the 15 November 2019.

The total revenue received for the period to 30 June 2019 is \$3,722,176 above the 2018/2019 Budget attributed mainly to

- an increase in grants, subsidies and contributions as a result of the January 2018 Monsoonal Trough funding \$1,848,975
- financial assistance for the clearing of roads after Cyclone Marcus \$698,422
- an increase in Federal Assistance Grant funding of \$323,032,
- additional developer contributions from subdivisions in excess of budget \$62,164
- Library Services Funding of \$225,023 and \$25,000 with the 1 January 2019 transition of Taminmin Community Library
- additional Statutory Charges generated from Dog Registrations exceeding budget, and
- an increase expected in User Charges, mainly attributed to forecasted increases in Cemetery Fees.

The total expected operating expenditure is \$20,153 above the 2018/2019 Budget. The total operating expenses as of 30 June are 100.1% of the annual budget 2018/2019. The main variance is the expenditure to operate Taminmin Library (fully grant funded) and an increase of \$72,844 in insurance premiums attributing to an increase in asset values from Council's Asset Revaluation. In addition, an increase is forecasted in equipment hire and water charges at the Howard Springs Waste Transfer Station due to fire danger and additional costs for recruitment of vacant positions within Council. These forecasted increases are offset by savings in Contractor expenses associated with Waste Management transportation and disposal costs.

The total capital expenses are forecasted to be \$3,057,520 over the annual budget for the 2018/2019 financial year. These forecasted variances result from funding received from the National Disaster Relief and Recovery Arrangement (NDRRA), the construction of the Mobile Workforce Shed carried over from 2015/16 and grant funding received in prior year for projects to take place in 2018/19. These projects are funded from Council's Unexpended Capital Grants Financial Reserve, comprising:

- Freds Pass Reserve Sporting Grant Upgrades;
- Howard Park Reserve Kitchen Upgrade;
- Humpty Doo Village Green Furniture & Fittings Upgrade;
- Council Office Solar System Installation; and
- Howard Park Reserve Irrigation upgrade.

In summary, the 2018/19 forecast result remains favourable by \$3,702,023 compared to Council's 2018/2019 Budget. This represents an increase of \$1,192,240 compared to the forecast reported for May 2019.

Finance Report

June 2019

**LITCHFIELD
COUNCIL**



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SECTION 1

CONSOLIDATED FINANCIAL STATEMENTS

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

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

CONSOLIDATED OPERATING STATEMENT

	2018/19 Budget	2018/19 Actual	2018/19 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Rates	10,243,216	10,431,214	10,431,214	187,998	1
Statutory Charges	70,250	155,351	155,351	85,101	2
User Charges	1,143,033	1,579,030	1,579,030	435,997	3
Grants, subsidies & contributions	6,522,099	9,341,100	9,341,100	2,819,001	4
Investment Income	686,250	811,966	811,966	125,716	5
Reimbursements	0	48,567	48,567	48,567	6
Other Income	60,000	79,796	79,796	19,796	7
TOTAL REVENUE	18,724,848	22,447,024	22,447,024	3,722,176	
EXPENSES					
Employee Costs	6,121,026	5,801,926	5,960,828	(160,198)	8
Auditor Fees	36,600	27,286	29,686	(6,914)	
Bad and doubtful Debts	0	4,338	4,338	4,338	16
Elected Member Expenses	241,311	206,106	239,710	(1,601)	9
Election Expenses	0	0	0	0	
Cemetery Operations	300,200	409,417	417,940	117,740	10
Contractors	4,155,620	4,064,495	4,140,573	(15,047)	11
Energy	235,200	202,714	205,025	(30,175)	17
Insurance	190,500	276,745	276,746	86,246	7
Maintenance	677,500	604,074	701,098	23,598	11
Legal Expenses	143,000	107,695	107,695	(35,305)	18
Donations and Community Support	117,250	119,318	119,317	2,067	12
Computer / IT Costs	378,025	367,254	376,125	(1,900)	
Parts, accessories & consumables	265,000	170,460	249,229	(15,771)	13
Professional Services	612,870	637,864	677,187	64,317	14
Sundry	422,185	408,049	410,943	(11,242)	15
TOTAL EXPENSES	13,896,287	13,407,741	13,916,440	20,153	
RESULT	4,828,561	9,039,283	8,530,584	3,702,023	

Explanations for Forecast variances to Original Budget

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

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

Note 3 – Forecasted increase in Cemetery and Interment Fees.

Note 4 - The NDRRA funding for January Monsoonal Trough is approved with funding provided for Council's four affected roads totalling \$1,848,975, Library Services grant from the Department of Tourism and Culture totalling \$225,023 and \$11,818 provided from the Department of Infrastructure to construct a bus lane on Leonino Road. In addition, an increase of \$323,032 compared to budget in Federal Assistance Funding for general purpose and local road expenditure is approved, with additional developer contributions received from subdivisions and financial assistance for clearing of roads and clean-up costs for Cyclone Marcus amounting to \$698,224 was received on 26 June 2019.

Note 5 – An increase in interest received from Term Deposits and the accumulation of interest on outstanding rates.

Note 6 – Proceeds received from insurance claims to offset expenditure.

Note 7 - Other income generated from the Shared Services Agreement with other Councils. i.e. Coomalie Town Council and insurance claims received for repairs of existing assets.

Note 8 - Increased insurance premiums of \$72,844 above annual budget. This is offset against savings of \$15,000 with the Customer Service Trainee new initiative no longer going ahead in the 2018/19 financial year and savings in Mobile Workforce and Thorak Regional Cemetery employee cost.

Note 9 – Savings expected in telephone charges for Elected Members.

Note 10 – Additional expenditure attributed to additional legal costs, motor vehicle / plant repair costs at Thorak Regional Cemetery and removal and replacement of damaged section of drain along Cemetery entrance (awaiting insurance claim advice).

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

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

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

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

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

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

Note 17 – Identified savings in Fuel Cost across a numerous area of Council.

Note 18 – Identified savings in Legal Fees in Council's Corporate expenditure.

CONSOLIDATED BALANCE SHEET at 30 June 2019

	31 May 2019	30 June 2019	Movement +ve (-ve)
CURRENT ASSETS			
Cash & Cash Equivalents	915,934	2,305,745	1,389,811
Trade and Other Receivables	1,841,436	2,399,034	557,598
Other Financial Assets	21,393,077	21,357,771	(35,306)
TOTAL CURRENT ASSETS	24,150,447	26,062,550	1,912,103
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	304,945,350	303,985,767	(959,583)
Other Non-Current Assets	8,361,038	9,433,077	1,072,039
TOTAL NON-CURRENT ASSETS	313,306,388	313,418,844	112,456
TOTAL ASSETS	337,456,835	339,481,394	2,024,559
CURRENT LIABILITIES			
Trade and Other Payables	850,002	1,758,894	(908,892)
Provisions	574,834	573,750	1,084
TOTAL CURRENT LIABILITIES	1,424,836	2,332,644	(907,808)
NON-CURRENT LIABILITIES			
Provisions	441,460	441,460	-
TOTAL NON-CURRENT LIABILITIES	441,460	441,460	-
TOTAL LIABILITIES	1,866,296	2,774,104	(907,808)
NET ASSETS	335,590,539	336,707,290	1,116,751
EQUITY			
Accumulated Surplus	18,054,450	19,171,201	1,116,751
Asset Revaluation Reserve	295,859,891	295,859,891	-
Other Reserves	21,676,198	21,676,198	-
TOTAL EQUITY	335,590,539	336,707,290	1,116,751

Cash and cash equivalents have increased by \$1,389,811 to allow sufficient monies for payments to Council's contractors and suppliers.

Other Financial Assets have decreased by \$35,306 due to term deposit maturities and reinvestments throughout the month of June.

Trade and Other Receivables have increased by \$557,598 from 31 May 2019 mainly due to invoices raised for Northern Territory Government Departments for Grant Funding. These invoices are for reimbursements for projects such as the upgrades done at Girraween Primary School, completion of Finn Road and Freds Pass Road infrastructure upgrades.

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 2019 i.e. Freds Pass Reserve Capital Improvements and Freds Pass Road Infrastructure Upgrade as well as the capital projects commenced in the 2018/19 financial year and yet to be capitalised.

Estimate of Net Cash position and Current ratio

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

As identified in Section 5 of this report, Litchfield Council's liquidity KPI is easily met with 31 May 2019 current ratio equalling 11.17.

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

$$= \frac{26,062,550}{2,332,644} = 11.17$$

Net Cash Position = 26,062,550 – 2,332,644 = \$23.7 million

SECTION 2

OPERATING POSITION BY DEPARTMENT

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

Overall expenditures year to date are 98% of the annual budget. Some invoices are still outstanding for the end of financial year.

	2018/19 YTD Budget	2018/19 YTD Actual	2018/19 Annual Budget	2018/19 Annual Forecast	Forecast Variance +ve (-ve)	Note
REVENUE						
Council Leadership	0	10,030	0	10,030	10,030	
Finance	8,472,205	8,902,488	8,472,205	8,902,488	430,282	1
Works	2,583,776	3,395,130	2,583,776	3,395,130	811,354	1
Planning	51,836	128,625	51,836	128,625	76,789	2
Waste Management	3,048,423	3,107,671	3,048,423	3,107,671	59,248	3
Community	82,000	96,545	82,000	96,545	14,545	4
Community – Library	0	252,987	0	252,987	252,987	5
Regulatory Services	70,750	156,851	70,750	156,851	86,101	6
TOTAL REVENUE	14,308,990	16,050,327	14,308,990	16,050,327	1,741,337	
EXPENSES						
Council Leadership	953,231	966,071	953,231	1,014,359	(61,128)	7
Corporate	489,335	464,309	489,335	503,187	(13,852)	8
Information Services	509,486	467,540	509,486	476,227	33,259	15
Finance	1,523,732	1,492,608	1,523,732	1,545,249	(21,517)	9
Works	3,101,389	2,973,366	3,101,389	3,013,681	87,708	10
Planning	688,273	714,915	688,273	675,925	12,348	
Waste Management	2,765,452	2,542,994	2,765,452	2,645,878	119,574	11
Community	1,430,995	1,297,949	1,430,995	1,373,914	57,081	12
Community – Library	0	199,033	0	227,987	(227,987)	13
Mobile Workforce	1,249,031	1,140,026	1,249,031	1,160,873	88,158	14
Regulatory Services	364,614	304,310	364,614	366,829	(2,215)	
TOTAL EXPENSES	13,075,538	12,563,121	13,075,538	13,004,109	71,429	
OPERATING RESULT	1,233,452	3,487,206	1,233,452	3,046,218	1,812,766	

Explanations for Forecast variances to Original Budget

Note 1 – An increase of \$323,032 compared to budget in the Federal Assistance Funding for general purpose and local road expenditure, equating to an increase of 4.8% from prior year. In addition to an increase in rates revenue generated from additional prepayments and Mining Tenements, resulting from a change in the calculation base and financial assistance for clearing of roads and clean-up costs for Cyclone Marcus amounting to \$698,224 was received on 26 June 2019.

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

Note 3 – An increase in residential properties charged the Waste Management Charge and accruing interest.

Note 4 – A reduction in expected income generated from Howard Park Recreation reserve. This is offset by additional income received from Recycling income, Women in Business events held by Council and insurance proceeds received.

Note 5 – Grant received for Library Services from the Department of Tourism and Culture and additional user charges totalling \$225,023. Library Services was granted \$25,000 for exploring shared library services across the Litchfield Council and City of Palmerston.

Note 6 – Additional dog registration income of \$79,556 forecasted and income from Coomalie Community Council for Regulatory Services assistance through the Shared Service Agreement between councils.

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

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

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

Note 10 – A reduction in street light maintenance totalling \$50,000.

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

Note 12 – An additional \$100 actual expenditure was needed for each playground audit at Council's Recreational Reserves and additional grant expenditure for Howard Park Reserve Road Safety event and costs associated with de-commissioning selected playground equipment at Humpty Doo Village Green. This is offset by the reduction of \$50,000 set aside for the Aquatic Feasibility Study no longer going ahead.










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


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

Note 15 – Expected savings in software and licences within the Information Services division.

NEW INITIATIVES

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

	2018/19 Budget	2018/19 Actuals	2018/19 Forecast	Comments	
<u>2017/18 and prior</u>					
Developer Contribution Plan Review	60,000	60,000	60,000	Required asset upgrades determined; legal advice received; Traffic analysis commissioned. Finalisation of plan underway.	
TOTAL	60,000	60,000	60,000		
<u>2018/19</u>					
Online Demographic and Economic Information Products	12,000	12,000	12,000	Product purchased and training complete.	
Aerial Photography for Geographical Information System (GIS)	30,000	30,000	30,000	Imagery loaded into Geographical Information System (GIS). All staff given access to the internet login for direct access and features.	
New GIS for Council	20,000	2,802	2,802	Licences for loading and configuration purchased. Data loading commenced, expected load is 90% complete. Context design complete.	
ICT Plan – UPS for Servers	5,000	5,172	5,172	Purchased and awaiting proposed date for installation from Fourier.	
ICT Plan – Vmware Sphere	8,000	0	0	Purchase of VMware on-hold – to be reassessed.	
Trainee Customer Service Officer	15,000	0	0	Review of costings undertaken. Given negative budget implications the initiative will not be implemented in 2018/19. Review was undertaken as part of the budget planning process for 2019/20 and included in current proposed budget.	
Tree Risk Management Plan	30,000	21,800	21,800	Works commenced with expected completion early July (excluding Freds Pass Reserve).	
Aquatic Feasibility Study	50,000	0	0	Matching funding was not achieved, project unable to go ahead.	
Waste Transfer Station – Signage (Waste Strategy)	6,500	2,608	6,500	Design is underway.	
TOTAL	176,500	74,382	78,274		

 - On Budget

 - Watch Budget

 - Outside Budget

CAPITAL BUDGET POSITION

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

	2018/19 Budget	2018/19 Actuals	2018/19 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Works	3,436,877	4,836,564	4,836,564	1,399,687	1
Planning	60,353	139,701	139,701	79,348	2
Mobile Workforce	60,000	58,989	58,989	(1,011)	4
Community	81,181	69,970	69,970	(11,211)	5
TOTAL REVENUE	3,638,411	5,105,224	5,105,224	1,466,813	
EXPENSES					
Works	5,767,345	5,266,422	6,434,095	(666,750)	1
Waste Mgt	204,677	167,346	167,346	37,331	3
Mobile Workforce	188,000	134,096	584,096	(396,096)	4
Community	411,181	400,742	2,443,186	(2,032,005)	5
TOTAL EXPENSES	6,571,203	5,968,606	9,628,723	(3,057,520)	
CAPITAL RESULT	(2,932,792)	(863,382)	(4,523,499)	(1,590,707)	

Explanations for Forecast variances to Original Budget

Note 1 – NDRRA Funding approved for the January Monsoonal Trough. This funding will be offset against expenses as the works are carried out on affected roads (Brougham, Bundy, Finn Roads and Trippe Road North). Additional savings in expenditure from the following projects:

- Installation of culverts at the Pioneer Drive and Beddington Road intersection;
- Installation and purchase of safety rails on Leonino and Hicks Roads;
- Road Reseal Program;
- Road Resheeting Program.

Note 2 – Additional developer contributions received from subdivisions.

Note 3 – Savings on the purchase of the Vibrating Waste Compactor for Humpty Doo Waste Transfer Station and savings in the construction of the shade structure at Howard Springs Waste Transfer Station.

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














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








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

CAPITAL PROJECTS 2018/19 – WORKS

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

The Northern Territory Government has allowed the transfer of excess monies between Freds Pass Road Funding and Finn Road Funding totalling \$420,038, only will be \$193,565 required.

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects carried forward from previous years						
Freds Pass Road Upgrade	30/09/2018	1,220,500	774,151	774,151	(446,349)	 Works completed.
Finn Road Upgrade	28/02/2019	1,500,000	1,693,565	1,693,565	193,565	 Works completed.
Solar System Purchase and Installation	30/11/2018	78,720	80,473	80,473	1,753	 Works completed.
TOTAL		2,799,220	2,548,189	2,548,189	(251,031)	
Projects commencing in 2018/19						
Road Reseal Program	31/12/2018	1,000,045	814,721	814,721	(185,324)	 Works completed.
Re-sheeting of Roads	31/05/2019	400,000	378,833	378,833	(21,167)	 Works completed.
Freds Pass Road Drainage Upgrade (BlackSpot)	30/04/2019	478,000	408,018	408,018	(69,982)	 Works completed.
Safety Rails – Leonino Road	30/09/2018	90,000	48,980	48,980	(41,020)	 Works completed
Safety Rails – Hicks Road	10/09/2018	90,000	59,900	59,900	(30,100)	 Works completed
Carruth Road Line-marking	31/05/2019	30,000	31,257	31,257	1,257	 Works completed.
Oxford Road – Sealing	30/06/2019	400,000	124,194	124,194	(275,806)	 Works complete.
Pavement repairs – Whitewood Road	30/06/2019	427,000	32,259	427,000	0	 Works commenced 3 June, 85% complete. Expected completion mid July.
Installation of Culverts on Pioneer Dr / Beddington Rd Intersection	28/02/2019	310,000	233,469	233,469	(76,531)	 Works completed.
Purchase of 3 x Traffic Counts	31/12/2018	18,000	10,909	10,909	(7,091)	 2 counters delivered, program updated. No additional counters required at this time.

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Irrigation Upgrade at Council Office	30/04/2019	6,800	15,721	15,721	8,921	 Works completed.
Meeting room Door at Council Office	31/01/2019	11,000	8,540	8,540	(2,460)	 Works completed.
Footpaths at Council Office	30/04/2019	36,000	39,130	39,130	3,130	 Works completed.
TOTAL		3,296,845	2,205,931	2,600,672	(696,173)	
NDRRA Projects commencing in 2018/19						
Finn Road flood damage repairs - NDRRA	30/06/2019	177,751	177,859	177,859	108	 Works completed, final survey to occur.
Brougham Road flood damage repairs - NDRRA	30/06/2019	768,529	52,590	768,529	0	 Works to commence by August 2019.
Trippe Road North Flood damage repairs - NDRRA	30/06/2019	873,562	469,898	552,298	(321,264)	 Works completed.
Bundey Road floodway repairs - NDRRA	30/06/2019	29,133	12,589	12,589	(16,544)	 Works completed.
TOTAL		1,848,975	712,936	1,511,275	(337,700)	



- On Budget






- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2018/19 – WASTE TRANSFER STATIONS

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

Waste Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Capital Purchases and projects commenced in 2018/19						
Vibrating Waste Compactor	31/12/2018	14,677	12,090	12,090	(2,587)	 Complete
Shade Structure at Howard Springs WTS	31/05/2019	60,000	26,309	26,309	(33,691)	 Complete
Gatehouse and Mains Power Connection / Water Tank at Berry Springs WTS	31/05/2019	130,000	128,947	128,947	(1,053)	 Complete
TOTAL		204,677	167,349	167,349	(37,331)	



- On Budget






- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2018/19 – MOBILE WORKFORCE

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

Mobile Workforce Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Capital Purchases commenced in 2018/19						
Tractor with loader replacement	31/12/2018	150,000	104,500	104,500	(45,500)	 Complete
Mower replacement	31/12/2018	38,000	29,596	29,596	(8,404)	 Complete
Projects carried forward from previous years						
Mobile Workforce Shed	30/06/2019	0	35,837	450,000	450,000	 Contract awarded, works commenced in June. Carried over to 2019/20.
TOTAL		188,000	169,933	584,096	396,096	



- On Budget









- Watch Budget




- Outside Budget

CAPITAL PROJECTS 2018/19 – RECREATION RESERVES

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

Recreation Reserve Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2018/19 and prior years						
Howard Park Reserve – Irrigation Upgrade	31/03/2019	<u>2017/18</u> 20,000	17,248	20,000	0	 Initial works complete, stage 2 to be completed by 31 July.
Howard Park Reserve – Playground Upgrade	30/06/2019	81,181	60,762	69,970	(11,211)	 Initial works complete. Investigations into additional equipment underway.
Howard Park Reserve – Kitchen Upgrade	28/02/2019	30,000	32,804	32,804	2,804	 Works completed.
Humpty Doo Village Green – Furniture Upgrade	31/03/2019	0	20,992	33,824	33,824	 Works underway
Freds Pass Reserve – Improvements	30/06/2019	<u>2016/17</u> 3,000,000	2,774,635	3,000,000	0	 Final works underway for Ablution block
Freds Pass Reserve – Sporting Improvements	30/06/2019	0	47,896	2,000,000	2,000,000	 Design and planning works underway for Roads and carpark design, equine master plan, cricket club changerooms and building certification.
TOTAL		3,131,181	2,954,337	5,156,598	2,025,417	

 - On Budget

 - Watch Budget

 - Outside Budget

SECTION 3

CASH ON HAND & INVESTMENTS

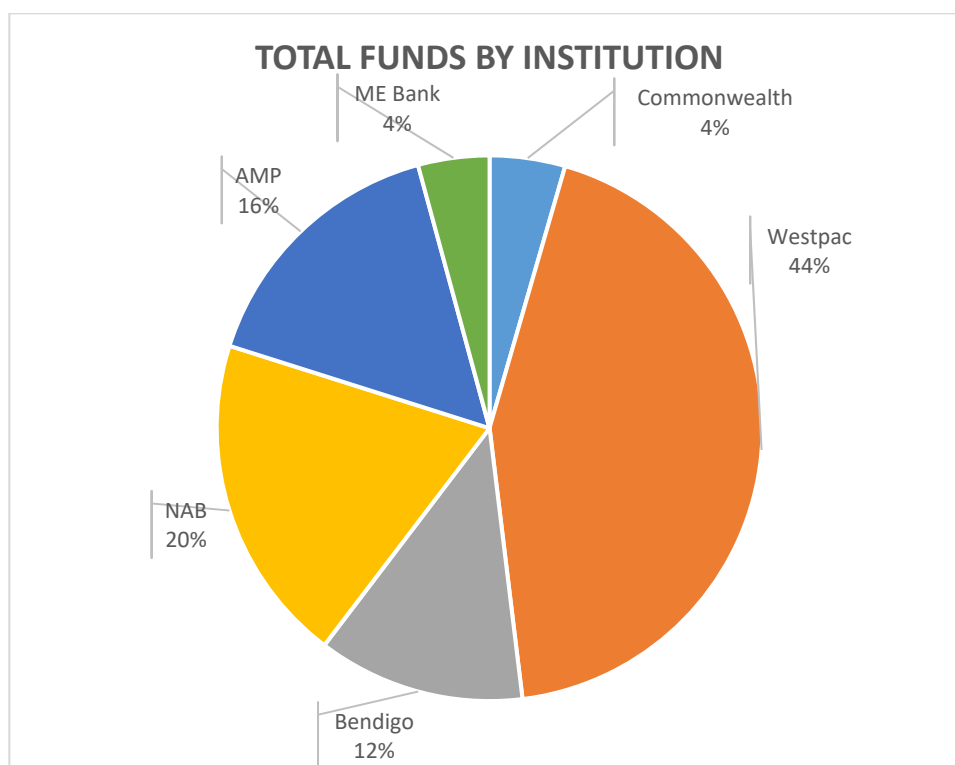
The table below represents a summary of the Cash on Hand & Investments held by Council at 30 June 2019 and compares the balance to the balance at 31 May 2019.

	31 MAY 2019	30 JUNE 2019	VARIANCE	COMMENT
Investments (Incl. Trust Account)	\$21,035,704	\$21,371,107	\$335,403	Matured funds redeemed & reinvested (principal & interest)
Business Maxi Account	\$804,984	\$805,198	\$214	Interest received
Operating Account	\$88,906	\$1,461,689	\$1,372,689	Early release of 19/20 grants were received. This surplus will eventually be invested as a new term deposit.
TOTAL	21,929,594	\$23,637,994	\$1,708,400	

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
13-12-18	\$1,000,000	209	NAB	2.72%	10-07-19	\$15,575
27-09-18	\$1,000,000	294	Westpac	2.75%	18-07-19	\$22,151
03-09-18	\$1,056,774	336	Commonwealth	2.70%	05-08-19	\$26,266
11-01-19	\$341,626	214	Bendigo	2.70	13-08-18	\$5,408
29-01-19	\$1,511,979	210	Westpac	2.73%	27-08-19	\$23,748
06-09-18	\$1,000,000	365	AMP	2.80%	06-09-19	\$28,000
27-09-18	\$1,500,000	365	Westpac	2.81%	27-09-19	\$42,150
13-12-18	\$1,000,000	293	Bendigo	2.75%	02-10-19	\$22,075
13-12-18	\$1,563,296	314	Bendigo	2.75%	23-10-19	\$36,984
16-01-19	\$1,015,628	300	NAB	2.75%	12-11-19	\$22,956
19-02-19	\$1,016,944	280	AMP	2.80%	26-11-19	\$21,843
26-02-19	\$1,000,000	280	ME Bank	2.68%	03-12-19	\$20,559
07-03-19	\$1,530,344	278	AMP	2.80%	10-12-19	\$32,636
24-06-19	\$207,517	179	AMP	2.25%	20-12-19	\$2,290
15-05-19	\$1,100,000	240	NAB	2.34%	10-01-20	\$16,925
12-06-19	\$2,000,000	216	Westpac	2.35%	14-01-20	\$27,814
26-06-19	\$1,000,000	209	Westpac	2.35%	21-01-20	\$13,456
27-06-19	\$1,500,000	223	NAB	1.98%	05-02-20	\$18,145
19-03-19	\$1,027,000	337	Westpac	2.63%	19-02-20	\$24,938
TOTAL INVESTMENTS	\$21,371,107					\$423,919



FINANCIAL RESERVES

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

The results included in this report are preliminary results as at the end of June, the end-of-year processing is on-going and yet to be finalised along with the accounts that are currently being audited.

The final results for the 2018/19 Financial Year will be finalised and presented to Council in the Annual Report prior to the 15 November 2019.

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

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

SECTION 4

DEBTORS

SUNDRY DEBTORS

Total Sundry Debtors at 30 June 2019 is \$798,729 compared to \$13,293 at 31 May 2019, an increase of \$785,436. This is mainly due to invoices raised for Northern Territory Government Departments for Grant Funding. These invoices are for reimbursements for projects such as the upgrades done at Girraween Primary School, completion of Finn Road and Freds Pass Road infrastructure upgrades.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	\$2,540	-	\$319	\$1,709	\$4,569
Infrastructure	\$778,882	\$88	-	\$8,475	\$787,445
Recreation Reserves	\$5,405	-	\$790	\$520	\$6,715
TOTAL	\$786,827	\$88	\$1,109	\$10,704	\$798,729
% of total sundry debtors	98.51%	.01%	.14%	1.34%	100%

Action summary of 90 Days Debtors:

Company under Administration – further advice regarding payment status to be received from Administrators (Allowance for Doubtful Debts is recognised)	\$5,907
No permit provided, until payment is received	\$2,400
Company under Administration	\$1,462
Re-sent Statement demanding payment	\$935
TOTAL	\$10,704

Please note, Sundry debtors exclude rate debtors and infringements.

FINES AND INFRINGEMENTS

As at 30 June 2019 Council has 78 infringements outstanding with a balance of \$20,855, a decrease of \$2,257 in outstanding infringements compared to 31 May 2019 due to payments made.

	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019	April 2019	May 2019	June 2019
Number of Infringements outstanding	70	78	82	86	84	81	82	76	75	73	80	78
Balance of Infringements outstanding	\$27,570	\$26,569	\$25,273	\$26,373	\$25,759	\$24,708	\$25,086	\$23,083	\$21,897	\$21,838	\$23,112	\$20,855

Seventy-one (71) infringements have been sent to the Fines Recovery Unit (FRU), two (2) infringements are on hold, five (5) were sent reminder notices.

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

OUTSTANDING RATES

Council's Debt Recovery Policy FIN05 guides the collection of outstanding rates. Recovery of rates continues to be an area of focus with Council's performance in recovering outstanding rates improving each month. Council continues to use the services of the current Debt Collector for rate assessments presently placed with

them and has commenced an agreement with another Debt Collection Agency. Rates in arrears have decreased by \$39,963 in the month of June.

PRIOR YEAR RATES

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

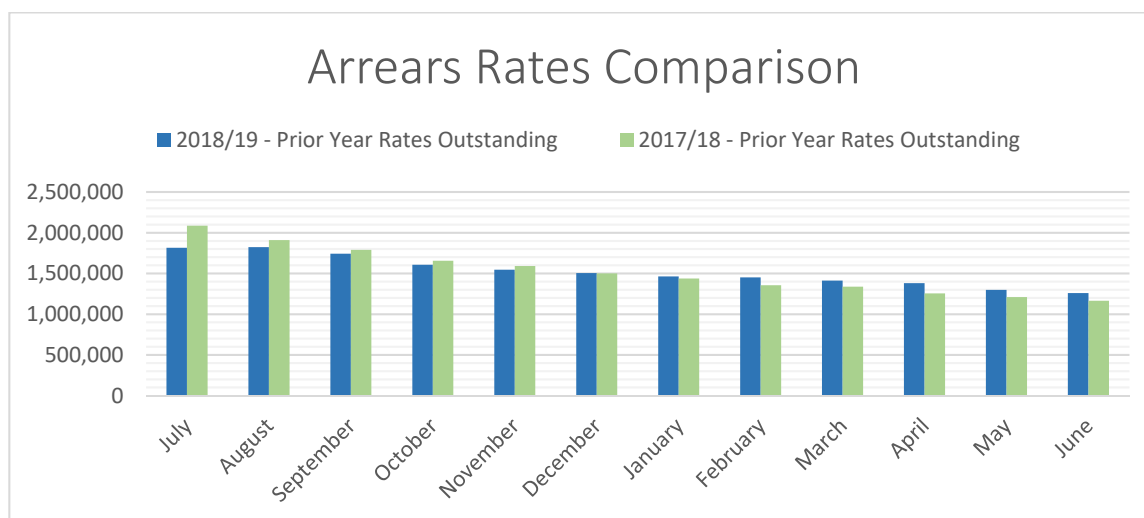
	End of 2017/18 Prior Outstanding (30 JUNE 2018)	2017/18 outstanding B/F	Beginning 2018/19 Prior years Outstanding	PREVIOUS MONTH (MAY 2019)	CURRENT MONTH (JUNE 2019)	MONTHLY VARIANCE
COMMERCIAL	\$ 21,301	\$ 29,424	\$ 50,725	\$ 27,234	\$ 27,342	\$ (108)
MINING	\$ 47,744	\$ 10,766	\$ 58,510	\$ 76,017	\$ 66,159	\$ 9,858
NON-RATEABLE MINING	\$ 6,718	\$ 401	\$ 7,119	\$ -	\$ -	\$ -
NON-RATEABLE WASTE	\$ 18,048	\$ 1,618	\$ 19,666	\$ 19,885	\$ 29,328	\$ (9,443)
RURAL RESIDENTIAL	\$ 1,052,791	\$ 635,325	\$ 1,688,116	\$ 1,143,686	\$ 1,103,249	\$ 40,437
URBAN RESIDENTIAL	\$ 17,237	\$ 69,208	\$ 86,445	\$ 30,810	\$ 31,591	\$ (781)
TOTAL	\$ 1,163,839	\$ 746,742	\$ 1,910,581	\$ 1,297,632	\$ 1,257,669	\$ 39,963

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

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

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

As per the graph below, prior year rates outstanding in June 2019 are greater than June 2018. This is reflective of ratepayers ability to repay debts in the current economic climate. Furthermore a change in debt collection agencies resulted in several months where debts were not forwarded whilst a process was undertaken to select a replacement organisation, impacting on prior years rates collected. Prior year outstanding rates are expected to decrease with the adoption of a new Debt Collection Agency agreement to enforce the collection of rates.



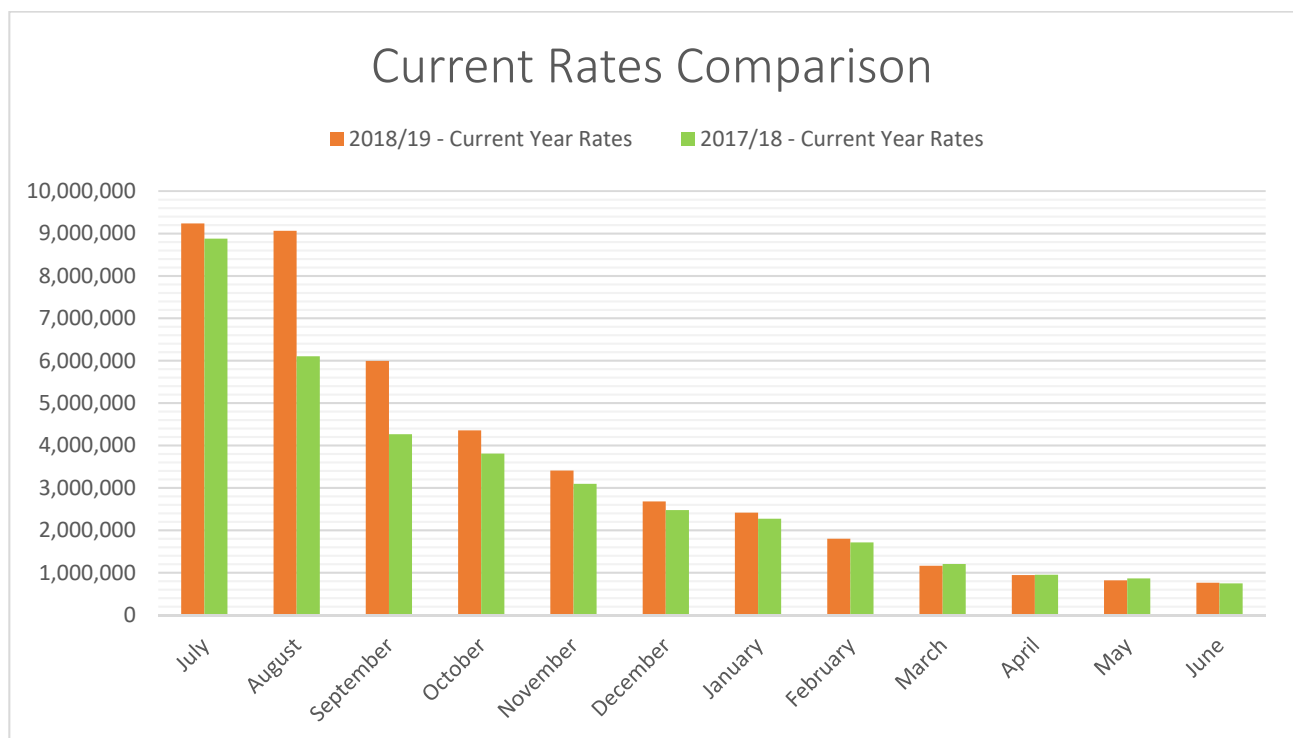
CURRENT YEAR RATES

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

	PRIOR MONTH (MAY 2019)	CURRENT MONTH (JUNE 2019)	VARIANCE	DUE DATES
INSTALMENT 1	\$206,505	\$192,552	(\$13,953)	OVERDUE
INSTALMENT 2	\$266,989	\$249,576	(\$17,413)	OVERDUE
INSTALMENT 3	\$346,913	\$320,300	(\$26,613)	OVERDUE
TOTAL	\$820,407	\$762,428	(\$57,979)	

The FINAL instalment of current year's rates was due and payable by 28 February 2019 with a total of \$762,428 still to be collected. Current year rates and charges collected in the month of June totalled \$57,979.

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



SECTION 5

FINANCE KEY PERFORMANCE INDICATORS (KPI)

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

Key Performance Indicator	Target	Status	Comment
Compliance with management, statutory and regulatory budgeting and reporting	100%	●	All budgeting and reporting are compliant to date
Monthly and annual financial reporting, including audit	Unqualified audit	●	Unqualified Audit Report received for the year ended 30 June 2018.
Current years rates outstanding as at 30 June 2019	<15%	●	Currently at 7.3% with all three instalments now due and payable.
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources.	>50%	●	Forecast coverage ratio is currently at 58.8%. This increase indicates that majority grants received by Council are amounts received specifically for new or upgrade assets, therefore withheld from the percentage calculation.
Liquidity ratio	>1:1	●	11.17:1 as at 30/06/2019
Current Ratio	>1	●	11.17 as at 30/06/2019
Debt Service Ratio	>1	●	Forecast is 0%
Asset sustainability ratio	60%	●	Forecast currently 81.6%. Depreciation forecast is \$11,557,620. This increase indicates that Council is replacing assets as they reach the end of their useful life. It does however, take into consideration the increased grant funding for capital project upgrades and new asset development alleviating the percentage above Council's expected level.

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

SECTION 6

CREDITORS PAID

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

Cheque No.	Chq Date	Payee	Description	Amount
Payroll 25	05/06/2019	LC Staff	Payroll Fortnight Ending 6/6/19	\$145,277.65
Payroll 26	19/06/2019	LC Staff	Payroll Fortnight Ending 19/6/19	\$143,483.05
DD130619	13/06/2019	WESTPAC CARDS & DIRECT DEBITS	New Term Deposit Maturing 14/01/20	\$2,000,000.00
948.114-01	27/06/2019	NATIONAL AUSTRALIA BANK LTD (NAB)	New Term Deposit Maturing 06/02/20	\$1,500,000.00
DD26619.	26/06/2019	WESTPAC CARDS & DIRECT DEBITS	New Term Deposit Maturing 21/01/20	\$1,000,000.00
946.1403-01	24/06/2019	AMP BANK LIMITED	New Term Deposit Maturing 20/12/19	\$207,517.33
948.1137-01	27/06/2019	ALLAN KING & SONS CONSTRUCTION PTY	Resheeting of multiple Locations Lambells Lagoon	\$188,399.20
941.1137-01	06/06/2019	ALLAN KING & SONS CONSTRUCTION PTY	Shoulder & Floodway repairs multiple locations Litchfield Council area	\$81,378.00
948.180-01	27/06/2019	AURECON AUSTRALIA P/L	Contribution Plan Review - Road Upgrade Plan	\$71,623.12
948.1554-01	27/06/2019	AEROSAIL ENGINEERED FABRIC STRUCTURE	Howard Park Recreation Reserve Playground	\$66,838.49
942.374-01	13/06/2019	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld CYC 1 & 2 - Pay 25	\$53,841.00
945.971-01	20/06/2019	MUGAVIN CONTRACTING PTY LTD	Traffic management & works - numerous locations Litchfield Council area	\$53,160.00
948.374-01	27/06/2019	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld CYC 1 & 2 - Pay 26	\$51,090.00
945.1047-01	20/06/2019	REMOTE AREA TREE SERVICES PTY LTD	Tree Management Works - numerous locations Litchfield Council area	\$50,556.00
941.280-01	06/06/2019	CITY OF DARWIN	Apr 19 - Landfill Fees - 3 WTS	\$49,922.20
948.280-01	27/06/2019	CITY OF DARWIN	May 19 - Collection/Disposal of Waste for HDWTS & HSWTS to Shoal Bay	\$47,620.75
DD200619	20/06/2019	STATEWIDE SUPERANNUATION PTY LTD	Jun 19 - Pays 25 & 26, Cyc 1 & 2	\$46,996.66
948.87-01	27/06/2019	TOP END LINEMARKERS PTY LTD	Line marking - Multiple locations Litchfield Council area	\$40,893.44
942.1086-01	13/06/2019	KCOM CONSTRUCTIONS	Freds Pass Reserve Archery Club construction	\$40,758.30
941.971-01	06/06/2019	MUGAVIN CONTRACTING PTY LTD	Repairs to Head Walls - numerous locations Litchfield Council area	\$31,760.00
941.993-01	06/06/2019	ARAFURA TREE SERVICES & CONSULTING	Tree Maintenance Works - All reserves	\$29,436.00
948.556-01	27/06/2019	CITY OF PALMERSTON	May 19 - Provision of Library Services	\$24,750.00
942.971-01	13/06/2019	MUGAVIN CONTRACTING PTY LTD	Traffic Management and Works- Acacia Rd & surrounding areas	\$20,070.00
948.971-01	27/06/2019	MUGAVIN CONTRACTING PTY LTD	Traffic Management & Works to culverts - Multiple locations Litchfield Council area	\$19,800.00
941.843-01	06/06/2019	PROJECT PLUMBING (DAME PTY LTD)	Maintenance bond refund	\$17,899.09
945.163-01	20/06/2019	TONKIN CONSULTING	Concept Drainage Design, Completion of Environmental Plans, RSA Power Rd, Girraween & Pioneer Rd	\$17,204.83
948.1107-01	27/06/2019	MCARTHUR (VIC) PTY LTD	Chief Executive Officer - Recruitment Costs	\$16,836.82

Cheque No.	Chq Date	Payee	Description	Amount
945.409-01	20/06/2019	F & J BITUMEN SERVICES PTY LTD	Asphalt & footpath works Humpty Doo area	\$14,178.50
948.849-01	27/06/2019	WEX AUSTRALIA (PUMA CARD)	May 19 - LC - Fuel Expenses	\$14,108.63
942.1564-01	13/06/2019	FOURIER TECHNOLOGIES PTY LTD	Apr 19 & May 19 - IT Services Management Agreement & Schneider Electric Smart-UPS	\$13,266.00
948.770-01	27/06/2019	HAYS SPECIALIST RECRUITMENT (AUST)	Jun 19 - Temp Staff - Ranger	\$12,837.08
941.1465-01	06/06/2019	NEARMAP AUSTRALIA PTY LTD	19/20 Subscription to NEARMAP Imagery	\$11,000.00
945.525-01	20/06/2019	ACTIVE TREE SERVICES	Remove, grind and dispose of trees - Strangways Rd & Marjerrison Dr	\$10,820.03
942.409-01	13/06/2019	F & J BITUMEN SERVICES PTY LTD	Road reseals - Multiple locations Litchfield Council area	\$10,268.26
941.163-01	06/06/2019	TONKIN CONSULTING	Apr 19 - Professional Services Waste EMPs	\$9,202.60
945.991-01	20/06/2019	ICHTHYS LNG PTY LTD - INPEX OPERATIONS	Rates Refund	\$8,954.77
941.1063-01	06/06/2019	MRS K J HUNT	May 19 - Deputy Mayor Allowances	\$8,654.03
DD280519	06/06/2019	WESTPAC CARDS & DIRECT DEBITS	May 19 - Litchfield Council Corporate Credit Card Expenses	\$8,083.79
941.1065-01	06/06/2019	MRS M H BREDHAUER	May 19 - Mayor Allowances	\$7,747.71
941.527-01	06/06/2019	PALMERSTON AND LITCHFIELD SENIORS	19/20 - Pre-payment for Sponsorship	\$7,500.00
941.1230-01	06/06/2019	TRUE NORTH STRATEGIC COMMUNICATION	Animal management plan - Project management	\$6,979.71
945.1099-01	20/06/2019	DAVE'S MINI DIGGA HIRE	Drain clean out - Multiple locations Litchfield Council area	\$6,952.00
945.867-01	20/06/2019	ALL ASPECTS RECRUITMENT & HR SERVICES	Jun 19 - Temp Staff - TC	\$6,657.02
941.1574-01	06/06/2019	OTIUM PLANNING GROUP PTY LTD	Freds Pass Reserve Equestrian Masterplan	\$6,558.75
941.8-01	06/06/2019	DOWNEREDI WORKS PTY LTD	Pothole Patching - Multiple Locations	\$6,498.09
948.1324-01	27/06/2019	JKW LAW PRACTICE PTY LTD	Review of Developer Contributions	\$6,468.00
942.1320-01	13/06/2019	RUSSELL KENNEDY LAWYERS	Professional costs for Employment matters	\$6,120.40
945.1137-01	20/06/2019	ALLAN KING & SONS CONSTRUCTION PTY LTD	Conformance testing of Oxford Rd	\$6,055.98
945.1284-01	20/06/2019	REGIONAL DEVELOPMENT AUSTRALIA NORTH	19/20 ID Online Tool Subscription	\$6,050.00
948.187-01	27/06/2019	NORSIGN	Multiple Stickers and signage - Numerous locations	\$5,832.06
945.1564-01	20/06/2019	FOURIER TECHNOLOGIES PTY LTD	APC by Schneider Electric Smart - UPS Line	\$5,689.59
941.1232-01	06/06/2019	FUSION EXHIBITION & HIRE SERVICES	Freds Pass Show - Marquee, flooring, furniture & accessories	\$5,390.00
948.1413-01	27/06/2019	McCLELLAND INDUSTRIES PTY LTD	Jul 19 - Rental fees for shed at 23 Spencely Rd Humpty Doo	\$4,767.40
945.87-01	20/06/2019	TOP END LINEMARKERS PTY LTD	Install Solar Studs on Daniel Ct	\$4,730.00
941.770-01	06/06/2019	HAYS SPECIALIST RECRUITMENT (AUST.)	May 19 - Temp placement - HR	\$4,688.29
00413229	03/06/2019	GREENING AUSTRALIA	Annual Community Grant - Land for Wildlife	\$4,400.00
945.1081-01	20/06/2019	AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS	Professional Development Councillor Sayers-Hunt	\$4,120.00
948.1237-01	27/06/2019	THE BOOKSHOP DARWIN	Library - Book purchases	\$4,098.25
945.282-01	20/06/2019	ECOFLEX NT PTY LTD (TOP END TYRES)	Byers Rd - Embankment protection works	\$4,041.40
940.144-01	06/06/2019	ORIGIN	Jun 19 - TC - LPG Supply	\$4,002.17

Cheque No.	Chq Date	Payee	Description	Amount
942.1373-01	13/06/2019	CAMS LANDSCAPING AND LANDCARE	Controller and modem replacement & irrigation repairs	\$3,999.61
941.690-01	06/06/2019	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Repair hoses on winch for compactor & other onsite repairs	\$3,810.63
947.144-01	27/06/2019	ORIGIN	Jun 19 - TC - LPG Supply	\$3,793.24
00413226	03/06/2019	TOP END GEM AND MINERAL CLUB INC	Annual Community Grant - New Equipment	\$3,720.00
942.170-01	13/06/2019	NT RECYCLING SOLUTIONS (NTRS)	Collection of Co-mingle recyclable waste all council sites	\$3,688.52
941.867-01	06/06/2019	ALL ASPECTS RECRUITMENT & HR SERVICES	May 19 - Temp placement - Finance	\$3,633.49
945.1598-01	20/06/2019	MR K R ARCHER	Rates Refund	\$3,500.00
947.867-01	27/06/2019	ALL ASPECTS RECRUITMENT & HR SERVICES	May 19 - Temp Staff - TC	\$3,430.21
941.1251-01	06/06/2019	TACTICAL COACH	Business and HR Coaching Services	\$3,300.00
941.827-01	06/06/2019	LITCHFIELD GREEN WASTE RECYCLERS	HSWTS - Clean-up/install fire break	\$3,300.00
942.1324-01	13/06/2019	JKW LAW PRACTICE PTY LTD	Hyundai Loader - Advice in relation to warranty	\$3,300.00
947.183-01	27/06/2019	CHRIS'S BACKHOE HIRE PTY LTD	May 19 - Grave digging	\$3,168.00
942.1416-01	13/06/2019	WASTE MANAGEMENT SERVICES PTY LTD	WTS - Preparation of draft report & assessment	\$3,025.00
948.1560-01	27/06/2019	CREATIVE LIGHT STUDIOS	Corporate images for use in Council publications	\$3,025.00
948.1443-01	27/06/2019	MR M E ROY	Rates Refund	\$3,000.00
00413225	03/06/2019	DARWIN COMMUNITY ARTS	Annual Community Grant - Community Cabaret	\$3,000.00
00413227	03/06/2019	SCOUTS NT	Annual Community Grant - Venture Scouts	\$3,000.00
941.1099-01	06/06/2019	DAVE'S MINI DIGGA HIRE	Drain clean out Hinton Rd, Virginia	\$2,794.00
948.825-01	27/06/2019	PRESTIGE AUTOMOTIVE ELECTRICAL & AIRCONDITIONING	Supply / fit new air conditioner compressor	\$2,763.75
941.840-01	06/06/2019	AIRCON CLEANING	Replace Air Conditioner Howard Springs Scout Hall	\$2,747.80
948.1363-01	27/06/2019	PAUL MAHER SOLICITORS	Services & advice relating to IS Services Agreement w/Fourier Technologies	\$2,714.03
00413228	03/06/2019	MCMINNS LAGOON RESERVE ASSOCIATION	Annual Community Grant - Bushcare Major Event	\$2,700.00
941.1290-01	06/06/2019	MATCHEZ SUPERANNUATION FUND (M SALTER)	May 19 - Councillor Allowances	\$2,577.05
942.1593-01	13/06/2019	SCOTTY'S FENCING PTY LTD	Repairs required following damage by fallen tree	\$2,530.00
00413224	03/06/2019	T FOR THOMAS	Annual Community Grant - Movement for Mia	\$2,500.00
945.926-01	20/06/2019	JACANA ENERGY	May 19 - Electricity HSWTS, HDWTS, Howard Park & Council Office	\$2,411.99
942.384-01	13/06/2019	MS C VERNON	Jun 19 - Consultancy Services - Authority	\$2,230.80
945.820-01	20/06/2019	CONSOLIDATED BEARING COMPANY (CBC)	SV4275 - Belts and bearing	\$2,230.23
944.926-01	20/06/2019	JACANA ENERGY	May 19 -TC - Electricity	\$2,209.20
945.995-01	20/06/2019	WILDKAT HOLDINGS (NT) PTY LTD	HDWTS - Hire of skid steer	\$2,200.00
948.995-01	27/06/2019	WILDKAT HOLDINGS (NT) PTY LTD	Bobcat hire for 2 weeks	\$2,200.00
941.1524-01	06/06/2019	ESRI AUSTRALIA PTY LTD	ArcGIS Online Viewer - 15 Licences	\$2,158.73
941.151-01	06/06/2019	HARVEY NORMAN COMPUTERS/ELECTRICAL	MWF - Purchase of 2 iPhone & cases	\$2,152.00

Cheque No.	Chq Date	Payee	Description	Amount
945.809-01	20/06/2019	ALLOY & STAINLESS PRODUCTS PTY LTD	Bulk purchase of flail blades & shackles	\$2,146.18
948.1253-01	27/06/2019	CRAIG BURGDOFF	HSWTS - Fix park brake light & parts for Axle	\$2,131.69
941.1068-01	06/06/2019	MR D S BARDEN	May 2019 - Councillor Allowances	\$2,107.05
944.1600-01	20/06/2019	TERRITORY FUNERALS	Transportation costs to Crematorium	\$2,100.00
941.1582-01	06/06/2019	MRS A P BOUBARIS	Rates Refund	\$2,050.81
941.1181-01	06/06/2019	ODD JOB BOB	Replacement of screen on doors and windows	\$2,045.19
00413232	03/06/2019	BERRY SPRINGS PRIMARY SCHOOL	Annual Community Grant - NAIDOC Celebrations	\$2,000.00
948.1374-01	27/06/2019	MR S A FRASER	Rates Refund	\$2,000.00
00413223	03/06/2019	ACACIA HILLS MOTOCROSS ASSOCIATION	Annual Community Grant - Viewing Platform	\$2,000.00
941.1064-01	06/06/2019	MRS C M SIMPSON	May 19 - Councillor Allowances	\$1,967.05
942.1590-01	13/06/2019	T7 TRAINING SYSTEMS	WTS Staff - Computer Training	\$1,881.00
945.1595-01	20/06/2019	AVENTEDGE PTY LTD	Citizen engagement & co-design for Government	\$1,868.90
948.806-01	27/06/2019	ZIPPY CLEANING & MAINTENANCE SERVICE	Jun 19 - Litchfield Council Office - Cleaning	\$1,852.30
945.1320-01	20/06/2019	RUSSELL KENNEDY LAWYERS	Work Performed on Employee Relations	\$1,762.20
945.170-01	20/06/2019	NT RECYCLING SOLUTIONS (NTRS)	May 19 - Collection of recyclables on Council sites	\$1,741.85
945.506-01	20/06/2019	TURBO'S TYRES	Supply and fit 380/70 R 24 tractor tyres	\$1,724.80
00413230	03/06/2019	ROTARY CLUB OF LITCHFIELD/PALMERSTON	Annual Community Grant - Family Fun Day	\$1,700.00
945.1599-01	20/06/2019	MRS M BLAKE	Rates Refund	\$1,615.00
942.1141-01	13/06/2019	NORTHERN GROUND MAINTENANCE	May 19 - HPR & Knuckkeys Lagoon - Grounds Maintenance	\$1,595.00
941.522-01	06/06/2019	FARMWORLD NT PTY LTD	Bulk purchase of Engine and Transmission oil	\$1,559.00
948.1494-01	27/06/2019	STOCKWELL WATER & GAS PTY LTD	HSWTS - Hire of Loader	\$1,540.00
948.1088-01	27/06/2019	TALENT PROPELLER	Advertising & candidate shortlisting	\$1,534.50
941.1532-01	06/06/2019	MR D GROVES	Bond Refund - Dog Trap	\$1,532.27
00413222	03/06/2019	NT FIELD AND GAME ASSOCIATION	Annual Community Grant - New equipment	\$1,500.00
941.78-01	06/06/2019	POWER & WATER CORPORATION	May 19 - MWF - Water for swipe cards	\$1,429.98
945.151-01	20/06/2019	HARVEY NORMAN COMPUTERS/ELECTRICAL	Apple iPhone & accessories	\$1,397.00
941.1076-01	06/06/2019	TDC (NT) PTY LTD - T/AS TERRITORY DEBT COLLECTION	Debt Recovery fees	\$1,299.81
948.220-01	27/06/2019	THE BIG MOWER	Purchase 2 new blowers & chainsaws	\$1,263.30
942.1099-01	13/06/2019	DAVE'S MINI DIGGA HIRE	Drain clean out - multiple locations on Pioneer Dr	\$1,199.00
942.1285-01	13/06/2019	MISS R KIRBY	Rates Refund	\$1,163.46
941.1021-01	06/06/2019	MCARTHUR (QLD) PTY LTD	CEO Recruitment Psychological Assessment	\$1,155.00
942.995-01	13/06/2019	WILDKAT HOLDINGS (NT) PTY LTD	HDWTS - Hire of skid steer	\$1,100.00
941.202-01	06/06/2019	MR I SUMMERS	Chairmanship - Risk Management & Audit Committee	\$1,054.90
945.522-01	20/06/2019	FARMWORLD NT PTY LTD	Bulk purchase of Agritrans oil	\$1,053.90
941.515-01	06/06/2019	JC ELECTRONIC SECURITY PTY LTD	HSWTS - Realign CCTV cameras	\$1,039.12
00413231	03/06/2019	PALMERSTON AND LITCHFIELD SENIORS	Annual Community Grant - Rebranding	\$1,000.00

Cheque No.	Chq Date	Payee	Description	Amount
945.78-01	20/06/2019	POWER & WATER CORPORATION	May 19 - Water for Lot 2177, Howard Park Reserve	\$999.22
941.1386-01	06/06/2019	RESIDENTIAL IRRIGATION (PETER THOMAS)	LC Office - Irrigation repairs	\$995.00
948.1086-01	27/06/2019	KCOM CONSTRUCTIONS	Freds Pass Reserve Archery Club Ablution Block	\$966.85
948.1606-01	27/06/2019	MOBILE CAR DETAILING	Mayor's Vehicle – detailing – \$652 contribution by Mayor invoiced for payment	\$957.00
948.997-01	27/06/2019	KELLEDYJONES LAWYERS	19/20 - Review of Rates Declaration	\$935.00
941.1578-01	06/06/2019	KAREN SHELDON GROUP	Catering - CEO's Farewell	\$925.00
945.187-01	20/06/2019	NORSIGN	Replace 6 Signs stolen from Goodenia Dr	\$924.00
942.1088-01	13/06/2019	TALENT PROPELLER	Recruitment advertising for various positions	\$873.62
945.1088-01	20/06/2019	TALENT PROPELLER	Second print advert NT News for various positions	\$873.62
942.506-01	13/06/2019	TURBO'S TYRES	Supply and fit truck tyres	\$830.50
948.815-01	27/06/2019	JEFFRESS ADVERTISING	Public Notice - Change to Council Meeting	\$804.80
942.51-01	13/06/2019	SOUTHERN CROSS PROTECTION	HDWTS - May 19 - Patrol Service	\$756.65
BP245	03/06/2019	RTM MOTOR VEHICLE REGISTRY - MVR	CC30QO - Registration - Toyota Hilux - 12 months	\$748.30
948.690-01	27/06/2019	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	SV3882 - leaked repair onsite	\$724.24
945.132-01	20/06/2019	AIRPOWER NT PTY LTD	HDWTS - Skidsteer Loader - Install new glass to door	\$711.34
948.1471-01	27/06/2019	RICOH AUSTRALIA PTY LTD	May 19 - Consumables for Council Copiers	\$708.89
00413233	03/06/2019	HUMPTY DOO SCOUTS	Annual Community Grant - Navigation Equipment	\$678.00
941.90-01	06/06/2019	INDUSTRIAL POWER SWEEPING	Sweep paths on Thorngate Rd to Army Barracks	\$660.00
947.849-01	27/06/2019	WEX AUSTRALIA (PUMA CARD)	May 19 - TC - Fuel Expenses	\$634.05
942.489-01	13/06/2019	STEEL WORK STEEL	Onsite welding repairs of loader bucket	\$616.00
943.126-01	13/06/2019	WATER DYNAMICS (NT) PTY LTD	Repairs/Replacement of sprinklers	\$609.51
945.1098-01	20/06/2019	MS W D SMITH	Reimbursement of Course Costs	\$605.00
945.1340-01	20/06/2019	THE DRUG DETECTION AGENCY	Random drug testing - Council Premises	\$590.70
942.1249-01	13/06/2019	NORTHERN AUSTRALIA TRAINING & ASSESSMENT	Fork-lift training course	\$525.00
942.397-01	13/06/2019	INSTITUTE OF PUBLIC WORKS ENGINEERING	19/20 - Membership Renewal Manager of Infrastructure and Assets	\$517.00
942.1596-01	13/06/2019	MISS E K WEST	Rates Refund	\$500.00
948.1076-01	27/06/2019	TDC (NT) PTY LTD - T/AS TERRITORY DEBT COLLECTION	Debt Recovery Fees	\$490.37
941.1581-01	06/06/2019	SALARY PACKAGING AUSTRALIA	Vehicle Salary Sacrifice - Council Employee	\$470.29
945.1581-01	20/06/2019	SALARY PACKAGING AUSTRALIA	Vehicle Salary Sacrifice - Council Employee	\$470.29
941.928-01	06/06/2019	RSEA PTY LTD	Goggles and respiratory assist masks	\$449.83
948.1274-01	27/06/2019	GRACE RECORD MANAGEMENT (AUSTRALIA)	Jun 19 - Records Storage	\$437.68
948.1373-01	27/06/2019	CAMS LANDSCAPING AND LANDCARE	Knuckey Lagoon Irrigation Repairs	\$430.62
942.187-01	13/06/2019	NORSIGN	Printing signs for Freds Pass Rural Show	\$428.52

Cheque No.	Chq Date	Payee	Description	Amount
947.806-01	27/06/2019	ZIPPY CLEANING & MAINTENANCE SERVICE	Jun 19 - TC - Cleaning	\$426.07
947.717-01	27/06/2019	NORTHERN STONE SOLUTIONS	TC - Gold lettering 61B Columbarium & vase	\$423.50
944.1548-01	20/06/2019	ARNHEM NURSERY	TC - Bulk purchase of Fertiliser	\$405.00
941.560-01	06/06/2019	JOBFIT HEALTH GROUP PTY LTD	MWF Employee - Immunisations	\$391.60
944.522-01	20/06/2019	FARMWORLD NT PTY LTD	Iseki Mower - parts for repairs	\$391.60
945.1601-01	20/06/2019	MR D CROFT	Rates Refund	\$387.34
942.1142-01	13/06/2019	OFFICEMAX AUSTRALIA LTD	Stationary Replenishment	\$384.87
941.326-01	06/06/2019	EYESIGHT SECURITY P/L	May 19 - TC - Security services	\$384.45
944.752-01	20/06/2019	TOTALLY WORKWEAR PALMERSTON	PPE - Uniforms including embroidery	\$377.70
943.941-01	13/06/2019	EVERLON BRONZE	Cemetery Plaques	\$375.10
941.282-01	06/06/2019	ECOFLEX NT PTY LTD (TOP END TYRES)	HDWTS - Collect tyres	\$365.63
948.205-01	27/06/2019	SAFEWAY TEST & TAG (DAVID MILNER)	HDWTS - Test and tag	\$363.00
948.926-01	27/06/2019	JACANA ENERGY	May 19 - Electricity - Howard Park	\$358.06
948.968-01	27/06/2019	NT FASTENERS PTY LTD	Nuts & Bolts replacement parts for all mowers	\$347.79
941.61-01	06/06/2019	GREENTHEMES INDOOR PLANT & HIRE	Hire of plants for the Freds Pass Show Stand	\$336.08
948.1464-01	27/06/2019	PROJECT BUILDING CERTIFIERS	Market Shed Certification - Acceptance Fee	\$330.00
948.790-01	27/06/2019	BOBTOW TILT TRAY SERVICES	Removal of 3 cars from Council roads	\$330.00
942.14-01	13/06/2019	AUSTRALIA POST	Library - Parcel postage	\$321.60
944.134-01	20/06/2019	FIGLEAF POOL PRODUCTS	TC - Monthly microbiological water testing	\$320.50
00413235	19/06/2019	LITCHFIELD COUNCIL PETTY CASH	May & Jun 19 - Petty Cash Reimbursement	\$299.80
940.367-01	06/06/2019	BUNNINGS GROUP LIMITED	TC - Batteries, consumables & 10 resin chairs	\$294.08
945.1015-01	20/06/2019	NEWSXPRESS HUMPTY DOO	May 19 - NT Newspaper subscription for LC Office & Library	\$278.60
948.192-01	27/06/2019	MAGIQ SOFTWARE (X INFOXPERT)	Infoxper Software - Annual realignment	\$268.29
945.1396-01	20/06/2019	CSE CROSSCOM PTY LTD (T/A COMM8)	Jun 19 - Tracking System Data Access	\$255.20
945.1576-01	20/06/2019	ENDFIRE ENGINEERING SERVICES PTY LTD	Vehicle & plant fire equipment - test & tag	\$253.00
948.867-01	27/06/2019	ALL ASPECTS RECRUITMENT & HR SERVICES	Waste Transfer Stations - Temp Labour Hire	\$252.23
948.1053-01	27/06/2019	CSG BUSINESS SOLUTIONS PTY LTD	May 19 - Copier Rental and Charges	\$232.50
941.187-01	06/06/2019	NORSIGN	Library - Signage	\$222.42
941.1130-01	06/06/2019	MAIR'S ONLY CLEANING	Jun 19 - Cleaning Knuckkeys Lagoon Reserve WE 6/6	\$210.00
945.1130-01	20/06/2019	MAIR'S ONLY CLEANING	Jun 19 - Cleaning Knuckkeys Lagoon Reserve WE 20/6	\$210.00
940.443-01	06/06/2019	TERRITORY UNIFORMS	TC - Staff shirts with embroidery	\$196.55
943.287-01	13/06/2019	HARVEY DISTRIBUTORS	TC - Consumables - Bin liners & cleaning products	\$186.43
00413237	26/06/2019	MR L GIKAS	TC - Refund of payment due to marquee not being set up	\$183.70
942.1555-01	13/06/2019	N & K COURIERS TRANSPORT & LOGISTIC	Library - Collection & delivery of books	\$181.50
948.1555-01	27/06/2019	N & K COURIERS TRANSPORT & LOGISTIC	Library - Collection & delivery of books	\$181.50
948.565-01	27/06/2019	CURBY'S (NT) PTY LTD	Litchfield Council Staff name badges	\$178.20

Cheque No.	Chq Date	Payee	Description	Amount
948.56-01	27/06/2019	COLEMANS PRINTING PTY LTD	2 x Self inking Stamps	\$172.70
941.1186-01	06/06/2019	ADVANCED SAFETY SYSTEMS AUSTRALIA	Jun 19 - ASSA Membership	\$165.00
944.514-01	20/06/2019	VEOLIA ENVIRONMENTAL SERVICES	May 19 - Rubbish removal	\$165.00
948.1605-01	27/06/2019	MISS L HATTON	Reimbursement - Workers Comp Consultation	\$158.00
947.941-01	27/06/2019	EVERLON BRONZE	Plaque - NT-TRC-B190527A-1	\$156.20
942.1242-01	13/06/2019	THAT OTHER SPARKY	BSWTS - Replace RCD in the Fuse box	\$154.00
941.367-01	06/06/2019	BUNNINGS GROUP LIMITED	HDWTS - Disposable repair items & LC Office Masterlock	\$148.82
945.842-01	20/06/2019	MR R J FREEMAN	HDWTS - Remove tyres from rims	\$142.50
945.1343-01	20/06/2019	THE TWISTED BAKER	CRG Meeting - Catering - Monday 6/19	\$130.00
948.535-01	27/06/2019	TOP END WINDSCREENS & TINTING	HDWTS - Skidsteer Loader - Install new glass to door	\$125.00
947.522-01	27/06/2019	FARMWORLD NT PTY LTD	Iseki mower - inspect wheel roller	\$121.50
945.1076-01	20/06/2019	TDC (NT) PTY LTD - T/AS TERRITORY DEBT COLLECTION	Debt recovery fees	\$110.00
945.940-01	20/06/2019	A.B.G. PTY LTD (ABG)	SV4275 - registration & inspection	\$110.00
942.1130-01	13/06/2019	MAIR'S ONLY CLEANING	Jun 19 - Cleaning Howard Park Reserve WE 13/6	\$105.00
948.1130-01	27/06/2019	MAIR'S ONLY CLEANING	Jun 19 - Cleaning Howard Park Reserve WE 27/6	\$105.00
941.387-01	06/06/2019	SADDLE WORLD NT (NT GRAIN)	Purchase of dog food for the pound	\$102.00
942.1592-01	13/06/2019	MR M A BRAMHAM	Bond Refund - Cat Trap	\$100.00
942.1597-01	13/06/2019	MR M P TWOMEY	Bond Refund - Dog Trap	\$100.00
945.1586-01	20/06/2019	MS C M WILSON	Bond Refund - Cat Trap	\$100.00
00413234	14/06/2019	MR R J MEDLEY	Bond Refund - Dog Trap	\$100.00
945.876-01	20/06/2019	NT ICE	MWF Crews - 30 bags of ice	\$99.00
941.506-01	06/06/2019	TURBO'S TYRES	Massey Ferguson Tractor SV3882 - Repair tractor tyre valve	\$88.00
945.367-01	20/06/2019	BUNNINGS GROUP LIMITED	HDWTS - Disposable cleaning rags & MWF - Leverset chrome	\$85.95
DD260619	26/06/2019	STATEWIDE SUPERANNUATION PTY LTD	Jun 19 - Pay 26, Cyc 99	\$85.34
947.1459-01	27/06/2019	TERRITORY SPRINGWATER AU PTY LTD	TC Foyer & Chapel - Bottled water supply WE 27/6	\$77.00
941.1344-01	06/06/2019	PROSEGUR AUSTRALIA PTY LTD	Council Office - Banking Collection - 28/5 & 31/5	\$76.64
942.1344-01	13/06/2019	PROSEGUR AUSTRALIA PTY LTD	Council Office - Banking Collection - 4/6 & 7/6	\$76.64
945.1344-01	20/06/2019	PROSEGUR AUSTRALIA PTY LTD	Council Office - Banking Collection - 11/6 & 14/6	\$76.64
948.1344-01	27/06/2019	PROSEGUR AUSTRALIA PTY LTD	Council Office - Banking Collection - 18/6 & 21/6	\$76.64
00413236	26/06/2019	LITCHFIELD COUNCIL PETTY CASH	Jun 19 - Reimburse Petty Cash	\$71.40
941.56-01	06/06/2019	COLEMANS PRINTING PTY LTD	1 x stamp - Interim Chief Executive Officer	\$63.80
948.1143-01	27/06/2019	WORKPRO (RISK SOLUTIONS AUSTRALIA)	Police Checks, 3 employees	\$60.50
944.367-01	20/06/2019	BUNNINGS GROUP LIMITED	TC - General hardware for maintenance	\$57.48
940.1459-01	06/06/2019	TERRITORY SPRINGWATER AU PTY LTD	TC Foyer & Chapel - Bottled water supply WE 6/6	\$55.00
945.1142-01	20/06/2019	OFFICEMAX AUSTRALIA LTD	Stationary Replenishment	\$51.49
941.926-01	06/06/2019	JACANA ENERGY	Apr 19 - Electricity - Shed at Spencely Rd	\$50.11
942.1343-01	13/06/2019	THE TWISTED BAKER	Council Workshop - Catering - 10/6	\$50.00

Cheque No.	Chq Date	Payee	Description	Amount
942.1501-01	13/06/2019	MRS T WILLIS	Community Reference Group Rating Policy	\$50.00
942.1505-01	13/06/2019	MR H WALTER	Community Reference Group Rating Policy	\$50.00
942.1510-01	13/06/2019	MR S W WRIGHT	Community Reference Group Rating Policy	\$50.00
942.1511-01	13/06/2019	MR G J ROSSE	Community Reference Group Rating Policy	\$50.00
942.1512-01	13/06/2019	MRS J A DEVERAUX	Community Reference Group Rating Policy	\$50.00
942.1539-01	13/06/2019	MR R M PEAKE	Community Reference Group Rating Policy	\$50.00
948.1501-01	27/06/2019	MRS T WILLIS	Community Reference Group Rating Policy	\$50.00
948.1505-01	27/06/2019	MR H WALTER	Community Reference Group Rating Policy	\$50.00
948.1510-01	27/06/2019	MR S W WRIGHT	Community Reference Group Rating Policy	\$50.00
941.1294-01	06/06/2019	CLEAN FUN PTY LTD (DARWIN LAUNDRIES)	Linen/Kitchen towels - Laundry Services	\$38.50
942.367-01	13/06/2019	BUNNINGS GROUP LIMITED	HDWTS - Safety Box	\$33.25
944.1579-01	20/06/2019	DARWIN ISUZU UTE / HINO	Hino Truck - Rubber stopper	\$32.52
945.1424-01	20/06/2019	RURAL FIRE PROTECTION	Fleet Vehicles - Service Maintenance & Fire Equipment	\$28.60
942.189-01	13/06/2019	H.D. ENTERPRISES P/L (HD PUMP SALES)	MWF - Bags of netting clips	\$20.35
948.85-01	27/06/2019	TELSTRA	Councillors - SMS Text Service	\$10.00
948.731-01	27/06/2019	VOCUS COMMUNICATIONS (AMCOM PTY LTD)	Supply of Vocus IP Allocations for Litchfield Council	\$5.00
945.855-01	20/06/2019	TENDERLINK	Whitewood Rd - Advertisement - Underpayment of an Invoice	\$0.40
TOTAL				\$6,475,033.52

CREDIT CARD TRANSACTIONS

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

Staff Member	Details	Cost Code	\$	GST
Deborah Branson Executive Assistant	Virginia Tavern - Catering - Performance Appraisal Training	3050.311.644	\$ 110.00	\$ 10.00
	News Limited - Monthly On-Line Subscription	3030.350.503	\$ 20.00	\$ 1.82
	Qantas - Flight Adjustment - Mayor to Canberra - National General Assembly 2019	3020.330.645	\$ 29.37	\$ 2.67
	Kmart - Peddle Bin - Staff Tea Room	3130.350.515	\$ 39.00	\$ 3.55
	LWIB Free Tax Seminar - Catering	3700.341.669	\$ 19.15	\$ 1.74
	Coles - Catering - CEO's Farewell	3130.350.515	\$ 122.81	\$ 6.68
	Coles - Catering - CEO's Farewell	3130.350.515	\$ 45.45	\$ 3.18
	Bunnings - Materials for Pop Up Stalls	3410.350.414	\$ 234.98	\$ 21.34
	Mad Harrys - Catering - CEO's Farewell	3130.350.515	\$ 22.85	\$ 2.08
	Facebook - Library Open Day	3750.460.602	\$ 22.66	\$ 2.06
	Puma - Ice - CEO's Farewell	3130.350.515	\$ 8.40	\$ 0.76
	Toyota - Battery - CEO's Vehicle Remote	WO4288.120	\$ 13.33	\$ 1.21
	PIA Membership - Manager Planning & Development	3400.350.503	\$ 632.00	\$ 57.45
	IPA2 Membership - Manager Planning & Development	3400.350.503	\$ 220.00	\$ 18.00
	Coles - Catering - CEO's Interviews	3000.350.515	\$ 33.26	\$ 1.24

Staff Member	Details	Cost Code	\$	GST
	Vision 6 - Monthly Bulletin Subscription	3020.330.500	\$ 9.90	\$ 0.90
	JB Hi Fi - Dash Cams - Ranger Vehicles	4040.375.527	\$ 256.00	\$ 23.27
	Coles - Incidentals - Meeting Rooms	3130.350.515	\$ 31.36	\$ 0.01
	Australia Post - Express Mail Envelope - Citizenship Certificate	3020.340.672	\$ 8.30	\$ 0.75
	Avenue Hotel - Part Payment Accommodation, Mayor CEO & Cr Simpson	WO4084.301	\$ 774.00	\$ 70.36
		3020.330.644	\$ 774.00	\$ 70.36
Silke Maynard	Qantas - Flights CEO Canberra to attend NGA 2019	W4450.302	\$ 1,003.14	\$ 91.20
Director Community & Corporate Services	Qantas - Res/Gov to attend LGANT Conference	3050.310.645	\$ 771.99	\$ 70.18
	Coles - Catering - Rating Review Policy	W4655.42	\$ 13.32	\$ -
	Subway - Catering - Rating Review Policy	W4655.42	\$ 65.90	\$ 5.99
	Kmart - Taminmin Library Open Day	3750.460.538	\$ 80.15	\$ 7.29
	Coles - Catering - Catering Community Grants	3700.341.663	\$ 81.48	\$ 7.41
	Coles - Catering - Catering Community Grants	3700.341.663	\$ 38.58	\$ 3.18
	Sealink - Ferry - TOPROC - CEO	W4084.302	\$ 26.26	\$ 2.39
	Aerial Transport - Taxi - NGA2019 - Mayor	3020.330.645	\$ 18.16	\$ 1.73
	Aerial Transport - Taxi - NGA2019 - CEO	W4084.302	\$ 18.17	\$ 1.73
	King O'Malleys - Meals - NGA2019 - CEO	3020.330.644	\$ 28.00	\$ 2.55
	Aerial Transport - Taxi - NGA2019 - CEO	3020.330.644	\$ 12.60	\$ 0.60
	JB Hi Fi - Laptop Charger - Mayor	3020.350.528	\$ 124.95	\$ 11.36
	Aerial Transport - Taxi - NGA2019 - CEO	3020.330.644	\$ 12.18	\$ 0.58
	Aerial Transport - Taxi - NGA2019 - CEO	3020.330.644	\$ 21.11	\$ 1.01
	Avenue Hotel - Part Payment - Accommodation Canberra Mayor & CEO	3020.330.644	\$ 2,000.00	\$ 181.82
Nadine Nilon	Kmart - Pegs for notices on resident gates	4040.350.500	\$ 4.00	\$ 0.36
Director Infrastructure & Operations	Jaycar - Surge protector for Pound Board	3150.533.506	\$ 9.95	\$ 0.90
	Officeworks - Screen Protector	3400.350.500	\$ 29.00	\$ 2.64
	NT EPA - Renew Environmental licence ID:6740665	3430.622.418	\$ 814.00	\$ -
	NT EPA - Renew Environmental licence ID: 6764156	3430.623.418	\$ 814.00	\$ -
	Grammarly - Civil Engineer Subscription	3400.350.503	\$ 208.91	\$ -
	Planning Institute - Education Fees	3400.350.503	\$ 65.00	\$ 5.91
	Grammarly - PDM Subscription	3400.310.644	\$ 44.52	\$ -
	Bruces - Healthy Dog Treats	4040.435.562	\$ 83.80	\$ -
	NT Lands & Planning - Lodgement	3400.350.405	\$ 177.00	\$ -
	SAI Global - Standards for Planning	3400.350.503	\$ 607.81	\$ 55.26
	Coles - Cleaning products for the Pound	4040.435.562	\$ 23.01	\$ 2.09
Karina Gates	DBS Open colleges - Admin Study Cert IV Business Administration	3130.310.644	\$ 57.59	\$ -
Finance Manager	Skymesh Satellite	3121.350.640	\$ 70.05	\$ 6.37
	Coles - Catering - Rating Review project	W4655.42	\$ 32.09	\$ 1.11
	Catering - Pizza's - Rating Review	W4655.42	\$ 95.00	\$ 8.64
	DBS Open colleges - Admin Study Cert IV Business Administration REFUND x 4 payments	3130.310.644	\$ (230.36)	\$ -
	Roadshow - Library Subscription	3750.350.503	\$ 276.75	\$ 25.16
	Mercure Hotel - Acting Director	3130.310.644	\$ 176.26	\$ 16.02
	Library Open Day	3750.460.538	\$ 452.00	\$ 41.09
Glen Byrnes	Amart Furniture - Desk and Chair	3430.621.506	\$ 358.00	\$ 32.55
Waste Manager	Woolworths - Staff Amenities	3410.350.515	\$ 64.48	\$ 5.66
	Coles - Staff Amenities	3410.350.515	\$ 3.50	\$ -
	Outback Batteries	W4551.125	\$ 170.00	\$ 15.45
	Woolworths - Staff Amenities	3410.350.515	\$ 100.09	\$ 3.64
	Airpower - Replacement Handle	W4551.127	\$ 121.01	\$ 11.00
	Skymesh Satellite Service	3410.350.640	\$ 99.90	\$ 8.23
	Think Water - Sprinkler Maintenance	3430.622.420	\$ 90.45	\$ 8.23
Justin Dunning	Woolworths - Pens for Staff	3800.350.500	\$ 16.00	\$ 1.45

Staff Member	Details	Cost Code	\$	GST
MWF Manager	Supercheap - Fuses	3800.302.560	\$ 8.78	\$ 0.80
	Puma - Premium ULD for Tools	3800.627.681	\$ 15.62	\$ 1.42
	Woolworths - Pegs for Notices	3800.350.500	\$ 7.00	\$ 0.64
	Puma - Phone charger	3800.375.525	\$ 12.99	\$ 1.18
	Puma - Coolant	3800.375.525	\$ 27.90	\$ 2.54
	Humpty Doo Hardware - Clamps/Coolant	3800.375.525	\$ 56.85	\$ 5.17
	Autobarn - Tools & Ramps	3800.375.525	\$ 100.00	\$ 9.09
	MVR - 1mth Registration Tractor	W4175.126	\$ 40.05	\$ 3.64
Vicky Wellman Thorak Manager	Skymesh Satellite	23000.350.640	\$ 39.95	\$ 3.63
Total			\$ 12,886	\$ 968

Links with Strategic Plan

An effective and sustainable Council

Recommending Officer: **David Jan, Acting Director Community and Corporate Services**

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

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 July 2019

15 Officers Reports

- 15.1 PA2019 0185 Planning Scheme Amendment
- 15.2 PA2019 0221 Development Application
- 15.3 PA2019 0190 Planning Scheme Amendment
- 15.4 Summary Planning and Development Report
- 15.5 Deed of Licence – Garden of Remembrance: Thorak Regional Cemetery
- 15.6 Knuckey Lagoon Recreation Reserve Management Committee – Request for Funding
- 15.7 Acquittal of Special Purpose Grants
- 15.8 Long Term Financial Plan 2019-2020 to 2028-2029
- 15.9 Endorsement of the Freds Pass Sport and Recreation Reserve Master Plan
- 15.10 NDRRA Partial Acquittal – Monsoon Trough January 2018
- 15.11 Draft Local Government Bill Submission
- 15.12 Executive Services Quarterly Performance Report April – June 2019
- 15.13 Community and Corporate Services
Quarterly Performance Report April – June 2019
- 15.14 Infrastructure and Operations Quarterly Performance Report April – June 2019
- 15.15 Animal Management Plan



COUNCIL REPORT

Agenda Item Number:	15.01
Report Title:	PA2019/0185, a Planning Scheme Amendment Application to Rezone from Zone TC (Tourist Commercial) to Zone RL (Rural Living) Lot 4, Lot 5, and Lot 11 (1340, 1370, and 1366) Stuart Highway, Bees Creek, Hundred of Strangways
Report Number:	19/0096
Meeting Date:	17/07/2019
Attachments:	Attachment A: Council's letter of comment for PA2019/0185, a Planning Scheme Amendment Application to Rezone from Zone TC (Tourist Commercial) to Zone RL (Rural Living) Lot 4, Lot 5, and Lot 11 (1340, 1370, and 1366) Stuart Highway, Bees Creek, Hundred of Strangways Attachment B: Planning Scheme Amendment Application PA2019/0185 (Attachments available under separate cover)

Purpose

The purpose of this report is to provide a summary and assessment to Council of PA2019/0185, a Planning Scheme Amendment Application to rezone from Zone TC (Tourist Commercial) to Zone RL (Rural Living) Lot 4, Lot 5, and Lot 11 (1340, 1370, and 1366) Stuart Highway, Bees Creek, Hundred of Strangways.

Summary

The report presents for Council endorsement a Letter of Comment to the consent authority, included as Attachment A, on PA2019/0185, included as Attachment B.

This report recommends that Council support the application as the proposal is consistent with the existing approved and long-term use of the subject site as well as the existing surrounding zoning.

Recommendation

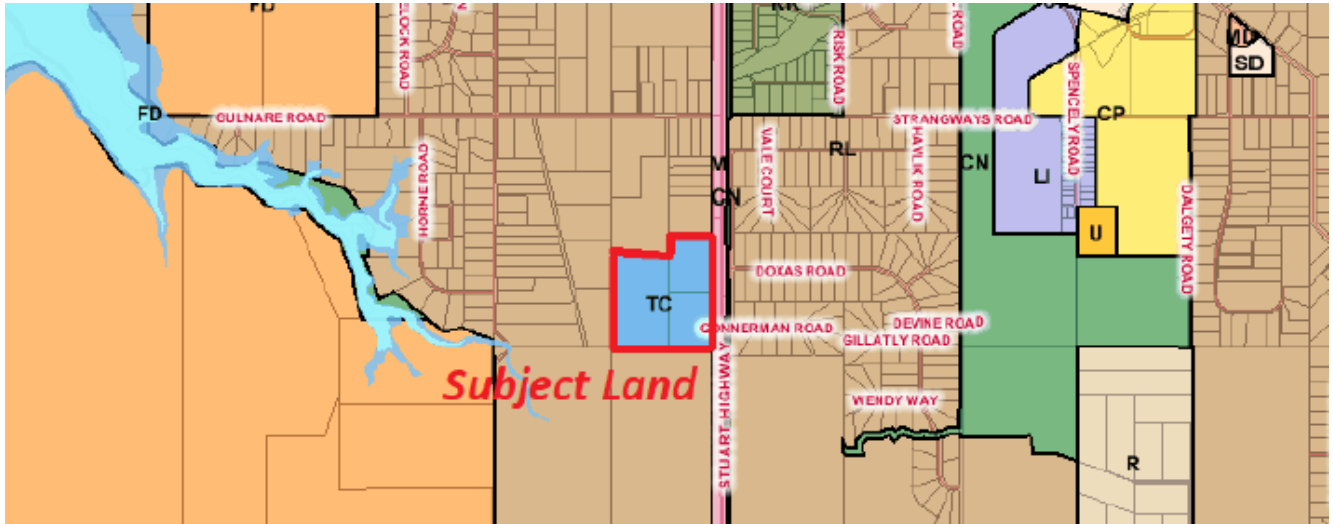
THAT Council:

1. receive and note the report; and
2. endorse Attachment A, Council's Letter of Comment for PA2019/0185, a Planning Scheme Amendment Application to Rezone from Zone TC (Tourist Commercial) to Zone RL (Rural Living) at Lot 4, Lot 5, and Lot 11 (1340, 1370, and 1366) Stuart Highway, Bees Creek, Hundred of Strangways.

Background

Site and Surrounds

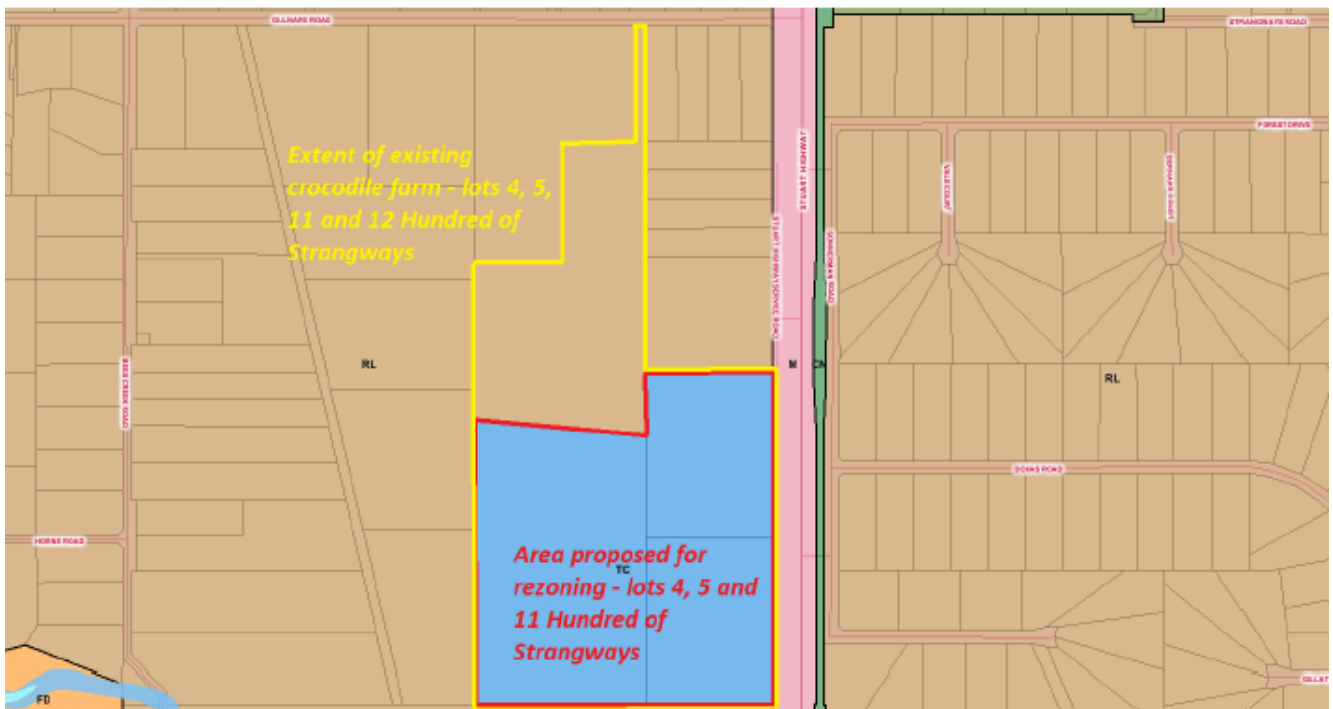
The subject site is composed of three adjacent lots at 1340, 1370, and 1366 Stuart Highway, Bees Creek. The lots are currently located in Zone TC (Tourist Commercial) but are surrounded on all sides by other lots in Zone RL (Rural Living), as shown in the following map.



Source: PA2019/0185

The sites comprise a single existing use as a crocodile farm and have existing access to Gulnare Road and Stuart Highway.

It is noted the entire crocodile farm business also includes Lot 12, Hundred of Strangways at 39 Gulnare Road, as shown in the following map. However, this property is already in Zone RL (Rural Living) and so is not part of this current rezoning application.



Source: PA2019/0185

Site Development History

The site has been used as a crocodile farm since 1981. In the past, the site also operated as a tourism use, offering tours of the crocodile farm and having a gift shop and café. However, the application indicates that the tourism portion of the business has been closed for over 10 years. The site currently operates as a crocodile breeding facility and includes an abattoir for the processing of the crocodile skins and meat.

In 2014, the site was granted Exceptional Development Permit EDP14/0007 for the purpose of “additions to an existing crocodile farm and abattoir”.

The permit was varied in 2015 to increase the amount of finishing pens by 1,400. The permit was further varied in 2016 to replace the abattoir and amend the location on site. The permit was varied once more in 2017 to add solar shade structures to the farm.

In 2018, a Development Permit was issued to consolidate the four lots that comprise the crocodile farm into a single lot. That process is nearing completion at this time.

Current Proposal

The current application proposes to rezone the three lots from Zone TC (Tourist Commercial) to Zone RL (Rural Living). The purpose of the rezoning is to bring the existing uses in line with the uses permitted within the zone.

While the tours of the crocodile farm would likely have been considered consistent with uses expected in Zone TC (Tourist Commercial), the ongoing use of the crocodile farm without the tourism component is considered intensive animal husbandry and is prohibited in Zone TC (Tourist Commercial) but discretionary in Zone RL (Rural Living).

The site contains an existing caretaker's residence and the noted abattoir, both of which are prohibited in Zone RL (Rural Living) but which are considered to have existing use rights through the permits currently existing for the site.

Application Assessment

The proposal to rezone the subject sites is considered suitable to bring the existing use of the sites into compliance with the zone. The existing use on the site is consistent with uses that would be considered appropriate for the lots surrounding the subject sites.

The rezoning would make the zoning of the subject sites consistent with the zoning of the surrounding sites and therefore the potential uses on the subject sites would be less likely to conflict with or have amenity concerns for the surrounding lots.

There are a number of land uses that are discretionary under Zone TC (Tourism Commercial), such as shop, restaurant, education establishment, licensed club, and caravan park, that could currently be applied for on the subject site under the existing zoning that would become prohibited uses under the proposed new zone, Zone RL (Rural Living). It is considered appropriate to remove these potential uses from the site by changing the zoning, as these uses would likely not be compatible with the existing surroundings uses on the surrounding properties in Zone RL (Rural Living).

While the abattoir and caretaker's residence would be prohibited uses under the proposed Zone RL (Rural Living), the uses can be considered ancillary to the intensive animal husbandry use and have existing permission to be located on the site.

There will be no effects upon Council infrastructure or any areas of Council responsibility as a result of the rezoning proposal.

Conclusion

It is recommended that Council support the application to rezone the subject sites to Zone RL (Rural Living) as the proposal would bring the primary existing use of the site into compliance with the zoning of the site and the make the zoning of the sites consistent with the zoning of the surrounding properties.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report.

Risks

Not applicable to this report.

Financial Implications

Not applicable to this report.

Community Engagement

Not applicable to this report.

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

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

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



Agenda Item Number:	15.02
Report Title:	PA2019/0221, a Development Application for 72 Hotel Rooms in 18 (4x1 Bedroom) Single Storey Buildings and Alterations and Additions to an Existing Hotel (Function Room) in a Two-Storey Building to be Developed in Three Stages at Section 2334 (195) Darwin River Road, Darwin River, Hundred of Cavenagh
Report Number:	19/0097
Meeting Date:	17/07/2019
Attachments:	Attachment A: Council's letter of comment for PA2019/0221, a Development Application for 72 Hotel Rooms in 18 (4x1 Bedroom) Single Storey Buildings and Alterations and Additions to an Existing Hotel (Function Room) in a Two-Storey Building to be Developed in Three Stages at Section 2334 (195) Darwin River Road, Darwin River, Hundred of Cavenagh Attachment B: Development Application PA2019/0221 (Attachments available under separate cover)

Purpose

The purpose of this report is to provide a summary and assessment to Council of PA2019/0221, a Development Application for 72 Hotel Rooms in 18 (4x1 Bedroom) Single Storey Buildings and Alterations and Additions to an Existing Hotel (Function Room) in a Two-Storey Building to be Developed in Three Stages at Section 2334 (195) Darwin River Road, Darwin River, Hundred of Cavenagh.

Summary

The report presents for Council information a Letter of Comment to the consent authority, included as Attachment A, on Development Application PA2019/0221, which is included as Attachment B. This report concludes that Council should support the proposal as economic and tourism development in the municipality.

Recommendation

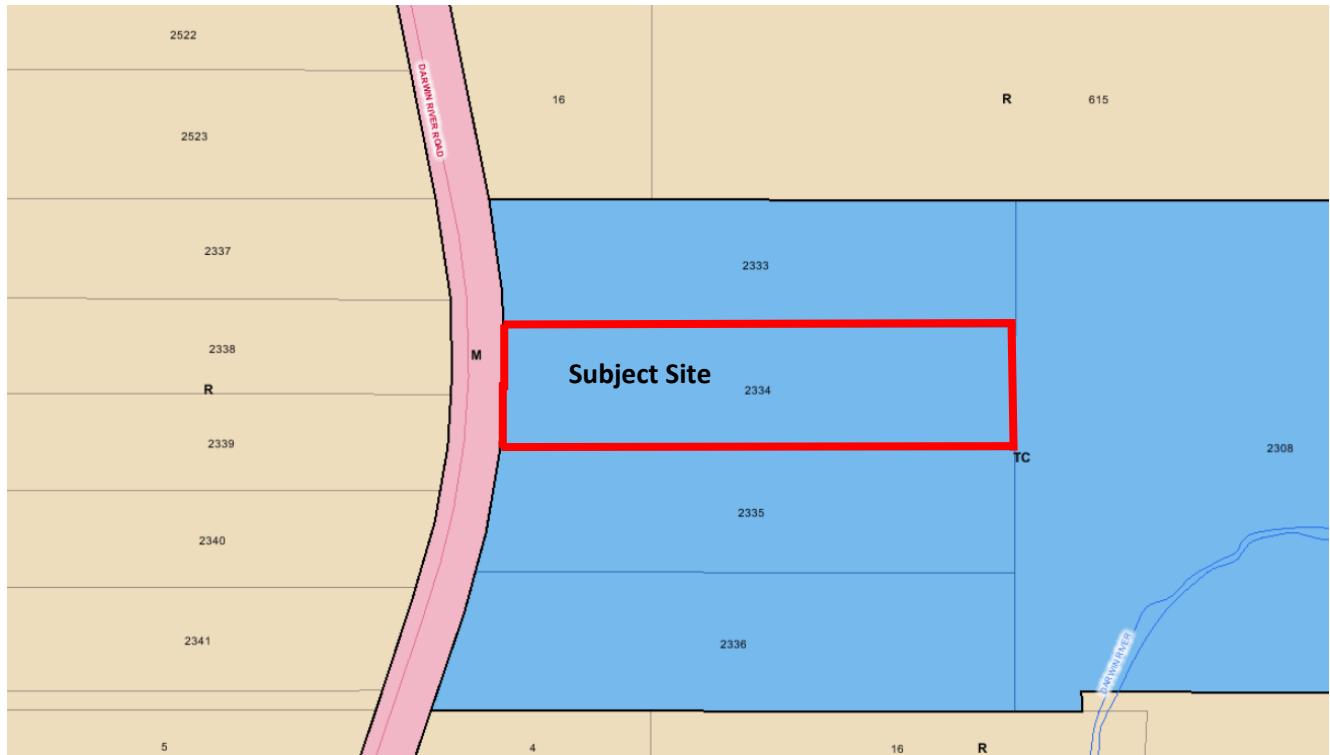
THAT Council:

1. receive and note the report; and
2. note Attachment A, Council's Letter of Comment for PA2019/0221, a Development Application for 72 Hotel Rooms in 18 (4x1 Bedroom) Single Storey Buildings and Alterations and Additions to an Existing Hotel (Function Room) in a Two-Storey Building to be Developed in Three Stages at Section 2334 (195) Darwin River Road, Darwin River, Hundred of Cavenagh.

Background

Site and Surrounds

The subject site is 195 Darwin River Road, Darwin River and is the site of the Darwin River Tavern and contains the pub building with a bottleshop, a large rodeo yard, and large shed. The 15.26ha site is located in Zone TC (Tourist Commercial). The site is bordered to the north, east, and south by other sites in Zone TC (Tourist Commercial). The site to the north contains a shop, service station, and post office while the other adjoining sites are vacant land. Properties across Darwin River Road to the west are located in Zone R (Rural) and are developed with rural residential uses.



Source: NT Atlas and Spatial Directory

Site Development History

The development on the subject site has a longstanding tourist hotel history and was originally rezoned from residential use in 1993 when the property was also granted permission for a restaurant, tavern and sign. Approval was given in 1999 for a pavilion bar and two accommodation complexes, one for motel units and one for transportable buildings. The site was granted approval to be subdivided into the existing parcels in 2002 and extensions to the hotel were approved in 2003 and 2004.

An application for a 1,112-bed workers accommodation complex and ancillary facilities was refused in 2014.

Approval was given in 2014 for a caravan park with 598 rooms in 150 single-storey buildings. While it is understood that the site is open to service caravans overnight, the 150 single-storey buildings have not been constructed on the site.

Current Proposal

The current application proposes a three-stage development of the site.

Stage 1 will provide 36 accommodation rooms in 9 demountable buildings (4 rooms per building), along with a covered area and 169 car parking bays. Walking paths and landscaping are also proposed.

Stage 2 will provide an additional 36 accommodation rooms in 9 demountable buildings (4 rooms per building) that will be serviced by the car parking constructed in Stage 1.

Stage 3 proposes an expansion of the tourist facilities on site, including a new outdoor deck area, pool, and pool bar, plus a two-storey 174m² entertainment building with 68m² of balcony space and ablution facilities.

Application Assessment

Council can support the development of additional upgraded tourist facilities on a site in Zone TC (Tourist Commercial). It is understood that the site has offered caravan park accommodation for some time and the proposal will provide an additional level of comfort accommodation to the site.

The application appears compliant with the requirements of the NT Planning Scheme, though a full assessment of the car parking requirements has not been undertaken by Council.

Darwin River Road is an NT Government-owned road, thus, there are no Council responsibilities related to appropriate access for the site. Given the size of the subject site and the distance from the site boundaries of the proposed new development, it is not expected that there would be any stormwater drainage concerns for the site.

Conclusion

It is recommended that Council support the application as additional economic development and tourism benefit to the community.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report.

Risks

Not applicable to this report.

Financial Implications

Not applicable to this report.

Community Engagement

Not applicable to this report.

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

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

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



Agenda Item Number:	15.03
Report Title:	PA2018/0190, a Planning Scheme Amendment for Section 5758 (905) Redcliffe Road, Section 5761 (580 Alverly Road), Section 5827 Monaghan Road, and Section 507 (800) Freds Pass Road, Lloyd Creek, Hundred of Strangways to Rezone the Property from Zone RL (Rural Living) and Zone R (Rural) to a Specific Use Zone to Facilitate the Development of a Master Planned Rural Lifestyle Estate Structured around up to Two Rural Activity Centres and Accommodating a Range of Lot Sizes (Noonamah Ridge)
Report Number:	19/0098
Meeting Date:	17/07/2019
Attachments:	Attachment A: Council's Letter of Comment for PA2018/0190 Attachment B: Planning Scheme Amendment Application PA2018/0190 (Attachments available under separate cover)

Purpose

The purpose of this report is to provide a summary and assessment to Council of a Planning Scheme Amendment for Section 5758 (905) Redcliffe Road, Section 5761 (580 Alverly Road), Section 5827 Monaghan Road, and Section 507 (800) Freds Pass Road, Lloyd Creek, Hundred of Strangways to Rezone the Property from Zone RL (Rural Living) and Zone R (Rural) to a Specific Use Zone to Facilitate the Development of a Master Planned Rural Lifestyle Estate Structured around up to Two Rural Activity Centres and Accommodating a Range of Lot Sizes (Noonamah Ridge).

Summary

The report presents for Council endorsement a Letter of Comment to the consent authority, included as Attachment B, on PA2018/0190, included as Attachment A.

The application for the new proposed Specific Use Zone is complex and includes aspects that Council can support, aspects that Council cannot support without additional clarification within the zoning text, and aspects which Council is unable to fully assess at this time due to the available information.

This report recommends that Council provide detailed comments in response to the application, noting support and requesting additional information where applicable, with clear responses in relation to the aspects that Council would not support.

Recommendation

THAT Council:

1. receive and note the report; and
2. endorse Attachment A, Council's Letter of Comment for PA2018/0190, a Planning Scheme Amendment for Section 5758 (905) Redcliffe Road, Section 5761 (580 Alverly Road), Section 5827 Monaghan Road, and Section 507 (800) Freds Pass Road, Lloyd Creek, Hundred of Strangways to Rezone the Property from Zone RL (Rural Living) and Zone R (Rural) to a Specific Use Zone to Facilitate the Development of a Master Planned Rural Lifestyle Estate Structured around up to Two Rural Activity Centres and Accommodating a Range of Lot Sizes (Noonamah Ridge).

Background

Site and Surrounds

The subject site is a contiguous block of land in Lloyd Creek totalling 2,641.4 hectares, as shown in the following image.

The subject site is comprised of the following parcels:

- Section 5758 (905) Redcliffe Road,
- Section 5761 (580 Alverly Road),
- Section 5827 Monaghan Road, and
- Section 507 (800) Freds Pass Road.

The northern portion of the site is currently located in Zone RL (Rural Living) and could be subdivided at this time into lots of 2ha in size. The southern portion of the site, below the extension of Alverly Road that will be an industrial main road for the Glyde Point service corridor, is currently located Zone R (Rural), where lots could be subdivided at this time down to 8ha in size.

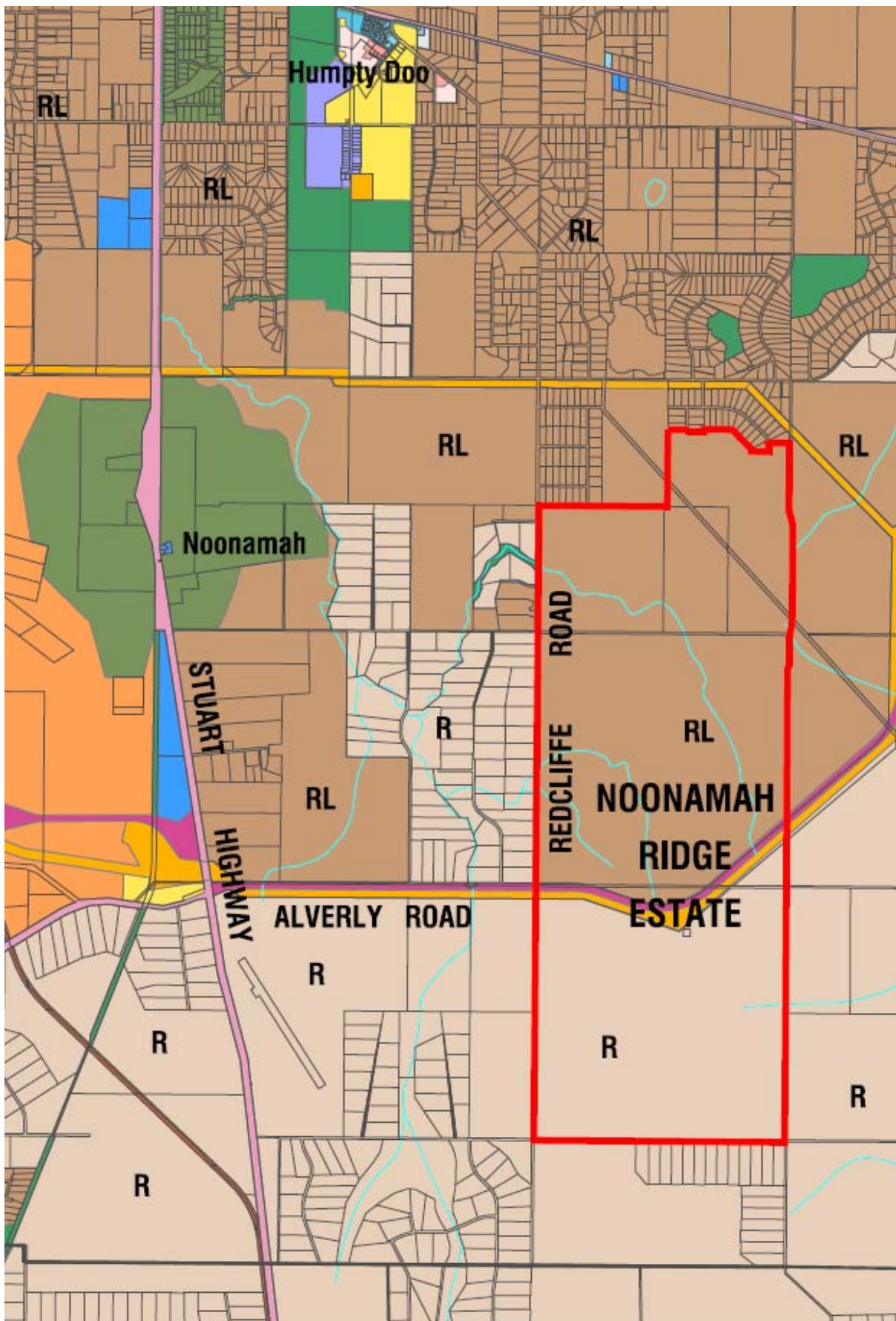
The site is bounded by Redcliffe Road to the west and is bisected in the south by the Alverly Road Proposed Main Road corridor. The site would be serviced by Elizabeth Valley Road and Townend Road from the Stuart Highway and Goode Road and Redcliffe Road from the north and west.

The northern portion of the subject site is located in Zone RL (Rural Living) while the southern portion of the subject site is located in Zone R (Rural). The subject site is currently undeveloped and is largely part of the Koolpinyah Station.

The subject site and the two zones over the site are bisected by land in Zone U (Utilities) and Zone PM (Proposed Main Road) that is not part of the subject application. This land is set aside for traffic and infrastructure services as part of the future Glyde Point arterial road. This land will remain in those subject zones for that purpose regardless of the outcome of this application.

The subject site is surrounded by other sites in Zone R (Rural) and Zone RL (Rural Living). The surrounding sites to the east and south are largely undeveloped or developed with larger lot rural uses. The sites to the north and west are more generally developed with larger lot rural residential uses.

The site is approximately 6km from the Noonamah Tavern and service station and Stuart Highway. The site is approximately 7km from the Humpty Doo commercial centre.



Source: PA2018/0190

Site Development History

In 2016, a Planning Scheme Amendment Application was advertised to also rezone the subject area to a Specific Use Zone, with similar provisions to those proposed in the current application. Council endorsed comments on that application in June 2016. However, that application has not progressed, and the current proposal is a new application.

Extensive community consultation was undertaken for the project as part of that initial application, and included a project website, one-on-one meetings, and two community information sessions attended by several hundred people. Feedback from that consultation shaped both the original and current application.

Current Proposal

The application proposes to rezone the site to a Specific Use Zone, which creates special NT Planning Scheme clauses against which future subdivision and development applications would be measured. The Specific Use Zone clauses may be either more or less restrictive than existing planning scheme clauses, depending on the development proposal. The current application is for rezoning only; there is no subdivision or development proposed at this time.

The application's Specific Use provisions propose the development of a master planned "rural lifestyle estate" included two rural activity centres with a range of retail, commercial and community uses to serve future residents and a variety of residential lot sizes. One rural activity centre is required to be developed as part of Stage 1 of the project. The application proposes an employment area, expected to be similar to light industrial land, near the Glyde Point Arterial. The project is expected to occur over a 30-year time frame.

The Specific Use Zone requires a master plan for the site to be approved prior to any subdivision. The master plan is proposed to be able to be approved, and later amended if required, by the Development Consent Authority. The application proposes smaller residential lot sizes located closest to the activity centre, with a minimum lot size of 800m². The application also proposes rural lots of 1ha or larger, as well as lots 2ha or larger in size along the border of the site as a buffer to the existing adjacent 2ha rural living lots.

The proposed zone caps the total number of lots at 4,200. There is no cap on the number of dwellings within the total number of lots; the proposed zone is unclear on the extent of multiple dwellings or independent units that may be permitted as part of the zone. The application does limit the gross dwelling density for the entire site of 1.62 dwellings per hectare. The application also proposes to require covenants on titles to limit further re-subdivision of sites beyond the initial subdivision of the area.

Residential lots will be subject to maximum building envelopes that limit native vegetation clearing to areas for residential development and ancillary uses (outbuildings, private amenity space, bushfire protection etc). For lots greater than 2,000m², no more than 25% of the site allowed for construction of dwellings, outbuildings, driveways and not more than 15% of the lot cleared for a formal landscaped garden.

The proponents conducted an Environmental Impact Assessment (EIA) for the project, which has been assessed by the NT EPA. There are 11 recommendations from the EPA as a result of the EIA and the proposed zone requires future development to respond to those recommendations. The zone also

proposes “a network of corridors incorporating all areas of significant of conservation value and appropriate buffers within Zone CN (Conservation) to the satisfaction of NT EPA and the relevant government agencies”.

The application proposes a minimum 15% of the site as public open space network (open space, creeks, drainage, wetlands, environmental lands) with 10% of that space for public open space recreation activities.

The application indicates the site sits over its own aquifer, which is currently used by only a few surrounding properties. From analysis of water taken from test bores on and surrounding the site, “results suggest that the aquifers the Noonamah Ridge bores tap into are almost certainly not connected to the aquifers used by surrounding properties”. Test bores have been operating and being monitored on the site since December 2016. The site has a current application with NT Department of Environment and Natural Resources for a water licence to take water from the aquifers below the site.

The application proposes that water for the first 800 lots be provided through a community bore field into the aquifers below the site, with the bore field managed as its own water authority for the subdivision. The application proposes that the first stages of the development move forward on the above basis, with additional investigation into water ongoing to establish the ability to provide reticulated water for the remainder of the development. Three options are proposed for reticulated water:

- Ongoing use of groundwater through existing aquifer.
- Potential use of additional, as yet unstudied, aquifer in Koolpinyah.
- Potential upgrade and connection to reticulated water supply, with cost sharing by the developer.

The application proposes a sewer treatment plant to service the site and proposes to supply power through either upgrades to the existing Power and Water network or through exploration of solar power with battery storage.

The application proposes that stormwater be managed to Council’s requirements and that road upgrades be undertaken in coordination with Department of Infrastructure, Planning and Logistics and Council to meet additional traffic demand.

Application Assessment

Overall, there are portions of the application that are in line with strategic planning documents and best practice town planning that can be supported; however, there are some aspects of the application’s proposals that remain unclear and would benefit from more information and/or more explicit requirements within the Specific Use Zone.

Strategic Planning

The subject site is designated for “Urban/Peri-Urban” development in the Darwin Regional Land Use Plan and Litchfield Subregional Land Use Plan, not Rural Living; the application would comply with the land use designation within those documents.

From a planning perspective, master planned development would be preferred to numerous smaller ad-hoc subdivisions, which would be less likely to lead to coordinated development. Smaller ad-hoc subdivisions often leave the burden of road upgrades to Council and result in no provision of community facilities.

Master Plan Approval

It is unclear how the approval of a master plan that is not part of a Development Permit or included as part of the zoning for the site would be recorded as an ongoing policy document. If it were included, the developer would be required to go through a planning scheme amendment process to amend the master plan if any changes were made over time, including for future subdivisions and development applications. However, it is unclear how the DCA would give consent to a master plan that is not part of a Development Application.

Typically, policy documents such as the Darwin Regional Land Use Plan or Litchfield Subregional Land Use Plan are government documents that can be modified by the government while master plans are the preferred intent of the developer and modified in future by the developer. If the proposal is for the master plan to sit as an ongoing policy document, the process of how the master plan could be modified in the future would need to be made clear, and how the public will be able to readily view it.

Additional clarification on the process of the master plan as a guiding document for the development is requested.

Number of Lots and Dwellings

Under the current zoning of the site and current legislation, the site could be subdivided for approximately 1,500 to 2,000 dwellings and all lots would have rights to individual bores. The addition of uncoordinated development of 2,000 two hectare lots with no community services in this locality could be considered sprawl-type development.

However, while the application limits the number of lots, it is noted that the number of dwellings within those lots is not capped. Specifically, the proposal does not address any expectations of independent units within the zone. It is unclear whether independent units would be allowed within the Specific Use Zone, as regulations for sizes of permitted independent units are currently controlled by the zone, which would not be applicable within the Specific Use Zone. More information on how the proposal relates to independent units is required.

Multiple Dwellings and Building Height

While the application indicates no intention to have development of multiple dwellings at three storeys, there is no restriction within the Specific Use Zone text on the number of storeys or the density of multiple dwellings permitted within the site. It is recommended that Council not support the proposal without clarification within the Specific Use Zone text of no building height over two storeys and no dwelling density for individual lots beyond that currently permitted by Zone MD (Multiple Dwelling) within the NT Planning Scheme.

Dwelling Density

The proposed zone caps the dwelling density for the entire site at 1.62 dwellings per hectare. As a comparison, typical urban density for 800m² lots is approximately 14 dwellings per hectare and for 300m² lots (for multiple dwellings or small lot development such as in Zuccoli) is approximately 25 dwellings per hectare.

There is some support in the rural area for some smaller, affordable lots. If this type of development is to occur, the provision of that development in conjunction with commercial and community facilities is preferred.

Buffers to Existing Development

Buffers have been provided to existing lots so that the outlook from those existing lots outside the development remains the same as what could be developed today. This provision can be strongly supported by Council to protect the streetscape amenity of existing residents.

Future Subdivision and Covenants

The application proposes to require covenants on titles to limit further re-subdivision of sites beyond the initial subdivision of the area. However, the requirement for covenants is not reflected in the Specific Use Zone text. If the use of covenants is not required by the Specific Use Zone, it will not be enforceable to require the developer to put the covenants in place as stated.

As this proposal is a major part of the development and expected future development of the area, it is recommended that Council cannot support the development unless this requirement is included in the Specific Use Zone text.

Building Setbacks

Support can be provided to limitations to building envelopes and clearing of the sites in order to preserve the rural amenity of the blocks. However, as no specific setbacks are proposed, it is difficult to support an unknown provision for setbacks within the development. It is unclear from the current proposal whether the existing setbacks in the NT Planning Scheme still apply unless altered, as it seems the expectation is that the setbacks will be altered with the setback plan and again it is unclear against what measure the DCA would evaluate the proposed building setback plan.

If the intent is that, at a minimum, the current building setbacks in the NT Planning Scheme would continue to apply and any additional setback plan would propose setbacks in excess of the NT Planning Scheme requirements, the Specific Use Zone text should state that intent. Without any intent or measurements for proposed building setbacks, it is unclear how the DCA could evaluate whether the proposed setbacks met the zone.

Council strongly supports appropriate buffers to neighbouring lots to maintain the rural amenity and that these should be defined and reflect a minimum of the current NT Planning Scheme requirements.

The proposed approach for a building setback plan as part of the subdivision application combines a permit for subdivision (creation of new lots) with a permit for development (building setback plan for buildings on those new lots). Under a subdivision permit, the issuing of titles for the new lots concludes the purpose of the permit and the permit duration is expected to conclude in four years. However, in this proposal, the intent is for the building setback plan to continue to apply to the lots in perpetuity. Further details on the appropriateness of the continuing applicability of the subdivision permit to enforce the building setback plan should be investigated.

Community and Commercial Facilities

The requirement for community facilities and social infrastructure included in Stage 1 of the development, and for two activity centres to service the development, can be supported. Additional commercial and appropriately located industrial facilities and the associated contribution to local jobs and economy can be supported and are encouraged. Appropriate public transport to service the site should be addressed at subdivision stage to ensure best practice mobility and access for residents.

Roads and Drainage

Council can address proposals for roads and drainage at subdivision and development stages; at this time, no insurmountable issues are foreseen. With new developments, the cost for all new internal roads are required to be covered by the developer, as are the costs for any upgrades required to existing Council roads as a result of the future development. Further discussion with Council at subdivision stage would be required to examine how stormwater drainage may be managed on the smaller lots if clearing of the site is restricted. It is expected that an acceptable drainage solution can be reached.

Public Open Space

For public open space, the application proposes a minimum 15% of the site as public open space network (open space, creeks, drainage, wetlands, environmental lands) with 10% of that space for public open space recreation activities. Currently the NT Planning Scheme requires 10% of an urban subdivision site as open space unencumbered by drains; there is no requirement for public open space for rural subdivisions.

The provision of public open space to service the smaller lots and community in general is supported and can be managed by Council provided Council's Standards are met. It is acknowledged that the rural-sized lots would not typically require a public open space contribution under the NT Planning Scheme. Should any of the public open spaces be proposed to be located in Zone PS (Public Open Space) and dedicated to Council at the time of subdivision, the developer would be required to adhere to Council's standards for development of the public open space area.

Conservation Land

The proposed Specific Use Zone text makes reference to land in Zone CN (Conservation) which does not currently exist on the site. It is therefore assumed that the development would be expected to rezone some portions of the subject site to Zone CN (Conservation) at some later date. It is unclear in what ownership that conservation land would be expected to sit in the future. Council does not consider conservation land to be equal to land in Zone PS (Public Open Space), which may be expected to be handed over to Council. Council's Development and Subdivision Standards do not support conservation land being dedicated to Council, as Council has no responsibilities or expertise in relation to management of such land; those responsibilities sit with the NT Department of Environment and Natural Resources.

Environmental Impact Assessment

Council can support the requirements of the Specific Use Zone for future subdivision and development applications to be required to address the recommendations of the EIA; Council is not the appropriate authority to assess the suitability of those requirements.

Availability of Water

It is noted that the provision of water for the development has been discussed throughout the life of this proposal. It is considered that the proposals related to water should be appropriately evaluated by experts in the relevant professional fields. The NT Department of Environment and Natural Resources (DENR) is the body suitable to review and comment on the information provided, rather than Council.

An application has been made for a water licence for the site. It is unknown where the application for the water licence, which is required to service the first stage of site as currently proposed, is at in the approval process.

Council typically supports Development Applications requiring a water licence only on the condition that the development not be approved until the water licence is granted. Therefore, it is recommended that Council support the proposed rezoning provided that the water licence is granted prior to the rezoning or additional information be provided to ensure that water is available to service the unique development as proposed.

Zone Text Formatting

It appears the numbering/lettering within the zone is off under Section 3 Master Plan xi. "The master plan required at clause 3.1 is to:". The numbering in this section should be reworked to ensure clarity on what the master plan must include. Currently, it is unclear where the requirements for the master plan end and other requirements begin.

Conclusion

It is recommended that Council provide detailed comments on the application, noting support for items or request for more information where applicable, while maintaining an overall position that Council cannot support the application until some matters, as identified in the assessment above, are addressed within the proposed Specific Use Zone text.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report.

Risks

Not applicable to this report.

Financial Implications

Not applicable to this report.

Community Engagement

Not applicable to this report.

**Recommending
Officer:**

Nadine Nilon, Director Infrastructure and Operations

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

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COUNCIL REPORT

Agenda Item Number:	15.04
Report Title:	July 2019 Summary Planning and Development Report
Report Number:	19/0094
Meeting Date:	17/07/2019
Attachments:	Attachment A: Letter of Comment on PA2016/0022 Attachment B: Letter of Comment on PA2017/0202 Attachment C: Letter of Comment on PA2019/0226 Attachment D: Letter of Comment on PA2019/0239 Attachment E: Letter of Comment on PA2019/0225 Attachment F: Letter of Comment on PA2019/0219 Attachment G: Letter of Comment on Liquor Licence Ref 2019/9007 Attachment H: Letter of Comment on EMP 32169, EMP 232170, and EMP 32171

Purpose

The purpose of this report is to provide to Council a summary of planning and development matters received for Council assessment, and comments provided, for the period of 7 June 2019 to 3 July 2019.

Summary

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

Application Type	No. Applications
Development	6
Clearances for Development Permit Conditions	3
Stormwater Drainage/Driveway Crossover for Building Certification	8
Mining	3
Sale of Crown Land	0
Lease of Crown Land	0
Occupation of Crown Land	0
Liquor Licence	1
Water Licence for Sites adjacent Council Land	0
Low-impact Telecommunications Infrastructure	2
Works Permits	5

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

Recommendation

THAT Council:

1. receive the July 2019 Summary Planning and Development Report; and
2. notes for information the responses provided to relevant agencies within Attachments A-H to this report.

Background

DEVELOPMENT APPLICATIONS

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

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

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	2
Development applications supported, subject to specific issues being adequately addressed	4
Development applications not supported/objected to for reasons related to Council issues	0
Development applications objected to for reasons not directly related to Council issues	0

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

Development Applications supported, subject to normal Council conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2016/0022 Lot 9 (667) Reedbeds Road, Darwin River, Hundred of Cavenagh	Extension of Time for Subdivision to Create 2 Lots The subject site was approved for subdivision into 2 lots in 2017. The permit has not been completed due to outstanding issues with satisfying some of the conditions of the permit. The application is to extend the period of the permit.
PA2017/0202 Lot 7 (408) Brougham Road, Darwin River, Hundred of Cavenagh	Extension of Time for Subdivision to Create 7 Lots The subject site was approved for subdivision into 7 lots in 2017. The applicant is continuing to work on detailed design drawings for the site. The application is to extend the period of the permit.

Development Applications supported, subject to specific issues being adequately addressed

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

Application Number, Address, and Attachment Reference	Purpose and Summary	Specific Issues to be Addressed
PA2019/0226 Section 1571 (2400) Arnhem Highway, Lambells Lagoon, Hundred of Guy	Clearing of Native Vegetation The application proposes to clear 99ha of the 310ha site to grow Asian vegetables. The site is located in Zone H (Horticulture). The application proposes a 200m buffer to the properties to the east and south of the subject site.	The proposed use of the site to grow Asian vegetables is consistent with the zoning of the subject site. The application notes that a water licence is required for the proposed future use but has not yet been granted. Council's support for the application is predicated on an appropriate water licence being granted for the proposed future farming use.
PA2019/0239 Lot 10 (130) Wells Creek Road, Virginia, Hundred of Strangways	Subdivision to Create 2 Lots The application proposes to subdivide the site into two lots of approximately 2ha each. The application proposes a 15m wide battleaxe to service the new lot and to construct a floodway to overcome access issues with the Wells Creek drainage system to provide unconstrained access to the new lot.	The application is consistent with strategic planning directions and the access and drainage are consistent with Council's standard requirements. The application contends there is a minimum of one hectare of unconstrained land per lot. Council supports the protection of constrained land within the municipality and supports full assessment of constrained and unconstrained land by suitably qualified professionals.
PA2019/0225 Section 6493 (425) Stuart Highway, Coolalinga, Hundred of Bagot	Illuminated Signs x 2 The application proposes to replace the existing K-Mart Tyre and Auto signs with the new branding for the K-Mart car service business. The new signs are roughly the same size and in the same location as the existing signs and are illuminated. The signs do not meet the limited size requirements of the NT Planning Scheme.	The signs are considered suitable for the commercial area facing other commercial businesses, provided the illumination on the signs does not flash to prevent distraction to drivers.

Application Number, Address, and Attachment Reference	Purpose and Summary	Specific Issues to be Addressed
PA2019/0219 Section 5521 (325) Gulnare Road, Bees Creek, Hundred of Strangways	Home Occupation Exceeding 30m2 (Training Centre) The training centre is not in compliance with the minimum requirements of the NT Planning Scheme for a home occupation that does not require planning permission. The training centre is 70m2 in floor area and has more than one business vehicle parked on the site overnight.	The increase in floor area and addition of one vehicle beyond the minimum requirements is not expected to detract from the residential amenity of the locality, given the size of the properties in the locality and the nature of the business as a training centre. The proposal for the training centre, which essentially operates as an office use, is not expected to have any effect on the neighbouring properties. Council's support for the proposal is predicated on any Development Permit issued for the site noting the specific nature of the home occupation proposed (i.e. office-based training centre) rather than a blanket permit for any home occupation. The business currently has a sign within Council's road reserve, which is considered a hazard and is not permitted. Council requires the sign to be relocated within the private property.

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

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

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

LIQUOR LICENCE APPLICATIONS

The table below describes the new applications for amendments to existing liquor licences or new applications for special event liquor licences to which Council has responded during the noted period.

For all liquor licence applications, Council notes the recent investigations and reports into the consumption of alcohol in the Northern Territory and notes support for limiting the harmful use of alcohol in the community.

Address and Attachment Reference	Purpose and Summary	Comments Provided
2019/9007 Liquor Bill 2019	The NT Government is considered a new Liquor Bill. The proposed Liquor Bill 2019 contains a number of amendments to the Liquor Act 1978. However, the portion of the proposed Liquor Bill 2019 that refers to Council's ability to comment on liquor licence applications has not changed.	Council can support the proposed new bill as it does not appear to alter the circumstances or grounds for objection under which Council can make comments on new liquor licences or changes to existing licences. Council wishes to note the recent investigations and reports into the consumption of alcohol in the Northern Territory and notes support for limiting the harmful use of alcohol in the community.

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

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

No. Building Certification Applications
8

MINING APPLICATIONS

For all mining applications, Council has provided standard comments, with areas of access and stormwater drainage addressed where required. The table below describes the Mining Applications to which Council has responded during the noted period.

Application Number, Address, and Attachment Reference	Type of Application and Proposed Mined Material	Comments Provided
2019/32169 2019/32170 2019/32171 1650 Gunn Point Road, Koolpinyah	EMP Sand, soil and type 2 gravel	Supported subject to provision of information regarding the proposed driveway access, a Traffic Management Plan for haulage routes, and an Environmental Management Plan to address stormwater runoff.

TELECOMMUNICATIONS APPLICATIONS

Council receives applications for low-impact telecommunications infrastructure that have a low likelihood of impacting upon neighbouring areas. For telecommunications applications, Council has provided standard comments, with areas of access addressed where required. The following table notes the number of telecommunication applications Council received during the noted period.

No. Telecommunications Applications
2

WORKS PERMIT APPLICATIONS

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

No. Works Permit Applications
5

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report

Risks

Not applicable to this report

Financial Implications

Not applicable to this report

Community Engagement

Not applicable to this report

Recommending Officer: Nadine Nilon, Director Infrastructure and Operations

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

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11 June 2019

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

RE: Letter of Comment Development Application

PA2016/0022

**Lot 9 (667) Reedbeds Road, Darwin River, Hundred of Cavenagh
Extension of Time - Subdivision to create two lots**

Thank you for the Extension of Time Development Application referred to this office on 08/03/2016, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council supports the granting of an Extension of Time to the existing Development Permit with the following comments:

- a) The application has previous support from Council, provided conditions are met, as well as Development Permit approval, and is yet to be finalised.
- b) The application proposes to subdivide the site into two new lots that are well in excess of the minimum lot size required in the subject zone.
- c) There are two existing dwellings on the subject site and the two lots will result in compliance with the requirements of the subject zone for one single dwelling on each lot.
- d) Pipeline Road is not currently a Council road but rather a private access road within Crown Land to a Power and Water Corporation asset. Council comments on this application from 24 March 2016 indicated that "Council currently maintains Pipeline Road and that arrangement is not planned to change as a result of this proposal". However, Council's policy on private roads is currently under review and may be subject to change by Council in the future.
- e) Council continues to note that support is only given for the proposal provided that a 30m wide road reserve corridor be dedicated to Council and opened as a road reserve, with the following requirements:
 - i. While Council would undertake actions required by Council under the Local Government Act to open the road, a formal agreement must be entered into

between Council and the applicant, in accordance with Council's Road Opening Agreement, which outlines the responsibilities of the applicant in relation to the road opening, including the applicant paying the required Council fee and bearing all costs associated with the road opening.

- ii. Council would accept from Crown Land a 30m wide road reserve as shown in grey on the attached plan (generally, from Duddell Road along Pipeline Road and along the boundary of the newly created lot, including along the alignment of the pipeline/power lines).
- iii. While a new road reserve would be created, Council would accept the road in its current condition. In accepting the road reserve, Council does not accept responsibility for any required upgrades to the assets in the road reserve in order to support the proposed development.

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

- a) **A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan for the upgrade of roads and drainage infrastructure as a result of this development.** The contribution payable is in accordance with that for Catchment Area 12B, in which the site falls within the Council's *Developer Contributions Plan for Roads and Drainage*.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

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

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

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

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

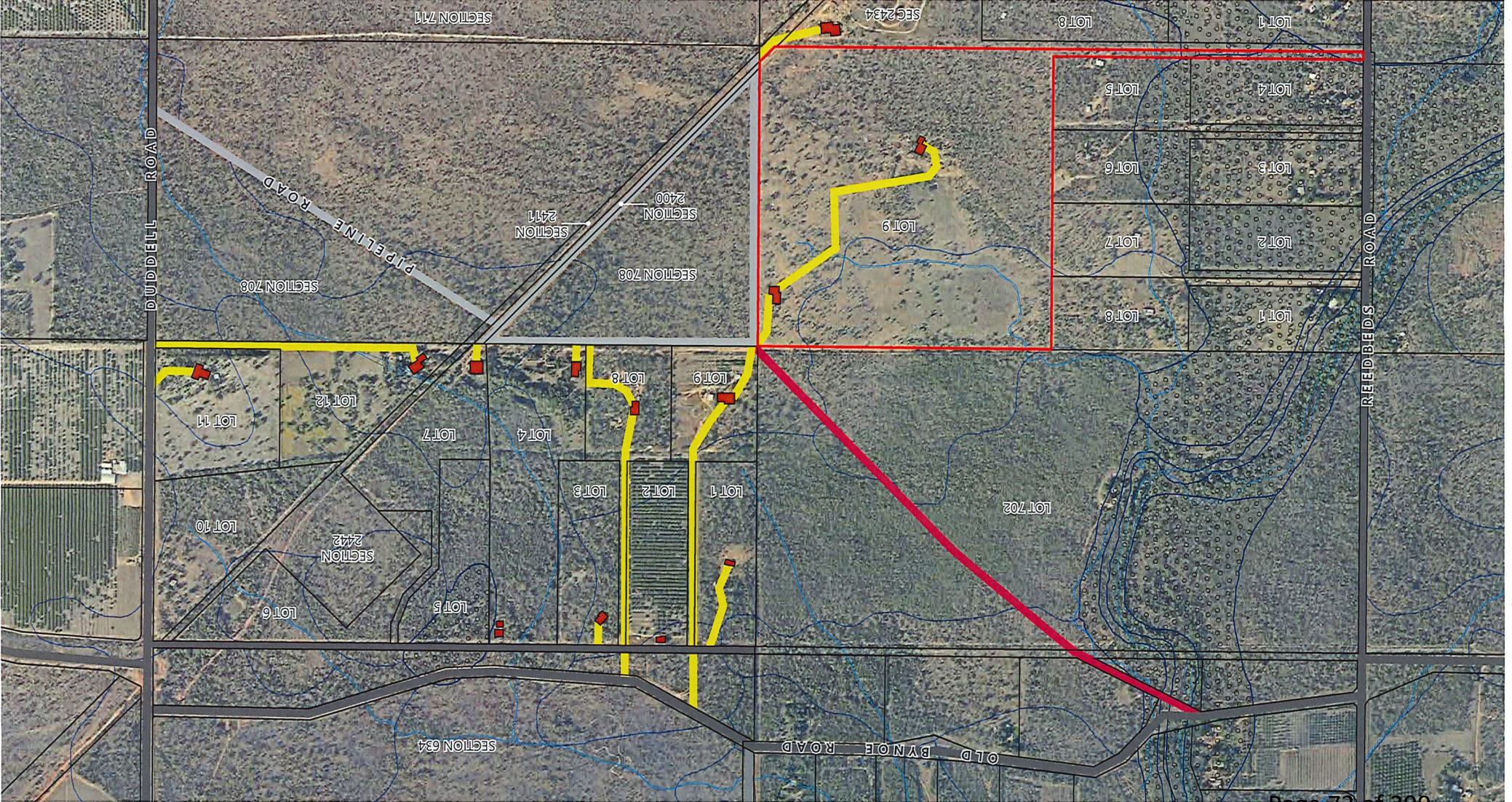
Yours faithfully



Nadine Nilon
Director Infrastructure and Operations

Access Plan
Lot 9, Hundred of Cavenagh
667 Reedbeds Road
DARWIN RIVER

- Subject Site
- Dwelling
- Gazetted Road
- Potential future roads (to be opened in conjunction with this application)
- Potential future road (not intended in conjunction with this application)
- Internal Access
- Creek
- Wetlands



**LITCHFIELD
COUNCIL**

Community effort is essential

3 July 2019

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

RE: Letter of Comment Development Application

PA2017/202

**Lot 7 (408) Brougham Road, Darwin River, Hundred of Cavenagh
Extension of Time – Subdivision to Create 7 Lots**

Thank you for the Extension of Time Application referred to this office on 21/06/2019, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council supports the granting of an Extension of Time for the following reasons:

- a) The applicant is currently working with Council to finalise design drawings for the site and the application appears on an appropriate progress to completion.
- b) There are not expected to be any negative impacts upon Council infrastructure as a result of the proposal.
- c) There are not expected to be any negative impacts upon the amenity of the surrounding neighbourhood as a result of the proposal.

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

- a) **A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan for the upgrade of roads and drainage infrastructure as a result of this development.** The contribution payable is in accordance with that for Catchment Area 12B, in which the site falls within the Council's *Developer Contributions Plan for Roads and Drainage*.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

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

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

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

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

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations

20 June 2019



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

RE: Letter of Comment Development Application

PA2019/0226

**Section 1571 (2400) Arnhem Highway, Lambells Lagoon, Hundred of Guy
Clearing of Native Vegetation**

Thank you for the Development Application referred to this office on 14/06/2019, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

The proposed use after the clearing of native vegetation is consistent with the zoning of the subject site.

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

The application notes that a water licence is required for the proposed future use but has not yet been granted. Council supports appropriate use of water resources within the municipality. As such, Council's support for the application is predicated on an appropriate water licence being granted for the proposed future farming use.

Should the application be approved, the Council requests the following conditions be included as Conditions Precedent in any Development Permit issued by the consent authority:

- a) No driveway access is shown on the current plans. As access to the site is required to undertake the proposed clearing activity, Council requires review and approval of any proposed crossover to the site, prior to construction. The crossover and driveway to the site shall meet Litchfield Council's requirements.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).
 - i. The plan shall demonstrate that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.

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

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

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

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

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

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

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations



3 July 2019

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

RE: Letter of Comment Development Application

PA2019/0239

**Lot 10 (130) Wells Creek Road, Virginia, Hundred of Strangways
to create two lots**

Thank you for the Development Application referred to this office on 21/06/2019, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The application appears consistent with strategic planning documents for the locality.
- b) The application provides a 15m wide battleaxe, in accordance with Litchfield Council's Development and Subdivision Standards.
- c) The application provides sufficient stormwater drainage information to indicate that if the proposed plan is followed, there are not expected to be stormwater drainage concerns for the proposed subdivision.

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

- a) The application contends there is a minimum of one hectare of unconstrained land per lot. Council supports the protection of constrained land within the municipality and supports full assessment of constrained and unconstrained land by suitably qualified professionals, including the Department of Environment and Natural Resources.

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan for the upgrade of roads and drainage infrastructure as a result of this development.

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

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

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

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

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

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

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations



3 July 2019

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

RE: Letter of Comment Development Application

PA2019/0225

**Section 6493 (425) Stuart Highway, Coolalinga, Hundred of Bagot
Illuminated signs x 2**

Thank you for the Development Application referred to this office on 21/06/2019, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed new signs are replacing existing signs of similar size.
- b) The proposed illuminated signs are facing other commercial businesses and are not expected to have a negative visual impact upon any residences.
- c) There are no impacts upon Council infrastructure as a result of the proposal.

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

- a) The illuminated signs should not flash in any manner, due to the potential for flashing signs to distract drivers in the locality.

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

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

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

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations

3 July 2019

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

RE: Letter of Comment Development Application

PA2019/0219

**Section 5521 (325) Gulnare Road, Bees Creek, Hundred of Strangways
Home Occupation exceeding 30m²- Training Centre**

Thank you for the Development Application referred to this office on 21/06/2019, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The training centre is not in compliance with the minimum requirements of the NT Planning Scheme for a home occupation that does not require planning permission. However, the increase in floor area and addition of one vehicle beyond the minimum requirements is not expected to detract from the residential amenity of the locality, given the size of the properties in the locality and the nature of the business as a training centre.
- b) There are not expected to be any negative effects upon Council infrastructure as a result of the proposal gaining formal planning permission.

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

- a) The proposal for the training centre, which essentially operates as an office use, is not expected to have any effect on the neighbouring properties. However, a different home occupation of the size proposed could certainly have a negative impact upon neighbouring amenity. Thus, Council's support for the proposal is predicated on any Development Permit issued for the site noting the specific nature of the home occupation proposed (i.e. office-based training centre) rather than a blanket permit for any home occupation. Given the nature of the proposed training business, it is noted that Council's support is for the home occupation to be undertaken within the enclosed 70m² floor area and does not include support for any outdoor training on machinery or equipment.
- b) The business currently has a sign, secured by star pickets, within Council's road reserve, which is considered a hazard and is not permitted. Council requires the sign

to be relocated within the private property. Council does not object to the size of the existing sign. Should it be determined that the size of the existing sign would exceed the requirements of the NT Planning Scheme for a sign for a home occupation, Council would support the continued use of the sign, provided that any Development Permit issued for the use records the variation to sign size to the size of the existing sign.

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

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

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

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

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

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations

14 June 2019

Department of the Legislative Assembly
Northern Territory Government
GPO BOX 3721
Darwin NT 0801

**2019/9007
Proposed Liquor Bill 2019**

Thank you for advertising to Council for comment the proposed new *Liquor Bill* 2019. 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:

Council can support the proposed new bill as it does not appear to alter the circumstances or grounds for objection under which Council can make comments on new liquor licences or changes to existing licences.

Council wishes to note the recent investigations and reports into the consumption of alcohol in the Northern Territory and notes support for limiting the harmful use of alcohol in the community.

If you require any further discussion in relation to this application, please contact me on 08 8983 0600.

Yours faithfully



Wendy Smith
Manager Planning and Development



21 June 2019

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

Dear Ms Smith

RE: Letter of Comment Mining Application

**EMP32169, EMP32170 and EMP32171
NT Portion 4476 (1650) Gunn Point Road KOOLPINYAH
extract, remove, store extractive minerals**

Thank you for the Extractive Mineral Permit Application referred to this office on 21/06/2019, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

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

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

Yours faithfully

Wendy Smith
Planning and Development Manager

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



COUNCIL REPORT

Agenda Item Number:	15.05
Report Title:	Deed of Licence – Garden of Remembrance: Thorak Regional Cemetery
Report Number:	19/0095
Meeting Date:	17/07/2019
Attachments:	Attachment A: Deed of Licence

Purpose

This report presents for Council, adoption the Deed of Licence in relation to the Northern Territory Garden of Remembrance. If adopted, Litchfield Council will grant to the Commonwealth a licence to occupy and use the Land for Permitted Use.

Summary

A review of leases and agreements of all Litchfield Council (LC) held land and assets has highlighted the lack of any formal agreement between LC and the Commonwealth regarding the Garden of Remembrance (GOR).

The GOR is located within the Thorak Regional Cemetery (TRC) grounds and is fully maintained and independently operated by the Office of Australian War Graves, Department of Veterans Affairs.

The proposed Deed of Licence outlines the terms, conditions and obligations applicable to both parties, the parties being Commonwealth of Australia (CoA) as represented by the Department of Veteran's Affairs (DVA) and LC. The licence grants to the CoA a licence to occupy and use the Land for the Permitted Use.

Recommendation

THAT Council affix the Common Seal and thereby grant to the Commonwealth of Australia the Deed of Licence in relation to the Northern Territory Garden of Remembrance. A copy of the Deed of Licence is included as Attachment A.

Background

No documentation of any agreement or lease has been found between LC and another party regarding the use of the land known as Garden of Remembrance.

Access to the area is through the main entrance of TRC and visitors use the TRC office car park. It takes up 0.16 hectares of the 16.9 hectares currently in use at Thorak. An index of veteran plaques within the gardens as well as veterans buried within the main cemetery is kept at the TRC office for visitor enquiries.

Electricity to the GOR is separately metered and billed directly to DVA. The water to the area is separately metered and TRC bill DVA monthly for its delivery.

The Licence includes:

- CoA to occupy and use the Land for the Permitted Use subject to terms and conditions;
- CoA to have full right and liberty to use the roads and pathways in Thorak Cemetery and must ensure all employees, agents and contractors comply with LC policies relating to the use of these roads and pathways. LC to maintain the roads and pathways;
- CoA must ensure that all employees, agents and contractors comply with LC's work, health and safety policies;
- CoA shall have exclusive right to erect memorial and carry out structural, horticultural or other beatification work on the land. If LC is at any time not satisfied with the maintenance of the land it may give notice in writing to the Commonwealth requesting reasonable standards are met;
- LC will endeavour to ensure the Services are operational and functional; and
- LC will consult with the Commonwealth before consenting to any future development or structure on any land which adjoins or is in close proximity to the Garden of Remembrance.

Links with Strategic Plan

Good Governance

Legislative and Policy Implications

Both parties acknowledge and agree:

- a. the Land is under the care, control and management of Litchfield Council pursuant to section 184 of the Local Government Act (NT); and
- b. Litchfield Council must exercise any rights it has in accordance with the Cemeteries Act (NT).

Litchfield Council Health and Safety Policies.
Northern Territory Cemeteries Regulations.

Risks

Nil

Financial Implications

The GOR generates approximately \$5,000 of annual income for TRC from the invoicing of water delivery each month. This helps offset the electricity costs used to run the bores.

The fee for the Licence will be one dollar per annum.

Community Engagement

Not applicable

Recommending Officer: **David Jan, Acting Director Community and Corporate Services**

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

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

DEED OF LICENCE

DEED OF LICENCE IN RELATION TO THE NORTHERN TERRITORY GARDEN
OF REMEMBRANCE

Commonwealth of Australia as represented by the Department of Veterans' Affairs

Litchfield Council ABN 45 018 934 501

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DEED OF LICENCE OF LICENCE

Deed of Licence in relation to the Northern Territory Garden of Remembrance

DATE

This Deed of Licence is made on

PARTIES

This Deed is made between and binds the following parties:

**Commonwealth of Australia as represented by the Department of
Veterans' Affairs (Commonwealth)**

of 21 Genge Street, Canberra in the Australian Capital Territory

Litchfield Council ABN 45 018 934 501 (Litchfield Council)

of 7 Bees Creek Road, Freds Pass in the Northern Territory

RECITALS

- A. Thorak Cemetery is under the care, control and management of Litchfield Council pursuant to section 184 of the *Local Government Act* (NT).
- B. Litchfield Council has been requested to grant to the Commonwealth a Licence to use the land as hereinafter defined being part of the Thorak Cemetery.
- C. Litchfield Council has agreed to grant a Licence to the Commonwealth.
- D. The Commonwealth has agreed to accept the proposed Licence from Litchfield Council.
- E. Litchfield Council and the Commonwealth agree to comply with their obligations pursuant to this Licence.

THIS DEED WITNESSES AS FOLLOWS:

1. DEFINITIONS

- 1.1. **Claim** means an action, claim, proceeding, expense, demand or damages.
- 1.2. **Date of Commencement** means the date set out in Item 1.
- 1.3. **Land** means the land referred to in Item 2.
- 1.4. **Permitted Use** means use for a Garden of Remembrance and Visitor Facility.
- 1.5. **Services** means all services provided to the Land and includes the provision of water, gas and electricity.

2. INTERPRETATION

- 2.1. A reference to an Item is a reference to an Item in Schedule 1;
- 2.2. A reference to clause is a reference to clause of this Licence;
- 2.3. A reference to a sub-clause is a reference to a sub-clause of this Licence;
- 2.4. A reference to a paragraph is to the relevant paragraph of the sub-clause in which the reference appears;
- 2.5. A reference to a Schedule is a reference to a Schedule to this Licence;
- 2.6. Words importing gender include all genders and words importing number include singular and plural as the case may require;
- 2.7. Heading and bold type have been inserted for guidance only and do not form part of the context and shall not limit or govern the construction of this Licence;
- 2.8. This Licence must be construed in accordance with and governed by the laws of the Northern Territory;
- 2.9. In the interpretation of the licence, no rule of construction applies to the disadvantage of a party on the basis that the party put forward or drew this Licence or any part of it;
- 2.10. Wherever in this Licence a party is prohibited from doing any act, matter or thing, the party is also prohibited from permitting or suffering such act, matter or thing; and

- 2.11. Where a reference is made to any body or authority such reference shall, if the body or authority has ceased to exist, be deemed a reference to the body or authority as then serves substantially the same objects as that body or authority and any reference to the President of such a body or authority shall in the absence of a President be read as a reference to the senior officer for the time being of the body or authority or such other person fulfilling the duties of President.

3. GRANT

- 3.1. Subject to the terms and conditions of this Licence, Litchfield Council grants to the Commonwealth a licence to occupy and use the Land for the Permitted Use. Litchfield Council warrants that it has all necessary authority to grant this Licence.
- 3.2. The fee for the Licence shall be One Dollar per annum. The fee is payable annually in arrears if requested by Litchfield Council.
- 3.3. In addition to the rights referred to in sub-clause 3.1 the Commonwealth shall have for the purposes of the licence full right and liberty to use the roads, paths and ways in all parts of the Thorak Cemetery which are under the care, control and management of Litchfield Council. The Commonwealth must, and must ensure that the Commonwealth's employees, officers, agents and contractors, comply with Litchfield Council's policies relating to the use of the relevant roads, paths and ways as notified to the Commonwealth provided that such policies are reasonable and not inconsistent with the terms of this Licence.
- 3.4. Litchfield Council must permit the Commonwealth and the Commonwealth's officers, employees, agents, contractors and invitees access to and from the Land at all times and must not impede such access or the exercise of any rights granted to the Commonwealth pursuant to this Licence.
- 3.5. The Commonwealth agrees that it will be responsible, at its own cost, for the maintenance and beautification of the Land and all memorials, structures, walls and fences on the Land to the reasonable satisfaction of Litchfield Council.
- 3.6. Litchfield Council is responsible, at Litchfield Council's cost, for maintaining and keeping in good repair and condition all means of access to and through the Land including all roads, paths and ways.
- 3.7. Litchfield Council agrees that this Licence is perpetual and irrevocable.
- 3.8. While using, accessing or conducting any other activity within the Thorak Cemetery including on the Land, the Commonwealth must, and must ensure that the Commonwealth's employees, officers, agents and contractors, comply with:

- a. Litchfield Council's work, health and safety policies as notified to the Commonwealth; and
- b. all directions provided by Litchfield Council's authorised officers relating to work, health and safety,

provided that such policies and directions are reasonable and not inconsistent with the terms of this Licence or any law that binds the Commonwealth.

4. USE OF LAND

- 4.1. Litchfield Council shall not permit or allow any burials to be made in or on the Land or human remains to be exhumed from the Land without the written consent of the Commonwealth.
- 4.2. Litchfield Council must notify the Commonwealth as soon as practicable and, in any event within 5 Business Days, after Litchfield Council becomes aware of an application for a burial to be made in or on the Land or human remains to be exhumed from the Land. Litchfield Council must provide such notice whether or not:
 - a. the application is made to Litchfield Council or to another person or body; and
 - b. Litchfield Council or another person or body has the authority to determine the application.
- 4.3. The Commonwealth shall have the exclusive right to erect memorials on the Land and carry out structural, horticultural or other beautification work on the Land.
- 4.4. If at any time Litchfield Council is not satisfied with the beautification and maintenance of the Land or any memorials, Litchfield Council may give notice in writing to the Commonwealth requiring the Commonwealth to carry out works necessary to bring the Land, or memorials to a reasonably appropriate standard in accordance with Commonwealth standards as informed by the Commonwealth War Graves Commission (**Rectification Notice**). If the Commonwealth receives a Rectification Notice, the Commonwealth must carry out the relevant work within a reasonable time having regard to the nature of the work that is required to be performed.

5. INDEMNITY

- 5.1. The Commonwealth agrees to indemnify Litchfield Council from and against all Claims for which Litchfield Council becomes liable and which arise from loss, damage or injury to property or to a person within or outside the Land to the extent caused or contributed to by the negligent act or omission of the Commonwealth in connection with the Commonwealth's use of the Land.

- 5.2. The Commonwealth's indemnity under sub-clause 5.1 is limited to \$10,000,000.00 in the aggregate and will expire on the termination of this Licence.
- 5.3. As soon as practicable after becoming aware of any event, circumstance or Claim which may give rise to the Litchfield Council relying on the indemnity in sub-clause 5.1, Litchfield Council:
- a. agrees to notify the Commonwealth in writing of the event, circumstance or Claim and provide reasonable details; and
 - b. agrees to use its best endeavours to mitigate any loss, damage or expenses arising out of or in connection with the event, circumstance or Claim.
- 5.4. The parties agree that if the Commonwealth requires, the Commonwealth will be entitled to have the conduct of any Claim in respect of which the indemnity in sub-clause 5.1 applies. Litchfield Council agrees to co-operate with the Commonwealth in the conduct of the Claim.

6. SERVICES

- 6.1. Litchfield Council must use its best endeavours to ensure the Services are operational and functional.
- 6.2. Litchfield Council must at its cost ensure that separate meters are installed to measure the supply of the Services to the Land.
- 6.3. The Commonwealth will pay or reimburse to Litchfield Council all charges for separately metered Services consumed or used on the Land provided always that the Commonwealth will not be obliged under this sub-clause to make any payments in respect of the installation of that service.
- 6.4. The Commonwealth must store and keep or cause to be stored and kept all waste materials and garbage in proper receptacles and must arrange for the regular removal of waste materials and garbage from the Land, failing which Litchfield Council may effect such removal the cost and expense of the Commonwealth.

7. LOCAL GOVERNMENT ACT AND CEMETERIES ACT

- 7.1. The parties acknowledge and agree:
- a. the Land is under the care, control and management of Litchfield Council pursuant to section 184 of the *Local Government Act* (NT);
 - b. Litchfield Council must exercise any rights it has in accordance with the *Cemeteries Act* (NT); and

- c. except as set out in this Licence, this Licence is subject to the provisions of the *Cemeteries Act (NT)*.

7.2. Notwithstanding clause 7.1:

- a. Litchfield Council must not exercise or cause to be exercised any of its powers pursuant to the *Cemeteries Act (NT)* or the *Local Government Act (NT)* which in the opinion of the Commonwealth may affect the Commonwealths enjoyment of its rights conferred by this Licence without the prior written permission of the Commonwealth; and
- b. Litchfield Council must use its best endeavours to ensure that no other person or body exercises or causes to be exercised any of its powers pursuant to the *Cemeteries Act (NT)* or otherwise which in the opinion of the Commonwealth may affect the Commonwealths enjoyment of its rights conferred by this Licence without the prior written permission of the Commonwealth.

8. FUTURE DEVELOPMENT

- 8.1. Litchfield Council shall not permit or consent to any development or structure on any land within the control of Litchfield Council which adjoins or is in close proximity to the Land which may affect or may detract from the appearance or amenity of the Land unless it has first consulted with the Commonwealth in relation to the proposed development or structure.

9. MISCELLANEOUS

- 9.1. Nothing in this Licence is to be construed as creating the relationship of landlord and tenant between the parties.
- 9.2. The Commonwealth acknowledges that its interest in the Land under this document is a contractual right only to occupy the Land in accordance with the terms of this Licence and it has no right to exclusive possession and no other interest in the Land.
- 9.3. The Commonwealth acknowledges that the Licence is personal to the Commonwealth and may not be assigned by the Commonwealth otherwise than to the Commonwealth of Australia or an agency of the Commonwealth of Australia except with the consent of Litchfield Council which will not unreasonably be withheld.

10. COST OF LICENCE

- 10.1. Litchfield Council and the Commonwealth must each bear their own costs of and incidental to the negotiation settlement, preparation and execution of this Licence.

11. SERVICE OF NOTICES

11.1. Any notice approval consent or demand given by the Commonwealth to Litchfield Council pursuant to this Licence may be given or served in any of the following ways:

- a. by delivery to the address of Litchfield Council referred to in Item 3;
- b. by sending it by mail to the address of Litchfield Council referred to in Item 3; or
- c. by transmitting it by facsimile number of Litchfield Council referred to in Item 3.

If written notice has previously been given of any change of address for service, notices shall be sent or delivered to such changed address.

11.2. Service by mail shall be deemed to have been effected at the time when the letter would in the ordinary course be delivered. Any notice or document sent by facsimile machine shall be deemed to have been served at the time on the day that the whole of the notice or document was transmitted from the sending facsimile and the answer back of the receiving machine was received by the sending machine.

11.3. Any notice approval consent or demand given by Litchfield Council to the Commonwealth pursuant to this Licence must be given or served by delivery by courier to the person and at the address specified in or Item 4. If written notice has previously been given by the Commonwealth to Litchfield Council of any change of address for service, notices must be delivered by courier to such changed address.

SCHEDULE 1 - PARTICULARS

ITEM 1	Date of commencement	The date of this Licence
ITEM 2	Description of the Land	The land is that area of the Thorak Cemetery comprising the Northern Territory Garden of Remembrance, being part of Portion 2734 Hundred of Bagot as shown outlined and marked 'Garden of Remembrance' on the plan at Schedule 2
ITEM 3	Address for service of Litchfield Council	Chief Executive Officer Litchfield Council 7 Bees Creek Road Freds Pass, Northern Territory Fax (08) 8983 1165
ITEM 4	Address for service of Commonwealth	Director War Graves Office of Australian War Graves Department of Veterans' Affairs 21 Genge Street Canberra, ACT 2601

SCHEDULE 2 – PLAN OF THE LAND



EXECUTION

The Common Seal of the Litchfield Council was affixed on

by the Authority of Council pursuant to a resolution dated

in the presence of

Signature of Chief Executive Officer

Signature of Member of Council

Name of Chief Executive Officer (print)

Name of Member of Council (print)

Signed, sealed and delivered for and on behalf of the **Commonwealth of Australia as represented by the Department of Veterans' Affairs** by its duly authorised delegate in the presence of

Signature of witness

Signature of delegate

Name of witness (print)

Name of delegate (print)

Position of delegate (print)



COUNCIL REPORT

Agenda Item Number:	15.06
Report Title:	Knuckey Lagoon Recreation Reserve Management Committee – Request for Funding
Report Number:	19/0084
Meeting Date:	17/07/2019
Attachments:	Nil

Purpose

This report presents for Council's consideration, a request for funding from the Knuckey Lagoon Recreation Reserve Management Committee for a proposed Reserve Open Day.

Summary

On 20 November 2017 Council resolved to establish the Knuckey Lagoon Recreation Reserve Committee as a Committee of Council, after which the Committee's funds were deposited into Litchfield Council's bank account for future use by the Recreation Reserve.

At the meeting on 6 June 2019, the Knuckey Lagoon Recreation Reserve Management Committee resolved to request Council to access a portion of these Reserve funds for an open day.

Recommendation

THAT Council:

1. does not approve the withdrawal of funds for the Reserve Open Day;
2. encourages the Knuckey Lagoon Reserve Committee to plan for an Open Day in 2020; and
3. communicates its decision at the next Committee meeting on 1 August 2019.

Background

On 20 November 2017 Council resolved to establish the Knuckey Lagoon Recreation Reserve Committee as a Council Committee. As a result of this decision, Knuckey Lagoon Recreation Reserve's Bank Balance was deposited into Litchfield Council's Bank Account on 22 June 2016. This amount totalling \$50,270.95 has been set aside in Litchfield Council's Balance Sheet for future use by the Recreation Reserve.

Over the past 12 months the Committee has been discussing ideas to activate the Reserve, with the idea of an Open Day for the Reserve. There was initial interest from the Committee to meet separately to plan the Open Day, however there is some reluctance from user groups to commit and thus it is now being driven by one Committee Member.

The total funds the Committee is requesting is outlined in the table below:

Item	Cost
NT News Ad	\$750.00
Off the Leash Ad for 1 Month	\$220.00
Banners	\$349.00
1500 x A6 Colour Flyers	\$119.00
50 x A4 Posters	\$40.00
10 x Corflute Signs 45cm x 68cm	\$472.00
10 x Corflute sign stands	\$40.00
6 x hanging strips	\$9.00
30cm x 45cm corrugated plastic signs	\$123.00
TOTAL	\$1902.00

There was a request for Council to assist with planning the event however, under current staffing capacity, Council is not in a position to support an Open Day for the Reserve in 2019. It has been communicated with the Committee that Council may be able to provide administrative support to a 2020 Open Day event.

Council's Strategic Plan 2018-2022 states that Council will develop a Recreation Reserves Master Plan to inform long term asset management plans, and ensure facilities are well managed, fit for purpose and meet community needs. The development of a long-term plan for the Reserve prior to increasing reserve usage will provide guidance to any proposed events and allow Council to plan for any capital expenditure required to support any increased use. The reserve funds should be utilised to support the development of assets in the future.

It is recommended to plan the event for 2020 with support through operational budgets and administration.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Nil

Risks

Nil

Financial Implications

Council has funds for Knuckey Lagoon Recreational Reserve amounting to \$50,270.95. Should Council choose to proceed with a 2019 Open Day, \$1,902.00 will need to be withdrawn.

Community Engagement

Nil

Recommending Officer: **David Jan, Acting Director Community and Corporate Services**

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

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



COUNCIL REPORT

Agenda Item Number:	15.07
Report Title:	Acquittal of Special Purpose Grants
Report Number:	19/0085
Meeting Date:	17/07/2019
Attachments:	Attachment A: Acquittal Form Howard Park Reserve Irrigation Upgrade Attachment B: Acquittal Form Howard Park Recreation Reserve Playground Upgrades Attachment C: Acquittal Form Humpty Doo Village Green Community Hall Upgrades Attachment D: Acquittal Form Mobile Workforce Shed Attachment E: Expense listing Howard Park Reserve Irrigation Upgrade Attachment F: Expense listing Howard Park Recreation Reserve Playground Upgrades Attachment G: Expense listing Humpty Doo Village Green Community Hall Upgrades Attachment H: Expense listing Mobile Workforce Shed

Purpose

This report presents for Council the approval of partial acquittal forms for:

- Howard Park Recreation Reserve Irrigation Upgrade;
- Howard Park Recreation Reserve Playground Upgrades;
- Humpty Doo Village Green Community Hall Upgrades; and
- Mobile Workforce Shed.

Summary

Council received a Special Purpose Grant from the Northern Territory Government (NTG) Department Housing and Community Development 20 June 2017 for the upgrade to the Irrigation System at Howard Park Reserve. Most works were undertaken in the 2017-2018 financial year, with some funds remaining for expenditure in the 2018-2019 financial year. A total of \$20,000.00 has been received in funding with \$17,248.09 spent as at 30 June 2019.

Council received a Special Purpose Grant from the NTG Department Housing and Community Development 11 December 2018 for Howard Park Recreation Reserve Playground Upgrades. Works commenced in the 2018-2019 financial year, with remaining funds to be expended in the 2019-2020 financial year. A total of \$69,970.00 has been received in funding with \$60,762.26 spent as at 30 June 2019.

Council received a Special Purpose Grant from the NTG Department Housing and Community Development 21 June 2018 for Humpty Doo Village Green Community Hall Upgrades. Works commenced in the 2018-2019 financial year, with remaining funds to be expended in the 2019-2020 financial year. A total of \$33,824.00 has been received in funding with \$20,991.66 spent as at 30 June 2019.

Council received a Special Purpose Grant from the NTG Department Housing and Community Development 9 February 2017 for the construction of a new Mobile Workforce Shed. Works commenced in the 2018-2019 financial year, with remaining funds to be expended in the 2019-2020 financial year. A total of \$225,000.00 has been received in funding with \$35,836.60 spent as at 30 June 2019 with the remaining funds for construction committed with the building contractor.

Recommendation

THAT Council:

1. receive and notes the Acquittal of Special Purpose Grants report; and
2. approves the partial acquittal of the Special Purpose Grants for:
 - a) Upgrades to the Howard Park Recreation Reserve Irrigation Upgrades to the value of \$17,248.09 as of 30 June 2019;
 - b) Upgrades to the Howard Park Recreation Reserve Playground to the value of \$60,762.26 as of 30 June 2019;
 - c) Upgrades to the Humpty Doo Village Green Community Hall to the value of \$20,991.66 as of 30 June 2019; and
 - d) Construction of a new Mobile Workforce Shed to the Value of \$35,836.60 as of 30 June 2019.

Background

Special Purpose Grants provided by the Department Housing and Community Development require partial acquittal by 30 June each year. Any acquittal provide to the Department requires Council approval. Attachments A, B, C and D are the partial acquittal forms for the above-mentioned projects.

Accompanying the partial acquittal forms are detailed listing of expenditures to date for each project (Attachments E, F, G, H), identifying the works undertaken to date. These works include:

- Commencement of the upgrade to the irrigation system at the Howard Park Recreation Reserve;
- Refurbishment of the playground at Howard Park Recreation Reserve;
- Commencement of the upgrades to the Humpty Doo Village Green Community Hall; and
- Commencement of the construction of the Mobile Workforce Shed.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Nil

Risks

Council needs to partially acquit these grants as at 30 June 2019 to ensure future Special Purpose Grant applications will be considered by Department Housing and Community Services.

Financial Implications

The remaining funds for each project are detailed below:

- \$2,751.91 for the upgrades to the Howard Park Recreation Reserve Irrigation Upgrades;
- \$9,207.74 for upgrades to the Howard Park Recreation Reserve Playground;
- \$12,832.34 for upgrades to the Humpty Doo Village Green Community Hall; and
- \$189,163.40 Construction of a new Mobile Workforce Shed.

Community Engagement

Nil

Recommending Officer: **David Jan, Acting Director Community and Corporate Services**

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

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



DEPARTMENT OF
HOUSING AND COMMUNITY
DEVELOPMENT

Litchfield Council

2018-19 ACQUITTAL OF SPECIAL PURPOSE GRANT

Department of Housing and Community Development

File number: 2013/01482

Purpose of Grant: Howard Park Recreation Reserve Irrigation Upgrade

Date of Approval of Variation to Grant (if applicable) / /201__

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2019

Special Purpose Grant \$20 000.00
Other income

Total income \$20 000.00

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.

Total Expenditure \$17 248.09

Surplus/(Deficit) \$ 2 751.91

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 Karina Gates, Finance Manager 4.7/2019

Laid before the Council at a meeting held on 17/07/2019 **Copy of minutes to be attached following meeting.**

CEO or CFO *[Signature]* 4.7/2019

DEPARTMENTAL USE ONLY

Grant. amount correct?

YES/NO

Expenditure conforms with purpose

YES/NO

Minutes checked

YES/NO

Balance of funds to be acquitted

\$

Date next acquittal due

/ /

ACQUITTAL ACCEPTED

YES/NO

Prepared by

Comments

Donna Hadfield – Manager Grants Program



DEPARTMENT OF
HOUSING AND COMMUNITY
DEVELOPMENT

Litchfield Council

2018-19 ACQUITTAL OF SPECIAL PURPOSE GRANT

Department of Housing and Community Development

File number: HCD 2017/01687

Purpose of Grant: reconditioning of the existing playground and establishment of a shade structure at Howard Park Reserve.

Date of Approval of Variation to Grant (if applicable) / /201__

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2019

Special Purpose Grant	\$69 970.00
Other income	
Total income	\$69 970.00

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.

Total Expenditure	\$60 762.26
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Surplus/(Deficit)	\$ 9 207.74
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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 ..Karina Gates, Finance Manager 4.7/2019

Laid before the Council at a meeting held on 17/07/2019 **Copy of minutes to be attached following meeting.**

CEO or CFO  4.7/2019

DEPARTMENTAL USE ONLY

Grant. amount correct?

YES/NO

Expenditure conforms with purpose

YES/NO

Minutes checked

YES/NO

Balance of funds to be acquitted

\$

Date next acquittal due

/ /

ACQUITTAL ACCEPTED

YES/NO

Prepared by

Comments

Donna Hadfield – Manager Grants Program

Litchfield Council

2018-19 ACQUITTAL OF SPECIAL PURPOSE GRANT

Department of Housing and Community Development

File number: HCD 2017/01687

Purpose of Grant: to update furniture and fittings at the Humpty Doo Village Green community hall;

Date of Approval of Variation to Grant (if applicable) / /201__

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2019

Special Purpose Grant \$33 824.00
Other income

Total income \$33 824.00

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.

Total Expenditure \$20 991.66

Surplus/(Deficit) \$ 12 832.34

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 ..Karina Gates, Finance Manager 4.7/2019

Laid before the Council at a meeting held on 17/07/2019 **Copy of minutes to be attached following meeting.**

CEO or CFO *[Signature]* 4.7/2019

DEPARTMENTAL USE ONLY

Grant. amount correct?

YES/NO

Expenditure conforms with purpose

YES/NO

Minutes checked

YES/NO

Balance of funds to be acquitted

\$

Date next acquittal due

/ /

ACQUITTAL ACCEPTED

YES/NO

Prepared by

Comments

Donna Hadfield – Manager Grants Program

Litchfield Council

2018-19 ACQUITTAL OF SPECIAL PURPOSE GRANT

Department of Housing and Community Development

File number: 2013/01482

Purpose of Grant: construction of a purpose built depot for the mobile work team at the Humpty Doo waste transfer station;

Date of Approval of Variation to Grant (if applicable) / /201__

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2019

Special Purpose Grant	\$225 000.00
Other income	<u> </u>

Total income	<u>\$225 000.00</u>
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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.

Total Expenditure	<u>\$35 836.60</u>
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Surplus/(Deficit)	<u>\$ 189 163.40</u>
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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 ..Karina Gates, Finance Manager 4.7/2019

Laid before the Council at a meeting held on 17/07/2019 **Copy of minutes to be attached following meeting.**

CEO or CFO 4.7/2019

DEPARTMENTAL USE ONLY

Grant. amount correct?

YES/NO

Expenditure conforms with purpose

YES/NO

Minutes checked

YES/NO

Balance of funds to be acquitted

\$

Date next acquittal due

/ /

ACQUITTAL ACCEPTED

YES/NO

Prepared by

Comments

Work Order
Transaction Listing by Work Order
Posting Year: 2019

ATTACHMENT E

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c_wo007	04-Jul-19	8:50:13AM							
Work Orders:	4561	to	4561	Task Code:	0	to	999999	Classification 1:	All Records
Posting Period:	1	to	12						
Work Order	Description								

4561	Irrigation for Howard Park Reserve - NTG Special Purpose Grant \$20k										
Task	Description					Transactions	Committed	Oncost	Actual Val	Total Value	GST
130	Capital Purchase					3	0.00	0.00	(3,156.35)	(3,156.35)	(315.64)
26/07/18	CNTI121023	AP	165.01	THINK WATER	Howard Park Recreation Reserve Irrigation Upgrade		0.00	0.00	(6,792.36)	(6,792.36)	(679.24)
03/05/19	16185	PU	1373	CAMS LANDSCAPING AND LANDCAR	Controller and modem replacement and irrigation re pairs		2,000.00	0.00	0.00	2,000.00	0.00
12/06/19	1762	AP	1373.01	CAMS LANDSCAPING AND LANDCAR	Controller and modem replacement and irrigation re pairs		(2,000.00)	0.00	3,636.01	1,636.01	363.60
Total Transactions for Work Order 4561						3	0.00	0.00	(3,156.35)	(3,156.35)	(315.64)

GRAND TOTAL					3	0.00	0.00	(3,156.35)	(3,156.35)	(315.64)
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Work Order
Transaction Listing by Work Order
Posting Year: 2019

ATTACHMENT F

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c_wo007	04-Jul-19	8:50:41AM							
Work Orders:	4677	to	4677	Task Code:	0	to	999999	Classification 1:	All Records
Posting Period:	1	to	12						
Work Order	Description								

4677 Howard Park Reserve - Recondition Existing Playground

Task	Description	Transactions	Committed	Oncost	Actual Val	Total Value	GST
190	Building Capital - Grants	4	0.00	0.00	60,762.26	60,762.26	6,076.23
11/04/19	16037 PU 1554 PTY LTD RFQ19-193 Howard Park Recreation Reserve Playgroun		58,097.26	0.00	0.00	58,097.26	0.00
11/04/19	16038 PU 1554 PTY LTD RFQ19-193 Howard Park Recreation Reserve Playgroun		2,665.00	0.00	0.00	2,665.00	0.00
26/06/19	INV911 AP 1554.01 PTY LTD RFQ19-193 Howard Park Recreation Reserve Playgroun		(2,665.00)	0.00	2,665.00	0.00	266.50
26/06/19	INV912 AP 1554.01 PTY LTD RFQ19-193 Howard Park Recreation Reserve Playgroun		(58,097.26)	0.00	58,097.26	0.00	5,809.73

Total Transactions for Work Order 4677	4	0.00	0.00	60,762.26	60,762.26	6,076.23
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GRAND TOTAL	4	0.00	0.00	60,762.26	60,762.26	6,076.23
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Work Order
Transaction Listing by Work Order
Posting Year: 2019

ATTACHMENT G

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c_wo007 04-Jul-19 8:51:45AM

Work Orders: **4617** to **4617** Task Code: **0** to **999999** Classification 1: **All Records**

Posting Period: **1** to **12**

Work Order Description

4617 Humpty Doo Village Green - SPG - Update Furniture and Fittings (ie. Kitchen Upgrade, Large Ceiling Fans etc)

Task	Description					Transactions	Committed	Oncost	Actual Val	Total Value	GST
130	Capital Purchase					6	0.00	0.00	20,991.66	20,991.66	2,099.16
28/11/18	15068	PU	1482	McKINNON CABINETMAKERS	Kitchen Upgrade for HDVG		13,100.00	0.00	0.00	13,100.00	0.00
18/12/18	84335	AP	1482.01	McKINNON CABINETMAKERS	Kitchen Upgrade for HDVG		(13,100.00)	0.00	13,100.00	0.00	1,310.00
27/02/19	15687	PU	1531	REWARD HOSPITALITY	Fridge for HDVG under SPG Grant		4,428.97	0.00	0.00	4,428.97	0.00
01/03/19	97001621	AP	1531.01	REWARD HOSPITALITY	Fridge for HDVG under SPG Grant		(4,428.97)	0.00	4,373.52	(55.45)	437.35
24/05/19	16384	PU	851	OFFICEWORKS	Tables and chairs for HDVG upgrades		3,463.64	0.00	0.00	3,463.64	0.00
17/06/19	43376343	AP	851.01	OFFICEWORKS	Tables and chairs for HDVG upgrades		(3,463.64)	0.00	3,518.14	54.50	351.81
Total Transactions for Work Order 4617						6	0.00	0.00	20,991.66	20,991.66	2,099.16
GRAND TOTAL						6	0.00	0.00	20,991.66	20,991.66	2,099.16

Work Order
Transaction Listing by Work Order
Posting Year: 2019

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c_wo007 04-Jul-19 8:52:03AM

Work Orders: **4508** to **4508** Task Code: **0** to **999999** Classification 1: **All Records**

Posting Period: **1** to **12**

Work Order Description

4508 Mobile Workforce Shed Construction (Grant and Reserve Funded)

Task	Description	Transactions	Committed	Oncost	Actual Val	Total Value	GST
110	Capital - Construction	3	390,100.04	0.00	168.00	390,268.04	16.80
25/02/19	15657 PU 855 TENDERLINK Public notice RFT19-182 Mobile Work Force Shed		157.00	0.00	0.00	157.00	0.00
06/03/19	LSC-267655 AP 855.01 TENDERLINK Public notice RFT19-182 Mobile Work Force Shed		(157.00)	0.00	168.00	11.00	16.80
20/05/19	16337 PU 1571 TB CONSTRUCTION (NT) PTY LTD RFT19-182 Mobile Work Force Shed - As per submitted Tender Price		390,100.04	0.00	0.00	390,100.04	0.00
130	Capital Purchase	2	0.00	0.00	188.60	188.60	18.86
25/02/19	15654 PU 815 JEFFRESS ADVERTISING NT News Ad - RFT19-182 Mobile Work Force Shed Published on 27 February 2018		188.60	0.00	0.00	188.60	0.00
06/03/19	37913898 AP 815.01 JEFFRESS ADVERTISING NT News Ad - RFT19-182 Mobile Work Force Shed Published on 27 February 2018		(188.60)	0.00	188.60	0.00	18.86
210	Buildings - Drafting/Surveys	1	0.00	0.00	8,700.00	8,700.00	
30/04/19	1711/2019 Reallocate to MWF Shed project		0.00	0.00	8,700.00	8,700.00	
211	Buildings - Earthworks	2	0.00	0.00	17,000.00	17,000.00	1,700.00
04/06/19	16481 PU 971 MUGAVIN CONTRACTING PTY LTD MWF Shed Quote 357		17,000.00	0.00	0.00	17,000.00	0.00
17/06/19	1162 AP 971.01 MUGAVIN CONTRACTING PTY LTD MWF Shed Quote 357		(17,000.00)	0.00	17,000.00	0.00	1,700.00
Total Transactions for Work Order 4508		8	390,100.04	0.00	26,056.60	416,156.64	1,735.66

GRAND TOTAL **8** **390,100.04** **0.00** **26,056.60** **416,156.64** **1,735.66**



COUNCIL REPORT

Agenda Item Number:	15.08
Report Title:	Long Term Financial Plan 2019-2020 to 2028-2029
Report Number:	19/0088
Meeting Date:	17/07/2019
Attachments:	Attachment A: Long Term Financial Plan 2019-2020 to 2028-2029

Purpose

This report presents the Long-Term Financial Plan 2019-2020 to 2028-2029 including the 10-year operating statement for Council's adoption.

Summary

The Long-Term Financial Plan (LTFP) attached to this report provides a framework for Council's future funding of services to the community and Council's asset management.

The Long-Term Financial Plan is designed to ensure that the financial sustainability of Litchfield Council continues to improve over the next ten years by supporting sound financial decision making. The LTFP is based on the following strategies:

- Constrain growth in operating costs;
- 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; and
- Increase rate income to fund an increase in capital spend.

A ten-year Operating Statement, Cash Flow Statement and Balance Sheet has been prepared based on a series of assumptions about the movement of each income and expenditure type. This ten-year view provides the context for the annual Municipal Plan and budget process and report against the Key Performance Indicator of the Strategic Plan. The Plan is updated and included as part of Council's Municipal plan each year.

Recommendation

THAT Council pursuant to Section 126 *Local Government Act* adopts the Long-Term Financial Plan 2019-2020 to 2028-2029.

Background

The NT Local Government Act requires Council to prepare and maintain a LTFP. The Plan must cover a minimum period of four years however, many of the decisions that Council makes have impact that go well beyond this time horizon. Litchfield Council has therefore developed a ten-year plan to ensure that the decisions made today are truly sustainable in the long term.

Council released the Draft LTFP at its April Council meeting for public consultation. Consultation was undertaken in connection with the Draft Municipal Plan and Budget 2019-2020. An extract of this updated LTFP is published in the Draft Municipal Plan 2019-2020.

Council received no submissions specifically related to the LTFP, yet submissions on the Draft Municipal Plan and Budget 2019-2020 identified residents' concerns around the 5% rate income increase per year and the financial sustainability of Council overall. Council addressed all submissions in the report tabled at the Special Council Meeting on the 3rd July 2019.

In line with the changes made to the Draft Municipal Plan and Budget 2019-2020 the Draft LTFP has been amended due to the loss of rating income from the INPEX workers village.

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

Section 126 Local Government Act requires Council to prepare and maintain a LTFP as part of the Municipal Plan. The plan must be reviewed annually and published in draft for a minimum period of 21 days for public comment. Furthermore, in line with Section 24 Local Government Act the Municipal Plan must be adopted by Council between the 1 April and 31 July in each year.

Risks

Council is required to provide the Department of Local Government, Housing and Community Services with a copy of its updated Long-term Financial Plan by 31 July in the first financial year to which the plan relates.

Financial Implications

Not applicable.

Community Engagement

Council has published the Draft LTFP for public comment and relevant submissions were considered at the Special Council Meeting on the 3rd July 2019,

**Recommending
Officer:**

David Jan, Acting Director Community and Corporate Services

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

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



LONG TERM FINANCIAL PLAN 2019/20 to 2028/29

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Executive Summary

This Long Term Financial Plan is designed to ensure that the financial sustainability of Litchfield Council continues to improve over the next 10 Years by supporting sound financial decision making.

Sustainability in the context of Litchfield means the community has well maintained facilities and infrastructure and receives good quality services at an affordable level of property rates both now and into the future.

Council currently has strong cash reserves and no debt which provides a good foundation in the short term. In the long term however, Council faces several challenges including:

- operating deficits due to depreciation;
- dependency of external funding due to insufficient own-source revenue; and
- inadequate funding for capital expenditure to maintain the existing asset base.

These challenges are not easily resolved and can only be addressed through a long term, disciplined approach to the allocation of financial resources.

The Long Term Financial Plan is based on the following strategies:

- Constrain growth in operating costs
- 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 sustainable capital spend

The combination of these strategies will improve the sustainability of Litchfield gradually over time with the key objective of increasing the level of capital expenditure which is currently inadequate.

A ten year Operating Statement, Cash Flow Statement and Balance Sheet has been prepared based on a series of assumptions about the movement of each income and expenditure type. This ten-year view provides the context for the annual Municipal Plan and budget process and reports against the Key Performance Indicator of the Strategic Plan.

The necessity of having a Long Term Financial Plan

The Local Government Act requires Council to prepare and maintain a Long Term Financial Plan (LTFP). The Plan must cover a minimum period of four years however, many of the decisions that Council makes have impacts that go well beyond this time horizon. Litchfield Council has therefore developed a ten-year plan to ensure that the decisions made today are truly sustainable in the long term.

A long-term financial plan provides a framework to consider:

- The level of funding required to deliver services for the community
- The funding of new or upgraded assets
- What income sources are available and how can these be maximised?
- What property rating strategy should be adopted?

The goal of the LTFP is to ensure financial sustainability which can be defined as:

‘...a government’s ability to manage its finances so it can meet its spending commitments, both now and in the future. It ensures future generations of taxpayers do not face an unmanageable bill for government services provided to the current generation.’
(Commonwealth Government, Intergenerational Report, May 2002)

Sustainability in the context of Litchfield means the community has well maintained facilities and infrastructure and receives good quality services at an affordable level of property rates both now and into the future.

The directions of the LTFP are informed by Council’s Strategic Plan and Asset Management Plans. The LTFP also provides the context and financial limits that need to be considered in the development of long term plans and the management of expectations about what can be achieved.

The LTFP is developed using a series of assumptions about future growth in income and expenses. These assumptions have been based on the best available information and will be reviewed on an annual basis in conjunction with the development of the Municipal Plan. The strategies contained in the Plan will help set the parameters for the development of the annual budget.

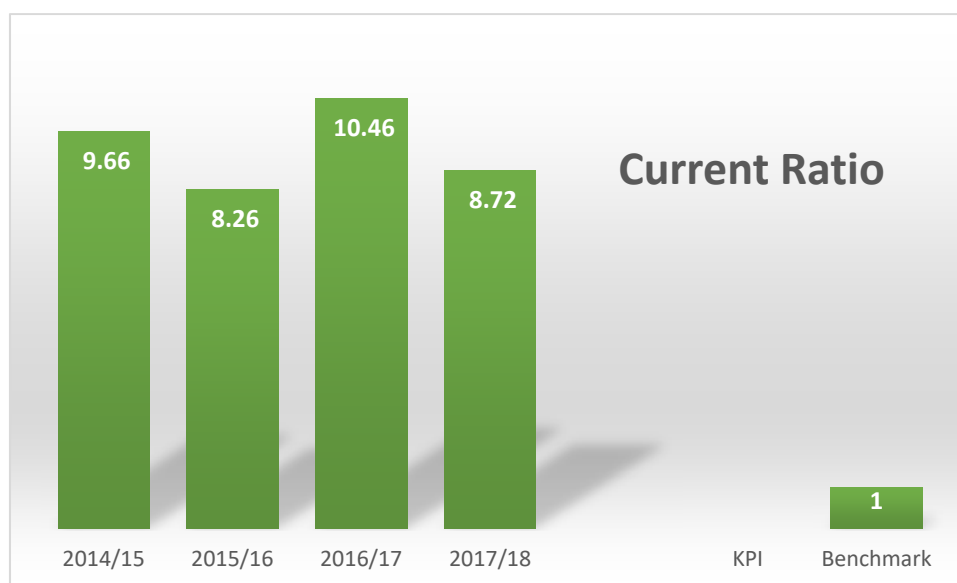
Current Financial Position

The following section of the Plan provides analysis of Council's current financial situation based on a set of criteria that are generally accepted measures of sustainability. The measures reported are measures used in a report by the accounting firm Deloitte in its Review of Councils Financial Sustainability in the Northern Territory (December 2013). These measures match with the three financial Key Performance Indicators (KPI) used in Council's Strategic Plan 2018-2022.

Current Ratio

The current ratio compares current assets to current liabilities and is an indicator of Council's capacity to meet its short term financial obligations. The ratio should be greater than 1 to provide assurance that Council has sufficient funds to meet short term debts.

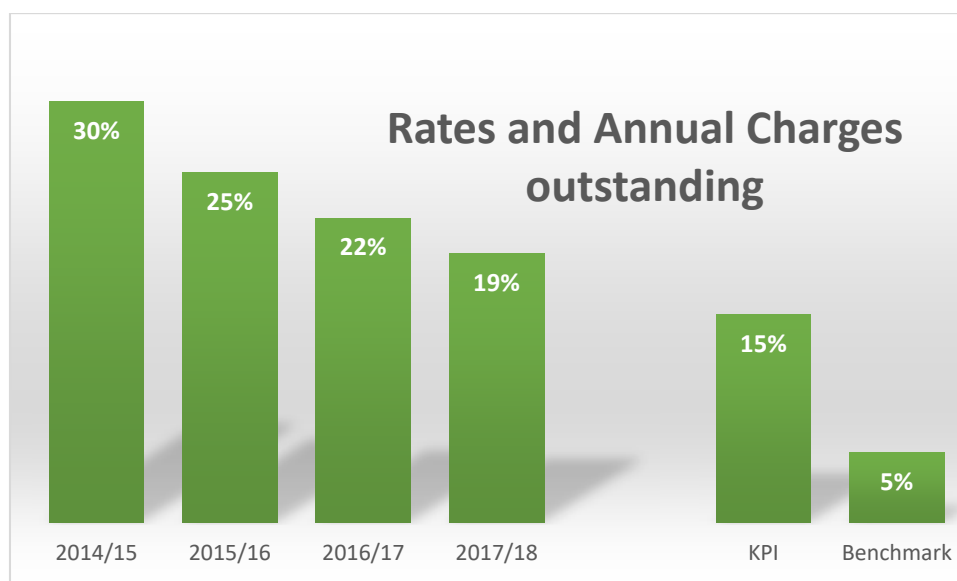
Council has strong cash reserves and minimal short term liabilities, which provides Council with a strong ratio, well above local government benchmark as shown below. As this ratio is strong for Council, it is not a current KPI within Council's 2018-2022 Strategic Plan.



Rates and Annual Charges Outstanding Ratio

A Local Government indicator for the success of Council's collection of debt is the Rates and Annual Charges Outstanding ratio. This measure gives the percentage of Rates and Charges outstanding over Rates and Charges Income. Historically Council has had difficulty with debt collection, but with recent efforts to recover these debts, the ratio has increased. The current economic environment also impacts the outstanding rates and charges for Council.

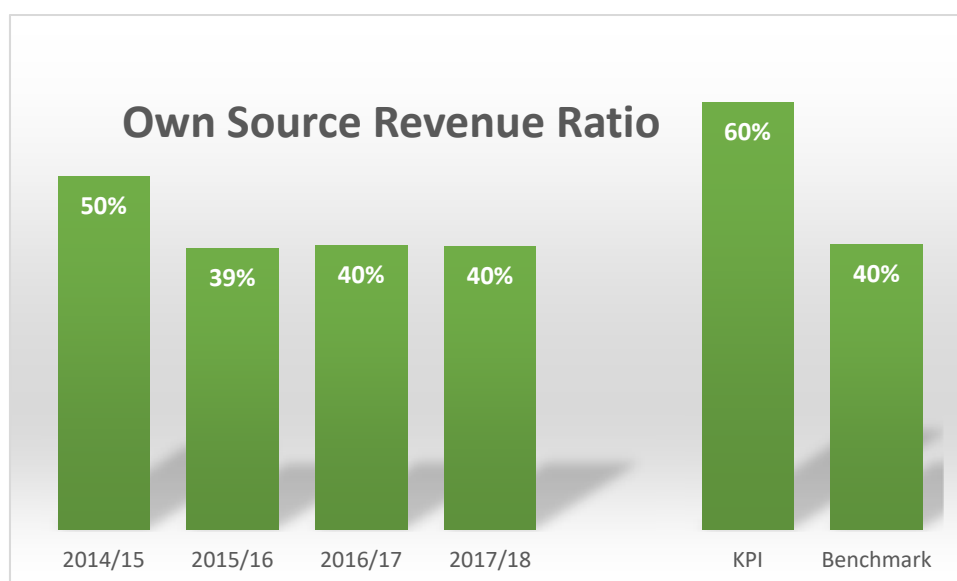
Council continues to work through these legacy issues and recognises that it is not realistic to achieve the local government benchmark of 5% within the current Strategic Plan timeframe and has set the KPI at 15%.



Whilst Council's debt is above the local government benchmark this indicator does not raise concerns of financial unsustainability as Council remains to have a strong cash positions as shown in the current ratio. This ratio does clearly identify though, that Council needs to remain focussed on the collection over the coming years.

Own Source Revenue Ratio

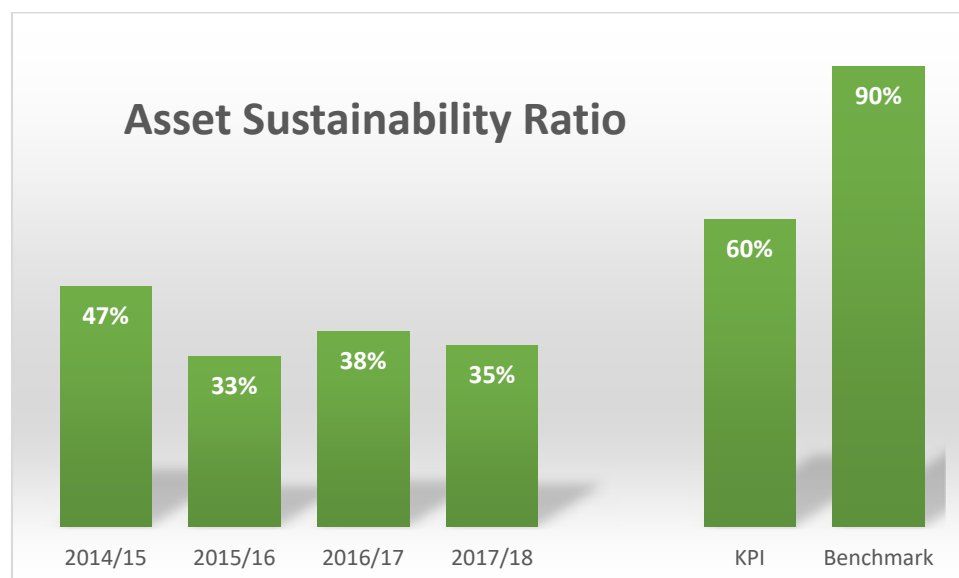
The Own Source Revenue Ratio indicates Council's ability to fund operational expenditures through funding sourced by its own revenue-raising efforts, being rates and charges and other revenue, but excluding grants and subsidies received. The higher the percentage, the more self-reliant Council is and the lower the risk is of external impacts on Council's financial sustainability. A ratio of greater than 40% is considered a basic local government standard and low risk. With almost stagnate ongoing federal assistance funding over the past years and limited opportunities for territory funding, Council set its KPI at the intermediate local government benchmark of 60% to reduce the risk of essential services being reliant on external funding.



The reduction in this ratio in 15/16 relates to the large increase in the depreciation expense in these years. The ratio is currently sitting at around 40% which indicates that Council is quite dependent on external sources of revenue, mainly government grants. This does present some risks to Council if the territory of federal Governments could reduce or freeze grants, which would result in a negative financial impact on Council.

Asset Sustainability Ratio

This ratio indicates Council's performance in replacing assets as they reach the end of their useful life to ensure that services continue to be delivered at agreed levels. The Asset Sustainability Ratio compares the level of capital works expenditure to depreciation. A ratio of greater than 100% means that Council is increasing the value of its asset base and delivering above the set service level. A ratio of less than 100% means that Council's asset stock is losing value as it is deteriorating more quickly than it is being renewed and the service level may not be achieved.



Council is spending substantially less on capital works than the depreciation expense with a sustainability ratio of around 40%. If the ratio is any lower than the benchmark of 90% Council is not fulfilling the service levels set for assets or the service level is unrealistic for the financial capacity of the Council. Council recognises its gap and has set a KPI to achieve 60% by 2022.

Summary of Financial Position

Litchfield Council has strong cash reserves and no debt which means in the short term it will be able to continue to deliver services and a limited amount of capital works to its community.

In the long term however, Litchfield faces several challenges including very large operating deficits and inadequate funding for capital expenditure to maintain the existing asset base.

Emerging Issues

The Impact of Growth

Litchfield municipality has experienced substantial growth in population over the last 10 years with the addition of 5,137 estimated resident population (ABS 2011 to 2016) a growth of over 25%. The Greater Darwin Land Use Plan estimates that 500 dwellings will be required to meet likely growth in population in Litchfield over the next 5-10 years.

Population growth can impact on the financial position of Council in a number of ways. Additional properties provide more income to Council through property rates and waste management charges. Whilst pressure on existing services and infrastructure increase. Another impact of growth noted over the past years is increasing community expectations for an expanded range and quality of services, for example library services or an aquatic facility. Managing these expectations can be challenging as funding new service standards may be beyond the financial capacity of Council with rate income generated through additional properties not increasing proportionally.

Asset Management

Council has an extensive network of infrastructure assets with a current replacement value of approximately \$499million. Maintaining these assets in good order and renewing them as they approach the end of their useful life requires substantial expenditure each year.

Depreciation provides an estimate of the value of assets consumed during each financial year. The Asset Sustainability Ratio mentioned above highlighted Council's inability to fund the usage of infrastructure asset annually. This means Council is not replacing assets as they are due for renewal in line with current service levels. This asset funding gap will create long term sustainability challenges for Litchfield Council and pressure for future ratepayers.

Other Potential Pressures

The financial performance of **Thorak Regional Cemetery** is dependent on income from cremations, burials, and other charges relevant to the cemetery... On the current trajectory, the Cemetery will become a financial burden for Litchfield ratepayers as assets reach the end of their useful life, as current income is meeting operational costs only, and not ongoing capital costs. Ongoing advocacy to the Northern Territory Government is being undertaken to ensure a more equitable funding model for the cemetery given the majority of burials and cremations are for people from outside the Litchfield municipality. The LTFP continues to include the cost for Thorak Regional Cemetery whilst it is still under the full control and management by Council.

An **Aquatic Facility** needs analysis has determined the need for a 25 metre learn-to-swim facility within the municipality. A feasibility study will be undertaken in 2019 to determine the cost of the service to allow Council to make an informed decision. The LTFP has not included the cost for building and operation of an aquatic pool as at this stage Council has not resolved to build a facility.

The Way Ahead – Improving Long Term Sustainability

As indicated in the section of this Long Term Financial Plan relating to the current financial position, Council has strong cash reserves and no debt which means in the short term it will be able to continue to deliver services and a limited amount of capital works to its community.

In the long term however, Litchfield Council faces several challenges including very large operating deficits and inadequate funding for capital expenditure required to maintain its existing asset base. These long term challenges will require a concerted and disciplined approach to the management of financial resources so that sustainability can be improved.

The aim of the Long Term Financial Plan is to improve sustainability by:

1. Decreasing the size of the operating deficit
2. Increasing the funding available for capital expenditure

The following strategies are designed to address both of these challenges.

Constrain Growth in Operating Costs

The major expenditure categories to which this strategy applies are Employee costs, Contractors and Materials. The Northern Territory is experiencing very low inflation and the LTFP assumptions reflect these trends. The growth in operating costs are expected to be much lower in the coming years than has historically been the case. The LTFP allows for 2.9% growth in employee costs in line with the current Enterprise Agreement and legal superannuation increments. This cost increase allows Council to maintain current staffing levels.

The LTFP provides for a small pool of New Initiative funds to be allocated to high priority one-off projects and activities each year. Whilst the amount is modest, it does provide a small amount of flexibility in what will otherwise be a constrained budget. Recurrent increases in operating expenditure must be funded from matching income sources or reductions in expenditure in another part of the budget.

Advocate Strongly for Grants from other levels of Government

Council has received substantial grants for one-off capital projects in recent years and continues to advocate strongly for grants relating to works on the road network and recreation reserves.

Given the uncertainty about the allocation of grant funding, the LTFP has taken a conservative approach to forecasting future grant income. However, advocacy efforts and grant applications will be stepped-up to ensure that any available funding that is consistent with meeting Council's strategic objectives is targeted.

Improve the Approach to Asset Management

Council has an extensive network of infrastructure assets and the ongoing maintenance and renewal of these assets is one of its biggest challenges. To ensure that decisions about the allocation of funding to infrastructure works is sustainable, ongoing work will continue to improve the data and analysis of asset condition, valuation and useful life.

Council continues to work on the development and implementation of Asset Management Plans which will in future provide more reliable data for projection of costs. The current LTFP makes assumptions on asset renewal and includes the cost for major new and upgraded assets.

Use Discretionary Reserves to Increase Capital Spend in the Short Term

Council has very strong cash reserves made up of a number of specific purpose reserves. These reserves provide a short term opportunity to deliver a higher level of capital works but do not represent a long term solution. Whilst Council will use reserves to fund renewal of assets, it will not draw down on the reserves completely to ensure financial long term sustainability.

Increase Rate Income to fund Increased Levels of Capital Expenditure

Rates and the waste management charge provide approximately 55% of the total revenue for Council and is the most stable and predictable source of revenue for Council.

The growth in the number of properties will generate some additional revenue over the coming years and a review of the rating system is currently underway to ensure that the rating system is structured in a fair and equitable manner.

This Review presents potential opportunities to create a more sustainable rate base. The current level of rates is insufficient to fund the level of capital expenditure required to maintain the condition of existing assets and over time this will lead to noticeable deterioration of the asset stock, particularly roads. Without a fundamental change to the rating system, long term financial sustainability will be a very difficult outcome to achieve.

The LTFP has been based on annual increase in Rates of 5% on existing properties, with an allowance for growth in the number of rateable assessments. The waste charge has been indexed to reflect the full recovery of the costs of maintaining waste management services.

Assumptions

The LTFP has been prepared on the assumption that Council will continue to provide services that are currently in place and has made the following specific assumptions.

Operating income and expenditures

ITEM	Increment (Annual)
INCOME	
Rates Income	5.0% plus \$25,000 growth in rateable properties
Waste Charge	3.0% plus \$10,000 growth in chargeable properties
Statutory Charges	2.0%
User Charges	5.0%
Grants, Subsidies and Contributions	1.0%
EXPENSES	
Employee Costs	2.9%
Elected Member Expenses	2.5%
Election Expenses	10% every four years
Energy	2.0%
Insurance	2.0%
Other expenses	1.5%

Capital Income and Expenditures

Assumptions of capital works have been made in lieu of detailed Asset Management Plans for some asset classes of Council. Furthermore, capital grants have been predicted for the development of new assets.

ITEM	Increment (Annual)
CAPITAL INCOME	
2020	\$7m grant for the establishment of a Community and Business Hub
2021 to 2023	Total of \$20m grant income for the Mango Strategic Roads Project sealing 15.2 km of road
CAPITAL WORKS	
Thorak Regional Cemetery	Annual renewal \$80,000
Council Buildings	Annual renewal \$50,000
Sealing of roads	Annual upgrade \$500,000
Seal/Pavement renewal	2021 \$1,430,000 plus 5% increase annually
Other roads and drainage upgrades	Annual upgrade \$1,617,000
Motor Vehicles and Plant	Annual renewal \$300,000
Public Lighting	2021 to 2023 annual upgrade \$70,000 2024 to 2029 annual upgrade \$30,000
Waste Management Plant and Equipment	Annual renewal \$35,000
Major once off Capital Works	
2020	Establishment of Community and Business Hub
2021 to 2023	Mango Strategic Roads Project

10 Year Income Statement

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
\$'000's	Actual	Budget	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Income from Continuing Operations												
<i>Revenue:</i>												
Rates & annual charges	9,812	10,243	10,739	11,249	11,776	12,328	12,907	13,515	14,152	14,822	15,607	16,434
<i>Rates</i>	7,057	7,230	7,798	8,211	8,646	9,105	9,587	10,095	10,630	11,194	11,787	12,412
<i>Waste</i>	2,755	3,013	2,941	3,038	3,129	3,223	3,320	3,419	3,522	3,628	3,736	3,849
Statutory Charges	64	70	112	114	115	115	115	116	116	116	117	117
User charges & fees	1,175	1,143	1,208	1,268	1,332	1,398	1,468	1,542	1,619	1,700	1,785	1,874
Interest & investment revenue	758	686	694	553	532	513	505	506	516	531	561	605
Other revenues	210	60	71	72	74	75	77	78	80	82	83	85
Grants & contributions for operating purposes	5,704	3,020	4,701	4,748	4,795	4,843	4,892	4,941	4,990	5,040	5,091	5,141
TOTAL INCOME FROM CONTINUING OPERATIONS	17,723	15,222	17,525	18,006	18,623	19,273	19,964	20,697	21,473	22,290	23,244	24,257
Expenses from Continuing Operations												
Employee benefits & costs	5,737	6,121	6,761	6,957	7,159	7,366	7,580	7,800	8,026	8,259	8,498	8,745
Borrowing costs	-	-	3	40	38	36	34	31	29	26	24	21
Materials, contracts and other expenses	7,876	7,775	7,888	8,006	8,263	8,248	8,372	8,498	8,763	8,754	8,886	9,019
New Initiatives			341	200	200	200	200	200	200	200	200	200
Depreciation, amortisation & Impairment	16,615	16,750	11,558	11,744	11,903	12,062	12,208	12,269	12,331	12,395	12,459	12,525
TOTAL EXPENSES FROM CONTINUING OPERATIONS	30,228	30,646	26,551	26,948	27,562	27,913	28,394	28,797	29,349	29,634	30,067	30,510
OPERATING RESULT FOR THE YEAR	(12,505)	(15,424)	(9,026)	(8,942)	(8,939)	(8,640)	(8,430)	(8,100)	(7,876)	(7,343)	(6,824)	(6,253)
<i>OPERATING RESULT FOR THE YEAR excluding Depreciation</i>		1,326	2,528	2,753	2,913	3,368	3,722	4,111	4,394	4,988	5,635	6,272

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
\$'000's	Actual	Budget	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Changes in Revaluation Surplus - I,P,P& E	52,548	-	-	-	-	-	-	-	-	-	-	-
Asset Disposal & Fair Value Adjustments	(14)	-	100	-	-	-	-	-	-	-	-	-
Amounts received specifically for new or upgraded assets	2,128	3,503	6,398	7,398	7,398	6,398	398	398	398	398	398	398
Physical resources received free of charge	1,352	-	-									
TOTAL COMPREHENSIVE INCOME / (LOSS)	43,509	(11,921)	(2,528)	(1,544)	(1,541)	(2,242)	(8,032)	(7,702)	(7,478)	(6,945)	(6,426)	(5,855)

10 Year Statement of Cash Flows

\$ '000	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Actual	Budget based on Actual 2018	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Cash Flows from Operating Activities												
<i>Receipts:</i>												
Rates & annual charges	10,067	11,043	10,846	11,249	11,776	12,328	12,907	13,515	14,152	14,822	15,607	16,434
User charges & fees	1,390	1,213	1,307	1,369	1,432	1,498	1,568	1,641	1,717	1,798	1,882	1,971
Investment & interest revenue received	751	686	614	553	532	513	505	506	516	531	561	605
Grants & contributions	6,132	6,522	4,701	4,748	4,795	4,843	4,892	4,941	4,990	5,040	5,091	5,141
Other	211	60	70	72	73	75	76	78	79	81	82	84
<i>Payments:</i>												
Employee benefits & costs	(5,774)	(6,121)	(6,761)	(6,957)	(7,159)	(7,366)	(7,580)	(7,800)	(8,026)	(8,259)	(8,498)	(8,745)
Materials, contracts & other expenses	(7,657)	(7,775)	(7,888)	(8,006)	(8,263)	(8,248)	(8,372)	(8,498)	(8,763)	(8,754)	(8,886)	(9,019)
Finance Payments	-	-	(3)	(40)	(38)	(36)	(34)	(31)	(29)	(26)	(24)	(21)
Other operating payments	(81)	-	-	-	-	-	-	-	-	-	-	-
NET CASH PROVIDED (OR USED IN) OPERATING ACTIVITIES	5,039	5,628	2,886	2,988	3,148	3,607	3,962	4,352	4,636	5,233	5,815	6,451
Cash Flows from Investing Activities												
<i>Receipts:</i>												
Sale of investment securities	-	986	2,800	800	700	200	-	-	-	-	-	-
Sale of infrastructure, property, plant & equipment	20	-	-	-	-	-	-	-	-	-	-	-
Deferred debtors receipts	-	-	-	-	-	-	-	-	-	-	-	-
Amounts specifically for new or upgraded assets	2,127	-	6,398	7,398	7,398	6,398	398	398	398	398	398	398
<i>Payments:</i>												

\$ '000	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Actual	Budget based on Actual 2018	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Purchase of investment securities	(1,012)	-		-	-	-	-	-			-	-
Purchase of infrastructure, property, plant & equipment	(5,889)	(6,589)	(13,037)	(11,082)	(11,154)	(10,229)	(4,267)	(4,350)	(4,437)	(4,528)	(4,624)	(4,725)
NET CASH PROVIDED (OR USED IN) INVESTING ACTIVITIES	(4,754)	(5,603)	(3,839)	(2,884)	(3,056)	(3,631)	(3,869)	(3,952)	(4,039)	(4,130)	(4,226)	(4,327)
Cash Flows from Financing Activities												
Receipts:												
Proceeds from borrowings & advances	-	-	1,000	-	-	-	-	-	-	-	-	-
Payments:												
Repayment of borrowings & advances	-	-	(4)	(49)	(51)	(54)	(56)	(58)	(61)	(63)	(66)	(69)
NET CASH PROVIDED (OR USED IN) FINANCING ACTIVITIES	-	-	996	(49)	(51)	(54)	(56)	(58)	(61)	(63)	(66)	(69)
NET INCREASE/(DECREASE) IN CASH & CASH EQUIVALENTS	285	25	43	55	42	(78)	36	341	536	1,040	1,522	2,055
<i>plus: CASH & CASH EQUIVALENTS - beginning of year</i>	<i>1,930</i>	<i>2,215</i>	<i>2,240</i>	<i>2,283</i>	<i>2,338</i>	<i>2,380</i>	<i>2,302</i>	<i>2,338</i>	<i>2,680</i>	<i>3,215</i>	<i>4,255</i>	<i>5,778</i>
<i>plus: INVESTMENTS ON HAND - end of year</i>	<i>20,587</i>	<i>19,601</i>	<i>16,801</i>	<i>16,001</i>	<i>15,301</i>	<i>15,101</i>	<i>15,101</i>	<i>15,101</i>	<i>15,101</i>	<i>15,101</i>	<i>15,101</i>	<i>15,101</i>
CASH & CASH EQUIVALENTS & INVESTMENTS - end of year	22,802	21,841	19,084	18,339	17,681	17,403	17,439	17,781	18,316	19,356	20,879	22,934

10 Year Statement of Financial Position

\$ '000	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Actual	Budget based on Actual 2018	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Assets												
<i>Current Assets:</i>												
Cash & cash equivalents	2,215	2,240	2,283	2,338	2,380	2,302	2,338	2,680	3,215	4,255	5,778	7,833
Investments	20,587	19,601	16,801	16,001	15,301	15,101	15,101	15,101	15,101	15,101	15,101	15,101
Receivables	2,179	1,379	1,285	1,299	1,313	1,328	1,344	1,360	1,378	1,396	1,415	1,436
TOTAL CURRENT ASSETS	24,981	23,220	20,369	19,638	18,994	18,731	18,783	19,141	19,695	20,752	22,294	24,370
<i>Non-Current Assets:</i>												
Infrastructure, property, plant & equipment	315,501	305,340	306,819	306,157	305,408	303,574	295,634	287,715	279,821	271,955	264,120	256,319
Work in progress	3,042	750	-	-	-	-	-	-	-	-	-	-
TOTAL NON-CURRENT ASSETS	318,543	306,090	306,819	306,157	305,408	303,574	295,634	287,715	279,821	271,955	264,120	256,319
TOTAL ASSETS	343,524	329,310	327,188	325,795	324,402	322,306	314,417	306,856	299,516	292,707	286,414	280,689
Liabilities												
<i>Current Liabilities:</i>												
Payables	2,245	2,683	2,836	2,893	2,951	3,010	3,070	3,131	3,194	3,258	3,323	3,389
Provisions	621	621	621	639	658	677	696	716	737	759	781	803
TOTAL CURRENT LIABILITIES	2,866	3,304	3,457	3,532	3,608	3,686	3,766	3,848	3,931	4,016	4,103	4,192

\$ '000	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Actual	Budget based on Actual 2018	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Non-Current Liabilities:												
Borrowings	-		996	1,045	1,096	1,150	1,206	1,264	1,325	1,388	1,454	1,523
Provisions	388	388	388	399	411	423	435	448	461	474	488	502
TOTAL NON-CURRENT LIABILITIES	388	388	1,384	1,444	1,507	1,573	1,641	1,712	1,786	1,862	1,942	2,025
TOTAL LIABILITIES	3,254	3,692	4,841	4,976	5,115	5,259	5,407	5,559	5,717	5,878	6,045	6,217
NET ASSETS	340,270	325,618	322,347	320,819	319,287	317,047	309,010	301,296	293,799	286,829	280,369	274,472
Equity												
Retained earnings/(accumulated deficit)	22,734	9,843	9,576	8,854	8,042	6,143	(1,866)	(9,856)	(17,824)	(25,766)	(33,681)	(41,565)
Other Reserves	21,677	19,916	16,912	16,106	15,386	15,045	15,017	15,293	15,764	16,736	18,191	20,177
Revaluation reserves	295,859	295,859	295,859	295,859	295,859	295,859	295,859	295,859	295,859	295,859	295,859	295,859
Council equity interest	340,270	325,618	322,347	320,819	319,287	317,047	309,010	301,296	293,799	286,829	280,369	274,472
TOTAL EQUITY	340,270	325,618	322,347	320,819	319,287	317,047	309,010	301,296	293,799	286,829	280,369	274,472

Financial Ratios

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Actual	Budget based on Actual 2018	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Current Ratio	8.72	7.03	5.89	5.56	5.26	5.08	4.99	4.97	5.01	5.17	5.43	5.81
This ratio represents Council's ability to meet debt payments as they fall due. It should be noted that Council's externally restricted assets will not be available as operating funds and as such can significantly impact Council's ability to meet its liabilities.												
Benchmark - Greater than 1.0												
<i>current assets / current liabilities</i>												
Asset Sustainability Ratio	35%	39%	52%	94%	94%	85%	35%	35%	36%	37%	37%	38%
This ratio indicates the extent to which Council is replacing its existing asset base with capital renewals of existing assets.												
Benchmark - Greater than 90% <i>Strategic Plan 2018-2022 KPI - Greater than 60%</i>												
<i>annual capital expenditure on renewals / annual depreciation</i>												
Rates and Annual Charges Outstanding	22.2%	13.5%	12.0%	11.5%	11.2%	10.8%	10.4%	10.1%	9.7%	9.4%	9.1%	8.7%
This measure gives the percentage of Rates and Charges outstanding over the Rates and Charges Income.												
Benchmark - Smaller than 5% <i>Strategic Plan 2018-2022 KPI - Smaller than 15%</i>												
<i>Rates and Annual Charges collected/Total Rates and Annual Charges raised</i>												
Own Source Revenue Coverage Ratio	40%	40%	48%	49%	50%	52%	53%	55%	56%	58%	60%	63%
Indicates Council's ability to fund operational expenditures through funding sourced by its own revenue-raising efforts.												
Benchmark - Greater than 40% <i>Strategic Plan 2018-2022 KPI - Greater than 60%</i>												
<i>Total own source revenue/total operating expenditure including depreciation</i>												



COUNCIL REPORT

Agenda Item Number:	15.09
Report Title:	Endorsement of the Freds Pass Sport and Recreation Reserve Master Plan
Report Number:	19/0089
Meeting Date:	17/07/2019
Attachments:	Attachment A: Freds Pass Sport and Recreation Reserve Master Plan 2018-2027

Purpose

This report presents to Council the Freds Pass Sport and Recreation Reserve Master Plan 2018-2027 for endorsement by Council.

Summary

The new Freds Pass Sport and Recreation Reserve (FPSRR) Master Plan builds on the original 2014 Master Plan which highlighted major infrastructure upgrades for the Reserve. It is intended this document will be used to continually develop FPSRR as the social, sporting and recreational hub of the rural community.

To date Council has had two opportunities for updates on the development of the plan which included a conversation of senior management with the consultant developing the master plan at the beginning of the process in late 2018 and a tour of the Reserve with the Management Committee plus a presentation from the Chair of the FPSRR Management Board (FPSRRMB) on Wednesday 12 June 2019.

Recommendation

THAT Council:

1. notes the 2018-2027 Freds Pass Sport and Recreation Master Plan;
2. commends the Freds Pass Sport and Recreation Reserve Management Board for the development of the Freds Pass Sport and Recreation Reserve Master plan 2018-2027;
3. endorses the 2018-2027 Freds Pass Sport and Recreation Master Plan; and
4. writes to the Freds Pass Sport Recreation Management Board with comments for consideration as outlined in this Report.

Background

The FPSRR Draft Master Plan seeks to plan the pathway for the next eight years of the development of the Reserve. It guides development of infrastructure and combines the various Master Plans. This draft Master Plan takes into consideration the upgrades to power, construction of new amenities, improvement to sporting venues and road infrastructure.

Council is supportive of the mission of the Master Plan, which is to develop, market, manage and maintain Freds Pass Reserve as a social, sporting and recreational precinct for the benefit of the Litchfield municipality and the surrounding rural communities. Council looks forward to continuing to work with the Management Board to achieve the mission and work towards this Vision.

The Master Plan considers the Engineering Master Plan developed by the Reserve in 2015 which detailed a range of road, drainage, power and signage development. In 2018 a complimentary Irrigation Master Plan as part of the \$3 Million funding upgrades from the Northern Territory Government was developed, which sought to address the dropping water tables within the local aquifer and to improve the irrigation systems and supply of water to each of the major facilities and ovals. It should be noted that Council would like to know if the irrigation stages outlined in the new Reserve Master Plan will coincide with the **Irrigation Master Plan** developed. Council also notes that it is important to update the survey for the underlying services, as these are based on the old Master plan.

As part of the \$2 Million funding upgrades, Council is developing an **Equestrian Master Plan** in cooperation with the FPSRR Management Board and relevant user groups. Council would like to ensure the Equestrian Master Plan is incorporated into the Reserve Master Plan.

Council notes this Master Plan will need reviewing each year with a full review every four years due to the changing needs of sporting groups, recreational and social users within the rural community. It should be noted Council is strongly supportive of the recreation elements incorporated, in particular the walking trails and pedestrian access throughout the Reserve. Council would like to ensure there are options for **active recreation** throughout the Reserve throughout the life of the Master Plan. It is to be noted that the Department of Tourism and Culture has lodged an Active Recreation Strategy in 2018.

Council notes the Reserve is reaching capacity and is concerned with the addition of new user groups or the expansion of existing user groups that the recreational space will be compromised. There is also concerns regarding carparking and traffic management. Council is supportive of user groups **seeking space at other Council Reserves**, rather than comprising space. Council asks the FPSRR Management Board to work with Council on facilitating conversations with user groups, where the need arises.

Additionally, with some user groups reaching their capacity within their current facilities at the Reserve, the Master Plan outlines some upgrades to structures or additional structures to be built. Council would like the **costs of the projects to be revised** and considered carefully amid concerns of receiving inadequate grant funding. Council can assist with estimates if required.

Council noted the comment in the draft Master Plan on page 20 in reference to the **absence of natural shade** through the removal of the mahoganies. Council is in the process of developing a Tree Management Plan for the ongoing maintenance, replacement and risk management of trees. Council has no plans to remove all mahogany trees from the Reserve unless they become a risk to users. The trees on the Reserve will be assessed by a suitably qualified arborist and timeframes for assessments will be outlined in the Tree Management Plan.

Overall Council is supportive of the 2018-2027 FPSRR Master Plan and looks forward to working together with the Management Board in the development of the Reserve.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Nil

Risks

This Master Plan will have positive benefits for guiding the continual development of FPSRR. It will affect and influence all user groups and casual users of FPSRR in their growth and development. Endorsing this Master Plan will allow Council and the FPSRR Management Board to continue to work together to develop FPSRR as the social, sporting and recreational hub of the rural community.

Financial Implications

It is to be noted that all buildings, structures, roads and carparks are assets of Council and will be part of Council's financial responsibility going forward. All proposed new structures in the Master plan will increase Council's assets on the balance sheet and deprecation liability. Furthermore, there is a risk with increased facilities that increased funds for the operation and maintenance of FPSRR will be imminent.

Community Engagement

The Master Plan has been developed in consultation with:

- User groups through meetings, individual interviews and surveys;
- Freds Pass Sport and Recreation Management Board through meetings and one on one interviews with some members;
- The community through a questionnaire at the Markets, Rural Show and online; and
- Casual users and potential future users through telephone interviews.

Recommending Officer: **David Jan, Acting Director Community and Corporate Services**

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

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

Master Plan 2018 - 2027

Fred's Pass Sports and Recreation Reserve
Management Board Inc.

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Acknowledgement

This Master Plan was developed with the input of many individuals. The many User Group had input through meetings, through individual interviews and through data sheets and surveys. The Freds Pass Sporting and Recreation Management Board and Management Team had input through meetings and one to one interviews with some Board members and the Management Team. The public had input through a survey undertaken at the Markets and at the Show and in an On-line format. Telephone interviews occurred with a range of potential users along with several casual users of the Reserve. Litchfield Council Management team were consulted and the Draft Master Plan presented to the Litchfield Council for consideration. Input was wide ranging.

Indicative prices were sought from User Groups, from a builder and from a Quantity Survey.

We thank those all involved who gave of their time and to make comments on the future development of the Reserve.

Sharyn Innes

Sharyn Innes Consultancies Pty Ltd

Chairman's Message

The Fred Pass Reserve Master Plan combined with the Engineering and Irrigation Master Plans builds a vision for the future of Freds Pass Reserve. The Plan covers a period of eight years and is a guiding document for the Litchfield Council and its community, the Northern Territory Government, for the User Groups and the Management Board in the development of the Reserve's infrastructure requirements.

The Master Plan seeks to ensure that planning and infrastructure is available which aligns the development of the basic building blocks of roads, parking, power, water, irrigation and drainage with the planned growth of each user group. This will enable the Clubs and the Reserve to service their members and the wider rural community of Litchfield.

We thank all those involved for their input and ideas and we look forward to working with the sporting and community clubs, the Litchfield Council and the Northern Territory Government to make Reserve a facility at the heart of the rural community where generations of rural families play sports and attend community activities for now and into the future.

Judy Cole

Chairman

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1 Executive Summary

The Master Plan builds on the original 2014 Master Plan which highlights major infrastructure requirements for the Reserve. Since the instigation of the 2014 Master Plan, the Reserve, with the assistance of the Northern Territory Government, Litchfield Council (the Council) and the untiring work of the many User Groups have improved much of the infrastructure at the Reserve.

The Plan covers works for a time frame of eight years and will need reviewing each year with a full review every four years due to the changing needs of sporting groups, recreational and social users within the rural community.

The Council and the Reserve's Board and Management Team have coordinated an extensive range of capital works as a result of NT Government grants which have resulted in critical power and road infrastructure being constructed. This has further been complimented by many of the User Groups having their own Master Plans for infrastructure development. The User Group clubs have been very active in planning and developing a range of infrastructure and base level assets. The clubs have achieved much through the gaining of grants, maximising sponsorship through local businesses and the contribution of volunteer time to complete improvements. Without this grass level contribution much would not be achieved.

The Reserve developed an Engineering Master Plan in 2015 which detailed a range of road, drainage, power and signage development. In 2018 the Council developed a complimentary Irrigation Master Plan which seeks to address the dropping water tables within the local aquifer and to improve the irrigation systems and supply of water to each of the major facilities and ovals. The Council has commissioned advice on Smart Technology use covering a range of technology applications plus sought advice on the introduction of solar power to assist with the day-time power use at the Reserve.

The Master Plans were reviewed, options discussed with the Board and each Club consulted regarding their future requirements and assessment of what has been undertaken.

There have been substantial variations since the previous Master Plan, as the needs of each sport and recreational group have changed. User Group and community visitors have grown from an estimated 240,000 to over 528,600. During that period over 70,000 volunteer hours per year were contributed to the development and management of the user group clubs and organisations.

Other considerations such as the population growth in the Litchfield region with the focus on younger families, the impact of those residents living in the southern urban areas of Palmerston utilising the Reserve as their preferred sporting venue, the growth of female participation in sports and the need for additional change rooms and amenities have all been considered and included within the infrastructure needs of the Master Plan.

Key infrastructure requirements for base level infrastructure include:

- Upgrade of the irrigation for all fields to moisture sensitive irrigation systems
- Improvements to road infrastructure and drainage across the Reserve
- Development of the Community Centre
- Use of Smart Technology in the management of assets
- Introduction of Solar Power to offset power charges
- Upgrades to power and lighting infrastructure across the Reserve including the use of LED lighting
- Sub Master Plan for the Equestrian Groups to enable the development of the sand arenas and associated areas
- Removal of a range of uncertified structures and certification of the remaining uncertified structures
- Consolidation of portions of land

- Acquisition for additional land to meet the growing sporting and recreational needs of the rural community.

Each Club has then listed their individual requirements and those clubs will work with the Reserve, with Government, with their sponsors and their members to make their priorities a reality.

To enable the Master Plan to be a reality into the future, the Litchfield Council, the Reserve Board, Management Team and each of the User Groups will have to work together to consult regularly about development within the Reserve. They will work with Government at a Territory and Australian Government level to ensure the Reserve can meet the growing and changing needs of the rural population.

2 Purpose of Document

The Plan takes into consideration the upgrades to power, construction of new amenities, improvement to sporting venues and to the road infrastructure. Considerable planning and improvements have been done as a result of the Engineering Master Plan and draft Irrigation Master Plan.

There has been significant works undertaken by many clubs on the Reserve as a result of seed funding from the NT Government and the Division of Sport and Recreation. With this seed funding, many of the clubs, their sponsors and their volunteers have continued to work hard and give their time and money to further develop their facilities in line with their Master Plans and the Freds Pass Reserve Master Plan.

This Plan seeks to plan the pathway for the next eight years of the development of the Reserve, its infrastructure and combine the various Master Plans and infrastructure plans of each of the key User Groups. This document then can be utilised as a Master Plan which encompasses the infrastructure development for the Reserve and its many User Groups.

From time to time due to the changing dynamics of the sporting and recreational user of the Reserve there will be additional infrastructure requirements which are not included with in this plan. This could be due to the introduction of a new sport or recreational use at the Reserve or due to the changing make-up of the clubs.

3 Vision Mission and Values

3.1 Vision

To continually develop and promote Freds Pass Reserve as the social, sporting and recreational heart of the Litchfield rural community.

3.2 Mission

To develop, market, manage and maintain Freds Pass Reserve (the Reserve) as a social, sporting and recreational precinct for the benefit of the Litchfield municipality and the surrounding rural communities. We will achieve this by:

- Working collaboratively with Litchfield Council, our User Groups and the Northern Territory Government
- Having good governance and solid financial management practices
- Having relevant and timely communications with our User Groups and stakeholders
- Ensuring employees are trained, skilled and have access to further professional development
- Having decisive decision-making processes with timely follow through
- Providing a regular routine maintenance service for the facility and our User Groups
- Seek funding, in conjunction, with our User Groups to invest in the development of the Reserve
- Developing and maintaining a sponsorship base
- Having a united vision and speaking with one voice.

3.3 Values Statement

We believe and uphold the following values:

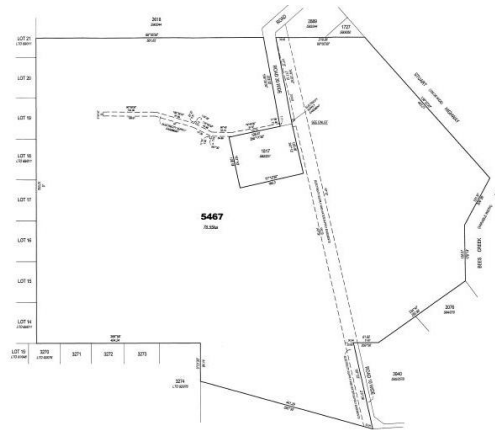
- Investing in the social wellbeing of our community
- Accountability to our stakeholders, funding bodies and User Groups
- Being honest in all our business dealings
- Being transparent in our decision making
- Respecting the opinions of User Groups, stakeholders and individuals
- Being approachable and having a positive attitude.

4 Land and Building Ownership

There are two parcels of land within the Reserve area both of which are owned by the Litchfield Council. These are Section 1817 and 5467 Hundred of Strangways.

Section 1817 is 2.2 hectares and is owned by the Litchfield Council. This land has a power easement in favour of Power and Water Corporation. Section 5467 is 78.5 hectares and has electrical and water supply easements across the Section. Council could in the midterm consider consolidation of the two sections of land to allow for structures or car parks to be built across the boundaries of those sections.

As the owner of the land, Council owns all built assets on the Reserve. The Council has an assets list covering those assets on the Reserve.



The land is zoned Organised Recreational (OR).

The User Groups on the Reserve who build new assets, must get permission from the Board and Council and ensure that building permits and Certificates of Occupancy/Completion are lodged along with all approved drawings. In giving approval, the Board and the Council take into consideration the impact on additional power, water, irrigation and drainage within the Reserve. The Council works closely with the Management Board to ensure all developments are in line with the Board's Master Plan, Engineering Plan, Irrigation Plan and the vision of the Reserve.

The Council has a formal lease with the Freds Pass Sport and Recreation Management Board to manage the Reserve on their behalf. The lease delegates the development and management of the Freds Pass Reserve to the Board.

There is a third parcel of land, Part Section 2889 Hundred of Strangways called the Graveyard which is used for cricket car parking and storage. The Board has an Occupancy Licence (Licence Number 3746 (OL 3746) for this area which is renewed every 12 months. The site is adjacent to the cricket oval. This site has been ear- marked for a junior cricket and AFL field. To acquire this land would require a formal application process.

5 Corporate Governance of the Reserve

The Board is a volunteer group made up of community members with various levels of expertise who give their time free of charge to assist in the development of sporting facilities for the greater rural community.

The Reserve is a complex business which needs to be directed strategically and in the best interests of all User Groups. The Reserve has a limited budget and receives a yearly operational subsidy from Council as its primary source of income. Additional User Group payments and hire fees cover the day to day operational costs of the organisation.

The Management Team is comprised of a full time Operations Manager, part time Accounts Officer, Facilities (bookings) Coordinator, Grounds Supervisor and two grounds persons.

There are three on-site Caretakers who coordinate a variety of after-hours activities including the securing of the Reserve.

The Reserve receives additional assistance from the Department of Correctional Services who provide a team of low-risk trustees that perform routine property maintenance under the guidance of our staff.

This assistance is invaluable and ensure the Reserve is kept safe, clean and presentable for User Groups, residents and the community.

6 History

6.1 Overview of development

In December 1976 “The Reserve” started out with thirteen hectares of Crown Land. Over the years and through the dedication and hard work of many community groups the Reserve has emerged as a facility that caters for approximately 10,000 users each week.

In many cases, the ovals, playing fields and grounds were carved out of bushland by volunteers who loved their sport. User Groups applied to Government for seed funding and worked with local businesses who dedicated their time, equipment and energy. Consolidating substantial sponsorship and fundraising initiatives such as kiosks, bars and raffles enabled them to create the Reserve that is of a major benefit to the community.

The Litchfield Council has over many years, provided critical operational funding to ensure that the Reserve can be maintained and managed in an appropriate manner. Over the years there have been various Boards, managers and staff who have endeavoured to maintain the grounds and facilities, some with more expertise than others. The Reserve management is further assisted with in-kind

support by Council, Department of Correctional Services and many sporting club volunteers.

The Reserve is the focal point of the Darwin rural community. There are 23 User Groups and a wide range of other users who utilise the ovals or spaces during the year. The Reserve is home to the Freds Pass Rural Markets, has hosted the Freds Pass Rural Show for nearly 40 years and has over 528,600 individual user visits per year.

The Reserve provides the rural area of Darwin with a sporting and recreational hub that can be accessed by over 40,000 residents from the rural, Palmerston and Darwin areas each year.

The facilities include multiple polocrosse fields, cricket ground with turf wicket and practice nets, rugby league and rugby union fields, equestrian fields and enclosures, Multi-Purpose Shed, Indoor Arena, soccer pitches, AFL football oval, social gathering areas and an archery range. Many of these areas are utilised by several User Groups who coordinate their activities to maximise the use of the facilities.

Critical times include mid-week practice nights and weekend fixtures. The infrastructure which was built by the community and government resources requires maintenance, upgrades and redevelopment to meet population growth demands of the region.

The rural community has the highest formal sport participation rates in the Northern Territory (23.53% of rural residents) with teams that cover all ages, grades and competencies.

In addition to the formal training fixtures operated by the User Groups there is an increasing usage of the grounds for non-formal activities such as walking, cycling, exercise classes, social ball activities, picnicking, barbecues, family events, weddings, concerts and other community gatherings. The Reserve is the rural community’s primary sport, recreation and social hub for participation.

7 Location of the Reserve in relation to population centres

Located within the heart of the rural area, the Reserve is the major sporting and recreational precinct outside the Darwin CBD and Marrara Sporting Complex. Palmerston has a range of high-quality venues which are located around Palmerston in a divided manner.



The Reserve is central to the following growing communities:

- Berry Springs
- Humpty Doo
- McMinns Lagoon
- Mitchell Creek
- Noonamah
- Bellamack
- Coolalinga
- Herbert
- Virginia
- Johnson
- Howard Springs
- Girraween area
- Bees Creek
- Zuccoli
- Weddell (future development)
- Rosebery
- Holtz
- Lambells Lagoon
- Moulden
- Mitchell Creek

Many competitors travel from the inner-city, northern and northern beach suburbs for weekly fixtures at the Reserve.

Many residents of Palmerston's southern suburbs such as Bellamack, Roseberry and Zuccoli choose to take part in activities at Reserve due to the range of sporting and recreational venues and the ease of access.

8 Demographics

Regional statistics indicate that Litchfield Council has a population of 25,357 residents. Current catchment for the Reserve is probably closer to 40,000 people when those residents from Palmerston's southern suburbs are included.

As further development occurs in the Coolalinga/Humpty Doo areas and housing densification continues, the population in the rural area will grow along with the demands on the Reserve.

9 Current Utilisation by User Groups

9.1 Overview

The Reserve has a wide range of User Groups that utilise the facility. No one facility is dedicated to one sport or User Group apart from Archery. Most fields and facilities are shared by sporting groups and active recreational groups. There are a range of other users including schools, NT Police, Fire and Emergency Services, Dept of Defence, Inpex and others who utilise the Reserve and its facilities during the year. Growth in User Groups visits over the past four years have increased to an estimated 528,600 visits per year.

The Board is encouraging all groups to work towards amalgamation to maximise the use of resources across the Reserve. Currently the sharing of fields or facilities is on a formal or informal basis. This includes areas for additional training fields, social games and equestrian warm up activities. Active recreation groups such as Dog Training, Quilters, Paintball and Hash House Harriers utilise the Reserve on a regular basis varying from daily to several times a week.

Space	User Groups
Rugby League fields x 2	Rural Athletics and Litchfield Bears Rugby League utilised 4 nights per week for training and for weekend fixtures. Also, for local schools' sports competitions, Freds Pass Show and special events
Norbuilt AFL Field	Southern District AFL - Used four nights per week and weekend fixtures for 30 weeks/year. Used for Soccer/Cricket junior training and Touch football during the off season
Cricket Oval	Southern Districts Cricket Club - three nights per week and weekend fixtures. Used by AFL - 3 nights a week for training during their 30-week season.
Litchfield Football Club Soccer fields	Used for Soccer training two nights per week and for weekend fixtures. AFL Juniors training for up to 30 weeks per year.
Indoor Equestrian Arena	Used each day and weekends by Darwin Show Jumping Club, Darwin Dressage Club, Noonamah Horse and Pony Club, Darwin Quarter Horse Association, Equestrian NT, NT Show Horse Association, Polocrosse (training) and private training for clinics, competitions and carnivals.
Equestrian Field - Main Arena	Darwin Show Jumping Club, Darwin Dressage Club, Noonamah Horse and Pony, Darwin Quarter Horse Association, NT Show Horse Association, Equestrian NT (training and competitions), Dog Training groups, school sports, Freds Pass Show, school groups and occasional Polocrosse.
Wilkie Field	Equestrian NT, Hash House Harriers, Freds Pass Show, Rugby League, Darwin Dressage Club
Multi-purpose Shed	Freds Pass Rural Markets, special events, Freds Pass Show, fitness training, Hash House Harriers
Palmerston Polocrosse field	Darwin Show Jumping Club, Darwin Quarter Horse Association, Equestrian NT, Positive Dog Training, school groups and is the warm up field for Polocrosse events.

Polo Cross Fields x 5	Darwin Show Jumping Club, Darwin Quarter Horse Association, Positive Dog Training, Howard Springs/Noonamah/Palmerston/Litchfield/Humpty Doo Polocrosse Clubs, Freds Pass Show, NT Polocrosse.
Swamp Dogs Rugby Union field	Two nights per week and for weekend fixtures. Touch football when other fields are in use
Gully and creek areas	Archery and Paintball, Hash House Harriers (start base Wilkie Pavilion) and trekkers on occasion. Part of the area is fenced and is for club use only.
Old Community Hall	The Show Society
Wilkie Pavilion	Hash House Harriers, Freds Pass Show, Rugby League, community events, training briefings for a range of school sporting groups.
Lakeview Hall	Freds Pass Playgroup – twice per week Polocrosse every weekend plus 2 nights per week in the dry and for meetings during the wet. Weddings and other community events, Australia Day events, junior equestrian training camps and User Group Meetings
Beehive conference room	Quilters Group - every Tuesday one Saturday each month. Regular use by User Groups and others for meetings Freds Pass Show, Board meetings and Club AGMs.

There are a range of other User Groups that use the Reserve several times a year including:

- Bees Creek Primary School
- Seniors Week celebration
- Annual Fire Fighters Games
- INPEX (social days)
- Palmerston and Rural cluster school sports
- Litchfield Christian School
- NT Schools Sports
- Individuals weddings and celebrations
- Defence exercises
- Northern Immigration Centre detainee recreation

9.2 Utilisation of the facilities by Users Groups

There are a range of school ovals and Reserves in the Litchfield and Palmerston areas which are used by some Freds Pass Reserve User Groups particularly when there are major events such as the Freds Pass Show and the National Polocrosse Championships. In addition, many of the Clubs have away matches but still train at the Reserve during the week. There are inherent difficulties in using a variable range of facilities including:

- Playing quality of the fields and/or facilities
- Access on the weekends
- Insurance issues
- Litter and rubbish clean up
- Volunteers requirements increase with multiple fields
- Size of alternative facilities, i.e. only one or two courts or lack of support facilities
- Parents having children playing sport at multiple fields
- Negotiation and booking of areas
- Marking up of fields
- Lighting standards.

People within the rural area also are involved with a range of other sports and activities not available on the Reserve. They include:

- | | |
|---------------------|----------------------------|
| • Golf | • Bowls |
| • Swimming Pools | • Tennis courts - Taminmin |
| • BMX tracks | • Bow Hunters Club |
| • Boxing - Taminmin | • Shooting and gun clubs |
| • Softball | • Skateboard parks |
| • Basketball | • Netball |

9.3 Emerging demands

9.3.1 Equestrian Sports

Growth in the Equestrian area is driving the need to have additional “sand arenas” which could be used as a quality dressage facility and shared with other equestrian groups.

The development of a cross country course has been a priority for several of the equestrian clubs for formal and training events and as a recreational facility for casual horse riders.

9.3.2 Women’s and Junior Sports

With the emergence of women’s sport traditionally played by men only, there is a growing demand for change rooms and additional shared junior girls oval for cricket and AFL. Initial discussion indicate that a new junior oval would take the pressure off both sports and allow for home matches and a training facility for male and female juniors.

9.3.3 Athletics field

Due to nature of facilities and the need to share with Rugby League and the Show, a dedicated athletics field/track for use by Rural Athletics and the adjacent schools is needed in the future. This shared facility would require the allocation of additional land adjacent to the school.

9.3.4 Other sporting activities

A recent community survey of residents at the Freds Pass Show, Rural Markets and online indicated the following sports were of interest and/or played by residents who had to travel to other areas. The residents would welcome new facilities and User Groups to the Reserve for the sports of:

- Tennis, Netball and Basketball courts - the Board of Management has been approached on several occasions regarding court facilities.

9.3.5 Community Centre

There is a growing community need to have a centralised air-conditioned community hall which will have space for a range of activities including conference rooms, large hall with sprung flooring for a range of activities such as:

- Indoor martial arts/self-defence
- Table-Tennis venue
- Gymnastics
- Dancing groups
- Theatrical performances by local groups.

9.4 Impediments to attracting new User Groups

There are several critical barriers to further development on the Reserve. These include:

- The lack of usable land
- The diminishing water supply and poor quality of existing irrigation infrastructure which leaks and prevents night watering
- Capital works funding
- Operational funding for the maintenance of any new facility
- Limited capacity for User Groups to pay the real costs of maintenance programs.

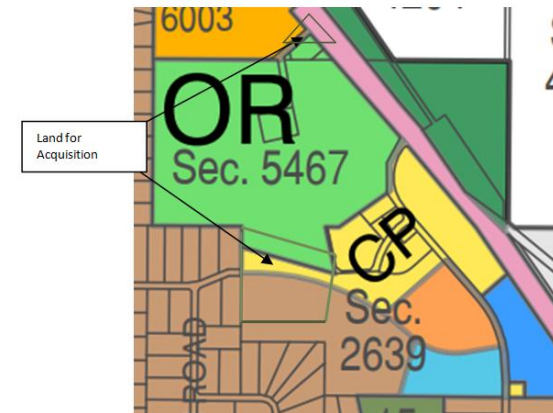
9.4.1 Land Issues

Though the Reserve is large, there are considerable areas which cannot be utilised due to being part of a creek drainage system and in some cases, the land slopes are considerable and suitable for cross country running, walking and horse tracks only. Considerable land needs to be dedicated to car parking.

Lack of usable land could be addressed by seeking additional land allotment adjacent to the Reserve to cater for a range of sporting facilities and for future population growth in the rural area. Four years ago, a submission was developed by Litchfield Council to Government for additional land.

This needs to be pursued and plans for the land to be further developed. This could include relocation and development of a polocrosse field in the new area

and freeing up space for athletics for multiple use by User Groups and schools. The area adjacent to the reserve is zoned Community Purpose (yellow) and Rural Living. There is an allowance of land for a Middle School adjacent to the existing school which is zoned FD (orange). Ideally the land adjacent Section 5467 should



be acquired by the Council to allow for the development of a range of shared facilities with the schools and the community. This could include part of Section 2639. This area could then be allocated to a future athletics field plus an equestrian cross-country track (dual use cross-country and training for athletics) and additional sporting facilities as the need grows within the rural community.

9.4.2 Water Management, Supply and Irrigation

The water supply for the Reserve is sourced from the Lake and nine bores which draw water from the Mount Partridge and Wells Creek' groundwater systems. Litchfield Council has developed, with consultants, an Irrigation Master Plan to assist in future consolidation of the Reserve's water supply. This includes a major storage facility and perimeter pipeline to link the bores and the playing fields.

A full water reduction plan needs to be developed to ensure effective water usage. This plan needs to also take into consideration the stormwater collection to the Lake which will increase the Lake's capacity and the reuse of roof stormwater for gardening and ablutions. The types of turf used in new ovals or

landscaping areas needs to be deep rooted and fit for use to ensure maximum robustness is achieved with minimum water usage. This is particularly important for all new ovals.

Initially the leaking irrigation systems need to be replaced and complemented with a fully integrated computer-controlled system which enables the Reserve to be watered at night to reduce the overall wastage of water through over watering, evaporation and leaks. This system should include an in-line fertilisation method reducing additional manpower.

The irrigation works should be undertaken over the next two to four years.

The saving of water is one of the Board's and community's highest priorities whilst good irrigation and playing field quality are amongst the User Groups highest priorities.

9.4.3 Capital Works Funding for base level infrastructure

The Reserve is reliant on Council for operational funding and Government for base level infrastructure capital works funding. There are a range of priorities for the Reserve currently which include:

- Irrigation and water security
- Road Infrastructure and car parking
- Drainage redirection to maximise catchment into the Lake

Plans covering these works are included in the Appendix.

It is up to the User Groups to work with the Board and their members to attract funding for projects specified within this plan. The Board fully supports club amenity development on the Reserve and that this development is achieved in a staged manner which ensures the base level infrastructure will meet their requirements.

9.4.4 Operational Funding

As the Reserve expands there is a need to service and maintain each of its facilities. Currently, funding is allocated by Litchfield Council to the Reserve to

maintain the grounds and basic infrastructure. Additional funds are generated through User Group fees and general hire charges. As a proportion of the total income and expenditure the User Group fees generate minimal income and the costs of maintenance of each of the fields and the common facilities are growing each year. The infrastructure developed by each of the Clubs is their responsibility.

As new shared facilities are constructed, their maintenance regime need to be considered in the context of the total operational budget.

The Reserve needs to be investing in new technology and reviewing the maintenance regime for all fields and spaces. The Reserve needs to consider:

- computerised control monitoring of irrigation systems with in-line fertilising methods
- reducing the number of equestrian fields by one and putting in a sand arena that will reduce overall maintenance and mowing time.

These operational savings will be offset by introducing new maintenance regimes to the sand arenas and other areas.

9.4.5 Limited capacity for User Groups to cover the real cost of maintenance

The Board must create a balance between User Group affordability and the need to generate additional funds to cover real maintenance costs. Any new facilities need to take this delicate balance into consideration when operational costs and User Fees are set. The gap is funded through other hire arrangements and the operational funding from the Litchfield Council.

10 Infrastructure development over the past three years

The following information has been sourced from each of the primary User Groups and several of the casual User Groups such as the Freds Pass Show Society who use the Reserve for major events.

With the assistance of the NT Government, Litchfield Council, User Groups and their volunteers the following works have been completed to the infrastructure of the Reserve. Several clubs have been successful in attracting grant funding to build change rooms, kiosk, training areas, parking areas and access roads. Other achievements include:

- Completion of the Reserve's perimeter fence.
- Main arterial road and drainage system
- Additional toilet amenities to Soccer, Archery (final approval pending) and the Rural Markets
- Upgrade of substations, transformers, distribution boards and power supplies to various locations around the Reserve. This will ensure existing power requirements are met and laying the foundation for future lighting requirements needed for a number of sports.
- Check meter installation
- Works to Lake View Hall and surrounds
- New Noonamah Horse and Pony Club storage shed
- Power to the Archery area for a new Club house
- Improvements to the women's change rooms and umpires' room at the Southern Districts Football Club
- Stage One (ablutions) of the Soccer clubroom development
- Commissioning of the Litchfield Bears Rugby League lighting towers
- Installation of coach's room for the AFL ground
- Construction of a portal structure for the Swamp Dogs Rugby Union Club
- Irrigation improvements to the Litchfield Bears Rugby League area
- Upgrade to the playground at the Lakeview Hall

- Development of Rugby Union field lights, car park and temporary facilities
- Shed extension for Rural Athletics

10.1 Asset Value

The fixed asset value of the Reserve currently is documented as \$4.9 m. This figure is constantly changing as new infrastructure is developed.

Each club lists a range of assets for which they are responsible.

11 Current Project Works

The following works are currently under way at the Reserve as a result of funding from the NT Government. In addition to these works, there are several improvements and capital works underway being driven by the various User Groups.

Works underway jointly managed by the Litchfield Council, Board or by the Clubs include:

- Archery and Paint Ball Area – new shared use toilet amenities
- Multi-Purpose Shed works includes additional power outlets, extension of the bitumen to a second side and protection of the main distribution box
- Lighting improvements to the Main Arena are currently in the planning stage
- Directional signage in the Reserve
- Improvements to the maintenance workshop
- Additional works for Litchfield Soccer Club and amenities area
- Parking and access road into the Swamp Dogs Rugby Union field
- Construction of a storage shed for the Darwin Show Jumping Association
- Changeroom construction/extensions to the Southern Districts Cricket Club are in the final planning stages pending authority approval.

Future Infrastructure Requirements

12 Utilities and base level infrastructure

It is the Reserve's responsibility to provide quality base level infrastructure and utilities to enable each of the User Groups to develop their sporting venues. Roads, power, water, irrigation, drainage, parking and lighting make up the mix that is required for a quality venue. The Engineering and Irrigation Master Plans form the basis of requirements and should be used as a guide when developing infrastructure on the Reserve. As such, the Infrastructure Master Plan needs a review to ensure it takes into consideration the evolving needs of the Reserve and its User Groups and upgrades which have been undertaken.

The overall quality of the buildings and maintenance of facilities must be ensured. The following section clarifies the current situation and highlights the Reserve's key priorities over the next five to eight years.

12.1 Irrigation Master Plan and Water Management

As highlighted earlier in the Master Plan and in the Irrigation Master Plan the replacement of current irrigation systems is a high priority. The Irrigation Master Plan has an indicative cost of \$3,000,000 plus GST. This price includes the use of Smart Technology systems for bore and irrigation controls.

The irrigation on the Reserve is a critical infrastructure requirement. Limited bore capacity and general rural area development will impact the aquifer significantly. The drying up of several bores over a 3-month period is already evident.

A review of the status of the irrigation on the ovals and fields was undertaken as part of the Irrigation Master Plan development. The Plan recommends three stages of development:

12.1.1 Stage One

Construction of the main pump house, tank, pipe ring route and MAIT bore monitoring systems. Total costs including contingencies and Project Management were estimated at \$2,481,239 excluding GST.

12.1.2 Stage Two

Construction upgrades over several years to fields and other irrigated areas were estimated at \$535,920. The upgrades of the field irrigation will ensure that the water is managed correctly and reduce the impact on the bores.

12.1.3 Stage Three

Review of the Lake and its capacity to deliver water to designated areas. Current condition is unknown and a full investigation of the Lake's substrata will need to be assessed and repair costings determined.

12.1.4 Scope of works

Even though the main system needs to be constructed as a priority, staged sectional replacement and repairs of the system over the next two to three years is required. The replacement will enable the water to be managed more effectively. There are several areas that are not watered for up to four (4) months due to the bores diminishing water supply.

There are some fields which have high priority due to the current system constantly breaking down, leaking and wasting valuable water.

Initial work needs to be done on each of the playing fields to improve the management of the water and reduce water wastage and usage and hence the immediate impact on the aquifer. This should include an underground moisture sensor method designed specifically for the AFL Field, Rugby League field extensions and other relevant areas. The latest moisture sensitive technology can save between 20% and 25% of water usage through evening and night

watering, measuring the moisture content of the soil (hence reducing over watering) and placing water where it is needed.

Redeveloping and enlarging the storage of the current cluster-tanks system and pumps can be enhanced and linked to the major system when funding has been achieved.

- The Rugby Union field has the latest irrigation system which is computer controlled, moisture sensed, remotely controlled and can be scheduled for evening watering automatically.
- The Maley Oval system was repaired and partly replaced. It has remote control functionality and will need to be fully computerised. The field extensions accessed by athletics needs to contain underground moisture sensors that are compatible.

Major priorities include:

- Installation of the pump-house and ring routing
- The AFL field and mounds which have a very old system constantly need repairs – a complete replacement with moisture sensitive technology is required urgently.
- Cricket oval needs new underground moisture sensitive irrigation to the grassed pitch area.
- Extension of the junior Rugby League field and irrigation
- Soccer fields needs a new underground moisture sensitive system and the main field upgraded to an automatic system
- Archery shooting area needs new irrigation installed.

Reduction in the number of turf areas through the installation of sand arenas will also assist in reducing the amount of water required by the Reserve. Though the sand arenas do require some water, this can be recaptured, filtered and reused through the system.

The Bore records are as follows:

Bore RN	Pump	Name	Fill Rate	Daily Max kl
RN025563	Calpeda 4SDW 10/12 3Ph 3Hp	Polo #1	0.5	43
RN031434	Calpeda 4SDFW 46/15E 3Ph 1.5HP	Polo #2	1.5	130
RN032815	Calpeda 4SDFW 54/14E 3Ph 2Hp	Hockey	1	86
RN029593	Calpeda 4SDFW 46/15E 3PH 1.5HP	AFL		0
RN020237	Calpeda 4SDFW 54/14E 3PH 2HP	Entrance	1.5	130
RN034458		Soccer	8	691
RN030666		Union		0
RN025977	Calpeda 4SDW 10/12 3PH 3HP	League	2	173
RN034686		Equestrian	8	691
		Max Total Bore Supply		1,944

12.2 Drainage Systems

The Reserve is bisected by Wells Creek which flows for only six months of the year. In the centre of the Reserve there is a Lake which has as its source a small spring which is only active depending on the water table. This creek collects the surface water flow from across the Stuart Highway as well as the Reserve. Drainage channel exists between the Cricket Oval and the car park adjacent to the Rugby League fields. The Infrastructure Engineering Master Plan - Page 5 gives details of the current flows.

All building works, parking and road design needs to take the drainage network into consideration and maximise the flow to the Lake and hence catchment during the wet season.

All stormwater and drainage design need to maximise drainage into the Lake system.

12.3 The Lake

Investigations into deepening the Lake occurred in 2015/16. There is only a thin layer of sediment over the bedrock and advice from the Department of Environment and Natural Resources indicated that if the bedrock is compromised the natural spring could flow to another location. Consideration should be given to reducing sediment (silt) levels without damaging the rock layer. The Lake depth varies up to 1.50 metres in some areas.

Expansion of the Lake is seen as Stage Three but must be investigated to increase its holding capacity. It is proposed that if the Lake is expanded it can capture extra water during the wet season and minimise pumping from the aquifer during the months of November through to April. This requires a dedicated investigation as advice is conflicting on water re-usage into the irrigation system as associated sediment penetration will compromise the pipe network.

12.4 Solar Power and the Power Supply Network

Major works have occurred over the past two years in line with the Infrastructure Engineering Master Plan and included upgrading of transformers, distribution boards, underground power supply replacement, multiple check meters installations and general power supply to various facilities.

The power supply will need to be upgraded as new lights are installed on each playing field and as new clubrooms and facilities are developed. Development and expenditure in this area will be ongoing. LED lighting is being considered where possible to reduce overall power requirements. The fields which require lights include the Main Arena, AFL, Polocrosse, Main and Junior Soccer fields.

The Council has received recommendations regarding the implementation of solar power to key shared facilities including the Multi-Purpose Shed, Indoor Arena and general street lighting within the Reserve.

Any new shared facilities will need to include the use of solar power and smart technology to minimise the power costs for the Reserve and its users. Refer to Appendix for Power Layout.

N.B.: much of this has been completed and a review needs to occur.

12.5 Lighting requirements

During years four and five, additional work on the power supply to the junior soccer fields, Southern Districts Cricket oval, Norbuilt AFL Oval and the main Polocrosse field will be required to accommodate lighting. This will result in an expansion of the power supply needs to many of the main distribution boards.

All street lighting needs to be assessed and upgraded to LED/solar powered over the next five to eight years

12.6 Road Network

When the Infrastructure Engineering Master Plan was developed, a dedicated Traffic Management Study was undertaken, and recommendations made to cope with future growth. Several of the key recommendations in this report have been completed. (Refer Appendixes for Road Network Layout).

The central road corridor which bisects the Reserve has been constructed along with the Northern Access entrance road. Additional road and drainage works are being planned to improve access and safety to the Rugby League/ Main arena area. The next area to be designed and sealed is the road to Soccer, AFL area and adjacent car parks. Once these areas have been completed the design and drainage of additional roads need to be considered. These include:

- Access road to the AFL and soccer fields
- Link from the Rugby Union entrance to the major arterial road
- Widening of the access to the Rugby League, Dog training, office and Beehive area to improve safety
- Access road improvements to the Polocrosse fields, Archery and Paintball areas.

- A design for a service road on public land to link the cricket field, rugby league field/ Beehive/ Administration area, and the market entrance. (Refer Appendixes for overview of layout).

12.7 Car Parking

The Infrastructure Engineering Master Plan highlights the general parking areas to be ungraded. For new fields or facilities being built the appropriate parking must be designed, developed and finalised for that facility. Future development includes:

- Resealing of parking and line marking for the Soccer and AFL
- Parking area around the markets will need to be formalised along with drainage from the road verge into the Reserve and the Lake
- Cricket car parks need to be designed and built
- Resealing and marking of the car park adjacent to the Rugby League/Beehive/Administration area
- Car parking to the Equestrian areas (adjacent to stables), Indoor Arena and Palmerston Polocrosse field needs to be designed and built.

12.8 Directional and Safety Signage

A signage review was been completed as part of the Infrastructure Engineering Master Plan and Traffic Management Plan. As funds become available additional internal directional and safety signs will be installed.

New signs have been erected on the Stuart Highway delineating between the Northern and Southern Entrances which has been of benefit to Reserve visitors in finding their way to right section of the Reserve for an event or fixture.

The internal road system needs to be future complimented with a quality directional and safety signage program. The lack of directional signage creates difficulties for emergency services when called to the Reserve for an injury and Reserve visitors often find it difficult to find the right facility or oval when attending major fixtures. (Refer Appendixes).

There is safety signage in place across the Reserve which will need to be upgraded as road infrastructure and facilities are further developed.

12.9 Building Compliance Status

Previous investigations by the Board and the Litchfield Council have found that there are 96 various assets which require the correct certification. Several structures have been removed over the past few years and more non-compliant building removals are planned in the life of the Master Plan. These buildings will be replaced by new buildings.

Litchfield Council has undertaken an audit of all structures on the Reserve and are moving to gain certification on many of these. This process may be made easier if classification changes were reconsidered.

This process will take several years and should be addressed to ensure all structures are safe. An approval policy is in place along with a process confirming Certificates of Occupancy and compliance guidelines are met. This is adhered to at an Operational (Reserve) level and through Litchfield Council. The majority of User Groups/Clubs understand the importance of this process.

Once certificates are issued on new buildings/structures, details are added to Council's Asset Database. To assist in the process, the Board has a policy to encourage all User Groups to replace all demountables with certified sheds by January 2020. This will assist in reducing the number of uncertified structures on the Reserve.

12.10 Administration and Maintenance Infrastructure

12.10.1 Administration facility

The current administration facility consists of two demountable buildings. One has rusting joists and has reached the end of its usable life. The other, though in good condition, has no certification and is approaching obsolescence. It is a necessity that the Reserve's management team are adequately accommodated.

The proposed Community Centre includes areas for administration, Board-room functionality and tenancy for User Groups and the Freds Pass Rural Show. This Community Centre will provide a multi-use facility for the User Groups and the community. The Community Centre will have the potential to facilitate a range of new users who have eagerly awaited a communal hub in the rural region.

12.10.2 Maintenance facility

Consideration should be given to the location of this facility and whether there is an alternative site which will serve the Reserve in a more effective manner. The current facility needs to be upgraded and reinvigorated in the short term. A building needs to be reassessed/replaced as it was initially designed for a Reserve much smaller than at present.

12.11 Tree Removal and Landscaping

The Council is responsible for the maintenance and removal of the many mahogany trees in the Reserve. Over the next four to five years much of the natural shade that exists will be removed.

Due to this removal the Reserve and User Groups will need advice on the range of species to be replanted at the Reserve to provide long term shade.

A general overarching landscaping plan should be developed to guide the User Groups on species and their placement.

Many of the User Groups have links into the landscaping industry and are capable of installing irrigation systems and planting of trees to provide shade for their members, guests and visitors.

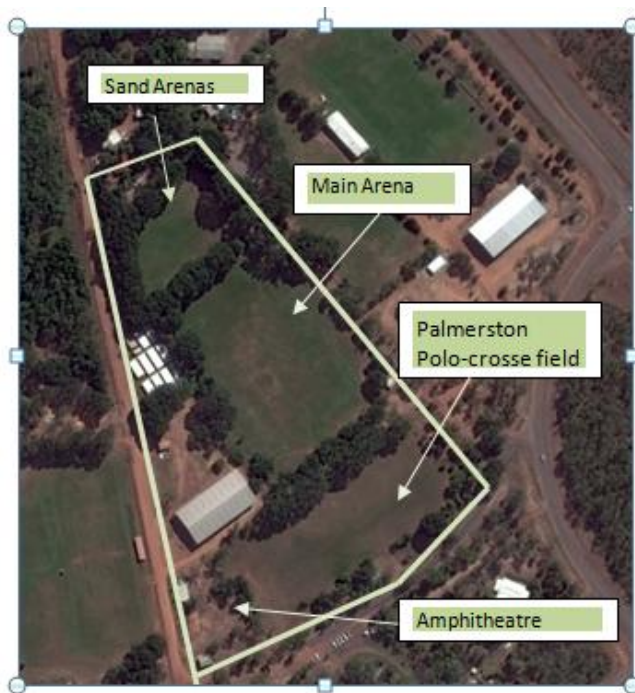
13 Multi-Use Facility Upgrades

13.1 Equestrian Arena and associated areas

13.1.1 Overview

There have been a range of upgrades and new structures built for equestrian groups. These include:

- Construction of a three-bay storage shed
- Irrigation and re-levelling to the Indoor Arena
- Intended obsolete shed removal



To move forward, a detailed Sub-Master Plan is required covering the general equestrian area. The plan should take into consideration the location of the sand arenas, vehicle parking, Indoor Arena storage shed access, stable numbers (that

include their condition/location), potential club house site, wash-bay positioning, and car-park lighting.

This Sub-Plan needs to ensure that the areas are allocated jointly for the equestrian groups and are safe for participants, families and horses.

13.1.2 Sand Arenas

The construction of sand arenas is a very high priority for most of the equestrian groups. This is to ensure rider and horse safety.

Discussions with the combined equestrian groups have indicated that the development of a well-designed dressage sand arena with the appropriate sand-fill and drainage will enable them to move forward and have an area which is well suited for multiple disciplines.

The arena should have a drainage system which enables reuse of water to keep the sand quality in good condition. Much consideration has been given to the area and the current Wilkie Oval is the preferred location, if the parking and links to the stables can be clarified. In the future these arenas will require a shade/roof cover to enable year-round use.

13.2 Multi-Purpose Shed (Market area)

Over the past two years a range of works have occurred including general upgrading of power and bitumising to the western side to improve water run-off in the wet season.

Currently an electrical upgrade is occurring to the structure which includes lighting, additional weatherproof power outlets and switch-gear protection for the switch board. The building requires the following works to be completed which will enable it to become a multi-user venue during the dry season:

- Floor surface replacement. Consideration should be given to a concrete surface which would accommodate additional sporting options
- Verandah extensions of 6m to both sides

- Structured drainage to the area that will efficiently redirect water flow to the Lake
- Formalisation of car park and entry areas
- Improved landscaping and shade.



Multipurpose area

13.3 The Main Arena Area

The Main Arena is shared by multiple groups and many casual hirers. A plan to renew the lighting in the main arena will be undertaken in the 2018/19 financial year. This will allow additional evening activities to occur and reduce power usage for these activities. Upgrading of the lighting has been determined a priority.

Funding for these lights needs to be sourced as this is the centre-piece of the Freds Pass Rural Show. Lighting is also required by several users including dog training and equestrian groups for evening activities. The current lights are in very poor condition and further deterioration is imminent.

13.4 Palmerston Polocrosse field

The Palmerston Polocrosse field is very much a multi-use venue and accommodates a range of equestrian activities and events. The field is also utilised by the Positive Dog Training Club and on occasions hired for other sporting events. The field needs the following works undertaken in the life of this plan:

- Landscaping design to enhance areas where Mahoganies have been removed.

13.5 Lakeview Hall

A range of works have occurred at Lake View Hall over the past two years including

- Septic system replacement
- Upgrading of electrical infrastructure
- Shade structure and extensions to the Playground

Works for the coming years including:

- Upgrading of toilets adjacent to Lakeview Hall
- Office relocation from the canteen to the rear corner of Lakeview Hall
- Modernise the front bar/servy area
- Building extension that will replace the existing Polocrosse demountable.

13.6 Storage facilities

Most User Groups need access to good storage facilities for their large equipment items. Over the past few years the Board has approved several new

sheds for the User Groups. There needs to be further locations designated for the equestrian groups, general sporting groups and the Freds Pass Rural Show.

Equestrian shed sites should be established and included in the Sub-Master Plan. Most clubs have their storage facilities incorporated within their area.

There are several containers located around the Freds Pass Reserve and User Groups have been informed that these must be removed by 1 January 2020. The Board will be providing areas within the Reserve where sheds of a similar and approved design can be placed. This will meet the storage needs of a range of User Groups.

14 Club Priorities

14.1 Ownership of structures

Many of the User Groups have projects that will enhance their playing fields, clubhouse amenities and improve their parking and/or ability to cater for growing participation numbers.

User Groups are encouraged to submit their internal Master Plans, project sketches/drawings to the Board and Council for review and in-principle approval. If funding is sourced, full project documentation should be presented to the Board and Council for final approval and recording purposes. Once completed, copies of the Certificate of Occupancy and/or certification are required by the Board and Council.

Once completed the building or structure becomes an asset of Litchfield Council. The responsibility for the maintenance of the structure or building remains with the User Group who initiated the activity.

The Management Board has a new Licence to Occupy agreement intended to ensure that the User Groups have long term security over their venue.

14.2 Darwin Dressage Club

The Club utilises a range of equestrian fields and facilities and has over the years been working on obtaining quality sand arena for their training and competition. The sand arena must be of a national standard and utilise a specific sand quality that promotes self-draining. The design should encompass:

- Two sand arenas
- An adjacent warm-up area
- Car parking suitable for vehicles, floats and goosenecks
- Irrigation to the Palmerston (Brown) field and Main Arena
- Lighting to the Main Arena and car-parks
- Potential roof cover for the sand arena (long term vision)

14.3 Darwin Quarter Horse Association

The Association utilises the arena areas for four events per year plus practice days, clinics, training and development programs. The Club would like to see improvements in the following areas:

- Quality sand arenas either covered or uncovered
- A warm up area adjacent to the sand arenas
- Float parking for equestrian areas
- Extension of the arena to provide sand protection and viewing areas.
- Speed signage across the Reserve and the new central road corridor.

14.4 Darwin Show Jumping Association

The Darwin Show Jumping Association is currently investigating a drive-through shed which will meet their requirements for the foreseeable future. Their priorities include:

- Completion of a drive-through storage shed
- Development of the sand arenas to assist in creating equestrian group activity
- Improvement to carpark access in the equestrian area.

14.5 Equestrian NT

Equestrian NT arranges training session, clinics and competitions across a range of equestrian disciplines. Their priorities include:

- Sand arenas for dressage - high priority
- Improved parking access
- Increased number of storage sheds
- Lighting to car park and stable area.

14.6 Freds Pass Field Archers

The Freds Pass Field Archers have a 5-year Master Plan which details the need for significant improvements and upgrades. This includes:

- Installation of a safety barrier (butt) to prevent over-shoot and to bring the venue up to Australian Safety Standards
- Fencing and safety zones
- Irrigation to shooting area
- Establishing a new club-house area with adjoining ablutions
- Access road upgraded
- Installation of shade-sails to club-house and shooting range
- Lighting to car-park area
- Disabled access to the new range.

14.7 Freds Pass Positive Dog Training Club

The dog training club meets two nights a week. Over the past four years changes are evident but no specific infrastructure requirements have been forthcoming.

14.8 Freds Pass Rural Markets

Freds Pass Rural Markets utilise the large Multi-Purpose Shed each Saturday throughout the year. The Rural Markets have a large local following and numbers can vary from 1,500 to 3,000 attendees depending on the time of year.

The Rural Markets would like to see the following improvements over the coming years:

- Walking trails incorporated on the Reserve
- Improvements to drainage and formalisation of the car-park area
- New flooring surface under the Multi-Purpose Shed
- Extension of the floor to six meters beyond the slab on the Rugby League side
- Installation of verandas to allow for expansion and minimise the impact of the rain in the wet season
- Extension of the roof structure to reduce the impact of rain during the wet season on vendors and to improve the utilisation of the space.

14.9 Litchfield Bears Rugby League Club

The Litchfield Bears RL Club is one of the largest in Australia outside Queensland and NSW and has a growing membership. They have had an increase in membership over the past two years of 23%% and 46% over the last four years. The club is currently investigating the installation of solar panels and an office building. Future plans also include:

- Additional full-size field required (extension of existing fields)
- Change rooms for female participants
- Alternative entry points adjacent to the Stuart Highway service road
- Formalisation of car parking adjacent to the fields
- Widening of the Coulter Way access between their field and the Main Arena
- Extending the irrigation system past the field goal-posts.

14.10 Litchfield Football Club

The Club has continually improved/developed the facilities around the site. Over the next few years the Club has the following priorities:

- A clubhouse with change rooms, office and store room.
- Connecting roof to the amenities block
- Concrete floor under the roof for viewing space
- Access ramp for disabled members and guests
- Two permanent seating areas with shade on Main field for competition teams
- Nets to Main field to restrict balls going 'out of bounds'
- Australian Standard lighting to the bottom fields
- Improved automatic irrigation to the fields
- Development of the car park and entry road.

14.11 NT Polocrosse

The Polocrosse Clubs have been very active in developing their fields and infrastructure over many years. Their priorities for the coming years include:

- Upgrade of the existing toilet block used by the Playgroup, community and themselves
- Relocate the existing office in the canteen to the rear corner of Lakeview Hall
- Create a front corner bar server area
- Lighting to the Main (Green) Field
- Additional shade trees planted to replace those removed
- Structure over day-yards (between the Blue and Pink fields) to enable more User Groups to access both fields
- Structure over day-yards (between the Yellow and Pink fields) to enable more User Groups to access both fields.
- Seal access road to the Polocrosse/ Archery area
- A building to replace the existing demountable
- Additional spectator shade structures.

14.12 Noonamah Horse and Pony Club

The Club had a range of priorities including:

- The development of the dressage sand arenas
- Development of a cross country trial if there was additional land available for all equestrian enthusiasts
- Vehicle and float parking and improvement of the drainage near the Indoor Arena and the development of a new clubhouse (detailed below)
- New clubhouse which can be shared with other equestrian groups including:
 - a permanent training and trophy room
 - kiosk with commercial compliant kitchen
 - toilets

- Office space which can be shared with multiple groups
- Storage rooms

They would negotiate the leasing of their current building to other User Groups.

14.13 Pony Club Association of Northern Territory Inc.

The Pony Club is a User Group who book facilities for clinics, training sessions etc. as the peak body sport administrator. The Club utilises a range of facilities from the BeeHive for meetings to each of the various arenas. The Club would like to see improvements in the following areas:

- Designated horse float parking with efficient traffic flow
- Undercover dressage sand arenas
- Shared office space.

14.14 Quilters Down the Track

This is a very active User Group that meet each Tuesday morning and one Saturday/month. They have the potential to expand and have outgrown the Bee Hive. Storage has been an issue as they have to pack-up their items after each meeting. Their priority is as follows:

- A larger, more permanent space with storage for sewing machines and tables which could be left set-up or accessed easier
- Improvements to the toilets adjacent to the Bee Hive
- Resealing and line marking of the Bee Hive car park
- General improvement to drainage in the car park area.

14.15 Rural Athletics

Rural Athletics currently share a field with the Litchfield Bears Rugby League Club. Specialised long jump and discus throwing facilities have been established.

Short term	Parking area to be sealed adjacent the markets as many parents park in this space
Midterm	Additional land set aside for the Reserve

Long term Separate Athletics field developed and shared with the schools.

14.16 Southern Districts Cricket Club

The Cricket Club has been developing their clubhouse and facilities over many years. Due to the growth in cricket, driven by girls and women in the sport, new facilities are required. These facilities include:

- Change rooms
- Clubhouse extensions
- Storage shed to replace container
- Junior Cricket/AFL Oval with change rooms
- Air-conditioned clubhouse
- Structured parking and driveway
- Curator's shed
- Oval lighting
- Electronic scoreboard
- Increased training facilities
- Shade structures around the oval to replace removed trees.

14.17 Southern Districts AFL

There has been a substantial growth in AFL during the past two years. With the introduction of Women's AFL to the Club numbers have expanded by 15% in participants. The Club requires a second oval to cater for the junior players for both training and fixtures. This could be shared with Cricket.

Currently the Club also utilise the soccer and cricket fields for training. The Club is working towards developing the following infrastructure to meet member and visitor requirements:

- New Irrigation system
- New umpires and timekeepers' room
- Women's changeroom and first-aid room
- Installation of 3 concrete tier seating structures around the oval

- Additional junior field to cater for the growth in Cricket and AFL
- Resurface and line marking to the existing car parking area
- AFL approved lighting to Norbuilt Oval
- Further development to the clubhouse for training/meeting initiatives
- Kitchen amenities, bar and additional storage facilities
- Additional covered viewing areas.

14.18 Swamp Dogs Rugby Union

The Club has been very active. They have installed moisture sensitive pop-up sprinkler irrigation and gained funding to develop the car park and access road. This has been completed and are currently undergoing work on the clubhouse which includes a large portal roof structure with concrete flooring. Additional work involves:

- Completing the clubhouse with change rooms, showers and toilets
- First-aid room and lockable canteen area
- Large digital on-field scoreboard
- Large storage shed (approx. 100m²).

15 Proposed new Multi-Purpose facilities

15.1 Community Hall

The existing community hall was built in the 1970's as the original AFL clubhouse and now, is at the end of its usable life. A full assessment was undertaken of the building to look at upgrading the facility but the cost of doing so was unfeasible.

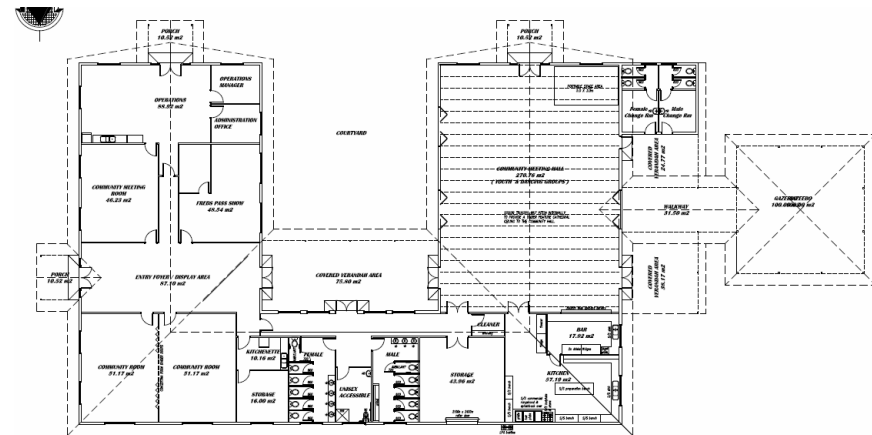
The Board undertook a public consultation to determine if a new community facility was required and what were the key elements required if such a facility was built. The initial assessment took into consideration the following buildings:

- The uncertified office demountable used by the Reserve's Management team
- The Bee Hive conference room which has escalating maintenance costs each year
- Existing demountables used Freds Pass Show Society and Lions Club.
- The lack of meeting or function venues in the Freds Pass, Coolalinga and rural area.

The Board commissioned a local drafting company to develop a concept to assist the public consultation phase. The consultation was promoted through the website, to User Groups and at the Council Chambers. Community displays at the Freds Pass Show and Rural Markets were achieved over two days. An on-line survey was developed and placed on the Freds Pass Reserve website. One hundred and thirty responses were gathered and over 100 'face to face' interviews occurred during the Show and Market initiatives.

The concept was fully supported by the public and by the User Groups. Suggestions/feedback on fine tuning the Community Hall design were included.

The Community Centre has a large hall, verandas for participant overflow, large storage facility, kitchen with bar and counter service area, three community meeting rooms and office facilities for the Freds Pass Reserve Management team and Rural Show.



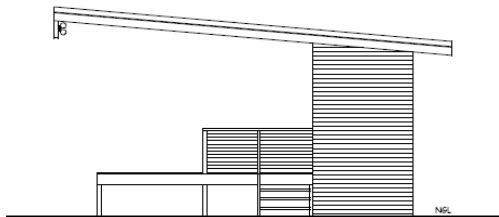
The Community Hall would require an investment of \$4,614,700 excluding GST (Quantity Surveyor Estimate) and would take about 16-17 months to plan, gain approvals, and undertake construction and fit out. A separate feasibility proposal has been completed in relation to the Community Centre.

15.2 Amphitheatre

Currently the Reserve is used for several annual major events including the Freds Pass Rural Show. There is interest from organisations such as Primetime (event managers) to organise additional events and festivals in the rural area. Discussions focused on what type of events they were considering and these included concerts and community festivals. Further discussions with events presenters have indicated the location of a proposed Amphitheatre would be ideal due to:

- good all-round access to the site
- the central location on the Reserve
- availability of short-distance car parking
- accessibility to food stalls (provided by market stall holders)
- minimising noise pollution impact on local residents.

The primary indication of an open-air venue location is the northern end of the Palmerston Polocrosse field. Initial plans have been completed and funding needs to be sought. Other groups have indicated they would like to use the Amphitheatre for movie nights and local music events. As a part of the design process an audio assessment needs to be undertaken by a professional to ensure that the design and the placement of the venue minimises noise impact on local residents.



15.3 Bike, Walking and Running Tracks

The community survey undertaken indicated that there is a need for a bike track to link the shopping centres to Freds Pass Reserve, a link to the roads on the south western corner of the Reserve and a bike track that links to the schools.

A number of respondents indicated that as the area becomes more developed, running and bike tracks will become increasingly important to the rural community.

15.4 Multi-Purpose Tennis, Basketball and Netball facility

The community survey/feedback expressed a need to have these three key ball sports on the Reserve. Further investigation with their peak bodies indicated that participation is growing and there is the potential to introduce these sports to the Reserve. It is envisaged that a joint facility be built to cater for all three sports.

This would include the development of multi-use courts for Basketball, Netball (up to six courts) and four courts for Tennis. The four dual-use courts should be covered so as to promote evening participation. Associated with the facility would be the need for toilets, change rooms, kiosk, storage facilities and a shared meeting room/office area. Space would also need to be allocated for future expansion of the court area to ensure the facility will cater the community for the next 40 years.

Further investigations would need to occur over the next 2-3 years to determine interest level growth. All three peak organisations have indicated that if a facility was developed, they would expand their network and encourage opportunities for new club creation in the region.

Casual User Groups requirements

16 Overview

There are a wide range of casual users that are not User Groups and book facilities as required. A number of these casuals have taken the opportunity to attend meetings and give feedback regarding their needs when they utilise the facility. They have been included in the statistics and their comments are covered in this section.

16.1 Freds Pass Rural Show Society

The Freds Pass Rural Show hires a wide range of facilities and fields during the Show event. They have an office demountable and 40 foot storage container on the Reserve.

The Show fully supports the development of the Community Centre and the allocation of a leased internal space for their activities.

Their priorities for the coming years include:

- The Community Centre
- The construction of a large storage shed for all their Rural Show assets and equipment
- Improved tree shade to the central area of the Reserve adjacent to the Litchfield Bears Rugby League field
- The development of an Amphitheatre for performances.

16.2 Humpty Doo Touch Football

This group are a relatively unstructured group that varies between 12 and 16 players each week and rotate fields depending on their availability. Their main priorities are:

- Safety improvements to the Litchfield Bears Rugby League car parking

- Sealing and drainage to Market area to reduce dust and improve safety.

16.3 Pump and Exercises Classes

There are a range of individuals and organised groups who occasionally utilise the facilities on the Reserve to exercise. If the Multi-Purpose Shed had a concrete floor, the number of groups undertaking exercises at the Reserve throughout the year has the potential to grow. They need few facilities apart from access to amenities and access to a covered area during the wet season.

Priority Action Plans

The following section outlines the priorities for the Reserve. Development by each of the User Groups is self-set and they will drive the design, documentation and funding priorities through their own plans and working with both the Board and Litchfield Council. Funding for many User Group projects will be sourced through, Northern Territory Grants, Ausports Grants, sponsorship and independent fund-raising within their membership network.

Members contribute extraordinary amounts of time, equipment and funds to the various sporting and community projects. With support from the Board and Litchfield Council, User Groups have the ability to produce project outcomes well above the amount of funding sought by incorporating volunteer skills and labour. This community commitment is supported and applauded by the Board. It is critical that this is recognised and systems developed to support volunteer initiatives. This reduces the reliance on grants and promotes community engagement and instils a sense of community pride.

The scope of works highlighted below are those facilities which are primarily responsibility of the Reserve. Works have been included for User Groups that have a defined timeline.

Price Estimates

Price estimates are based on 2018 figures and future CPI increases need to be taken into consideration. Figures have been sourced from the Operations Manager, Quantity Surveyors Report, quoting contractors, builder discussions and from User Group estimates undertaken through their grant applications and submissions. It should be noted that the User Groups will generally contribute labour and sponsorship factors to their pricing. In some instances, a contingency has been included due to the possibility of changing environments, elements and unforeseen circumstances that would escalate the price above the initially indicated figure.

Year One

As a general requirement a number of User Groups will be building new clubrooms, extending storage areas and removing demountables/containers from their site. A number of clubs will be seeking grant funding to undertake the proposed work over the first two years of the Master Plan.

	Works to be undertaken	Estimate	Comments
1	Master Planning for the equestrian area for the construction of new sand arenas	\$ 45,000	Further consultation on area development including new sand arenas, parking, traffic management, storage sheds, stable numbers/location, horse wash-bays. A new clubhouse location should also be considered as part of the planning process.
	Construction of new sand arena	\$335,000	Let tenders for the construction of the arenas – funding secured
2.	Construction of the Cricket changerooms and extensions to the clubhouse	\$500,000	Funding secured
3.	Construction of new maintenance shed	\$135,000	Shed needs to be 3.5 meters clear under portal and 8.0 deep with space for an office and toilet – funding secured
4.	Road Works and parking to the Soccer/AFL/ Rugby Union areas	\$740,000	Funding secured
5.	Ablution amenities for the archery/paintball area	\$120,000	Construction to be completed by June 2019. Funding secured
6.	Planning and approval of works/renovations to the Soccer Club house and amenities – construction of amenities	\$450,000	Approvals are being sought, combination of grant, sponsorship and volunteer work
7.	Works on the approval of uncertified buildings	\$115,000	Assessment of existing buildings being undertaken
8.	Replacement of AFL irrigation system and cluster tanks	\$55,000	High priority due to leakages. Allowance included for possible removal of old irrigation system and replacement of feeder tanks
8.	Design works to the new Community Centre	\$100,000	Final plans before the Board for consideration
9.	Construction of an additional shed for the Equestrian area	\$50,000	Final approval being sought
10.	Planning and construction of a link road to the soccer/ AFL/ Rugby Union car parks	\$60,000	Initial concepts being discussed, funding secured
11.	Construction of the safety barriers for Freds Pass Field Archers	\$25,000	Requirement for public safety, combination of grant, sponsorship and volunteer work
12	Reinvigorate application for additional land for the Reserve and additional facilities including athletics, Netball, Basketball and Tennis	\$5,000	On approval by the Council
13.	Sourcing of funding for the Main Arena lighting	\$240,000	Current shortfall for completion of works, grant to complete works
14.	Additional directional and safety signs within the Reserve	\$8,000	As funds become available
15.	Initial design works on the pump-house, ring route and construction of pump-house	\$125,000	As funds become available

16.	Construction of a new women's change room for AFL, first aid room and covered staging structures around boundary	\$125,000	Combination of grant, sponsorship and volunteer work
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Year Two

By the January 2020 all demountables and containers need to be removed from the Reserve. This will mean that a number of User Groups will have to lease storage sheds from the Reserve or propose to build their own permanent storage sheds.

	Works to be undertaken	Estimate	Comments
1.	Planning for the joint AFL/Cricket junior facility	\$ 95,000	Approval and documentation of civil, irrigation and building plans for works
2.	Irrigation system and cluster tanks to the cricket pitch area	\$40,000	Reduction in the use of water, also allowance for removal of old system
3.	Irrigation works and new cluster tanks to the soccer field	\$35,000	Cost plus allowance for replacement of tanks and links to existing system
4.	Drainage and sealing of the car park to the Market area	\$550,000	
5.	On going works on the approval of uncertified buildings	\$100,000	
6.	Demolition works – removal of the old Community Hall and first stage construction works	\$20,000	Freds Pass funds
7.	Funding sourced for new Community Centre	\$ 50,000	Freds Pass Funds
8.	Parking works to the equestrian area as per Equestrian Master Plan	\$180,000	
9.	Works to Bores	\$116,510	Includes contingencies and Project Manager
10.	Design and costing of the Amphitheatre	\$ 9,000	Freds Pass Funds
11.	Construction of three additional storage sheds for different sports	\$ 50,000	
12.	Upgrade of Polo-Crosse/play group toilets	\$ 12,400	
14.	Landscaping and tree replace program design	\$ 12,500	Sponsorship by the Clubs for specific areas
15.	Finishing off the clubrooms for soccer including new change rooms Including disable access	\$ 675,000	Combination of grant, sponsorship and volunteer work
16.	Replacement of Polo-Crosse demountable	\$ 180,000	Combination of grant, sponsorship and volunteer work
17.	Construction of a dedicated umpires room for AFL	\$95,000	Combination of grant, sponsorship and volunteer work
18.	Extension to Rugby League Building to include women's change rooms	\$250,000	Combination of grant, sponsorship and volunteer work
19.	Initial works to ring route and fit out of pump shed	\$445,300	Includes contingencies and Project Manager

Year Three

	Works to be undertaken	Estimate	Comments
1.	Construction of the joint AFL/Cricket junior oval facility	\$1,200,000	Combination of grant, sponsorship and volunteer work
2	Amenities facilities for the new Cricket/AFL field	\$950,000	Combination of grant, sponsorship and volunteer work
3.	Additional irrigation works on main line	\$850,000	Grant funding
4.	Construction works to the Community Centre	\$2,600,000	Combination of grants and sponsorship
5.	Verandah works to one site of the Multipurpose Shed	\$200,000	Grant funding and sponsorship
6.	New floor to Market Shed with markings for different sports	\$ 75,000	Grant funding and sponsorship contribution
7.	Road works and car parking in the Rugby League, Community Centre area	\$450,000	Grant funding
8.	Drainage and parking to the equestrian area	TBA	Yet to be designed
9.	New horse wash down area	\$25,000	Grant and volunteers
10.	Additional storage shed for equestrians	\$50,000	As funds become available
11.	Extension works to the Archery Club house and shade areas	\$ 95,000	Combination of grant, sponsorship and volunteer work
12.	Planning works for the Equestrian Club house	\$ 20,000	Combination of grant, sponsorship and volunteer work
13.	First shade plantings undertaken	\$ 12,000	Club and Freds Pass funds
14.	Works on the approval of uncertified buildings	\$ 60,000	As funds become available
15.	Works to Rugby Union club house including showers, toilets, change rooms canteen and first aid room	\$600,000	Combination of grant, sponsorship and volunteer work
16.	Works to AFL club house facilities including extending the kitchen and serving area with more internal storage space.	\$220,000	Combination of grant, sponsorship and volunteer work
17.	Major ring rout works	1,494,561	Major works including contingencies and Project Manager.
18.	Solar power to Market Shed	\$10,000	Grant funding
19.	AFL Umpires time keeper's room	\$15,000	Combination of grant, sponsorship and volunteer work

Year Four

	Works to be undertaken	Estimate	Comments
1	Irrigation - Planning and installation works for irrigation upgrade to Polocrosse Main field and Palmerston Polocrosse field new sprinkler	\$ 100,000	Grant funding to be secured
2.	Finalisation and opening of the new Community Centre	\$2,500,000	Grant funding to be secured
3.	Road works for new entry to the Markets and to the Cricket fields	\$950,000	Grant funding to be secured

	with formalisation of the cricket car parks		
4.	Planning for a new Athletics field	\$60,000	Grant funding to be secured
5.	Lights to the AFL field and upgrade of the transformer	\$290,000	Grant funding, sponsorship and volunteer labour
6.	Sealing of the access road to Polocrosse, Archery and paintball	\$250,000	Grant funding and sponsorship to be secured
7.	Funding sought for the Amphitheatre	\$10,000	Combination of grant and sponsorship
8.	Upgrade of power to Polocrosse field area	TBA	To be designed and costs
9.	Funding sought for the new Equestrian Club House	\$10,000	Club initiative and sponsorship
10.	Car parking for equestrian area completed	\$150,000	Note surface to be non-slip
11.	Rugby Union scoreboard installation	TBA	Combination of grant, sponsorship and volunteer work
12.	Works on the approval of uncertified buildings	\$80,000	Grant funding to be secured
13.	Soccer - Fencing to the back of the main field	\$25,000	Combination of grant, sponsorship and volunteer work
14.	Solar panels to Equestrian covered arena	\$15,000	Grant funding
15.	Curators Workshop for cricket	\$45,000	Combination of grant, sponsorship and volunteer work
16.	Extension to Rugby League field irrigation	\$55,000	Irrigation plus new feeder tanks

Year Five

	Works to be undertaken	Estimate	Comments
1.	Extensions to the covered existing Indoor Arena including verandah to one side	\$280,000	Grant funding and sponsorship
2.	Design of bike-paths to link areas of the Reserve to public roads	\$250,000	Grant funding to be secured
3.	Installation of lights to Polocrosse Main field	\$290,000	Combination of grant and sponsorship
4.	Construction of the Amphitheatre	\$280,000	Sponsorship and grant funding to be secured
5.	Planning and design of extensions to the Multi-Purpose Shed	\$25,000	Self funded
6.	Irrigation works to Main field	\$40,000	Funding to be secured
7.	Permanent bench areas to the Main soccer field	\$45,000	Combination of grant, sponsorship and volunteer work
8.	ALF extend breezeway to create a shaded view area	\$120,000	Combination of grant, sponsorship and volunteer work
9.	Large storage shed for Rugby Union	\$180,000	Combination of grant, sponsorship and volunteer work
11.	Extensions to Lakeview Hall including office and bar servery	\$190,000	Combination of grant, sponsorship and volunteer work
12.	Extensions to the Cricket Club House	\$120,000	Combination of grant, sponsorship and volunteer work
13.	Rooves to stables, blue and pink fields	\$110,000	Combination of grant, sponsorship and volunteer work

Year Six

	Works to be undertaken	Estimate	Comments
1.	Upgrade of Irrigation to remaining Polocrosse fields	\$30,000	Grant funding and sponsorship
2.	Installation of lights to Main and Junior soccer field	\$300,000	Grant funding
3.	Planning for new Netball and Basketball courts	\$120,000	Grant funding and sponsorship
4.	Funding sought of new Athletics fields and relocation of Polocrosse field	\$ 60,000	Self funded
5.	Construction of the new Equestrian clubhouse and parking area	\$2,500,000	Grant funding, sponsorship and volunteer labour
6.	Extension to the Multi-Purpose Shed to provide protection against rain	\$300,000	Grant funding and sponsorship
7	Upgrade of AFL Club House, training space, kitchen and storage areas	\$210,000	Grants, sponsorship and volunteer labour
8.	Electronic Score Board for Cricket	\$60,000	Grants, sponsorship and volunteer labour

Year Seven

	Works to be undertaken	Estimate	Comments
1	Planning in place for the Basketball, netball and tennis facility	\$120,000	Self funding
2.	Construction of the bike paths to the Reserve	\$190,000	Grant funding
3.	Completion of the new equestrian clubhouse, car park and access	\$250,000	Grant funding, sponsorship and volunteer labour
4.	Stage One extensions to the Multi-Purpose Shed	\$280,000	Grant funding
5.	Planning in place for the Basketball, Netball, Tennis facility	\$120,000	Grant funding, sponsorship
6.	Additional undercover area for AFL	\$80,000	Grants, sponsorship and volunteer labour

Year 8

	Works to be undertaken	Estimate	Comments
1.	Funding sourced for new netball, tennis and basketball courts under cover including power upgrade	\$50,000	
2.	Shade structures for Polo-Crosse	\$20,000	Grants, sponsorship and volunteer labour
3.	Shade Structures for Cricket Club	\$20,000	Grants, sponsorship and volunteer labour
4.	Shade structures for Soccer	\$25,000	Grants, sponsorship and volunteer labour
5.	Initial construction of athletics area and new Polo crossefield	\$1,400,000	

Year 9

	Works to be undertaken	Estimate	Comments
1	Construction of new netball, tennis and basketball courts under cover	\$5,200,000	Dependent on final design
2.	Change rooms and facilities for Athletics	\$370,000	Grant funding, sponsorship and volunteer labour
3.	Cross Country trail for Equestrians and school groups	\$50,000	Grants, sponsorship and volunteer labour

17 Appendixes

Appendix One	Master Plan
Appendix Two	Irrigation Master Plan
Appendix Three	2014 Infrastructure Master Plan layout of roads, fields and car park to be updated in mid 2019
Appendix Four	2014 Infrastructure Master Plan Electrical Service Layout to be updated in mid 2019
Appendix Five	2014 Infrastructure Master Plan Signage Plan

Appendix One – Master Plan Layout



Appendix Two – Irrigation Master Plan Layout



Appendix Three 2014 - Engineering Master Plan layout of roads, fields and car parking

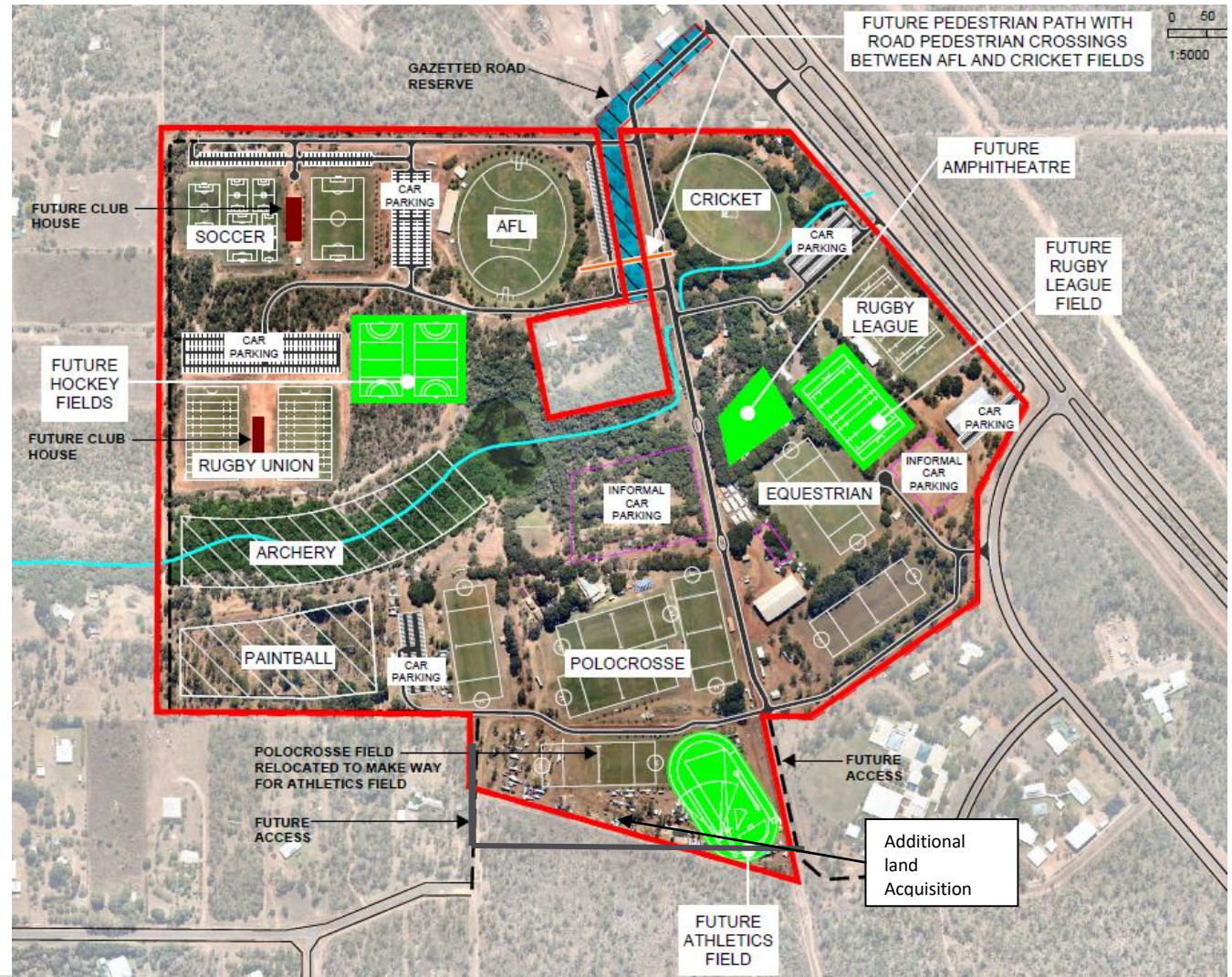
Additional Changes

The Engineering Master Plan needs to be updated as priorities have changed. This includes:

- A field is no longer a priority by Hockey NT.
- The future Athletics field needs realignment and should be moved further to the south
- Archery have expanded their range to allow for all-season fixtures
- Consolidation of an additional parcel of land to the main Reserve will enable the development of a new Tennis, Basketball and Netball facility
- The Equestrian Master Plan will allow for a reallocation of grounds for equestrian sports
- Clubhouses are now large covered shelters which will change into enclosed buildings over the life of this plan.

Note:

This Master Plan will be updated in early to mid 2019.



Appendix Four 2014 - Engineering Master Plan Electrical Service Layout

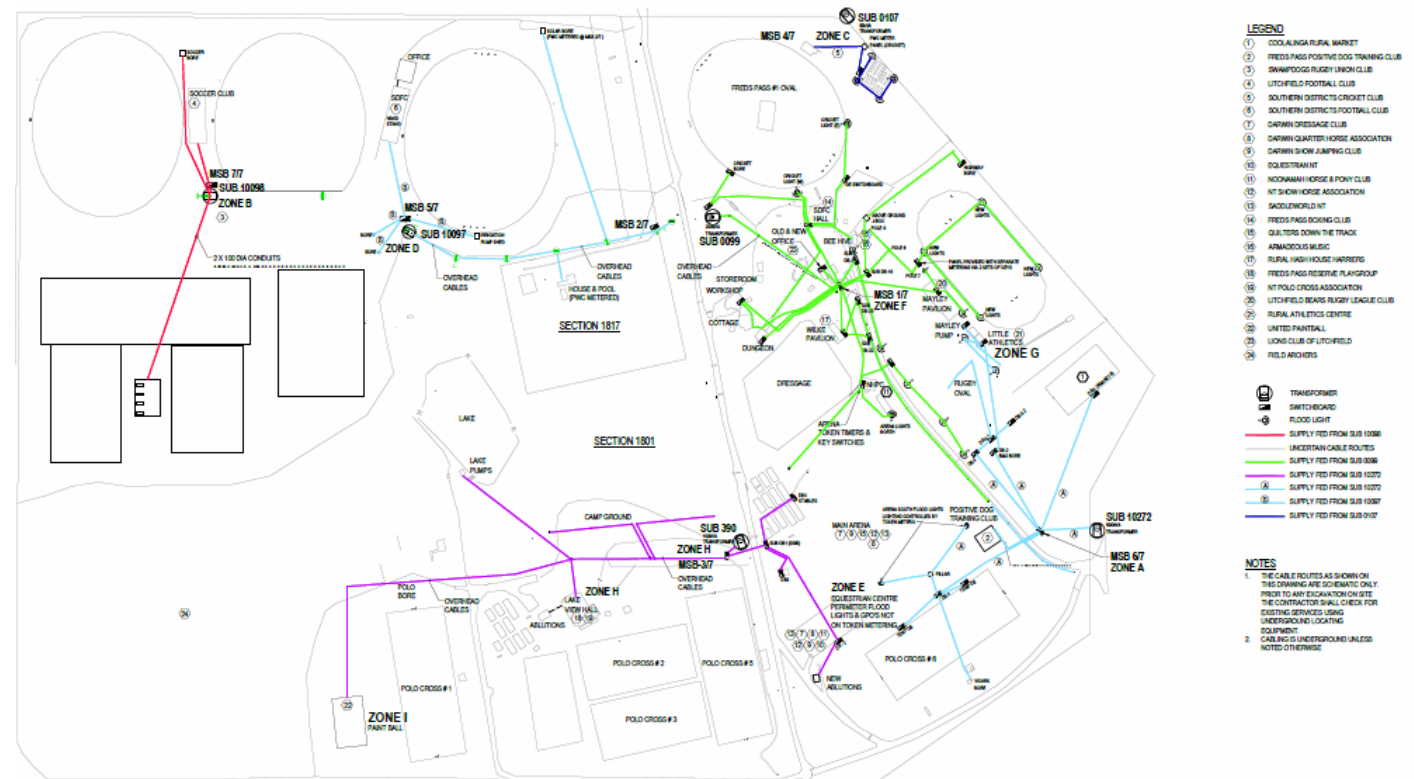
Update Required

Much of the upgrade works have occurred to meet current requirements.

In the life of this Master Plan this Electrical Layout will need to be reviewed as a result of new Clubhouses, increasing power requirements for the Markets and new facilities.

Note:

This Master Plan will be updated in early to mid 2019.



Appendix Five - 2014 Engineering Master Plan Signage Plan

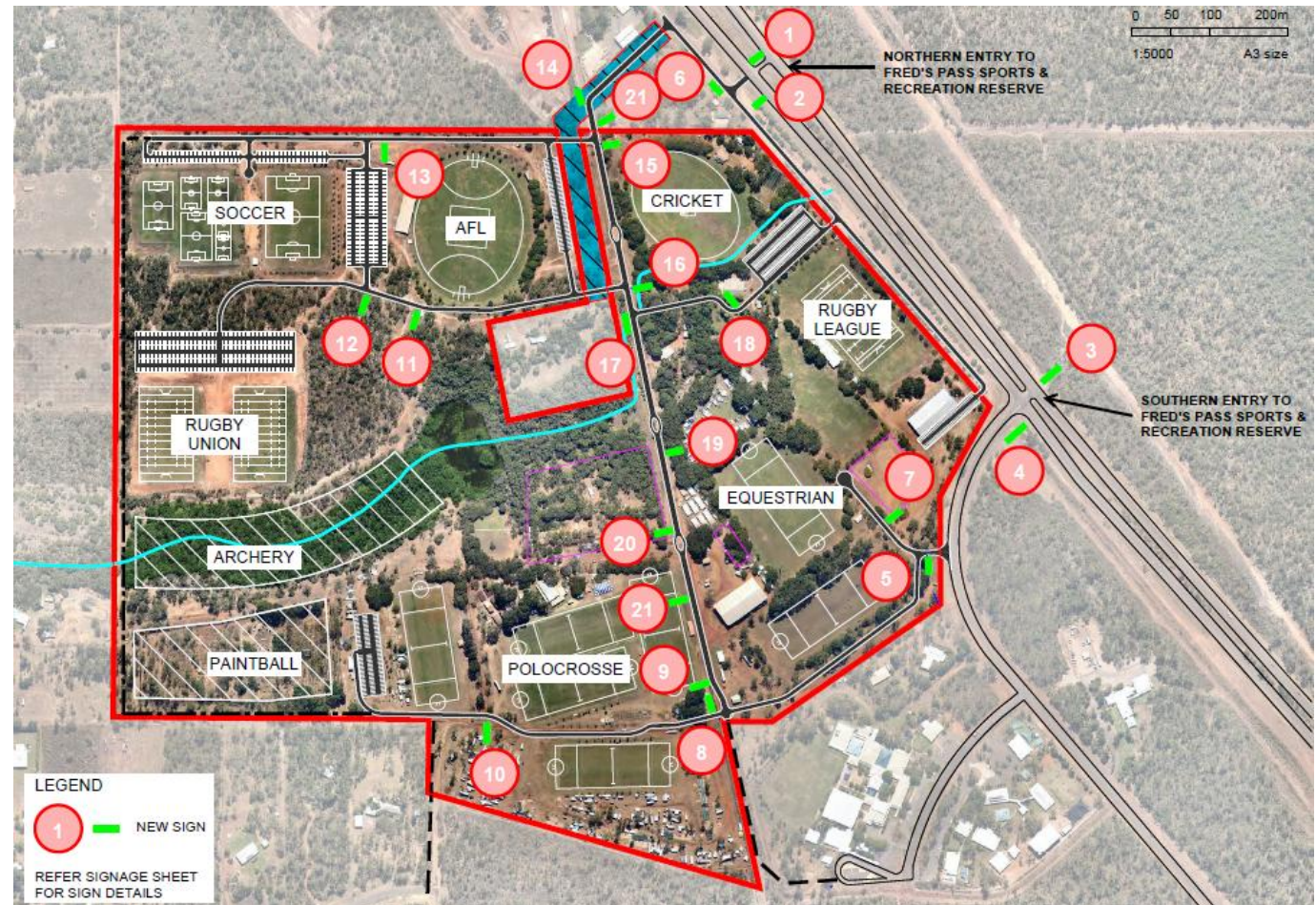
Current situation

The Stuart Highway signs have been completed and the next priority is to provide quality directional signage to each of the major venues within the Reserve.

This will enable St Johns and visitors attending fixtures to find their way easily to the various locations.

As the car parks and major roads are completed the new directional signs should be installed.

A range of safety signs were installed three years ago. These signs need to be reviewed as new access roads are developed.





COUNCIL REPORT

Agenda Item Number:	15.10
Report Title:	NDRRA Partial Acquittal – Monsoon Trough January 2018
Report Number:	19/0090
Meeting Date:	17/07/2019
Attachments:	Attachment A: Partial Acquittal Form Attachment B: Expense Listing for Bunday Road Attachment C: Expense Listing for Brougham Road Attachment D: Expense Listing for Finn Road Attachment E: Expense Listing for Trippe Road

Purpose

This report presents for Council the approval of the partial acquittal form for the Natural Disaster Relief and Recovery Arrangements (NDRRA). NDRRA funding was provided to repair roads damaged following the Monsoonal Trough in January 2018.

Summary

Council received NDRRA funding from the Department of Housing and Community Development on 10 October 2018 for repairs to:

- Bunday Road, Humpty Doo;
- Brougham Road, Darwin River/Fly Creek;
- Finn Road, Berry Springs/Weddell; and
- Trippe Road, Humpty Doo.

Most works were undertaken in the 2018/2019 financial year, with the remaining funds expected to be expended in the 2019/20 year. A total of \$1,848,975.00 was received, with \$712,935.97 spent as of 30 June 2019.

Recommendation

THAT Council approve the partial acquittal of the NDRRA funding for the repairs to roads damaged during the Monsoonal Trough in January 2018 to the value of \$712 935.97 as of 30 June 2019.

Background

NDRRA funding is provided by the Department of Housing and Community Development require partial acquittal by 30 June each year. Any acquittal provide to the Department requires Council approval. Attachment A is the partial acquittal form for the above-mentioned projects.

Further to the partial acquittal forms, the report provides detail listing of expenditures, identifying all works undertaken to date.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Not applicable to this report.

Risks

Council needs to partially acquit these grants as at 30 June 2019 to ensure future NDRRA applications will be considered by Department Housing and Community Services.

Financial Implications

The remaining funds are \$1,136,039.03

Community Engagement

Not applicable to this report.

Recommending Officer: **David Jan, Acting Director Community and Corporate Services**

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

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



DEPARTMENT OF
HOUSING AND COMMUNITY
DEVELOPMENT

Litchfield Council

2018-19 ACQUITTAL OF FUNDING UNDER NATURAL DISASTER RELIEF AND RECOVERY
ARRANGEMENTS (NDRRA) REQUIREMENTS

Department of Housing and Community Development

File number: HCD2018/10363

Purpose of Grant: To repair roads damaged as a result of the Monsoonal Trough January 2018
Buy Local compliance: Yes/No/Not applicable

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2019

Grant funding	\$1 848 975
Other income	_____
Total income	_____

Expenditure (requires completion of the NDRRA spreadsheet – electronic version to be supplied by DHCD)
(Specify accounts and attach copies of invoices, ledger entries, tenders, quotes, purchase order documents and
geospatial photos of completed works)
An 'administration fee' is not to be apportioned to the grant for acquittal purposes.

Total Expenditure

712,936

Surplus/(Deficit)

\$1736039.03

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

5.7/2019

Laid before the Council at a meeting held on/...../201.... Copy of minutes attached.

CEO or CFO

Dates

5.7/2019

DEPARTMENTAL USE ONLY

Grant amount correct: ☐ Yes ☐ No

Expenditure conforms to purpose: ☐ Yes ☐ No

Capital Works – Bought from Territory Enterprise: ☐ Yes ☐ No

Minutes checked: ☐ Yes ☐ No

Balance of funds to be acquitted: \$ _____

Date next acquittal due: ____/____/____

ACQUITTAL ACCEPTED: ☐ Yes ☐ No

Prepared by: _____

Comments:

Donna Hadfield, Manager Grants Program

_____/_____/____

Work Order
Transaction Listing by Work Order
Posting Year: 2019

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c_wo007 05-Jul-19 11:48:29AM

Work Orders: 4657 to 4657 Task Code: 0 to 999999 Classification 1: All Records

Posting Period: 1 to 12

Work Order Description

4657 Bunday Road – January Monsoonal Damage

Task	Description	Transactions	Committed	Oncost	Actual Val	Total Value	GST
35	CYCLONE CARLOS	19	0.00	0.00	12,589.09	12,589.09	1,258.91
10/09/18	14414 PU 1137	ALLAN KING & SONS CONSTRUCTIO	1,280.00	0.00	0.00	1,280.00	0.00
10/09/18	14414 PU 1137	ALLAN KING & SONS CONSTRUCTIO	1,280.00	0.00	0.00	1,280.00	0.00
10/09/18	14414 PU 1137	ALLAN KING & SONS CONSTRUCTIO	1,280.00	0.00	0.00	1,280.00	0.00
10/09/18	14414 PU 1137	ALLAN KING & SONS CONSTRUCTIO	1,396.36	0.00	0.00	1,396.36	0.00
10/09/18	14414 PU 1137	ALLAN KING & SONS CONSTRUCTIO	1,600.00	0.00	0.00	1,600.00	0.00
10/09/18	14414 PU 1137	ALLAN KING & SONS CONSTRUCTIO	960.00	0.00	0.00	960.00	0.00
10/09/18	14414 PU 1137	ALLAN KING & SONS CONSTRUCTIO	1,120.00	0.00	0.00	1,120.00	0.00
25/02/19	15656 PU 409	F & J BITUMEN SERVICES PTY LTD	480.00	0.00	0.00	480.00	0.00
25/02/19	15656 PU 409	F & J BITUMEN SERVICES PTY LTD	1,920.00	0.00	0.00	1,920.00	0.00
12/03/19	933581 AP 1137.01	ALLAN KING & SONS CONSTRUCTIO RFT18-167 Bunday Road	(1,280.00)	0.00	1,280.00	0.00	128.00
12/03/19	933581 AP 1137.01	ALLAN KING & SONS CONSTRUCTIO Remove subbase layer @150mm and remove off site	(1,280.00)	0.00	1,280.00	0.00	128.00
12/03/19	933581 AP 1137.01	ALLAN KING & SONS CONSTRUCTIO Sub-Base	(1,280.00)	0.00	1,280.00	0.00	128.00
12/03/19	933581 AP 1137.01	ALLAN KING & SONS CONSTRUCTIO Place the stock piled material & cement	(1,396.36)	0.00	1,396.36	0.00	139.64
12/03/19	933581 AP 1137.01	ALLAN KING & SONS CONSTRUCTIO Supply and spread cement for subbase	(1,600.00)	0.00	1,600.00	0.00	160.00
12/03/19	933581 AP 1137.01	ALLAN KING & SONS CONSTRUCTIO Base course	(960.00)	0.00	960.00	0.00	96.00
12/03/19	933581 AP 1137.01	ALLAN KING & SONS CONSTRUCTIO Import new type 2 material & cement	(960.00)	0.00	960.00	0.00	96.00
12/03/19	933581 AP 1137.01	ALLAN KING & SONS CONSTRUCTIO Base course	(1,120.00)	0.00	1,120.00	0.00	112.00
12/03/19	933581 AP 1137.01	ALLAN KING & SONS CONSTRUCTIO Bunday Road - Traffic w/- side track used if requ	0.00	0.00	272.73	272.73	27.27
18/03/19	INV-3262 AP 409.01	F & J BITUMEN SERVICES PTY LTD Prime Bunday Road - 30mtr long c 8mtrs wide	(480.00)	0.00	680.00	200.00	68.00
18/03/19	INV-3262 AP 409.01	F & J BITUMEN SERVICES PTY LTD Seal Bunday Road 30mtr long x 8mtrs wide - 14/20	(1,920.00)	0.00	2,720.00	800.00	272.00
Total Transactions for Work Order 4657		19	0.00	0.00	12,589.09	12,589.09	1,258.91
GRAND TOTAL		19	0.00	0.00	12,589.09	12,589.09	1,258.91

Work Order
Transaction Listing by Work Order
Posting Year: 2019

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c_wo007 05-Jul-19 11:49:23AM

Work Orders: **4659** to **4659** Task Code: **0** to **999999** Classification 1: **All Records**

Posting Period: **1** to **12**

Work Order Description

4659 Brougham Road - January Monsoonal Damage

Task	Description	Transactions	Committed	Oncost	Actual Val	Total Value	GST
35	CYCLONE CARLOS	1	0.00	0.00	52,590.00	52,590.00	
17/10/18	1558/2019	Detailed Survey/Design Broughmann Rd PO 13694	0.00	0.00	52,590.00	52,590.00	

Total Transactions for Work Order 4659 **1** 0.00 0.00 52,590.00 52,590.00

GRAND TOTAL **1** 0.00 0.00 52,590.00 52,590.00

Work Order
Transaction Listing by Work Order
Posting Year: 2019

ATTACHMENT D

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c_wo007	05-Jul-19	11:52:48AM							
Work Orders:	4658	to	4658	Task Code:	0	to	999999	Classification 1:	All Records
Posting Period:	1	to	12						
Work Order	Description								

4658	Finn Road - January Monsoonal Damage								
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Task	Description	Transactions	Committed	Oncost	Actual Val	Total Value	GST
35	CYCLONE CARLOS	3	0.00	0.00	177,859.02	177,859.02	17,785.88
19/12/18	15251 PU 1137 ALLAN KING & SONS CONSTRUCTIO		177,859.00	0.00	0.00	177,859.00	0.00
	Variation 1 to the RFT18-162 Finn Road Drainage Up grade for the Finn Road Flood Damage Remediation Works from the 2018 Monsoonal Natural Disaster Event						
02/04/19	933593 AP 1137.01 ALLAN KING & SONS CONSTRUCTIO		(177,859.00)	0.00	50,294.33	(127,564.67)	5,029.43
	Variation 1 to the RFT18-162 Finn Road Drainage Up grade for the Finn Road Flood Damage Remediation Works from the 2018 Monsoonal Natural Disaster Event						
18/04/19	933605 AP 1137.01 ALLAN KING & SONS CONSTRUCTIO		0.00	0.00	127,564.69	127,564.69	12,756.45
	Finn Road Flood Damage Remediation works PO 15251						

Total Transactions for Work Order 4658		3	0.00	0.00	177,859.02	177,859.02	17,785.88
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GRAND TOTAL		3	0.00	0.00	177,859.02	177,859.02	17,785.88
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Work Order
Transaction Listing by Work Order
Posting Year: 2019

ATTACHMENT E

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c_wo007	05-Jul-19	11:53:10AM							
Work Orders:	4660	to	4660	Task Code:	0	to	999999	Classification 1:	All Records
Posting Period:	1	to	12						
Work Order	Description								

4660	Trippe Road North - January Monsoonal Damage										
Task	Description					Transactions	Committed	Oncost	Actual Val	Total Value	GST
35	CYCLONE CARLOS					11	82,399.90	0.00	469,897.86	552,297.76	42,056.76
17/10/18	1558/2019					Detailed Survey/Design Trippe Rd North PO 13693	0.00	0.00	49,330.00	49,330.00	
26/10/18	14822	PU	1137	ALLAN KING & SONS CONSTRUCTIO	RFT18-175 Trippe Road North Reconstructions	411,999.51	0.00	0.00	411,999.51	0.00	
07/03/19	D97C1	AP	1137.01	ALLAN KING & SONS CONSTRUCTIO	RFT18-175 Trippe Road North Reconstructions	(144,199.83)	0.00	71,074.97	(73,124.86)	7,107.49	
02/04/19	D97C2	AP	1137.01	ALLAN KING & SONS CONSTRUCTIO	RFT18-175 Trippe Road North Reconstructions	(119,479.86)	0.00	77,809.67	(41,670.19)	7,780.96	
13/05/19	933630	AP	1137.01	ALLAN KING & SONS CONSTRUCTIO	RFT18-175 Trippe Road North Reconstructions	(4,120.00)	0.00	1,200.00	(2,920.00)	120.00	
19/06/19	16552	PU	1137	ALLAN KING & SONS CONSTRUCTIO	RFT18-175 Trippe Road North Reconstructions - Variation 1 - supply & spread additional 1600m2 top so	6,032.00	0.00	0.00	6,032.00	0.00	
19/06/19	16554	PU	1137	ALLAN KING & SONS CONSTRUCTIO	RFT18-175 Trippe Road North Reconstructions - Variation 1 for batter protection	23,740.00	0.00	0.00	23,740.00	0.00	
24/06/19	933651	AP	1137.01	ALLAN KING & SONS CONSTRUCTIO	RFT18-175 Trippe Road North Reconstructions - Variation 2 - supply and place single cell 1200 x 900	(6,032.00)	0.00	6,032.00	0.00	603.20	
28/06/19	933659	AP	1137.01	ALLAN KING & SONS CONSTRUCTIO	RFT18-175 Trippe Road North Reconstructions - Variation 1 - supply & spread additional 1600m2 top so	(23,740.00)	0.00	23,740.00	0.00	2,374.00	
28/06/19	D97C4	AP	1137.01	ALLAN KING & SONS CONSTRUCTIO	RFT18-175 Trippe Road North Reconstructions - Variation 2 - supply and place single cell 1200 x 900	(32,959.96)	0.00	29,108.38	(3,851.58)	2,910.83	
28/06/19	D97C3	AP	1137.01	ALLAN KING & SONS CONSTRUCTIO	RFT18-175 Trippe Road North Reconstructions	(28,839.96)	0.00	211,602.84	182,762.88	21,160.28	
Total Transactions for Work Order 4660						11	82,399.90	0.00	469,897.86	552,297.76	42,056.76

Work Order

Transaction Listing by Work Order

Posting Year: 2019

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c_wo007	05-Jul-19	11:53:20AM											
Work Orders:	4660	to	4660	Task Code:	0	to	999999	Classification 1:	All Records				
Posting Period:	1	to	12										
Work Order	Description												
GRAND TOTAL								11	82,399.90	0.00	469,897.86	552,297.76	42,056.76



COUNCIL REPORT

Agenda Item Number:	15.11
Report Title:	Draft Local Government Bill Submission
Report Number:	19/091
Meeting Date:	16/01/2019
Attachments:	Attachment A - Draft Local Government Bill Submission Table

Purpose

To provide Members with the proposed submission table to be forwarded to the Department of Local Government, Housing and Community Development in response to the Draft Local Government Bill.

Summary

Council officers have conducted a comprehensive review of the Draft Local Government Bill and have compiled a submissions table (Attachment A) offering responses to several changes and additions proposed in the Draft Bill.

The process for updating the current Local Government Act has been ongoing over several years. Overall the resulting Draft Bill is an improvement on the current Act as it clarifies areas of ambiguity and improves the readability which the Drafters of the Bill should be commended on.

Whilst the updating of the current Local Government Act is supported and the intent of each of the changes is noted, collectively there are several updates which have the potential to produce confusion and conflict with the good governance principal of separation of powers between the Council and the CEO and the associated protections provided within the Act. Most of these updates can be addressed through operational reporting processes. This is supported through Council response in the submission table and will be highlighted in the cover letter to accompany the table.

Key areas of note for Council are;

- Changing the due date for the Municipal Plan and Budget endorsement from 31 July to 30 June. This has a significant impact on operations as it will require commencement of budget and plan development earlier.
- Mandating by legislation the content of Councils Code of Conduct. Litchfield Councils Code of Conduct currently encompasses the proposed Schedule 1 Code in the Draft Bill, it provides greater detail and explanation for Members. A mandated Code of Conduct will provide consistency across Councils. A Code of Conduct policy will be required to provide the existing level of detail and clarification.
- A new process for dealing with disciplinary action is proposed that requires Council to establish a policy and address code violations internally before referral to an external committee (if needed) that comprises of LGANT representatives and one Departmental representative, prior to submission to NTCAT if needed.

- Removal of the requirement for Council to conduct a representative review to be replaced by a representative review panel which will conduct reviews into the existence and boundaries of wards and adequacy of representation arrangements. This panel will consist of the CEO of LGANT, Electoral Commissioner, Surveyor General and a person appointed by the Minister. Council will have the opportunity to make a submission however the final decision regarding representation will be made by the panel.
- Removal of sections referring to infringements issued by Council as per by-laws and addition of a clause requiring Council resolution for commencement of legal proceedings. The potential impact of these updates are that Officers may need to seek Council resolution for all infringement notices and debt collections that are required to proceed to NTCAT.

This report and the submission attached does not identify all the changes in the Draft Bill. There are significant amount of changes, some of which are improving the readability of the legislation and others change the legislative requirements for Council. Council has focussed its submission on the amendments that would have noteworthy impact on the operations of Council.

Recommendation

THAT Council endorses the Litchfield Council submission table to be sent to the Department of Local Government and Housing in response to the Draft Local Government Bill call for submissions by 18 July 2019

Background

The Draft Bill has been released on the 22 May 2019 by the Department of Local Government, Housing and Community Development (The Department) for public comment, closing 18 July 2019.

The Draft Bill and associated summary information sheet are available from https://dlghcd.nt.gov.au/our-services/local-government2/local-government-bill-consultation_.

The Local Government Act commenced in 2008, bringing local government reforms across the Territory into effect. As the reformed system of local government has developed over recent years, the Act has provided a robust regulatory environment. However, local government councils, The Department and others identified areas where the legislation could be strengthened to work effectively for the benefit of Territorians and the sector.

The review of the Local Government Act has been ongoing since late 2014. A consultation paper was produced to guide submissions which closed in February 2016. As noted above Litchfield Council did not provide a submission at that stage

After a review of the Draft Bill many amendments, with significant impact on councils, were not mentioned in the Summary Information Sheet provided by the Department. Consultation on the Draft Bill appears tokenistic due to the provided information prohibiting identification of amendments and a short consultation period during the period of councils dealing with the review of annual plans.

The Draft Bill proposes significant updates to several sections and several new sections. Attachment A submissions table provides proposed responses to those which pose a significant impact on Council.

Links with Strategic Plan

Enabler - A well run Council

Legislative and Policy Implications

Council will have to consider and review policies once the new Act is in place to ensure compliance. The Draft Bill includes the requirements for new policies to be established as mentioned above.

Risks

There are several current policies which will need to be reviewed and updated as well as policies which will need to be developed should the Bill in its current form be passed.

Financial Implications

Changes recommended in the Draft Bill increase the administrative burden for Council and therefore, the cost of operations.

Community Engagement

Nil

Recommending Officer: **David Jan, Acting Director of 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.

Draft Bill Section	Relevant section from current Act	Key Change	Effect	Council Submission
Part 3.2 Local Government Representation Committee	New addition	<p>This part has been added in the Draft Bill establishing the Local Government Representation Committee. The Committee is to be consistent of:</p> <ul style="list-style-type: none"> - the Electoral Commissioner, - the Surveyor-General, - the CEO of LGANT, and - a person appointed by the Minister. <p>The Committee may determine if a local government area is divided into wards or not. The Committee may also make recommendations in relation to the local government area (e.g. external boundaries).</p> <p>Before the committee makes a determination, it must invite for submissions by the council and public, consider these submissions before publishing a preliminary report and invite for further submissions. The final report must be provided to council and the Minister must, by Gazette notice, notify the making of the determination.</p>	<p>With the introduction of Part 3.2 Council loses its control of reviewing the electoral representation in the council area. It will be important for Litchfield Council to undertake their electoral review before the new Act comes into place.</p>	<p>Council recommends that the committee should have at least five members to avoid the use of a costing vote and that the Minister appointed member on the Committee should be an elected member to ensure local interests of residents are represented.</p>
Section 34(1) and 195 and 234 and 235	Section 24(1)	<p>The Draft Bill amends this section requiring Council to adopt its municipal plan between 1 March and 30 June each year.</p>	<p>This change of the Local Government Act will increase administrative pressure on councils for the process of annual budget development. It will</p>	<p>Council strongly objects to the change of date from the 31 July to 30 June to ensure Council can give due consideration to the public consultation</p>

Draft Bill Section	Relevant section from current Act	Key Change	Effect	Council Submission
		<p>The timeframe for the adoption of the annual municipal plan has been moved by one month with current legislation requiring adoption by latest 31 July each year.</p>	<p>require staff to brief Councillors earlier in the year and might need Council to conduct special council meetings to ensure timelines are met. Legislation requires a public consultation process of 21 days and requires Council to consider submissions made in response, with revisions made if appropriate.</p> <p>Council understands that it is best practice to have a budget approved prior to the financial year starting, yet other jurisdictions appear to give appropriate time for the adoption of budgets.</p>	<p>process that is part of the annual plan development.</p> <p>It is to be noted in Council's submission that Department representatives mentioned that the proposed change is undertaken due to all other jurisdictions requiring the adoption of budgets by 30 June.</p> <p>Under Division 2 Section 6.2 (1) Local Government Act 1995 of Western Australia budgets need to be adopted between the 1 June and 31 August.</p> <p>Furthermore, Chapter 8 Part 2 Section 123 (8) Local Government Act 1999 of South Australia requests councils to adopt an annual business plan and budget between 31 May and 31 August.</p> <p>The Queensland Local Government Act 2009 under Chapter 4 Part 3 Section 107A (3) describes that a council must adopts its budget before the 1 August.</p> <p>In line with Part 7 Division 3 Section 82 (3) (b) of the Local Government Act 1993 of Tasmania an annual plan must be adopted with estimates between 1 May and 31 August. The Victorian Local Government Act 1989 Part 6 Section 130 (3) requests budgets to be adopted by 31 August.</p>

Draft Bill Section	Relevant section from current Act	Key Change	Effect	Council Submission
				The New South Wales Local Government Act is the only Act that is referring to an operational plan being prepared before the beginning of the year (Section 405 (1)).
Section 39	Section 32	<p>Includes clauses that removes the CEOs ability to;</p> <ul style="list-style-type: none"> - Classify information as confidential, and - Enter into a transaction on conditions that are not at arm's length <p>And allows the powers and functions of the responsible entity under the Burial and Cremations Act 2019 only to be delegated to a local government subsidiary.</p>	<p>The CEO prepares the agenda for Council meeting and in the first instance needs to make a recommendation to Council on confidentiality of reports. For Council this will mean a change in process, as Council will need to resolve prior to the confidential part of a meeting if reports are presented in confidential or not.</p> <p>Transactions not at arm's length can be minor in value and at times support the function of Council in providing required assistance to community groups. Introducing such restriction in delegation will make the administrative cost too high for some of the minor support provided to community groups, for example the donation of old office furniture.</p> <p>Including a restriction of Council to delegate powers and functions</p>	<p>Council objects with the inclusion of the restriction of delegation for transactions on conditions that are not arm's length conditions. Council believes that a report of transactions not at arm's length be included in the Annual report (Section 286 of the Draft Bill) instead of a restriction to delegation. If the intent of this part was the control of asset disposal, a general instruction or guideline should be issued for asset disposal.</p> <p>Council strongly objects against the restriction of delegating the powers and functions under the Burial and Cremations Act 2019. There is no reason why Council should not be allowed to form a Council committee under the Act to deal with the functions of a public cemetery.</p>

Draft Bill Section	Relevant section from current Act	Key Change	Effect	Council Submission
			under the Burial and Cremations Act 2019 can have significant impact on Thorak Regional Cemetery. This inclusion disables Council from putting in place a Council Committee to deal with the Cemetery. Furthermore, as the Burial and Cremations Act 2019 has not been introduced to Parliament, the exact powers and functions that cannot be delegated anymore are unclear.	
Section 43	New addition	The Draft Bill has included this section stipulating that the CEO of the Department may approve training courses for members of council. And that a member of a council must complete an approved training course within 6 months of each general election.	Whilst Council agrees with the need for professional development for Elected Members the Draft Bill is silent on the content of this professional development and who will bear the cost for this. Council questions how this might be completed by all Councillors within 6 months after a general election due to the availability of suitably qualified trainers and the complex logistics especially with Regional Councils.	Council recommends to the Minister to extend the timeframe to allow for elected members to attend training.
Part 5.3	New addition	The Draft Bill has included this Part for the establishment of an audit committee, which has been regulated under the Local Government (Accounting) Regulations Section 10.	Litchfield Council's policy and Terms of Reference for the Risk and Management Audit Committee are compliant with the Draft Bill.	Council notes the inclusion of the requirement and function of audit committees into the Draft Bill providing greater clarity to existing clauses in the

Draft Bill Section	Relevant section from current Act	Key Change	Effect	Council Submission
		<p>The content of this part is in line with the requirements currently set under the Regulations and Ministerial Guidelines.</p> <p>The Draft Bill does allow for staff to be appointed to the committee and continues to require the chair to be an external member. The function of the committee has increased slightly to include compliance against this Act or another Act and the Australian Accounting Standards. The Regulations have only included the compliance against the regulations and the Accounting Standards.</p>		current Local Government (Accounting) Regulations.
Section 88	Section 58	After a general election council has to convene its first meeting within 21 days (used to be 14 days)	This will allow suitable time for councillors to be introduced to the proceedings of Council prior to the first meeting being convened.	Council supports this update
Section 97	Section 65	Allowance for audit committees to be conducted in private	With this allowance meetings of the Risk Management and Audit Committee would be held in private, with minutes and agendas still publicly available.	Council agrees with the inclusion of the ability to conduct an audit committee meeting in private noting that agendas and minutes will still be published on Councils website.
Sections 108 & 109	New addition	The Draft Bill has added sections requiring members to “submit an annual return to the CEO setting out the interests prescribed by regulation” within set timeframes and stipulates it is an offence for members	The Draft Bill does not stipulate the content of the annual return of interests. Local government legislation in other jurisdictions require the declaration of offices held with other companies or	Council approves of the inclusion of annual returns for elected members and a register to be kept, yet requests the detail of the regulation to be made available prior to parliament considering the Bill.

Draft Bill Section	Relevant section from current Act	Key Change	Effect	Council Submission
		not to submit the annual return with a maximum penalty of 32 penalty units or imprisonment for 6 months. Section 109 requests the CEO to keep a register of annual returns of interests which under Section 115 needs to be published on Council's website.	other bodies, beneficial interests in other companies or bodies, interest in land and interest in trusts.	
Section 110	New addition	The Draft Bill has added sections around Gifts and benefits received by members. Council must adopt a policy that differentiates between gifts given to a council member for the council and given to a member. Furthermore, it stipulates that a member must notify the CEO and the CEO needs to keep a register. The register needs to be published on Council's website.	Council's current EM07 Elected Member gifts and benefits policy already addresses the above changes, except that the register is currently only available for public inspection upon request.	Council supports the introduction of the section to provide transparency to the public.
Section 111-115	Section 73 & 74	All sections around conflict of interest have been extended with definitions around what stipulates a conflict of interest, what members are not allowed to do once a conflict has been disclosed and detail of what needs to be captured in a register of declared conflict. Like the other registers, Section 115 requires this register to be published on council's website.	Council's processes align with the Draft Bill requirements.	Council supports the proposed updates adding clarity.

Draft Bill Section	Relevant section from current Act	Key Change	Effect	Council Submission
		<p>The Draft Bill also identifies clearly what a member must not do once a conflict arises:</p> <ul style="list-style-type: none"> - Be present at the meeting; or - Participate in any decision; or - Engage in behaviour that may influence council or committee's consideration of the question or any decision on the question. 		
Section 117	Section 71	<p>The Draft Bill has changed the wording of this section from Council having to set a Code of Conduct in line with the Act to the Schedule 1 of the Draft Bill being the Code of Conduct applicable to Council.</p>	<p>On review Schedule 1 of the Draft Bill has not altered significantly from the current provisions under the Act other than including clarifications around gifts received and that members must undertake relevant training in good faith.</p> <p>Council's current EM02 Code of Conduct for Elected Members policy is more detailed in describing the expected behaviour of elected members. Council believes that a more detailed code of conduct can be helpful for councils. Litchfield Council's current Code of Conduct includes a statement of commitment made by members, a</p>	<p>Council recommends that the Draft Bill should allow for Council's to set values and behaviours in a policy that are in line with the Code of Conduct under the Draft Bill.</p>

Draft Bill Section	Relevant section from current Act	Key Change	Effect	Council Submission
			statement of general duties and community expectations. These detailed expectations make it clear what members can be held accountable for.	
Section 118-129	Sections 79-83	<p>The Draft Bill has introduced a new process for complaints of contravention of code of conduct.</p> <p>Complaints must be made to the CEO (instead of to the Agency) within 4 months (instead of 6 months) of the date of the alleged contravention.</p> <p>Council must adopt a policy that sets out the complaint handling process. With the option of either council or a panel (at least 3 council members) to decide whether a breach of code of conduct exists and set the actions to be taken. A notice of decision needs to be issued within 90 days of the receipt of the complaint.</p> <p>Following this decision, the complainant has 28 days to apply with LGANT for a review of the decision. LGANT must establish a review panel with 2 nominees to review the</p>	<p>Council believes that this process will place an administrative burden on Council through the establishment of policies and procedures to deal with complaints. The procedure will only serve to exasperate what may already be strained relationships between Councillors, as independence of decision making may be questioned.</p> <p>Furthermore, significant training of Councillors would be required to undertake a process of complaint handling.</p>	<p>Council recommends that complaints need to be assessed and determination made by an independent party. Failure to comply with the determination or make a determination can then be referred to NTCAT for assessment, determination and enforcement.</p> <p>It will also be noted in the submission that it is not practical for councils to set their own policy for handling complaints. This will result in the review panel dealing with complaints that have undergone different processes prior to the complaint getting to the panel.</p>

Draft Bill Section	Relevant section from current Act	Key Change	Effect	Council Submission
		<p>decision. The review panel may reject an application or proceed with the review. The complainant and respondent must be given opportunity to make representations to the panel and the panel may obtain information and hold proceedings open to the public. The review panel must make a decision as soon as practicable.</p> <p>In the case of the respondent to fail to comply with the review panel recommendations or no decision is made by council or the review panel the matter may be referred to NTCAT.</p>		
Section 165	New addition	If a vacancy of the CEO position occurs the position must be advertised in line with the requirements prescribed by regulation and within 28 days of the vacancy occurring	Council believes that 28 days is a short period as procurement processes for appointing a recruitment agency has to be undertaken. The short timeframe might lead to the need for special council meetings to be called. Furthermore, it is noted that this will require advertising without giving sufficient time for potential review of the role and priorities by councillors, as well as the timeframe potentially interfering with general elections.	Council supports the intent of the added section to ensure that there are no prolonged vacancies in the role. Council recommends amending the section to request Council to adopt a recruitment plan within 6 weeks of the vacancy occurring.

Draft Bill Section	Relevant section from current Act	Key Change	Effect	Council Submission
Section 167	New Addition	<p>The Draft Bill has added this section that requires the CEO to table a document at the next ordinary council meeting to advise council of:</p> <ul style="list-style-type: none"> - appointment of senior staff; - resignation of senior staff; - termination of appointment of senior staff or - contract expiry without renewal of senior staff. 	<p>Council believes that clarity is required that this document can only be tabled in the confidential part of a meeting as it relates to information about the employment of a particular individual as a member of the staff (Section 8 Local Government (Administration) Regulations).</p>	<p>Council recommends that the section should be reworded to seek the CEO to “inform Councillors in writing as soon as practical, but no later than 10 working days from the vacancy occurring” instead of a request for a public report.</p>
Section 170 & 171	New Addition	<p>These added sections require Council to adopt a policy in relation to allowances and fringe benefits and a code of conduct for the CEO and council’s staff.</p>	<p>The creation of these sections is restricting the authority and delegation given to the CEO to manage staff in line with Section 163 (b) Draft Bill. It is creating conflict between the delegated authority of Council and decisions for staff being placed onto Council by the added sections of the Draft Bill. Council must set the allowances and fringe benefits and code of conduct for the CEO, as this position is the employee of Council. It is the CEO’s delegated authority to decide on the remuneration of staff within the budget constraints set by Council.</p>	<p>Council strongly objects to the addition of these sections and believes that it will add inappropriate overlap of authority between the Council and the CEO. Reporting of benefits for senior staff are already part of the annual financial statements through AASB 124 Related Party Disclosure and create accountability to Council and the public.</p>
Section 211 & 212	New addition	<p>The Draft Bill has introduced this Part regulating the approval of high value</p>	<p>Litchfield Council has given financial delegation to the CEO to</p>	<p>Council recommends including this section in the Local Government</p>

Draft Bill Section	Relevant section from current Act	Key Change	Effect	Council Submission
		<p>contracts by council resolution. The value proposed to be set by regulation has been identified as \$500,000 in the information sheet form the Department Local Government Housing and Community Development. This Part also describes the principles Council should have regard to, when entering into a contract, being:</p> <ul style="list-style-type: none"> - Support for local business and industry, - Ethical behaviour and fair dealing; - Value for money; - Environmental protection; - Open and effective competition. 	<p>the value of \$500,000. Any contracts above this value have always been approved by resolution of Council. The introduction of this limit would mean no change in Council's processes.</p> <p>As the regulation will be introduced after the Act has been set, it is unclear though if the dollar value will remain at \$500,000. Should the value be lower than \$500,000 it could impact Council's administration and ability to issue contracts and proceed with works in a timely manner.</p> <p>The principles mentioned in Section 212 are conflicting with Council's current assessment criteria of tender applications and would require adjustment of Council's policy. Furthermore, it appears an unusual addition to the Act given that the Local Government (Accounting) Regulations and Ministerial Guideline for Procurement are dealing with procurement requirements in detail.</p>	<p>(Accounting) Regulations as these are dealing with procurement matters in more detail. The principles council should have regard to, when entering into a contract, are not in line with general Local Government tender assessment criteria and not practical.</p>

Draft Bill Section	Relevant section from current Act	Key Change	Effect	Council Submission
Section 213	New addition	Under the Draft Bill council must, by resolution, adopt a shared services policy that may deal with sharing the delivery of a council service with another council and/or council jointly procuring from a third party the delivery of a service with another council.	Lichfield Council has already entered into shared service agreements with other councils and the development of a policy around this matter will assist with future governance.	Council is supportive of the inclusion of this provision. Greater clarity is sought from the Department of Local Government and Community Development as to how these new provisions relate to the principles set in Part 13 Division 2 Collective Procurement of the Local Government (Accounting) Regulations.
Section 219	Section 144	Now includes provisions for <ul style="list-style-type: none"> - Public Benevolent Institutions or Charities to be registered with the Australian Charities and Not-for-profits Commission - Clarifying that exemption is based on use not status of the user, and - confirming that exemption does not apply to residential purposes for employees or contractors. 	This provision will provide greater clarity and allow for consistent application.	Council supports the inclusion of the provision.
Section 227	Section 152	Inclusion of ability for Council to charge a fee for inspection of an assessment record for a person who has sufficient interest.	Under the current Local Government Act assessment records are viewable free of charge through the rates book.	Council supports updates to this clause however believes it would be beneficial to add a definition of 'sufficient interest' instead of leaving the definition up to Council policy decision. This would create inconsistency between councils.

Draft Bill Section	Relevant section from current Act	Key Change	Effect	Council Submission
Section 235	Section 156	<p>The Draft Bill has increased the consultation of Special Rates beyond the requirements of those of general rates.</p> <p>Before declaring special rates, Council must at least 30 days before the meeting the rates are proposed to be declared:</p> <ul style="list-style-type: none"> - publish notice in the newspaper with its intention, - give each effected ratepayer written notice, and - at a council meeting consider any submissions. <p>Furthermore, the wording has been amended in this Section to allow the levying of Special rates only on or before 30 June in the financial year proceeding the financial year for which the rates are imposed. The Act used to allow Special Rates to be declared at any time.</p>	<p>Litchfield Council is already writing to ratepayers as part of the Municipal Plan public consultation to invite comments on proposed Special Rates. It is important to ensure timelines for the consultation of the annual plan/budget are lined up to meet legislative requirements.</p>	<p>Council recommends that the timeline for the consultation on Special Rates should be consistent with that of the Municipal Plan and Budget.</p>
Section 269 & 270	Local Government (Administration) Regulations Section 18 & 20	<p>Clauses regarding the establishment of new roads and the substantial temporary closure of a road.</p>	<p>Council notes that these are copied directly from the Local Government (Administration) Regulations Sections 18 & 20</p>	<p>Council recommends that these sections are best left in regulation and not included into the act due to their procedural nature.</p>

Draft Bill Section	Relevant section from current Act	Key Change	Effect	Council Submission
Section 286	Section 199	<p>The Draft Bill includes the following items as new requirements to be included in the annual report of council:</p> <ul style="list-style-type: none"> - any shared services council has been involved in, - details on any delegations of the council's functions and powers in force, - itemisation of the salary, allowances, payments, fringe benefits received by the CEO, - fees or allowances made to committee members, and - any other information as prescribed by regulation or Ministerial guideline. 	Requirements of increased reporting in the annual plan can be met by Litchfield Council.	Council supports the increased reporting requirements to increase transparency. Further information is required on the detail required for the reporting of any delegations of the council's functions and powers.
Section 311	New Addition	<p>The Draft Bill has introduced the option for the CEO of the Agency to appoint a financial controller for a council, if the CEO of the Agency considers the council is not performing its financial responsibilities appropriately or complying with the Act.</p> <p>The financial controller shall be responsible for implementing financial controls, must approve of any payments made by council and</p>	The Draft Bill does not identify the process prior to the appointment of the financial controller and there is no definition of 'appropriately performing its financial responsibilities' in the Draft Bill. It appears that the introduction of Section 311 gives the CEO of the Department the right to implement this position without prior notice to Council for any financial concerns the Department might have.	Council recommends the appointment of a position like this should not be made without prior consultation of the Council and should include a mechanism of warning to Council and opportunity to rectify before the introduction of such financial controller.

Draft Bill Section	Relevant section from current Act	Key Change	Effect	Council Submission
		perform other related duties as directed by the CEO of the Agency.		
Section 323	Section 244 Removal of Sections 245-247	Inclusion of a clause (Section 323(2)) requiring legal proceedings in the name of Council to be commenced only by resolution. Removal of the ability of Officers to issue infringements for penalties against the Act. This includes debt collection for unpaid rates	Removal of Section 245-247 from the existing Act removes Council's right to issue infringements. Council would not be able to address any breaches of by-law. The introduction of Section 323(2) introduces the requirement of a council resolution for any legal proceedings. Legal proceedings would include the recovery of debt through NTCAT as well as legal proceedings on offences under Council's by-law. A change like this would delay Council's response and interfere with Council's operations.	Council strongly objects to the removal of Section 245 to 247 of the current Act and inclusion of 323(2) Draft Bill.



COUNCIL REPORT

Agenda Item Number:	15.12
Report Title:	Executive Services Quarterly Performance Report Apr - Jun 2019
Report Number:	19/0075
Meeting Date:	17/07/2019
Attachments:	Nil

Purpose

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

Summary

The Executive Services quarterly performance report is provided for the three months ending 30 June 2019 and covers broadly the activities carried out in the Executive Services Department.

Recommendations

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

Background

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

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

1 Elected Members

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

COUNCIL MEETING ATTENDANCE	APR – JUNE HELD	APR – JUNE ATTENDED	2018/19 ATTENDED
Mayor	3	2	10
Deputy Sayers-Hunt	3	1	8
Councillor Barden	3	3	12
Councillor Simpson	3	3	11
Councillor Salter	3	2	9

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

COUNCIL RESOLUTIONS	THIS PERIOD	2018/19
Resolutions of Council	49	237

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING ATTENDANCE	APR – JUNE HELD	APR – JUNE ATTENDED	2018/19 ATTENDED
Independent Chairperson	1	1	4
Councillor Hunt	1	0	2
Councillor Barden	1	1	3
Mayor Bredhauer (ex-officio)	1	0	1

Next Risk & Audit Committee scheduled 30 July 2019

THORAK REGIONAL CEMETERY BOARD MEETING ATTENDANCE	APR – JUNE HELD	APR – JUNE ATTENDED	2018/19 ATTENDED
Mayor	3	2	10
Deputy Mayor Sayers-Hunt	3	1	8
Councillor Barden	3	3	12
Councillor Simpson	3	3	11
Councillor Salter	3	2	9

CONFERENCES, TRAINING AND DEVELOPMENT	EVENT	DATES	2018/19 IN \$
Cr Christine Simpson – 2019 National General Assembly		16-19 June	\$3,159.00

2 Council Registers

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

REGISTER OF INTERESTS	NEW THIS PERIOD	TOTAL
ELECTED MEMBER	1	3
STAFF	0	0

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

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

GIFTS AND BENEFITS REGISTER	NEW THIS PERIOD	TOTAL
ELECTED MEMBER	0	10
STAFF	0	3

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

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

CITIZENSHIP CEREMONIES	DATE	LOCATION	NUMBER OF PEOPLE	NUMBER OF CEREMONIES
Citizenship Ceremony	13 May 2019	Gazebo	9	
Private Citizenship Ceremony	12 June 2019	Council Chamber	2	
TOTAL FOR QUARTER			11	2
TOTAL FOR FINANCIAL YEAR			35	4

MEDIA -ENQUIRIES & RESPONSES	DATE
Aquatic Facility and Cemetery Bill – ABC Darwin	1-Apr
Mango road Federal Funding – ABC Darwin	3-Apr
Mayors Column – The Sun	9-Apr
Media Release - Jewish Section Consecration – All Media	5-Apr
Mango road Federal Funding – ABC Darwin	17-Apr
Media Release - Federal Funding Mango Roads – All Media	17-Apr
Media Release - Anzac Day 2019 – All Media	24-Apr
Media Release - Animal Management Plan Draft – All Media	24-Apr
Mango road Federal Funding – ABC Darwin	8-May
Mayors Column – The Sun	23-Apr
Media Release - Municipal Plan 2019/20 Draft – All Media	16-May
Mayors Column – The Sun	21-May
Litchfield Council Rates – NT News	28-May
Litchfield Council Rates – ABC Darwin	30-May
Grass Roots Program – ABC Darwin	5-Jun
Mayors Column – The Sun	11-Jun
Outstanding rates - ABC Darwin	13-Jun
Weed management in Litchfield – ABC Darwin	19-Jun
Media Release Howard Park Playground Upgrades – All Media	21-Jun
Media Release New CEO Announcement – All Media	27-Jun
Doug Barden Resignation enquiry – NT News	1-Jul
Territory Day Lost dog enquiry – ABC Darwin	2-Jul
Doug Barden Resignation enquiry follow up post meeting – NT News	4-Jul
Media Release - Freds Pass Reserve Notice of Motion – All Media	5-Jul
TOTALS FOR THE QUARTER	24
TOTALS FOR THE YEAR	62

FACEBOOK POSTS	NUMBER	REACH
Library	5	3753
Lost Dogs	29	48430
Job Vacancies	5	7569
Shared posts from other sources	8	7895
Other posts (road works, community grants, Municipal Plan, funding announcements, asset upgrades)	32	40502
TOTALS FOR THE QUARTER		79
TOTALS FOR THE YEAR		286

(Please note reporting commenced in the 2nd quarter)

COMMUNITY NOTICEBOARDS	DATE	LOCATION
Nil		

4 Policy Development

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

REVIEWED POLICY	TYPE	APPROVED
GOV04 Whistleblowing	Council	26/06/2019
HR01 Code of Conduct for Employees	Administrative	14/05/2019
TOTAL FOR THIS PERIOD		2
TOTAL FOR YEAR		6
NEW POLICY		
CEM04 Memorial Display	Administrative	22/05/2019
TOTAL FOR THIS QUARTER		1
TOTAL FOR YEAR		2

2018/2019 STAFFING PLAN

	FINANCIAL YEAR		Qtr 4
DIRECTORATE	BUDGET 2018/19 MUNICIPAL PLAN ESTABLISHMENT STRUCTURE FTE	Reviewed ESTABLISHMENT STRUCTURE FTE	OPERATING STRUCTURE (Point in time 30 June 2019)
Community & Corporate Services	18.3	17	18
Infrastructure & Operations	32.97	33.2	31.93
Office of the Chief Executive	4	4	3
Total full time Equivalent Staff	55.27¹	54.2	52.93

Current vacancies filled in this quarter included:

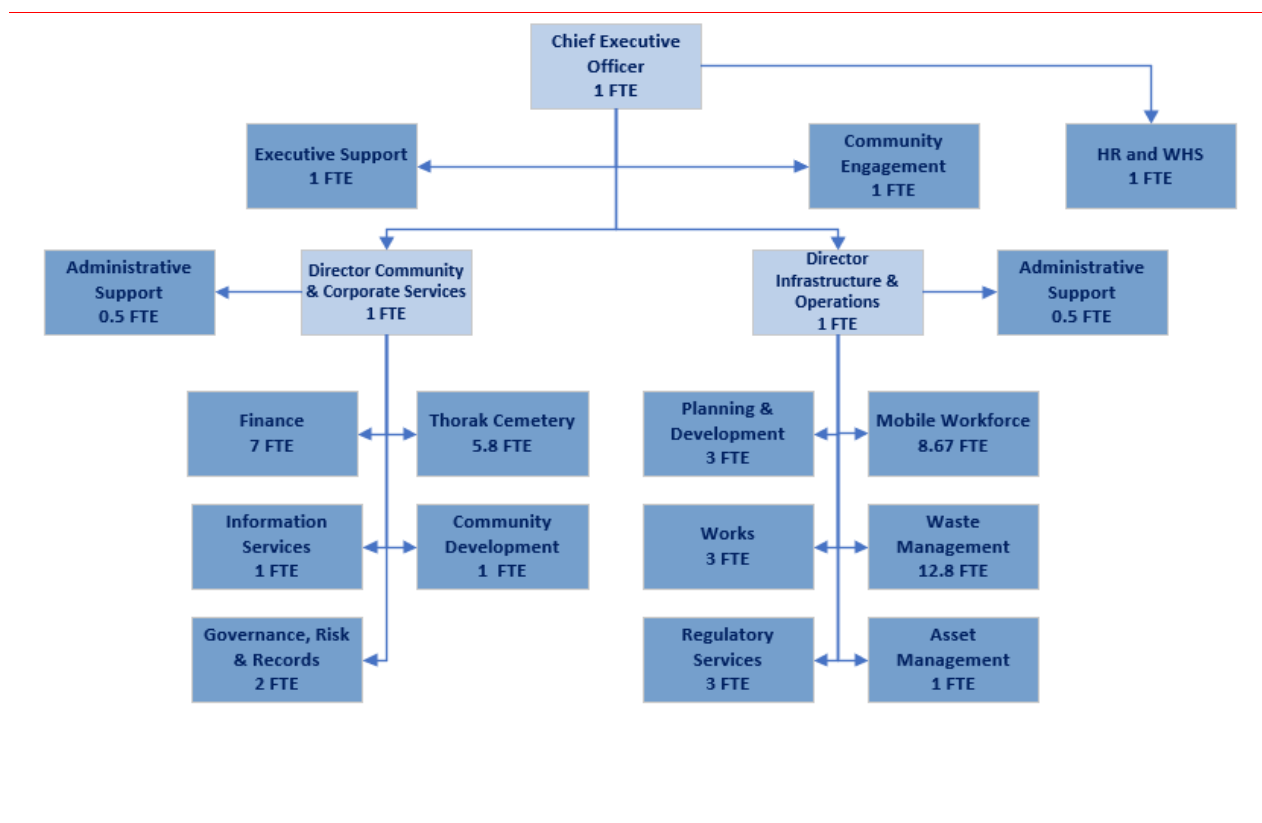
- Groundsperson/Cemetery Worker (12 months fixed term)
- Infrastructure Project Coordinator (Freds Pass \$2m Upgrade)
- Regulatory Services Manager
- Human Resources & WHS Advisor (Maternity Cover)

Vacancies at the end of the Quarter

- Manager Finance
- Grounds person/ Cemetery Worker (Maternity Cover)
- Customer Service Trainee
- 2 x Rangers

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

ESTABLISHMENT STRUCTURE



STAFF TRAINING Q4: APRIL TO JUNE 2019

Category	Date	Need	Attendance
Contract Management Course	11-12 April 2019	Professional Development	Charissa Wurst
Australian Wide Taxation and Payroll Training	10 April 2019	Profesional Development	Patti Izod Melissa Waite
STAR Survey Results Briefing	April 2019	People and Culture	12 Staff members Waste Transfer amd Cemetary Teams
Performance Appraisal Training	22 May 2019	People and Culture	Leadership Team
CPR Update	10 May 2019	First Aid Refresher	Melissa Waite
Mayor and CEO Annual Conference with LGANT	16-19 June 2019	Networking	Silke Maynard
LGANT Governance and HR Conference group	12 June 2019	Conference	David Jan
Things planners need to know about	4 June 2019	Professional Development	Wendy Smith
Engagement Evaluation	27 June 2019	Professional Development	Nicky McMaster, Jessica Watts

Category	Date	Need	Attendance
Waste Management Symposium	26-28 June 2019	Professional Development and Networking	Nadine Nilon, Glen Byrnes, Simon Greenwood
Engagement Design	25-26 June 2019	Professional Development	Jessica Watts

STAFF TURNOVER RATE

The staff turnover in the quarter was 17% with nine staff concluding their employment with Council.

6 Tenders and Contracts

TENDERS	VALUE INCLUDING GST	NUMBER	WINNER	RESOLUTION
FREDS PASS RESERVE ARCHERY CLUB ABLUTION	\$ 192,366.9 0	RFT19-182	KCOM CONSTRUCTIONS PTY	
WHITEWOOD ROAD REHABILITATION	\$432,542.6 2	RFT19-178	A1 PLANT AND CIVIL PTY LTD	
MOBILE WORKFORCE SHED	\$429,110.0 0	RFT19-182	TB CONSTRUCTIONS (NT) PTY LTD	

7 Litchfield Women in Business Network

COMMITTEE MEETINGS WITHIN THE QUARTER

1 st April 2019	Council Chambers
13 th May 2019	Council Chambers
3 rd June 2019	Council Chambers

FUNCTIONS WITHIN THE QUARTER

Free Business Taxation Seminar – 27 May 2019 – Council Chambers

Links with Strategic Plan

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

Legislative and Policy Implications

Not applicable to this report

Risks

There are no identifiable risks

Financial Implications

Not applicable

Community Engagement

Not applicable

Recommending Officer: Silke Maynard, Interim Chief Executive Officer

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

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



COUNCIL REPORT

Agenda Item Number:	15.13
Report Title:	Community and Corporate Services Quarterly Performance Report April – June 2019
Report Number:	19/0079
Meeting Date:	17/07/2019
Attachments:	Nil

Purpose

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

Summary

This report provides Council with an update of activities undertaken by the Directorate Community and Corporate Services, against the Municipal Plan 2018-2019, in the function areas of Finance, Rates, Information Technology, Community Development, Library and Governance and Risk.

Recommendation

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

Background

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

Finance Department

For the period of April to June 2019 the Finance Team worked on the following projects:

- Assisted with the finalisation of the 2019-2020 Municipal Plan and Budget;
- Finalised the 2019-2020 Fees and Charges for Litchfield Council and Thorak Regional Cemetery;
- Attended to Council's Auditors onsite for a week undertaking preliminary works in; preparation for completing the 2019/20 Audited Financial Statements;
- Preparation of ABS - Local Government Finance Statistics Quarterly Estimates (April to June 2019);
- Lodged the Quarterly Expenditure Report for Federal Government Roads to Recovery;

- Preparation and submission of the Council's Fringe Benefit Tax (FBT) Return for the period 1 April 2018 to 31 March 2019; and
- Prepared and submitted numerous Grant Acquittals for Black Spot Federal Government Funding and NT Government Infrastructure Grants.

2018-19 Municipal Plan KPIs

KPI	TARGET	STATUS	COMMENT
Compliance with management, statutory and regulatory budgeting and reporting	100%	On track	All budgeting and reporting are compliant to date
Monthly and annual financial reporting, including audit	Unqualified audit	Complete	Unqualified Audit Report received for the year ended 30 June 2018.
Current years rates outstanding as at 30 June 2019	<15%	On track	As at 30 June 2019 7.3%
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources.	>50%	On track	Forecast coverage ratio is currently at 58.8%. This increase indicates that majority grants received by Council are amounts received specifically for new or upgrade assets, therefore withheld from the percentage calculation.
Liquidity ratio	>1:1	On track	11.17:1 as at 30/06/2019
Current Ratio	>1	On track	11.17 as at 30/06/2019
Debt Service Ratio	>1	On track	Forecast is 0%
Asset sustainability ratio	60%	On track	Forecast currently 81.6%. Depreciation forecast is \$11,557,620. This increase indicates that Council is replacing assets as they reach the end of their useful life. It does however, take into consideration the increased grant funding for capital project upgrades and new asset development alleviating the percentage above Council's expected level.

Rates Department

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

Below identifies Council's actions for the period April to June 2019:

- All outstanding ratepayers were contacted (where contact details were known to Council, for others reasonable actions were taken to gain contact details), requesting payment arrangement or payment in full by 30 June 2019;
- Debt Collection Agency - Ward Keller sent out "Letters of Demand" for overdue rates;
- Managed and administrated the Community Reference Group for the Rating Policy Review with five of eight meetings undertaken in this quarter; and
- Continued to advertise EzyBill (Electronic Rates Notice system) with 207 ratepayers registered to date.

The table below provides detail on outstanding rates as at 30 June 2019 by category and instalment:

	PRIOR YEAR ARREARS	INSTALMENT 1 Due 29/09/18	INSTALMENT 2 Due 30/11/18	INSTALMENT 3 Due 28/02/19	BALANCE
Commercial	\$27,342	\$8,481	\$10,155	\$12,209	\$58,188
Mining Tenements	\$66,159	\$3,885	\$3,885	\$4,159	\$78,087
Non- Rateable Waste	\$29,328	\$483	\$485	\$501	\$30,798
Rural Residential	\$1,103,249	\$168,968	\$221,496	\$288,668	\$1,782,382
Urban Residential	\$31,591	\$10,735	\$13,555	\$14,763	\$70,645
TOTAL	\$1,257,669	\$192,552	\$249,576	\$320,300	\$2,020,100
TOTAL as at 31/03/2019	\$1,410,888	\$265,854	\$368,500	\$527,585	\$2,572,827
Rates Collected for the quarter April to June 2019	\$153,219	\$73,302	\$118,924	\$207,285	\$552,727

Rates in arrears has increased by \$93,830 or (8%) [Last year prior year rates were \$1,163,839] compared to the same time last year.

The value of prior year arrears rates collected during the quarter was \$887,300. As outlined above, the total prior years outstanding rates and charges as at 30 June 2019 is \$1,257,669.

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

Rates Debt with External Debt Collection Agency

As of 30 June 2019, Council has 141 Assessments listed with Territory Debt Collectors (TDC), an external debt collection agency. The below table gives an overview of the status of these properties.

Status	Number of properties	Total Debt in \$	Comments
On Hold Mgt in Possession	7	\$66,164	Ratepayers are bankrupt, and house taken over by bank
On Hold (Deceased Estate)	1	7,500	Ratepayers are deceased, awaiting process to commence.
Contacting Debtor	34	\$127,235	Payment arrangement not adhered to – request for payment in full
Making Payments	33	\$171,359	Different payment agreements, under constant review
Rate Arrangement	4	\$150,071	Awaiting recommendation from Debt Collection Agency for next step
Property Sold	1	\$5,441	Ratepayers have sold property – awaiting final settlement
Paying by Instalment (Court Order)	1	\$12,794	Court order NTCAT set payment agreement
NTCAT Hearing	3	\$10,652	Commenced proceedings at the Local Court – Order made with further action awaiting.
Initiating Application	24	\$134,255	Initiating Applications for both Payment Arrangement Defaults and NTCAT referrals
Warrant Issued to Bailiff	23	\$241,167	Proceeding to Warrant of Seizure and Sale of assets to recover debt
Proceeding with Judgment	9	\$77,663	Applied for Judgment at the Local Court

Grants Status

Litchfield Council Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
NTG Department of Local Government Special Purpose Grant	Litchfield Council Office, Bees Creek Road	Installation of Solar PV system	\$78,720.00	30/06/2018	Acquitted
NTG Department Local Government Special Purpose	Humpty Doo Waste Transfer Station	Mobile Workforce Shed	\$225,000.00	30/06/2018	In progress.
NTG Department Local Government Special Purpose	Howard Park Recreation Reserve	Howard Park Reserve irrigation	\$20,000.00	30/06/2018	Complete – acquittal in progress
NTG Department of Sport and Recreation	Freds Pass Sport & Recreation Reserve	Facility Upgrades	\$3,000,000.00	30/06/2019	In progress. Extension to 30/09/2019 requested
NTG Department of Sport and Recreation	Freds Pass Sport & Recreation Reserve	Facility Upgrades	\$2,000,000.00	31/12/2019	In progress
NTG Department Local Government Special Purpose	Humpty Doo Village Green	Upgrade of Kitchen facilities	\$33,824.00	30/06/2019	In progress. Seeking quotes for remaining works.
NTG Department Local Government Special Purpose	Howard Park Recreation Reserve	Upgrade of playground and shade	\$69,970.00	30/06/2019	Complete – Acquittal in progress
NTG Department Local Government Special Purpose	Litchfield and Palmerston Municipalities	Develop Shared Library Services Framework	\$25,000.00	15/12/2019	Application successful. Initial project meetings to commence in next quarter

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
NTG Department Local Government Special Purpose	Litchfield Municipality	Conduct feasibility study for aquatic centre	\$70,470.00		Grant application unsuccessful

Reserve Management Board Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
Aus Govt. Dept. of Social Services	Berry Springs Recreation Reserve	Purchase of Laptop for Reserve Committee	\$2,000	30/06/2019	Successful application. In progress
Australian Ethical Super	McMinns Lagoon Recreation Reserve	Lawnmower replacement, support for Bushcare Major Day out, general repairs	\$20,000	30/06/2020	Application submitted, awaiting outcome
Foundation for Rural and Regional Renewable	McMinns Lagoon Recreation Reserve	Bushcare Major Day Out	\$6,000	30/09/2019	Application submitted, awaiting outcome

Community Development

The **Freds Pass Sport and Recreation Reserve \$2M Upgrades** is well underway with initial works commencing during this quarter. As part of the upgrades there has been close consultation with user groups through one on one meetings, with the Freds Pass Sport and Recreation Management Board through the Reference Group and the Community through the Your Say Litchfield page. The Your Say page is regularly updated with key milestones and has the ability for the community to ask questions and provide comments on works.

Coinciding with the Taminmin Library Open Day on 4 May, Council's inaugural **Youth Policy** was officially launched. The Youth Policy confirms Council's commitment to foster youth participation and empowerment and highlights the significance of youth and the youth sector in Litchfield. Council remains a member of the Palmerston and Rural Youth Services Network meeting, which meets every six weeks at the Palmerston Recreation Centre.

Council Recreation Reserve Committees of Management

Knuckey Lagoon Recreation Reserve Management Committee met twice this quarter continuing discussions about revitalising the Reserve to attract more users. The Committee has discussed promoting the Reserve to the community and is in the initial stages of planning an Open Day. A new committee member was appointed in May and has already been proactive in planning for the future of the Reserve.

Howard Park Recreation Reserve Committee has met twice over this quarter and also continued to discuss what the Committee wants to achieve over next 12 months. The Committee has focused on minor works to the Reserve to be able to better promote the facilities, including providing better pedestrian access. The Committee continues to meet bi monthly.

Community Initiative Program Grants

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

- \$450 to Greening Australia for a Taste of the Top End, which aims to promote Litchfield based growers and connect the community to local produce; and
- \$500 to Howard Springs Primary School for the Writer's Day Out competition between rural primary schools.

Community Initiatives Grants 2018/19

	2017/18 TOTAL	QUARTER 3 2018/19	THIS QUARTER	2018/19 YEAR TO DATE
Number of Community initiative grants awarded	6	4	2	14

2018-19 Municipal Plan KPIs

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

Taminmin Community Library

In the past three months the improvements to the library include:

- New carpet throughout the public and staff areas;
- New furniture, including new armchairs, ottomans and coffee tables for both the youth and children's areas;
- The introduction of bay ends to the ends of the shelving. These update the look of the shelving and gives a place to highlight books of interest and promotional posters. More bay ends will be arriving in the next quarter to finish off the improvement;
- Shelving repositioning to allow better access for patrons, better showcasing of popular items, allow more natural light into the library and open children's area to allow programs (e.g. Story and nursery times) to be able to grow;
- A designated area for youth;
- Plants throughout the library; and
- New library cards to bring Taminmin Library in line with the other public libraries in the Northern Territory through Connect NT. The new cards feature the Litchfield Logo and updated terms and conditions and the ConnectNT logo.

Library Snapshot for the quarter April to June 2019

A malfunction of the people counter has made the library visitor data incomplete.

- 483 public computer users for 335 hours.
- 3,419 Items were loaned.
- 44 programs were delivered.
- 637 people attended library programs.

Programs and Events

The library has continued with the regular programs of story times, nursery times and senior's morning teas and brain gym. School holiday programs were not held due to carpet refurbishments.

A library open day was held in early May to reintroduce the public to the library and to show the positive changes Litchfield Council has been making. The open day had entertainment such as reptile handling, face painter, balloon animals, story times and a BBQ. The library used this as an opportunity to run a membership drive and have current members exchange their old cards for new cards.

The event was a success with a lot of community support and participation. Both the library and Council received positive feedback during and after the event.

The library also used the open day to launch a children's book club for primary school aged children. Children read five books and then enter a draw for their chance to win a monthly prize. The children get a library bag on signup. The book club encourages children to read and brings them into the library space. The library ran a competition to name the book club, which will soon be announced.

The library participated in National Storytime, an annual event where libraries and organisations across Australia read a picture book written and illustrated by Australians. There was a large turnout, with the local childcare centres and transition classes attending, as well as our regular patrons.

Information Services Department

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

- Taminmin Community Library ICT update:
 - Coordinated access to internal programs (Authority/InfoXpert); and
 - Commenced realignment of Staff/Public Internet access.
- Liaise with Fourier (ICT Service provider) regarding on site presence.
- Progress uploading of contextual layers into new GIS system.
- Coordinate update to Council Electronic Document Management System.
- Implementation of Council records management policy.

2018-19 Municipal Plan KPI's

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

Council Initiatives

- Aerial photography for GIS \$30,000 – All complete;
- New GIS \$20,000 – Purchase of all licensing complete;

Dataset loading and testing underway 98% complete.

Contextual layers now added to the new GIS

- ICT Plan – UPS for Servers \$5,000 – Purchase complete. Items onsite, awaiting install in early July;
- ICT Plan VMware Sphere \$8,000 – Project redesigned, previous quotes based on ageing architecture. Discussions with ICT contractor underway;
- Internet Speed Upgrade \$10,000 – Project complete.

Governance and Risk Department

Risk Management & Audit Committee (RMAC)

The RMAC met on 20 May in this quarter. Agenda items included:

- Procurement improvement committee update;
- Presentation of the plan for the completion of the annual financial audit;
- Update on the progress of the 18/19 internal audit plan; and
- Presentation of a confidential report on internal audit recommendations and management response – Payroll Audit

Risk Registers & Risk Management Framework

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

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

Leadership Team Meetings

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

The Leadership Team met twice during this quarter. Areas and activities covered over the last quarter include:

- Presentation of the staff survey results;
- Training on the use of updated templates for reporting on risk controls and actions;
- Update on progress of internal audits;
- Consultation regarding records policy and incoming mail procedure;
- Review of the 2019 policy review program;
- Presentation on the results of the community survey;
- Notification of the review of the current EBA in preparation for negotiations of next EBA;
- Review of ICT policy; and
- Training on workers compensation claim process.

Council By-laws

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

A subsequent letter from the Minister of Local Government (10 April 2019) has indicated that the Department of Local Government, Housing and Community Development is arranging a meeting with the Office of the Parliamentary Counsel and the Litchfield CEO to discuss how to progress Councils desired Meeting Procedure By-laws. This meeting is still to be scheduled.

2018 – 19 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance with legislative requirements as per Compliance Checklist (DOLG)	100%	Complete	Final report received from Department of Housing and Community Development: Local Government Division
Risk Management and Audit Committee Meetings	4 Meetings	Complete	4 meetings completed (7 August 2018, 2 October 2018 and 5 February 2019 & 20 May). Meeting scheduled for 30 July 2019.
Internal Audits conducted as defined	3 Audits	Incomplete	Internal audits planned for this financial year are,

KPI	TARGET	STATUS	COMMENT
in the Internal Audit Program			<ol style="list-style-type: none"> 1. Payroll Audit - Commenced 2. Contract Management Practices – Draft report received 3. Traffic management of Council commissioned works <p>RMAC was informed at its May meeting that it was unlikely that the third internal audit would be conducted. RMAC recommended that KPI be reduced to 2 audits.</p>
Governance & Risk Management Framework	Document Complete	Complete	Risk register maintenance is ongoing. Processes have been developed to facilitate updates.

Links with Strategic Plan

A well-run Council

Legislative and Policy Implications

Not applicable

Risks

NIL

Financial Implications

NIL

Community Engagement

Not applicable

Recommending Officer: David Jan, Acting Director Community and Corporate Services

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

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



COUNCIL REPORT

Agenda Item Number:	15.14
Report Title:	Infrastructure and Operations Quarterly Performance Report April to June 2019
Report Number:	19/0093
Meeting Date:	17/07/2019
Attachments:	Nil

Purpose

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

Summary

For the period April to June 2019 the Infrastructure and Operations Directorate continued with routine activities. This report summarises the previous quarter and the end of financial year activities.

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

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

Recommendation

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

Background

Infrastructure – Works

Contracts and Tenders

There were 12 tenders awarded this financial year as summarised in Table 1.

	Q1	Q2	Q3	Q4	2018/19
Tenders Awarded	6	2	1	3	12

Table 1

The following contracts were awarded in the last quarter:

- RFT19-178 Whitewood Road Pavement Rehabilitation: Contract awarded to A1 Plant and Civil Pty Ltd.
- RFT19-182 Mobile Work Force Shed: Contract awarded to TB Constructions (NT) PTY LTD.
- RFT19-192 Freds Pass Reserve Archery Club Ablution: Contract awarded to KCOM Constructions.

Roads Maintenance

Roads maintenance activities continued in accordance with annual programs and as identified through inspections and customer requests. A summary is included in Table 2.

- Re-sheeting was performed on Mocatto Road Floodway, Spencer Road, Lambells Lagoon Road, Spencer Road (Peacock Road to End), Letchford Road Floodway and Magpie Way
- The third round of road grading was completed
- Asphaltting of the following intersections:
 - Finn Road & Oxford Road
 - Southport Road & Mire Road
- Bitumen profiling to address pavement deformation has been completed at:
 - Lowther Road
 - Durian Road
 - Eugene Road
 - Leonino Road
 - Magpie Way
 - Mahaffey Road
 - Southport Road
 - Sunter Road
 - Trippe Road
- Installation of Inground Solar Power Reflectors at Daniel Circuit & Girraween Road
- Safety barriers were repaired on Leonino Road
- Vehicle movement barrier installed on the intersection of Redcliffe Road & Ballinger Road

Road Maintenance Activities	Q1	Q2	Q3	Q4	2018/19
Resheeting Roads (locations)	0	0	2	6	8
Grading (locations)	42	62	62	65	234
Patching (tonnes)	55	84	100	45	284
Road Sweeping (locations)	44	23	4	9	80
Asphaltting Intersections (intersections)	0	3	5	2	10
Bitumen Profiling (locations)	2	6	6	9	23
Inground Solar Power Reflectors (intersections)	0	0	2	1	3
Shoulder Repairs (locations)	0	0	28	19	47
Kerbing Replacement (intersections)	11	3	1	7	22
Safety Barriers (locations)	0	7	2	2	11
Line Marking (roads)	108	12	11	18	149
Table Drains (locations)	96	100	103	76	375
Driveway and Cross Road Culverts (number)	48	47	58	52	205

Table 2

Customer Request Management (CRM's)

There were 247 tasks inputted as a CRM for this financial year. The most common tasks were for road signs, road repairs, road and driveway culverts and roadside drainage as indicated in Figure 1 below.

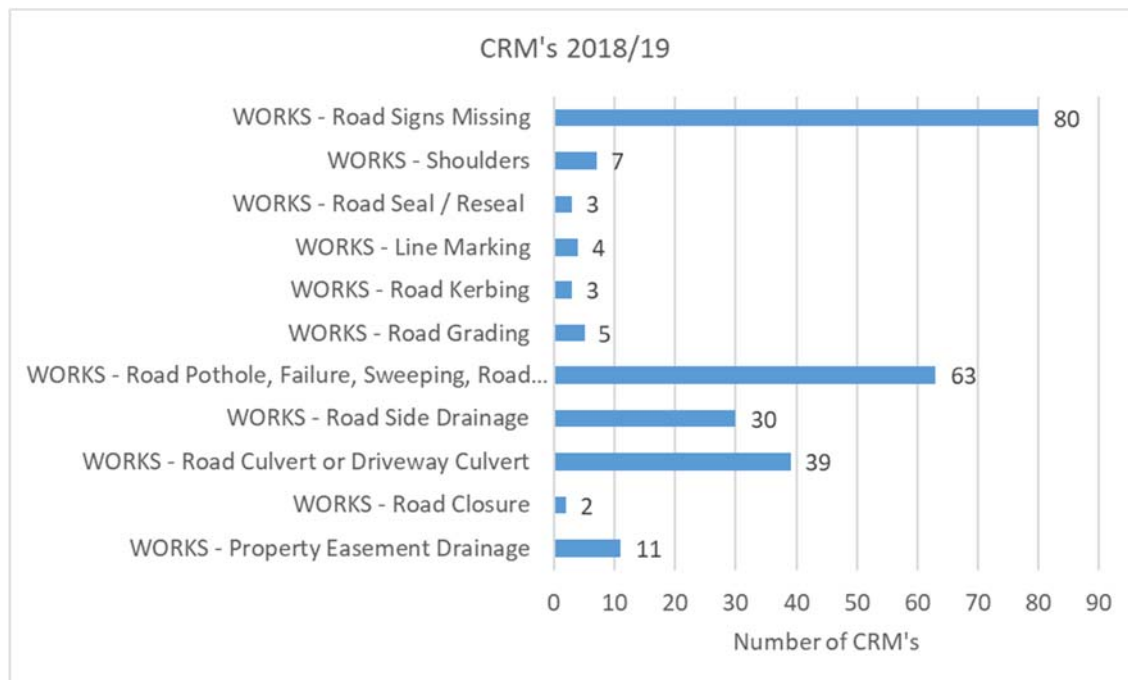


Figure 1

Tree Maintenance

Tree trimming, pruning and lopping was carried out on 21 roads as show in Table 3.

	Q1	Q2	Q3	Q4	2018/19
Tree Trimming, Pruning and Lopping (roads)	0	32	31	21	84

Table 3

The following tree works identified in the Tree Hazard Inspection Report (September 2018) were completed this financial year:

Location	Tree Removal	Tree Maintenance
Berry Springs Reserve	13	7
Livingstone Reserve	12	8
Howard Park Recreational Reserve	7	4
Humpty Doo Village Green	0	16
Knuckeyes Lagoon	13	7
McMinns Lagoon	22	5
Freds Pass Recreational Reserve	41	29
Thorak Regional Cemetery	8	23

Table 4

Additional tree works identified in the report are required to be undertaken at Freds Pass Reserve by September 2019. This includes all low risk category tree works being 152 tree removals and 151 tree maintenance works for low risk category trees.

Capital Works

The following capital projects were completed this financial year:

- Resealing of Roads
- Resheeting of Roads
- Oxford Road Sealing
- Freds Pass Road Upgrade (Black Spot Funding)
- Finn Road Upgrade (Regional Economic Infrastructure Fund)
- Freds Pass Road Realignment (Regional Economic Infrastructure Fund)
- Line marking on Carruth Road (Girraween Primary School)
- Culverts on Pioneer Drive / Beddington Road Intersection
- Culverts on along Beddington Road
- Safety rails along Hicks Road
- Safety rails along Leonino Road
- Two traffic counters
- Council Office – Irrigation System, Footpaths, Meeting Room, Solar Panel Installation
- Bunday Road Floodway repairs (NDRRA)

The following projects update are reported for this quarter:

- RFT18-162 Variation 1 - Finn Road Flood Damage Remediation Works (NDRRA): Practical completion was issued on 17 April 2019
- Trippe Road North Reconstruction (NDRRA): Practical completion was issued on 27 June 2019
- RFT19-178 Whitewood Road Pavement Rehabilitation, with the project at 80% Practical Completion

Freds Pass Reserve \$3M Grant Projects:

- The market shed lighting upgrade was completed
- The Bears lighting project for the removal of redundant infrastructure was completed
- The cottage fencing was completed
- RFT19-192 Freds Pass Reserve Archery Club Ablution commenced construction, with project at 70% Practical completion

Freds Pass Reserve \$2M Grant Projects:

- The certification of buildings is ongoing
- The draft Equine Facility Masterplan was developed for review
- The scope was developed for the cricket club changerooms, in preparation for design and construct tender
- The scope was developed for the maintenance shed, currently being reviewed
- The concept design for the road network and carpark upgrade of the AFL, Soccer and Rugby was complete, currently being reviewed for final design

Key Performance Indicators

Output and Measure	Target	Status
Process for informing community about road closures developed	Dec 18	Underway
Capital works program <ul style="list-style-type: none"> Completed on time and in budget 	>80%	85% (actual plus committed)
Productive Roads Project	Complete	Awaiting funding
Road renewals, upgrades and maintenance programs <ul style="list-style-type: none"> Community satisfaction with maintenance of local roads 	>60%	56% reported in Community Survey 2018
Property maintenance program completed on time and in budget	>90%	85%
Drainage upgrades and maintenance program <ul style="list-style-type: none"> Completed on time and in budget Community satisfaction with roadside drainage 	>90% >60%	99% 56% reported in Community Survey 2018
Wet season road network management – emergency response time	<48 hours	Achieved
Grant applications	Jun 19	On Target

Table 5

Asset Management

Asset Management Plans

The Roads Asset Management Plan has been drafted and will be presented to Council in September 2019. The Plant & Fleet Asset Management Plan and Driveway Asset Management Plan have been drafted.

Dial Before You Dig

Council received and responded to 322 Dial Before You Dig referrals this quarter, refer Table 6.

	Q1	Q2	Q3	Q4	2018/19
Dial Before You Dig (referrals)	330	295	264	322	1,211

Table 6

Council has transitioned to a live automated system, and automated workflow-based system with centralised management and reporting for asset queries from Dial Before You Dig. This will ensure Council is meeting the required response timeframes.

Streetlight Monitoring

Council received 6 streetlight maintenance requests for 8 streetlights this quarter. Some streetlight requests covered multiple streetlight issues. The number of streetlight requests has remained consisted over the past year (Table 7).

	Q1	Q2	Q3	Q4	2018/19
Streetlight Maintenance Requests	5	5	4	6	21
Number of Faulty Streetlights	14	6	8	8	37
Night Audit (October) – Lights Repaired	-	13	-	-	13

Table 7

Council was successful in receiving funding for its streetlight replacement program, to replace all streetlights with smart controlled LED luminaires. This project is currently being coordinated to commence later in 2019.

Key Performance Indicators

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

Table 8

Planning

Statutory Planning

The following table indicates comments by application type for statutory planning items during the quarter and includes the totals from the previous three years for comparison.

Application Type	Comments Provided this Quarter	2018/19 Annual Total (12 Months)	2017/18 Annual Total (12 Months)	2016/17 Annual Total (12Months)
Change of Use	0	1	2	1
Clearing of Native Vegetation	1	1	3	11
Consolidation	1	1	1	1
Excavation and Fill	0	1	2	0
Independent Unit	0	4	5	13
Medical Centre	0	0	1	0
Multiple Dwelling	0	0	2	0
Other	5	26	16	14
Restaurant	0	2	0	0
Shed	2	4	7	3
Showroom Sales	0	0	1	2
Single Dwelling	0	2	7	1
Subdivision	1	5	12	30
Subdivision and Consolidation	0	3	1	2
Telecommunications	2	2	1	0
Unit Title Subdivision	1	4	4	0
Variation	0	0	3	2
Warehouse	1	1	1	0
Total	14	57	69	80

Table 9

The Planning and Development team is working with Development Assessment Services to understand the outcomes of recent decisions related to the availability of water in the rural area, including rights to a bore, and how ongoing applications for development and subdivision in the rural area will be affected. It is anticipated that legislative changes to the *Water Act* and

amendments to the NT Planning Scheme will be required. In addition to the recent downturn in the economy, it is understood that the uncertainty in the availability of water as related to existing provisions of the *Water Act* are having a negative effect upon the number of applications for subdivisions being lodged in the rural area.

Independent Units

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

Strategic Planning

Strategic Planning involves long-term planning to give guidance for future development. Strategic planning activities primarily serve to amend the NT Planning Scheme. The following table indicates comments provided on applications by type for strategic planning items during this quarter.

Application Type	Comments Provided this Quarter	2018/19 Annual Total (12 Months)	2017/18 Annual Total (12 Months)	2016/2017 Annual Total (12 Months)
Rezoning	0	2	4	8
Planning Scheme Amendment Other	1	0	3	3
Other	0	0	1	8
Total	1	2	8	19

Table 10

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

Council's Planning and Development team continues to liaise with the Transport Division of the NT Department of Infrastructure, Planning and Logistics on the outcomes for changes to the Stuart Highway and surrounding area in the region of Coolalinga/Virginia. At this time, there is no formal update on when additional public information on the proposals for this area may be provided.

Mining Leases and Permits

Mining Leases and Permits are managed under the Mining Act, and Council is offered the opportunity to make submissions. Comments provided by application type for mining applications over the past quarter are provided in the following table.

Application Type	Received this Quarter	2018/19 Annual Total (12 Months)	2017/18 Annual Total (12 Months)	2016/2017 Annual Total (12 Months)
Mining Lease	0	10	10	20
Mining Permit	3	5	23	14
Other	0	0	0	2
Total	3	15	33	36

Table 11

Key Performance Indicators

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

Table 12

Waste

Council maintains waste transfer stations at Howard Springs, Humpty Doo and Berry Springs. The following table provides an overview of waste received at these stations for April to June 2019, and the yearly comparison. The total waste diverted from landfill has increased from 31% to 39% this financial year, with the quantity of material being disposed of at landfill reducing by 9% from 7713 tonnes to 6842 tonnes.

		2018/19				2017/18	2018/19
		Q1	Q2	Q3	Q4	Total	Total
Waste to Landfill	tonnes	1709.9	1831.3	1687.7	1613.0	7712.9	6841.9
General Waste Disposal	tonnes	1629.1	1718.2	1568.3	1525.2	7253.4	6440.7
Construction Waste	tonnes	80.8	113.0	119.5	87.8	459.5	401.2
Green Waste Commercial	tonnes	120.1	77.9	70.3	100.3	374.3	368.6
Green Waste Domestic	tonnes	392.7	474.4	365.5	363.4	2806.6	1596.0
Total Recyclables Incoming	tonnes	374.2	452.9	349.8	436.6	1874.0	1613.5
Incoming Waste	tonnes	2596.9	2836.5	2473.3	2513.4	12767.8	10420.1
Cardboard	tonnes	46.8	44.4	50.1	61.9	182.8	203.2
Co-mingle	tonnes	36.8	35.9	30.0	30.0	133.8	132.7
Scrap Metal	tonnes	240.3	299.9	216.2	299.2	1240.5	1055.7
White Goods	tonnes	7.6	0.0	0.0	0.0	122.5	7.6
Air Conditioners	tonnes	1.4	11.6	3.5	3.4	5.8	19.9
Tvs and Computers	tonnes	0.0	11.5	10.2	0.0	0.0	21.7
Cash for Containers	tonnes	9.7	15.5	14.4	13.5	44.8	53.2
Wire	tonnes	0.0	0.0	0.6	0.6	0.0	1.1
Dry Recyclables	tonnes	342.6	418.7	325.0	408.7	1730.2	1495.0
Tyres	tonnes	2.4	2.8	3.9	1.7	7.7	10.8
Used Oil	tonnes	12.6	9.1	8.2	9.3	49.4	39.2
Batteries	tonnes	16.6	22.2	12.6	17.0	86.7	68.4
Wet Recyclables	tonnes	31.6	34.2	24.7	28.0	143.8	118.5
Total Recycling	tonnes	374.2	452.9	349.8	436.6	1874.0	1613.5
Crushed Concrete (sold)	tonnes	12.5	0.8	0.0	7.5	647.4	20.8
Wood Mulch (sold)	tonnes	13.2	6.4	10.0	6.8	384.6	36.4
Mulch (sold)	tonnes	819.5	497.4	483.6	592.5	1031.7	2393.0
Total Reprocessed	tonnes	845.1	504.6	493.6	606.8	2063.7	2450.1
Total Diversion	tonnes	1219.3	957.6	843.4	1043.4	3937.7	4063.6
Total waste diverted from landfill	%	47%	33%	33%	41%	31%	39%
Total waste dry recyclables	%	13%	14%	14%	15%	14%	14%
Green waste on-sold as mulch	%	167%	95%	95%	134%	71%	122%

Table 13

In relation to the three transfer stations, there are variations in volumes and visitors at each of these sites, as summarised in the table and figure below.

		HOWARD SPRINGS	HUMPTY DOO	BERRY SPRINGS
Landfill	Tonnes	154	295	124
Domestic Vehicles	Visits	5636	6019	N/A
Cardboard	Tonnes	5.5	7.4	4.0
Co-mingle Recycling	Tonnes	3.7	5.8	2.5
Scrap Metal	Tonnes	23.1	45.7	19.2
Domestic Green Waste	Cubic Metres	342.6	243.3	
Mulch Sales	Cubic Metres	324.1	298.1	

Table 14

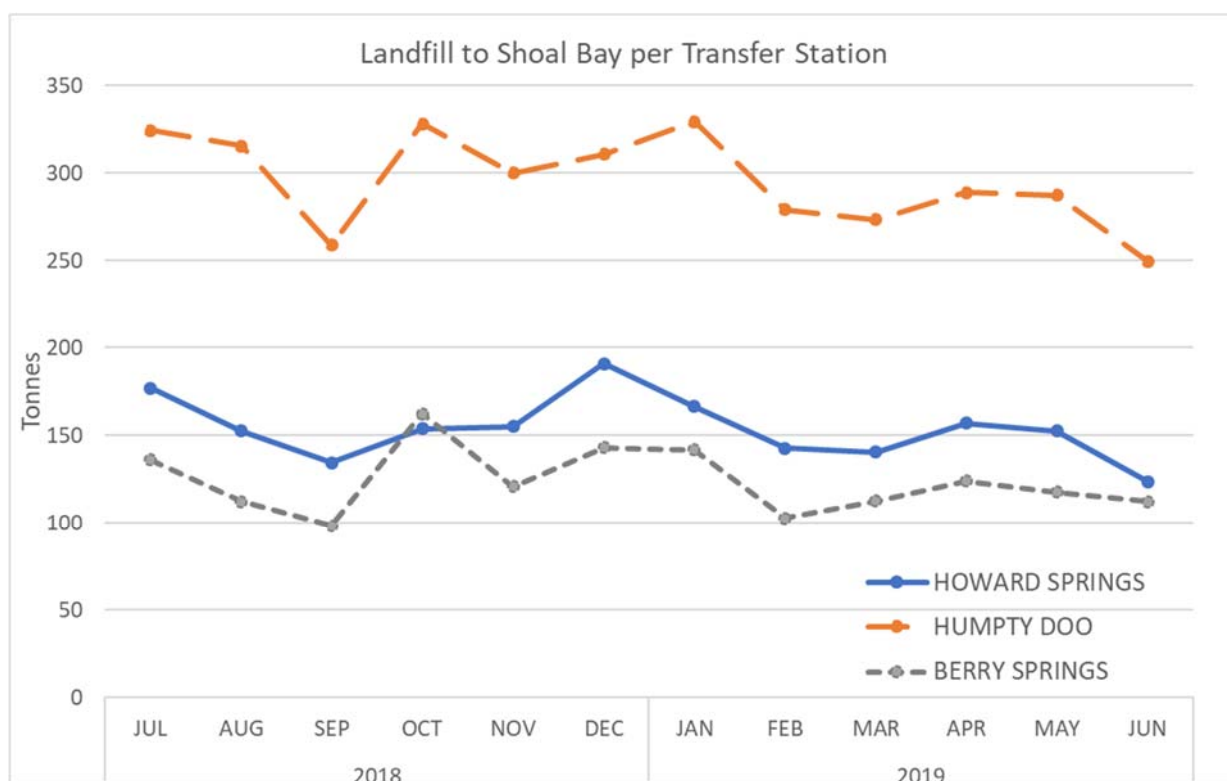


Figure 2

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

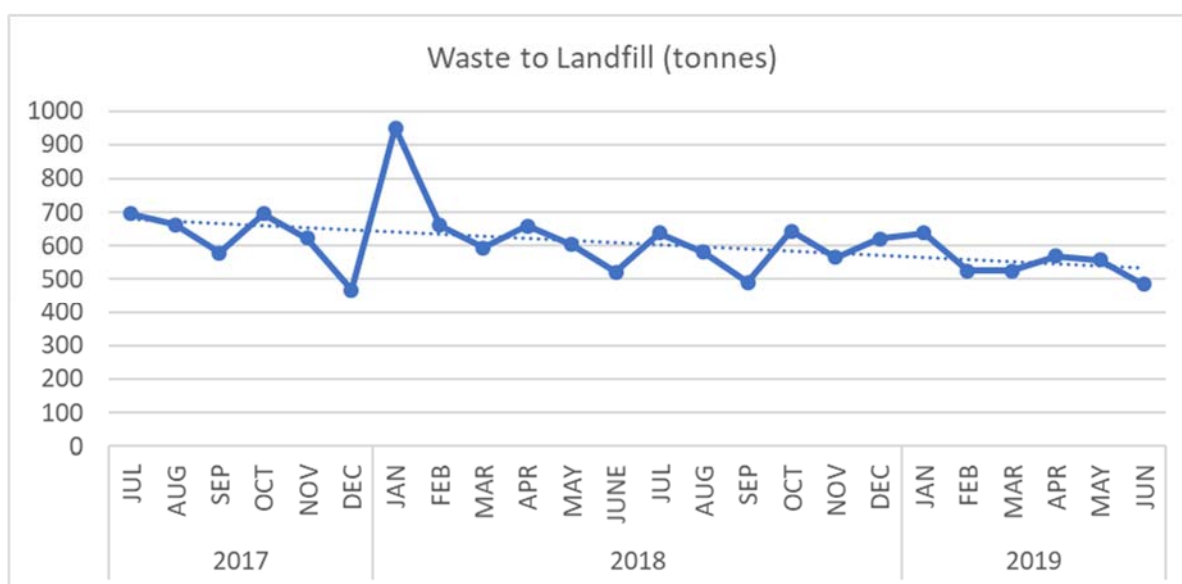


Figure 3

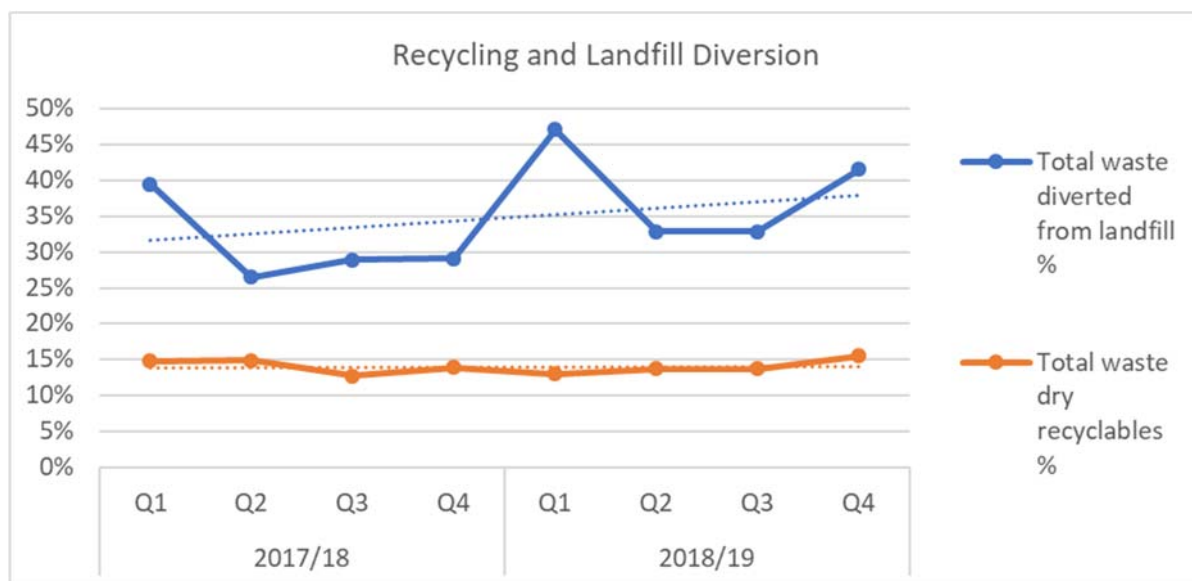


Figure 4



Figure 5

Key Performance Indicators

Output and Measure	Target	Status
Waste transferred to Shoal Bay Landfill	<10,000	6842 tonnes for 18/19
Safe operation of waste transfer stations; Community satisfaction with waste transfer stations Cost per tonne of throughput – establish baseline	>80% \$TBD	60% per Community Survey 2018 End of year calculation to occur following end of year processing
Resale of recycled materials; Community satisfaction with waste recycling Total waste recycled (diverted from landfill) Total waste dry recyclables Green waste on-sold as mulch	>55% >30% >15% >80%	52% per Community Survey 2018 39% 14% 122% (due to Cyclone Marcus backlog)
Waste Audits	Oct 18	Complete

Table 15

Mobile Workforce

The April to June quarter brings seasonal changes. The weed spraying program is completed and grass cutting continues systematically throughout the municipality. By June, conditions have dried out significantly and fire watch vehicles are deployed for safety and regulation compliance, those personnel on fire watch are also responsible for litter collection.

Litter Collection

As the weed spraying was completed, routine roadside litter collection commenced along the municipality's arterial and feeder roads to the transfer stations prior to slashing. A total of 311 bags were collected along these arterial roads. Every road throughout Humpty Doo, Herbert and Girraween have been cut and litter collected, with an additional 57 bags collected by fire watch vehicles. Litter bag count started last financial year with 124 bags for the same quarter in 17/18.

This financial year, a total of 1312 bags of litter were collected, in addition to 61 buggy trays and 3 bulk illegal dumps collected with tractor and tipper. Additional data collection relating to litter has commenced for 2019/20.

Signs and Guide Posts

86 signs have been installed or repaired with 26 attributed to vandals over this quarter. In comparison, 2018 April-June quarter there were 75 signs installed or repaired with only three of these attributed to vandalism. In total this year, 521 signs were installed or repaired.

Guideposts – 349 installed and 224 cut out which were non-compliant and replaced and 408 were straightened

Mowing and Slashing

Round two of roadside slashing and mowing was completed along with the completion of all Council firebreaks. In co-ordination with Bushfires NT and NTPRES, 7 blocks have been identified to have fire mitigation burns and to date 1 has been completed and the since the implementation of Council's fire break construction plan/widening, 5 blocks have been actioned according to the plan.

Spraying

Round two of spraying was completed along with targeted bulk plots of Gamba, conditions were unusually windy resulting in road verges being targeted early morning and moving on to firebreaks and un-maintained road reserves when the wind increases.

Other Tasks

- A complete sign audit has been carried out in most areas in preparation for the dry season program
- The final monthly service of all WTS, Council property and Coolalinga area was completed
- Assist rangers during staff leave with dog trap retrievals
- Assist around Council as required, including the set up and pack down of Fred's Pass Show

Key Performance Indicators

Output and Measure	Target	Status
Road Network, Road Reserve and Fire Break slashing before July Fire Bans; Vegetation slashing & mowing road network 900km Fire breaks and road reserve slashing 1000km	2 rounds >90%	Complete 100%
Install and maintain signs and guideposts, replace non-compliant signs from signage program	100%	100% to program
Plant and equipment servicing schedule; Reduce lost time due to breakdown Plant serviced within 3 days	<20 hours 100%	On target On target
Weed Management Plan Update	Complete	Grant unsuccessful
Weed spraying of road furniture and classified weeds on road reserve and excised lands; 900km verges and 1000km excised land Community satisfaction with weed management	150,000l > 50%	Complete 48%
Road litter verge collection; Community satisfaction with roadside maintenance	>50%	52%

Table 16

Regulatory Services

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

The table below shows the Regulatory Services CRM statistics with the 2018/19 quarters to date compared with 2017/18 and 2016/2017 totals. The increase in unregistered dog CRM's is due to the introduction of dog registration in 2017. With registrations expiring on 31 August each year, lost and at large CRMs are transitioned to an unregistered CRM for follow up where required. The number of reported dog attacks on animals/persons are down from the previous year. Reporting of dogs at large has increased from last year.

CRM Category	Q1 18/19	Q2 18/19	Q3 18/19	Q4 18/19	2016/17 Total	2017/18 Total	2018/19 Total
Dog at Large	103	115	118	92	399	417	428
Dog Attack Animal	15	7	10	24	69	63	56
Dog Attack Person	3	0	0	3	3	11	6
Dog Menace Animal	1	3	2	1	13	13	7
Dog Menace Person	11	2	9	10	31	27	32
Nuisance Barking	19	8	1	18	43	42	46
Lost Dog	30	26	33	28	154	178	117
Unregistered Dog	21	21	81	18	8	16	141
Surrendered Dog	1	1	0	3	0	3	5
Trap Request/Bark Collar	12	5	14	13	19	42	44
Feral Dogs	2	2	2	2	7	1	8
Other	1	4	1	5	15	14	11
Deceased Dog (removal)	0	3	0	0	3	8	3
Abandoned Vehicle	8	7	13	15	0	41	43
TOTAL	227	204	284	232	764	876	947

Table 17

The table below provides the pound statistics for the 2018/19 financial year. The table shows 75% of dogs are released to owners and 22% of dogs are transferred to PAWS.

Impounded Dogs	Q1 18/19	Q2 18/19	Q3 18/19	Q4 18/19	2017/18 Total	2018/19 Total
Released to Owner	70	56	55	53	248	234
Re-homed - Other	1	0	2	0	5	3
Transfer to Paws	17	18	31	16	91	82
Transfer to RSPCA	6	3	3	1	23	13
Euthanised	2	2	2	0	20	6
Total Impounded Dogs 18/19	96	79	93	70	387	338

Table 18

Dog Registration

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

There are currently 3,164 registered dogs (90% of all dogs on record) at the end of the quarter, at the same time last year there were 2,984 registered dogs, resulting in an increase of 6% this year. Of the 3,164 registered dogs, 2,299 are desexed.

	18/19 Q1	18/19 Q2	18/19 Q3	18/19 Q4
No longer in Municipality	437	176	1046	18
Deceased	246	137	36	18
New Registrations	248	165	163	161
Renewals	1711	776	350	89

Table 19

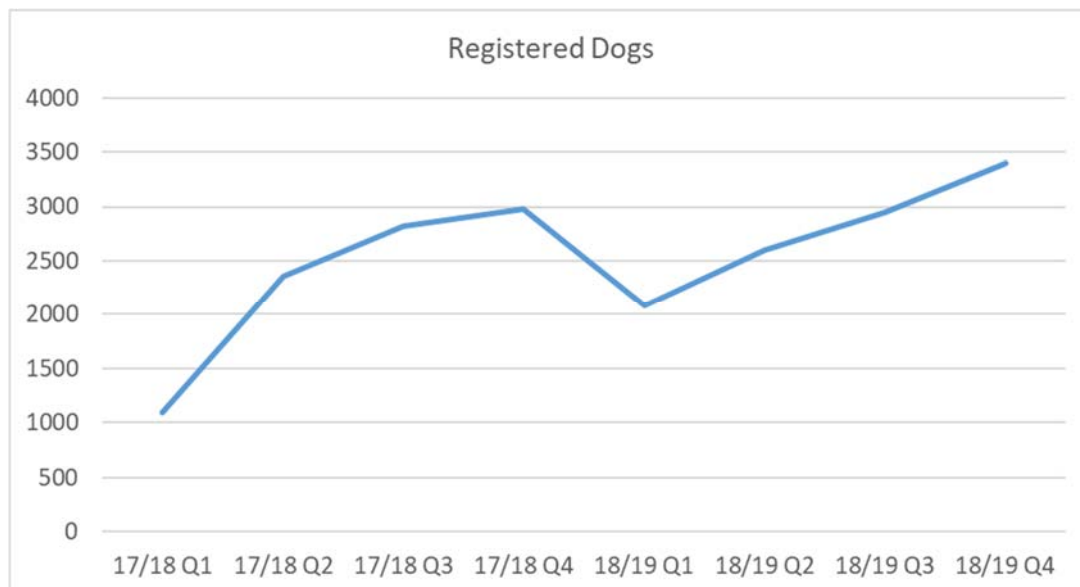


Figure 6

Animal Management Plan

Consultation on the draft Animal Management Plan has ended and Council, with adoption of the plan scheduled for July 2019. Once in place, the Animal Management Plan provides Council with a strategic direction for animal management, with a focus on education and responsible dog ownership.

Key Performance Indicators

Output and Measure	Target	Status
Educate community about responsible dog ownership;		
Education programs delivered to primary schools	>1	1
Dogs registered increased	>10%	6%
Registered dogs are desexed	>45%	73%
Administer and enforce Dog Management By-Laws;		
Community satisfaction with animal management	>50%	46%
Animal Management Plan	Complete	Scheduled for adoption in July 2019
Record and investigate customer requests;		
Customer requests actioned <2 days	100%	Achieved
Investigations completed within 14 days	>90%	Achieved

Table 20

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Not applicable to this report.

Risks

Not applicable to this report.

Financial Implications

Not applicable to this report.

Community Engagement

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

Recommending Officer:

Nadine Nilon, Director Infrastructure and Operations

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

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COUNCIL REPORT

Agenda Item Number:	15.15
Report Title:	19/0099
Report Number:	Animal Management Plan
Meeting Date:	17/07/2019
Attachments:	Attachment A: Animal Management Plan Consultation Report Attachment B: Animal Management Plan

Purpose

This report presents the Animal Management Plan to Council for adoption.

Summary

The preparation of an Animal Management Plan demonstrates Council's commitment to animal management and aligns the Strategic Plan outcomes with activities that work to improve customer satisfaction and priorities based on feedback received. The Animal management Plan will be a four-year plan and include five focus areas with a range of activities for implementation over this period.

There are approximately 8,200 ratable properties and a population of over 25,000 people within the Litchfield Municipality. In June 2019 there were over 3,000 dogs registered with Council and an estimated 3,000 dogs throughout the municipality not registered.

A draft Animal Management Plan was endorsed by Council for consultation in March 2019. The consultation occurred over April and May, with feedback received from the public and Northern Territory Government. This feedback has been considered and the Animal Management Plan has been finalised for its recommended adoption.

Recommendation

THAT Council:

1. adopts the Animal Management Plan 2019-2024 as included in Attachment B; and
2. authorises the Chief Executive Officer to make minor editorial changes, as necessary.

Background

The development of a long-term Animal Management Plan is included in Council's current Municipal and Strategic Plans and will guide Council's future direction in animal management, outlining the key activities to be undertaken over the next four years. The identified Strategic Plan outcome for the development of the Animal Management Plan is to *ensure public safety and protect property and amenity through supporting residents reasonably caring for and securing dogs*. It is identified that this would be through Council engaging with the community, regulating and service delivery.

With the support of the by-laws and registration system in place, it is timely for an Animal Management Plan to be developed. This allows the roles of Council in relation to regulation, service delivery and community engagement to be captured and presented to the community, demonstrating a commitment to the service and continual improvement.

The community satisfaction for animal management in the 2018 customer satisfaction survey indicated that the community sees the importance of animal management as high, and performance as low, but does not provide any further insight. For example, it is unknown whether those unsatisfied with the service had registered dogs or utilised the service, or not.

The preparation of an Animal Management Plan demonstrates Council's commitment to animal management and aligns the Strategic Plan outcomes with activities that work to improve customer satisfaction and priorities based on feedback received.

The Animal Management Plan contains five key focus areas, with the long-term goal of fostering a culture of responsible dog ownership throughout the community:

1. Engage and educate the community about responsible dog ownership
2. Promote the benefits of dog registration, microchipping, de-sexing and training
3. Minimise the potential for dogs to negatively impact the safety and amenity of our community
4. Reduce the number of unwanted and unclaimed impounded dogs
5. Educate the community about Council's role and responsibility in terms of animal management and Council's enforcement approach

The following activities have occurred in the development of the Animal Management Plan:

- August 2018 - Discussion Paper prepared and endorsed by Council for consultation
- September 2018 - Discussion Paper consultation undertaken
- March 2019 – draft Animal Management Plan prepared and endorsed by Council for consultation as outlined by the Consultation Strategy (prepared by True North)
- April-May 2019 – draft Animal Management Plan consultation undertaken
- June 2019 – Consultation Report (prepared by True North) received summarising feedback and incorporated into updated Draft Animal Management Plan
- July 2019 – Animal Management Plan prepared for adoption.

The Consultation Report, included as Attachment A, outlines the consultation undertaken over the five week consultation period and the feedback received. There were five public responses received from members of the public, and 28 people engaged with at the community pop-up stalls. The overall feedback received was supportive of the Draft Animal Management Plan with much of the feedback being related to suggested additional inclusions/improvements.

Formal feedback was received from the Department of Primary Industry and Resources, which was supportive of Council's commitment for continual improvement in relation to animal management. The feedback also included a number of recommendations to ensure the plan aligned with relevant legislation.

A late, more informal, response was also received via email after the preparation of the Consultation Report from the Department of Tourism, Sport and Culture (Wildlife Operations). The feedback was: *The Department will continue to manage feral animals within parks and reserves and collaborate*

with Council for animal management when requested. We support the approach taken by Council in the draft Plan to raise community awareness of responsible pet ownership.

The outcome of the consultation and feedback received has resulted in the following changes made to the draft Animal Management Plan (Attachment B). These are summarised in Table 1 below. In addition, the figures within the plan have been updated to be current numbers.

Recommendation/Feedback	Change to Plan/Comment
1. Concerns relating to barking dogs and amenity impacts – would like actions relating to night-time barking	Page 10 No change, this is an existing service where Council works with residents in relation to barking complaints that occur may occur at all hours
2. Include all rehoming services in Plan, including application of free first year of registration	Page 8 Replaced reference to PAWS and RSPCA with 'registered rehoming organisations'. Council officers will determine and publish who these are within year 1 Page 20 Included in Focus Area 4 to formalise rehoming group arrangements, in year 3
3. Euthanasia vouchers provided with cat traps	Page 14 Feral and unowned cats section updated Provision of vouchers specifically isn't supported at this time, but will be reviewed – refer item #9
4. Rangers not on call after hours	This is included as an Activity to review in year 3 of the plan (Focus Area 3, page 19).
5. Requirement for owners to have dedicated internal yard for pets and promote use of cages and kennels	Page 10 Containment advice is provided to dog owners, however additional paragraph added at end of Roaming Dogs section relating to education and information to support dog owners relating to containment Page 19 Included as an action within Focus Area 3; Animal Containment, to formalise information in year 1
6. Discount for owners of multiple dogs	This is not supported as this would result in a negative incentive for owners to have larger number of dogs
7. Community awareness campaign for gates being left open	As per #5
8. Encourage adoption of animals	Page 8 Included sentence around Council encouraging and supporting the adoption of animals (linked to first year free registration)
9. Disposal information and awareness of feral cats, particular in relation to Animal Welfare Act	Page 14 Included additional information relating to feral cats and management of them

Recommendation/Feedback	Change to Plan/Comment
	Page 19 Clarified trap hire related activities and details to be specific to the relevant traps and their use
10. Use of an app to report location of roaming/lost dogs	Page 9 Included additional information of how to report roaming dogs
11. Include reference to relevant NT Acts and by-laws and government contacts, including the Local Government Act, and the Welfare Act	As relevant throughout the document
12. Amend wild dogs section to include responsibility of landholders linked to legislation	Page 13 Amended
13. Amend dog attacks section to include commentary around authorised persons able to enter the property	Page 10 Added sentence; 'Furthermore, in vicious unprovoked attacks, where a dog is identified as a serious threat to the community, an authorised person may enter land or premises with the necessary authority, to seize or destroy a savage animal'.

Table 1

Following adoption, the Animal Management Plan would commence in the 2019/20 financial year.

Links with Strategic Plan

Priority # 3 – A beautiful and safe natural environment

Legislative and Policy Implications

An Animal Management Plan is not a legislative requirement however it is seen as good practice, setting out what Council intends to focus on in the area of animal management and how much it intends to allocate in funds to manage this program area.

Risks

Not applicable to this report

Financial Implications

Table 2 below summarises the income and expenditure in relation to the animal management aspect of Council's Regulatory Services.

	2016/17	2017/18	2018/19
Income - Registration	N/A	\$31,807.00	\$131,852.00
Income - Infringement*	\$27,236.00	\$20,218.71	\$9,416.37
Income - Fees & charges**	\$10,308.66	\$11,827.90	\$15,582.91

Income Total	\$37,544.66	\$64,853.61	\$156,851.28
Expenditure	\$403,966.14	\$393,263.72	\$364,614.00 (budget)
Net Cost	\$366,421.48	\$328,410.11	\$207,762.72

Table 2

* Registration charges commenced part way through 2017/18

**Includes equipment hire, surrender fees, pound fees, microchipping, equipment hire

At the introduction of registration, there was an intention to ensure that some money from the increased income to Council would be returned back in programs relating to animal management. The Animal Management Plan enables this to occur in a strategic way.

A table is included in the Animal Management Plan that demonstrates the estimated cost per year for implementation. The activities are all considered to be operational and consistent with current activities and will be included within the respective years' operational budgets.

In summary, the budget impact per year, by focus area, is;

Year	Focus Area					Total
	1	2	3	4	5	
2019/20	\$10,000	\$10,000	-	-	-	\$20,000
2020/21	\$9,500	\$10,000	-	-	\$5,000	\$24,500
2021/22	\$5,000	\$10,000	\$2,000	\$2,000	-	\$19,000
2022/23	\$5,000	\$10,000	-	-	-	\$15,000

Table 3

The cost of the consultation strategy preparation, plan design, and associated material was approximately \$15,000.

Community Engagement

As outlined within the body of this report, with consultation occurred on the Discussion Paper in September 2018 and the draft Animal Management Plan in April/May 2019.

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

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

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Litchfield Council Animal Management Plan

Consultation report

Prepared by True North Strategic Communication
May 2019

Version no.	Issue date:	Prepared by:	Approved by:	Approval date:
V1	31/05/2019	J Madin & B McCue		
V2	11/06/2019	B McCue		

Recipients are responsible for eliminating all superseded documents in their possession

Consultation statement

True North Strategic Communication is guided by the principles of good community engagement, based on people's level of interest and concern as outlined by the International Association for Public Participation (IAP2).

Our role is to provide stakeholders and the general public with objective information so they can provide informed feedback on consultation projects. We give people the opportunity to provide input that is balanced and reflective of the range of community views to independently provide the best possible guidance to decision makers.

Our practice reflects professional standards and ethical standards for human research including anonymity, confidentiality, record storage and keeping people informed.

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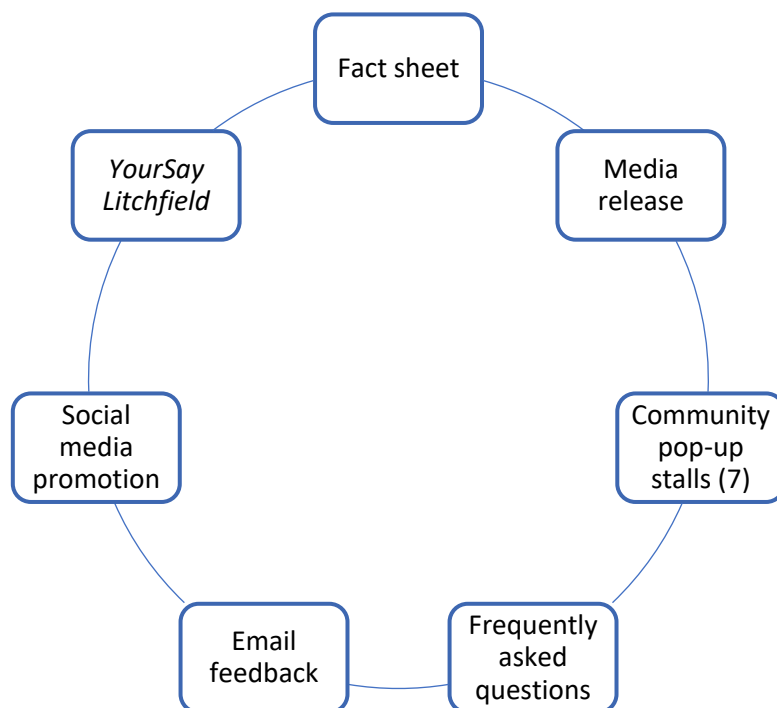
Executive summary

Litchfield Council has prepared a draft Animal Management Plan that outlines the programs, services and strategies to be pursued over the next four years to guide its management of domestic dogs and other animals in the municipality. The objectives for the plan are to:

- Reinvest income raised through dog registration in positive programs that support Council's strategic objectives relating to animal management.
- Promote and encourage the responsible ownership of dogs.
- Minimise the risk of dog attacks on people and animals.
- Ensure that people are aware of Council's Dog Management By-Laws and encourage compliance.
- Address low pound reclaim rates.
- Provide for the periodic review of any program, service or strategy outlined in the plan.

Council engaged True North Strategic Communication (True North) to prepare a consultation strategy that Council implemented from **15 April to 19 May 2019**.

The consultation involved the following tools and techniques:



True North has prepared this consultation report, which outlines the feedback received during the consultation period and provides some analysis and recommendations to Litchfield Council.

There was a low level of engagement in the consultation with 28 people visiting the pop-up stalls and five people providing written submissions via *YourSay Litchfield*.

A late submission was received on 25 May 2019 from the Department of Primary Industry and Resources, Biosecurity and Animal Welfare Division. This submission provides a number of comments regarding animal management and welfare in the Litchfield municipality and suggested legislative references for inclusion. The full submission is provided in Appendix A.

Notwithstanding that engagement was low, there was general support for the draft Animal Management Plan, with many respondents believing that more enforcement is needed for dog barking and roaming and the disposal of cats.

Some respondents expressed concern about **roaming dogs** and felt that more could be done to reduce this issue. Some suggestions made included:

- The introduction of dedicated ‘house yards’ within rural blocks to ensure containment.
- A community awareness program to educate people to shut the gate when they leave their property.
- The introduction of a ‘snap and send’ smartphone application promoted by Council which has the ability to add the location of roaming or lost animals.

There was also some concern about **barking dogs** at a local kennel and the impact this has on the local amenity. One respondent requested that Council do more to reduce night time barking.

The **disposal of cats** was also raised as a concern and that current practices are in breach of the *Animal Welfare Act*. Respondents suggested that guidelines need to be strengthened in relation to the disposal of feral cats with one respondent suggesting Litchfield Council adopt City of Palmerston’s approach of offering a payment to vets to manage feral cats. Another suggested that euthanasia vouchers should be offered with cat traps.

It is recommended that the next steps are:

- Council consider the feedback received during the consultation when finalising the Animal Management Plan.
- Council note the following key points from the consultation:
 - There is some concern about barking dogs and the impact that this has on local amenity.
 - There is some concern about roaming dogs and that more should be done about educating people to contain their animals.
 - There is some concern about the disposal of cats and that current guidelines are not adequate and are leading to the inhumane treatment of cats.
 - Refer to the suggested legislative references recommended by the Department of Primary Industry and Resources.

- Council release the consultation report to the public on Litchfield Council's *YourSay Litchfield* online platform website.

Background

In September 2018, Litchfield Council released an Animal Management Discussion Paper to involve the community in the development of an Animal Management Plan and to give them a chance to provide feedback about animal management practices and policies in the municipality as part of Phase 1 of consultation with the community. In Phase 1, 59 people engaged with Council at pop-up stalls and 12 people completed a questionnaire via the *YourSay Litchfield* online platform.

Feedback received in Phase 1 demonstrated support for the following initiatives:

- De-sexing and the de-sexing of dogs in general
- Discounts and/or incentives on pet registration
- Increased public face to face engagement with rangers
- Increased education on responsible dog ownership.

Using this feedback, in early 2019 Council drafted an Animal Management Plan outlining the programs, services and strategies to be pursued over the next four years.

The development of the draft Animal Management Plan falls under *Priority #3 A beautiful and safe natural environment* in Litchfield Council's Strategic Plan. This commitment involves:

Animals and wildlife

Ensure public safety and protect property and amenity through supporting residents responsibly caring for and securing dogs.

Protect and care for wildlife through support for local associations such as Wildcare, Land for Wildlife and other organisations.

Reduce the impact of feral dogs by working with the community to raise awareness and designing management programs where appropriate.

(Source: Litchfield Council Draft Animal Management Plan 2019-2023)

Litchfield Council has a dog ownership rate above the national average and is keen to advocate the benefits of responsible pet ownership and promote Council's own important role in this area.

Over the past three years, the majority of requests made to Litchfield's animal management team have been in relation to roaming dogs (1,247) and lost dogs (504) with dog attacks on other animals and nuisance barking also reported. An estimated 3,000 dogs are unregistered in the municipality and over the past two years only 66 per cent of impounded dogs were claimed by their owners. These figures highlight the importance of responsible pet ownership including registration, micro-chipping, de-sexing and containment.

Council engaged True North Strategic Communication (True North) to prepare a consultation strategy. The consultation was open from 15 April to 19 May 2019 and targeted key stakeholders and the broader Litchfield community. True North prepared the consultation strategy and handed this to

Litchfield Council to implement. Throughout the consultation period Litchfield Council kept True North informed of feedback being received.

The stakeholders targeted in the consultation were:



Methodology

Consultation goal

The goal of the consultation was to engage the community and stakeholders about the introduction and content of the draft Animal Management Plan, and to seek their feedback before the plan is finalised.

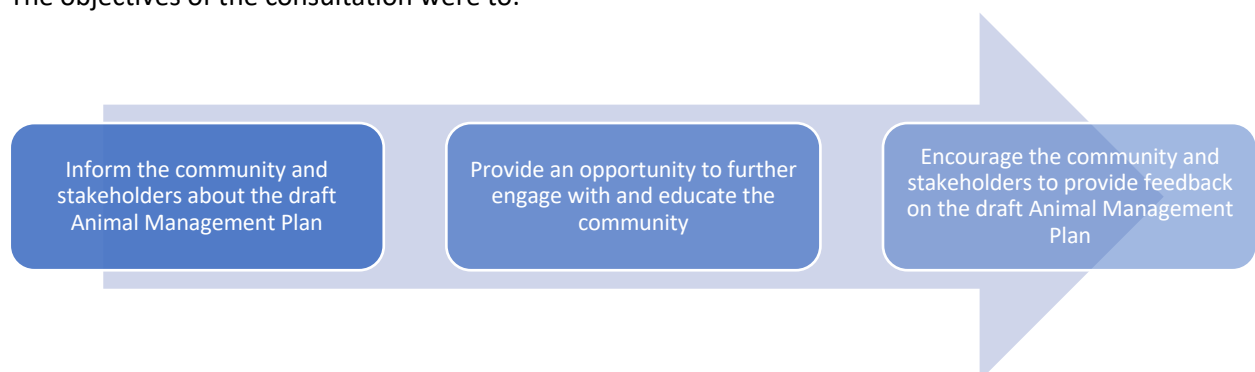
Consultation level

Using the International Association for Public Participation (IAP2) principles that guide good community engagement, this engagement was conducted at the levels of **inform and consult**.

Level of engagement	Promise to the public
Inform	We will keep you informed
Consult	We will keep you informed, listen to your concerns and provide feedback on how the public's input influenced the decision
Involve	We will work with you to ensure your concerns are reflected in the alternatives developed, and provide feedback on how the public's input influenced the decision
Collaborate	We will look to you for advice, ideas and solutions and incorporate those into the decisions as much as possible
Empower	We will implement what you decide
©International Association of Public Participation www.iap2.org	

Objectives

The objectives of the consultation were to:




Tools and tactics

The consultation incorporated several tools and tactics to maximise engagement with stakeholders and the community. These included:



Fact sheet

A fact sheet was prepared with key information on the draft Animal Management Plan to encourage people to provide informed feedback. It was sent to key stakeholders via email, was made available on Litchfield Council's *YourSay Litchfield* online platform and available at the community pop-up stalls.



Litchfield Council Draft Animal Management Plan – Fact Sheet

The Litchfield Council draft Animal Management Plan is a guide for responsible pet ownership in the Litchfield Council area and will inform the community about Council's role and future priorities in animal management.

Council consulted with the community about animal management in September 2018, through the release of a Discussion Paper. Feedback from this process has been incorporated into the draft Animal Management Plan.

We want to share the draft Animal Management Plan with Litchfield ratepayers, residents and business owners and hear what you think before it is finalised. Together we can improve the safety and amenity of the community by promoting responsible pet ownership and encouraging compliance with animal by-laws.

You can have your say on the Animal Management Plan until Sunday 19 May 2019.

What is animal management and why is it important?

Animal management includes issues such as roaming dogs, nuisance barking, unwanted dogs and dog attacks. Effective animal management helps improve the safety and amenity of the community by minimising the chances of dog attacks and reducing the number of impounded animals.

Council has a dedicated Animal Management Team who oversee animal management including the enforcement of dog management by-laws and educate the community about responsible pet ownership.

Why do we need an Animal Management Plan?

The draft Animal Management Plan brings together all the animal management activities Council undertakes in one document. This makes it easier to identify Council's role, future priorities and who we work with to achieve our goals in animal management.

The draft plan also provides information about responsible pet ownership for Litchfield residents.

Does the Animal Management Plan introduce any new rules or regulations?

No. Council has dog management by-laws already in place that regulate domestic dogs and protect the safety and amenity of the community.

Council aims to develop and implement an Enforcement Policy to ensure we continue to proactively enforce dog management by-laws.

Together, the by-laws and the four-year draft Animal Management Plan will provide Council with the strategic framework to effectively manage the increasing number of domestic dogs within our community.

What does Litchfield Council do to encourage responsible pet ownership?

Council will continue offering discounted fees to register de-sexed dogs and provide dog owners residing in the Litchfield Council area with financial assistance to de-sex their dogs.

We also undertake a range of activities including education, engagement and enforcement, providing education about responsible dog ownership, as well as safety and awareness around dogs.

How to have your say

Feedback can be provided online at yoursay.litchfield.nt.gov.au or by hand and submitted in person at the Council office.

You can also speak to Council staff directly at any of the eight information displays being held at the following markets and shopping centres in the municipality:

Date	Location	Time
Wednesday 24 April	Hungry Doo Shopping Centre	12 – 1.30pm
Saturday 27 April	Coolalinga Markets	10 – 12.00pm
Wednesday 1 May	Woolworths Coolalinga	9 – 6.30pm
Saturday 4 May	Coolalinga Markets	10 – 12.00pm
Wednesday 8 May	Hungry Doo Shopping Centre	9 – 6.30pm
Saturday 11 May	Coolalinga Markets	10 – 12.00pm
Wednesday 15 May	Woolworths Coolalinga	12 – 1.30pm
Saturday 18 & Sunday 19 May	Frederick's Pass Rural Show	

Media release

A media release was prepared and distributed to local media on 24 April 2019.

YourSay Litchfield online platform

Stakeholders could have their say via the *YourSay Litchfield* online platform. Included on the platform was the draft Animal Management Plan, fact sheet, frequently asked questions and details on the community pop-up stalls.

LITCHFIELD COUNCIL DRAFT ANIMAL MANAGEMENT PLAN 2019 - 2023
PAGE 4



You can have your say on the Draft Animal Management Plan until Sunday 19 May 2019.

Get involved

We want to share the draft Animal Management Plan with Litchfield ratepayers and residents and hear what you think before it is finalised. Together we can improve the safety and amenity of the community by promoting responsible pet ownership and encouraging compliance with animal by-laws.

How to have your say

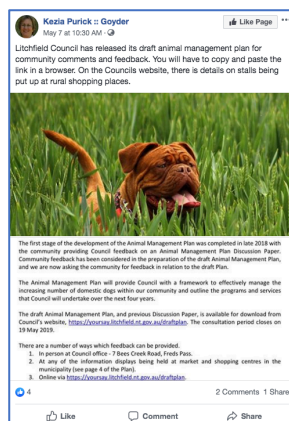
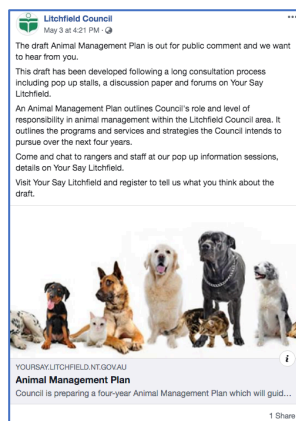
Feedback can be provided online at yoursay.litchfield.nt.gov.au or by hand and submitted in person at the Council office. You can also speak to Council staff directly at any of the information displays being held at the following markets and shopping centres in the municipality:

Date	Location	Time
Wednesday 24 April	Humpty Doo Shopping Centre	12 - 1.30pm
Saturday 27 April	Freds Pass Rural Markets	10 - 12.00pm
Wednesday 1 May	Woolworths Coolalinga	5 - 6.30pm
Saturday 4 May	Freds Pass Rural Markets	10 - 12.00pm
Wednesday 8 May	Humpty Doo Shopping Centre	5 - 6.30pm
Saturday 11 May	Freds Pass Rural Markets	10 - 12.00pm
Wednesday 15 May	Woolworths Coolalinga	12 - 1.30pm
Saturday 18 & Sunday 19 May	Freds Pass Rural Show	Show hours

The draft plan and fact sheet can be downloaded from yoursay.litchfield.nt.gov.au and printed copies are available from the Council office during business hours.

Social media

Litchfield Council promoted the consultation on their Facebook page on 3 May 2019. Council's page is currently followed by 2,368 people. The post did not receive any likes or comments but was shared by Member for Goyder, Kezia Purick. The Member for Goyder's page is currently followed by 1,919 people. The post by the Member for Goyder attracted four likes, two comments and one share.



Print media

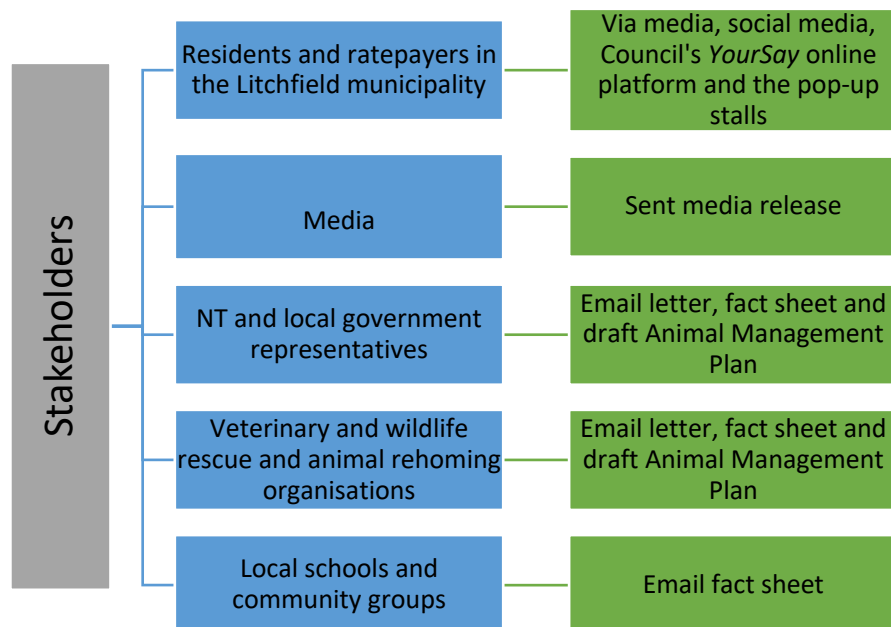
Sun Newspapers ran an article (based on the media release that was distributed on 24 April 2019) on the consultation on 30 April 2019. The article promoted the community pop-up stalls and encouraged members of the community to have their say on the draft plan.

Radio

Litchfield Council Mayor, Maree Bredhauer mentioned the consultation on the draft plan on Territory FM on 3 May 2019.

Stakeholders and briefings

The stakeholders targeted in the consultation and how they were targeted is as follows:



Community pop-up stalls

Seven community pop-up stalls were held at the following markets and shopping centres in the municipality:





The animal management corner being set up for the Freds Pass Rural Show

Written and verbal submissions

Stakeholders were invited to provide written feedback via post or email. Verbal submissions from the community pop-up stalls were considered.

Feedback

Feedback on the draft Animal Management Plan was provided in the following ways:



Community pop-up stalls

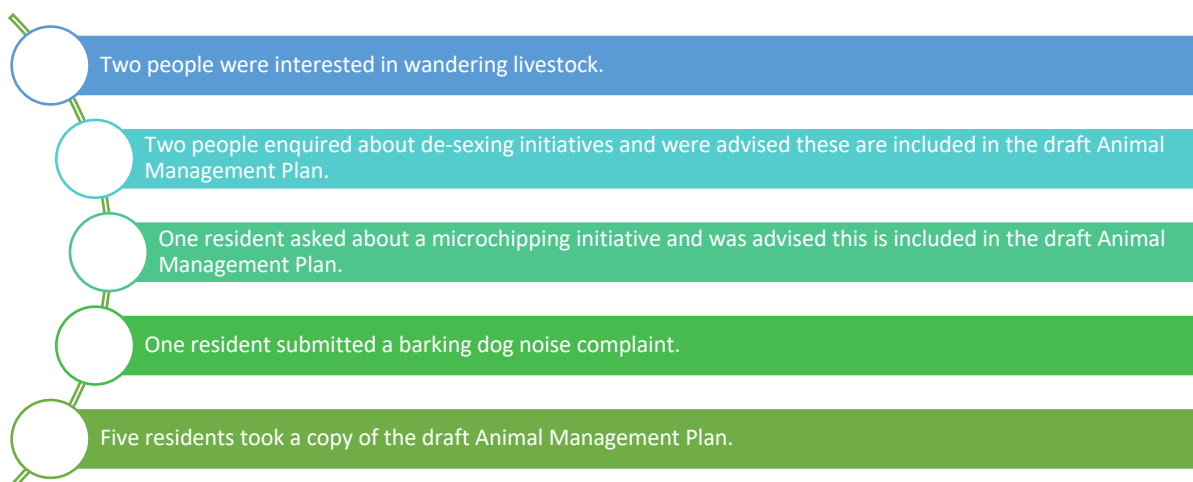
Seven community pop-up stalls were held at various locations in the municipality. Interest was limited with just 28 people attending the stalls expressing an interest in learning more. It is noted that those who visited the display at Freds Pass Show were not counted.

Below is a breakdown of the attendance at each stall.

Date	Location	Time	Attendance
Wednesday 24 April	Humpty Doo Shopping Centre	12 – 1.30pm	3
Saturday 27 April	Freds Pass Markets	10 – 12.00pm	6
Wednesday 1 May	Woolworths Coolalinga	5 – 6.30pm	3
Saturday 4 May	Freds Pass Markets	10 – 12.00pm	9
Wednesday 8 May	Humpty Doo Shopping Centre	5 – 6.30pm	4
Wednesday 11 May	Freds Pass Markets	10 – 12.00pm	3
Saturday 18 & Sunday 19 May	Freds Pass Rural Show		N/A

Appendix B contains the feedback database from the community pop-up stalls.

While there was not a high number of visits to the stalls, feedback was recorded on those who did attend. See below breakdown:



YourSay Litchfield online platform

Five responses were received via the *YourSay Litchfield* platform. Respondents remained anonymous when submitting feedback this way but were able to voluntarily provide their name within their comment if they wanted. A summary of the feedback received is below:

Response 1, 17 April 2019

- Concerned with dogs barking at a kennel at Bees Creek, despite the kennel receiving a noise abatement order.
- Believes there are over 100 dogs at the kennel.
- The dogs bark during the day and night.
- Would like Council to step in to reduce night time barking.
- Barking is ruining amenity.

Response 2, 3 May 2019

- All charities who provide rehoming services should be included in the Animal Management Plan, e.g. free first year registration (page 9 of plan).
- Euthanasia vouchers should be provided along with cat traps when they are hired out to ensure the cats are being euthanised humanely (page 15 of plan).
- The plan does not address ranger availability/services on weekends and public holidays. There should be rangers on call to assist members of the public if they find a roaming dog on a public holiday.

Response 3, 8 May 2019

- Council should encourage pet owners to secure their pets by having a dedicated 'house yard' within their blocks for pets to have space to run around without having access to the property boundary where they could potentially escape or nuisance other animals.
- Promote the use of dog kennels or cages for when pet owners are away from home to ensure the safety of the dogs, livestock and people.
- Discounted registration for people who own multiple dogs may encourage people to register all their animals e.g. 10 per cent off annual dog registration.
- Create a community awareness campaign to encourage people to shut their gate when they leave their property. This will stop dogs getting out and stray dogs getting in.
- Encourage people to 'adopt don't shop'.

Response 4, 16 May 2019

- Concerned with the section on feral cats within the plan (page 15), particularly the advice to dispose of feral cats in a humane manner according to the *Animal Welfare Act*.
- Would like to see Litchfield Council adopt City of Palmerston's approach where payment is offered to vets to manage cats who are brought in as strays, in the absence of pound facilities.
- Does not think the average community member is a good judge of whether a cat is feral or not and more often than not, domestic cats who are caught in cat traps appear to be feral as they are scared.
- Believes some cats are drowned, shot, dumped, poisoned or used as bait which is not humane.

Response 5, 15 May 2019

- Biggest concern is roaming dogs.
- Would like to see a 'snap and send' smartphone app with the ability to add location of roaming/lost animals.

Appendix C contains the original responses from stakeholders.

Written and verbal submissions

One late written submission was received from the Department of Primary Industry and Resources, Biosecurity and Animal Welfare Division (see Appendix A). The key points raised in this submission include:

- The Department supports the continued improvement in animal management and welfare in the Litchfield municipality.
- The plan will influence people's behaviour in relation to responsible dog ownership and promote community safety and wellbeing.
- There may be some benefit in including reference to the relevant Northern Territory Acts and By-Laws to help the community understand the role Council plays in supporting the social, economic, environmental and cultural wellbeing of the community and encourage adoption of the plan by the community.
- There may be benefit in considering Part 2.3, 11 of the *Local Government Act 2008* relating to the roles, functions and objectives of Councils within the Executive Summary of the plan.
- Suggestions for new wording in a few sections ('Feral and Unowned Cats', 'Livestock and other animals', 'Wild dogs' and 'Dog attacks') to clarify and strengthen these sections of the plan.

Verbal feedback from the community pop-up stalls was received and considered. A breakdown of the verbal feedback is available under heading 'Community pop-up stalls'.

Stakeholder briefings

No stakeholders accepted the offer for a briefing.

Analysis

The following observations and analysis can be made from the consultation process on the draft Animal Management Plan.

Low level engagement

There was a low level of engagement on the draft Animal Management Plan which could be the result of:

- A general understanding or level of acceptance of the details within the plan by stakeholders and the broader community; or
- A lack of awareness of the consultation process within the Litchfield community.

Litchfield Council has been consulting with the community on the development of its Animal Management Plan since September 2018. During the Phase 1 consultation, 59 people engaged with Council by attending a pop-up stall and 12 people completed a questionnaire via the *YourSay Litchfield* online platform. Feedback received during the Phase 1 consultation was incorporated into the development of the plan and key focus areas, and this was promoted within the community at the time. Furthermore, the development of the Animal Management Plan remains active on *YourSay Litchfield* online platform.

Emails and letters to key stakeholders also added weight to the consultation, with many of these stakeholders having their own networks to promote within.

While the Litchfield Council and Member for Goyder Facebook pages both have a solid following, the posts promoting the consultation did not attract a high level of engagement from the community.

There was limited media interest in the consultation. Sun Newspapers ran an article (based on the media release that was distributed on 24 April 2019) promoting the consultation and Litchfield Council Mayor Maree Bredhauer mentioned the consultation during a radio segment on Territory FM.

Therefore, it can be concluded that genuine and varied attempts were made to inform the community and stakeholders that the consultation was underway. On that basis the low level of engagement suggests that there is a general understanding or level of acceptance of the plan.

Barking dogs

Based on the feedback received, barking dogs are an issue within the Litchfield municipality. One respondent was very concerned about dogs barking at a local kennel despite there being a noise abatement notice. This respondent felt that the barking was ruining the amenity of the area and that Council should do more to reduce night time barking.

Roaming dogs

Another concern raised was roaming dogs in the Litchfield municipality. Given the rural nature of the area it is common for properties to not be fully fenced which sometimes leads to roaming dogs.

Some suggestions made by respondents to address this issue include:

- The introduction of dedicated 'house yards' within rural blocks to ensure containment.
- A community awareness program to educate people to shut the gate when they leave their property.
- The introduction of a 'snap and send' smartphone app promoted by Council which provides the ability to add the location of roaming or lost animals.

Disposal of cats

One respondent was concerned with the level of detail in the section on feral and unowned cats particularly in relation to the disposal of feral cats. That respondent believed that the current guidelines are inadequate and that leaving community members to decide what is a feral or domestic cat is irresponsible. This respondent suggested Litchfield Council adopt City of Palmerston's policy where a payment is offered to vets to manage cats that are brought in as strays.

The submission by the Department of Primary Industry and Resources also suggested the words under the 'Feral and Unowned Cats' section be strengthened by including *'If you trap a feral cat, it should be disposed of humanly so as to ensure there are no breaches against the Animal Welfare Act'*.

The disposal of feral cats in the rural area is often by shooting, drowning, dumping and poisoning which is not considered humane and is in breach of the *Animal Welfare Act*.

One respondent suggested that euthanasia vouchers should be offered with cat traps to ensure humane treatment in the disposal of feral cats.

Other

Other comments made on the draft Animal Management Plan included:

- All charities who provide rehoming services should be included in Animal Management Plan.
- The plan does not address ranger services and availability on weekends and public holidays. There should be a ranger on call to assist the community during these times.
- Council should consider discounts for multiple registrations and this will have the flow on effect of more domestic animals being registered.
- Encourage people to 'adopt don't shop' for pets.
- Consider including relevant legislative references in the plan.

Recommendations

It is recommended that the next steps are:

- Council consider the feedback received when finalising the Animal Management Plan.
- Council note the following key points from the consultation:
 - There is some concern about barking dogs and the impact that this has on local amenity.
 - There is some concern about roaming dogs and that more should be done about educating people to contain their animals.
 - There is some concern about the disposal of cats and that current guidelines are not adequate and are leading to the inhumane treatment of cats.
 - Refer to the suggested legislative references recommended by the Department of Primary Industry and Resources.
- Council release the consultation report to the public on Litchfield Council's *YourSay Litchfield* online platform website.



Appendices

Refer attachment.



**Biosecurity and Animal
Welfare**

John England Building
Berrimah Farm
DARWIN NT 0800
AUSTRALIA

Postal address

GPO Box 3000
DARWIN NT 0801

T 08 8999 2188

E anne.walters@nt.gov.au

File ref: 19-0352-SEC

Ms Maree Bredhauer
Mayor
Litchfield Council
PO Box 446
HUMPTY DOO NT 0836

Dear Mayor Bredhauer

Re: Draft 2019-2023 Animal Management Plan

Thank you for your correspondence of 3 May 2019, to the Hon Paul Kirby MLA, Minister for Primary Industry and Resources, in relation to the Litchfield Council Draft 2019-2023 Animal Management Plan (the Plan). As A/Executive Director of the Biosecurity and Animal Welfare Division, Minister Kirby has requested that I respond to your letter on his behalf.

I would like to apologise for the lateness of my response. I note that the due date for comments was 3 May 2019. However, I would like to take the opportunity to provide comment on the Plan, as the document will support continued improvement in animal management and welfare and for the Litchfield community, and may play an important role in influencing the future direction of other councils and organisations that operate in the animal welfare space.

I am delighted that the Litchfield Council has taken the time to put together the draft Plan which includes engagement, education, service delivery, and enforcement as the key drivers. This approach will, in turn, influence people's behaviour in relation to responsible dog ownership and promote community safety and wellbeing.

After reviewing the Plan, I provide the following comments:

1. Although Council has referenced its by-laws within the document, there may be benefit in including reference to the relevant Northern Territory Acts and By-Laws. This will assist in providing additional support for the Council's approach towards the importance of animal management and the regulatory requirements of dog/animal owners within the Litchfield Council area.
2. Although the Council's role is addressed in the Strategic Plan, there may be benefit in considering including Part 2.3, 11 of the *Local Government Act 2008* relating to the roles, functions and objectives of Councils' within the Executive Summary of the Plan. This may assist the community to understand the important role the Council plays in advancing the social economic, environmental, and cultural wellbeing of their local communities. It also provides evidence of the Council's role in working with the community to achieve the best interests of the community.

3. Under 'Feral & Unowned Cats' (page 15), consider replacing the last sentence with 'If you trap a feral cat, it should be disposed of humanely so as to ensure there no breaches against the *Animal Welfare Act* are committed'.
4. Under Livestock and other animals (page 15), there is reference to information or fact sheets available at the Council Office regarding 'property identification codes'. In addition you may want to consider referencing the Department of Primary Industry and Resources, Livestock Biosecurity Branch as an alternative contact.
5. Under Wild dogs (page 14), dot point 3 states that, 'landholders are responsible for taking preventative measures against wild dogs...' The responsibility of landholders for taking preventative measures against wild dogs should be referenced to the appropriate legislative provision.
6. Under dog attacks (page 11), final paragraph, consider changing the final sentence to 'Furthermore, in vicious unprovoked attacks, where a dog is identified as a serious threat to the community, an authorised person may enter land or premises with the necessary authority (being either the consent of the occupier or a warrant issued by a justice of the peace or in an emergency, the CEO's authorisation), to seize or destroy a savage animal'.

I commend you, and all involved, on a well-considered document that expresses the Council's desire with respect to animal management and welfare, and in particular, the proactive nature of focus areas 1, 2 and 3, as defined in the Plan.

Thank you for the opportunity to comment on the Draft Animal Management Plan. If you have any questions or queries in relation to this letter or animal welfare more broadly, please don't hesitate to contact the Director of Animal Welfare, Mr Peter Phillips, on phone 0401 118 247 or email peter.phillips@nt.gov.au.

Yours sincerely



ANNE WALTERS

A/Executive Director

27/05/2019

Appendix B

Animal Management Plan Pop up Sessions Feedback			
Date	Venue	Engaged Residents	Comments
Wednesday 24 April	Humpty Doo Shopping Centre	3 Positive	2 residents took a copy of the Plan
Saturday 27 April	Freds Pass Markets	6 Positive	Nil
Wednesday 1 May	Coolalinga Woolworths	3 Positive	2 residents took a copy of the Plan, 1 was interested in wandering livestock
Saturday 4 May	Freds Pass Markets	9 Positive	Some very good conversations were had, no comments directly towards the Plan, 1 was interested in wandering livestock
Wednesday 8 May	Humpty Doo Shopping Centre	4 Positive	2 enquired about the de-sexing initiatives and we advised that they were proposed in the draft plan, 1 enquired about the microchipping initiative and we advised that it was proposed in the draft plan
Saturday 11 May	Freds Pass Markets	3 Positive	1 barking dog complaint, 1 resident took a copy of the plan
Saturday 18 & Sunday 19	Freds Pass Rural Show	Not quantified	Gave away 2 microchip vouchers

Subject: spam>Anonymous User completed Feedback on draft Animal Management Plan

Date: Wednesday, 17 April 2019 7:44:28 am Australian Central Standard Time

From: Your Say Litchfield

To: [REDACTED]

Anonymous User just submitted the survey 'Feedback on draft Animal Management Plan' with the responses below.

Please provide comments on the draft Animal Management Plan.

I'm dreading another sleepless Easter due to the Bees Creek kennels and their unregulated barking dogs. There must be 100 of them barking all day and night. This problem was dealt with in the Darwin magistrates court about 10 years ago and the kennels received a Noise Abatement order which they have completely ignored. Is there anything the council can do to reduce the barking to daylight hours? It's ruining my holidays and peace of mind and I'm sure other neighbours are suffering the same as I am. I'll be very interested to hear back from you about this. Thanks.

Subject: spam>Anonymous User completed Feedback on draft Animal Management Plan

Date: Friday, 3 May 2019 5:19:02 pm Australian Central Standard Time

From: Your Say Litchfield

To: [REDACTED]

Anonymous User just submitted the survey 'Feedback on draft Animal Management Plan' with the responses below.

Please provide comments on the draft Animal Management Plan.

All Charities which provide Rehoming service should be included e. G. For the free first year registration. There are at least three more registered charities, Topend Rehoming Group, Grant (Greyhound Rehoming) and Darwin Animal Rescue. Cat traps - if cat traps are hired out you need to provide vouchers for euthanasia like Palmerston shire does . It is not possible to put a cat to sleep humanily, if you just hire out traps and leave it to the person, there is a high chance you support animal cruelty. Draft Management Plan does not address issues e. g. Ranger service on weekends and public holidays which is a big issue if a roaming dog was found by a member of the public.

Subject: spam>Anonymous User completed Feedback on draft Animal Management Plan

Date: Wednesday, 8 May 2019 9:49:03 am Australian Central Standard Time

From: Your Say Litchfield

To: [REDACTED]

Anonymous User just submitted the survey 'Feedback on draft Animal Management Plan' with the responses below.

Please provide comments on the draft Animal Management Plan.

In relation to the draft Animal Management Plan I have some suggestions which may assist:

- * Encouraging dog owners to secure their pets by having a dedicated "house yard" within their blocks, so an area which is secure around the main residence and allows dogs the space to run around but without accessing the entire block to give them the ability to escape or torment other neighbouring dogs through boundary fences or stock such as horses and cows.
- * Working closely and promoting manufacturers and builders of dog kennels or cages which can be used when people are away from home to ensure dogs are locked up, safe from each other, other livestock and dogs which may wander onto properties. These cages and kennels are fantastic in ensuring both the dogs, other livestock such as horses and people are safe.
- * Provide rates payers with a percentage off dog registration should they have multiple dogs, eg someone with four or five dogs may get 10% off annual dog registration, this will encourage people to actually register their dogs
- * Creating community awareness for residents to "close their front gates" its not hard to close the front gate to your own property, it will stop dogs getting out and other dogs getting in. Not closing a front gate is just sheer laziness!
- * Adopt don't shop, encourage people to purchase dogs who need homes from rehoming groups. I hope the above information may help. Half the council area has multiple dogs per residence and there seems to be a lot of doing going missing or escaping the above may help somewhat

Cheers

Subject: spam>Anonymous User completed Feedback on draft Animal Management Plan

Date: Thursday, 16 May 2019 4:52:59 pm Australian Central Standard Time

From: Your Say Litchfield

To: [REDACTED]

Anonymous User just submitted the survey 'Feedback on draft Animal Management Plan' with the responses below.

Please provide comments on the draft Animal Management Plan.

To whom it may concern, I manage [REDACTED], a very effective web site which has been going from strength to strength for the last 13 years. I am very concerned with your section on cats. 'If you trap a feral cat, it should be disposed of humanely and in accordance with the Animal Welfare Act. ' May I suggest that you adopt the Palmerston Council's policy which offers a payment to vets to manage cats who are brought in as strays. Firstly its impossible for the average person on the street to assess whether the cat is feral or not. Almost any cat in a trap will be terrified and will not act socially to the human who he fears will harm him. A vet will be in a much better position to judge the sociability of the cat and also scan the cat at the same time. Many owned timid cats will appear 'feral'. Secondly we already know there are a lot of people who live in the rural area who hate cats. There needs to be some incentive for these people to treat the cat humanely. Drowning, shooting, dumping, poisoning of cats are well known methods of 'disposing' of cats. There are of course other methodologies reported to us such as dog bait or using as crab bait. Leaving it to the discretion of the person who catches the cat will, more often than not, not assure a humane outcome for that cat. There is only one way to humanely dispose of a cat and that is lethal injection from a vet. Shooting can be humane but it requires a good eye and a static cat. Most cat in traps are frantic to get out so move around a lot in the trap. In the absence of pound facilities I hope you can implement the measures of the Palmerston council which I am told work well. Kind regards [REDACTED]

Subject: spam>Anonymous User completed Feedback on draft Animal Management Plan

Date: Wednesday, 15 May 2019 12:42:01 pm Australian Central Standard Time

From: Your Say Litchfield

To: [REDACTED]

Anonymous User just submitted the survey 'Feedback on draft Animal Management Plan' with the responses below.

Please provide comments on the draft Animal Management Plan.

Roaming dogs are my biggest worry. A snap and send picture idea would be great with being able to add location



Animal Management Plan

2019-2023

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Part 2	Focus areas and actions	15
	Focus Area 1	15
	Engage and educate the community about responsible dog ownership	
	Focus Area 2	18
	Promote the benefits of dog registration, microchipping, de-sexing and training.	
	Focus Area 3	19
	Minimise the potential for dogs to negatively impact the safety and amenity of our community.	
	Focus Area 4	20
	Reduce the number of unwanted and unclaimed impounded dogs.	
	Focus Area 5	21
	Educate the community about Council's role and responsibility in terms of animal management and Council's enforcement approach.	

Message from the Mayor

*As a pet owner to two much loved dogs called Coco and Sidney, I am familiar with the wellbeing benefits, as well as the responsibilities, that come with owning a pet. Although this **2019 – 2023 Animal Management Plan** is primarily intended for domestic dog owners in the Litchfield Council area, it also includes important information on wild dogs, feral cats, livestock and other animals.*

Council consulted with the community about this Animal Management Plan, and have listened to what the community wants to see in the plan.

Council and the community need to work together, and we thank the residents, stakeholders and neighbouring councils who gave us their feedback at local information stalls, libraries and through social media and our website.

Council has used this feedback to guide the priorities and activities for this Animal Management Plan to help foster responsible animal ownership and ensure our community's safety and amenity is upheld and protected so that Litchfield is the best place to live in the Top End.

Mayor

Maree Bredhauer





Executive Summary

Animals are an important part of people's lives, contributing to enhanced wellbeing and providing companionship in many homes and families. The Litchfield Council area has a strong animal population, which is increasing in line with development and population growth.

Council is committed to educating and supporting the community about their obligations as responsible animal owners so community members and, in particular dogs, can live together harmoniously.

After consultation with the community, Council has identified five key focus areas for the Animal Management Plan to promote and enhance responsible ownership, with a focus on dogs. The plan is a guide for animal management in the Litchfield Council area and will inform the community about Council's role and future priorities in animal management.



Part 1 Overview and context

“Through **engagement, education** and **enforcement**, we will work with the community to foster a culture which promotes **responsible dog ownership** and where people and dogs can integrate safely and harmoniously.”

Background

With a population of about 25,300 residents living on 8,300 properties, it is estimated there are at least 6,700 domestic dogs living in our community. Based on the current national average of 38 per cent of households owning 1.3 dogs and, taking into consideration many Litchfield’s residents own several dogs, we estimate that as many as 45 per cent of households in the Litchfield Council area could each own 1.8 dogs.

Litchfield Council’s Animal Management Plan outlines Council’s role and level of responsibility in animal management, particularly relating to dogs, as well as other animals such as wild dogs and livestock within the Litchfield Council area. Following consultation with the community, dogs have been identified as a key animal management focus for Council.

Council has Dog Management By-laws in place to regulate domestic dogs and protect the safety and amenity of the community. Together with the by-laws, this four-year Animal Management Plan will provide Council with the strategic framework to effectively manage the increasing number of domestic dogs within our community.

Council also works within relevant legislation, such as the *Local Government Act*, and the *Animal Welfare Act* and environment legislation in conjunction with relevant agencies.

The purpose of the Animal Management Plan is to:

- outline the programs, services and strategies the Council intends to pursue over the next four years
- ensure people are aware of Council’s Dog Management By-laws and encourage compliance
- promote and encourage the responsible ownership of dogs
- minimise the risk of dog attacks on people and animals
- address low pound reclaim rate
- provide for the periodic review of any program, service or strategy outlined in the plan.



DID YOU KNOW?

Research shows that pets can be linked to happier, healthier owners and better connected communities

Strategic Framework

Litchfield Council's Strategic Plan outlines three priority areas as shown below, with animal management identified as an outcome under Priority #3 – a beautiful and safe natural environment.

Council's current municipal and strategic plans include developing a long-term Animal Management Plan to guide Council's future direction in animal management and outline the key activities to be undertaken over the next four years.



Priority #3 A beautiful and safe natural environment

Animals and wildlife

Ensure public safety and protect property and amenity through supporting residents responsibly caring for and securing dogs.

Protect and care for wildlife through support for local associations such as Wildcare, Land for Wildlife and other organisations.

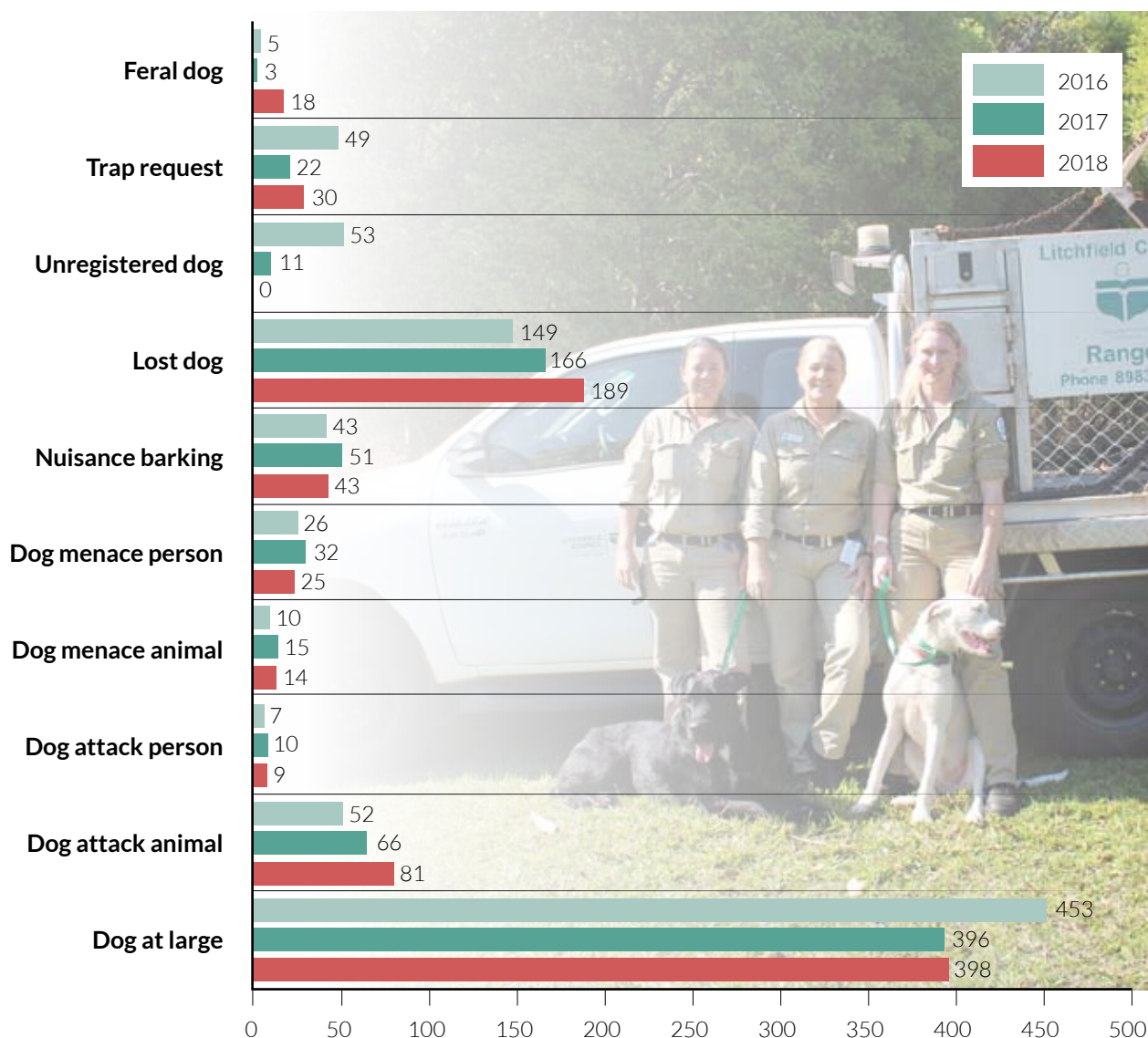
Reduce the impact of feral dogs by working with the community to raise awareness and designing management programs where appropriate.

Current situation

Council has a small, dedicated team of Rangers who are well-equipped and experienced in animal control and who enforce matters relating to animal management in the best interests of the community in accordance with all relevant legislation.

Rangers are assigned tasks and complaints according to their priority with routine patrols carried out daily, often in conjunction with other tasks.

The chart below shows the number and type of animal-related requests received from members of the public between 2016 and 2018.



It is important that roaming dogs, nuisance dogs, dog attacks and all incidents involving dogs that occur in our community are reported to Council, especially where dogs are repeatedly roaming. This enables Council Rangers to speak with the dog owners to help resolve any containment or dog behaviour issues that may be placing the dog and the community at risk.

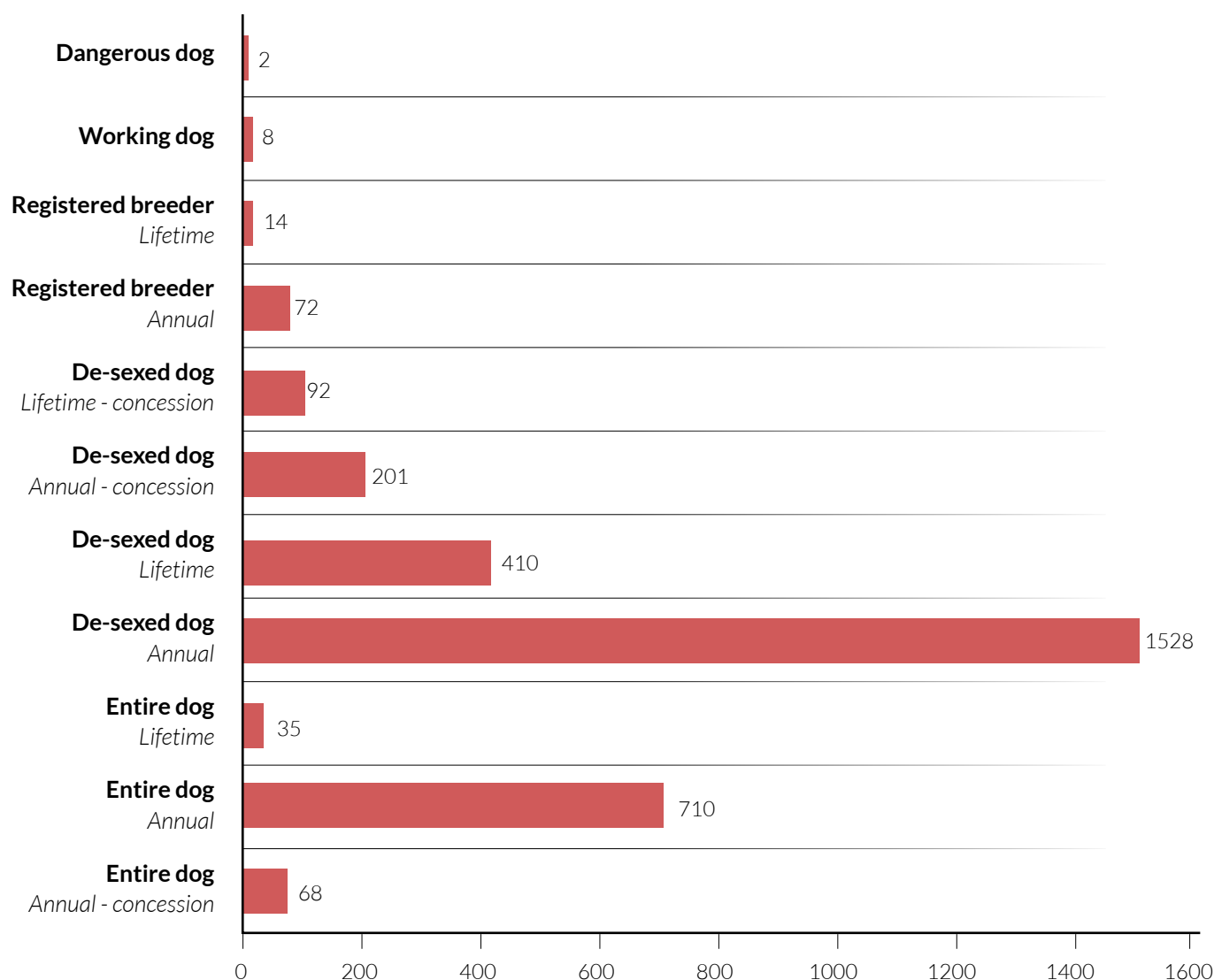
Dog Registration and identification

All dogs that are kept in the Litchfield Council area for three months or more are required to be microchipped and registered with Council. Registration commenced in August 2017 and is the quickest way for Rangers to reunite lost dogs with their owners. Microchips can be helpful, however the information is often out of date.

A range of registration options are available, and Council provides significant fee discounts for dogs that are de-sexed to encourage responsible dog ownership. Council encourages adoption of animals and supports this through providing the first year of annual dog registration free for Litchfield residents who adopt a dog from registered rehoming organisations..

In June 2019, there were 3,140 dogs registered with Council in the following categories:

It is estimated that there are
>3,000 unregistered dogs
 within our community.



Roaming dogs

Dogs are required to be confined to their home property except in the company of their owner (or handler), and on a suitable leash, in public places. The risks associated with dogs in public places (whether with their owner or wandering at large) include dog attacks on people and other animals and impacts to the enjoyment and safety of other people. There are also welfare concerns for dogs that are wandering at large.

One of the biggest challenges for Council, and for some dog owners in the rural area, is containment. With many large, rural properties only having three strand or pig mesh fencing, other methods of containment are often required to prevent dogs from escaping. Council Rangers are available to provide advice and assistance to dog owners about containment.

Council encourages the community to report roaming dogs to Council so Rangers can speak with dog owners and help them resolve any containment or behavioural issues. Roaming dogs can be reported to Council by phone, email or through Council's snap, send, solve smart phone app.

Council is aware that social media sites are increasingly used to reunite lost pets with their owners, however, the use of social media sites can present certain risks that should be taken into consideration, such as:

- False claims of pet ownership. Animal ownership can only be 100 per cent verified by checking the animal's registration and microchip details.
- Animal welfare. Wandering animals are commonly at risk of road trauma and the animal may be regularly escaping and the owner may need advice to improve containment.
- Animal history is unknown. While the animal may appear good natured, it may pose a risk to other animals or people.

When Rangers pick up a dog that is registered with Council, they will attempt to return the dog to its owner immediately without impounding the dog. All dogs that are found wandering and impounded by Council are required to be microchipped and registered with Council prior to being released to their owner.

Since 2017, 80 per cent of the 738 dogs that were found wandering and impounded by Council, were not de-sexed. More than 50 per cent of these dogs were not microchipped or the microchip details were not current, and more than 70 per cent were not registered with Council.



WANDERING DOGS

DID YOU KNOW?

Dogs are required to be **on a leash** on **ALL** streets, roads, footpaths and public areas within the Litchfield Council area

80% found were not de-sexed

>50% were not microchipped or the microchip details were not current

>70% were not registered with Council.

DID YOU KNOW?

Over 80%
of dog attacks
are caused by dogs
wandering in the
street or rushing out
from **open gates**

Research indicates that de-sexing brings a number of benefits for dogs, dog owners, and the community, including:

- reducing dogs reactivity, so they are less territorial and more sociable
- reducing incidences of wandering and aggression, which reduces the risk of dog-related injury to people and other animals
- preventing unwanted litters and reduces the likelihood that pets will be surrendered or dumped due to behavioural issues, which results in fewer dogs being euthanized
- resulting in dogs living longer and healthier lives, with a reduced risk of some cancers, and other diseases of the reproductive organs.

Council is committed to reducing the number of wandering dogs and the risk of dog attacks in the Litchfield community and we believe increasing the number of dogs that are de-sexed will help achieving this. Council will continue offering heavily discounted fees to register de-sexed dogs and provide dog owners residing in the Litchfield Council area with financial assistance to de-sex their dogs.

Education and information is available to support dog owners in containing their dogs, reducing the risk of dogs roaming.

Other activities to increase the number of microchipped and registered dogs within the Litchfield Council area and promote the benefits of (and providing access to) dog training and socialisation classes for dogs.

Nuisance barking

Nuisance barking is generally less of an issue for residents in the rural area due to the size of the properties. In 2018 there were a total of 43 barking complaints registered with Council, which were all resolved without Council taking any formal enforcement action against the dog owners, such as cancellation of registration or placing conditions on registration.

Council Rangers mediate most of these issues to resolution by providing education and tools for reducing any identified nuisance behaviour. Council has anti-bark collars available for hire to help residents prevent nuisance barking.

DOG ATTACKS

59 dog attacks
reported to
Council in
2018

52 were against
other
animals

7 were on
people

Dog Attacks

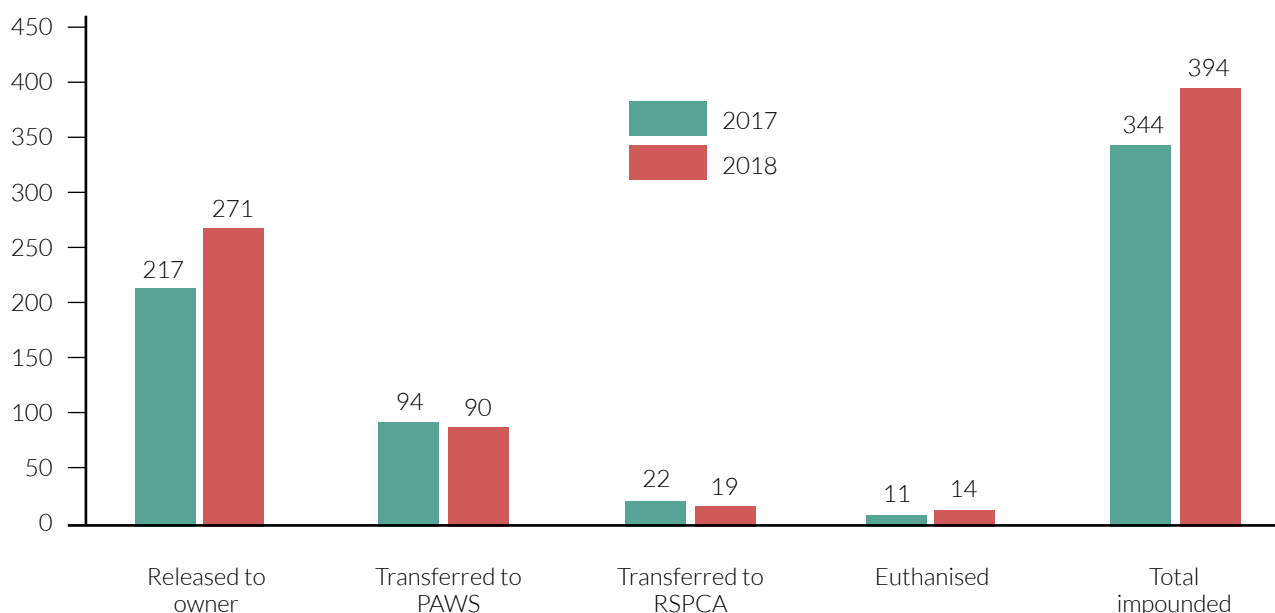
There were a total of 59 dog attacks reported to Council in 2018, with 52 of those attacks being against other animals such as chickens, small livestock or other dogs, and the remaining 7 being attacks on people.

Research shows that dog aggression most often occurs through fear and anxiety which can be associated with poor socialisation. To increase socialisation of dogs, Council encourages dog owners to attend puppy school or dog obedience and socialisation classes with their dogs. Rangers may require owners of dogs that are involved in dog attack or menace incidents to attend one or more dog training classes to address behavioural issues and reduce the likelihood of repeat offences.

Rangers proactively provide education and advice on the effective control and containment of dogs to prevent attacks. When a reported dog attack is proven, Council Rangers may issue infringements to the owner of the offending dog, and/or declare the dog to be dangerous. In vicious, unprovoked attacks, where a dog is identified as a serious threat to the community, the Council or a Magistrate may order that a dog be destroyed. Furthermore, in vicious unprovoked attacks, where a dog is identified as a serious threat to the community, an authorised person may enter land to seize or destroy a savage animal.

Unwanted Dogs

Council is committed to ensuring dogs are not euthanised unnecessarily, that surrendered dogs can be re-homed, if appropriate, and that dogs are not left unclaimed in Council's pound. The table below shows the number of dogs impounded by Council over the past two years and includes the number of dogs collected by their owners, transferred to re-homing groups and euthanised.



Since 2017, only 66 per cent of dogs impounded by the Council were claimed by their owners. Council would like to see more dogs collected by their owners as a better outcome for the dogs. This also has the benefit of reducing costs, reducing euthanised dogs, and reducing the burden on re-homing organisations.

One of the most common myths about calling Rangers to pick up a stray dog or dropping a lost dog off at the Council pound, is that the dog will be put down. Council Rangers work very hard to identify and locate the owners of all impounded dogs and, if no owner comes forward, dogs are offered to re-homing groups.

Council recently introduced a Disposal of Surrendered and Unclaimed Dogs Policy to ensure dogs are disposed of appropriately, with euthanasia only considered as an acceptable disposal option under the following circumstances:

- A dog is surrendered to Council for the purposes of euthanasia.
- A dog is vicious, dangerous, feral, unmanageable or likely to cause harm due to its behaviour or temperament.
- A dog is diseased as determined by a veterinary surgeon.
- A dog is unable to be taken by any re-homing organisation after being impounded for the prescribed period.

In cases where euthanasia is required, it must be carried out by a registered veterinarian.

DID YOU KNOW?

Over **120,000** unwanted dogs are euthanised each year in Australia

Dog exercise and restriction areas

Council recognises the benefits of dog walking and socialisation, which, in the future, may include the need for public areas where dogs can be exercised off-leash. However, there are challenges in providing off-leash dog exercise areas. These challenges include:

- effective control of dogs in off-leash areas
- ensuring people remove their dog's waste from public areas and dog exercise areas
- managing the growth in the Litchfield Council area's population and corresponding demands on public open space by all members of the community, including dog owners
- identifying public areas that are suitable for designated off-leash dog exercise areas.



Public Education – Responsible Dog Ownership

Educating the community about responsible pet ownership underpins the Litchfield Council's Animal Management program. We undertake a range of activities to encourage responsible dog ownership, including providing:

- information sheets and brochures on our website and available at the council office
- a low-cost microchipping service
- a Dog Awareness Program for children at all local primary schools annually and delivered by Council Rangers
- rangers attend key community events such as the Freds Pass Show
- Council's social media accounts are frequently used to provide helpful information such as keeping pets safe in storms and hot weather.

The Animal Management Plan has a strong focus on community education to encourage dog owners to register, microchip, de-sex and train their dogs.

Other animals

Litchfield Council deals mainly with managing domestic dogs, although there are times when Council is requested to respond to and address enquiries regarding other animals, including:

- wild dogs
- feral and unowned cats
- horses, buffalo, pigs and other livestock.

Wild dogs

Wild dogs in our community can have a number of adverse impacts. They may attack livestock and domestic pets, prey on native species, spread disease, dilute native 'dingo' genetics, threaten human safety and potentially impact the general enjoyment of rural residential properties.

It is difficult to accurately determine the full economic, environmental and social impact of wild dogs on the community, as many people do not report sightings or incidents involving wild dogs to Council. People often assume wild dogs may be responsible for the loss of pets, stock or poultry when it is wandering domestic dogs that are the culprit.

Landholders, residents, local and Northern Territory government agencies share the responsibility of managing pest animals on their respective lands, and a cooperative approach is required to effectively manage the wild dog population in the Litchfield Council area.

The range of responsibilities include:

- Parks and Wildlife Commission of the Northern Territory are responsible for managing land and marine protected areas across the Territory
- Department of Infrastructure, Planning and Logistics is responsible for managing pest animals, including wild dogs, that inhabit Crown land
- landholders have responsibility for taking preventative measures against wild dogs and ensure their domestic dogs are contained
- Council has a responsibility to protect the safety and amenity of the Litchfield Council area.
- A wild dog fact sheet is available on the Litchfield Council website and large dog traps are available for hire from Council if required.

Feral & unowned Cats

Council has cat traps available for hire if residents have issues with feral or unowned cats. Any trapped cats that appear to be domestic or owned should be taken to the nearest vet or brought in to Council to be scanned for a microchip. Council does not have any facilities to impound or dispose of cats, whether feral or domestic.

If you trap a feral cat, it should be disposed of humanely and in accordance with the *Animal Welfare Act*.

Livestock and other animals

Council does not currently have any by-laws in place to manage and/or regulate any animals apart from dogs.

In accordance with the Northern Territory Government's Livestock Biosecurity requirements, you must have a property identification code for your property if you keep poultry, pigeons or other livestock, regardless of the size of your property, the number of animals you have, or if they are pets. Information brochures regarding property identification codes and the keeping of livestock are available at the Council office.

Where livestock or other animals, whether native, feral or owned, wander onto a road and pose a traffic hazard, the Northern Territory Police should be contacted immediately.

There may be some restrictions on the number and type of animals that you can keep on your property, depending on its zoning. More information can be found in the Northern Territory Planning Scheme which can be found here - <https://nt.gov.au/property/building-and-development/nt-planning-scheme/northern-territory-planning-scheme>.

Part 2: Focus areas and actions

Focus areas

This Animal Management Plan proactively combines education, encouragement and enforcement to achieve Council's objectives of increased voluntary compliance. The non-regulatory approaches of education and encouragement are key priorities in changing behaviours and attitudes to achieve an increase in responsible pet ownership.

Council has identified five key focus areas for the Animal Management Plan. These are;

Each focus area has a number of actions that will be implemented over the four-years:

Year 1 – 2019/2020

Year 2 – 2020/2021

Year 3 – 2021/2022

Year 4 – 2022/2023

- 1** Engage and educate the community about responsible dog ownership
- 2** Promote the benefits of dog registration, microchipping, de-sexing and training
- 3** Minimise the potential for dogs to negatively impact the safety and amenity of our community
- 4** Reduce the number of unwanted and unclaimed impounded dogs
- 5** Educate the community about Council's role and responsibility in terms of animal management and Council's enforcement approach

Council will work to minimise the potential for dogs to impact the safety and amenity of our community through a range of activities, including education, engagement and enforcement, providing education about responsible dog ownership, as well as safety and awareness around dogs.

Monitoring and review

Council recognises it must continue to be proactive in compliance and enforcement of its Dog Management By-laws. While this approach aims to result in a decline in complaints and less reliance on enforcement, this will only occur over an extended time period. It is important to note that increased community expectations, public education and encouraging incident reporting may result in more complaints.

The Animal Management Plan will be monitored and reported on annually, with the activities in the plan included in Council's Municipal Plan and Operational Plans, to ensure Council stays on track.

Focus Area 1 Engage and educate the community about responsible dog ownership

ACTIVITY	DETAILS	OUTCOME	YEAR	COST	TYPE
Dogs Day Out event	<p>Hold annual Dogs Day Out event at Council office grounds.</p> <p>The event could include:</p> <ul style="list-style-type: none"> • involving local dog related businesses • an opportunity to support re-homing groups • registration discounts and promotions • free microchipping • de-sexing and training vouchers 	<ul style="list-style-type: none"> • Improved awareness of animal management • Increased registration • Increased numbers of de-sexed dogs • Increased community engagement • Support businesses and re-homing organisations 	1, 2, 3, 4	\$4,000	Formally establish existing service
Community events	<p>Rangers to attend community events throughout the year to provide opportunity to educate and discuss animal management with the community.</p> <p>Events could include:</p> <ul style="list-style-type: none"> • Freds Pass Rural Markets • Freds Pass Show • Woofstock 	<ul style="list-style-type: none"> • Improved awareness of animal management • Increased community engagement 	1, 2, 3, 4	\$3,000	Additional service
Dog Awareness Program for schools	<p>Offer Council's Dog Awareness Program to children at all local primary schools</p>	<ul style="list-style-type: none"> • Awareness of animal management 	1, 2, 3, 4	\$0	Existing service
Partnerships	<p>Investigate partnerships with other councils and organisations to develop and deliver joint responsible dog ownership programs.</p> <p>Participate in the Top End Regional Organisation of Councils (TOPROC) Animal Management Reference Group</p>	<ul style="list-style-type: none"> • Consistent approach to animal management • Combined education and programs 	1, 2, 3, 4	\$0	Improve existing service

ACTIVITY	DETAILS	OUTCOME	YEAR	COST	TYPE
Education materials	<p>Review and improve public education material (branding and content) and distribution methods</p> <p>Information to be available:</p> <ul style="list-style-type: none"> • on Council website • at Council office and library • in rates newsletter • on social media • at local vets • handouts 	<ul style="list-style-type: none"> • Improved awareness of animal management • Increased registration 	1	\$5,000	Improve existing service
Social media	<p>Develop and launch social media page specifically related to dogs in the Litchfield Municipality</p> <p>Use as a platform to:</p> <ul style="list-style-type: none"> • post about lost and found dogs • provide responsible dog ownership information • give helpful information to dog owners • promote events • provide registration reminders 	<ul style="list-style-type: none"> • Improved awareness of animal management • Increase in reunited animals with owners 	1, 2, 3, 4	\$500	New service
Signage	<p>Develop and install signage in the community regarding dog registration and/or responsible dog ownership</p>	<ul style="list-style-type: none"> • Improved awareness of animal management • Increased registration 	2	\$5,000	New project

Focus Area 2 Promote the benefits of dog registration, microchipping, de-sexing and training.

ACTIVITY	DETAILS	OUTCOME	YEAR	COST	TYPE
Reciprocal registration	Explore opportunities for reciprocal registration at TOPROC Animal Management Reference Group meetings and other forums as relevant	<ul style="list-style-type: none"> • Increased registration 	1, 2, 3, 4	\$0	Improve existing service
Incentives for de-sexed and trained dogs	Maintain low registration fees for de-sexed dogs and provide discounted fees for dogs that have attended obedience training	<ul style="list-style-type: none"> • Increased registration 	1, 2, 3, 4	\$0	Existing service
De-sexing Initiative	Provide vouchers of \$100 value for desexing	<ul style="list-style-type: none"> • Increased numbers of de-sexed dogs • Reduced risk of dog attacks • Reduce occurrence of unwanted dogs 	1, 2, 3, 4	\$7,000	New service
Good Dog Initiative	Provide discount vouchers for dog obedience training and puppy school	<ul style="list-style-type: none"> • Increased trained and socialised dogs • Reduced risk of roaming dogs • Reduced risk of dog attacks 	1, 2, 3, 4	\$2,000	New service
Registration timing for puppies	Provide first year free registration for puppies aged six months and under to align with vet advice to desex at around 6 months of age.	<ul style="list-style-type: none"> • Increased registration 	1, 2, 3, 4	\$0	Improve existing service
Microchipping	Provide a low-cost microchipping service and free microchipping/ vouchers at events	<ul style="list-style-type: none"> • Increase in reunited animals with owners • Increased registration 	1, 2, 3, 4	\$1,000	New service
Registration Payment	Explore alternative delivery and payment methods for dog registration renewals, such as <ul style="list-style-type: none"> • online registration renewals • registration renewal notices sent by email • registration reminders via SMS 	<ul style="list-style-type: none"> • Increased registration • On time registration 	2, 3, 4	\$0	Improve existing service

Focus Area 3 Minimise the potential for dogs to negatively impact the safety and amenity of our community.

ACTIVITY	DETAILS	OUTCOME	YEAR	COST	TYPE
Trap Hire	Continue to provide low cost cat and dog trap hire for residents, and provide information relating to management of animals once caught.	<ul style="list-style-type: none"> • Reduce feral animals • Improved amenity 	1, 2, 3, 4	\$0	Existing service
Anti-Bark Devices	Continue to provide anti-bark devices for hire Anti-bark devices can be effective in resolving nuisance barking complaints	<ul style="list-style-type: none"> • Reduce nuisance barking • Improved amenity 	1, 2, 3, 4	\$0	Existing service
Trap Hire Information	Prepare updated information for the use of cat and dog traps, and options when an animal is trapped, include on website and provide with hiring of traps	<ul style="list-style-type: none"> • Reduce feral animals • Improved amenity 	1	\$0	Improve existing service
After Hours Service	Explore options for providing after hours service	<ul style="list-style-type: none"> • Service review 	3	\$0	Review of service
Animal Containment	Develop material to provide advice to dog owners regarding suitable containment methods	<ul style="list-style-type: none"> • Reduce roaming dogs • Reduce dog attacks • Improved amenity 	3	\$2,000	Formalise existing service
Urban Properties	Investigate options to restrict number of dogs to be kept on urban lots.	<ul style="list-style-type: none"> • Improved animal welfare and amenity 	4	\$0	Review of service

Focus Area 4 Reduce the number of unwanted and unclaimed impounded dogs.

ACTIVITY	DETAILS	OUTCOME	YEAR	COST	TYPE
Impounding	Return registered dogs to their home instead of impounding where practicable and reasonable	<ul style="list-style-type: none"> • Increase in reunited animals with owners • Reduce impounded dogs 	1, 2, 3, 4	\$0	Existing service
Microchipping	Provide information and opportunities for people to update their pet's microchip details	<ul style="list-style-type: none"> • Increase in reunited animals with owners 	1, 2, 3, 4	\$0	Improve existing service
Social media	Utilise social media page (developed in focus area 1) to post about lost and found dogs.	<ul style="list-style-type: none"> • Increase in reunited animals with owners 	1, 2, 3, 4	\$0	Improve existing service
Re-homing Group Arrangements	Formalise relationships with re-homing groups, particularly around transfer of seized dogs.	<ul style="list-style-type: none"> • Reduced euthanasia of dogs 	3	\$2,000	Formalise existing service

Focus Area 5 Educate the community about Council's role and responsibility in terms of animal management and Council's enforcement approach.

ACTIVITY	DETAILS	OUTCOME	YEAR	COST	TYPE
Education	Provide information to the community about Council's role and responsibility for animal management, in conjunction with other activities outlined.	<ul style="list-style-type: none"> • Improved awareness of animal management 	1, 2, 3, 4	\$0	Improved service
Council Enforcement Policy	Develop and implement a Council Enforcement Policy that will: <ul style="list-style-type: none"> • provide consistency in enforcement action in matters of non-compliance • ensure transparency, procedural fairness and natural justice principles are applied • ensure that enforcement action is proportionate to the alleged offence in each case 	<ul style="list-style-type: none"> • Improved information for the community • Policy guidance for Council 	1	\$0	Formalise existing service
Education and Marketing	Explore developing a joint marketing campaign with neighbouring councils	<ul style="list-style-type: none"> • Improved awareness of animal management • Increased registration 	2	\$5,000	Improve existing service



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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 July 2019

16 Common Seal

17 Other Business

18 Public Questions

19 Confidential Items

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

19.1 Collaboration with City of Palmerston

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

20 Close of Meeting