

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 20/03/2019

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 'K Conrick'.

Kaylene Conrick, Chief Executive Officer

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



LITCHFIELD COUNCIL MEETING

Notice of Meeting
to be held in the Council Chambers, Litchfield
on Wednesday, 20 March 2019 at 6:30pm

Kaylene Conrick
Chief Executive Officer

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 20 March 2019

1. Open of Meeting

Audio Disclaimer

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

2. Acknowledgement of Traditional Ownership

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

3. Apologies and Leave of Absence

THAT Council notes and approves:

Leave of Absence	Mayor Bredhauer	14 – 18 May 2019
Apologies	Cr {Insert}	{date}

The Mayor will be on Leave of Absence to attend the 2019 National Australian Local Government Women's Association Conference.

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 20 February 2019, 9 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	<p>Meeting Procedures By-Laws</p> <p>THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.</p>	CEO	19-11-15	<p>Meeting held with Department of Housing and Community Development (Local Government Division) to discuss draft By-laws received from Parliamentary Counsel. Draft By-Laws have been reviewed against drafting instructions.</p> <p>Council continue to work with Parliamentary Counsel and Department of Housing & Community Develop (LG Division) to proess the By-law.</p>
16/0203	<p>Signage, Roadside Vans and Events on Council Land</p> <p>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;</p> <p>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;</p> <p>3. Develop policy and procedures to support any Council by-laws which are enacted; and</p> <p>4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.</p>	DCCS	21-09-16	On hold until Meeting By-Laws are concluded.

16/0061	<p>Acquisition Application of Mira Square - Section 0368 (24) Aldridge Street, Southport</p> <p>THAT Council: endorses the Acquisition Application of Mira Square, at Section 0368 (24) Aldridge Street, Southport; approves the allocation of a \$20,000 grant to the Southport Progress Association as seed funding for the financial year 2016/17; and allocates \$10,000 annually, commencing in 2017/18 as an operating grant to the Southport Progress Association to manage Mira Square.</p>	DIO	20-04-16	<p>Council has been briefed on the progress of the application to Crown land and discussions with SPA. Council officers have met with Crown Land officers and SPA representatives to further explore the requirements and option. An updated staged program has been prepared for presentation to Council in March.</p>
17/0036/4	<p>Litchfield Aquatic Facility Needs Analysis Report</p> <p>THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.</p>	CEO	15-02-17	<p>Council submitted an application on March 5 for a Special Purpose Grant for funds to match Council's \$50k allocated in 2018/19 Budget to undertake Feasibility Study.</p>
1718/240	<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>

Land Acquisition and Road Opening associated with the Realignment of Freds Pass Road between Beaumont Road and Strangways Road				
1718/261	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. approve the purchase of 780m2 from Lot 7 (150) Freds Pass Road at a cost of \$10,000, upon signed agreement from the landowner and upon the conclusion of the road opening process; and 2. proceed with a road opening over this portion of land and authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the new road reserve. 	DIO	27-06-18	Agreement received from landowner. A cadastral survey plan has been prepared and is awaiting approval from the Surveyor General. Upon approval, the titles will be changed and Council will make payment to the landowner.
Improving the Productivity of the Mango Industry Project				
1718/267	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. receives and notes the Business Case Improving the Productivity of the Mango Industry in Litchfield Municipality; 2. endorses seeking external funding to realise the Improving the Productivity of the Mango Industry Project (the sealing of 15.2kms of the four key mango industry roads), estimated to cost approximately \$20.1m; 3. provides in-principle support to contribute up to \$5m to the project. This in-principle support would require a Council resolution and budget allocation, at a later date, to proceed with the project; and 4. endorses the Improving the Productivity of the Mango Industry Project, as one of Council's Top 3 Advocacy Projects. 	CEO	27-06-18	Council has been notified that the projet is now on the NT / Federal Government Partnership Agreement awaiting Federal Government sign off.

Litchfield Council Bendigo Bank 2018 Youth Forum

THAT Council:

1819/038	<p>1. receives and notes the Event Record Report for the Litchfield Council Bendigo Bank 2018 Youth Forum;</p> <p>2. determines to develop a Youth Policy in time for it to launch as part of 2019 Northern Territory Youth Week;</p> <p>3. writes to the Bendigo Bank Board, as the sponsor of Council's Youth Event to provide the Board with a report on the youth event and sharing the students interest in small business enterprise learning and to thank the Bendigo Bank again for its sponsorship; and</p> <p>4. provides a letter of thank you to the three schools that attended the Youth Forum and invite the schools to be involved in the development of a Youth Policy.</p>	DCCS	15-08-18	Draft policy for presentation at March meeting for Council approval.
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Southport Drainage Planning Study Revision

THAT Council

1819/063	<p>1. approves to undertake stormwater modelling of the entire townsite of Southport;</p> <p>2. notes that a further report will be provided to Council following the modelling to review the level of road immunity for stormwater to be accepted, and the potential staging areas for design purposes; and</p> <p>3. undertakes maintenance of table drains and stormwater infrastructure within Southport by the end of October 2018 or as soon as possible.</p>	DIO	26-09-18	<p>COMPLETE</p> <p>1. Stormwater modelling complete and has been briefed to Council.</p> <p>2. Report regarding model and recommended approach presented to Council February 2019 (resolution 1819/164)</p> <p>3. Maintenance works have been completed.</p>
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Street Lighting Update					
1819/068	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. notes the replacement of street light luminaires with LED, including for maintenance activities and as a requirement of new works; 2. notes the preparation of a four-year LED luminaire replacement program for consideration in the 2019-20 budget; 3. notes the intent to install smart control systems within the Litchfield Municipality as part of the LED replacement program; and 4. endorses the preparation of a Street Lighting Policy to be presented to Council by February 2019. 	DIO	26-09-18	<p>COMPLETE</p> <ol style="list-style-type: none"> 1. Draft prepared, to be finalised for budget consideration. 2. Smart control system procurement process is ongoing with implementation subject to budget allocation. 3. Street Lighting Policy adopted in February 2019 (resolution 1819/157). 	
Humpty Doo Rural Activity Centre Area Plan Stage 2 Consultation					
1819/107	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. endorses the comments provided in Attachment C Letter of Comments on Stage 2 Consultation for Humpty Doo Rural Activity Centre Area Plan; and 2. writes to the Minister of Infrastructure and Planning expressing concerns over the process of developing the Humpty Doo Rural Activity Centre Area Plan. 	DIO	21-11-18	<p>COMPLETE</p> <p>Comments have been provided to the NTPC and a letter sent to the Minister.</p>	
Playground Audits at Council's Recreation Reserves					
1819/125	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. receives and notes the playground audit results for Humpty Doo Village Green, Livingstone Reserve, Freds Pass Sport and Recreation Reserve, Berry Springs Reserve and Howard Park Reserve and the required actions to ensure public safety; 2. notes that the Chief Executive Office is undertaking urgent works required at the Humpty Doo Village Green to ensure public safety; and 3. receives a further report at a future meeting on the outcome of the urgent works including total cost. 	DCCS	12-12-18	<p>Urgent works at Humpty Doo Village Green have been attended to, with three free standing slides removed.</p> <p>Community is being updated over Council's 'YourSay' website</p> <p>Report will be presented at May Council Meeting.</p>	

Recreation Reserve Leases and Funding Agreements Project				
1819/145	THAT Council: 1.notes the update on the development of leases and funding agreements as part of the Recreation Reserves Leases project; 2.notes the draft lease agreement; 3.approves the fixation of the Common Seal with the Mayor and the CEO signing the lease agreements on behalf of Council, providing no material changes are made to the lease agreement; and 4.receives an update report on the progress made with each Reserve Management Committee and other User Groups on Council’s Recreation Reserves in signing the lease agreement, no later than the June 2019 Council meeting.	DCCS	16-01-19	Meetings with all Reserve Management Boards have taken place and Draft Leases provided. Discussions continuing.
Street and Public Lighting Policy				
1819/157	THAT Council approves the adoption of INF07 Street and Public Lighting Policy, provided as Attachment A – Draft Street and Public Lighting Policy to this report.	DIO	20-02-19	COMPLETE Policy included on Council website.
Draft Youth Policy				
1819/160	THAT Council endorses the draft Youth Policy to be released for public consultation for 14 days.	DCCS	20-02-19	Completed. Consultation outcomes included for presentation at March Council Meeting.
Meeting Procedure By-Laws development update				
1819/161	THAT Council: 1.receives the progress report on the development of meeting procedure by-laws; and 2.submits a motion to the April 2019 Local Government Association of the Northern Territory (LGANT) General Meeting calling on LGANT to review the by-laws development process with the NT Department for Local Government to improve timelines, clarify expectations of all parties and support councils in the development of by-laws.	DCCS	20-02-19	Completed. Motion submitted 21 February 2019.

ALGA National General Assembly Call for Motions

1819/162	<p>THAT Council:</p> <p>1.endorses the motion that “Litchfield Council calls on the Federal Government to include identified mobile black spot sites from the Northern Territory in its Mobile Black Spot Program – Priority Locations” to be submitted to the Australian Local Government Association National General Assembly.</p> <p>2.writes to all NT councils to call on councils to adopt a similar motion to be submitted to the 2019 National General Assembly; and</p> <p>3.issues a media release to raise awareness of the NT Mobile Black Spot Program inequity and Council’s proposed action.</p>	DCCS	20-02-19	<p>Motion will be submitted 14 March 2019</p> <p>Media Release issued and letter sent 13 March 2019</p>
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Southport Drainage Further Investigation and Staging

1819/164	<p>THAT Council:</p> <p>1.endorses the staging plan of the Southport Townsite Drainage Project; and</p> <p>2.continues to monitor the Southport Townsite for drainage issues and includes commencement of the staging plan in future budget considerations.</p>	DIO	20-02-19	<p>COMPLETE</p> <p>No further action required. Monitoring ongoing as part of normal operational requirements.</p>
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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 20 March 2019

7 Presentations

8 Petitions

9 Public Forum

10 Accepting or Declining Late Items

11 Notices of Motion

12 Mayors Report

12.1 Mayor's Report



COUNCIL REPORT

Agenda Item Number: 12.1
Report Title: Mayor's Monthly Report
Report Number: 19/0026
Meeting Date: 20/03/2019
Attachments: Nil

Purpose

A summary of the Mayor's attendance at meetings and functions representing Council for the period 21 February 2019 to 20 March 2019.

Summary

Date	Event	Content/Comment
21 February 2019	LGANT Executive	Informal dinner with members of the Executive
24 February 2019	Scouts NT	Founders Day, Woorabinda Howard Springs
25 February 2019	Litchfield Women in Business Network Committee	Special meeting
27 February 2019	Resident Meeting	
	Local Artists	Meeting regarding set up of art exhibition
1 March 2019	Territory Radio	Regular interview
	Australian Army	Birthday Cocktail Party – Annual Event
7 March 2019	Women in Engineering Committee	Guest Speaker – International Women's Day breakfast
8 March 2019	Taminmin Community Library	Seniors Morning Tea
	Visions of Balance – Women of Litchfield Art Exhibition	Celebrating International Women's Day
9 March 2019	Darwin International Women's Day Walk	Darwin City Council, NT Government and United Nations event
9 & 10 March 2019	Visions of Balance – Women in Litchfield Art Exhibition	Litchfield Women in Business Network event
13 March 2019	Overview ICAC (Independent Commission Against Corruption)	Elected Member training
15 March 2019	Asthma Foundation NT	Official opening

Date	Event	Content/Comment
18 March 2019	LGANT	Executive Meeting

Recommendation

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



LITCHFIELD COUNCIL MEETING

Wednesda 20 March 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

Wednesda 20 March 2019

14 Finance Report

14.1 Finance Report February 2019



COUNCIL REPORT

Agenda Item Number:	14.1
Report Title:	Litchfield Council Finance Report – February 2019
Report Number:	19/0034
Meeting Date:	20/03/2019
Attachments:	Nil

Purpose

The purpose of this report is to present the monthly finance report for the period ended 28 February 2019.

Recommendation

THAT Council receives the Litchfield Council Finance Report for the period ended 28 February 2019.

Background

This report comprises the original budget along with the end of year forecast and monitors the YTD actual revenue and expenses as at 28 February 2019. End of Year Forecasting includes both projects carried over from the prior financial year and current budget year variations.

The total revenue recognised for the period to 28 February 2018 is derived from the levying of rates for the whole financial year, with the remainder of rates and charges compared to budget to be recouped in prepayments to 30 June 2019. The forecasted revenue increase of \$81,407 attributed to Statutory Charges is generated from Dog Registrations exceeding budget. The incline expected in User Charges is mainly attributed to forecast increases in Cemetery and Interment Fees in addition to the Non-Resident Administration Fee at Thorak Regional Cemetery. An increase is also forecasted in grants, subsidies and contributions due to the January 2018 Monsoonal Trough funding (\$2,387,393), an incline in Federal Assistance Grant funding by \$232,681, additional developer contributions from subdivisions in excess of budget by \$79,348 and Library Services Funding of \$225,023 following the takeover of Taminmin Community Library.

Total operating expenses are currently 60% of the annual budget for the 2018/2019 financial year. The main forecast variance is the expenditure to operate Taminmin Library for the next six months of the financial year and an increase of \$72,844 in insurance premiums attributing to an increase in assets values from Council's Asset Revaluation and current market outlook. 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 advertisement of vacant positions within Council. These forecasted increases are offset by savings in Contractor expenses associated with Waste Management transportation and disposal costs.

Total capital expenses are forecast to be \$3,993,665 in excess of the annual budget for the 2018/19 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 Funding
- Howard Park Reserve Kitchen Upgrade
- Humpty Doo Village Green Furniture & Fittings Upgrade
- Council Office Solar System Installation
- Howard Park Reserve Irrigation Upgrade

In summary, the 2018/19 forecast result remains favourable by \$2,309,051 compared to Council's 2018/19 Budget. This represents an increase of \$5,040 compared to the forecast reported in January 2019 Finance Report.

Finance Report

February 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	10,142,597	10,262,928	19,712	1
Statutory Charges	70,250	133,739	151,657	81,407	2
User Charges	1,143,033	1,075,694	1,295,811	152,778	3
Grants, subsidies & contributions	6,522,099	5,075,905	8,909,492	2,387,393	4
Investment Income	686,250	547,855	686,250	0	
Reimbursements	0	0	0	0	
Other Income	60,000	23,330	61,541	1,541	5
TOTAL REVENUE	18,724,848	16,999,120	21,367,679	2,642,831	
EXPENSES					
Employee Costs	6,121,026	3,869,947	6,084,569	36,457	6
Auditor Fees	36,600	26,327	36,600	0	
Bad and doubtful Debts	0	3,873	3,873	(3,873)	16
Elected Member Expenses	241,311	122,599	240,811	500	7
Election Expenses	0	0	0	0	
Cemetery Operations	300,200	279,665	372,472	(72,272)	8
Contractors	4,155,620	2,349,878	4,249,820	(94,200)	9
Energy	235,200	112,506	236,700	(1,500)	10
Insurance	190,500	257,710	263,143	(72,643)	6
Maintenance	677,500	382,624	707,433	(29,933)	11
Legal Expenses	143,000	80,401	133,000	10,000	
Donations and Community Support	117,250	75,506	119,681	(2,431)	12
Computer / IT Costs	378,025	260,785	398,862	(20,837)	9
Parts, accessories & consumables	265,000	95,918	271,303	(6,303)	13
Professional Services	612,870	326,931	639,909	(27,039)	14
Sundry	422,185	282,682	471,891	(49,706)	15
TOTAL EXPENSES	13,896,287	8,527,352	14,230,067	(333,780)	
RESULT	4,828,561	8,471,768	7,137,612	2,309,051	

Explanations for Forecast variances to Original Budget

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

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

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

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

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

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

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

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

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

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

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

Note 12 – An increase in Cemetery infant subsidy provided for by Council and additional expenditure available to offset the income received from events for the Women in Business Network.

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

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

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

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

CONSOLIDATED BALANCE SHEET at 28 February 2019

	31 January 2019	28 February 2019	Movement +ve (-ve)
CURRENT ASSETS			
Cash & Cash Equivalents	869,300	1,277,939	408,636
Trade and Other Receivables	3,757,749	2,804,722	(953,027)
Other Financial Assets	23,290,574	23,294,026	3,452
TOTAL CURRENT ASSETS	27,917,623	27,376,684	(540,939)
NON CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	308,783,682	307,824,099	(959,583)
Other Non-Current Assets	6,791,000	6,884,073	93,073
TOTAL NON CURRENT ASSETS	315,574,682	314,708,172	(866,510)
TOTAL ASSETS	343,492,305	342,084,856	(1,407,449)
CURRENT LIABILITIES			
Trade and Other Payables	833,978	813,893	20,085
Provisions	519,564	515,771	3,793
TOTAL CURRENT LIABILITIES	1,353,542	1,329,664	23,878
NON CURRENT LIABILITIES			

	31 January 2019	28 February 2019	Movement +ve (-ve)
Provisions	411,757	411,757	-
TOTAL NON CURRENT LIABILITIES	411,757	411,757	-
TOTAL LIABILITIES	1,765,299	1,741,421	23,878
NET ASSETS	341,727,006	340,343,435	(1,383,571)
EQUITY			
Accumulated Surplus	24,190,917	22,807,346	1,383,571
Asset Revaluation Reserve	295,859,891	295,859,891	-
Other Reserves	21,676,198	21,676,198	-
TOTAL EQUITY	341,727,006	340,343,435	1,517,666

Cash and cash equivalents have increased by \$408,636 due to receive funds from rates debtors and grant funding with the remaining funds available for payments to Council's contractors and suppliers for outstanding invoices.

Other Financial Assets have increased by \$3,452 due to interest reinvested with a term deposit renewal.

Trade and Other Receivables have decreased by \$953,027 from 31 January 2019 mainly due to payment of Rates and Charges with all instalments now due and payable.

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

Other Non-Current Assets represent the projects that remain work in progress as at 28 February 2019 ie. 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 28 February 2019 current ratio equalling 20.59.

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

= $\frac{27,376,684}{1,329,664}$ = 20.59

Net Cash Position = 27,376,684 – 1,329,664 = \$26.0 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 60.6% of the annual budget. Some operational expenditures are not evenly spread across the financial year, with major operational road maintenance expenditure to occur close to the end of the financial year.

	2018/19 YTD Budget	2018/19 YTD Actual	2018/19 Annual Budget	2018/19 Annual Forecast	Forecast Variance +ve (-ve)	Note
REVENUE						
Finance	8,097,841	7,960,560	8,472,205	8,538,588	66,383	1
Works	1,966,631	1,118,570	2,583,776	2,759,383	175,607	1
Planning	34,552	101,844	51,836	107,108	55,272	2
Waste Management	2,980,623	3,018,125	3,048,423	3,065,895	17,472	3
Community	54,672	57,069	82,000	81,540	(460)	4
Community – Library	0	225,279	0	225,279	225,279	5
Regulatory Services	59,840	135,240	70,750	153,657	82,907	6
TOTAL REVENUE	13,194,159	12,616,687	14,308,990	14,931,450	622,460	
EXPENSES						
Council Leadership	684,405	610,660	953,231	957,240	(4,009)	7
Corporate	328,856	296,002	489,335	502,303	(12,968)	8
Information Services	348,904	316,156	509,486	509,486	0	
Finance	1,104,164	1,142,773	1,523,732	1,580,161	(56,429)	9
Works	2,023,552	1,652,605	3,101,389	3,101,389	0	
Planning	460,120	395,659	688,273	689,918	(1,645)	10
Waste Management	1,845,932	1,655,428	2,765,452	2,724,295	41,157	11
Community	1,037,932	904,821	1,430,995	1,441,395	(10,400)	12
Community – Library	0	12,212	0	225,279	(225,279)	13
Mobile Workforce	843,696	703,581	1,249,031	1,250,723	(1,692)	14
Regulatory Services	242,580	234,366	364,614	370,595	(5,981)	15
TOTAL EXPENSES	8,920,141	7,924,263	13,075,538	13,352,784	(277,246)	
OPERATING RESULT	4,274,018	4,692,424	1,233,452	1,578,666	(345,214)	

Explanations for Forecast variances to Original Budget

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

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

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

Note 4 – A reduction in user charges for the Howard Park Reserve.

Note 5 – Grant received for Library Services from the Department of Tourism and Culture and additional user charges totalling \$225,279.

Note 6 – Additional dog registration income of \$70,000 forecasted and income from Coomalie Community Council for Regulatory Services assistance through the Shared Service Agreement between councils.

Note 7 – 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 against savings of \$15,000 with the Customer Service Trainee new initiative no longer going ahead in the 2018/19 financial year.

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

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

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

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

Note 14 – An expenditure from the overlap of Shed Rental for Mobile Workforce.

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

Explanations for YTD Actual variances to YTD Budget

The reduced variance evident between YTD Budget and YTD Actuals for Revenue amounting to \$577,472 are as a result of the following:



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









The reduced variance evident between YTD Budget and YTD Actuals for Expenses amounting to \$995,878 are as a result of the following:

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

NEW INITIATIVES

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

	2018/19 Budget	2018/19 Actuals	2018/19 Forecast	Comments	
<u>2017/18 and prior</u>					
Developer Contribution Plan Review	60,000	6,494	60,000	Required asset upgrades determined; review of catchments underway. Legal advice to follow. Plan to be developed based on new catchments and advice.	
TOTAL	60,000	6,494	60,000		
<u>2018/19</u>					
Online Demographic and Economic Information Products	12,000	12,000	12,000	Product purchased and training complete.	

	2018/19 Budget	2018/19 Actuals	2018/19 Forecast	Comments	
Aerial Photography for Geographical Information System (GIS)	30,000	20,000	30,000	Imagery loaded into Geographical Information System (GIS). All staff given access to the internet login for direct access and features. Review and follow up for May 2019.	
New GIS for Council	20,000	840	20,000	Investigation – quotations complete. Free licence obtained for trial process. To be purchased early in February.	
ICT Plan – UPS for Servers	5,000	0	5,000	Quotations complete. Tech assessment and project plan complete. To be purchased early in mid-March 2019.	
ICT Plan – Vmware Sphere	8,000	0	8,000	Quotes are complete. Project plan completed. Purchase to be done in mid-March 2019.	
Trainee Customer Service Officer	15,000	0	0	Review of costings undertaken. Given negative budget implications the initiative will not be implemented in 2018/19. Review will be undertaken as part of the budget planning process for 2019/20.	
Tree Risk Management Plan	30,000	0	30,000	Tender advertised. To be closed 15 March 2019.	
Aquatic Feasibility Study	50,000	0	50,000	Funding options are under investigation.	
Waste Transfer Station – Signage (Waste Strategy)	6,500	0	6,500	Design concept underway.	
TOTAL	176,500	32,840	161,500		



- On Budget



- Watch Budget



- Outside Budget

CAPITAL BUDGET POSITION

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

	2018/19 Budget	2018/19 Actuals	2018/19 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Works	3,436,877	3,489,111	5,285,852	1,848,975	1
Planning	60,353	139,701	139,701	79,348	2
Mobile Workforce	60,000	21,789	60,000	0	
Community	81,181	69,970	69,970	(11,211)	5
TOTAL REVENUE	3,638,411	3,720,571	5,555,523	1,917,112	
EXPENSES					
Works	5,767,345	3,390,514	7,334,096	(1,566,751)	1
Waste Mgt	204,677	121,157	202,090	2,587	3
Mobile Workforce	188,000	143,876	584,096	(396,096)	4
Community	411,181	149,200	2,445,586	(2,034,405)	5
TOTAL EXPENSES	6,571,203	3,804,747	10,565,868	(3,994,665)	
CAPITAL RESULT	(2,932,792)	(84,176)	(5,010,345)	(2,077,553)	

Explanations for Forecast variances to Original Budget

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

Note 2 – Additional developer contributions received from subdivisions.

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

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





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













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





CAPITAL PROJECTS 2018/19 – WORKS

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

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

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects carried forward from previous years						
Freds Pass Road Upgrade	30/09/2018	1,220,500	774,006	774,006	(446,494)	 Works completed.
Finn Road Upgrade	28/02/2019	1,500,000	1,381,115	1,920,038	420,038	 Works completed, awaiting final invoice.
Solar System Purchase and Installation	30/11/2018	78,720	80,473	80,473	1,753	 Work complete and connected to network.
TOTAL		2,799,220	2,235,594	2,774,517	(24,703)	
Projects commencing in 2018/19						
Road Reseal Program	31/12/2018	1,000,045	814,721	820,595	(179,450)	 Reseal complete, awaiting final invoice.

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Re-sheeting of Roads	30/06/2019	400,000	30,380	400,000	0	 Cyrus Road and Leonino Road complete, remaining roads to be completed from April.
Freds Pass Road Drainage Upgrade (BlackSpot)	30/04/2019	478,000	51,377	478,000	0	 Works underway - 80%, awaiting PWC relocation.
Safety Rails – Leonino Road	30/09/2018	90,000	48,980	48,980	(41,020)	 Completed
Safety Rails – Hicks Road	10/09/2018	90,000	59,900	59,900	(30,100)	 Completed
Carruth Road Line-marking	30/06/2019	30,000	8,770	30,000	0	 Initial works complete. Stage 2 work design being finalised on consultation with school.
Oxford Road – Sealing	30/06/2019	400,000	0	400,000	0	 Works scheduled following wet season. Design and documentation underway.
Pavement repairs – Whitewood Road	30/06/2019	427,000	0	427,000	0	 Pavement investigation complete, design to be finalised and tender to be advertised late March.
Installation of Culverts on Pioneer Drv / Beddington Rd Intersection	28/02/2019	310,000	228,651	303,000	(7,000)	 Works complete, awaiting final invoice.
Purchase of 3 x Traffic Counts	31/12/2018	18,000	10,909	10,909	(7,091)	 2 counters delivered, program updated. No additional counters required at this time.
Irrigation Upgrade at Council Office	30/04/2019	6,800	9,400	16,400	9,600	 Works commenced, to be completed following footpath works.
Meeting room Door at Council Office	31/01/2019	11,000	8,540	8,540	(2,460)	 Works complete.
Footpaths at Council Office	30/04/2019	36,000	17,280	36,000	0	 Works underway - 70% complete.
TOTAL		3,296,845	1,288,908	3,039,324	(257,521)	
NDRRA Projects commencing in 2018/19						

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Finn Road flood damage repairs - NDRRA	30/06/2019	177,751	0	177,751	0	 Order raised for works to commence in April
Brougham Road flood damage repairs - NDRRA	30/06/2019	768,529	52,590	768,529	0	 Design complete, works scheduled for 2019 dry season.
Trippe Road North Flood damage repairs - NDRRA	30/06/2019	873,562	49,330	873,562	0	 Works commenced late December – 65% complete.
Bundey Road floodway repairs - NDRRA	30/06/2019	29,133	0	29,133	0	 Works commenced.
TOTAL		1,848,975	101,920	1,848,975	0	



- On Budget






- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2018/19 – WASTE TRANSFER STATIONS

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

Waste Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Capital Purchases and projects commenced in 2018/19						
Vibrating Waste Compactor	31/12/2018	14,677	12,090	12,090	(2,587)	 Complete
Shade Structure at Howard Springs WTS	30/06/2019	60,000	0	60,000	-	 Quotes received – Works to commence in March 2019.
Gatehouse and Mains Power Connection / Water Tank at Berry Springs WTS	30/06/2019	130,000	109,067	130,000	-	 Demountable delivered. Water and sewerage works complete. Power supply work complete, awaiting connection to demountable and PWC works.
TOTAL		204,677	121,157	202,090	(2,587)	



- On Budget






- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2018/19 – MOBILE WORKFORCE

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

Mobile Workforce Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Capital Purchases commenced in 2018/19						
Tractor with loader replacement	31/12/2018	150,000	104,500	104,500	(45,500)	 Complete
Mower replacement	31/12/2018	38,000	29,596	29,596	(8,404)	 Complete
Projects carried forward from previous years						
Mobile Workforce Shed	30/06/2019	0	9,780	450,000	450,000	 Tender advertised, closing 14 March 2019
TOTAL		188,000	143,876	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 2017/18 and 2018/19						
Howard Park Reserve – Irrigation Upgrade	31/03/2019	<u>2017/18</u> 20,000	13,612	20,000	-	 Special Purpose Grant – seeking quotes for final works.
Howard Park Reserve – Playground Upgrade	30/06/2019	81,181	0	69,970	(11,211)	 Tender advertised, closing on 15 March 2019.
Howard Park Reserve – Kitchen Upgrade	28/02/2019	30,000	32,579	35,000	5,000	 Completed, awaiting final invoices.
Humpty Doo Village Green – Furniture Upgrade	31/03/2019	0	17,474	33,824	33,824	 Works commenced, expected completion early 2019.
Freds Pass Reserve – Improvements	30/06/2019	<u>2016/17</u> 3,000,000	2,643,386	3,000,000	-	 In Progress, confirmed

Recreation Reserve Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
						extension to 30 June 2019.
Freds Pass Reserve – Sporting Improvements	30/06/2019	0	118	2,000,000	2,000,000	 Key milestones have been developed. Expenditure expected to occur over 2018/19 and 2019/20 financial years.
TOTAL		3,131,181	2,707,169	5,158,794	2,027,613	



- On Budget



- Watch Budget



- Outside Budget

SECTION 3

CASH ON HAND & INVESTMENTS

The table below represents a summary of the Cash on Hand & Investments held by Council at 28 February 2019 and compares the balance to the balance at 31 January 2018.

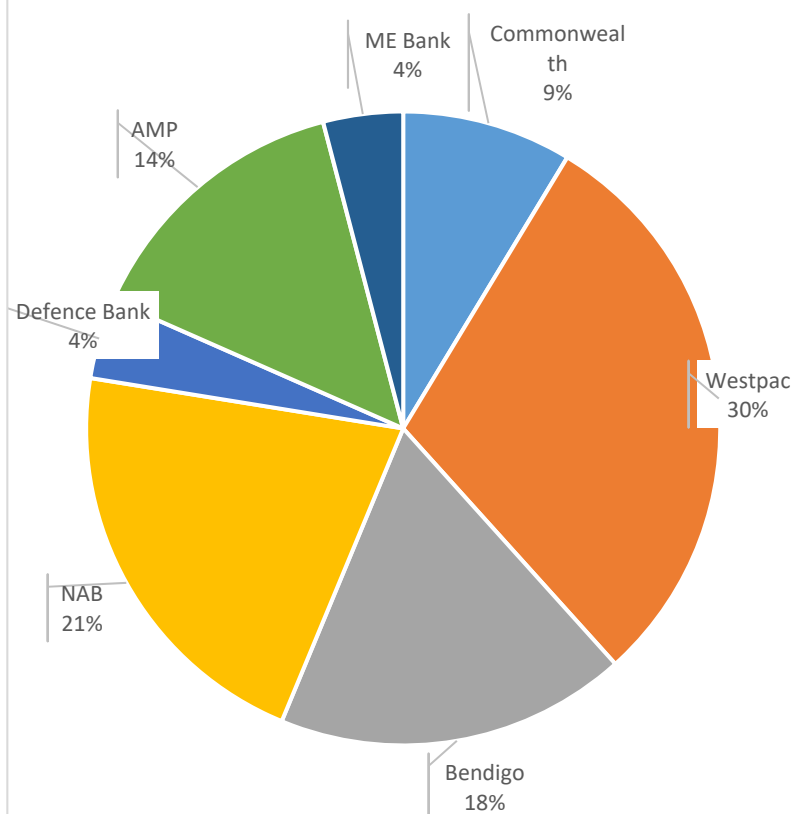
	31 JANUARY 2019	28 FEBRAURY 2019	VARIANCE	COMMENT
Investments (Incl. Trust Account)	22,933,201	22,950,145	16,944	Matured funds reinvested (principal & interest).
Business Maxi Account	303,937	804,227	500,290	Earned interest and a transfer of excess funds in the operating account.
Operating Account	532,323	472,134	(60,189)	Payments made to Contractors/Suppliers
TOTAL	23,769,461	24,568,131	457,045	

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
28-06-18	1,500,000	252	AMP	2.93%	07-03-19	30,344
19-03-18	1,000,000	365	Westpac	2.70%	19-03-19	27,000
01-10-18	1,000,000	190	NAB	2.69%	09-04-19	14,003
15-10-18	1,000,000	183	Westpac	2.76%	16-04-19	13,838
11-09-18	1,071,785	238	Commonwealth	2.70%	07-05-19	18,869
31-05-18	1,000,000	365	Defence Bank	2.85%	31-05-19	28,500
15-10-18	2,000,000	239	NAB	2.71%	11-06-19	35,490
24-12-18	213,740	182	NAB	2.74%	24-06-19	2,920
25-06-18	1,500,000	365	Bendigo	2.80%	25-06-19	42,000
13-12-18	1,000,000	209	NAB	2.72%	10-07-19	15,575
27-09-18	1,000,000	294	Westpac	2.75%	18-07-19	22,151
03-09-18	1,056,774	336	Commonwealth	2.70%	05-08-19	26,266
29-01-19	1,511,979	210	Westpac	2.73%	27-08-19	23,748
06-09-18	1,000,000	365	AMP	2.80%	06-09-19	28,000
27-09-18	1,500,000	365	Westpac	2.81%	27-09-19	42,150
13-12-18	1,000,000	293	Bendigo	2.75%	02-10-19	22,075
13-12-18	1,563,296	314	Bendigo	2.75%	23-10-19	36,984
16-01-19	1,015,628	300	NAB	2.75%	12-11-19	22,956
19-02-19	1,016,944	280	AMP	2.80%	26-11-19	21,843
26-02-19	1,000,000	280	ME Bank	2.68%	03-12-19	20,559
TOTAL INVESTMENTS	22,950,145					495,271

TOTAL FUNDS BY INSTITUTION



FINANCIAL RESERVES

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

	Balance at 1 July 2018	Transfer TO	Transfer FROM	Net Movement	Balance at 30 June 2019
Externally Restricted Reserves					
Developer Contribution Reserve	723,088	139,701	(80,882)	58,819	781,907
Unexpended Grants and Contributions	4,748,119	-	(4,748,119)	(4,748,119)	-
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	(6,457,283)	(6,028,111)	15,410,501

* \$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 28 February 2019 is \$73,025 compared to \$72,566 at 31 January 2019, an increase of \$459 due to administration charges for subdivisions and developments.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	1,286	666	1,267	1,462	4,681
Infrastructure	2,990	41,163	13,000	8,843	65,996
Recreation Reserves	(382)	1,210	160	1,360	2,348
TOTAL	3,894	43,039	14,427	11,665	73,025
% of total sundry debtors	5%	59%	20%	16%	100%

Action summary of 90 Days Debtors:

Company under Administration – further advice regarding payment status to be received from Administrators (Allowance for Doubtful Debts is recognised)	\$5,907
No permit provided, until payment is received	\$2,936
Company under Administration	\$1,462
Re-sent Statements demanding payment	\$1,360
TOTAL	\$11,665

Please note, Sundry debtors exclude rate debtors and infringements.

FINES AND INFRINGEMENTS

As at 28 February 2019 Council has 76 infringements outstanding with a balance of \$23,083, a decrease of \$2,003 in outstanding infringements compared to 31 January 2019 due to payments made in the period.

	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019
Number of Infringements outstanding	76	70	78	82	86	84	81	82	76
Balance of Infringements outstanding	\$27,133	\$27,570	\$26,569	\$25,273	\$26,373	\$25,759	\$24,708	\$25,086	\$23,083

Eighty (73) infringements have been sent to the Fines Recovery Unit (FRU), two (2) infringements were sent reminder notices and one (1) is on hold.

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

OUTSTANDING RATES

Council's Debt Recovery Policy FIN05 guides the collection of outstanding rates. Recovery of rates continues to be an area of focus with Council's performance in recovering outstanding rates improving each month. Council continues to use the services of the current Debt Collector for rate assessments presently placed with them and currently in the process of establishing an agreement with another Debt Collection Agency to commence further collections within the next month. Rates in arrears have decreased by \$12,022 in the month of February.

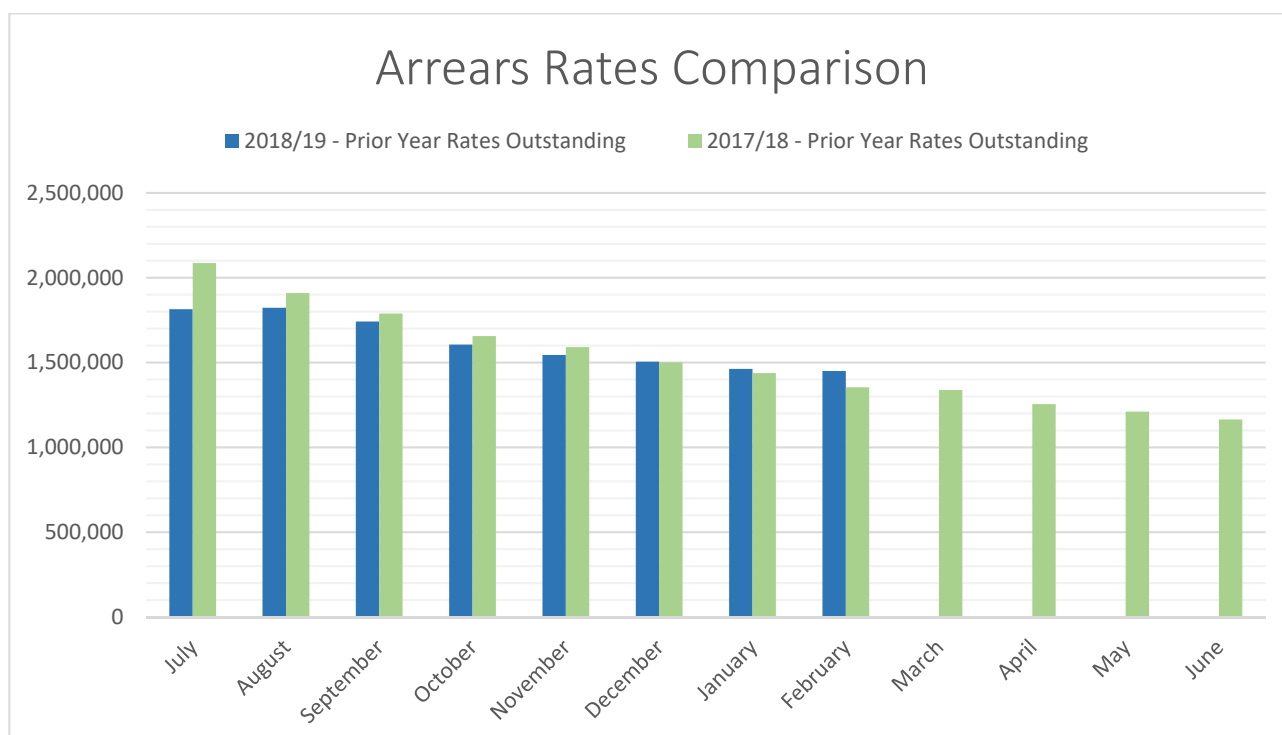
PRIOR YEAR RATES

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

	BEGINNING 2018/19 (30 JUNE 2018)	OF	PREVIOUS MONTH (JANUARY 2019)	CURRENT MONTH (FEBRUARY 2019)	MONTHLY VARIANCE
COMMERCIAL	\$50,725		\$31,013	\$31,309	\$296
MINING	\$65,629		\$71,891	\$73,940	\$2,049
NON-RATEABLE MINING	\$0		\$0	\$0	\$0
NON-RATEABLE WASTE	\$19,666		\$19,006	\$19,123	\$117
RURAL RESIDENTIAL	\$1,688,116		\$1,245,894	\$1,224,515	(\$21,379)
URBAN RESIDENTIAL	\$86,445		\$93,893	\$100,788	\$6,895
TOTAL	\$1,910,581		\$1,461,697	\$1,449,675	(\$12,022)

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

Prior Year Rates Outstanding in February 2019 are greater than the same time the year before. This illustrates the current economic climate in Darwin, and increases the need to establish the agreement with a new Debt Collection Agency to enforce the collection of rates.



CURRENT YEAR RATES

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

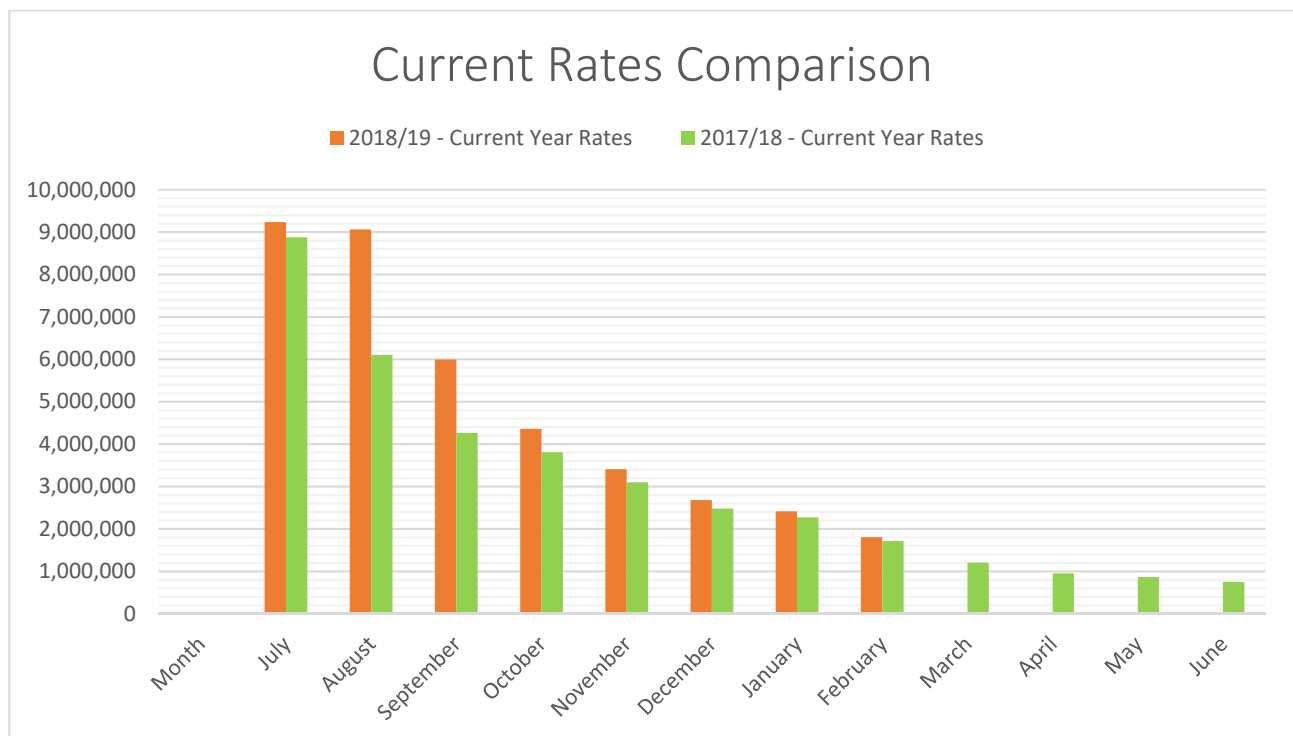
	PRIOR MONTH (JANUARY 2019)	CURRENT MONTH (FEBRUARY 2019)	VARIANCE	DUE DATES
INSTALMENT 1	\$330,850	\$295,342	(\$35,508)	OVERDUE
INSTALMENT 2	\$515,376	\$434,786	(\$80,590)	OVERDUE
INSTALMENT 3	\$1,570,389	\$1,071,987	(\$498,402)	DUE NOW
TOTAL	\$2,416,615	\$1,802,115	(\$614,500)	

The FINAL instalment of current year's rates was due and payable on 28 February 2019 with a total of \$1,802,115 still to be collected. Current year rates and charges collected in the month of February totalled \$614,500.

New properties were added in February totalling \$2,332 in increased rating revenue and an additional \$20,000 in legal costs for commissions on 2018/2019 rates.

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









Current years rates 2018/19 outstanding remain higher than 2017/18. Those outstanding ratepayers not on an adequate payment plans will be directed to Debt Collection at the end of March.






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 18.2% with two of three instalments due.
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources.	>50%		Forecast coverage ratio is currently at 60.5%. 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		20.59:1 as at 28/02/2019
Current Ratio	>1		20.59 as at 28/02/2019
Debt Service Ratio	>1		Forecast is 0%
Asset sustainability ratio	60%		Forecast currently 91.4%. Depreciation forecast is \$11,557,620. This increase indicates that Council is replacing assets as they reach the end of their useful life. It does however, take into consideration the increased grant funding for capital project upgrades and new asset development alleviating the percentage above Council's expected level.

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

SECTION 6

CREDITORS PAID

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

Cheque No.	Date	Payee	Description	Amount
Payroll 17	13/2/2019	LC Staff	Payroll Fortnight ending 13 February 2019	\$151,419.73
Payroll 18	27/2/2019	LC Staff	Payroll Fortnight ending 27 February 2019	\$151,829.75
908.1362-01	26/02/2019	MEMBERS EQUITY BANK PTY LTD	Term Deposit Maturing 03 December 2019	\$1,000,000.00
DD060219	06/02/2019	STATEWIDE SUPERANNUATION PTY LTD	JAN 19 - Pays 14,15 &16, All Cycles	\$73,111.28
909.280-01	28/02/2019	CITY OF DARWIN	Dec 18 - Shoal Bay Landfill fees Humpty Doo, Berry Springs and Howards Springs Waste Transfer Stations	\$55,832.25
902.374-01	07/02/2019	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld CYC 1 & 2 - PAY 16	\$52,448.00
907.374-01	21/02/2019	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld CYC 1 & 2 - PAY 17	\$52,260.00
902.8-01	07/02/2019	DOWNERDI WORKS PTY LTD	Pothole Patching & Edge Patching - multiple locations	\$51,882.83
902.1137-01	07/02/2019	ALLAN KING & SONS CONSTRUCTION PTY LTD	Maintenance Grading - multiple locations	\$24,081.20
BPAY240	27/02/2019	POWER & WATER CORPORATION	Powerline Relocation Adjacent to lot 7 Freds Pass Road	\$22,770.00
907.514-01	21/02/2019	VEOLIA ENVIRONMENTAL SERVICES	Waste Transfer for the 3 Waste Transfer Stations to Shoal Bay Receiving Station	\$19,687.80
905.409-01	14/02/2019	F & J BITUMEN SERVICES PTY LTD	Asphalt Mira Rd South and connecting roads	\$13,541.75
907.1099-01	21/02/2019	DAVE'S MINI DIGGA HIRE	Clean out drain - 140 Brooking CT Virginia and other surrounding drains	\$13,222.00
909.849-01	28/02/2019	WEX AUSTRALIA (PUMA CARD)	Jan 19 - Litchfield Council Fuel Account	\$13,184.31
905.596-01	14/02/2019	AREA9 IT SOLUTIONS - HARDWARE	Computer hardware and software for Library Services	\$12,711.60
909.1076-01	28/02/2019	TDC (NT) PTY LTD - T/AS TERRITORY DEBT COLLECTION	Debt Recovery Fees	\$10,301.73
902.612-01	07/02/2019	CREMASCO CIVIL PTY LTD	Installation of Gabion Rock cages, and other civil works - multiple locations	\$9,023.98
909.596-01	28/02/2019	AREA9 IT SOLUTIONS - HARDWARE	Feb 19 - Service Agreement - Managed IT Services	\$8,312.83
902.971-01	07/02/2019	MUGAVIN CONTRACTING PTY LTD	Excavate & box out apron area & wingwall - multiple locations	\$8,250.00
902.414-01	07/02/2019	TOTAL EXCAVATIONS	Clean up silt build-up away from fence line and sand from footpaths	\$8,184.00
905.1091-01	14/02/2019	HIQA GEOTECHNICAL	Whitewood Road Investigation - Geotech Report	\$8,175.19
905.612-01	14/02/2019	CREMASCO CIVIL PTY LTD	Remove damaged side entry - Thornbill Road and surrounding sites	\$8,149.90
902.1065-01	07/02/2019	MRS M H BREDHAUER	Jan 19 - Mayor Allowances	\$7,747.71
902.1386-01	07/02/2019	MR P M THOMAS	Installation & labour components of Reticulation installation	\$6,845.00
907.409-01	21/02/2019	F & J BITUMEN SERVICES PTY LTD	Edge Patching - Cypress Road and surrounding sites	\$6,759.60
909.971-01	28/02/2019	MUGAVIN CONTRACTING PTY LTD	Supply/install concrete drop and gravel - numerous locations	\$6,600.00

909.162-01	28/02/2019	CIVICA PTY LTD	Mar 19 - Authority Program - Licence Fee	\$6,440.36
907.577-01	21/02/2019	ARJAYS SALE & SERVICE PTY LTD	Corella Avenue - guard rail installation	\$6,158.90
909.612-01	28/02/2019	CREMASCO CIVIL PTY LTD	Supply/install post and signage - Girraween and other sites as required	\$5,855.66
909.988-01	28/02/2019	FENCE MASTERS (NT) PTY LTD	Install new poles for gate sign, and reinstate fencing at Berry Springs WTS	\$5,709.00
907.1413-01	21/02/2019	McClelland INDUSTRIES PTY LTD	Rent 23 Spencely Road Humpty Doo - March 19	\$5,698.64
909.414-01	28/02/2019	TOTAL EXCAVATIONS	Clean Drain - Beddington Rd, Pioneer Dr and multiple other locations	\$5,588.00
905.1485-01	14/02/2019	SJ TRAFFIC CONSULTING	Leonino Road Safety Audit	\$5,500.00
905.170-01	14/02/2019	NT RECYCLING SOLUTIONS (NTRS)	Jan 19 – Service carried to empty recycle bins	\$5,039.10
909.1099-01	28/02/2019	DAVE'S MINI DIGGA HIRE	Clean out Drain 130mtrs - from Sittella Rd and surrounding sites	\$4,774.00
903.867-01	07/02/2019	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Employee - Week Ending 20 January 2019 – Thorak Cemetery	\$4,680.06
902.827-01	07/02/2019	LITCHFIELD GREEN WASTE RECYCLERS	Mulch green waste at Berry Spring WTS	\$4,554.00
903.183-01	07/02/2019	CHRIS'S BACKHOE HIRE PTY LTD	Grave digging for the month of January 2019	\$4,488.00
907.971-01	21/02/2019	MUGAVIN CONTRACTING PTY LTD	Box out Shoulder - Beddington Rd, and other sites	\$3,990.00
904.144-01	14/02/2019	ORIGIN	Jan 19 - Cemetery LP Gas delivery	\$3,315.80
902.1363-01	07/02/2019	PAUL MAHER SOLICITORS	Document review, advice and email correspondence - Feb 19	\$3,267.00
906.410-01	21/02/2019	NORTH AUSTRALIAN ELECTRICAL	Supply and installation of surge diverter	\$3,267.00
905.896-01	14/02/2019	E.E. MUIR & SONS PTY LTD	20 x 20 Lt of Raise 510 Aquatic Herbicide	\$3,080.00
902.268-01	07/02/2019	BYRNE CONSULTANTS	Intersection Upgrade - Strangways Road / Havlik Rd	\$3,071.20
905.928-01	14/02/2019	RSEA PTY LTD	Protective clothing for WTS staff	\$3,062.67
905.1047-01	14/02/2019	REMOTE AREA TREE SERVICES PTY LTD	Removal of trees - multiple locations	\$3,014.00
909.1082-01	28/02/2019	MICHELLE READ	Development of Brief for Litchfield Aquatic Centre	\$2,860.00
906.867-01	21/02/2019	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Employee - Week Ending 3 February 2019 – Thorak Cemetery	\$2,774.85
905.1471-01	14/02/2019	RICOH AUSTRALIA Pty Ltd	Dec 18 - Monthly rental charges for photocopiers - Council Offices	\$2,707.64
907.130-01	21/02/2019	MOBILE LOCKSMITHS	Lock change for Knuckey Lagoon Recreational Reserve	\$2,508.00
910.250-01	28/02/2019	NT MOTORCYCLE CENTRE	Service and repairs for the Polaris	\$2,438.40
905.414-01	14/02/2019	TOTAL EXCAVATIONS	Clean Drains out - 50 metres - from Girraween Rd and other sites	\$2,387.00
905.1076-01	14/02/2019	TDC (NT) PTY LTD - T/AS TERRITORY DEBT COLLECTION	Debt Collection Fess x 23 Properties	\$2,354.00
907.926-01	21/02/2019	JACANA ENERGY	Jan 19 – Electricity - Council Office and Humpty Doo WTS	\$2,260.92
902.1099-01	07/02/2019	DAVE'S MINI DIGGA HIRE	Clean out Drains - numerous locations	\$2,255.00
905.995-01	14/02/2019	WILDKAT HOLDINGS (NT) PTY LTD	Hire of skid steer for Humpty Doo WTS	\$2,200.00
902.1063-01	07/02/2019	MRS K J SAYERS-HUNT	Jan 19 - Deputy Mayor Allowances	\$2,163.50
905.1523-01	14/02/2019	MR R N WAKE	Rates Refund	\$1,952.00
909.820-01	28/02/2019	CONSOLIDATED BEARING COMPANY (CBC)	Bulk Purchase – belts for vehicles	\$1,906.11
909.8-01	28/02/2019	DOWNEREDI WORKS PTY LTD	Pothole Patching - multiple locations	\$1,883.66
909.806-01	28/02/2019	ZIPPY CLEANING & MAINTENANCE SERVICE	Thorak - Feb 19 - Cleaning of Office & Chapel	\$1,852.30
902.1297-01	07/02/2019	SS AUTO ELECTRICS	Tractor SV3882 fault find air-conditioner & repairs as required	\$1,843.45

902.1519-01	07/02/2019	JENDA27	Staff training for Adobe InDesign and Photo Editing	\$1,830.00
902.1064-01	07/02/2019	MRS C M SIMPSON	Jan 19 - Councillor Allowances	\$1,827.05
902.489-01	07/02/2019	STEEL WORK STEEL	Repaint and re-roof general bin after being burnt out	\$1,804.00
909.327-01	28/02/2019	TIGER CONTRACTING (NT) PTY LTD	Landscaping at Howard Park Reserve 12 Feb 19	\$1,760.00
909.1251-01	28/02/2019	TACTICAL COACH	Business and HR Coaching - IT services	\$1,732.50
909.78-01	28/02/2019	POWER & WATER CORPORATION	Jan 19 - Water - Howard Park	\$1,706.09
905.1320-01	14/02/2019	RUSSELL KENNEDY LAWYERS	Professional services	\$1,664.30
910.1514-01	28/02/2019	ALL STONE NT PTY LTD	Removal and replacement - three existing head stones	\$1,650.00
910.183-01	28/02/2019	CHRIS'S BACKHOE HIRE PTY LTD	Removal of concrete beam 4 meters & new plots	\$1,650.00
907.1152-01	21/02/2019	LANE LASER PRINTERS PTY LTD	Instalment 3 Rate Notices, programming, production and mail out	\$1,617.23
909.187-01	28/02/2019	NORSIGN	Signage for numerous locations from Mocatto Road	\$1,613.83
902.1253-01	07/02/2019	CRAIG BURGDORF	Repair Handbrake - Caterpillar Backhoe - Berry Springs WTS	\$1,610.31
905.384-01	14/02/2019	MS C VERNON	Feb 2019 – Authority Consultancy Services	\$1,587.30
907.1232-01	21/02/2019	FUSION EXHIBITION & HIRE SERVICES	Hire Equipment - LWIB Launch and Art Exhibition	\$1,584.83
902.1068-01	07/02/2019	MR D S BARDEN	Jan 19 - Councillor Allowances	\$1,547.05
902.1290-01	07/02/2019	MATCHEZ SUPERANNUATION FUND (M SALTER)	Jan 19 - Councillor Allowances	\$1,497.05
910.1141-01	28/02/2019	NORTHERN GROUND MAINTENANCE	Mowing of cemetery grounds and house	\$1,485.00
907.1100-01	21/02/2019	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Registration for National General Assembly	\$1,484.00
909.1023-01	28/02/2019	AUSLINE ENGINEERING	Replace failed mower roller bearing and pin SV3869	\$1,463.00
909.1490-01	28/02/2019	TERRITORY ASSET MANAGEMENT SERVICES	Instalment 4 - Traffic surveys - Metcalfe Rd	\$1,452.00
910.926-01	28/02/2019	JACANA ENERGY	Thorak - Electricity - Jan 19	\$1,377.46
910.676-01	28/02/2019	FINAL TOUCH AUSTRALIA	Decorative Memorial Urns	\$1,316.46
905.535-01	14/02/2019	TOP END WINDSCREENS & TINTING	Replace cracked windscreen & quarter pane window	\$1,280.00
902.1431-01	07/02/2019	TRANSFORM ELECTRICAL	Wire and install power outlets in Works area	\$1,265.00
909.132-01	28/02/2019	AIRPOWER NT PTY LTD	200 HR service - Kubota mower CD35SG	\$1,237.95
909.512-01	28/02/2019	SELTOR SHAW PLUMBING PTY LTD	Supply potable water for Berry Springs WTS	\$1,182.74
905.1439-01	14/02/2019	WANDINA CONSULTING	Professional consultancy services - Howard Park Recreational Reserve	\$1,100.00
907.1402-01	21/02/2019	CHRYSYIA INVESTMENTS PTY LTD	Mediation	\$1,100.00
909.995-01	28/02/2019	WILDKAT HOLDINGS (NT) PTY LTD	Hire of Kubota Skid steer to replace Hyundai which is out of service	\$1,100.00
909.202-01	28/02/2019	MR I SUMMERS	Preparation / attendance as Chairman of Audit Committee	\$1,054.90
910.220-01	28/02/2019	THE BIG MOWER	Full service on Hustler mower including parts	\$1,052.53
907.151-01	21/02/2019	HARVEY NORMAN COMPUTERS/ELECTRICAL	Apple iPhone 8 64GB Gold	\$979.00
902.1321-01	07/02/2019	PORTNER PRESS PTY LTD	Employment Law and WHS Annual Handbook	\$970.00
902.87-01	07/02/2019	TOP END LINEMARKERS PTY LTD	New Water Tower Car Park Line Marking	\$935.00
902.1023-01	07/02/2019	AUSLINE ENGINEERING	Reskin skids slides for slasher SV4275	\$913.00

902.55-01	07/02/2019	CHUBB FIRE & SECURITY PTY LTD	Annual monitoring dialler & preventative maintenance	\$885.47
902.327-01	07/02/2019	TIGER CONTRACTING (NT) PTY LTD	Landscaping at Howard Park Reserve Jan 19	\$880.00
909.926-01	28/02/2019	JACANA ENERGY	Jan 2019 - Electricity - Units 1, 2 & 3 Spencely Rd Humpty Doo & Howard Springs WTS	\$847.21
905.1130-01	14/02/2019	MAIR'S ONLY CLEANING	Cleaning for Knuckey Lagoon and Howard Park -11 to 15 Feb 19	\$770.00
909.1130-01	28/02/2019	MAIR'S ONLY CLEANING	Cleaning for Knuckey Lagoon and Howard Park- 05 & 01 Mar 19	\$770.00
909.31-01	28/02/2019	TOP END SIGN SALES	New magnetic signs for cash and can bin	\$770.00
905.51-01	14/02/2019	SOUTHERN CROSS PROTECTION	Jan 19 - Security services of Litchfield Council Offices	\$767.35
905.690-01	14/02/2019	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Replace blown Hydraulic lines on site at Humpty Doo WTS	\$762.60
909.1502-01	28/02/2019	NEWS CORP AUSTRALIA	Newspaper Ad for Australia Day Event 2019	\$702.19
909.204-01	28/02/2019	BEE'S CREEK ELECTRICS	Replacing Fluro lights for LEDs in Howard Hall	\$682.00
909.36-01	28/02/2019	BRIDGE TOYOTA	Vehicle Service CC30QO - 60,000 km	\$600.53
905.1489-01	14/02/2019	CARROLL AND RICHARDSON FLAGWORLD	Replacement of 3 flags for Council premises	\$593.45
905.619-01	14/02/2019	HOWARD SPRINGS BAKERY	Bakery items for Australia Day Event	\$590.00
903.250-01	07/02/2019	NT MOTORCYCLE CENTRE	Polaris 100-hour service	\$553.85
902.1347-01	07/02/2019	AMIALE COMMUNICATIONS	Master of Ceremonies for Australia Day Celebrations 2019	\$550.00
910.849-01	28/02/2019	WEX AUSTRALIA (PUMA CARD)	Jan 19 - Thorak Fuel Account	\$542.13
909.1274-01	28/02/2019	GRACE RECORD MANAGEMENT (AUSTRALIA)	Records Storage - Jan 19	\$529.25
909.68-01	28/02/2019	KERRY'S AUTOMOTIVE GROUP	DIO Holden Colorado Service	\$518.55
909.1532-01	28/02/2019	MR D GROVES	Refund of Security Deposit	\$514.25
905.116-01	14/02/2019	BODYLINE CRASH REPAIRS LTD	Excess payment for vehicle claim no. 183634525	\$500.01
00413209	27/02/2019	HUMPTY DOO SCOUTS	Queens Baton Relay Donation	\$500.00
905.14-01	14/02/2019	AUSTRALIA POST	20 x Registered Post Envelopes for Infringement notices	\$467.10
907.1528-01	21/02/2019	NEXT ENERGY LIGHTING PTY LTD	Draft valuation model and preparation of Advisory Committee	\$440.00
907.1526-01	21/02/2019	A RAINBOW OF BALLOONS	Balloons for Australia Day Function	\$420.00
909.1404-01	28/02/2019	MS J WATTS	Reimbursement for Australia Day Function – purchase of supplies	\$412.01
902.39-01	07/02/2019	DANISAM PTY LTD	Travel to site & return Locate/mark services for irrigation install	\$407.00
909.282-01	28/02/2019	ECOFLEX NT PTY LTD (TOP END TYRES)	Collect bulk number of tyres from Howard Springs WTS	\$397.45
909.1533-01	28/02/2019	MRS S A HARRIS	Rates Refund	\$387.34
909.1141-01	28/02/2019	NORTHERN GROUND MAINTENANCE	Grounds Maintenance at Knuckey's Lagoon Recreational Reserve	\$385.00
907.68-01	21/02/2019	KERRY'S AUTOMOTIVE GROUP	Service of Holden Colorado Trailblazer	\$369.00
905.28-01	14/02/2019	RURAL FIRE PROTECTION	Service & Maintenance of Fire Equip - Humpty Doo WTS	\$361.90
905.1520-01	14/02/2019	MARGIE JOY CREATIONS	Face painting for Australia Day event	\$360.00
907.450-01	21/02/2019	HUMPTY DOO VETERINARY HOSPITAL PTY	Sedation, euthanasia and disposal - aggressive dog	\$357.50
905.926-01	14/02/2019	JACANA ENERGY	Electricity for Knuckey's Lagoon Recreational Reserve – January 2019	\$334.85
902.249-01	07/02/2019	TERRITORY RURAL	Ken-met and Spray log book MWF	\$330.00
907.249-01	21/02/2019	TERRITORY RURAL	Ken-met Herbicide Bulk purchase	\$330.00

910.134-01	28/02/2019	FIGLEAF POOL PRODUCTS	Water samples for microbiological testing	\$320.50
907.1076-01	21/02/2019	TDC (NT) PTY LTD - T/AS TERRITORY DEBT COLLECTION	Debt recovery fees	\$305.80
909.110-01	28/02/2019	JAPE FURNISHING SUPERSTORE	Desk Screen Dividers	\$300.00
904.941-01	14/02/2019	EVERLON BRONZE	Plaque for Cemetery	\$298.76
902.842-01	07/02/2019	MR R J FREEMAN	Remove tyres from rims and make safe fire extinguishers	\$295.00
910.820-01	28/02/2019	CONSOLIDATED BEARING COMPANY (CBC)	Replacement Belts - Ride on Mowers	\$294.42
906.1504-01	21/02/2019	CONTACT ORGANICS (JORDAN AGRICULTURE)	20 Litre Local Safe Weed Terminator	\$284.90
905.1494-01	14/02/2019	STOCKWELL WATER & GAS PTY LTD	Test backflow metre at Humpty doo WTS	\$275.00
907.1471-01	21/02/2019	RICOH AUSTRALIA Pty Ltd	Consumables for Photocopiers	\$269.78
906.676-01	21/02/2019	FINAL TOUCH AUSTRALIA	Adult T - Simplicity Midnight Urn	\$268.39
905.842-01	14/02/2019	MR R J FREEMAN	Remove tyres from rims	\$260.00
902.61-01	07/02/2019	GREENTHEMES INDOOR PLANT & HIRE	Indoor plant hire - Jan 19 Council Office	\$255.28
905.1396-01	14/02/2019	CSE CROSSCOM PTY LTD (T/A COMM8)	Tracking System Data Access - January 19	\$255.20
905.1181-01	14/02/2019	ODD JOB BOB	Inspect and repair "Returns Chute" at Taminmin Library	\$248.88
907.1373-01	21/02/2019	CAMS LANDSCAPING AND LANDCARE	Irrigation troubleshooting at Howard Park Recreation Reserve	\$247.50
907.560-01	21/02/2019	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - Manager Infrastructure	\$246.40
910.1053-01	28/02/2019	CSG BUSINESS SOLUTIONS PTY LTD	Thorak Jan 19 - Photocopier Rental charges	\$216.40
909.522-01	28/02/2019	FARMWORLD NT PTY LTD	Replacement Clutch pads for 3 MWF Machines	\$216.00
902.78-01	07/02/2019	POWER & WATER CORPORATION	Water for Knuckeys Lagoon Recreational Reserve Jan 19	\$208.70
907.842-01	21/02/2019	MR R J FREEMAN	Remove tyres from rims	\$200.00
909.842-01	28/02/2019	MR R J FREEMAN	Remove tyres from rims	\$200.00
910.811-01	28/02/2019	CEMETERIES & CREMATORIA ASSOC. OF S. A	Full annual membership	\$195.00
909.928-01	28/02/2019	RSEA PTY LTD	PPE - Work Wear	\$191.00
902.110-01	07/02/2019	JAPE FURNISHING SUPERSTORE	Desk mounted screen divider	\$189.00
902.581-01	07/02/2019	FOOD'LL DO	Prepare and deliver food to Council Chambers	\$187.00
907.31-01	21/02/2019	TOP END SIGN SALES	Signs for Christmas and New Year's Day	\$187.00
BPAY238	26/02/2019	RTM MOTOR VEHICLE REGISTRY - MVR	Registration - Caterpillar Backhoe - SV4187	\$180.25
905.1186-01	14/02/2019	ADVANCED SAFETY SYSTEMS AUSTRALIA	Feb 19 - ASSA Membership - February 19	\$165.00
907.1352-01	21/02/2019	PRO-TEK T/A KLP TRADING PTY LTD	Repair iPhone Screen	\$155.00
906.267-01	21/02/2019	K & J BURNS ELECTRICAL & REFRIGERATION	Site visit 25 Jan 2019 - No lights working	\$154.00
907.1088-01	21/02/2019	TALENT PROPELLER	Reference check - Infrastructure Project Manager	\$153.89
905.92-01	14/02/2019	ST JOHN AMBULANCE AUSTRALIA (NT)	First Aid for Australia Day - Volunteers	\$150.00
905.387-01	14/02/2019	SADDLE WORLD NT (NT GRAIN)	Bulk purchase of dog food for pound	\$144.00
909.129-01	28/02/2019	VANDERFIELD NORTHWEST PTY LTD	Service vehicle for call out for warranty works	\$141.90
902.25-01	07/02/2019	LAND TITLES OFFICE	Jan 19 - Title searches From NTG - ILIS	\$137.00
904.287-01	14/02/2019	HARVEY DISTRIBUTORS	Box of Troller Bin Liners	\$134.90
909.690-01	28/02/2019	TOTAL HYDRAULIC CONNECTIONS (NT) PT	Call out - Inspect and repair verge mower	\$132.00

909.515-01	28/02/2019	JC ELECTRONIC SECURITY PTY LTD	Investigate Pink stripes on monitor for Internal screens monitoring Carpark	\$123.75
905.801-01	14/02/2019	KING DIESEL & MAINTENANCE PTY LTD	Rego inspection - Cat backhoe - Berry Springs WTS	\$121.00
909.489-01	28/02/2019	STEEL WORK STEEL	Weld Door lock on Backhoe	\$121.00
905.1242-01	14/02/2019	THAT OTHER SPARKY	Replace GPO in meeting room Humpty Doo WTS	\$115.50
902.506-01	07/02/2019	TURBO'S TYRES	Repair 1 X front mower tyre and repair 2nd tyre	\$112.20
902.940-01	07/02/2019	A.B.G. PTY LTD (ABG)	Rego check crew truck CA 73 KN	\$110.00
907.367-01	21/02/2019	BUNNINGS GROUP LIMITED	Maintenance items for WTS	\$104.74
905.367-01	14/02/2019	BUNNINGS GROUP LIMITED	Silicone and Air Inflator	\$101.80
00413207	01/02/2019	MR J V COLLINGS & MISS S K MESKEN	Rates Refund	\$101.00
00413208	08/02/2019	MR J V COLLINGS & MISS S K MESKEN	Rates Refund	\$101.00
909.1530-01	28/02/2019	MRS J A NEALE	Bark collar refund	\$100.00
909.1142-01	28/02/2019	OFFICEMAX AUSTRALIA LTD	Replenish Office Stationary Supplies Council Offices	\$99.47
902.876-01	07/02/2019	NT ICE	Bag of ice for MWF Crews	\$99.00
905.506-01	14/02/2019	TURBO'S TYRES	Repair 2 x mower jockey wheels	\$99.00
907.596-01	21/02/2019	AREA9 IT SOLUTIONS - HARDWARE	Business Essentials Licence Office 365	\$87.13
902.1517-01	07/02/2019	MR J CUNNINGHAM	Refund of Bond for Animal Trap	\$80.00
909.1294-01	28/02/2019	CLEAN FUN PTY LTD (DARWIN LAUNDRIES)	Dry Cleaning Mayor's Gown	\$76.85
905.874-01	14/02/2019	FIN BINS (VTG WASTE & RECYCLING)	Rubbish removal Council Offices - Jan 19	\$72.45
902.1344-01	07/02/2019	PROSEGUR AUSTRALIA PTY LTD	Collect money for Council banking - 22 & 24 Feb 19	\$71.50
905.1344-01	14/02/2019	PROSEGUR AUSTRALIA PTY LTD	Collect money - Council banking - 29th Jan & 1st Feb 19	\$71.50
907.1344-01	21/02/2019	PROSEGUR AUSTRALIA PTY LTD	Collect money for Council banking – December 2018	\$71.50
909.1344-01	28/02/2019	PROSEGUR AUSTRALIA PTY LTD	Collect money for Council banking - 12 & 15th Feb 19	\$71.50
902.1130-01	07/02/2019	MAIR'S ONLY CLEANING	Cleaning for Knuckeys Lagoon 04 & 08 Feb 19	\$70.00
907.1143-01	21/02/2019	WORKPRO (RISK SOLUTIONS AUSTRALIA)	Police Clearance	\$60.50
904.367-01	14/02/2019	BUNNINGS GROUP LIMITED	Glue sticks and construction adhesive	\$58.36
904.1459-01	14/02/2019	TERRITORY SPRINGWATER AU PTY LTD	Bottled water for Foyer and Chapel	\$55.00
902.1518-01	07/02/2019	MISS A MILLER	Cancelled Lost Cheque - Book Competition winner	\$50.00
905.1498-01	14/02/2019	MR M C LOWE	Community Reference Group - Rating Review Policy	\$50.00
905.1499-01	14/02/2019	MR D C ON	Community Reference Group - Rating Review Policy	\$50.00
905.1500-01	14/02/2019	MS A E MALGORZEWICZ	Community Reference Group - Rating Review Policy	\$50.00
905.1501-01	14/02/2019	MRS T WILLIS	Community Reference Group - Rating Review Policy	\$50.00
905.1505-01	14/02/2019	MR H WALTER	Community Reference Group - Rating Review Policy	\$50.00
905.1510-01	14/02/2019	MR S W WRIGHT	Community Reference Group - Rating Review Policy	\$50.00
905.1511-01	14/02/2019	MR G J ROSSE	Community Reference Group - Rating Review Policy	\$50.00
905.1512-01	14/02/2019	J A DEVERAUX	Community Reference Group - Rating Review Policy	\$50.00

905.1522-01	14/02/2019	MR A SOUTH	Community Reference Group - Rating Review Policy	\$50.00
909.1498-01	28/02/2019	MR M C LOWE	Community Reference Group - Rating Review Policy	\$50.00
909.1499-01	28/02/2019	MR D C ON	Community Reference Group - Rating Review Policy	\$50.00
909.1500-01	28/02/2019	MS A E MALGORZEWICZ	Community Reference Group - Rating Review Policy	\$50.00
909.1501-01	28/02/2019	MRS T WILLIS	Community Reference Group - Rating Review Policy	\$50.00
909.1505-01	28/02/2019	MR H WALTER	Community Reference Group - Rating Review Policy	\$50.00
909.1510-01	28/02/2019	MR S W WRIGHT	Community Reference Group - Rating Review Policy	\$50.00
909.1512-01	28/02/2019	J A DEVERAUX	Community Reference Group - Rating Review Policy	\$50.00
909.1522-01	28/02/2019	MR A SOUTH	Community Reference Group - Rating Review Policy	\$50.00
909.1525-01	28/02/2019	PHONOGRAPHIC PERFORMANCE COMPANY OF AUSTRALIA	Use of protected sound recordings and media for public display at Taminmin Library	\$47.03
907.968-01	21/02/2019	NT FASTENERS PTY LTD	Replacement Bolts for Tractors	\$45.98
905.1352-01	14/02/2019	PRO-TEK T/A KLP TRADING PTY LTD	Phone case and Tempered Glass for new iPhone	\$45.00
910.851-01	28/02/2019	OFFICEWORKS	Stationary replenishment	\$41.44
907.78-01	21/02/2019	POWER & WATER CORPORATION	Swipe cards Jan & Feb 2019	\$39.07
902.1040-01	07/02/2019	SUPERCHEAP AUTO	Anti-Freeze and Coolant Premix solution	\$35.92
902.560-01	07/02/2019	JOBFIT HEALTH GROUP PTY LTD	Hep B Vaccination - First Dose MWF Operator	\$35.20
905.1253-01	14/02/2019	CRAIG BURGDORF	500hr Service of HSWTS Backhoe - balance of original invoice	\$27.00
907.1133-01	21/02/2019	NT WATER FILTERS	Bottled water - Council foyer	\$20.80
902.1142-01	07/02/2019	OFFICEMAX AUSTRALIA LTD	Stationary – Diary	\$12.99
905.1142-01	14/02/2019	OFFICEMAX AUSTRALIA LTD	Stationary - Hard Cover hourly appointment diary	\$12.99
902.189-01	07/02/2019	H.D. ENTERPRISES P/L (HD PUMP SALES)	Assorted bolts as required - Berry Springs WTS	\$8.20
TOTAL				\$2,003,941.45

CREDIT CARD TRANSACTIONS

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

Staff Member	Details	Cost Code	Amount	GST
Kaylene Conrick CEO	Subway - Catering - Councillors' Workshop	3020.330.620	58.90	5.35
	Carparking - CEO - Chief Ministers Speech	WO4084.302	5.00	0.45
Deborah Branson Executive Assistant	Hughes Nursery - Plants - Australia Day Gifts	3020.340.673	245.00	0.00
	PRBA Function - Mayors Attendance	3020.330.644	60.00	5.45
	News P/L On line subscription	3030.350.503	20.00	1.82
	Facebook - Boosting Posts for Promotion	3030.350.602	54.30	4.79
	Coles - Council's Workshop	3020.330.620	66.41	1.58
	Coles - Incidentals - Chambers & Conference Room	3130.350.515	49.22	0.00
	Darwin Laundries - Wash & Fold Linen	3130.350.515	27.50	2.50
	Officeworks - Water Cooler	3130.350.515	224.95	20.45
	SAI Global – Standards	3130.350.515	187.11	16.74
	Bookshop - Bombing of Darwin	3020.340.673	53.92	0.00
	Vision 6 - Councillor Bulletin	3020.330.500	9.90	0.90
	Travel - EA Conference Darwin Airport	WO4084.302	53.23	0.23
	Travel - EA Conference Sydney	WO4084.302	54.02	2.57
	EA/PA Conference Sydney Registration	WO4084.301	1978.90	179.90
Silke Maynard Director Community & Corporate Services	United Service Station - Ice Aust Day Event	3700.341.670	89.50	8.14
	Canvas - Images for Children's Program Flyer	3750.350.602	2.88	0.00
	Kmart - Councillor Workshop	3130.350.500	30.00	2.73
	Quarterly Essay Print and Digital Renewal	3750.300.503	79.95	7.27
	Woolworths - Rating Review Catering	3050.360.405	36.14	1.14
	Good Guys - Bar Fridge	7230.715.625	248.00	22.55
	MVR - Registration Renewal CC78NR	3130.305.631	748.30	50.21
Nadine Nilon Director of Operations Infrastructure & Operations	The Harvest Press - catering Meeting	4040.435.560	53.00	4.82
	The University of Adelaide - Managing People	3400.310.644	1750.00	0.00
	CDU - Skills for Executive Assistants	3400.310.644	990.00	0.00
	Planning Institute Australia - Drafting Conditions	3400.310.644	65.00	5.91
	Planning Institute Australia - Registration Fee	3400.310.644	40.00	3.64
	Bunnings - Clothes Pegs for signs - Fences	4040.435.560	8.20	0.75
Karina Gates Finance Manager	Skymesh Satellite Service	3121.350.640	71.25	6.48
	Advantage Keep & Share Calendar	WO4297.071	143.41	13.04
Justin Dunning MWF Manager	Bursons - Tools for MWF Crew	3800.375.525	27.08	2.46
	MVR - CA73KN Registration 12 Months	WO3628.121	1453.30	50.21
	MVR - TG8510 Registration 12 Months	WO3520.121	96.75	6.43
	MVR - CC44JN Registration 12 Months	WO4380.121	318.25	15.30
	MVR - TH9246 Registration 12 Months	WO4190.121	138.75	6.43
	MVR - TJ1989 Registration 12 Months	WO4189.121	110.75	6.43
	Woolworths - Batteries	3800.350.560	28.00	2.55
	Woolworths - ICE MWF & Staff Amenities	3800.350.515	28.00	2.55
	Australia Post	4040.350.500	105.95	9.63
Glen Byrnes Waste Manager	Clark Rubber - Plastic Welding materials	WO4238.030	58.80	5.35
	Kmart Tyre & Auto - Puncture Repair	WO4414.120	39.00	3.55
	Outback Batteries - Delkor Starter	WO3980.120	175.50	15.95
	Woolworths - Staff amenities 31/01/19	3410.350.515	40.01	3.64
	Woolworths - Staff amenities 12/02/19	3410.350.515	50.58	4.60
	Wildkat Spare parts - Grease Gun	WO4238.030	22.79	2.07

	Skymesh Satellite Service	3410.350.640	39.95	3.63
Vicky Wellman	Skymesh Satellite Service	23000.350.640	69.95	6.36
Thorak Manager	Action Sheetmetal - Door Angles	23000.525.570	291.50	26.50
	First aid Pro Course - 2 Staff	23000.310.644	129.00	0.00
	SAI Global Internet Download	23000.350.515	59.01	5.28
Sharon McTaggart	Turbo Tyres - Puncture Repair	4040.305.413	45.00	4.09
Regulatory Services Manager				
Total			10,831.91	552.42

Links with Strategic Plan

An effective and sustainable Council

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

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

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 20 March 2019

Officers Reports	
15.1	Draft Litchfield Animal Management Plan – Endorsement for Public Consultation
15.2	Draft Youth Policy – Endorsement for Public Consultation
15.3	McMinns Lagoon Recreation Reserve Request for Funding
15.4	670 Letchford Road Subdivision – Updated Request for New Road Name
15.5	Council Controlled Land Summary
15.6	Southport Mira Square Development – Proposed Staging Plan
15.7	March 2019 Summary Planning and Mining Report
15.8	Draft Burial and Cremation Bill 2018 - Submissions
15.9	TNRM 2019 Conference and Partnership Proposal



COUNCIL REPORT

Agenda Item Number:	15.1
Report Title:	Draft Litchfield Animal Management Plan – Endorsement for Public Consultation
Report Number:	19/0035
Meeting Date:	20/03/2019
Attachments:	Attachment A – Draft Animal Management Plan Attachment B – Consultation Strategy Attachment C – Discussion Paper Consultation Summary

Purpose

This report presents the draft Animal Management Plan for Council endorsement prior to its release for public consultation.

Summary

The development of an Animal Management Plan is included in Council's current Municipal and Strategic Plans and is intended to guide Council's future direction and investment in animal management, outlining the key activities to be undertaken over the next four years. The strategic focus of Animal Management is public safety and amenity.

There are approximately 8200 ratable properties and a population of over 25,000 people within the Litchfield Municipality. In February 2019 there were 2784 dogs registered with Council and an estimated 3000 dogs throughout the municipality not registered.

In developing the Animal Management Plan, a Discussion Paper was released to the public for the month of September 2018 with feedback used to develop the five focus areas of the Animal Management Plan.

A Consultation Strategy has been developed to ensure that the consultation of the draft Animal Management Plan involves stakeholders and includes key messages and delivery methods. The intent of the consultation is to inform stakeholders of the draft Plan and allow opportunities for comment and discussion about the draft Plan and Council's focus over the next four years in relation to animal management.

The draft Animal Management Plan will be on public exhibition inviting comments for a period of five weeks including the Freds Pass Show on last weekend of public exhibition

Recommendation

THAT Council:

1. endorses the draft Animal Management Plan for public consultation for a period of five weeks from 15 April to 19 May 2019; and

2. authorises the Chief Executive Officer to make editorial changes to the draft Animal Management Plan, if required, prior to consultation.

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 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.

Table 1 summarised the community's perception of how important the service is and Council's performance in the area of Animal management in the 2018 customer satisfaction survey.

Table 1

Importance of the service	%
very important	56
somewhat important	29
not so important, or not important at all	15
Performance of the service	%
very good or good	45
not good or poor	55

This indicates that the community perceives that the importance of the animal management is high, and performance as lower than it could be. However, this does not provide any further insight.

There are approximately 8200 rateable properties and a population of over 25,000 people within the municipality. In February 2019 there were 2784 dogs registered with Council and an estimated 3000 dogs throughout the municipality not registered. This is consistent with the RSPCA's (May 2018) estimate of 20 dogs per 100 people (across Australia), which would result with approximately 5000 dogs within the municipality.

By-laws and dog registration are relatively new for Litchfield Council and this is reflected in the numbers of dog registration and potentially the community's perception of Council's performance in providing animal management services.

As a result, the need for ongoing engagement with the Community about animal management and its importance in improving amenity and safety of residents is important. The preparation of an Animal Management Plan combines all of the above, and much more, into a document to demonstrate Council's commitment to animal management and aligns the Strategic Plan outcomes with activities that work to improve customer satisfaction and prioritise based on feedback received.

Discussion Paper

In developing the Animal Management Plan, a Discussion Paper was released to the public for Phase 1 consultation for the month of September 2018. This provided the community and stakeholders with an opportunity to provide feedback and input into a draft Plan. The Discussion Paper contained information about Council's current animal management activities and initiatives, resourcing, customer request statistics, background information and included a Questionnaire to encourage input from the public and other stakeholders.

A range of community engagement activities were undertaken including a media release, pop-up stalls, flyers, social media and Your Say website forums and feedback opportunities. The pop-up sessions in particular, engaged 59 people and provided a great opportunity for staff to answer questions and provide explanatory information around the Animal Management Plan.

A total of 12 Questionnaires were completed via Council's Your Say website, with a summary of the responses compiled in Attachment C.

Feedback from the Phase 1 Consultation demonstrated support for the following activities:

- Council de-sexing initiatives and for the de-sexing of dogs in general;
- Registration discounts and incentives;
- More opportunities to speak with Rangers face to face; and
- Increased education around responsible dog ownership.

Draft Animal Management Plan

Taking into consideration the feedback received from the Phase 1 consultation, and the current animal management situation and priorities, the draft Animal Management Plan is included as Attachment A to this paper. The Plan contains five key focus areas, with the long-term goal of fostering a culture of responsible dog ownership throughout the community, as indicated in Table 2.

Table 2

	Focus Area
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 draft Animal Management Plan has 2 parts; Part 1 Overview and context, and Part 2 Focus areas and actions. Part 1 provides an overview of the services Council delivers in relation to dog management specifically, but also other animals. The five key focus areas are included in Part 2 and provide the strategy for Council represented as actions and outcomes. The timing indicated within the plan is based on the Plan being adopted in June 2019 with commencement of activities in July 2019 as the start of year 1.

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

Nil

Financial Implications

Table 3 below summarises the previous income and expenditure in relation to the animal management aspect of Council's Regulatory Services. Minor costs and income relating to abandoned vehicles have been removed.

Table 3

	2016/17	2017/18	2018/19*
Income	\$37,544.66	\$64,853.61	\$126,726.00
Expenditure	\$403,966.14	\$393,263.72	\$362,741.00
Net Cost	\$366,421.48	\$328,410.11	\$236,015.00

*2018/19 is the forecast for the financial year

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.

The draft Animal Management Plan includes estimated costs for implementation of each activity. The activities are consistent with current activities and will be included within the respective years' operational budgets. In summary, the budget impact per year, by focus area for the draft Plan, is included in Table 4.

Table 4

Year	Focus Area**					Total
	1	2	3	4	5	
2019/20	\$10,000	\$10,000	\$0	\$0	\$0	\$20,000
2020/21	\$9,500	\$10,000	\$0	\$0	\$5,000	\$24,500
2021/22	\$5,000	\$10,000	\$2,000	\$2,000	\$0	\$19,000*
2022/23	\$5,000	\$10,000	\$0	\$0	\$0	\$15,000*

* There are reviews occurring that may result in ongoing costs depending on the outcome

**refer to Table 2 or the Animal Management Plan for the focus area details

The total cost for the development of the consultation strategy, including proofreading, the strategy, project management and consultation report is estimated to be \$12,690.38. The cost of resources, including staff, to attend the nominated pop-ups and events is anticipated to be in the order of \$2,000.

Community Engagement

A community engagement strategy has been prepared for Phase 2 consultation, included as Attachment B, to ensure consistent and appropriate messaging to the necessary stakeholders. The overall goal of the strategy is to ensure all relevant stakeholders are appropriately identified and consulted with.

The community will have the opportunity to provide comment on the draft Plan. The strategy also aims to proactively present the draft Animal Management Plan to the community and any feedback will be considered in the finalisation of the plan. The consultation period is proposed to be for a five-week period, from 14 April to 19 May 2019, incorporating the Freds Pass Show in its last weekend.

As discussed within this report, Phase 1 consultation for the Discussion Paper, was undertaken in September 2018 and the summary of the consultation is included in Attachment C. The feedback received was considered in the preparation of the draft Animal Management Plan

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.



Animal Management Plan

2019-2023

DRAFT

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	Focus Area 1	18
	Engage and educate the community about responsible dog ownership	
	Focus Area 2	20
	Promote the benefits of dog registration, microchipping, de-sexing and training.	
	Focus Area 3	21
	Minimise the potential for dogs to negatively impact the safety and amenity of our community.	
	Focus Area 4	22
	Reduce the number of unwanted and unclaimed impounded dogs.	
	Focus Area 5	23
	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 draft **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 an Animal Management Plan Discussion Paper in September 2018, and we have listened to what the community wants to see in this 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





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.



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.

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.

Everything you need



Roads and transport



Waste and cleanliness



Community and economic prosperity

A great place to live



Culture and social life



Recreation



Development and open space

A beautiful and safe natural environment



Animals and wildlife



Natural environment



Water and drainage



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.

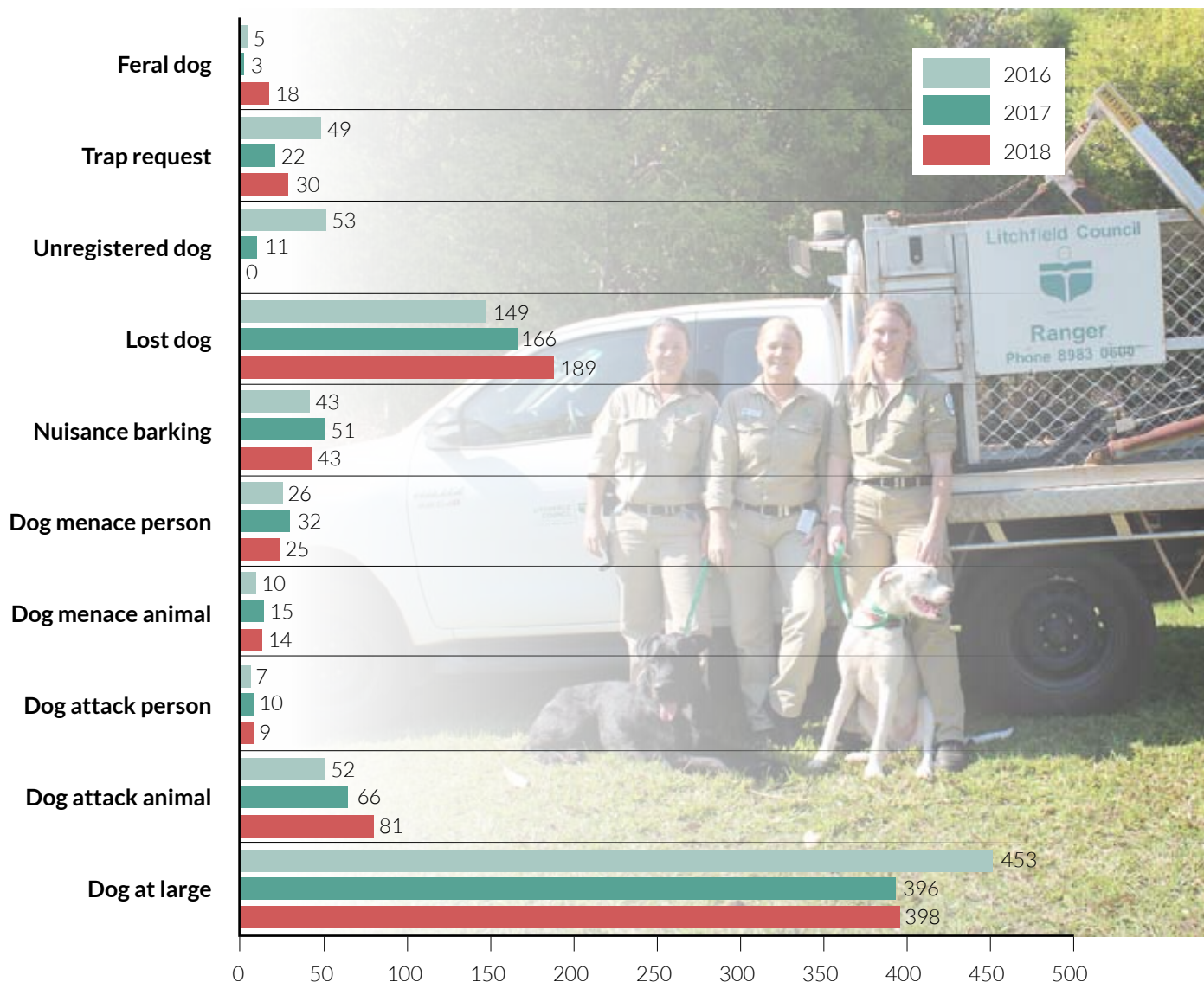
Reduce the impact of feral dogs by working with the community to raise awareness and designing management programs where appropriate.

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.

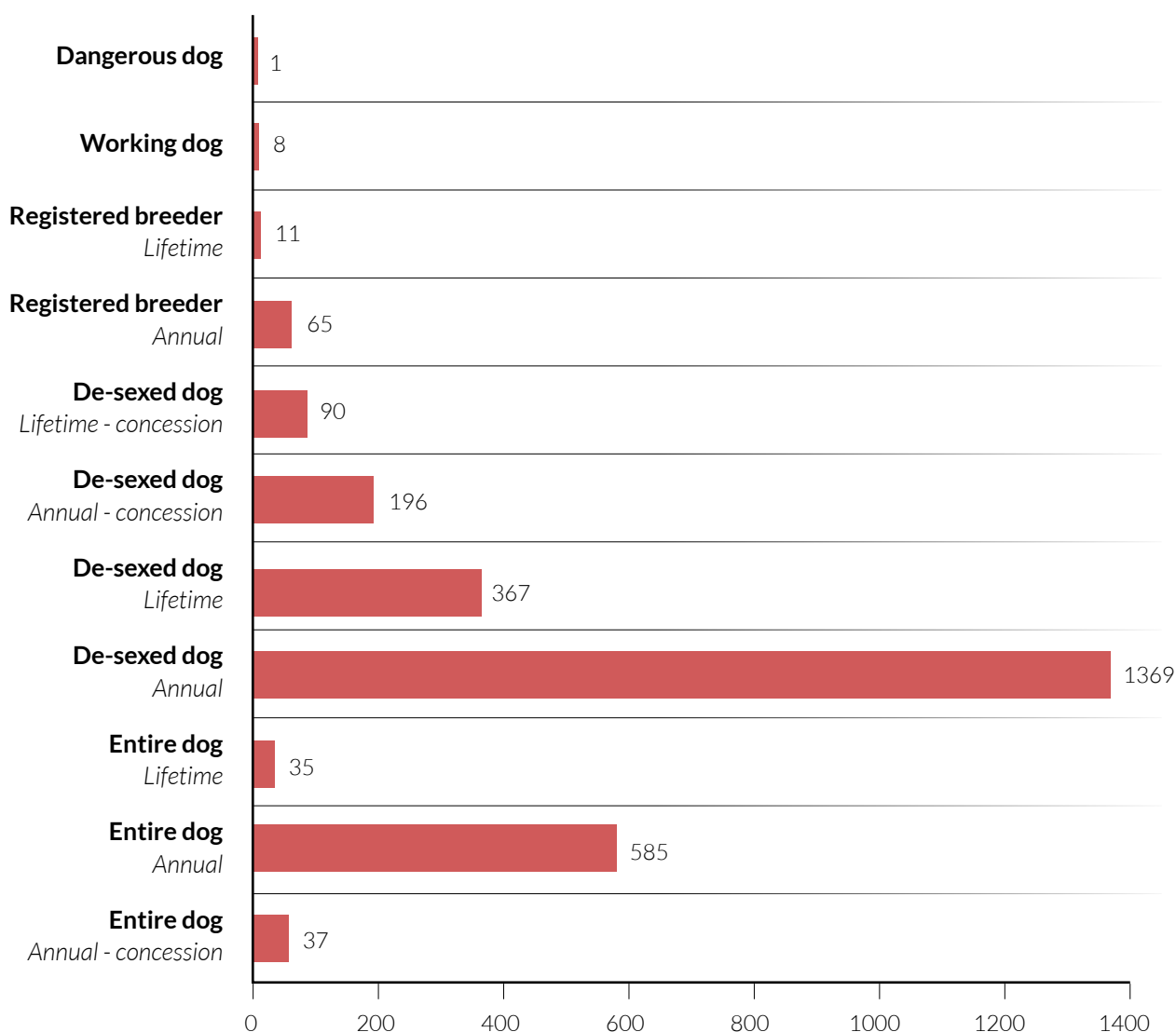
Dog Registration and identification

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.

Annual and lifetime registration options are available, and Council provides significant fee discounts for dogs that are de-sexed to encourage responsible dog ownership. Council provides the first year of annual dog registration free for Litchfield residents who adopt a dog from PAWS Darwin or RSPCA Darwin.

In February 2019, there were 2,784 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.

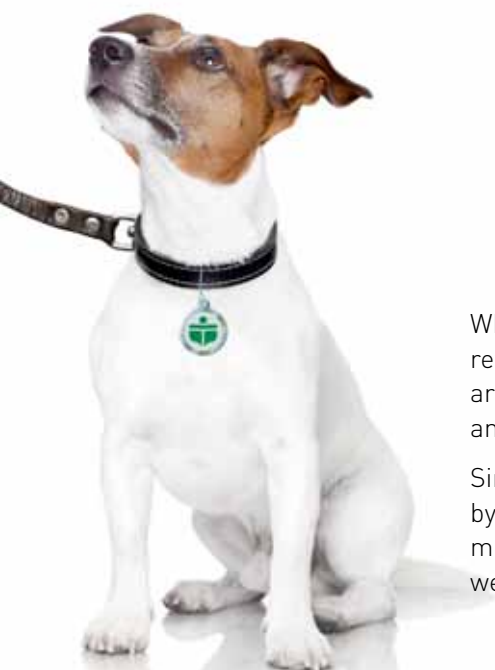
Council encourages the community to report roaming dogs to Council so Rangers can speak with dog owners and help them resolve any containment or behavioural issues.

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.

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.

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

There was 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.

DOG ATTACKS

59 dog attacks reported to Council in 2018

52 were against other animals

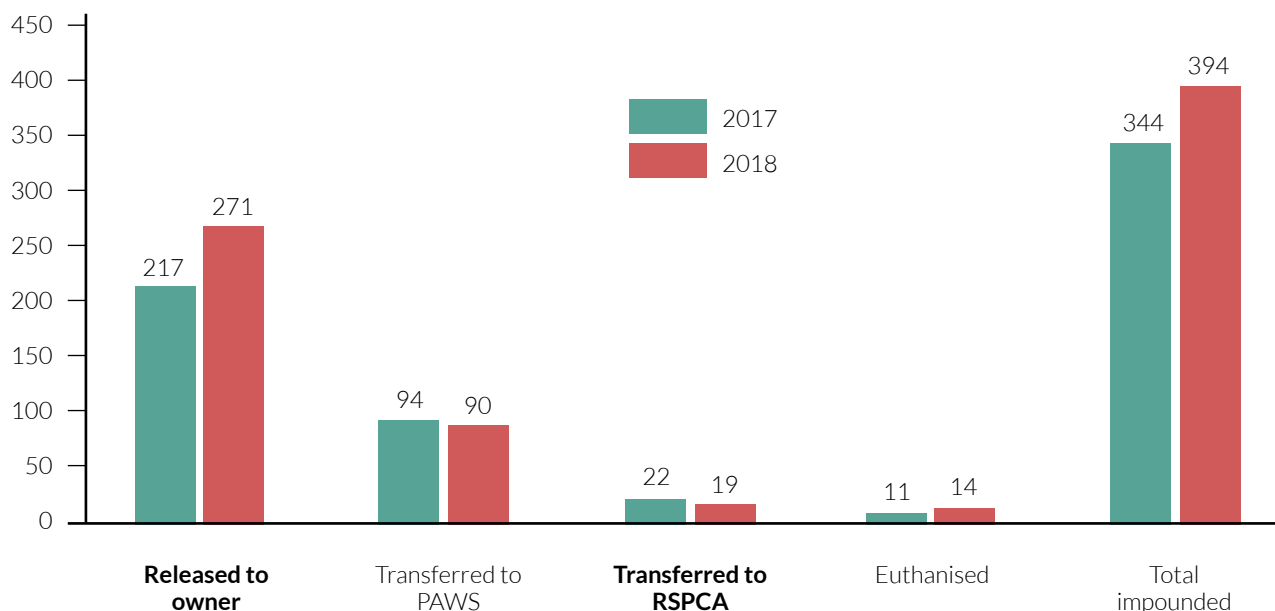
7 were on people

DID YOU KNOW?

Over 80%
of dog attacks
are caused by dogs
wandering in the
street or rushing out
from open gates

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 Fred's 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 are responsible 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

Discussion paper

An Animal Management Plan Discussion Paper was released to the public in September 2018, providing the community and stakeholders with an opportunity to express their views and provide input into the draft Animal Management Plan.

Feedback from the Phase 1 Consultation demonstrated support for the following activities:

- Council de-sexing initiatives and for de-sexing dogs in general
- Registration discounts and incentives
- More opportunities to speak with Rangers face to face
- Increased education around responsible dog ownership

Feedback received also indicated there is a general lack of understanding of Council's role, responsibility and capacity for animal management, so this Plan includes a strong focus on engagement and education.

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 reviewed annually, with the activities in the plan included in Council's Municipal Plan and the Regulatory Services annual Operational Plan, 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 • Fred's 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	Offer Council's Dog Awareness Program to children at all local primary schools	<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 trap hire for residents, prepare 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 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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Litchfield Council

Animal Management Plan consultation strategy

Prepared by True North Strategic Communication
February 2019

Version No.	Issue Date	Prepared by:	Approved by:	Approval Date
V1	13 February 2019	Jill Martin		
V2	19 February 2019	Jill Martin		
V3				

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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Background

Responsible pet ownership and effective animal management by-laws play an important role in protecting the safety and amenity of the community. 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.

In September 2018, Litchfield Council released an Animal Management Discussion Paper to involve the community in the development of the draft Plan and to give the community a chance to provide feedback about animal management practices and policies in the municipality. Using this feedback, Council has drafted an Animal Management Plan that outlines the programs, services and strategies to be pursued over the next four years. Council now wants to engage with the community and stakeholders to ensure we are on the right track with the draft Animal Management Plan before it is adopted and implemented by Council.

True North Strategic Communication (True North) has been engaged to prepare a consultation strategy for Council to implement. At the completion of the consultation, True North will prepare a consultation report capturing the feedback gathered during the consultation period.

Over the past three years, the majority of requests made to Litchfield's animal management team have been in relation to roaming dogs (1247) and lost dogs (504) with dog attacks on other animals and nuisance barking also reported. An estimated 3,000 dogs are unregistered 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's objectives for the draft Animal Management Plan are to:

- Outline the programs, services and strategies which the Council intends to pursue over the next four years;
- 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; and
- Provide for the periodic review of any program, service or strategy outlined in the plan.

Consultation goal and objectives

The goal of the consultation is to engage the community and stakeholders about the introduction and content of the draft Animal Management Plan, and to ask for their feedback before the plan is finalised.

Using the International Association for Public Participation (IAP2) principles that guide good community engagement, this engagement will be conducted at the level of inform, consult and involve.

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	

The objectives of the consultation are to:

- inform the community and stakeholders about the draft Animal Management Plan;
- provide an opportunity to further engage and educate with the community; and
- encourage the community and stakeholders to provide feedback about the draft Animal Management Plan.

Anticipated values, issues and benefits

Values

- Improvements to existing animal management practices and behaviours for Litchfield Council residents and ratepayers.
- Balancing rural lifestyle values and the costs associated with responsible pet ownership.
- Acknowledgement of good consultation that genuinely engages stakeholders and the community in the process.

Issues

Potential impacts to existing behaviours

- There may be resistance from those in the community who feel living rurally gives them the freedom to allow their animals to roam and/or to keep as many animals as they choose.
- There will be people in the community who have little motivation toward animal management practices and are not inclined to change behaviour as they don't engage with the issue.
- A risk of the consultation is the potential for only those who have an interest in animal management to be engaged, whereas this issue impacts a broader scope of people who should have their say.

Rumours and perceptions about animal management practices

- Myths and rumours about animal management practices could influence peoples' opinions and feedback. These myths may include:
 - Stray dogs picked up by rangers or lost dogs dropped off at the pound are euthanised.
 - Dogs seen to be roaming are wild dogs.
 - It is better to re-unite lost dogs with their owners without involving Council and instead using social media sites.

- Animal management services are not relevant to residents who do not own animals.

Benefits

- Council values the community and stakeholder opinions and is committed to a full and transparent process where the community and stakeholders have an opportunity to have their say.
- An engaged community and Council that is working towards building consensus on the direction of the municipality's future animal management.
- Encouraging broader awareness about Council's role in animal management.
- Encouraging broader awareness about responsible pet ownership.
- Improved understanding of the importance and reasons for dog registration and by-laws
- Improved community safety and amenity over the next four years.
- Reduction in risk of attacks by dogs on people and animals.
- Increase in the number of dogs reclaimed from the pound.
- Increased awareness of the positive effect of involving Council in animal management i.e. the ability to deal with repeat offenders.

Stakeholders

Below is a list of stakeholders identified as being interested or affected by the consultation.

Stakeholder	Likely values and concerns	Engagement tactics	Engagement level	Responsibility
Northern Territory and local government				
Eva Lawler, Minister for Infrastructure, Planning & Logistics	Full and transparent consultation process. The Department for Infrastructure, Planning and Logistics is responsible for managing pest animals on Crown land.	Email letter and draft Animal Management Plan	Consult	Council
Lauren Moss, Minister for Tourism & Culture	Full and transparent consultation process. Parks and Wildlife Commission are part of the Department of Tourism and Culture.	Email letter and draft Animal Management Plan	Consult	Council
Parks and Wildlife Commission	Full and transparent consultation process. Responsible for land and marine protected areas across the Northern Territory.	Email letter and draft Animal Management Plan	Consult	Council

Stakeholder	Likely values and concerns	Engagement tactics	Engagement level	Responsibility
Paul Kirby, Minister for Primary Industries and Resources	Full and transparent consultation process. Department of Primary Industry and Resources has responsibility for animal welfare matters	Email letter and draft Animal Management Plan	Consult	Council
NT EPA Dr Paul Vogel, Chairperson	Full and transparent consultation process. Provide clarification around responsibility for odour and noise complaints.	Email letter and draft Animal Management Plan	Consult	Council
Animal Welfare Authority	Full and transparent consultation process.	Email fact sheet and draft Animal Management Plan	Consult	Council
The Hon. Kezia Purick MLA	Full and transparent consultation process. Member for Goyder – Independent (office located in Coolalinga). Established network across the electorate.	Email letter and draft Animal Management Plan	Consult	Council
Mr Gary Higgins MLA	Full and transparent consultation process. Member for Daly – Country Liberal Party (office located in Berry Springs). Established network across the electorate.	Email letter and draft Animal Management Plan	Consult	Council
Mr Gerry Wood MLA	Full and transparent consultation process. Member for Nelson – Independent (office located in Howard Springs). Established network across the electorate.	Email letter and draft Animal Management Plan	Consult	Council
Litchfield Councillors	Full and transparent consultation process.	Informed through Council processes	Inform	Council

Stakeholder	Likely values and concerns	Engagement tactics	Engagement level	Responsibility
Council staff	Staff directly involved or affected by animal management practices i.e. rangers, pound and customer service.	Informed through Council processes	Inform	Council
TOPROC Animal Management Reference Group	Relevant staff from nearby councils. This group captures animal management teams from Darwin City Council, Palmerston City Council, Coomalie Community Government Council and Wagait Shire Council.	Informed through TOPROC network	Inform	Council
Animal re-homing organisations				
PAWS Darwin	Impounded dogs are rehomed by this group.	Phone call, email fact sheet, offer of briefing	Inform	Council
RSPCA Darwin	Impounded dogs are rehomed by this group.	Phone call, email fact sheet, offer of briefing	Inform	Council
Veterinary and wildlife rescue				
Veterinary Clinics; Litchfield Vet Hospital Girraween Veterinary Hospital Humpty Doo Veterinary Hospital Howard Springs Veterinary Clinic	Will have a network that could be used to promote consultation.	Email fact sheet	Consult	Council
Wildcare NT	Wildlife rescue group with volunteer carers.	Email fact sheet	Consult	Council
Community groups – animal				
Dogs NT Caroline Camilleri, Acting Administrator	Body for all registered dog activities in the Northern Territory.	Email fact sheet	Consult	Council

Stakeholder	Likely values and concerns	Engagement tactics	Engagement level	Responsibility
Freds Pass Positive Dog Training Club Inc	Will have a network that could be used to promote consultation.	Email fact sheet	Consult	Council
Community groups - other				
Reserves; Berry Springs Freds Pass Howard Park Humpty Doo Village Green Knuckey Lagoon Livingstone McMinns Lagoon	Full and transparent consultation process.	Email fact sheet and draft Animal Management Plan	Consult	Council
Local Schools				
Primary Schools; Bees Creek Girraween Howard Springs Humpty Doo Sattler Christian College St Francis of Assisi Middle Point Berry Springs	Education for school children who can drive change in the household.	Participants (existing and potential future) in Dog Awareness for Children program Email fact sheet and request mention of the Plan in the school newsletter	Consult	Council
High Schools; Taminmin High School Good Shepherd Lutheran College	Education for school children who can drive change in the household.	Potential participants in Dog Awareness for Children program Email fact sheet and request mention of the Plan in the school newsletter	Consult	Council

Stakeholder	Likely values and concerns	Engagement tactics	Engagement level	Responsibility
Ratepayers in Litchfield Council				
Litchfield Council ratepayers	Animal owners/potential owners	Targeted through stakeholders listed above, pop-up community information sessions, social media and media release.	Consult	Council
Litchfield Council residents (not ratepayers)	Animal owners/potential owners	Targeted through stakeholders listed above, pop-up community information sessions, social media and media release.	Consult	Council
Media				
Local media (ABC, NT News, Darwin/Palmerston Sun)	<ul style="list-style-type: none"> • Photo and interview opportunities • Community sentiment • Full and transparent consultation process 	Media release and fact sheet	Inform	Council

Key messages

Animal management planning

- The draft Animal Management 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.
- Council consulted with the community in September 2018, through the release of the Animal Management Plan Discussion Paper. Feedback from this consultation has been incorporated into the draft Animal Management Plan.
- You can have your say on the draft Animal Management Plan until Sunday 19 May 2019.
- Council staff, including members of the animal management team will be hosting pop-up information sessions at the following local markets and shopping centres throughout April and May:

Humpty Doo Shopping Centre	Wednesday 24 April	12 – 1.30pm
	Wednesday 8 May	5 – 6.30pm
Freds Pass Rural Markets	Saturday 27 April	10 – 12.00pm
	Saturday 4 May	10 – 12.00pm

	Saturday 11 May	10 – 12.00pm
Woolworths Coolalinga	Wednesday 1 May	5 – 6.30pm
	Wednesday 15 May	12 – 1.30pm
Freds Pass Rural Show	Saturday 18 & Sunday 19 May	

Education and awareness

- 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 achieve this.
- 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.
- 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.
- Council will continue to work with animal re-homing groups to prevent the euthanasia of re-homeable dogs and will explore other activities to increase the number of dogs returned to their owners.
- Council will educate the community about its role and responsibility for animal management through engagement and education and will include developing an Enforcement Policy.
- Council has dog management by-laws in place that are required to regulate domestic dogs and protect the safety and amenity of the community.

Tools and tactics

The five-week consultation will incorporate several tools and tactics to maximise engagement with stakeholders and the community. People need to feel informed and listened to, and the methods listed below help to achieve this.

Communication materials

The following written materials will be prepared to support the consultation:

Prepared by True North

- Fact sheet
- Media release

Prepared by Litchfield Council

- Web copy
- Frequently Asked Questions.

Council online

Online engagement will be through Your Say Litchfield page where the following will be made available on one dedicated page:

- Draft Animal Management Plan
- Fact sheet
- Frequently Asked Questions
- A link to provide comment.

A link to the above page is accessible from the home page of the Litchfield Council website.

The above information will be available in the news section on Council's website.

Stakeholder briefings

Briefings will be offered to key stakeholders including:

- The Hon. Kezia Purick MLA
- Mr Gary Higgins MLA
- Mr Gerry Wood MLA
- PAWS Darwin
- RSPCA Darwin.

Local members will be asked to promote the consultation through their regular electorate communications, such as Facebook and newsletters, with the fact sheet to be provided to them and made available at their electorate offices.

To assist with the preparation of the consultation report, minutes should be taken at the briefings and provided to True North at the completion of the consultation period. Furthermore, a record should be made of the dates of all emails and attempts made to set up briefings, as this will inform the consultation report. It will be important to demonstrate that effort has been made to set up the briefings, with phone calls made following the email.

Community information pop-up sessions

Eight information displays will be 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	

Litchfield Council staff will resource these displays, and the following materials will be available:

- copies of the fact sheet
- copies of the draft Animal Management Plan
- giveaways if possible (to draw people to the display)
- feedback form (to document any comments received).

To assist with the preparation of the consultation report, the following information should be recorded and provided to True North (at the completion of the consultation period):

- an estimate of how many people visited the information displays; and
- the questions or comments received at the information displays (to be recorded on the feedback form).

Social media

Facebook is an inexpensive and effective tool that can be used to promote the draft Animal Management Plan and reach target audiences. The Litchfield Council page currently has approximately 2249 followers. Litchfield Council can capitalise on this large Facebook following by: **boosting all posts** related to the consultation and creating Facebook advertisements that capture the target audience and promote feedback.

Providing feedback

People can provide feedback to this consultation in several ways:

- Visit yoursay.litchfield.nt.gov.au to submit comments
- Email council@litchfield.nt.gov.au
- Phone Litchfield Council on 08 8983 0600
- Visit an information display at local markets and shopping centres
- Feedback is open until Sunday 19 May 2019.

Stakeholders can also provide their feedback through the briefing process with all discussions documented and incorporated into the consultation report. They may also choose to provide a written submission.

Implementation plan

Activity	Detail	Responsibility	Timing
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Materials	True North to prepare the Fact Sheet and Media Release Council to prepare the following materials: <ul style="list-style-type: none"> • Web copy • Frequently Asked Questions • Letters and emails for stakeholders 	True North Litchfield Council	15 Feb
Consultation period	Five-week consultation period	Litchfield Council	15 April – 19 May 2019
Media release	Issued by Litchfield Council	Litchfield Council	Start of consultation period
Facebook post	Boosted Facebook posts announcing consultation On Litchfield Council Facebook page	Litchfield Council	During consultation period
Email stakeholders	Email stakeholders in stakeholder list, noting those who are being offered briefings. Follow up phone call to stakeholders who have been offered briefings.	Litchfield Council	Start of consultation period and ongoing
Stakeholder briefings	Contact stakeholders and arrange briefings	Litchfield Council	Ongoing
Pop-up sessions	Eight community information Pop-Up sessions held at various markets and shopping centres. The following information will need to be recorded at each pop-up session: <ul style="list-style-type: none"> • Number of enquiries made about the Animal Management Plan • Questions/concerns raised. 	Litchfield Council	24 April – 19 May 2019
Consultation report	A consultation report providing information on the consultation and feedback received.	True North	31 May

Reporting

Litchfield Council will provide True North with a weekly report during the consultation period, that will include:

- a summary of work undertaken and results of previous week
- any issues and matters that need resolution or decision
- steps to be undertaken, with who and timeframes
- an overview of stakeholder statistics and feedback so far.

At the end of the consultation True North will prepare a report outlining the findings of the consultation.

ANIMAL MANAGEMENT PLAN DISCUSSION PAPER & QUESTIONNAIRE – CONSULTATION SUMMARY	
<p>1. What activities/incentives do you think Council could include in its Animal Management Plan to encourage people to microchip and register their dogs?</p> <p><i>“Current financial & lifetime incentives are excellent”</i></p> <p><i>“In the 12 months since introducing registration there has been no visible or advertised increase in resources for dealing with troublesome dogs”</i></p>	<ul style="list-style-type: none"> • Registration discount incentives (6) • Free registration (2) • Fines (2) • Continue school-based programs • Show the public where the money is going • Destroy any dog without a microchip • Engage/intervene in social media networks to increase awareness and understanding – use of social media by people to reunite dogs works against council’s efforts to identify unregistered dogs • Provide an off-leash dog park & annual registration tags
<p>2. What activities do you think Council could include in its Animal Management Plan to help reduce the number of roaming dogs in our community?</p> <p><i>“I haven’t seen many roaming dogs...but it would be good to encourage dog owners to fence their properties to ensure they stay contained”</i></p>	<ul style="list-style-type: none"> • Be active in catching roaming dogs, charge owners to get their dogs back & destroy those who don’t get picked up • Reprimand owners • Increase ranger numbers • Fines • Fences around properties, limit number of dogs per property • Enforcement of containment by-law – strengthen the law and owner responsibility • Mandatory registration & de-sexing of dogs, especially constantly roaming dogs • Have animal management officers work after hours, have them to respond to reports immediately • Real penalties that will discourage <dog owners> from making mistakes • No answer (1)

<p>3. What activities do you think Council could include in its Animal Management Plan to encourage people to report roaming dogs to Council?</p> <p><i>"It already happens on Facebook..."</i></p> <p><i>"Given the level of frustration that is expressed on social media platforms, I am surprised that incentives to report roaming dogs are required"</i></p> <p><i>"Rangers need to be connecting to the community..."</i></p>	<ul style="list-style-type: none"> • Better advertisement of contact numbers, education • Respond to complaints by having staff out catching dogs • More rangers for quicker response to reports • They are over reported already • Email promotion of evidence? • Implement a phone app for reporting, set up a dedicated Facebook page for reporting • Immediate action on reported dogs and confiscation of animals...if seen to be done then people will be encouraged to report • Perhaps easier access to Council may increase reports and guarantee of anonymity for the person reporting a roaming dog • Have a regular stall at markets or shops where people can connect easily <with Rangers> • No answer (2)
<p>4. What activities do you think Council could include in its Animal Management Plan to reduce the number of unwanted dogs that are surrendered, dumped or left unclaimed in the Council pound?</p> <p><i>"Continue to provide de-sexing initiatives and education programs to reduce breeding levels and the animal population. This is a heartbreaking reality."</i></p>	<ul style="list-style-type: none"> • De-sexing vouchers/discounts/initiatives (3) • Cheaper registration for de-sexed dogs • Put down unclaimed animals • Hold owners responsible • Fines • All animals de-sexed, reduce pickup fees, have a demerit point system like our licences where points can be added/deducted depending on circumstances • Make sure owners are de-sexing dogs, stop backyard breeders, don't give dogs back to people who offend • Ban the sale of dogs not registered with a nationally recognised canine organisation, educate community on benefits of buying from nationally recognised breeders, educate residents against breeding their pet for 'fun' • Breeder registration, serious penalties for unlicensed breeding • Lower costs for owners to get animals out of pound

<p>5. What activities do you think Council could include in its Animal Management Plan to help minimise the risk of dog attacks occurring in our community?</p>	<ul style="list-style-type: none"> • More rangers out getting the wild dogs • Fines (5) • Council dog catchers have to be out catching dogs and trapping/killing wild dogs • Hold owners responsible • Dog attacks are very rare. is it a problem? • Teach owners how to manage and train their dogs • By law tightening, dogs on leads, hotwire enforcement for fencing • Put them down • Investigate reports of roaming dogs and dangerous dogs immediately, any dog proved to have caused injury to any human or domestic animal to be destroyed • Appropriate gate and fencing of properties, provision of containment areas for dogs that have been found roaming • No answer (1)
<p>6. Do you think there is a need for one or more designated dog exercise areas within the municipality?</p> <p><i>“Most people have large blocks, but dogs need to socialize”</i></p>	<ul style="list-style-type: none"> • Yes (6) • No (5) • Dog exercising should be allowed at all Litchfield Council recreation reserves • No answer (1)
<p>7. Are there public areas in the Litchfield municipality where you think dogs should not be allowed?</p> <p><i>“The dog population is a significant attribute of rural amenity and its enjoyment. There are already appropriate restriction areas – national parks, shopping centres, markets etc”</i></p>	<ul style="list-style-type: none"> • No (4) • Yes (5) • On leash at all times in public places • Most places should be accessible • In play areas in parks where children play and at sporting arenas when games are being held • Berry Springs Nature Park, Howard Springs Nature Park, anywhere a sporting competition or training is taking place or where food is being prepared and/or sold • Any public land

	<ul style="list-style-type: none"> • Howard Springs Reserve • Fred's Pass ? Fence the area between HDWTS and Pater Street • No answer (1)
<p>8. What other activities do you think Council could include in its Animal Management Plan to educate the public and encourage people to be responsible dog owners?</p> <p><i>"It's rural – I think a lot needs to be face to face"</i></p>	<ul style="list-style-type: none"> • Do welfare checks • Implement an education program on what a responsible dog owner actually is, encourage residents to join canine clubs and associations that offer training and that promote responsible dog ownership • Stop puppy farms and breeders, animal management includes Animal Welfare who should be reporting incidents to Council, change the constitution if you have to so both Council and Animal Welfare work together • Hold more schooling for dog owners and their dogs • Reward responsible owners • Free vaccinations for registered dogs • Bigger fines for irresponsible owners • Nil or No Answer (5)
<p>9. What activities do you think Council could include in the Animal Management Plan to help reduce the impact that wild dogs have in our community?</p> <p><i>"Where there are concentrated incidences of wild dog nuisance, focused trapping efforts are essential. Unfortunately, wild dogs are a part of rural living. I have utilised Council's trapping service previously with excellent results. Perhaps there is a low level of awareness in the community on how Council can assist and this needs to be increased?"</i></p>	<ul style="list-style-type: none"> • Cull them • If they are feral dogs they need to be eradicated, dingoes are normally fine • Trapping and baiting!!!! Council response to this issue has been grossly negligent, this is a real problem that needs addressing, wild dogs have no place near people, pets and livestock, Council animal officer is inadequate, put a trapper on the books full time to deal with the wild dogs • More monitoring of them • Trap and destroy them • Have traps put in areas where known dogs are • Mandatory de-sexing for those that have wild dogs that impact the whole community • Work with NTG departments to identify where wild dogs are, investigate resident reports, use trail cameras to verify, conduct a cull as required • Dogs are not the only problem – cats are running rampant killing untold wildlife and horses are spreading weeds along road verges and bushland reserves



COUNCIL REPORT

Agenda Item Number:	15.2
Report Title:	Draft Youth Policy – Endorsement for Public Consultation
Report Number:	19/0027
Meeting Date:	20/03/2019
Attachments:	Attachment A – Draft Youth Policy Attachment B – Summary of Submissions to draft Youth Policy

Purpose

This report presents to Council the draft Youth Policy for adoption by Council.

Summary

The Youth Policy is being presented to Council for adoption following a period of consultation from Thursday 21 February to Thursday 7 March.

Once adopted, the Youth Policy will be implemented.

Recommendation

THAT Council adopts the COM01 Youth Policy.

Background

The purpose of this policy is to demonstrate Council's commitment to working with Youth. The Policy will take an advocacy stance, in order to not increase the current service level provided by Council, which would require further resources.

It is intended the Policy will show Council's commitment to:

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

At the meeting on 20 February 2019, Council endorsed the draft Youth Policy for the purposes of undertaking community consultation. The document was released on Thursday 21 February 2019 for a period of 14 days, with submissions closing on Thursday 7 March 2019.

15 submissions were received.

No amendments are recommended to the draft Youth Policy, as the comments submitted were either already covered in the draft, required an increase in service level from Council (i.e. more events), or the suggestions provided are not a function of Council (i.e. more bus services to the rural area).

The final version of the Draft Youth Policy is attached to this report.

Attachment B provides a summary of submissions to the draft Youth Policy.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

There are no legislative or policy implications in relation to the adoption of a Youth Policy.

Risks

The Youth Policy will highlight the significance of young people within the community and will provide an opportunity for young people to be actively involved with Council. Council is already forming a strong network of local service providers and youth leaders, if the draft Youth Policy is not adopted this could attract a negative reaction from these stakeholders.

Financial Implications

Nil.

Community Engagement

The draft Youth Policy was placed on public exhibition inviting feedback for 14 days.

The draft Youth Policy was:

- uploaded to Council's Engagement Headquarters Your Say;
- linked to Council's Facebook page;
- placed on the front counter at Council offices;
- advertised on posters and at Taminmin Community Library; and
- emailed to previous stakeholders who had provided input into the development of the draft.

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

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

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

Youth **POLICY CODE**

Name	CODE Youth
Policy Type	Council
Responsible Officer	Director Community and Corporate Services
Approval Date	[Approval Date]
Review Date	

1. Purpose

This Policy outlines Council's commitment to foster youth participation and empowerment and highlights the significance of youth and the youth sector in Litchfield.

2. Scope

This policy applies to Councillors, staff, consultants and contractors responsible for engaging with young people, aged between 10 and 25 years, within the Litchfield Municipality for or on behalf of Litchfield Council.

3. Definitions

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

Council	Litchfield Council
Engagement	Any process that involves the public in problem solving or decision making and uses public input to make better decisions

4. Policy Statement

This policy provides Litchfield Council with a framework to demonstrate the commitment to the development and support of young people in the Municipality.

4.1. Promote a Positive Profile of Youth

4.1.1 Council will play an active role in promoting a positive image of youth, which may include Council publications, media releases in both print and electronic media.

4.1.2 Council will support the nomination and selection of Litchfield's Young Citizen of the Year as part of the annual Australia Day Award Program.

4.2. Active Participation

4.2.1 Council will explore options for young people to be involved in purposeful engagement. Where possible, youth will be given the opportunity to take on valued roles to actively participate in addressing relevant issues with the ability to influence real outcomes.

4.3. Promote Access and Development

4.3.1 Council will represent the youth of Litchfield at network meetings such as the Palmerston and Rural Youth Services Network (PARYS) and others as appropriate

4.3.2 Where appropriate Council will advocate to reduce barriers in accessing services, programs, opportunities and events for youth. This may include advocating for the expansion of services to the Litchfield Municipality. Council acknowledges young people may experience barriers such as cost, transport and distance.

4.3.3 Council will represent the youth of Litchfield through relevant engagement processes with the Northern Territory and Federal Government.

4.4. Roles and Responsibilities

4.4.1 Councillors will; advocate the interests of youth to governments, act as a responsible partner in government by considering the needs of the young people in the Litchfield community and fostering community cohesion and encouraging active participation in community engagement with young people.

4.4.2 The Chief Executive Officer will; lead the organisation to further embed a culture that strives for and supports the positive profile of youth including opportunities for youth to be involved in purposeful engagement and ensure Council is providing adequate ability to implement the Youth Policy.

5. Associated Documents

Community Engagement Strategy 2017-2021

Community Engagement Action Plan 2017 – 2021

COR02 Community Engagement Policy

6. References and Legislation

Nil

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)

Litchfield Council draft Youth Policy Submissions				
Topic	Name	Submission Summary	Response	RECOMENDATION
Events and Activities	Grace, Taminmin College	Would like to see Council have a more visible presence in the community. Examples provided were a choir or sports.	Council provides support to community groups running activities in the Municipality through the Community Grants program Item 4.3.2 in the Draft Youth Policy recognises that Council will advocate to reduce barriers in accessing services, programs and events for youth.	No change to Youth Policy.
	Anonymous, Taminmin College	Would like to see more hands-on activities for young people such as sports and science activities.		
	Lily, Taminmin College	Student would like more sporting activities closer to Humpty Doo and Noonamah.		
Compliments and Support for policy	Anonymous, Taminmin College	Have hit the mark with our draft Youth Policy.	n/a	No change to Youth Policy.
	Anonymous, Taminmin College	Is excited to see the involvement of students to participate and share their opinions and to improve the image of youth.		
	Lara, Taminmin College	Student expressed agreeance with the Youth Policy.		
	Ranaonmay, Taminmin College	Have hit the mark with the draft Youth Policy.		
	Charlotte, Taminmin College	Have hit the mark with the draft Youth Policy.		
Transport Options	Shelcia, Taminmin College	Would like to see more transport options to get to school and the current bus stop to be shaded.	Transport is a function of the Northern Territory Government. Council has outlined in the Draft Youth Policy that it will represent young people of Litchfield through relevant processes and where appropriate through advocacy. .	No change to Youth Policy.
	Ranaonmay, Taminmin College	Student expressed the need for cheaper transport options.		
	Charlotte, Taminmin College	Would like to see shade over the bus stop out the front of school.		

Litchfield Council draft Youth Policy Submissions

Topic	Name	Submission Summary	Response	RECOMENDATION
	Anonymous, Taminmin College	Would like to see shade over the bus stop out the front of school.		
	Anonymous, Taminmin College	Student would like to see more undercover areas for students to wait for the bus after school.		
	Frances, Taminmin College	Would like to see more bus routes and safe roads for young people		
Community Safety	Lily, Taminmin College	Student expressed concerns about intoxicated people in the streets at night.	Council recognises the concerns of young people for Community Safety and environmental protection. Council has been working closely with the Northern Territory Police to increase Community Safety and is supporting NT Natural Resource Management to protect the natural environment of Litchfield.	No change to Youth Policy.
	Lily, Taminmin College	Student expressed concerns about littering.		
	Frances, Taminmin College	Is concerned about people breaking and entering other's homes.		
	Lara, Taminmin College	Would like to see Council enforce curfews for noise after 1.00am.		
Job opportunities for Youth	Hayden, Taminmin College	Student expressed the policy looks great. Would like to see more job and/or work experience opportunities for young people with local businesses.	Council has been providing young students the opportunity for school-based work experience on request.	No change to Youth Policy.
	Hayden, Taminmin College	Student would like to see more opportunities for young people to learn technology-based programs.	With the transition of community library services, Council will be reviewing the programs and services provided at the library for all demographics.	

Litchfield Council draft Youth Policy Submissions

Topic	Name	Submission Summary	Response	RECOMENDATION
Services	Anonymous, Taminmin College	Student would like to see a larger library with a separate room for students to use their phones.	With the transition of community library services, Council will be reviewing the programs and services provided at the library for all demographics.	No change to Youth Policy.
	Anonymous, Taminmin College	Student would like technology devices to be allowed in the library and better internet.	Council is establishing improvements to the public WIFI at the library in cooperation with contractors. The usage of mobile devices during school hours is regulated through school policy.	No change to Youth Policy.
	Lara, Taminmin College	Student would like to see better playgrounds.	Council recognises the importance of playgrounds and social infrastructure for the community. Improvement works are currently planned for Howard Park Reserve and Humpty Doo Village Green.	No change to Youth Policy.
	Lara, Taminmin College	Also has concerns about vet bills and air conditioning in schools.	Air conditioning in schools and vet bills is not a function of Council.	No change to Youth Policy.



COUNCIL REPORT

Agenda Item Number:	15.3
Report Title:	McMinns Lagoon Recreation Reserve Request for funding
Report Number:	19/0028
Meeting Date:	20/03/2019
Attachments:	Attachment A – Sponsorship Proposal for Bushcare Major Day Out Attachment B – Financials for Bushcare Major Day Out

Purpose

This report presents for Council's consideration, a request received from McMinns Lagoon Recreation Association regarding a three-year sponsorship agreement with the Association, commencing in the 2019/2020 financial year, to stage their annual Bushcare Major Day Out event.

Summary

McMinns Lagoon Reserve Association has written to Council requesting Council's financial support for three years 2019 – 2021 to sustain and grow the Bushcare Major Day Out event, (Attachment A). The sponsorship is intended to cover some of the costs (Attachment B) associated with running the event, while providing Council with partnership status. The Association has also requested financial support from Territory Natural Resource Management (TNRM) of \$2,500, Mr Gerry Wood MLA \$500 and Warren Snowdon MP \$200.

The Association hopes the Bushcare Major Day Out event will provide the Association with a small profit each year to secure funding to establish permanent power and ablutions.

In addition to Council's annual operational grant to McMinns Lagoon Recreation Association of \$24,000 (2018/19), the Association has previously applied for and received support from Council through the Community Grants Scheme (\$2,500 in 2017/18)

Recommendation

THAT Council:

1. thanks, and acknowledges the ongoing contribution the McMinns Lagoon Reserve Association's Bushcare Major Day Out event in providing the opportunity for the community to get out and learn about the region and this nature reserve;
2. refers McMinns Lagoon Reserve Association to the Litchfield Council Annual Community Grants program to seek financial support for the annual Bushcare Major Day Out event; and
3. refers McMinns Lagoon Reserve Association to the Community Benefit Fund, Major and Minor Community Grants for further grant opportunities.

Background

McMinns Lagoon Reserve Association oversee the operations and management of the Reserve on behalf of Council. The Reserve offers nature enthusiasts and bird watchers a comprehensive array of flora and fauna, one of the largest in the Northern Territory.

McMinns Lagoon Reserve Association is a landcare group, with programs and activities about caring for the land and developing community ethics based on protecting the land and its associated water, plants and animals, and careful management of the land and its natural resources for the benefit of present and future generations.

Management of McMinns Lagoon Reserve aims to protect its natural, cultural and historical values, while allowing for passive recreational activities which recognise the capabilities of the land and water.

BMDO is an annual event held at multiple locations throughout Australia each year to raise community awareness of the importance of maintaining local areas of bushland and to attract more volunteers to join.

The McMinns Lagoon BDMO is a free family event that includes a guided walk around the lagoon, animal information sessions, landcare presentations, bush plant workshops, and family fun. BDMO aims to increase the awareness of the important work undertaken by volunteers while also encouraging people to get out and explore the rural area.

The event engages the local community in various ways:

- Those interested in environment, wildlife and conservation;
- Families for recreation and community activities;
- Young professionals, wanting to explore the region;
- Business networking, those in search of tourism enterprise;
- Seniors wanting to socialise and explore; and
- Other community groups wanting to share the experience.

Attendance has increased each year with approximately 300 people attending in 2018. Through feedback, the event has grown over the years and now includes market type stalls and more family friendly attractions.

In 2018 the McMinns Reserve Association applied for a Litchfield Council Annual Grant and received \$2,500.00 towards their 2018 Bushcare Major Day Out event.

Council's Annual Community Grants program provides the opportunity for community groups to apply for up to \$5000 for events and projects within the Litchfield municipality. Council has allocated a budget of \$48,000 towards Community grants in 2018/19.

Council's Annual Community Grants opened for applications on Monday 11 March 2019 and will close on 12 April 2019. Following the closing date, the Community Grants Committee will meet and access all applications received. Applicants will be notified of successful funding through the awards night to be held in early June 2019. This timeline allows for The Association to

In addition to Council's Annual Community Grants program, other grant opportunities exist for the Association, such as the Community Benefit fund minor and major community grants. Major community grants will fund amounts between \$15,001 and \$250,000 for which ablutions would be eligible.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Council's FIN07 Grants, Donations and Sponsorship policy provides Council with the opportunity to enter partnership agreements and outlines the Community Grant Scheme.

Council's Community Grant Scheme has three components as outlined below.

The *Annual Community Grants* are open once a year for funding up to \$5,000 and are approved by the Community Grants Committee. This Committee comprises of two Elected Members and the Director Corporate and Community Services.

The *Community Initiative Grant* is open all year round for funding for eligible individuals and organisations for up to \$500. These grants are assessed under the delegation of the CEO.

Partnership and Support Grants are determined by Council resolution and identified year in the Council budget available in Council's annual Municipal Plan.

Risks

No risks identified.

Financial Implications

Council has allocated \$48,000.00 to the Community Grant Scheme in 2018/19 including the Community Initiative Grants, any sponsorships and partnerships Council has agreed to, and the Annual Community Grants program.

Council provides the McMinns Lagoon Reserve Association with an annual operational grant to manage the Reserve including expenses, repairs and maintenance and tree maintenance. In 2018/2019 the Association has received an operational grant of \$24,000.

Community Engagement

Nil.

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

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

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

Background

McMinns Lagoon Recreation Reserve is situated on 41 hectares of unspoilt wetlands. It is a natural jewel amongst the Litchfield regions reserves. It offers nature enthusiasts and bird watchers alike a wide spectrum of bird life and butterfly activity all year round.

The Reserve holds a comprehensive bird sanctuary and contains one of the largest varieties of flora and fauna habitats in the Northern Territory.



Aerial view of McMinns Lagoon

Bushcare Major Day Out

Bushcare's Major Day Out (BMDO) is an annual event that is held throughout Australia, in September each year.

There are hundreds of local volunteer Bushcare, Landcare, Coastcare and Creekcure groups around Australia, meeting weekly or monthly to maintain local areas of bushland. Their main activities are controlling;

- environmental weeds,
- clearing rubbish which has no habitat value,
- planting native species, and
- reporting wildlife sightings and issues.

BMDO aims to increase the awareness of this important work and to attract more volunteers to join these groups.

McMinns Lagoon Bushcare Major Day Out is a free family event that includes a guided walk around the lagoon, animal information sessions, landcare presentations, bush plant workshops, and family fun.



In 2018 the event rebranded with a campaign 'Free Family fun in the Great Outdoors'! The campaign was aimed at families to get out and learn about the region, its habitat and animals, it offered the same information as previous years but included more animal interactions and an art and craft environment. Demographic regions included local Litchfield residents and those in the greater Darwin regions to come out and see the spectacular landscapes and natural habitat so close to a capital city.

With a marketing campaign, including a 148 TV commercials, 2 radio interviews, and an organic reach of 9.3k on Facebook, the event attracted over 300 people. The day included for the first time an art and craft market, which was received by both the stall holders and community well. The animal presentations were the biggest hit of the event.

McMinns Bushcare Major Day Out attracted many positive contributions and has introduced several more visitors to the region, with many attending the event, and several visiting in the weeks after. The feedback received was extremely positive and it is hoped the event will continue annually to spread the message of landcare and attract new visitors to the lagoon.

Proposal

McMinns Lagoon Reserve are requesting financial support for three years 2019 – 2021 to sustain and grow the event. The attached projected finances outline the expenses required to operate the event and the estimated income from the event in 2019, 2020 and 2021.

It shows a small profit each year and it is hoped to secure some funding to establish power and ablutions for the future which will reduce hire of facilities and enable more income for the reserve over the year that can go towards this event. It is important to educate families of our natural habitats, the Reserve relies heavily on volunteers and with community groups such as Conservation Volunteers and Greening Australia now closed in the Top End, events like Bushcare Major Day Out are important to attract new volunteers to the Reserve to sustain the natural habitat.

McMinns Lagoon Reserve Board are seeking a financial commitment from Litchfield Council of \$15,000 over the three years 2019 – 2021. A \$5,000 contribution as a partnership each year.

Event Budget for Bushcare 2019

Expenses

	Estimated	Actual
Total Expenses	\$8,374.60	\$0.00

Site	Estimated	Actual
Marquee	in-kind	\$0.00
Seating	in-kind	\$0.00
Toilets	\$605.00	\$0.00
Total	\$605.00	\$0.00

Entertainment	Estimated	Actual
Wildlife Park	\$846.60	\$0.00
Sand Art	\$338.00	\$0.00
Bush Tales	\$360.00	\$0.00
Story Telling	\$355.00	\$0.00
Face painting	\$0.00	\$0.00
Weaving	\$300.00	\$0.00
Total	\$2,199.60	\$0.00

Publicity	Estimated	Actual
Facebook		\$0.00
Signage update		\$0.00
Graphic Art		\$0.00
Total	\$0.00	\$0.00

Food	Estimated	Actual
Food vendors		\$0.00
Ice Poles	\$60.00	\$0.00
Total	\$60.00	\$0.00

Media Equipment	Estimated	Actual
Sound and mic	\$0.00	\$0.00
Total	\$0.00	\$0.00

Misc	Estimated	Actual
Ambulance	\$300.00	\$0.00
MC	\$0.00	\$0.00
Total	\$3,600.00	\$0.00

Admin & event manage	\$3,300.00	\$0.00
Raffle	Bendigo Ban	\$0.00
Total	\$3,600.00	\$0.00

Marketing	Estimated	Actual
SC TVC	\$1,800.00	\$0.00
TVC edits	\$110.00	\$0.00
Total	\$1,910.00	\$0.00



COUNCIL REPORT

Agenda Item Number:	15.4
Report Title:	670 Letchford Road Subdivision – Updated Request for New Road Name
Report Number:	19/00
Meeting Date:	20/03/2019
Attachments:	Attachment A – Photo of Quinine Tree Attachment B – Botanical Description of Quinine Tree

Purpose

The purpose of this report is to refer to Council a request for support to the NT Place Names Committee for the naming of a road in the new subdivision at 670 Letchford Road, Darwin River.

Summary

Due to a new subdivision, a new Council road is being created in Darwin River. The applicant has requested comments from Council regarding a proposal to name the road.

The name Peel Creek Close was proposed for the road by the applicant in late 2018 and at Council's 12 December 2018 meeting, Council supported this name. However, Place Name Committee has requested additional information related to this original proposal, and the applicant has determined to submit a new proposal for a different name for the road – Quinine – and requests Council support this new name for the road.

It is recommended that Council resolve to support the naming of the road as proposed.

Recommendation

THAT Council support the name Quinine for the new road within the new subdivision at 670 Letchford Road.

Background

In September 2014, a Development Permit was issued to subdivide 670 Letchford Road, Darwin River, into seven lots. While subsequent variations to the proposal have allowed the lots to be developed in stages, the proposal for a seven-lot subdivision remains the same. As with all roads in new subdivisions, Council will take over the road once the subdivision is completed and the road is constructed in accordance with Council's Development and Subdivision Standards.

The developer of the subdivision is requesting comment from Council, in accordance with Council Policy TS03 Place Names Policy, to name the new road.

In late 2018, the developer proposed to name the road Peel Creek Close, as the road terminates into a parcel that contains Peel Creek. “The Peel Creek” is a registered place name for this stream. In 1869, Surveyor A H Smith of Goyder’s survey teams, named the stream “The Peel”. It is believed to be named after the survey expedition doctor, Dr Robert Peel. The road is a cul-de-sac that is not expected to extend further in the future, due to the drainage requirements of the creek, and was therefore recommended as a “Close” by the developer.

However, Place Names Committee requested that the developer provide proof that the descendants of Dr Peel were in support of naming the road after him, while acknowledging that the creek was already named after him.

As a result, the developer has instead proposed a different name for the road – Quinine. It is understood that there are quinine trees on the property. A photo of a quinine tree is included at Attachment A and the botanical description of the tree is included at Attachment B.

Place Names Committee will select the appropriate type of road (Road, Street, Close, etc) to pair with any approved street name.

Council’s decision on the proposed naming of the road will be provided to the applicant, who will liaise with the NT Place Names Committee to name the road.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

The NT *Place Names Act* governs the naming of places within the NT. Under the Act, the views of Council must be sought on any proposal to name a place within Council’s municipality. Council Policy *INF04 Place Names* sets out the process and consideration of naming of places within Litchfield Council.

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.

Photo of Quinine Tree



Petalostigma pubescens

+ Synonyms

Domin

Picrodendraceae

Common Name: Quinine Tree

General Information

Quinine tree is a small tree with a dense canopy and drooping branches, usually growing 5 - 8 metres tall but exceptionally to 12 metres. The bole is often crooked [418].

The plant is sometimes harvested from the wild for local use as a medicine and source of wood.

Known Hazards

The foliage may be poisonous, particularly after rain[418].

Botanical References

Range

Australia - New South Wales, Queensland, Northern Territory, Western Australia; to New Guinea.

Habitat

Sandstone plateaux, hilly uplands, and sandy, alluvial or stony plains at elevations up to 650 metres[418].

Properties

Medicinal Rating	+++
Other Uses Rating	+++
Habit	Tree
Height	6.50 m
Growth Rate	Slow
Self-fertile	No
Cultivation Status	Wild

Cultivation Details

A plant of the drier to moist, lowland tropics, where it is found at elevations up to 650 metres. It grows best in areas where annual daytime temperatures are within the range 20 - 37Â°C, but can tolerate 12 - 42Â°C[418]. When dormant, the plant can survive temperatures down to about -2Â°C, but young growth can be severely damaged at -1Â°C[418]. It prefers a mean annual rainfall in the range 60 - 1,000mm, but tolerates 400 - 1,200mm[418].

Prefers a sunny position[418]. Grows best in a well-drained, sandy soil, preferring one of low fertility[418]. Prefers a pH in the range 5.5 - 7, tolerating 4.5 - 8[418].

A relatively slow-growing plant[418].

A dioecious species, both male and female forms need to be grown if fruit and seed are required[694].

Edible Uses

None known

Medicinal

The bark and fruits are very bitter[694]. They have been used in the treatment of malaria, toothache, and sore eyes[418].

Other Uses

The wood can be used as fuel[418].

Propagation

Seed - sown fresh, it germinates within a few weeks[694].



Fruit and leaves

Photograph by: Wrigley, J.

Image credit to [Australian National Botanic Gardens](#)



Cite as: Tropical Plants Database, Ken Fern. tropical.theferns.info. 2019-01-28. <tropical.theferns.info/viewtropical.php?id=Petalostigma+pubescens>



COUNCIL REPORT

Agenda Item Number:	15.5
Report Title:	Council Controlled Land Summary
Report Number:	19/0030
Meeting Date:	20/03/2019
Attachments:	Attachment A – Council Controlled Land List

Purpose

This report provides Council with a summary and list of Council owned and controlled land.

Summary

Council is responsible for 68 parcels of freehold land and 4 parcels of leased Crown land throughout the municipality, a total land area of 15,849,701 square metres.

Recommendation

THAT the report on Council Controlled Land be received and noted.

Background

A report was presented to Council at the 3 February 2016 I Meeting. The land discussed and listed within that report has not changed between that report and this summary report. Therefore, no new land has been handed to, or acquired by, Council over the last 3 years. The next known new land Council will own is the park and drainage area located within the Freds Pass Road subdivision, which is expected to be handed over to Council by June 2019.

A summary of the land is provided in Table 1, with the details included in Attachment A. The classifications used in the table are listed below. These have been determined from current knowledge and individual parcel details have not been confirmed through site visits or additional investigations (ie extent of drainage area within the parcel).

- Drainage – parcels that exist predominantly for the transfer and collection of stormwater, this includes lagoon and water inundated areas.
- Reserves – Council recreation reserves
- Waste – waste transfer stations
- Administration – Council offices
- Cemetery – Thorak Regional Cemetery
- Other – parcels not currently classified into one of the above classifications, such as parcels of closed roads.

Table 1

Classification	Town Planning Zone	Total Parcel Area (sq m)	Freehold Parcels	Crown Land Parcels
Administration	Zone CP	121800	1	
Administration Total		121800	1	
Drainage	Zone CN	6096000	17	
	Zone CN, Zone H	828500	1	
	Zone CN, Zone RL	540800	3	
	Zone OR	20200	1	
	Zone R	1935110	5	
	Zone RL	1697120	13	
	Zone RR	143800	1	
Drainage Total		11261530	41	
Other	Zone CN	174870	3	
	Zone CP	20000	1	
	Zone CP, Zone CN	75600	1	
	Zone FD	3530	1	
	Zone R	1437800	4	
	Zone RL	151780	5	
	Zone RR	6552	3	
Other Total		1870132	18	
Reserve	Zone CN, Zone RL	414600	1	
	Zone CP	56640	2	
	Zone OR	1740900	5	
	Zone RL	899		1 (portion of McMinns Lagoon)
Reserve Total		2213039	8	1
Waste	Zone CN, Zone CP, Zone TC	191900		1
	Zone CP	191300		2
Waste Total		383200		3
Grand Total		15849701	68	68

As listed above and in Attachment A, there is a significant amount of land not in managed reserves that Council is responsible for, including undertaking all land management activities such as firebreaks and weed management. This is also in addition to road reserves.

Further details on each parcel of land is provided in Attachment A.

There are a significant number of Crown land parcels throughout the Litchfield Municipality, estimated to be well over 500, and with a range of managing departments. This information can be viewed through the NT ATLAS website. Understanding the extent and potential use of Crown land would be a significant body of work, not able to be conducted within existing resources.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Council is responsible for land it owns and controls, this includes all freehold land and Crown land according to the terms of the arrangement.

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.

Parcel Number	LAIS Key	Address	Classification	Parcel Area M2	Tenure Description	Town Planning Zone
4187	695 02653	7 BEES CREEK RD, FRED'S PASS	Administration	121800	Freehold	Zone CP
8004	175 01709	0 , ACACIA HILLS	Drainage	722200	Freehold	Zone R
7755	175 01649	0 , ACACIA HILLS	Drainage	32100	Freehold	Zone R
8736	695 04832	210 TOWNEND RD, ACACIA HILLS	Drainage	1166000	Freehold	Zone R
8024	175 01712	0 , ACACIA HILLS	Drainage	8500	Freehold	Zone R
3572	695 01817	20 BEES CREEK RD, FRED'S PASS	Drainage	20200	Freehold	Zone OR
8872	695 05011	41 ANGLESEY RD, GIRRAWEE	Drainage	358200	Freehold	Zone CN
6161	6957701100102	550 GIRRAWEE RD, GIRRAWEE	Drainage	856100	Freehold	Zone CN
8161	055 05598	133 WATLING RD, GIRRAWEE	Drainage	1040	Freehold	Zone RL
8162	055 05599	62 WATLING RD, GIRRAWEE	Drainage	4670	Freehold	Zone RL
8435	375 01531	33 GUY RD, HERBERT	Drainage	152700	Freehold	Zone RL
8440	375 01536	36 GUY RD, HERBERT	Drainage	75200	Freehold	Zone RL
8481	000 05761	1205 GIRRAWEE RD, HERBERT	Drainage	225800	Freehold	Zone RL
3487	695 04630	505 PIONEER DR, HERBERT	Drainage	624400	Freehold	Zone CN
4885	695 03359	149 DANIEL CCT, HERBERT	Drainage	88200	Freehold	Zone CN
4913	695 03387	0 , HERBERT	Drainage	95100	Freehold	Zone CN
7927	055 05349	499 HICKS RD, HOWARD SPRINGS	Drainage	337800	Freehold	Zone CN, Zone RL
584	055 03968	135 SITTELLA RD, HOWARD SPRINGS	Drainage	102900	Freehold	Zone CN
7902	055 05324	460 HICKS RD, HOWARD SPRINGS	Drainage	105500	Freehold	Zone CN, Zone RL
1205	055 05077	445 GUNN POINT RD, HOWARD SPRINGS	Drainage	1791000	Freehold	Zone CN
566	055 03950	75 SITTELLA RD, HOWARD SPRINGS	Drainage	97500	Freehold	Zone CN, Zone RL
474	055 03418	390 BRONZEWING AVE, HOWARD SPRINGS	Drainage	194000	Freehold	Zone CN
1017	055 04470	118 SITTELLA RD, HOWARD SPRINGS	Drainage	29500	Freehold	Zone RL
1018	055 04472	74 SITTELLA RD, HOWARD SPRINGS	Drainage	11000	Freehold	Zone RL
568	055 03952	57 CORELLA AVE, HOWARD SPRINGS	Drainage	810	Freehold	Zone RL
7936	055 05506	0 , HOWARD SPRINGS	Drainage	11200	Freehold	Zone RL
9081	695 05301	125 KOSTKA RD, HUMPTY DOO	Drainage	229700	Freehold	Zone RL
9008	695 05081	40 RISK RD, HUMPTY DOO	Drainage	143800	Freehold	Zone RR
10110	695 05468	651 GOODE RD, HUMPTY DOO	Drainage	629200	Freehold	Zone RL

Parcel Number	LAIS Key	Address	Classification	Parcel Area M2	Tenure Description	Town Planning Zone
7814	695 04380	249 THOMAS RD, HUMPTY DOO	Drainage	573300	Freehold	Zone CN
8965	695 05273	17 CICADA CT, HUMPTY DOO	Drainage	254300	Freehold	Zone RL
7795	695 04361	185 TRIPPE RD, HUMPTY DOO	Drainage	534400	Freehold	Zone CN
5616	695 04176	236 DOXAS RD, HUMPTY DOO	Drainage	46500	Freehold	Zone CN
5062	695 03529	31 REDGUM DR, HUMPTY DOO	Drainage	169000	Freehold	Zone CN
1181	055 04976	90 THORAK RD, KNUCKEY LAGOON	Drainage	6310	Freehold	Zone R
3373	325 01683	100 DUFF RD, LAMBELLS LAGOON	Drainage	828500	Freehold	Zone CN,Zone H
8059	695 04547	650 REDCLIFFE RD, NOONAMAH	Drainage	100200	Freehold	Zone CN
8311	695 04522	44 DOWLING RD, VIRGINIA	Drainage	72000	Freehold	Zone RL
5510	695 04025	395 LOWTHER RD, VIRGINIA	Drainage	394000	Freehold	Zone CN
7633	695 04314	241 LOWTHER RD, VIRGINIA	Drainage	124600	Freehold	Zone CN
5332	695 03813	0 , VIRGINIA	Drainage	13400	Freehold	Zone CN
7758	695 04460	370 VIRGINIA RD, VIRGINIA	Drainage	30700	Freehold	Zone CN
7987	175 01703	3405 STUART HWY, ACACIA HILLS	Other	1345000	Freehold	Zone R
9206	175 01743	0 , ACACIA HILLS	Other	59600	Freehold	Zone R
11438	695 05991	31 MCAULAY RD, BEES CREEK	Other	16700	Freehold	Zone RL
8823	695 05010	21 WENBORN CT, GIRRAWEE	Other	122900	Freehold	Zone CN
8664	695 04939	0 , HERBERT	Other	5750	Freehold	Zone RL
556	055 03895	68 CURRAWONG DR, HOWARD SPRINGS	Other	1660	Freehold	Zone RL
800	055620010000T	0 NEWBALD CL, HOWARD SPRINGS	Other	1180	Freehold	Zone RR
10276	055 06445	51 AZURE CT, HOWARD SPRINGS	Other	292	Freehold	Zone RR
790	055620010000J	0 FELLOWS RD, HOWARD SPRINGS	Other	5080	Freehold	Zone RR
482	055 03426	24 PARDALOTE WAY, HOWARD SPRINGS	Other	45200	Freehold	Zone CN
4408	695 02897	320 ARNHEM HWY, HUMPTY DOO	Other	75600	Freehold	Zone CP,Zone CN
9063	695 04163	2 FRED'S PASS RD, HUMPTY DOO	Other	6770	Freehold	Zone CN
9070	695 05185	890 ARNHEM HWY, HUMPTY DOO	Other	6470	Freehold	Zone RL
8870	695 05173	425 GOODE RD, HUMPTY DOO	Other	121200	Freehold	Zone RL
877	055 04223	5 CAMPBELL RD, KNUCKEY LAGOON	Other	20000	Freehold	Zone CP

Parcel Number	LAIS Key	Address	Classification	Parcel Area M2	Tenure Description	Town Planning Zone
7673	160 02583	84 SOUTHPORT RD, SOUTHPORT	Other	15800	Freehold	Zone R
7674	160 02584	80 SOUTHPORT RD, SOUTHPORT	Other	17400	Freehold	Zone R
8322	695 04533	570 LOWTHER RD, VIRGINIA	Other	3530	Freehold	Zone FD
94	045 01789	1130 COX PENINSULA RD, BERRY SPRINGS	Reserve	81200	Freehold	Zone OR
10203	695 05467	20 BEES CREEK RD, FRED'S PASS	Reserve	785500	Freehold	Zone OR
201	055 01916	325 WHITEWOOD RD, HOWARD SPRINGS	Reserve	34200	Freehold	Zone OR
203	055 02177	315 WHITEWOOD RD, HOWARD SPRINGS	Reserve	6140	Freehold	Zone CP
3558	695 01799	85 CHALLONER CCT, HUMPTY DOO	Reserve	50500	Freehold	Zone CP
458	055 03326	110 BRANDT RD, KNUCKEY LAGOON	Reserve	193700	Freehold	Zone OR
2697	160 02524	35 LIVINGSTONE RD, LIVINGSTONE	Reserve	646300	Freehold	Zone OR
3737	695 02028	5 DREAMTIME DR, McMINNS LAGOON	Reserve	899	Crown Lease Perpetual	Zone RL
3895	695 02211	105 SAYER RD, McMINNS LAGOON	Reserve	414600	Freehold	Zone CN, Zone RL
9356	045 01863	745 COX PENINSULA RD, BERRY SPRINGS	Waste	191900	Crown Lease Perpetual	Zone CN, Zone CP, Zone TC
9355	055 05519	16 HOWARD SPRINGS RD, HOWARD SPRINGS	Waste	83100	Crown Lease Perpetual	Zone CP
8899	695 05020	225 STRANGWAYS RD, HUMPTY DOO	Waste	108200	Crown Lease Term	Zone CP

Notes:

1. LAIS Key can be used for NT ATLAS search
2. Some properties do not have a formal street address but can be identified through their parcel number or LAIS Key



COUNCIL REPORT

Agenda Item Number:	15.6
Report Title:	Southport Mira Square Development – Proposed Staging
Report Number:	19/0031
Meeting Date:	20/03/2019
Attachments:	Nil

Purpose

This report provides, for Council consideration, a proposed program for staging and funding the development of Mira Square, Southport.

Summary

Council has worked with Crown Land Estate and the Southport Progress Association (SPA) for a number of years on acquiring the community purpose site in Southport commonly known as Mira Square. The current pathway provided by NT Government is to apply for a grant of Crown Land for a lease over the site. Primary requirements for achieving the grant of land include a detailed plan for development of the site and proof of funding for the proposed works on the site.

This report presents a proposed staging plan for initial development of Mira Square, to meet community needs as identified by SPA, along with estimated costs.

The report recommends that Council agree to a proposal for the application for grant of lease not exceeding 12 years for development of an 8,000m² portion of Mira Square. Initial required costs are estimated at \$1,000 for the application to Crown Land and \$267,000 for supply, installation, and servicing of an enclosed shed to provide a meeting space for residents. Further staged works are also proposed and discussed further within the body of this report.

Council would need to consider budget availability each year and whether to commit funding to proceed with each stage in future Council budgets.

Recommendation

THAT Council:

1. endorses a staging plan for the development of Mira Square that includes:
 - a. Stage 1 - construction of an approximately 400m² 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.

Background

History

The community of Southport, through the Southport Progress Association (SPA), has been seeking community support for the development of a community hall for approximately 25 years. Council has been approached for and provided varying degrees of involvement with this proposal over the years.

The first known application submitted by Council, was for an application for a Community Land Grant to the NT Government (NTG) for Mira Square in December 2011. However, this application did not progress as further information was required.

In 2015, Council wrote to the NTG seeking to acquire Mira Square as a recreation reserve to be run by the SPA. Advice was received from NTG that Council should lodge a Community Land Grant application for such a proposal.

At its 20 April 2016 meeting, Council resolved to endorse an application for the acquisition of Mira Square, approve the allocation of a \$20,000 grant to the SPA as seed funding for 2016/17 and allocate \$10,000 annual from 2017/18 to the SPA as an operating grant to manage Mira Square. It was Council's understanding at the time that an application was made to the NTG in early 2016; however, Crown Land claim not to have receipt of a formal application. Communication between Council and Crown Land in early 2017 indicated that the process to apply for acquisition for Crown Land had changed and that Council needed to submit a new application.

Over the past year, Council has worked with the NTG's Crown Land division to determine the current appropriate application requirements and process and with the SPA to determine the highest priority community desires and needs for the site.

Requirements for Crown Land Grant

To make an application for a grant of Crown Land, the following is required:

- *Understanding of proposed corporate governance of the site.*
In this instance, the proposal is for a Community Land Grant of the parcel to Council, with Council retaining ultimate ownership of the site and leasing management of the site to the Southport Progress Association.
- *Details of how the project will be funded. Crown Land require that there be a commitment to the full cost of the project prior to their granting the land.*
At a minimum, the application would require Council to confirm that there are funds available and promised for Stage 1 works. The funding for subsequent stages could be allocated within identified timeframes.
- *Demonstration of skills and experience to undertake the project.*
It is considered that Council's expertise would be sufficiently relevant to meet this criterion.
- *Information on the proposed development, including concept plans, proposed staging and development timeframes.*
A master plan for the site has been prepared. It is proposed that the community hall would be the first stage of the development, as the highest priority item for the community. The play space and other infrastructure would follow.
- *Information on the viability of the project from a commercial considerations' perspective.* It is considered that Council would be able to adequately address this criterion.

Discussion

For the purposes of Mira Square, the grant of Crown Land from Crown Land Estate through the leasing process and eventual long-term lease to Council should be evaluated similarly to formally acquiring the land for Council ownership, due to the length of expected eventual lease term of approximately 30-40 years.

Typically, Crown Land would grant a short-term lease for development purposes followed by a longer term for the operation of the use.

Business Case for Land Acquisition

Council Policy *GOV12 Land Acquisition* provides a set of criteria against which to assess land acquisition. Council shall acquire land after development and assessment of a sound business case, accepting that acquisition incurs on-going maintenance costs for the land. An assessment of acquiring a Crown lease over Mira Square follows:

Table 1

Criteria	Assessment
Site condition and suitability, including, but not limited to:	
Physical site characteristics	No notable features, flat and suitable for community purpose uses.
Zoning of the land	Located in Zone CP (Community Purpose), appropriate for a community centre, play space, and community facilities.
Current use and existing structures on the site	Vacant land
Property contamination	No contamination
Cultural heritage/native title issues	No heritage value or native title issues
Independent valuation of the land	Cost for Crown Land is nil; thus, valuation is less relevant in this instance.
Community benefit and demand	<p>The site would provide a community gathering space for current and future residents of Southport. Council currently has approximately 177 ratepaying properties in Southport with approximately 150 vacant Crown Land blocks. There is currently no community space in Southport other than the shed at the bore, which fits approximately ten people, with no facilities. There is no designated play space for children in the small lot community.</p> <p>If the town of Southport were subdivided today, under the current NT Planning Scheme requirements, it would require approximately</p>

	<p>9 hectares of public open space to be provided for the community and dedicated to Council. Mira Square is 3.248 hectares.</p> <p>It is noted that the site is 8.3km from the Berry Springs Reserve, however from a community planning perspective it is considered inappropriate to expect children to travel that distance to the reserve for regular recreation. Any requirement for the use of the space for community meeting space should be considered by Council.</p>
Priorities of Council	This has been an ongoing project for Council and funds have been allocated and resolutions made. Council's 2018-2019 Municipal Plan includes funding to support the development of community facilities on Mira Square. Council's 2018-2022 Strategic Plan, outcomes of Council's Development and Open Space priority include, <i>Maintain and manage our public open space well to provide enjoyable recreational areas and support our neighbourhood amenity.</i>
Potential financial benefit	Nil direct financial benefit to Council from this grant of land; ongoing costs will be incurred.
Cost of initial acquisition	The costs of acquiring the grant of land for this site can be considered to be staged over the course of development of the site; Crown Land would require payment for an application and confirmation of funding for development of Stage 1 works at a minimum. This cost is estimated at \$268,000 (with approximately \$1,000 for the Crown Land application fee). Grant funding is expected to be applied for but is not guaranteed; Council would likely be expected to match grant funding received.
Assessment of long-term maintenance costs for the land	Council would seek to enter into a leasing arrangement with SPA for long-term maintenance of the site and structures. Typical Council practice is for the lease to be accompanied by a funding arrangement for the maintenance and management of the site. In the past, Council has resolved to give annual funding to SPA for Mira Square; however, as the site has not been obtained, the funding has not been required. Appropriate funding amounts would be determined at the time of lease of negotiation.
Availability of funding for the purchase and ongoing maintenance costs	Council would need to allocate funds within its Municipal Plan(s) for the project; further development of the land would be sought from future Council budgets and/or grant funding.
Risk, including undue financial implications for Council and risk of acquisition opportunity being lost or rendered unsuitable for intended use.	Risks include securing funding for the construction of the shed and other site feature. Should Council choose not to acquire the land at this time, there is little expected risk that the land would be lost to another developer or that the land would be made unsuitable for the proposed use. However, there would remain the risk that the community is dissatisfied with the lack of community facilities within the townsite.

The above assessment indicates that, subject to funding availability, the site is suitable for Council to request a grant of Crown Land for a lease for community use.

Proposed Site Development

It is currently proposed that Council request a grant of Crown Land for a lease over an 8,000m² portion of Mira Square, adjacent to Barrow Street. The initial Crown lease would extend for the term of development of the site and would be a lease not in excess of 12 years. Following the development, a Crown lease term (typically for 40 years) would be issued. Subdivision of the parcel would be required at that time. Crown Land have advised that they no longer offer freehold land or Crown lease in perpetuity to Council and that a long-term lease would be required.

Discussions with the SPA indicate that the highest priority for the community remains an undercover community hall. Additionally, there is a desire for a play space for local children and an enclosed, lockable meeting room and storage area.

A staged development proposal has been prepared as shown in the table below, and further explained within this report; communication from SPA received 25 February 2019 indicated SPA's agreement to this proposal.

Table 2

Stage	Proposed Facility	Estimated Cost (excluding GST)
1	Supply and installation of approximately 400m ² shed, including clearing, slab and footings, plus electrical connection, rainwater tank, septic system and one disabled toilet and hand basin	\$267,000
2	Clearing, grassing and watering of 1,000m ² of site to provide play space for children	\$40,000
3	Addition of internal walls, windows, ceilings and doors for enclosed meeting rooms and storage	\$50,000
4	Supply and installation of playground equipment	\$150,000

The proposal includes asking Crown Land for a lease over 8,000m² of the 3.248ha site. The area proposed for lease is the northernmost section of the site, adjacent to Barrow Street, Ringwood Street and Aldridge Street, equivalent to four typical Southport housing sites. Proposed site features would be located within the site to allow for appropriate future development. An application to Crown Land Estate for the land would precede Stage 1 development and is expected to cost approximately \$1,000, which is expected to be able to be accommodated within Council's operational budget.

The staging proposes in Stage 1 to locate an approximately 400m² enclosed shed on the site, with Colourbond sides and four roller doors. This stage would include clearing, slab and footings, as well as supply and installation of the shed. To meet building code requirements for a community gathering hall, the site must be provided with electricity, water, and septic services, which are proposed to be installed at this time to meet minimum requirements.

Following provision of the enclosed gathering space, it is proposed in Stage 2 to clear and dryland grass 1,000m² of the site to provide an off-street play space for children. As noted previously, there is no public open space in Southport and there is no park space for children to play. It is understood that children currently play on a semi-cleared vacant Crown Land block immediately adjacent the Southport boat ramp. SPA recently applied for a Community Land Grant for that space; however, it

was rejected by Crown Land Estate as the space is zoned for rural residential development rather than public open space or community purpose space.

Stage 3 proposes to create an enclosed meeting room and enclosed storage space within the existing shed, leaving approximately 300m² of open gathering space. It is estimated that approximately 150 people could gather within that space, which is expected to continue to meet the community's immediate needs for a number of years.

The final stage of development proposed at this time is for formal playground equipment to be installed, to further enhance the facilities for local children.

No specific timing is proposed for the staged proposal at this point, other than the requirement to complete the stages in line with the conditions of any development lease granted by Crown Land. It is expected that the four stages could be completed within the development lease timeframe of not more than 12 years.

In order to apply for the grant of the land from Crown Land, Council would have to commit to funding the project, for the proposed Stage 1 at a minimum (\$267,000). While Council would be required to commit to funding the proposed development on the site for the Crown Land lease application, it is fully expected that grant funding would be sought to assist with the project. Both Council and SPA can apply for different grants to seek funding, noting grants identified to date require at a minimum a 50% matching of requested funding.

Next Steps

Should Council choose to endorse the staging plan for development of Mira Square, the next step would be for Council to including funding for Stage 1 works within a future Council budget and note as an action in Council's Municipal Plan.

Council will continue to communicate with SPA and Crown Land Estate over development of the site.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

The above proposal satisfies the assessment criteria and business case required under Council Policy *GOV12 Land Acquisition*. Should Council be successful in the leasing of the site from Crown Land Estate, it is expected that a lease would be required between Council and SPA for ongoing management and maintenance of the site, in accordance with Council Policy *LC38 Reserves*.

Risks

Should Council not be successful in securing grant funding for the project, Council will be required to fully fund the project to receive the Crown lease over the land.

Financial Implications

The lodgement fee for an application for a grant of Crown Land is estimated at \$1,000.

In accordance with Crown Land Estate's requirements, Council will need to allocate full funding of the various stages of the project in future Council budget, at times appropriate to each project stage. Specifically, when Council first chooses to proceed with the project as proposed above, Council will need to allocate \$267,000 in Council's budget for that year for the first stage of this project.

As previously noted, it is expected that Council will apply for grants to fund a portion of the project; most grants would expect a minimum 50% contribution from Council as well. Specific grant funding amounts are unknown at this time.

Should Council be successful in achieving a grant of Crown Land for Mira Square and arranging a lease with the SPA, in line with the current arrangements with all other Council reserves managed by outside boards, Council may choose to allocate an annual amount to SPA to manage and maintain the site; this funding support may be incorporated into the leasing arrangements for the site. Previously in April 2016, Council resolved to "allocate \$10,000 annually, commencing in 2017/18 as an operating grant to the Southport Progress Association to manage Mira Square"; this resolution has not been carried forward as Mira Square has not been acquired. The amount allocated to each of Council's reserves is being reviewed as part of the finalisation of leasing arrangements for each reserve.

There will be whole of life costs of long-term management of the site and facilities as a new asset for Council, including time required by Council staff.

Community Engagement

Council has worked closely with the SPA over a number of years to progress this project.

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

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

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



COUNCIL REPORT

Agenda Item Number:	15.7
Report Title:	March 2019 Summary Planning and Mining Report
Report Number:	19/0032
Meeting Date:	20/03/2019
Attachments:	Attachment A - Letter of Comment on PA2019/0052

Purpose

The purpose of this report is to provide to Council a summary of development and mining applications received, and comments provided, for the period of 9 February 2019 to 7 March 2019.

Summary

For the noted period, Council provided comments on one development application which is summarised herein and was supported subject to normal Council conditions.

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

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

Recommendation

THAT Council:

1. receive the March 2019 Summary Planning and Mining Report; and
2. notes for information the responses provided to Development Assessment Services or Department of Primary Industries and Resources, as applicable, within Attachment A-PA2019/0052 to this report.

Background and Discussion

DEVELOPMENT APPLICATIONS

The following is a summary of all Development Applications received and comments provided for the period of 9 February 2019 to 7 March 2019.

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

Note:

Of the above applications, none are provided with a separate report within this Council agenda. Additional detail is provided below on all other applications.

For all development applications, should the applications be approved by the consent authority, the applications may be subject to Council's normal Development Permit conditions in 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	Purpose and Summary
<p>PA2019/0052</p> <p>Section 6493 (425) Stuart Highway, Coolalinga, Hundred of Bagot</p> 	<p>Subdivision to Create 2 Lots</p> <p>The application proposes to subdivide the existing site of Coolalinga Central into two separate parcels. Currently, the one parcel, bounded by the Stuart Highway Service Road and Fairweather Crescent, contains the shopping centre, service station, fast food outlets and tavern, as well as vacant land currently proposed for a plant nursery and vacant land that has been excavated and filled as part of preparation for the expected Stage 2 expansion of the shopping centre.</p> <p>The application proposes to separate the area immediately adjacent the shopping centre and Fairweather Crescent from the remainder of the parcel, either providing the opportunity for the developer to use the vacant land as security to fund future development or provide the opportunity for the vacant land to be sold to another party.</p> <p>There are no concerns with amenity for adjoining residents as a result of this proposal, as the zoning and the permitted and prohibited land uses would not change. It would be expected that any future development on this site would be similar to that expected without the subdivision.</p>

	For Council infrastructure, it is noted that Council approved two driveway crossovers for this half of the project site in 2013. These crossovers have been installed, however, neither crossover is part of the currently proposed new lot. As a result, Council notes that no future crossovers will be approved along the northern portion of Fairweather Crescent but that an additional crossover for the western portion of Fairweather Crescent may be considered in the future. Stormwater drainage will need to be appropriately addressed.
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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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8 March 2019

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

RE: Letter of Comment Development Application

**PA2019/0052
Section 6493 (425) Stuart Highway, Coolalinga, Hundred of Bagot
Subdivision to Create Two Lots**

Thank you for the Development Application referred to this office on 22/02/2019, 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 to meet the requirements of the NT Planning Scheme.
- b) There are not expected to be any negative effects on the amenity of the surrounding neighbourhood or Council assets as a result of this proposal, provided that stormwater drainage and excavation/fill issues concerns are appropriately addressed.

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

- a) Council notes that there are currently stormwater drainage concerns with the area of Proposed Lot A, in that stormwater is running off the site and onto the western portion of Fairweather Crescent, rather than being collected on site and discharged to an approved location.

Further, Council also notes that stormwater from the area of Proposed Lot B currently drains into the area of Proposed Lot A and is to be collected on site and transferred underground into Council's drainage system. When the lots are subdivided, all water from Proposed Lot B will be either required to connect into Council's stormwater drainage system within Proposed Lot B or an easement will be required to be created over Proposed Lot A to convey this water appropriately into Council's underground stormwater drainage system in accordance with Council's standards. The easement would be in favour of Lot B.

Appropriate stormwater drainage plans to Council's standards and addressing these issues will be required as a Condition Precedent of any Development Permit, as detailed in the following section of this letter.

- b) Driveway access for the entirety of the original site has been approved by previous development permits for the subject site. Council notes that all existing driveways for the site are proposed to be part of Proposed Lot B. Proposed Lot A will require its own legal access point. No further access points will be permitted from the northern section of Fairweather Crescent (in the area of the Constant Street intersection). Access may be permitted off the western portion of Fairweather Crescent, which will be required to be assessed in line with current conditions of existing approved accesses at the time of development of the subject site. Alternatively, rights of way access easements could be created over Proposed Lot B, in favour of Proposed Lot A, now or at a later date, to provide legal access to Proposed Lot A.
- c) Council notes that the large stockpile and significant excavation existing on the area of Proposed Lot A was allowed as part of subdivision works required to construct Stage 1 of the shopping centre. As that work is now completed and as further work on Proposed Lot A may not be a part of the same development, Council considers that the excavation and fill areas should either be rectified to natural ground levels as would be expected at the conclusion of any typical subdivision works or a Development Application for excavation and fill of Proposed Lot A should be required to determine the appropriateness of the continuation of the excess excavation and fill of the subject site in this location.

Clause 6.16 of the NT Planning Scheme is established to "ensure that the excavation and filling of land does not adversely affect adjacent land; Council considers that the current state of leftover construction works on the subject site, in particular the excessive amount of fill, has a negative impact on the amenity of the area and adversely affects the adjacent land and residential aspect of the area, as well as the commercial shopping experience. Further, as noted above, Council is aware that stormwater drainage (and eroded fill from the site) flows off the site onto Fairweather Crescent at this time, the effect of which may be for contaminated stormwater to reach adjacent land the nearby riparian areas to which stormwater in the locality drains.

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

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).
 - i. The plan shall demonstrate how all stormwater is to be collected on the site and discharged underground to Litchfield Council's stormwater drainage system.
 - ii. It is necessary to ensure that no stormwater will sheet-flow into the road reserve or onto adjoining properties.
 - 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) **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 13C, in which the site falls within the Council's *Developer Contributions Plan for Roads and Drainage*.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

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

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

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

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

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations



COUNCIL REPORT

Agenda Item Number:	15.8
Report Title:	Draft Burial and Cremation Bill 2018 - Submissions
Report Number:	19/0033
Meeting Date:	20/03/2019
Attachments:	Nil

Purpose

This report on the Draft Burial and Cremation Bill 2018 (the “Draft Bill”) presents for Council a summary of changes identified as potentially having an impact on Thorak Regional Cemetery and items that Council will make a formal submission on.

Summary

The Draft Bill has been released by the Department of Local Government, Housing and Community Development (the Department) for public comment, closing 31 March 2019.

The current *Cemeteries Act* was developed in 1952 and does not address new service delivery options. Overall, the Draft Bill includes stricter guidelines around the management of cemeteries, record keeping requirements and introduces the power of inspections by Department Inspectors.

The Draft Bill and associated fact sheets and explanations are available from <https://dlghcd.nt.gov.au/publications-and-policies/draft-northern-territory-burial-and-cremation-bill>

Recommendation

THAT Council:

1. notes the report on the impact of the Draft Burial and Cremation Bill 2018 on Thorak Regional Cemetery; and
2. makes a formal submission on the Draft Bill, specifically on the matters considered to potentially have impact on the management and operations of Thorak Regional Cemetery

Background

The following identifies sections of the Draft Bill which has the potential to impact on Thorak Regional Cemetery which will be included in Councils submission on the Draft Bill.

Section 8 Establishment of cemetery

The Draft Bill identifies the option for the Minister to declare an independent cemetery by Gazette notice.

It is not clear what will be taken into consideration when declaring an independent cemetery. There is no detailed definition of an independent cemetery and/or minimum requirements (e.g. land size, location).

The establishment of such a cemetery could be detrimental to the financial viability of Thorak Regional Cemetery. The management of a public cemetery is conducted by Council as a public service and not as a profit-making venture. Introduction of an independent cemetery has the potential to impact on the financial sustainability of Thorak Regional Cemetery and result in rate payers subsidising its operations.

The Department should consider establishing clear guidelines in the Draft Bill around the approval of independent cemeteries including a public consultation process before declaration by the Minister.

Council's submission will raise concerns around the establishment of independent (commercially) run cemeteries.

Section 12 Responsible entity of cemetery

A new section has been introduced with the Draft Bill which mirrors the reference in the Local Government Act that states that the local government authority responsible for the area in which the cemetery is located, is responsible for the cemetery.

Furthermore, it identifies that the responsible entity must manage and control the cemetery and names specific functions:

- to care for and maintain the cemetery;
- to ensure burials of human remains and exhumations in the cemetery are undertaken in accordance with this Act;
- to fund the maintenance of the cemetery;
- to ensure there is access to equipment to undertake the burials and exhumations;
- to establish and maintain records of burials and exhumations undertaken in the cemetery;
- to establish and maintain the registers that are required under this Act;
- to establish a cemetery plan;
- to establish cemetery policies for the cemetery; and
- any other functions conferred on the responsible entity under this Act or another Act.

This change reinforces that Council is responsible for Thorak Regional Cemetery despite its regional significance.

Furthermore, it is important to note that the Draft Bill identifies the responsible entity to fund the maintenance of the cemetery. This part of Section 12 could complicate the discussion for ministerial appropriations and/or contributions from other Top End councils.

In meeting with Council staff, Department representatives have encouraged Council to seek land tenure over Thorak Cemetery. Currently Council does not have formal tenure over the Crown Land.

Council's submission on the Draft Bill will include Council's advocacy position that Thorak Regional Cemetery is a regional community service for the Top End and therefore, differs from a local cemetery. As part of the submission Council will request more information on the intention of this clause.

Section 14 Cemetery plans

This Section sets the need for a cemetery plan, which must include:

- the layout of the cemetery identifying any portions for specific use;
- the types of burials available in the cemetery;
- the amount of any fees charged; and
- any policy or other matter prescribed by regulation.

Thorak Regional Cemetery has all the above-mentioned information available to public in individual documents.

Council's submission will make reference to the additional administrative burden this new requirement will attract and seek to change the requirements to include linkage to the annual fees and charges and list any relevant policies, rather than including all the information in one document. This will ensure no inconsistencies between documents will arise due to varying review intervals.

Section 20 Burial in vault mausoleum, crypt or any other structure

The Draft Bill includes this Section to allow for aboveground burial. Discussions with Department representatives, as part of the consultation process, has identified concerns about aboveground burial being added to the Act due to risks of escaping noxious fluids or odours.

Thorak Regional Cemetery has received two requests for aboveground burial in the past and included it as an option of burial in the current policy. Further investigation has shown that aboveground burial carries risks due to the tropical climate. Council's policy will be amended in due course.

Council's submission will seek to remove this section due to the risks associated with aboveground burial and request the regulation of aboveground burial in relevant Regulations at a later date.

Section 22 Burial times

Burial times are currently set in the *Cemeteries Regulations* at 8am to 5.30pm each day. The Draft Bill requires the responsible entity to determine burial times.

This change is favourable for Thorak Regional Cemetery as it will allow Council to set service levels that are suitable and operational manageable for the cemetery.

Council's submission will support this change in the Draft Bill.

Section 23 Register of burials

This Section requires the register of burials to be publicly available and include, despite other information, the cause of death.

The cause of death is information not relevant to any activities on the cemetery and the information being publicly available could cause significant stress to next of kin and result in Council needing to manage more sensitive situations.

This information is currently available via the Freedom of Information processes through Births Deaths and Marriages.

Council's submission will request the removal of the requirement of the cause of death being a publicly available information.

Section 26 Memorial within cemetery and Section 27 Requirement to repair memorial

Section 26 identifies that any person may apply for authorisation to erect a memorial at a place of burial and Section 27 makes this person liable for repairs on the memorial. There is no link made to the holder of the Exclusive right for burial.

Council has raised this concern in consultation with Department representatives and it has become obvious that the definition of Exclusive right for burial is not clear in the Draft Bill.

Whilst officers have had discussions with Department representatives and is happy with their interpretation of Exclusive right for burial, Council's submission will request clarifying statements in the Draft Bill linking the application to erect a memorial to the holder of the Exclusive right or using the defined hierarchy of next of kin (Section 6) where applicable.

Part 5 Exclusive rights of burial in cemetery

As mentioned in the above Section, consultation with Department representatives has identified uncertainty as to the intend of the Exclusive right. The Department needs to clarify if the Exclusive right expires as soon as human remains have been buried or if the right continues beyond the initial exercise of the exclusive right of burial as multiple burials are possible in one location.

The Draft Bill identifies that the exclusive right entitles an individual to bury any human remains at a specific place of burial. This right may be granted subject to any conditions that the responsible entity specifies, and the right expires after 50 years or any shorter period specified in the right.

Furthermore, the exclusive right may be exercised by the executor or administrator or any next of kin, if the exclusive right holder dies. Beyond this, the exclusive right is not transferable to another person. The responsible entity must give the holder of the exclusive right the right for renewal not exceeding 50 years. If the exclusive right is not renewed and no human remains are buried, the responsible entity may grant another exclusive right of burial.

Council understands that the decision of the Minister to make an exclusive right non-transferable is due to the black market for plots on Darwin cemeteries, however this may cause concerns at Thorak Regional Cemetery for larger families holding exclusive rights for several sites. The extensive next of kin definition in Section 6 of the Draft Bill may hold solution for most of these cases.

Transitional matters under Section 131 identifies that exclusive rights granted under the current *Cemeteries Act* will expire 60 years after the commencement date of the new Act.

Council's submission will support the limitation of the Exclusive right to 50 years or below, as this will ensure Thorak won't require extension with several unused sites. The submission will also request greater clarification of transitional arrangements for existing exclusive rights

Section 59 Register of disposal of human remains

Similar to Section 23 mentioned above, the cause of death is proposed to be part of the publicly available register.

Council's submission will not support the proposal that this information form part of public knowledge, as consideration for the next of kin. The information is officially registered with Birth, Deaths and Marriages and can be released through a Freedom of Information Act (FOI) request.

Section 63 Application for disposal permit

The Draft Bill includes in addition to others, the following requirements as part of the application for disposal permit:

- confirmation of the notification of, or confirmation of reasonable attempts to notify, the executor or administrator of the estate of the deceased person and the senior next of kin;
- any known objections of an executor or administrator or a next of kin to the disposal of the deceased person.

Furthermore, the manager of a facility must, before issuing a permit, be satisfied that all reasonable steps have been taken by the applicant to notify the executor or administrator of the estate and the senior next of kin of the application for disposal permit.

The term reasonable steps potentially give rise to legal interpretation and it would be highly dependent on individual situations to determine what is classified as reasonable.

Council acknowledges the need for the manager to ensure the above-mentioned requirements are declared by the applicant as part of issuing the permit, but it is unclear how the manager of the facility should identify that all reasonable steps have been taken without knowing the personal circumstances of the deceased.

Council's submission will cover two points for this change:

- seeking that the intent of this part of the Section be reconsidered to ensure that responsibility for informing the executor of the estate and senior next of kin remains with the applicant and not the facility manager; and
- outline the additional administrative burden this requirement places on the cemetery operations.

Section 67 Objections

Under Section 67 Objections, the Manager may take into account any objection received, before issuing a permit under Section 65(1).

In line with Section 63 objections must be included in the application, but there is no legal requirement for the manager of the facility to consider the objections. Whilst the Summary Information Sheet – *Draft Burial and Cremation Bill – Crematorium Managers* (Attachment A) from the Department includes information around Disputes, the Draft Bill does not include sufficient information regarding the handling of disputes and the hierarchy of next of kin.

Council's submission will advise that:

- this section refers to the incorrect section 65 which should be 63; and
- outline Council's concerns that no process is identified in the Draft Bill once objections are received.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Thorak Regional Cemetery will need to update current policies and develop new policies to satisfy the requirements of the new legislation.

Risks

The Draft Bill proposes updates which have the potential to impact on the financial sustainability of Thorak regional Cemetery through the allowance for independent cemeteries and added administrative burden.

Additionally, owners of existing Exclusive rights and reservations will be impacted by the introduction of the Draft Bill.

The submission will highlight these issues

Financial Implications

Changes recommended in the Draft Bill increase the administrative burden in managing the Cemetery and therefore, the cost of operations.

Community Engagement

Once the Draft Bill is enacted Council will need to consider the transition process with existing Exclusive rights and reservation holders.

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

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

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COUNCIL REPORT

Agenda Item Number:	15.9
Report Title:	Sponsorship – Territory Natural Resource Management Conference and Annual Awards
Report Number:	19/0036
Meeting Date:	20/03/2019
Attachments:	Attachment A – Email re Partnership Agreement: 2018 Territory Natural Resource Management Conference and NT NRM Awards

Purpose

This report presents for Council's consideration a request from Territory Natural Resource Management (TNRM) seeking Council sponsorship for the upcoming TNRM 2019 Conference and NT NRM Awards to be held in Darwin on 12-14 November 2019 in Darwin.

Summary

Over the past three years Council has partnered with TNRM by becoming a Silver Partner and providing \$2,500 in sponsorship funding towards the annual TNRM Conference and Awards.

The annual conference provides an important opportunity for participants to hear about key projects and work undertaken in the Territory and further afield to protect and nurture the natural environment. Each year, as part of the conference program, an Awards Gala Dinner is held to celebrate the Territory's champions of nature, conversation and farming for the future.

Once again, Council has been invited to be a Partner to the annual conference and awards presentation. Four Partnership Levels are offered:

1. Platinum \$6,000
2. Gold \$4,000
3. Silver \$2,500
4. Bronze \$1,500

The four partnership levels and sponsorship privileges are outlined in Attachment A. Council is required to consider the benefits of each level and decide on whether it wishes to again support the TNRM Conference and Awards and then at what level.

Recommendation

THAT Council:

1. partners with Territory Natural Resource Management as a sponsor of its 2019 Conference and Northern Territory Natural Resource Management Awards at the Silver level by financially contributing \$2,500;

2. allocates \$2,500 in its 2019/20 Budget to sponsor the 2019 Conference and Northern Territory Natural Resource Management Awards;
3. authorises the Chief Executive Officer to sign the Partnering / Sponsorship documentation; and
4. nominates the Mayor and Cr..... to attend the annual Awards Gala Dinner.

Background

TNRM is an independent not-for-profit organisation that works with landholders, community groups, industry and government to ensure sustainable management of our water, land, soils, plants and animals.

TNRM has been operating since 2003 and members include industry bodies, Landcare and community groups, local government, indigenous organisations, pastoral companies and local businesses.

In 2016, TNRM released its NT Natural Resource Management Plan 2016-2020 which provides a strategic NT-wide overview of the nine programs outlines in four regional plans. The Litchfield Municipality falls within the “Top End Region”. The Plan provides an integrated approach which aims to strengthen and develop strong partnerships and shared goals to ensure a collaborative approach to sustainable management of water, land, soils and biodiversity in the Top End.

TNRM is one of 56 Australian NRM groups that work across the country for the long-term management of our natural resources and is responsible for the coordination and administration of Australian Government funding provided specifically for natural resource management.

More information on TNRM can be found at <https://www.territorynrm.org.au/>

Council’s Strategic Plan 2017/2021 has been priority areas of which one is *A beautiful and safe natural environment*. This priority area outlines Council’s commitment to protect and enhance the natural environment, including that Council will:

- Protect and promote local fauna and flora by supporting and working with local associations and key organisation such as NT Natural Resource Management.

TNRM match funding, people and deliver projects to ensure sustainable management of water, lands, soils and biodiversity in the Northern Territory. TNRM is a key organisation whose strategic direction matches Council’s environment priorities towards ensuring that Litchfield Municipality is the best place to live in the Top End.

Each year TNRM holds a Conference and Awards event. This year’s conference will be held on 12-14 November 2019 with the Awards Gala night on Wednesday 13 November 2019.

TNRM is again seeking Council’s support for the annual event and has invited Council to partner in the staging of the conference and awards at one of the four levels outlined below:

PARTNERSHIPS

Package level (excludes GST)	PLATINUM \$6000	GOLD \$4000	SILVER \$2500	BRONZE \$1500
Complimentary full conference registrations ¹	6	4	2	1
Complimentary ticket to attend the Awards Gala Dinner	Table of up to 10 guests	4	2	1
Opportunity to sponsor and present an award at the Gala Dinner	+\$2000			
Logo featured in Conference TV Ads ²	✓			
Trade Booth on Day 2	✓	✓		
Conference Program colour advertisement ²	1/2 page	1/4 page		
Acknowledgement in all media releases and related publications ²	✓	✓		
Promotional banner each day of Conference	✓	✓	✓	
Promotional item in delegate satchel	✓	✓	✓	
Logo and link on TNRM website	✓	✓	✓	✓
Logo in conference literature and branding ²	✓	✓	✓	✓

¹Includes welcome function, catering, all conference plenary and poster sessions and ability to register for workshops and field trips (subject to availability)

²subject to production deadlines

Council's partnership with TNRM is Council's key approach to environmental management, as other than weed management on Council control land, Council does not have any environmental management programs. Partnering is a smart approach to extending Council's influence in this area.

It is proposed that Council continues to support the TNRM Annual Conference and NT Natural Resource Management Awards by financially contributing \$2,500.

Links with Strategic Plan

Priority # 3 – A beautiful and safe natural environment

Legislative and Policy Implications

Council's FIN07 Grants, Donations and Sponsorships Policy is relevant to this matter. The Policy states that all grants, scholarships, donations and sponsorships must benefit the Litchfield Council Municipality and must identify how it relates to the goals and strategies in the Municipal Plan.

Risks

There are no risks identified.

Financial Implications

Council is currently developing its Draft 2019/20 Budget. The timing of the request from TNRM this year means that the allocation can be secure in the 2019/20 Budget.

Each year Council allocates funding as part of its Community Grants Scheme for donations and sponsorships, this has been the area from which Council's financial support of \$2,500 has been allocated in the past.

Community Engagement

Not applicable to this report.

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

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

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

ATTACHMENT A

From: EventsAIR <no-reply@eventsairmail.com> **On Behalf Of** Karen May, CEO, Territory Natural Resource Management

Sent: Thursday, 7 March 2019 11:39 AM

To: Kaylene Conrick <kaylene.conrick@litchfield.nt.gov.au>

Subject: 2019 TNRM Conference and NT NRM Awards Partnership Proposal



Dear Kaylene

Re: 2019 TNRM Conference and NT NRM Awards Partnership Proposal

The 2019 TNRM Conference and NT NRM Awards will be held from 12 -14 November in Darwin.

Full details of our tiered partner offering have now been released and we look forward to welcoming you on board again. Every year conference attendance and participation grows, providing huge potential to raise your profile and be seen as a continued supporter of activities related to sustainably managing the Territory's land, water and biodiversity.

As the only NRM event of this size in the Territory, it is an ideal platform from which to participate, contribute and network with individuals, businesses, organisations, and government departments involved in natural resource management.

If you come on board as a Platinum Partner, you have the opportunity to upgrade your contribution to sponsor and present one of our prestigious NT NRM Awards. We receive a huge amount of positive feedback from the NT NRM Awards each year, as the perfect celebration and inspiring acknowledgment of our natural resource managers who are achieving great things.

Our first round of sponsorship opportunities is being exclusively offered to previous partners before making them available to potential new sponsors. Full details of our partnership packages and award sponsorships are attached.

We look forward to continuing this conversation with you, please do call me on 8942 8300 if you would like to chat about any of our conference opportunities.

Kindest regards,

Karen May

CEO, Territory Natural Resource Management



www.territorynrm.org.au
08 8942 8300
info@territorynrm.org.au



LITCHFIELD COUNCIL MEETING

Wednesday 20 March 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 CEO Recruitment- Appointment of Recruitment Agency

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

20 Close of Meeting