

**Minutes of the Litchfield Council Meeting
held on Wednesday, 15 February 2017
Council Chambers, Bees Creek Road, Freds Pass
at 6:00pm**

| | | |
|----------------|--|--|
| Present | Maree Bredhauer Christine Osborn Kirsty Hunt Doug Barden Letchimi Wright | Mayor Deputy Mayor / Councillor Central Ward Councillor West Ward Councillor South Ward Councillor North Ward |
| Staff | Kaylene Conrick David Kingston David Jan Karina Gates Wendy Smith Debbie Branson | Chief Executive Officer Director Infrastructure & Operations Acting Director of Community & Corporate Services Finance Manager Planning & Development Manager Executive Assistant |
| Public | Susan Statham Carene Davies Marlene Watt Chris Davies Tony Hardwick Mark Lowe Lynda Veyret Pam Wickham Mrs Walshe Walshe | Blackmore Blackmore Humpty Doo Blackmore Humpty Doo Blackmore Blackmore Humpty Doo Humpty Doo |

1. OPENING OF THE MEETING

The Mayor opened the meeting and welcomed members of the public.

Audio Disclaimer

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

Acknowledgement

The Mayor acknowledged that the meeting was held on the traditional country of the Larrakia people and paid her respects to the Elders past and present for their continuing custodianship of the land and the children of this land across generations.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. CONFIRMATION OF MINUTES

Moved: Cr Osborn

Seconded: Cr Hunt

THAT:

1. The minutes of the Council Meeting held 18 January 2017, 6 pages, be confirmed.
2. The minutes of the Special Council Meeting held 1 February 2017, 3 pages, be confirmed.

CARRIED-17/0019

4. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Hunt

Seconded: Cr Wright

THAT the Action Plan be received and noted with no changes.

CARRIED-17/0020

5. CONFLICT OF INTEREST

Nil.

6. PRESENTATIONS

- 6.1 NT Planning Commission – Coolalinga Area Plan Process / Howard Springs Stage 2 Consultation Community Engagement

Chris Humphries – Project Manager, Lands Planning

Michael Holmes – Director, Lands Planning

Deborah Curry – Project Coordinator, Lands Planning

Stephanie Breuer – Project Planner, Lands Planning

7. PETITIONS

Nil.

8. PUBLIC FORUM

8.1 Susan Statham – Stockwell Road

Ms Statham expressed her concern in regards to the undersized culvert installed on Stockwell Road by the Council which she understands is contributing to the problems relating to flooding. Ms Statham suggested Council fix the culvert to move a way forward.

The Mayor thanked Susan for her comments.

8.2 Mark Lowe – Solar Village

Mr Lowe is the co-owner of Lot 11 at the Solar Village. He advised that access to his block was via Goode Road. Mr Lowe stated that due to the heavy rain residents have had limited or no access to their properties. Mr Lowe expressed concern for the safety of the surrounding residents.

Mr Lowe advised that he was aware they had inherited a problem from a subdivision that was designed in the 1970's and that the problem is quite complex.

Mr Lowe sought Council's assistance, in the short term, to patch up one section to rectify the immediate problem and suggested further discussions in regards to resolving the problem long term.

The Mayor thanked Mr Lowe for his comments and acknowledged that it was difficult for the residents dealing with subdivision legacy issues.

8.3 Tony Hardwick – Rate Review

Mr Hardwick asked if the Council were going to consider the increased population, rates on vacant land, staff levels and the responsibilities of Council during the rate review.

The Mayor advised the staffing levels and needs will be deliberated during the budget process under the guidance of the CEO.

The CEO advised the Council were undertaking a review of the rating system, that this was the first step in a process that would include extensive community consultation later in the year. The work currently undertaken was a desk top and benchmarking review.

The CEO also provided details of current staff numbers; 53.47 FTE with 33.47 FTE working in the field (Mobile Workforce, Thorak Regional Cemetery, Road Network Team, Waste Transfer Stations and Regulatory Services).

Mr Hardwick asked about review of the Development Contribution Levy.

The Planning and Development Manager advised that Council is currently updating the Development Standards and Guidelines which will need to be finalised to identify the requirements and the Development Contribution Levy.

Mr Hardwick referred to a question he has raised previously at Council regarding the Freds Pass / Arnhem Highway intersection.

The Mayor advised that she understood the delay was due to the work at the Humpty Doo School.

8.4 Mrs Walshe

Mrs Walshe asked who were the four Councillors that attended the Australia Day Black Tie Ball?

The Mayor advised only two Councillors that attended the Ball; Mayor Bredhauer and Cr Hunt. Their respective partners attended with the cost paid for privately (Council made the booking and invoiced the two private attendees).

Mrs Walshe enquired about the cost of the women's network function of \$5,200 and requested a break down.

The Mayor agreed to provide the costs however advised that the function was open invitation connected to the October Business Month therefore catering numbers were not easily identified.

**LITCHFIELD WOMEN'S BUSINESS NETWORK – MAKING CONNECTIONS – OCTOBER 2017
BUSINESS WEEK**

| Date | Actual | Account Name | Transaction Description |
|-------------|--------------------|------------------------------------|--|
| 23/01/2017 | \$ 145.45 | Civic Functions - Other Activities | Registration for OBM Event - Womens Business |
| 15/11/2016 | \$ 1,263.00 | ZIPPY CLEANING & MAINTENANCE S | Cleaning Windows |
| 28/10/2016 | \$ 668.08 | WESTPAC CARDS & DIRECT DEBITS | Territory Event Hire - Tables, Chairs Fridge etc |
| 28/10/2016 | \$ 90.91 | WESTPAC CARDS & DIRECT DEBITS | 2 x Gift Vouchers |
| 28/10/2016 | \$ 27.45 | WESTPAC CARDS & DIRECT DEBITS | Woolworths - Catering Equipment |
| 28/10/2016 | \$ 23.64 | WESTPAC CARDS & DIRECT DEBITS | Target - Catering Equipment |
| 28/10/2016 | \$ 36.30 | WESTPAC CARDS & DIRECT DEBITS | Woolworths - Catering Equipment |
| 28/10/2016 | \$ 38.65 | WESTPAC CARDS & DIRECT DEBITS | Woolworths - Catering Equipment |
| 28/10/2016 | \$ 23.64 | WESTPAC CARDS & DIRECT DEBITS | Things - Catering Equipment |
| 28/10/2016 | \$ 136.36 | WESTPAC CARDS & DIRECT DEBITS | Howards Springs Tavern - Alcohol |
| 28/10/2016 | \$ 24.05 | WESTPAC CARDS & DIRECT DEBITS | Bunnings - Catering |
| 26/10/2016 | \$ 232.36 | Miss N L MCMASTER | Wages |
| 26/10/2016 | \$ 181.31 | Ms D BRANSON | Wages |
| 26/10/2016 | \$ 40.29 | Ms D BRANSON | Wages |
| 25/10/2016 | \$ 1,981.82 | KINGS WHOLESOME CATERER | Catering |
| 21/10/2016 | \$ 290.91 | Flowers by Elise | Table arrangements & Gifts |
| | \$ 5,204.22 | | |

Mrs Walshe also enquired about the costs associated debt recovery service and the cost incurred by ratepayers.

The A/Director of Corporate and Community Services advised that Council does not receive any less return when handing debts onto the Debt Collector. The \$10.00 charge is an administration fee and added to the recoverable amount.

Mrs Walshe referred to the salaries cost and the consultant's allocation in the budget. Mrs Walshe requested more information in regards to the increase in costs associated to consultants.

A summary of Council's Consultants is as follows:

| | Budget | Forecast | Comments |
|--|-------------------|-------------------|--|
| Council Leadership | 60,000.00 | 87,000.00 | \$27,000 for Review on Council's Rating System |
| Corporate | 30,000.00 | 30,000.00 | |
| Community | 40,000.00 | 40,000.00 | Aquatic Study - NT Grant Funded |
| Information Services | 66,000.00 | 66,000.00 | IT Improvement Plan & Entire system clean - \$37,000 |
| Works | 100,000.00 | 100,000.00 | Works Consultants |
| Planning (Developer Contribution Review) | 160,000.00 | 160,000.00 | Developer Contribution Plan Review |
| Planning (Other) | 70,000.00 | 70,000.00 | Planning Consultants |
| Planning (Road Formation) | 50,000.00 | 50,000.00 | Road Formation for Battle-axe Roads |
| Waste | 50,000.00 | 50,000.00 | 10 Year Waste Management Plan |
| Mobile Workforce | 40,000.00 | 40,000.00 | Mobile Workforce Study / Design of New Shed |
| Regulatory Services | 71,000.00 | 71,000.00 | Feral Dog Management Program & Animal Management Initiative - \$70,000 |
| Cemetery | - | 15,126.50 | Thorak Regional Cemetery Service Review - NT Grant Funded \$11,200 |
| TOTAL | 737,000.00 | 779,126.50 | |

As per the financial statements presented to Council at the February 15 2017 meeting employee costs were forecast to be \$5,627,144. This figure includes salaries and wages, leave entitlements, superannuation contributions, workers compensation, FBT, training and recruitment costs. This covers an employment pool of 53 staff, of which 11 positions can be classed as administration. The balance of the positions are made up of the mobile workforce, regulatory services, road network, waste management, Thorak Regional Cemetery staff, reception and community development. Plant and vehicle running costs are included under maintenance and energy.

Mrs Walshe advised that the Council in the past had done a significant amount of work as part of a rate review. Mrs Walshe also suggested that Council address the independent dwellings on properties when reviewing the rate system.

Mrs Walshe expressed her concern in relation to the Animal By-laws and in particular the introduction of dog registration and dog numbers.

9. ACCEPTING DECLINING LATE ITEMS

Nil.

10. NOTICES OF MOTION

Nil.

11. MAYORS REPORT

Moved: Cr Hunt
Seconded: Cr Barden

THAT Council note the Mayor's verbal report.

CARRIED-17/0021

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Councillors appointed by Council to external committees provided an update, where relevant, in the previous item (verbal update on activities).

Moved: Cr Hunt
Seconded: Cr Wright

THAT Council note the Councillors' verbal report.

CARRIED-17/0022

13. FINANCE REPORT

13.1 Council Finance Report – January 2017

Moved: Cr Wright
Seconded: Cr Osborn

THAT Council receive the Council Finance report for the period ending 31 January 2017.

CARRIED-17/0023

14. OFFICERS REPORTS

14.1 LGANT – Members Voting at Meetings

Moved: Cr Hunt
Seconded: Cr Wright

THAT Council appoints Councillor Barden as its second representative, together with the Mayor, to attend and vote at LGANT General Meetings and Annual General Meetings.

CARRIED-17/0024

14.2 Litchfield Women's Business Network Steering Committee – Proposed Functions 2017

Moved: Cr Osborn
Seconded: Cr Barden

THAT Council:

1. endorses the staging of two Litchfield Women's Business Network events to be held on 20 March and 25 June 2017;
2. determines to charge attendees at the Litchfield Women's Business Network event \$20.00 to attend each event;
3. appoints the Mayor to Chair the Litchfield Women's Business Network Steering Committee;
4. appoints Councillors Hunt, Wright and Osborn to the Litchfield Women's Business Network Steering Committee; and
5. appoints the following community members to the Litchfield Women's Business Network Steering Committee:

Sally Clayton
Debbie Selter
Denise Goodfellow
Kaye Forrester

Belinda Shaw
Sally Isberg
Vicki Lamp

CARRIED-17/0025

14.3 Local Government Association of the Northern Territory Motion

Moved: Cr Wright
Seconded: Cr Osborn

THAT Council endorses a motion to be submitted to LGANT for tabling at its General Meeting on 6 April 2017 seeking support for developing a process to identify rateable portions of Indigenous Land.

CARRIED-17/0026

14.4 Policy review – FIN05 Debt Recovery

Moved: Cr Hunt
Seconded: Cr Barden

THAT Council adopt the updated FIN05 Debt Recovery policy with the following amendments:

1. Item 4.3.2 to refer to three instalments as opposed to two; and
2. Item 4.3.4 Overdue Reminder Letter to include “within 14 days” after the word instalments.

CARRIED-17/0027

14.5 Litchfield Council Animal Management By-laws

Moved: Cr Wright
Seconded: Cr Hunt

THAT Council:

1. endorses the Draft Litchfield Council Animal Management By-laws to be put to public consultation as per Section 190 of the NT Local Government Act; and
2. endorses the Public Information Paper to accompany the Draft Litchfield Council Animal Management By-laws for the purpose of public consultation.

CARRIED-17/0028

14.6 Naming of the Extension of Carruth Road

Moved: Cr Hunt
Seconded: Cr Wright

THAT Council:

1. resolve to support naming the Public Road as shown on Attachment C as Carruth Road; and
2. provide a letter of comment detailing the above resolution to support the name of the road to the NT Place Names Committee.

CARRIED-17/0029

14.7 Flooding Issue – Stockwell Road Blackmore

Moved: Cr Barden
Seconded: Cr Osborn

THAT Council:

1. notes that Litchfield municipality has many unresolved private roads problems associated with historic multiple battle-axe lots created by the Northern Territory Government Planning prior to the establishment of a local government authority in Litchfield;
2. notes the Northern Territory Government's commitment to resolving these battle-axe problems in the Litchfield Subregional Plan 2016, which prevents these roads from being part of the local road network under Council's management;
3. requests an urgent meeting with Deputy Chief Minister Nicole Manison, Minister for Infrastructure, Planning and Logistics to seek an update on how and when the Territory Government intends to progress Item 14 of the Statements of Policy in the Litchfield Subregional Plan 2016 relating to battle-axe private roads;
4. in accordance with the Private Road Policy LC29 of 4 September 2012, is not responsible for maintenance of Private Road (Walker Road) Blackmore;
5. understands that the culvert on Stockwell Rd may be contributing to the need to undertake maintenance on Private Rd, (Walker Road) Blackmore;
6. agrees to undertake basic maintenance work on a case-by-case basis to an approximate annual cost of up to \$5,000;
7. review Private Road Policy LC29 as matter of urgency;

Flooding Issue – Stockwell Road Blackmore (Cont)

8. receive a report no later than June 2017 Council Meeting, on the Private Road Policy; and
9. notes that the culvert to Stockwell Road remains undersized and should be replaced and that this would cost at least \$600,000. The timing of its replacement to be in accordance with Council's asset management planning.

CARRIED-17/0030

14.8 Update on 2016-17 Road Reseal Program

Moved: Cr Osborn
Seconded: Cr Barden

THAT Council receive the report including Attachment A to the 2016-17 Road Reseals Program.

CARRIED-17/0031

14.9 Roadwork Safety Upgrade – Stuart Highway Coolalinga

Moved: Cr Hunt
Seconded: Cr Wright

THAT Council endorse Attachment A, Council's draft letter to the Department of Infrastructure, Planning and Logistics.

MOTION LOST

Moved: Cr Osborn
Seconded: Cr Wright

THAT Council notes the report and advises the Department of Infrastructure, Planning and Logistics that Council seeks a briefing on the proposed plans as a matter of urgency and prior to works undertaken.

CARRIED-17/0032

14.10 Policy Review – EM05 Elected Member Benefits and Support

Moved: Cr Osborn
Seconded: Cr Barden

THAT Council:

1. adopt the updated EM05 Elected Member Benefits and Support Policy; and
2. rescind LC27 Elected Member Allowances and Benefits.

CARRIED-17/0033

14.11 PA2016/0076, a Development Application for 48 x 2 bedroom multiple dwellings in a 4 storey building and basement car parking, at Section 6515 and Section 6514 (31 and 35) Fairweather Crescent, Coolalinga, Hundred of Bagot

Moved: Cr Osborn
Seconded: Cr Wright

THAT Council:

1. receive this report on PA2016/0076, a Development Application for 48 x 2 bedroom multiple dwellings in a 4 storey building and basement carparking, at Section 6515 and Section 6514 (31 and 35) Fairweather Crescent, Coolalinga, Hundred of Bagot; and
2. notes for information the responses provided to Development Assessment Services within Attachments A.

CARRIED-17/0034

14.12 February 2017 Summary Planning and Mining Report

Moved: Cr Barden

Seconded: Cr Wright

THAT Council:

1. receive the February 2017 Summary Planning and Mining Report;
2. notes for information the responses provided to development Assessment Services within Attachments A, B, C, and D to this report; and
3. notes for information the response provided to the department of Primary Industries and Resources within Attachment E to this report.

CARRIED-17/0035

14.13 Litchfield Aquatic Facility Needs Analysis

Moved: Cr Hunt

Seconded: Cr Barden

THAT Council:

1. receives the Litchfield Aquatic Facility Needs Analysis Report by Oneighty Sport and Leisure Solutions;
2. firmly believes that learning to swim is an important essential life skill for children in the Northern Territory and that all children have the right to access affordable facilities to learn to swim;
3. acknowledges that there is a gap in the provision of public aquatic facilities south of Freds Pass, with an estimated 11,500 Litchfield Residents not living within a reasonable travel distance of a public aquatic facility;
4. 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;
5. writes to the Minister for Tourism and Culture, Lauren Moss who holds the portfolio for sport and recreation, seeking a meeting to discuss the Litchfield Aquatic Facility Needs Analysis Report; and

Litchfield Aquatic Facility Needs Analysis (Cont)

6. writes to the Minister for Education, Eva Lawler seeking advice regarding any plans for future mandatory swimming lessons as part of the school curriculum.

CARRIED-17/0036

15. COMMON SEAL

Nil.

16. OTHER BUSINESS

Nil.

17. PUBLIC QUESTIONS

17.1 Susan Statham – Stockwell Road

Ms Statham expressed her disappointment with Council's decision (Item 14.7) regarding Stockwell Road. Ms Statham reinforced her concerns in regards to the problems associated with the culvert.

17.2 Mrs Walshe

Mrs Walshe questioned the Additional Meeting Allowance.

The CEO advised the fee is \$140.00 per meeting and is set at the beginning of the Council term.

At the meeting held 12 December 2015 Council adopted EM05 Elected Members Benefits and Support Policy which provides for Extra Meeting Allowances. Further, on 13 January 2016 Council resolved that the extra Meeting Allowance would be \$140 to the maximum of \$8,724.85.

Mrs Walshe advised that she could not find any history in the minutes from the previous Council providing direction or a resolution to put the Animal By-laws in place.

The process to put a new Animal Management By-Laws in place commenced in 2013 when Council conducted significant community consultation of which these current By-Laws are a reflection.

The CEO advised that when the current Council was elected Parliamentary Counsel was already under instruction drafting the By-Laws and the whole process was informed with advice and involvement by the NTG Department of Local Government.

Mrs Walshe expressed concern that the fees and charges (to accompany the new By-Laws) will not be in place until after the public consultation and not as part of the community consultation process.

The CEO advised the By-Laws were the first part of the process. The public exhibition period inviting submissions relates to the By-Laws itself not the fees and charges.

The fees and charges will be set on annual basis as part of the budget development process along with all the fees and charges Council sets.

17.3 Marlene Watts – Dog Registrations

Marlene expressed her concern with the process of the introduction of the proposed by-laws.

17.4 Mrs Walshe– Pioneer & Girraween Road Sign

Mrs Walshe advised that the direction has been changed from a stop sign to a give way sign several times.

The Mayor thanked Mrs Walshe for her advice.

18. CONFIDENTIAL ITEMS

Moved: Cr Hunt
Seconded: Cr Osborn

THAT 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 Item –

18.1 Staff Wellbeing and Development Plan

Regulation 8(a) Reason – information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

CARRIED-17/0037

The meeting was closed to the public at 8:14pm

Moved: Cr Wright

Seconded: Cr Hunt

THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be re-opened to the public.

CARRIED-17/0039

The meeting moved to the Open Session at 8:40pm.

19. CLOSE OF MEETING

The Chair closed the meeting at 8:40pm.

20. NEXT MEETING

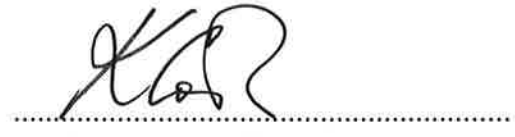
Wednesday, 15 March 2017.

MINUTES TO BE CONFIRMED

Wednesday 15 March 2017



Mayor of Litchfield
Maree Bredhauer



Chief Executive Officer
Kaylene Conrick