



Council Meeting

BUSINESS PAPER

WEDNESDAY 18/11/2020

Meeting to be held commencing 6:30pm
In Council Chambers at 7 Bees Creek Road, Freds Pass
and via video conference (for observers)

<https://us02web.zoom.us/j/84104861372>

Open Space Discussion with Community Members and Councillors
will be held from 6:00pm – 6:25pm in the
Council's Gazebo

Daniel Fletcher, 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.

Members of the public are encouraged to submit their questions three (3) days prior to the meeting – these questions and responses will be read out at the meeting and recorded accordingly



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Notice of Meeting

to be held in the Council Chambers, Litchfield

and via video conference <https://us02web.zoom.us/j/84104861372>

on Wednesday 18 November 2020 at 6:30pm

Daniel Fletcher
Chief Executive Officer

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 18 November 2020

1. Open of Meeting

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 / Electronic Attendance

THAT Council notes and approves:

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

4. Disclosures of Interest

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

5. Confirmation of Minutes

THAT Council confirm the minutes of the:

- Confidential Council Meeting Minutes held Wednesday 16 September 2020, 2 pages;
- Council Meeting Minutes held Wednesday 21 October 2020, 12 pages;
- Confidential Council Meeting Minutes held Wednesday 21 October 2020, 2 pages;
- Special Council Meeting Minutes held Wednesday 28 October 2020, 3 pages and
- Special Council Meeting Confidential Minutes held Wednesday 28 October 2020, page 1.



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Meeting

held in the Council Chambers, Litchfield

on Wednesday 21 October 2020 at 6:30pm

Present	Maree Bredhauer Christine Simpson Kirsty Sayers-Hunt Doug Barden Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward (Chair) Councillor East Ward Councillor South Ward Councillor North Ward
Staff	Daniel Fletcher Silke Maynard Debbie Branson	Chief Executive Officer Director Community & Corporate Services Executive Assistant
Public	As per Attendance Register	

1. OPENING OF THE MEETING

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

The Mayor advised that an audio recording of the meeting will be made for minute taking purposes as authorised by the Chief Executive Officer.

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

On behalf of Council, the Mayor acknowledged the traditional custodians of the land on which the Council meet on. The Mayor also conveyed Council's respect to the Elders past, present and future for their continuing custodianship of the land and the children of the land across generations.

3. APOLOGIES AND LEAVE OF ABSENCE

Nil.

4. DISCLOSURES OF INTEREST

The Mayor advised that 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 the conflict of interest to enable Council to manage the conflict in accordance with its obligations under the Local Government Act and its policies regarding the same.

No further disclosures of interest were declared.

5. CONFIRMATION OF MINUTES

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council confirm the minutes of the:

- Council Meeting held 16 September 2020, 10 pages; and
- Confidential Council Meeting held 16 September 2020, 2 pages.

CARRIED (5-0)-2021/0057

6. BUSINESS ARISING FROM THE MINUTES

Wendy Smith, Manager Planning & Regulatory Services presented to the meeting at 6:34pm.

Moved: Cr Salter
Seconded: Cr Barden

THAT Council receives and notes the Action List.

CARRIED (5-0)-2021/0058

Wendy Smith, Manager Planning & Regulatory Services departed at 6:37pm.

7. PRESENTATIONS

Nil.

8. PETITIONS

Nil.

9. PUBLIC FORUM

9.1 Andrew MacKay – Girraween

Mr MacKay made comment in relation funding recommended for other projects in the Council reports for September and October however there were no funds available for the Humpty Doo Bowls Club.

The Mayor thanked Mr MacKay for his comments.

9.2 Mary Walshe – Humpty Doo

Mrs Walshe spoke about a meeting had with the Humpty Doo Village Green representatives, the Mayor and the CEO regarding funding. Mrs Walshe quoted other projects recently funded by Council.

Mrs Walshe raised several questions in relation to the Finance Report and the output for the Climate Action Plan.

The CEO quoted the meeting procedures and suggested the questions be put in writing to provide an opportunity for the staff to respond.

Mrs Walshe queried the statistics in the Litchfield Council 2020 Community Survey and the Get Active in Litchfield 2020 Evaluation.

The Mayor thanked Mrs Walshe for her comments.

10. ACCEPTING OR DECLINING LATE ITEMS

10.1 Late Report – 15.11 – EM05 Elected Member Benefit and Support Policy

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council adopt the amended EM05 Elected Member Benefit and Support Policy.

CARRIED (4-1)-2021/059

11. NOTICES OF MOTION

Nil.

12. MAYORS REPORT

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

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

CARRIED (5-0)-2021/060

13. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Councillors appointed by Council to external committees provided an update where relevant.

Moved: Cr Sayers-Hunt
Seconded: Cr Barden

THAT Council note the Councillors' verbal report.

CARRIED (5-0)-2021/061

14. FINANCE REPORT

14.1 Litchfield Council Finance Report – September 2020

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council receives the Litchfield Council Finance report for the period ended 30 September 2020.

CARRIED (4-1)-2021/062

15. OFFICERS REPORTS

15.1 October 2020 Summary Planning and Development Report

Wendy Smith, Manager Planning & Regulatory Services presented to the meeting at 7:05pm.

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council:

1. receive the October 2020 Summary Planning and Development Report; and
2. note for information the responses provided to relevant agencies within Attachments A-E to this report.

CARRIED (5-0)-2021/063

Wendy Smith, Manager Planning & Regulatory Services departed at 7:19pm.

15.2 Palmerston and Litchfield Seniors Association 2020 Seniors Fortnight Evaluation

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council:

1. receive and note the Palmerston and Litchfield Seniors Association 2020 Seniors Fortnight Evaluation Report; and
2. write to the Palmerston and Litchfield Seniors Association to congratulate the Committee on a successful 2020 event and request closer collaboration of the 2021 Calendar.

CARRIED (5-0)-2021/064

15.3 Chief Executive Officer Monthly Report

Moved: Cr Barden
Seconded: Cr Salter

THAT Council note the Chief Executive Officer monthly report for September 2020.

CARRIED (5-0)-2021/065

15.4 Municipal Plan 2020-21 Quarterly Performance Report July - Sept 2020

Moved: Cr Barden
Seconded: Cr Salter

THAT Council receives the Municipal Plan 2020-21 Quarterly Performance Report for the first quarter ending 30 September 2020.

CARRIED (5-0)-2021/066

15.5 Knuckey Lagoon Recreation Reserve Request for Funding

Moved: Cr Salter
Seconded: Cr Barden

THAT Council approve the increase of the budget for the construction of a storage shed at the Knuckey Lagoon Reserve from \$45,000 to \$55,000.

AMENDMENT

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council approve the increase of the budget for the construction of a storage shed at the Knuckey Lagoon Reserve from \$45,000 to \$50,270.95.

CARRIED (5-0)-2021/067
The Amendment became the motion

15.6 Litchfield Council 2020 Community Survey

Nicky McMaster, Community Engagement Advisor presented to the meeting at 7:51pm.

Moved: Cr Salter
Seconded: Cr Barden

THAT Council receives and notes the 2020 Community Survey Report.

CARRIED (5-0)-2021/068

Nicky McMaster, Community Engagement Advisor departed the meeting at 8:06pm.

15.7 Get Active in Litchfield 2020 Evaluation

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council:

1. receive and note the Get Active in Litchfield 2020 Evaluation Report;
2. approve the use of \$7,000 from the Community Grant Scheme Budget to contribute towards a 2021 Get Active in Litchfield program; and
3. request that budget of \$20,000 be included in the future budget register for Council consideration in the 2021/22 Budget to fund the remainder of the 2021 Program and the planning for a 2022 Program.

AMENDMENT

Moved: Cr Barden
Seconded: Cr Salter

THAT Council receive and note the Get Active in Litchfield 2020 Evaluation Report.

AMENDMENT LOST

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council:

1. receive and note the Get Active in Litchfield 2020 Evaluation Report;
2. approve the use of \$7,000 from the Community Grant Scheme Budget to contribute towards a 2021 Get Active in Litchfield program; and
3. request that budget of \$20,000 be included in the future budget register for Council consideration in the 2021/22 Budget to fund the remainder of the 2021 Program and the planning for a 2022 Program.

A Division was called

The members voting in the affirmative: Mayor Bredhauer, Deputy Mayor Simpson and Cr Sayers-Hunt

The members voting in the negative: Cr Salter and Cr Barden
CARRIED (3/2) – 2021/069

15.8 Recreation Reserve Lease Update and Rescinding of Reserves Policy

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council:

1. notes the update on the Recreation Reserve Management Board lease agreements with Council; and
2. rescinds LC38 Reserves Policy.

A Division was called

The members voting in the affirmative: Mayor Bredhauer, Deputy Mayor Simpson and Cr Sayers-Hunt

The members voting in the negative: Cr Salter and Cr Barden

CARRIED (3-2)-2021/070

15.9 Sponsorship – Territory Natural Resource Management Conference and Annual Awards

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council:

1. partner with Territory Natural Resource Management as a sponsor of its 2020 Conference and Northern Territory Natural Resource Management Awards at the Silver level by financially contributing \$2,500; and
2. authorise the Chief Executive Officer to sign the Partnering / Sponsorship documentation.

CARRIED (4-1)-2021/071

15.10 Declaration of Special Rate 2020-2021

Moved: Cr Barden
Seconded: Cr Salter

THAT Council pursuant to Section 158 of the Local Government Act, declares the following Special rates for the financial year ending 30 June 2021:

A. Special Rate – SR2021

- i. The purpose for which Special Rate SR2021 is to be imposed is to defray the expense of sealing roads within that part of the Council Area, which will be for the benefit of those allotments within this area as described in paragraph A.vi. below.
- ii. The amount to be raised by the Special Rate SR2021 for the financial year ending 30 June 2021 is \$185,640.00.
- iii. Special Rate SR2021 is \$4,641.00.

15.10 Declaration of Special Rate 2020-2021 (Cont)

- iv. Special Rate SR2021 is payable by 30 October 2022.
- v. Special Rate SR2021 is declared for and will be levied on that rateable land in line with Council's FIN02 Rating Policy as identified in paragraph vi.
- vi. For the purpose of paragraph A. i. above, the rateable land that is subject to the Special Rate SR2021 are lots listed below:

Lot / Portion	Hundred area
Portion 00663	Hundred of Cavenagh
Portion 01527	Hundred of Cavenagh
Portion LTO 73023 P 00002	Hundred of Cavenagh
Portion LTO 73023 P 00003	Hundred of Cavenagh
Portion LTO 76017 P 00001	Hundred of Cavenagh
Portion LTO 76017 P 00002	Hundred of Cavenagh
Portion LTO 76017 P 00003	Hundred of Cavenagh
Portion LTO 76017 P 00004	Hundred of Cavenagh
Portion 02348	Hundred of Cavenagh
Portion LTO 81043 P 00011	Hundred of Cavenagh
Portion LTO 77028 P 00004	Hundred of Strangways
Portion LTO 77028 P 00006	Hundred of Strangways
Portion LTO 77028 P 00008	Hundred of Strangways
Portion LTO 77028 P 00010	Hundred of Strangways
Portion LTO 77028 P 00012	Hundred of Strangways
Portion LTO 77028 P 00015	Hundred of Strangways
Portion LTO 77028 P 00016	Hundred of Strangways
Portion LTO 77028 P 00017	Hundred of Strangways
Portion LTO 77028 P 00018	Hundred of Strangways
Portion LTO 77028 P 00019	Hundred of Strangways
Portion LTO 77028 P 00020	Hundred of Strangways
Portion LTO 77028 P 00021	Hundred of Strangways
Portion LTO 83052 P 00051	Hundred of Strangways
Portion LTO 83052 P 00052	Hundred of Strangways
Portion LTO 83052 P 00053	Hundred of Strangways
Portion LTO 83052 P 00054	Hundred of Strangways
Portion LTO 83052 P 00055	Hundred of Strangways
Portion LTO 83052 P 00056	Hundred of Strangways
Portion LTO 83052 P 00057	Hundred of Strangways
Portion LTO 83052 P 00058	Hundred of Strangways
Portion LTO 83052 P 00059	Hundred of Strangways
Portion LTO 83052 P 00062	Hundred of Strangways
Portion 01726	Hundred of Colton
Portion 01728	Hundred of Colton
Portion 01750	Hundred of Colton
Portion 01751	Hundred of Colton
Portion 02743	Hundred of Cavenagh
Portion 02744	Hundred of Cavenagh
Portion 02863	Hundred of Cavenagh
Portion 01775	Hundred of Colton

CARRIED (5-0)-2021/072

15.11 EM05 Elected Member and Support Policy

Moved: Cr Salter
Seconded: Cr Sayers-Hunt

THAT Council adopt the amended EM05 Elected Member and Support Policy.

CARRIED (5-0)-2021/073

16. COMMON SEAL

Nil.

17. OTHER BUSINESS

Nil.

18. PUBLIC QUESTIONS

18.1 Mary Walshe – Humpty Doo

Mrs Walshe questioned the total SCALE funding amount received from the NT Government and requested a list of all the projects.

Mrs Walshe also asked about the timelines for advertising the Get Active program for next year.

19. CONFIDENTIAL ITEMS

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

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 Items:

19.1 CEO Performance Review

8(a) 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.

19.2 Freds Pass Sport and Recreation Reserve

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

CARRIED (5-0)-2021/074

Freds Pass Sport and Recreation Reserve

THAT Council:

1. note the Report – Freds Pass Sport and Recreation Reserve Governance Arrangement Review (Attachment A);
2. endorse the recommendations made by the FPSRR Governance Arrangement Review Reference Group;
3. write to the FPSRR Governance Arrangement Review Reference Group members thanking them for the contribution and informing them of the outcome of the review;
4. endorse the actions as listed in the Action Table from FPSRR Governance Arrangement Review (Attachment B) for the collaborated work of Council and the FPSRR Board;
5. write to the FPSRR Management Board to inform them of the outcome, thanking the board members for their cooperation with Council; and
6. make public its resolutions on the matter.

CARRIED (5-0)-2021/076

The meeting was closed to the public at 9:00pm.

Moved: Cr Salter
Seconded: Cr Barden

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 (5-0)-2021/077

The meeting moved to Open Session at 9:19pm.

20. CLOSE OF MEETING

The Chair closed the meeting at 9:19pm.

21. NEXT MEETING

Wednesday 18 November 2020.

MINUTES TO BE CONFIRMED
Wednesday 18 November 2020

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher

Unconfirmed



SPECIAL COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Special Meeting

held in the Council Chambers, Litchfield

on Wednesday 28 October 2020 at 5:01pm

Present	Maree Bredhauer Christine Simpson Kirsty Sayers-Hunt Doug Barden Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward Councillor East Ward Councillor South Ward Councillor North Ward
Staff	Daniel Fletcher Silke Maynard Debbie Branson	Chief Executive Officer Director Community & Corporate Services Executive Assistant
Public	Nil	

1. OPENING OF THE MEETING

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

The Mayor advised that an audio recording of the meeting will be made for minute taking purposes as authorised by the Chief Executive Officer.

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

On behalf of Council, the Mayor acknowledged the traditional custodians of the land on which the Council meet on. The Mayor also conveyed Council's respect to the Elders past, present and future for their continuing custodianship of the land and the children of the land across generations.

3. APOLOGIES AND LEAVE OF ABSENCE

Nil.

4. DISCLOSURES OF INTEREST

The Mayor advised that 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 the conflict of interest to enable Council to manage the conflict in accordance with its obligations under the Local Government Act and its policies regarding the same.

No further disclosures of interest were declared.

5. PUBLIC QUESTIONS

Nil.

6. OFFICERS REPORTS

Nil.

7. CONFIDENTIAL ITEMS

Moved: Cr Salter
Seconded: Deputy Mayor Simpson

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 Items:

7.1 Second Application to Write-Off Charges on Assessment 10071025

8(b) information about the personal circumstances of a resident or ratepayer.

CARRIED (5-0)-2021/078

Second Application to Write-Off Charges on Assessment 10071025

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council:

1. approve an additional rates debt write off up-to \$17,000 for the cost of the sale process for assessment 10071025;
2. authorise the Chief Executive Officer to write-off any further debt up to the value of \$2,000 to settle the sale of land if necessary; and
3. makes public its resolutions on the matter.

A Division was called

Mayor Bredhauer, Deputy Mayor Simpson, Cr Sayers-Hunt and Cr Barden voted in favour of the motion

Cr Salter voted against the motion

CARRIED (4-1)-2021/079

The meeting was closed to the public at 5:03pm.

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

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 (5-0)-2021/080

The meeting moved to Open Session at 5:31pm.

8. CLOSE OF MEETING

The Chair closed the meeting at 5:31pm.

9. NEXT MEETING

Wednesday 18 November 2020.

MINUTES TO BE CONFIRMED

Wednesday 18 November 2020

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 18 November 2020

6. Business Arising from the Minutes

THAT Council receives and notes the Action List.

In Progress

Completed and to be removed

Resolution Number	Resolution	Meeting Date	Officer	Status
15/0175/02	Meeting Procedures By-Laws THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.	19-11-15	DCCS	Update to be provided at December 2020 Council Meeting.
16/0203	Signage, Roadside Vans and Events on Council Land 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body; 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	21-09-16	DCCS	On hold until Meeting By-Laws are concluded.
17/0036/4	Litchfield Aquatic Facility Needs Analysis Report 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.	15-02-17	DCCS	Project on hold.
1718/240	Berry Springs Water Advisory Committee - Council Representative THAT Council appoints Councillor Barden as its nominated representative to lodge an Expression of Interest for the Northern Territory Government Department of Environment and Natural Resources Berry Springs Water Advisory Committee.	16-05-18	CEO	Appointments are on hold due to a legal issue relating to the Water Act 1992 and the number of water advisory committees that can operated in a water control district. Waiting on further advice from NT Government.
1819/145	Recreation Reserve Leases and Funding Agreements Project 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.receive an update report on the progress made with each Reserve Management Committee and other User Groups on Council's Recreation Reserves in signing the lease agreement, no later than the June 2019 Council meeting.	16-01-19	DCCS	Lease Agreements for McMinns Lagoon, Livingstone and Berry Springs Recreation Reserves have been executed. Further discussions required to progress the Lease Agreement for Humpty Doo Village Green.
1920/174	Mira Square - Application for Crown Land THAT Council: 1.proceed with an application for Crown land for a portion of Mira Square for initial construction of a serviced shed and play area; and 2.authorise the Chief Executive Officer to lodge such application and enter into a lease agreement for the site.	19-03-20	DIO	Application accepted by Crown Land; Crown Land currently undertaking internal processes to move to leasing arrangement.

Proposed Road Opening Richards Road, Blackmore – Section 1719				
1920/176	<p>THAT Council:</p> <p>1.proceed with the road opening process for Richards Road across 2415 Cox Peninsula Road, Blackmore; and</p> <p>2.authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road, as required.</p>	19-03-20	DIO	Undergoing Ministerial approvals to finalise
NGA20 Notice of Motion				
1920/182	<p>THAT Council endorse the submission of the following motion to the National General Assembly of Local Governments for consideration:</p> <p>“Litchfield Council calls on the Federal Government to provide increased funding towards reducing the amount of ‘fuel loads’ throughout the natural environment to specifically, but not exclusively, combat the spread of Gamba Grass (<i>Andropogon gayanus</i>) which is an Australian Government weed of National Significance and a declared weed in Western Australia, Northern Territory and Queensland.”</p>	19-03-20	CEO	Deferred until National General Assembly of Local Government reconvenes in 2021
COVID-19 Response Plan				
1920/183	<p>THAT Council:</p> <p>1.delegate to the Chief Executive Officer, pursuant to Section 32 (d) of the Local Government Act 2008 (NT), and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, its powers and functions as set out in sections 47 and of the Local Government Act 2008 (NT) being the power to determine opening times of Council’s offices and facilities and the opening times of the Libraries until such time as the Australian Government or Northern Territory Government have declared the emergency has ended; and</p> <p>2.delegate to the Chief Executive Officer, pursuant to Section 32 of the Local Government Act 2008 (NT), and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, the authority to cancel or amend programs, service levels, budgeted council events and third party events held on council property under license, permit, or any other agreement until such time as the Australian Government or Northern Territory Government have declared the emergency has ended.</p>	19-03-20	CEO	This resolution of council continues to be active until the Australian and/or Northern Territory Governments declare the COVID-19 pandemic has ended.

Change to Meeting Protocols

THAT Council:

- 1.acknowledge the need to adapt GOV02 Meeting procedures policy to allow for the use of online platforms for conducting Council meetings;
- 2.suspend:
 - a.section 4.1.2(d) of GOV02 Meeting Procedures policy to allow the Mayor to Chair meetings remotely,
 - b.public accessing Chambers for Council meetings due to social distancing protocols,
 - c.section 4.1.10(c) of GOV02 Meeting Procedures policy and require a member of the public to make a statement in reference to a petition remotely, and
 - d.section 4.1.21 – Members will not be required to stand when addressing the meeting;
- 3.require all questions from the public related to the agenda be submitted via email to the Chief Executive Officer at least two days prior to the meeting to be read out at the meeting;
- 4.record all Ordinary and Special Council meetings and make these available on the Council website;
- 5.require requests for deputations (section 4.1.11 of GOV02 Meeting Procedures) be conducted by remote access;
- 6.request the Chief Executive Officer to develop appropriate Electronic Meeting Procedures; and
- 7.review these directives:
 - a.at the first Council meeting in 2021, or
 - b.when Social distancing protocols are lifted by the Northern Territory Chief Health Officer.

1920/207

15-04-20

DCCS

Ongoing as physical distancing rules regarding COVID19 still apply.

SCALE Funding Extension

THAT Council:

- 1.note the following SCALE funding projects will be finalised in line with the funding timeline of 30 September 2020:
 - a.50km Feast Web series,
 - b.Sanitation Public facilities,
 - c.Digital Whiteboards,
 - d.Signage for public facilities,
 - e.Business Continuity IT set up,
 - f.McMinns Lagoon Reserve signage,
 - g.Active Recreation Program;
- 2.approve a request for the extension of the SCALE funding to be 31 December 2020 for the following projects:
 - a.Berry Springs Reserve Community hall upgrades,
 - b.Humpty Doo Village Green Playground upgrades,
 - c.Livingstone Reserve Playground upgrades,
 - d.Shared Path Plan safety program,
 - e.Entrance Signage to the Municipality;
- 3.approve a request for the extension of the SCALE funding project of Mira Square Development to be 31 May 2021; and
- 4.authorise the Chief Executive Officer to lodge the request for extension for the SCALE funding with the Department of Local Government, Housing and Community Development.

2021/048

16-09-20

DCCS

Completed - Further extension request included in this agenda.

2021/052	<p>Humpty Doo Bowls Club Request for Grant Funding</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1.support the Humpty Doo Bowls Club to apply for a minor Community Benefit Fund grant from the Department of the Attorney General and Justice to the value of \$15,000; 2.request the Humpty Doo Village Green Management Board ensure the area is safe until such time that repairs have been undertaken; 3.acknowledge that due to the lack of existing written agreements Council is restricted in providing financial assistance; 4.write to the Humpty Doo Bowls Club and Humpty Doo Village Green Management Board to inform them of Council's resolutions; and further 5.request the CEO to provide an update to Council within 14 days on the workplace health and safety of the site. 	16-09-20	DCCS	<ol style="list-style-type: none"> 1. Completed - Council provided assistance to the Bowls Club to apply for a Minor Community Benefit Fund Grant. 2. Completed - Following site inspection, Council's Mobile Workforce attended site to make the area safe until repairs are undertaken. The Management Board were informed about these activities. 3. Completed 4. Completed - outcome was discussed via email and verbal 5. Completed - Councillors informed via email 18 September 2020.
2021/064	<p>Palmerston and Litchfield Seniors Association 2020 Seniors Fortnight Evaluation</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1.receive and note the Palmerston and Litchfield Seniors Association 2020 Seniors Fortnight Evaluation Report; and 2.write to the Palmerston and Litchfield Seniors Association to congratulate the Committee on a successful 2020 event and request closer collaboration of the 2021 Calendar. 	21-10-20	DCCS	Completed - correspondence sent 4 November 2020.
2021/067	<p>Knuckey Lagoon Recreation Reserve Request for Funding</p> <p>THAT Council approve the increase of the budget for the construction of a storage shed at the Knuckey Lagoon Reserve from \$45,000 to \$50,270.95.</p>	21-10-20	DCCS	On hold pending further discussions with user groups.
2021/069	<p>Get Active in Litchfield 2020 Evaluation</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1.receive and note the Get Active in Litchfield 2020 Evaluation Report; 2.approve the use of \$7,000 from the Community Grant Scheme Budget to contribute towards a 2021 Get Active in Litchfield program; and 3.request that budget of \$20,000 be included in the future budget register for Council consideration in the 2021/22 Budget to fund the remainder of the 2021 Program and the planning for a 2022 Program. 	21-10-20	DCCS	Completed - Planning for the 2021 program will commence in April 2021.
2021/070	<p>Recreation Reserve Lease Update and Rescinding of Reserves Policy</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1.notes the update on the Recreation Reserve Management Board lease agreements with Council; and 2.rescinds LC38 Reserves Policy. 	21-10-20	DCCS	Completed - LC38 removed from Council's website and Policy Register updated.

Sponsorship – Territory Natural Resource Management Conference and Annual Awards				
2021/071	<p>THAT Council:</p> <p>1.partner with Territory Natural Resource Management as a sponsor of its 2020 Conference and Northern Territory Natural Resource Management Awards at the Silver level by financially contributing \$2,500; and</p> <p>2.authorise the Chief Executive Officer to sign the Partnering / Sponsorship documentation.</p>	21-10-20	DCCS	Confirmation of partnership provided to Territory Natural Resource Management, awaiting receipt of Sponsorship Agreement for signing.
Declaration of Special Rate 2020-2021				
2021/072	<p>THAT Council pursuant to Section 158 of the Local Government Act, declares the following Special rates for the financial year ending 30 June 2021.</p>	21-10-20	DCCS	Completed - Declaration of Special Rate advertised in NT News on Tuesday 27 October 2020. Special Rate levied on applicable Assessments on 5 November 2020.
Freds Pass Sport & Recreation Reserve Governance Arrangement Review				
2021/076	<p>THAT Council:</p> <p>1.note the Report - Freds Pass Sport and Recreation Reserve Governance Arrangement Review (Attachment A);</p> <p>2.endorse the recommendations made by the FPSRR Governance Arrangement Review Reference Group;</p> <p>3.write to the FPSRR Governance Arrangement Review Reference Group members thanking them for the contribution and informing them of the outcome of the review;</p> <p>4.endorse the actions as listed in the Action Table from FPSRR Governance Arrangement Review (Attachment B) for the collaborated work of Council and the FPSRR Board;</p> <p>5.write to the FPSRR Management Board to inform them of the outcome, thanking the board members for their cooperation with Council; and</p> <p>6.make public its resolutions on the matter.</p>	21-10-20	DCCS	Completed - letters sent to Council Appointed Reference Group members on 3 November 2020. Correspondence sent to FPSRR Board on 30 October 2020.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 18 November 2020

7 Presentations

8 Petitions

9 Public Questions

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
Author & Recommending Officer:	Maree Bredhauer
Meeting Date:	18/11/2020
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 22 October 2020 to 18 November 2020.

Summary

Date	Event	Content/Comment
22 Oct 2020	Get Active in Litchfield – Walking Group - McMinns Lagoon	Regular open community activity
22 Oct 2020	Risk Management & Audit Committee Meeting	Scheduled Committee Meeting
25 Oct 2020	2020 Mango Madness Festival	Inaugural Event
27 Oct 2020	Risk Management & Audit Committee Meeting	Special Committee Meeting
28 Oct 2020	Special Council Meeting	Scheduled Meeting
28 Oct 2020	Community Grants Committee Meeting	Scheduled Committee Meeting
29 Oct 2020	Get Active in Litchfield – Walking Group - McMinns Lagoon	Regular open community activity
30 Oct 2020	Territory FM Radio Interview	Regular Interview
30 Oct 2020	Young Territory Author Awards	Annual Event
7 Nov 2020	Elected Members Workshop	Quarterly Meeting
9 Nov 2020	Litchfield Women in Business Network Committee	Scheduled Committee Meeting
11 Nov 2020	ABC Grassroots Program	Monthly Interview
11 Nov 2020	Special Council Meeting	Scheduled Meeting

Date	Event	Content/Comment
11 Nov 2020	Strategic Discussion & Briefing Session	Monthly Meeting
12 Nov 2020	Get Active in Litchfield – Walking Group - McMinns Lagoon	Regular open community activity
12 Nov 2020	Neighbourhood Watch NT Annual General Meeting	Annual Meeting
13 Nov 2020	Territory FM Radio Interview	Regular Interview
14 Nov 2020	Freds Pass Markets Stall	Weekly Event
14 Nov 2020	Freds Pass Rural Show Annual General Meeting	Annual Event
14 Nov 2020	McHappy Day Coolalinga	Annual Event
16-17 Nov 2020	ALGA Roads, Regions, Resilience – Special Local Roads & Transport Congress	Virtual Conference
18 Nov 2020	Litchfield Australia Day Awards Selection Committee Meeting	Scheduled Committee Meeting
18 Nov 2020	Open Space Discussion with Community Members	Monthly Meeting
18 Nov 2020	Council & Thorak Regional Cemetery Board Meetings	Monthly Meetings

Recommendation

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 18 November 2020

Council Appointed Representatives provide a verbal update on activities over the past month relating to the committee meetings 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 Rural Show Committee
Mayor Bredhauer	-	Howard East Water Advisory Committee
	-	Litchfield Women in Business Network Committee
	-	Local Government Association of the Northern Territory (LGANT)

Activity Area Plans

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

RECOMMENDATION

THAT Council note the Councillors' verbal report.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 18 November 2020

14	Finance Report
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14.1	Litchfield Council Finance Report October 2020
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COUNCIL REPORT

Agenda Item Number:	14.1
Report Title:	Litchfield Council Finance Report – October 2020
Author:	Arun Dias, Manager Finance
Recommending Officer:	Silke Maynard, Director Community & Corporate Services
Meeting Date:	18/11/2020
Attachments:	Nil

Executive Summary

Council's Operational Surplus position as at October 2020 reflects all rates levied except for Special Rates for Productive Mango Roads project. Special rates are scheduled to be levied in November 2020. Total year to date operational expenses are in line with budget. The Surplus position excludes depreciation expense and is subject to change as expenses are incurred during the year.

The full year 2020-21 Budgeted Capital Revenue and Capital Expense do not include recent grants received under the Special Community Assistance and Local Employment (SCALE) program in June 2020 and \$1.18 million receivable for the 2020-21 year under the Local Roads and Community Infrastructure Grant Agreement (LRCI). Council has been notified of an additional \$1.5 million of funding to be made available in January 2021. The additional funding is an extension to the existing LRCI program.

In addition to grant funding, capital budget of \$2.5 million from 2019-20 is expected to be carried forward to the 2020-21 year. These additions come to an additional \$5.1 million, bringing the total Capital budget for 2020-21 to \$11.7 million. For the purposes of 2019-20 financial statements, the carry over funds from prior year are constrained and form part of the Unexpended Grants and Capital Works Reserves. Asset Sustainability ratio performance has increased compared to prior month mainly due to Council making contribution towards the Productive (Mango) roads project and as prior year projects carried over to current year are approaching completion.

Council's cash position continues to remain strong with a high performance of current ratio representing enough cash resources to settle any outstanding liabilities for the next twelve months.

Prior year's rates have increased compared to the same month in the 2019-20 financial year. Council continues to prioritise rates collection and is taking steps to ensure debt collection strategies are promoted to create awareness among ratepayers on obligations and implications of unpaid Rates and Charges. Community information messages have been developed and are included in Council's communication channels. A rates reduction strategy report is expected to be presented to Council in December 2020.

Recommendation

THAT Council note the Litchfield Council Finance Report for the period ended 31 October 2020.

Background

Detailed financial information presented in the following pages.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Not applicable.

Financial Implications

Nil.

Risks



Community Engagement

Not applicable.

Finance Report

October 2020

**LITCHFIELD
COUNCIL**



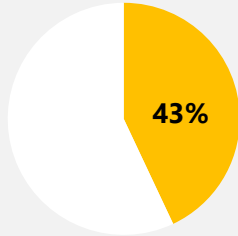
Community effort is essential

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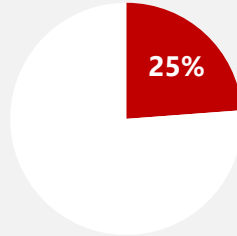
OCTOBER 2020

DRAFT DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$3.2M
Target – 47% for full year



Rates Outstanding

\$2.0 M Outstanding
Target– 15% (\$1.6M and less)



Current Cash Investments

\$21M

→ **0 of 22** Completed Capital Projects

→ **\$17M** Forecast Cash Reserves June 2021

\$ 12.6M

OPERATIONAL REVENUE

\$16M Budget – 75% Target Achieved

\$ 0.1M

CAPITAL REVENUE

\$1.8M Budget – 7% Target Achieved

\$ 4.0M

OPERATIONAL EXPENSES

\$15M Budget – 27% Spent

\$ 3.2M

CAPITAL EXPENSES

\$6.56M Budget – 18% Spent

\$ 8.6M

OPERATING SURPLUS

Budget \$1.8M

\$ (3.1)M

CAPITAL DEFECIT

Budget (\$4.7M)

RATIOS

43% Asset Sustainability
Target 60% and more

25% Rates Outstanding
Target less than 15%

46% Own Source Revenue
Target 60% and more

15.49 Current Ratio
Target more than 1

0 Debt Service Ratio
Target less than 1



Monitor



Not Achieved



Budgeted to be Achieved



Achieved



Achieved

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 for greater transparency.

The statements do not include capital revenue, this is reported in the Capital Budget Position table. Capital expenditure is capitalised as Infrastructure, Property, Plant & Equipment in the Balance Sheet upon completion of the projects.

CONSOLIDATED OPERATING STATEMENT at 31 October 2020

	2020/21 Budget	2020/21 YTD Actuals	% of Budget
REVENUE			
Rates	11,050,208	10,805,990	98%
Stat Charges	125,200	63,910	51%
User Charges	1,186,723	696,727	59%
Grants	3,580,922	943,060	26%
Inv Income	678,201	118,056	17%
Other Revenue	118,200	3,554	3%
TOTAL REVENUE	16,739,455	12,631,297	75%
EXPENSES			
Employee Costs	6,932,575	1,978,916	29%
Auditors Fees	33,356	1,918	6%
Bad Debts	900	0	0%
Elected Member	270,910	70,985	26%
Cemetery Operations	380,563	87,566	23%
Contractors	4,103,852	891,724	22%
Energy	196,300	19,168	10%
Insurance	260,000	303,157	117%
Maintenance	451,821	146,823	32%
Legal Expenses	82,004	11,760	14%
Donations and Community Support	131,131	89,602	68%
Computer / IT Costs	388,455	120,987	31%
Parts, Accessories & Consumables	185,860	53,187	29%
Professional Fees	982,239	134,411	14%
Sundry	558,589	143,133	26%
TOTAL EXPENSES	14,958,554	4,053,337	27%
RESULT	1,780,901	8,577,960	482%

CONSOLIDATED BALANCE SHEET at 31 October 2020

	30-Sep-20	31-Oct-20	Movement
CURRENT ASSETS			
Cash & Cash Equivalents	4,017,069	3,510,895	(506,174)
Trade and Other Receivables	8,112,488	6,473,691	(1,638,797)
Other Financial Assets	20,883,209	20,831,271	(51,938)
Other Current Assets	83,165	85,626	2,462
TOTAL CURRENT ASSETS	33,095,931	30,901,483	(2,194,448)
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	299,273,630	299,273,630	0
Other Non-Current Assets	5,795,538	7,096,863	1,301,325
TOTAL NON-CURRENT ASSETS	305,069,167	306,370,492	1,301,325
TOTAL ASSETS	338,165,099	337,271,976	(893,123)
CURRENT LIABILITIES			
Trade and Other Payables	816,260	913,986	97,726
Current Provisions	697,810	678,517	(19,293)
TOTAL CURRENT LIABILITIES	1,514,070	1,592,503	78,433
NON-CURRENT LIABILITIES			
Non-Current Provisions	402,070	402,070	0
TOTAL NON-CURRENT LIABILITIES	402,070	402,070	0
TOTAL LIABILITIES	1,916,140	1,994,573	78,433
NET ASSETS	336,248,959	335,277,403	(971,556)
EQUITY			
Accumulated Surplus	18,665,796	17,694,239	(971,557)
Asset Revaluation Reserve	294,301,835	294,301,835	0
Other Reserves	23,281,329	23,281,329	0
TOTAL EQUITY	336,248,960	335,277,403	(971,557)

SECTION 2

OPERATING POSITION BY DEPARTMENT

The 2020/21 rates and charges have been applied to properties and recognised in Council's accounts, which is reflected in year to date revenue. The Surplus position is subject to decrease as operating expenses are incurred as the year progresses.

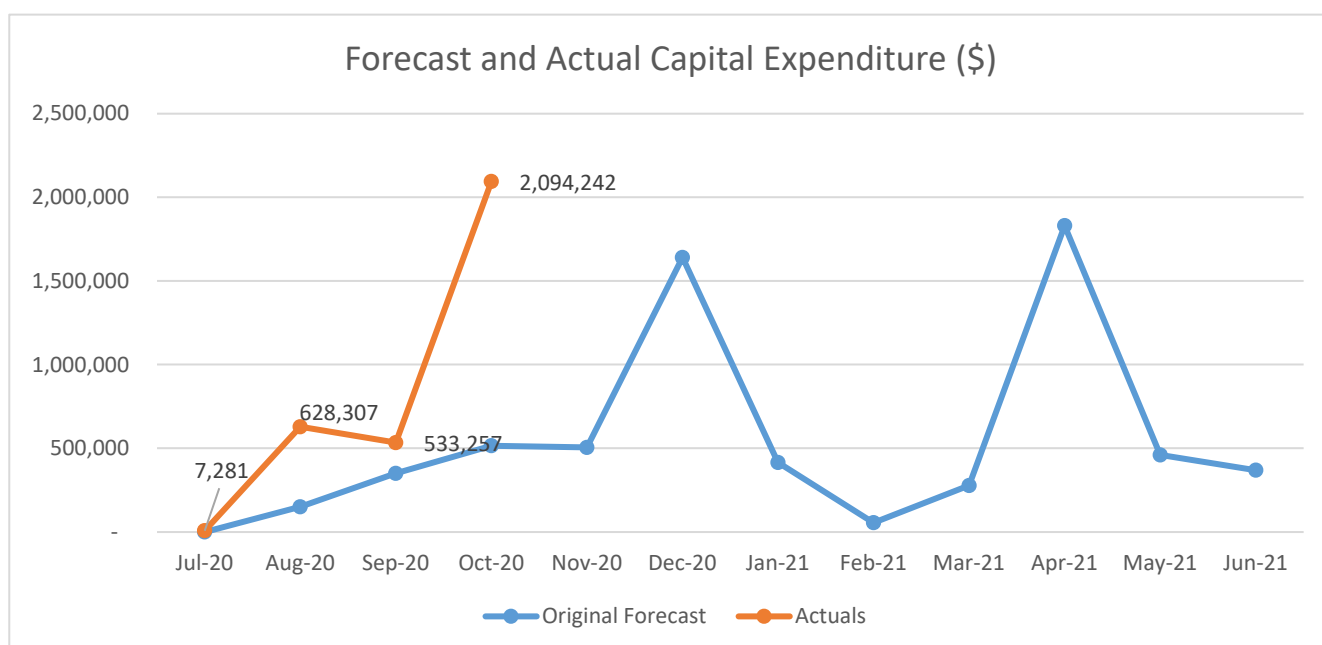
Note. This does not include Thorak Regional Cemetery.

	2020/21 Budget	2020/21 YTD Actuals	% of Budget
REVENUE			
Council Leadership	-	0	0%
Corporate	-	140,000	100%
Finance & Customer Service	9,047,699	8,043,408	89%
Infrastructure & Assets	2,924,174	330,417	11%
Planning & Development	53,040	2,306	4%
Waste Management	3,162,705	3,018,418	95%
Community	78,000	23,592	30%
Community – Library	419,953	531,706	127%
Mobile Workforce	-	0	0%
Regulatory Services	125,400	63,910	51%
TOTAL REVENUE	15,810,972	12,153,756	77%
EXPENSES			
Council Leadership	1,065,068	259,021	24%
Corporate	610,392	84,788	14%
Information Services	614,000	139,279	23%
Finance & Customer Service	1,615,906	654,840	41%
Infrastructure & Assets	2,745,312	596,618	22%
Planning & Development	701,502	55,679	8%
Waste Management	3,131,132	838,510	27%
Community	1,452,426	766,159	53%
Community – Library	419,953	97,638	23%
Mobile Workforce	1,289,009	207,849	16%
Regulatory Services	402,716	103,389	26%
TOTAL EXPENSES	14,047,416	3,803,770	27%
OPERATING RESULT	1,763,556	8,349,987	473%

CAPITAL BUDGET POSITION

The table below compares capital revenue and expenditure to budget by the end of October 2020. Budgeted Capital Revenue excludes funding received under the SCALE funding and funding receivable under the LRCI program. The first Council co-contribution payment of \$1,225,000 for Productive (Mango) roads project was made in October 2020 to the Department of Infrastructure, Planning and Logistics.

	2020/21 Budget	2020/21 YTD Actuals
REVENUE		
Infrastructure & Assets	1,520,525	0
Planning & Development	0	137,207
Mobile Workforce	0	0
Community	300,000	0
Regulatory Services	0	0
Waste Management	0	0
TOTAL REVENUE	1,820,525	137,207
EXPENSES		
Infrastructure & Assets	5,743,518	3,008,577
Planning & Development	75,000	834
Waste Management	230,000	6,900
Mobile Workforce	0	0
Thorak Cemetery	80,000	0
Community	377,000	239,495
Regulatory Services	60,000	0
TOTAL EXPENSES	6,565,518	3,255,806
CAPITAL RESULT	(4,744,993)	(3,118,599)



Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	October 2020 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
2020-21 budgeted Capital Works projects									
Productive Roads - Mango Roads Stage 2	Jul-20	Jun-21	2,450,000	1,225,000	Project Delivery	Yes	Yes	50%	
Drainage Renewal and Upgrade	Aug-20	Jun-21	560,000	0	Project Initiation	Yes	Yes	0%	
Vehicle Replacement	Aug-20	Jun-21	280,000	261,074	Project Delivery	Yes	Yes	93%	
Shared Path Program	Aug-20	Jun-21	100,000	0	Project Initiation	Yes	Yes	0%	
Pathway Renewal	Aug-20	Mar-21	80,000	0	Project Initiation	Yes	Yes	0%	
Gravel Surface Renewal	Aug-20	Jun-21	300,000	0	Project Initiation	Yes	Yes	0%	
Road Seal Renewal	Jul-20	Jun-21	945,000	0	Project Delivery	Yes	Yes	0%	
Street Lighting Replacement	Aug-20	Jun-21	10,000	0	Not Started	Yes	Yes	0%	
Road Safety Upgrades	Aug-20	Sep-21	463,518	0	Project Initiation	No	Yes	0%	Power Road Floodway -- Due to site complexities, project completion date on the Blackspot Project has been extended. \$378,000 of project budget to be carried forward to 2021-2022. Approval for project extension currently underway, delays are not expected to compromise any safety issues.
Thorak Cemetery Asset Renewal	Aug-20	Jun-21	20,000	0	Project Planning	Yes	Yes	0%	
Thorak Cemetery Vehicle Replacement	Aug-20	Jun-21	60,000	0	Project Initiation	Yes	Yes	0%	
Waste Vehicle Replacement	Sep-20	Jun-21	170,000	0	Project Initiation	Yes	Yes	0%	
Reserve Building Renewal & Compliance	Sep-20	Jun-21	20,000	0	Project Initiation	Yes	Yes	0%	
Reserve Playground Renewal	Sep-20	Jun-21	12,000	0	Not Started	Monitor	Yes	0%	
Fred's Pass Upgrade	Jul-20	Jun-21	300,000	0	Project Initiation	Yes	Yes	0%	

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	October 2020 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
Knuckey Lagoon Building works	Sep-20	Jun-21	45,000	0	Project Initiation	Yes	Yes	0%	
Council Administration Building Renewal	Oct-20	Feb-21	20,000	0	Project Initiation	Yes	Yes	0%	
Driveway Surface and Culvert Renewal	Oct-20	Jun-21	40,000	0	Project Initiation	Yes	Yes	0%	
Kerb Renewal and Upgrade	Oct-20	Jun-21	10,000	0	Project Initiation	Yes	Yes	0%	
Pavement Renewal	Aug-20	Sep-21	485,000	0	Project Initiation	Yes	Yes	0%	
Mira Square Development	Oct-20	Jun-21	75,000	0	Not Started	Yes	Yes	0%	
Dog Pound Upgrade	Apr-21	Jun-21	60,000	0	Project Initiation	Yes	Yes	0%	
Waste Transfer Station Renewal	Aug-20	Jun-21	50,000	6,900	Project Commencement	Yes	Yes	14%	
Waste Strategy	Sep-20	Jun-21	10,000	0	Project Initiation	Yes	Yes	0%	
Carry over Capital Works projects from 2019-20 budget*									
Pavement Renewal - Whitewood Road	Started in 2019-20	Jun-20	7,742	0	Completed	No	Yes	0%	Residual funds to be reallocated to Stage 2
Roads to Recovery Capital Works - Whitewood Road, Howard Springs	Started in 2019-20	Jun-20	296,902	341,253	Project Closure	No	No	115%	Project Complete, final invoices have been issued.
Pavement Renewal - Stevens Road	Started in 2019-20	Jun-20	473,159	68,969	Project Delivery	No	Yes	15%	Weather and subgrade issues encountered. Working with the contractor to address issues.
BlackSpot – Girraween and Hillier Road	Started in 2019-20	Jun-20	355,428	246,319	Project Closure	No	Yes	69%	Project is substantially complete. Final invoices are being processed
Shoulder Widening - Pioneer Norm Lane	Started in 2019-20	Jun-20	299,607	359,960	Project Closure	No	No	115%	Final invoice has been processed. Overall Program budget for R2R still under budget.

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	October 2020 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
Whitstone Road Sealing	Started in 2019-20	Jun-20	376,555	407,316	Complete	No	No	108%	Project is complete. Funding re-alignment to be undertaken during budget review. Overall Program budget for R2R still under budget.
Smart Controls for LED lighting	Started in 2019-20	Jun-20	22,820	0	Project Delivery	No	Yes	0%	Project rolled into the streetlight replacement program.
LED streetlighting	Started in 2019-20	Jun-20	136,923	111,707	Project Delivery	No	Yes	82%	On site delivery is 85% complete
Council office – automatic doors all ability access	Started in 2019-20	Jun-20	4,000	3,750	Project Planning	No	No	94%	Scheduled completion Dec-2020. Current project budget at risk, additional budget to be realigned as part of budget review
Brougham Road - January Monsoonal Damage	Started in 2019-20	Jun-20	20,000	8,707	Project Closure	No	Yes	44%	Capitalising the project. Surplus funds to be returned to the grant funding body.
Kentish Road Re-sheeting	Started in 2019-20	Jun-20	529	529	Complete	No	Yes	100%	
Swamp Road Re-sheeting	Started in 2019-20	Jun-20	421	421	Complete	No	Yes	100%	
Mango Roads Stage 1 - 2019-20	Started in 2019-20	Jun-20	89,941	76,235	Project Delivery	No	Yes	85%	Due for completion in December 2020
FPSRR Equine Facilities Upgrade	Started in 2019-20	Dec-20	240,000	85,416	Project Delivery	Yes	Yes	36%	
FPSRR Cricket Club Change Rooms	Started in 2019-20	Dec-20	95,000	80,977	Project Delivery	Yes	Yes	85%	
FPSRR Roads and Carpark Upgrades	Started in 2019-20	Dec-20	34,000	2,000	Project Delivery	Yes	Yes	6%	

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	October 2020 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
FPSRR Building Certification	Started in 2019-20	Dec-20	50,000	14,593	Project Delivery	Yes	Yes	29%	
FPSRR Project Management	Started in 2019-20	Dec-20	44,277	0	Project Delivery	Yes	Yes	0%	
SCALE Grant funding Capital Works projects*									
Humpty Doo Village Green Playground	Jul-20	Nov-20	80,000	168	Project Delivery	No	Yes	0%	Playground has been ordered by contractor however is not expected to arrive in Darwin until mid-November.
Shared Path Plan Safety Program	Jul-20	Nov-20	150,000	50,373	Project Delivery	No	Yes	34%	Engineered design was required for each of the four components of this project. The final component of this project has been awarded and is expected to be complete by 30 November, however this is not allowing for inclement weather.
Berry Springs Hall electrical upgrades	Jul-20	Oct-20	50,000	168	Project Delivery	No	Yes	0%	Further electrical upgrades were required in order to meet compliance; however, total has come in under budget resulting in a surplus to be spent on related items.
Livingstone Recreation Reserve Playground	Jul-20	Nov-20	70,000	0	Project Closure	No	Yes	0%	Installation complete & audit of project in progress.
Digital Whiteboards	Jul-20	Sep-20	39,100	38,856	Complete	Yes	Yes	99%	

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	October 2020 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
IT remote work set up	Jul-20	Sep-20	27,300	0	Project Delivery	No	Yes	0%	IT equipment being configured for use.
Entrance Signage to the Municipality	Jul-20	Dec-20	40,000	2,280	Project Planning	Monitor	Yes	6%	In principle support has been provided by DIPL and walls under construction
Mira Square Development	Jul-20	May-21	60,000	834	Project Initiation	Monitor	Yes	1%	Council is in the process of negotiating lease terms. An interim Occupation Licence is planned to allow Council to carry out site works prior to finalising the lease. Quotes are currently being undertaken for these Stage 1 works and it is expected that these works will be completed by 31 December 2020.
LRCI Grant funding Capital Works projects*									
Resealing of Wells Creek, Mocatto, Townsend and Redcliff road	Aug-2020	Jun-2021	1,183,429	-	Project Initiation	Yes	Yes		

**Un-budgeted capital works include projects carried over from the 2019-20 year and grant funded projects under the SCALE and LRCI program which are not budgeted in the 2020-21 budget. These projects will be proposed to be included in the 2020-21 as part of the budget review process.*

SECTION 3

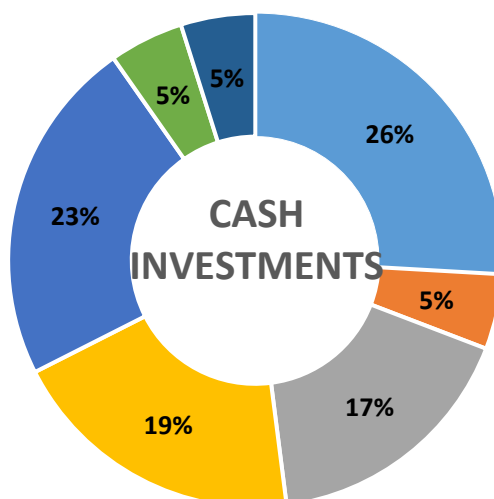
CASH ON HAND & INVESTMENTS

Investment Schedule as at 31 October 2020

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 (\$)
11/03/2020	1,012,673	238	NAB	1.30%	4/11/2020	8,584.14
14/04/2020	1,000,000	237	Bendigo	1.40%	8/12/2020	9,090.41
11/03/2020	1,000,000	251	NAB	1.30%	17/11/2020	8,939.73
7/04/2020	1,552,315	238	Westpac	1.40%	1/12/2020	14,170.73
6/05/2020	1,000,000	251	ME Bank	1.35%	12/01/2021	9,283.56
13/05/2020	1,000,000	258	Westpac	1.10%	26/01/2021	7,775.34
1/06/2020	1,000,000	253	Westpac	0.95%	9/02/2021	6,584.93
1/06/2020	2,000,000	267	NAB	0.97%	23/02/2021	14,191.23
2/06/2020	1,500,000	280	ME Bank	1.05%	9/03/2021	12,082.19
21/07/2020	1,010,669	245	Defence Bank	0.85%	23/03/2021	5,766.35
4/08/2020	1,020,559	30	ME Bank	0.65%	30/09/2020	1,599.34
18/08/2020	800,000	231	ANZ	0.80%	6/04/2021	4,050.41
3/09/2020	1,112,040	231	Westpac	0.82%	20/04/2021	5,771.03
22/09/2020	3,000,000	217	ANZ	0.65%	27/04/2021	11,593.15
14/10/2020	1,515,515	242	ANZ	0.48%	16/06/2021	4,823.07
28/10/2020	1,000,000	236	CBA	0.54%	22/06/2021	3,491.51
TOTAL INVESTMENTS	20,523,770					127,797.12

Cash Investments



■ ANZ - 230 Average Investment Days -0.64% Average Interest Rate
■ Defence Bank - 245 Average Investment Days - 0.85% Average Interest Rate
■ ME Bank - 187 Average Investment Days - 1.02% Average Interest Rate
■ NAB - 252 Average Investment Days -1.19% Average Interest Rate
■ Westpac - 245 Average Investment Days - 1.07% Average Interest Rate
■ Bendigo - 237 Average Investment Days -1.40% Average Interest Rate
■ CBA - 236 Average Investment Days -0.54% Average Interest Rate

FINANCIAL RESERVES

Table showing forecasted reserve balance for 30 June 2021.

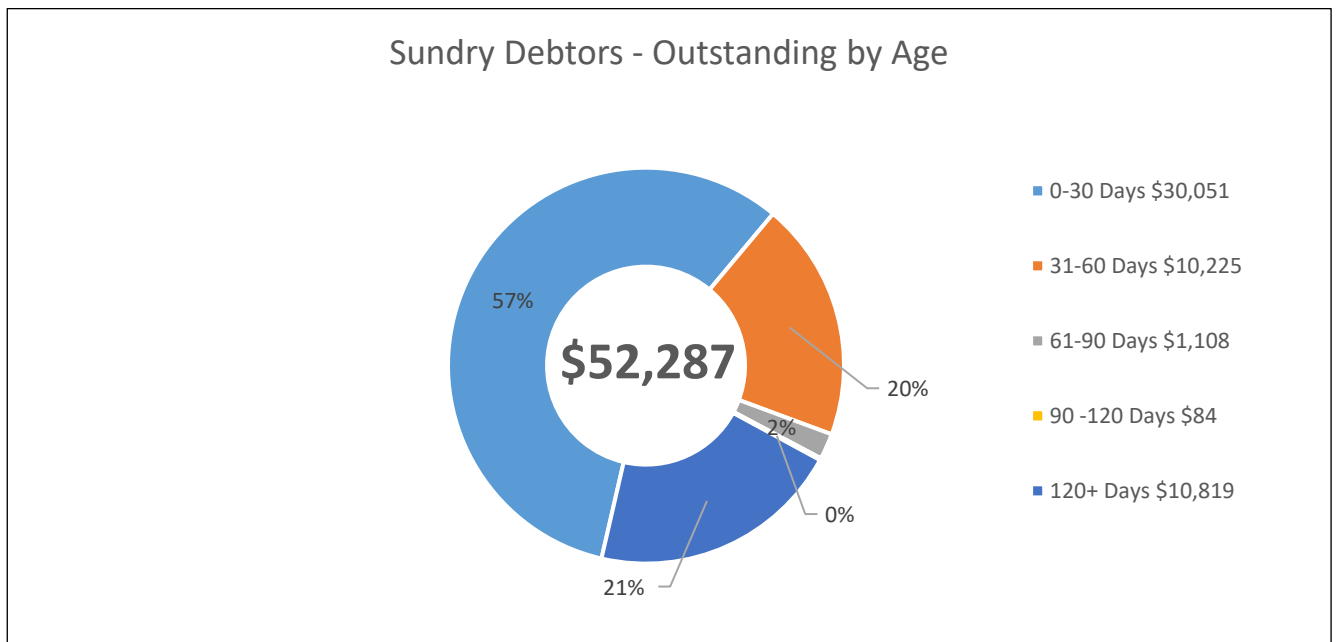
	Forecasted Balance* at 1 July 2020 (\$)	Net Increase/(Decrease) During the year (\$)	Forecasted Balance at 30 June 2021 (\$)
Developer Contribution Reserve	406,052	(403,500)	2,252
Unexpended Grants and Contributions	3,831,520	0	3,831,520
Asset Reserve	10,072,629	(2,299,511)	7,773,118
Waste Management Reserve	4,296,158	(198,427)	4,097,731
Election Reserve	100,000	0	100,000
Disaster Recovery Reserve	500,000	0	500,000
Strategic Initiatives Reserve	500,000	0	500,000
TOTAL	19,706,359	(2,901,438)	16,804,921

**Forecasted Balance amount as at the 1st of July 2020 is expected to change subject to audited financial statements for 30 June 2020 which will impact closing balances as at 30 June 2021.*

SECTION 4

DEBTORS

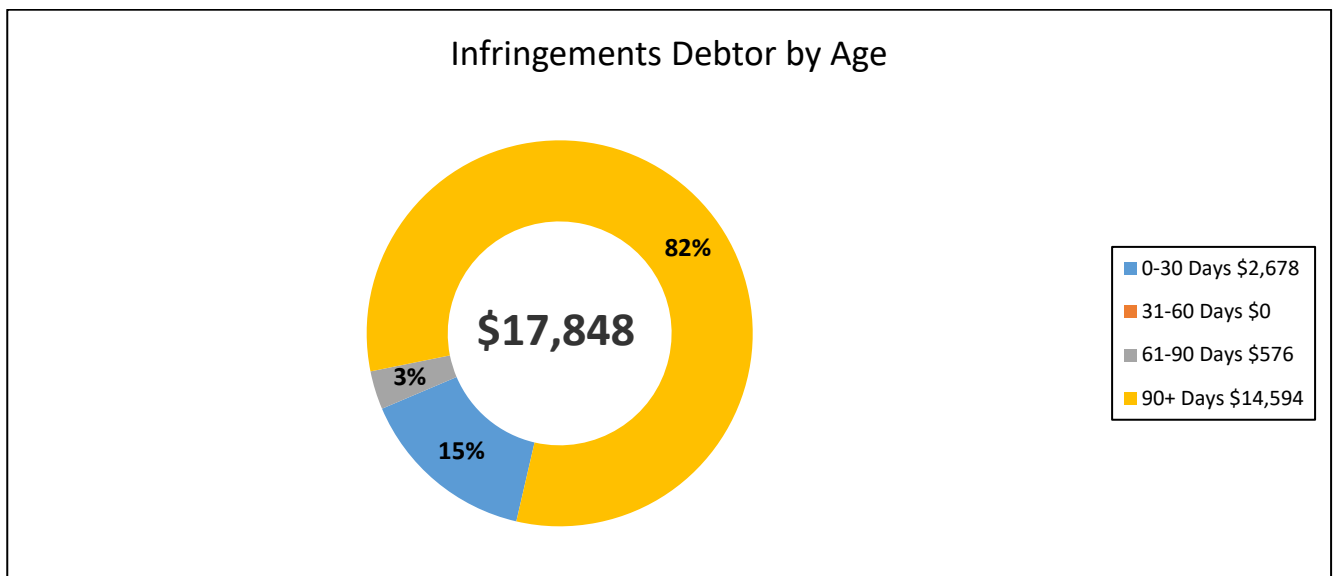
Total Debtors as at 31 October 2020 is \$52,287.



In line with Council procedures aged debts are being pursued and depending on requirement will be forwarded to debt collection agencies. Five outstanding debt more than 120 days; two debtors are currently with debt collector and the other three debtors to be recovered in the next month.

FINES AND INFRINGEMENTS

As at 31 October 2020, Council has 70 infringements outstanding with a balance of \$17,848. Council in accordance with its debt recovery procedures is in the process of recovering the outstanding debt. Outstanding debt exceeding 90 days have been forwarded to the Fines Recovery Unit (FRU) and is awaiting payment.



OUTSTANDING RATES

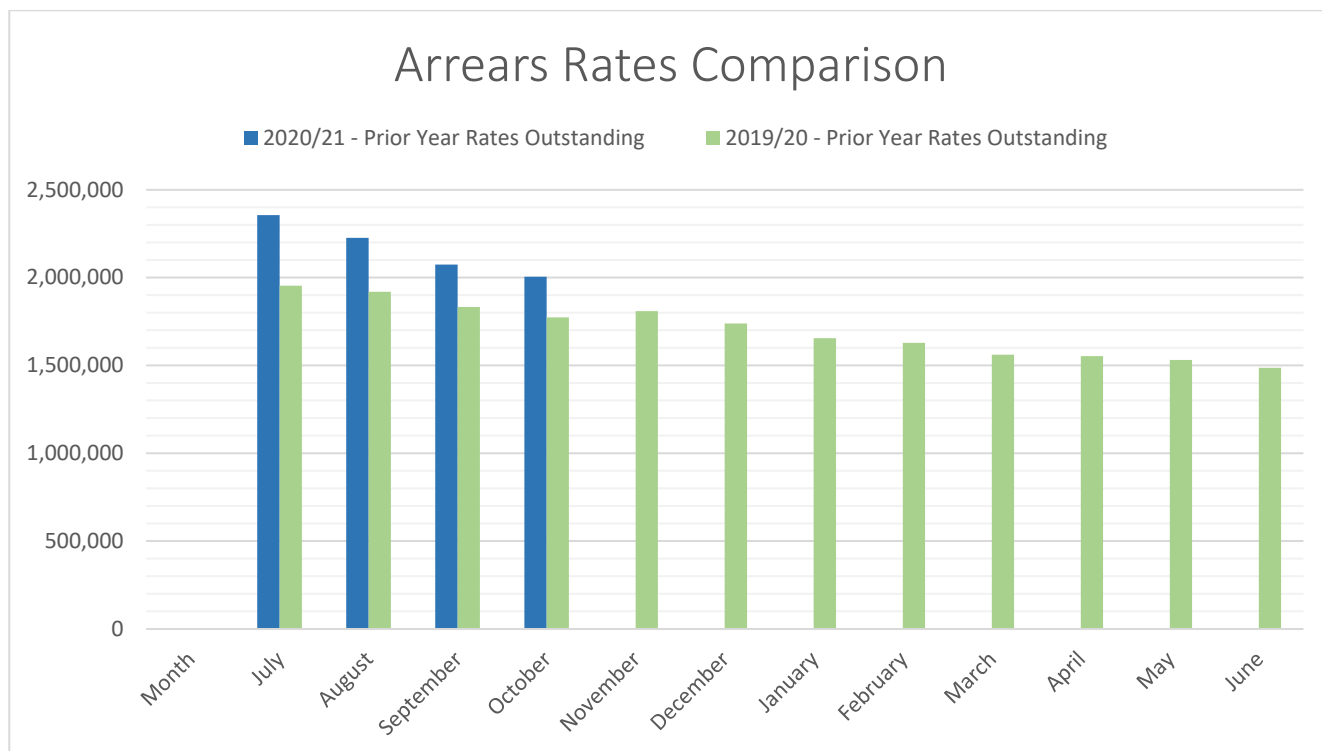
PRIOR YEAR RATES

The below table illustrates the split of prior year outstanding rates. Prior year rates as at 31 October 2020 are \$2 million, this is an increase of 13% compared to prior year October 2019.

Council is prioritising rates collection and is taking steps to promote awareness among ratepayers on obligations and implications of unpaid Rates and Charges. A rates collection strategy report is expected to be presented in December 2020 to Council.

The graph below compares prior year rates between 2020-21 and 2019-20 financial years.

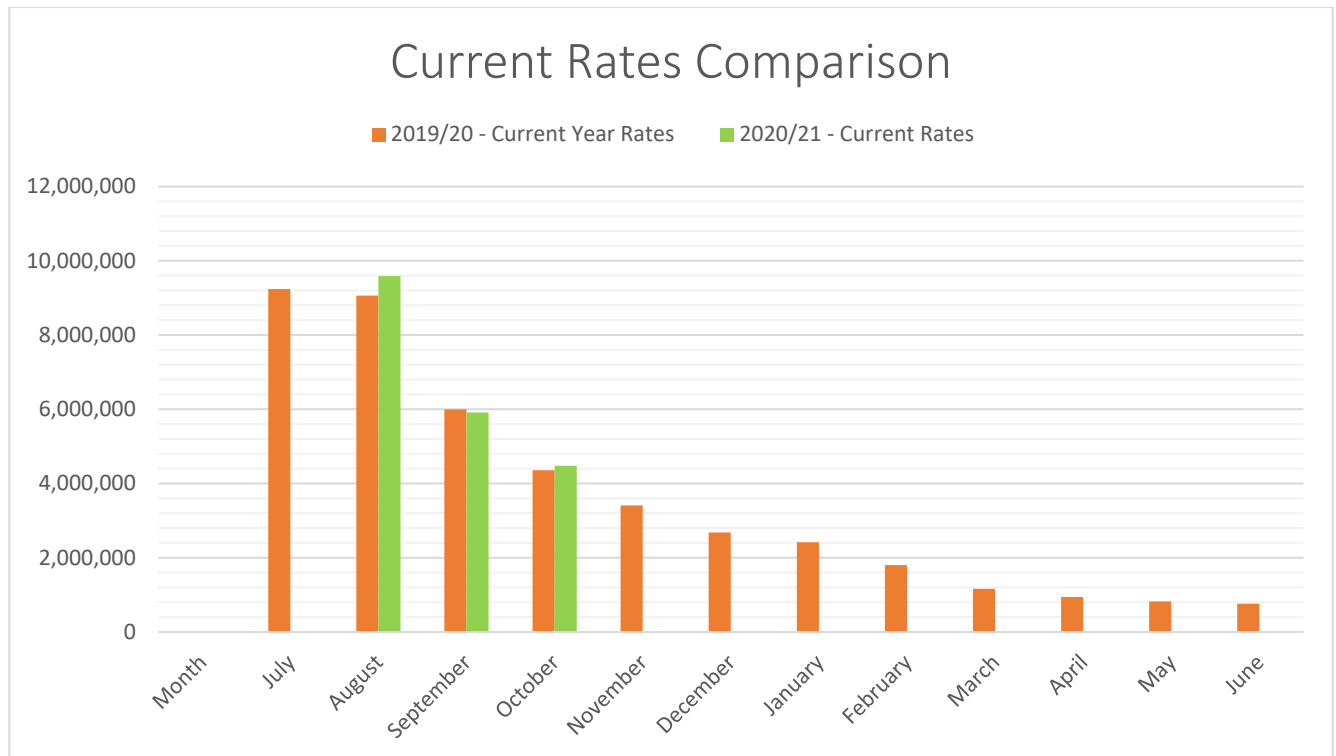
	Beginning 2020/21 Prior Years Outstanding (\$)	Previous Month (September 2020) (\$)	Current Month (October 2020) (\$)	Monthly Variance (\$)
COMMERCIAL	89,301	66,696	64,988	(1,708)
GAS PLANT	30	30	0	(30)
MINING	107,229	104,863	105,952	1,089
NON-RATEABLE MINING	8,802	9,248	9,308	60
NON-RATEABLE WASTE	27,378	27,295	27,497	202
PASTORAL	0	0	0	0
RURAL RESIDENTIAL	2,071,264	1,717,243	1,651,023	(66,220)
URBAN RESIDENTIAL	155,687	148,893	145,996	(2,897)
TOTAL	2,459,691	2,074,268	2,004,764	(69,504)



CURRENT YEAR RATES

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

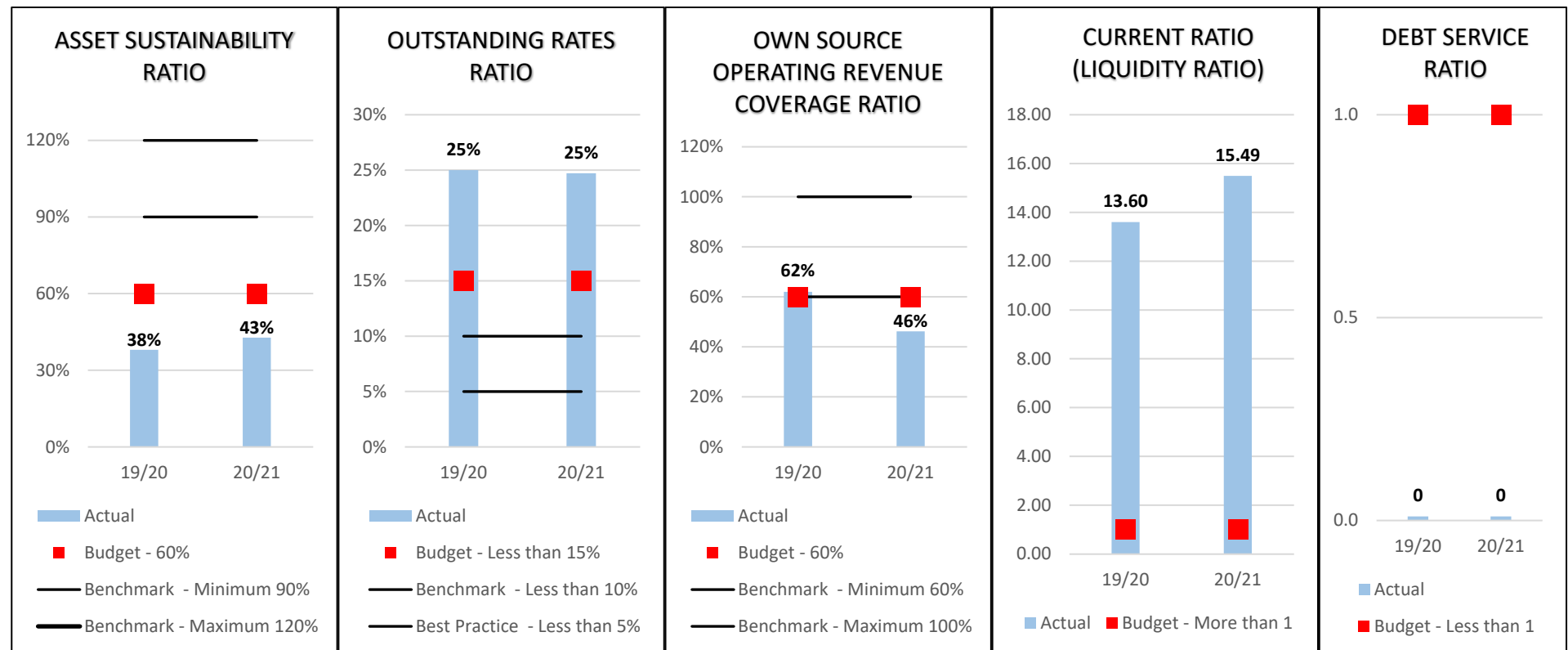
	Previous Month (September 2020) (\$)	Current Month (October 2020) (\$)	Variance (\$)	Due Dates
Instalment 1	1,418,809	726,781	(692,028)	30 September 2020
Instalment 2	2,201,038	1,814,557	(386,481)	30 November 2020
Instalment 3	2,294,345	1,938,543	(355,802)	28 February 2021
TOTAL	5,914,192	4,479,881	(1,434,311)	



SECTION 5

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2020/21 Municipal Plan includes the following KPIs for the Finance area to meet; these are listed and reported on in the table below.



Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.
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KPI	Explanation
Asset Sustainability Ratio	<p>A ratio of 90% indicates Council is replacing assets in a timely manner as assets reach their end of useful life. A ratio of less than 90% over the long-term indicates a build-up Infrastructure Backlog*.</p> <p>Council's Asset Sustainability ratio of 43% for month of October shows an increase in capital expenditure. It is noted however that majority of the capital expenditure occurred year to date relates to carried forward projects from 2019/20 and Council contribution towards the Productive (Mango) Roads project.</p>
Outstanding Rates Ratio	<p>In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia.</p> <p>Council's Outstanding Rates Ratio of 25% as at October sits unfavourably high than the maximum budgeted target of 15%. Council is taking continuing with education and awareness strategies to ensure rates outstanding will be at acceptable level.</p>
Own Source Revenue Ratio	<p>This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources**. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level.</p> <p>Council's Own Source Operating Revenue Coverage ratio of 46% for October relates to timing of Revenues and Expenses and is expected to reach 47% which falls short of the Municipal Plan target of 60%.</p>
Current Ratio (Liquidity Ratio)	<p>A ratio of greater than 1 is required to provide assurance that Council has enough funds to pay its short-term financial commitments.</p> <p>Council's Current Ratio of 15.49 for October sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed in the short term to fulfill its short-term liabilities as and when they fall due.</p>
Debt Service Ratio	<p>Council has no debt and therefore fully meets the Municipal Plan Target of 1 and less than 1.</p>

*Infrastructure back-log refers to capital replacement (renewal) cost not spent to bring assets to a satisfactory condition.

** Own Source Revenue refers to revenue raising capacity excluding all external grants, that is, through rates, charges, user fees, interest income, profit on disposal of assets etc.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 18 November 2020

15 Officers Reports

- 15.1 November 2020 Summary Planning and Development Report
- 15.2 Place Names – Road Names for Kittyhawk Subdivision at 1000 Channel Island Road, Wickham
- 15.3 Place Names – Road Names for Subdivision at 200 Trippe Road North, Humpty Doo
- 15.4 Chief Executive Officer Monthly Report
- 15.5 SCALE Funding Extension
- 15.6 Request for Variation – Annual Community Grants:
Rural Churches Carols by Candlelight



COUNCIL REPORT

Agenda Item Number:	15.1
Report Title:	November 2020 Summary Planning and Development Report
Author:	Wendy Smith, Manager Planning and Regulatory Services
Recommending Officer:	Leon Kruger, Director Infrastructure & Operations
Meeting Date:	18/11/2020
Attachments:	A: Letter of Comment on PA2015/0015 B: Letter of Comment on PA2017/0401

Executive Summary

The purpose of this report is to provide to Council a summary of planning and development applications received, and comments provided, for the period of 7 October 2020 to 30 October 2020.

The following is a summary of all planning and development applications received and/or comments provided during the noted period.

Type of Application	No. Applications
Development Applications	2
Mining Applications	0
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	0
Water Licence Applications	0
Clearances for Development Conditions	4
Stormwater/Driveway Plan Reviews	19
Works Permits	12

Letters of comment for the noted applications are provided for information in the attachments to this report.

Recommendation

THAT Council:

1. receive the November 2020 Summary Planning and Development Report; and
2. note for information the responses provided to relevant agencies within Attachments A and B to this report.

Background

DEVELOPMENT APPLICATIONS

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

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

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	1
Development applications supported, subject to specific issues being adequately addressed	1
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: Additional detail is provided below on all development 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 Reference	Purpose and Summary
PA2015/0015 Lot 5 (75) Produce Road, Humpty Doo, Hundred of Strangways Attachment A	Extension of Time for Subdivision to Create 8 Lots in Two Stages The subdivision was approved in 2016 to create 8 lots in two stages. Stage 1, for the creation of 3 lots, has been completed. Stage 2 works for the remainder of the new lots has not commenced. The application requests an extension of time for the finalisation of Stage 2 due to the current economic situation. Conditions on the current permit protect Council's interests in our existing and future infrastructure and no negative effect upon that infrastructure is expected as a result of the request for extension of time.

Development Applications supported, subject to specific issues being adequately addressed

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

Application Number, Address, and Attachment Reference	Purpose and Summary	Specific Issues to be Addressed
PA2017/0401 Lots 13, 14, 16, 17, 4579, 4580, and 4185 (298, 296, 155A, 155B, 195, 175, and 205) Bees Creek Road, Bees Creek, Hundred of Strangways Attachment B	Variation of Development Permit to Create Subdivision to Create 12 lots in Two Stages The application proposes to amend a condition on a previously issued Development Permit. The existing condition required dedication of a 30m-wide road reserve to allow for future subdivision of adjoining Lot 24 in the locality. The application proposed to amend this condition to provide Lot 24 frontage to Road A within the subdivision.	Council supported the proposal as there is no direct requirement to construct the 30m-wide road reserve at this time; the proposal puts the onus of development of that road on Lot 24 at such time in future as Lot 24 may want to subdivide. Council's comments make it clear that construction of the future road must be to Council's technical standards and at no cost to Council. Council is not in support of a road easement or right-of-way in this locality that would potentially leave burden on Council to maintain or upgrade the area in the future.

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

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

No. Requests for Assessment of Plans/Reports/Drawings for Clearance of Development Permit Conditions
4

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

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

No. Building Certification Applications
19

WORKS PERMIT APPLICATIONS

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

No. Works Permit Applications
12

Links with Strategic Plan

A Great Place to Live - Development and Open Space

Legislative and Policy Implications

Not applicable to this report

Risks



Nil risks identified within this report

Community Engagement

Not applicable to this report



7 October 2020

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

RE: Letter of Comment Development Application

PA2015/0015

**Lot 5 (75) Produce Road, Humpty Doo, Hundred of Strangways
Subdivision to Create Eight Lots**

Thank you for the Development Application referred to this office on 18/09/2020, 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) Provided the final subdivision plan for Stage 2 meets minimum required lot sizes with required minimum amounts of unconstrained land per lot, Council can support the subdivision under the Conditions required on the previously approved permit.

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.
- b) Appropriate road design to Council's current standards to be documented on endorsed plans.

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) All other conditions as per previously approved permit.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. 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 the NT Government's Interim Development Control Order 29.

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



Hasan Karatas
Development Engineer

15 October 2020

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

RE: Letter of Comment Development Application

PA2017/0401

**Lot 13 (298) Bees Creek Road,
Lot 14 (296) Bees Creek Road,
Lot 16 (155A) Lowther Road,
Lot 17 (155B) Lowther Road,
Lot 4579 (195) Lowther Road,
Lot 4580 (175) Lowther Road,
Lot 4185 (205) Lowther Road,**

Bees Creek, Hundred of Stangways

Variation of Development Permit to Create Subdivision to Create 12 lots in Two Stages

Thank you for the Development Application referred to this office on 02/10/2020, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal appears to provide provision for a future 30m wide road reserve in the subject location; though Council notes that the legality of the wording on the survey plan and within the Condition should be approved by suitably qualified survey professionals to ensure the intention of the developer, owner of Lot 24, and the consent authority is achieved in legal manner.

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

- a) It must be clear to all parties that future construction of the noted road will be at no cost to Council. Council requires the proposed condition wording, at point iii) to be amended to: that any construction of a road would be to the technical

requirements of Litchfield Council, at no cost to Council, to the satisfaction of the consent authority.

- b) Council does not support the labelling of the 30m corridor as a road easement or right-of-way at this stage.
- c) All other conditions as per previously issued Development Permit must remain on any future Development Permit issued for the subject site.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. 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 Interim Development Control Order 29.

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



Rodney Jessup
Project Engineer



COUNCIL REPORT

Agenda Item Number:	15.2
Report Title:	Place Names – Road Names for Kittyhawk Subdivision at 1000 Channel Island Road, Wickham
Author:	Wendy Smith, Manager Planning and Regulatory Services
Recommending Officer:	Leon Kruger, Director Infrastructure and Operations
Meeting Date:	18/11/2020
Attachments:	A: Map of New Roads B: Proposed Road Names and NT Place Names Commentary

Executive Summary

The purpose of this report is to refer to Council a request for comments for submission to the NT Place Names Committee for the naming of two new roads in the new subdivision at 1000 Channel Island Road, Wickham, commonly known as the Kittyhawk Subdivision. It is recommended that Council resolve to not support the proposed names for the roads provided by the developer.

Recommendation

THAT Council:

1. resolve to not support the proposed potential road names for the roads within the subdivision at 1000 Channel Island Road, Wickham as the proposed names do not meet the NT Place Names Guidelines and
2. provide a letter of comment to the applicant detailing the above resolution to not support the noted road names to the NT Place Names Committee.

Background

In November 2019, a Development Permit was issued to subdivide 1000 Channel Island Road, Wickham, into six lots. Two new roads will be created as part of the subdivision, as shown in Attachment A. As with all roads in new subdivisions, it is planned that Council will take over the roads once the roads are constructed in accordance with Council's technical standards and the subdivision is completed.

The developer of the subdivision, NT Government's Land Development Corporation, is requesting comment from Council, in accordance with Council Policy INF04 Place Names and the NT Place Names Act 1967, to name the new roads.

The developer has proposed a list of 11 potential road names and has received some preliminary comments on those names from NT Place Names, which is summarised in Attachment B. The feedback from NT Place Names indicates that none of the 11 proposed names meet the NT Place

Names Guidelines. Particular concerns include duplication of place names in the NT, use of commercial names, use of geographic feature names, and use of family names without permission. Council supports the NT Place Names Guidelines and the restrictions they impose on the naming of new places, while noting that it is the decision of the NT Place Names Committee to determine a name.

Summary

It is recommended that Council not support the proposed 11 names as suitable for naming the two new roads within the Kittyhawk Subdivision.

Council’s resolution would then be provided to the applicant and it may be included with an application to the NT Place Names Committee for the formal naming of the roads. The NT Place Names Committee will then carry out activities in accordance with the NT Place Names Act to name the new roads.

Links with Strategic Plan

A Great Place to Live - Development and Open Space

Legislative and Policy Implications

The NT Place Names Act 1967 requires consultation with the local council prior to the NT Place Names Committee considering a proposed new place name. This report is prepared in compliance with that Act and Council Policy INF04 Place Names, which refers to the NT Place Names Committee’s Guidelines for NT Place Naming (formerly known as the Northern Territory Rules of Nomenclature).

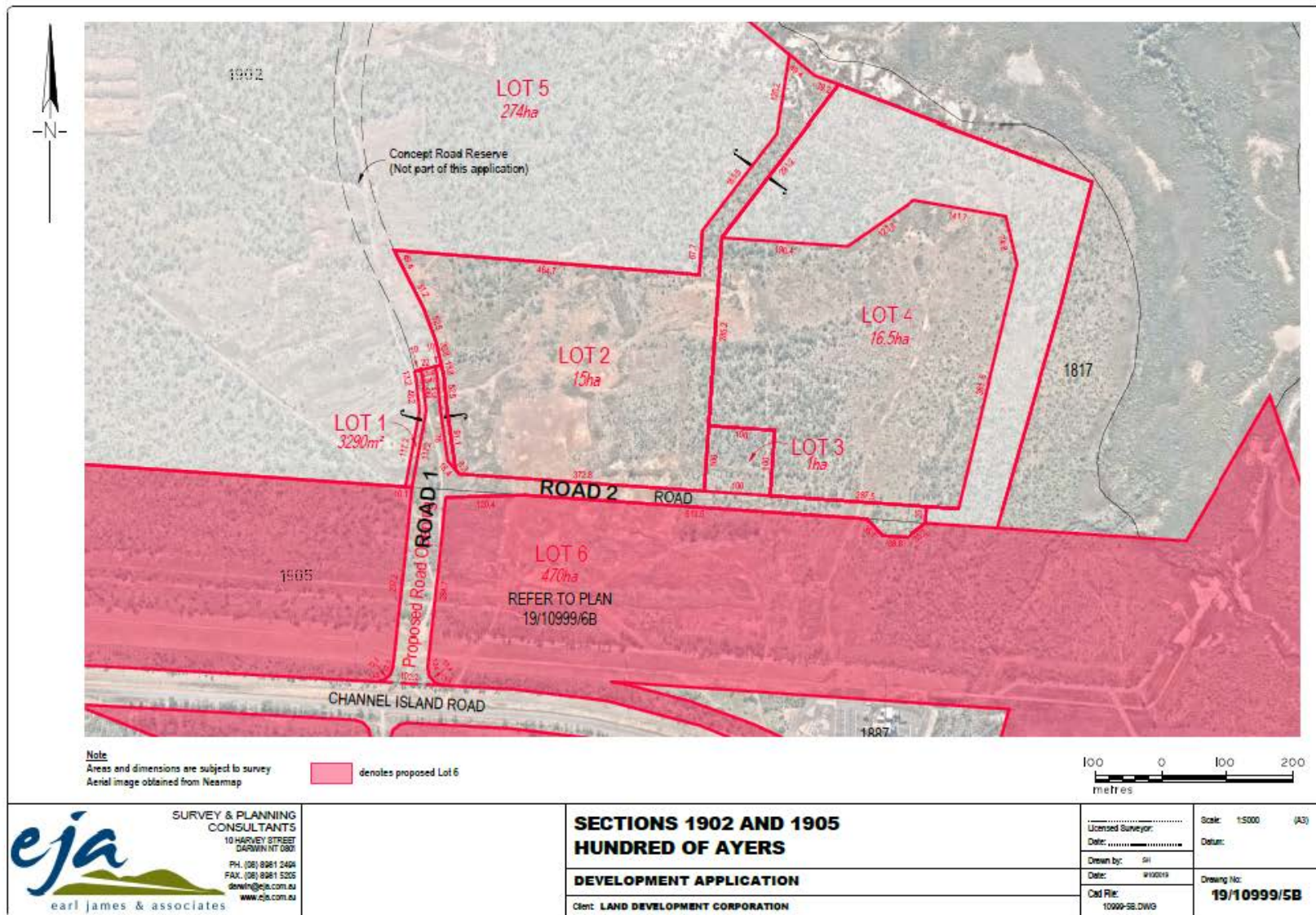
Risks



There are no identifiable risks to Council in relation to the proposed new road names.

Community Engagement

Not applicable to this report



Proposed Place Names			
#	Proposed Name	Indicated History/Origin	Place Names Feedback
1	Bonaparte	<ul style="list-style-type: none"> Existing in the Place Names database: Bonaparte has previously been named after Joseph Bonaparte Gulf. Named in recognition of the Bonaparte Basin, a Western Australia and Northern Territory off-shore basin, in the Timor Sea. 	<ul style="list-style-type: none"> Proposed to be named after the Bonaparte Basin a commercial business and marketing name associated to the history of exploration in the NT in the Oil and Gas Fields Industry and Bonaparte Basin. Name has been commemorated and will be a duplication of the same name in spelling and pronunciation in the NT.
2	Barossa	<p>Existing in the Place Names database: Barossa has previously been named after the ship Barossa which served Darwin prior to and during WWII.</p> <p>Named in recognition of the Barossa field in the Bonaparte Basin, Timor Sea.</p>	<ul style="list-style-type: none"> Proposed to be named after the Barossa Australian Freighter and Basin a commercial business and marketing name associated to the history of exploration in the NT in the Oil and Gas Fields Industry and the Caldita-Barossa Field. Name has been commemorated and will be a duplication of the same name in spelling and pronunciation in the NT.
3	Caldita	<p>Named in recognition of the Caldita field, a northern Australian off-shore field, in the Bonaparte Basin, Timor Sea.</p>	<ul style="list-style-type: none"> Proposed to be named after the Caldita-Barossa Field is a commercial business and marketing name associated to the history of exploration in the NT in the Oil and Gas Fields and Industry. Research has established the origin of the name is from the Spanish language. A family name listed on commercial/business and social media sites with the same last name "Caldita". Name has not been commemorated in the NT.
4	Browse	<p>Named in recognition of the Browse Basin, a north-Western Australian off-shore basin, in the Timor Sea.</p>	<ul style="list-style-type: none"> Proposed to be named after the Browse basin Field a north West Australian is a commercial business and marketing name associated to the off-shore Basin, in the Timor Sea in the Oil and Gas Fields and Industry.

			<ul style="list-style-type: none"> Name has not been commemorated in the NT and more associated to Western Australia and may be outside the jurisdiction of the NT.
5	Beetaloo	Named in recognition of the Beetaloo Basin in the Northern Territory.	<ul style="list-style-type: none"> Proposed to be named after the Beetaloo Basin is a commercial business and marketing name associated to the exploration of the Oil and Gas Fields and Industry. Name has been commemorated and multiple use of the same name in spelling and pronunciation in the NT.
6	Amadeus	Named in recognition of the Amadeus Basin lying mostly within the southern Northern Territory and the Amadeus gas pipeline to Darwin.	<ul style="list-style-type: none"> Proposed to be named after the Amadeus Basin and Gas Pipeline for a commercial business and marketing name associated to the Oil and Gas Fields and Industry. Name has been commemorated and will be a duplication of the same name in spelling and pronunciation in the NT. Research has established the origin of the name is from the Spanish language.
7	Bayu-Undan	Named in recognition of the Bayu-Undan field in the Bonaparte Basin, Timor Sea.	<ul style="list-style-type: none"> Proposed to be named after the Bayu-Undan Basin Field is a commercial business and marketing name in the Bonaparte Basin associated to the exploration of the Oil and Gas Fields and Industry. Research has established the name is from the Indonesian language and there is no meaning or history and origin of an Indonesian name. Name has not been commemorated in the NT and may be outside the jurisdiction of the NT.
8	Exploration	Named in recognition of the exploration activity that the gas and mineral industries undertake to find potential gas and mineral resources that supply the Northern Territory.	<ul style="list-style-type: none"> Proposed to be named after the commercial business and marketing name exploration activity in the NT associated to the exploration of the Oil and Gas Fields and Industry. Exploration Bore (21886) MacDonnell Regional Council.
9	Energy	Named in recognition of the various energy sources available in the Northern Territory, which are used by	<ul style="list-style-type: none"> Proposed to be named after the commercial business and marketing name exploration activity in the NT

		and/or produced by the utility and strategic industry operators in the area.	<p>associated to the exploration of the Oil and Gas Fields and Industry.</p> <ul style="list-style-type: none"> • Name has not been commemorated in the NT, not sure of the meaning of the name.
10	Basin	Named in recognition of the oil (sedimentary) basins, that allow for the mining and production of shale gas that is located within or services the Northern Territory.	<ul style="list-style-type: none"> • Proposed to be named after the commercial business and marketing name exploration activity in the NT associated to the exploration of the Oil and Gas Fields and Industry.
11	Field	Named in recognition of the gas fields, representing the areas of gas production that service the Northern Territory.	<ul style="list-style-type: none"> • Proposed to be named after the commercial business and marketing name exploration activity in the NT associated to the exploration of the Oil and Gas Fields and Industry. • Variety of place names more related to 'field' in the name (airfield, goldfield, bore field, sporting field).



COUNCIL REPORT

Agenda Item Number:	15.3
Report Title:	Place Names – Road Names for Subdivision at 200 Trippe Road North, Humpty Doo
Author:	Wendy Smith, Manager Planning and Regulatory Services
Recommending Officer:	Leon Kruger, Director Infrastructure and Operations
Meeting Date:	18/11/2020
Attachments:	A: Map of New Road

Executive Summary

The purpose of this report is to refer to Council a request for comments for submission to the NT Place Names Committee for the naming of a new roads in the new subdivision at 200 Trippe Road North, Humpty Doo. It is recommended that Council resolve to not support the proposed name for the road provided by the developer.

Recommendation

THAT Council:

1. resolve to not support the proposed road name Nelly's Place for the road within the subdivision at 200 Trippe Road North, Humpty Doo as the proposed name does not meet the NT Place Names Guidelines; and
2. provide a letter of comment to the applicant detailing the above resolution to not support the noted road names to the NT Place Names Committee.

Background

In March 2016, a Development Permit was issued to subdivide 200 Trippe Road North, Humpty Doo, into four lots with a new central cul-de-sac road to service the new lots, as shown in Attachment A. As with all roads in new subdivisions, it is planned that Council will take over the road once the road is constructed in accordance with Council's technical standards and the subdivision is completed.

The developer of the subdivision, Alderbaran Contracting, is requesting comment from Council, in accordance with Council Policy INF04 Place Names and the NT Place Names Act 1967, to name the new road.

The developer has proposed "Nelly's Place" as the name of the new road, to honour Nelly (Helen) Skewes. Provided history indicates she was an early settler in the Humpty Doo area, building and owning the Humpty Doo Pub and local shop on the Stuart Highway before originally subdividing the underlying block that is the subject of the current subdivision. She also served a term as a Councillor for the then Litchfield Shire Council.

Unfortunately, the proposed name does not meet the NT Place Names Guidelines as the Guidelines support only the use of surnames and do not support the use of apostrophes within a place name. Further, NT Place Names will choose the identifying road type (i.e. Place, Street, Road) based on the Australian Standards 4819 for Rural and Urban Addressing. Council supports the NT Place Names Guidelines and the restrictions they impose on the naming of new places, while noting that it is the decision of the NT Place Names Committee to determine a name.

Summary

It is recommended that Council not support the proposed name Nelly’s Place as suitable for naming the new road within the subdivision as it does not meet the NT Place Names Guidelines.

Council’s resolution would then be provided to the applicant and it may be included with an application to the NT Place Names Committee for the formal naming of the roads. The NT Place Names Committee will then carry out activities in accordance with the NT Place Names Act to name the new roads.

Links with Strategic Plan

A Great Place to Live - Development and Open Space

Legislative and Policy Implications

The NT Place Names Act 1967 requires consultation with the local council prior to the NT Place Names Committee considering a proposed new place name. This report is prepared in compliance with that Act and Council Policy INF04 Place Names, which refers to the NT Place Names Committee’s Guidelines for NT Place Naming (formerly known as the Northern Territory Rules of Nomenclature).

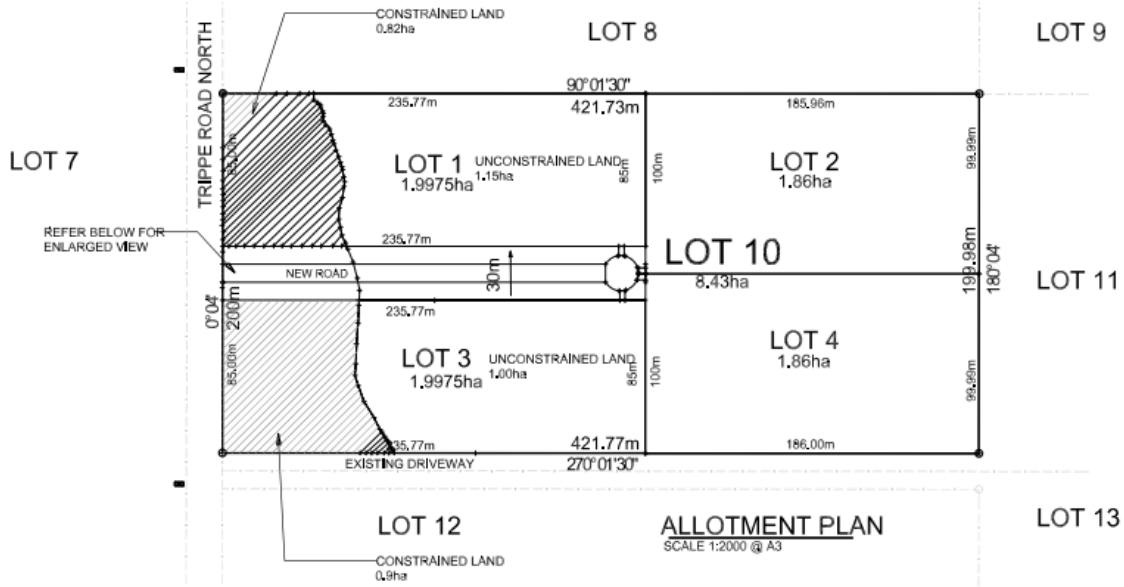
Risks



There are no identifiable risks to Council in relation to the proposed new road name.

Community Engagement

Not applicable to this report





COUNCIL REPORT

Agenda Item Number:	15.4
Report Title:	Chief Executive Officer Monthly Report
Author & Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	18/11/2020
Attachments:	Nil

Executive Summary

This report provides Council with key staffing information, relevant measures of financial sustainability and workplace health and safety information.

Summary

To deliver the Municipal Plan 2020/21 Key Performance Indicators it is important that appropriate staffing resources are in place and financial sustainability measures are being met. This report provides a monthly update to ensure that both staffing and budget measures are in accordance with the Council approved staffing plan and budget.

Recommendation

THAT Council note the Chief Executive Officer monthly report for October 2020.

Background

The Litchfield Council strongly values our people, financial sustainability and good governance. This report being presented monthly will ensure that important information is presented to understand any trends occurring and for the organisation to understand the factors influencing staff and finances.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Nil

Risks

Nil

Financial Implications

Nil

Community Engagement

N/A

CEO MONTHLY REPORT October 2020

People

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
Nil			

External Appointments

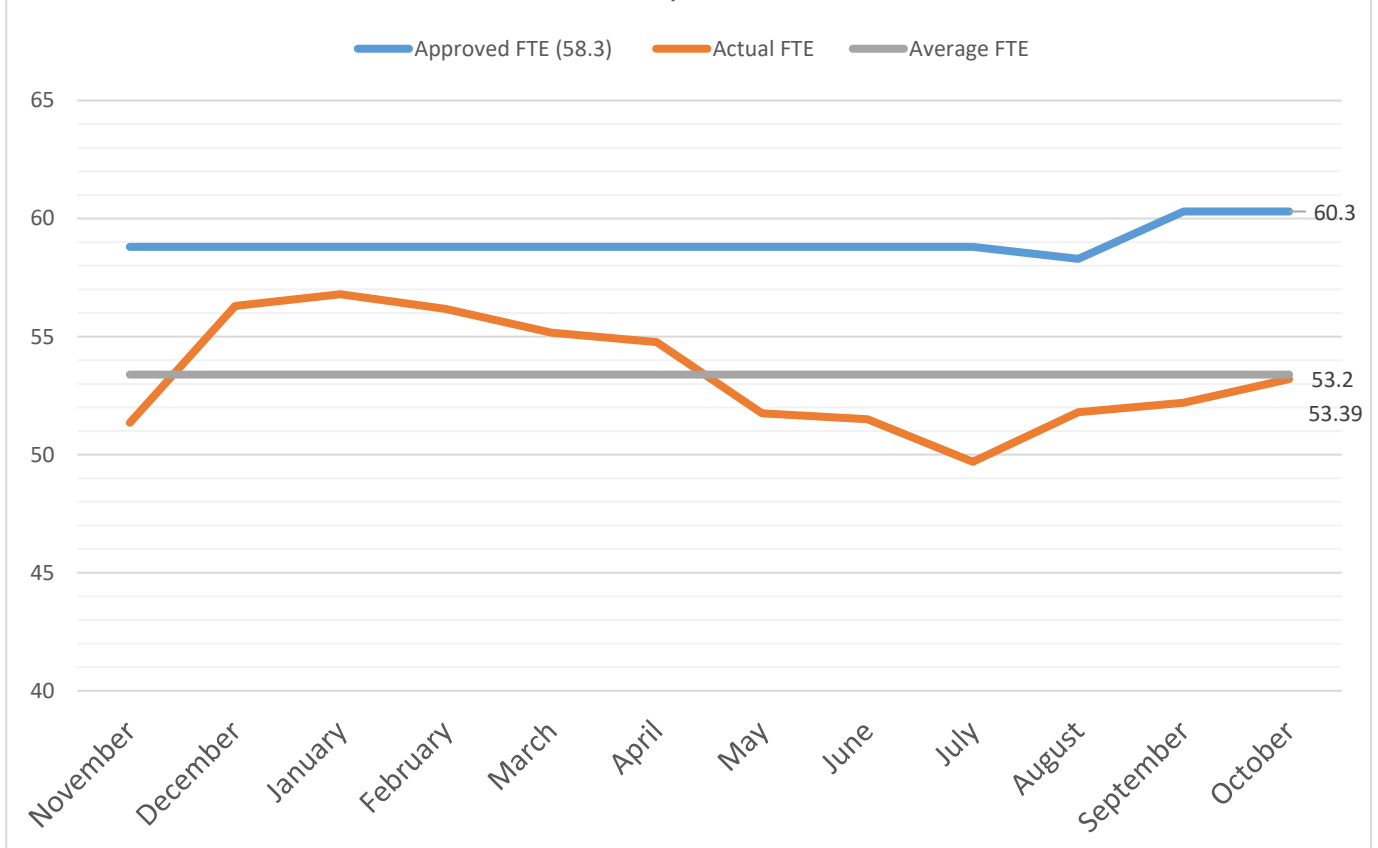
Position	Department	Commenced	Permanent/Temporary
Nil			

Resignations / Terminations

Position	Department	Commenced	Permanent/Temporary
Grounds Person	Operations & Environment	26 April 2020	Temporary

	Approved	Actual	Difference
Full Time Equivalent	52	43	-9
Part-time	0.5	4.2	3.7
Contract	7.8	6	-1.80
Total	60.3	53.2	-7.1

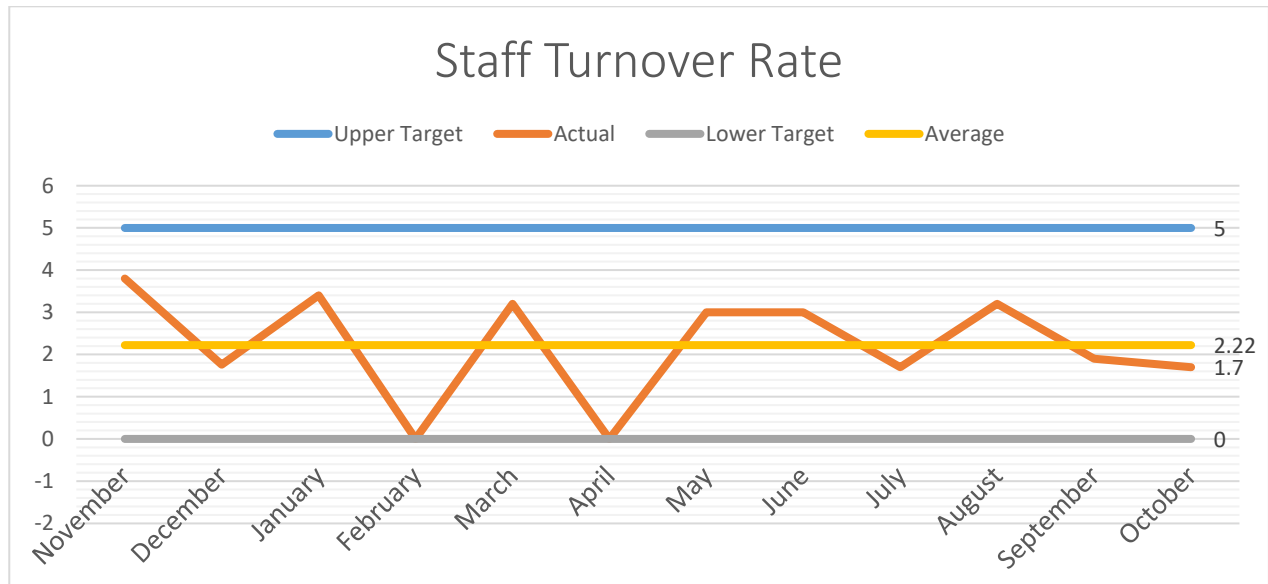
Full Time Equivalent Staff



Turnover rate:

The number of staff leaving council employment during the reporting period.

(# staff leaving divided by the total number of people employed multiplied by 100)



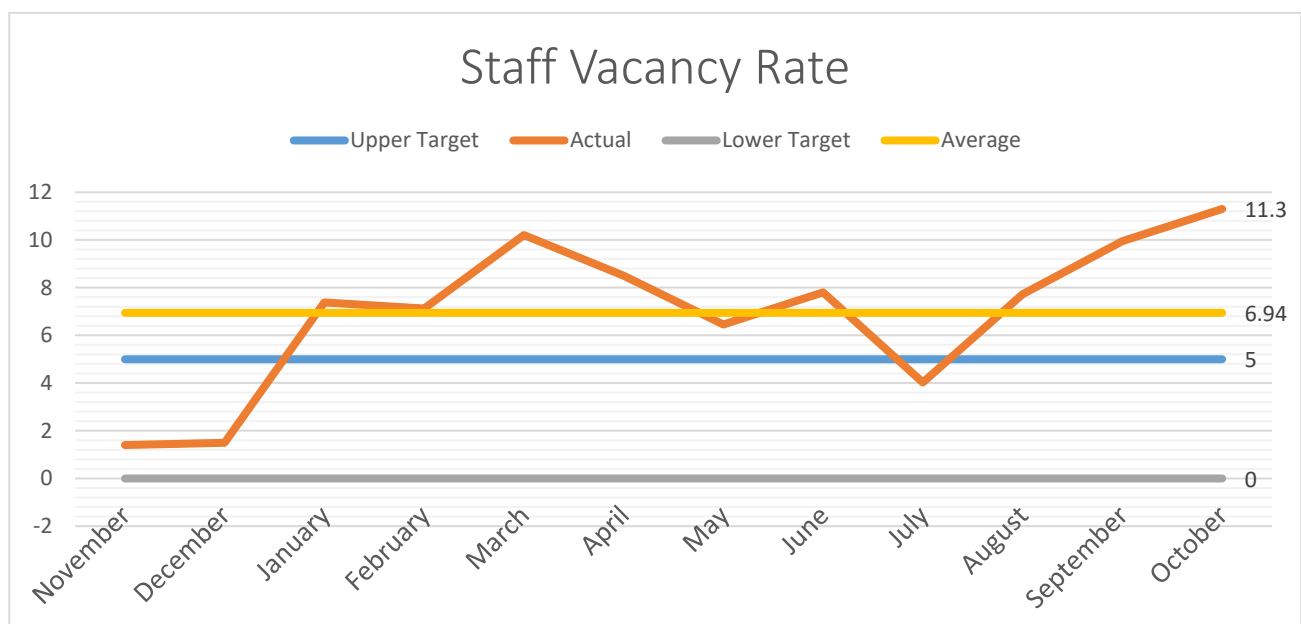
Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Average
3.8%	1.76%	3.4%	0%	3.2%	0%	3%	3%	1.7%	3.2%	1.9%	1.7%	2.22%

Target Average: Between 0% - 5%

Staff Vacancy Rate:

The number of vacant positions during the reporting period.

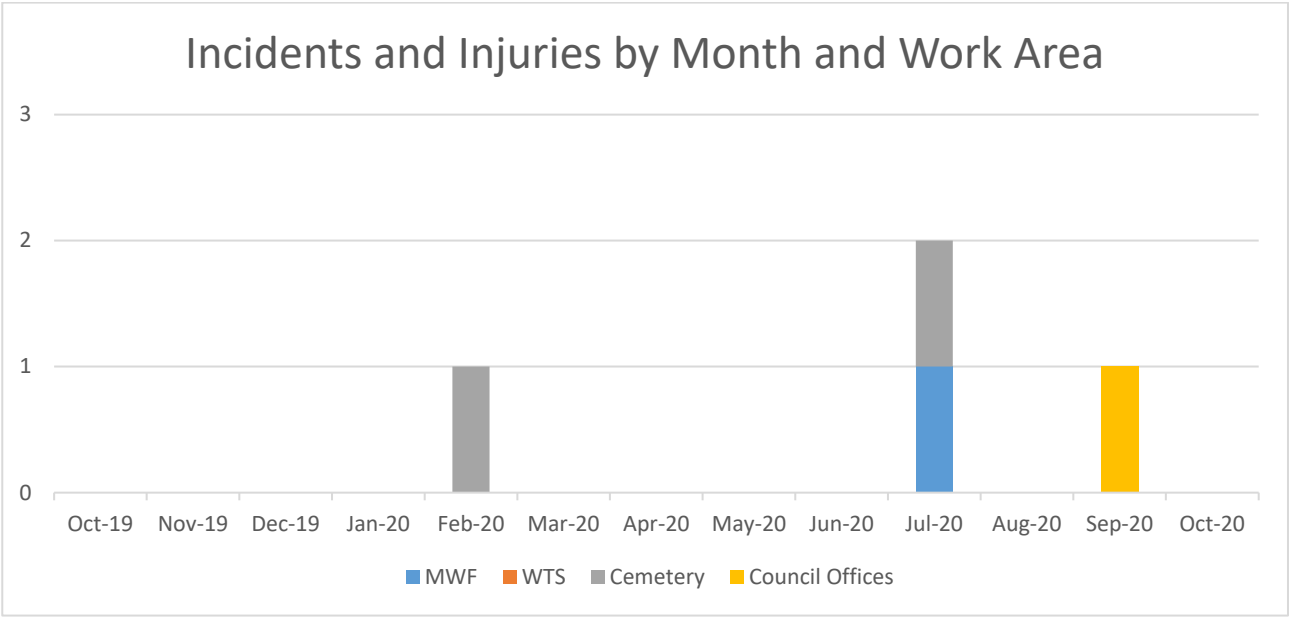
(Vacant positions, divided by total FTE, multiplied by 100)



Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Average
1.4%	1.49%	7.38%	7.12%	10.2%	8.5%	6.45%	7.8%	4.02%	7.72%	9.95%	11.3%	6.94%

Target: 0% - 5%

Workplace Health and Safety



No incidents were recorded during October 2020



COUNCIL REPORT

Agenda Item Number:	15.5
Report Title:	SCALE Funding Extension
Author:	Jessica Watts, Community Development Officer
Recommending Officer:	Silke Maynard, Director Community and Corporate Services
Meeting Date:	18/11/2020
Attachments:	A: SCALE Funding Guidelines

Executive Summary

On 28 April 2020 Council received notification of a Special Community Assistance and Local Employment (SCALE) funding opportunity offered by the NT Government. This funding is to directly support Councils in the Northern Territory to provide business continuity, job creation and retention and other community initiatives directly related to COVID-19.

At the 19 September Meeting, Council approved a request for extension to be submitted to the NT Government as per the funding guidelines. An extension to the 30 November was approved, however this extension did not consider the estimated completion date of works Council had submitted in the request extension.

Five of the 13 projects are expected to be completed beyond 30 November 2020 and therefore Council must seek an additional extension.

Recommendation

THAT Council:

1. approve a request for the extension of the SCALE funding to be 31 December 2020 for the following projects:
 - a. Berry Springs Reserve Community hall upgrades;
 - b. Mira Square Development;
 - c. Shared Path Plan safety program; and
 - d. Entrance Signage to the Municipality.
2. approve a request for the extension of the SCALE funding project of Humpty Doo Village Green Playground to be 31 January 2021; and
3. authorise the Chief Executive Officer to lodge the request for extension for the SCALE funding with the Department of Local Government, Housing and Community Development.

Background

On 30 April 2020 Council received a letter from Maree De Lacey, Executive Director of Local Government and Community Development. This letter offered Council \$560,700 in funding under the newly established SCALE program. This funding is repurposed Special Purpose Grants for 2019-2020.

Since the approval of the SCALE funded projects at the 20 May 2020 meeting, Council has completed several of the projects which have supported business continuity, job creation and retention and other community initiatives directly related to COVID-19.

As per the funding guidelines, this grant was to be expended by 30 September 2020, however requests for extensions were allowed which Council did so following approval at the 19 September meeting. An extension from the Department of Local Government and Community Development was approved until the 30 November 2020, without consideration to the estimated project timelines Council had submitted.

An updated list of the projects with their current status is provided below and it is requested Council approve the request for extension to be submitted in line with the expected completion dates.

Project	Cost	Status	Reason for Delay	Expected Completion Date
50km Feast Web series	\$6,250	Complete	n/a	May-2020
Sanitation Public facilities	\$3,600	Complete	n/a	Jun-2020
Digital Whiteboards	\$39,100	Complete	n/a	Jul-2020
Signage for public facilities	\$3,400	Complete	n/a	Aug-2020
Business Continuity IT set up	\$27,300	Complete	n/a	Aug-2020
Active Recreation Program	\$23,050	Complete	n/a	Sep-2020
McMinns Lagoon Reserve signage	\$8,000	Complete	n/a	Sep-2020
Livingstone Reserve Playground upgrades	\$70,000	Complete	n/a	Nov-2020

Project	Cost	Status	Reason for Delay	Expected Completion Date
Berry Springs Reserve Community hall upgrades	\$50,000	In delivery phase	Further electrical upgrades were required in order to meet compliance; however, total has come in under budget resulting in a surplus to be spent on related items.	Dec-2020
Shared Path Plan safety program	\$150,000	In delivery phase	Engineered design was required for each of the four components of this project. The final component of this project has been awarded and is expected to be complete by 30 November, however this is not allowing for inclement weather.	Dec-2020
Entrance Signage to the Municipality	\$40,000	In the planning/Delivery phase	In principle support has been provided by DIPL and walls under construction	Dec-2020
Mira Square Development	\$60,000	In the planning phase	Council has submitted an application to Crown Land for a portion of the land in Southport and is in the process of negotiating lease terms. An interim Occupation Licence is planned to allow Council to carry out site works prior to finalising the lease. Quotes are currently being undertaken for these Stage 1 works and it is expected that these works will be completed by 31 December 2020.	Dec-2020
Humpty Doo Village Green Playground upgrades	\$80,000	In delivery phase	Playground has been ordered by contractor however delivery is delayed and is not	Jan-2020

Project	Cost	Status	Reason for Delay	Expected Completion Date
			expected to arrive in Darwin until mid-November.	

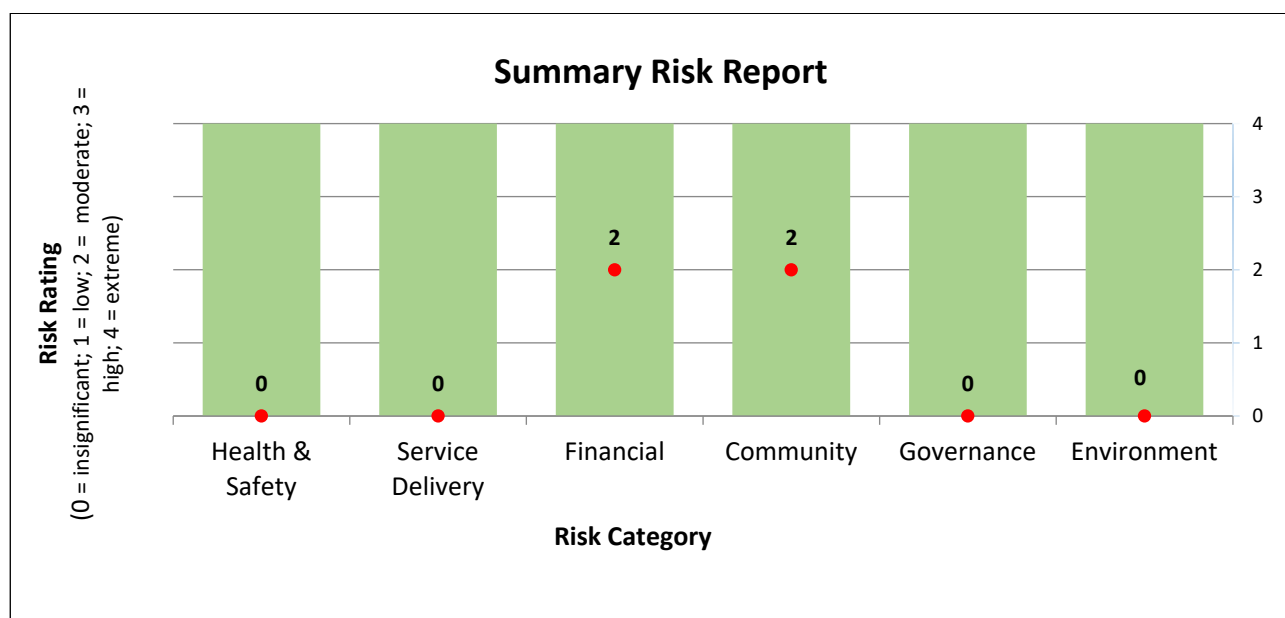
Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Nil

Risks



Financial

As these projects have already commenced, not applying for an extension will mean Council will have to return unspent funds as of 30 November 2020. This will result in several projects at varying stages of completion with no allocated funding to complete them.

Community

These projects have been well advertised to the community, with several of these projects having completed extensive community consultation. Putting a hold on these projects by not extending the funding may result in a negative impact on Council's reputation in the community.

Community Engagement

No community engagement has been completed in relation to the extension of the SCALE funding, however extensive consultation has been undertaken for several of the individual projects comprising:

- Your Say Litchfield surveys for the community to vote on playground equipment to be installed at Humpty Doo Village Green and Livingstone Recreation Reserve;
- Consultation and involvement from community groups in the development of signage for McMinns Lagoon Recreation Reserve;
- Discussions with the Southport Progress Association in relation to the development of Mira Square;
- Consultation with the Berry Springs Recreation Reserve Committee to develop the scope for the electrical upgrades at the hall; and
- Planned consultation for the development of the municipality entrance signs.

Special Community Assistance and Local Employment Program

Purpose

The Local Government Special Community Assistance and Local Employment (SCALE) program is managed by the Department of Local Government, Housing and Community Development. The program provides one-off funding to local government councils to support business continuity, job creation and retention and other community initiatives directly related to COVID-19.

Objectives

The objectives of the program are to:

- Support the employment of Territorians.
- Encourage and facilitate partnerships between councils, the Northern Territory Government, Australian Government, business and community sectors to create effective locally-based responses to and recovery from COVID-19.
- Assist in the continued delivery of local government essential services.
- Assist to improve sanitation in council areas and of council assets and infrastructure.
- Assist with engaging local communities in activities that are in accord with the latest COVID-19 government announcements and directives.
- Assist with providing messaging and signage in council areas regarding COVID-19.

Councils are encouraged to partner with local businesses, other councils and LGANT, and other spheres of government to develop effective and innovative locally-based initiatives that strengthen their communities' protection and recovery from COVID-19.

Eligibility

This program is available to Northern Territory local government councils that meet the following criteria:

- Must be a recognised local governing body established under the *Local Government Act 2008*.
- Certify council will resolve to adopt and apply the "Public Benefit Concessions Policy for Commercial Ratepayers" in relation to waiving and deferring rates for commercial ratepayers based on hardship in 2019-20 and 2020-21.

Funding

- The total funding pool is \$7.1 million.
- The SCALE funding will be paid in 2019-20.
- The funding is only payable to municipal, regional and shire councils.

Repurposing Local Authority Project Funding

- Where a regional council has unspent and uncommitted funding under the Local Authority Project Funding (LAPF), this funding may be repurposed to the SCALE program and spent on initiatives in local authority communities, with an intention of expenditure by 30 September 2020, unless approval is granted by the Department.
- Where regional councils choose to redirect LAPF funds into the SCALE program, details of the unspent and uncommitted funding is to be provided to the Department by 30 June 2020.

Note: Where the two year time limit for expenditure under the LAPF program expires on 30 June 2020, councils are encouraged to repurpose funds to the SCALE program. The Department will be exercising the clause in the LAPF funding agreement, regarding the requirement for councils to fully spend funds within two years. The balance of all unspent funds will be requested to be repaid unless approval has been granted by the Department to extend the 30 June 2020 due date.

Repurposing Special Purpose Grants (SPG) and the Strategic Local Government Infrastructure Fund (SIF)

- The balance of unspent and uncommitted funding under either the SPG or SIF programs may be retained by council and repurposed to the SCALE program.
- By 30 June 2020 councils are to report to the Department details of the balance of unspent and uncommitted funding under the SPG and SIF programs to be repurposed to the SCALE program.

Expenditure requirements

- Regional councils must allocate a component of this funding to each of its local authority communities.
- Local authorities' input is to be sought from each local authority on the kinds of initiatives to be delivered in each local authority area. If it is not possible to convene local authority meetings, input from locally-based local authority members is to be obtained where possible.
- Municipal and shire councils are to ensure funding is spent within their respective council areas.

Buy Local requirements

The grant supports the development of business and industry in the Northern Territory and support for **Territory enterprises**.

When using the funds to acquire goods and services, councils are encouraged to acquire those goods and services from a Territory enterprise, unless it can be proven through a competitive process that:

- there are no Territory enterprises willing or able to provide the good or service; or
- the Territory enterprise did not provide best value for money.

A Territory enterprise must satisfy all three elements of the definition:

- Operating in the NT – the enterprise is currently engaged in productive activities (for example, production of goods or delivery of services) within the NT.
- Significant permanent presence – the enterprise maintains an office, manufacturing facilities or other permanent base within the NT.
- Employing NT residents – the enterprise employs Territorians. An enterprise which relies exclusively on transient, interstate / international labour or a fly-in, fly-out workforce will not satisfy this element.

Further information on this condition can be found at:

- nt.gov.au/community/community-grants-and-volunteers/community-grants/about-capital-grants
- [nt.gov.au/ data/assets/pdf file/0004/537700/buy-local-plan.pdf](https://nt.gov.au/data/assets/pdf_file/0004/537700/buy-local-plan.pdf)

Examples of acceptable purposes for expenditure

The following non-exhaustive list provides examples of the types of expenditure that would be eligible as the expenditure has a connection to COVID-19 measures:

- Assist with employment costs of Territorians to ensure the continued delivery of local government essential services, and / or local job creation / retention.
- To stimulate local economies.
- To purchase materials or equipment to support local government business continuity (e.g. video conferencing equipment to assist with convening meetings).
- To meet the cost of additional cleaning, disinfecting and sanitising of council communal places (this can include the purchasing of cleaning equipment and products from local suppliers).
- To establish washing, sanitising stations or other cleaning facilities for the local community.
- To raise and promote public awareness of COVID-19 in council facilities, ensuring information is consistent with the most up to date Northern Territory Government information.
- To undertake innovative initiatives to engage community members in socially appropriate health and wellbeing activities (e.g. free Wi-Fi or video broadcasting of story times, or online competitions).
- To create and place signage in council areas reminding community members to follow COVID-19 government announcements and advice such as personal distancing and washing of hands regularly.
- To support community-based COVID-19 protection and recovery initiatives.

Examples of unacceptable purposes for expenditure

- Payment of employment or other operating costs already covered under another grant program.
- Reimbursement of costs already incurred by council.
- The purchase of vehicles (passenger carrying / recreational vehicles – 4WDs, troop carriers, utes, buses, quad bikes, etc.).

Process for payment

Local government councils will receive a Letter of Offer from the Department.

The letter will comprise the total grant amount offered and conditions of the grant funding. Councils will need to return the signed acceptance form to the Department of Local Government, Housing and Community Development.

Funds management

- The SCALE grant funding must be fully expended by 30 September 2020. However, councils may request the Department for an extension to this timeframe. Each request will be considered on a case-by-case basis by the Department.
- The balance of unspent funds is to be returned to the Department.
- Funding from the Northern Territory Government must be acknowledged in initiatives delivered under this program.
- The acquittal requirement will require a certification statement that provides information about initiatives undertaken with the funding. Regional councils are to also report on the amount allocated to each local authority area and the types of activities funding was spent on.
- A certification statement is to be laid before a council meeting. A copy of the minutes is to be provided to the Department.
- All projects are to be procured in accordance with the *Local Government Act 2008*, *Local Government (Accounting) Regulations 2008* and the Northern Territory Government “Buy Local” policy, if applicable.

Contact details

If you require further information, please contact:

Donna Hadfield
Manager Grants Program
08 8999 8820

Omor Robin
Grants Officer
08 8999 8576

Email: lg.grants@nt.gov.au



COUNCIL REPORT

Agenda Item Number:	15.6
Report Title:	Request for Variation – Annual Community Grants: Rural Churches Carols by Candlelight
Author:	Jessica Watts, Community Development Officer
Recommending Officer:	Silke Maynard, Director Community and Corporate Services
Meeting Date:	18/11/2020
Attachments:	Nil

Executive Summary

This report presents to Council a request for a variation to the 2019/2020 Annual Community Grant awarded to the Rural Churches Carols by Candlelight.

Recommendation

THAT Council approve a variation to the Annual Community Grant provided to Rural Churches Carols by Candlelight from their 2020 Carols by Candlelight event to their 2021 event.

Background

At the 20 May 2020 meeting, Council approved the recommendations from the Community Grants Committee to award eight Annual Community Grants to local organisations and community groups as part of the 2019/20 Community Grant Scheme.

The Annual Community Grants were open for the month of March 2020, a period where restrictions were gradually being introduced due to COVID-19. At this point in time, the restrictions that would be in place for event organisations were unknown.

Following Council's approval, Rural Churches Carols by Candlelight was awarded \$5,000 for their 2020 Carols by Candlelight event. This funding was to be expended on:

- musicians;
- sound and lighting;
- glow sticks;
- chairs;
- projector screens;
- lollies and toys for children;
- advertising; and
- a photographer.

With the restrictions on event organisers in place and due to a lack of available or willing volunteers, a request to vary the grant has been submitted to Council. This variation submitted requests the \$5,000 Annual Community Grant be varied to expend the funds on an online event for 2020 instead.

For an online event, Rural Churches Carols by Candlelight have proposed their grant money to be spent on:

- payment for candles and glow sticks as they had already been ordered, paid for and received. It is proposed they will either be used for the 2021 Carols by Candlelight event or to be given away at Coolalinga Shopping Centre along with a flyer promoting the online event;
- printing of flyers to promote the online event;
- payment towards the band for their musical services; and
- payment to a videographer/editor to put the recordings from the band and schools together.

When submitting the request to amend the grant use on the 26 October 2020, Rural Churches Carols by Candlelight were advised that they will need to wait for Council's decision following the 18 November meeting before expending any of the funds in a varied format from the awarded grant. However, on 2 November 2020 Rural Churches Carols by Candlelight posted a video on their Facebook page announcing their change to an online event for 2020.

The Organisation outlined a recording of a band performing Christmas Carols, along with local schools videoing their own performances to be posted as well. The videos would be posted on the Rural Churches Carols by Candlelight Facebook page.

There is concerns with the success of an online carols event especially as restrictions currently are manageable within the Northern Territory and other events might go ahead. There has been no amended budget submitted so it is unclear how the grant funds will bring value to the community. It is therefore recommended to vary the grant for the delivery of a 2021 Carols by Candlelight event in the originally approved format.

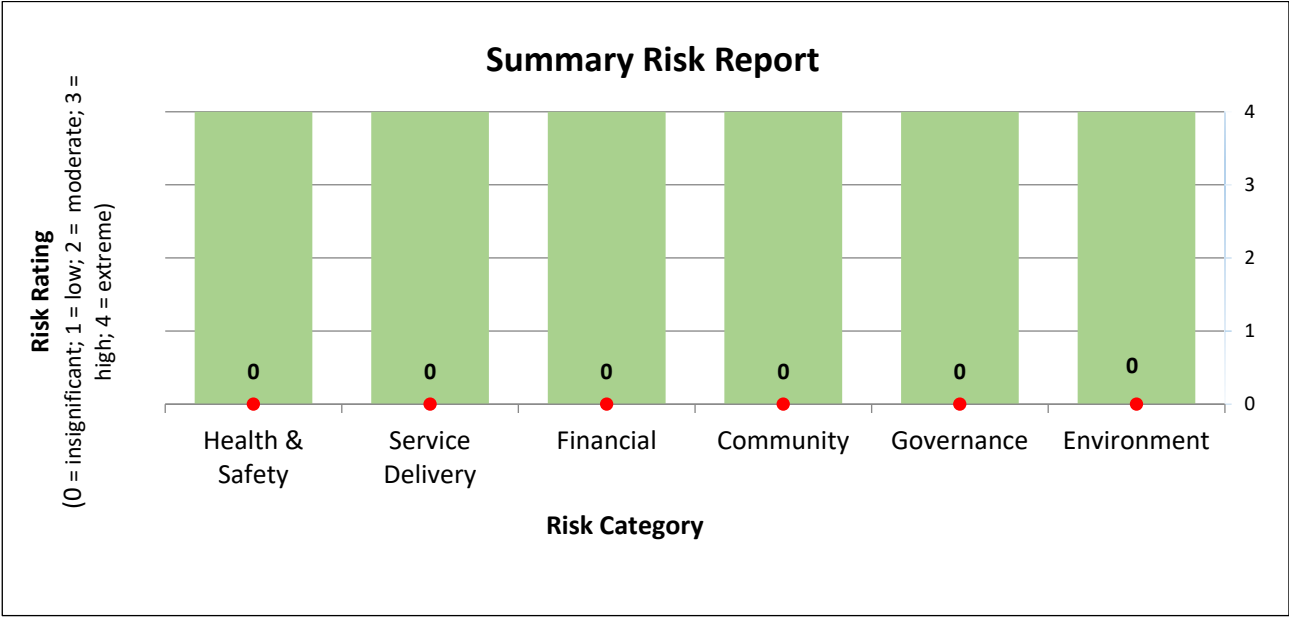
Links with Strategic Plan

A Great Place to Live - Culture and Social Life

Legislative and Policy Implications

FIN07 Grants, Donations and Sponsorships

Risks



There are no foreseen risks associated with this report.

Community Engagement

Not applicable to this report.



LITCHFIELD COUNCIL MEETING

Wednesday 18 November 2020

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 2020/2021 Annual Community Grants

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

20 Close