



# Council Meeting

## BUSINESS PAPER

### WEDNESDAY 9/12/2020

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

Zoom <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.



## COUNCIL AGENDA

---

### LITCHFIELD COUNCIL MEETING

**Notice of Meeting**  
to be held in the Council Chambers, Litchfield  
on Wednesday 9 December 2020 at 6:30pm



Daniel Fletcher  
Chief Executive Officer

---

Number	Agenda Item	Page
1	Opening of Meeting	1
2	Acknowledgement of Traditional Owners	1
3	Apologies and Leave of Absence / Electronic Attendance	1
4	Disclosures of Interest	1
5	Confirmation of Minutes	2-12
6	Business Arising from the Minutes	
6.1	Action List	13-19
7	Presentations	20
8	Petitions	20
9	Public Questions	20
10	Accepting or Declining Late Items	20
11	Notices of Motion	20
12	Mayors Report	20
12.1	Mayor's Report	21-22
13	Reports from Council Appointed Representatives	23
	Cr Sayers-Hunt is a member of the LGANT Executive	
14	Finance Report	24

	14.1	Litchfield Council Finance Report November 2020	25-46
15		Officers Reports	47
	15.1	December 2020 Summary Planning and Development Report	48-60
	15.2	Proposed Reduction of Speed Limit Along Girraween Road	61-64
	15.3	Review of Council Policy INF04 Place Names	65-76
	15.4	Place Names – Road Name for Subdivision at 200 Trippe Road North, Humpty Doo	77-80
	15.5	Chief Executive Officer Monthly Report	81-85
16		Common Seal	86
17		Other Business	86
18		Public Questions	86
19		Confidential Items	86
	19.1	2021 Australia Day Awards	
	19.2	Operational Service Review	
20		Close of Meeting	86



## COUNCIL AGENDA

### LITCHFIELD COUNCIL MEETING

Wednesday 9 December 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:

- Special Council Meeting Minutes held 11 November 2020, pages 3;
- Council Meeting Minutes held 18 November 2020, pages 8; and
- Council Meeting Confidential Minutes held 18 November 2020, pages 5



## SPECIAL COUNCIL MINUTES

### LITCHFIELD COUNCIL MEETING

#### Minutes of Special Meeting

held in the Council Chambers, Litchfield

on Wednesday 11 November 2020 at 6:00pm

---

<b>Present</b>	Maree Bredhauer Christine Simpson Doug Barden Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward Councillor South Ward Councillor North Ward
<b>Staff</b>	Daniel Fletcher Silke Maynard Leon Kruger Debbie Branson	Chief Executive Officer Director Community & Corporate Services Director Infrastructure & Operations Executive Assistant
<b>Public</b>	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**

Moved: Deputy Mayor Simpson  
Seconded: Cr Barden

THAT Council note the apology from Kirsty Sayers-Hunt, Councillor East Ward.

**CARRIED (4-0)-2021/081**

### **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 disclosures of interest were declared.

### **5. PUBLIC QUESTIONS**

Nil.

### **6. OFFICERS REPORTS**

#### **6.1 Draft Litchfield Council Annual Report 2019-20**

Moved: Cr Barden  
Seconded: Deputy Mayor Simpson

THAT Council:

1. receive and endorse the Draft Litchfield Council Annual Report 2019-20;
2. forward a copy of the Litchfield Council Annual Report 2019-20 to the Minister Local Government;
3. publish the Litchfield Council Annual Report 2019-20 on Council's website; and
4. publish a notice in the NT News informing the public that copies of the report may be downloaded from Council's website or obtained from Council's Office, Bees Creek Road, Freds Pass.

**CARRIED (4-0)-2021/082**

### **7. CONFIDENTIAL ITEMS**

Nil.

**8. CLOSE OF MEETING**

The Chair closed the meeting at 6:11pm.

**9. NEXT MEETING**

Wednesday 9 December 2020.

**MINUTES TO BE CONFIRMED**

Wednesday 9 December 2020

.....  
Mayor  
Maree Bredhauer

.....  
Chief Executive Officer  
Daniel Fletcher



## COUNCIL MINUTES

### LITCHFIELD COUNCIL MEETING

#### Minutes of Meeting

held in the Council Chambers, Litchfield

on Wednesday 18 November 2020 at 6:38pm

---

<b>Present</b>	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
<b>Staff</b>	Silke Maynard Leon Kruger Arun Dias Melissa Waite	Acting Executive Officer Director Infrastructure and Operations Finance Manager Acting Executive Assistant
<b>Public</b>	As per Attendance List	

---

#### Electronic Attendance

Moved: Deputy Mayor Simpson

Seconded: Cr Bardon

THAT Council approve Cr Salter attending the meeting electronically.

#### 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

**CARRIED (5-0)-2021/083**

### **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 disclosures of interest were declared.

### **5. CONFIRMATION OF MINUTES**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

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.

**CARRIED (5-0)-2021/084**

### **6. BUSINESS ARISING FROM THE MINUTES**

Moved: Cr Sayers-Hunt  
Seconded: Cr Barden

THAT Council receives and notes the Action List.

**CARRIED (5-0)-2021/085**

### **7. PRESENTATIONS**

Nil.

### **8. PETITIONS**

Nil.

**9. PUBLIC FORUM**

Nil.

**10. ACCEPTING OR DECLINING LATE ITEMS**

Nil.

**11. NOTICES OF MOTION**

Nil.

**12. MAYORS REPORT**

Moved: Cr Barden  
Seconded: Deputy Mayor Simpson

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

**CARRIED (5-0)-2021/086**

**13. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES**

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

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT Council note the Councillors' verbal report.

**CARRIED (5-0)-2021/087**

## **14. FINANCE REPORT**

### **14.1 Litchfield Council Finance Report – October 2020**

Moved: Cr Barden  
Seconded: Deputy Mayor Simpson

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

**CARRIED (5-0)-2021/088**

## **15. OFFICERS REPORTS**

### **15.1 November 2020 Summary Planning and Development Report**

*Wendy Smith, Manager Planning & Regulatory Services presented to the meeting at 7.10pm.*

Moved: Cr Barden  
Seconded: Deputy Mayor Simpson

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.

**CARRIED (5-0)-2021/089**

### **15.2 Place Names- Road Names for Kittyhawk Subdivision at 1000 Channel Island Road, Wickham**

*Wendy Smith, Manager Planning & Regulatory Services presented to the meeting at 7.12pm.*

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

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.

**CARRIED (5-0)-2021/090**

### **15.3 Place Names- Road Names for Subdivision at 200 Trippe Road North, Humpty Doo**

*Wendy Smith, Manager Planning & Regulatory Services presented to the meeting at 7.18pm.*

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

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.

#### **AMENDMENT**

Moved: Cr Barden  
Seconded: Mayor Bredhauer

THAT Council will review the INF04 Place Names Policy and consider the proposed road name for the road within the subdivision at 200 Trippe Road North, Humpty Doo at the December 2020 Council Meeting.

**CARRIED (5-0)-2021/091**

**The Amendment became the motion**

*Wendy Smith, Manager Planning & Regulatory Services departed at 7.34pm*

### **15.4 Chief Executive Officer Monthly Report**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

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

**CARRIED (5-0)-2021/092**

### **15.5 SCALE Funding Extension**

Moved: Cr Barden  
Seconded: Deputy Mayor Simpson

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.

**CARRIED (5-0)-2021/093**

**15.6 Request for Variation- Annual Community Grants: Rural Churches Carols by Candlelight**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT Council approve a variation to the Annual Community Grant provided to Rural Churches Carols by Candlelight to allow \$1,000 be utilised for the 2020 Carols by Candlelight online event and the remaining \$4,000 for the 2021 event.

**CARRIED (5-0)-2021/094**

**16. COMMON SEAL**

Nil.

**17. OTHER BUSINESS**

Moved: Cr Sayers-Hunt  
Seconded: Cr Barden

THAT Council thank Director of Community and Corporate Services Silke Maynard for her dedication and professionalism in her work at Litchfield Council and wish her all the best in her new employment.

**CARRIED (5-0)-2021/095**

## **18. PUBLIC QUESTIONS**

### **18.1 Susan Kilgour**

Miss Kilgour thanked Councillors and dedicated Council staff for their work and keeping her up to date throughout the year.

Miss Kilgour enjoyed the meeting and thanked Councillors for having her there.

### **18.2 Tigist Garrick**

Mrs Garrick informed Councillors this is her first meeting, and thanked Councillors for having her there.

## **9. 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 2020/2021 Annual Community Grants**

8(c)(iv) information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.

**CARRIED (5-0)-2021/096**

The meeting was closed to the public at 7.52pm.

Moved: Cr Barden  
Seconded: Cr Sayers-Hunt

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

**CARRIED (5-0)-2021/097**

The meeting moved to Open Session at 7.55pm.

## **20. CLOSE OF MEETING**

The Chair closed the meeting at 7.56pm.

**21. NEXT MEETING**

Wednesday 9 December 2020.

**MINUTES TO BE CONFIRMED**

Wednesday 9 December 2020

.....  
Mayor  
Maree Bredhauer

.....  
Chief Executive Officer  
Daniel Fletcher

Unconfirmed



## COUNCIL AGENDA

---

### LITCHFIELD COUNCIL MEETING

Wednesday 9 December 2020

#### **6. Business Arising from the Minutes**

THAT Council receives and notes the Action List.



## 6 - Business Arising from the Minutes

As at 2/12/2020

In Progress

Completed and to be removed

Resolution Number	Resolution	Meeting Date	Officer	Status
15/0175/02	<b>Meeting Procedures By-Laws</b> 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.	19/11/2015	DCCS	Update to be provided at December 2020 Council Meeting.
16/0203	<b>Signage, Roadside Vans and Events on Council Land</b> 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.	21/09/2016	DCCS	On hold until Meeting By-Laws are concluded.
17/0036/4	<b>Litchfield Aquatic Facility Needs Analysis Report</b> 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.	15/02/2017	DCCS	Project on hold.
1718/240	<b>Berry Springs Water Advisory Committee - Council Representative</b> 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.	16/05/2018	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	<b>Recreation Reserve Leases and Funding Agreements Project</b> THAT Council: 1. Notes the update on the development of leases and funding agreements as part of the Recreation Reserves Leases project; 2. Notes the draft lease agreement; 3. Approves the fixation of the Common Seal with the Mayor and the CEO signing the lease agreements on behalf of Council, providing no material changes are made to the lease agreement; and 4. Receives an update report on the progress made with each Reserve Management Committee and other User Groups on Council's Recreation Reserves in signing the lease agreement, no later than the June 2019 Council meeting.	16/01/2019	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	<b>Mira Square - Application for Crown Land</b> 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.	19/03/2020	DIO	Leasing documents have been received; signatures from both Council and NTG are being finalised.

**Proposed Road Opening Richards Road, Blackmore – Section 1719**

1920/176	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Proceed with the road opening process for Richards Road across 2415 Cox Peninsula Road, Blackmore; and</li> <li>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.</li> </ol>	19/03/2020	DIO	Completed- Notice of road opening published in Goernment Gazette 2 December 2020
----------	--	------------	-----	--

**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>	19/03/2020	CEO	Deferred until National General Assembly of Local Government reconvenes in 2021
----------	---	------------	-----	---

**COVID-19 Response Plan**

1920/183	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol>	19/03/2020	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. ~~A~~cknowledge the need to adapt GOV02 Meeting procedures policy to allow for the use of online platforms for conducting Council meetings;

2. ~~S~~uspend:

a. ~~S~~ection 4.1.2(d) of GOV02 Meeting Procedures policy to allow the Mayor to Chair meetings remotely,

b. ~~P~~ublic accessing Chambers for Council meetings due to social distancing protocols,

c. ~~S~~ection 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. ~~S~~ection 4.1.21 – Members will not be required to stand when addressing the meeting;

3. ~~R~~equire 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. ~~R~~ecord all Ordinary and Special Council meetings and make these available on the Council website;

5. ~~R~~equire requests for deputations (section 4.1.11 of GOV02 Meeting Procedures) be conducted by remote access;

6. ~~R~~equest the Chief Executive Officer to develop appropriate Electronic Meeting Procedures; and

7. ~~R~~evise these directives:

a. ~~A~~t the first Council meeting in 2021, or

b. ~~W~~hen Social distancing protocols are lifted by the Northern Territory Chief Health Officer.

15/04/2020

DCCS

Ongoing as physical distancing rules regarding COVID19 still apply.

**SCALE Funding Extension**

THAT Council:

1. ~~N~~ote the following SCALE funding projects will be finalised in line with the funding timeline of 30 September 2020:

a. ~~5~~0km Feast Web series,

b. ~~S~~anitation Public facilities,

c. ~~D~~igital Whiteboards,

d. ~~S~~ignage for public facilities,

e. ~~B~~usiness Continuity IT set up,

f. ~~M~~icMinns Lagoon Reserve signage,

g. ~~A~~ctive Recreation Program;

2. ~~A~~pprove a request for the extension of the SCALE funding to be 31 December 2020 for the following projects:

a. ~~B~~erry Springs Reserve Community hall upgrades,

b. ~~H~~umpty Doo Village Green Playground upgrades,

c. ~~D~~ivingstone Reserve Playground upgrades,

d. ~~S~~hared Path Plan safety program,

e. ~~E~~ntrance Signage to the Municipality;

3. ~~A~~pprove a request for the extension of the SCALE funding project of Mira Square Development to be 31 May 2021; and

4. ~~A~~uthorise the Chief Executive Officer to lodge the request for extension for the SCALE funding with the Department of Local Government, Housing and Community Development.

16/09/2020

DCCS

Completed - Further extension request included in this agenda.

## 6 - Business Arising from the Minutes

As at 2/12/2020

2021/052	<p>Humpty Doo Bowls Club Request for Grant Funding</p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>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;</li> <li>2. Request the Humpty Doo Village Green Management Board ensure the area is safe until such time that repairs have been undertaken;</li> <li>3. Acknowledge that due to the lack of existing written agreements Council is restricted in providing financial assistance;</li> <li>4. Write to the Humpty Doo Bowls Club and Humpty Doo Village Green Management Board to inform them of Council's resolutions; and further</li> <li>5. Request the CEO to provide an update to Council within 14 days on the workplace health and safety of the site.</li> </ol>	16/09/2020	DCCS	<ol style="list-style-type: none"> <li>1. Completed - Council provided assistance to the Bowls Club to apply for a Minor Community Benefit Fund Grant.</li> <li>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.</li> <li>3. Completed</li> <li>4. Completed - outcome was discussed via email and verbal</li> <li>5. Completed - Councillors informed via email 18 September 2020.</li> </ol>
2021/064	<p>Palmerston and Litchfield Seniors Association 2020 Seniors Fortnight Evaluation</p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Receive and note the Palmerston and Litchfield Seniors Association 2020 Seniors Fortnight Evaluation Report; and</li> <li>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.</li> </ol>	21/10/2020	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>	21/10/2020	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"> <li>1. Receive and note the Get Active in Litchfield 2020 Evaluation Report;</li> <li>2. Approve the use of \$7,000 from the Community Grant Scheme Budget to contribute towards a 2021 Get Active in Litchfield program; and</li> <li>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.</li> </ol>	21/10/2020	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"> <li>1. Notes the update on the Recreation Reserve Management Board lease agreements with Council; and</li> <li>2. Rescinds LC38 Reserves Policy.</li> </ol>	21/10/2020	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> <ol style="list-style-type: none"> <li>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</li> <li>Authorise the Chief Executive Officer to sign the Partnering / Sponsorship documentation.</li> </ol>	21/10/2020	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>	21/10/2020	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> <ol style="list-style-type: none"> <li>Note the Report - Freds Pass Sport and Recreation Reserve Governance Arrangement Review (Attachment A);</li> <li>Endorse the recommendations made by the FPSRR Governance Arrangement Review Reference Group;</li> <li>Write to the FPSRR Governance Arrangement Review Reference Group members thanking them for the contribution and informing them of the outcome of the review;</li> <li>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;</li> <li>Write to the FPSRR Management Board to inform them of the outcome, thanking the board members for their cooperation with Council; and</li> <li>Make public its resolutions on the matter.</li> </ol>	21/10/2020	DCCS	Completed - letters sent to Council Appointed Reference Group members on 3 November 2020. Correspondence sent to FPSRR Board on 30 October 2020.
Place Names- Road Names for Kittyhawk Subdivision at 1000 Channel Island Road, Wickham				
2021/090	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol>	18/11/2020	DIO	Completed - Letter provided to applicant.

## 6 - Business Arising from the Minutes

As at 2/12/2020

2021/091	Place Names- Road Names for Subdivision at 200 Trippe Road North, Humpty Doo			
	<p>THAT Council:</p> <p>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</p> <p>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. AMENDMENT Moved: Cr Barden Seconded: Mayor Bredhauer THAT Council will review the INF04 Place Names Policy and consider the proposed road name for the road within the subdivision at 200 Trippe Road North, Humpty Doo at the December 2020 Council Meeting.</p>	18/11/2020	DIO	Completed - Review of Council Policy INF04 Place Names and consideration of the proposed road name for the road within the subdivision at 200 Trippe Road North, Humpty Doo included in the agenda for the 9 December 2020 Council Meeting.
2021/093	SCALE Funding Extension			
	<p>THAT Council:</p> <p>1. approve a request for the extension of the SCALE funding to be 31 December 2020 for the following projects:</p> <p>a. Berry Springs Reserve Community hall upgrades; This is page 6 of 8 of the Minutes of Litchfield Council Meeting held Wednesday 18 November 2020</p> <p>b. Mira Square Development;</p> <p>c. Shared Path Plan safety program; and</p> <p>d. Entrance Signage to the Municipality.</p> <p>2. approve a request for the extension of the SCALE funding project of Humpty Doo Village Green Playground to be 31 January 2021; and</p> <p>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.</p>	18/11/2020	DCCS	Request for extension submitted on 23 November 2020
2021/094	Request for Variation- Annual Community Grants: Rural Churches Carols by Candlelight			
	THAT Council approve a variation to the Annual Community Grant provided to Rural Churches Carols by Candlelight to allow \$1,000 be utilised for the 2020 Carols by Candlelight online event and the remaining \$4,000 for the 2021 event.	18/11/2020	DCCS	Completed- Recipient has been notified



## COUNCIL AGENDA

---

### LITCHFIELD COUNCIL MEETING

Wednesday 9 December 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:** 9/12/2020  
**Attachments:** Nil

### Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 19 November 2020 to 9 December 2020.

### Summary

Date	Event	Content/Comment
19 Nov 2020	McMinns Lagoon Reserve Walking Group	Regular open community activity
19 Nov 2020	Ministerial Meeting Advocacy Projects – Min Fyles	Scheduled Meeting
20 Nov 2020	Media – Territory FM	Weekly Event
21 Nov 2020	Community Meeting – Increased Crime in Litchfield	Open community activity
21 Nov 2020	Freds Pass Sport and Recreation Board Annual General Meeting	Scheduled Committee Meeting
21 Nov 2020	Rotary Club Community Event	Community activity
23 Nov 2020	Firefighters Eric Simmons Medal Presentation Reception	Community activity
25 Nov 2020	St Johns Excellence Awards 2020 - Presentation	Community activity
26 Nov 2020	Elected Members Training - Independent Commission Against Corruption Training	Scheduled Meeting/Training
27 Nov 2020	Media – Territory FM	Weekly Event
27 Nov 2020	Ministerial Meeting Advocacy Projects – Min for Local Government, Min Paech	Scheduled Meeting
28 Nov 2020	Howard Springs School Community Event	Community activity



<b>Date</b>	<b>Event</b>	<b>Content/Comment</b>
28 Nov 2020	Friends of the Library - Poetry Book Launch 2020	Community activity
29 Nov 2020	Berry Springs Markets	Community activity
29 Nov 2020	Howard Park Recreation Reserve Management Committee Meeting	Scheduled Meeting
30 Nov 2020	Australia Day 2021 - Rotary Litchfield Palmerston	Scheduled Meeting
1 Dec 2020	LWIB Monthly Morning Tea	Scheduled Meeting
1 Dec 2020	Neighbourhood Watch	Scheduled Meeting
1 Dec 2020	Advocacy Projects – Shadow Minister for Local Government, Ian Sloan MLA	Scheduled Meeting
1 Dec 2020	Meeting Principal Taminmin College	Community activity
2 Dec 2020	Resident meetings x 2	Community activity
2 Dec 2020	Special Council Meeting	Monthly Meeting
2 Dec 2020	Councillors Strategic Discussion	Monthly Meeting
3 Dec 2020	McMinns Lagoon Reserve Walking Group	Regular open community activity
4 Dec 2020	Media – Territory FM	Weekly Interview
4 Dec 2020	NO MORE Community Activation Event	Community activity
4 Dec 2020	Change Fest – Information event	Community activity
5 Dec 2020	Councillor Quarterly Strategic Planning Workshop	Scheduled Meeting
7 Dec 2020	Howard Springs Centre for National Resilience. - update visit	Scheduled Meeting
7 Dec 2020	Elected Member Training - Reading Financial Statements	Scheduled Meeting/Training
9 Dec 2020	Open Space Discussion with Community Members & Councillors	Monthly Meeting
9 Dec 2020	Litchfield Council & Thorak Regional Board Meeting	Monthly Meeting

### **Recommendation**

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



## COUNCIL AGENDA

### LITCHFIELD COUNCIL MEETING

Wednesday 9 December 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
Cr Salter	-	Knuckey Lagoon Recreation Reserve Management Committee Meeting
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 9 December 2020

<b>14</b>	<b>Finance Report</b>
-----------	-----------------------

14.1	Litchfield Council Finance Report November 2020
------	---



## COUNCIL REPORT

---

<b>Agenda Item Number:</b>	14.1
<b>Report Title:</b>	Litchfield Council Finance Report – November 2020
<b>Author:</b>	Bianca Hart, Manager Finance
<b>Recommending Officer:</b>	Arun Dias, Acting Director Community & Corporate Services
<b>Meeting Date:</b>	9/12/2020
<b>Attachments:</b>	Nil

### Executive Summary

Council's Operational Income position as at November 2020 reflects full year of rates levied. The surplus position is temporary due to the timing difference. The surplus position is expected to gradually decrease as expenses are incurred for the remainder of the year. Total year to date operational expenses are in line with budget. The surplus position excludes depreciation expense.

Council received \$1.8 million of Roads to Recovery (R2R) funding in November which has been recognised as liabilities in the report. As projects are progressed through to completion, the funding will be recognised as income in line with the revised accounting standards.

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.

Rates outstanding have decreased compared to prior month and have also decreased compared to the previous financial year. A rates recovery report has been submitted with options available to recover outstanding rates. The report is scheduled for discussion on the 13<sup>th</sup> of January 2021.

## Recommendation

THAT Council note the Litchfield Council Finance Report for the period ended 30 November 2020.

## Background

Detailed financial information presented in the following pages.

## Links with Strategic Plan

A Well-Run Council - Good Governance

## Legislative and Policy Implications

The report is in compliance with the Local Government Act, Council's policies and relevant Accounting Standards.

## Financial Implications

Nil.

## Risks



Risks - Please refer to section 5 of the report.

## Community Engagement

Not applicable.

# Finance Report

## November 2020

**LITCHFIELD  
COUNCIL**



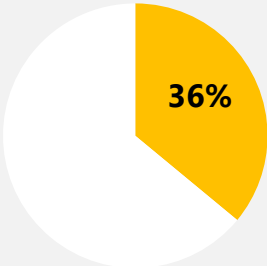
*Community effort is essential*

## Contents

SECTION 1.....	5
DASHBOARD REPORT .....	5
SECTION 1.....	6
CONSOLIDATED FINANCIAL STATEMENTS .....	6
CONSOLIDATED OPERATING STATEMENT at 30 November 2020 .....	6
CONSOLIDATED BALANCE SHEET at 30 November 2020 .....	7
SECTION 2.....	8
OPERATING POSITION BY DEPARTMENT .....	8
CAPITAL BUDGET POSITION.....	9
SECTION 3.....	16
CASH ON HAND & INVESTMENTS.....	16
FINANCIAL RESERVES .....	17
SECTION 4.....	18
DEBTORS.....	18
FINES AND INFRINGEMENTS .....	18
SECTION 5.....	21
FINANCE KEY PERFORMANCE INDICATORS (KPI) .....	21

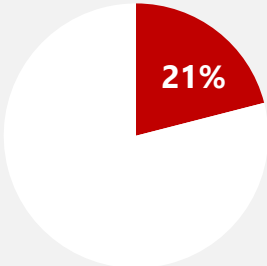
NOVEMBER 2020

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

\$22M

→ 0 of 22 Completed Capital Projects

→ \$17M Forecast Cash Reserves June 2021

\$ 13.8M

OPERATIONAL REVENUE

\$16M Budget – 82% Target Achieved

\$ 5.2M

OPERATIONAL EXPENSES

\$15M Budget – 35% Spent

\$ 8.6M

OPERATING SURPLUS

Budget \$1.8M

\$ 1.6M

CAPITAL REVENUE

\$1.8M Budget – 90% Target Achieved

\$ 3.5M

CAPITAL EXPENSES

\$6.56M Budget – 54% Spent

\$ (1.9)M

CAPITAL DEFECIT

Budget (\$4.7M)

RATIOS

36% Asset Sustainability  
Target 60% and more

21% Rates Outstanding  
Target less than 15%

46% Own Source Revenue  
Target 60% and more

26 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 30 November 2020

	2020/21 Budget	2020/21 YTD Actuals	% of Budget
<b>REVENUE</b>			
Rates	11,050,208	10,564,236	96%
Stat Charges	125,200	82,463	66%
User Charges	1,186,723	813,900	69%
Grants	3,580,922	1,954,209	55%
Inv Income	678,201	261,569	39%
Other Revenue	118,200	80,126	68%
<b>TOTAL REVENUE</b>	<b>16,739,455</b>	<b>13,756,503</b>	<b>82%</b>
<b>EXPENSES</b>			
Employee Costs	6,932,575	2,479,840	36%
Auditors Fees	33,356	26,918	81%
Bad Debts	900	1,164	129%
Elected Member	270,910	89,013	33%
Cemetery Operations	380,563	188,689	50%
Contractors	4,103,852	1,118,298	27%
Energy	196,300	45,805	23%
Insurance	260,000	303,157	117%
Maintenance	451,821	178,219	39%
Legal Expenses	82,004	12,600	15%
Donations and Community Support	131,131	91,463	70%
Computer / IT Costs	388,455	152,087	39%
Parts, Accessories & Consumables	185,860	62,110	33%
Professional Fees	982,239	208,577	21%
Sundry	558,589	251,378	45%
<b>TOTAL EXPENSES</b>	<b>14,958,554</b>	<b>5,209,318</b>	<b>35%</b>
<b>RESULT</b>	<b>1,780,901</b>	<b>8,547,185</b>	<b>491%</b>

**CONSOLIDATED BALANCE SHEET at 30 November 2020**

	31-Oct-20	30-Nov-20	Movement
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	3,510,895	3,295,540	(215,355)
Trade and Other Receivables	6,473,691	5,147,037	(1,326,654)
Other Financial Assets	20,831,271	22,484,028	1,652,757
Other Current Assets	85,626	184,223	98,596
<b>TOTAL CURRENT ASSETS</b>	<b>30,901,483</b>	<b>31,110,828</b>	<b>209,344</b>
<b>NON-CURRENT ASSETS</b>			
Infrastructure, Property, Plant & Equipment	299,273,630	299,273,630	0
Other Non-Current Assets	7,096,863	8,189,936	1,093,073
<b>TOTAL NON-CURRENT ASSETS</b>	<b>306,370,492</b>	<b>307,463,566</b>	<b>1,093,073</b>
<b>TOTAL ASSETS</b>	<b>337,271,976</b>	<b>338,574,393</b>	<b>1,302,417</b>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	913,986	431,922	(482,064)
Current Provisions	678,517	189,827	(488,690)
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,592,503</b>	<b>621,749</b>	<b>(970,754)</b>
<b>NON-CURRENT LIABILITIES</b>			
Non-Current Provisions	402,070	402,070	0
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>402,070</b>	<b>402,070</b>	<b>0</b>
<b>TOTAL LIABILITIES</b>	<b>1,994,573</b>	<b>1,023,819</b>	<b>(970,754)</b>
<b>NET ASSETS</b>	<b>335,277,403</b>	<b>337,550,575</b>	<b>2,273,172</b>
<b>EQUITY</b>			
Accumulated Surplus	17,694,239	19,967,411	<b>2,273,172</b>
Asset Revaluation Reserve	294,301,835	294,301,835	0
Other Reserves	23,281,329	23,281,329	0
<b>TOTAL EQUITY</b>	<b>335,277,403</b>	<b>337,550,575</b>	<b>2,273,172</b>

## 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.

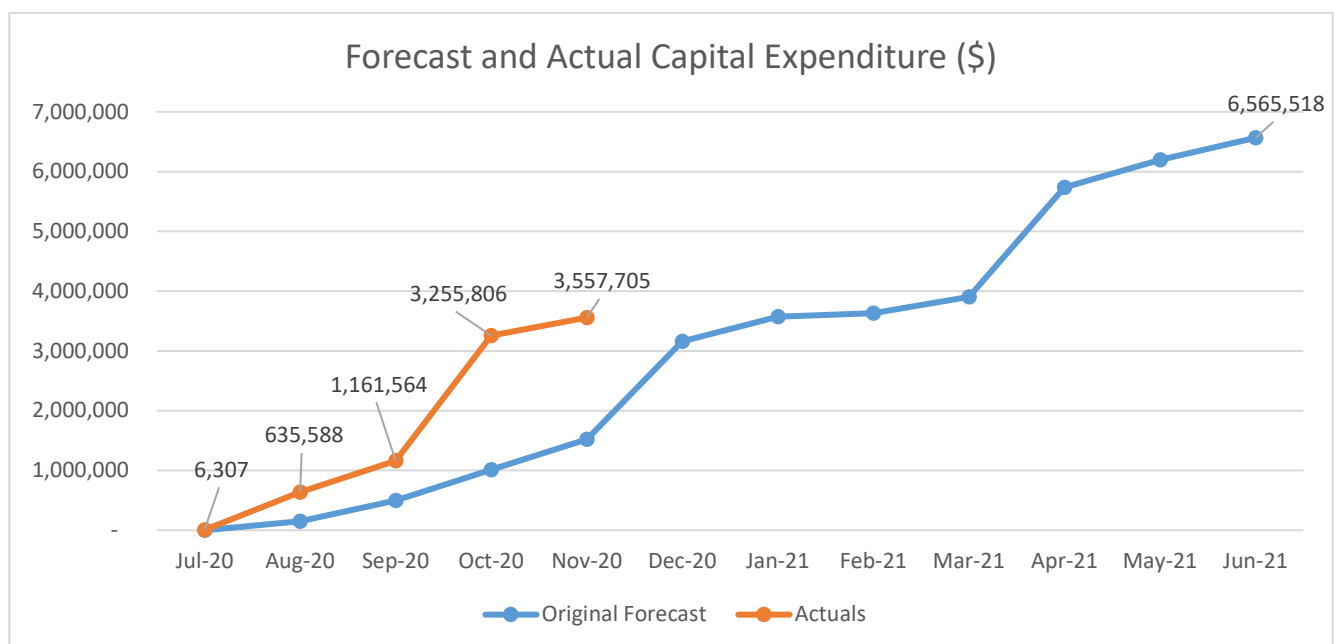
*Note. This does not include Thorak Regional Cemetery.*

	2020/21 Budget	2020/21 YTD Actuals	% of Budget
<b>REVENUE</b>			
Council Leadership	-	326	0%
Corporate	-	140,000	0%
Finance & Customer Service	9,047,699	8,086,762	89%
Infrastructure & Assets	2,924,174	1,246,178	43%
Planning & Development	53,040	132,891	251%
Waste Management	3,162,705	3,035,626	96%
Community	78,000	42,687	55%
Community – Library	419,953	405,408	97%
Mobile Workforce	-	6,135	0%
Regulatory Services	125,400	82,463	66%
<b>TOTAL REVENUE</b>	<b>15,810,972</b>	<b>13,178,476</b>	<b>83%</b>
<b>EXPENSES</b>			
Council Leadership	1,065,068	352,257	33%
Corporate	610,392	226,055	37%
Information Services	614,000	170,130	28%
Finance & Customer Service	1,615,906	740,353	46%
Infrastructure & Assets	2,745,312	777,600	28%
Planning & Development	701,502	127,256	18%
Waste Management	3,131,132	1,049,887	34%
Community	1,452,426	826,571	57%
Community – Library	419,953	136,966	33%
Mobile Workforce	1,289,009	281,410	22%
Regulatory Services	402,716	134,882	33%
<b>TOTAL EXPENSES</b>	<b>14,047,416</b>	<b>4,823,368</b>	<b>34%</b>
<b>OPERATING RESULT</b>	<b>1,763,556</b>	<b>8,355,108</b>	<b>474%</b>

## CAPITAL BUDGET POSITION

The table below compares capital revenue and expenditure to budget by the end of November 2020. Budgeted Capital Revenue excludes funding received under the Special Community Assistance and Local Employment (SCALE) funding and funding receivable under the Local Roads and Community Infrastructure (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. The the original cash flow forecast anticipated the payment in December 2020.

	2020/21 Budget	2020/21 YTD Actuals
<b>REVENUE</b>		
Council Leadership	0	66,997
Infrastructure & Assets	1,520,525	1,036,588
Planning & Development	0	197,207
Mobile Workforce	0	0
Community	300,000	350,700
Regulatory Services	0	0
Waste Management	0	47,138
<b>TOTAL REVENUE</b>	<b>1,820,525</b>	<b>1,631,633</b>
<b>EXPENSES</b>		
Infrastructure & Assets	5,743,518	3,251,702
Planning & Development	75,000	834
Waste Management	230,000	49,270
Mobile Workforce	0	0
Thorak Cemetery	80,000	0
Community	377,000	255,893
Regulatory Services	60,000	6
<b>TOTAL EXPENSES</b>	<b>6,565,518</b>	<b>3,557,705</b>
<b>CAPITAL RESULT</b>	<b>(4,744,993)</b>	<b>(1,926,071)</b>



Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	November 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	261,183	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 (Contingent)	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	Mar-21	Jun-21	12,000	0	Not Started	Yes	Yes	0%	

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	November 2020 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
Fred's Pass Upgrade	Jul-20	Jun-21	300,000	0	Project Commencement	Yes	Yes	0%	
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	Jun-21	485,000	0	Project Initiation	Yes	Yes	0%	.
Mira Square Development	Oct-20	Jun-21	75,000	0	Project Initiation	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%	
<b>Carry over Capital Works projects from 2019-20 budget*</b>									
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	Yes	115%	Project Complete, final invoices have been issued. Overall Program budget for R2R still under budget.
Pavement Renewal - Stevens Road	Started in 2019-20	Jun-20	473,159	120,721	Project Delivery	No	Yes	26%	Project is substantially complete, with final tidy up to occur by end of November. Final invoices are being processed. Overall Program budget for R2R still under budget.
BlackSpot – Girraween and Hillier Road	Started in 2019-20	Jun-20	355,428	342,433	Project Closure	No	Yes	96%	Project is substantially complete. Final invoices

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	November 2020 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
									are being processed. Overall Program budget for R2R still under budget.
Shoulder Widening - Pioneer Norm Lane	Started in 2019-20	Jun-20	299,607	359,960	Project Closure	No	Yes	120%	Final invoice has been processed. Overall Program budget for R2R still under budget.
Whitstone Road Sealing	Started in 2019-20	Jun-20	376,555	407,316	Complete	No	Yes	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%	

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	November 2020 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
Mango Roads Stage 1 - 2019-20	Started in 2019-20	Jun-20	89,941	76,235	Project Delivery	No	Yes	85%	Weather is affecting stage 1 completion. Completion expected February 2021
FPSRR Equine Facilities Upgrade	Started in 2019-20	Mar-21	240,000	85,416	Project Delivery	Yes	Yes	36%	
FPSRR Cricket Club Change Rooms	Started in 2019-20	Jan-21	95,000	80,977	Project Delivery	Yes	Yes	85%	
FPSRR Roads and Carpark Upgrades	Started in 2019-20	Jan-21	34,000	2,000	Project Delivery	Yes	Yes	6%	
FPSRR Building Certification	Started in 2019-20	Mar-21	50,000	14,593	Project Delivery	Yes	Yes	29%	
FPSRR Project Management	Started in 2019-20	Mar-21	44,277	0	Project Delivery	Yes	Yes	0%	
<b>SCALE Grant funding Capital Works projects*</b>									
Humpty Doo Village Green Playground	Jul-20	Dec-20	80,000	168	Project Delivery	No	Yes	0%	Construction underway due to complete at the end of the week Extension of SCALE funding has been requested.
Shared Path Plan Safety Program	Jul-20	Dec-20	150,000	73,484	Project Delivery	No	Yes	49%	Final portion of footpath is under construction, pending on Telstra and weather project likely to complete end of December 2020 Extension of SCALE funding has been requested.
Berry Springs Hall electrical upgrades	Jul-20	Nov-20	50,000	168	Project Delivery	No	Yes	0%	Further electrical upgrades were required in order to meet compliance; however,



Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	November 2020 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
									total has come in under budget resulting in a surplus to be spent on related items. Extension of SCALE funding has been requested.
Livingstone Recreation Reserve Playground	Jul-20	Nov-20	70,000	0	Project Closure	No	Yes	0%	Construction complete, invoices to be approved and processed. Extension of SCALE funding has been requested.
Digital Whiteboards	Jul-20	Sep-20	39,100	38,856	Complete	Yes	Yes	99%	
IT remote work set up	Jul-20	Nov-20	27,300	0	Project Delivery	Yes	Yes	100%	
Entrance Signage to the Municipality	Jul-20	Nov-20	40,000	2,280	Project Planning	No	Yes	6%	In principle support has been provided by DIPL and walls under construction. Extension of SCALE funding has been requested.
Mira Square Development	Jul-20	May-21	60,000	834	Project Initiation	Monitor	Yes	1%	Council is in the process of negotiating lease terms and variation of funding. 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

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	November 2020 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
									Stage 1 works and it is expected that these works will be completed by 31 December 2020. Extension of SCALE funding has been requested.
<b>LRCI Grant funding Capital Works projects*</b>									
Resealing of Wells Creek, Mocatto, Townsend and Redcliff Roads	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.*

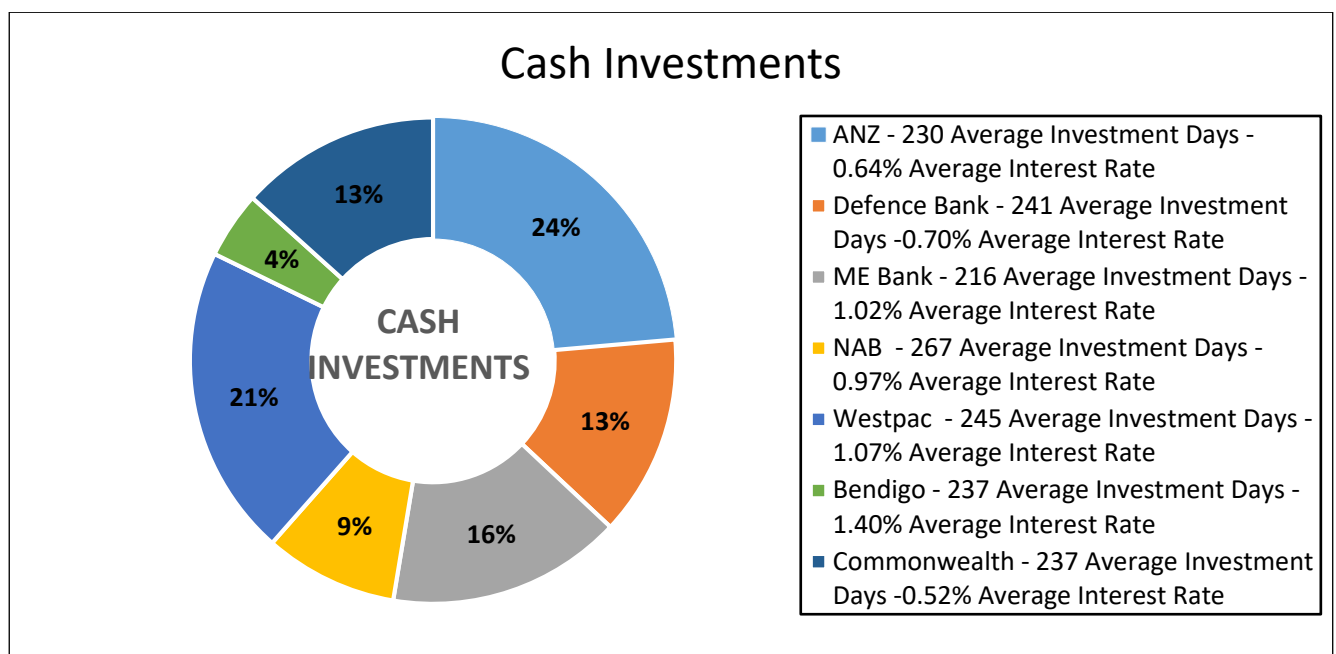
## SECTION 3

### CASH ON HAND & INVESTMENTS

#### Investment Schedule as at 30 November 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 (\$)
7/04/2020	1,552,315	238	Westpac	1.40%	1/12/2020	14,170.73
14/04/2020	1,000,000	237	Bendigo	1.40%	8/12/2020	9,090.41
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	2,000,000	253	Westpac	0.95%	9/02/2021	6,584.93
1/06/2020	1,500,000	267	NAB	0.97%	23/02/2021	14,191.23
2/06/2020	1,010,669	280	ME Bank	1.05%	9/03/2021	12,082.19
21/07/2020	1,020,559	245	Defence Bank	0.85%	23/03/2021	5,766.35
4/08/2020	800,000	118	ME Bank	0.65%	30/11/2020	2,144.57
18/08/2020	1,112,040	231	ANZ	0.80%	6/04/2021	4,050.41
3/09/2020	3,000,000	231	Westpac	0.82%	20/04/2021	5,771.03
22/09/2020	1,515,515	217	ANZ	0.65%	27/04/2021	11,593.15
14/10/2020	1,000,000	242	ANZ	0.48%	16/06/2021	4,823.07
28/10/2020	1,000,000	236	Commonwealth	0.54%	22/06/2021	3,491.51
4/11/2020	2,000,000	237	Defence Bank	0.55%	29/06/2021	7,142.47
17/11/2020	2,000,000	238	Commonwealth	0.50%	13/07/2021	6,520.55
<b>TOTAL INVESTMENTS</b>	<b>22,511,097</b>					<b>124,481.50</b>



## FINANCIAL RESERVES

Table showing forecasted reserve balance for 30 June 2021.

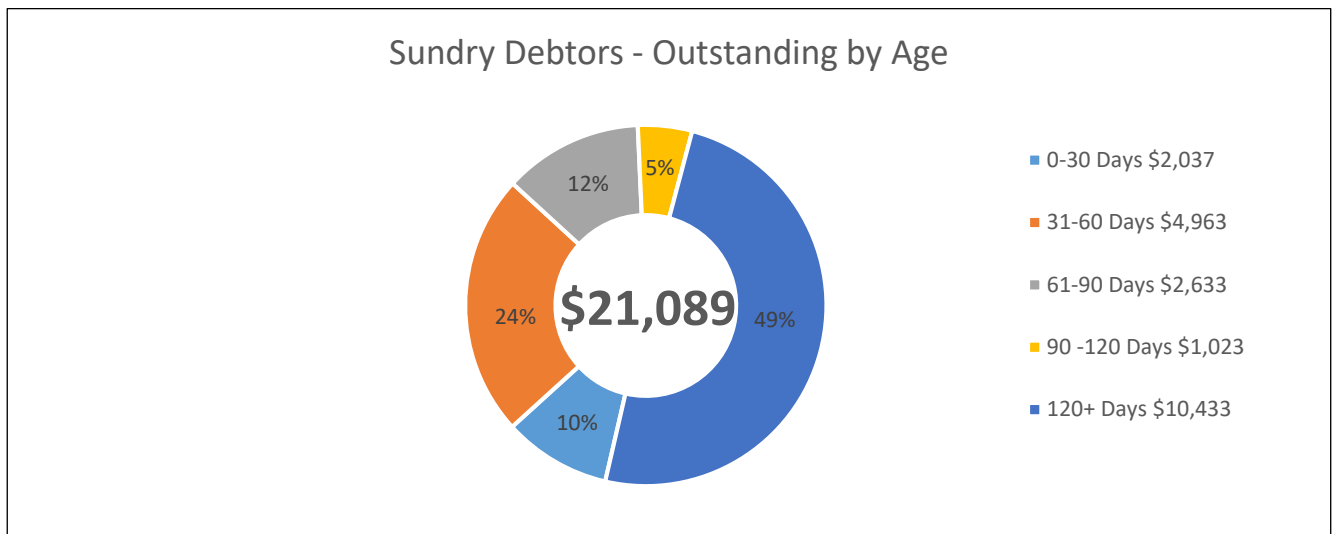
	Forecasted Balance* at 1 July 2020 (\$)	Net Increase/(Decrease) During the year (\$)	Forecasted Balance at 30 June 2021 (\$)
Developer Contribution Reserve	406,052	(403,500)	2,252
Unexpended Grants and Contributions	3,831,520	0	3,831,520
Asset Reserve	10,072,629	(2,299,511)	7,773,118
Waste Management 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
<b>TOTAL</b>	<b>19,706,359</b>	<b>(2,901,438)</b>	<b>16,804,921</b>

*\*Forecasted Balance amount as at the 1<sup>st</sup> 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

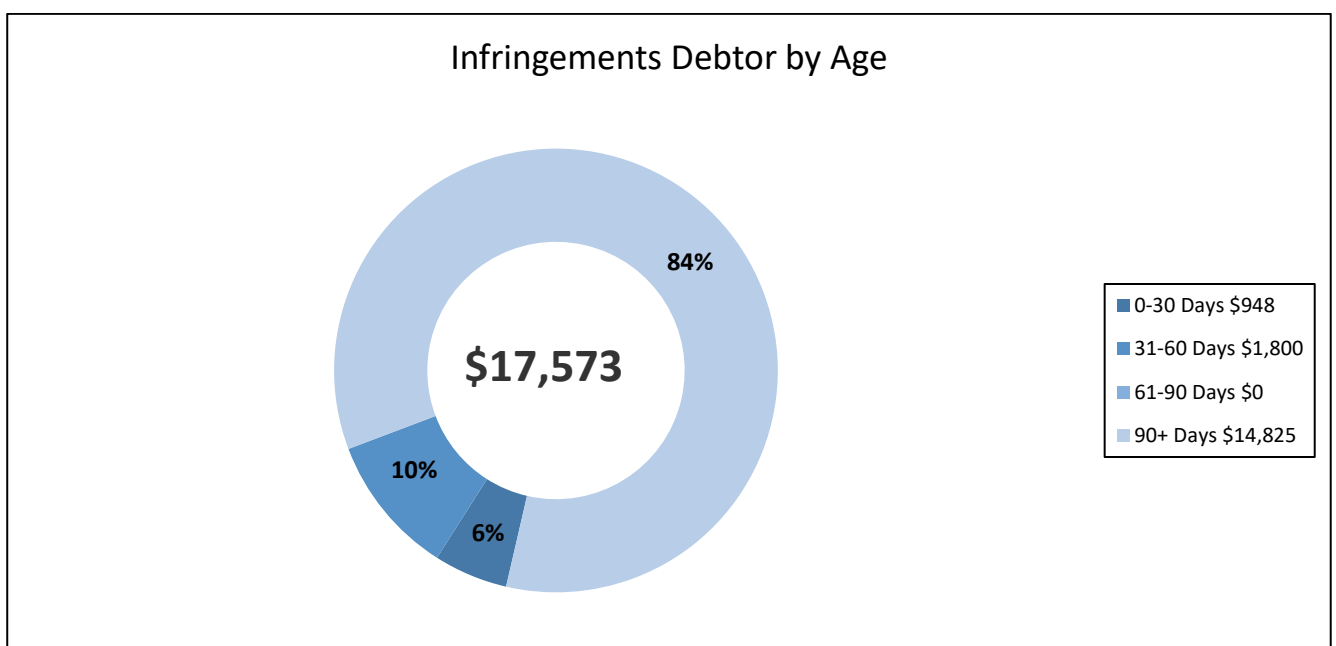
Total Debtors as at 30 November 2020 is \$21,089.



In line with Council procedures aged debts are being pursued and depending on requirement will be forwarded to debt collection agencies. Four outstanding debt more than 120 days; one debtor to requested to be written off, two debtors potential unrecoverable and one debtor to be raised with credit note.

### FINES AND INFRINGEMENTS

As at 30 November 2020, Council has 68 infringements outstanding with a balance of \$17,573. 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

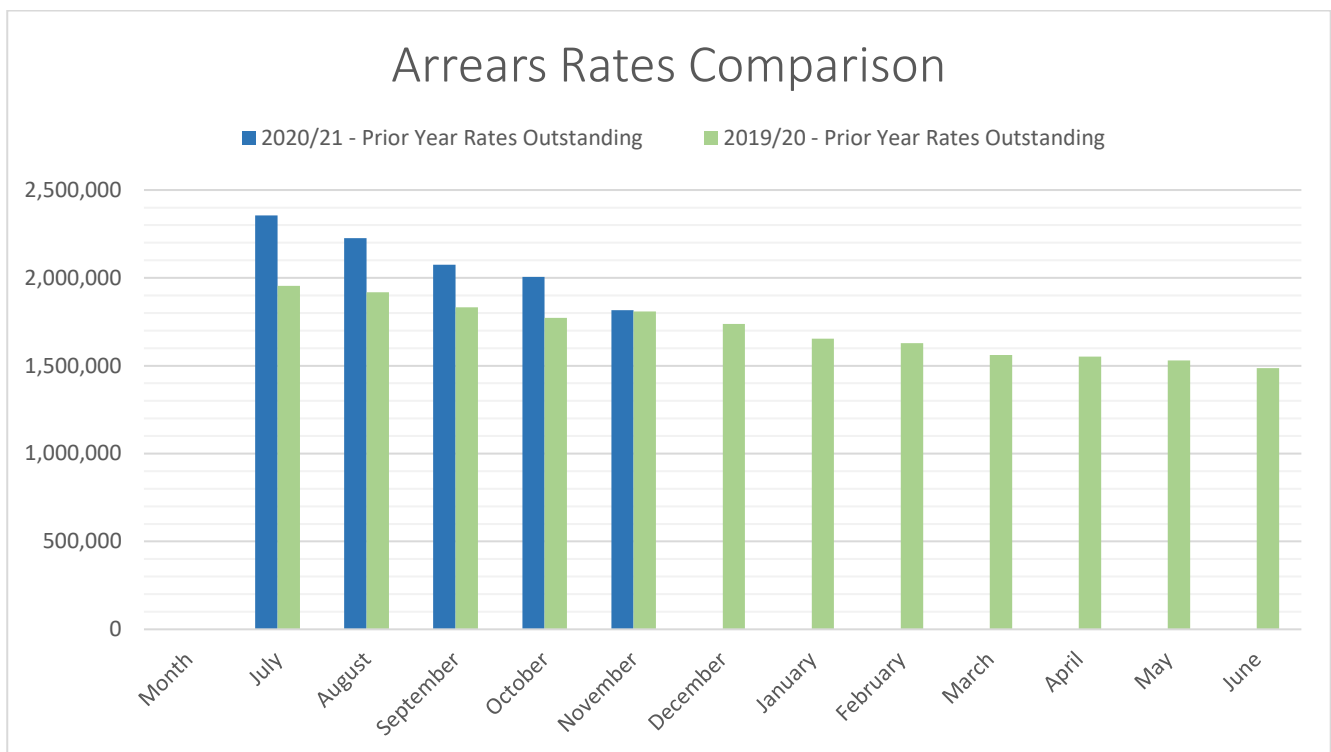
### PRIOR YEAR RATES

The below table illustrates the split of prior year outstanding rates. Prior year rates as at 30 November 2020 are \$1.8 million, this is an increase of 13% compared to prior year November 2019.

Council is prioritising rates collection and will be taking steps to ensure to promote awareness among ratepayers on obligations and implications of unpaid Rates and Charges. This is done with view to ensure rates collectible remains at acceptable levels and as Council fulfills its Municipal Plan targets to remain financially sustainable. A rates recovery strategy report has been submitted and is scheduled for discussion on the 13<sup>th</sup> of January 2021.

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

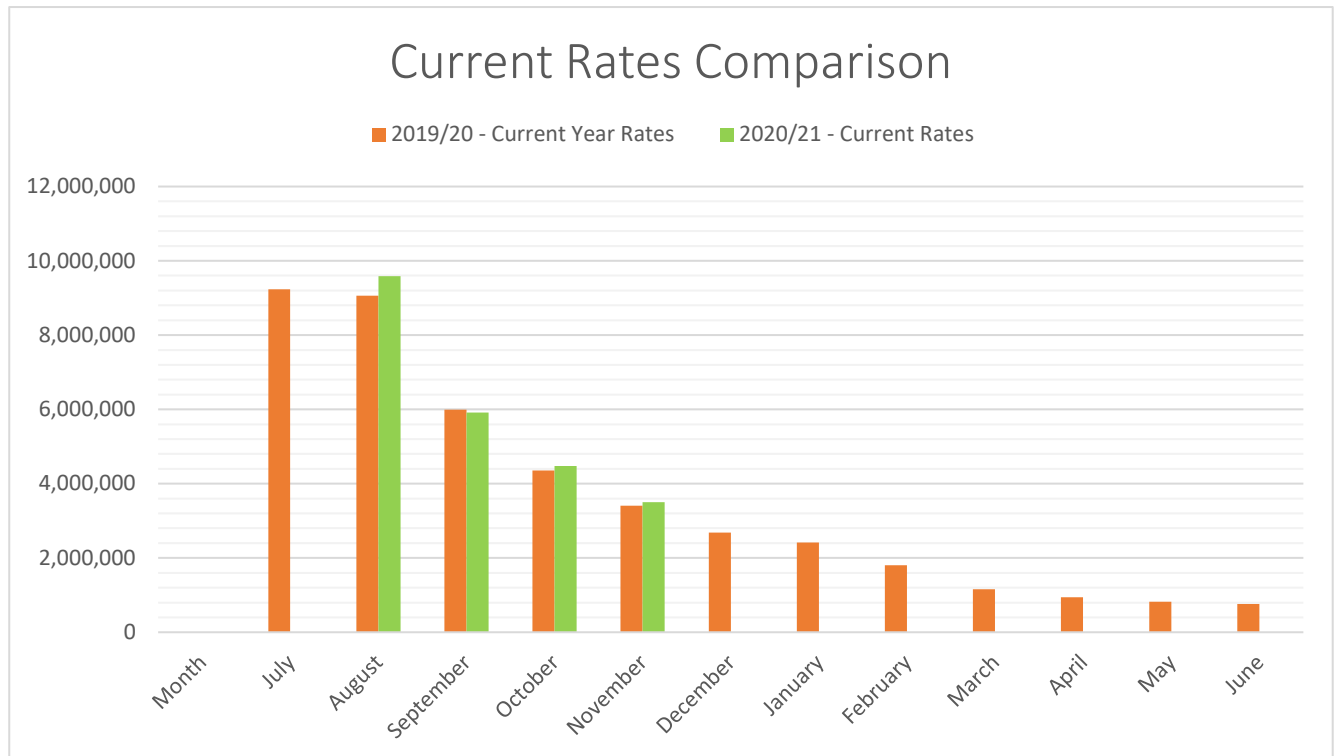
	Beginning 2020/21 Prior Years Outstanding (\$)	Previous Month (October 2020) (\$)	Current Month (November 2020) (\$)	Monthly Variance (\$)
COMMERCIAL	89,301	64,988	51,035	(13,953)
GAS PLANT	30	0	0	(30)
MINING	107,229	105,952	103,126	(2,826)
NON-RATEABLE MINING	8,802	9,308	9,382	74
NON-RATEABLE WASTE	27,378	27,497	27,661	164
PASTORAL	0	0	0	0
RURAL RESIDENTIAL	2,071,264	1,651,023	1,480,145	(170,878)
URBAN RESIDENTIAL	155,687	145,996	144,760	(1,236)
<b>TOTAL</b>	<b>2,459,691</b>	<b>2,004,764</b>	<b>1,816,109</b>	<b>(188,655)</b>
<b>Arrears LESS legal</b>			<b>1,586,409</b>	



## CURRENT YEAR RATES

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

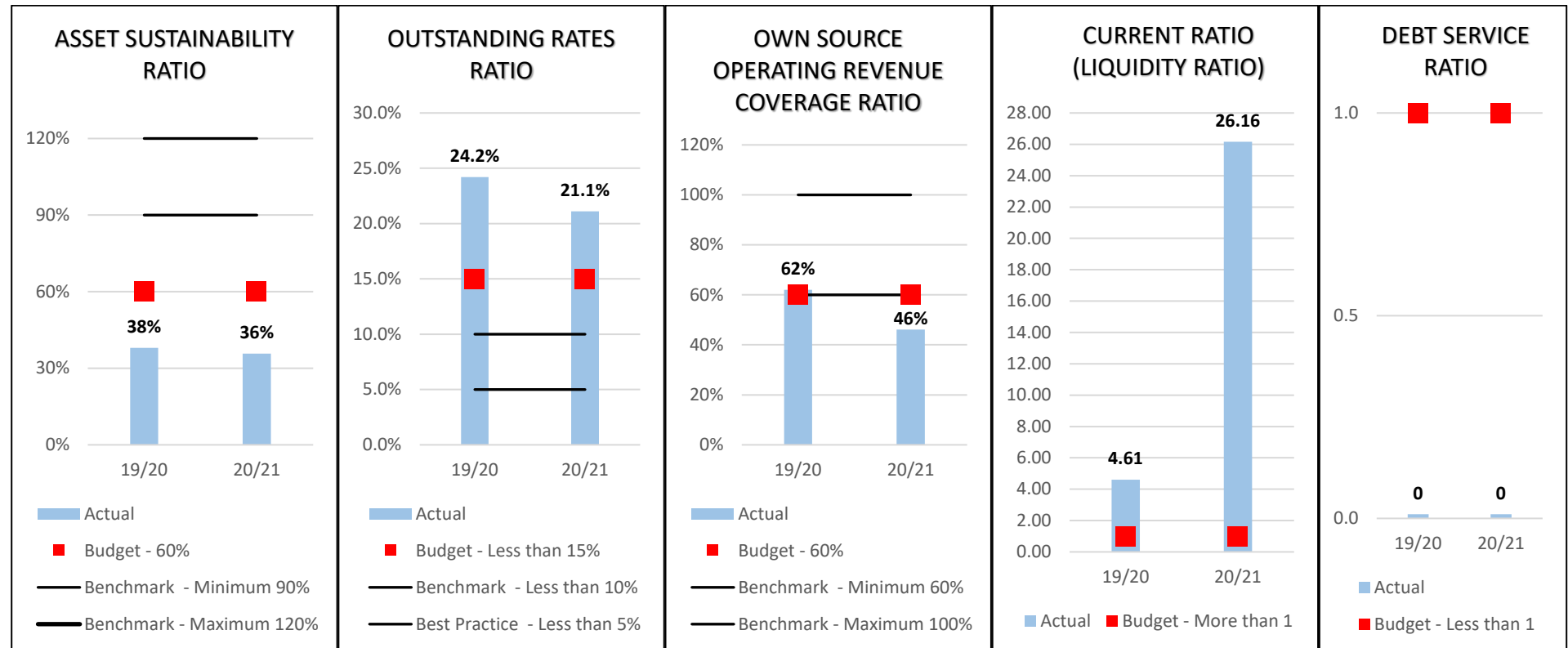
	Previous Month (October 2020) (\$)	Current Month (November 2020) (\$)	Variance (\$)	Due Dates
Instalment 1	726,781	517,248	(209,533)	30 September 2020
Instalment 2	1,814,557	1,235,183	(579,374)	30 November 2020
Instalment 3	1,938,543	1,749,574	(188,969)	28 February 2021
<b>TOTAL</b>	<b>4,479,881</b>	<b>3,502,005</b>	<b>(977,876)</b>	



## 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.
---	--	---	--	---



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 36% for the month of November shows an increase in capital expenditure, however, fails to meet the budget of 60% and the local government benchmark of 90%. Council's asset base is currently valued at \$500 million. The current Long-term Financial Plan show insufficient levels of revenue to fund long-term infrastructure renewal needs of the Council. The risk exists that Council's current levels of revenue will not be sustainable in the long-term to address a growing back-log of infrastructure replacement needs in future.</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. Council's Outstanding Rates Ratio of 21.1% as at November sits unfavourably high than the maximum budgeted target of 15%. This is however an improvement compared to prior month. A growing outstanding rates ratio increases liquidity risk and places burden on Council's existing resources. Council will need to manage the risk by prioritising rates debt recovery to see a downward trend in the rates outstanding ratio gradually.</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 26.16 for November 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 9 December 2020

#### **15 Officers Reports**

- 15.1 December 2020 Summary Planning and Development Report
- 15.2 Proposed Reduction of Speed Limit Along Girraween Road
- 15.3 Review of Council Policy INF04 Place Names
- 15.4 Place Names – Road Name for Subdivision at 200 Trippe Road North, Humpty Doo
- 15.5 Chief Executive Officer Monthly Report



## COUNCIL REPORT

<b>Agenda Item Number:</b>	15.1
<b>Report Title:</b>	December 2020 Summary Planning and Development Report
<b>Author:</b>	Wendy Smith, Manager Planning and Regulatory Services
<b>Recommending Officer:</b>	Leon Kruger, Director Infrastructure & Operations
<b>Meeting Date:</b>	9/12/2020
<b>Attachments:</b>	A: Letter of Comment on PA2020/0380 B: Letter of Comment on PA2020/0381 C: Letter of Comment on PA2020/0382 D: Letter of Comment on PA2020/0364

### 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 31 October 2020 to 20 November 2020.

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

Type of Application	No. Applications
Development Applications	4
Mining Applications	0
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	0
Water Licence Applications	0
Clearances for Development Conditions	1
Stormwater/Driveway Plan Reviews	23
Works Permits	2

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

### Recommendation

THAT Council:

1. receives the December 2020 Summary Planning and Development Report; and
2. notes for information the responses provided to relevant agencies within Attachments A-D 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.

<b>Council Outcome on Development Applications</b>	<b>No. Applications</b>
Development applications supported, subject to normal Council conditions	1
Development applications supported, subject to specific issues being adequately addressed	3
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
<b>Note:</b> 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.

<b>Application Number, Address, and Attachment Reference</b>	<b>Purpose and Summary</b>
PA2020/0380  Lot 1905 (1000) Channel Island Road, Wickham, Hundred of Ayers  Attachment A	Subdivision to Create Two Lots  The application proposes to subdivide a portion of a lot in Zone U (Utilities) to create a new 10.4-hectare parcel to facilitate the development of a renewable energy facility to support the Suncable project.  The subdivision meets the requirements of the NT Planning Scheme and suitable stormwater information was provided with the application. The application proposes to take access from Channel Island Road, which is an NT Government-owned road.

**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.

<b>Application Number, Address, and Attachment Reference</b>	<b>Purpose and Summary</b>	<b>Specific Issues to be Addressed</b>
PA2020/0381  Lot 1905 (1000) Channel Island Road, Wickham, Hundred of Ayers  Attachment B	Renewable Energy Facility (Middle Arm Battery)  The application proposes a renewable energy facility on a lot in Zone U (Utilities). The facility will encompass battery storage and solar facilities. The application proposes to take access from Channel Island Road, which is an NT Government-owned road.	Additional stormwater drainage information is required to ensure appropriate drainage flows onto neighbouring lots, post construction.
PA2020/0382  NT Portion 2626 (3820) Gunn Point Road, Koolpinyah  Attachment C	Campground (Caravan Park)  NT Land Corporation is proposing formalised camping facilities at the informally used Gunn Point recreation area. The site is proposed to be comprised of: <ul style="list-style-type: none"><li>• 20 standard campsites with fire pits</li><li>• 3 “glamping” sites intended to accommodate larger groups</li><li>• 4 amenities blocks, each with twin showers, toilets, and basins</li><li>• Manager’s residence.</li></ul>	Formalised camping facilities are supported to deter the undesirable camping activity currently occurring along the beach and in the locality. The site is accessed by roads owned by NT Government. A stormwater drainage plan is requested to ensure the suitability of the camping site layout.  Further, it is understood there is ongoing strategic planning for the Gunn Point Peninsula and future town of Murrumujuk. The approval of a proposal for a campground in this locality should not prejudice any future development of a town centre in the locality.
PA2020/0364  Lot 7 (695) Bees Creek Road, Bees Creek, Hundred of Strangways  Attachment D	Dwelling-Single on Land Subject to Flooding  The subject site is an 8.17-hectare site in Zone RL (Rural Living). Approximately 2,000m <sup>2</sup> of the site adjacent	There are not expected to be any negative effects upon neighbourhood amenity as a result of the proposal. However, the driveway to the subject site requires upgrading to meet Council standards.

	the middle of the southern boundary is located in an overlay zone for land subject to flooding. As a result, the proposed development on the subject site requires a Development Permit. The application proposes a dwelling-single and large shed area on the site, which would be permitted without a Development Permit if a portion of the site was not subject to flooding. The proposed new development is several hundred metres away from the area of the site subject to flooding.	
--	---	--

#### **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.

<b>No. Requests for Assessment of Plans/Reports/Drawings for Clearance of Development Permit Conditions</b>
1

#### **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.

<b>No. Building Certification Applications</b>
23

## **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
2

### **Links with Strategic Plan**

A Great Place to Live - Development and Open Space

### **Legislative and Policy Implications**

Not applicable to this report

### **Risks**



No risks are identified as a result of this report.

### **Community Engagement**

Not applicable to this report



12 November 2020

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

**RE: Letter of Comment Development Application**

**PA2020/0380**

**Lot 1905 (1000) Channel Island Road, Wickham, Hundred of Ayers  
Subdivision to create two lots**

---

Thank you for the Development Application referred to this office on 30/10/2020, 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) Council supports appropriate economic development in the municipality and can support a subdivision of land to facilitate that development.
- a) There are not expected to be any negative effects upon Council infrastructure as a result of the proposal. Specifically:
  - Channel Island Road is an NT Government Road and all coordination for access from that road is outside of Council's responsibility.
  - Council is satisfied with the stormwater information provided in relation to drainage within the parcel; however, Council notes that Council does not evaluate stormwater leaving Council property and entering Crown land. The appropriate authorities over Crown land are responsible for addressing stormwater within Crown land.

**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) Engineering design and specifications for stormwater drainage shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.
- b) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at [www.litchfield.nt.gov.au](http://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 IDCO 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



13 November 2020

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

**RE: Letter of Comment Development Application**

**PA2020/0381**

**Lot 1905 (1000) Channel Island Road, Wickham, Hundred of Ayers  
Renewable Energy Facility (Middle Arm Battery)**

---

Thank you for the Development Application referred to this office on 30/10/2020, 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) Council supports appropriate economic development in the municipality and can support a subdivision of land to facilitate that development.
- b) There are not expected to be any negative effects upon Council roads as a result of the proposal as access is proposed from Channel Island Road, which is an NT Government Road, and all coordination for access from that road is outside of Council's responsibility.

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

- a) Council notes that will evaluate the stormwater drainage within the property but Council does not evaluate stormwater leaving Council property and entering Crown land. The appropriate authorities over Crown land are responsible for addressing stormwater within Crown land. A Condition Precedent is requested For stormwater drainage to Council's responsibility.

**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.

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

- a) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

**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](http://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



Hasan Karatas  
Development Engineer



12 November 2020

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

**RE: Letter of Comment Development Application**

**PA2020/0382  
NT Portion 2626 (3820) Gunn Point Road, Koolpinyah  
Campground (Caravan Park)**

Thank you for the Development Application referred to this office on 30/10/2020, 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) Council supports the provision of limited facilities to service campers in the locality.
- b) There are not expected to be any negative effects upon Council infrastructure as a result of the proposal.

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

- a) Council understands there is ongoing strategic planning for the Gunn Point Peninsula and future town of Murrumujuk. The approval of a proposal for a campground in this locality should not prejudice any future development of a town centre in the locality.

**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.

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

- a) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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](http://www.litchfield.nt.gov.au).
- b) 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



Masan Karatas  
Development Engineer





13 November 2020

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

**RE: Letter of Comment Development Application**

**PA2020/0364**

**Lot 7 (695) Bees Creek Road, Bees Creek, Hundred of Strangways  
Dwelling-Single on Land Subject to Flooding**

---

Thank you for the Development Application referred to this office on 09/11/2020, 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 location of the proposed new dwelling is not within the overlay for land subject to flooding.
- b) There are not expected to be any negative effects upon neighbourhood amenity as a result of this proposal.
- c) There are not expected to be any negative effects upon Council infrastructure as a result of this proposal.

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

- a) The driveway crossover to Bees Creek Road is not to Council's current standard and should be upgraded to cater for the construction on and future use of the subject site.

**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) The crossover and driveway shall be upgraded to meet Litchfield Council's standard requirements for a residential crossover from a sealed road.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater, and its discharge into Litchfield Council's stormwater drainage system, shall be submitted to and approved by Litchfield Council.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

**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](http://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



Hasan Karatas  
Development Engineer



## COUNCIL REPORT

<b>Agenda Item Number:</b>	15.2
<b>Report Title:</b>	Proposed Reduction of Speed Limit Along Girraween Road
<b>Author:</b>	Phil Joyce, Manager Infrastructure and Assets
<b>Recommending Officer:</b>	Leon Kruger, Director Infrastructure & Operations
<b>Meeting Date:</b>	9/12/2020
<b>Attachments:</b>	A: Map Detailing the Proposed Speed Limit Reduction Zone

### Executive Summary

This report is being presented to Council to seek reduction of the speed limit from 80kph to 70kph. along Girraween Road between the point where Litchfield Council assumes care, control and maintenance of Girraween Road (ie: approx. 300m from the roundabout at Coolalinga) to the Azure Court intersection.

### Recommendation

THAT Council approve reduction of the speed limit from 80kph to 70kph along Girraween Road between the point where Litchfield Council assumes care, control and maintenance of Girraween Road (ie: approx 300m from the roundabout at Coolalinga) to the Azure Court intersection.

### Background

The intersection of Girraween Road with Hillier Road has been an identified accident black spot for a number of years with many road crashes causing injury to people requiring admission to hospital. Road crash data identified that this area of Girraween Road has a high prevalence of motor vehicle collisions with speed identified as a key contributing factor.

In 2019 Council was successful in receiving a Black Spot funding grant from the Commonwealth Government to upgrade the intersection of Girraween Road with Hillier Road. The grant submission was supported by a detailed Road Safety Audit (RSA) undertaken by I3 Consultants WA. The RSA recommended that the Girraween Hillier Road intersection be widened to incorporate a channelised right hand turn in lane from Girraween Road into Hillier Road and installation of guard rails around non-frangible items in the road reserve.

Through the design process Council reduced the design speed of the intersection from 80kph to 70kph based on the following rationale:

- There is a relatively narrow verge on the side of the road with numerous properties accesses some of which have had serious accidents at them;
- Most of the property accesses have very limited area for people to get off the road, with narrow culverts and drainage constraints;



- There are several intersections in the area with varying treatments most of which have no turning lanes;
- There is a high volume of traffic in the area at peak periods;
- Road safety audits at other intersection along Girraween Road have identified clear zone concerns. Council was of the view that reducing the speed limit will assist with road safety in terms of both the likelihood of collisions with objects and the consequence of those collisions.

Physical construction associated with the intersection upgrade is now complete and the project is about to be handed over. Approval of the reduced speed limit along Girraween Road in the area identified will allow Council to formally acquit the grant with the Commonwealth.

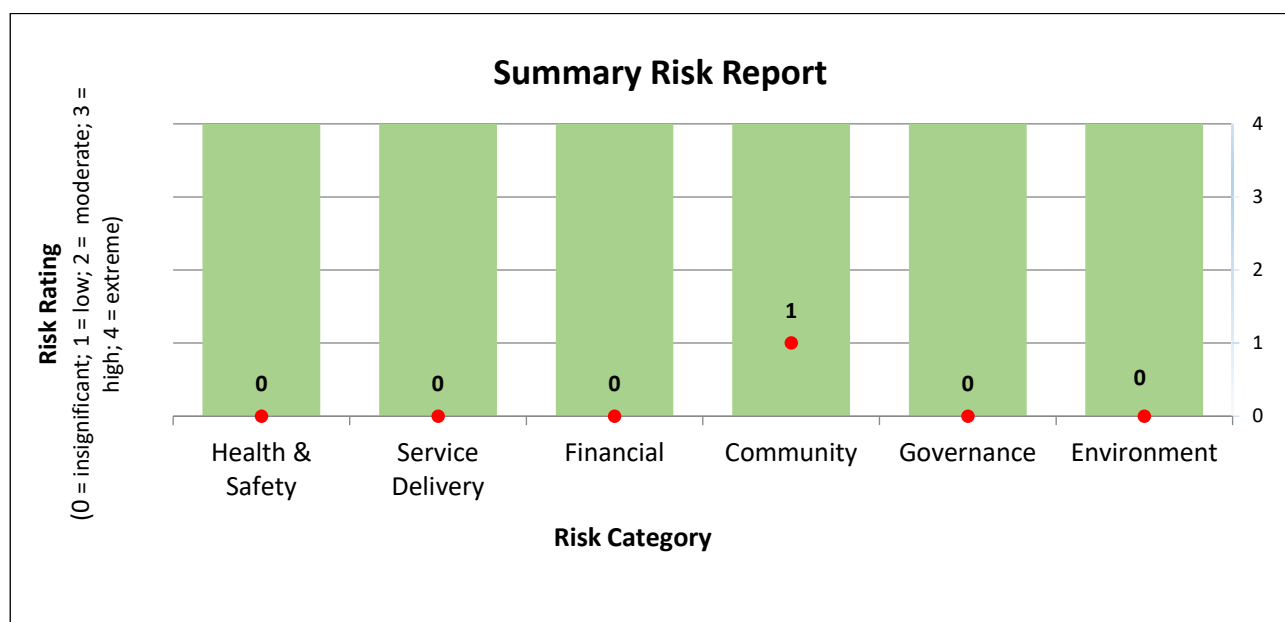
### Links with Strategic Plan

Everything You Need - Roads and Transport

### Legislative and Policy Implications

Nil, under the *NT Local Government Act* Council has jurisdiction over its road network and can increase or lower speed limits without further legislative approval from the Minister for Local Government.

### Risks



A risk rating of 1 has been attributed to Community because there is a low probability that some road users may complain about the proposed reduction in speed limit.

### Community Engagement

The following strategies will be engaged to mitigate the identified Community risk:

**Visual Message Boards (VMB's)** will be placed near the Coolalinga roundabout and Azure Court intersection two weeks in advance of the speed limit change coming in to affect. It is not considered

viable to place VMB's at the intersection of all roads that join Girraween Road within the proposed area of the speed limit reduction.

**Electronic Media**, the proposed speed limit reduction will be posted on Council's Facebook page and Website. Consideration has been given to undertaking a physical letterbox drop however due to the wide catchment of motorists using Girraween Road, this has been ruled out.

Council will also inform the Humpty Doo Police so they can monitor and enforce the speed limit reduction when their resources allow.





## PROPOSED GIRRAWEEEN ROAD SPEED REDUCTION





## COUNCIL REPORT

<b>Agenda Item Number:</b>	15.3
<b>Report Title:</b>	Review of Council Policy INF04 Place Names
<b>Author:</b>	Wendy Smith, Manager Planning and Regulatory Services
<b>Recommending Officer:</b>	Leon Kruger, Director Infrastructure and Operations
<b>Meeting Date:</b>	9/12/2020
<b>Attachments:</b>	A: Draft Council Policy INF04 Place Names B: Guidelines for NT Place Naming

### Executive Summary

This report presents to Council a revised Council policy INF04 Place Names (Attachment A) for consideration.

### Recommendation

THAT Council adopts INF04 Place Names as found in Attachment A (with track changes accepted) to this report.

### Background

#### History of Place Naming

Place naming in Australia is controlled by state and territory naming boards and committees, as well as other federal government agencies, such as Department of Defence. All such bodies are members of the Permanent Committee on Place Names (PCPN), which also guides New Zealand place names. The PCPN's website states "Through PCPN, Australia and New Zealand participate in the activities of the United Nations Group of Experts on Geographical Names (UNGEGN) and contribute to world best practice in the management of place names." NT Place Names is a member of the PCPN.

The NT Place Names Act 1967 (last updated June 2014) is the main legislation in the Northern Territory for place naming. NT Place Names provides Guidelines for NT Place Naming (Attachment B). These guidelines apply to a variety of infrastructure and natural features, such as roads, bridges, creeks, rivers, and significant natural sites. The guidelines have been developed to be in accordance with best practice as advised by the PCPN and UNGEGN. The NTG Land Information Group - Survey Branch Place Names have provided the following key naming principles and guidelines for Council information:

- Guidelines are applicable to all new naming requests and are not intended to apply retrospectively;
- Guidelines are intended to ensure that issues which have arisen as a result of past place naming processes are not repeated;

- Names should demonstrate a strong association with the NT's history, culture, development, events or communities;
- Only the surname of a person being commemorated through a road name, locality name or any other component of a name that forms a part of an address will be used; however surnames that are comprised of more than one word are acceptable to match their origin, but hyphens will not be used;
- If a family or descendant wants the full name of their relative commemorated it may be appropriate to instead apply the name to a park, bridge, building or other public infrastructure;
- Names are checked to ensure they comply with (a) Australian Standard for rural and urban addressing - published by Standards Australia and (b) Principles for the consistent use of place names - published by the Intergovernmental Committee on Surveying and Mapping's Permanent Committee on Place Names (national body);
- Names should not, in general, duplicate or nearly duplicate either in sound or spelling an existing name in the same local government area, or an adjacent locality, or suburb in an adjoining local government area.

Further, Australian/New Zealand Standard AS/NZS 4819:2011 Rural and Urban Addressing provides information on standards for addressing in Australia and New Zealand. These standards address, among other things, the road type, such as "Avenue", "Circuit", "Road", etc.

#### NT Place Naming Process

A person or organisation can request a place name.

The first step is to contact NT Place Names to advise of the interest in registering a place name. The department provides advice with the place naming process.

The person or organisation requesting the name must then undertake consultation with interested parties on the proposed name; Council is considered an interested party for all place names within the municipality. It is during this consultation process that the name is brought to Council for a Council resolution on the proposed name.

The applicant then provides the required supporting documentation to NT Place Names, who will check that the naming proposal meets NT Place Names guidelines and the national standards and ensure that the views of all interested parties have been sought.

NT Place Names will prepare a report the NT Place Names Committee.

The Committee will then consider the proposal, typically meeting four times a year. If the proposed place name meets the principles/guidelines/standards, the name is then recommended to the Minister for approval.

The Minister is responsible for approving official registered place names.

If the name is approved, the place name is included in the NT Place Names Register.

### History of Council Policy

Council adopted Council policy INF04 Place Names in November 2015. The policy was updated and re-adopted both in November 2016 and January 2018. Under Council's typical schedule of reviewing each policy every four years, this policy would be up for review in January 2022.

The INF04 Place Names policy is crafted to be in line with the Guidelines for NT Place Naming

The policy also discusses the Council process for review of a proposed place name within the municipality.

At the November 2020 Council meeting, Council resolved to review INF04 Place Names at the December 2020 Council meeting. The review was prompted by a desire to review the governance procedures around which Council may provide support for a proposed name that is not in accordance with Council's policy or the Guidelines for NT Place Naming as indicated within the policy.

### Consultation with NTG Land Information Group - Survey Branch Place Names

The NT Place Names work unit strongly supports consistency with the Guidelines for NT Place Naming, including adherence to the key principles noted above under *History of Place Naming*.

The unit has indicated that much of the place naming rules have been consistent in Australia for more than 100 years; however, where issues have arisen as a result of a past place naming practice, the current guidelines seek to ensure those issues are not repeated. Therefore, while a specific road name or type may have been approved in the past, it may not be best practice today to support those same types of names.

Typically, the NT Place Names Committee will only recommend place names to the Minister that meet the Guidelines for NT Place Naming and the Australian Standards.

### Draft Policy Revisions

A Draft INF04 Place Names is provided in Attachment B with track changes to indicate the proposed changes to the current policy.

Most changes to the policy are minor grammatical updates or updates to the names of reference documents, such as:

- Replacing the reference to the Northern Territory Rules of Nomenclature with the updated terminology of "Guidelines for NT Place Naming" now used by the NT Place Names Committee. While the two documents are substantially the same, the name of the document has been updated by the Committee since Council last reviewed this policy.
- Ensuring that the reference to duplicated place names matches the terminology in the Guidelines for NT Place Naming.

Should Council wish to consider support for a policy that is not in accordance with the Guidelines for NT Place Naming, an additional clause is recommended to be included to clarify Council's position. This clause addresses:

- Adding an option for Council to consider support for a place name that honours a former local individual that is not in accordance with the Guidelines for NT Place Naming, provided that Council provide commentary to the applicant recognising that the name is not in

accordance with the Guidelines and providing justification for the decision to vary from the Guidelines.

The acknowledgement that the name is not in accordance with the guidelines, and provisions of reasons for that recommendation, is intended to provide explanatory information to the NT Place Names Committee that will enhance the Committee's understanding of Council's deviation from the Guidelines.

### Summary

It is proposed that Council consider the information herein and determine whether or not to accept the proposed amendments to Council Policy INF04 Place Names.

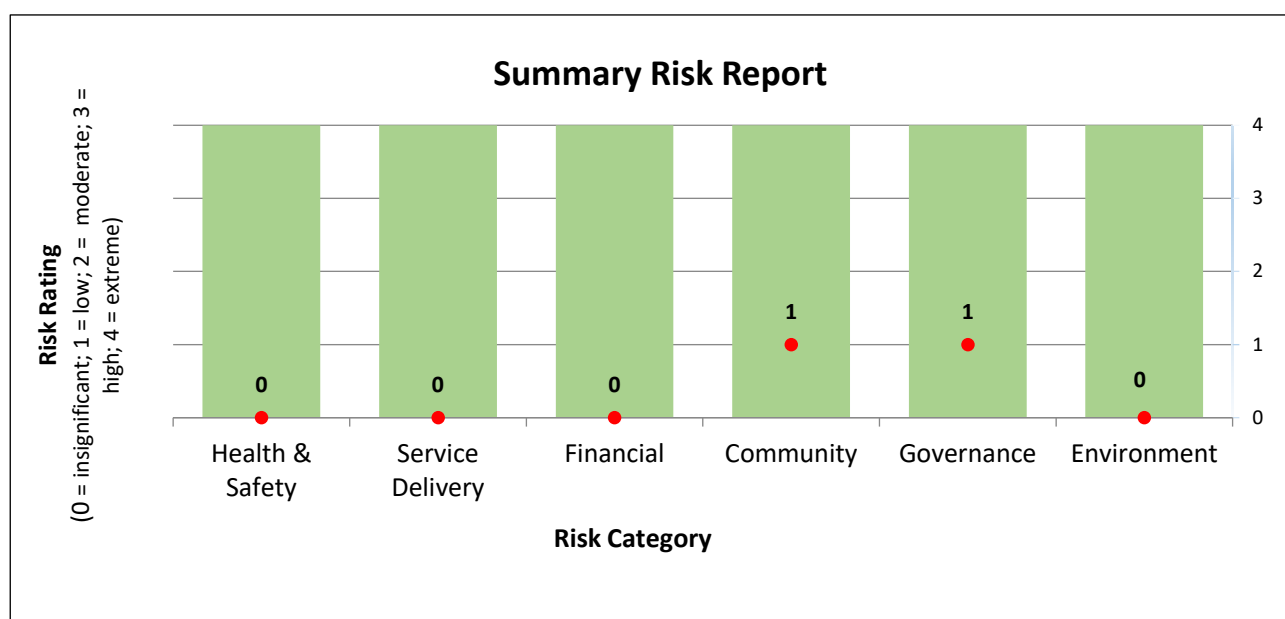
## Links with Strategic Plan

A Well-Run Council - Good Governance

## Legislative and Policy Implications

Council's policy should remain consistent with the NT Government's regulations surrounding place names, as the NT Place Names Committee is the body responsible for the naming of places in the Northern Territory. Should Council adopt a policy that is contrary to the Guidelines for NT Place Naming, it is likely that the NT Place Names Committee would overrule Council's comments in favour of their own guidelines.

## Risks



### Community

There is a risk to Council's reputation should the community perceive that Council is acting outside of its standard policies to favour particular individuals.

### Governance

There is a risk in relation to Council's governance procedures if Council acts outside of adopted Council policies.

## **Community Engagement**

Council officers have consulted with the NT Government Land Information Group - Survey Branch Place Names on the proposed changes to Council's policy.





## DRAFT Place Names INFO4

Name	[Policy Code] DRAFT Place Names
Policy Type	Council
Responsible Officer	Director of Infrastructure and Operations
Approval Date	9/12/2020
Review Date	8/12/2024

Deleted: 17/01/2018

Deleted: 16/01/2022

### 1. Purpose

This policy sets out the application process and considerations for the naming of places in Litchfield Council.

### 2. Scope

This policy applies to all new place names within Litchfield Council.

### 3. Definitions

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

Place Names	All areas for which the naming responsibility lies with the Place Names Committee under the NT Place Names Act.
-------------	---

### 4. Policy Statement

- 4.1 Litchfield Council fully appreciates the development industry need for timely approvals. This policy is developed to ensure that street name approvals and other place name approvals are processed by Council in a timely manner.
- 4.2 Developers seeking consideration of street names and other place names by the NT Place Names Committee are encouraged to make an application for Council approval very early in the development process, typically a minimum of eight weeks prior to expected submission of the names to the NT Place Names Committee. Developers are required to forward a written application to Council containing the following information:
  - 4.2.1 Details of any naming theme proposed for an area.
  - 4.2.2 List of names proposed and a brief history of the origin of the name(s).
  - 4.2.3 A diagram of the location of the features to be named.
  - 4.2.4 Where streets are to be named, the developer is encouraged to provide an excess of names to allow for any name that may be rejected by the NT Place Name Committee.
  - 4.2.5 A Place Name search from the NT Place Names Register to demonstrate that names are not being duplicated in Litchfield Council, adjoining local government areas, or adjoining localities not within a local government area.

Deleted: .

Deleted: ' origins

Deleted: or surrounding areas.

- 4.3 All applicants are referred to the [Guidelines for NT Place Naming](#) on the [NT Place Names](#) Committee website. The naming rules are supported by Litchfield Council.

However, in special circumstances, Council may consider supporting a proposed name that is not in accordance with the Guidelines for NT Place Naming to honour an individual considered to have made a significant historical contribution within the Litchfield municipality. In that instance, Council should provide commentary to the applicant recognising that Council's support is not in accordance with the Guidelines for NT Place Naming and providing justification for Council's support for the proposed names.

- 4.4 All applications for Place Names must be brought to Council for decision. Council will not guarantee that it supports a name nor that it will not lay an application on the table while additional information is sought. This process will generally mean that an application can take more than a calendar month to process and the applicant should allow for this timing.

- 4.5 Once Council has made a resolution in relation to the proposed place name, the resolution will be provided to the applicant and can be submitted by the applicant to the NT Place Names Committee.

- 4.6 Council recognises the NT Government place names process in that the NT Place Names Committee is the body that considers proposed place names in light of their compliance with the Guidelines for NT Place Naming and national standards. If the proposed place name meets the Guidelines and standards, it is then recommended by the Committee to the Minister for approval.

## 5. Associated Documents

Litchfield Council Development and Subdivision Standards

## 6. References and Legislation

Northern Territory Place Names Act

[Guidelines for NT Place Naming](#)

[Permanent Committee on Place Names Brochure](#)

[Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing](#)

## 7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
19/11/2015	Approved
19/11/2016	Updated
17/01/2018	Updated

**Deleted:** Northern Territory Rules of Nomenclature

**Formatted:** Indent: Left: 0 cm, Hanging: 1.25 cm

**Formatted:** Indent: Left: 1.25 cm

**Formatted:** Indent: Left: 0 cm, Hanging: 1.25 cm

**Deleted:** won't

**Deleted:** an applicant has

**Deleted:** approval for the proposed names, the approval

<a href="#">09/12/2020</a>	<a href="#">Updated</a>
----------------------------	-------------------------

# Place Names Committee

[Home](#) / Guidelines for NT place naming

## Guidelines for NT place naming

The following guidelines have been developed and adopted by the Place Names Committee to assist people to understand the opportunities that apply to place naming in the Northern Territory.

These guidelines apply to all new naming requests and are not intended to apply retrospectively. They are intended to ensure that issues that have arisen as a result of past place naming processes are not repeated.

While the guidelines in no way inhibit the Committee from considering or recommending names which appear to fall outside them, they are guiding principles that, when followed, assist in timely processing and naming outcomes that successfully commemorate the history of the Northern Territory.

For detailed information on how to request a place name read about how places are named or you can contact us.

## Show connection to the Territory

Names should demonstrate a strong association with the NT's history, culture, development, events or communities.

Requests should include a detailed explanation of the name and its relationship to the NT including biographical, origin and linguistic information (as appropriate to the type of request).

## Don't discriminate

Names must not be discriminatory or derogatory.

Requests to change an existing name on the basis of it being discriminatory or derogatory will be investigated in accordance with the discriminatory or derogatory place names policy.

## Consult

Consultation on place naming requests is to be carried out by the requestor before submitting the request to the Committee.

Requests must clearly demonstrate that the consultation carried out meets minimum requirements set out in the Place Names Act 1967 <sup>1</sup> and is appropriate to the type of place to be named, the location, ownership and management of the place, and the type/origin of the name requested.

## Use people's names appropriately

Names of people will not be used for the naming of a place during their lifetime and will not generally be used within the first year following their death.

Only the names of people considered to be fit and proper for commemoration will be used.

## Use of full name

Only the surname of a person being commemorated through a road name, locality name or any other component of a name that forms a part of an address will be used.

Surnames that are comprised of more than one word are acceptable to match their origin, but hyphens will not be used.

The given name/s and surname of a person being commemorated may be used for place names other than those that form a part of an address, including a park, bridge, building or other public infrastructure.

Multiple commemorations of the same person through place naming are discouraged, but are recognised as appropriate in some circumstances.

## Don't use promotional or estate names

Promotional or estate names will not be used for a road name, locality name, or any other component of a name that forms part of an address, and are not preferred for other place names, including a park, bridge, building or other public infrastructure.

The use of a promotional or estate name is viewed as a lost opportunity to commemorate another important aspect of the NT's history in an enduring way.

## Aboriginal and dual names

Aboriginal names for geographic or topographic features are preferred where a place does not have a name that has previously been registered.

There is strong support for the registration of Aboriginal names or words as a means of acknowledging, respecting and celebrating Aboriginal people's traditional ownership and connection to country.

Aboriginal words or names from one area, should not, in general, be applied or transposed to another.

Dual names are preferred for geographic or topographic features where a place has a previously registered non-Aboriginal name and there is an Aboriginal name (or names) for the place.

Dual names may also be appropriate where there is a non-Aboriginal name in common or historic recorded usage.

While dual names generally include two parts; an Aboriginal name and a non-Aboriginal name, it is recognised that in some cases features may have more than one Aboriginal name and the flexibility to apply dual naming principles in the NT context is retained.

## Application of other standards

Where relevant, the considerations of the Place Names Committee have regard to the:

- Australian Standard for rural and urban addressing - published by Standards Australia
- Principles for the consistent use of place names - published by the Permanent Committee on Place Names

including in respect of the selection, language, spelling, characteristic and depiction requirements for place names.

## Think long term

Names will be enduring and will only be changed when absolutely necessary.

Careful consideration should be given when making a naming request to ensure there are no cultural limitations or restrictions that might apply in the future that would affect the use of a requested person's name or word if selected for a place name.

## Don't duplicate

Names should not, in general, duplicate or nearly duplicate either in sound or spelling an existing name in the same local government area or an adjacent locality or suburb in an adjoining local government area.

---

Copyright © 2017 Northern Territory Government

[Search](#) | [Sitemap](#) | [Interpreter services](#) | [Disclaimer, copyright and privacy](#) | [Accessibility](#)



## COUNCIL REPORT

<b>Agenda Item Number:</b>	15.4
<b>Report Title:</b>	Place Names – Road Name for Subdivision at 200 Trippe Road North, Humpty Doo
<b>Author:</b>	Wendy Smith, Manager Planning and Regulatory Services
<b>Recommending Officer:</b>	Leon Kruger, Director Infrastructure and Operations
<b>Meeting Date:</b>	9/12/2020
<b>Attachments:</b>	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 road in the new subdivision at 200 Trippe Road North, Humpty Doo.

### Recommendation

THAT Council:

- 1.a. 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
- 1.b. 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

OR

- 2a. Resolve to support the proposed road name Nelly's Place for the road within the subdivision at 200 Trippe Road North, Humpty Doo; and
- 2b. Provide a letter of comment to the applicant detailing the above resolution, including recognising that the name does not meet the Guidelines for NT Place Names and providing reasons for Council's deviation from those Guidelines.

### 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’s Policy INF04 Place Names 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. A proposed change to Council policy is presented to Council in a separate report at the December 2020 Council meeting to consider amendments to the Place Names Policy, where, in special circumstances, Council may consider supporting a proposed name that is not in accordance with the Guidelines for NT Place Naming to honour an individual considered to have made a significant historical contribution within the Litchfield municipality. In that instance, upon request from NT Place Names, it is recommended that Council provide commentary to the applicant recognising that Council’s support is not in accordance with the Guidelines for NT Place Naming and providing justification for Council’s support for the proposed name.

#### **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**

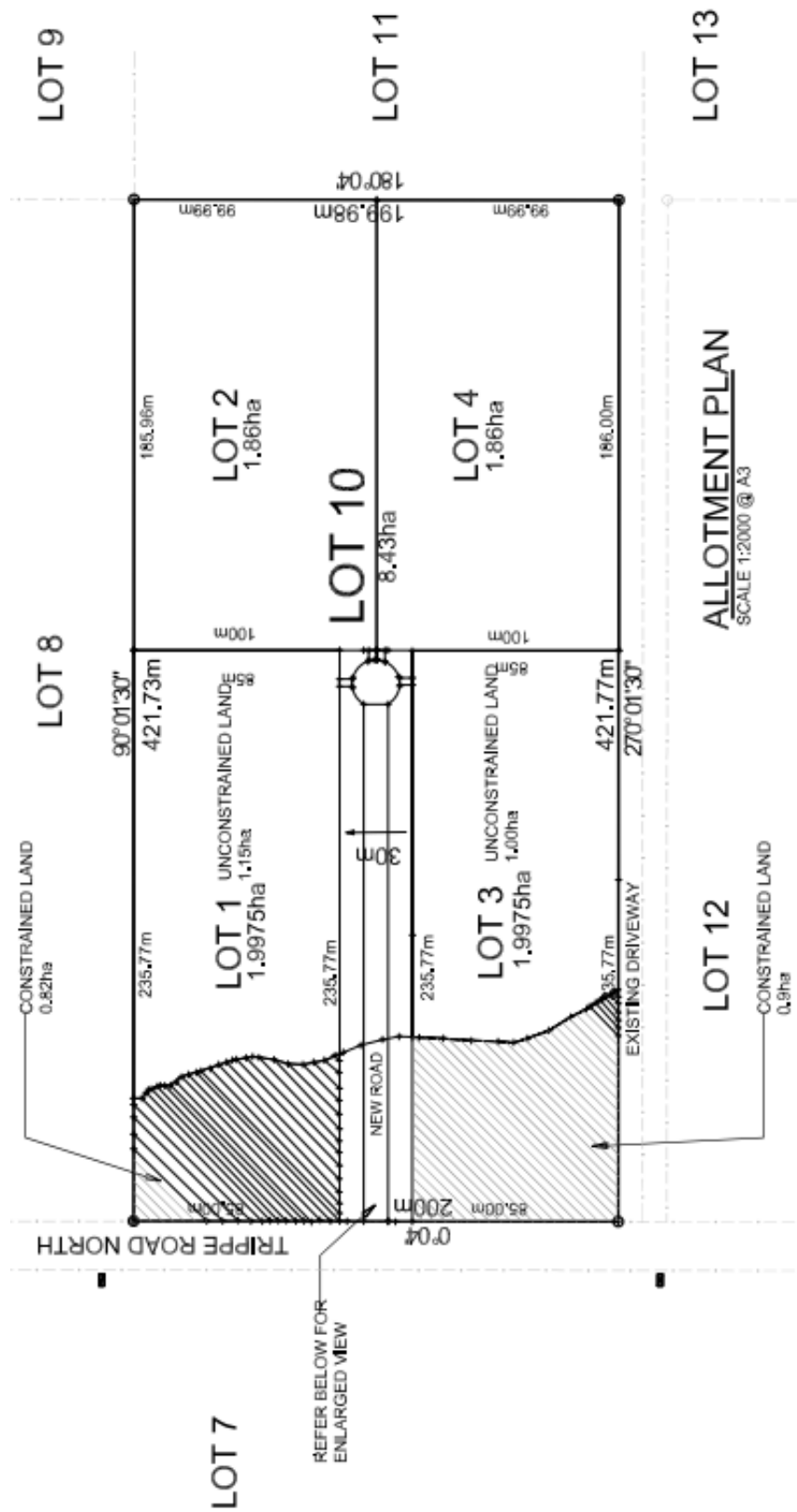


### Community

There is a moderate risk to Council's reputation should the community perceive that Council is acting outside of its standard policies to favour particular individuals.

### **Community Engagement**

Not applicable to this report.





## COUNCIL REPORT

<b>Agenda Item Number:</b>	15.3
<b>Report Title:</b>	Chief Executive Officer Monthly Report
<b>Author &amp; Recommending Officer:</b>	Daniel Fletcher, Chief Executive Officer
<b>Meeting Date:</b>	9/12/2020
<b>Attachments:</b>	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 November 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 November 2020

## People

### Internal Appointments

Position	Department	Commenced	Permanent/Temporary
MWF Plant Operator	Operations & Environment	16 November 2020	Temporary
Director Community & Corporate Services	Executive	24 November 2020	Temporary

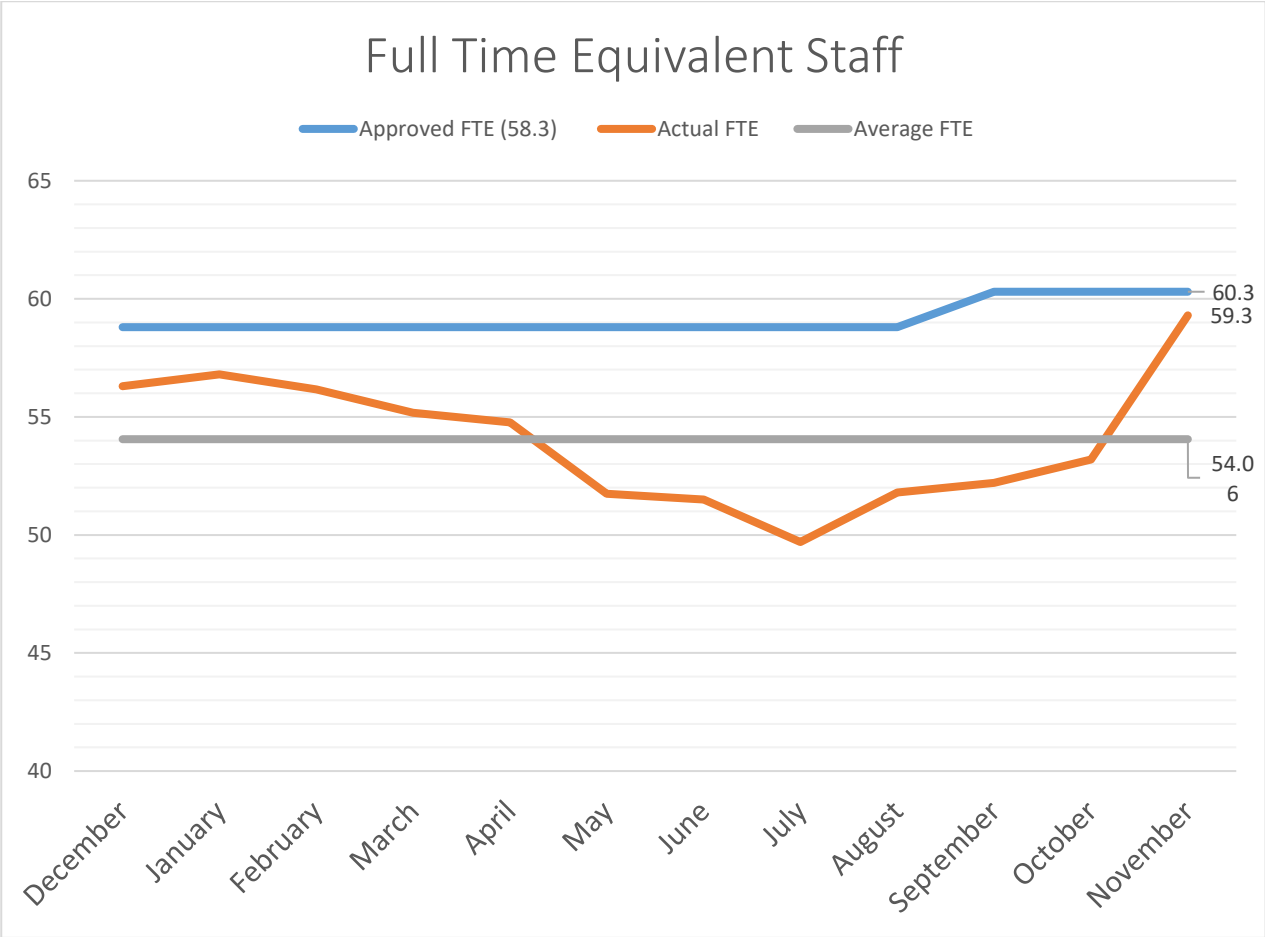
### External Appointments

Position	Department	Commenced	Permanent/Temporary
Director Infrastructure & Operations	Executive	2 November 2020	Temporary
Ranger	Planning & Regulatory Services	2 November 2020	Permanent
WTS Plant Operator	Operations & Environment	16 November 2020	Temporary
MWF Plant Operator	Operations & Environment	16 November 2020	Temporary
Finance Manager	Finance	25 November 2020	Temporary

### Resignations / Terminations

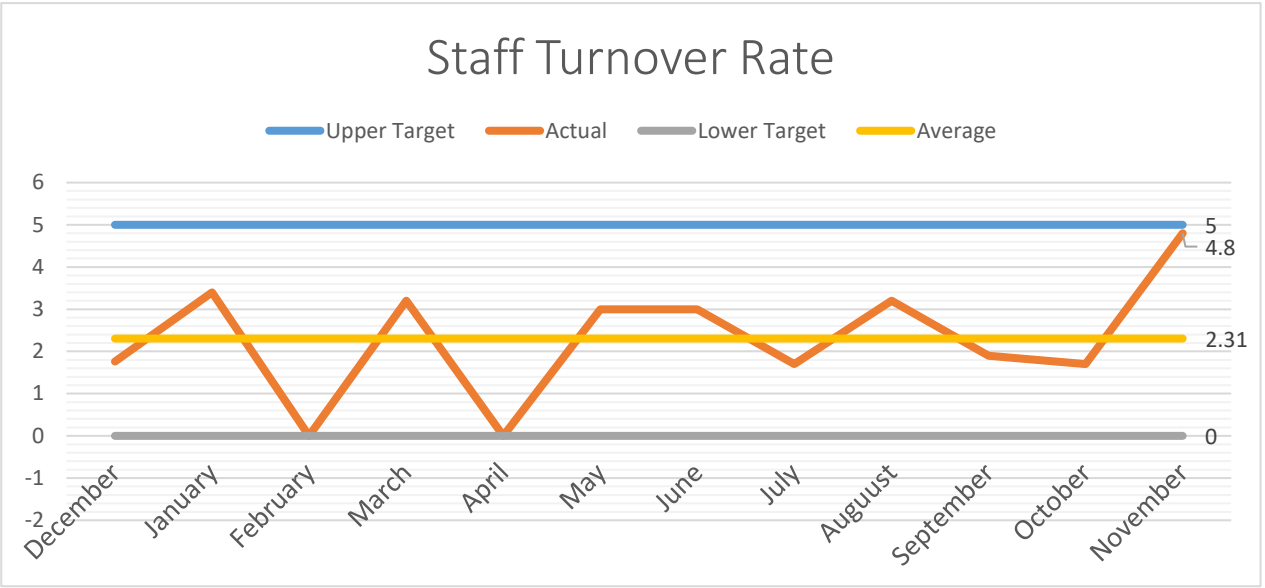
Position	Department	Commenced	Permanent/Temporary
Executive Assistant to the Director Infrastructure & Operations	Infrastructure & Operations Directorate	17 July 2018	Permanent
HR & WHS Advisor	CEO Team	27 November 2017	Permanent
Director Community & Corporate Services	Executive	24 July 2017	Temporary

	Approved	Actual	Difference
Full Time Equivalent	52	49	-3
Part-time	0.5	4.3	3.8
Contract	7.8	6	-1.80
Total	60.3	59.3	-1



**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)

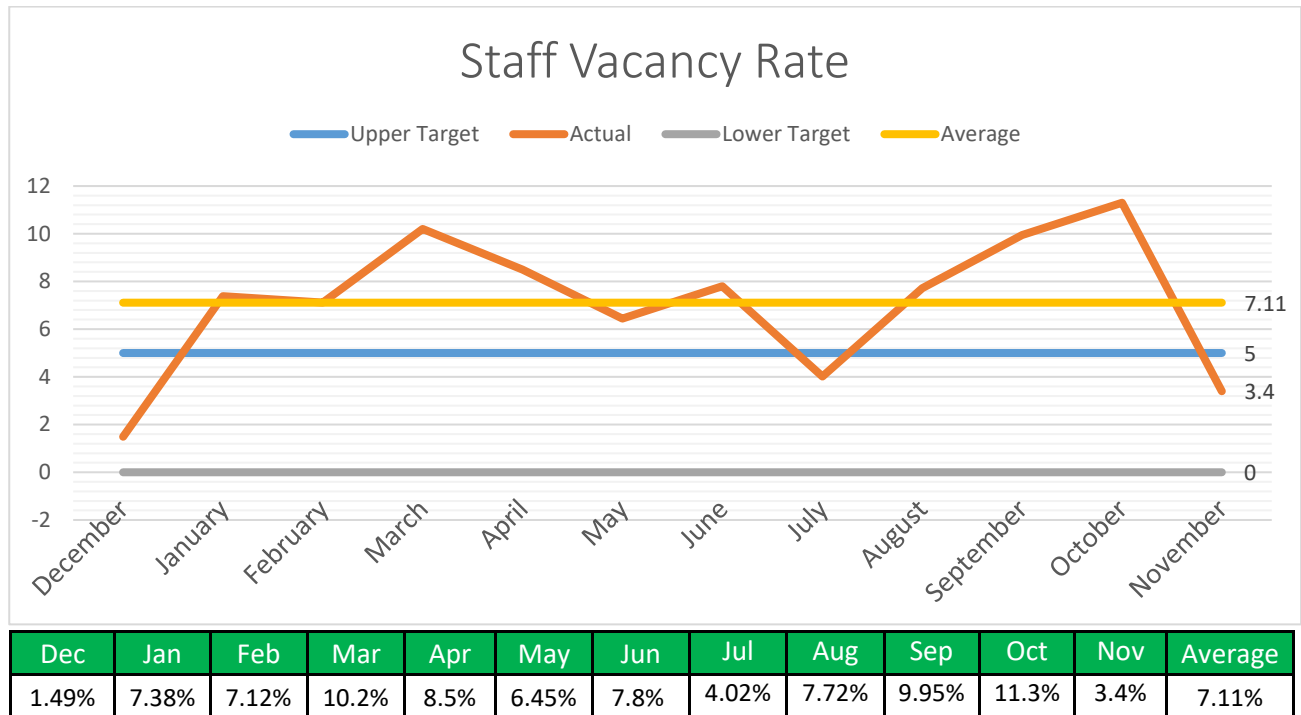


Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Average
1.76%	3.4%	0%	3.2%	0%	3%	3%	1.7%	3.2%	1.9%	1.7%	4.8%	2.31%

Target Average: Between 0% - 5%

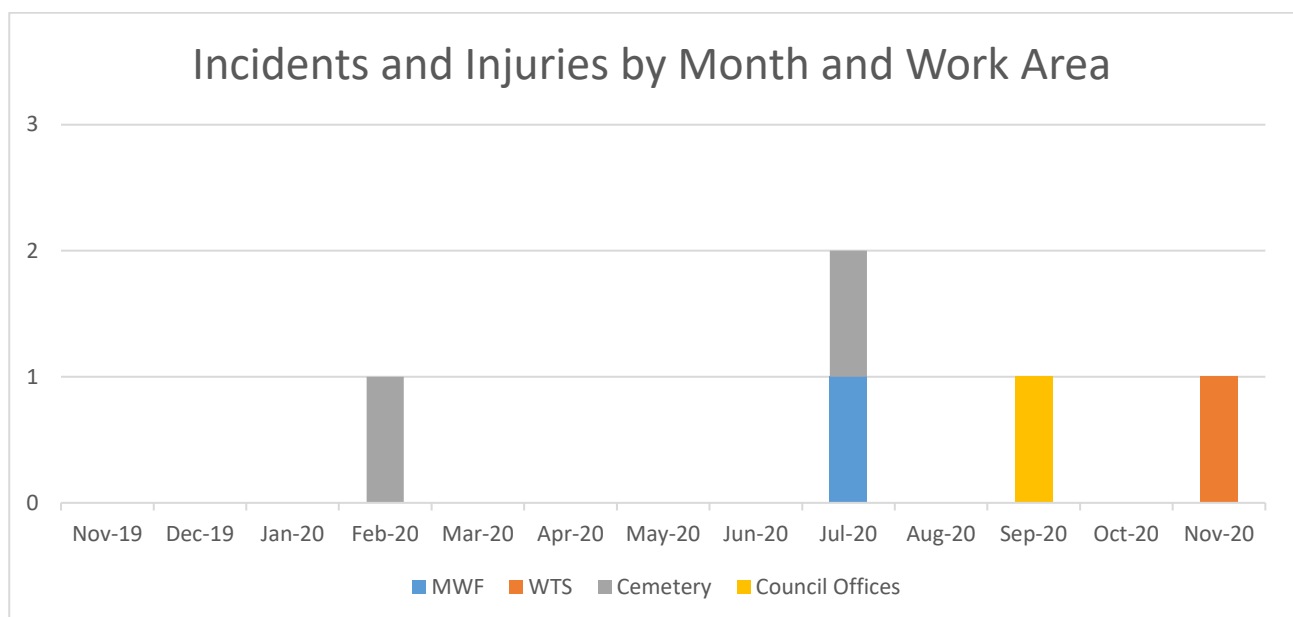
### Staff Vacancy Rate:

The number of vacant positions during the reporting period.  
(Vacant positions, divided by total FTE, multiplied by 100)



Target: 0% - 5%

### Workplace Health and Safety



One incident was recorded during November 2020 which occurred at the Humpty Doo Waste Transfer Station and involved a member of public.





## LITCHFIELD COUNCIL MEETING

Wednesday 9 December 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 2021 Australia Day Awards
- 19.2 Operational Service Review

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 of Meeting