



Council Meeting

BUSINESS PAPER

WEDNESDAY 16/06/2021

Meeting to be held commencing 6:00pm
In Council Chambers at 7 Bees Creek Road, Freds Pass
and via video conference (for observers)

<https://us02web.zoom.us/j/81895309680>

Community & Public Question Time
will be held from 5:30pm – 6:00pm

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 Litchfield Council Chambers****and via video conference** <https://us02web.zoom.us/j/81895309680>**on Wednesday 16 June 2021 at 6:00pm**

Daniel Fletcher
Chief Executive Officer

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	An audio & visual recording of this meeting is live streamed to Council's preferred online platform and will remain online for public viewing in accordance with Council's Recording of Council Meetings Policy. By attending this meeting, you confirm you have read and agree to comply by Council's Recording of Council Meetings Policy.	1
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18 Close of Meeting



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 16 June 2021

1. Open of Meeting

An audio & visual recording of this meeting is live streamed to Council's preferred online platform and will remain online for public viewing in accordance with Council's Recording of Council Meetings Policy. By attending this meeting, you confirm you have read and agree to comply by Council's Recording of Council Meetings Policy.

2. Acknowledgement of Traditional Ownership

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

3. Apologies and Leave of Absence

THAT Council notes and approves:

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

4. Disclosures of Interest

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

5. Confirmation of Minutes

THAT Council confirm the minutes of the Council Meeting held Wednesday 19 May 2021, 9 pages.



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Meeting

held in the Council Chambers, Litchfield
on Wednesday 19 May 2021 at 6:00pm

Present	Maree Bredhauer Christine Simpson Doug Barden Kirsty Sayers-Hunt Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward Councillor South Ward Councillor East Ward Councillor North Ward
Staff	Daniel Fletcher Leon Kruger Arun Dias Kylie Hogan Debbie Branson	Chief Executive Officer General Manager Infrastructure & Operations General Manager Business Excellence Strategic Project Advisor Executive Assistant
Public	As per Attendance Register	

1. OPENING OF THE MEETING

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

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

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

3. APOLOGIES AND LEAVE OF ABSENCE

Nil.

4. DISCLOSURES OF INTEREST

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

No disclosures of interest were declared.

5. CONFIRMATION OF MINUTES

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

THAT Council confirm the minutes of the:

1. Council Meeting held 21 April 2021, 11 pages; and
2. Confidential Meeting held 21 April 2021, 2 pages.

CARRIED (5-0)-2021/203

6. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Sayers-Hunt

Seconded: Deputy Mayor Simpson

THAT Council receives and notes the Action List.

CARRIED (5-0)-2021/204

7. PRESENTATIONS

Nil.

8. PETITIONS

Nil.

9. PUBLIC QUESTIONS

Nil.

10. ACCEPTING OR DECLINING LATE ITEMS

Nil.

11. NOTICES OF MOTION

11.1 Motion Without Notice – Local Government Boundaries

Moved: Mayor Bredhauer

Seconded: Cr Barden

THAT Council writes to the Chief Minister and the Minister for Infrastructure, Planning and Logistics to:

1. acknowledge the recent announcement that the Government will develop about 5000 new residential blocks in the suburbs of Holtze and Kowandi in the Litchfield Municipality over the next five years;
2. express its readiness and willingness to work with the Government on these developments;
3. express disappointment that the press releases and Government statements identify the new suburbs of Holtze and Kowandi as being 'near/in' the City of Palmerston rather than in the Litchfield Municipality;
4. inform the Government that Litchfield Council will incorporate these planned residential developments into both current and future budget planning, and allocate resources accordingly to support these developments; and
5. seek confirmation that these suburbs will remain within the Litchfield Council boundaries.

CARRIED (5-0)-2021/205

12. MAYORS REPORT

Moved: Cr Sayers-Hunt

Seconded: Deputy Mayor Simpson

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

CARRIED (5-0)-2021/206

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)-2021/207

14. WORK TEAM PRESENTATION

14.01 People and Performance

Moved: Cr Salter
Seconded: Cr Barden

THAT the Work Team Presentation – People and Performance be received and noted.

CARRIED (5-0)-2021/208

15. OFFICERS' REPORTS

15.01.01 Community Event Opportunity

Moved: Cr Sayers-Hunt
Seconded: Cr Barden

THAT Council:

1. approve the cancellation of the proposed community event as per the Freds Pass Rural Show Committee decision; and
2. request the Chief Executive Officer to recover the \$40,000 sponsorship from the Freds Pass Rural Show Association.

CARRIED (5-0)-2021/209

15.01.02 National General Assembly 2021

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

THAT Council:

1. rescind the following motion 1920/132 from 15 January 2020:

THAT Council:

- 1. notes the upcoming 2020 National General Assembly of Local Government in Canberra from 14-17 June 2020;*
- 2. approves the Mayor and Chief Executive Officer attending the National General Assembly of Local Government in Canberra on an annual basis; and*
- 3. further supports other elected members attending and utilising their available professional development allowance.*
2. note the upcoming 2021 National General Assembly of Local Government in Canberra from 21-23 June 2021;
3. approve the Mayor and Chief Executive Officer attending the 2021 National General Assembly of Local Government in Canberra; and
4. Council further support other elected members attending the 2021 event and utilising their available professional development allowance as follows:
 - 1) Cr Sayers-Hunt applied for Professional Development to attend virtually
 - 2) Deputy Mayor Simpson is attending in person through the Professional Development program.

CARRIED (4-1)-2021/210

15.02.01 Litchfield Council Finance Report – April 2021

Moved: Cr Sayers-Hunt

Seconded: Deputy Mayor Simpson

THAT Council note the Litchfield Council Finance Report for the period ended 30 April 2021.

CARRIED (5-0)-2021/211

15.02.02 People, Performance and Governance Monthly Report – March 2021

Moved: Cr Sayers-Hunt

Seconded: Deputy Mayor Simpson

THAT Council note the People and Performance Monthly Report for April 2021.

CARRIED (5-0)-2021/212

15.02.03 Draft Long-Term Financial Plan 2022-2031

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council:

1. endorse the Draft Long-Term Financial Plan 2021-22 to 2030-31 as provided in attachment A for the purposes of public exhibition and consultation for 13 days from 20 May 2021 to 1 June 2021;
2. extend the closing date of the public consultation period for the Draft Municipal Plan 2021-22 from 16 May 2021 to 1 June 2021 to be in line with the ending period of the public feedback on the Draft Long-Term Financial plan; and
3. authorise the Chief Executive Officer to make minor editorial changes to the documents, as necessary.

CARRIED (5-0)-2021/213

15.02.04 Draft EM07 CEO and Council Member Gifts, Benefits and Hospitality Policy

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council adopt the proposed EM07 CEO and Council Member Gifts, Benefits and Hospitality Policy, as at Attachment A, to take effect on 1 July 2021; noting that the existing EM07 Elected Member Gifts and Benefits Policy will remain valid to 30 June 2021.

CARRIED (5-0)-2021/214

MEETING PROCEDURE

Moved: Mayor Bredhauer
Seconded: Cr Sayers-Hunt

THAT the Mayor moves that the Deputy Mayor chairs the remainder of the meeting.

CARRIED (5-0)-2021/215

Mayor Bredhauer left the meeting at 7:06pm.

15.02.05 Recording of Council Meetings

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council adopt the proposed updated policy GOV07 Recording of Council Meetings on a four-month trial basis beginning from the June General Council Meeting.

AMENDMENT

Moved: Cr Barden
Seconded: Cr Salter

THAT this motion be deferred until after the 2021 General Local Government Election which is less than four months away.

TIED (2-2)

The Chair exercised the casting vote against the motion

A division was called

Cr Barden and Cr Salter voted in favour of the motion

Deputy Mayor Simpson and Cr Sayers-Hunt voted against the motion

The Chair exercised the casting vote against the motion

MOTION LOST

The original motion was put:

THAT Council adopt the proposed updated policy GOV07 Recording of Council Meetings on a four-month trial basis beginning from the June General Council Meeting.

TIED (2-2)

The Chair exercised the casting voted for the motion

A division was called

Deputy Mayor Simpson and Cr-Sayers Hunt voted for the motion

Cr Salter and Cr Barden voted against the motion

The Chair exercised the casting vote for the motion

CARRIED (3-2)-2021/216

15.02.06 DRAFT FIN19 Sufficient Interest in the Assessment Record Policy

Moved: Cr Sayers-Hunt
Seconded: Cr Salter

THAT Council adopt the proposed FIN19 Sufficient Interest in the Assessment Record Policy, as at Attachment A, subject to any minor editorial adjustments and noting policy effective date of 1 July 2021.

CARRIED (4-0)-2021/217

15.03.01 Thorak Regional Cemetery – Outdoor Services Fee

Moved: Cr Barden

Seconded: Cr Salter

THAT Council:

1. note the opportunity to expand the range of services for clients at the Thorak Regional Cemetery; and
2. approve the proposed fee of \$300.00 for conducting outside services at Thorak Regional Cemetery.

CARRIED (4-0)-2021/218

15.03.02 April 2021 Summary Planning and Development Report

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT Council:

1. receives the April 2021 Summary Planning and Development Report; and
2. notes for information the responses provided to relevant agencies within Attachments A - F to this report.

CARRIED (4-0)-2021/219

15.03.03 Road Opening – Kentish Road, Berry Springs

Moved: Cr Barden

Seconded: Cr Salter

THAT Council:

1. proceed with the road opening process for Kentish Road, across sections 641 and 2398 Hundred of Cavenagh (655 and 579 Kentish Road, Berry Springs)
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.

CARRIED (4-0)-2021/220

15.03.04 Vesting of Infrastructure – Kittyhawk Stage 1

Moved: Cr Barden

Seconded: Cr Salter

THAT Council:

1. agree to the request from the Chief Executive Officer, Department Infrastructure Planning and Logistics to vest the proposed infrastructure, being roads, streetlights and drainage assets at section 1902 and 1905 Channel Island Road (Kittyhawk Estate) to the Department Infrastructure Planning and Logistics.
2. provide a letter detailing the above resolution to the Chief Executive Officer, Department of Infrastructure Planning and Lands Mr Andrew Kirkman.

CARRIED (4-0)-2021/221

16. OTHER BUSINESS

Nil.

17. CONFIDENTIAL ITEMS

Nil.

18. CLOSE OF MEETING

The Chair closed the meeting at 7:45pm.

19. NEXT MEETING

Wednesday 16 June 2021.

MINUTES TO BE CONFIRMED

Wednesday 16 June 2021

.....
Mayor

Maree Bredhauer

.....
Chief Executive Officer

Daniel Fletcher



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 16 June 2021

6. Business Arising from the Minutes

THAT Council receives and notes the Action List.

6 - Business Arising from the Minutes

As at 8/06/2021

In Progress

Ongoing

Completed and to be removed

Resolution Number	Resolution	Meeting Date	Officer	Status
16/0203	Signage, Roadside Vans and Events on Council Land 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body; 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	21/09/2016	GMBE	To be progressed first quarter 2021/2022.
17/0036/4	Litchfield Aquatic Facility Needs Analysis Report THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.	15/02/2017	GMBE	Project on hold.
1718/240	Berry Springs Water Advisory Committee - Council Representative THAT Council appoints Councillor Barden as its nominated representative to lodge an Expression of Interest for the Northern Territory Government Department of Environment and Natural Resources Berry Springs Water Advisory Committee.	16/05/2018	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	Recreation Reserve Leases and Funding Agreements Project THAT Council: 1.notes the update on the development of leases and funding agreements as part of the Recreation Reserves Leases project; 2.notes the draft lease agreement; 3.approves the fixation of the Common Seal with the Mayor and the CEO signing the lease agreements on behalf of Council, providing no material changes are made to the lease agreement; and 4.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	CEO	Lease Agreements for McMinns Lagoon, Livingstone and Berry Springs Recreation Reserves have been executed. Mira Square lease ready for execution. Discussions on outstanding leases with occupiers on other reserve are in progress. Draft Funding Agreements progressing with the intent of being in place for the coming financial year. Update to be provided to June 2021 meeting.

COVID-19 Response Plan

THAT Council:

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

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.

1920/183

19/03/2020

CEO

Ongoing - This resolution of council continues to be active until the Australian and/or Northern Territory Governments declare the COVID-19 pandemic has ended.

Change to Meeting Protocols

THAT Council:

1.acknowledge the need to adapt GOV02 Meeting procedures policy to allow for the use of online platforms for conducting Council meetings;

2.suspend:

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

b.public accessing Chambers for Council meetings due to social distancing protocols,

c.section 4.1.10(c) of GOV02 Meeting Procedures policy and require a member of the public to make a statement in reference to a petition remotely, and

d.section 4.1.21 – Members will not be required to stand when addressing the meeting;

3.require all questions from the public related to the agenda be submitted via email to the Chief Executive Officer at least two days prior to the meeting to be read out at the meeting;

4.record all Ordinary and Special Council meetings and make these available on the Council website;

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

6.request the Chief Executive Officer to develop appropriate Electronic Meeting Procedures; and

7.review these directives:

a.at the first Council meeting in 2021, or

b.when Social distancing protocols are lifted by the Northern Territory Chief Health Officer.

1920/207

15/04/2020

GMBE

Ongoing - Physical distancing rules regarding COVID19 still apply.

Humpty Doo Village Green – Management of Reserve

THAT Council:

4.request that a budget of \$40,000 be included in the future budget register for Council consideration in the 2021/22 Budget to fund a Master Plan for the Humpty Doo Village Green.

2021/130

28/01/2021

CEO

To be considered during 2021 -22 for discussion at the development of the 2022 -23 municipal plan.

Record Meetings					
2021/161	<p>THAT the Chief Executive Officer prepare a report for Council to consider options to record future Council meetings with audio/visual technology and have that recording made available for viewing by the public.</p>	17/03/2021	CEO	Complete	
Healthy Lifestyle Grants					
2021/189	<p>THAT Council:</p> <ol style="list-style-type: none"> 1.receive and notes this report titled Healthy Lifestyle Grants; and 2.approve the grant agreement for the Healthy Lifestyles Grant as shown in Attachment A to this report; and 3.authorise the application of the common seal to the variation to the Short Form Grant Agreement as shown in Attachment A to this report. 	21/04/2021	CEO	Complete	
Community Event Opportunity					
2021/190	<p>THAT Council:</p> <ol style="list-style-type: none"> 1.agree to partner with the Freds Pass Rural show Committee to deliver the proposed community event; 2.approve the redirection of the \$40,000 committed sponsorship funds from the Freds Pass Rural Show to the proposed community event; and 3.support the Freds Pass Show Committee's proposal to deliver the community event on the weekend of 17 July 2021, subject to: <p>a)a suitable lease agreement is negotiated with Freds Pass Recreation Reserve Management Board; and</p> <p>b)any further requests for date changes are to be endorsed by Council.</p>	21/04/2021	CEO	Complete - Update report to the May Council Meeting	
Overriding Statutory Charge – Unpaid Rates					
2021/201	<p>THAT Council approves the fixation of the Common Seal with the Mayor and the Chief Executive Officer signing all documents relevant to applying the overriding statutory charge over the properties listed in Attachment A.</p>	21/04/2021	GMBE	Complete - Overriding Statutory Charges filed on 25 May 2021.	
Motion Without Notice – Local Government Boundaries					
2021/205	<p>THAT Council writes to the Chief Minister and the Minister for Infrastructure, Planning and Logistics to:</p> <ol style="list-style-type: none"> 1.acknowledge the recent announcement that the Government will develop about 5000 new residential blocks in the suburbs of Holtze and Kowandi in the Litchfield Municipality over the next five years; 2.express its readiness and willingness to work with the Government on these developments; 3.express disappointment that the press releases and Government statements identify the new suburbs of Holtze and Kowandi as being 'near/in' the City of Palmerston rather than in the Litchfield Municipality; 4.inform the Government that Litchfield Council will incorporate these planned residential developments into both current and future budget planning, and allocate resources accordingly to support these developments; and 5.seek confirmation that these suburbs will remain within the Litchfield Council boundaries. 	19/05/2021	CEO	Complete	

Community Event Opportunity				
2021/209	THAT Council: 1.approve the cancellation of the proposed community event as per the Freds Pass Rural Show Committee decision; and 2.request the Chief Executive Officer to recover the \$40,000 sponsorship from the Freds Pass Rural Show Association.	19/05/2021	CEO	Letter and invoice sent to Freds Pass Rural Show Committee on Friday 4 June requesting sponsorship reimbursement
National General Assembly 2021				
2021/210	THAT Council: 1.rescind the following motion 1920/132 from 15 January 2020: THAT Council: 1.notes the upcoming 2020 National General Assembly of Local Government in Canberra from 14-17 June 2020; 2.approves the Mayor and Chief Executive Officer attending the National General Assembly of Local Government in Canberra on an annual basis; and 3.further supports other elected members attending and utilising their available professional development allowance. 2.note the upcoming 2021 National General Assembly of Local Government in Canberra from 21-23 June 2021; 3.approve the Mayor and Chief Executive Officer attending the 2021 National General Assembly of Local Government in Canberra; and 4.Council further support other elected members attending the 2021 event and utilising their available professional development allowance as follows: 1)Cr Sayers-Hunt applied for Professional Development to attend virtually 2)Deputy Mayor Simpson is attending in person through the Professional Development program.	19/05/2021	CEO	Complete
Draft Long-Term Financial Plan 2022-2031				
2021/213	THAT Council: 1.endorse the Draft Long-Term Financial Plan 2021-22 to 2030-31 as provided in attachment A for the purposes of public exhibition and consultation for 13 days from 20 May 2021 to 1 June 2021; 2.extend the closing date of the public consultation period for the Draft Municipal Plan 2021-22 from 16 May 2021 to 1 June 2021 to be in line with the ending period of the public feedback on the Draft Long-Term Financial plan; and 3.authorise the Chief Executive Officer to make minor editorial changes to the documents, as necessary.	19/05/2021	GMBE	Complete
Draft EM07 CEO and Council Member Gifts, Benefits and Hospitality Policy				
2021/214	THAT Council adopt the proposed EM07 CEO and Council Member Gifts, Benefits and Hospitality Policy, as at Attachment A, to take effect on 1 July 2021; noting that the existing EM07 Elected Member Gifts and Benefits Policy will remain valid to 30 June 2021.	19/05/2021	GMBE	Complete
Recording of Council Meetings				
2021/216	THAT Council adopt the proposed updated policy GOV07 Recording of Council Meetings on a four-month trial basis beginning from the June General Council Meeting.	19/05/2021	GMBE	Licthfield Council YouTube chanel being established for testing of live streaming and recording upload.

DRAFT FIN19 Sufficient Interest in the Assessment Record Policy					
2021/217	THAT Council adopt the proposed FIN19 Sufficient Interest in the Assessment Record Policy, as at Attachment A, subject to any minor editorial adjustments and noting policy effective date of 1 July 2021.	19/05/2021	GMBE	Complete	
Thorak Regional Cemetery – Outdoor Services Fee					
2021/218	THAT Council: 1.note the opportunity to expand the range of services for clients at the Thorak Regional Cemetery; and 2.approve the proposed fee of \$300.00 for conducting outside services at Thorak Regional Cemetery.	19/05/2021	GMIO	Complete	
Road Opening – Kentish Road, Berry Springs					
2021/220	THAT Council: 1.proceed with the road opening process for Kentish Road, across sections 641 and 2398 Hundred of Cavenagh (655 and 579 Kentish Road, Berry Springs) 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.	19/05/2021	GMIO	Ongoing - Awaiting documentation from surveyor.	
Vesting of Infrastructure – Kittyhawk Stage 1					
2021/221	THAT Council: 1.agree to the request from the Chief Executive Officer, Department Infrastructure Planning and Logistics to vest the proposed infrastructure, being roads, streetlights and drainage assets at section 1902 and 1905 Channel Island Road (Kittyhawk Estate) to the Department Infrastructure Planning and Logistics. 2.provide a letter detailing the above resolution to the Chief Executive Officer, Department of Infrastructure Planning and Lands Mr Andrew Kirkman.	19/05/2021	GMIO	Ongoing - In discussion with DIPL regarding the process going forward.	



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 16 June 2021

7 Presentations

8 Petitions

9 Public Questions

10 Accepting or Declining Late Items

11 Notices of Motion

- 11.1 Status update on advocacy for Holtze and Kowandi development areas and concerns over Northern Territory Government decision making



NOTICE OF MOTION

Agenda Item Number:	11.01
Report Title:	Status update on advocacy for Holtze and Kowandi development areas and concerns over Northern Territory Government decision making
Attachments:	Nil

I, Mayor Bredhauer, give notice that at the next Ordinary Council Meeting on Wednesday 16 June 2021, I will move the following motion:

MOTION

THAT Council:

1. receives and notes the Mayor's notice of motion including the status update and actions taken in response to the proposed Holtze and Kowandi developments;
2. records publicly that Council has expressed strong concern to the Northern Territory Government about the decision to allocate unincorporated land into the City of Palmerston, prior to engaging relevant stakeholders and any community members;
3. agrees to continue advocating for all areas within Litchfield municipality to remain; and
4. continue to actively contribute to Northern Territory Planning Commission processes so that any developments within Litchfield municipality contain the planning principles identified in the approved Litchfield sub-regional land use plan.

REASON:PURPOSE

The purpose of this motion is to draw attention to the work that the Council has undertaken regarding advocating on behalf of the Litchfield community to ensure that the proposed developments of Holtze and Kowandi remain within the Litchfield municipality.

BACKGROUND

Following Council's strong resolution of concern on 19 May, as Mayor and on behalf of Litchfield Councillors and our community, I formally wrote to the Chief Minister and the Minister for Infrastructure, Planning and Logistics to reinforce Litchfield Council's willingness to work in partnership with the Northern Territory Government and Planning Commission to support the planning process for these areas.

After the Chief Minister's public comments on the ABC radio on Monday 31 May 2021 that the areas of Holtze and Kowandi are, indeed, within the Litchfield municipality and that Litchfield Council will be afforded the opportunity to deliver municipal services to these areas when developed I again wrote

to the Chief Minister, reiterating Council's readiness and willingness to work with the Government on these developments.

Confusion and speculation have arisen as a result of inaccurate and poorly worded planning documentation and media releases that suggested the City of Palmerston would be servicing these areas. On Wednesday 2 June 2021 on the ABC radio I reinforced through my comments that it is not true that Council lacks the capacity to support these new suburbs through appropriate service provision. I emphasised Council's enthusiasm for working together on the development of these new suburbs, stressing that Litchfield Council is a very strong council with forward thinking policies and processes.

This is not the first time that these areas have been earmarked by the Northern Territory Government as being related to the development of Palmerston or that speculation has arisen about the possibility of transfer of them to the City of Palmerston. It is likely that it might not be the last time either, as regional or sub regional planning documents do not pay strict attention to actual local government boundaries. Notwithstanding this, the Litchfield community should be aware that its Council is actively working to ensure these areas remain within the Litchfield municipality, and we will continue to do so as, and whenever, required.

There remains no dispute over the necessity to develop these areas for the benefit of greater Darwin and to support population growth. The development should be aligned to agreed and adopted planning principles which reflect the amenity of the area. It should also heed the requirements to support higher density accommodation within proximity to the regional hospital (located in Litchfield municipality) and then balance, in a sequential manner, the lot sizes increasing outwards from these activity hubs.

The process undertaken by the Northern Territory Government for the unincorporated land that includes Northcrest and its surrounding suburbs demonstrates Council's need to be continually vigilant about decisions on the development of the greater Darwin area and how they may impact upon Litchfield. Prior to the current call for public comment on the decision to transfer this unincorporated land into the City of Palmerston, no interested stakeholders were requested to contribute in an open and transparent way. No community members who stand to be impacted by this decision were engaged prior to the decision to incorporate these areas into the City of Palmerston was made. The lack of transparency in Government decision making impacts the wider community and has the potential to damage the cooperative working arrangements between Litchfield, Palmerston and Darwin councils and Council will continue to lobby for greater inclusion in such decision making.

9 June 2021

MAYOR MAREE BREDHAUER



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 16 June 2021

12 Mayor's Report



COUNCIL REPORT

Agenda Item Number:	12.01
Report Title:	Mayor's Monthly Report
Author & Recommending Officer:	Maree Bredhauer, Mayor
Meeting Date:	16/06/2021
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 20 May 2021 to 16 June 2021.

Summary

Date	Event
20 May 2021	Northern Australia Food Futures Conference
21 May 2021	Meeting with Mayor of Palmerston
	NT Administrator Investiture Ceremony
24 May 2021	Litchfield Women in Business Network Committee Meeting
26 May 2021	Welcome Reception – European Union – Minister Moss
1 June 2021	Litchfield Women in Business Monthly Network Event
2 June 2021	Litchfield Library Business Case – Elected Member Engagement
	Member for Nelson – Holtze Planning
	Strategic Discussion & Briefing Session
3 June 2021	TOPROC Meeting
	Member for Goyder – Unincorporated Land
4 June 2021	Lunch – Lord Mayor Darwin City
7 June 2021	Litchfield Women in Business Network Committee Meeting
11 June 2021	Young Australian of the Year Launch

Date	Event
15 June 2021	Litchfield Women in Business Network Dry Season Event
16 June 2021	Litchfield Council Meeting
	Special Strategic Discussion Session

Recommendation

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 16 June 2021

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	-	Howard Park Reserve Committee
	-	Knuckey Lagoon Reserve Committee
Cr Sayers-Hunt	-	Local Government Association of the Northern Territory (LGANT) Executive
Mayor Bredhauer	-	Howard East Water Advisory Committee
	-	Litchfield Women in Business Network Committee

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 16 June 2021

14 Work Team Presentation

14.01 Work Team Presentation – Resource Recovery



COUNCIL REPORT

Agenda Item Number:	14.01
Report Title:	Work Team Presentation – Resource Recovery
Author:	David Jan, Manager Operations and Environment
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	16/06/2021
Attachments:	Nil

Executive Summary

The purpose of this report is to introduce Council to the various Work Teams within Council and receive a brief presentation.

Recommendation

THAT the Work Team Presentation – Resources and Recovery be received and noted.

Background

Commencing in 2021, each work team within Council will provide a brief presentation introducing their staff members and the upcoming projects and priorities within their team.

The objectives of the presentation include:

1. To introduce the staff behind the work; and
2. Update council on the projects and priorities the team are working on to deliver the Municipal Plan.

Links with Strategic Plan

A Well-Run Council - Good Governance
A Well-Run Council - Modern Service Delivery

Legislative and Policy Implications

Nil.

Risks



N/A

Community Engagement

N/A



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 16 June 2021

15 Officers Reports

15.01 Council Leadership & Community Services

- 15.01.01 Litchfield Horse and Pony Club Master Plan
- 15.01.02 Sponsorship Request Southport 150 Birthday Bash
- 15.01.03 Knuckey Lagoon and Howard Park Recreation Reserves –
Review of Advisory Committee Terms of Reference
- 15.01.04 Palmerston and Litchfield Seniors Association – Request for
funding agreement extension
- 15.01.05 DRAFT CM03 Sport and Recreation Policy

15.02 Business Excellence

- 15.02.01 Litchfield Council Finance Report – May 2021
- 15.02.02 People, Performance and Governance
Monthly Report – May 2021
- 15.02.03 DRAFT FIN04 Financial Reserves Policy

15.03 Infrastructure & Operations

- 15.03.01 May 2021 Summary Planning and Development Report
- 15.03.02 Grant of Easement – Form 51 – Lot 54 Hundred of Strangways
– Application of Common Seal
- 15.03.03 Place Names – Revised Road Names for Kittyhawk Subdivision
at 1000 Channel Island Road, Wickham



COUNCIL REPORT

Agenda Item Number:	15.01.01
Report Title:	Litchfield Horse and Pony Club Master Plan
Author:	Ellie Cuthbert, Manager Community Inclusion
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	16/06/2021
Attachments:	A: Litchfield Horse and Pony Club Master Plan 2021 - 2023

Executive Summary

Litchfield Horse and Pony Club have developed a master plan for their site at Livingstone Recreation Reserve and have requested Council's endorsement.

Recommendation

THAT Council:

1. receive and note this report titled Litchfield Horse and Pony Club Master Plan;
2. endorse the Litchfield Horse and Pony Club's Master Plan 2021 - 2023; and
3. write to the Litchfield Horse and Pony Club to inform them of Council's support.

Background

Litchfield Horse and Pony Club Incorporated (LHPC) are based at Livingstone Recreation Reserve under an agreement between the Reserve Committee and LHPC since 2009. LHPC primarily serve residents south of Noonamah and has nearly 30% of members from Darwin (11%), Palmerston (17%) and Coomalie (1%) Municipalities. During the 2020 year, despite the impact of COVID, LHPC membership has increased by 52%.

LHPC have developed a Master Plan (Attachment A) in consultation with, and under the endorsement of the Livingstone Reserve Committee. The priorities in the LHPC Master Plan align with the draft 2015-2025 Livingstone Recreation Reserve Master Plan, as well as Council's Sport, Recreation and Open Space Strategy (2021) and has been endorsed by Livingstone Recreation Reserve Committee, as per the letter of support provided in the appendix to the master plan.

It appears that the 2015-2025 Livingstone Recreation Reserve Master Plan may not have been formally adopted by Council although it has been aware that developments on the reserve have been in accordance with this. An updated copy of the Livingstone Recreation Reserve Master Plan will be presented to Council in a future council meeting for endorsement.

The overall aim of the LHPC Master Plan is to provide a space for equestrian sport for the community to enjoy and actively participate in horse related activities in a sustainable manner and which:

- supports sustainable growth,
- is in harmony with the environment, and
- considers horse and riders welfare.

Although the LHPC is committed to reviewing and developing a longer term 10 year Masterplan, this inaugural iteration of the LHPC Masterplan simply focusses on short term (0-3 years) priorities. These priorities are detailed on page 8 of the LHPC Masterplan and are outlined below:

1. Sand arena constructed;
2. Stables extended; and
3. Wash bay extension.

These priorities focus on improving horse and rider safety as well as increasing the Club's ability to use the facilities for events across the whole year. Although the grounds are cleared, there are limitations that negatively impact on equestrian activities both in the dry and wet seasons. For example, during the wet season the grounds can become too wet to use, whereas during the dry season the grounds can become too hard to conduct activities on.

LHPC was previously advised by, and worked closely with, Litchfield Council's previous Director of Community and Corporate Services to develop the attached Masterplan. The draft LHPC Masterplan has also been reviewed by both the General Manager of Infrastructure and Assets and the Manager of Infrastructure and Assets. As per LHPC lease agreement currently in place with Livingstone Recreation Reserve, LHPC is committed to obtaining permission from Council to alter or add any assets to the Livingston Recreation Reserve.

The LHPC Masterplan aligns with Council's 2021 Sport, Recreation and Open Space Strategy (pages 20 and 21). Council's endorsement of the LHPC Master Plan benefits Council as the landowner, in knowing that the LHPC Master Plan aligns with Council broader vision and strategic documents. Council's endorsement of the LHPC Master Plan is of particular benefits to the LHPC as it will speed up approval processes from Council and will further increase the weight of any of their prospective grant applications to funding bodies as opportunities become available into the future.

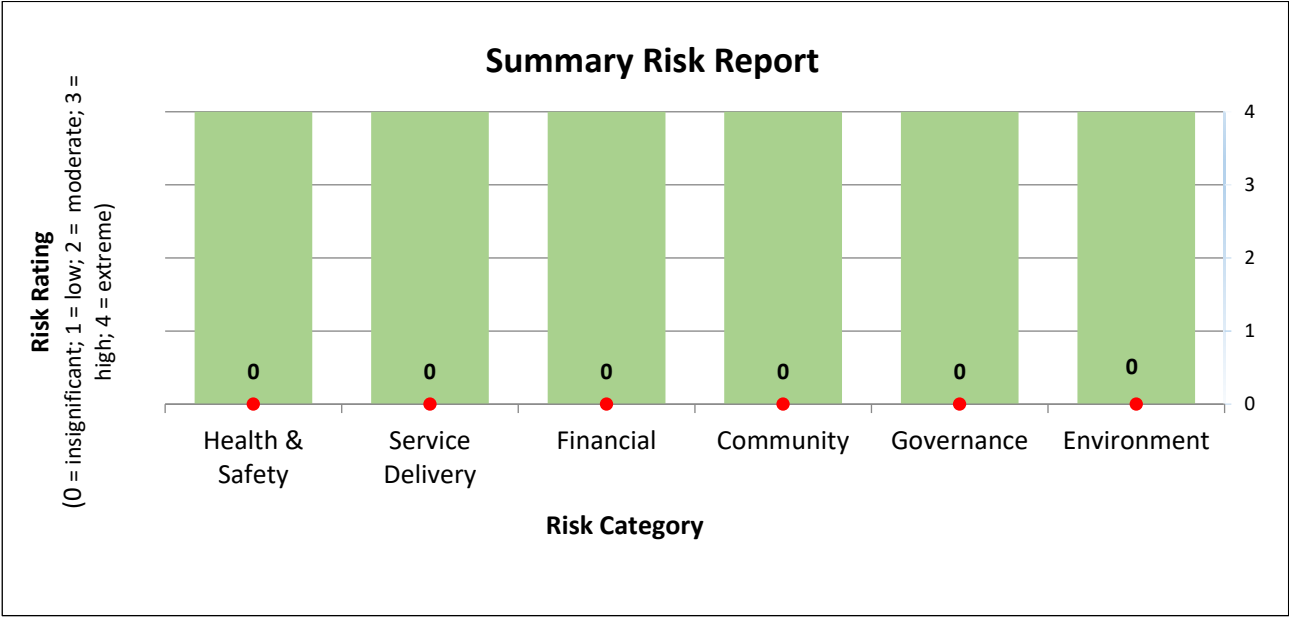
Links with Strategic Plan

A Great Place to Live - Recreation

Legislative and Policy Implications

Nil.

Risks



There are no risks for with Council endorsing the Master Plan from LHPC.

Community Engagement

LHPC have consulted with the Livingstone Recreation Reserve Committee who have endorsed the attached LHPC Master Plan.



Master Plan
Litchfield Horse & Pony Club Grounds
Livingstone Reserve
2021-2023

President's message

The Litchfield Horse and Pony Club (LHPC) Master Plan, combined with the larger Livingstone Recreational Reserve (LRR) Master Plan builds the framework for a vision of equestrian sports at Livingstone Recreational Reserve. The Plan only covers a period of three years, at this stage only including short term goals, but will become a guiding document for medium-long term plans for LHPC as the club grows, demand for equestrian facilities increase into more rural areas and in alignment with the broader community-based strategic goals of LRR.

I would like to thank the hard work of the LHPC committee and all those involved for their input and ideas. We look forward to working with equestrian athletes to enhance equestrian sports now and into the future at LRR, as well as building sustainable relationships with Litchfield Council and the Northern Territory Government that will be critical to bring this Master Plan to fruition.

Duncan McCallum

President, Litchfield Horse and Pony Club

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Introduction

Litchfield Horse and Pony Club Incorporated (LHPC) are a community based, not-for-profit association that was incorporated under the Northern Territory Associations Act in 2005 and are run solely for the benefit of members.

We are also a member of the Pony Club Association of the Northern Territory (PCANT). PCANT is the Northern Territory branch of the Pony Club Association of Australia. Pony Club Australia is the largest and oldest equestrian organisation in Australia. They are recognised by the Australian Sports Commission as a National Sporting Organisation.

LHPC are a registered activity provider with the Northern Territory Governments sports voucher scheme.

A focus of this Master Plan is to continually develop the grounds of the Litchfield Horse and Pony Club in a sustainable manner to support sustainable membership growth, in harmony with the environment, and with horse welfare of paramount consideration.

Background

Pony Club has always been the foundation of horse-riding in Australia and continues to play a pivotal role in providing a pathway to equestrian sports at national, international and Olympic levels. Pony club numbers are steadily growing in the Northern Territory. PCANT have five affiliate member clubs across the Northern Territory including the greater Darwin region, Katherine and Alice Springs. 257 members were registered to the three Darwin clubs in 2019 with a membership growth rate of 40% from 2018. LHPC membership grew by 52% in 2020 and the club has had many dedicated members, instructors, volunteers, administrators and supporters who have all assisted over the past 15 years in developing the club.

Litchfield Horse and Pony Club are based at Livingstone Reserve, within the Litchfield Council Area, servicing the population past the Noonamah Line although anyone is welcome to join regardless of residential address. In fact, 11% of members are from the Darwin City Council Area, 17% from the Palmerston City Council, 1% of members from the Coomalie Community Government Council and 71% of members from the Litchfield Shire Council.

Through LHPC, opportunities are provided for horse riders to gain knowledge, confidence and skills to enable them to become proficient in their chosen equestrian sport. The aims and objectives of which are:

- Encouraging people to enjoy all kinds of sport and pleasure connected with horses and riding.
- Providing instruction from a National Pony Club Australia syllabus, based on Equitation Science, in riding and horsemanship and instilling in people a love of their horses, a sense of responsibility and acceptance of the responsibility for the proper care of their animals. The inclusion of Equitation Science in our syllabus dramatically increases safety and welfare standards. LHPC is committed to teaching members safety around horses.
- Promoting the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline.

LHPC teach people skills in riding, horse care and sportsmanship that are the foundations of and a pathway to recreational and competitive riding. Pony Club riders participate in a variety of equestrian sports through Pony Club such as:

- Dressage
- Eventing
- Mounted games
- Show jumping
- Team penning
- Polocrosse
- Camp drafting
- Stockman Challenge
- Western
- Barrel Racing

We encourage and support local competition as well as facilitate national and international pathways. Past LHPC members have gone on to become national representatives in Mounted Games and Show Jumping. Our riders have travelled to England, USA, France, South Africa and China.

Litchfield Municipality

Litchfield Municipality is situated on the outskirts of Darwin and spread over 3,100sqkm. Litchfield is rapidly growing, offering larger land parcels for families and is currently home to over 25,000 people. The municipality has experienced the highest rate of growth in the Northern Territory over the past four years with a large proportion of younger families.

There are eight recreation reserves in the Litchfield Municipality, however the majority cater to informal recreation and are therefore not appropriate for equestrian sports.

Livingstone Recreation Reserve

The Livingstone Recreation Reserve (LRR) is an organisation run by a volunteer management committee who ensure a range of services and facilities are available for the rural community to enjoy. The Reserve is situated on Livingstone Road, Livingstone and is just off the Stuart Highway, approximately 10km from Noonamah. Set amongst 80 hectares of natural bushland, the reserve is also home to the LHPC. The Reserve facilities also include a hall, oval, playground and a picnic area within a 16 hectare fenced area. The Hall, which is available for hire, is used regularly by community groups.

Equestrian in the Greater Darwin Region

This master plan aims to meet population growth demands of the region. Existing facilities in the Litchfield Municipality are stretched to capacity with the increasing growth and densification of Palmerston and Coolalinga. Ball sports are continuing to diminish the land available for equestrian activities at the current main equestrian precinct. Freds Pass, the centre of the majority of current rural equestrian activities, is 82 hectares and has 23 community groups and social organisations utilising its facilities. Access to facilities is limited due to heavy competition for use. By comparison Livingstone Reserve has 80 acres and two community groups utilising its facilities making it an ideal location for the expansion of equine sports infrastructure in the Greater Darwin Region.

13 major equestrian sporting groups are based in the Greater Darwin Area, including pony club, dressage, show jumping, western (including rodeo) and polocrosse. Growth in the Equestrian sport

area is driving the need for a Multi-discipline Sand Arena which could be used as a quality dressage, western dressage and show jumping facility to be shared within other equestrian groups. The requirement is fit for purpose facilities that meet community needs and promotes greater participation in equestrian sports.

The construction of sand arenas is a very high priority for most of the equestrian groups. This is to ensure rider and horse safety. Sand is also better for horses than grass as they have better grip and are therefore less likely to slip or stumble, making it safer for both horse and rider. The current arenas located in and around Darwin do not meet the specifications for state competition and NT are the only state in Australia who still hold state dressage and show jumping championships on grass. Most dressage competitions around Australia don't even allow warming up on grassed areas due to safety issues.

Access to quality sport and recreation facilities, that are supported by community infrastructure, can be a major factor in a sport's capacity to meet current user demand and plan for future growth. There is a real requirement for a proper sand arena to the correct size and standard, built for drainage and with correct depth of surface to prevent damage to horses. Equestrian sports have grown significantly in the Top End, and the lack of suitable infrastructure is hindering the further development and growth of the sport.

Current Grounds

LHPC hold a lease agreement with Livingstone Reserve which has been in place since 2009. The lease encompasses 2.8 of the 80 hectares of the reserve (Appendix I) and includes a club house, stables, wash bay and a number of yards and riding areas (Figure 1).

Currently, funding is allocated by Litchfield Council to the Reserve to maintain the grounds and basic infrastructure. To date, the LHPC have maintained assets through funding from user fees and external grants.

LHPC aspire to run events year-round at the club grounds. The grounds are cleared however are not improved and can become too wet to use during the wet season. During the dry season the grounds can become too hard to conduct the majority of equestrian activities on, limiting the club's ability to utilise the facilities.

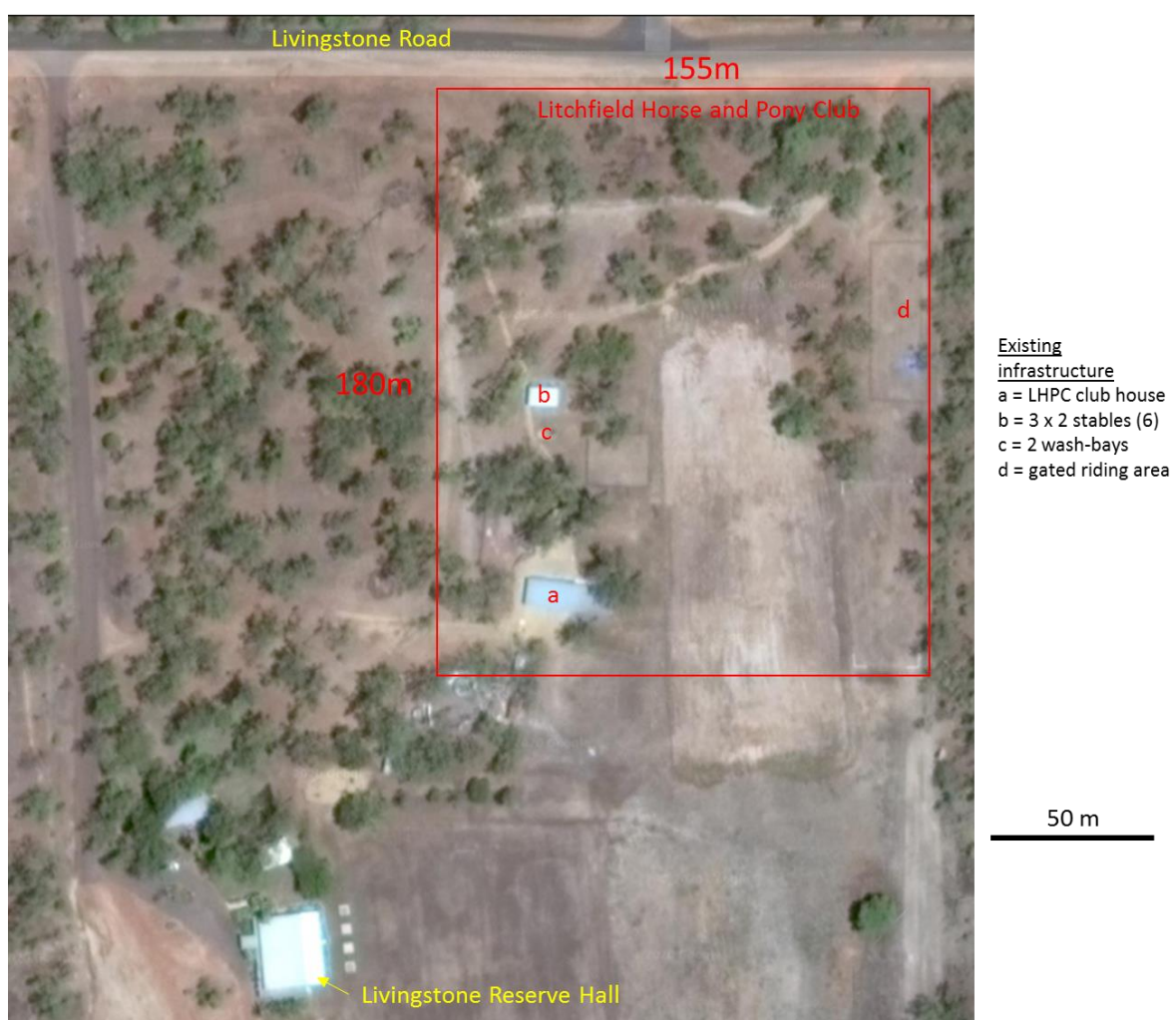


Figure 1. Litchfield Horse and Pony Club lease area as of January 2021 including permanent structures. Full view of Livingstone Recreational Reserve can be viewed in Appendix I.

Master Plan

This plan has been developed in conjunction with and under the endorsement of Livingstone Reserve Committee and Litchfield Council (see Letter of Support in Appendix II). The priorities within this Master Plan align with the Master Plan of the Livingstone Recreation Reserve and the Sport, Recreation and Open Space Strategy from Litchfield Council that is, to provide a space for equestrian sport for the residents south of Noonamah.

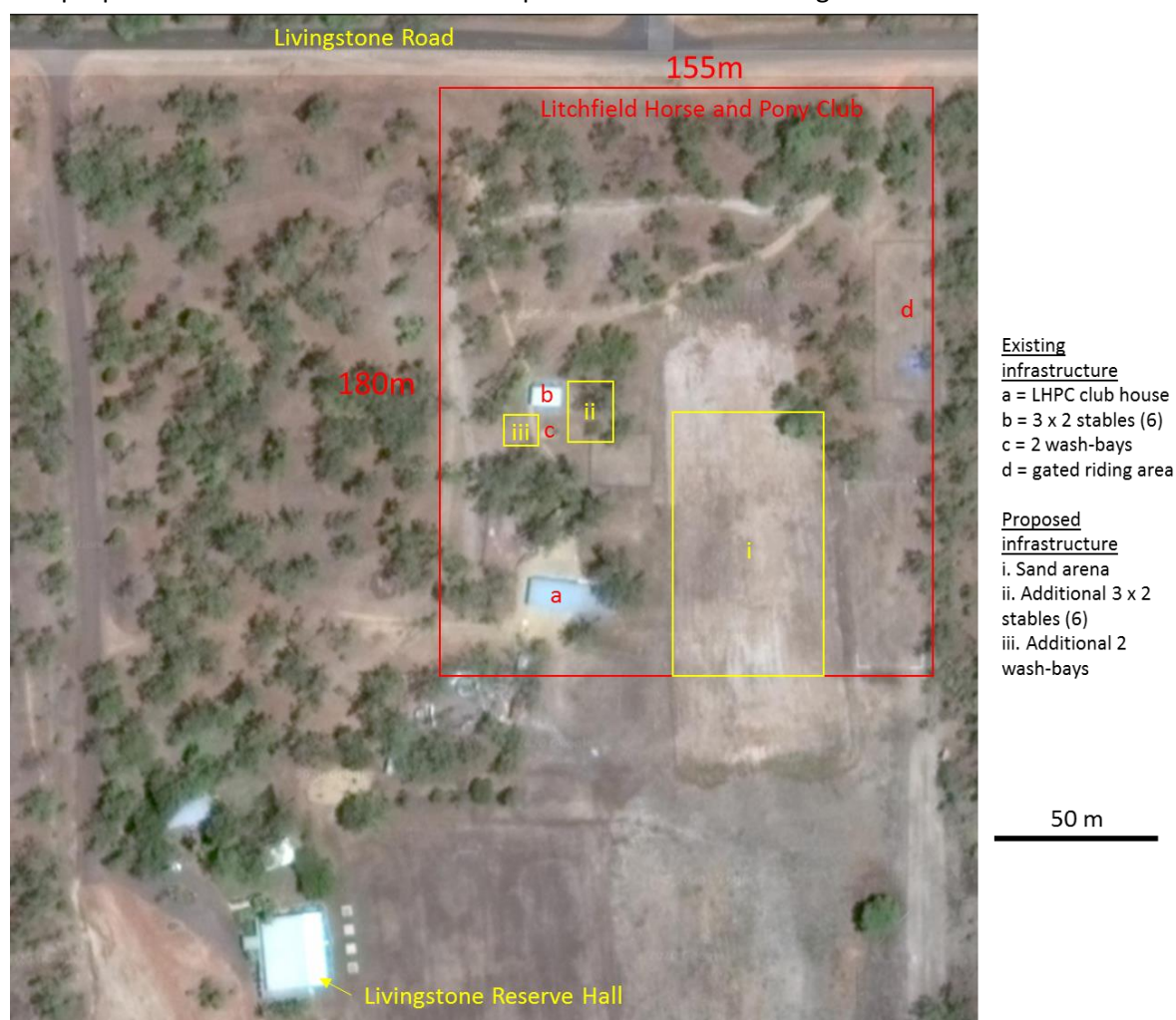
The plan is also supported by:

- Pony Club Association Northern Territory
- Darwin Quarter Horse Association

At this time, only short-term (0-3 years) priorities have been included as the committee continue to develop a longer term strategy for the club and equestrian sports in general. They are:

1. Sand Arena constructed
2. Stables extended
3. Wash bay extended

The proposed location of these short-term priorities are shown in Figure 2 below:



Short-term Priorities (0-3 years)

Priority 1. Sand Arena



Overview

In 2019, LHPC spent over \$3500 upgrading an 90m x 50m area of the grounds with base works and drainage so that a future arena can be created on it.

The project scope includes the following as per attached quote on the recommendation of best practice arena construction:

- supplying, laying and compacting road base type 3 to arena area 80m by 45 meters.
- form a free draining surface from the middle out to the sides. Grade a drain around the arena to stop water from flooding arena.
- place on top of this arena pad 100mm of sand as a running surface.

It is an immediate priority of LHPC to secure funding for the construction of an appropriate sand arena to ensure rider and horse safety. The current grounds, in their unimproved form, are too boggy in the wet and too hard in the dry meaning the facilities can only be used for a limited time each year. Sand is the most appropriate surface for horse sports as it provides grip for the horses, making them less likely to slip or stumble, and thus improving rider safety. Further, if a rider does fall, sand provides a soft landing to prevent more serious injury.

The outcome would be a multi-discipline sand arena that is able to be utilised year-round by LHPC for holding and hosting club activities. Not currently included but for completeness (that is, not currently budgeted), LHPC propose to add lighting to the arena in future so that the arena can be utilised in the cool of the evening in the warmer months of the year. The club also intend to make

the facilities available to other NT equestrian and sporting groups. This would provide the club with an additional source of income and reduce the club's reliance on grants in the future. Access to quality sport and recreation facilities, that are supported by community infrastructure, can be a major factor in a sport's capacity to meet current user demand and plan for future growth. There is a real requirement for a proper sand arena to the correct size and standard, built for drainage and with correct depth of surface to prevent damage to horses.

The maintenance and operation phase of the Multi-Purpose Sand Arena is expected to have the following ongoing economic benefits for the community:

- The purchase and maintenance of an arena rake and lighting by the club, through local suppliers, to maximise use of the Arena
- Additional Revenue for LHPC through hiring out the facility to other equestrian groups and hosting inter-club events
- Additional Revenue for Livingstone Reserve through attracting sports players, visitors, spectators and major events

Total Construction Cost

\$36,000

Maintenance Cost per annum

Ongoing maintenance costs are expected to be approximately \$1609 per annum based on the following calculations:

	Detail	Quantity	Frequency	Cost	Total
Water - Use	4mm depth water to 'wet' sand adequately. Assuming one (1) booking/week	4mm x 2100 sqm = 8.400kL	52 x year	\$2/kL	\$874
Sand Loss	Sand loss through day-to-day use. Total sand quantity (2100 sq m, 50mm depth) will be in order of 105m ³ Assume 10% loss over the year	10.5m ³	1 x year	\$70/m ³	\$735
Raking	Current arena takes approximately 0.5 hours to rake Assume 52 bookings – one rake/booking Assume volunteers and club equipment can be utilised	1 hour	52 x year	\$0/hr	\$0
Total maintenance per annum					\$1609

The maintenance costs for the sand arena will be covered by core LHPC funds and hiring fees from other user groups.

Priority 2. Stables



Overview

The club grounds currently include six stables. The project scope includes duplicating the existing stable construction to add a further 6 stables:

- 6000mm (W) x 9000mm (L) x 2400mm (H) TOTAL:
- Stable constructed using 65mm x 65mm x 3mm duragal posts and 155mm x 28mm galvanized cattle rail. Columns and posts to be painted with bitumen protection paint. Hot form fabricated by qualified boilermakers.
- The roof sheeting to be Zinalume in the profile of Trimclad.
- Cyclonic bremsick BRA fasteners. The roof profile will be skillion. Custom made and fit flashings
- Concrete for piers will be domed under sand level. Custom stable gates to be constructed from 65mm x 65mm x 2.5mm duragal. 16mm TUFF hinges to be used.
- Drafting, engineering, building permit and occupancy permit to be supplied.
- Coded as a 10A.

The club also intend to make the facilities available to other NT equestrian and sporting groups. This would provide the club with an additional source of income and reduce the club's reliance on grants in the future.

Total Construction Cost

\$42,549

Maintenance Cost per annum

Based on the existing six stables, there are no annual maintenance costs associated with these if made of the same construction.

Priority 3. Wash-bays



Overview

The club grounds currently include two wash-bays. The project scope includes duplicating the existing wash-bays to add a further two bays. The project scope includes to double the current infrastructure to include two (2) more wash-bays in a linear arrangement to those already in place.

At present, when an event is held, only having two wash bays does not allow horses to be cooled off in a timely manner and can also hold up the event schedule of the day. By doubling the number of wash bays, we can accommodate more horses and promote horse welfare.

Total Construction Cost

\$5,000 including forming and concreting, steel divides and plumbing.

Maintenance Cost per annum

	Detail	Quantity and Frequency	Cost	Total
Water - Use	Assuming 20 additional horses on both days of weekend (40 per week) using 30L/horse	40 horses x 30L x 52 weeks x 2 days/week = 124.8kL	\$2/kL	\$250
Plumbing	Assuming replacement of hoses, hose fittings, etc	Per wash bay (x 2) @ \$50/bay	\$100	\$100
Total maintenance per annum				\$350

The maintenance costs for the sand arena will be covered by core LHPC funds and hiring fees from other user groups.

Medium-term Priorities (3-5 years)

There are currently no noted medium-term priorities in this Master Plan. However, the LHPC committee will continue to develop these priorities in alignment with its strategic plan which is currently under development. An example will be to make the multi-purpose sand arena a lighted undercover area which would upgrade it to an all-weather, multi-purpose sand arena capable of hosting night activities.

Long-term Priorities (5+ years)

There are currently no long-term priorities in this Master Plan. As for the medium-term priorities, the LHPC committee will continue to develop these in alignment with its developing strategic plan.

**Appendix I. Google Earth view of Livingstone Recreational Reserve,
Livingstone Road, Livingstone, Northern Territory 0822 (80 acres).**



Appendix II. Letter of Support from Livingstone Recreational Reserve

35 Livingstone Rd, Livingstone NT 0822
P.O. Box 312, Noonamah NT 0837
Telephone: 0419 810 926
Email: lrr@lrr.net.au
ABN 93 948 923 403

**Livingstone
Recreation
Reserve**



To whom it may concern

The management committee of the Livingstone Recreation Reserve Inc. has viewed and supports the Litchfield Horse and Pony Club's Master Plan for the period of 2021-2023 (Version1).

The Livingstone Recreation Reserve will be incorporating the Litchfield Horse and Pony Club's Master Plan into their's.

We wish them all the best in obtaining grants and/or financing to complete these projects.

Rob Coward
Livingstone Recreation Reserve
Chairperson/Public Officer.



<http://www.litchfield.nt.gov.au/gallery/livingstone-recreation-reserve>



COUNCIL REPORT

Agenda Item Number:	15.01.02
Report Title:	Sponsorship Request: Southport 150 Birthday Bash
Author:	Ellie Cuthbert, Manager Community Inclusion
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	16/06/2021
Attachments:	A: SPA 150 Birthday Bash Poster B: Email from Southport Progress Association

Executive Summary

The purpose of this report is to seek approval of Council sponsorship towards the Southport 150th (+1) Birthday Bash to be held at Mira Square – Sunday 20 June 2021.

Recommendation

THAT Council

1. approve a \$5,000 grant to Southport Progress Association for the Southport 150th (+1) Birthday Bash to support the event.
2. allocate an additional \$5,000 from community grants funding pool to the Annual Community Grants Scheme 2020/2021 budget line.
3. write to Southport Progress Association advising them of the outcome and conditions of the grant.

Background

The year 2020 was to be the Southport Progress Association's 150th Birthday Bash celebration. Like many other events in 2020 this event had to be cancelled due to COVID constraints. Southport Progress Association (SPA) is now holding the 150 (+1) birthday celebration at Mira Square between 8am and 1pm, Sunday 20 June (see attachment A).

To fund this event SPA actively sought grant funding from the Northern Territory Major Events Company and the Community Benefit Fund for Major Events both of which have been declined. SPA is committed to delivering a significantly scaled back event.

On May 30, the SPA secretary emailed a request to Litchfield Councillors and the CEO seeking a donation or other support from Litchfield Council to help with the delivery of the event. SPA have provided their current budget for the event which totals approximately \$13,048.85 (see attachment B).

Financing this request is possible via the Annual Community Grants scheme funding pool. Each year Council opens the Annual Community Grants scheme for community groups and not for profit

organisations to assist them in delivering projects and/or events that provide community benefit. This grant scheme is currently not open for applications. The 150 (+1) birthday bash event being held by SPA at Mira Square aligns with the Community Grant guidelines which focuses on supporting projects/events that strengthen community relationships, builds social inclusion and which enhances the wellbeing of Litchfield residents.

The Annual Community Grants Scheme funding pool has approximately \$79,000 available. A \$40,000 allocation was budgeted for in the 2020/21 financial year of which \$39,464 was awarded during the annual call for applications. This means that the 2020/2021 budgeted allocation is largely spent and therefore to meet SPA's request an additional budget allocation would be required.

It is recommended that Council resolve to increase the Annual Community Grant budget line by \$5,000 and, although out of session, agree to award SPA \$5,000 funding to assist with the delivery of the birthday bash event. In line with the Annual Community Grants Scheme process, SPA would be required to provide an acquittal report within 6 weeks of the event. This demonstrates good governance practices and transparency in the use of public funds.

SPA will be advised that Council's Community Grants, Donations and Sponsorships Policy (FIN07) states at 4.1.3 that only one application per organisation per financial year will be considered for all grants, sponsorships and donations. This condition should not impact SPA for future grant requests as the 2020/21 financial year is almost at an end.

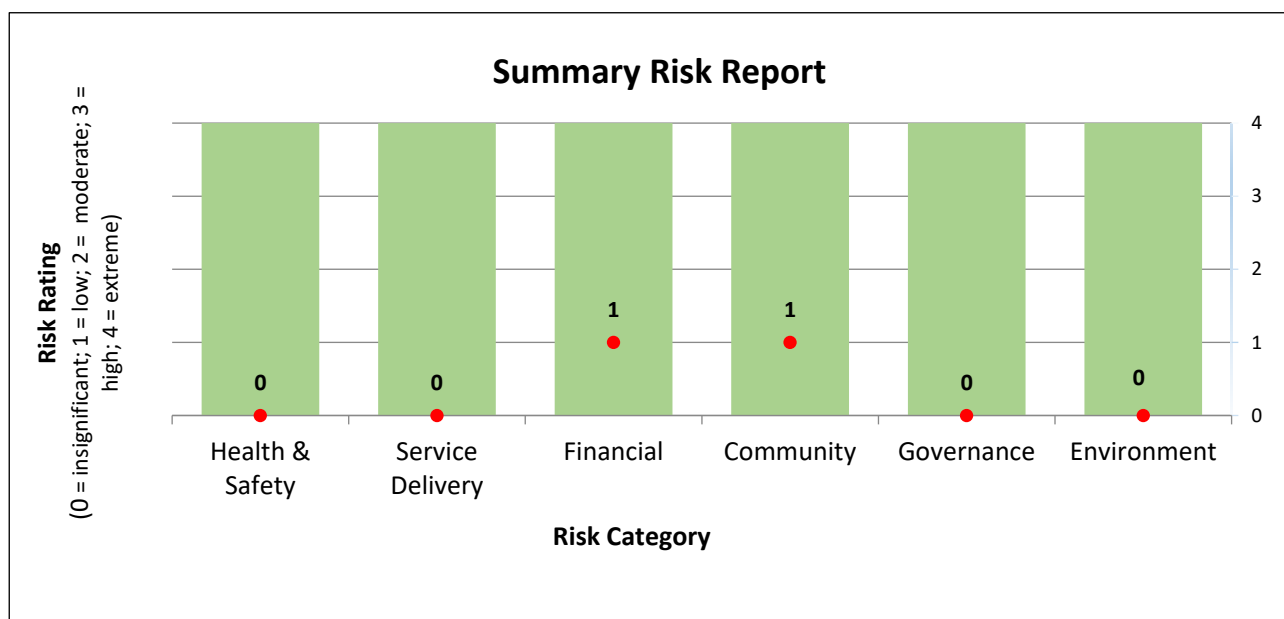
Links with Strategic Plan

A Great Place to Live - Culture and Social Life

Legislative and Policy Implications

Nil.

Risks



Financial:

There is no direct financial risk to Council in approving the \$5,000 grant to SPA for their community event as there are sufficient funds available within the funding pool.

Supporting this event aligns with Council's objective to support community organisations activating our local reserves to enhance community wellbeing and consequently strengthening Council's position as an enabler of community activities within Litchfield.

Community Engagement

N/A



Southport Progress Association, Incorporated 13 June, 1995, is a Not for Profit organisation.

Southport 150th (+1) Birthday Bash

We will be holding an Educational and Fun event on Sunday 20 June, 2021 at Mira Square being situated Aldridge, Barrow and Ringwood Streets, SOUTHPORT. N.T.

The event will be held between 8.00 am to 1 pm and is the 150th (+1) Birthday Bash and celebration of the settling of Southport in 1870, George Goyder having surveyed Southport in 1869.



SPA held a 125th Birthday Bash 1995 but unfortunately due to Covid we were unable to hold this event last year.



We will have displays of Southport History from the early days, along with T-shirt's for the occasion, Southport Book written by Marge Duminski and commemorative medallions for sale.

A Bacon & Egg Sandwich Breakfast, Sausage and Onion Lunch, Soft Drink and Water will be available, all each for a Gold Coin Donation.

Entrance will be FREE. Go to Southport NT Community face book page to see the link for Sticky Tickets. Obtain your ticket/s and present these at the entrance on the day of the event. Covid rules will be adhered to.

Fun for the Kids with a Jumping Castle (supervised), Popcorn, Fairy Floss and Face Painting. Also supervised inspection of Fire Trucks.

There will be market stalls selling a variety of items along with a coffee van. Music to listen to and a Grog Stall 10am – 1pm.



Southport township was surveyed by George Goyder in 1869. Most streets were named after members of Goyder's party. Southport became a bustling port with the discovery of gold near Pine Creek and continued as the gateway to the goldfields until the railway from Darwin to Pine Creek was completed in 1889. At its peak Southport was twice the size of Darwin and up to sixteen ships could be seen anchored in the Blackmore at any one time.



Attachment B

From: Southport Progress Assoc SPA <southport1@live.com.au>
Sent: Monday, 7 June 2021 10:42 AM
To: Ellie Cuthbert
Subject: Request as per your email 7 June, 2021 150 & 1 Birthday Bash Mira Square, Sunday June 20, 2021.

Morning Ellie, Definitely not my morning, just lost my nearly completed email listing everything???

The following is a list of items/payments for our event.

Jumping Castle Hire \$707.00 Darwin Toilet Hire \$ 880.00 Hire Popcorn and Fairy Floss Machine All party \$250.00

Norsign signage parking, directions to Southport \$344.85 advertising event

Kennards Hire two generators \$ 238.00 plus we need certified leads and elec boards \$300.00

Tip Top Circus Face painting \$ 540.00

Ian Sloan is donation meat but to what amount we do not know, to cover the difference \$200.00
bacon

& sausages.

Bread, eggs, sauce, oil, salt pepper onions \$500.00

Bottled water and soft drinks 500 Of each \$500.00

Darwin River Fire Brigade are carrying out the cooking for the above mentioned food, 400 egg/bacon &

200 sausage/onion, for their services they will receive from this food sold, up to \$800.00 and after that

50/50 with SPA. In grant applications we were told what surrounding organisations were we involving in

our event. Hence this arrangement.

Insurance for the event \$984.50 Already paid.

Fuel for generators \$100.00

Set up decorations etc etc, including office costs display boards ballons, table cloths etc \$500.00

First aide kit \$200.00

We plan to purchase 4 Marquees, 30 Chairs and 4 Trestle Tables \$1800.00 from Bunnings This will

still not be enough for the event, so it maybe that we have to borrow from members., or hire from

TES Chairs are \$2.00 each and Trestles \$12.50 each

We do need 10 Trestle tables which we will probably have to hire for SPA needs \$125.00

T'Shirts for the day \$3500.00 Moogully, Southport Books \$ 580.00 and Southport

Medals \$500.00

Total for above is \$ 13,048.85 (Not including the extra hire of marquees,chairs and tables

Due to the hold up, concerning Insurance on Mira Square, with our progress for this event we have been

flat out sorting the above and paying accounts for the event, we have had very little time to seek out donations from local business, which are not a great number. When we have our next event we will be

having that as part of raising money for whatever.

Trusting this covers what you need in this short time we had to prepare.

Doreen Ruttledge

Secretary/Treasurer



COUNCIL REPORT

Agenda Item Number:	15.01.03
Report Title:	Howard Park and Knuckey Lagoon Recreation Reserves Advisory Committees – updated Terms of Reference and Committee Minutes
Author:	Ellie Cuthbert, Manager Community Inclusion
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	16/06/2021
Attachments:	A: Knuckey Lagoon Advisory Committee Terms of Reference B: Howard Park Advisory Committee Terms of Reference C: Minutes Knuckey Lagoon Advisory Committee Minutes May 2021 D: Minutes Howard Park Advisory Committee Minutes May 2021

Executive Summary

Council's two recreation reserve advisory committees were not initially established as committees under the Local Government Act, 2019. The Act commences on 1 July 2021 and the section governing committees applies to current Litchfield Council advisory committees.

The terms of reference of both committees have been revised to reflect compliance with the Local Government Act 2019.

As required under the terms of reference of each committee the minutes of the most recent meetings are provided for information. There are no recommendations from either committee.

Recommendation

THAT Council:

1. note this report;
2. approve the revised Knuckey Lagoon Recreation Reserve Advisory Committee Terms of Reference for operation of the committee from 1 July, 2021, at Attachment A to this report; and
3. approve the revised Howard Park Recreation Reserve Advisory Committee Terms of Reference for operation of the committee from 1 July, 2021, at Attachment B to this report.

Background

The Knuckey Lagoon and Howard Park Recreation Reserves Advisory Committees are committees of Council in accordance with section 82 in part 5 of the Local Government Act, 2019:

Part 5.2 Council committees

1 Council committees

- (1) A council may, by resolution, establish one or more council committees.
- (2) A council committee consists of the persons appointed, by resolution, by the council to be members of the committee.
- (3) The members of a council committee may consist of, or include, persons who are not members of the council.

Note for subsection (3)

A member of the council's staff is eligible for appointment as a member of a council committee (even though staff members are disqualified from membership of the council itself).

- (4) The terms and conditions on which a person holds office as a member of a council committee are to be as determined by the council.
- (5) The council may, by resolution, abolish a council committee.
- (6) The council must establish or abolish a council committee in accordance with any guidelines that the Minister may make.

2 Nature of committee's functions

- (1) A council committee has the functions assigned to the committee by the council.
- (2) The assigned functions may be of an executive or advisory nature.
- (3) A council committee carries out, on behalf of the council, functions delegated to it by the council.
- (4) A council committee must have terms of reference, approved by council resolution, that set out its functions.

3 Control and direction by council

A council committee is subject to control and direction by the council.

4 Procedures

Subject to any direction by the council, a council committee may determine its own procedures.

Both Committee have been established by a Council resolution, terms of reference have been set by Council and members are appointed by Council. Each Committee has the same purpose:

The purpose of the Committee is to:

- provide advice on the efficient and effective operations of the Reserve;
- provide advice to Council concerning strategies or policy issues relating to the Reserve; and
- enhance communication between Council and the Committee to ensure that the Reserve meets community expectations and needs.

Acknowledgement that the committees are section 82 committees does not change the responsibilities assigned to them under the current terms of reference or the manner in which they are currently operated. The only matters to change are the requirements of the Local Government Act that the meetings need:

- convening by the CEO and notice provided in writing;
- to be open to the public. However, the public may be excluded while business of a kind prescribed by regulation as confidential business is being considered;
- to keep written minutes that include the names of the members present at the meeting, the business transacted at the meeting and any confidential business that was considered at the meeting and include references to any written reports or recommendations considered in the course of the meeting; and
- make available to the public a copy of the minutes, within 10 business days after the date of the meeting, on Council's website and at Council's public office.

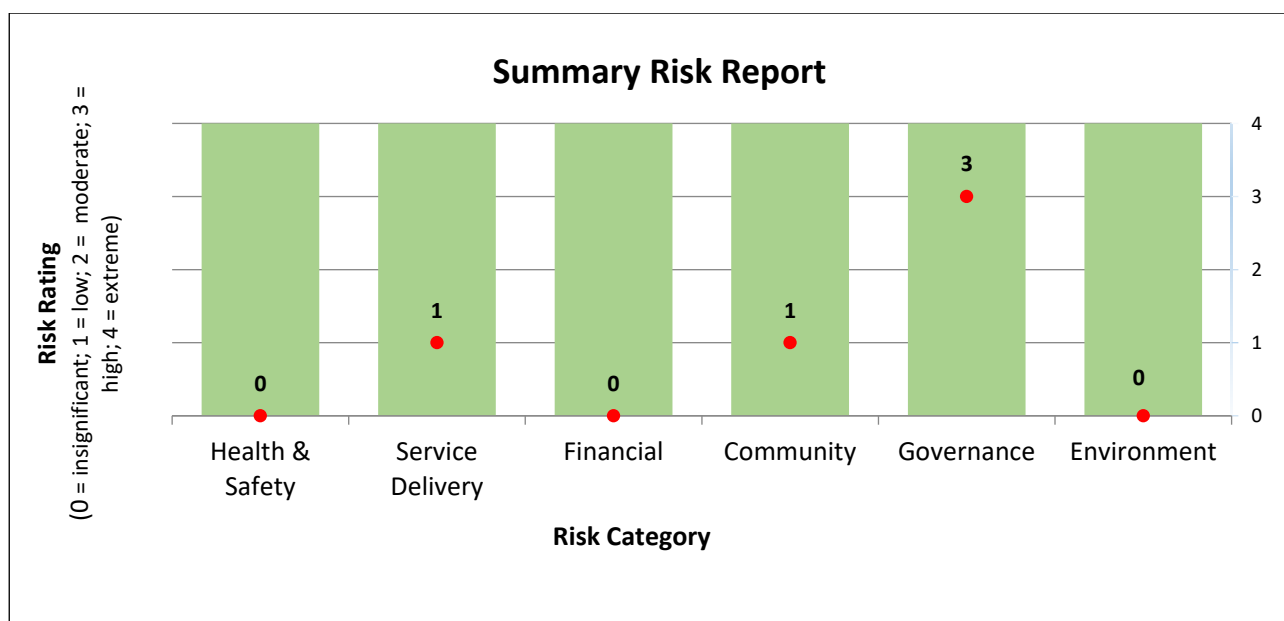
Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

New terms of reference are required for compliance with the Local Government Act 2019.

Risks



Service Delivery

Service delivery will be enhanced by compliance with the requirements of the Act in terms of reporting of recommendations to Council and public awareness of the minutes of the committees.

Community

Risks of poor community involvement in, or awareness of, the committees' activities will be reduced by compliance with the requirements of the Act.

Community Engagement

Other than the clarification that the committees are established in accordance with the Local Government Act 2019, the draft terms of reference in relation to the purpose and functions of the committees was discussed with advisory committee members.



ATTACHMENT A

Introduction

Litchfield Council recognises the important role played by Committees in the efficient operation and management of Council facilities and the benefits this provides to the community.

These Terms of Reference set out the operating framework for the Knuckey Lagoon Reserve Committee.

Knuckey Lagoon is situated in 19 hectares of woodland and wetlands, and features nature walks, picnic areas and a World War II heritage site.

Purpose

The purpose of the Committee is to:

- provide advice on the efficient and effective operations of the Reserve; and
- provide advice to Council concerning strategic or policy issues relating to Knuckey Lagoon Reserve.
- Enhance communication between Council and the community to ensure that the Reserve meets community expectations and need.

Definitions

For the purpose of these Terms of Reference:

- **Member** means a member of the Committee
- **Council** means the Litchfield Council.
- **User Group** means a group using the facilities of the Recreation Reserve on a regular basis.
- **Reserve** means Knuckey Lagoon Recreation Reserve.

Status

This Committee is ~~not~~ a ~~C~~council committee under Section ~~54-54~~ Local Government Act 2008/ Section 54 of the Local Government Act 2008/ Section 82 of the Local Government Act 2019. It is a Committee appointed ~~tedment~~ by Council for the purpose set out above.

Delegations

The Committee has no delegated authority and cannot incur expenditure or bind Council.

The Committee may make recommendations to the Council. Recommendations of the Committee will be presented to the Council in written form accompanied by a report from the Secretary.

Committee recommendations determined as 'operational', will be dealt with and actioned by the ~~Director Community and Corporate Services~~ Manager Community Inclusion with any action or lack thereof reported to the Committee on a regular basis.

Membership

The Committee shall comprise a minimum of seven members in total made up of:

- One Elected Member - Litchfield Council North Ward Councillor
- At least four and up to six community members.
- One community representative (not representing a user group)
- Council's Community Development ~~Officer~~ Program Leader

If a community member is also a member of a user group at Knuckey Lagoon, there is to be a maximum of one member per user group.

In addition to the club representatives, the Committee will include at least one community representative who can represent users who utilise the reserve for informal recreational purposes.

The ~~Director Community and Corporate Services~~ Manager Community Inclusion may from time to time nominate additional staff to attend the Committee. Council staff invited to attend will not have any voting rights.

Term of Appointment

The Elected Member (Ward Councillor) shall serve on the Committee for the term of Council unless Council decides otherwise.

Committee Members will be appointed for a term of three years.

Selection of Committee Members

Community members will be appointed by Council following a public advertisement process.

Selection will be based on the identified criteria as well as the individual merit. Selection criteria will include community members who:

- Are residents in the Litchfield municipality
- Have community connections in the Litchfield municipality
- Can ensure availability for the Committee meetings

Council will advertise for expressions of interest in the local media, on Council's website, social media, and other appropriate avenues.

Roles and Responsibilities of members

- To provide advice and make recommendations to Council on the future direction and development of Knuckey Lagoon.
- To oversee the operational management of the Reserve.
- To inform and involve all key stakeholders to promote partnerships addressing community need.
- To comply with all relevant Council policies relating to the care, protection and management of Knuckey Lagoon.
- To promote effective co-operation and communication with all user groups.
- To prioritise and submit recommendations for Council's annual capital works program and grant opportunities.

Vacancies

A vacancy on a Committee will be filled through a public advertisement process if there is more than 12 months of the Committee member's term remaining.

If the remaining Committee member's term is less than 12 months, the Committee may nominate a community member to fill the vacancy. The candidate who fills the vacancy is appointed only for the remaining period of the original member's term. The candidate must be formally appointed by Council.

All Committee members are required to be formally appointed by Council.

Meetings

The Committee shall meet once in every two calendar months and at least six times within a financial year.

A schedule of Committee meetings shall be developed and agreed to by the members at the first meeting after appointment to the Committee.

The Chairperson shall be the Council appointed Ward Councillor, unless otherwise determined by Council resolution.

If the Chairperson is unable to attend a meeting, the Committee shall nominate an acting chair for that meeting.

The Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Committee.

Responsibilities of the Chairperson include:

- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite

outcome; and

- Reviewing the draft agenda and minutes before distribution.

Attendance at Meetings

Committee members are expected to attend all meetings, but illness, family matters or other good reasons may result in absences.

The Secretary should be contacted to tender apologies, which will be recorded in the Minutes.

Quorum

A quorum shall consist of half of the members, plus one. If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meetings shall lapse.

Secretariat Support

The secretary for meetings will be Council's Community Development Officer Program Leader or delegate appointed by the ~~Director Community and Corporate Services~~Manager Community Inclusion.

The Community Development Officer Program Leader will provide secretariat support including the preparation and distribution of agenda and minutes and including the recording of any decisions made by the Committee.

Agenda Papers

Prior to Committee meetings, an agenda is prepared. The agenda will set out the business to be dealt with at the meeting.

The Secretary, in consultation with the Chairperson, will prepare the agenda, however all Committee members can nominate items of business to be included on the meeting agenda. A call for agenda items will be issued one week prior to the agenda distribution.

Agenda and other documentation necessary for conducting a meeting will be made available to Committee members at least five days before each meeting.

Meeting Protocol

The Committee shall adhere to normal meeting protocols.

Voting

Each member of the Committee is entitled to vote. The method for voting is a show of hands.

Conflict of Interest

A 'conflict of interest' is when a person has to make a decision on an issue in which they have, or are perceived to have, a personal interest or benefit in a specific outcome. The conflicts can often be based around financial matters (pecuniary interest) such as contracts or the terms and conditions of a rental.

Any committee members with a conflict of interest or perceived conflict of interest must declare the interest prior to discussion of the item.

'Disclosures of Interest' will be a standing item on the agenda.

Reporting

The Committee will report formally to Council on a quarterly basis via the ~~Director Community and Corporate Services.~~ Manager Community Inclusion.

The Secretary will be responsible for developing the quarterly report which will include any recommendations from the Committee to Council. Council is not bound to accept a recommendation of the Committee.

Amendment

These Terms of Reference may be amended, varied or modified in writing by Council.



ATTACHMENT B

Introduction

Litchfield Council recognises the important role played by Committees in the efficient operation and management of Council facilities and the benefits this provides to the community.

These Terms of Reference set out the operating framework for the Howard Park Reserve Committee.

Howard Park Reserve is conveniently located in the hub of Howard Springs and sits on more than 8 hectares of land. Howard Park encompasses grassy picnic areas, a children's playground and wide-open spaces.

Purpose

The purpose of the Committee is to:

- provide advice on the efficient and effective operations of the Reserve;
- provide advice to Council concerning strategic or policy issues relating to Reserve; and
- Enhance communication between Council and the community to ensure that the Reserve meets community expectations and need.

Definitions

For the purpose of these Terms of Reference:

- **"Member"** means a member of the Committee
- **"Council"** means the Litchfield Council.
- **"User Group"** means a group using the facilities of the Recreation Reserve on a regular basis.
- **"Reserve"** means Howard Park Reserve.

Status

This Committee is

This Committee is a Council committee under Section 54 of the Local Government Act 2008/ Section 82 of the Local Government Act 2019. It is a Committee appointed by Council for the purpose set out above.

~~not a council committee under Section 54 Local Government Act. It is a committee appointment by Council for the purpose set out above.~~

Delegations

The Committee has no delegated authority and cannot incur expenditure or bind Council.

The Committee may make recommendations to the Council. Recommendations of the Committee will be presented to the Council in written form accompanied by a report from the Secretary.

Committee recommendations determined as 'operational', will be dealt with and actioned by the ~~Director Community and Corporate Services~~Manager Community Inclusion with any action or lack thereof reported to the Committee on a regular basis.

Membership

The Committee shall comprise a minimum of seven members in total made up of:

- One Elected Member - Litchfield Council North Ward Councillor;
- At least four and up to six community members;
- One community representative (not representing a user group); and
- Council's Community Development Program ~~Officer~~Leader.

If a community member is also a member of a user group at Howard Park, there is to be a maximum of one member per user group. In addition to the club representatives, the Committee will include at least one community representative who can represent users who utilise the reserve for informal recreational purposes.

The ~~Director Community and Corporate Services~~Manager Community Inclusion may from time to time nominate additional staff to attend the Committee. Additional Council staff invited to attend will not have any voting rights.

Term of Appointment

The Elected Member (Ward Councillor) shall serve on the Committee for the term of Council unless Council decides otherwise.

Committee Members will be appointed for a term of three years.

Selection of Committee Members

Community members will be appointed by Council following a public advertisement process.

Selection will be based on the identified criteria as well as the individual merit. Selection criteria will include community members who:

- Are residents in the Litchfield municipality;
- Have community connections in the Litchfield municipality; and
- Can ensure availability for the Committee meetings.

Council will advertise for expressions of interest in the local media, on Council's website, social media, and other appropriate avenues.

Roles and Responsibilities of members

- To provide advice and make recommendations to Council on the future direction and development of Howard Park.
- To oversee the operational management of the Reserve.
- To inform and involve all key stakeholders to promote partnerships addressing community need.
- To comply with all relevant Council policies relating to the care, protection and management of Howard Park.
- To promote effective co-operation and communication with all user groups.
- To prioritise and submit recommendations for Council's annual capital works program and grant opportunities.

Vacancies

A vacancy on a Committee will be filled through a public advertisement process if there is more than twelve (12) months of the Committee member's term remaining.

If the remaining Committee member's term is less than twelve (12) months, the Committee may nominate a community member to fill the vacancy. The candidate who fills the vacancy is appointed only for the remaining period of the original member's term. The candidate must be formally appointed by Council.

All Committee members are required to be formally appointed by Council.

Meetings

The Committee shall meet once in every two calendar months and at least six times within a financial year. A schedule of Committee meetings shall be developed and agreed to by the members at the first meeting after appointment to the Committee.

Chairperson

The Chairperson shall be the Council appointed Ward Councillor, unless otherwise determined by Council resolution.

If the Chairperson is unable to attend a meeting, the Committee shall nominate an acting chair for that meeting.

The Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Committee.

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- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome; and

- Reviewing the draft agenda and minutes before distribution.

Attendance at Meetings

Committee members are expected to attend all meetings, but illness, family matters or other good reasons may result in absences. The Secretary should be contacted to tender apologies, which will be recorded in the Minutes.

Quorum

A quorum shall consist of half of the members, plus one. If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meetings shall lapse.

Secretariat Support

The secretary for meetings will be Council's Community Development Program Leader or delegate appointed by the Manager Community Inclusion.

The Community Development Program Leader will provide secretariat support including the preparation and distribution of agenda and minutes, including the recording of any decisions made by the Committee.

Agenda Papers

Prior to Committee meetings, an agenda is prepared. The agenda will set out the business to be dealt with at the meeting.

The Secretary, in consultation with the Chairperson, will prepare the agenda, however, all Committee members can nominate items of business to be included on the meeting agenda. A call for agenda items will be issued one week prior to the agenda distribution.

The agenda and other documentation necessary for conducting a meeting will be made available to Committee members at least five days before each meeting.

Meeting Protocol

The Committee shall adhere to normal meeting protocols.

Voting

Each member of the Committee is entitled to vote. The method for voting is a show of hands.

Conflict of Interest

A 'conflict of interest' is when a person has to make a decision on an issue in which they have, or are perceived to have, a personal interest or benefit in a specific outcome. The conflicts can often be based around financial matters (pecuniary interest) such as contracts or the terms and conditions of a rental.

Any committee members with a conflict of interest or perceived conflict of interest must declare the interest prior to discussion of the item.

‘Disclosures of Interest’ will be a standing item on the agenda.

Reporting

The Committee will report formally to Council on a quarterly basis via the Manager Community Inclusion

The Secretary will be responsible for developing the quarterly report which will include any recommendations from the Committee to Council. Council is not bound to accept a recommendation of the Committee.

Amendment

These Terms of Reference may be amended, varied or modified in writing by Council.



Minutes

Knuckey Lagoon Reserve Committee MEETING

**Held at Knuckey Lagoon Reserve
On Thursday, 6 May 2021 at 5:15pm**

1 Opening of Meeting

5:20 pm

2 Attendees

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Tou Rauchkaew	NT Thai Association
Tove Tagell	Running Club / Knuckey Lagoon Resident
Peter Clee	Darwin Amateur Radio Club (by phone for 15 minutes)
Lorna Blake	Local Resident
Carla Tinoco	Litchfield Council Community Development Program Leader
Ellie Cuthbert	Litchfield Council Manager Community Inclusion

3 Apologies and Leave of Absence

Russ Swan	Top End Gem & Mineral Club
Cate-Linne	Scouts

4 Confirmation of Minutes

5 Business Arising from the Minutes

Meeting Date	Action	Action By	Notes	Status
24.10.19	10-year plan	Committee	Council is undertaking a ten-year Sport, Recreation and Open Space strategy in the 20/21 year. Link to be emailed to committee members.	Adopted
24.10.19	Develop suitable storage facilities for user groups	Council	Location of doors was discussed as it is believed that fire exits were not considered. Internal divides between the 3 bays also confusing for access and uncertain about the power and water to the shed. Ellie to follow up with Shed Company and Rodney Jessup.	Ongoing
8.10.20	Terms of Reference or Committee	Committee	Suggested changes: Name changes User group representative rather than individuals has been actioned. Tracked changes provided to committee. The TOR needs updating to comply with the new Local Government Act coming in from 1 July 2021	Ongoing

6 General Business

6.1 Monthly Finance Report

Carla, apologies that it was not sent or printed. Will email to committee.

6.2 Maintenance

Concerns of a trip hazard where the concrete and brickwork meet in the undercover area by the NT Thai Association demountable.

7 Next Meeting

Next meeting 1 July 2021 at 5:15pm Knuckey Lagoon Recreation Reserve.

8 Close of Meeting

5:55 pm

UNCONFIRMED



Howard Park Reserve Committee Meeting

**Held in the Howard Hall, Howard Park Reserve
on Monday, 10 May 2021 at 5:15pm**

1 Opening of Meeting

5:15 pm

2 Attendees

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Gerry Wood	Committee Member
Maxine Way	Howard Springs Volunteer Fire Brigade
Fletcher Austin	Community member
Gerard Maley	Committee Member
Carla Tinoco	Community Development Prog. Leader
Ellie Cuthbert	Manager Community Inclusion

Guests

3 Apologies and Leave of Absence

Gerard Rosse	Committee Member
--------------	------------------

4 Confirmation of Minutes

5 Business Arising from the Minutes

Meeting Date	Action	Action By	Notes	Status
11/04/17	Lease – NTPFES and Scouts	Council	Leases are with NTPFES and Scouts to confirm signatories.	Ongoing
12/10/19	Source BBQ options and suitable location	Council	Council to obtain quote for all access single BBQ to be located under the hall shelter. Quotes have been sourced. Trying to locate these.	Ongoing
17/06/19	Pedestrian Access to Reserve	Council and Committee Members	Gerard to get a ballpark figure from ADG on costs for walkway. Plans were provided and discussed. Not everyone thinks the plans are correct and requested that Rodney Jessup review. Ellie to follow up.	Ongoing
22/02/2021	Site survey (detailed) for the area	Council	Council has checked and don't have at the moment. To follow up. Still unable to source.	Ongoing

6 General Business

6.1 Monthly Finance Report

- Discussed

6.2 NT Cricket

- Gerry Wood- Prices on cricket Nets 3.6metres high (27 metres). Multiple attempts have been tricky with mixed results with the provision of quotes but now has 2 quotes which he will forward on.

6.3 Malak Pop Up Markets

- Have contacted Council for another event as it was so successful. Meeting has been set to discuss up proposed dates.

6.4 Terms of Reference for Committee

- Tracked changes noted and copies provided for members.

7 Next 2021 Meetings

Monday 12 July 2021 at 5:15pm Howard Hall, Howard Park Recreation Reserve.

Monday 13 September 2021 at 5:15pm Howard Hall, Howard Park Recreation Reserve.

Monday 8 November 2021 at 5:15pm Howard Hall, Howard Pak Recreation Reserve

8 Close of Meeting

6:20 pm



COUNCIL REPORT

Agenda Item Number:	15.01.04
Report Title:	Palmerston and Litchfield Seniors Association – Request for funding agreement extension
Author:	Ellie Cuthbert, Manager Community Inclusion
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	16/06/2021
Attachments:	A: Litchfield Council Gold Sponsorship Investment Package

Executive Summary

This report presents for Council's consideration a request from the Palmerston and Litchfield Seniors Association (PLSA) for a three-year sponsorship agreement, at an increased level, commencing in the 2021/2022 financial year.

Council has a triennial sponsorship memorandum of understanding with the Palmerston and Rural Seniors Committee (PRSC) due to conclude 31 December 2021. The Committee changed its name to the Palmerston and Litchfield Seniors Association (PLSA) Incorporated in March 2019.

Moving to a staged increase in funding through a funding agreement rather than a sponsorship Memorandum of Understanding is considered the best approach.

Recommendation

THAT Council:

1. acknowledges the contribution of the Palmerston and Litchfield Seniors Association in providing social opportunities and celebratory events for seniors living in the Litchfield Municipality;
2. continues to support the Palmerston and Litchfield Seniors Association with a three-year funding agreement 2021 - 2024, commencing with base level funding of \$7,500 per annum for 2021 – 2022;
3. requests further information regarding increased activities in the Litchfield area, overall budget and other sources of income to evaluate a potential increase in funding for the second and third years of the agreement.

Background

The Palmerston and Litchfield Seniors Association (PLSA) caters for all seniors in the Palmerston and rural region bounded by the City of Palmerston and Litchfield councils. It has a membership of 246 members, of whom 84 or 34% are Litchfield municipality residents, a reduction in actual members but an increase in the representation within the Association from the previous 30%.

Each year the PLSA holds a fortnight of activities and events, celebrating seniors. The evaluation report provided by PLSA indicated that 935 places were available across all events in 2020 and that there was a high level of satisfaction with all activities.

The PLSA Seniors Fortnight 2021 will be held from 8 to 22 August. Organisers have advised Council that this year's opening event will be held at the Humpty Doo Village Green on 8 August, 2021.

For the past six years Litchfield Council has been a Gold Sponsor of the Palmerston and Rural Seniors Committee (PRSC), providing \$5,000 annually for the first three years and \$7,500 annually since 2019 towards events and the Seniors Fortnight. As part of this sponsorship, Council has the naming rights to a major event of the fortnight. However, in 2020, Seniors Fortnight was held from 9 to 23 August, with no consultation with Council on which major events would be allocated Litchfield Council naming rights. Of the 8 events held, only two were within the Litchfield municipality being the Wetlands cruise and lunch and the Adelaide River War Cemetery tour and lunch (badged as Litchfield Council events). Both the opening and closing events in 2020 were held in Palmerston.

Attached for Council's information is the PLSA Litchfield Gold Sponsorship Investment Package (Attachment A). Council has not received a detailed budget to support the requested increase in funding.

The benefit and value PLSA bring to senior residents in the municipality is recognised. As funding the PLSA is the most direct way in which Council delivers services to seniors it is appropriate for Council to continue to provide funding to the Association. Rather than focus entirely on Seniors fortnight, it would be beneficial for the community and Council if any increase in funding was allocated to improving across the year seniors' activities.

As previously, this year Council again requested more information about sponsorship income and was verbally advised that Litchfield Council is the only Gold Sponsor offer, with City of Palmerston being offered Platinum Sponsorship (\$20,000) and with silver Sponsors and bronze sponsorships also available. It is unclear how these sponsorship packages are structured. Membership fees are set at \$20 per annum and with only 230 financial members this returns \$4,600 so grants and sponsorship are essential to the Association's financial viability. Recently Council requested that the PLSA provide Council with a copy of its audited financial statements for internal use, not publication, to assist in understanding the cash value of any other grants and sponsorship it receives and in evaluating the request for increased funding, however these have not been provided. The request for increased funding cannot be properly assessed without the identified additional information.

Council has been moving towards funding agreements rather than sponsorship arrangements with all its funded organisations. Rather than enter a further memorandum of understanding, formalising a three-year funding agreement with the PLSA, based on assessment of a proposed budget, is consistent with this.

It is proposed that Council continue to support PLSA with a three-year funding agreement, commencing with the base level funding of \$7,500 per annum for 2021 – 2022 and request further information regarding increased activities in the Litchfield area, overall budget and other sources of income to evaluate a potential increase in funding for the second and third years of the agreement.

Council's Community Grants, Donations and Sponsorships Policy (FIN07) states at 4.1.3 that only one application per organisation per financial year will be considered for all grants, sponsorships and donations.

PLSA's will be advised of Council's Community Grants, Donations and Sponsorships Policy (FIN07) which states:

4.1.3 that only one application per organisation per financial year will be considered for the annual community grants and the community initiative grants.

Therefore in accordance with FIN07, if PLSA's application is accepted PLSA will subsequently be ineligible for additional future funding requests over the next three years.

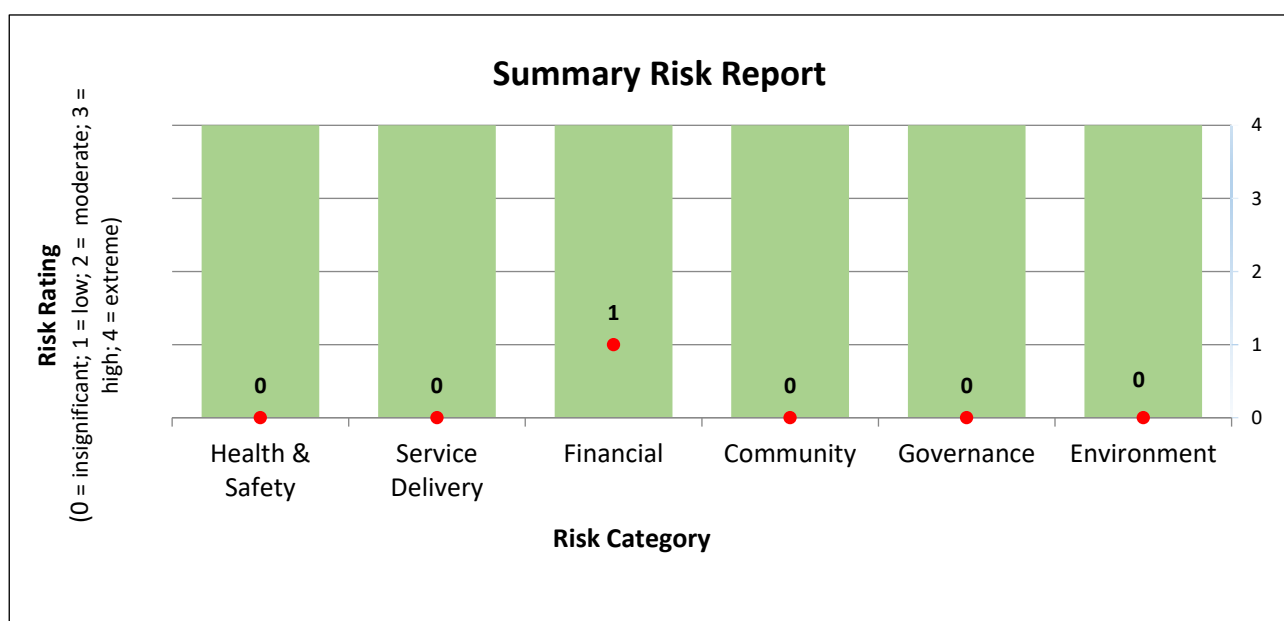
Links with Strategic Plan

A Great Place to Live - Recreation

Legislative and Policy Implications

Nil.

Risks



Continuing the sponsorship will support PLSA in presenting the Seniors Fortnight on an annual basis. The events are conducive for social connection through the types of events offered and by promoting local support services available.

Financial

Council's draft budget includes the current \$7,500 per annum and has not allowed for a potential increase to \$10,000 in 2021/2022.

Community Engagement

Not applicable.



PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC.

 *Linking Seniors through
Smart Partnerships*

Litchfield Council

Gold Partnership Investment Package

2021 - 2024

Background

The Palmerston And Litchfield Seniors Association Inc. (PLSA) is very grateful for the support received over many years, supporting seniors from the Litchfield Council region.

The Association has successfully been operating since 1997 and currently has 246 financial members, of whom, 84 are residents from the Litchfield Council region (34.1% of our membership currently), an increase of 4% since 2019.

Milestones

Since our last Gold Partnership Investment Package agreement with the Litchfield Council the PLSA has made several significant changes, improving opportunities for seniors, which includes improved marketing. The Litchfield Council has assisted/supported the PLSA with these achievements. These achievements have included:

- (1) Improved recognition of the Litchfield Council, including the region and its seniors through changing the name of the incorporated Association from *"The Palmerston And Rural Seniors Committee Inc. (PRSC)"* to Palmerston and Litchfield Seniors Association Inc. (PLSA), better reflecting the senior's cohort and the Litchfield Council region.

This name change included the necessity to rewrite both the Association's Constitution and By Laws. The Constitution and our name change required considerable work and the approval of the Department of Attorney General and Justice.

- (2) Replacing the PRSC Committee Member's "red shirts" with new shirts in a teal blue with the new PLSA name embossed on them (logo top left-hand side of cover page) at a cost of \$1,800 (contribution received from Litchfield Council \$1,000).
- (3) The abovementioned changes required the re-working the PLSA governance system. This entailed an audit of every form, policy and document belonging to the Association. This included:

- | | | |
|--|---------------|------------------------|
| a. Administrative Form | AFO1 – AF09 | Position Descriptions; |
| b. Operational Documents | OF01 – OF50 | Forms/Policies; |
| c. Standard Operational Procedures | SOP01 – SOP13 | Guidelines; |
| d. Amendment to the PLSA Strategic Plan; | | |
| e. Amendment to the Organisational Chart; | | |
| f. Amendments to email addresses; | | |
| g. Re-designing and printing of PLSA new letterhead; and | | |
| h. Notifications to legal entities regarding the formal name change; including Governments, Sponsors, Members and Suppliers. | | |

The tasks listed above had a considerable impact regarding the work load by a group of volunteers with no paid staff, particularly the time spent changing documents and notifications.

These initiatives were supported by the Lichfield Council who were very keen to see the PRSC remove the reference to "rural" and reflect the "Litchfield Council and the region thereof" as well as demonstrating our continual growth.

- (4) The PLSA (except 2020) have joined with Litchfield Council, utilising the Council's stall at Freds Pass Show to market the Association to seniors of the region. This initiative demonstrates:
- solidarity between the PLSA and Litchfield Council working together for the betterment of the seniors in the region;
 - PLSA is actively marketing for seniors, soliciting members from within the region;
 - to seniors we are working for seniors in their region; and
 - Increase of regional membership.
- (5) Due to the PLSA's presence in the region, our membership numbers have grown during our current sponsorship agreement.

Whilst the Litchfield Council region seniors' member numbers were higher in 2019 than they are in 2020 (COVID-19 impact), the PLSA applied an increase to the Seniors Fortnight Registration Model in 2020. Previously the PLSA had applied a Registration Model of 30/70 (30% registrations from Litchfield Council seniors and 70% from the City of Palmerston).

However, in 2020 due to continued support of Seniors Fortnight events from the Litchfield Council region, the PLSA applied a Registration Model of 35/65. This increase to 35% of Litchfield Council seniors was premised on the number of seniors registering for Seniors Fortnight events from the region.

- (6) The PLSA has obtained an Australian Business Number (ABN) during the current contract period. This activity has assisted us to access grants from Government previously not available to the PLSA or were only available through a third-party sponsorship which were often cumbersome and difficult to manage.
- (7) The PLSA CONTINUES to raise sufficient funds each year, consequently our members are not required to pay any event fees to attend any Seniors Fortnight events each year.** The PLSA has maintained this policy position since incorporation in November 2014.

Members pay an annual membership fee which is kept to an absolute minimum. It was \$20/member in 2020 and the PLSA will maintain this level of membership fee in 2021.

The PLSA believe that this milestone is very important as there are many senior members who would not otherwise be able to attend many of the Seniors Fortnight events if we were required to charge seniors, the actual cost of events.

Current Initiatives

The Committee continues to grow; building capability, improving governance, expertise and our skill base.

The PLSA is continuing to build its Litchfield Council resident membership base. Initiatives which assist our objective include:

- (1) The re-election of Diane Spicer – Vice President and a Litchfield Council resident;
- (2) The re-election of Helen Lemcke, Lillian Mann and Pam Christian-Jones – Committee Members, who also reside within the Litchfield Council region;

- (3) Continuing to partner with Litchfield Council at the Freds Pass Show, promoting PLSA and benefits of membership to actively grow membership by a further 15% over the next triennium; and
- 4) Regular visits to activities at Taminmin Library.

At the AGM in October 2020 the following people were elected to the PLSA Management Team (Attachment - PLSA Organisational Chart):

- 1) President – Marg Lee
- 2) Vice President – Diane Spicer (L)
- 3) Secretary – Sally Howarth
- 4) Treasurer – Sheryl Sephton
- 5) Public Officer – Neville Driver

The elected General Committee as at the AGM in October 2020 consisted of a further 9 volunteer representatives, noting that there is one (1) vacancy currently. Of the 9 Committee representatives, three (3) are Litchfield Council residents. They are:

- 1) Helen Lemcke (L)
- 2) Lillian Mann (L)
- 3) Pam Christian–Jones (L)

The input from these volunteer people is invaluable and they continue to represent the Litchfield Council region magnificently.

The Committee continues to build its capacity through skills development, improved governance, budget reliability and sustainability as well as developing opportunities for seniors to undertake further events. Ongoing initiatives other than Seniors Fortnight presently includes:

- 1) Continuing partnership with Litchfield Council at Freds Pass Rural Show (Currently under discussion within Litchfield Council for 2021), lifting the profile of seniors through a partnership between the PLSA and Litchfield Council to grow membership by a further 15% during the triennium, 2021 – 2024 Gold Partnership Investment Package.
- 2) Palmerston Community Wheel.
- 3) Palmerston Volunteer Driver Program.
- 4) Improved, sustainable governance.
- 5) Additional trained first aid officers.
- 6) Maintaining relevant raffle licences requirements with Gaming and Licensing.
- 7) Continued to meet statutory obligations in accordance with:
 - Associations Act;
 - Northern Territory WorkSafe Act;
 - Gaming and Licensing Act;
 - Gaming Regulations; and
 - Attorney General – Justice requirements.
- 8) Deliver and administer fundraising activities around Palmerston and Litchfield region to support the Association in addition to grant / sponsorship applications.
- 9) The PLSA has established the date of the 14 July 2021 for the registration of regional members for Seniors Fortnight at the Taminmin.

Item 1 – Freds Pass Rural Show

The Litchfield Council has previously invited the PLSA to join them with the monitoring of their stall at the Freds Pass Rural Show. In regard to 2021, this initiative is currently being discussed within Council. This initiative demonstrates to Litchfield Council seniors that the PLSA and Litchfield Council are working in partnership to promote activities/events for seniors.

During the new agreement, the PLSA is again seeking to continue joint involvement at Freds Pass Show and will have available to seniors the following information:

- PLSA Membership Applications and seniors will be able to join the PLSA whilst at the Freds Pass Show if they desire;
- Applications for NT Seniors Card;
- Applications for Pensioner and Carers Concession Card;
- Events and opportunities for seniors; and
- Marketing material; including recent Newsletters.

These activities will be achieved through PLSA providing representatives from our Committee to join Litchfield Council staff monitoring its stall and this will include our Litchfield Council resident members.

Item 2 – Palmerston Community Wheel (PCW)

This initiative is a joint venture with a Silver Sponsor, Palmerston Shopping Centre. Their Silver Partnership Investment Package has provided us with valuable private funding, allowing PLSA to inject further funding into activities / events for seniors.

To manage this initiative, we have formed a Sub Committee of the PLSA and the Palmerston Shopping Centre (PSC) to manage the program.

The original concept was to allow not for profit organisations to book the PCW in the Palmerston Shopping Centre on a Saturday or Sunday to fund raise for their organisation. This activity would provide additional brand recognition for PLSA and Palmerston Shopping Centre through its pull up banners and brochures.

This initiative was intended to be open to all not-for-profit organisations in the Litchfield Council and City of Palmerston areas eg; Schools, Scouts, Guides etc. The concept was not taken on board by many NFP organisation in early 2019. As such the PLSA now utilises the PCW on a Saturday morning in weeks 1,2,4 and sometime 5 of the months, raising funds and assisting with our budget sustainability for seniors. TEMCHO utilise the PCW on Saturday morning in week 3 of each month.

This activity has now become a corner stone within our fund raising and budgeting process. The PLSA will continue with this activity throughout 2021.

Item 3 – Palmerston Volunteer Driver Program (PVDP)

PLSA has entered into a partnership with the Brennan Electoral Office to operate the Palmerston Volunteer Driver Program.

Many seniors need assistance to get to appointments. Notable improvements have been made with the advent of the Royal Darwin Hospital (RDH) Bus which picks seniors up from Palmerston, takes them to the RDH) / Darwin Private Hospital and returns them.

Whilst this initiative has improved seniors' access to appointments at the RDH and the Darwin Private Hospital, there are still gaps; - particularly for seniors within the Litchfield Council regions who have been the main clients of this service and who need to get to local doctors, optometrists, Palmerston Regional Hospital, physiotherapists and the like. The City of Palmerston provides PLSA with five (5) Disability Permits to assist with the operation of the PVDP service.

The service is administered by the Brennan Electoral Office where all calls are received, bookings made and where volunteer drivers liaise to transport seniors to appointment when they have **no other reasonable** transport available. We currently have three Palmerston volunteer drivers approved and **are currently looking for some regional volunteer drivers who have time to assist the PVDP.**

The volunteer drivers will utilise their vehicle and provide their time at no cost to the PLSA or the seniors. However, the PLSA assists volunteer drivers by contributing to out-of-pocket expenses. This service is available to both members and non-members.

The service to seniors is advertised through the offices of the local MLAs and the Grey Goss. The MLAs supporting this initiative within Litchfield Council and the City of Palmerston are:

Ms Kezia Purick	Electorate of Goyder
Mr Gerard Maley	Electorate of Nelson
Ms Marie – Claire	Electorate of Brennan
Ms Lia Finocchio	Electorate of Spillett
Ms Eva Lawler	Electorate of Drysdale
Mr Mark Turner	Electorate of Blain

Item 4 – Improved Sustainable Governance

Each year, PLSA audit, revise, improve and update our policies, procedures and forms. We continue to strengthen our governance model which in turn improves our Committee's understanding of our operations and provides sustainability and resilience of the Association, maximising opportunities for our members.

We have recently upgraded and approved the Strategic Plan (Attached). In addition, in 2019 we introduced a policy associated with Respectful Intervention which deal with elder abuse and respect.

The purpose of this policy and procedure is to assist seniors at events/activities; whereby the PLSA ensure seniors enjoy a social outing whilst expecting assistance where required through a relationship of trust; ensuring their self-determination and dignity, self-fulfilment, and their well-being is maintained at all times during participation in community events/activities.

Each year we provide our major partners with a qualitative and quantitative Evaluation Report of Seniors Fortnight, a document that not only provides data and opinions of seniors but provides PLSA with an opportunity for continuous improvement. **During 2020 our evaluation data confirmed that the average age of our cohort is 77 years young. The following is an extract is from our Evaluation Report 2020:**

Page 21: - ***“Aging Cohort – The data from our evaluations in 2020 from respondents who provided feedback supports the notion that the PLSA MUST continue with a more sedentary event program as 56.95% of our Seniors membership are aged between 71 and 85 years of age whilst the average age of members is 77 years young.”***

We meet at least annually or when necessary with our major sponsors/partners, endeavouring to ensure that any concerns and additions are taken into account when planning events for the future.

The PLSA has a policy to “*buy local*”. We utilise suppliers for goods and services from local suppliers where ever possible. By way of example:

- (1) Palmerston and Rural Party Hire (Howard Springs) – hire of chairs and table where required
- (2) Arafura Bluewater Charters (Coolalinga) – provision of prizes for raffles
- (3) Didgeridoo Hut and Art Gallery (cnr Arnhem and Stuart Hwy) – provision of raffle prizes
- (4) The Village Green (Humpty Doo) – event location Seniors Fortnight
- (5) Crazy Acres Mango Farm & Café (Berry Springs) – event location Seniors Fortnight

This policy assists the sustainability of local businesses who support the PLSA year after year.

Item 5 – Additional Trainer First Aid Officers

PLSA maintains a minimum of two qualified first aid officers who are Committee Members. There will always be at least one first aid officer at every event or on every bus when transport is utilised. These people also undertake CPR refresher courses annually. We take the health and wellbeing of our seniors seriously when attending events. We are currently ensuring that a further three Committee members complete Basic First Aid which provides the Association with improved coverage for first aid if required.

The PLSA maintains two (2) workplace first aid kits and we take these and the Association’s defibrillating unit to all Seniors Fortnight events.

Item 6 – Gaming and Licensing Requirements

The Public Officer is charged with ensuring that the PLSA maintains all gaming and licensing requirements when conducting lucky card draws, minor and major raffles.

Our governance arrangements include maintaining Gaming Regulations requirements, reporting of raffle winners, income, prize distribution, notification of winners for major raffles in the local newspaper and ensuring we comply with the various other regulations. The Public Officer is also required to obtain Lottery Permits where required.

Item 10 – Statutory Obligations

The Management Team, through our governance structure is responsible for ensuring that we maintain all of our statutory obligations, whether this is work health and safety, reporting or gaming and licensing. We hold current electronic copies of Acts and Regulations as they apply to the Association. The Association takes its responsibilities seriously.

Item 11 – Deliver and Administer Fundraising Activities

The Association’s budget is reviewed annually. Each year we undertake a review as to whether our budgeting and fund raising can meet the needs of our seniors intended programs / events. We

look to the future, ascertaining the types of activities that can be delivered for seniors and match the budget accordingly.

To maintain a sustainable funding; including the meeting of our insurance commitments and account fees requirements, many fund-raising activities are undertaken each year by the PLSA. These include, but are not limited to:

- 1) Bunnings BBQ Palmerston (Silver Sponsor), delivering three (3) BBQs a year;
- 2) Major Raffles x 2 (Dry Season Raffle / Christmas Raffle);
- 3) Working with Cazalys Club Palmerston running raffles during senior's morning teas (2 morning teas in total per month, including bingo on the 4th Thursday of the month);
- 4) Seeking of NT Government grants through Community Benefits Funding and the like;
- 5) Marketing, increasing Partnership Investment Package opportunities from the private sector;
- 6) Major Partnership with Local Government organisations;
- 7) Soliciting donations from generous business houses in the Litchfield and Palmerston region to be utilised as gifts / door prizes for Seniors Fortnight; and
- 8) Annual Membership Fee, introduced in 2016 (\$10pa), currently \$20pa.

Noteworthy – PLSA, since incorporation in November 2014 has delivered a Seniors Fortnight Program each year which has been at nil cost to seniors for the Seniors Fortnight events. The intent is that PLSA will continue to raise sufficient funds through 2021 - 2024 and continue operating the Seniors Fortnight program without levying seniors any event charges.

Litchfield Council

The Litchfield Council contributions have been gratefully received.

It is our desire that the Litchfield Council and PLSA should continue with a three-year triennium contractual arrangement, supporting seniors of the Litchfield Council region. We are currently in the third and final year of our current triennium funding contract and both parties have expressed a desire to renegotiate a further Gold Partnership Investment Package.

New Initiatives

In addition to continuing to conduct events for seniors of the Litchfield Council region, the PLSA would like to continue working with the Litchfield Council relating to the following new initiatives:

- 1) Scheduling of quarterly Association's Management Team and General Committee Meeting at the Litchfield Council Chambers.
- 2) Further liaison with Litchfield Council regarding the naming of Seniors Fortnight events
- 3) Accessing events in adjacent areas to Litchfield Council ie: Corroboree Wetland Billabong Tours.
- 4) Request assistance from the Litchfield Council to fill the remaining vacant position on our General Committee. Our desire is that the vacant position should be filled with a member from the Litchfield Council region.
- 5) Invite the Mayor of the Litchfield Council to attend the PLSA General Committee Meetings each month (except any confidential sessions).
- 6) The PLSA, in addition to having a COVID-19 Safety Plan in place and having been successfully inspected (Attachment - Statement of Commitment), has in accordance with

the Northern Territory Government's latest business requirements appointed a COVID Safety Coordinator.

We have also enrolled three of our Committee Members into the competency HLTINFCOV001 – Comply with infection prevention and control policies and procedures (Nominal Duration 25 hours) under the Government's Free Infection Control Training for NT Businesses.

With regards to Item 1, the PLSA has already scheduled meetings of the Management Team and General Committee for each quarter of 2021 at the Litchfield Council offices. We have conducted two of these meetings at the office in January 2021.

Regarding Item 5, the PLSA has been in email contact with the Mayor regarding the possibility of the Mayor of Litchfield Council (or her/his nominee) attending our General Committee Meetings in 2021. We believe this initiative will benefit both parties.

Stop the Press!

Further to Items 1 through 5, the PLSA is currently negotiating a further two initiatives which will benefit seniors of the region.

- a. The PLSA is currently in negotiations with the Humpty Doo & Rural Golf Club (HDGC) to establish a monthly seniors morning tea at the HDGC. The Club Manager, Megan Coutts is very supportive of this initiative and a tentative date of Wednesday 3 March has been established for the first morning tea.

We intend to have further discussion regarding this matter at our next General Committee Meeting and are currently working through the detail. We intend raise this initiative at our first morning tea at Cazalys on the 28 January 2021. This initiative will place a further regular event in the Litchfield Council region.

- b) Seniors miss the bi-monthly movies since CMAX closed. The PLSA is having a further meeting with Events Cinema next Thursday to ascertain the details of senior's movies and morning tea for our cohort. This initiative is in its early stages, but we believe we can get the initiative up and running.

We are looking to subsidise admissions by 50% for our members. In addition, we hope to successfully negotiate a Seniors Fortnight event at the Events Cinema Yarrowonga in August 2021. **Watch this space!**

Litchfield Council - Partnership

Background

We look forward to continuing in partnership with the Litchfield Council, including the utilisation of The Village Green at Humpty Doo for either the Closing or Opening Ceremony each year. There is still a necessity to work with the Council regarding this venue. The PLSA again in 2020 paid a hire fee, but still needed to supply about 40 chairs and a number of tables to meet our needs for this event.

At the PLSA Opening or Closing Ceremony carers, seniors, guests and entertainers make up notionally 150 people attending. These events are well supported by seniors and give the Litchfield Council an excellent opportunity to promote how Litchfield Council assists seniors.

In addition, the PLSA is looking forward to joining Litchfield Council at the Freds Pass Show during the next three years. This is a positive display and contribution by both organisations regarding the strength and importance of seniors are to our community.

We look forward to continuing to grow our membership from the Litchfield Council region as well as look for opportunities to hold further events in the Council region in coming years. In order to achieve our events for seniors we need to continue to raise funds from our sponsors to ensure that our seniors enjoy events not only during Seniors Fortnight but throughout the year.

What's the deal for the Litchfield Council?

The Association offers the following considerations for the Litchfield Council to provide a 3-year triennium contract, valued at \$10,000/year for 2021 - 2024.

We would welcome an opportunity to discuss our submission further with Council.

Gold Partnership Investment Package

The Association By-Laws allow for only TWO Gold Sponsor

Litchfield Council

The Gold Partnership Investment Package has the following attributes:

- ✓ A Gold Partner will have their business / organisation or individual name advertised over the public address system at Opening and Closing Ceremony.
- ✓ Partner naming rights at two of the Senior Fortnight events in consultation with the Association.
- ✓ Advertisement – Litchfield Council logo printed on all copies of the Seniors Fortnight Program.
- ✓ Advertising – Litchfield Council “pull up banners” and other advertising materials supplied which can be erected by the PLSA at the Opening and Closing Ceremony (The PLSA would like the Litchfield Council to provide us with a seniors “pull up banner” for use at relevant PLSA events on a permanent basis).
- ✓ Advertising – Acknowledgement at Opening and Closing Ceremony that the Litchfield Council is a **Gold Partner** for Seniors Fortnight.
- ✓ Invitation for the Mayor (or their representative) to officiate at and Opening or Closing Ceremony of Seniors Fortnight.
- ✓ Prestige of partnering a major event for seniors of the Litchfield Council region for Seniors Fortnight – demonstrating a commitment and community obligations toward seniors.
- ✓ Demonstration to local business that Litchfield Council support its seniors.
- ✓ Three allocated guest tickets for the Opening and Closing Ceremony.
- ✓ Receive a Certificate of Appreciation from the Association for their Gold Partnership, participating in the Palmerston And Rural Seniors Fortnight.
- ✓ An increase of Litchfield Council region seniors by 15% during the next triennium who will become members of the PLSA.
- ✓ PLSA retain the Litchfield Council logo on all of our “pull up banners” as a Gold Sponsor.
- ✓ Introduction of new initiatives (Page)

NOTE: The Association, in seeking this partnership have enclosed the following documents for consideration:

- Letter - Litchfield Council
- Certificate of Currency - Public Liability Insurance
- PLSA Register of Association Committee Members
- PLSA. Strategic Plan

- PLSA Organisational Chart
- PLSA Certificate of Registration/Incorporation
- Grant / Partnership Summary Information

What's the deal for the PLSA?

- ✓ Contract - 3-year triennium for Gold Partnership Investment Package between Litchfield Council and the Palmerston And Litchfield Seniors Association Inc. (PLSA)
- ✓ Contract value - \$10,000 / annum paid into our account by the 30 June each year.

Note: The PLSA does not ask for any CPI increases, nor charges Litchfield Council GST as we are not registered for GST.

- ✓ The Association will arrange, organise and manage events, including Seniors Fortnight. This will include:
 - ✓ Payment of all Association invoices with regards to Seniors Fortnight
 - ✓ Arrange and manage all events for Seniors Fortnight
 - ✓ Liaise with Local Government in relation to planning Seniors Fortnight
 - ✓ Fund raising to support the Seniors events
 - ✓ Design artwork and have printed programs for Seniors Fortnight
 - ✓ Ensure partners logos are displayed on Seniors Fortnight Program
 - ✓ Manage the registration / bookings process for regional seniors
 - ✓ Manage "waiting lists" for events for regional seniors
 - ✓ Ensure compliance with various Acts and Legislation
 - ✓ Arrange where required bus transport in association with the NT Government
 - ✓ Arrange where required venues in association with the Litchfield Council
 - ✓ Maintain relevant raffle licences, complying with Gaming and Licensing requirements
 - ✓ Maintain all relevant insurances, including Public Liability Insurance (currently \$20M)
 - ✓ Maintain all operational governance and administrative documentation
 - ✓ Maintain First Aid Kit and equipment
 - ✓ Maintain at least two qualified "First Aiders" on the Committee
 - ✓ Ensure "First Aiders" annually upgrade their CPR skills
 - ✓ Maintain all Risk Management requirements
 - ✓ Undertake Risk Management Matrix for all events at Seniors Fortnight and other events
 - ✓ Maintain Association By-Laws
 - ✓ Maintain all policies and compliance with Work Health and Safety requirements
 - ✓ Provide partners with a qualitative and quantitative Evaluation Report annually for Seniors Fortnight
 - ✓ Ensure financial records are managed, annually audited and submitted to relevant agency
 - ✓ Renew annually Raffle Licences with Gaming and Licensing as required
 - ✓ Seek local business support for Seniors Fortnight.

In addition, PLSA will continue to strengthen events and fund raising with its sponsors/partners for seniors by looking for additional opportunities for seniors where ever possible.

WE PRIDE OURSELVES ON THE FACT THAT NO SENIOR HAS EVER BEEN CHARGED FOR ATTENDING ANY EVENT DURING SENIORS FORTNIGHT AND THIS POLICY REMAINS IN PLACE FOR THE TRIENNIUM 2021 - 2024.



COUNCIL REPORT

Agenda Item Number:	15.01.05
Report Title:	DRAFT CM03 Sport and Recreation Policy
Author:	Ellie Cuthbert, Manager Community Inclusion
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	16/06/2021
Attachments:	A: Draft CM03 Sport and Recreation Policy

Executive Summary

The purpose of this report is to present to Council the draft new policy for Sport and Recreation in Litchfield.

Recommendation

THAT Council adopt the proposed CM03 Sport and Recreation Policy, as at Attachment A, subject to any minor editorial adjustments.

Background

The Sport and Recreation Policy is a newly created policy that details the framework for provision of sport and recreation services, the role of Council and community groups and the processes for prioritising action. Development of this policy is the first of eight (8) key recommendations in the recently adopted Sport, Recreation and Open Space Strategy.

The Sport and Recreation Policy:

- allows for more consistent decision-making;
- identifies a proposed provision framework;
- defines Council's role in providing leadership in sport and recreation while supporting existing partnerships and developing new ones;
- provides the context for leasing and not for profit tenure or management of reserves and facilities, and
- provides a basis for prioritising emerging proposals and requests.

The draft policy is provided as attachment A for Council's consideration.

A key component of the Policy is the Sport and Recreation Provision Framework. Development of this framework is the second of the eight (8) key recommendations from the adopted Sport, Recreation and Open Space Strategy. The framework ensures sport and recreation opportunities are provided equitably across the Litchfield Municipality. The following framework sets out the hierarchy of provision and the minimum standard of service that Council will deliver, and advocate for, in line with Council's Advocacy Strategy.

Table 1: Sport and Recreation Provision Framework

Hierarchy of Provision	Service Catchment	Minimum Level of Service	Develop, Support & Advocate
Regional			
Freds Pass Sport & Recreation Reserve	Within the Local Government Area	Maintain existing infrastructure, and undertake repairs and maintenance, to the highest level of standard within existing budget allocations.	Asset Management Plan. Improved infrastructure and facilities in line with Freds Pass Sport and Rec Masterplan.
Nature Based Recreation		Minimum Level of Service	Develop, Support & Advocate
Knuckey Lagoon Recreation Reserve (KLRR)	Within ten minutes' drive for 80% of residents.	Maintain existing infrastructure and undertake repairs and maintenance, to the highest level of standard within existing budget allocations.	Asset Management Plan. Council endorsed Masterplan to guide infrastructure and facility development; and advocacy for funding – including grants.
McMinns Lagoon Recreation Reserve	Within ten minutes' drive for 80% of residents.	Maintain existing infrastructure, and undertake repairs and maintenance, to the highest level of standard within existing budget allocations.	Asset Management Plan. Council endorsed Masterplan to guide infrastructure and facility development; and advocacy for funding – including grants.
Township Sport & Recreation		Minimum Level of Service	Develop, Support & Advocate
Howard Park Recreation Reserve	Within ten minutes' drive for 80% of residents.	Maintain existing infrastructure, and undertake repairs and maintenance, to the highest level of standard within existing budget allocations.	Asset Management Plan. Council endorsed Reserve specific Masterplan to guide infrastructure and facility development; and advocacy for funding – including grants.
Berry Springs Recreation Reserve	Within ten minutes' drive for 80% of residents.	Maintain existing infrastructure, and undertake repairs and maintenance, to the highest level of standard within existing budget allocations.	
Livingstone Recreation Reserve	Within ten minutes' drive for 80% of residents.	Maintain existing infrastructure, and undertake repairs and maintenance, to the highest level of standard within existing budget allocations.	
Humpty Doo Village Green	Within ten minutes' drive for 80% of residents.	Maintain existing infrastructure, and undertake repairs and maintenance, to the highest level of standard within existing budget allocations.	

Mira Square	Within ten minutes' drive for 80% of residents.	Maintain existing infrastructure, and undertake repairs and maintenance, to the highest level of standard within existing budget allocations.	
Urban		Minimum Level of Service	Develop, Support & Advocate
Only applicable in small lot development area such as Coolalinga and new housing estates	Within 500m walk for 90% of residents.	Maintain existing infrastructure, and undertake repairs and maintenance, to the highest level of standard within existing budget allocations.	Asset Management Plan Access to park of a minimum size of 0.5 Ha. Access to play space. Access to picnic facilities. Park must provide access to water, have good road frontage (preferred 50%).

There are approximately 20,000 Litchfield Residents within the desired ten-minute drive range for township and nature-based opportunities. This represents a coverage of 80% of the population.

Links with Strategic Plan

A Great Place to Live - Recreation

Legislative and Policy Implications

INF01 Asset Management
Northern Territory Local Government Act

Risks



Service Delivery

There is a low risk to service delivery by not proceeding with this policy as the policy simply provides guidance for decision making in the space of sport and recreation. Traditionally decision making in this area has been somewhat ad hoc and inconsistent. Adoption of this policy would lead to better decision making.

Community Engagement

Development of the draft policy involved no direct community engagement, however, extensive engagement with community and user groups was undertaken during the development of the recently adopted Sport, Recreation and Open Space Strategy.



Name	COM03 Sport and Recreation
Policy Type	Council
Responsible Officer	Manager Community Inclusion
Approval Date	16/06/2021
Review Date	16/06/2025

1. Purpose

This policy details the provision framework for sport and recreation, the role of Council and community groups and the processes for prioritising action.

Sport and Recreation is an important part of the Litchfield lifestyle. The provision of sport and recreation opportunities provide health, social and economic benefits to the community.

Litchfield Council will work closely with the community and other levels of government to provide well-planned, coordinated and integrated facilities and programs that stimulate community involvement and participation.

2. Scope

This policy applies to Councillors, staff, consultants and contractors responsible for undertaking sport and recreation related planning and decision making for or on behalf of Litchfield Council.

3. Definitions

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

Council	Litchfield Council.
Consultants	A person commissioned by Council to provide expert advice.
Contractors	Any principle contractor, any worker of a principal contractor, a subcontractor and any worker of a sub-contractor performing work commissioned by Council.
Recreation	Any structured or unstructured, active or passive, activity chosen and undertaken for the purpose of enjoyment. Recreation is engaged in during leisure time and can offer a person an outlet for physical, mental and/or creative expression.
Sport	Any human activity capable of achieving a result that requires physical exertion and/or physical skill and which, by its nature and organisation, is competitive and generally accepted as being a sport.

4. Policy Statement**4.1. Defining Council's Responsibility**

Council has a primary role in providing leadership in the planning for sport and recreation and in supporting existing and future partnerships with the community to provide a diverse range of opportunities. Council will fulfil this role by:

- Recognising and promoting sport and recreation as important to the Litchfield community and ensuring that a minimum level of service as defined in the Provision Framework be delivered.
- Ensuring that existing parks, reserves and facilities managed by Council are maintained effectively and that committees and lessees managing reserves and facilities maintain facilities to the agreed standards as per their funding agreements and Council's asset management plans (AMP).
- Advocating for external funding from the Northern Territory and Commonwealth Governments in line with Council's Advocacy Strategy, to support minimum service provisions and Council's AMPs when developed.
- Planning ahead for the upgrading of existing facilities, and the provision of new facilities, and ensuring that planning undertaken by others for community sport and recreation facilities is realistic, sustainable and at a suitable standard for public use.
- Continuing to develop and strengthen Council's partnerships with lessees, community groups and other agencies to deliver a range of sport and recreation opportunities.
- Establishing and supporting partnerships with community groups (either as lessees or management committees) who manage and maintain reserves and facilities, through the provision of advice, and/or financial support, assistance with funding applications and support for long term planning.

4.2. Key Principles

In achieving the vision, Council will be guided by some key principles for the planning and provision of sport and recreation facilities, services and programs:

- *A holistic planning approach* – sport and recreation crosses over many areas of Council governance and provides a broad range of benefits and therefore will not be managed in isolation.
- *Access* – all members of the community will have the opportunity to participate in sport and recreation regardless of age, ability, gender, sexual orientation, cultural background or socio-economic status.

- *Equity* – sport and recreation activities and interests vary widely within the community and each has equal legitimacy. Council recognises that all residents should have the opportunity to participate in a spectrum of recreational opportunities.
- *Innovation* – seeking innovative solutions to new challenges that emerge due to population change and sport and recreation trends.
- *Minimise duplication*– efficient use of community assets to meet needs is a core principle and duplication of facilities for sport and recreation is not desirable, including those provided by Territory Government Departments such as Education.
- *Maximise efficient use* – ensure community assets are efficiently and effectively used and which can meet current and future community needs.
- *Environmental and economic sustainability* – ensuring sport and recreation initiatives preserve natural resources, achieve sustainable environmental outcomes and support the local economy.
- *Responsible asset management* – a sustainable approach to sport and recreation asset management with a focus on supporting financially viable multi-use and shared facilities through regular review of asset AMPs, where developed, to balance excessive unplanned maintenance costs and renewal projects.
- *Social and cultural wellbeing* – using sport and recreation as a vehicle for bringing the community together and providing opportunities for social interaction and healthy lifestyles.
- *Positive partnerships with individuals and groups* – working collaboratively with the community, government agencies, sport and recreation bodies and the private sector in planning provision and management of sport and recreation.

4.3. Policy Implementation

Council will implement this policy through:

- Adoption of the Sport, Recreation and Open Space Strategy Policy and by establishing an objective framework for considering the prioritisation of new requests for support or investment.
- Considering an annual budget for sport and recreation that is sufficient to meet the policy outcomes, and which increases in line with needs such as population growth.
- Continuing to advocate to the Northern Territory and Commonwealth Governments for continued funding for the ongoing development of sport and recreation facilities in line with the Sport and Recreation Provision Framework.
- Seeking external capital funding sources and supporting grant applications to enable investment in new or upgraded facilities in line with Councils AMPs as they are developed.

- Ensuring development of recreation reserves, sporting facilities and recreation facilities occurs in such a way to provide sustainable long-term access to the community.
- Advocating to the Northern Territory Government for all new developments receive a minimum level of service in regard to sport and recreation opportunities.
- Considering the key principles of this policy when planning and developing all new infrastructure.

4.4. Policy Considerations

4.4.1. Sport and Recreation Benefits

The provision of sport and recreation opportunities are essential for the physical, social and economic health of the Litchfield community. Council recognises and values the benefits of sport and recreation to enhance regional health and wellbeing outcomes through increased physical activity levels and supported community inclusion and connection which in turn uplifts mental wellbeing. Therefore, for all investment in sport and recreation opportunities Council is committed to assessing its value of return across the following dimensions:

- Health: Health and physical activity opportunities
- Social: Community integration and social interaction, and
- Economic: Support and development of local economies

4.4.2 Limited Resources and Priorities

Investment in sport and recreation opportunities requires consideration that resources, including land, are limited. Therefore, the expectation is that a range of resourcing opportunities will be obtained to maximise the sport and recreation opportunity 'return'. This can be done by:

- Establishing strategic partnerships, such as with the Northern Territory Government to maximise return on existing land and facilities already provided in the community.
- Improving community access to sport and recreation facilities within school campuses to avoid the need for duplication through advocating to the Northern Territory Government.
- Ensuring all Council facilities are managed as per the lease agreements and to agreed service levels ensuring maximum benefits of return.
- Using available financial and other resources in the most efficient way to encourage multiple use and shared investment in viable facilities. This can include hard decisions where Council needs to choose the most viable of two options and withdraw support for the other.

- Creating an information rich environment for community groups, residents and visitors that ensures resource sharing and awareness of opportunities.
- Building capacity within the community to manage local sport and recreation clubs and groups and providing an environment that nurtures these groups and that encourages sustainability and good management.
- Ensuring that any support or investment for new facilities is based on feasibility or business case analysis demonstrating its viability. This includes ensuring that existing facilities are being used effectively before considering new facilities.

4.4.3 Managing Reserves

There are eight (8) existing reserves that comprise the main provision of sport, recreation, and open space for the Litchfield community. In keeping with the strong history of community partnership, the planning and management of these, and any future reserves, should be undertaken within a partnership framework. Council's preference is to have a formal lease and funding arrangements in place where possible.

In general, the preferred approach is:

1. *Formal Lease* - For large multi-user reserves a formal lease should be agreed and entered into with an incorporated community based, and not for profit, organisation (such as a community board, incorporated management committee, sporting club or regional sports association). The responsibilities of the lessee will be supported with an annual contribution from Council as determined by their funding agreement.
2. *Community Advisory Group* - Where a lease may not be possible, or there are no suitable organisations willing to become the lessee, then a community advisory group should be established to help engage the local community and provide input into planning and management decision making.
3. *Council Managed with Community Engagement* - Where neither of the above options are possible then Council will manage the reserve. Council will seek to engage with the community on the development of future plans for the reserve. Council will also encourage the establishment of regular users within the reserve with the aim to develop over time increased community involvement in reserve management.
4. *Council Managed* - Small parks and undeveloped reserves will be managed by Council.

4.4.4 Asset Management Plans

To ensure that Council has sufficient assets that can be sustainably maintained over the long-term AMPs are paramount. AMPs provide Council with a clear understanding as to how Council can manage and maintain its infrastructure, and other assets, to designated standards and service levels in a planned and sustainable way. In 2021, Litchfield Council does not have

discrete AMPs for any of its Recreational Reserves. Therefore, to manage Litchfield Councils open space assets, future demand and risk, and compliance with regulatory requirements AMPs for reserves is to be included in Litchfield Councils current AMP development schedule.

A discreet ten (10) year AMP is to be developed for each of the reserves within the next three (3) years. On completion Council will have an accurate picture regarding the status of all assets located at each reserve. The AMP's will further set out prescribed standards of service for each reserve, necessary estimates of capital expenditure, and specified review dates to ensure ongoing accurate guidance to Council for the sustainable planning, construction, maintenance and operation of Council's sport and recreation facilities and associated services to the community.

4.4.5 Sport and Recreation Provision Framework

The provision of sport, recreation and open space should be provided both equitably and sustainably across the Litchfield Municipality and should also be responsive to future growth needs. The framework outlined below draws on the existing approach to the levels of service being provided to Reserves across Litchfield. This approach has been on a predominantly reactionary nature whereby Council maintains existing infrastructure, and undertakes repairs and maintenance, to the highest level of standard possible within existing budget allocations. Additional resourcing to address arising critical needs is assessed and implemented on a case-by-case basis. The following framework categorises reserves into a hierarchy of provision and identifies current minimum standards of service that Council will continue to work against until appropriate detailed AMPs are developed. Moreover, Council will revise, and advocate for, levels of servicing in accordance with Councils Advocacy strategy. It is from this perspective that the table of Minimum Levels of Service, detailed below, is based.

Table 1: Sport and Recreation Provision Framework

Hierarchy of Provision	Service Catchment	Minimum Level of Service	Develop, Support & Advocate
Regional			
Freds Pass Sport & Recreation Reserve	Within the Local Government Area.	Maintain existing infrastructure, and undertake repairs and maintenance, to the highest level of standard within existing budget allocations.	Asset Management Plan. Improved infrastructure and facilities in line with Freds Pass Sport and Rec Masterplan.

Nature Based Recreation		Minimum Level of Service	Develop, Support & Advocate
Knuckey Lagoon Recreation Reserve (KLRR)	Within ten minutes' drive for 80% of residents.	Maintain existing infrastructure and undertake repairs and maintenance, to the highest level of standard within existing budget allocations.	Asset Management Plan. Council endorsed Masterplan to guide infrastructure and facility development; and advocacy for funding – including grants.
McMinns Lagoon Recreation Reserve	Within ten minutes' drive for 80% of residents.	Maintain existing infrastructure, and undertake repairs and maintenance, to the highest level of standard within existing budget allocations.	Asset Management Plan. Council endorsed Masterplan to guide infrastructure and facility development; and advocacy for funding – including grants.
Township Sport & Recreation		Minimum Level of Service	Develop, Support & Advocate
Howard Park Recreation Reserve	Within ten minutes' drive for 80% of residents.	Maintain existing infrastructure, and undertake repairs and maintenance, to the highest level of standard within existing budget allocations.	Asset Management Plan. Council endorsed Reserve specific Masterplan to guide infrastructure and facility development; and advocacy for funding – including grants.
Berry Springs Recreation Reserve	Within ten minutes' drive for 80% of residents.	Maintain existing infrastructure, and undertake repairs and maintenance, to the highest level of standard within existing budget allocations.	
Livingstone Recreation Reserve	Within ten minutes' drive for 80% of residents.	Maintain existing infrastructure, and undertake repairs and maintenance, to the highest level of standard within existing budget allocations.	
Humpty Doo Village Green	Within ten minutes' drive for 80% of residents.	Maintain existing infrastructure, and undertake repairs and maintenance, to the highest level of standard within existing budget allocations.	
Mira Square	Within ten minutes' drive for 80% of residents.	Maintain existing infrastructure, and undertake repairs and maintenance, to the highest level of standard within existing budget allocations.	

Urban		Minimum Level of Service	Develop, Support & Advocate
Only applicable in small lot development area such as Coolalinga and new housing estates	Within 500m walk for 90% of residents.	Maintain existing infrastructure, and undertake repairs and maintenance, to the highest level of standard within existing budget allocations.	Asset Management Plan Access to park of a minimum size of 0.5 Ha. Access to play space. Access to picnic facilities. Park must provide access to water, have good road frontage (preferred 50%).

5. Associated Documents

Sport, Recreation and Open Space Strategy

6. References and Legislation

Northern Territory Local Government Act

7. Review History

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

.....
Name.....
Signature.....
Date



COUNCIL REPORT

Agenda Item Number:	15.02.01
Report Title:	Litchfield Council Finance Report – May 2021
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	16/06/2021
Attachments:	Nil

Executive Summary

Council's operational income position as at May 2021 reflects full year of rates levied. The surplus position excludes depreciation expense.

Rates outstanding have decreased compared to prior month. Rates outstanding are expected to decrease over the next six (6) months as Council implements initiatives as a result of the rates recovery information presented to Council previously.

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.

Recommendation

THAT Council note the Litchfield Council Finance Report for the period ended 31 May 2021.

Background

Detailed financial information presented in the following pages.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

This report complies with part 8 of the Local Government (Accounting) Regulations, Council’s policies, and Australian Accounting Standards.

Financial Implications

Nil

Risks



Financial

There are long term financial sustainability challenges in relation to the renewal and upgrade of existing assets including buildings, road, and irrigation infrastructure. Council continues to discuss avenues to increase investment in this area.

Community Engagement

Not applicable.

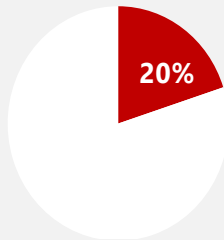
**LITCHFIELD
COUNCIL**



Finance Report
May 2021

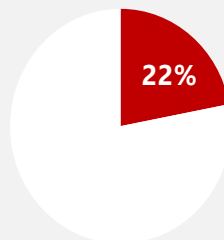
MAY 2021

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$5.8m
Target – 60%



Rates Outstanding

\$2.4m Outstanding
Target– 15% (\$1.6m and less)



Current Cash Investments

\$21m

22 of 45 Budgeted Capital
Projects Completed

\$15m Forecast Cash
Reserves June 2021

\$ 15.4m

OPERATIONAL REVENUE

\$17m Budget – 90% Target Achieved

\$ 3.4m

CAPITAL REVENUE

\$3.4m Budget – 99% Target Achieved

\$ 12.3m

OPERATIONAL EXPENSES

\$15m Budget – 81% Spent

\$ 5.7m

CAPITAL EXPENSES

\$10.9m Budget – 53% Spent

\$ 3.1m

OPERATING SURPLUS

Budget \$2m

\$ (2.4)m

CAPITAL DEFICIT

Budget (\$7.5m)

RATIOS

20% Asset Sustainability
Target 60% and more

22% Rates Outstanding
Target less than 15%

51% Own Source Revenue
Target 60% and more

7 Current Ratio
Target 1 and more

0 Debt Service Ratio
Target less than 1

Not Achieved

Not Achieved

Budgeted to be Achieved

Achieved

Achieved

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

	2020/21 Budget	2020/21 YTD Actuals	% of Budget
REVENUE	(\$)	(\$)	
Rates	10,796,659	10,748,421	100%
Stat Charges	200,000	125,489	63%
User Charges	1,436,033	1,526,258	106% ¹
Grants	3,668,423	2,101,205	57%
Inv Income	523,201	515,671	99%
Other Revenue	517,027	417,832	81%
TOTAL REVENUE	17,141,343	15,434,876	90%
EXPENSES	(\$)	(\$)	
Employee Costs	6,699,163	5,946,649	89%
Auditors Fees	63,356	17,236	27%
Bad Debts	46,713	40,783	87%
Elected Member	274,907	199,100	72%
Cemetery Operations	389,949	298,260	76%
Contractors	4,165,452	2,955,031	71%
Energy	176,300	148,141	84%
Insurance	308,157	304,546	99%
Maintenance	451,820	397,643	88%
Legal Expenses	82,004	40,502	49%
Donations and Community Support	204,832	177,358	87%
Computer / IT Costs	413,255	344,826	83%
Parts, Accessories & Consumables	188,960	136,739	72%
Professional Fees	975,270	731,949	75%
Sundry	693,492	585,551	84%
TOTAL EXPENSES	15,133,630	12,324,314	81%
RESULT	2,007,713	3,110,561	155%

¹ Increase in revenue from Thorak Regional Cemetery

CONSOLIDATED BALANCE SHEET

	30-Apr-21	31-May-21	Movement
CURRENT ASSETS			
Cash & Cash Equivalents	1,780,399	1,879,677	99,278
Trade and Other Receivables	2,338,648	1,871,185	(467,463)
Other Financial Assets	21,462,556	21,454,808	(7,748)
Other Current Assets	178,460	180,017	1,557
TOTAL CURRENT ASSETS	25,760,064	25,385,688	(374,376)
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	301,369,855	301,369,855	-
Other Non-Current Assets	9,976,314	10,159,727	183,413
TOTAL NON-CURRENT ASSETS	311,346,170	311,529,583	183,413
TOTAL ASSETS	337,106,234	336,915,271	(190,963)
CURRENT LIABILITIES			
Trade and Other Payables	3,150,315	3,283,790	133,475
Current Provisions	602,116	602,116	-
TOTAL CURRENT LIABILITIES	3,752,431	3,885,906	133,475
NON-CURRENT LIABILITIES			
Non-Current Provisions	408,080	408,080	-
TOTAL NON-CURRENT LIABILITIES	408,080	408,080	-
TOTAL LIABILITIES	4,160,511	4,293,986	133,475
NET ASSETS	332,945,722	332,621,284	(324,438)
EQUITY			
Accumulated Surplus	17,499,216	17,174,778	(324,439)
Asset Revaluation Reserve	294,301,835	294,301,835	-
Other Reserves	21,144,673	21,144,673	-
TOTAL EQUITY	332,945,722	332,621,284	(324,439)

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.

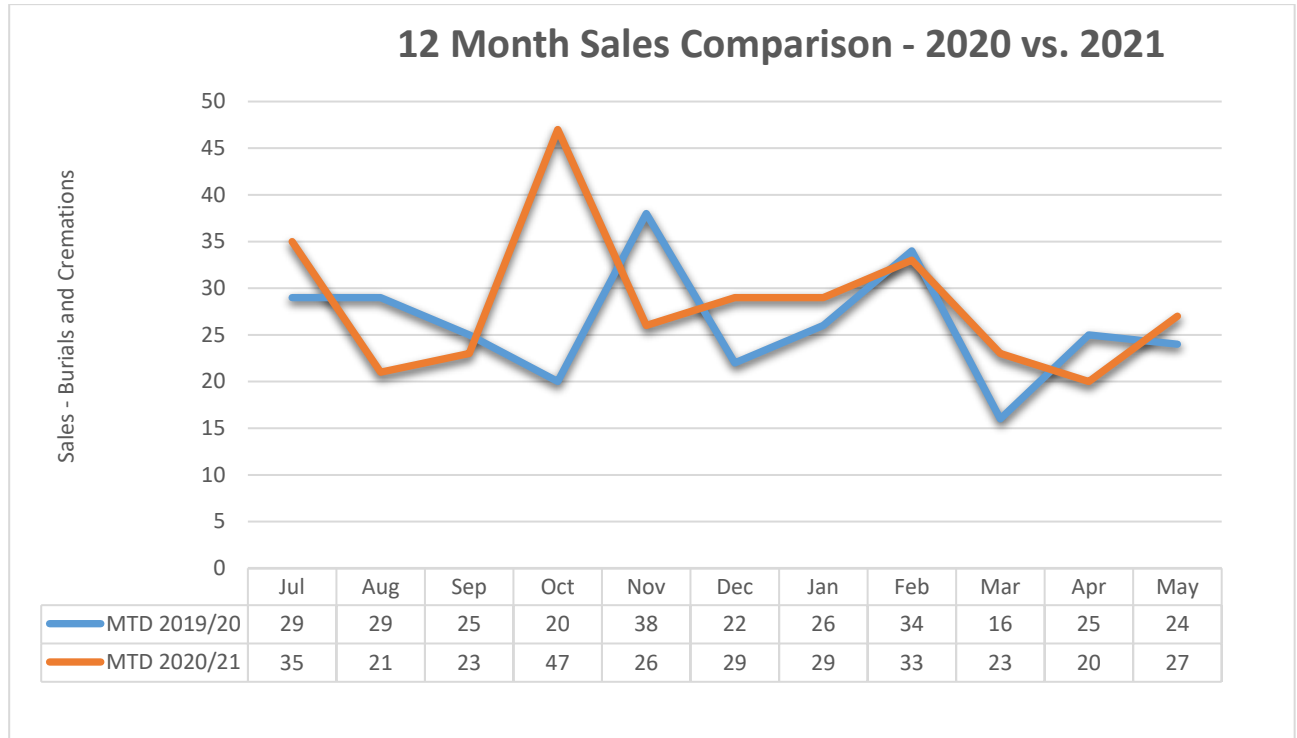
	2020/21 Budget	2020/21 YTD Actuals	% of Budget
REVENUE	(\$)	(\$)	
Council Leadership	3,000	6,556	219%
Corporate	150,003	140,000	93%
Information Services	27,300	27,300	100%
Finance & Customer Service	8,930,417	8,622,459	97%
Infrastructure & Assets	2,924,174	1,496,757	51%
Planning & Development	165,040	58,627	36%
Waste Management	3,162,705	3,187,228	101%
Community	135,300	153,208	113%
Community - Library	419,854	406,680	97%
Mobile Workforce	-	-	-
Regulatory Services	200,400	126,436	63%
Thorak Cemetery	1,023,150	1,209,624	118%
TOTAL REVENUE	17,141,343	15,434,876	90%
EXPENSES			
Council Leadership	1,093,757	826,761	76%
Corporate	746,124	630,102	84%
Information Services	665,215	593,446	89%
Finance & Customer Service	1,491,599	1,424,925	96%
Infrastructure & Assets	3,103,663	1,985,661	64%
Planning & Development	556,369	561,841	101% ²
Waste Management	2,898,634	2,449,540	85%
Community	1,540,701	1,416,876	92%
Community - Library	419,854	299,810	71%
Mobile Workforce	1,153,150	928,369	81%
Regulatory Services	560,580	417,780	75%
Thorak Cemetery	903,984	789,203	87%
TOTAL EXPENSES	15,133,630	12,324,314	81%
OPERATING RESULT	2,007,713	3,110,561	155%

² Employee costs offset against savings in Infrastructure & Assets.

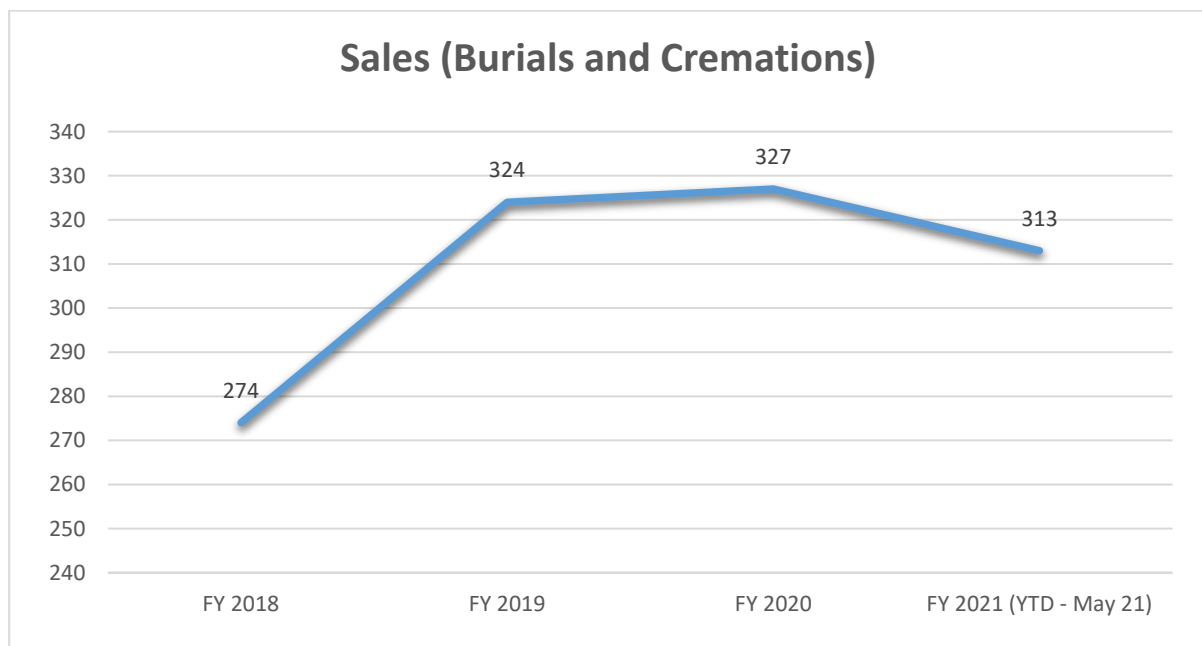
THORAK REGIONAL CEMETERY SALES

To date Thorak Regional Cemetery has completed 286 interments and cremations, an increase of 22 from the same time last year.

Below provides a comparison by month against last year:



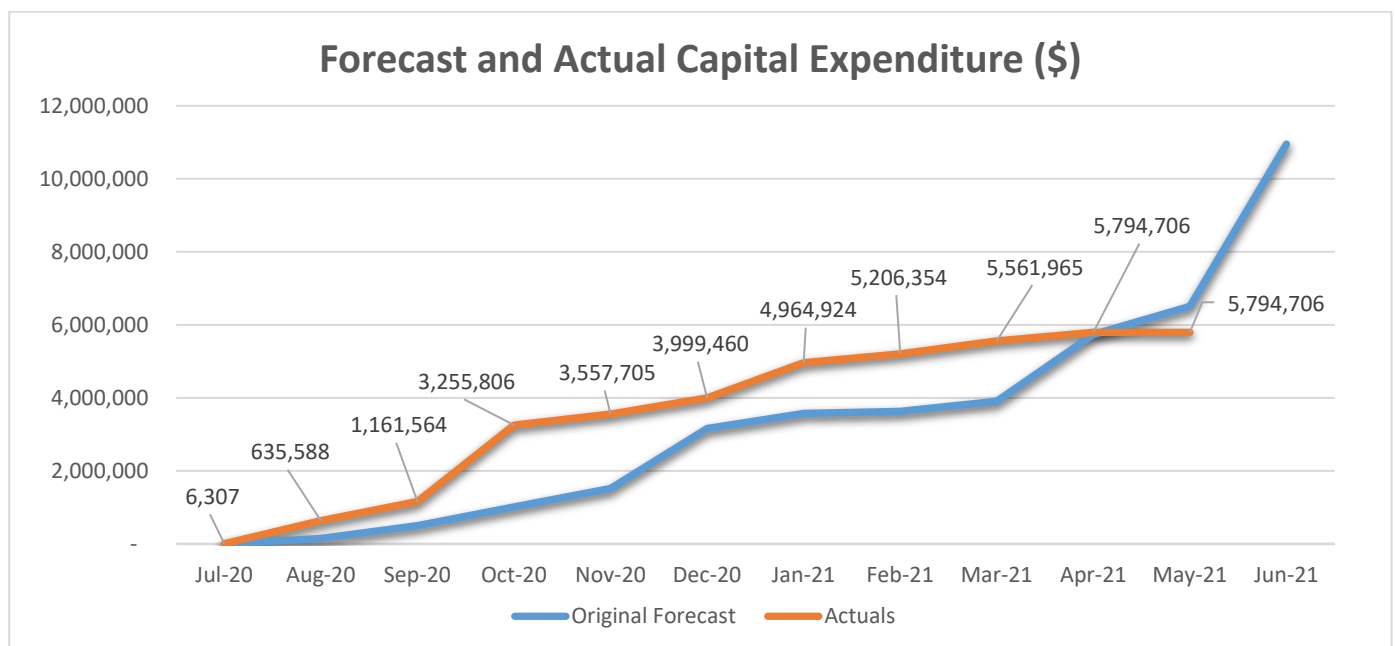
Below present a sales comparison over the last 4 years:



CAPITAL BUDGET POSITION

The table below compares capital revenue and expenditure to budget as at the end of May 2021.

	2020/21 Budget	2020/21 YTD Actuals
REVENUE	(\$)	(\$)
Council Leadership	0	66,997
Corporate	0	268
Infrastructure & Assets	2,942,083	2,716,268
Information Services	38,856	38,856
Planning & Development	57,011	270,221
Mobile Workforce	0	6,135
Community	390,471	248,244
Regulatory Services	0	0
Waste Management	0	47,138
Thorak Cemetery	0	11,570
TOTAL REVENUE	3,428,421	3,405,698
EXPENSES	(\$)	(\$)
Infrastructure & Assets	9,641,925	4,566,665
Information Services	38,856	38,856
Planning & Development	132,011	60,617
Mobile Workforce	0	0
Community	767,471	966,589
Regulatory Services	60,000	28,105
Waste Management	230,000	64,370
Thorak Cemetery	80,000	69,503
TOTAL EXPENSES	10,950,263	5,794,706
CAPITAL RESULT	-7,521,842	-2,389,008



Capital Works Projects

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	May 2021 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
Productive Roads - Mango Roads Stage 1 – 2020-21	Jul-20	Jun-21	2,450,000	1,407,116	Project Delivery	Yes	Yes	57%	
Drainage Renewal and Upgrade	Aug-20	Jun-21	598,000	216,057	Project Delivery	No	Yes	36%	The extensive weather that has occurred has caused delays to runoff to allow for the Spencer Road floodway to dry out for upgrade works to occur. Works are expected to be completed Oct 21.
Vehicle Replacement	Aug-20	Jun-21	280,000	261,292	Project Delivery	Yes	Yes	93%	
Shared Path Program	Aug-20	Jun-21	100,000	5,419	Project Delivery	Yes	Yes	5%	
Pathway Renewal	Aug-20	Jun-21	87,742	77,258	Completed	Yes	Yes	88%	
Gravel Surface Renewal	Aug-20	Jun-21	300,000	2,651	Project Delivery	Yes	Yes	1%	
Road Seal Renewal	Jul-20	Jun-21	945,000	478,325	Project Delivery	Yes	Yes	51%	
Road Safety Upgrades*	Aug-20	Sep-21	514,910	49,192	Project Delivery	No	Yes	10%	Power Road Floodway - Due to site complexities, project completion date on the Blackspot Project has been extended. Approval for project extension currently underway with funding body, delays are not expected to compromise any safety issues.
Waste Vehicle Replacement	Sep-20	Jun-21	170,000	42,370	Project Initiation	Yes	Yes	25%	
Reserve Building Renewal & Compliance	Sep-20	Jun-21	20,000	0	Project Initiation	Yes	Yes	0%	
Reserve Playground Renewal	Sep-20	Jun-21	12,000	0	On Hold	Yes	Yes	0%	On Hold

Knuckey Lagoon Building Works (Shed)	Sep-20	Jun-21	45,000	0	Project Initiation	No	Yes	0%	Was on hold due to potential lease changes. Project is now back on and is behind schedule due to being on Hold. Works are expected to be complete Oct 21.
Council Administration Building Renewal	Oct-20	Jun-21	20,000	19,409	Completed	Yes	Yes	97%	
Driveway Surface and Culvert Renewal	Oct-20	Jun-21	40,000	40,129	Completed	Yes	Yes	100%	
Kerb Renewal and Upgrade	Oct-20	Jun-21	10,000	0	Project Delivery	Yes	Yes	0%	
Pavement Renewal*	Aug-20	Sep-21	485,000	42,688	Project Initiation	No	Yes	9%	Virginia Road Pavement Upgrades - Due to size of project and proposal to construct over 2 budget years, the project is not on time for this year, but completion is expected by October 2021.
Mira Square Development	Oct-20	Jun-21	75,000	3,606	Project Initiation	No	Yes	5%	Project scope is extended with the addition of the LRCI funding. As such the project will carry forward with expected completion by Dec 2021.
Dog Pound Upgrade	Apr-21	Jun-21	60,000	28,099	Project Delivery	Yes	Yes	47%	
Waste Transfer Station Renewal	Aug-20	Jun-21	50,000	22,000	Project Initiation	Yes	Yes	44%	
Waste Strategy	Sep-20	Jun-21	10,000	0	Project Initiation	Yes	Yes	0%	
Thorak Cemetery Asset Renewal	Aug-20	Jun-21	20,000	14,901	Completed	Yes	Yes	75%	
Thorak Cemetery Vehicle Replacement	Aug-20	Jun-21	60,000	54,602	Completed	Yes	Yes	91%	
Pavement Renewal - Whitewood Road	Started in 2019-20	Jun-20	11,746	11,746	Completed	No	Yes	100%	

Whitewood Road, Howard Springs*	Started in 2019-20	Jun-20	345,661	341,675	Completed	No	Yes	99%	
Pavement Renewal - Stevens Road	Started in 2019-20	Jun-20	166,863	173,390	Completed	Yes	No	104%	Late invoice received after budget review completed
Girraween and Hillier Road*	Started in 2019-20	Jun-20	394,042	387,043	Completed	No	Yes	98%	
Shoulder Widening - Pioneer Norm Lane	Started in 2019-20	Jun-20	364,295	364,295	Completed	No	Yes	100%	
Whitstone Road Sealing	Started in 2019-20	Jun-20	435,346	407,526	Completed	No	Yes	94%	
Smart Controls for LED lighting	Started in 2019-20	Jun-20	169,743	162,493	Completed	No	Yes	96%	
Council office – automatic doors all ability access	Started in 2019-20	Jun-20	22,000	0	Cancelled	N/A	N/A	0%	Will be addressed with new community hall
Kentish Road Re-sheeting	Started in 2019-20	Jun-20	529	529	Completed	No	Yes	100%	
Swamp Road Re-sheeting	Started in 2019-20	Jun-20	421	421	Completed	No	Yes	100%	
Mango Roads Stage 1 - 2019-20	Started in 2019-20	Jun-20	223,159	182,116	Project Delivery	No	Yes	82%	
Freds Pass Reserve Infrastructure Upgrade	Started in 2019-20	Dec-20	463,277	730,309	Project Delivery	Yes	Yes	151%	Budget reflects approved carry forward from last year. Current year budgeted expense of \$300k and related grant funding were omitted from BR1 in error.
SCALE Grant funding Capital Works projects*									
Humpty Doo Village Green Playground*	Jul-20	Nov-20	75,768	75,768	Completed	Yes	Yes	100%	
Shared Path Plan Safety Program*	Jul-20	Nov-20	145,339	148,979	Completed	Yes	No	103%	Offset against savings in other SCALE projects
Berry Springs Hall electrical upgrades*	Jul-20	Oct-20	54,450	50,610	Completed	Yes	Yes	93%	
Livingstone Recreation Reserve Playground*	Jul-20	Nov-20	68,976	70,346	Completed	Yes	No	102%	Offset against savings in other SCALE projects

McMinns Lagoon Reserve Signage*	Aug-20	May-21	8,000	8,800	Completed	Yes	No	110%	Offset against savings in other SCALE projects
Digital Whiteboards *	Jul-20	Sep-20	38,856	38,856	Completed	Yes	Yes	100%	
Entrance Signage to the Municipality	Jul-20	Dec-20	48,700	48,608	Completed	Yes	Yes	100%	
Mira Square Development - Scale Funding	Jul-20	May-21	57,011	57,011	Completed	Yes	Yes	100%	
LRCI Grant funding Capital Works projects*									
Resealing of Wells Creek, Mocatto, Townend and Redcliff Roads*	Aug-2020	Jun-2021	1,183,429	-	Project Delivery	Yes	Yes	0%	
LRCI Phase 2 – Projects to be confirmed*	Apr-2020	Dec-2021	300,000	-	Project Delivery	Yes	Yes	0%	

*Grant Funded projects

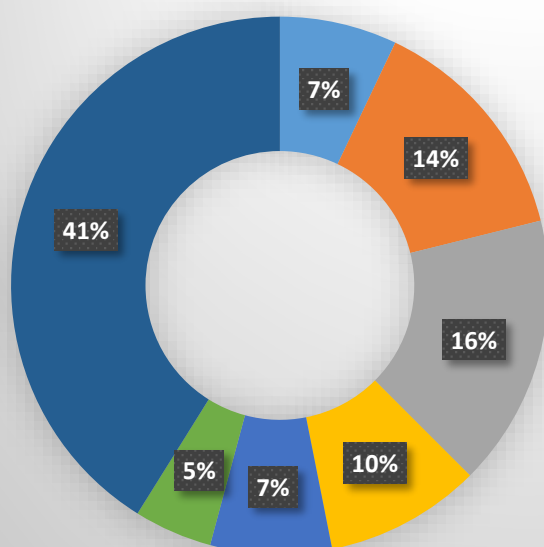
CASH ON HAND & INVESTMENTS

Investment Schedule as at 31 May 2021

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 (\$)
6/10/2020	1,515,515	242	ANZ	0.48%	5/06/2021	4,823
29/10/2020	1,000,000	236	Commonwealth	0.54%	22/06/2021	3,492
5/11/2020	2,000,000	236	Defence Bank	0.55%	29/06/2021	7,112
18/11/2020	2,000,000	237	Commonwealth	0.50%	13/07/2021	6,493
1/12/2020	1,566,486	236	Westpac	0.35%	25/07/2021	3,545
3/12/2020	1,500,000	236	Commonwealth	0.47%	27/07/2021	4,558
8/12/2020	1,009,052	238	Bendigo	0.45%	3/08/2021	2,961
16/02/2021	321,154	181	Commonwealth	0.35%	16/08/2021	557
15/02/2021	1,000,000	186	Commonwealth	0.35%	20/08/2021	1,784
23/02/2021	1,007,042	196	NAB	0.31%	7/09/2021	1,676
22/02/2021	1,007,042	218	NAB	0.31%	28/09/2021	1,865
9/03/2021	1,512,082	210	ME Bank	0.40%	5/10/2021	3,480
23/03/2021	1,016,435	210	Defence Bank	0.45%	19/10/2021	2,632
21/04/2021	1,000,000	196	ME Bank	0.45%	3/11/2021	2,416
13/05/2021	1,000,000	194	ME Bank	0.40%	23/11/2021	2,126
20/05/2021	1,500,000	201	Commonwealth	0.34%	7/12/2021	2,808
20/05/2021	1,500,000	215	Commonwealth	0.34%	21/12/2021	3,004
TOTAL INVESTMENTS	21,454,808					55,3333

Cash Investments



- ANZ - 242 Average Investment Days - 0.48% Average Interest Rate
- Defence Bank - 223 Average Investment Days - 0.50% Average Interest Rate
- ME Bank - 200 Average Investment Days - 0.42% Average Interest Rate
- NAB - 207 Average Investment Days - 0.31% Average Interest Rate
- Westpac - 236 Average Investment Days - 0.35% Average Interest Rate

FINANCIAL RESERVES

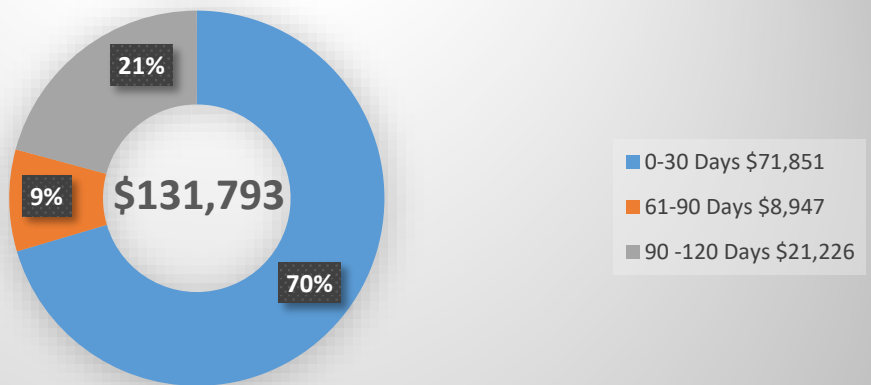
Table showing forecasted reserve balance for 30 June 2021.

	Balance as at 1 July 2020	2020/21 Net Movement	Forecasted Balance as at 30 June 2021
Externally Restricted			
Developer Contribution Reserve	767,587	(684,852)	82,735
Unexpended Grants / Contributions	3,816,358	(3,816,358)	0
Unexpended Capital Works	11,742	(11,742)	0
Total Externally Restricted Reserves	4,595,687	(4,512,952)	82,735
Internally Restricted			
Asset Reserve	11,563,156	(2,563,528)	8,999,628
Waste Management Reserve	4,784,705	(175,929)	4,608,776
Thorak Regional Cemetery Reserve	665,348	39,166	704,514
Election Reserve	100,000	0	100,000
Disaster Recovery Reserve	500,000	0	500,000
Strategic Initiatives Reserve	500,000	0	500,000
ICT Reserve	0	0	0
Total Internally Restricted Reserves	18,113,209	(2,700,291)	15,412,918
TOTAL RESERVES	22,708,896	(7,213,243)	15,495,653

DEBTORS

Total Debtors as of 31 May 2021 is \$131,793. Currently, there are three (3) debtors outstanding for more than 90 days. Two (2) relate to oncharges with regard to Butler Place expenses and one (1) is Telstra Corporation which is pending the outcome of a new lease agreement.

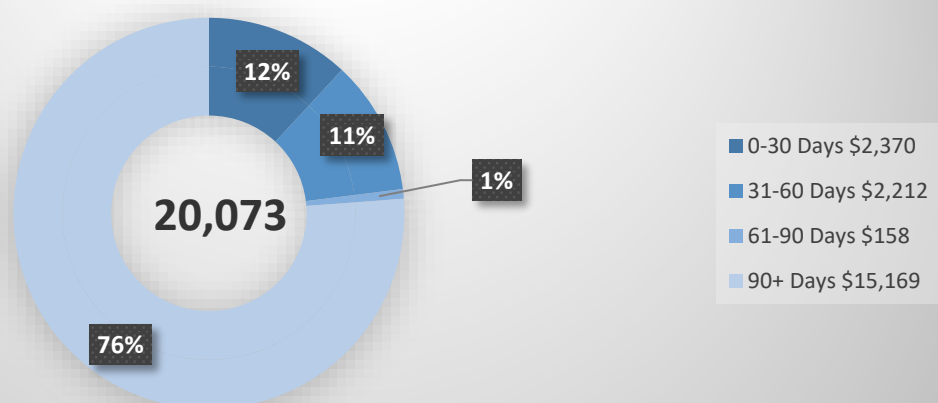
Sundry Debtors - Outstanding by Age



FINES AND INFRINGEMENTS

As at 31 May 2021, Council has sixty-seven (67) infringements outstanding with a balance of \$20,073, an increase of \$2,371 from April. Eleven (11) have been newly issued, two (2) have been sent reminders and fifty-four (54) have been forwarded to Fines Recovery Unit (FRU) and are awaiting payment³.

Infringements Debtor by Age



³ Infringements sent to FRU are expected to exceed 90 days due to the recovery processes

OUTSTANDING RATES

PRIOR YEAR RATES

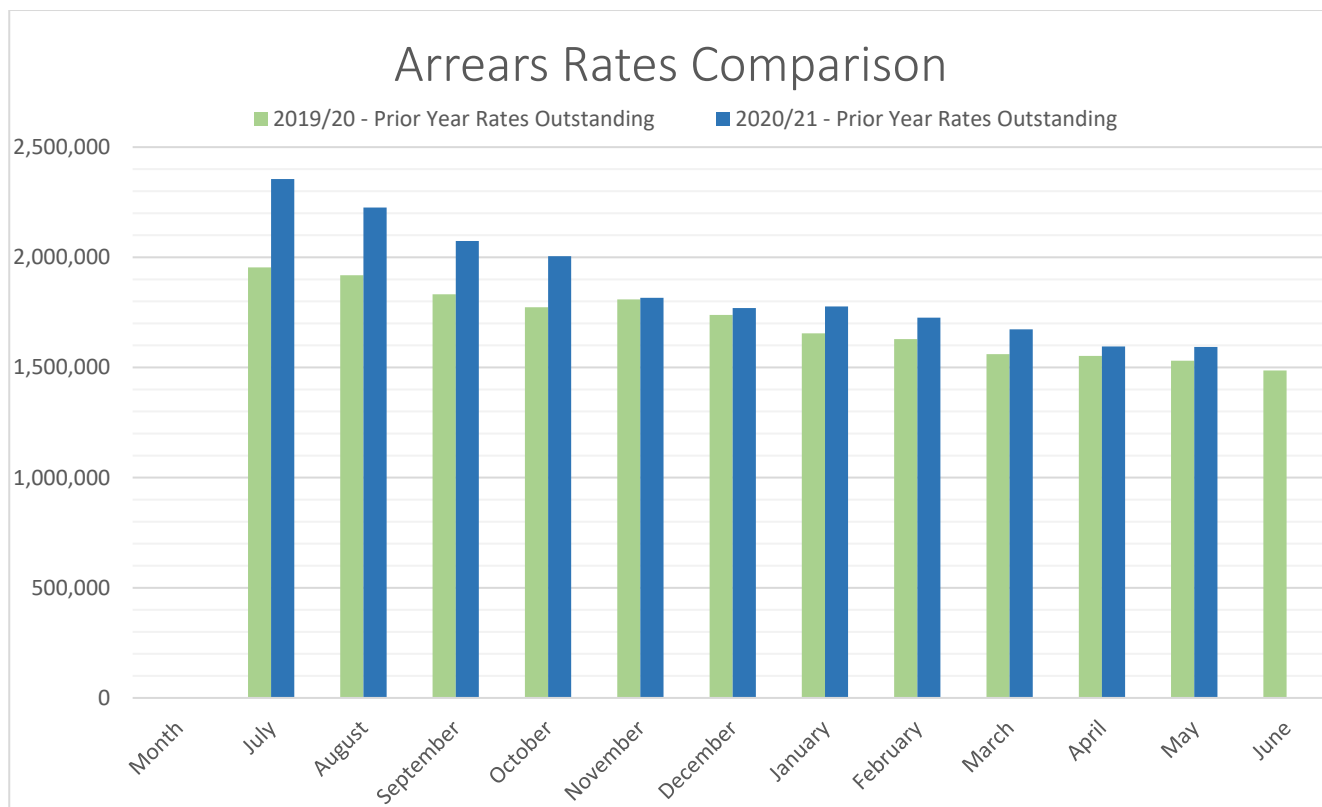
The below table illustrates the split of prior year outstanding rates. Prior year rates as at 31 May are \$1.6 million, this is an increase of 4% compared to prior year May 2020.

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.

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

	Beginning 2020/21 Prior Years Outstanding (\$)	Previous Month (April 2021) (\$)	Current Month (May 2021) (\$)	Monthly Variance (\$)
COMMERCIAL	89,301	47,124	47,615	-491
GAS PLANT	30	0	0	0
MINING	107,229	108,142	108,908	-766
NON-RATEABLE GENERAL	8,802	9,644	9,695	-51
NON-RATEABLE WASTE	27,378	27,549	27,738	-189
PASTORAL	0	0	0	0
RURAL RESIDENTIAL	2,071,264	1,239,698	1,226,807	(12,891)
URBAN RESIDENTIAL	155,687	162,848	172,113	9,265
TOTAL	2,459,691	1,595,005	1,592,876	(2,129)
Arrears LESS Legal		1,338,181	1,296,518	(41,663)

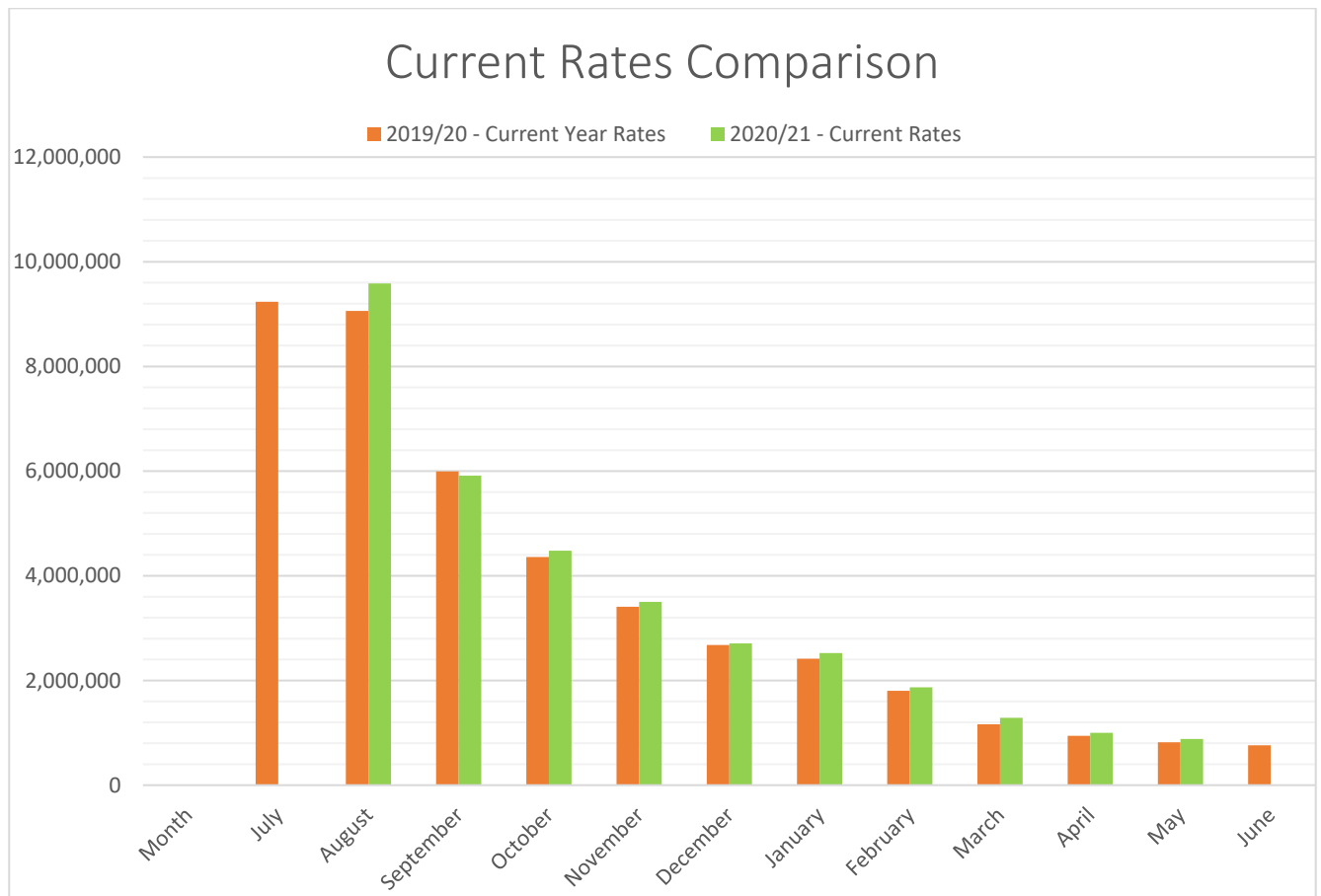
The graph below compares prior year rates between 2019/20 and 2020/21 financial years.



CURRENT YEAR RATES

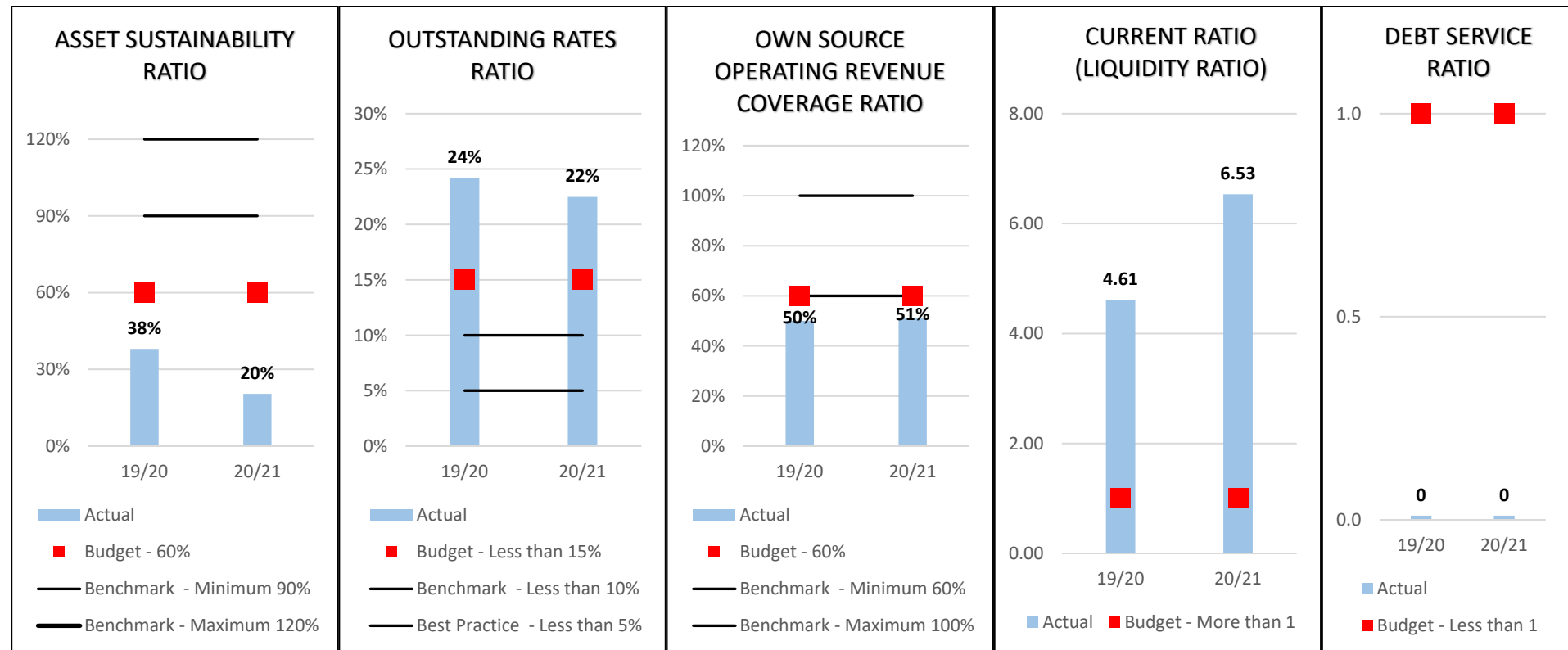
The below table illustrates the split of current year outstanding rates. Current year outstanding rates as at 31 May are \$883k, this is an increase of 7% compared to May 2020.

	Previous Month (April 2021) (\$)	Current Month (May 2021) (\$)	Variance (\$)	Due Dates
Instalment 1	263,269	235,196	(28,073)	30 September 2020
Instalment 2	331,706	293,572	(38,134)	30 November 2020
Instalment 3	404,709	354,539	(50,170)	28 February 2021
TOTAL	999,684	883,307	(116,377)	



FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2020/21 Municipal Plan includes the following financial KPIs;



Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.
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KPI	Explanation
Asset Sustainability Ratio	<p>A ratio of 90% indicates Council is replacing assets in a timely manner as assets reach their end of useful life. A ratio of less than 90% over the long-term indicates a build-up Infrastructure Backlog*.</p> <p>Council's Asset Sustainability ratio of 20% for the month of May is expected to increase as capital projects are completed in the last month of the year. However, it is expected that Council will continue to fail to meet both the budget of 60% and the local government benchmark of 90%. Council's asset base is currently valued at \$510 million. The current Long-term Financial Plan shows 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 backlog 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.</p> <p>Council's Outstanding Rates Ratio of 22% sits unfavourably higher than the maximum budgeted target of 15%. 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 51% for April 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 6.53 for April 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 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 REPORT

Agenda Item Number:	15.02.02
Report Title:	People, Performance and Governance Monthly Report – May 2021
Author	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	16/06/2021
Attachments:	Nil

Executive Summary

This report provides Council with key staffing information, workplace health and safety information and proposed major policy updates and reviews.

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. The metrics provided in this report track activity and report full time equivalent (FTE) numbers, retention and Work Health and Safety performance.

Recommendation

THAT Council note the People and Performance Monthly Report for May 2021.

Background

The Litchfield Council strongly values our people, 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, their safety and policy initiatives.

The changes proposed in the revised Local Government Act and Regulations will require updating Council's policies, procedures, registers and introducing new policies. Council will be presented with policy changes every month in Ordinary Council meetings.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Nil

Risks



Key risks Council is facing which are being mitigated through various measures and initiatives as stated below:

Health & Safety

Public liability issues as a result safety breaches by residents at Council's Waste Transfer Stations. Risk registers, standard operating procedures, and implementation of safety measures (e.g., education, signage etc) are used to reduce hazard during tasks and operations.

Service Delivery

Due to our location, ongoing risks exist around the attraction of qualified staff into critical roles and retention of critical staff needed to deliver Council's business plans. Risks are being managed through the implementation of innovative HR practices to attract and retain talent.

Financial Implications

Nil

Community Engagement

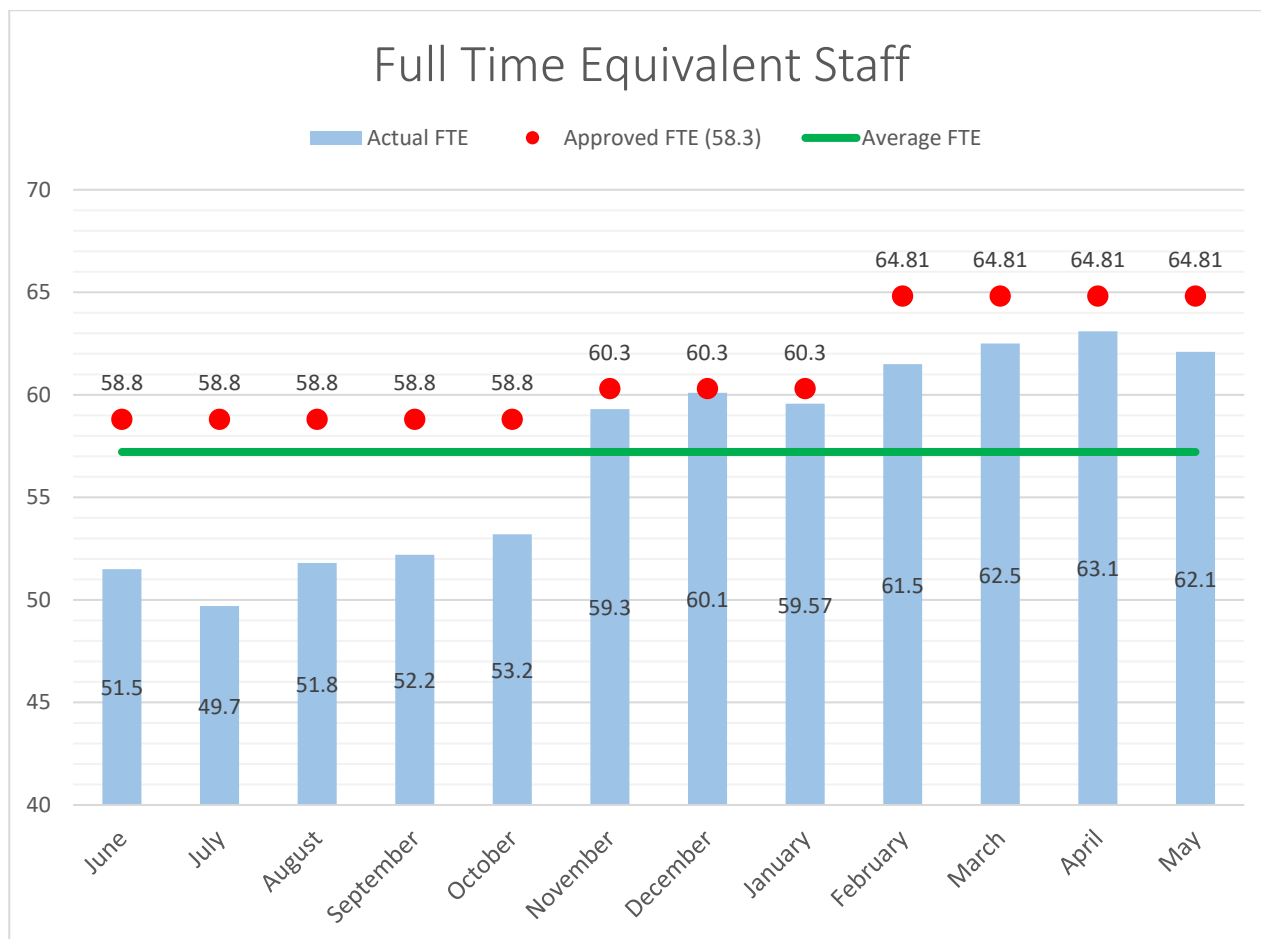
Not applicable.

PEOPLE AND PERFORMANCE MONTHLY REPORT

May 2021

People

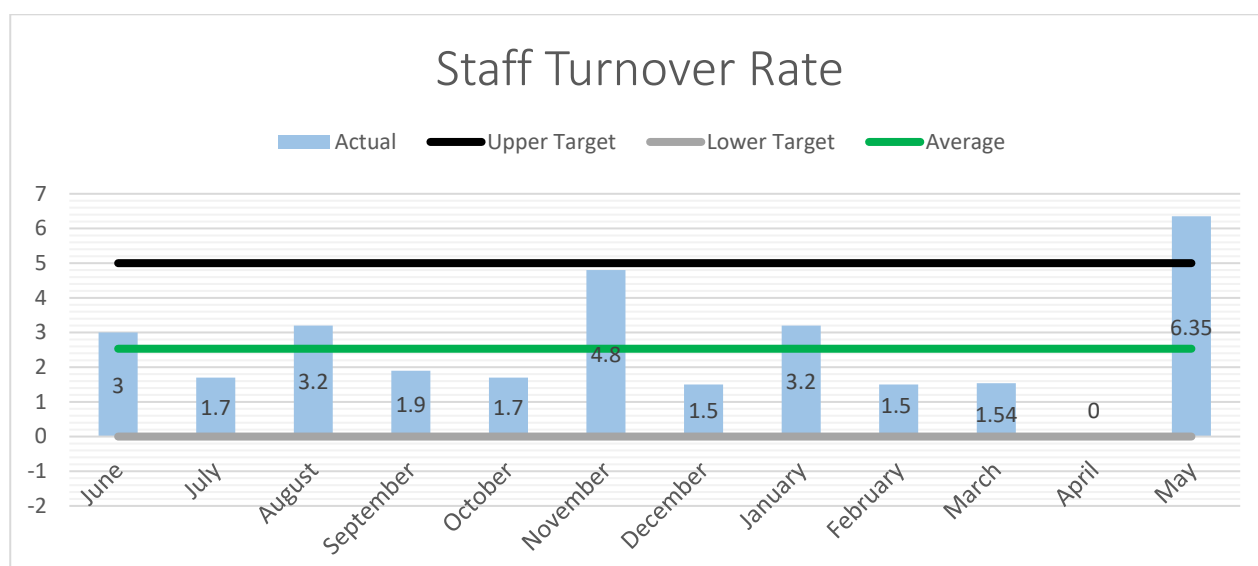
Internal Appointments			
Position	Department	Commenced	Permanent/Temporary
Project & Contracts Engineer	Infrastructure & Assets	4 May 2021	Permanent
Works Delivery Program Leader	Infrastructure & Assets	24 May 2021	Permanent
External Appointments			
Position	Department	Commenced	Permanent/Temporary
Project Management Program Leader	Infrastructure & Assets	4 May 2021	Permanent
Trainee Regulatory Services Officer	Community Inclusion	4 May 2021	Fixed-term Contract
Finance & Customer Service Program Leader	Corporate Services	11 May 2021	Temporary
Employment Separation			
Position	Department	Commenced	Permanent/Temporary
Project Support Officer	Infrastructure & Assets	4 February 2021	Fixed-term Contract
Works Delivery Program Leader	Infrastructure & Assets	14 October 2021	Permanent
Customer Service Officer	Corporate Services	1 February 2021	Fixed-term Contract
Finance & Customer Service Program Leader	Corporate Services	9 April 2021	Permanent
	Approved	Actual	Difference
Full Time Equivalent	49	47	-2
Part-time	5.81	5.1	-0.71
Contract	10	10	0
Total	64.81	62.1	-2.71



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)



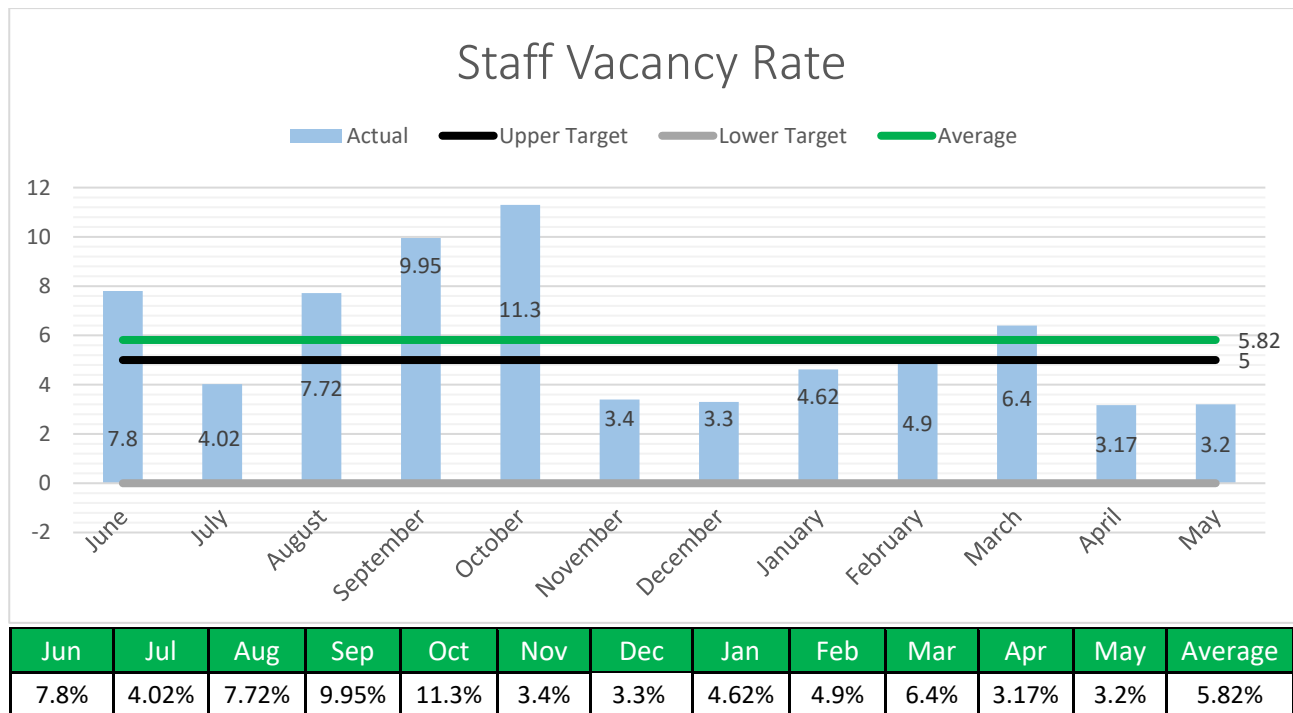
Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Average
3%	1.7%	3.2%	1.9%	1.7%	4.8%	1.5%	3.2%	1.5%	1.54%	0%	6.35%	2.53%

Target Average: Between 0% - 5%

Staff Vacancy Rate:

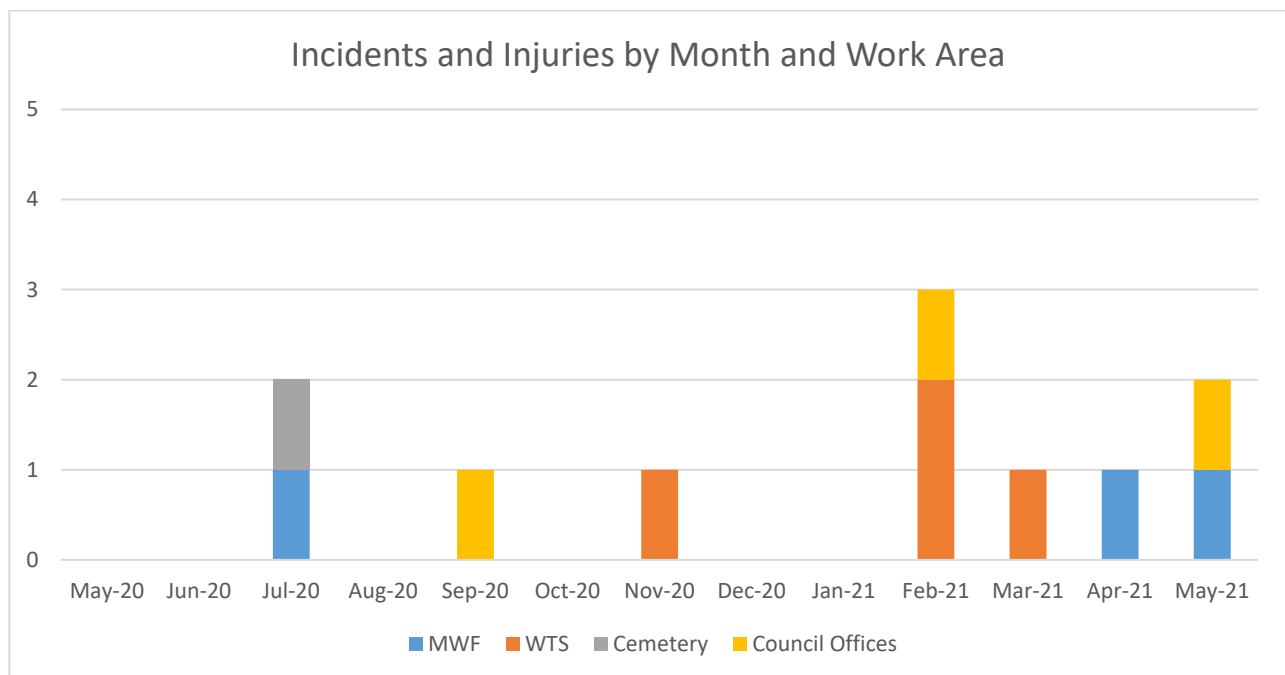
The number of vacant positions during the reporting period.

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



Target: 0% - 5%

Workplace Health and Safety



Two incidents were reported in May 2021. The first incident involved a staff member from the Mobile Workforce team. The second incident involved a Council contractor and Palmerston Police Officers engaged in a Regulatory Services action at Butler Place, Holtze. Both the former and latter incidents did not require notification to be made to the Regulator (NT WorkSafe).

Governance

Work continues with the implementation of the new Local Government Act and Regulations 2019. Below is a table on the policies that are currently being reviewed and are expected to be presented at the June and July Council meetings.

Item	Status	Council Meeting
Filling Casual Vacancies	Completed	April - 2021
Procurement	Completed	April - 2021
Confidential Information	Completed	April – 2021
Human Resource Management Policy	Completed	April - 2021
Relevant gifts and benefits for council members and CEO	Completed	May -2021
Sufficient interest in the assessment record	Completed	May - 2021
Use of accountable forms by council members (forms part of the council's internal control policies and procedures)	Drafted	July - 2021
EM05 Council Member Benefits and Support	Drafted	July - 2021
Breach of Code of Conduct	Drafted	July - 2021
Allowances and any other benefits for Council CEO	Drafted	July - 2021
Allowances and any other benefits for Council staff	Drafted	July - 2021
Asset management policy	Drafted	July - 2021
CEO Code of conduct	Drafted	July - 2021



COUNCIL REPORT

Agenda Item Number:	15.02.03
Report Title:	DRAFT FIN04 Financial Reserves Policy
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	16/06/2021
Attachments:	A: Draft FIN04 Financial Reserves Policy

Executive Summary

This report presents to Council for adoption a draft updated policy, FIN04 Financial Reserves.

Recommendation

THAT Council adopt the proposed FIN04 Financial Reserves, as at Attachment A, subject to any minor editorial adjustments.

Background

To facilitate the preparation of the 2021/2022 Draft Budget (Draft Budget) and 2021/2022 to 2030/2031 Draft Long Term Financial Plan (Draft LTFP), Council held multiple budget workshops.

During these workshops, Council discussed financial reserves which resulted in the following assumptions underpinning the Draft Budget and Draft LTFP:

- Inclusion of a new Information & Communication Technology (ICT) Reserve.
- An increase to the Disaster Recovery Reserve to \$900k over the next 4-5 years; and
- 10% increase to election reserve every four (4) years

Further to these workshops, Council sought advice to clarify if the Waste Management Reserve should be an externally restricted reserve. The advice was inconclusive. In order to ensure Council remain compliant with the Local Government Act and associated Regulations, it is recommended that the Waste Management Reserve be re classified as an externally restricted reserve.

In light of the above, Council Policy FIN04 Financial Reserves has been reviewed with proposed changes shown in Attachment A.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Developed in accordance with the new Northern Territory Local Government Act 2019 and Local Government (General) Regulations 2020.

Risks



Community Engagement

Whilst Community Engagement is not required in direct relation to FIN04 Financial Reserves Policy, public submissions were sought in response to both the 2021/2022 Draft Municipal Plan and Budget and 2021/2022 to 2030/2031 Draft Long Term Financial Plan.

Financial Reserves **POLICY FIN04**

Name	FIN04 Financial Reserves
Policy Type	Council
Responsible Officer	Director Corporate Services Manager Corporate Services
Approval Date	13/12/2017 16/06/2021
Review Date	12/12/2021 15/06/2025

1. Purpose

To ensure sustainable and responsible financial management of Litchfield Council, through consistent identification, administration and usage of externally and internally restricted reserves.

2. Scope

~~Litchfield Council follows the requirements in content and timing stipulated by the Local Government Act, Local Government (Accounting) Regulations, Local Government (Administration) Regulations and the principals of the Australian Accounting Standards. This policy applies to all funds held in reserve.~~

3. Definitions

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

Financial Reserves	The term includes Asset Revaluation Reserves under Australian accounting Standards and other reserves as described in this policy.
Asset Revaluation Reserves	Reserves required by the Australian Accounting Standards and are not cash backed reserves.
Internally Restricted Reserves	Reserves established by Council to ensure that sufficient funds are available when required for a specific purpose. These reserves are cash backed.
Externally Restricted Reserves	Reserves that are subject to external restrictions in their purpose. These reserves are cash backed.

4. Policy Statement**4.1 Classification of Financial Reserves****4.1.1 Asset Revaluation Reserves**

This reserve is established under the requirements of the Australian Accounting Standards. It reflects the increments or decrements of fixed asset values as result of an asset revaluation.

4.1.2 Externally Restricted Reserves

The following criteria apply to externally restricted reserves:

- The reserve is subject to legal requirements that govern the use of the funds; or
- The reserve includes funds that have not been utilised for the purpose for which they were received, and an obligation or requirement to return funds to its contributor exist.

The following Council reserves are externally restricted reserves:

Externally Restricted Reserves	
Unexpended Grants and Contributions	This reserve holds the balance of unexpended grants and contributions received from external contributors. The funds are held in this reserve until expensed in line with the funding conditions. External restrictions apply in line with the individual funding agreements and Australian Accounting Standards .
Developer Contribution Reserve	This reserve holds contributions received by Council by developers in line with the Litchfield Council Developer Contribution Plan. Restrictions apply as set out in both the Plan and under provisions outlined in the Planning Act.
<u>Waste Management Reserve</u>	<u>This reserve holds surplus funds generated specifically from the Waste Management Department. These reserves will only be expensed on activities relating to Waste Management such as the renewal, replacement or upgrading of existing assets, the establishment of new assets in line with Council's Asset Management Plan, remedial works or strategic development of the Waste Service delivery.</u>

4.1.3 Internally Restricted Reserves

The following criteria apply to internally restricted reserves:

- The reserve is not subject to legal requirements governing the use of the funds; or
- The reserve has been established for a specific internal purpose, however, if that purpose does not eventuate or Council changes its priorities the funding can be diverted to other purposes

Litchfield Council distinguishes between two categories of internally restricted reserves:

- ~~Asset Related Reserves that are related to fixed assets and are established for the funding of renewal, replacement or upgrading of existing assets and/or the establishment of new assets in line with Council's Asset Management Plan, Long Term Financial Plan, Municipal Plan and strategic goals.~~
- ~~Other reserves that are not related to fixed assets and are established by Council for a specific purpose. Individual internal restrictions are placed on these reserves.~~

The following Council reserves are internally restricted reserves:

Internally Restricted Reserves: Asset Related Reserves	
Asset Reserve	The reserve holds funding for renewal, replacement or upgrading of existing assets and/or the establishment of new assets in line with Council's Asset Management Plans.
Unexpended Capital Works Reserve	This reserve holds the balance of unexpended capital works funds that are requested to be carried forward to the following financial year.
Internally Restricted Reserves: Other Reserves	
Waste Management Reserve	The reserve holds funding for activities related to Waste Management. This could be the renewal, replacement or upgrading of existing assets and/or the establishment of new assets in line with Council's Asset Management Plan for Waste Management or strategic development of the Waste Service delivery.
Election Reserve	The reserve will fund expenses related to <u>Council Member election including, unplanned Local Government By-Elections, that are unplanned.</u>
Disaster Recovery Reserve	This reserve will fund expenses occurred due to storms, storm surges, and floods or any other natural disaster. The fund will enable Litchfield Council to recover from these disasters and return to operations.
Strategic Initiatives Reserve	This reserve will fund strategic initiatives and Information Technology improvements for the future development of Litchfield Council in line with the Municipal Plan and the Long Term Financial Plan. Specific initiatives must be identified in order to have funds allocated.
Thorak Regional Cemetery	This reserve holds <u>surplus the funds available for generated by</u> Thorak Regional Cemetery.
<u>Information & Communication</u>	<u>This reserve will hold funds for activities related to the Information Communication & Technology Department such as the renewal,</u>

<u>Technology Reserve</u>	<u>replacement or upgrading of existing assets and investment in software upgrades and cyber crime protection initiatives.</u>
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4.2 Establishment of Financial Reserves

Asset Revaluation Reserves	Establishment of the reserve follows the Australian Accounting Standards.
Externally Restricted Reserves	A reserve will be established for any value if there is a legal requirement or a requirement under the Australian Accounting Standards.
Internally Restricted Reserves	The establishment of a new reserve must be authorised by Council and shall not be established for an amount less than \$100,000.

4.3 Transfer of funds in/out Financial Reserves

For financial management purposes all reserve transfers must be detailed separately.

Asset Revaluation Reserves	Transfer of funds follow the Australian Accounting Standards.
Externally Restricted Reserves	Transfer of funds are restricted to the <u>relevant legal requirements and accounting standards</u> . Council must authorise transfers by Council resolution.
Internally Restricted Reserves	Transfer of funds are restricted by the internal purpose of the reserve. All transfers must be authorised by Council resolution. <u>Transfer of funds are made in line with 4.4 of this policy unless otherwise determined by Council resolution.</u>

4.3.1 All transfers for reserves shall be assessed at least annually during the preparation of the budget and the Long Term Financial Plan. ~~Distribution of surplus funds at the end of the financial year shall be utilised~~ Transfers of reserves made under this policy at the end of the financial year and do not require authorisation by Council resolution.

4.3.2 ~~Surplus Funds collected as a Waste Charge or otherwise associated with waste shall be transferred to the Waste Management Reserve at the end of each financial year.~~

~~4.3.3 Surplus Funds collected through the operation of Thorak Regional Cemetery shall be transferred to the Thorak Regional Cemetery Reserve at the end of each financial year.~~

~~4.3.4 Available Net Working Capital shall be calculated at the end of the financial year with the following calculation:~~

Item of Financial Statements	Explanation
Total Current Assets	
(LESS: Total Current Liabilities)	Immediate financial commitments
(LESS: Externally restricted Reserves)	Financial commitment
(LESS: Internally reestrictedrestricted Reserves)	Financial commitment of Council
= WORKING CAPITAL	
(LESS: Non-current Employee Provisions)	Whilst not an immediate financial commitment, Council identifies the importance of those commitments to current employees
= NET WORKING CAPITAL	

~~Unless otherwise determined by Council resolution, the Net Working Capital shall be utilised to replenish reserve balances in 4.4 in the first instance and then transferred to the Asset Reserve.~~

- 4.3.5 The total of all reserves shall not exceed the current assets held by Council. ~~Required adjustments at the end of the financial year will be made in line with the Net Working Capital distribution mentioned above and do not need authorisation by Council resolution.~~

4.4 Maintaining Balance of Financial Reserves

Transfers made at the end of the financial year shall be made with consideration to the following.

<u>Thorak Regional Cemetery Reserve</u>	<u>Calculated as Thorak Regional Cemetery surplus/deficit (excluding depreciation), plus capital grant funding, minus capital expenditure.</u>
Election Reserve	This reserve shall be maintained at no more than \$1200,000-
Disaster Recovery Reserve	This reserve shall be maintained at or near \$9500,000-
Strategic Initiatives Reserve	This reserve shall be maintained at no more than \$500,000-
<u>Information & Communication Technology Reserve</u>	<u>This reserve shall be maintained at no more than \$200,000</u>
<u>Unexpended Capital Reserve</u>	<u>This reserve shall hold the balance of uncompleted capital works approved to carry over from the previous financial year</u>
<u>Asset Reserve</u>	<u>Will receive any surplus reserves once all other reserves have been replenished</u>

4.5 Reporting on Financial Reserves

Council is required under Part ~~67~~ (1513) (12) (c) of the Local Government (~~Accounting~~General) Regulations to disclose all reserves set aside for a specific purpose in its annual financial statement. In addition to this, reserves are reported on as follows:

- A detailed statement with movements as part of the annual budget.
- A detailed statement with actual performance compared to annual budget as part of the budget review reports.
- A statement of balances as part of the monthly finance report.

5. Associated Documents

Litchfield Council Policies
 Litchfield Council Municipal Plan
 Litchfield Council Long Term Financial Plan
 Litchfield Council Asset Management Plans
 Litchfield Council Asset Management Policy
 Litchfield Council Subdivisional Guidelines
 Litchfield Council Developer Contributions Plan

6. References and Legislation

~~Northern Territory Local Government Act 2019~~
 Northern Territory Local Government (~~Administration~~General) Regulations
~~Northern Territory Local Government (Accounting) Regulations~~
 Australian Accounting Standards
 Ministerial Guidelines

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
17 September 2015	New policy 15/0097/02
13 December 2017	Review ed
<u>16 June 2021</u>	<u>Reviewed and updated</u>



COUNCIL REPORT

Agenda Item Number:	15.03.01
Report Title:	May 2021 Summary Planning and Development Report
Author:	Mark Hogan, Project Management Program Leader
Recommending Officer:	Leon Kruger, Director Infrastructure & Operations
Meeting Date:	16/06/2021
Attachments:	A: Letter of Comment on PA2021-0315 B: Letter of Comment on PA2021-0137 C: Liquor License 2021-9007

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 1 to 31 May 2021.

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	2
Extensions of Time	0
Mining Applications	0
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	1
Water Extraction Applications	1
Clearances for Development Conditions	3
Stormwater/Driveway Plan Reviews	20
Works Permits	11

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

Recommendation

THAT Council:

1. receive the May 2021 Summary Planning and Development Report and;
2. note for information the responses provided to relevant agencies within Attachments A - C to this report.

Background

DEVELOPMENT APPLICATIONS

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

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

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	2
Note: Additional detail is provided below on all development applications.	

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

Development Applications supported, subject to normal Council conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2019/0315 Hundred of Strangways 240 Morgan Road, 220 Brooking Circuit, 610, 630, 640a-e, 660 Lowther Road, Virginia Attachment A	Application for a Variation to an existing Subdivision Application approved in 2011. All works are completed, however the process never progressed through to title issue and the DCA approval lapsed. A subsequent re-approval was granted in 2019 for a reduced number of lots. Litchfield Council <u>does not object</u> as the Variation will allow for works, including survey and minor civil works to address scouring, to be undertaken before final clearances are sought from Litchfield Council and other Authorities.
PA2021/0137 Lot 12448 Town of Palmerston Subdivision to Create 188 Lots (Precinct D of Stage 5 of Zuccoli Aspire) Attachment B	Application for a subdivision to create 188 Lots (Precinct D of Stage 5 of Zuccoli Aspire) contained within the municipality of the City of Palmerston. Application was referred to Litchfield Council as the stormwater discharge point is within the Litchfield Municipality at Brooking Creek. Litchfield Council <u>does not object</u> as the Stormwater Management Strategy includes two detention lakes which reduce flows leaving site to equal to or less than predevelopment flows for all storm events up to and including the 1% AEP storm event.

LIQUOR LICENCE APPLICATIONS

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

Address and Attachment Reference	Purpose and Summary	Comments Provided
2021/9007 Noonamah Tavern – Dalkeith Ag Company Pty Ltd Attachment C	Application to extend the Noonamah Tavern License to include the Tavern's rodeo grounds for seasonal events and to vary the liquor licence conditions area to include the rodeo ground's 'licensed area' for seasonal functions and events.	Council noted the applicant should abide by previously endorsed storm water and waste management plans referred to in the applicant's exceptional development permit granted to the applicant in July 2020. Litchfield Council <u>does not object</u> as the proposal is not expected to have any negative effects upon the amenity of the surrounding neighbourhood. It has full support of the neighbouring properties, being the local shop and caravan park, who the applicant notes will benefit.

WATER LICENCE APPLICATIONS

Council is only referred applications for water licences when the licence request is for a property adjacent Council-owned land, as Council is considered a neighbour to the property requesting the water licence. Water licences for other sites within the municipality are processed by the Department of Environment and Natural Resources but are not advertised to Council for comment.

Council provides standard comments supporting the protection of water as an important natural resource to all water licence applications referred to Council. The following table notes the number of water licence applications to which Council has responded during the noted period.

No. Water Licence Applications
1

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

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

assessment received by Council for clearance of conditions for plans/ reports/drawings during the noted period.

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

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

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

No. Building Certification Applications
20

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
11

Links with Strategic Plan

A Great Place to Live - Development and Open Space

Legislative and Policy Implications

Not applicable to this report.

Risks



No identified risks applicable to this report

Community Engagement

Not applicable to this report



27 May 2021

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

RE: Letter of Comment Development Application (Variation)

**PA2019/0315 – Subdivision - Variation Application
HUNDRED OF STRANGWAYS
240 Morgan Road, 220 Brooking Circuit, 610, 630, 640a-E, 660 Lowther Road, Virginia**

Thank you for the Development Application referred to this office on 28 April 2021 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 does not object to the granting of a Variation Development Permit for the following reasons:

- a) A review of the Development Permit DP19/0285 indicates the majority of Councils relevant interests are contained and addressed through various conditions on the Permit.

Should the application be approved, Council requested following additional conditions be included on the variation Permit:

- b) It is noted that the site falls into Catchment Area 13C of Council's Developer Contributions Plan (1998) for Roads and Drainage. It is requested a condition be included to specifically identify this requirement as per the below:

A monetary contribution is required to be paid to Litchfield Council in accordance with its development contributions plan for the upgrade of roads and drainage infrastructure as a result of this development. The contribution payable is in accordance with that of Catchment Area 13C, in which the site falls for Council's Developer Contributions Plan for Roads and Drainage.

- c) It is noted that the road from Brooking Circuit, running to the south east of 'stage 2' and joining Ayliffe Circuit at the north of 'stage 1' has been constructed. This road should be opened and unencumbered as a condition of Permit.

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

- d) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- e) 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 on 08 8983 0600.

Yours faithfully



Mark Hogan
Project Management, Program Leader



10 May 2021

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

RE: Letter of Comment Development Application

PA2021/0137
Lot 12448 Town of Palmerston
Subdivision to Create 188 Lots (Precinct D of Stage 5 of Zuccoli Aspire)

Thank you for the Development Application referred to this office on 06/05/2021, 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 does not object to the granting of a Development Permit, noting the following:

- a) The extent of the development is contained within the municipality of the City of Palmerston; however, the stormwater discharge point is within the Litchfield Municipality, specifically into Brooking Creek. Therefore, Council has an interest in the onsite stormwater management, treatment and discharge into Litchfield Council's stormwater drainage system.

Litchfield Council understands that the conceptual Stormwater Management Strategy includes the implementation of two (2) lakes adjacent to the Eastern boundary, which are to act as detention systems. The lakes shall be appropriately sized to detain flows and ensure that post-development flows leaving the Development Site are equal to or less than pre-development flows for all storm events up to and including the 1% AEP storm event.

The applicant notes that this conceptual Stormwater Management Strategy is to be refined during the detailed design phase. As the discharge point occurs in the Litchfield Municipality, the Developer must provide Litchfield Council with detailed design documentation for review and approval. Detailed design documentation for Stormwater Management must be consistent with the approach and methods described in Section 7 – Stormwater Drainage of NTSDG, including (but not limited to):

- Detail of catchments and hydrological calculations considering land use across all contributing catchments is fully developed according to current permitted land use within the Planning Scheme;

- Detail of staging, and the interim (i.e. during construction) and ultimate discharge into Litchfield Council's stormwater drainage system;
- Demonstration that post-development flows leaving the Development Site are equal to or less than pre-development flows for all storm events up to and including the 1% AEP storm event;
- Implementation of Water Sensitive Urban Design (WSUD) best management practices to mitigate adverse impacts on natural ecosystems as far as reasonably practicable;
- Demonstration that Natural Waterways, lagoons, swamps and similar natural features will generally be retained in their natural state in order to maintain existing outflow characteristics and groundwater aquifer recharge; and
- Submission of a Part 2 Stormwater Management Plan to Litchfield Council.

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

- b) Prior to endorsement of plans and prior to commencement of works, a Part 2 Stormwater Management Plan must be submitted to and approved by Litchfield Council, to the satisfaction of the consent authority. The plan must meet the requirements as outlined in the Northern Territory Subdivision Development Guidelines.
- c) Prior to the endorsement of plans and prior to the commencement of works, detailed design documentation must be submitted to and approved by Litchfield Council, to the satisfaction of the consent authority. Detailed design documentation for Stormwater Management must be consistent with the approach and methods described in Section 7 – Stormwater Drainage of NTSDG, including (but not limited to):
- Detail of catchments and hydrological calculations considering land use across all contributing catchments is fully developed according to current permitted land use within the Planning Scheme;
 - Detail of staging, and the interim (i.e. during construction) and ultimate discharge into Litchfield Council's stormwater drainage system;
 - Demonstration that post-development flows leaving the Development Site are equal to or less than pre-development flows for all storm events up to and including the 1% AEP storm event;
 - Implementation of Water Sensitive Urban Design (WSUD) best management practices to mitigate adverse impacts on natural ecosystems as far as reasonably practicable; and
 - Demonstration that Natural Waterways, lagoons, swamps and similar natural features will generally be retained in their natural state in order to maintain existing outflow characteristics and groundwater aquifer recharge.

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:


- d) The owner shall collect all stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council; and,
- e) 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:

- f) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au; and,
- g) 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 on 08 8983 0600.

Yours faithfully



Mark Hogan
Project Management Program Leader
Litchfield Council



27 May 2021

Tania Chin
Licensing NT
Department of the Attorney-General and Justice
Northern Territory Government
GPO BOX 1154
Darwin NT 0801

Dear Tania Chin

RE: PA9007/2021 Noonamah Tavern – Dalkeith Ag Company Pty Ltd

Extend the Noonamah Tavern Licence to include the Noonamah Tavern Rodeo grounds for seasonal events and vary the liquor licence conditions area to include the Noonamah Tavern Rodeo grounds 'licensed area' for seasonal functions and events

Thank you for the application for 'Material Alteration and Variation to a Liquor Licence' referred to this office on 17 May 2021. This letter may be tabled at the next Litchfield Council (Council) Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council does not object to the proposed material alterations and the proposed variation to liquor licence conditions to extend the Noonamah Tavern Licence to include the Noonamah Tavern Rodeo grounds for seasonal events.

Council does not object to the variation to the liquor licence conditions area to include the Noonamah Tavern Rodeo grounds 'licensed area' for seasonal functions and events.

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

- a) The applicant should abide by the Council endorsed storm water and waste management plans as referred to in the exceptional development permit granted to the applicant in July 2020 to continue to use the land for public events.
- b) For all liquor licence applications, Council wishes to note the recent investigations and reports into the consumption of alcohol in the Northern Territory and notes support for limiting the harmful use of alcohol in the community.

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

Yours faithfully

Mark Hogan
Program Management Program Leader



COUNCIL REPORT

Agenda Item Number:	15.03.02
Report Title:	Grant of Easement – Form 51 – Lot 54 Hundred of Strangways – Application of Common Seal
Author:	Mark Hogan, Project Management Program Leader
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	16/06/2021
Attachments:	A: Letter from DIPL CE Mr Andrew Kirkman

Executive Summary

This report seeks Council endorsement for the use of the Common Seal on *Form 51 – Grant of Easement* to be provided to the Land Titles Office.

During the course of works undertaken for the Mango Roads Project, the Department of Infrastructure, Planning and Logistics (DIPL) undertook a flood study of the Elizabeth River catchment. The results determined that as a result of works, water volume had increased at Lot 54 Hundred of Strangways, also known as 135 Horsnell Road, Noonamah.

An ‘in principle’ agreement, noted in **Attachment A**, was reached between DIPL and Litchfield Council Officers to address this. DIPL agreed to construct additional box culverts to reduce flooding with the understanding that easement at 135 Horsnell Road would then be handed over to Council for upkeep.

It is recommended that Council support this request to formalise the agreement with DIPL and endorse the use of the Common Seal.

Recommendation

THAT Council:

1. approve the use of the Common Seal on *Form 51 – Grant of Easement* relating to Lot 54 Hundred of Strangways (135 Horsnell, Noonamah); and,
2. provide a letter of response to the Chief Executive Officer of Department Infrastructure Planning and Logistics detailing the resolution.

Background

The Mango Roads Project is a \$21 Million project jointly funded by the Australian and Northern Territory (NT) Governments, as well as Litchfield Council. The project has seen key sections of road in the Territory’s most productive mango growing region upgraded with the aim of improving mango quality and industry productivity.

Delivery of the project commenced in 2020, however works and negotiations with landholders associated with the project have been ongoing for many years.

Horsnell Road was particularly in need of upgrading due to a section where Elizabeth River crosses the causeway which can flood during storm events. When there has been a high volume of rainfall the road can be closed for days, with repairs often required due to flood damage.

During the design process for Horsnell Road, DIPL undertook a flood study of the Elizabeth River catchment, as well as for the proposed Weddell Township area. The results of scenario models confirmed that the proposed upgrade works as part of the Mango Roads Project, as well as historical works on Redcliffe Road have increased water volumes at Lot 54, Hundred of Strangways (also known as 135 Horsnell Road).

A verbal 'in principle' agreement was reached between DIPL and Litchfield Council Officers late in 2020 regarding the transfer of the easement located at 135 Horsnell Road to Litchfield Council, in return for DIPL constructing six concrete culverts to assist in mitigating the flooding at this property.

On 25 May 2021 DIPL Chief Executive, Andrew Kirkman, wrote a letter (**Attachment A**) requesting Council apply the Common Seal to the *Form 51 – Grant of Easement*. This would extinguish the drainage easement at 135 Horsnell Road in favour of the Northern Territory, to replace it with a drainage easement in favour of Litchfield Council.

It is recommended that Council formalise the agreement by approving the use of the Common Seal and provide a letter of response to Chief Executive Kirkman detailing the resolution.

Links with Strategic Plan

Everything You Need - Roads and Transport
A Well-Run Council - Good Governance

Legislative and Policy Implications

GOV11 Common Seal
GOV12 Land Acquisition
INF01 Asset Management

Risks



Financial

The implications of not supporting the proposed transfer of ownership to the easement at Lot 54, Hundred of Strangways (also known as 135 Horsnell Road), are unknown at this time.

Community Engagement

Discussions were held with the affected property owners throughout the process. No further community engagement occurred with non-affected property owners.



Department of
INFRASTRUCTURE PLANNING AND LOGISTICS

Chief Executive
Level 5 Energy House
18-20 Cavenagh Street
DARWIN NT 0801

Postal Address
GPO Box 1680
DARWIN NT 0801

T 08 8924 7029
E andrew.kirkman@nt.gov.au

File Reference
DLM2019/0010~0064

Mr Daniel Fletcher
Chief Executive Officer
Litchfield Council
PO Box 446
HUMPTY DOO NT 0836

Daniel

Dear Mr Fletcher

Re: Lot 54 Hundred of Strangways 135 Horsnell Road

I am advised that Department of Infrastructure Planning and Logistics (DIPL) Transport and Civil Services have met with Litchfield Council at officer level to discuss drainage issues relating to Lot 54, Hundred of Strangways (135 Horsnell Road) resulting, in part, from the joint Mango road upgrade works.

DIPL recently undertook a flood study of the Elizabeth River catchment and proposed Weddell Township and the results of scenario models confirm works on Redcliffe Road have increased the flow velocity at Lot 54 and would be further increased with the Horsnell road upgrades.

To address the matter, I understand an in principle agreement has been reached whereby DIPL will build 6 additional box culverts on Horsnell Road (to assist with reducing flood water through Lot 54) and in return Council agrees to the extinguishment of the drainage easement in favour of the Northern Territory of Australia on Lot 54, to be replaced with a drainage easement in favour of Council.

I write to you seeking your support to formalise this agreement through the execution of the required Land Titles Office form. It would be appreciated if you could execute the attached form and return the original document to Mrs Sharon Jones, Executive Director, Crown Land Estate at GPO Box 1680, Darwin NT 0801 so that the dealing can be registered on the title.

Should you have any queries in relation to this matter please contact Ms Jones on 8999 7019 or sharon.jones@nt.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read "AK", written over the words "Yours sincerely".

Andrew Kirkman
Chief Executive

25 May 2021

Land Title Act 2000
REGISTRAR-GENERAL'S DIRECTIONS



NORTHERN TERRITORY OF AUSTRALIA

Commissioner of Territory Revenue use only

E G No:

IMPORTANT NOTICE

Please Note Privacy Statement Overleaf

**CREATION OF
EASEMENT IN GROSS**

The owner of the land grants to the person(s) specified below the easement for the value described below subject to the conditions set out on the back page. (NOTES 1 – 3)

Register	Volume	Folio	Location	Lot Description	Plan	Unit
CUFT			Hundred of Strangways	Lot 54	LTO83/052	

(NOTE 4)

Easement

Plan LTO83/052
Drainage Easement (hashed on the attached survey plan LTO83/052)

(NOTE 5)

Person(s) to whom
granted

Litchfield Council

(NOTE 6)

Value (GST inclusive)

Nil

GST Amount N/A

(NOTE 7)

.....
SIGNED by the Owner
Mark Anthony Roberts

on (Date)

In the presence of:

.....
Signature of qualified witness

.....
Full name of qualified witness

.....
Witness contact address/phone number

The **Common Seal of Litchfield Council** was affixed
in the presence of:

.....
Signature

.....
Full name

.....
Position title

.....
Signature

.....
Full name

.....
Position title

on (Date)

(NOTE 8)

CONSENT OF REGISTERED MORTGAGEES (NOTE 9)

Instrument type: Mortgage.....	Instrument type:
Instrument No: 454477.....	Instrument No:
Name of Parties: Westpac Banking Corporation.....	Name of Parties:
.....
I the registered proprietor of the interest shown above consent to the registration of this instrument.	I the registered proprietor of the interest shown above consent to the registration of this instrument.
Signed:	Signed:
(Date):	(Date):
In the presence of:	In the presence of:
Name of Witness:	Name of Witness:
Address or Telephone No.:	Address or Telephone No.:

CONDITIONS (NOTE 5)

SCHEDULE OF NOTES

1. This form must be used for a Grant of Easement in Gross. For other easements like Access Easements use Form 52.
2. This form may be lodged as an original only and must be typed or completed in biro, and **must show the imprint of the Commissioner of Territory Revenue**. Alterations to information entered on the form should be crossed out (nor erased or obliterated by painting over) and initialled by the parties.
3. If there is insufficient space in any panel use the space above or an annexure sheet (Form 95).
4. Volume and Folio references must be given together with complete parcel description. If a certificate as to title has been issued it must be produced.
5. A summary of the easement (ie. "sewerage easement"), and a survey plan must be annexed. If the intention is to utilise the easements described in the *Law of Property Act 2000* then the precise descriptive words should be used. For easements not utilising the *Law of Property Act 2000* descriptions the panel conditions above must be completed.
6. Name only (ie. Northern Territory of Australia, Power and Water Corporation, Darwin City Council or XYZ Corporation Pty. Ltd.).
7. Set out the value of the easement inclusive of GST. For the GST amount, if the easement is subject to the margin scheme and the GST amount is unknown insert "margin scheme" in the box provided.
8. Persons who may witness this document are a Commissioner for Oaths, a member of the Legislative Assembly, a legal practitioner within the meaning of *Legal Profession Act 2006*, a person holding office under the *Supreme Court Act 1979*, the *Justices of the Peace Act 1991*, the *Local Court Act 2015* or the *Registration Act 1927*, a Notary Public and any other person approved by the Registrar-General.

A witness to an instrument executed by an individual must first:

- take reasonable steps to ensure that the individual is the person entitled to sign the instrument;
- have the individual execute the document in the presence of the witness;
- not be a party to the instrument; and
- if witnessing more than one signature, clearly state that he/she has witnessed more than one signature. (ie I have witnessed the two signatures appearing above.

After signing, witnesses must legibly write, type or stamp their names and contact address or telephone number below their signature.

For a corporation, an instrument must be executed in a way permitted by law or sealed with the corporation's seal in accordance with the *Law of Property Act 2000*, Section 48.

For witnessing of instruments executed outside the Northern Territory refer to Schedule 1 of the *Land Title Act 2000* and the Registrar-General's Direction.

9. The instrument of Easement in Gross must include the consents of all registered mortgagees of the lot burdened by the easement in gross.

PRIVACY STATEMENT – LAND REGISTER FORMS

The Registrar-General's Office is authorised by the *Land Title Act 2000* to collect the information on this form for the establishment and maintenance of the Land Register, which is made available for search by any person, anywhere, including through the Internet, upon payment of a fee. The information is regularly provided to other NT Government agencies, the Australian Valuation Office, local governments, the Australian Bureau of Statistics, the Australian Taxation Office or other Commonwealth Agencies as required or authorised by law, and some private sector organisations for conveyancing, local government, valuation, statistical, administrative and other purposes. The NT Government also uses the information to prepare and sell or licence property sales reports to commercial organisations concerned with the development, sale or marketing of property.

Failure to provide the information in full or in part may prevent your application or transaction being completed.

Your personal information provided on this form can be subsequently accessed by you on request. If you have any queries please contact the Deputy Registrar-General on 8999 5318.



COUNCIL REPORT

Agenda Item Number:	15.03.03
Report Title:	Place Names – Revised Road Names for Kittyhawk Subdivision at 1000 Channel Island Road, Wickham
Author:	Rodney Jessup, Manager Infrastructure and Assets
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	16/06/2021
Attachments:	A: Kittyhawk Masterplan – Naming Roads 1 and 2 B: Aboriginal words for road naming in Kittyhawk Estate

Executive Summary

The purpose of this report is to refer to Council a request for support from the NT Place Names unit for a submission made by the Land Development Corporation (LDC) to the NT Place Names Committee for the naming of new roads in the new subdivision at 1000 Channel Island Road, Wickham, commonly known as the Kittyhawk Subdivision. Previously the developer, LDC, submitted a list of preferred names for consideration however this was not supported by Council on the basis that it did not meet the requirements of the NT Place Names Guidelines. A revised request was submitted to the February 2021 Ordinary Council Meeting whereby Council provided support for the newly proposed names however these names were rejected by the Minister for Infrastructure, Planning and Logistics. A second revision has now been received and NT Place Names on behalf of the LDC are requesting Council support.

It is recommended that Council support the new proposed road names for roads 1 and 2 as well as the supplementary name as shown in Attachment A and listed in Attachment B under *Preferred* and *Alternate*. Attachment B includes comments made by Place Names and shows the naming rationale.

Recommendation

THAT Council:

1. support the proposed road names as follows;

	Preferred
Road 1	Danimiyinda
Road 2	Dabdabma
Supplementary	Damugu-la

2. provide a letter of comment to the NT Place Names unit and the NT Place Names Committee detailing the above resolution

Background

In November 2019, a Development Permit was issued to subdivide 1000 Channel Island Road, Wickham, into six lots. New roads will be created as part of the subdivision, as shown in Attachment A.

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

Council, at its meeting on 18 November 2020, previously considered a naming proposal for this development and resolved not to support the names as it did not meet the NT Place Names Guidelines (Resolution 2021/090).

On the basis of feedback from the NT Place Names unit, the developer then re-submitted a list of proposed road names and offered three alternative themes for naming the new roads, including options considering names for two yet to be constructed concept roads (Attachment A), as well as supplementary names should the Place Names Committee prefer to accept an alternative name. Council, at its meeting 17 February 2021, resolved to support a total of six possible road names derived from a World War II aircraft theme and five alternative naming options derived from oil, gas and energy industry terminology (Resolution 2021/157).

While the NT Place Names unit confirmed that all proposed road names previously supported by Council met Territory and national place naming guidelines, the Minister for Infrastructure, Planning and Logistics did not approve the NT Place Names Committee recommendations from this second pool of names. Instead, the Minister directed the NT Place Names Committee to assist Land Development Corporation to develop a new naming proposal in collaboration with the Larrakia Nation Aboriginal Corporation and the Larrakia Development Corporation.

The new naming proposal for the two roads at the Kittyhawk Subdivision have been developed in accordance with the Minister's direction. The names adhere to both Territory and national place naming guidelines and are consistent with the Australian/New Zealand Standard 4819:2011 'Rural and urban addressing'. The new theme captures the long standing Aboriginal land and sea utilisation of the location, reflecting traditional shellfishing practices that have been demonstrated in the archaeological record at Wickham from the pre-contact era through the World War II. Furthermore, the new naming proposal is consistent with the desire of the Northern Territory Government to elevate Aboriginal languages and histories into the everyday through formal recognition in place naming.

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 recommend a place name for approval by the Minister.

Summary

It is recommended that Council support the proposed names as suitable for naming the new roads within the Kittyhawk Subdivision.

Council’s resolution would then be provided to the NT Place Names unit for consideration by the NT Place Names Committee. The NT Place Names Committee will then carry out activities in accordance with the NT Place Names Act to name the new roads.

Links with Strategic Plan

A Great Place to Live - Development and Open Space

Legislative and Policy Implications

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

Risks

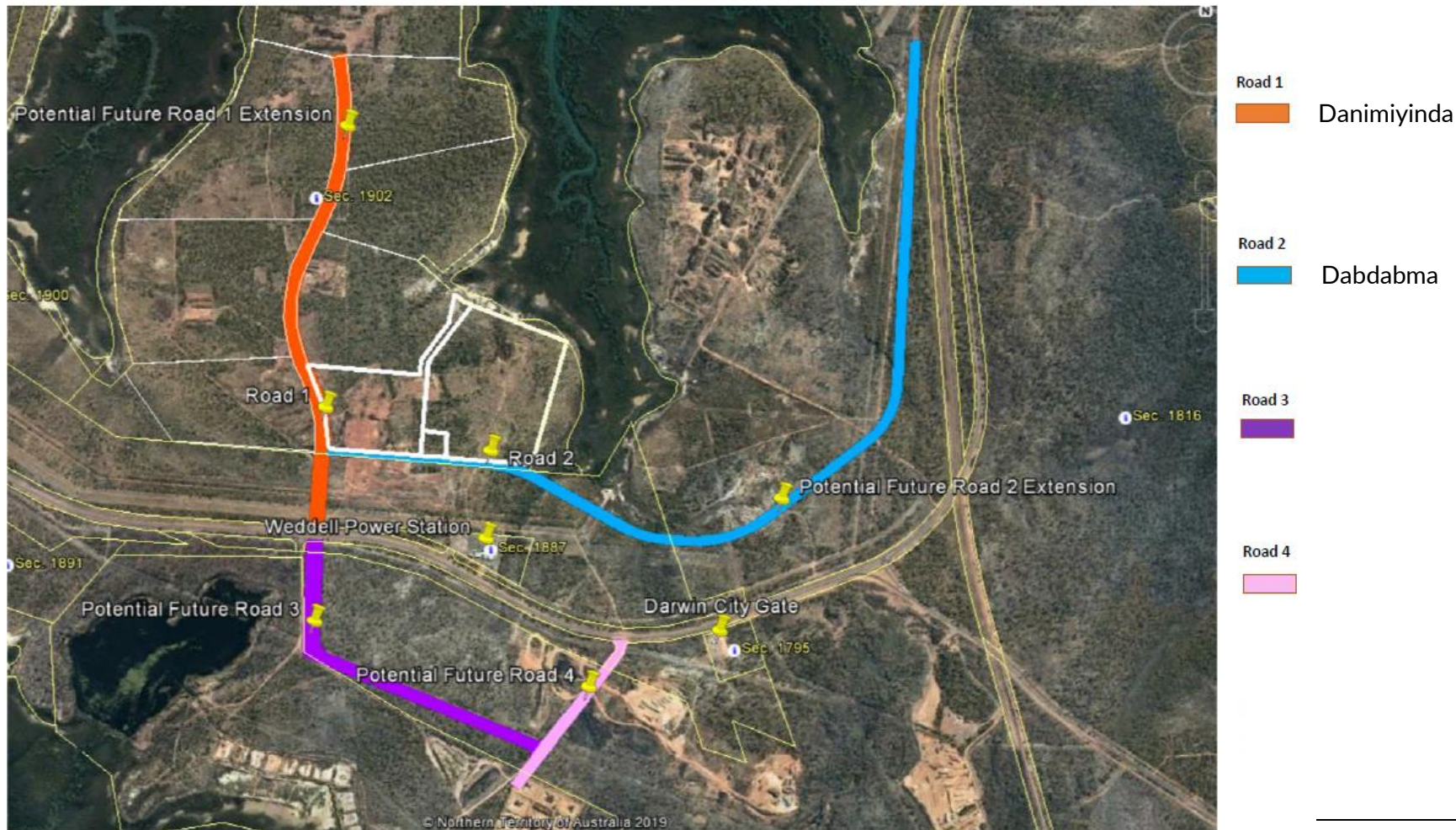


Nil identified.

Community Engagement

Not applicable.

Kittyhawk Estate Masterplan and potential future roads – Proposed Road Names Roads 1 & 2



This document contains drawing numbers:
2019/0329/01/A to 2019/0329/03/A

Referred to in Permit No: DP19/0307A

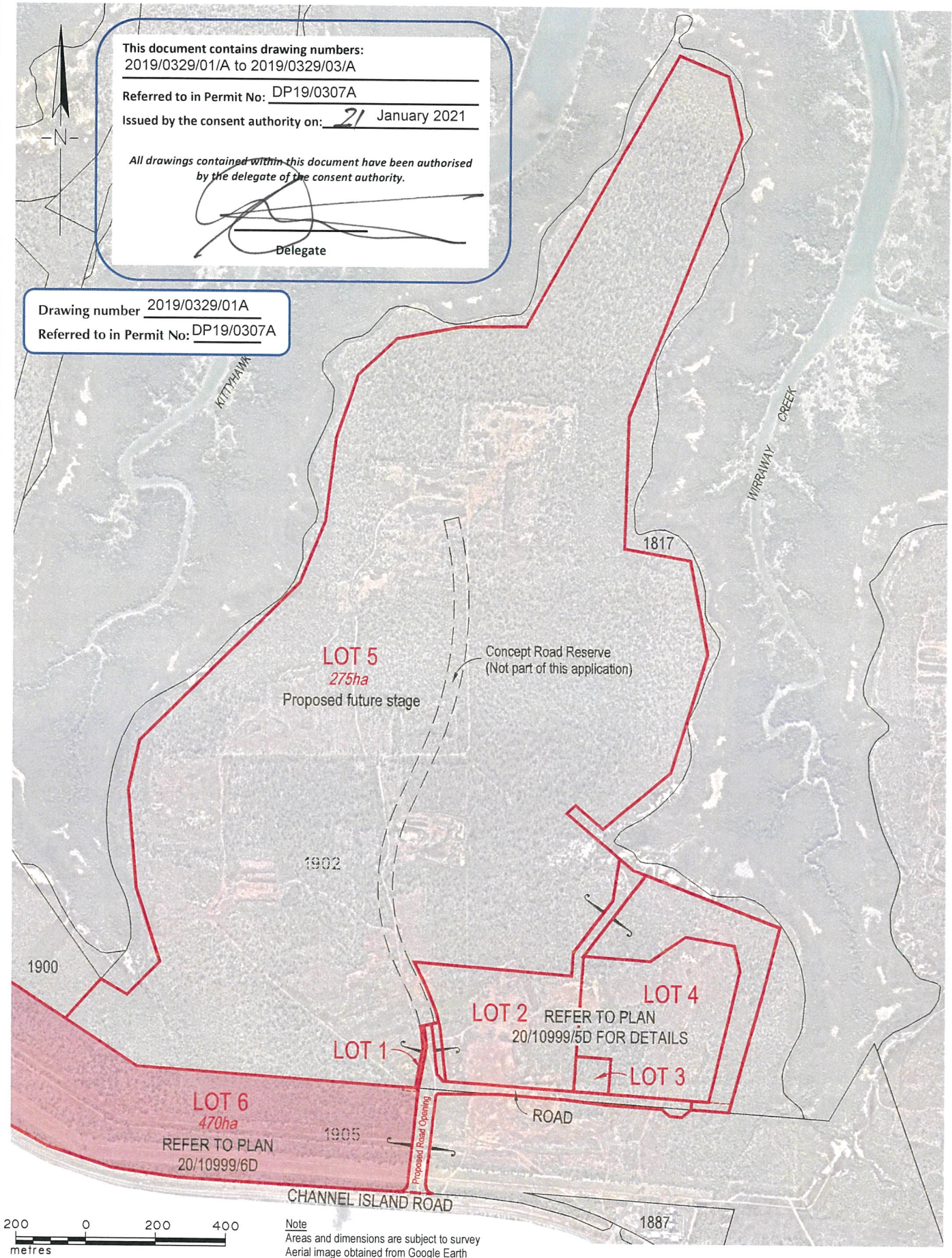
Issued by the consent authority on: 21 January 2021

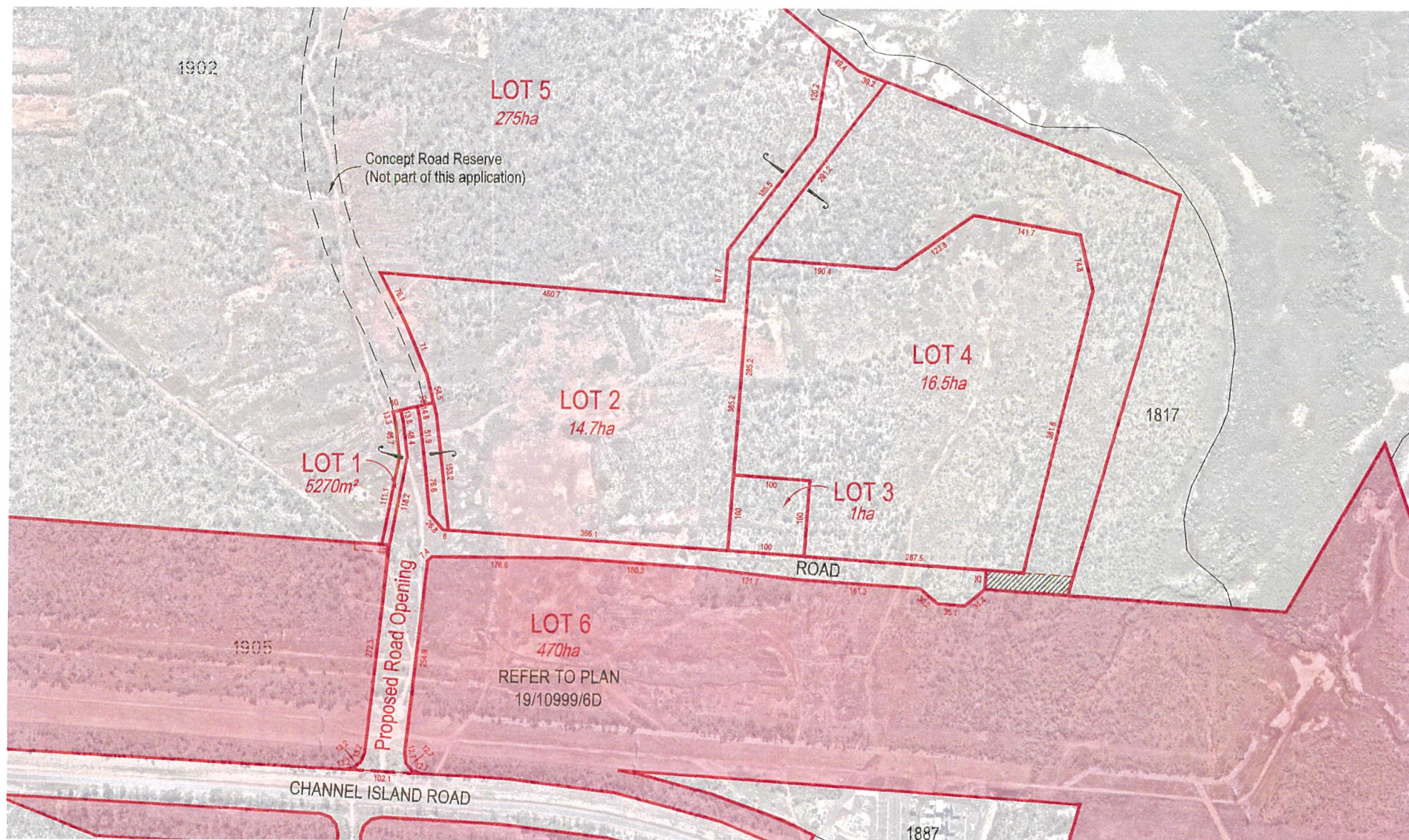
All drawings contained within this document have been authorised
by the delegate of the consent authority.

Delegate

Drawing number 2019/0329/01A


Referred to in Permit No: DP19/0307A





Note

Areas and dimensions are subject to survey
Aerial image obtained from Nearmap

 denotes proposed Lot 6



**SURVEY & PLANNING
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**SECTIONS 1902 AND 1905
HUNDRED OF AYERS**

DEVELOPMENT APPLICATION

Client: **LAND DEVELOPMENT CORPORATION**

Drawing number 2019/0329/02/A

Referred to in Permit No: DP19/0307A

Licensed Surveyor:

Date:

Drawn by: SH

Date: 5/12/2020

Cad File:
10999-5D.DWG

Scale: 1:5000 (A3)

Datum:

Drawing No:

20/10999/5D



SECTIONS 1902 AND 1905 HUNDRED OF AYERS

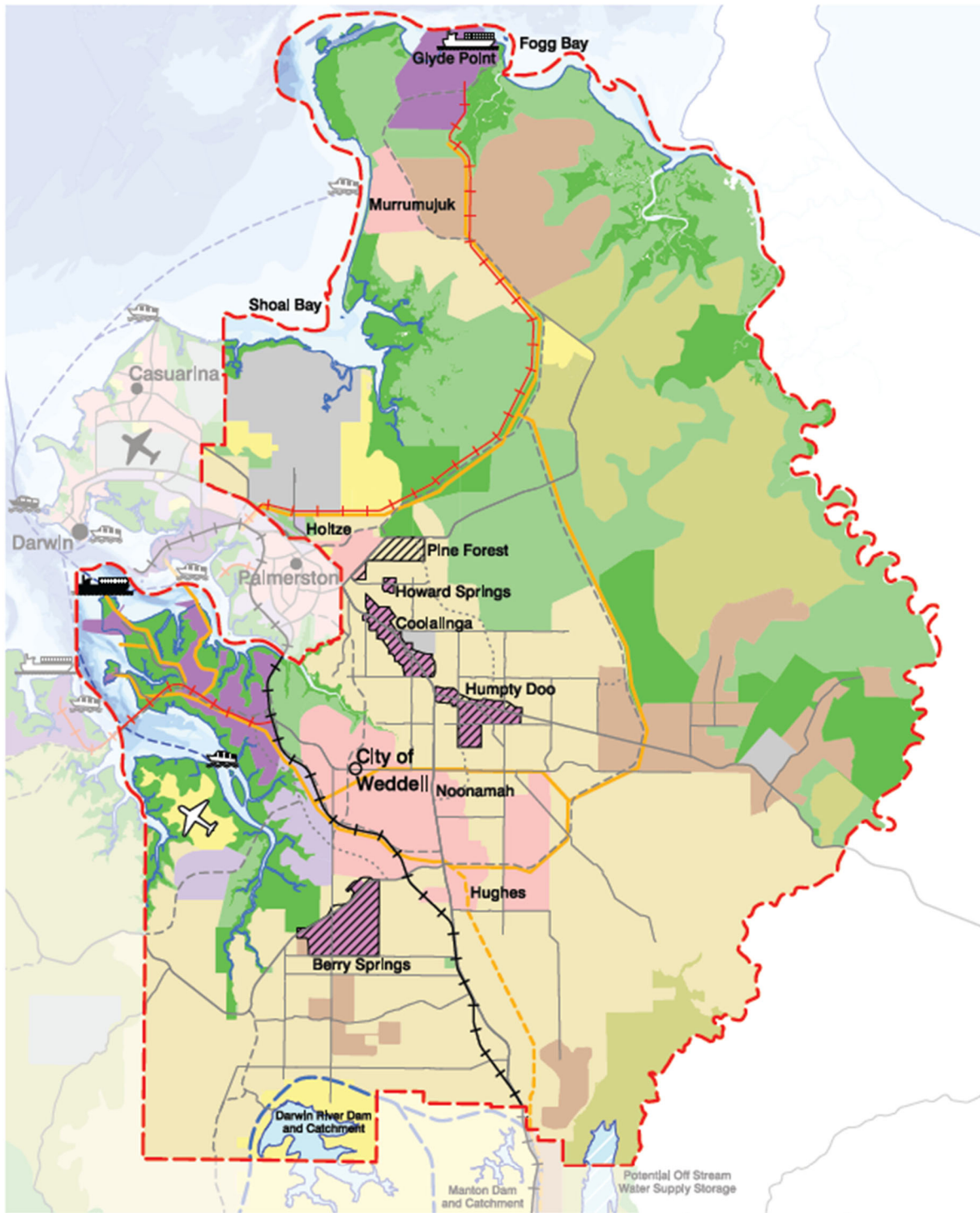
DEVELOPMENT APPLICATION

Client: **LAND DEVELOPMENT CORPORATION**

Drawing number 2019/0329/03/A
Referred to in Permit No: DP19/0307A

Licensed Surveyor:
Date:
Drawn by: SH
Date: 5/12/2020
Cad File: 10999-6D.DWG

Scale: 1:40 000 (A3)
Datum:
Drawing No: **20/10999/6D**



LEGEND

- Subregion Boundary
- Updates since the DRLUP 2015
- Urban / Peri-Urban
- Rural Area
- Horticulture
- Community / Government
- Open Space / Natural Area
- Mangrove / Conservation
- Industry

- Strategic Industry
- Commonwealth
- Rural Activity Centre
- Grazing / Agriculture
- Utility Corridor
- Amadeus Gas Pipeline
- Water Supply Catchment
- Existing Waterbody
- Potential Waterbody

- Coastline
- +—+— Existing / Planned Railway
- - - Existing / Planned Ferry Route
- +—+— Existing / Planned Arterial Road and Transport Corridor
- - - Existing / Planned Collector Road
- ✈ Existing / Planned Airport
- ⚓ Existing / Planned Sea Port
- ⚓ Existing / Planned Ferry Terminal
- Existing / Planned Regional Centre

LITCHFIELD SUBREGION LAND USE STRUCTURE

Aboriginal Place Naming Assessment Checklist**Kittyhawk Estate Stage 1**

1000 Channel Island Road Wickham

Naming Rationale

Theme	Traditional Aboriginal land and seas use - specifically fishing practices.
Origin, history and/or biography	Larrakia have long harvested shellfish from the Middle Arm area of Darwin Harbour. Archaeological surveys have identified shell midden sites in the region from pre-contact through to World War II era.
PN comments	The proposed theme captures traditional Larrakia use of the Middle Arm area, and is supported by archaeological, ethnohistorical records and Larrakia Traditional Owners.

About the proposed name(s)	Danimiyinda	Dabdabma	Damugu-la
Place type	Road	Road	Road
Hierarchy (if road)	Collector	Local access	
Designation type confirmed <i>with DIPL Survey Land Records unit</i>	Drive	Place	
Preferred / Alternate	Preferred	Preferred	Alternate
Is the length of road name appropriate? <i>ie to proposed length of road</i>	Yes	Yes	Yes
Is this an Aboriginal word or name?	Yes	Yes	Yes
Is this a commemorative word or name?	No	No	No
Biography (attached)	N/A	N/A	N/A
Is the name consistent with the thematic rationale provided for location?	Yes	Yes	Yes

Consistency with Territory & national guidelines

Connection to Territory <i>history, culture, development, events, communities</i>	Yes	Yes	Yes
Does the name uniquely reflect the NT?	Yes, these local Larrakia words recognise the strong connection to culture, land and seas that Aboriginal people in Darwin continue to demonstrate today.		

Language

Type of word <i>eg language word, proper noun, personal name</i>	Language word	Language word	Language word
Local language	Yes, Darwin and surrounds	Yes, Darwin and surrounds	Yes, Darwin and surrounds
Language Group	Larrakia	Larrakia	Larrakia
Meaning	Mussel	Canoe	Mud Mussel
Correct spelling	Yes	Yes	Yes
Ease of spelling	Within scope of ICSM Principles.	Within scope of ICSM Principles.	Within scope of ICSM Principles. Consider alternate spelling; eg Damugula.
Phonetic spelling for English speakers	danny-me-yinda	dab-dab-ma	da-moo-goo-la
Ease of pronunciation	Within scope of ICSM Principles.	Within scope of ICSM Principles.	Within scope of ICSM Principles.

Duplications

Location of duplications	Nil	Nil	Nil
Location of similar names <i>in spelling or pronunciation</i>	Damirrinda Street & Danimila Terrace, both in Lyons, Darwin municipality	Nil	Nil
Is this a repeat commemoration of a person or event?	No	No	No
Other notes	The suburb of Lyons has extensive road naming based on Larrakia words for land and sea flora and fauna.		

Amenity

Is the name promotional or commercial?	No	No	No
Could the name be seen as derogatory, discriminatory or offensive?	No	No	No
Are there limitations or sensitivities around the use of the name?	No	No	No

COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 19 May 2021

16 Other Business

17 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:

17.01 Moving of Confidential Resolutions to Open

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

18 Close of Meeting