



Council Meeting

BUSINESS PAPER

WEDNESDAY 17/02/2021

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

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

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

Daniel Fletcher, Chief Executive Officer

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Notice of Meeting
to be held in Litchfield Council Chambers
and via video conference
<https://us02web.zoom.us/j/81895309680>
on Wednesday 17 February 2021 at 6:30pm

Daniel Fletcher
Chief Executive Officer

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Members of the public are encouraged to submit their questions five (5) days prior to the meeting – these questions and responses will be read out at the meeting and recorded accordingly

<https://www.litchfield.nt.gov.au/form/raise-a-question>

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20	Close of Meeting	140



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 February 2021

1. Open of Meeting

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

2. Acknowledgement of Traditional Ownership

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

3. Apologies and Leave of Absence / Electronic Attendance

THAT Council notes and approves:

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

4. Disclosures of Interest

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

5. Confirmation of Minutes

THAT Council confirm the:

- Council Meeting Minutes held 28 January 2021, pages 10; and
- Council Meeting Confidential Minutes held 28 January 2021, pages 1.



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Meeting

held in the Council Chambers, Litchfield
on Thursday 28 January 2021 at 6:30pm

Present	Maree Bredhauer Christine Simpson Kirsty Sayers-Hunt Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward Councillor East Ward Councillor North Ward
Staff	Daniel Fletcher Leon Kruger Arun Dias Diana Leeder Debbie Branson	Chief Executive Officer General Manager Infrastructure & Operations Acting General Manager Business Excellence Acting Executive Community Services Manager Executive Assistant
Public	As per Attendance List	

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

Doug Barden - Councillor South Ward

Moved: Cr Salter

Seconded: Deputy Mayor Simpson

THAT Council notes and approves Cr Barden's apology.

CARRIED (4-0)-2021/119

4. DISCLOSURES OF INTEREST

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

No disclosures of interest were declared.

5. CONFIRMATION OF MINUTES

Moved: Cr Sayers-Hunt

Seconded: Deputy Mayor Simpson

THAT Council confirm the minutes of the:

- Special Council Meeting Minutes held 2 December 2020, pages 311 November 2020, pages 3;
- Council Meeting Minutes held 9 December 2020, pages 9; and
- Council Meeting Confidential Minutes held 9 December 2020, pages 2.

CARRIED (4-0)-2021/120

6. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Sayers-Hunt

Seconded: Deputy Mayor Simpson

THAT Council receives and notes the Action List.

CARRIED (4-0)-2021/121

7. PRESENTATIONS

Nil.

8. PETITIONS

Nil.

9. PUBLIC QUESTIONS

9.1 Mr Mackay – Insurance Premium

Mr Mackay questioned the 17% increase over budget for the cost of insurance and the increase in expenses in Council managing the Humpty Doo Village Green.

The Chief Executive Officer advised that the insurance fees were costs invoiced by the provider however Council is working to maintain the lowest premiums possible.

The Chief Executive Officer also advised that the costs relating to the Humpty Doo Village Green are associated with Council following the appropriate procurement procedures and processes under legislation and Council policy.

Mayor Bredhauer thanked Mr Mackay for his questions.

10. ACCEPTING OR DECLINING LATE ITEMS

Nil.

11. NOTICES OF MOTION

Nil.

12. MAYORS REPORT

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

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

CARRIED (4-0)-2021/122

13. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

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

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

THAT Council note the Councillors' verbal report.

CARRIED (4-0)-2021/123

14. FINANCE REPORT

14.1 Litchfield Council Finance Report – December 2020

Moved: Cr Sayers-Hunt

Seconded: Cr Salter

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

CARRIED (4-0)-2021/124

15. OFFICERS REPORTS

15.1 Council Leadership & Community Services

15.1.1 Municipal Plan 2020-21 Quarterly Performance Report October – December 2020

Moved: Cr Salter

Seconded: Deputy Mayor Simpson

THAT Council receives the Municipal Plan 2020-21 Quarterly Performance Report for the second quarter ending 31 December 2020.

CARRIED (4-0)-2021/125

15.1.2 LGANT – Neighbourhood Watch NT Nomination

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council advise the Local Government Association of the Northern Territory that Mayor Maree Bredhauer be nominated to represent Local Government Association of the Northern Territory on Neighbourhood Watch Northern Territory.

CARRIED (4-0)-2021/126

15.1.3 Approach to Regulatory Services

Diana Leeder, Acting Executive Community Services Manager presented to the meeting at 7:04pm

Moved: Cr Salter
Seconded: Deputy Mayor Simpson

THAT Council:

1. receive and note the report on the Approach to Regulatory Services; and
2. adopt the points listed below as the preferred approach to Regulatory Services –
 - focus on dog management through the implementation of the Animal Management Plan and the enforcement of the Litchfield (Animal Management) By-laws;
 - development of an enforcement policy for adoption by Council, as outlined in the Animal Management Plan, and increase enforcement, to deter non-compliance and encourage responsible dog ownership;
 - employment of a temporary Business Support (Animal Management) Officer as a trial 12-month project, funded through registration revenue generation;
 - for animals other than dogs, continue to provide residents with information about appropriate other avenues including civil action and not commence issuing regulatory orders for animal nuisance, due to the time and resource commitment involved to achieve limited success;
 - extend the time frame for removal of abandoned vehicles by Council staff to 14 days to manage community expectations and staff availability; and
 - consider including the provision of microchipping in standard registration fees for a dog when determining the 2021/22 fees and charges.

CARRIED (4-0)-2021/127

15.1.4 Southport Progress Association – Lease for Mira Square

Moved: Cr Sayers-Hunt
Seconded: Cr Salter

THAT Council:

1. receive and note this report; and
2. authorise the application of the common seal to the lease with Southport Progress Association for Mira Square, as shown in Attachment A to this report, and the signing by the Mayor and the Chief Executive Officer.

CARRIED (4-0)-2021/128

15.1.5 Appointment of Committee Member to the Howard Park Reserve Committee

Moved: Deputy Mayor Simpson
Seconded: Cr Salter

THAT Council:

1. appoints Mr Gerard Maley to the Howard Park Reserve Committee for a term of three years, commencing 29 January 2021; and
2. writes to Mr Gerard Maley to inform him of Council's decision.

CARRIED (4-0)-2021/129

15.1.6 Humpty Doo Village Green – Management of Reserve

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council:

1. note this report;
2. approve one-off increase in the current 2020/21 budget for the Humpty Doo Village Green of \$10,000 to allow for the forecasted increase in operational expenditure for the remainder of the 2020/21 year;
3. approves and delegates the Chief Executive Officer the authority to commence negotiations on a formal agreement with the current caretaker for services beyond 16 February 2021;
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.

CARRIED (4-0)-2021/130

15.1.7 Draft Litchfield Sport Recreation and Open Space Strategy

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council:

1. receive and note the draft Sport, Recreation and Open Space Strategy; and
2. endorse the draft Sport, Recreation and Open Space Strategy for public consultation for a period of 21 days commencing 29 January 2021.

CARRIED (4-0)-2021/131

Diana Leeder, Acting Executive Community Services Manager departed at 7:37pm

15.2 Business Excellence

Bianca Hart, Acting Manager Corporate Services presented to the meeting at 7:37pm

15.2.1 Work Team Presentation - Finance

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT the Work Team Presentation – Finance be received and noted.

CARRIED (4-0)-2021/132

Bianca Hart, Acting Manager Corporate Services departed at 7:40pm

15.2.2 SCALE Funding Extension

Moved: Cr Sayers-Hunt
Seconded: Cr Salter

THAT Council note the Northern Territory Governments approval of extension, with all Special Community Assistance and Local Employment grant funding to be fully expended on or before 31 March 2021 and revised date for certification report submission being on or before 15 April 2021.

CARRIED (4-0)-2021/133

15.2.3 People and Performance Monthly Report

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council note the People and Performance Monthly Report for December 2020.

CARRIED (4-0)-2021/134

15.3 Infrastructure & Operations

15.3.1 Summary Planning and Development Report January 2021

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council:

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

CARRIED (4-0)-2021/135

15.3.2 Selection of Projects for Phase 2 of LRCI and 2020/21 and LGPIF Funding

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council select the following:

1. for the 2021/22 Local Government Priority Infrastructure Funding grant application
 - a) Irrigation installation at Thorak Cemetery
 - b) Solar panels installation at Thorak Cemetery
 - c) Solar panels installation at Humpty Doo Waste Transfer Station; and
2. for the Local Roads and Community Infrastructure Phase 2 grant application:
 - a) Mira Square project
 - b) New Community Room at Council's main building.

CARRIED (4-0)-2021/136

16. COMMON SEAL

Nil.

17. OTHER BUSINESS

17.1 Wendy Smith's Resignation

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT the Mayor and Councillors extend their appreciation to Wendy Smith for her contribution in the community within her role as Planning Manager.

CARRIED (4-0)-2021/137

18. PUBLIC QUESTIONS

Nil.

19. CONFIDENTIAL ITEMS

Moved: Deputy Mayor Simpson
Seconded: Cr Salter

THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) regulations the meeting be closed to the public to consider the following Confidential Items:

19.1 Administrative Review Committee Meeting Minutes – 24 December 2020

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

CARRIED (4-0)-2021/138

The meeting was closed to the public at 8:04pm.

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

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

CARRIED (4-0)-2021/140

The meeting moved to Open Session at 8:11pm.

20. CLOSE OF MEETING

The Chair closed the meeting at 8:12pm.

21. NEXT MEETING

Wednesday 17 February 2021.

MINUTES TO BE CONFIRMED

Wednesday 17 February 2021

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher

Unconfirmed



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 February 2021

6. Business Arising from the Minutes

THAT Council receives and notes the Action List.

6.01 - Business Arising from the Minutes

As at 10/02/2021

In Progress

Completed and to be removed

Resolution Number	Resolution	Meeting Date	Officer	Status
15/0175/02	Meeting Procedures By-Laws THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.	19/11/2015	EMCS	Update to be provided at February 2021 Council Meeting.
16/0203	Signage, Roadside Vans and Events on Council Land 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body; 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	21/09/2016	GMBE	On hold until Meeting By-Laws are concluded.
17/0036/4	Litchfield Aquatic Facility Needs Analysis Report THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.	15/02/2017	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 operate 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	EMCS	Lease Agreements for McMinns Lagoon, Livingstone and Berry Springs Recreation Reserves have been executed. With the changes to the Management of the Humpty Doo Village Green a lease is no longer required with a Management Committee, however, Lease discussion will commence with Scouts and Bowls Club. Draft Funding Agreements progressing with the intent of being in place for the coming financial year.
1920/174	Mira Square - Application for Crown Land THAT Council: 1. proceed with an application for Crown land for a portion of Mira Square for initial construction of a serviced shed and play area; and 2. authorise the Chief Executive Officer to lodge such application and enter into a lease agreement for the site.	19/03/2020	GMIO	Leasing documents have been received; signatures from both Council and NTG are being finalised.

Resolution Number	Resolution	Meeting Date	Officer	Status
NGA20 Notice of Motion				
1920/182	<p>THAT Council endorse the submission of the following motion to the National General Assembly of Local Governments for consideration:</p> <p>“Litchfield Council calls on the Federal Government to provide increased funding towards reducing the amount of ‘fuel loads’ throughout the natural environment to specifically, but not exclusively, combat the spread of Gamba Grass (<i>Andropogon gayanus</i>) which is an Australian Government weed of National Significance and a declared weed in Western Australia, Northern Territory and Queensland.”</p>	19/03/2020	CEO	Referred to the National General Assembly of Local Government 2021.
COVID-19 Response Plan				
1920/183	<p>THAT Council:</p> <p>1.delegate to the Chief Executive Officer, pursuant to Section 32 (d) of the Local Government Act 2008 (NT), and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, its powers and functions as set out in sections 47 and of the Local Government Act 2008 (NT) being the power to determine opening times of Council’s offices and facilities and the opening times of the Libraries until such time as the Australian Government or Northern Territory Government have declared the emergency has ended; and</p> <p>2.delegate to the Chief Executive Officer, pursuant to Section 32 of the Local Government Act 2008 (NT), and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, the authority to cancel or amend programs, service levels, budgeted council events and third party events held on council property under license, permit, or any other agreement until such time as the Australian Government or Northern Territory Government have declared the emergency has ended.</p>	19/03/2020	CEO	This resolution of council continues to be active until the Australian and/or Northern Territory Governments declare the COVID-19 pandemic has ended.
Change to Meeting Protocols				
1920/207	<p>THAT Council:</p> <p>1.acknowledge the need to adapt GOV02 Meeting procedures policy to allow for the use of online platforms for conducting Council meetings;</p> <p>2.suspend:</p> <p>a.section 4.1.2(d) of GOV02 Meeting Procedures policy to allow the Mayor to Chair meetings remotely,</p> <p>b.public accessing Chambers for Council meetings due to social distancing protocols,</p> <p>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</p> <p>d.section 4.1.21 – Members will not be required to stand when addressing the meeting;</p> <p>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;</p> <p>4.record all Ordinary and Special Council meetings and make these available on the Council website;</p> <p>5.require requests for deputations (section 4.1.11 of GOV02 Meeting Procedures) be conducted by remote access;</p> <p>6.request the Chief Executive Officer to develop appropriate Electronic Meeting Procedures; and</p> <p>7.review these directives:</p> <p>a.at the first Council meeting in 2021, or</p> <p>b.when Social distancing protocols are lifted by the Northern Territory Chief Health Officer.</p>	15/04/2020	GMBE	Ongoing as physical distancing rules regarding COVID19 still apply.

6.01 - Business Arising from the Minutes

As at 10/02/2021

Resolution Number	Resolution	Meeting Date	Officer	Status
2021/067	Knuckey Lagoon Recreation Reserve Request for Funding THAT Council approve the increase of the budget for the construction of a storage shed at the Knuckey Lagoon Reserve from \$45,000 to \$50,270.95.	21/10/2020	EMCS	On hold pending further discussions with user groups.
2021/093	SCALE Funding Extension THAT Council: 1. approve a request for the extension of the SCALE funding to be 31 December 2020 for the following projects: a. Berry Springs Reserve Community hall upgrades; This is page 6 of 8 of the Minutes of Litchfield Council Meeting held Wednesday 18 November 2020 b. Mira Square Development; c. Shared Path Plan safety program; and d. Entrance Signage to the Municipality. 2. approve a request for the extension of the SCALE funding project of Humpty Doo Village Green Playground to be 31 January 2021; and 3. authorise the Chief Executive Officer to lodge the request for extension for the SCALE funding with the Department of Local Government, Housing and Community Development.	18/11/2020	GMBE	Complete. Deadline for the expending of all grant funds was extended to 31 March 2021 with the revised certification report due on or before the 15 of April 2021.
2021/127	Approach to Regulatory Services THAT Council: 1.receive and note the report on the Approach to Regulatory Services; and 2.adopt the points listed below as the preferred approach to Regulatory Services – •focus on dog management through the implementation of the Animal Management Plan and the enforcement of the Litchfield (Animal Management) By-laws; •development of an enforcement policy for adoption by Council, as outlined in the Animal Management Plan, and increase enforcement, to deter non-compliance and encourage responsible dog ownership; •employment of a temporary Business Support (Animal Management) Officer as a trial 12-month project, funded through registration revenue generation; •for animals other than dogs, continue to provide residents with information about appropriate other avenues including civil action and not commence issuing regulatory orders for animal nuisance, due to the time and resource commitment involved to achieve limited success; •extend the time frame for removal of abandoned vehicles by Council staff to 14 days to manage community expectations and staff availability; and •consider including the provision of microchipping in standard registration fees for a dog when determining the 2021/22 fees and charges.	28/01/2021	EMCS	Enforcement policy developed for consideration by Council at February 2021 meeting. Recruitment underway for temporary business support officer. Staff receiving complaints about animals other than dogs advising residents that the complaint will be passed to the responsible body – this is done via email. Time frame for removal of abandoned vehicles extended and discussions occurring as to where the most efficient management of this activity sits. Separate microchipping fee for dogs on registration included in draft 2021/22 fees and charges for consideration.
2021/128	Southport Progress Association – Lease for Mira Square THAT Council: 1.receive and note this report; and 2.authorise the application of the common seal to the lease with Southport Progress Association for Mira Square, as shown in Attachment A to this report, and the signing by the Mayor and the Chief Executive Officer.	28/01/2021	EMCS	Lease document being finalised with Southport Progress Association.

6.01 - Business Arising from the Minutes

As at 10/02/2021

Resolution Number	Resolution	Meeting Date	Officer	Status
2021/129	<p>Appointment of Committee Member to the Howard Park Reserve Committee</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1.appoints Mr Gerard Maley to the Howard Park Reserve Committee for a term of three years, commencing 29 January 2021; and 2.writes to Mr Gerard Maley to inform him of Council's decision. 	44224	EMCS	<p>Complete</p> <p>Mr Maley informed 9 February 2021.</p>
2021/130	<p>Humpty Doo Village Green – Management of Reserve</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1.note this report; 2.approve one-off increase in the current 2020/21 budget for the Humpty Doo Village Green of \$10,000 to allow for the forecasted increase in operational expenditure for the remainder of the 2020/21 year; 3.approves and delegates the Chief Executive Officer the authority to commence negotiations on a formal agreement with the current caretaker for services beyond 16 February 2021; 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. 	28/01/2021	EMCS	Discussions with Caretaker in progress.
2021/131	<p>Draft Litchfield Sport Recreation and Open Space Strategy</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1.receive and note the draft Sport, Recreation and Open Space Strategy; and 2.endorse the draft Sport, Recreation and Open Space Strategy for public consultation for a period of 21 days commencing 29 January 2021. 	28/01/2021	EMCS	Draft strategy open for public consultation via YourSay Litchfield until 18 February 2021.
2021/136	<p>Selection of Projects for Phase 2 of LRCI and 2020/21 and LGPIF Funding</p> <p>THAT Council select the following:</p> <ol style="list-style-type: none"> 1.for the 2021/22 Local Government Priority Infrastructure Funding grant application <ol style="list-style-type: none"> a)Irrigation installation at Thorak Cemetery b)Solar panels installation at Thorak Cemetery c)Solar panels installation at Humpty Doo Waste Transfer Station; and 2.for the Local Roads and Community Infrastructure Phase 2 grant application: <ol style="list-style-type: none"> a)Mira Square project b)New Community Room at Council's main building. 	28/01/2021	GMIO	Grant applications are being prepared.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 February 2021

7 Presentations

8 Petitions

9 Public Questions

10 Accepting or Declining Late Items

11 Notices of Motion

12 Mayors Report

12.01 Mayor's Report



COUNCIL REPORT

Agenda Item Number:	12.01
Report Title:	Mayor's Monthly Report
Author & Recommending Officer:	Maree Bredhauer, Mayor
Meeting Date:	17/02/2021
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 29 January 2021 to 17 February 2021.

Summary

Date	Event
30 Jan 2021	Council Workshop – Municipal Plan and Budget 2021/2022
1 Feb 2021	Litchfield Women in Business – Network Committee Meeting
2 Feb 2021	Litchfield Women in Business – Monthly Network Event
3 Feb 2021	Litchfield Women in Business – Online Network Event
3 Feb 2021	ABC Darwin Grassroots Radio Interview
3 Feb 2021	Strategic Discussion and Briefing Session
5 Feb 2021	Induction of Margie Dahl, Minister of the Word for Living Water Uniting Church
6 Feb 2021	Elected Members Seminar – Meeting Procedures
8 Feb 2021	Litchfield Women in Business – Welcome to 2021 Network Dinner
9 Feb 2021	Warren Snowdon MP, Federal Member for Lingiari – Meeting and tour of Freds Pass Recreation Reserve for project overview
12 Feb 2021	Palmerston And Litchfield Seniors Association Inc – Taminmin Library Morning Tea
12 Feb 2021	Pathways NT – Meeting
12 Feb 2021	Chinese New Year – Year of the Ox: NT Government Reception

Date	Event
13 Feb 2021	Council Workshop – Municipal Plan and Budget 2021/2022
15 Feb 2021	The Chief Minister sets out the Territory's path in 2021
16 Feb 2021	First Day of NT Parliament 2021
17 Feb 2021	Litchfield Council & Thorak Regional Board Meetings

Recommendation

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 February 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	-	Knuckey Lagoon Recreation Reserve Management Committee Meeting
	-	Howard Park Recreation Reserve Management Committee Meeting
Cr Sayers-Hunt	-	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 17 February 2021

14 Finance Report

14.01 Litchfield Council Finance Report – January 2021



COUNCIL REPORT

Agenda Item Number:	14.01
Report Title:	Litchfield Council Finance Report – January 2021
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, Acting General Manager Business Excellence
Meeting Date:	17/02/2021
Attachments:	Nil

Executive Summary

Council's Operational Income position as at January 2021 reflects full year of rates levied. The surplus position is temporary due to the timing difference. The surplus position is expected to gradually decrease as expenses are incurred for the remainder of the year. The surplus position excludes depreciation expense.

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

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

Insurance expenses is high in relation to budget due to an increase across the board in the industry. Donations expense include an additional \$20k approved by Council for Mango Madness Festival. Total year to date operational expenses are in line with budget.

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 January 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 is compliant with the Local Government Act, Council’s policies and relevant 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 January 2021

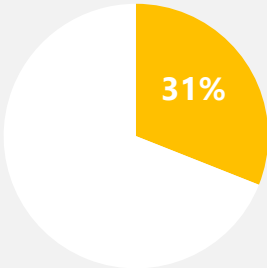
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SECTION 1

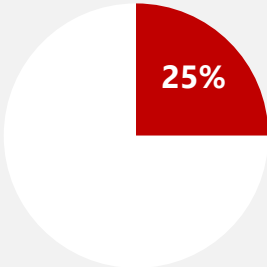
JANUARY 2021

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$4.1m
Target – 47% for full year



Rates Outstanding

\$2.7m Outstanding
Target– 15% (\$1.6M and less)



Current Cash Investments

\$22M

0 of 22 Budgeted Capital
Projects Completed

4 of 18 Carry Forward Capital
Projects Completed

\$17M Forecast Cash
Reserves June 2021

\$ 14.1m

OPERATIONAL REVENUE

\$16M Budget – 86% Target Achieved

\$ 7.8m

OPERATIONAL EXPENSES

\$15M Budget – 52% Spent

\$6.3m

OPERATING SURPLUS

Budget \$1.8M

\$ 1.6m

CAPITAL REVENUE

\$1.8M Budget – 90% Target Achieved

\$ 4.9m

CAPITAL EXPENSES

\$6.56M Budget –75% Spent

\$ (3.3)m

CAPITAL DEFECIT

Budget (\$4.7M)

RATIOS

31% Asset Sustainability
Target 60% and more

25% Rates Outstanding
Target less than 15%

50% 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

SECTION 2

CONSOLIDATED FINANCIAL STATEMENTS

The consolidated Financial Statements, including Thorak Regional Cemetery operations are presented in the same format as the full set of *End of Financial Year* Statements for greater transparency.

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

CONSOLIDATED OPERATING STATEMENT at 31 January 2021

	2020/21 Budget	2020/21 YTD Actuals	% of Budget
REVENUE			
Rates	11,050,208	10,616,012	96%
Stat Charges	125,000	105,599	84%
User Charges	1,184,923	954,518	81%
Grants	3,580,922	2,021,809	56%
Inv Income	668,201	333,694	50%
Other Revenue	130,200	125,002	96%
TOTAL REVENUE	16,739,454	14,156,634	85%
EXPENSES			
Employee Costs	6,932,575	3,837,556	55%
Auditors Fees	33,356	25,000	75%
Bad Debts	900	2,602	289%
Elected Member	270,910	126,799	47%
Cemetery Operations	380,563	226,277	59%
Contractors	4,088,852	1,790,927	44%
Energy	196,300	80,975	41%
Insurance	260,000	303,157	117%
Maintenance	451,821	261,945	58%
Legal Expenses	82,004	13,545	17%
Donations and Community Support	131,131	124,705	95%
Computer / IT Costs	388,455	213,306	55%
Parts, Accessories & Consumables	185,860	77,153	42%
Professional Fees	997,238	349,073	35%
Sundry	558,589	412,154	74%
TOTAL EXPENSES	14,958,554	7,845,172	52%
RESULT	1,780,900	6,311,462	354%¹

¹ High percentage is temporary due to a timing difference as rates income is recognised in full at the beginning of the year. The surplus position is expected to gradually decrease as expenses are incurred over the remainder of the year.

CONSOLIDATED BALANCE SHEET at 31 January 2021

	30-Dec-20	31-Jan-21	Movement
CURRENT ASSETS			
Cash & Cash Equivalents	607,432	1,229,048	621,616
Trade and Other Receivables	4,321,238	4,088,439	(232,799)
Other Financial Assets	24,307,445	22,021,509	(2,285,936)
Other Current Assets	138,501	198,367	59,866
TOTAL CURRENT ASSETS	29,374,616	27,537,364	(1,837,252)
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	299,273,630	301,369,855	2,096,226
Other Non-Current Assets	8,350,197	9,329,945	979,748
TOTAL NON-CURRENT ASSETS	307,623,827	310,699,801	3,075,973
TOTAL ASSETS	336,998,443	338,237,164	1,238,721
CURRENT LIABILITIES			
Trade and Other Payables	3,042,689	3,256,037	213,348
Current Provisions	1,042,385	610,145	(432,240)
TOTAL CURRENT LIABILITIES	4,085,074	3,866,181	(218,892)
NON-CURRENT LIABILITIES			
Non-Current Provisions	402,070	432,240	30,170
TOTAL NON-CURRENT LIABILITIES	402,070	432,240	30,170
TOTAL LIABILITIES	4,487,144	4,298,422	(188,722)
NET ASSETS	332,511,299	333,938,743	1,427,443
EQUITY			
Accumulated Surplus	14,928,136	18,375,300	3,447,164
Asset Revaluation Reserve	294,301,835	294,301,835	(0)
Other Reserves	23,281,329	21,261,608	(2,019,721)
TOTAL EQUITY	332,511,299	333,938,743	1,427,443

SECTION 3

OPERATING POSITION BY DEPARTMENT

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

Note. This does not include Thorak Regional Cemetery.

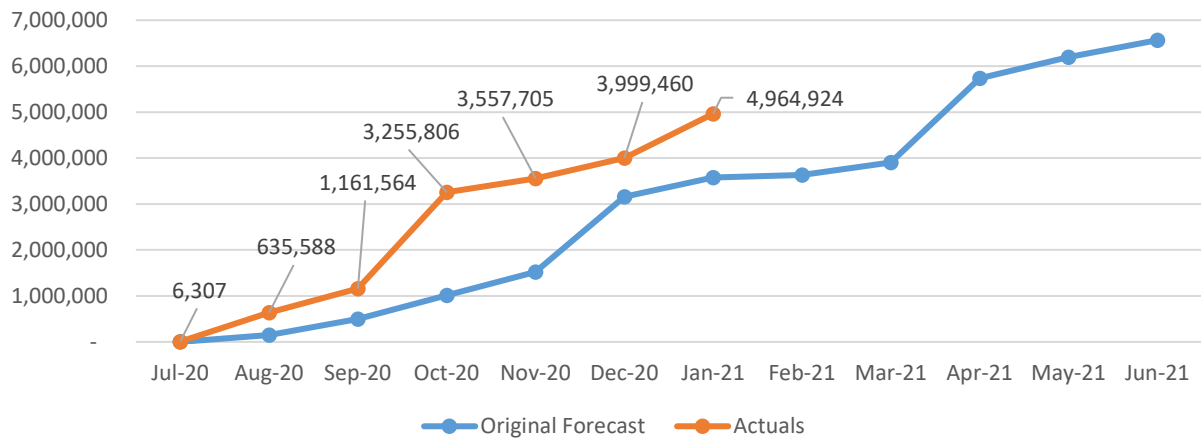
	2020/21 Budget	2020/21 YTD Actuals	% of Budget
REVENUE			
Council Leadership	-	3,326	0%
Corporate	-	140,000	0%
Finance & Customer Service	9,047,698	8,183,300	90%
Infrastructure & Assets	2,924,174	1,247,496	43%
Planning & Development	53,040	43,503	82%
Waste Management	3,162,705	3,093,443	98%
Community	78,000	109,479	140%
Community - Library	419,953	405,985	97%
Mobile Workforce	-	-	0%
Regulatory Services	125,400	105,839	84%
TOTAL REVENUE	15,810,970	13,332,370	84%
EXPENSES			
Council Leadership	1,065,065	538,725	51%
Corporate	610,392	375,367	61%
Information Services	614,000	287,193	47%
Finance & Customer Service	1,615,907	1,097,952	68%
Infrastructure & Assets	2,745,311	1,156,668	42%
Planning & Development	701,502	420,613	60%
Waste Management	3,131,133	1,532,250	49%
Community	1,452,426	1,013,177	70%
Community - Library	419,954	178,120	42%
Mobile Workforce	1,289,009	496,380	39%
Regulatory Services	402,715	229,076	57%
TOTAL EXPENSES	14,047,414	7,325,519	52%
OPERATING RESULT	1,763,556	6,006,851	341%

CAPITAL BUDGET POSITION

The table below compares capital revenue and expenditure to budget as at the end of January 2021. Budgeted Capital Revenue excludes funding received under the Special Community Assistance and Local Employment (SCALE) funding and funding receivable under the Local Roads and Community Infrastructure (LRCI) program. The first Council co-contribution payment of \$1,225,000 for Productive (Mango) roads project was made in October 2020 to the Department of Infrastructure, Planning and Logistics. The original cash flow forecast anticipated the payment in December 2020.

	2020/21 Budget	2020/21 YTD Actuals
REVENUE		
Council Leadership	0	66,997
Infrastructure & Assets	1,520,525	1,036,239
Planning & Development	0	238,160
Mobile Workforce	0	6,135
Community	300,000	287,100
Regulatory Services	0	0
Waste Management	0	47,167
TOTAL REVENUE	1,820,525	1,614,800
EXPENSES		
Infrastructure & Assets	5,743,518	4,330,542
Planning & Development	75,000	57,011
Waste Management	230,000	56,520
Mobile Workforce	0	0
Thorak Cemetery	80,000	67,254
Community	377,000	412,208
Regulatory Services	60,000	2,533
Information Services	0	38,856
TOTAL EXPENSES	6,565,518	4,964,924
CAPITAL RESULT	(4,744,993)	(3,350,123)

Forecast and Actual Capital Expenditure (\$)



Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	January 2021 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
2020-21 budgeted Capital Works projects									
Productive Roads - Mango Roads Stage 2	Jul-20	Jun-21	2,450,000	1,178,466	Project Delivery	Yes	Yes	52%	
Drainage Renewal and Upgrade	Aug-20	Jun-21	560,000	213,905	Project Initiation	No	Yes	38%	The extensive weather that we are occurring is likely to cause delays to runoff to allow for the Spencer Road floodway to dry out for upgrade works to occur. Delays could see the project carrying over into the 2021-2022 year to allow completion.
Vehicle Replacement	Aug-20	Jun-21	280,000	261,292	Project Delivery	Yes	Yes	93%	
Shared Path Program	Aug-20	Jun-21	100,000	0	Project Initiation	Yes	Yes	0%	
Pathway Renewal	Aug-20	Mar-21	80,000	0	Project Initiation	Yes	Yes	0%	
Gravel Surface Renewal	Aug-20	Jun-21	300,000	0	Project Initiation	Yes	Yes	0%	
Road Seal Renewal	Jul-20	Jun-21	945,000	440,184	Project Delivery	Yes	Yes	47%	
Street Lighting Replacement (Contingent)	Aug-20	Jun-21	10,000	0	Not Started	No	Yes	0%	Discussion topic for next PACMAN meeting
Road Safety Upgrades	Aug-20	Sep-21	463,518	0	Project Initiation	No	Yes	0%	Power Road Floodway - Due to site complexities, project completion date on the Blackspot Project has been extended. \$378,000 of project budget to be carried forward to 2021-2022. Approval for project extension currently underway, delays are not expected to compromise any safety issues.
Waste Vehicle Replacement	Sep-20	Jun-21	170,000	42,370	Project Initiation	Yes	Yes	25%	Waste Program Leader replaced with old vehicle

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	January 2021 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
									needing to be sold. A PO has been raised to replace the HDWTS skid steer loader, which is expected in April.
Reserve Building Renewal & Compliance	Sep-20	Jun-21	20,000	0	Not Started	No	Yes	0%	Project scoping to commence in March
Reserve Playground Renewal	Mar-21	Jun-21	12,000	0	Project Initiation	Yes	Yes	0%	
Fred's Pass Upgrade	Jul-20	Jun-21	300,000	0	Project Delivery	Yes	Yes	0%	
Knuckey Lagoon Building works	Sep-20	Jun-21	45,000	0	Project Initiation	Yes	Yes	0%	
Council Administration Building Renewal	Oct-20	Feb-21	20,000	0	Not Started	No	Yes	0%	On hold pending outcome from new chambers and community hall
Driveway Surface and Culvert Renewal	Oct-20	Jun-21	40,000	36,355	Project Initiation	Yes	Yes	91%	
Kerb Renewal and Upgrade	Oct-20	Jun-21	10,000	0	Project Initiation	Yes	Yes	0%	
Pavement Renewal	Aug-20	Jun-21	485,000	0	Project Initiation	Yes	Yes	0%	
Mira Square Development	Oct-20	Jun-21	75,000	0	Not Started	No	Yes	0%	On Hold pending additional LRCI funding to allow for full construction
Dog Pound Upgrade	Apr-21	Jun-21	60,000	2,153	Project Delivery	Yes	Yes	4%	
Waste Transfer Station Renewal	Aug-20	Jun-21	50,000	14,150	Project Initiation	Yes	Yes	28%	
Waste Strategy	Sep-20	Jun-21	10,000	0	Project Initiation	Yes	Yes	0%	
Carry over Capital Works projects from 2019-20 budget*									
Pavement Renewal - Whitewood Road	Started in 2019-20	Jun-20	7,742	11,746	Complete	No	No	152%	Residual funds to be reallocated to Stage 2
Roads to Recovery Capital Works - Whitewood Road, Howard Springs	Started in 2019-20	Jun-20	296,902	341,253	Project Closure	No	No	115%	Project Complete, final invoices have been issued.
Pavement Renewal - Stevens Road	Started in 2019-20	Jun-20	473,159	155,162	Project Delivery	No	Yes	33%	Project is substantially complete, with final tidy-

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	January 2021 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
									up to occur by end of January. Final invoices are being processed
BlackSpot – Girraween and Hillier Road	Started in 2019-20	Jun-20	355,428	342,433	Project Closure	No	Yes	96%	Project is substantially complete with the speed reduction currently being implemented.
Shoulder Widening - Pioneer Norm Lane	Started in 2019-20	Jun-20	299,607	364,295	Project Closure	No	No	122%	Final invoice has been processed. Overall Program budget for R2R still under budget.
Whitstone Road Sealing	Started in 2019-20	Jun-20	376,555	407,316	Complete	No	No	108%	Project is complete. Funding re-alignment to be undertaken during budget review. Overall Program budget for R2R still under budget.
Smart Controls for LED lighting	Started in 2019-20	Jun-20	22,820	0	Project Delivery	No	Yes	0%	Project rolled into the streetlight replacement program.
LED streetlighting	Started in 2019-20	Jun-20	136,923	159,474	Project Delivery	No	No	116%	All streetlights have been installed. An additional base station is required to give us 100% coverage, which can be funded through the existing budget.
Council office – automatic doors all ability access	Started in 2019-20	Jun-20	4,000	3,750	Project Planning	No	Yes	94%	On hold pending outcome from new chambers and community hall
Brougham Road - January Monsoonal Damage	Started in 2019-20	Jun-20	20,000	8,707	Project Closure	No	Yes	44%	Project is complete. Capitalising the project. Surplus funds to be returned to the grant funding body.

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	January 2021 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
Kentish Road Re-sheeting	Started in 2019-20	Jun-20	529	529	Complete	No	Yes	100%	
Swamp Road Re-sheeting	Started in 2019-20	Jun-20	421	421	Complete	No	Yes	100%	
Mango Roads Stage 1 - 2019-20	Started in 2019-20	Jun-20	89,941	89,841	Project Delivery	No	Yes	100%	Weather has affected stage 1 completion. With seal scheduled for all roads by March 2021.Total cost over 3 phases will not exceed \$3m.
FPSRR Equine Facilities Upgrade	Started in 2019-20	Mar-21	240,000	111,321	Project Delivery	Yes	Yes	46%	
FPSRR Cricket Club Change Rooms	Started in 2019-20	Jan-21	95,000	80,977	Project Closure	Yes	Yes	85%	
FPSRR Roads and Carpark Upgrades	Started in 2019-20	Jan-21	34,000	5,660	Project Closure	Yes	Yes	17%	
FPSRR Building Certification	Started in 2019-20	Mar-21	50,000	14,593	Project Delivery	Yes	Yes	29%	
FPSRR Project Management	Started in 2019-20	Mar-21	44,277	6,240	Project Delivery	Yes	Yes	14%	
SCALE Grant funding Capital Works projects*									
Humpty Doo Village Green Playground	Jul-20	Dec-20	80,000	75,768	Complete	Yes	Yes	95%	
Shared Path Plan Safety Program	Jul-20	Dec-20	150,000	145,339	Project Closure	No	Yes	97%	Project is substantially complete, with signage and line marking to be finalised
Berry Springs Hall electrical upgrades	Jul-20	Nov-20	50,000	39,859	Completed	Yes	Yes	80%	Project is near in completion, with invoices to be processed.
Livingstone Recreation Reserve Playground	Jul-20	Nov-20	70,000	68,976	Project Delivery	No	Yes	99%	Remaining works to be completed by the end of February 2021.

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	January 2021 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
McMinns Lagoon Reserve Signage	Aug-20	May-21	9,000	8,800	Project Delivery	Yes	Yes	98%	
Digital Whiteboards	Jul-20	Sep-20	39,100	38,856	Completed	Yes	Yes	99%	
IT remote work set up	Jul-20	Nov-20	27,300	27,519	Completed	Yes	No	101%	Purchased 14 Laptops, which just went over budget by the \$219.
Entrance Signage to the Municipality	Jul-20	Nov-20	40,000	39,000	Project Closure	No	Yes	98%	Project is near in completion, final invoices to be processed.
Mira Square Development	Jul-20	May-21	60,000	57,011	Project Closure	Monitor	Yes	95%	Mira Square is completed. The site is fenced, and access to the facility will be available end of March when grass is fully established.
LRCI Grant funding Capital Works projects*									
Resealing of Wells Creek, Mocatto, Townsend and Redcliff Roads	Aug-2020	Jun-2021	1,183,429	-	Project Initiation	Yes	Yes		

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

SECTION 4

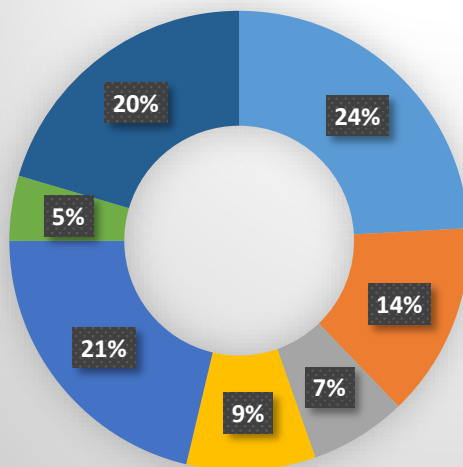
CASH ON HAND & INVESTMENTS

Investment Schedule as at 31 January 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 (\$)
3/06/2020	1,000,000	251	Westpac	0.95%	9/02/2021	6,533
3/06/2020	2,000,000	265	NAB	0.97%	23/02/2021	14,085
2/06/2020	1,500,000	280	ME Bank	1.05%	9/03/2021	12,082
21/07/2020	1,010,668	245	Defence Bank	0.85%	23/03/2021	5,766
21/08/2020	800,000	228	ANZ	0.80%	6/04/2021	3,998
1/09/2020	1,112,040	231	Westpac	0.82%	20/04/2021	5,771
23/09/2020	3,000,000	216	ANZ	0.65%	27/04/2021	11,540
28/01/2021	1,007,748	103	Westpac	0.49%	11/05/2021	1,393
14/10/2020	1,515,515	245	ANZ	0.48%	16/06/2021	4,883
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
17/11/2020	2,000,000	238	Commonwealth	0.50%	13/07/2021	6,521
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
TOTAL INVESTMENTS	22,021,509					94,240

Cash Investments



- ANZ - 230 Average Investment Days -0.64% Average Interest Rate
- Defence Bank - 240.5 Average Investment Days -0.70% Average Interest Rate
- ME Bank - 280 Average Investment Days - 1.05% Average Interest Rate
- NAB - 265 Average Investment Days -0.97% Average Interest Rate
- Westpac - 205.25 Average Investment Days - 0.65% Average Interest Rate
- Bendigo - 238 Average Investment Days - 0.45% Average Interest Rate
- Commonwealth - 237 Average Investment Days -0.50% Average Interest Rate

FINANCIAL RESERVES

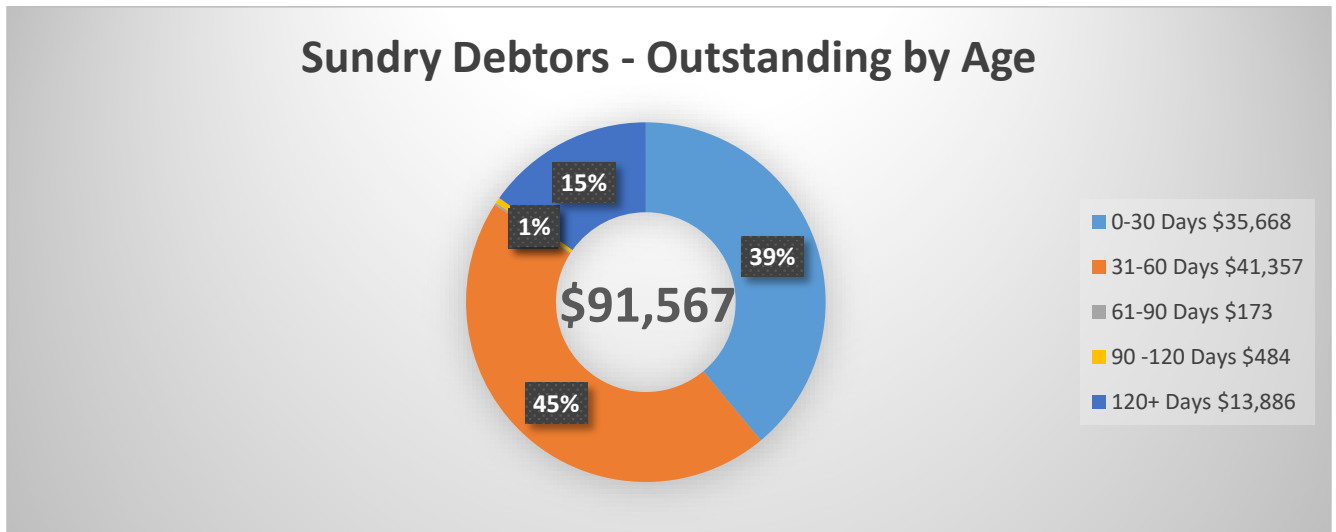
Table showing forecasted reserve balance for 30 June 2021. Changes in movement will be updated in line with Budget Review in March.

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

SECTION 5

DEBTORS

Total Debtors as at 31 January 2021 is 91,567.

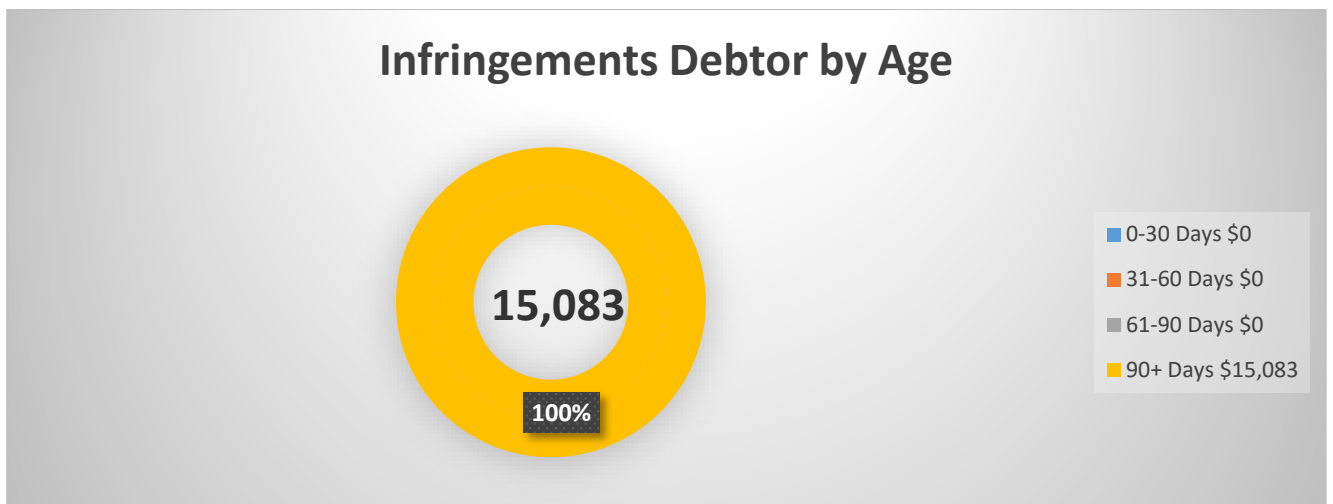


In line with Council procedures aged debts are being pursued and depending on requirement/s will be forwarded to debt collection agencies.

Currently, there are seven (7) debtors outstanding for more than 120 days. Six (6) have advised that payments will be made this month. We are investigating the likelihood of recovery on the seventh which may result in a bad debt to the value of \$2,400. An update will be provided in March.

FINES AND INFRINGEMENTS

As at 31 January 2021, Council has sixty-three (63) infringements outstanding with a balance of \$15,083, a reduction of \$1,541 from November. Fifty-six (56) of these have been forwarded to the Fines Recovery Unit (FRU) and are awaiting payment². Two (2) have been sent with reminders, one (1) has been re-sent to FRU, one (1) on hold and the other three (3) have been partially paid.



² Infringements sent to FRU are expected to exceed 90 days due to the recovery processes

OUTSTANDING RATES

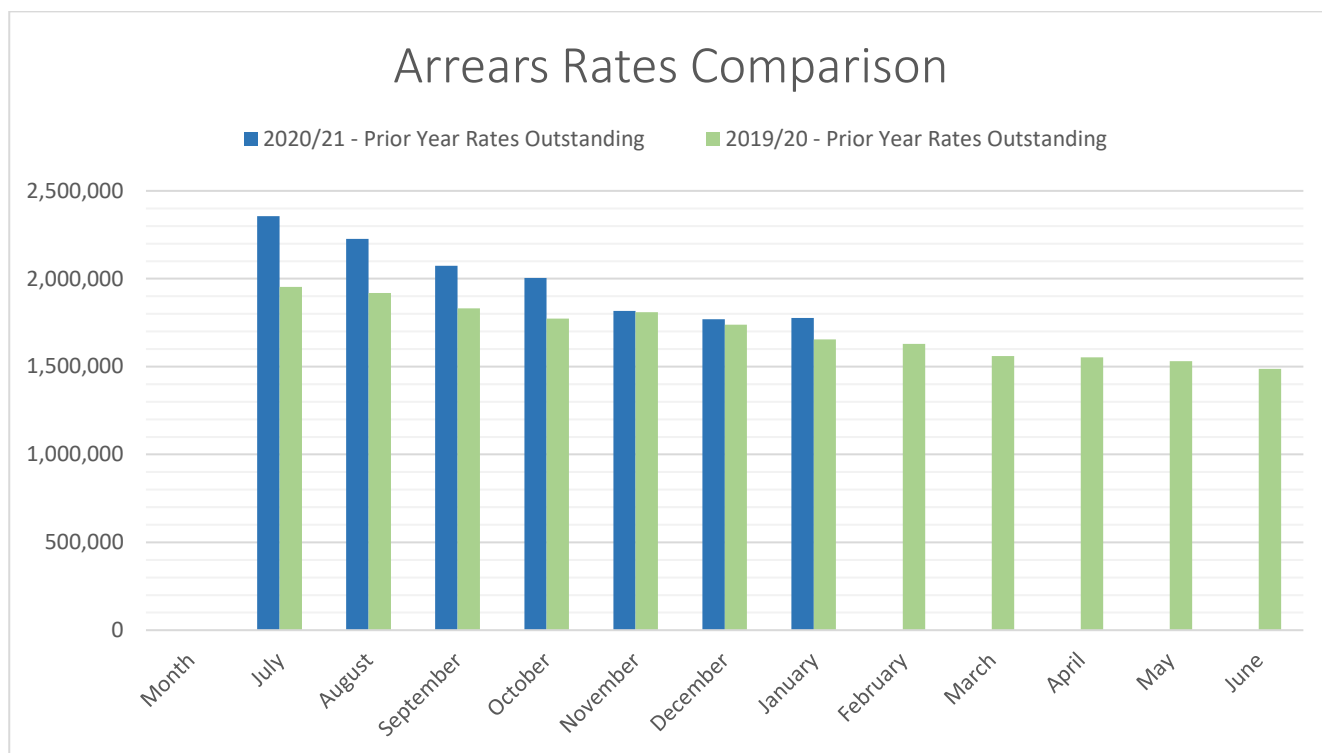
PRIOR YEAR RATES

The below table illustrates the split of prior year outstanding rates. Prior year rates as at 31 January 2021 are 1.7 million, this is an increase of 7% compared to prior year January 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 2020-21 and 2019-20 financial years.

	Beginning 2020/21 Prior Years Outstanding (\$)	Previous Month (December 2020) (\$)	Current Month (January 2021) (\$)	Monthly Variance (\$)
COMMERCIAL	89,301	53,247	55,926	(2,679)
GAS PLANT	30	0	0	0
MINING	107,229	104,069	104,729	(660)
NON-RATEABLE GENERAL	8,802	9,456	9,495	(39)
NON-RATEABLE WASTE	27,378	27,911	28,049	138
PASTORAL	0	0	0	0
RURAL RESIDENTIAL	2,071,264	1,427,216	1,428,828	(1,612)
URBAN RESIDENTIAL	155,687	147,613	149,673	2,060
TOTAL	2,459,691	1,769,512	1,776,700	(7,705)
Arrears LESS legal		1,540,951	1,533,010	7,941

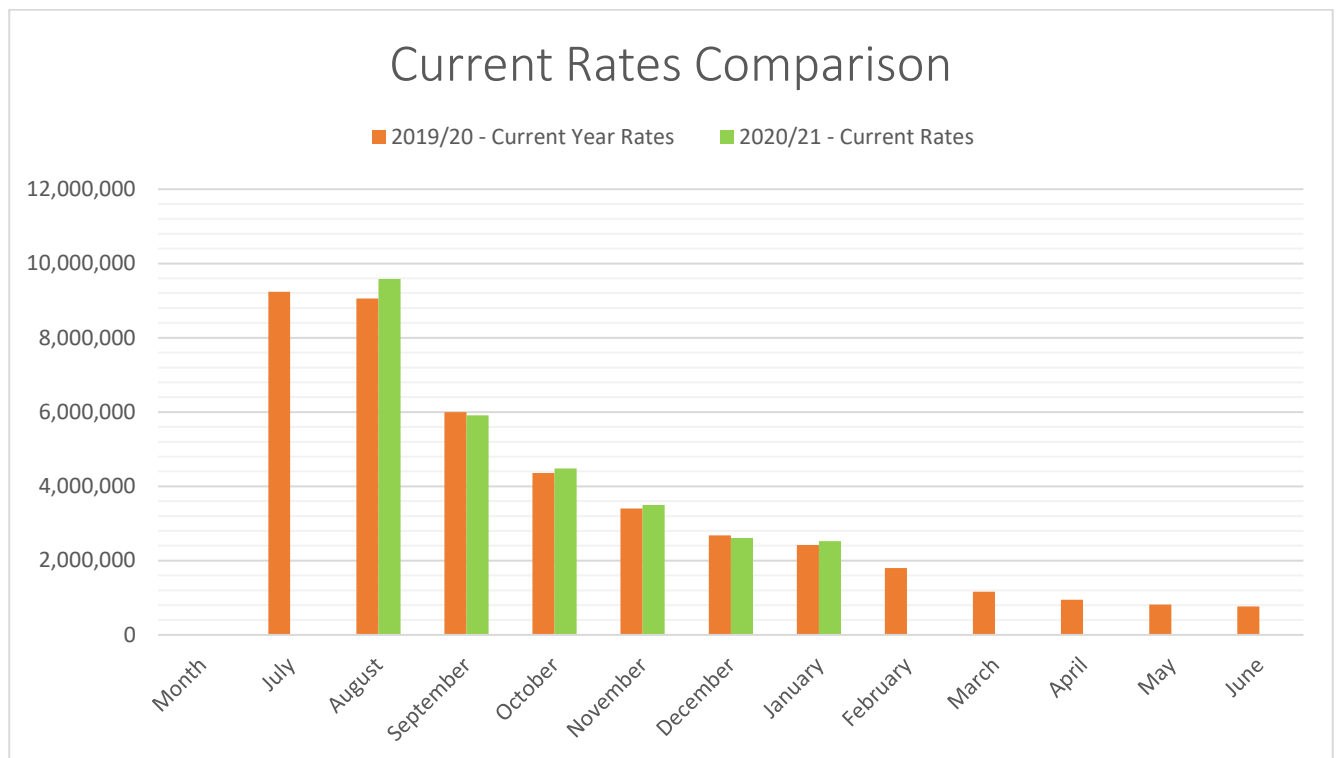


CURRENT YEAR RATES

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

	Previous Month (December 2020) (\$)	Current Month (January 2021) (\$)	Variance (\$)	Due Dates
Instalment 1	409,578	412,403	(2,825)	30 September 2020
Instalment 2	589,227	567,090	22,137	30 November 2020
Instalment 3	1,612,414	1,545,463	66,951	28 February 2021
TOTAL	2,611,219	2,524,956	86,263	

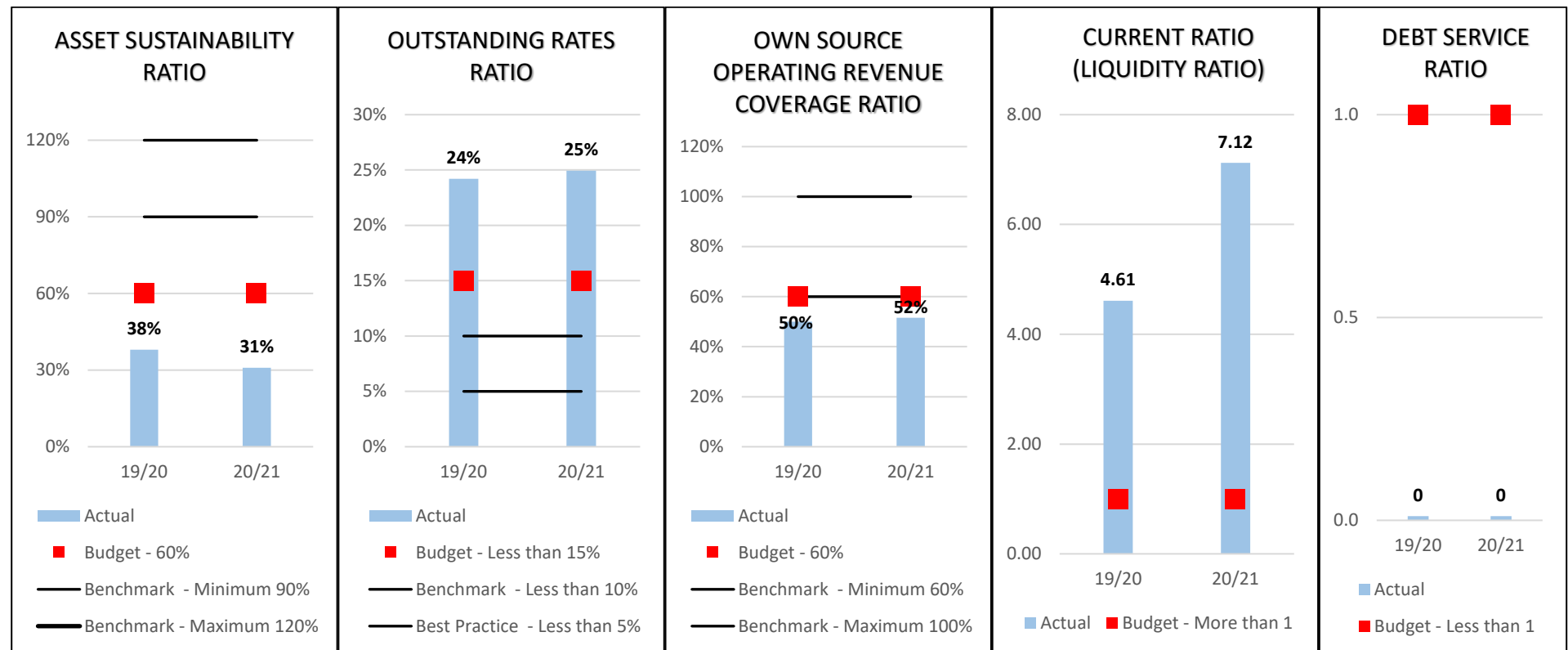
Note: The amount outstanding for Instalment 1 has increased due to the newly raised rates notice for the subdivision at Fred's Pass.



SECTION 6

FINANCE KEY PERFORMANCE INDICATORS (KPI)

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



Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.
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KPI	Explanation
Asset Sustainability Ratio	<p>A ratio of 90% indicates Council is replacing assets in a timely manner as assets reach their end of useful life. A ratio of less than 90% over the long-term indicates a build-up Infrastructure Backlog*.</p> <p>Council's Asset Sustainability ratio of 36% for the month of December shows a decrease in capital expenditure and fails to meet both the budget of 60% and the local government benchmark of 90%. Council's asset base is currently valued at \$500 million. The current Long-term Financial Plan 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 back-log of infrastructure replacement needs in future.</p>
Outstanding Rates Ratio	<p>In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia.</p> <p>Council's Outstanding Rates Ratio of 24% 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 42% for January 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 7.2 for December sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed in the short term to fulfill its short-term liabilities as and when they fall due.</p>
Debt Service Ratio	<p>Council has no debt and therefore fully meets the Municipal Plan Target of 1 and less than 1.</p>

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

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 February 2021

15 Officers Reports

15.01 Council Leadership & Community Services

- 15.01.01 TOPROC Briefing Paper – Thorak Regional Cemetery
- 15.01.02 Community Engagement Strategy Action Plan – Year Three
- 15.01.03 Australian Government Building Better Regions Fund Round 5
- 15.01.04 Proposed Governance Updates: Public Question Time, Thorak Regional Cemetery Meetings, Meeting Agenda Updates and Meeting Procedure By-laws
- 15.01.05 Draft Compliance and Enforcement Policy

15.02 Business Excellence

- 15.02.01 People and Performance Monthly Report – January 2021
- 15.02.02 Acquittal and Evaluation of myLitchfield Grant

15.03 Infrastructure & Operations

- 15.03.01 Work Team Presentation – Mobile Workforce
- 15.03.02 Development Consent Authority Nominations
- 15.03.03 Place Names – Road Names for Kittyhawk Subdivision at 1000 Channel Island Road, Wickham
- 15.03.04 Summary Planning and Development Report – February 2021



COUNCIL REPORT

Agenda Item Number:	15.01.01
Report Title:	TOPROC Briefing Paper – Thorak Regional Cemetery
Author & Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	17/02/2021
Attachments:	A: TOPROC Briefing Paper – Thorak Regional Cemetery

Executive Summary

This report presents to Council the Top End Regional Organisation of Councils (TOPROC) Briefing Paper relating to the business and financial operations of the Thorak Regional Cemetery.

Recommendation

THAT Council receive and note the Briefing Paper – Thorak Regional Cemetery for submission to Top End Regional Organisation of Councils.

Background

Thorak Regional Cemetery (Cemetery) is an essential service for the greater Darwin region. Management of the Cemetery is currently the sole responsibility of Litchfield Council.

Given the reach of the Cemetery service, in 2017 Council commenced discussions with our neighbouring Local Governments and through TOPROC lobbied the then for Minister Local Government to review the management arrangements of the Cemetery.

The Briefing Paper, included as Attachment A, is proposed for submission to TOPROC. The Proposition, if accepted, would result in maintaining the current governance arrangements under Litchfield Council in accordance with S184 Cemeteries Act.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Cemeteries Act 1952

Proposed Burial and Cremation Bill 2019

Risks



Nil identified.

Community Engagement

Not applicable.

TOPROC BRIEFING PAPER

Agenda Item Number:**Report Title:**

Report to TOPROC – Thorak Regional Cemetery

Recommending Officer:

Daniel Fletcher, Chief Executive Officer, Litchfield Council

Meeting Date:

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Attachments:

Nil

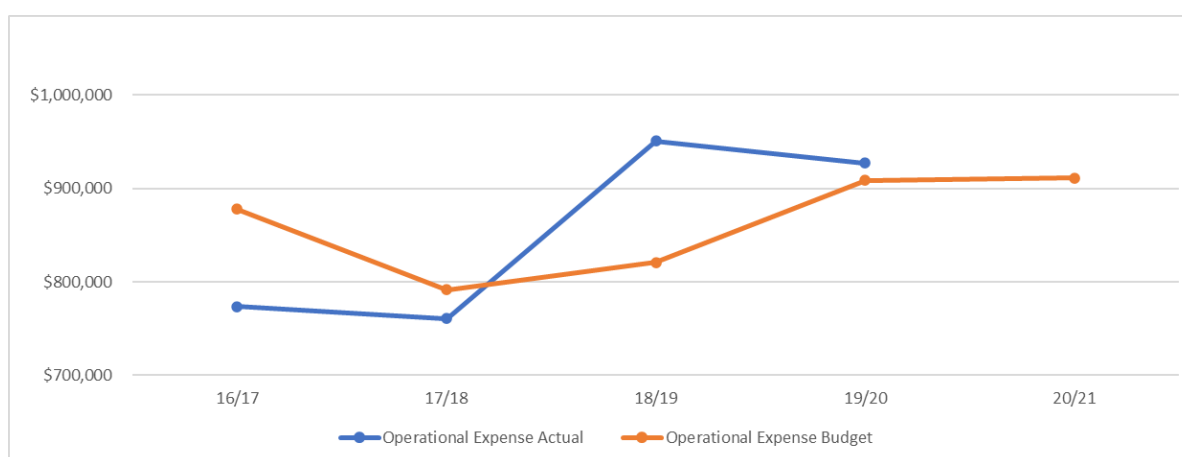
Purpose

The purpose of this report is to brief TOPROC on the business and financial operations of the Thorak Regional Cemetery (TRC) including:

1. Operating expenses, revenue and surplus;
2. Asset Sustainability status; and
3. Discontinuing the TOPROC Governance Working Group

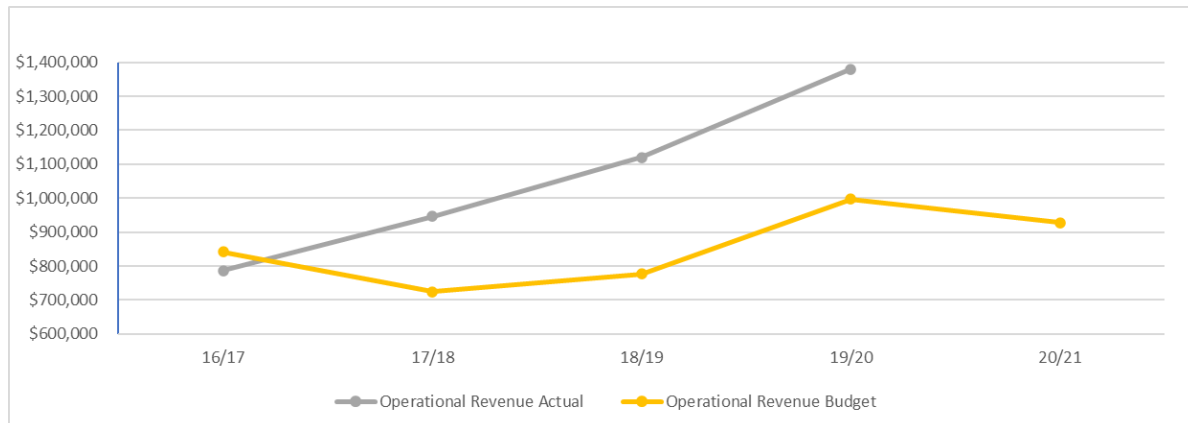
Substance

The following graphs highlight the positive variance between actual and budgeted operational income, expenses and surplus for the previous 5 years. They demonstrate that initiatives put in place are having an impact on the financial position of TRC. The increase in operational revenue can be partly attributed to the introduction of the 10% non-Litchfield resident administration charge. Other operational business matters will be regularly assessed by Litchfield Council management and the Elected Council and, if required, will be implemented to maintain financial sustainability of the TRC.

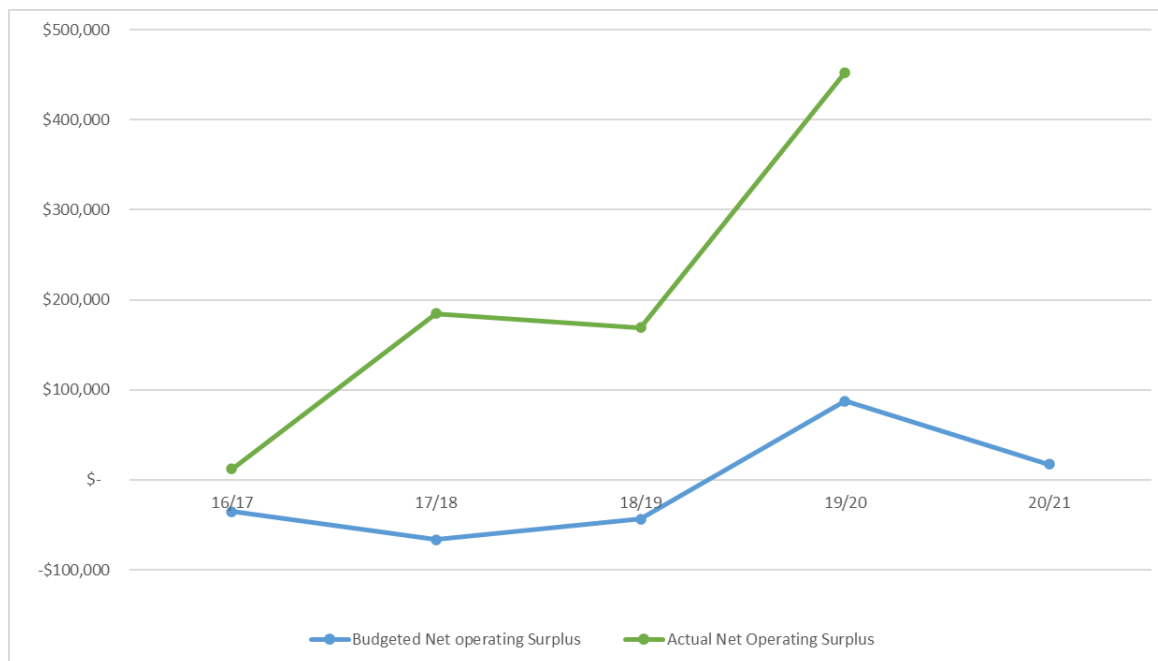
Actual vs Budgeted Operational Expense



Actual vs Budgeted Operational Revenue



Actual vs Budgeted Operational Surplus



Asset Sustainability

Council budgeted to achieve an Asset Sustainability Ratio of 83% (Municipal Plan target 60%) in 2020-2021 and is on target to achieve this. Achieving an operational surplus annually increases the capacity of TRC to continually improve the budgeted asset sustainability ratio each year. Further the current Asset Management plan produced in 2018 is to be reviewed and updated in 2021.



2020 – 2021 Capital Works

- Resealing of the back road including shoulder upgrades and installation of speed humps on the main road.
- Relocation of the backup generator and upgrade to allow remote monitoring
- Installation of fence line further separating rental property from cemetery operations.
- Update of the TRC asset management plan in response to the master plan review.

Future Action (2022 and beyond)

(*future action decisions to be considered by Litchfield Council post-election 2021)

- Status review of the current master plan with a view to opening areas to increase value adding opportunities.
- Development of a TRC long term financial plan to guide asset sustainability targets.
- Formalising a fee structure and process for outside services, increasing capacity for simultaneous services and providing more options for clients.

TRC Governance Working Group

The TRC Governance Working Group commissioned by TOPROC last met on 21 July 2020 onsite at TRC. The working group members reviewed the current governance arrangements and were satisfied that TOPROC should consider discontinuing the TRC Governance Working Group in favour of maintaining the current governance structure within Litchfield Council and, to engender confidence throughout TOPROC, that Litchfield Council report bi-annually to TOPROC on the business operations of TRC.

The background to the establishment of the TRC Governance Working Group, including the Terms of Reference, can be viewed in Attachment A.

Importantly, the deliverables from the TRC Governance Working Group included:

15 Deliverables

15.1 Report with recommendations on:

- a governance model to deliver cemetery services for the top end,
- the base line service level expected from cemetery services;
- the funding model that will ensure long term sustainability of the cemetery with maintaining service charges that are affordable to the community;
- any other relevant items identified through the work of the TRC; and
- grant opportunities to support the funding of TRC.



The TRC Governance Working Group have met on three occasions:

1. 30 March 2020
2. 19 May 2020; and
3. 21 July 2020

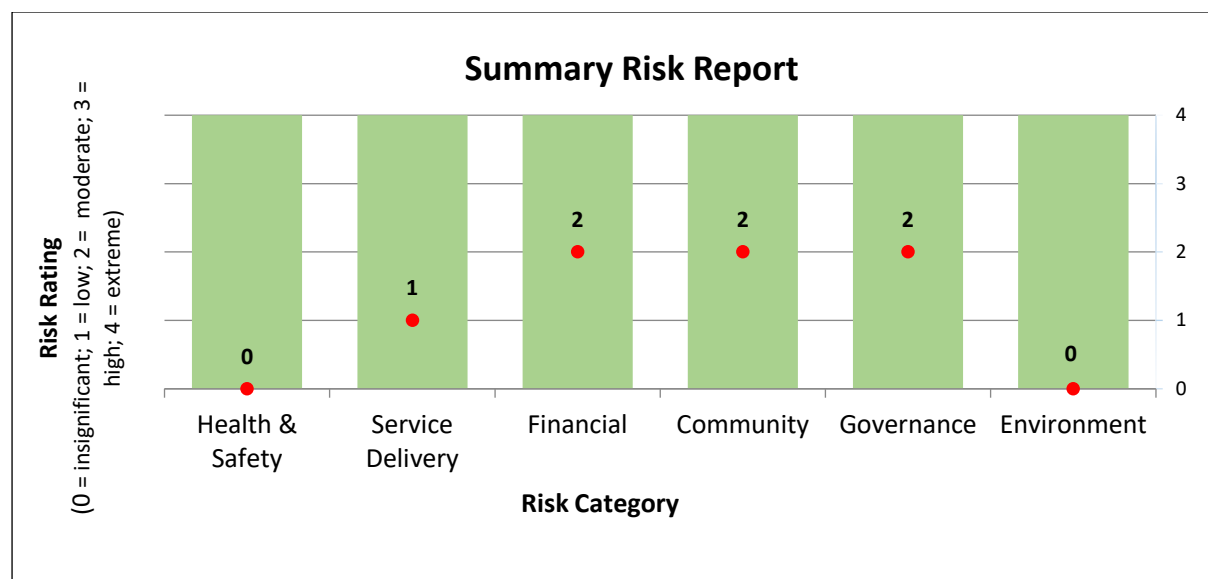
It is the view of the TRC Governance Working Group (confirmed at their meeting on 21 July 2020) that the current working group be discontinued as members are satisfied that the 'governance' arrangements for TRC are sound and that the likely value adding opportunity is to review the business practices and ensure that any value creation is implemented within business operations to maximise revenue to further reinforce the sustainability of TRC.

Policy Considerations

Cemeteries Act 1952

Proposed Burial and Cremation Bill 2019

Risk



Service Delivery:

Service delivery levels are being met as per the annual municipal plan.

Financial:

An asset sustainability ratio more than 100% is required to ensure that assets are maintained appropriately.



Community:

TRC is the only active cemetery in the greater Darwin region that is available to service the communities needs

Governance:

The TRC Working Group have determined that the current governance arrangements are sound however introduction of the proposed Burial and Cremation Bill 2019 may prompt an updated review.

Proposition

It is proposed that TOPROC:

1. Note the report
2. Endorse the recommendations provided by the TRC Governance Working Group, which include that TOPROC:
 - a. Discontinue the TRC Governance Working Group in favour of maintaining the current governance arrangements under Litchfield Council in accordance with S184 Cemeteries Act;
 - b. Request bi-annual operational business report on TRC; and
 - c. Recognise the importance of the TRC to the greater Darwin area and continue to support, through TOPROC, Litchfield Council, where appropriate to successfully manage the business.



COUNCIL REPORT

Agenda Item Number:	15.01.02
Report Title:	Community Engagement Strategy Action Plan – Year Three
Author:	Nicky McMaster, Manager Communications and Engagement
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	17/02/2021
Attachments:	Nil

Executive Summary

The Community Engagement Strategy and Action Plan (The Strategy) describes how Litchfield Council will engage with the community and outlines Council's desire to ensure that community engagement opportunities are both created and embedded into daily Council interactions.

January 2021 marks the completion of year three of the Community Engagement Strategy Action Plan.

Council is committed to measuring community engagement success on an annual basis through identified mediums, such as, Annual Community Survey satisfaction results, participation rate in public consultation of projects and engagement on social media.

Recommendation

THAT Council receive and note the Community Engagement Strategy Action Plan 12-month report.

Background

The Community Engagement Strategy Four-year Action Plan was endorsed by Council in January 2018 following a public consultation process.

The Action Plan identifies objectives and activities that Council has undertaken over the past three years and intends to undertake over the last year.

Implementation of Year Three of the Strategy Action Plan

Action	Status	On Budget	Comments
Improve Council's website	Complete – Year two and three action	Yes	Brainium Labs Pty Ltd was engaged to review and redesign Council's website. The new website went live in July 2020, with increased usability and has resulted in a rise in page visits and longer retention on the site. Council constantly looks at how it can better inform the public and will continue to upgrade content, features and functions where possible.
Utilise the opportunity of the Annual Report to provide meaningful reporting to our community	On time – Year two, three and four action	N/A – using existing resources	To demonstrate strong accountability and public value for our community, the Annual Report contains community programs such as grants, events and survey results.
Include community engagement plans in Council reports	On time – Year three and four action	N/A – using existing resources	A community engagement section has been included in Council reports for a number of years. For all Council projects that require community engagement, a summary of the engagement to take place and then subsequently what has taken place is in the Council report under the Community Engagement section.
Provide Ongoing Staff Training	On time – Year one, two, three and four action	Yes	With a number of new staff at Council, investigations are underway for these staff to undertake the Engagement Essentials training. This certificate will provide staff increased knowledge of the community engagement process and the capability to identify engagement opportunities.
Develop Engagement Champions	On time – Year three and four action	Yes	The Community Development Program is now fully certified in IAP2 Community Engagement.

Action	Status	On Budget	Comments
Develop and implement a Community Engagement Toolkit	Delayed – Year two and three action	Yes	Development of a Community Engagement Toolkit is underway with completion and rollout expected in March 2021.
Use IAP2 Framework to guide Council's engagement process	On time – Year one, two, three and four action	Yes	The IAP2 framework guides Council in being clear and transparent about the level of engagement and influence available for different decisions.
Utilise Community Reference Groups to guide the development of key strategic plans	On time – Year one, two, three and four action	Yes	Community Reference Groups continue to be used for valuable community input. The Freds Pass Sport and Recreation Reserve \$2m grant funding reference group remains active to deliver the works in line with the needs and priorities of the Freds Pass Master Plan and user groups.
Use focus groups to improve decision making	On time – Year one, two, three and four action	Yes	Council continues to identify opportunities for focus groups to provide valuable community input.
Promote Integrated Planning	On time – Year two, three and four action	N/A	Council plans engagement activities and identifies areas where combining community engagements can be carried out to reduce community consultation fatigue.

Council has successfully engaged the community using a wide range of mediums, which include:

- Your Say Litchfield
- Council website
- Facebook
- Community Noticeboards
- Events – Freds Pass Rural Show (did not take place in 2020 due to COVID-19)
- Focus groups
- Community Reference Groups

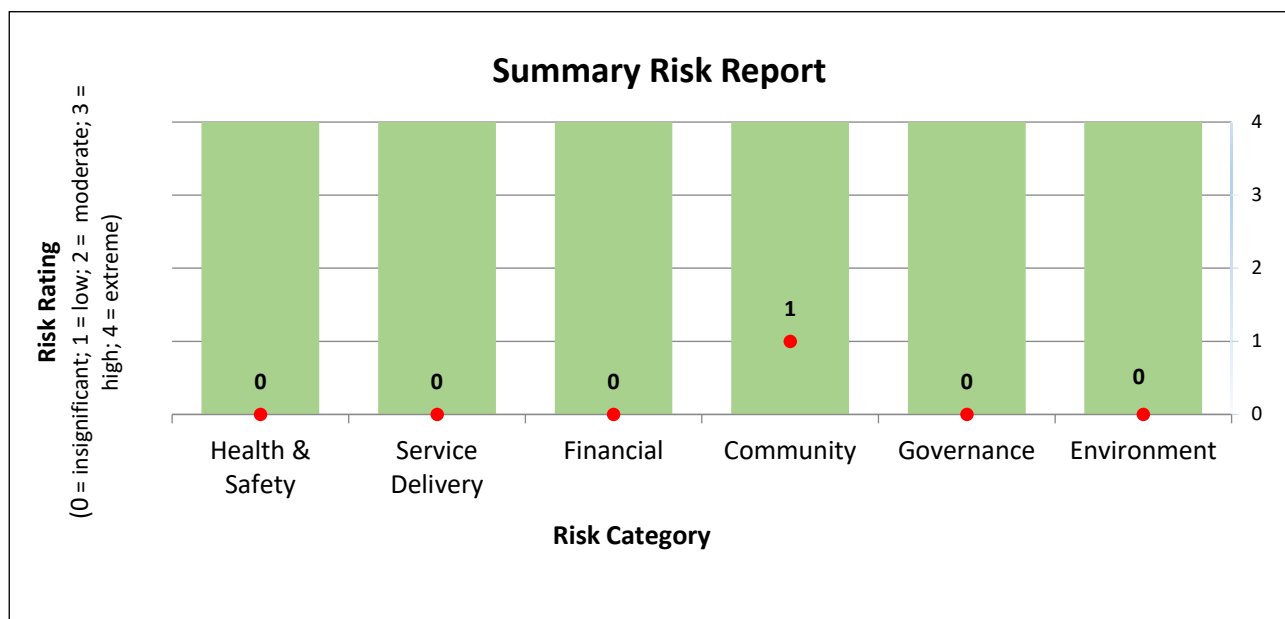
Links with Strategic Plan

A Well-Run Council - Engaging Our Community

Legislative and Policy Implications

COR02 – Community Engagement Policy

Risks



Community:

The risk of inadequate public engagement is the potential to alienate sections of the community and undermine trust and could result in poorly informed decisions.

Community Engagement

The Community Engagement Strategy and Action Plan guides Council's engagement activities.



COUNCIL REPORT

Agenda Item Number:	15.01.03
Report Title:	Australian Government Building Better Regions Fund Round 5
Author:	Diana Leeder, Executive Manager Community Services
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	17/02/2021
Attachments:	A: Freds Pass Sport and Recreation Reserve Advocacy and Priority Works Document

Purpose

The purpose of this report is to seek Council's approval to submit an application to the Australian Government Building Better Regions Fund (BBRF). It is intended that Council apply for the maximum amount of \$10m available for priority works at Freds Pass Sport and Recreation Reserve. Applications close on 5 March.

Recommendation

THAT Council:

1. authorise the Chief Executive Officer to make an application to the Building Better Regions Fund (BBRF) for priority works at Freds Pass Sport and Recreation Reserve; and
2. seek Northern Territory Government funding to meet the co-contribution required by the Building Better Regions Fund.

Background

One of Council's priority advocacy projects is for ongoing increased NT Government funding for Freds Pass Sport and Recreation Reserve.

Priority works on the Reserve have been identified in the Freds Pass Sport and Recreation Reserve Master Plan and Council has received \$5.3m towards these. As a number of the buildings on the Reserve require works to bring them up to certificate of occupancy standard, funding has been allocated to a program of compliance works as well as to adding improvements and upgrades to the Reserve.

Before all the desired improvements to user group infrastructure can be undertaken a master plan for stormwater drainage, identifying priority works that will manage the damaging water flow currently being experienced is required. The Freds Pass Sport and Recreation Reserve Board (FPSRRB) recently received a grant to undertake a storm water drainage assessment and develop a storm water management master plan. Additionally, power upgrades and reticulation are required before some projects can be undertaken.

Through the Freds Pass Reference Group, Council established and managed the Northern Territory Government grants received to date and Council staff work closely with the FPSRRB to identify the order of priority for works on the masterplan to be undertaken.

Round 5 of the BBRF has \$100m allocated to tourism related projects and Council's application will seek improved facilities to support events such as the Freds Pass Rural Show, national sporting championships and festivals such as the successful Mango Madness Festival.

Council staff are currently working with the Northern Territory Government to determine what level of funding can be provided and the application will be tailored to reflect that. There is no intention that Council allocate own source capital works funding.

The attached list of priorities is indicative only and subject to ongoing refinement and so reflects a higher total than an application covers.

Links with Strategic Plan

A Great Place to Live - Recreation

Legislative and Policy Implications

This process complements the recommendations from Council's draft Sport, Recreation and Open Space Strategy.

Risks



Financial

Several of these priority projects are for crucial infrastructure upgrades. Should Council not advocate and apply for funding for the priority works at this point in time, Council and the FPSRRMB will need to consider alternative sources of funding. Immediate repairs required due to ageing infrastructure may then be paid for by Council's annual budget to the board.

Community

It is a function of Council to advocate for the community on various matters including funding for improved facilities and services. This project and advocating the funding of it, is in line with Council's Advocacy Strategy 2020-2022. Should Council not proceed in advocating for the funding, it would be conflicting with the Advocacy Strategy and Council's Strategic Plan 2018-2022.

Community Engagement

The ten priority works proposed were developed in partnership with the Freds Pass Sport and Recreation Management Board. They are priorities from the FPSRR Master Plan, which was developed in consultation with user groups.

Priority Project 01

Freds Pass Sports and Recreation Reserve Funding

The Freds Pass Sports and Recreation Reserve, founded in 1976 now caters for approximately 10,000 users a week in an area that has the highest sport participation rate in the Northern Territory (25.53%).

The Issue

The fixed asset value on Council's books maintained under a lease by the Freds Pass Sports and Recreation Reserve Management Board Inc. is above \$5m with additional costs of fittings and content that are the ownership of the individual sporting clubs and user groups. Age of these fixed assets in many cases is nearing 20 to 30 years with a significant amount of structures uncertified.

In the recent five years the investments at the Marrara Sporting complex have totaled more than \$71.5m, making it an investment of approximately \$863 per Darwin resident.

Council has received \$5.3m of NTG funding over the past years bringing the investment to \$80 per resident.

Opportunities

The reach of this regional sporting facility includes the local government areas of Coomalie, Litchfield and Palmerston including surrounding unincorporated areas, catering for approximately 60,000 residents.

There is an opportunity to improve the ability of residents to maintain a healthy lifestyle and support the development of children with sporting activities reducing travel time and increasing affordability.

Solution

A consistent and comparable small investment of \$5m per year over the next four years would make a significant impact on the reserve and quadruple the NTGs commitment to these residents, still well below the average of the city counterpart.

This would allow the reserve to improve existing facilities and explore the options of including popular sporting activities that are currently not present in the area – eg. tennis, hockey.

Cost

NT Government Funding: \$20m over four years

BBRF Funding: \$10m

Council Funding: \$600,000 project management cost

Directorate: Council Leadership and Community Services

Approximate Jobs Created: 2 ongoing plus approximate 173 in construction over first two years.



YEAR 1 (2021)

Stage	Cost	Project	Number of Jobs Created	Priority	Project Duration
1	\$1,000,000.00	Drainage and Erosion mitigation	30	High	18 months
2	\$400,000.00	Compliance work	15	High	12 months
3	\$1,500,000.00	Electrical Upgrades	15	Medium	12 months
4	\$650,000.00	Road Network upgrades Stage 3 & 4	39	Medium	6 months
5	\$550,000.00	Drainage and sealing to market carpark	10	Medium	6 months
\$4,100,000.00			109		

1. Managing surface and rainwater to minimise erosion. Priorities to be developed from the drainage plan currently being undertaken by the FPSRR Board. Including expansion of the lake to reduce evaporation.
2. Removal of non-compliant buildings. Work towards obtaining certificate of occupancy for uncertified structures.
3. Upgrades to the powerline behind AFL through to soccer and rugby union. Include installation of two transformers. Will cater for AFL changerooms and flood lights for soccer.
4. Stages 3 and 4 of the carparking works following from the works as part of the \$2M NTG grant. Includes finalising the soccer carpark and connection and carpark to Rugby Union.
5. Drainage and sealing to market carpark.

YEAR 2 (2022)

Stage	Cost	Project	Number of Jobs Created	Priority	Project Duration
6	\$180,000.00	Equestrian Carpark area	10	High	6 months
7	\$560,000.00	Repairs and Maintenance to seven (7) bores	11	High	6 months
8	\$225,000.00	Construction of storage to replace decommissioned shipping containers	2	Medium	2 months
9	\$675,000.00	Soccer changerooms	6	Medium	8 months
10	\$5,500,000.00	Exhibition/events pavilion	35	High	18 months
\$7,140,000.00			64		

6. Formalisation of Equestrian carpark area. Design to be completed under the \$2m NTG Grant.
7. Various repairs and maintenance to seven bores.
8. Construction of new sheds for sporting groups to replace shipping containers removed. These are storage sheds.
9. Completion of changerooms to include new toilets with all abilities access.
10. Development and Construction of a new exhibition/events pavilion with commercial kitchen – required for events such as Rural Show, dinners, exhibitions and tourism related events.

\$\$ Investment \$11,240,000.00

Jobs created 173

Contact Us

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LITCHFIELD
COUNCIL

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COUNCIL REPORT

Agenda Item Number:	15.01.04
Report Title:	Proposed Governance Updates: Public Question Time, Thorak Regional Cemetery Meetings, Meeting Agenda Updates and Meeting Procedure By-laws
Author:	Diana Leeder, Executive Manager Community Services
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	17/02/2021
Attachments:	A: Draft GOV17 Public Questions Policy B: Revised Order of Business for Ordinary Council Meeting C: GOV02 Meeting Procedures Policy

Purpose

This report considers a number of amendments to governance practices. It presents proposals to improve the community's ability to ask public questions of Council, streamline Council meeting procedures dealing with the monthly Thorak Regional Cemetery Board of Trustees meeting by integrating it within the monthly ordinary meeting, remove the agenda item "common seal"; and discontinue the need for meeting by-laws.

Recommendation

THAT Council:

- 1) establish a 30 minute community forum and public question time with all councillors and executive staff in attendance prior to the monthly Ordinary Council meeting to replace the current open space discussion, consider written public questions submitted in advance at agenda item 9 and remove agenda item 18 Public Questions from the agenda of an Ordinary Council meeting;
- 2) adopt Draft Policy GOV17 Public Questions at Attachment A, subject to any minor editorial adjustments;
- 3) cease holding a separate meeting of the Board of Trustees to deal with matters concerning the Thorak Regional Cemetery and, commencing in March 2021, include a separate item within the agenda of the Ordinary Council meeting for this purpose;
- 4) remove item 16 Common Seal from the agenda of the Ordinary Council meeting;
- 5) adopt the revised order of business at Attachment B as the agenda for future Ordinary Council meetings;
- 6) rescind Council decision 15/0175/02 of 19 November 2015 instructing the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council; and

- 7) advise the Department of Local Government, Housing and Community Development that it does not wish to proceed with the development of Meeting Procedures By-laws and seek assistance for the development of Public Place By-laws.

Background

In recent years Litchfield Council has grown from a rural shire (prior to 2008) with a small population to a municipality with similar population to Alice Springs and two thirds that of City of Palmerston. It covers an extremely large and diverse area of economic development and activity. Recent changes to the ward structure and representation that will lead to a council of seven elected members after the 2021 election have recognised the growth and importance of the municipality. Council has sound governance procedures in place and is in a position to refine these, drawing on findings from inquiries into other local government authority's interstate, such as Queensland, Western Australia and New South Wales.

The items discussed below are all intended to streamline and improve Council's governance prior to the implementation of the Local Government Act 2019 on 1 July 2021 and the local government elections in August this year.

PUBLIC QUESTIONS

Council has a strong commitment to enabling members of the community to participate in Council affairs and this is most practically handled through a public forum prior to a Council meeting and the submission in advance of written questions to be answered in the formal meeting.

Few members of the public attend the open space segment held immediately prior to the monthly ordinary meeting of Council and this could be because there is not widespread understanding of the purpose of open space discussion. Instead, a practice has become established to allow members of the public to ask questions without notice in the body of the Ordinary Council meeting, both at the beginning and then end. This is problematic as members of the public are not members of the elected Council.

There is no provision within the Local Government Act or Council's meeting procedure policy for members of the public to participate in a Council meeting other than through the presentation of a petition or as part of an invited deputation or presentation. General practice is for public questions to be submitted in writing in advance of the meeting to enable correct information to be provided.

Council's website contains a public question form that can be submitted in advance. All Northern Territory municipal councils also follow the practice of requiring questions from the public to be in writing. Both City of Palmerston and City of Darwin hold open public forums prior to each ordinary Council meeting to provide an informal atmosphere for general discussion where all elected members participate. The community is encouraged to attend and raise issues, ask questions or simply inform Council of their views relating to a particular matter.

As with Litchfield Council, members of the public are able to submit public questions to Council, which are to be considered at the ordinary Council meetings each month, by completing a public question form and submitting it to the Chief Executive Officer by 12.00 noon the business day prior to the ordinary meeting. This allows time for a response to be provided to be read out at the meeting and included in the minutes.

All Council meetings are open to the public and gallery seating is provided however the purpose of this is for observation not participation. The risks associated with informal participation by members of the public in Council meetings include prejudicing the proper debate when questions are asked of officer's reports prior to those being presented and usurping the role of elected members to make informed decisions at the meeting.

As such, it is recommended Council formalise item 9 in the Council agenda to deal with recording and responding to public questions received in advance and remove item 18 public questions from the agenda.

THORAK REGIONAL CEMETERY

Under the Cemeteries Act a Board of Trustees is required for a cemetery. A Board shall have power:

- (a) to do anything necessary for the upkeep, maintenance, improvement and management of the public cemetery in respect of which it is appointed;

Under the Local Government Act

- (1) A public cemetery situated in a council's area is under the care, control and management of the council.
- (2) A council has, in regard to such a cemetery, the powers of a Board of Trustees under the Cemeteries Act 1952.

Advice from the Department of Local Government, Housing and Community Development confirms that Council is not required to hold separate meetings to deal with business pertaining to the Thorak Regional Cemetery and can include such discussion within the ordinary council meetings. The benefits of implementing this are that only a single agenda is required and only a single meeting each month.

Other Northern Territory councils handle business relation to their public cemeteries within the agenda of ordinary meetings and it is recommended Council adopt this practice.

AGENDA ITEM 16. COMMON SEAL

For a number of years Council has had the agenda item Common Seal within the agenda. Research into Council's records indicate that a policy previously existed requiring all documents signed under the Council's common seal to be brought to the next Council meeting.

Current practice is for documents requiring a resolution to affix the Council's seal to be presented to Council as individual reports within item 15 Officers' Reports. Item 16 is considered redundant and it is recommended this agenda heading be removed.

MEETING PROCEDURE BY-LAWS

Council first resolved to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council in 2015. Since that time several iterations of drafting instructions have been developed however Council has not moved to adopt draft by-laws prepared.

The elected member workshop on Saturday 6 February 2021 demonstrated that Council's existing meeting procedures policy is adequate to manage all aspects of meeting procedures and Council's meetings are unlikely to be enhanced through passing meeting procedure by-laws. There is a growing tendency to move away from by-laws for governance related issues such as meeting procedures but rather to rely on the requirements of the Local Government Act and Regulations to inform Council policies.

The ease with which the current Council Meeting Procedures Policy GOV02 was able to be amended to reflect changes necessitated by COVID 19 health and safety requirements in 2020 indicates that a Council policy is more agile in making immediate amendments to reflect the changing needs of Council.

It is recommended that Council not proceed with meeting procedure by-laws and put a higher priority on other by-laws that assist in managing community safety and amenity, such as public places by-laws.

Links with Strategic Plan

A Well-Run Council - Good Governance

A Well-Run Council - Modern Service Delivery

Legislative and Policy Implications

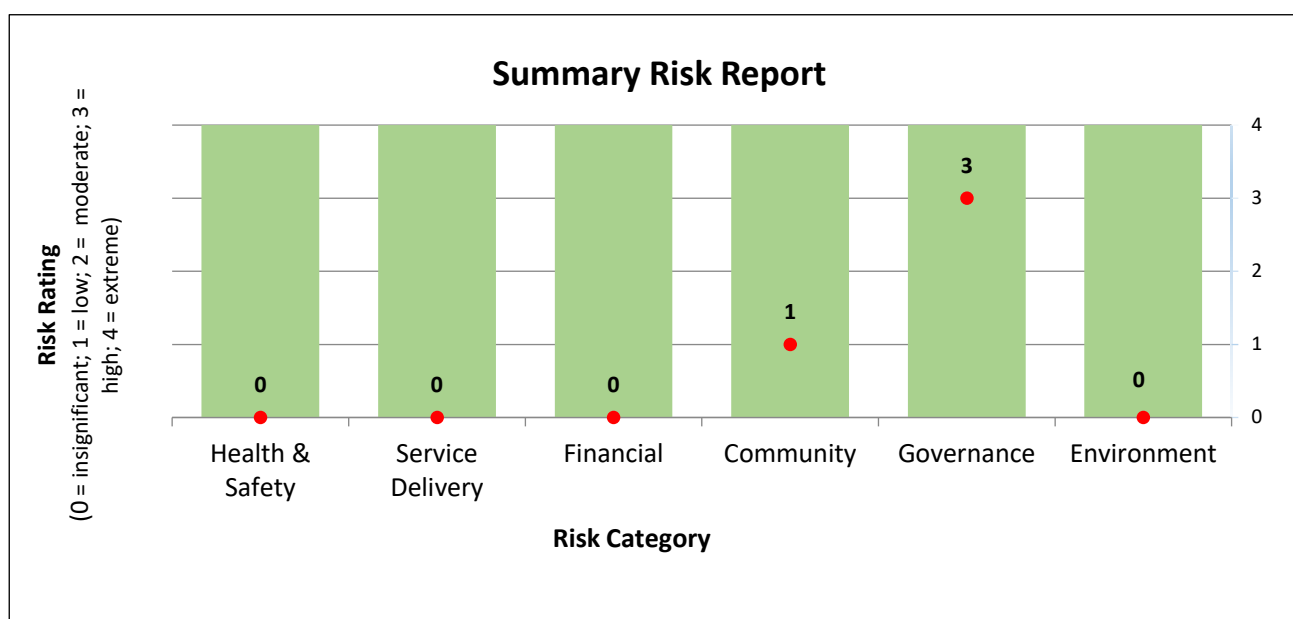
Northern Territory Local Government Act 2008

Northern Territory Local Government Act 2019

Litchfield Council Policy GOV 02 Meeting Procedures (last updated on 18 March 2020 and reflects requirements of the Local Government Act in regard to Council meetings)

Cemeteries Act 1952

Risks



Governance

The risks associated with governance will be mitigated by the recommendations of this report relating to public participation.

Community

It is considered a low risk to reinforce to the community the current policies and practices that apply to Council meetings despite historical practice(s). There are ample opportunities for community members to engage with both Council and the relevant staff connected with all Council business.

Community Engagement

Not applicable.

Public Question Item **POLICY GOV17**

Name	GOV17 Public Question Item
Policy Type	Council
Responsible Officer	Governance and Risk Advisor
Approval Date	17/02/2021
Review Date	17/02/2024

1. Purpose

An opportunity for the public to ask questions of Council members will be facilitated prior to the commencement of the Ordinary Council Meeting.

A Public Question Item will be held within the Ordinary Council Meeting.

All questions from the public at the Public Question Item will be submitted in accordance with the following guidelines:

- Members of the public are able to submit in writing questions to the Council which are considered at the Ordinary Council Meetings each month.
- All public questions will be in the hands of the Chief Executive Officer in writing by 12:00 noon the business day prior to the Ordinary Council meetings, to allow time for a response to be provided.
- Public questions may be lodged with Council by email or letter.
- Debate or discussion on a response is not permitted.
- Questions may be taken on notice.

2. Scope

This policy applies to all Ordinary meetings of Council.

3. Definitions

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

Ordinary Meeting	An ordinary, rather than special, meeting of the Council
------------------	--

4. Policy Statement

Questions will be forwarded upon receipt to the relevant department head for preparation of a response. Copies of questions and answers will be provided to Elected Members prior to the commencement of the meeting.

4.1. Copies of questions will be tabled at the meeting.

- 4.1.1. The Public Question Item will occur after the reception of petitions and be not more than ten (10) minutes duration.

4.1.2. Responses only will be read by the Chief Executive Officer.

4.2. The Chief Executive Officer may refuse to accept a question for the purpose of the Public Question Item if:

- the question is in the same nature as a matter to be discussed at the meeting that night and in the opinion of the Chief Executive Officer, Council's consideration of the matter may be prejudiced, or
- the questioner has submitted the same or a substantially similar question (in meaning or content) to one that he/she has asked and received a reply to in the previous three months, or
- the question pertains to a matter prescribed as confidential,
- the question is in the nature of an administrative query, and the Chief Executive Officer considers it appropriate to respond administratively.
- for any reason, the Chief Executive Officer deems the question to be inappropriate for answering.

4.2.1. In instances where the Chief Executive Officer refuses to accept a question for the purpose of the Public Question Item, the questioner will be advised of the reasons for such action.

4.2.2. The person asking the question must be in attendance in the public gallery for the Public Question Item for the answers to be read out at the Ordinary Council Meeting otherwise the answer will only be tabled in the minutes. The response will be forwarded to the person asking the question in writing following the meeting.

5. Associated Documents

GOV02 Meeting Procedure

6. References and Legislation

Northern Territory Local Government Act

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
17/02/2021	Draft Policy presented to Council

Number	Agenda Item <u>Order of Business</u>	Page
1	Opening of Meeting	
2	Acknowledgement of Traditional Owners	
3	Apologies and Leave of Absence / Electronic Attendance	
4	Disclosures of Interest	
5	Confirmation of Minutes	
6	Business Arising from the Minutes	
6.1	Action List	
7	Presentations	
8	Petitions	
9	Public Questions	
	Members of the public are encouraged to submit their questions five (5) days prior to the meeting – these questions and responses will be read out at the meeting and recorded accordingly https://www.litchfield.nt.gov.au/form/raise-a-question	
10	Accepting or Declining Late Items	
11	Notices of Motion	
12	Mayors Report	
12.1	Mayor's Report	
13	Reports from Council Appointed Representatives	
14	Finance Report	
14.1	Litchfield Council Finance Report {Month/year}	

- 15 Officers Reports
 - 15.1 Council Leadership & Community Services
 - 15.2 Business Excellence
 - 15.3 Infrastructure & Operations

~~16 Common Seal~~

17 Other Business

~~18 Public Questions~~

19 Confidential Items

20 Close of Meeting

Meeting Procedures **GOV02**

Name	GOV02 Meeting Procedures
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	18/03/2020
Review Date	17/03/2024

1. Purpose

This Policy governs meetings of Council and Council Committees and is intended to ensure the efficient and transparent transaction of Council business.

2. Scope

This policy applies to all Ordinary and Special meetings of Council and Council Committees

3. Definitions

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

Clear days	In calculating the number of clear days before the date of a meeting: (a) the day on which a notice is given, or an application is made, and the day on which the meeting occurs, are not to be taken into account; and (b) Saturdays, Sundays and public holidays are not to be included.
Chairman	(a) the mayor or other presiding member of the council; or (b) the Chairman of a committee and includes another member of a committee when that member is presiding at a meeting of the committee
Committee	(a) a standing committee of the council; or (b) a committee of the council.
deputation	A person or group of persons who wish to appear personally before the council in order to address the council on a particular matter.
Formal motion	a motion: (a) that the meeting proceed to the next business; (b) that the question be put; (c) that the question lie on the table; (d) that the question be adjourned; or (e) that the meeting be adjourned.
Meeting	a meeting of the council or a committee
Member	a member of the council or a committee
Ordinary meeting	an ordinary, rather than special, meeting of the council or a committee
Point of order	a point made to draw attention to an alleged breach of the Act or this Policy in relation to the proceedings of a meeting
Written notice	Notice given in a manner or form determined by the council

4. Policy Statement

Litchfield Council is committed to transparency and efficiency in decision making, and to ensuring the participation of the community in meetings provides the community with an effective voice in the affairs of Council.

4.1. Meetings of council and committees

4.1.1. Ordinary meetings of the council

An ordinary meeting of the council must be held on the day and at the time in each month as the council determines by resolution.

4.1.2. The Council, with prior permission, will allow Elected Members to attend Ordinary Council, Committee and Special Council meetings by means of an electronic conferencing system, as approved by the Chief Executive Officer.

- a) Elected Members are to apply for Electronic Meeting Attendance at the time of seeking Leave of Absence.
- b) Elected Members can seek Electronic Meeting Attendance at the meeting should unforeseen circumstances arise.
- c) Council's resolution to allow for Electronic Meeting Attendance will be recorded in the minutes and elected members will be recorded as present.
- d) Elected Members on Electronic Meeting Attendance must not chair the meeting.

4.1.3. Commencement of meetings and quorums

- a) A meeting must commence as soon after the time specified in the notice of meeting as a quorum is present.
- b) If the number of apologies received by the Chief Executive Officer indicates that a quorum will not be present at a meeting, the Chief Executive Officer may adjourn the meeting to a specified day and time.
- c) If 30 minutes after the time specified in the notice of meeting as the time of commencement a quorum is not present, the Chairman or, in the Chairman's absence, the Chief Executive Officer must adjourn the meeting to a specified day and time.
- d) If a meeting is adjourned for the want of a quorum, the Chief Executive Officer must record in the minute book:
 - i. the reason for the adjournment;
 - ii. the names of the members present (if any); and
 - iii. the date and time to which the meeting is adjourned.
- e) If a meeting is adjourned to another day, the Chief Executive Officer must:

- i. give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
- ii. give notice of the adjourned meeting to the public by displaying a notice setting out the date, time and place of the meeting at the council office.

4.1.4. Minutes

- a) The minutes of the proceedings at a meeting must be submitted for confirmation at the next ordinary meeting.
- b) No discussion on the minutes may occur before the confirmation except as to the accuracy of the minutes as a record of proceedings.
- c) Each page of the minutes must be consecutively numbered.
- d) On the confirmation of the minutes, the Chairman must place his or her signature and the date of confirmation at the foot of the last page of the minutes.

4.1.5. Order of business

- a) Subject to this Policy, the order of business at an ordinary meeting must be as the council or the committee (as the case may be) determines by resolution.
- b) Despite a determination under clause a), the order of business at an ordinary meeting may be altered for a particular meeting if the members at that meeting pass a motion to that effect.
- c) A motion under clause b) may be moved without notice.

4.1.6. Business paper

- a) The Chief Executive Officer must, as soon as practicable before an ordinary meeting or within such other time as the council or the committee (as the case may be) determines by resolution, prepare a business paper for the meeting.
- b) Copies of the business paper must be made available to the public, at the council office and at the other places the council or the committee (as the case may be) determines by resolution, as soon as practicable before the meeting.
- c) The business paper prepared under clause a) may contain any of the following:
 - i. matters of which notice has been given in accordance with this Policy;
 - ii. questions of which notice has been given in accordance with this Policy;
 - iii. matters referred to the council by a committee or matters referred to the committee by a subcommittee (as the case may be);
 - iv. officers' reports referred to the meeting by the Chief Executive Officer;
 - v. any other business the council or the committee (as the case may be) determines by resolution is to be contained in the business paper.

- d) Subject to this Policy, the council or the committee (as the case may be) may set by resolution a time prior to which items for inclusion in the business paper must be received by the Chief Executive Officer.

4.1.7. Chairman's report

After the confirmation of the minutes under clause 4.1.3, the Chairman may make any report to the meeting that he or she believes is necessary or expedient to make at the meeting.

4.1.8. Reports of delegates

At a meeting of the council, following the report (if any) of the Chairman under clause 4.1.6, any member who is a delegate or representative of the council in any other organisation may make a report to the council on any matter affecting that organisation that he or she considers should be brought to the attention of the meeting.

4.1.9. Questions

- a) Subject to this policy, a member at a meeting may ask a question for reply by another member or the Chief Executive Officer.
- b) A member may ask a question on notice by giving the Chief Executive Officer written notice of the question at least 5 clear days before the date of the meeting at which the question is to be asked.
- c) If notice of a question is given under clause b):
 - i. the Chief Executive Officer must ensure that the question is placed on the business paper for the meeting at which the question is to be asked; and
 - ii. the question and the reply must be entered in the minutes of the meeting at which the reply is given.
- d) A member may ask a question without notice at a meeting.
- e) The Chairman may allow the reply to a question without notice to be given at the next meeting.
- f) A question without notice and the reply may be entered in the minutes of the meeting at which the reply is given but only if the members present at that meeting resolve that the question and the reply should be entered in those minutes.
- g) The Chairman may rule that a question with or without notice is not required to be answered if the Chairman considers that the question is vague, irrelevant, insulting or improper.
- h) A question must be asked categorically and without argument and no discussion may occur at the meeting in relation to a reply by the member or Chief Executive Officer or a refusal of a member to reply to the question.
- i) A member who asks a question is taken as not having spoken to the debate on the motion to which the question relates.

4.1.10. Petitions

- a) A petition to the council must:
 - i. be legibly written or typed or printed;
 - ii. be addressed to the council;
 - iii. clearly set out the request or submission of the petitioners; and
 - iv. restate the whole of the petition on each page of the petition.
- b) If a page of a petition does not comply with clause a)iv, the signatures on the page are not to be taken into account by the council when considering the petition.
- c) When a petition is presented to a meeting of the council, a member of the public who is associated with the petition and is present at the meeting may stand and, if recognised by the Chairman, may make a brief statement regarding the petition.
- d) A person must not append to a petition:
 - i. a signature purporting to be that of another person; or
 - ii. the name of another person.

4.1.11. Deputations.

- a) A deputation wishing to attend and be heard at a meeting of the council or a standing committee must, not less than 7 clear days before the date of the meeting, apply in writing to the Chief Executive Officer.
- b) The application must state why the deputation wishes to attend and be heard.
- c) On receiving an application under clause a), the Chief Executive Officer must notify the mayor of the application and the mayor must determine whether the deputation may be heard and notify the Chief Executive Officer accordingly.
- d) If the Chief Executive Officer is notified by the mayor under clause c), the Chief Executive Officer must:
 - i. inform the deputation of the mayor's determination; and
 - ii. where the mayor has determined to hear the deputation, arrange a convenient time for the deputation to be heard at a meeting of the council.
- e) Only 2 persons in a deputation may address a meeting of the council or a standing committee unless the members at the meeting determine otherwise by resolution.
- f) A person in a deputation who is addressing a meeting of the council or a standing committee must be temperate in speech and manner and must not use insulting or offensive language.
- g) The Chairman may terminate an address by a person in a deputation if:
 - i. the Chairman is satisfied that the purpose of the deputation has been sufficiently explained to the members at the meeting; or

- ii. the person is intemperate in speech or manner or uses insulting or offensive language.

4.1.12. Motions

- a) A member may bring forward any business in the form of a written notice of motion.
- b) The notice of motion must be given to the Chief Executive Officer at least 5 clear days before the date of the meeting at which the motion is to be moved.
- c) A motion the effect of which would, if carried, be to revoke or amend a resolution passed since the last general election of the council must be brought by written notice of motion.
- d) If a motion under clause c) is lost, a motion to the same effect cannot be brought:
 - i. until after the expiry of 3 months; or
 - ii. until after the next general election,whichever is the sooner.
- e) If a member who has given notice of a motion under clause a) is absent from the meeting at which the motion is to be considered, the motion may be:
 - i. moved by another member at the meeting; or
 - ii. deferred to the next ordinary meeting.
- f) Subject to the Act and this Policy, a member may also bring forward any business by way of a motion without notice.
- g) A member proposing a motion without notice must put it in writing if required to do so by the Chairman.
- h) The Chairman must not accept a motion without notice if the effect of the motion would, if carried, be to incur expenditure in excess of \$1 000 unless:
 - i. the motion relates to the subject matter of a committee's or subcommittee's recommendation (as the case may be), or an officer's report, that is listed for consideration on the business paper; or
 - ii. the matter is urgent.
- i) The Chairman may refuse to accept a motion or amendment if, in his or her opinion, the subject matter is beyond the power of the council or the committee (as the case may be).
- j) A motion lapses if it is not seconded at the appropriate time.
- k) A member may only speak once to a motion and once to an amendment except:
 - i. to provide an explanation in regard to a material part of his or her speech but not so as to introduce any new matter;
 - ii. with leave of the meeting; or

- iii. as the mover in reply.
- l) A member who has not spoken in the debate on a motion or an amendment may move a formal motion.
- m) A formal motion must be in the form, and has the effect, set out in clause o).
- n) A formal motion in any other form, or having any other effect, must not be recognised.
- o) The effect of a formal motion is (if successful) that:
 - i. if the motion is that the meeting proceed to the next business:
 - (a). if the debate is on an amendment – the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment; or
 - (b). if the debate is on a motion – the motion lapses and the meeting proceeds to the next item of business;
 - ii. if the motion is that the question be put – debate is terminated, and the question put to the vote by the Chairman without further debate;
 - iii. if the motion is that the question lie on the table – the meeting immediately moves to the next item of business and the question can only be retrieved at a later time by resolution and, if retrieved, debate is resumed at the point of interruption;
 - iv. if the motion is that the question be adjourned – the question is disposed of for the time being, but debate can be resumed at the later time at the point of interruption; or
 - v. if the motion is that the meeting be adjourned – the meeting is brought to an end immediately without the consideration of further business.
- p) If seconded, a formal motion takes precedence and must be put by the Chairman without discussion unless the motion is for an adjournment, in which case discussion may occur but only on the details for resumption.
- q) A formal motion does not constitute an amendment to a substantive motion.
- r) If a formal motion is lost:
 - i. the meeting must be resumed at the point of interruption; and
 - ii. if the formal motion was put during (not at the end of) debate on a question, a motion to the same effect cannot be put until at least one member has spoken on the question.
- s) A formal motion for adjournment must include the reason for the adjournment and the details for resumption.

4.1.13. Amendments to motions

- a) A member (other than the mover or seconder of a motion under consideration) may move or second an amendment to the motion.
- b) An amendment lapses if it is not seconded at the appropriate time.
- c) If an amendment is lost, only one further amendment may be moved to the original motion.
- d) If an amendment is carried, only one further amendment may be moved to the original motion.
- e) An amendment to a motion must be in terms that retain the identity of the original motion and do not negate the motion.
- f) If a motion is amended by another motion, the original motion must not be put as a subsequent motion to amend the other motion.

4.1.14. Withdrawal of motion or amendment

- a) The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to withdraw the motion or amendment.
- b) The Chairman must immediately put the question for leave to be granted and must not allow debate on that question.

4.1.15. Address by members

- a) Subject to clause 4.1.17, a member must not speak for longer than 5 minutes at any one time without leave of the meeting.
- b) A member may, with leave of the meeting, raise a matter of urgency.
- c) A member may, with leave of the meeting, make a personal explanation.
- d) The subject matter of a personal explanation may not be debated unless it is a personal explanation under clause 4.1.23 c).
- e) The contribution of a member must be relevant to the subject matter of the debate.

4.1.16. Voting

- a) The Chairman or another member may ask the Chief Executive Officer to read out a motion before a vote is taken.
- b) In taking a vote, the Chairman:
 - i. must ask:
 - (a). first for the votes of the members in favour of the question; and
 - (b). then for the votes of the members against the question,
 - (c). and may do so as often as is necessary to enable him or her to determine the result of the voting; and
 - (d). must then declare the outcome.

- c) A division must be taken at the request of a member made immediately following the declaration by the Chairman under clause b) of the outcome of a vote.
- d) If a division is called for, it must be taken immediately and the previous decision of the Chairman as to whether the motion was carried or lost is set aside.
- e) The division must be taken as follows:
 - i. the members voting in the affirmative must stand in their places until the vote is recorded;
 - ii. the members voting in the negative must sit in their seats until the vote is recorded;
 - iii. the Chairman must count the number of votes and then declare the outcome.
- f) After a division is taken, the Chief Executive Officer must record in the minutes:
 - i. the result of the vote on the division;
 - ii. the names of the members who voted in the affirmative; and
 - iii. the names of the members who voted in the negative.

4.1.17. Adjourned business

- a) If a formal motion for a substantive motion to be adjourned is carried:
 - i. the adjournment may either be to a later hour of the same day, to another day or to another place; and
 - ii. on resumption, the debate must continue from the point at which it was adjourned.
- b) If debate is interrupted for the want of a quorum and the meeting is then adjourned, on resumption, the debate must continue from the point at which it was interrupted.
- c) Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.

4.1.18. Chairman to take precedence

- a) If at any time during the debate of a matter at a meeting the Chairman indicates he or she intends to speak, a member speaking or proposing to speak to the debate must cease speaking and remain silent, or refrain from speaking, until the Chairman has been heard.
- b) When a member who ceased speaking in accordance with clause a) resumes speaking, the member's remaining speaking time is increased by one minute.

4.1.19. Mode of addressing members and officers

A member at a meeting must address and refer to another member or an officer by that member's or officer's official title or designation.

4.1.20. Priority of speaking

If 2 or more members at a meeting rise to speak at the same time, the Chairman must decide which member will be heard first.

4.1.21. Members to stand when speaking

- a) A member at a meeting must stand when speaking to a matter being considered at the meeting unless:
 - i. prevented from doing so by a physical disability; or
 - ii. the council or the committee (as the case may be) has determined otherwise by resolution.

4.1.22. Imputation

A member speaking at a meeting must not make a personal reflection on, or impute an improper motive to, another member.

4.1.23. Points of order

- a) The Chairman may call to order a member at a meeting who is in breach of the Act or this Policy in relation to the proceedings of the meeting.
- b) A member may raise a point of order and must state briefly the nature of the alleged breach.
- c) A point of order takes precedence over all other business until determined.
- d) The Chairman must rule on a point of order immediately.
- e) If an objection is taken to the ruling of the Chairman, a motion that the ruling not be agreed with must be moved immediately.
- f) The Chairman is entitled to make a statement in support of the ruling before a motion under clause e) is put.
- g) A motion carried under clause e) binds the meeting and, if the ruling of the Chairman is not agreed with:
 - i. the ruling has no effect; and
 - ii. the point of order is annulled.

4.1.24. Interruption of meeting by members

- a) A member at a meeting:
 - i. must not behave in an improper or disorderly manner; or
 - ii. must not cause an interruption or interrupt another member who is speaking.
- b) Clause a)i. does not apply to a member who is:
 - i. objecting to words used by a member who is speaking;
 - ii. raising a point of order; or

iii. calling attention to the want of a quorum.

- c) If the Chairman considers that a member may have acted in contravention of clause a), the member must be allowed to make a personal explanation.
- d) Subject to clause c), the member alleged to have contravened clause a) must leave the meeting while the contravention is being considered by the meeting.
- e) If the remaining members resolve that a contravention of clause a) has occurred, those members may, by resolution, censure the member

4.1.25. Interruption of meetings by others

- a) A person (other than a member) at a meeting must not:
 - i. behave in a disorderly manner; or
 - ii. cause an interruption.

4.1.26. Removal of persons from meetings

A person (other than a member) who interrupts the orderly conduct of a meeting must, on being requested to do so by the Chairman, immediately leave the place where the meeting is being held.

4.1.27. Public participation at meetings

Subject to this policy and clauses 4.1.9 and 4.1.10, a member of the public must not take part, or attempt to take part, in the proceeding of a meeting of the council except at the invitation of the Chairman.

4.2. Other procedures for committee meetings

4.2.1. Calling committee meetings

- a) The first ordinary meeting of a committee must be held at a time and place appointed by the Chief Executive Officer.
- b) Other ordinary meetings of a committee must be held at the dates and at the times the council or the committee determines by resolution.
- c) The Chief Executive Officer must, as soon as practicable before a meeting of the committee or within such other time as the committee determines by resolution, give notice of the meeting.
- d) Meetings of a committee cannot be held on a Sunday or a public holiday.
- e) If requested by the Chairman or 3 other members of a committee, the Chief Executive Officer must call a special meeting of the committee.
- f) Notice of a special meeting of a committee must:
 - i. be given to all members of the committee at least 4 hours before the scheduled commencement of the meeting; and
 - ii. set out the business to be transacted at the meeting.

4.2.2. Chairman of standing committee

- a) At the first meeting of a standing committee after the conclusion of a general election, the members of the committee must appoint a Chairman from their number.
- b) If the office of Chairman of a standing committee becomes vacant, the committee must appoint a new Chairman.

4.2.3. Chairing meetings

- a) The Chairman of a committee must preside at all meetings of the committee at which he or she is present.
- b) If the Chairman is absent from a meeting, a member of the committee appointed by a majority of the members present at the meeting must preside.

4.2.4. Committee meetings open except as prescribed

Committee meetings must be open to the public except where a matter classified by regulations under the Act as confidential business for the purposes of meetings of the council is being considered or voted on.

4.2.5. Standing committees may appoint subcommittees

- a) A standing committee may establish subcommittees of its members.
- b) A resolution establishing a subcommittee must:
 - i. specify the purpose for which the subcommittee is established and, if appropriate, specify a time by which a final report or recommendation must be made to the standing committee by the subcommittee; and
 - ii. give any direction that the standing committee considers necessary in relation to the convening and conduct of a meeting of the subcommittee.

4.2.6. Reports to council by committees

- a) A report to the council by a committee must be presented at a meeting of the council by:
 - i. the Chairman of the committee; or
 - ii. in the Chairman's absence – another member of the committee as determined by the Chairman of the meeting.
- b) If more than one recommendation is made by a committee in a report to the council, the decision of the council on each recommendation may be taken separately.

4.2.7. Power to determine procedures

Except as provided by this Policy or as the council determines by resolution, the procedures for meetings of a committee may be determined by the committee by resolution.

5. Associated Documents

Nil

6. References and Legislation

Northern Territory Local Government Act

Northern Territory Local Government Regulations

Ministerial Guidelines

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
18/03/2020	Update to include capability to use electronic means to attend a meeting (1920/184)
18/04/2018	Update to current template and review signing of confirmed minutes (1718/209)
14/12/2015	New Council endorsed policy (15/0188/02)
17/9/2015	New policy (Decision Number - 15/0095/02)



COUNCIL REPORT

Agenda Item Number:	15.01.05
Report Title:	Draft Compliance and Enforcement Policy
Author:	Diana Leeder, Executive Manager Community Services
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	17/02/2021
Attachments:	A: Compliance and Enforcement Policy

Executive Summary

This report presents for Council's consideration a draft Compliance and Enforcement Policy and seeks its adoption by Council.

Recommendation

THAT Council:

1. Receive and note this report entitled Compliance and Enforcement Policy; and
2. Adopt Policy GOV16 Compliance and Enforcement.

Background

In July 2019, following a period of public consultation and feedback, Council adopted the Litchfield Animal Management Plan, a four year strategy to help foster responsible animal ownership and ensure the community's safety and amenity is upheld and protected so that Litchfield is the best place to live in the Top End.

Community feedback was used to guide the priorities and activities for the Animal Management Plan.

The plan identifies the importance of compliance with the Litchfield (Dog Management) By-laws and of enforcement of these when voluntary compliance is not achieved.

In developing the plan Council identified one of the actions required was development and implementation of a Council Enforcement Policy that will:

- provide consistency in enforcement action in matters of non-compliance
- ensure transparency, procedural fairness and natural justice principles are applied
- ensure that enforcement action is proportionate to the alleged offence in each case

One of the other actions was to participate in the Top End Regional Organisation of Councils (TOPROC) Animal Management Reference Group to ensure a consistent approach to animal management. The Regulatory Services staff have developed good working relationships with the other TOPROC members and to date a standard registration period and reciprocal recognition of dog registration have been achieved. Discussions have commenced on approaches to dealing with dangerous dogs and refusal of registration on the grounds that a dog is dangerous.

City of Darwin was a leader in developing a compliance and enforcement policy and the draft policy presented for Council's consideration is based on the City of Darwin policy. Operational guidelines embodying the principles of consistency, transparency and proportionality have been developed for the rangers to use when considering what actions should be taken in relation to a breach of the by-laws. These include under what circumstances no infringement might be issued or when an infringement might be withdrawn

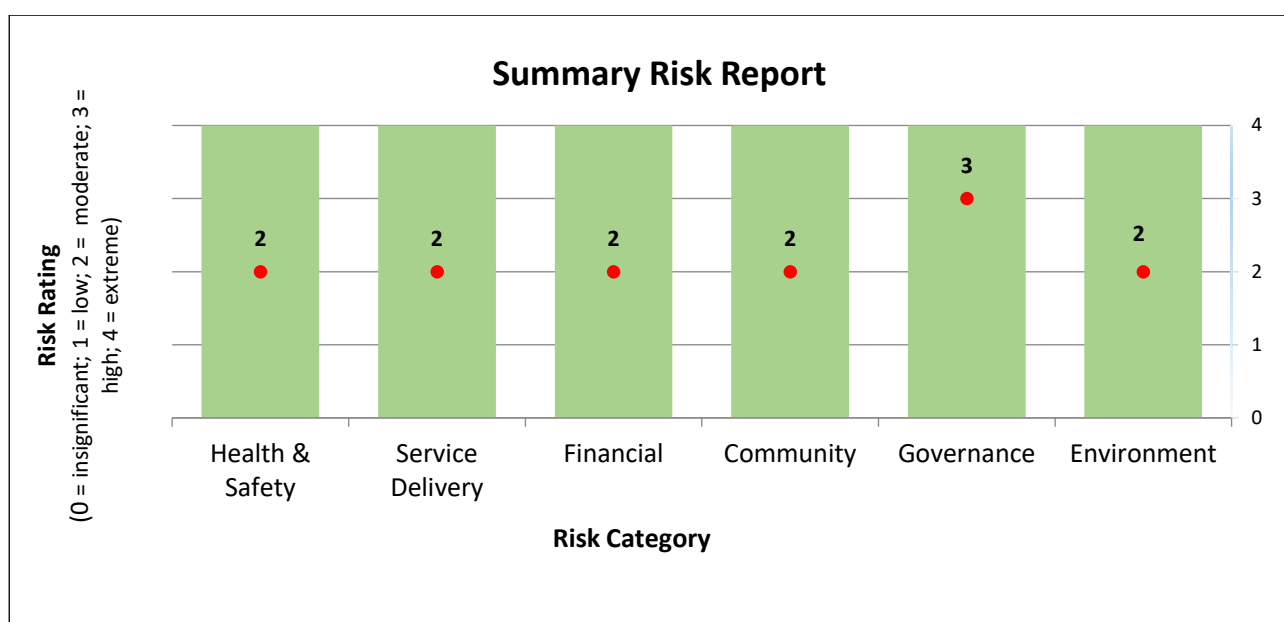
Links with Strategic Plan

A Beautiful Safe Natural Environment - Animals and Wildlife

Legislative and Policy Implications

This policy aligns with the Litchfield (Dog Management) By-laws and the Animal Management Plan.

Risks



Adopting this policy will reduce the risk of Council being perceived as arbitrary in its approach to enforcement.

Community Engagement

The requirement for the policy has been identified through the community engagement undertaken in developing the Animal Management Plan.

Compliance and Enforcement **POLICY GOV16**

Name	GOV16 Compliance and Enforcement
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	17/02/2021
Review Date	11/02/2024

1. Purpose

This policy summarises Litchfield Council's general approach to compliance and enforcement. It provides the framework for the investigation and enforcement of regulated activities and Council's response to unlawful activities and explains how Litchfield Council manages activities to achieve compliance.

The policy also provides a level of confidence that Council's compliance and enforcement practices demonstrate:

- That Council values those who voluntarily comply with the law.
- Proportionality in decision making.

Transparency in the [Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

- process of investigation and enforcement.

2. Scope

This policy applies to Litchfield Council's obligation under Chapter 13 of the Local Government Act to ensure the exercise of its regulatory power is carried out with consistency and without bias. This policy relates to the activities undertaken in accordance with legislation or Council policy and includes activities related to the control of animals, abandoned vehicles and other regulatory activities.

Council has established operational enforcement guidelines for the management of Council's regulatory activities and implementation of enforcement actions.

3. Definitions

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

Authorised Person	means a person who is authorised by an Act, Regulation or By-Law to exercise prescribed powers.
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Compliance	refers to an agency, corporation, or person meeting or taking steps to comply with relevant laws and regulations or is penalised for non-compliance.
Council	means the Litchfield Council.
Enforcement	means a range of procedures and actions taken by Council to ensure that a person or organisation complies with their statutory obligations.
Proportionality	means Council will be considerate of cost, ensuring that any enforcement action is proportionate to the risk. As far as the law allows, Council will take into consideration the circumstances of the concern, behaviours and risk when deciding on an enforcement action.
Prosecution	means conduct of legal proceedings against a person, organisation or corporation, for alleged unlawful activity.
Statutory Obligation	means an obligation that is created under a law.
Unlawful Activity	means any activity or work that has been or is being carried out: <ul style="list-style-type: none"> - contrary to the terms or conditions or in the absence of a licence, permit, registration, approval, permission or other written authorisation from Council - contrary to a legislative provision regulating a particular activity or work.
Voluntary Compliance	generally means a person or business that manages their activity within the law and/or condition of approval, licence or permit.

4. Policy Statement

This is the content of the policy.

4.1. Objectives

The objectives of this policy are to provide the framework so that Council will:

- 4.1.1 Provide consistency in enforcement action.
- 4.1.2 Ensure transparency, procedural fairness and natural justice principles are applied.
- 4.1.3 Ensure that enforcement action is proportionate to the alleged offence.
- 4.1.4 Council's enforcement practices are lawful, safe, fair, practical, and consistent and that Council discharges its statutory obligations in the investigation and enforcement of unlawful activities.

4.2. Principles

4.2.1 Enforcement actions are taken within the context of both a legal and policy framework. Council staff will carry out their enforcement related work with due regard to the operational enforcement guidelines and the following principles –

- Proportionality
- Consistency
- Transparency
- Evidence based decision making

4.3. Working with other regulators

4.3.1 Council will liaise with other external agencies, for example Northern Territory Police Service, to minimise duplication, avoid inconsistencies and to ensure that any proceedings instituted are for the most appropriate offence.

4.4 Works in default

- 4.4.1 Under some legislation Council may execute works in default instead of, or as well as, taking legal action. In such cases the expenses of default work may be recovered by Council and can be charged against the land, or in the case of a negotiated cost, met by the defaulter on completion of the works.
- 4.4.2 Where Council takes such action it will take all reasonable steps to notify the interested parties.
- 4.4.3 Council may consider exercising its work in default power where it is legally possible, reasonably practicably and/or there is a will on behalf of the defaulter. For example, in the interest of community health, safety, amenity or environmental harm, Council may consider an immediate remedy by agreement, or by seeking compliance without prosecution.
- 4.4.4 Where Council takes such action it will notify the interested parties, seek agreement where possible and carry out the works.

4.5 Injunctions

4.5.1 An injunction may be sought where there are sufficient grounds and in particular where the circumstances present a potential and/or immediate threat to community health, safety, amenity, environmental harm or are causing extreme distress. Consideration at this time will be given to the possibility that Council may face a damages claim in the event that the eventual prosecution is not proven.

4.6 Authorised Persons

- 4.6.1 Council will appoint staff and maintain a register of authorised persons to regulate in accordance with By-Laws, Council Policy, and Enforcement Guidelines. Authorised persons will be provided with the appropriate training and attain qualifications required to perform their role.
- 4.6.2 The role of the authorised person is to mitigate, guide, educate and enforce in order to uphold community standards and reflect the values and culture of Council.
- 4.6.3 For serious offences (where the nature of the offence points towards prosecution or seizure), decisions about enforcement action are collaborative.

5 Associated Documents

Operational enforcement guidelines.

6 References and Legislation

Northern Territory Local Government Act
 Litchfield Council (Dog Management) By-laws
 Northern Territory Traffic Act and Regulations

7 Review History

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

Approved by the Chief Executive Officer.

.....
Name	Signature	Date

DRAFT



COUNCIL REPORT

Agenda Item Number:	15.02.01
Report Title:	People, Performance and Governance Monthly Report – January 2021
Author	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, Acting General Manager Business Excellence
Meeting Date:	17/02/2021
Attachments:	A: New Local Government Act Timeline

Executive Summary

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

Summary

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 January 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 with a view to update all policies before May 2021.

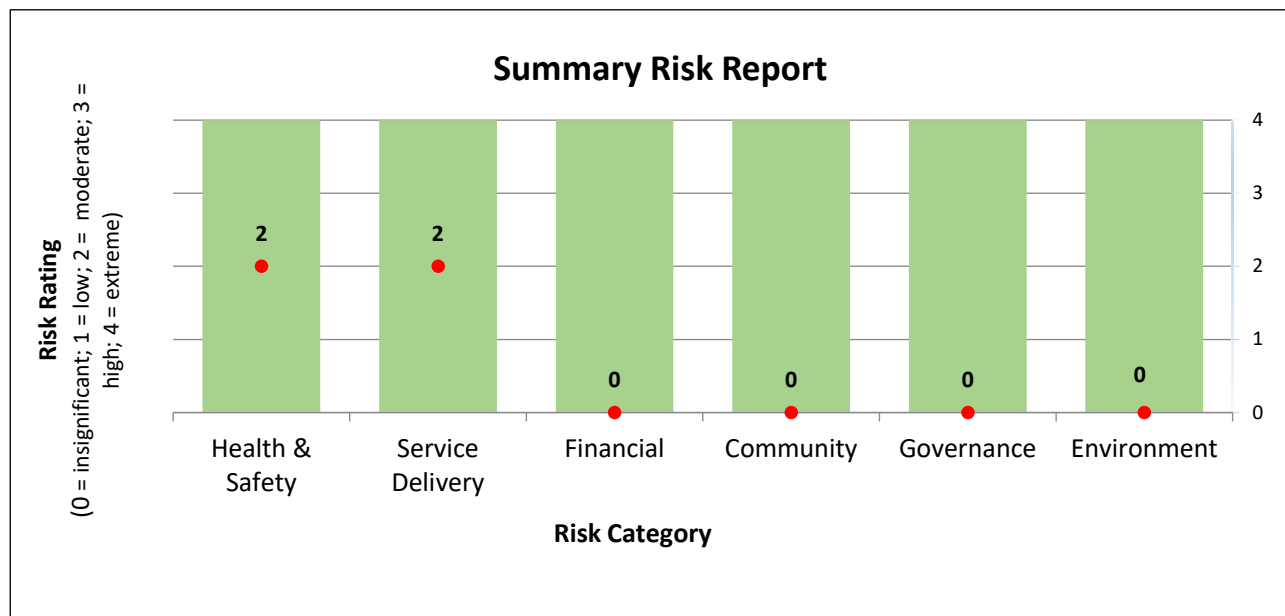
Links with Strategic Plan

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 and SOPS and implementation of safety measures (e.g. education, signage etc) are used to reduce hazard during tasks and operations.

Service Delivery

Risks around the attraction of qualified people into critical roles and retention of critical people needed to deliver Council's business plans. Risks being managed through innovative HR practices to attract and retain talent.

Financial Implications

Nil

Community Engagement

Not applicable.

PEOPLE AND PERFORMANCE MONTHLY REPORT

January 2021

People

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
Nil			

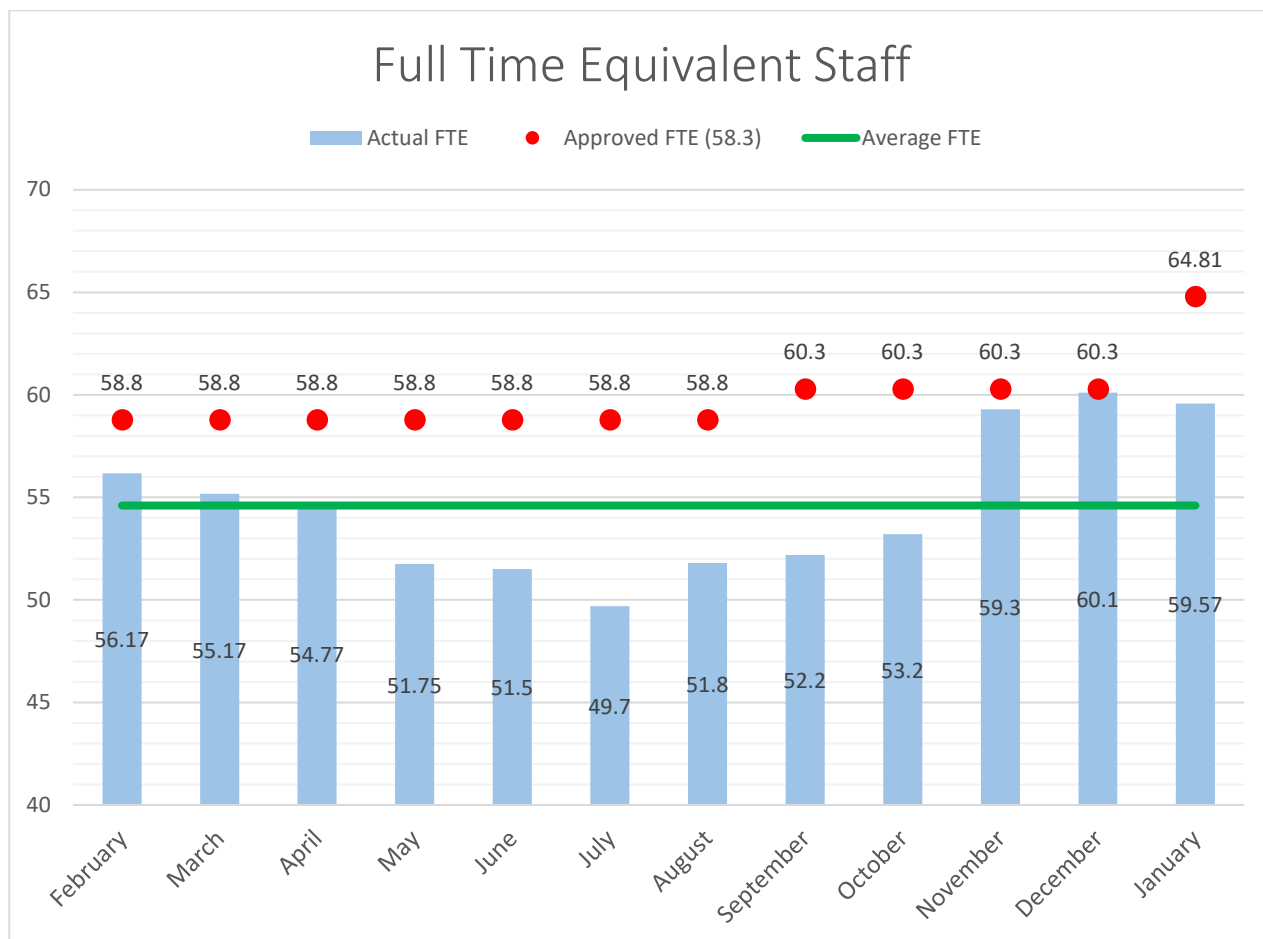
External Appointments

Position	Department	Commenced	Permanent/Temporary
Nil			

Resignations / Terminations

Position	Department	Commenced	Permanent/Temporary
Strategic Project Advisor	CEO	14 March 2016	Temporary
Assistant Accountant	Corporate Services	10 February 2020	Temporary

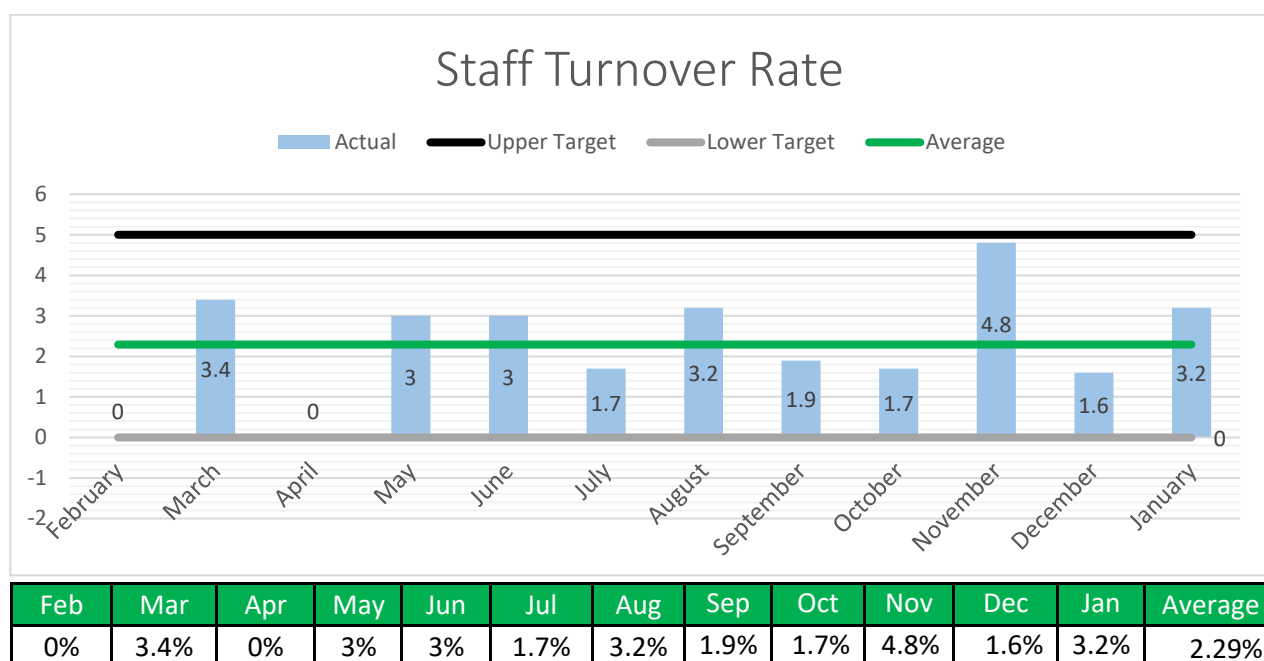
	Approved	Actual	Difference
Full Time Equivalent	49	49	0
Part-time	5.81	5.5	0.31
Contract	10	5	-5
Total	64.81	59.5	-5.31



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)

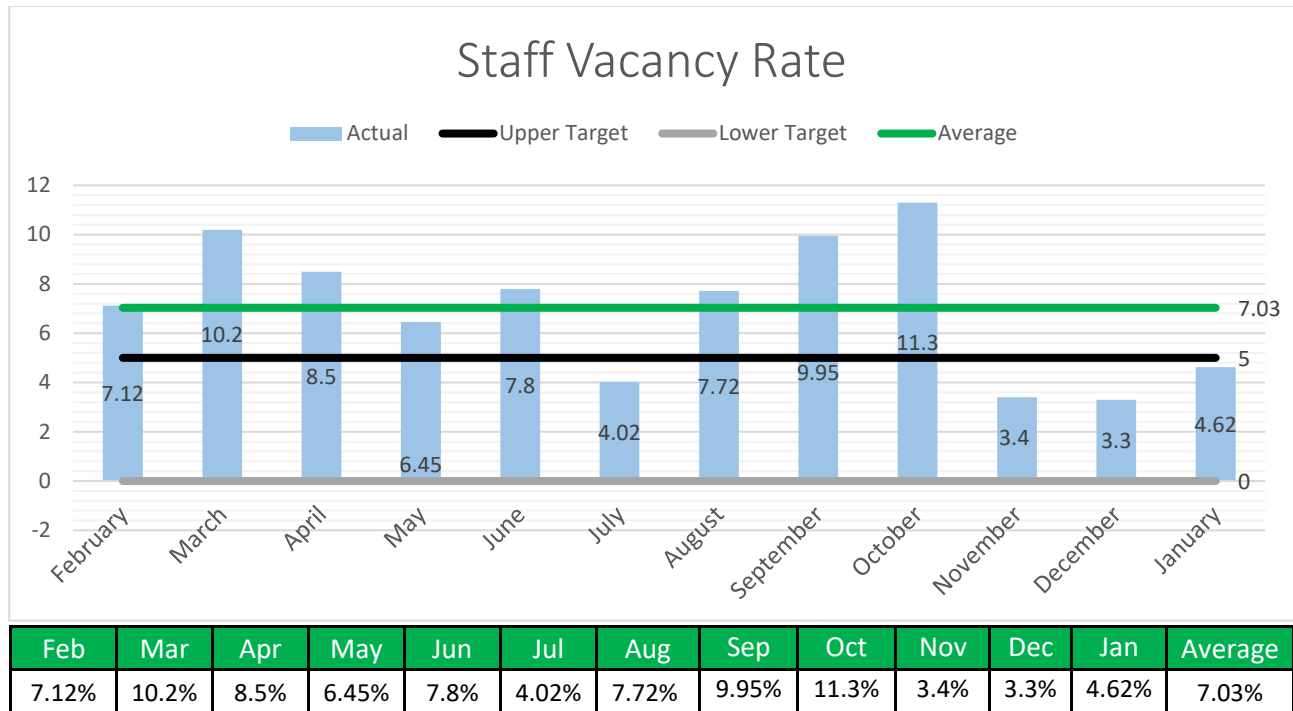


Target Average: Between 0% - 5%

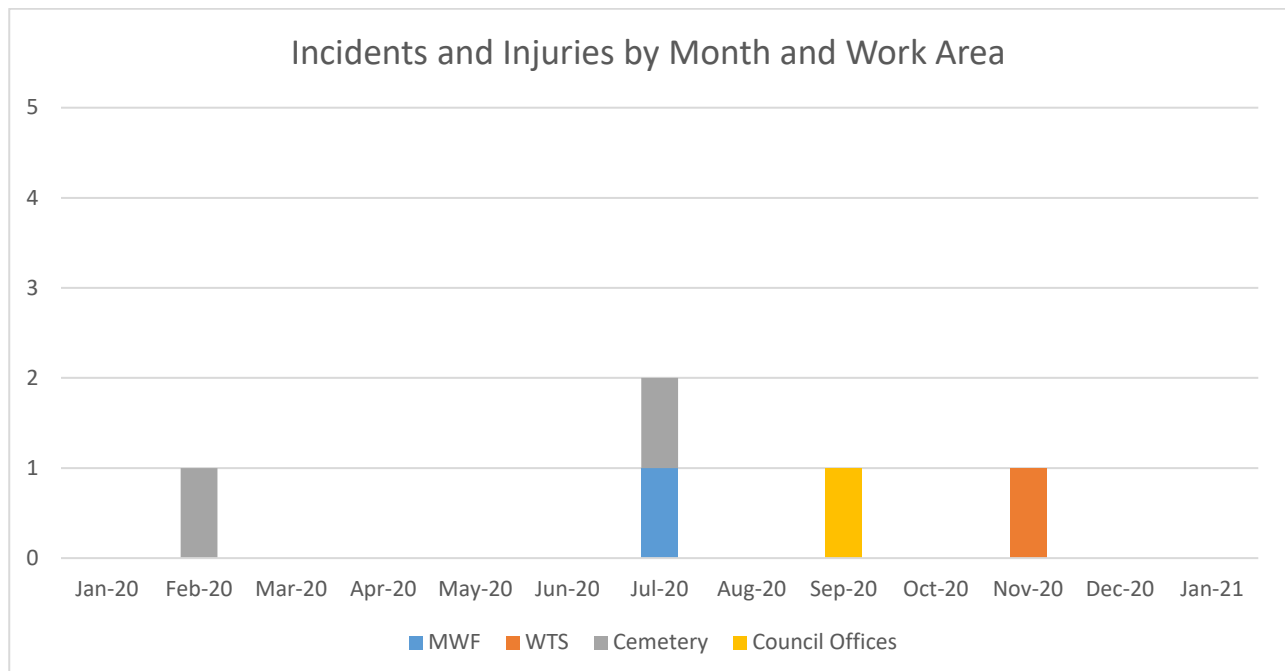
Staff Vacancy Rate:

The number of vacant positions during the reporting period.

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



Workplace Health and Safety



Zero incidents target was achieved in January 2021.

At the all staff meeting on the 28th of January 2021, staff were presented with a Workplace Health and Safety (WHS) presentation. The purpose of the presentation was to raise awareness of the Workplace Health and Safety Plan and to reinforce zero harm approaches and behaviours by promoting effective safety leadership at all levels to create a positive safety culture. Staff were made aware of risks and workplace hazards and were provided steps and tools to mitigate risks followed by an overall focus on WHS principles and its importance. Additional WHS awareness initiatives, audit and inspection programs will be the focus for the current and the next quarter of the financial year.

Governance

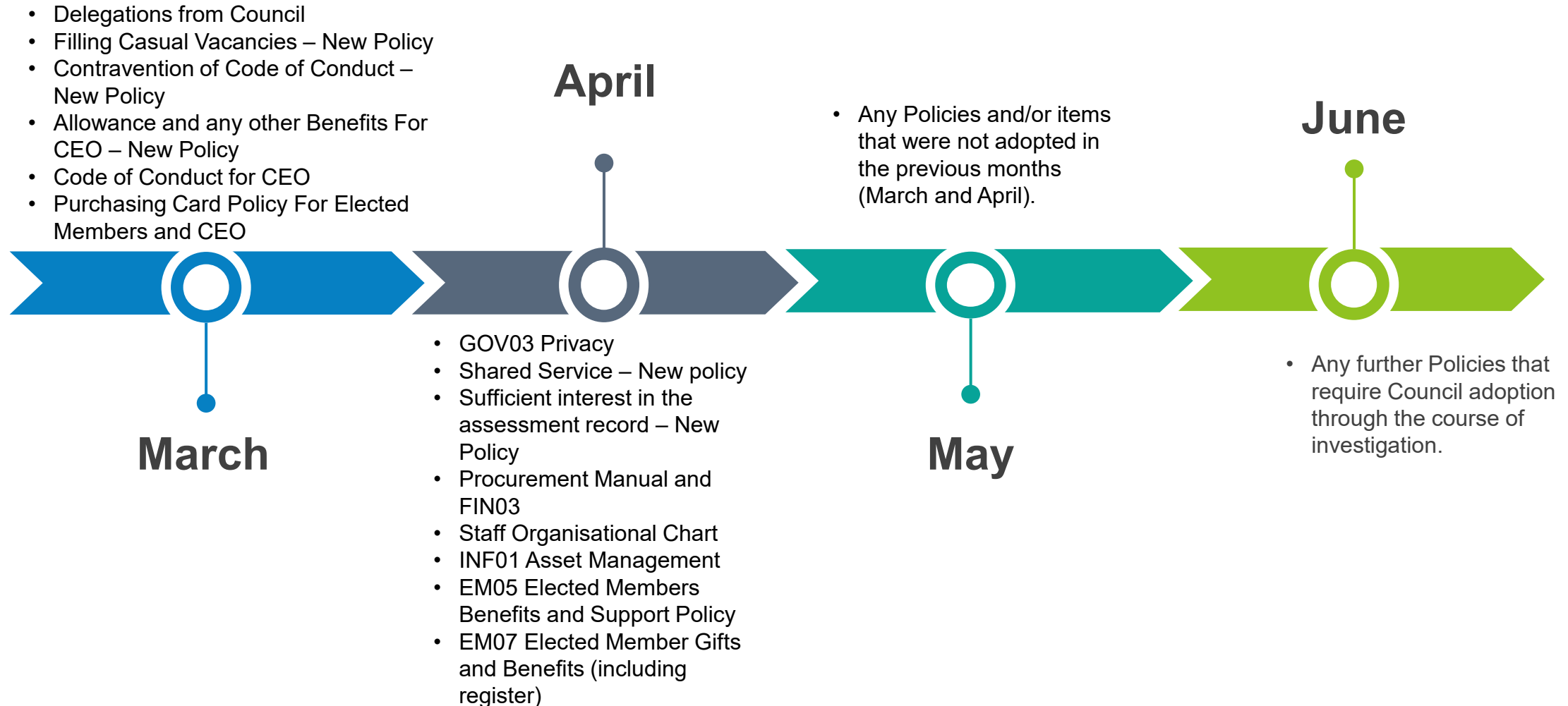
The new Local Government Act 2019 (Act) and Regulations is due to be implemented on 1 July 2021. There are several changes in the new Act relating to Elected Members, Delegations, Human Resources, Finance and Procurement. The changes have prompted policy and procedural reviews within Council. Below is a brief overview of planned actions, a more detailed forecast of updates is provided as an attachment to this report.

- Approximately seven current policies will need to be reviewed and amended where required.
- Seven new policies to be developed.
- Review of current registers.
- Three new registers to be developed.
- Review of the delegation manual and procurement manual.
- Review of the Code of Conduct.
- Current committees to be re-established under the new Act.

The work identified has been evaluated and mapped out over the next five months, as seen in Attachment A to this report. Council can expect to see at each Council meeting starting from March 2021, policies, or actions, in preparation for the new Local Government Act.

New Local Government Act 2019

Projected Timeline





COUNCIL REPORT

Agenda Item Number: 15.02.02
Report Title: Acquittal and Evaluation of myLitchfield Grant
Author: Rebecca Taylor, Policy & Governance Program Leader
Recommending Officer: Arun Dias, Acting General Manager Business Excellence
Meeting Date: 17/02/2021
Attachments: A: myLitchfield Acquittal

Executive Summary

Council received a grant to the value of \$140,000 from the Northern Territory Government (NTG) to run the myLitchfield program. The myLitchfield program was an expansion of the myDarwin program and was developed to stimulate economic growth during the Coronavirus (COVID-19).

Recommendation

THAT Council receive and note the report of the Acquittal and Evaluation of myLitchfield grant.

Background

As part of a Territory wide expansion of the myDarwin program as an economic stimulus response to COVID-19, Council received a grant from the NTG to launch and implement a discount voucher scheme to support small businesses in the Litchfield Municipality. Council contributed a further \$40,000 to the program, bringing the total funding for the program to \$180,000.

The program commenced on 30th September 2020 and funds were to be used by 31 December 2020. The program consisted of three rounds of funding, with Rounds one and two being rolled into the final Round as funds were not exhausted by the Round end date.

Round	Funds	Start Date	End Date
1	\$40,000	30 September 2020	Extended to round 2
2	\$70,000	2 November 2020	Extended to round 3
3	\$70,000	7 December 2020	31 December 2020

The total funds were exhausted on 30 December 2020 as per below results.

Total number of vouchers redeemed	12,395
Average spend per voucher	\$88
Total voucher value redeemed	\$180,000
Total spending generated	\$1,096,283
Multiplier*	6.1
Total users	5,345
Total Businesses	52

*\$6.10 spent in the Litchfield economy for every \$1 invested into the program

Upon completion of the myLitchfield program, feedback was collected from participating businesses in order to evaluate the program and consider opportunities and implications for future programs.

Key Statistics from the evaluation are:

- 34% of participating business completed the survey.
- Fifteen (15) businesses advised they benefited from the myLitchfield program whilst three (3) did not.
- Five businesses reported most of their customers knew about the program, five businesses reported some of the customers knew about the program and seven businesses reported not many of their customers were aware of the program.
- When asked if businesses would register again, sixteen businesses said yes and two said maybe.

The myLitchfield program is considered a success with all available funding expended prior to 31 December 2020 and a total of \$1,096,283 generated for the Litchfield economy.

Links with Strategic Plan

Everything You Need - Community Prosperity

Legislative and Policy Implications

Nil

Risks



Nil identified.

Community Engagement

Feedback was sort from participating businesses, at the end of the program, through ‘Your Say’.

Acquittal Form

Grant Acquittal Form			
Grant Details			
Date of event(s) or activity*	3 September - 31 December 2020	Financial Year*	2020-2021
Applicant Organisation *	Litchfield Council		
Purpose of Grant*	a grant to launch and implement a discount voucher scheme and support small business in the Litchfield Municipality. This is an extension of myDarwin.		
Total Amount of Approved Grant*	\$140,000	GST Amount (if applicable)	n/a
Contact Details			
Contact Name*	Rebecca Taylor		
Postal Address*	PO Box 446, Humpty Doo, NT 0836		
Email Contact*	rebecca.taylor@litchfield.nt.gov.au		
Phone Contact*	08 8983 0600		

Your Organisations Obligations

Every Grant Recipient is required to provide a Grant Acquittal Report which demonstrates that the organisation has met all obligations in respect of discharging the grant in accordance with the Terms and Conditions of the signed Agreement.

Failure to complete all requirements in accordance with the signed Agreement or return of the Grant Acquittal Report and supporting documentation within the timelines above may result in a demand for repayment of the grant and render the responsible organisation ineligible for consideration for any further grants.

Financial Acquittal


As per Section 9 (Funding Acquittal) of signed Grant Agreement

the following are also required for the Financial Acquittal of the Grant;

- (i) **A completed acquittal form** which provides certification by an office bearer that funds have been used for the agreed purpose of this funding; and
- (ii) **A written report detailing the results of the project** (to assist in determining the success of the project, issues encountered and planning for future activities); and
- (iii) **Details of action taken by the organisation to publicly acknowledge the funding** (copies or extracts of public documents acknowledging the sponsorship) are to be supplied with Acquittal Report; and
- (iv) **Please attach** (ii) and (iii) above plus a detailed statement of income and expenditure to this form.

Note: Grant Funds are to be fully expended and not kept in the organisation's bank account.

Any surplus Grants Funds must be repaid to the Department of the Chief Minister. Any funds repaid from a GST Registered Administering Body/Recipient must include the GST applicable to the refund. A Tax Receipt/Invoice will be provided to the organisation on receipt of the refund. A cheque (payee – Receiver of Territory Monies) for any refund is to be returned to the Department of the Chief Minister within 30 days of the expiry of the Funding Period.

Certification by Authorised Officer			
This certification must be completed by the Accountable Officer, Public Officer, President, Chairperson or other Officer with the power and authority.			
I hereby certify that the Grant Fund has been used for the purpose for which it was provided in accordance with the Terms and Conditions of the Agreement.			
Signed *		Date *	
		28/01/2021	
Name *	Arun Dias		
Position *	Acting Manager Business Excellence	Phone *	08 8983 0600

Further information

The completed Acquittal Form and attached reports should be emailed, posted or delivered to:

Zena Borg
Department of the Chief Minister
GPO Box 4396
DARWIN NT 0801

11th Floor
NT House
22 Mitchell St
DARWIN

Phone: 8999 7513
Email: zena.borg@nt.gov.au

Office use only^			
Date Acquittal Received		Grant Amount Paid (Exc GST)	\$
Statement of Expenditure received	Y / N	Report attached?	Y / N
Acknowledgement Report Attached	Y / N	Copies of Tax Invoices Attached	Y / N
Unexpended Funds Returned (if applicable) ^			
Amount	\$	Cheque Number	
Signature of Grants Officer		Date	



COUNCIL REPORT

Agenda Item Number:	15.03.01
Report Title:	Work Team Presentation – Mobile Workforce
Author:	Justin Dunning, Mobile Workforce Program Leader
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	17/02/2021
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 – Mobile Workforce 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



Nil identified.

Community Engagement

Not applicable.



COUNCIL REPORT

Agenda Item Number:	15.03.02
Report Title:	Development Consent Authority Nominations
Author & Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	17/02/2021
Attachments:	A: Correspondence from Minister for Infrastructure, Planning and Logistic - 12 January 2021 B: Letter from Min Infrastructure Planning Logistics - DCA Nomination Extension Request Granted

Executive Summary

The Minister for Infrastructure, Planning and Logistics has written to the Mayor to request that Council nominate representatives to the Litchfield division of the Development Consent Authority (DCA) to fill the vacancy left following the resignation from a Litchfield Council DCA Member from the Development Consent Authority. This report recommends that Council nominate two persons for the Minister's consideration.

Recommendation

THAT Council nominates the following persons to the Litchfield division of the Development Consent Authority:

Preferred Nomination: _____

Second Nomination: _____

Background

The DCA makes decisions on planning applications for development and subdivision for the local Council area.

The DCA is made up of members appointed by the Minister for Infrastructure, Planning and Logistics. Section 89 of the NT Planning Act sets out the manner in which Litchfield Council can participate in the DCA.

Council can nominate two individuals to sit on the DCA, with an additional individual nominated as an alternate member. Appointment periods for members nominated by the local Council typically run for two years.

Council representatives are tasked to consider all information in an application, and all submissions by relevant authorities and the public, against the requirements of the NT Planning Scheme. The representative is not tasked with representing the position in the Council's letter of comment on an application.

Membership of the DCA requires attendance at meetings a minimum of one Friday per month. Members are expected to read details of applications and enforcement items in the few days prior to the hearing and the material can total 300-500 pages. Confidentiality is of the highest importance.

At the Council Meeting held on 18/09/2019 Council decided to nominate Councillor Simpson and Council's Manager Planning and Development for appointment by the Minister for Infrastructure, Planning and Logistics as members of the Litchfield division of the Development Consent Authority, with Councillor Barden being nominated as alternate member. The Minister accepted Council's nominations and appointed them to the DCA.

The Litchfield Council DCA member has recently resigned from Litchfield Council and has subsequently also resigned from the Development Consent Authority. The Minister for Infrastructure, Planning and Logistics has written to the Mayor (Attachment A) to request that Council nominate representatives to the Litchfield division of the Development Consent Authority to fill the current vacancy.

Council is to nominate two persons with one person to be nominated as the preferred nominee.

Links with Strategic Plan

Everything You Need - Community Prosperity

Legislative and Policy Implications

The *NT Planning Act* provides for councils nominating two members and an alternate member to the DCA. The Minister is required to appoint members to the DCA.

Risks



Should Council fail to nominate members to the DCA, the Minister may make appointments as he/she sees fit.

Community Engagement

Council reached out to the community through Facebook on 22 January 2021 and invited interested parties to contact Council by email if they were interested to participate as a member of the DCA. The Facebook post reached over 2,000 people. The closing date was 5 February 2021. No submission has been received by the closing date.



MINISTER FOR INFRASTRUCTURE, PLANNING AND LOGISTICS

Parliament House
State Square
Darwin NT 0800
minister.lawler@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5566
Facsimile: 08 8936 5609

Her Worship the Mayor of Litchfield
Ms Maree Bredhauer

Via Email: maree.bredhauer@litchfield.nt.gov.au

Dear ^{Maree}Mayor

I write to you in regards to the resignation of Ms Wendy Smith from the Development Consent Authority which has created one vacancy in the Litchfield Division of the Development Consent Authority.

In accordance with section 91 of the *Planning Act 1999*, the number of persons nominated must be at least one greater than the number of vacancies to be filled. Accordingly, could you please nominate two persons you think appropriate to appoint as a community member, indicating your preferred nominee.

Please include with your nominations a completed registration form (attached) for each Council nominee.

Could you also provide your nominations to myself at minister.lawler@nt.gov.au within four weeks of the date of this letter.

Yours sincerely

EVA LAWLER

12 JAN 2021

Community Member of the Development Consent Authority

Registration Form for each Council nominee

First Name		
Middle name/s		
Surname		
Contact phone number		
Contact email		
Are you an NTG or Commonwealth employee <input type="checkbox"/> YES <input type="checkbox"/> NO	Are you an Australian Citizen <input type="checkbox"/> YES <input type="checkbox"/> NO Please attach your current working visa	Do you present as Aboriginal or Torres Strait islander <input type="checkbox"/> YES <input type="checkbox"/> NO
Current employment: - 		
Qualifications: - 		
Please complete a form for each nominee and attach to the Council nomination letter and email to Minister.lawler@nt.gov.au		



MINISTER FOR INFRASTRUCTURE, PLANNING AND LOGISTICS

Parliament House
State Square
Darwin NT 0800
minister.lawler@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5566
Facsimile: 08 8936 5609

Her Worship the Mayor of Litchfield
Ms Maree Bredhauer

Via Email: maree.bredhauer@litchfield.nt.gov.au

Dear  Mayor

Thank you for your letter dated 21 January 2021 requesting an extension of time for Litchfield Council to provide nominees for the vacancy on the Litchfield Division of the Development Consent Authority.

I am pleased to grant an extension until 19 February to enable Council to hold a meeting and prepare the nominations and nomination forms.

Thank you for your recommendation to invite the current alternate member, Councillor Barden to attend Development Consent Authority meetings. While I sincerely appreciate the recommendation, unfortunately he will be unable to attend in the interim as section 89(2) of the *Planning Act 1999* states that '*alternate community member may act, during the absence or inability to act of a community member*'.

Councillor Barden can however, fill in for Deputy Mayor, Christine Simpson, as the one remaining community member on the Development Consent Authority, if for any reason she is unable to attend a meeting.

Yours sincerely



EVA LAWLER

- 9 FEB 2021



COUNCIL REPORT

Agenda Item Number:	15.03.03
Report Title:	Place Names – Road Names for Kittyhawk Subdivision at 1000 Channel Island Road, Wickham
Author:	Rodney Jessup, Project Management Program Leader
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	17/02/2021
Attachments:	A: Map of subdivision and new roads B: Proposed Road Names and NT Place Names Commentary

Executive Summary

The purpose of this report is to refer to Council a request for 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.

It is recommended that Council support the new proposed road names for roads 1 and 2 as well as the additional roads 3 and 4 as shown in Attachment A and listed in Attachment B under *Preferred* and *Alternate*. Attachment B includes the review by NT Place Names unit.

Recommendation

THAT Council:

- support the proposed road names as follows;

	Preferred	Alternate
Road 1	Kittyhawk	Exploration
Road 2	Gannet	Energy
Road 3	Haycock	Feedstock
Road 4	Liberator	Barrel
Supplementary	Brewster	Drill
	Curtiss	

- 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. As with all roads in new subdivisions, it is planned that Council will take over the roads once the roads are constructed in accordance with Council's technical standards and the subdivision is completed.

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

Council, at its meeting 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).

The developer has now 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. This is summarised in Attachment B.

The feedback from NT Place Names is that all names generally meet Territory and national place naming guidelines as well as the Australian/ New Zealand standard for 'Rural and urban addressing'. The developer's preferred theme offers good links to the history of the region and maintains the existing road naming convention. The suggested alternative themes connect the current industrial land use to 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 determine a name.

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.

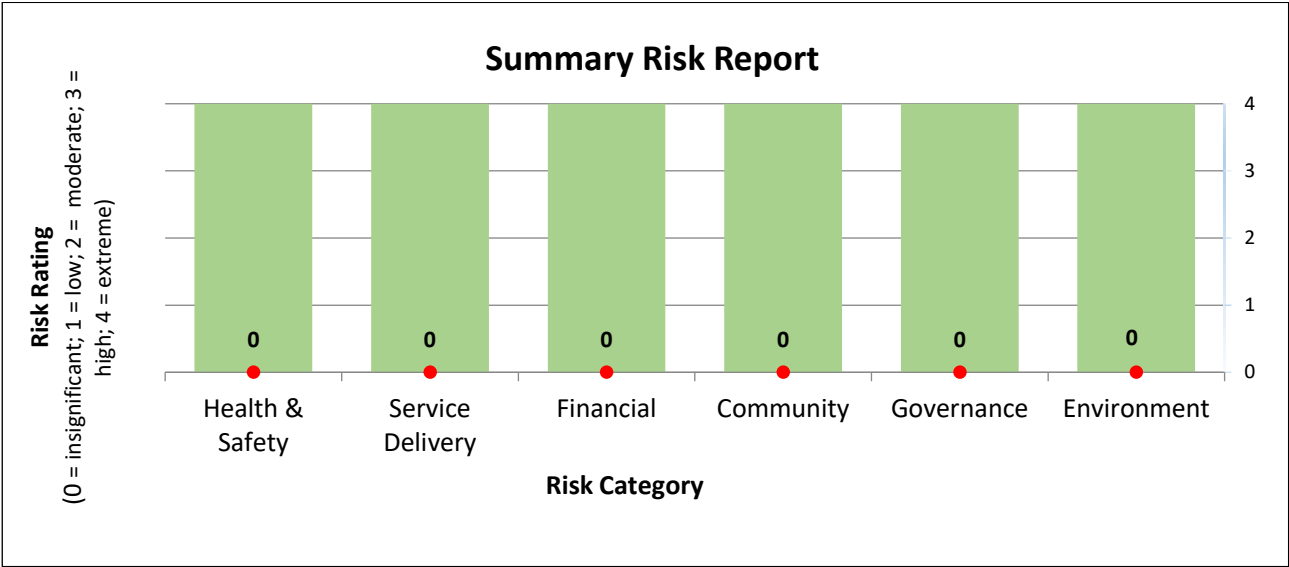
Links with Strategic Plan

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

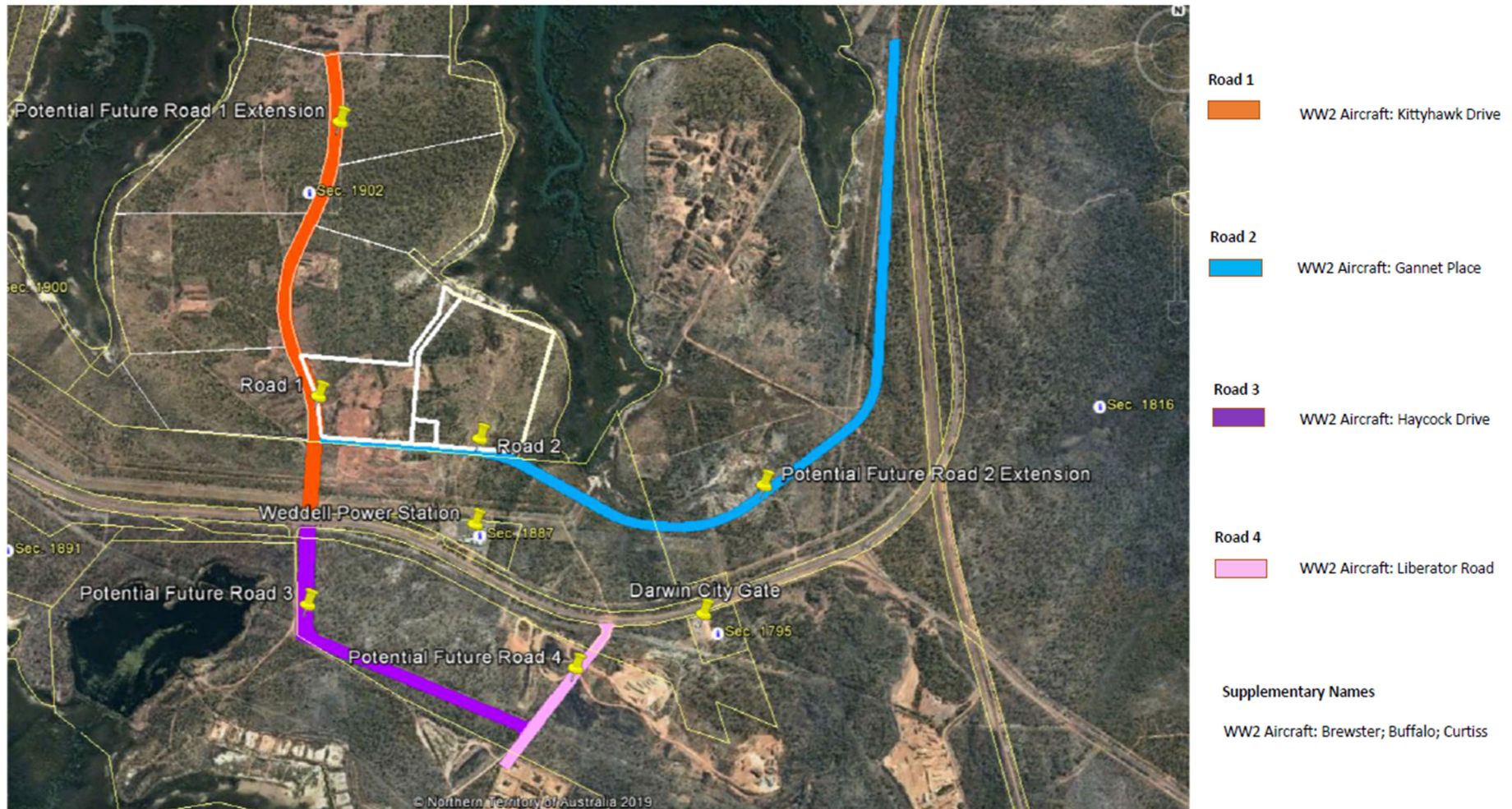


Nil identified.

Community Engagement

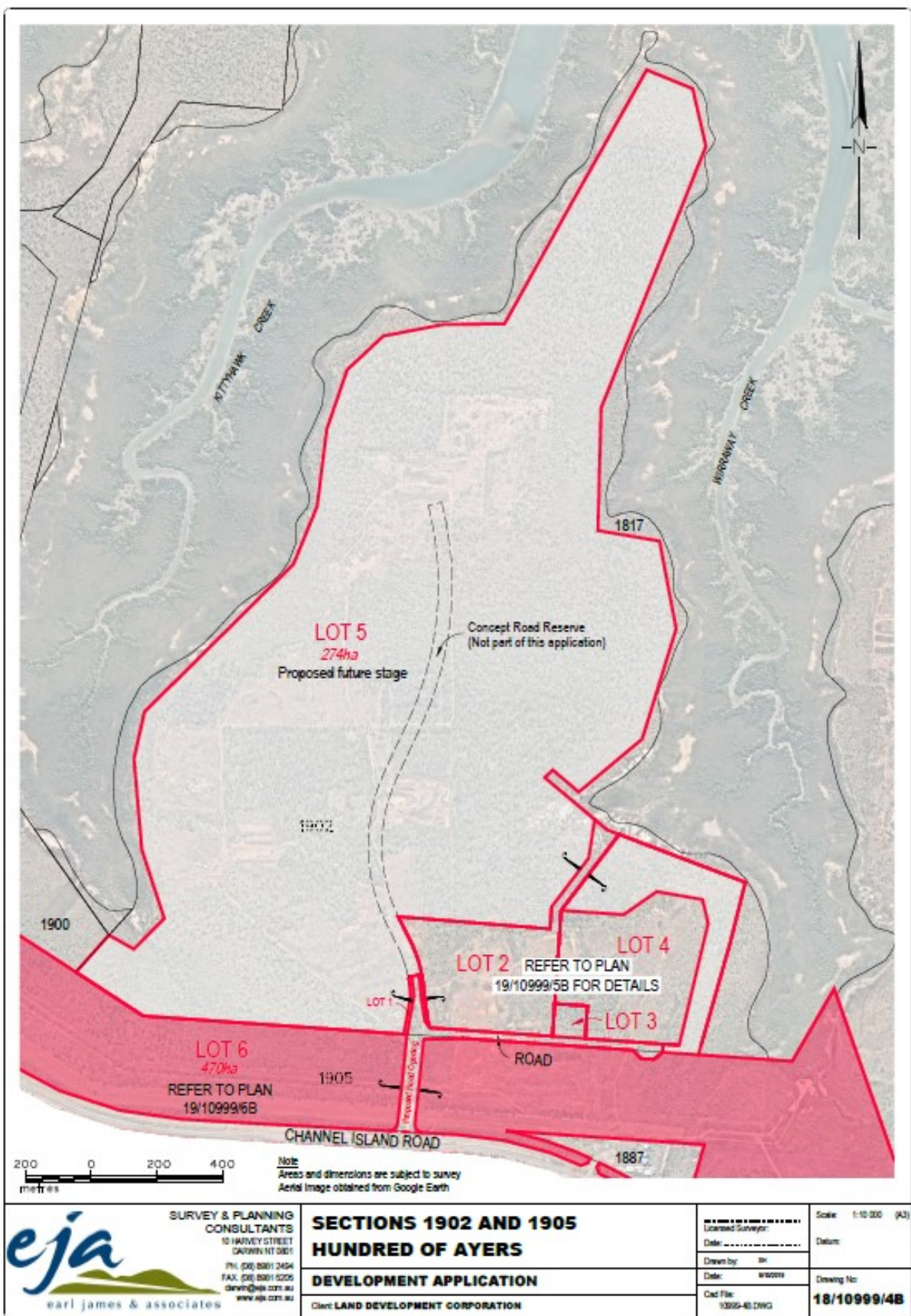
Not applicable.

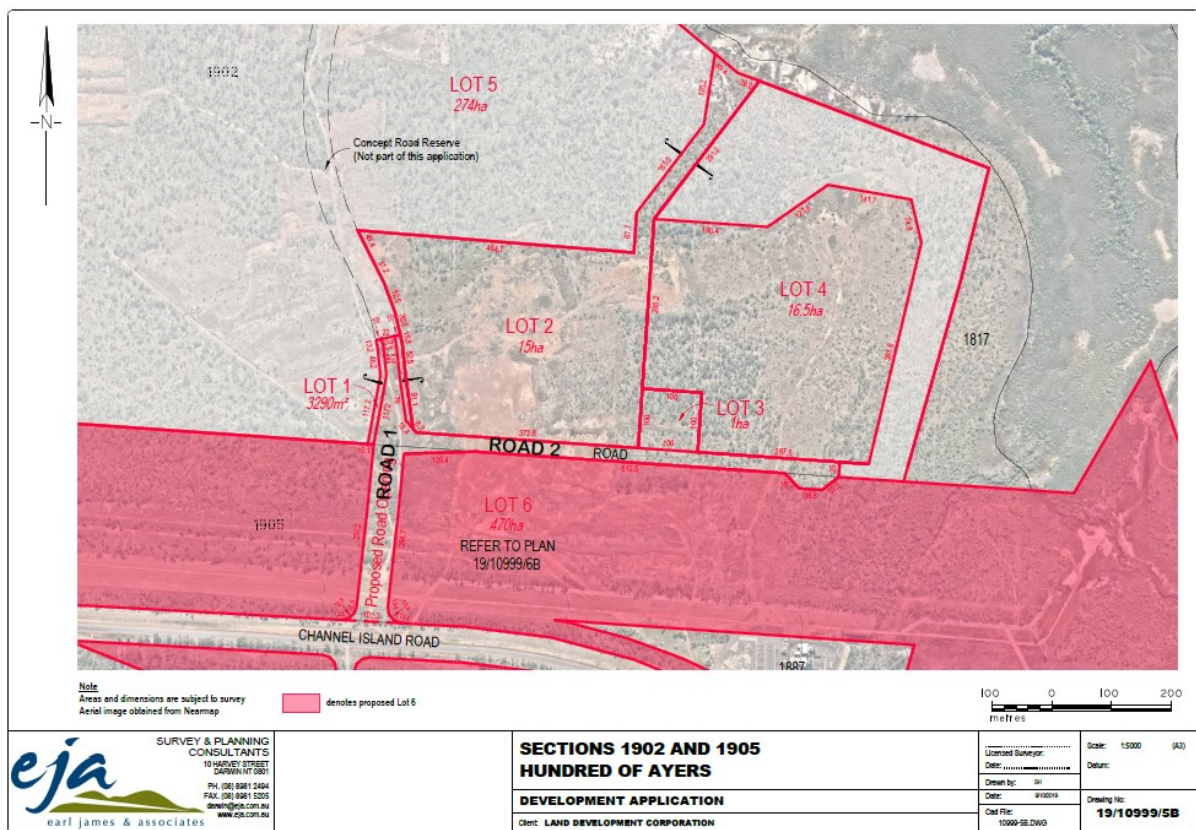
Kittyhawk Estate Masterplan and potential future roads – Preferred Road Names – WW2 Aircraft Theme

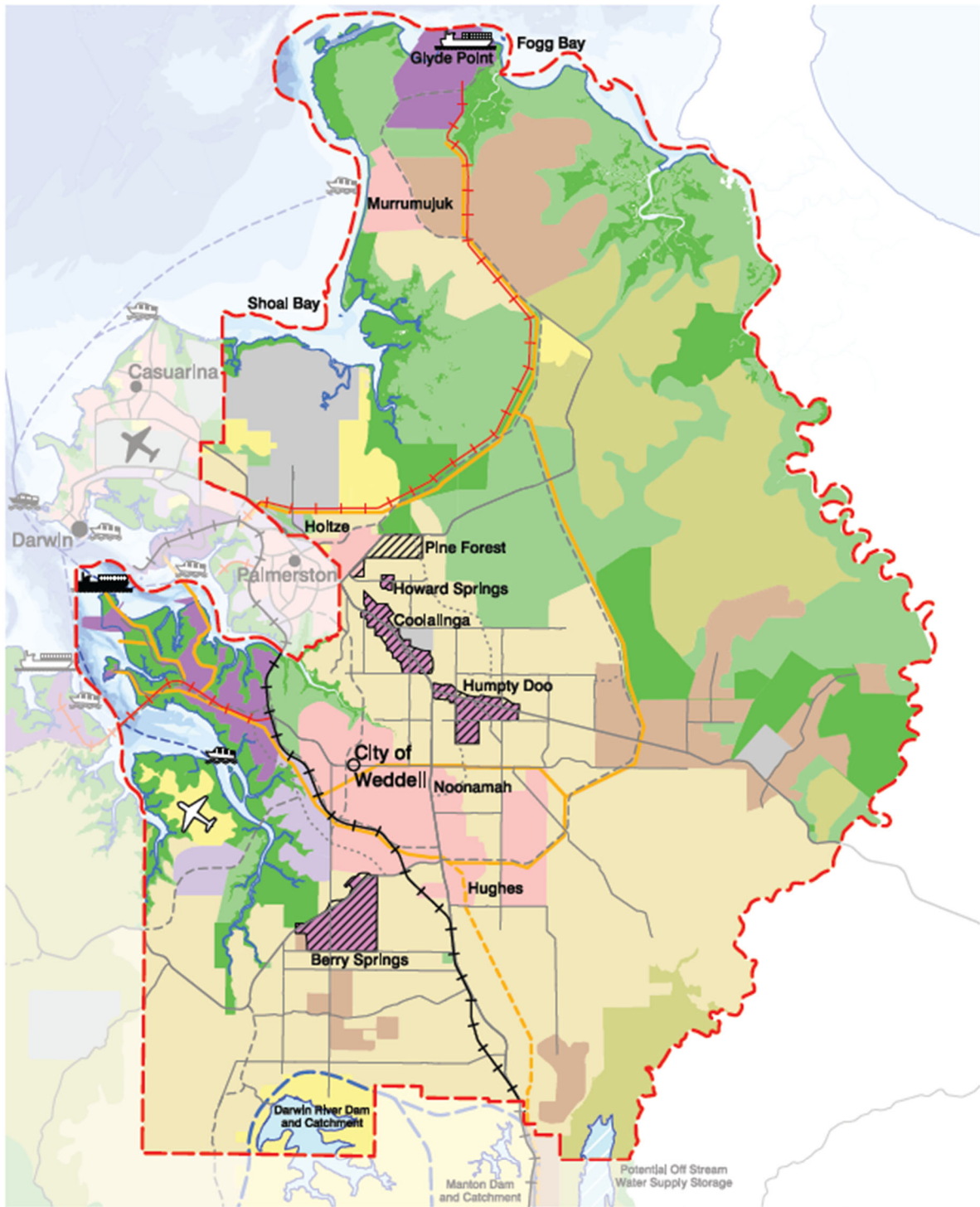


Kittyhawk Estate Masterplan and potential future roads – Alternative Theme – Oil & Gas Industry









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

Proposed Road Names for Consideration

Place type	Road x 2 main & secondary
Future Concept	North extension of main road; and possible extension of secondary road (? 5-10 years).
Current address	1000 Channel Island Road, Wickham
Parcel	Sections 1902 & 1905, Hundred of Ayers
Coordinates	Longitude 130.943526, Latitude -12.576349
Map	Yes
Land owner / Developer	Land Development Corporation
Roads to be Vested in	Litchfield Council

	Preferred	Alternate	Additional
Theme	WWII Aircraft	Oil & Gas Technical Terms	Oil & Gas Basins & Fields
Rationale	Inspired from both existing naming conventions in the Wickham location: <ul style="list-style-type: none"> - geographic feature names primarily document the RAAF aircraft stationed in Darwin during WWII; and - roads adopt the names of prominent nearby features; such as Channel Island Road and Wickham Road [Wickham Point]. 	Presenting technical terms that illustrate elements of the oil and gas industry production process, which is the present day strategic focus of development in Wickham.	Presenting the names of onshore and offshore natural gas basins and fields supplying the industries based in the Wickham region.
Additional comments from Place Names	<i>Good links to the history of Darwin and significant WWII events. Road names are consistent with current names in the area and indicative of general location relative to topography. No duplication issues. Possible complication sharing Kittyhawk with estate name.</i>	<i>Relevant to the current and projected future land use of the area; yet possibly too general to indicate an immediate association with the Territory. No duplication issues.</i>	<i>Relevant to the current and projected future land use of the area. There is a nice conceptualisation where the north Australian basin (main road) and field (secondary road) names are situated north of Channel Island Road, while the Central Australian names proposed for future use are south of Channel Island Road.</i>

Road 1	Kittyhawk	Exploration	Bonaparte
Main road extending northerly off Channel Island Road	After Kittyhawk Creek; to which the road runs east and parallel. Kittyhawk recognises the celebrated A29 Curtiss P-40 Kittyhawk fighter aircraft employed in the defence of Darwin against the Japanese air raids.	Exploration is the activity required to locate oil and gas resources. Industry exploration continues to identify major gas resources both onshore and offshore. These resources service commercial liquefied natural gas (LNG) that has led to Darwin becoming a globally significant LNG hub.	After Bonaparte Basin, a significant and largely offshore gas basin in the Timor Sea. Gas from this basin supplies industry in the Wickham strategic development area that has seen Darwin become a globally significant LNG hub.
Additional comments from Place Names	<i>The estate name for this subdivision has also been adopted from Kittyhawk Creek. This could be problematic if the name is interpreted as a promotional name. The alignment of the nearby creek with the road, as well as the syllabic length of name 'Kittyhawk' would befit the status of this main road leading into the subdivision.</i>	<i>The name could possibly be seen as too general; and it is not immediately clear what type of 'exploration' is associated with the Territory's culture, history and development. The name complements the current land use in the Wickham locality and the length of the name would befit the status of this main road leading into the subdivision.</i>	<i>The name of the Basin is taken from Joseph Bonaparte Gulf, in turn named in 1803 after the older brother of Napoleon Bonaparte by French explorer Nicolas Baudin. The name complements the current land use and bears the syllabic length for the primary road of a subdivision. There is a Bonaparte Street in Leanyer, Darwin, that could be considered a duplication.</i>

Road 2	Gannet	Energy	Blacktip
Secondary road extending easterly off Road 1	After nearby Gannet Islet; towards which the road may finally extend. Gannet recognises the RAAF A14 Wackett Gannet photographic, survey and later ambulance monoplane. The Wackett Gannet was the first Australian designed aircraft fully taken on by the RAAF.	Energy is the output of the oil and gas industry. This development is strategically situated in the vicinity of the Northern Territory's largest energy producing power stations: Channel Island and Weddell Power Stations.	After the Blacktip field, an offshore field in the Bonaparte Basin, which provides gas to industry in the Wickham area.

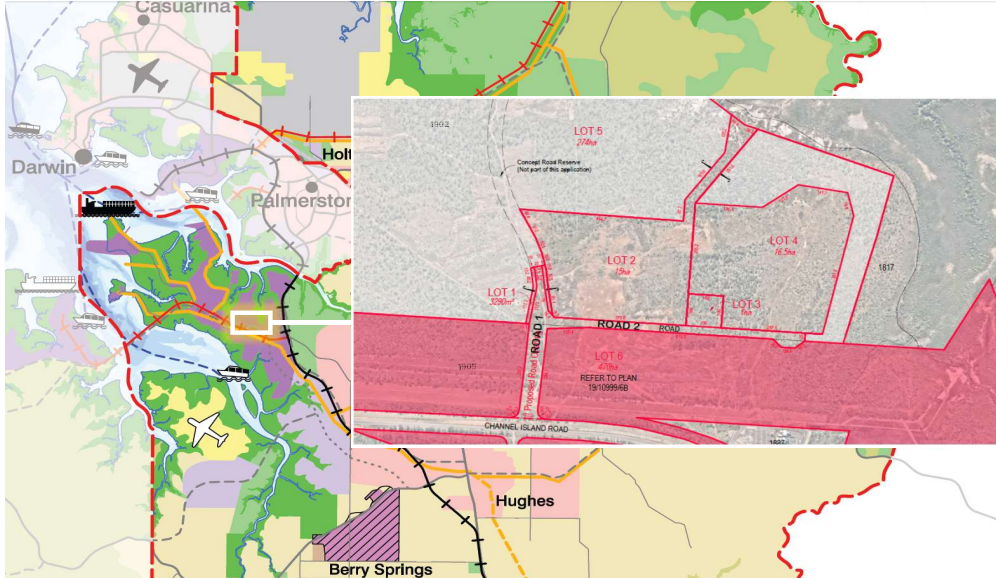
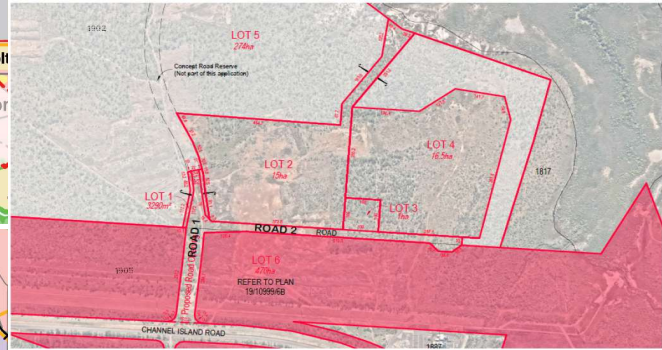
Future Roads			
Road 3	Haycock	Feedstock	Amadeus
<i>Possible future road southeast off Channel Island Road OPTIONAL support for concept</i>	After nearby Haycock Hill, Haycock Point and Haycock Creek. The Point and Creek were named in 1943 by Lieutenant Ian MacRobert during the WWII defence survey; believed to be named after Haycock Hill which appears on George Goyder's 1869 survey of the greater Darwin area.	Feedstock is the raw material from oil & gas fields. This location is targeted for the further development of industry processing gas feedstock.	Amadeus Basin is a significant onshore gas basin in Central Australia that supplies gas to power stations operating in Wickham and Channel Point.
Road 4	Liberator	Barrel	Mereenie
<i>Possible road connecting road 3 OPTIONAL support for concept</i>	Named after the A72 B-24 Liberator heavy bomber aircraft used by the RAAF based in Darwin during WWII. On 17 January 1945, a USAAF B-24 Liberator crashed on the Cox Peninsula on its return to Darwin from a training mission.	Barrel is a common unit of measurement in the oil industry.	After the Mereenie oil and gas field, a Central Australian onshore gas field in the Amadeus Basin, which provides gas to the power generation industry at Middle Arm. <i>[PN: Mereenie is a familiar place name in Central Australia, first recorded in late C19 by explorers Tietkens and later Winneckie.]</i>

Supplementary names		<i>provided as possible alternatives for above names</i>	
<i>Alternative 1</i>	Brewster or Buffalo	Drill	Palm Valley
	<p>Named after the A51 Brewster Buffalo single seater monoplane fighter aircraft used by the RAAF during WWII. On 23 August 1942 the Japanese bombed nearby Hughes airfield resulting in the loss of one Brewster Buffalo.</p> <p>[PN: Two roads - Buffalo Court and Buffalo Creek Road - already in the greater Darwin.]</p>	<p>Drilling is the process for extracting oil and gas. Drilling creates fractures in rock formations containing both onshore and offshore natural gas reservoirs supplying the Middle Arm Industrial Precinct.</p>	<p>Named in recognition of the Palm Valley field, a Central Australian onshore oil and gas field, in the Amadeus Basin, which provides gas to the power generation industry at Middle Arm. Named in turn from the curious predominance of red cabbage palms <i>Livistonia mariae</i> in the region.</p>
<i>Alternative 2</i>	Curtiss		Bayu Undan
	<p>Curtiss, like Kittyhawk, recognises the celebrated A29 Curtiss P-40 Kittyhawk fighter aircraft that was employed in the defence of Darwin against the Japanese air raids.</p>		<p>After the Bayu-Undan offshore gas field in the Timor Sea which supplies industry in the Wickham Middle Arm Industrial Precinct.</p>

Place Names

naming of two roads

1000 Channel Island Road, **Wickham**
Industrial Estate

Checklist	Details	Area Map	Development Map
✓ Place type	Road x 2 main & secondary		
✓ Future Concept	North extension of main road; and possible extension of secondary road (? 5-10 years).		
✓ Current address	1000 Channel Island Road, Wickham		
✓ Parcel	Sections 1902 & 1905, Hundred of Ayers		
✓ Coordinates	Longitude 130.943526, Latitude -12.576349		
✓ Map	Yes		
✓ Land owner / Developer	Land Development Corporation		
✓ Roads to be Vested in	Litchfield Council		

Checklist	Preferred	Alternate	
✓ Theme	WWII Aircraft	Oil & Gas Technical Terms	Oil & Gas Basins & Fields
✓ Rationale	Inspired from both existing naming conventions in the Wickham location: <ul style="list-style-type: none">- geographic feature names primarily document the RAAF aircraft stationed in Darwin during WWII; and- roads adopt the names of prominent nearby features; such as Channel Island Road and Wickham Road [Wickham Point].	Presenting technical terms that illustrate elements of the oil and gas industry production process, which is the present day strategic focus of development in Wickham.	Presenting the names of onshore and offshore natural gas basins and fields supplying the industries based in the Wickham region.
Additional comments from Place Names	Good links to the history of Darwin and significant WWII events. Road names are consistent with current names in the area and indicative of general location relative to topography. No duplication issues. Possible complication sharing Kittyhawk with estate name.	Relevant to the current and projected future land use of the area; yet possibly too general to indicate an immediate association with the Territory. No duplication issues.	Relevant to the current and projected future land use of the area. There is a nice conceptualisation where the north Australian basin (main road) and field (secondary road) names are situated north of Channel Island Road, while the Central Australian names proposed for future use are south of Channel Island Road.
✓ Road 1 main road extending northerly off Channel Island Road	Kittyhawk	Exploration	Bonaparte
	After Kittyhawk Creek; to which the road runs east and parallel. Kittyhawk recognises the celebrated A29 Curtiss P-40 Kittyhawk fighter aircraft that was employed in the defence of Darwin against the Japanese air raids.	Exploration is the activity required to locate oil and gas resources. Industry exploration continues to identify major gas resources both onshore and offshore. These resources service commercial liquefied natural gas (LNG) that has led to Darwin becoming a globally significant LNG hub.	After Bonaparte Basin, a significant and largely offshore gas basin in the Timor Sea. Gas from this basin supplies industry in the Wickham strategic development area that has seen Darwin become a globally significant LNG hub.
Additional comments from Place Names	The estate name for this subdivision has also been adopted from Kittyhawk Creek. This could be problematic if the name is interpreted as a promotional name. The alignment of the nearby creek with the road, as well as the syllabic length of name 'Kittyhawk' would befit the status of this main road leading into the subdivision.	The name could possibly be seen as too general; and it's not immediately clear what type of 'exploration' is associated with the Territory's culture, history and development. The name complements the current land use in the Wickham locality and the length of the name would befit the status of this main road leading into the subdivision.	The name of the Basin is taken from Joseph Bonaparte Gulf, in turn named in 1803 after the older brother of Napoleon Bonaparte by French explorer Nicolas Baudin. The name complements the current land use and bears the syllabic length for the primary road of a subdivision. There is a Bonaparte Street in Leanyer, Darwin, that could be considered a duplication.
✓ Road 2 secondary road extending easterly off Road 1	Gannet	Energy	Blacktip
	After nearby Gannet Islet; towards which the road may finally extend. Gannet recognises the RAAF A14 Wackett Gannet photographic, survey and later ambulance monoplane. The Wackett Gannet was the first Australian designed aircraft fully taken on by the RAAF.	Energy is the output of the oil and gas industry. This development is strategically situated in the vicinity of the Northern Territory's largest energy producing power stations: Channel Island and Weddell Power Stations.	After the Blacktip field, an offshore field in the Bonaparte Basin, which provides gas to industry in the Wickham area.
✓ Road 3 possible future road southeast off Channel Island Road OPTIONAL support for concept	Haycock	Feedstock	Amadeus
	After nearby Haycock Hill, Haycock Point and Haycock Creek. The Point and Creek were named in 1943 by Lieutenant Ian MacRobert during the WWII defence survey; believed to be named after Haycock Hill which appears on George Goyder's 1869 survey of the greater Darwin area.	Feedstock is the raw material from oil & gas fields. This location is targeted for the further development of industry processing gas feedstock.	Amadeus Basin is an significant onshore gas basin in Central Australia that supplies gas to power stations operating in Wickham and Channel Point.
✓ Road 4 possible road connecting road 3 OPTIONAL support for concept	Liberator	Barrel	Mereenie
	Named after the A72 B-24 Liberator heavy bomber aircraft used by the RAAF based in Darwin during WWII. On 17 January 1945, a USAAF B-24 Liberator crashed on the Cox Peninsula on its return to Darwin from a training mission.	Barrel is a common unit of measurement in the oil industry.	After the Mereenie oil and gas field, a Central Australian onshore gas field in the Amadeus Basin, which provides gas to the power generation industry at Middle Arm. [PN: Mereenie is a familiar place name in Central Australia, first recorded in late C19 by explorers Tietkens and later Winneckie.]
✓ Supplementary names provided as possible alternatives for above names	Brewster or Buffalo	Drill	Palm Valley
	Named after the A51 Brewster Buffalo single seater monoplane fighter aircraft used by the RAAF during WWII. On 23 August 1942 the Japanese bombed nearby Hughes airfield resulting in the loss of one Brewster Buffalo. [PN: Two roads - Buffalo Court and Buffalo Creek Road - already in the greater Darwin.]	Drilling is the process for extracting oil and gas. Drilling creates fractures in rock formations containing both onshore and offshore natural gas reservoirs supplying the Middle Arm Industrial Precinct.	Named in recognition of the Palm Valley field, a Central Australian onshore oil and gas field, in the Amadeus Basin, which provides gas to the power generation industry at Middle Arm. Named in turn from the curious predominance of red cabbage palms Livistonia mariae in the region.
	Curtiss		Bayu Undan
	Curtiss, like Kittyhawk, recognises the celebrated A29 Curtiss P-40 Kittyhawk fighter aircraft that was employed in the defence of Darwin against the Japanese air raids.		After the Bayu-Undan offshore gas field in the Timor Sea which supplies industry in the Wickham Middle Arm Industrial Precinct.
Additional Place Names considerations			
✓ Ease of spelling	Easy	Easy	Moderate
✓ Ease of Pronunciation	Easy - as spelled	Easy - common English language words	Easy - names known in NT; Bayu Undan perhaps less so but not difficult
✓ Aboriginal name	No	No	No
✓ Connection to history, culture, development, events, communities	Good relationship to the WWII history of Darwin; the RAAF air defence of the harbour and the nationally significant bombing of Darwin.	Moderate link to economic development via application of vocabulary used by industry representing the current land use of the area.	Moderate link to economic development via use of gas basin and field names servicing industry and the current land use of the area.
✓ Other stakeholders	Larrakia Aboriginal representatives forwent invitation to participate.	Larrakia Aboriginal representatives forwent invitation to participate	Larrakia Aboriginal representatives forwent invitation to participate
✓ Duplications or similarity	Only in supplementary name Buffalo - two streets in greater Darwin region.	No	Bonaparte Street in Leanyer. Amadeus, Mereenie and Palm Valley are names typically associated with Central Australia.
✓ Repeat commemoration of person or event	Yes, Kittyhawk and Gannet are the names of topographical features already commemorating the WWII air defence.	No	Yes, possibly Bonaparte.
✓ Promotional or commercial name	Yes, Kittyhawk Estate (this development)	No	No
✓ Derogatory or discriminatory names	No	No	No



COUNCIL REPORT

Agenda Item Number:	15.03.04
Report Title:	Summary Planning and Development Report February 2021
Author:	Rodney Jessup, Project Management Program Leader
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	17/02/2021
Attachments:	A: Letter of Comment on PA2011/233 Variation B: Letter of Comment on PA2020/0470 C: Letter of Comment on Liquor Licence Ref 2021/9000 D: Letter of Comment on Liquor Licence Ref 2021/9001

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 January to 31 January 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
Mining Applications	0
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	3
Water Licence Applications	0
Clearances for Development Conditions	1
Stormwater/Driveway Plan Reviews	26
Works Permits	7

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

Recommendation

THAT Council:

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

Background

DEVELOPMENT APPLICATIONS

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

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

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	2
Development applications supported, subject to specific issues being adequately addressed	0
Development applications not supported/objected to for reasons related to Council issues	0
Development applications objected to for reasons not directly related to Council issues	0
Note: 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
PA2011/0233 Section 6012 No. 269 Hicks Road, Sections 3926, 5020, 5021, 5022, 5040 NOS365, 435, 303A, 303 Girraween Road, Lots 18, 19, 20, 21 & 22 (closed section of Power Road) HUNDRED OF BAGOT Attachment A	Subdivision to Create 85 Lots The variation application proposes to consolidate proposed Lot 84 (the Lagoon) with proposed Lot 50 to create Lot 50A. As the Lagoon is privately owned, the consolidation enables the required area of unconstrained land to be achieved for Lot 50A (includes the lagoon and surrounds) to enable the construction of a rural residence.
PA2020/0470 Section 6104 (100) Mulgara Road, Berry Springs, Hundred of Strangways Attachment B	Subdivision to Create Two New Lots The application proposes to subdivide the site into two new lots. The new application provides information on land suitability and the presence of one hectare of unconstrained land on each site.

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
2021/9000 Howard Hall, Howard Park Reserve 325 Whitewood Hall Howard Springs Attachment C	Darwin Community Arts Inc Litchfield Art Exhibition Opening The application proposes a Special Event Authority licence for the Litchfield Art Exhibition Opening.	The application is supported, noting that 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.
2021/9001 Lake View Hall, Freds Pass Reserve, 20 Bees Creek Road, Freds Pass Attachment D	NT Polocrosse Association Various Club Team Sports Games and Dinners. The application proposes that NT Polocrosse Association has applied for a Special Event Authority for various Club Team Sports games and dinners.	The application is supported, noting that 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.

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
1

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

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

No. Building Certification Applications
26

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
7

Links with Strategic Plan

A Great Place to Live - Development and Open Space

Legislative and Policy Implications

Not applicable to this report

Risks



Nil identified.

Community Engagement

Not applicable.



28 January 2021

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

RE: Letter of Comment Development Application - Variation

PA2011/0233

**Section 6012 No. 269 Hicks Road, Sections 3926, 5020, 5021, 5022, 5040 NOS365, 435, 303A,
303 Girraween Road, Lots 18, 19, 20, 21 & 22 (closed section of Power Road) HUNDRED OF
BAGOT
Proposed 85 lot rural residential subdivision**

Thank you for the Variation to a Development Application referred to this office on 15/01/2021 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 supports the granting of a Development Permit for the following reasons:

- a) Council supports the proposed variation to consolidate proposed Lot 84 (the lagoon) with proposed lot 50 to create Lot 50A. The proposed variations are not expected to have a negative impact upon Council infrastructure or neighbourhood amenity.
- b) Council can support the requested variations and requests conditions consistent with correspondence on the original application.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.

- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 29.

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'Rodney Jessup', with a stylized, flowing script.

Rodney Jessup
Project Management Program Leader



28 January 2021

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

RE: Letter of Comment Development Application

PA2020/0470

**Section 6104 (100) Mulgara Road, Berry Springs, Hundred of Strangways
Subdivision to Create Two Lots**

Thank you for the Development Application referred to this office on 15/01/2021, 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 support the granting of a Development Permit for the following reasons:

- a) The proposed subdivision is not likely to have any adverse effects upon the amenity of the surrounding area.
- b) There are not expected to be any negative effects upon Council infrastructure as a result of this proposal.

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

- a) Council requires additional information on stormwater drainage for the subject site; a Condition Precedent for a stormwater management plan is required.
- b) The exact proposed location of the new driveway is unclear and Council requires the driveway crossovers to both lots to be upgraded to Council's standards. A Condition Precedent is required to illustrate the location of the driveways in relation to the site, the width of the driveways, and the construction requirements.

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

- a) The crossover and driveway shall meet Litchfield Council's requirements, and the following changes to the proposed plans are required:
 - i. Council requires the location of the driveway crossovers for both lots to be shown on any endorsed plans, with dimensions from boundaries specified.
 - ii. Council requires the driveway crossover for both lots to be 4m in width and constructed to Litchfield Council standards.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater, and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan. The contribution payable is in accordance with that for Catchment Area 12B, in which the site falls within the Council's Developer Contributions Plan for Roads and Drainage.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

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

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 29.

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

Yours faithfully



Rodney Jessup
Project Management Program Leader



5 January 2021

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

RE: Application for a Special Event Authority Liquor Licence

2021/9000

**Portion 1916 (325) Whitewood Road HOWARD SPRINGS, Hundred of Bagot
Special Event Authority Liquor Licence
Darwin Community Arts Inc. for the Litchfield Art Exhibition Opening**

Thank you for the Special Event Authority Liquor License application referred to this office on 04/01/2021, regarding 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.

In this instance, a special event authority liquor licence for the Litchfield Art Exhibition Opening held by Darwin Community Arts Inc on Friday 5 March 2021 from 5pm to 9pm is supported by Litchfield Council.

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


Wendy Smith
Strategic Projects Advisor



29th January 2021

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

RE: Application for a Special Event Authority Liquor Licence

2021/9001

**20 Bees Creek Road, Freds Pass Reserve, Lake View Hall, Hundred of Strangways
NT Polocrosse Association for Club Teams Sports game and dinners**

Thank you for the Special Event Authority Liquor License application referred to this office on 20/01/2021, regarding 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.

In this instance, a special event authority liquor licence by NT Polocrosse Association for Club Teams Sports games and dinners throughout 2021 is supported by Litchfield Council.

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

Rodney Jessup
Project Management Program Leader



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 February 2021

16 Common Seal

17 Other Business

18 Public Questions

19 Confidential Items

Pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) regulations the meeting be closed to the public to consider the following Confidential Items:

Nil

20 Close of Meeting