



Council Meeting

BUSINESS PAPER

WEDNESDAY 17/03/2021

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

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

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

Daniel Fletcher, Chief Executive Officer

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Notice of Meeting
to be held in Litchfield Council Chambers
and via video conference <https://us02web.zoom.us/j/81895309680>
on Wednesday 17 March 2021 at 6:00pm

Daniel Fletcher
Chief Executive Officer

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 March 2021

1. Open of Meeting

Audio Disclaimer

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

THAT Council notes and approves:

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

4. Disclosures of Interest

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

5. Confirmation of Minutes

THAT Council confirm the minutes of the:

Confidential Meeting held 28 January 2021, 1 page;
Council Meeting held 17 February 2021, 11 pages; and
Thorak Regional Board Meeting held 17 February 2021, 3 pages.



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Meeting
held in the Council Chambers, Litchfield
on Wednesday 17 February 2021 at 6:30pm

Present	Maree Bredhauer Christine Simpson Kirsty Sayers-Hunt Doug Barden Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward Councillor East Ward (Electronic Attendance) Councillor South Ward Councillor North Ward
Staff	Daniel Fletcher Leon Kruger Arun Dias Megan Leo	Chief Executive Officer Director Infrastructure and Operations Acting General Manager Business Excellence Executive Assistant
Public	As per Attendance Register	

1. OPENING OF THE MEETING

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

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

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

3. APOLOGIES AND LEAVE OF ABSENCE

Nil

ELECTRONIC ATTENDANCE

Moved: Deputy Mayor Simpson

Seconded: Cr Barden

THAT Council approve that pursuant to GOV02 Meeting Procedures, 4.1.2 (b) that Councillor Sayers-Hunt is granted permission for Electronic Meeting Attendance at the Ordinary Council Meeting held Wednesday 17 February 2021.

CARRIED (5-0)-2021/141

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 the full minutes of the Council Meeting held Thursday 28 January 2021, 10 pages, be confirmed.

CARRIED (5-0)-2021/142

6. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT Council receives and notes the Action List.

CARRIED (5-0)-2021/143

7. PRESENTATIONS

Nil.

8. PETITIONS

Nil.

9. PUBLIC QUESTIONS

Mr Mackay, Giraween

Mr Mackay asked why the Agenda lists Item 9 as Public Questions but minutes on screen states Item 9 as Public Forum?

The CEO advised that the unconfirmed Minutes were showing on the screen and would read Public Questions once finalised.

Mr Mackay asked the following questions in relation to Agenda Item 15.01.04:

- Does Litchfield Council think that having less informed Councillors would make your life easier?
- What information is being provided at Council meetings in response to public questions that was later found to be incorrect?
- Does Litchfield Council not consider Katherine Town Council to be a municipal Council? Or if it does. Does Litchfield Council acknowledge that this agenda contains incorrect information for Councils consideration?
- Does Litchfield Council not consider Alice Springs Town Council to be a municipal Council? Or if it does. Does Litchfield Council acknowledge that this agenda contains incorrect information for Councils consideration?
- When did it become the role of the CEO to decide what information will prejudice the elected member decisions? What safeguards are in place to prevent the CEO using this policy to sensor inconvenient questions and information from Councillors that prejudices the way Councillors vote.

The CEO advised that if the Report is read in its entirety it proposes a comprehensive 30-minute question and answer session prior to each Council Meeting with all Elected Members and community members present. The CEO indicated that without prejudicing the upcoming report Council were to consider on this matter, and to avoid duplication, appropriate responses to the questions raised would be responded to at that point. If any question from Mr Mackay remained outstanding, these questions or any further question(s), could be taken under Agenda Item 18.

Mayor Bredhauer thanks 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 (5-0)-2021/144

13. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

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

Moved: Deputy Mayor Simpson

Seconded: Cr Barden

THAT Council note the Councillors' verbal report.

CARRIED (5-0)-2021/145

14 FINANCE REPORT

14.01 Council Finance Report – January 2021

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

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

CARRIED (5-0)-2021/146

15. OFFICERS REPORTS

15.01.01 TOPROC Briefing Paper – Thorak Regional Cemetery

Moved: Cr Barden
Seconded: Cr Sayers-Hunt

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

CARRIED (5-0)-2021/147

15.01.02 Community Engagement Strategy Action Plan – Year Three

Nicky McMaster, Manager Communications and Engagement attended the meeting at 7:09pm.

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

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

CARRIED (5-0)-2021/148

Nicky McMaster, Manager Communications and Engagement departed the meeting at 7:13pm.

15.01.03 Australian Government Building Better Regions Fund Round 5

Moved: Cr Salter
Seconded: Deputy Mayor Simpson

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.

CARRIED (5-0)-2021/149

15.01.04 Proposed Governance Updates: Public Question Time, Thorak Regional Cemetery Meetings, Meeting Agenda Updates and Meeting Procedure By-laws

Moved: Cr Sayers-Hunt

Seconded: Deputy Mayor Simpson

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.

A Division was called

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

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

CARRIED (3-2)-2021/150

ORDER OF BUSINESS

Moved: Cr Barden
Seconded: Cr Salter

THAT Item 15.03.01 Work Team Presentation – Mobile Workforce be considered at this point in the meeting.

CARRIED (5-0)-2021/151

Justin Dunning, Mobile Workforce Program Leader attended the meeting at 8:15pm.

Councillor Simpson left the room at 8:29pm.

15.03.01 Work Team Presentation – Mobile Workforce

Moved: Cr Salter
Seconded: Cr Barden

THAT the Work Team Presentation – Mobile Workforce be received and noted.

CARRIED (4-0)-2021/152

Justin Dunning, Mobile Workforce Program Leader departed the meeting at 8:30pm.

Councillor Simpson returned to the room at 8:31pm.

15.01.05 Draft Compliance and Enforcement Policy

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council:

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

CARRIED (5-0)-2021/153

15.02.01 People, Performance and Governance Monthly Report – January 2021

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

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

CARRIED (5-0)-2021/154

15.02.02 Acquittal and Evaluation of myLitchfield Grant

Moved: Cr Barden

Seconded: Cr Salter

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

CARRIED (5-0)-2021/155

15.03.02 Development Consent Authority Nominations

Moved: Cr Barden

Seconded: Cr Salter

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

1. Preferred Nomination: Councillor Doug Barden
2. Second Nomination: Mr Bob Shewring
3. Request that in the event the Minister supports Council's preferred nominee that the Minister appoint the second nominee as Litchfield Council's alternate member.

AMENDMENT

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

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

1. Preferred Nomination: Mr Bob Shewring
2. Second Nomination: Councillor Doug Barden
3. Request that in the event the Minister supports Council's preferred nominee that the Minister appoint the second nominee as Litchfield Council's alternate member.

The Amendment was lost (2-3)

The original motion was put

15.03.02 Development Consent Authority Nominations (Continued)

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

1. Preferred Nomination: Councillor Doug Barden
2. Second Nomination: Mr Bob Shewring
3. Request that in the event the Minister supports Council's preferred nominee that the Minister appoint the second nominee as Litchfield Council's alternate member.

CARRIED (3-2)-2021/156

15.03.03 Place Names – Road Names for Kittyhawk Subdivision at 1000 Channel Island Road, Wickham

Moved: Cr Salter

Seconded: Deputy Mayor Simpson

THAT Council:

1. 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
<i>Supplementary</i>	Brewster	Drill
	Curtiss	

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

CARRIED (5-0)-2021/157

15.03.04 Summary Planning and Development Report February 2021

Moved: Cr Salter
Seconded: Cr Barden

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.

CARRIED (5-0)-2021/158

16. COMMON SEAL

Nil.

17. OTHER BUSINESS

Nil.

18. PUBLIC QUESTIONS

Mr Mackay, Giraween

Mr Mackay asked who made the decision to add the commentary under Item 9 of the Agenda and questioned if they have the authority to make such a change without it being put to Council for a resolution?

The CEO advised that the inclusion of supporting information does not constitute a change to the Council agenda, as a result, there is no requirement for it to be a resolution of Council as it is not altering the Order of Business, rather providing clarity on an existing agenda item.

19. CONFIDENTIAL ITEMS

Nil

20. CLOSE OF MEETING

The Chair closed the meeting at 9:19pm.

21. NEXT MEETING

Wednesday 17 March 2021.

MINUTES TO BE CONFIRMED

Wednesday 17 March 2021.

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher



BOARD MEETING MINUTES

THORAK REGIONAL CEMETERY BOARD MEETING

Minutes of Meeting
held in the Council Chambers, Litchfield
on Wednesday 17 February 2021 at 9:20pm

Present	Maree Bredhauer Christine Simpson Kirsty Sayers-Hunt Mathew Salter Doug Barden	Mayor (Chair) Deputy Mayor / Councillor Central Ward Councillor East Ward (Electronic Attendance) Councillor North Ward Councillor South Ward
Staff	Daniel Fletcher Leon Kruger Arun Dias Megan Leo	Chief Executive Officer General Manager Infrastructure and Operations Acting General Manager Business Excellence Executive Assistant
Public	As per Attendance Register	

1. OPENING OF THE MEETING

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

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

2. APOLOGIES AND LEAVE OF ABSENCE

Nil

ELECTRONIC ATTENDANCE

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council approve that pursuant to GOV02 Meeting Procedures, 4.1.2 (b) that Councillor Sayers-Hunt is granted permission for Electronic Meeting Attendance at the Thorak Regional Cemetery Board Meeting held 17 February 2021.

CARRIED (5-0)-2021/047

3. 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 interests were disclosed.

4. CONFIRMATION OF MINUTES

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT the (full) minutes of the Thorak Regional Cemetery Board Meeting held Thursday 28 January 2021, 3 pages, be confirmed.

CARRIED (5-0)-2021/048

5. BUSINESS ARISING FROM THE MINUTES

Nil

6. PRESENTATION

Nil.

7. ACCEPTING OR DECLINING LATE ITEMS

Nil

8. NOTICES OF MOTION

Nil.

9. OFFICERS REPORTS

9.01 Thorak Regional Cemetery Finance Report – January 2021

Moved: Cr Barden
Seconded: Cr Salter

THAT the Thorak Regional Cemetery Board receives and notes the finance report for the period ended 31 January 2021.

CARRIED (5-0)-2021/049

10. OTHER BUSINESS

Nil.

11. CONFIDENTIAL ITEMS

Nil.

12. NEXT MEETING

As per Council Resolution number 2021-150 (3), the Thorak Regional Cemetery Board Meeting will *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.*

13. CLOSE OF MEETING

The Chair closed the meeting at 9:26pm

MINUTES TO BE CONFIRMED

Wednesday 17 March 2021.

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 March 2021

6. Business Arising from the Minutes

THAT Council receives and notes the Action List.

In Progress

Completed and to be removed

Resolution Number	Resolution	Meeting Date	Officer	Status
15/0175/02	Meeting Procedures By-Laws THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.	19/11/2015	CEO	Letter sent 3 March 2021, advising Department of Local Government that Council is not proceeding with Meeting Procedure By-laws.
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 operated in a water control district. Waiting on further advice from NT Government.
1819/145	Recreation Reserve Leases and Funding Agreements Project THAT Council: 1.notes the update on the development of leases and funding agreements as part of the Recreation Reserves Leases project; 2.notes the draft lease agreement; 3.approves the fixation of the Common Seal with the Mayor and the CEO signing the lease agreements on behalf of Council, providing no material changes are made to the lease agreement; and 4.receives an update report on the progress made with each Reserve Management Committee and other User Groups on Council's Recreation Reserves in signing the lease agreement, no later than the June 2019 Council meeting.	16/01/2019	CEO	Lease Agreements for McMinns Lagoon, Livingstone and Berry Springs Recreation Reserves have been executed. With the changes to the Management of the Humpty Doo Village Green a lease is no longer required with a Management Committee, however, Lease disucssion will commence with Scouts and Bowls Club. Draft Funding Agreements progressing with the intent of being in place for the coming financial year.
1920/182	NGA20 Notice of Motion THAT Council endorse the submission of the following motion to the National General Assembly of Local Governments for consideration: "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 (Andropogon gayanus) which is an Australian Government weed of National Significance and a declared weed in Western Australia, Northern Territory and Queensland."	19/03/2020	CEO	Complete - ALGA Response received

COVID-19 Response Plan

THAT Council:

1. delegate to the Chief Executive Officer, pursuant to Section 32 (d) of the Local Government Act 2008 (NT), and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, its powers and functions as set out in sections 47 and of the Local Government Act 2008 (NT) being the power to determine opening times of Council's offices and facilities and the opening times of the Libraries until such time as the Australian Government or Northern Territory Government have declared the emergency has ended; and
2. delegate to the Chief Executive Officer, pursuant to Section 32 of the Local Government Act 2008 (NT), and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, the authority to cancel or amend programs, service levels, budgeted council events and third party events held on council property under license, permit, or any other agreement until such time as the Australian Government or Northern Territory Government have declared the emergency has ended.

1920/183

19/03/2020

CEO

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

Change to Meeting Protocols

THAT Council:

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

1920/207

15/04/2020

GMBE

Ongoing as physical distancing rules regarding COVID19 still apply.

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.

2021/067

21/10/2020

CEO

Request for Quote (RFQ) for construction of the shed closing 5 March 2021.

2021/127	<p>Approach to Regulatory Services</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 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 – <ul style="list-style-type: none"> •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	CEO	<p>Complete.</p> <p>GOV 16 Compliance and Enforcement Policy adopted at 17 February 2021 Council Meeting.</p> <p>Recruitment underway for temporary Business Support Officer.</p> <p>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.</p> <p>Time frame for removal of abandoned vehicles extended and discussions occurring as to where the most efficient management of this activity sits.</p> <p>Separate microchipping fee for dogs on registration included in draft 2021/22 fees and charges for consideration.</p>
2021/128	<p>Southport Progress Association – Lease for Mira Square</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 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	CEO	<p>Lease document being finalised with Southport Progress Association.</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	CEO	<p>Discussions with Caretaker in progress.</p>
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	CEO	<p>Complete.</p> <p>Public consultation on draft Strategy closed 18 February 2021. Report seeking Council's adoption of the Strategy included in the 17 March 2021 Agenda.</p>

Selection of Projects for Phase 2 of LRCI and 2020/21 and LGPIF Funding					
2021/136	<p>THAT Council select the following:</p> <p>1. for the 2021/22 Local Government Priority Infrastructure Funding grant application</p> <p>a) Irrigation installation at Thorak Cemetery</p> <p>b) Solar panels installation at Thorak Cemetery</p> <p>c) Solar panels installation at Humpty Doo Waste Transfer Station; and</p> <p>2. for the Local Roads and Community Infrastructure Phase 2 grant application:</p> <p>a) Mira Square project</p> <p>b) New Community Room at Council's main building.</p>	28/01/2021	GMIO	Grant applications are being prepared.	
TOPROC Briefing Paper – Thorak Regional Cemetery					
2021/147	<p>THAT Council receive and note the Briefing Paper – Thorak Regional Cemetery for submission to Top End Regional Organisation of Councils.</p>	17/02/2021	CEO	Complete.	
Australian Government Building Better Regions Fund Round 5					
2021/149	<p>THAT Council:</p> <p>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</p> <p>2. seek Northern Territory Government funding to meet the co-contribution required by the Building Better Regions Fund.</p>	17/02/2021	CEO	Business case in development to support application that is currently being prepared. Submission close Friday 12 March 2021.	
Proposed Governance Updates: Public Question Time, Thorak Regional Cemetery Meetings, Meeting Agenda Updates and Meeting Procedure By-laws					
2021/150	<p>THAT Council:</p> <p>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;</p> <p>2. adopt Draft Policy GOV17 Public Questions at Attachment A, subject to any minor editorial adjustments;</p> <p>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;</p> <p>4. remove item 16 Common Seal from the agenda of the Ordinary Council meeting;</p> <p>5. adopt the revised order of business at Attachment B as the agenda for future Ordinary Council meetings;</p> <p>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</p> <p>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.</p>	17/02/2021	CEO	<p>Complete.</p> <p>Changes introduced.</p> <p>Policy Register updated and Policy available on Council's website.</p> <p>Letter sent 3 March 2021 advising Department of Local Government that Council is not proceeding with Meeting Procedure By-laws and seeking assistance for the development of Public Place By-laws.</p>	
Draft Compliance and Enforcement Policy					
2021/153	<p>THAT Council:</p> <p>1. Receive and note this report entitled Compliance and Enforcement Policy; and</p> <p>2. Adopt Policy GOV16 Compliance and Enforcement.</p>	17/02/2021	CEO	<p>Complete.</p> <p>Policy Register updated and Policy available on Council's website.</p>	

Development Consent Authority Nominations				
2021/156			Complete. (04/03/2021 JO)	
<p>THAT Council nominates the following persons to the Litchfield division of the Development Consent Authority:</p> <ol style="list-style-type: none"> 1. Preferred Nomination: Councillor Doug Barden 2. Second Nomination: Mr Bob Shewring 3. Request that in the event the Minister supports Council's preferred nominee that the Minister appoint the second nominee as Litchfield Council's alternate. 			17/02/2021	GMIO
				Letter sent to the Minister for Infrastructure, Planning & Logistics on 19/02/2021 detailing nominations. Awaiting response and confirmation. Document folder ID: 85808
Place Names – Road Names for Kittyhawk Subdivision at 1000 Channel Island Road, Wickham				
2021/157			Complete. (04/03/2021 JO)	
<p>THAT Council:</p> <ol style="list-style-type: none"> 1. support the proposed road names as follows; <ul style="list-style-type: none"> Road 1 Kittyhawk (preferred) Exploration (alternate) Road 2 Gannet (preferred) Energy (alternate) Road 3 Haycock (preferred) Feedstock (alternate) Road 4 Liberator (preferred) Barrel (alternate) Supplementary Brewater, Drill and Curtiss 2. provide a letter of comment to the NT Place Names unit and the NT Place Names Committee detailing the above resolution 			17/02/2021	GMIO
				Letter sent to NT Place Names on 2nd March 2021 confirming per the Council resolution Folder Reference ID: 78237



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 March 2021

7 Presentations

8 Petitions

9 Public Questions

10 Accepting or Declining Late Items

11 Notices of Motion

11.01 Record Zoom Meetings

NOTICE OF MOTION

COUNCIL MEETING DATE:

Wednesday, 17 March 2021

TOPIC:

Record Zoom Meetings

BACKGROUND:

Councillors have expressed a need to check minutes of previous meetings after the recorded minutes have been destroyed on acceptance as a true record.

Community members, are enabled to attend via Zoom. They understand the technology and would be interested in viewing recorded Zoom meetings if they are not able to attend the real time zoom meeting or in person.

The technology is within Council now and does not need a major budget allocation.

The recording of meetings on Zoom would be excellent training reference material to better inform Councillors on process and procedure.

The recorded Zoom meeting would enable more of the community to have access to greater understanding of Council business.

The recorded Zoom meeting would enhance Council's commitment to open and transparent communication with residents.

The recorded Zoom meeting would offer another method of community engagement.

OBJECTIVE:

The recorded Zoom meeting would enable more of the community to have access to greater understanding of Council business.

The recorded Zoom meeting would enhance Council's commitment to open and transparent communication with residents.

The recorded Zoom meeting would offer another method of community engagement.



NOTICE OF MOTION

NOTICE OF MOTION:

THAT the Chief Executive Officer prepare a report for Council to consider options to record future Council meetings with audio/visual technology and have that recording made available for viewing by the public.

Deputy Mayor Christine Simpson

23 February 2021

NOTE: NOTICES OF MOTION MUST BE RECEIVED BY THE CHIEF EXECUTIVE OFFICER 5 CLEAR DAYS PRIOR TO THE MEETING AT WHICH THE MOTION IS TO BE MOVED.

For office use only

Date Received: 10 March 2021

Agenda to be included: Wednesday, 17 March 2021



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 March 2021

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 18 February 2021 to 17 March 2021.

Summary

Date	Event
19 Feb 21	Bombing of Darwin Day
20 Feb 21	Bombing o Darwin Commemoration Adelaide River
23 Feb 21	Risk Management & Audit Committee Meeting
26 Feb 21	TOPROC 1 st Annual Local Government Professional Development Conference
27 Feb 21	Gathering of the Volunteer Brigades
2 Mar 21	Litchfield Women in Business Monthly Network Event
	Interviews – General Manager Business Excellence
3 Mar 21	ABC Grassroots Program
	CEO Larrakia National Aboriginal Corporation
	Strategic Discussion & Briefing Session
5 Mar 21	Litchfield Art Exhibition – Exhibition Opening

6 Mar 21	Freds Pass Markets
	Litchfield Art Exhibition
7 Mar 21	Litchfield Art Exhibition
	International Women's Day Arafura Music Collective
8 Mar 21	Litchfield Women in Business Network – IWD Business Showcase event
10 Mar 21	City of Palmerton International Women's Week Collective
	Indonesian Consul – Courtesy Meeting
	Administrative Review Committee Meeting
12 Mar 21	Minister Moss – Litchfield Council Advocacy Projects
	Palmerston and Litchfield Seniors Association Inc - Taminmin Library Morning Tea
13 Mar 21	International Women's Day Luncheon – Multicultural Council of the NT

Recommendation

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 March 2021

Council Appointed Representatives provide a verbal update on activities over the past month relating to the committee meetings to which the Councillor has been formally appointed.

13 Verbal Reports from Council Appointed Representatives

Cr Barden	-	Freds Pass Upgrade Reference Group
Cr Simpson	-	Freds Pass Rural Show Committee
Cr Salter	-	Howard Park Reserve Committee
	-	Knuckey Lagoon Reserve Committee
Cr Sayers-Hunt	-	Local Government Association of the Northern Territory (LGANT) Executive
Mayor Bredhauer	-	Howard East Water Advisory Committee
	-	Litchfield Women in Business Network Committee

Activity Area Plans

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

RECOMMENDATION

THAT Council note the Councillors' verbal report.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 March 2021

14 Work Team Presentation

14.01 Regulatory Services



COUNCIL REPORT

Agenda Item Number:	14.01
Report Title:	Work Team Presentation – Regulatory Services
Author:	Ellie Cuthbert, Community Services Manager
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	17/03/2021
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 – Regulatory Services 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 AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 17 March 2021

15 Officers Reports

15.01 Council Leadership & Community Services

- 15.01.01 Harmonisation of Long Service Leave Motion
- 15.01.02 Appointment of Committee Member to the Howard Park Reserve Committee
- 15.01.03 Litchfield Sport Recreation and Open Space Strategy

15.02 Business Excellence

- 15.02.01 Litchfield Council Finance Report – February 2021
- 15.02.02 Budget Review 2020/21
- 15.02.03 NDRRA Acquittal – Monsoonal Trough January 2018
- 15.02.04 Commercial Rates Replenishment Program Certification
- 15.02.05 Purchasing Card Policy – Elected Council Members and Chief Executive Officer
- 15.02.06 People Performance and Governance Monthly Report

15.03 Infrastructure & Operations

- 15.03.01 Summary Planning and Development Report March 2021



COUNCIL REPORT

Agenda Item Number:	15.01.01
Report Title:	Harmonisation of Long Service Leave Motion
Author:	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	17/03/2021
Attachments:	A: ALGA Notices of Motion

Executive Summary

The Australian Local Government Association (ALGA) Secretariat has called for Councils to identify motions that address the theme of the 2021 National General Assembly (NGA) – “Working together for our Communities”. The motion proposed below addresses one of the issues identified by ALGA and is relevant to local government nationally. Harmonised long service leave laws can bring benefits of encouraging workers to seek employment with local government and encourages skill development in the sector.

Recommendation

THAT Council approve the Chief Executive Officer to submit the motion about harmonisation of Long Service Leave laws to present to the Australian Local Government Association Board and National General Assembly Sub-committee for review.

Background

Motion:

The National Assembly calls on the Commonwealth Government to facilitate harmonisation of Long Service Leave (LSL) laws in Australia which would provide all States and Territories with a consistent set of LSL laws. This regulatory inconsistency should be addressed through an intergovernmental agreement vis-a-vis Work Health and Safety laws, to enable governments from each State and Territory and the Commonwealth to formally commit to the harmonisation of LSL laws. The intention is to harmonise these laws (including the Regulations that underpin them) to deliver the same LSL entitlements to all Australians.

National Objective:

The National Employment Standards contain Long Service Leave as a minimum standard. However, the Fair Work Act 2009 leaves the matter of determining long service leave up to the States and Territories where a Modern Award does not discuss long service leave. Most Modern Awards do not contain long service leave provisions. Therefore, the matter is left up to state legislation meaning that across different states and territories, different entitlements apply even within the same or substantially same occupation or industry. Therefore, it is irrelevant calling an entitlement a National Employment Standard where it is not employed evenly across Australia. What this implies is that the Long Service Leave entitlements as they stand are incomplete, and action is needed to standardise the system. This will eliminate uncertainties for individuals employed in the Local Government sector arising from regulatory inconsistencies among jurisdictions and facilitate the attraction and retention of talent in Local Government employment.

Summary of Key Arguments

The principal aims of the harmonised Long Service Leave laws are to:

- Establish a uniform national Long Service Leave system to simplify the rules and implement consistency for individuals across State and Territory jurisdictions.
- To encourage continuity of service with local government, with entitlements and arrangements that encourage the development of skills in the sector.
- To facilitate flexibility of service across local government, with portability between local government employers in all jurisdictions in Australia.
- To eliminate discrepancies between entitlements – which create challenges both for portability and for efficient administration of Long Service Leave entitlements.

Links with Strategic Plan

Everything You Need - Community Prosperity

Legislative and Policy Implications

There are no policy implications, but legislative changes are proposed to the national industrial relations system if the harmonisation of LSL laws is implemented.

Risks

There are more risks relating to the missed opportunities of attracting and retaining quality staff by not having greater certainty and consistency for individuals across jurisdictions in terms of harmonised LSL laws.



Community Engagement

Nil.

27 November 2020

Litchfield Council
PO Box 446
HUMPTY DOO NT 0836

To the Mayor, Councillors and CEO (please distribute accordingly)

The Australian Local Government Association (ALGA) is now calling for Notices of Motions for National General Assembly 2021 (NGA).

The NGA provides a platform for Local Government to address national issues and advocate to the federal government on critical issues facing our sector.

The theme for the 2021 NGA is '*Working Together for our Communities*'. This theme acknowledges the need to come together and with other partners, including the Federal Government, to deliver for our communities.

ALGA received significant feedback on the motions process and topics from the 2018 and 2019 NGA. In response to the feedback received, ALGA has prepared a discussion paper that explores data that identifies critical areas local government needs to consider now and into the future.

To inform the submission of motions, please read the discussion paper (included with this letter) and ensure motions meet the identified criteria.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally;
2. be consistent with the themes of the NGA;
3. complement or build on the policy objectives of your state and territory local government association;
4. be from a council which is a financial member of their state or territory local government association;
5. propose a clear action and outcome; and
6. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be lodged online at alga.asn.au no later than 11:59pm on Friday 26 March 2021.

Any administrative inquiries can be directed to ALGA by calling 02 6122 9400.

Included with the Discussion Paper is an invitation to register for the 2021 National General Assembly for Local Government, which will be held in Canberra on 20-23 June. The Regional Forum will be held onsite in Canberra on 20 June 2021. At this time it is unclear whether COVID-19 restrictions will still be in force in June 2021, but if this is the case the NGA may also include virtual participation and attendance. Lastly, Stilmark has recently become a major sponsor for the Australian Local Government Association events and we have included a brochure outlining how they wish to partner with Councils to improve the resilience of telecommunications for your community.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Adrian Beresford-Wylie', written in a cursive style.

Adrian Beresford-Wylie
ALGA CEO



COUNCIL REPORT

Agenda Item Number:	15.01.02
Report Title:	Appointment of Committee Member to the Howard Park Reserve Committee
Author:	Jessica Watts, Community Development Program Leader
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	17/03/2021
Attachments:	Nil

Executive Summary

This report presents two nominations for the Howard Park Reserve Committee for Council's consideration and recommends appointment.

Recommendation

THAT Council:

1. appoints Gerry Wood to the Howard Park Reserve Committee for a term of three years, commencing 18 March 2021;
2. writes to Mr Wood to inform him of Council's decision;
3. appoints Fletcher Austin to the Howard Park Reserve Committee for a term of three years, commencing 18 March 2021; and
4. writes to Mr Austin to inform him of Council's decision.

Background

On 14 December 2015 Council resolved to establish the Howard Park Reserve Committee as a Council Committee. Terms of Reference were further updated, and new members appointed in November 2017.

The role of the committee is to:

- To provide advice and make recommendations to Council on the future direction and development of Howard Park.
- To oversee the operational management of the Reserve.
- To inform and involve all key stakeholders to promote partnerships addressing community need.
- To comply with all relevant Council policies relating to the care, protection and management of Howard Park.

- To promote effective co-operation and communication with all user groups.
- To prioritise and submit recommendations for Council's consideration as part of its annual capital works program and grant opportunities.

As per the Terms of Reference for the Committee:

- The Committee has no delegated authority and cannot incur expenditure or bind Council.
- The Committee may make recommendations to the Council. Recommendations of the Committee will be presented to the Council in written form accompanied by a report from the Secretary.
- Committee recommendations determined as 'operational', will be dealt with accordingly, and any actions will be undertaken as required by Council. Any action or lack thereof will be reported to the Committee on a regular basis.

In accordance with the Terms of Reference, all Committee members are required to be formally appointed by Council for a term of three years. Currently there are three members, plus Council's Community Development Program Leader, and Cr Salter as the Chair. According to the Terms of Reference, the committee shall comprise a minimum of seven members, with at least four and up to six community members. This means that for the Committee to meet its Terms of Reference two additional community members will be required to be appointed. Council will continue to advertise for this position.

Mr Wood has been an appointed committee member since its inauguration and has expressed his interest to continue as a community member.

Mr Austin is a local resident and casual user of the Reserve. He would like to join the Committee to be more involved in the development of the Reserve.

The Committee is guided by the Terms of Reference for the Howard Park Reserve Committee.

Resource and financial implications

Nil.

Links with Strategic Plan

A Great Place to Live - Recreation

Legislative and Policy Implications

Nil.

Risks



Nil identified.

Community Engagement

Public advertising for Committee members is an ongoing continuous process. Advertising has been distributed via:

- Council's Facebook Page;
- word of mouth from the Committee members to the community;
- discussions with existing user groups on the Reserve; and
- community noticeboards.



COUNCIL REPORT

Agenda Item Number:	15.01.03
Report Title:	Litchfield Sport Recreation and Open Space Strategy
Author:	Jessica Watts, Community Development Program Leader
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	17/03/2021
Attachments:	A: Draft Sport, Recreation and Open Space Strategy

Executive Summary

This report presents the draft Sport, Recreation and Open Space Strategy to Council for Council's adoption.

Recommendation

THAT Council:

1. receive and note the draft Sport, Recreation and Open Space Strategy; and
2. adopt the Litchfield Sport, Recreation and Open Space Strategy.

Background

Sport and Recreation is an important part of the Litchfield lifestyle. The provision of sport, recreation and open space opportunities provide health, social and economic benefits to the community. Litchfield Council works closely with the community and other levels of government to provide well-planned, co-ordinated, and integrated facilities and programs that stimulate community involvement and participation.

In July 2020 Council commissioned *Otium Planning Group* to develop a ten-year Sport, Recreation and Open Space Strategy. This strategy provides the necessary guidance required to plan, develop and manage sport and recreation opportunities for the Litchfield community.

The Strategy has been prepared based on a review of:

- relevant documents;
- discussions with Councillors and council staff;
- analysis of the trends in sport and recreation participation;
- a review of current provision;
- engagement with the community;
- engagement with Recreation Reserve stakeholders;
- engagement with peak sport bodies; and
- engagement with relevant Territory Government Agencies.

To develop the draft Strategy the following methodology was used:

Timeline	Stage
August – September 2020	Background research and situational analysis completed.
September – October 2020	First round of community engagement.
November 2020	Analysis of the engagement.
January 2021	Draft Strategy developed for wider community consultation.
29 January – 18 February	Draft Strategy is open for public consultation.
17 March 2021	Final Strategy is presented to Council for adoption.

Council received a total of 15 written submissions through the consultation period from 29 January to 18 February 2021. In summary the themes of those submissions relevant to the Draft Strategy were:

- ensuring the inclusion of all abilities recreation access;
- more appropriate to be included in individual master plans of Recreation Reserves, not an overarching strategy;
- in support of advocating for more funding from NT Government for recreation facilities; and
- in support of key recommendations and priorities that had already been included in the draft Strategy.

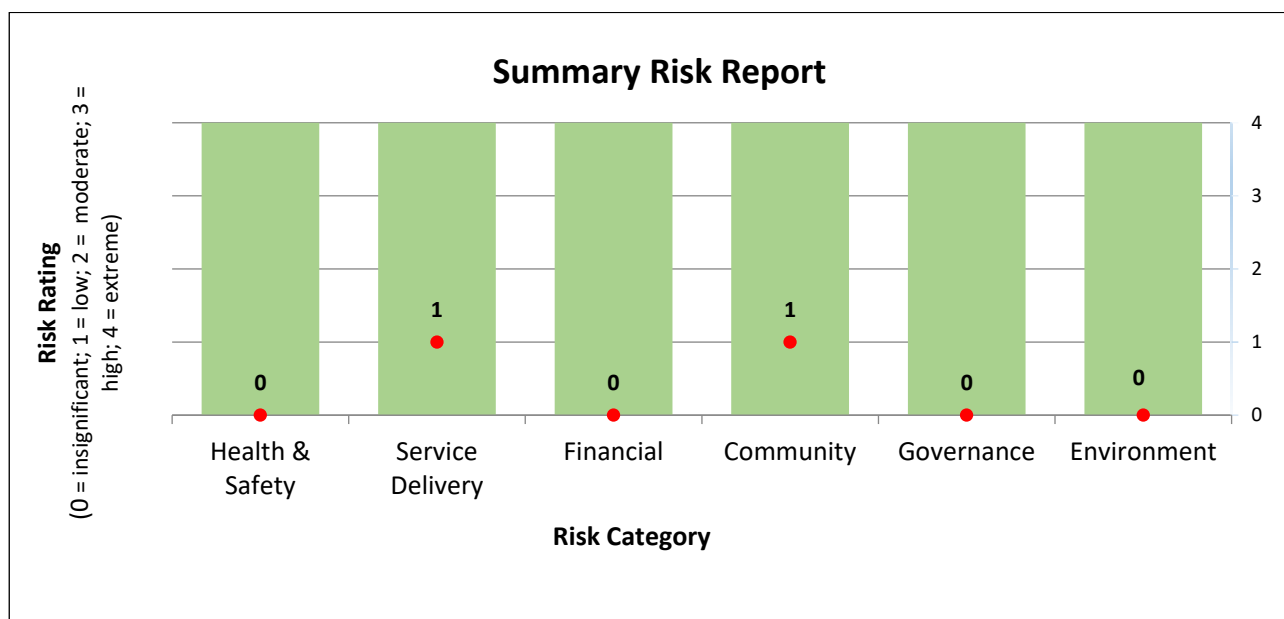
Links with Strategic Plan

A Great Place to Live - Recreation

Legislative and Policy Implications

Nil.

Risks



Service Delivery

The development of the Sport, Recreation and Open Space Strategy is part of the 2020/21 Municipal Plan.

Community

The Sport, Recreation and Open Space Strategy will provide Council and the community with guidance on the development of Sport, Recreation and Open Space in Litchfield over the next decade. Although no significant risks are identified, should Council not adopt this Strategy, there is the risk that Recreation will continue to be planned in an ad hoc manner with no clear forward planning and interconnectivity.

Community Engagement

In the development of this Strategy several methods of consultation that requested input were conducted including:

- requesting feedback from the community via Council's Facebook page;
- notices on community notice boards;
- emails to Recreation Reserves;
- emails to user groups of Recreation Reserves;
- attendance at meetings for Recreation Reserve Management Boards;
- meetings with Peak Sporting Bodies; and
- Council's webpage.



LITCHFIELD COUNCIL SPORT, RECREATION AND OPEN SPACE STRATEGY

Final Report | February 2021

LITCHFIELD
COUNCIL



Otium
Planning group
SPORT + LEISURE



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OTIUM PLANNING GROUP OFFICES

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- « Melbourne
- « New Zealand
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- « Sydney

OPG, IVG and PTA Partnership has offices in Hong Kong, Shenzhen, Shanghai and Beijing.

Otium Planning Group acknowledges the Australian Aboriginal, Torres Strait and South Sea Islander peoples of this nation.

We acknowledge the traditional custodians of the lands on which our company is located and where we conduct our business. We pay our respects to ancestors and to Elders, past, present and emerging.

Otium is committed to national reconciliation and respect for indigenous peoples' unique cultural and spiritual relationships to the land, waters and seas, and their rich contribution to society.

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1. EXECUTIVE SUMMARY

The Litchfield Sport, Recreation and Open Space Strategy aims to provide Council with a clear guide to the planning, development, and management of sport and recreation opportunities for the community. This strategy has been prepared based on a review of relevant documents; discussions with Councillors and council staff; analysis of the trends in sport and recreation participation; a review of current provision and engagement with the community, reserve stakeholders, sporting users, peak sport bodies and Territory Government Agencies.

This research and analysis led to the development of a provision framework, to guide planning and provision of sport, recreation and open space .

Sport and Recreation Provision Framework

REGIONAL - COUNCIL WIDE PROVISION



Competition level playing surface and lighting for each facility type.



Access to an event space for major events



Access to cultural/ community/ library



Competition Equestrian facilities



Access to an aquatic facility



Access to an indoor court facility

TOWNSHIP LEVEL PROVISION

(access within 10 minutes drive to cover 80% of the population)



Township Recreation

- « Access to training field and junior competition space
- « Access to multi-use court
- « Access to a youth space/ activity area
- « Access to a community meeting space/ hall (in the long term to be air conditioned)
- « Access to picnic facilities and play spaces for younger children
- « Access to active recreation opportunities (e.g. trails/ exercise stations)
- « Access to local community events outdoor space



Nature Based Recreation

- « Access to walking and riding trails
- « Access to picnic facilities in natural areas

URBAN RESIDENTIAL AREAS PROVISION

(90% of urban areas to have access within 500 m safe walking)



Walking access to local park of a minimum size of 0.5 Ha



Walking access to a local play space



Access to picnic facilities



Local Park must provide access to drinking water, have good road frontage (preferred 50%)

The framework has been used to assess provision across the council area and to categorise the existing reserves and their primary role.

There are a number of more detailed recommendations in regard to reserves and sport and recreation provision that are discussed in Section 8.

1.1. THE LITCHFIELD CONTEXT

A number of recommendations have been developed to address areas of under provision, propose strategies for improving existing assets, working with key partners to share provision and finding cost effective and sustainable ways to meet community need. These have been developed having regard to the unique context of the Litchfield Council and its communities.

- « Litchfield covers a large area and has a **mix of rural, township and urban areas** and different standards of service are needed to reflect this diversity.
- « The proposed urban development in the Holtze area means a **significant growth in population** and demand for sport and recreation facilities.
- « There are a number of high-level sport and recreation opportunities available in Palmerston and Darwin which do not need to be duplicated in Litchfield. However for some sports such as equestrian, the **peak facility** is within Litchfield.
- « Provision of sport and recreation has historically been in partnership with the local community and others and this **spirit of community and council partnership** is a strength to be built upon.
- « The focus of past provision has been on larger multi-purpose reserves which has encouraged **sharing of resources** and created focal points for the community.
- « Like elsewhere, **participation patterns and activity demands are changing** as populations change, the council grows and other trends impact on preferences.
- « • There are multiple **pressures on council resources and competition for priorities**. Not all recommendations can be delivered without external funding and other partnerships. This includes in some cases, delivery of the desired service standards expressed in the provision framework, where a capital investment is required and partnership with government agencies is essential to source adequate funds.

1.2. OUR VISION AND PLANNING PRINCIPLES

Sport and Recreation is an important part of the Litchfield lifestyle. The provision of sport, recreation and parkland opportunities provide health, social and economic benefits to the community. Litchfield Council will work closely with the community and other levels of government to provide well-planned, co-ordinated and integrated facilities and programs that stimulate community involvement and participation.

1.2.1. Planning Principles

- « **A holistic planning approach** – sport and recreation crosses over many areas of Council governance and provides a broad range of benefits. It should not be managed in isolation.
- « **Access and equity** – all members of the community will have the opportunity to participate in sport and recreation.
- « **Innovation** – seeking innovative solutions to new challenges that emerge due to population change and sport and recreation trends.
- « **Minimise duplication of resources** – efficient use of community assets to meet needs is a core principle and if possible, it is not desirable to duplicate facilities for sport and recreation including those provided by Territory Government Departments such as Education.
- « **Environmental and economic sustainability** – ensuring sport and recreation initiatives preserve natural resources, achieve sustainable environmental outcomes and support the local economy.
- « **Responsible asset management** – a sustainable approach to sport and recreation asset management with a focus on supporting multi-use and shared facilities and being financially viable.
- « **Social and cultural wellbeing** – using sport and recreation as a vehicle for bringing the community together and providing opportunities for social interaction and healthy lifestyles.
- « **Positive partnerships with individuals and groups** – working collaboratively with the community, government agencies, sport and recreation bodies and the private sector in planning provision and management of sport and recreation.

1.3. KEY RECOMMENDATIONS

The following are key recommendations arising from the strategy. Additional detail is contained in Section 8.

1

Council should adopt a new integrated Sport and Recreation Policy that details the provision framework for sport and recreation, the role of Council and community groups and the process for prioritising action. A draft Policy Outline is contained in Appendix One.

2

Council should continue to work with Reserve Committees and the local community to develop, adopt and implement master plans for the reserves. These plans should include both long term spatial planning and strategic planning for the sport and recreation uses. (Recommendations for each reserve are contained in Section 8.4)

3

Community involvement and community groups are critical to delivering sport and recreation in Litchfield and a program to support clubs and committees to continue to develop skills and capacity should be developed and implemented in partnership with peak sport bodies and the NTG.

4

Freds Pass should continue to be planned and invested in as the main regional facility for Litchfield. Additional spatial planning should be undertaken with the Reserve Management Committee to have a single integrated plan for future development and to assist in securing funds from other levels of government.

5

Provision of an outdoor court sports precinct should be progressed in partnership with tennis, netball and basketball. Planning for this should include development of a sustainable model based on the potential management of the precinct by a peak spot body such as tennis.

6

There are number of locations where desired provision outcomes have not been met. This includes access to local parks in urban areas, access to sports fields, outdoor courts and youth spaces. Meeting these shortfalls in provision requires a number of strategies including better community access to school fields and courts, further investment in some reserves and partnership with NTG to address issues in some new development areas. Priority areas are Coolalinga and Southport.

7

In the longer term, with population growth from new development areas, a multi-purpose sport, recreation and community centre should be considered. This could provide a library, cultural and events centre, indoor courts and a pool. A feasibility study and business case should be prepared to enable access to external funding.

2. INTRODUCTION

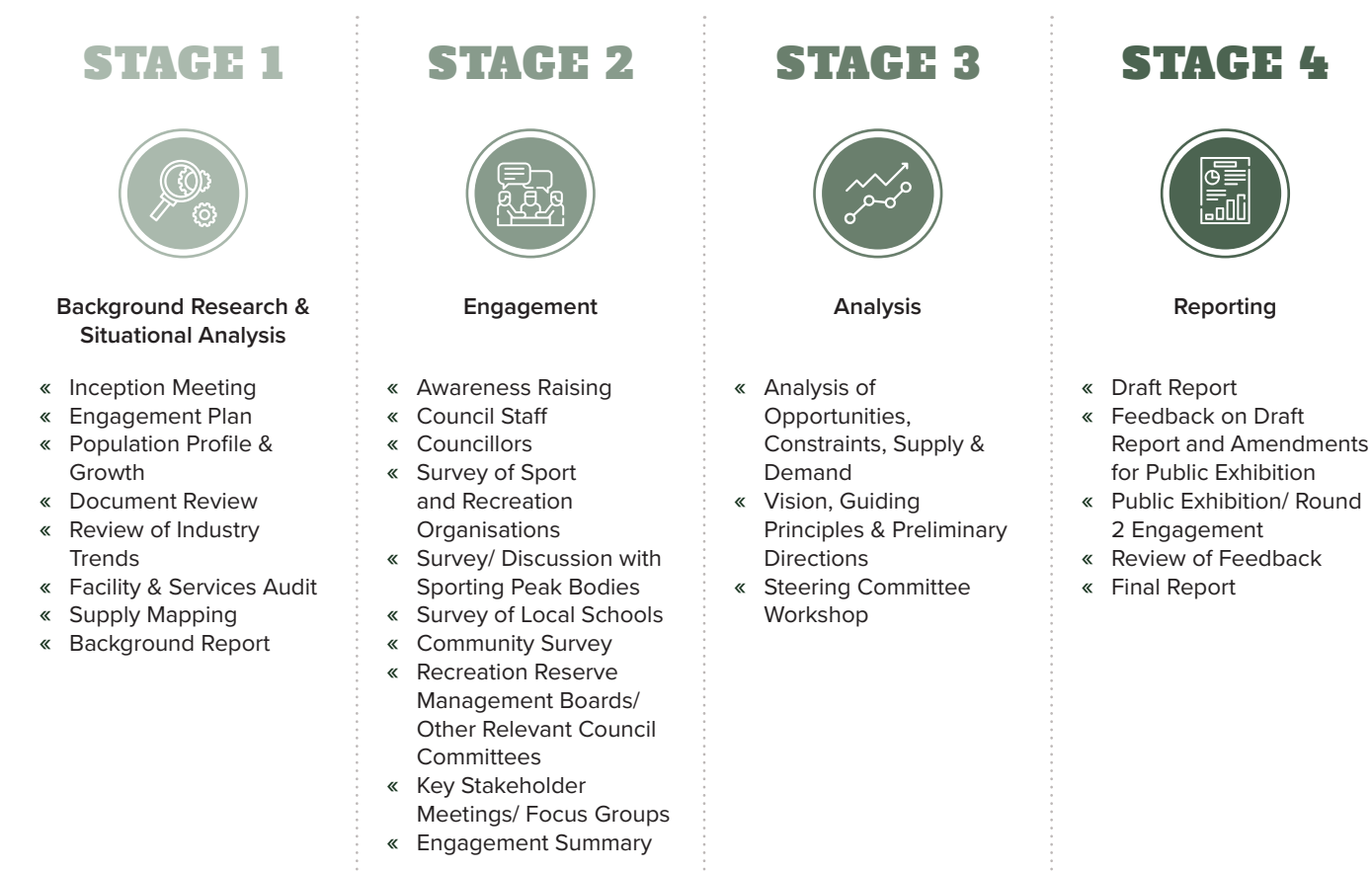
Litchfield is located approximately 45 km from Darwin's CBD and forms the rural fringe of the greater Darwin region, primarily comprised of rural residential housing. Litchfield has a strong history in sport and recreation, which it has become an integral part of the community. Litchfield Council wants to build on this history with the development of this Sport, Recreation and Open Space Strategy.

The Sport, Recreation and Open Space Strategy is accompanied by a Background Report that details the findings of the document review and stakeholder and community engagement activities.

2.1. STUDY METHODOLOGY

To develop this strategy the following project methodology was used.

Figure 1: Study Methodology



2.2. FACILITY LOCATIONS

The study reviewed the seven sport and recreation reserves (shown as pink pins in the figure below) and investigated potential future sites for sport and recreation use (shown as blue dots) that are public land and suitably zoned.

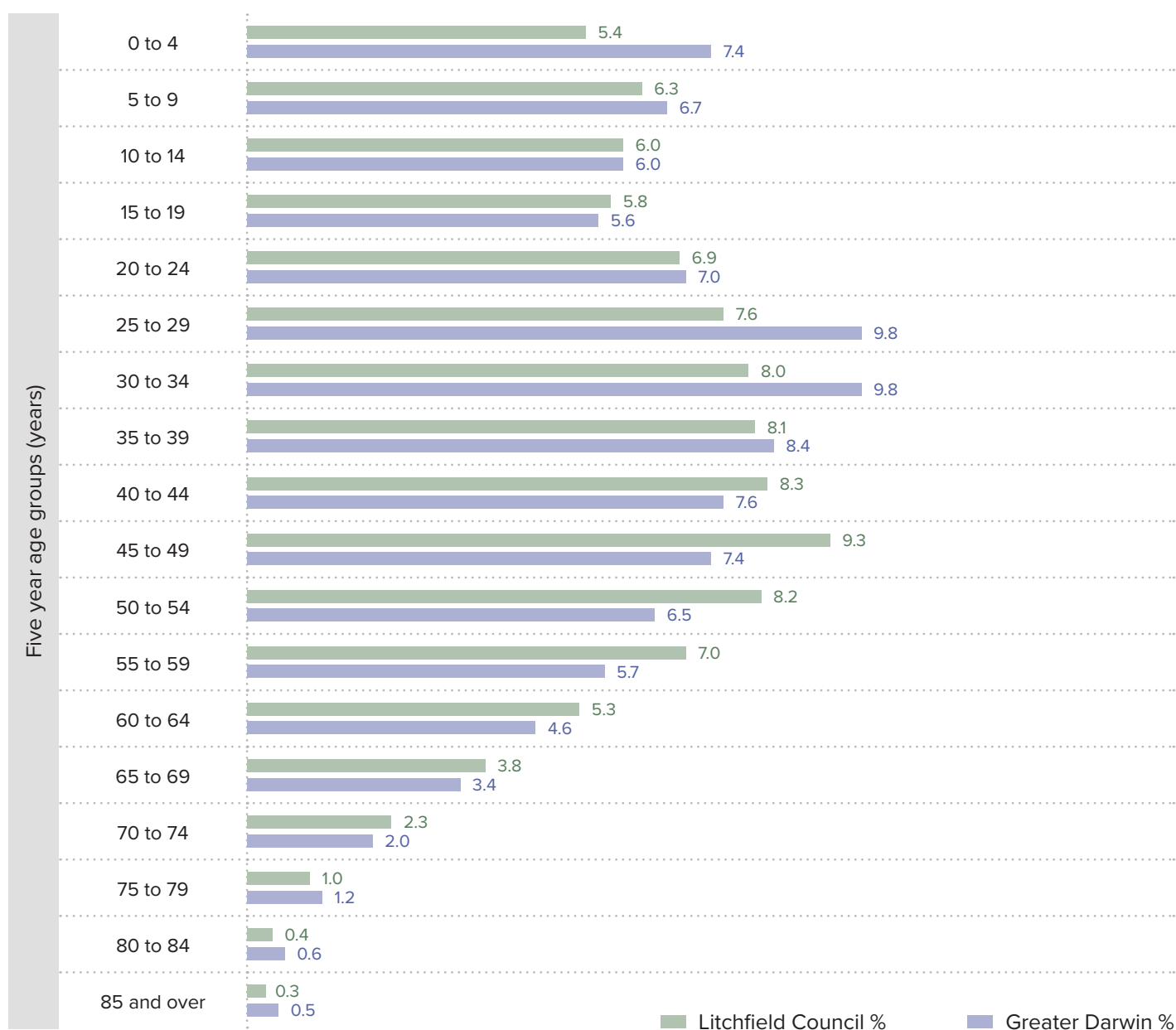
Figure 2: Reserve Sites in the Study Area



3. POPULATION ANALYSIS

The Litchfield Council area covers approximately 3,100 Km², which includes large areas of uninhabited land, including the Koolpinyah Forest. The latest population estimate 2019 was 25,561¹, which is an increase of 5,343 since 2011. There are significantly more males in Litchfield than females (59.4% to 40.6%), and an increasing indigenous population, which currently accounts for 1.1% of the population.

Table 1: Population Age Cohorts



When compared to the Greater Darwin area there is a significantly higher proportion of residents aged 40-64 (38.1% in Litchfield and 31.8% in Greater Darwin). There are also significantly less people aged 25-39 (23.7% in Litchfield and 28% in Greater Darwin). It will be important to consider these cohorts together, as the 25-39 age cohort is typically the main participants in traditional organised sport, while the older cohort is moving towards more unstructured and individual pursuits of sport and recreation.

¹ <https://profile.id.com.au/litchfield>

3.1. POPULATION PROJECTIONS

The Northern Territory Department of Treasury and Finance projects that the Litchfield Community will increase to 35,598 by 2036. This is expected to be a gradual increase of 1.5% - 2.0% every five years. The majority of this growth will be from the non-indigenous cohort, which will increase its growth rate from 0.8% in 2021 to 1.9% in 2036, while the indigenous population will grow at a higher rate, the rate of growth halves over the next decade and a half from 5.0% in 2021 to 2.6% by 2036.



ESTIMATED POPULATION BY 2036

35,598

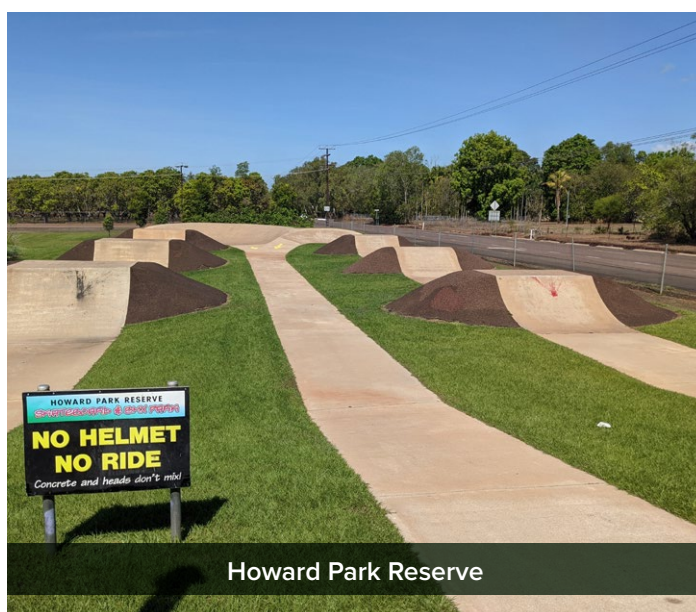


GRADUAL INCREASE EVERY 5 YEARS

1.5% - 2.0%



Freds Pass Reserve



Howard Park Reserve

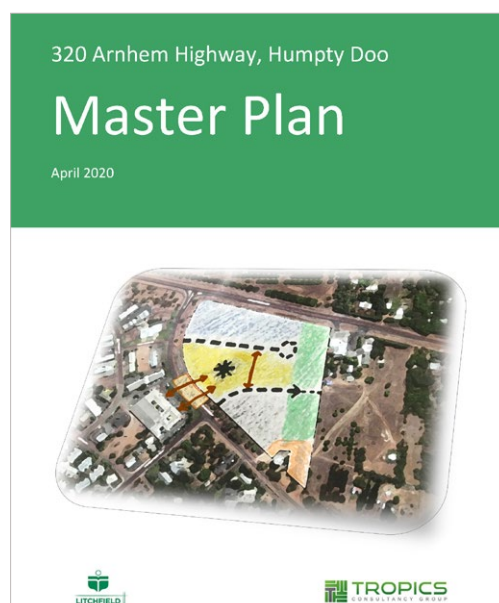
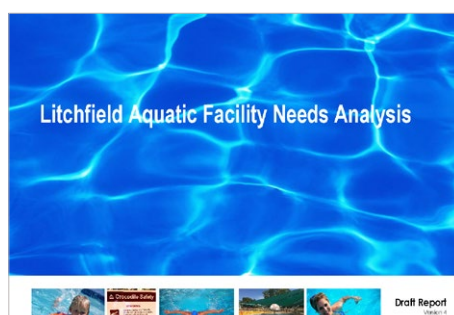
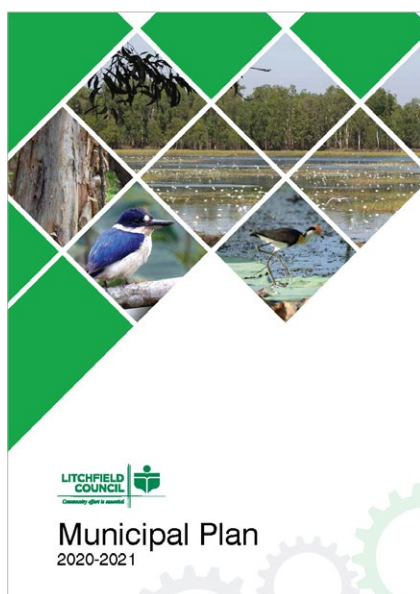
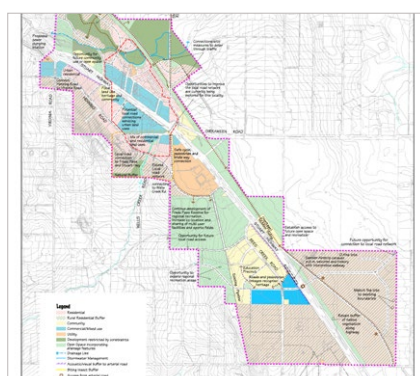


McMinns Lagoon

4. BACKGROUND RESEARCH

The list below details the documents that were reviewed to ensure the Strategy aligned with existing Council documents, State Sporting Plans and State Government documents. A detailed analysis of these reports can be found in the supporting Background Report.

320 Arnhem Highway, Humpty Doo Master Plan 2020, Litchfield Council	2020 Advocacy Plan, Litchfield Council 2020
Aquatics Needs Analysis Report 2017, Litchfield Council	Humpty Doo Rural Activity Centre, NT Planning Commission 2018
Freds Pass Reserve Master Plan 2018-2027	Proposal to amend NT Planning Scheme – Coolalinga/Freds Pass Area Plan
Litchfield Council Municipal Plan 2020-2021, Litchfield Council, 2020	Mira Square Master Plan, Litchfield Council 2020
Litchfield Strategic Plan 2018-2022, Litchfield Council	Holtze Kowandi North Social Infrastructure Assessment, Fyfe 2020



5. SPORT AND RECREATION IN LITCHFIELD

The Northern Territory has a planning system where the Territory Government is responsible for the land use planning, including detailing the location of land for community use, including sport and recreation. Council has limited influence over the location of land designated for these uses, which is evident in the lack of parks and open space activation in the urban development area of Coolalinga.

For Council's part, the management of the seven recreation reserves falls under one of two models, Council managed or leased. The reserves that are Council managed are maintained, booked and promoted by Council. All financial costs associated with the reserve are Council's responsibility. This includes Knuckeyes Lagoon and Howard Park Reserve.

Council has established an advisory committee to provide input to Council for the development of these reserves. These committee's operate under a terms of reference which has a purpose to:

- « Provide advice on the efficient and effective operations of the reserve
- « Provide advice to council concerning strategic or policy issues relating to the reserve
- « Enhance communication between Council and the community to ensure that the reserve meets community expectations and needs

The roles and responsibilities include:

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

The second model involves leasing to independent associations who become the reserve management "Boards". These associations have their own constitutions and are incorporated entity's. These boards are responsible for the day to day running of the reserves, facility maintenance and improvements and grant applications. Council provides funding to support their role, and is in the process of finalising leases with the committee boards. These reserves include, Freds Pass, Livingstone, Berry Springs, McMinns Lagoon and Humpty Doo Village Green.²



² At the time of writing, there was some uncertainty about the future management of Humpty Doo Village Green and this may revert to Council.

5.1. OVERVIEW OF COMMUNITY ENGAGEMENT

There were a number of engagement activities that were undertaken to inform the development of the strategy. The aim of the engagement program was to establish the community's needs and priorities for sport and recreation in the future; to understand the current state of play in Litchfield including the plans, barriers and opportunities that clubs, users and management committees experience and identifying opportunities that may be available with peak sporting organisations and; the Northern Territory Government. The findings for each reserve can be found in section 6, for each reserve.

The activities that were undertaken included:



Community Survey



Club and User group



School Survey



Interviews with
Peak Sporting
Organisations



Workshops with

- Councillors
- Council Staff
- Reserve Management Committees
- Department of Sport, Tourism and Culture

5.2. PEAK SPORTING ORGANISATIONS

Key Peak Sporting Organisations were consulted to understand their view regarding strategic direction of sport in Litchfield. The table below details the specific implications from the consultation.

Table 2: SSO Consultation Feedback

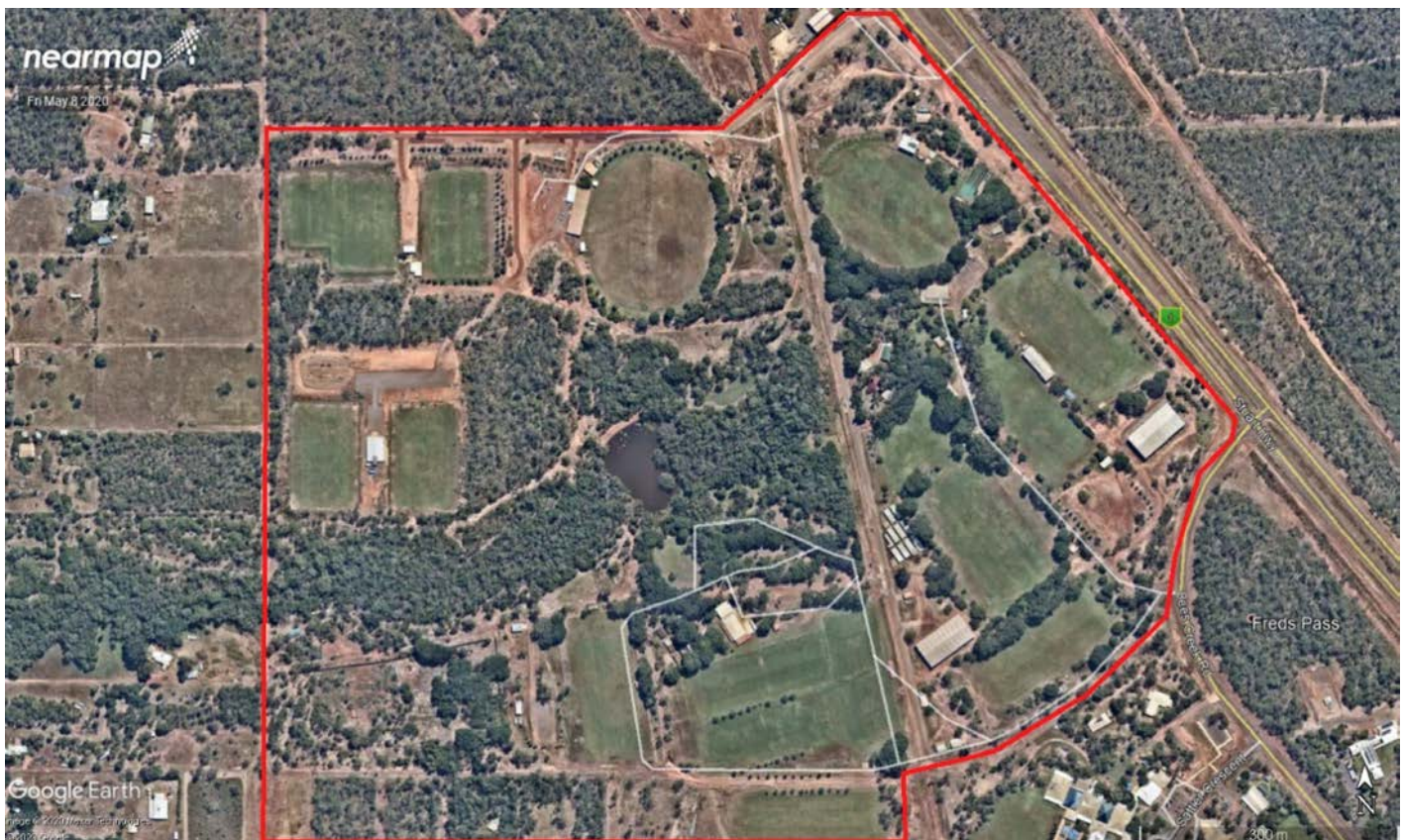
STATE SPORTING BODY	STRATEGIC DIRECTION
Netball Northern Territory	<ul style="list-style-type: none"> « Ideally any development of courts in Litchfield should be a 4-6 court facility to ensure that the development can cope with future demand. « There is potentially suitable space available at Freds Pass and this would be the preferred development site. « Netball NT encourages more collaboration with the Palmerston Netball Association in the short term as Freds Pass is not a short-term priority for the State body. « Netball NT encourages more communication between the local club and the peak body.
Rugby League NT	<ul style="list-style-type: none"> « There is a need for a second senior field at Freds Pass. Rugby League NT noted that there have been difficulties in the line marking with Athletics « Rugby League noted that there may be other opportunities to share access to increase field usage across Freds Pass. « Want to ensure the club facilities at Freds Pass are to standard.
Northern Territory Tennis	<ul style="list-style-type: none"> « Investigating potential feasibility of a 5-6 court facility. Tennis NT have indicated that they would be willing to manage the facility, which is a model they operate in other locations. « Freds Pass has been suggested as a potential location. « Tennis NT are willing to look at a shared facility accommodating other sports (netball/basketball) with community access through the book-a-court system. « Tennis NT Prefers a model where a facility can be used by like-minded groups.
AFL NT	<ul style="list-style-type: none"> « The priority in the Litchfield LGA is to secure lighting for the AFL field. at Freds Pass. This is to assist with the scheduling of home games. « AFL NT are focusing on establishing a new site in Woodroffe and that is their number one priority at present.

6. RESERVES IN LITCHFIELD

There are seven formal recreation reserves in Litchfield Council area, all of which offer a unique opportunity to the local community and the broader region. These reserves provide opportunities that include, but are not limited to, sports grounds, BMX/ pump tracks, skate parks, playgrounds, community halls, pavilions parks and court sports. This section details the findings of the consultation with Council, the community, user groups and the management boards and the site audits. It then details the opportunities and constraints at each site.

6.1. FRED'S PASS SPORT AND RECREATION RESERVE

Figure 3: Freds Pass Aerial



6.1.1. Site Details

Freds Pass Recreation Reserve is the region's largest sporting precinct, and currently caters for a wide range of sports. Currently the site covers 80.2 Ha and services the following sports, fields and facilities:

Table 3: Freds Pass Sporting Provision

SPORT/ ACTIVITY	FIELDS/ SURFACES	FACILITIES
Cricket	« 1 x Oval	« Clubhouse « Change rooms
AFL	« 1 x Oval	« Clubhouse « Sealed Car Park
Rugby League	« 1 x Senior Field « 1 x Junior Field	« Clubhouse
Soccer	« 2 x senior Field	« Clubhouse « Ablution block
Rugby Union	« 2 x Senior Field	« Clubhouse « Sealed Car Park
Athletics	« Grass Athletics Track (shared with Rugby League junior field) « Long Jump Pit « Throwing cage	
Polocrosse	« 7 x Polocrosse fields	« Clubhouse
Equestrian Sports	« Undercover Arena « Dressage Area	« Clubhouse « Storage facilities
Positive Dog Club	« Main Arena (share the use of the equestrian arena)	« Clubhouse
Archery	« Archery Range	« Clubhouse
Paintball (commercial provider)	« Range	« Clubhouse (Container)
Recreation Facilities		« Pavilion « Bee Hive (Meeting Space and Quilters Down the Track) « Lakeview Hall (includes playground) « Under cover area (used for markets)
Fred's Pass Rural Show	« Multiple spaces (Equine fields, Rugby League, Pavilion, Market Carpark)	

6.1.2. Site Audit Findings

Several concerns were outlined during the site audit. These included:

- « **The Pavilion (also known as the Community Hall) has been condemned** and is currently only used for the annual show
- « There are **concerns that the dressage arena is not of a suitable slope**, however this was not confirmed during the site audit
- « There are a number of **demountable office spaces** have been brought to the site, which have not been certified
- « There is a **lack of way finding signage** and line marking, which causes parking issues
- « The **site is not always fully opened**, limiting travel between the sites within Freds Pass Reserve
- « There are a number of sites that have **watering issues**, and water security continues to be of concern
- « There was a clear **lack of planned development**, with the most users developing their own spaces in "silos" and not considering if this was beneficial to the reserve as a whole
- « Due to the siloed planning that has been undertaken in the past there is **significant duplication** across the site, in particular in the development of clubhouses and parking spaces
- « There are signs of **poor pedestrian connectivity** between sites. This may be due to the poor parking infrastructure and signage of sites

6.1.3. Consultation Findings

Survey Findings

The user groups at Freds Pass were generally satisfied with the facilities, however when asked to outline the priorities for facilities going forward, the overwhelming consensus was to prioritise building improvements and field improvements. For field improvements the priorities don't necessarily advocate for new fields but rather access to fields for training and to improve competition offerings. For building and amenities, the focus of the clubs was the use of new or improved existing buildings for clubhouses, with many also specifically mentioning bar facilities.

Reserve Management Committee

The reserve management committee developed a master plan in 2018 which has been guiding the development of the reserve. The committee identified a number areas that needed to be considered as part of the strategy:

- « A need to balance the priorities of the current user groups and avoiding duplication of facilities
- « The existing infrastructure is old and requires regular work to maintain, however much of this was developed by the club and there are legacy concerns with removal of any infrastructure
- « Critical infrastructure that needs improvement is:
 - Water availability and delivery
 - Power to the site
 - Improving drainage
- « Road and parking infrastructure (varied level across the precinct)
- « There is a desire from the management committee to work closer with the peak sporting bodies to assist the local clubs develop capacity and move towards a model as used by Marrara Sports Precinct in Darwin
- « The development of future plans has been impacted by the changes made at a local club committee level who then change their direction
- « Currently the funding from Council is critical to the development of the precinct. The reserve would like to see increased funding from Council to establish a greater sinking fund for infrastructure maintenance and development
- « There is limited available capital funding for larger projects with most finances being spent on maintenance
- « The committee is looking at alternative locations for athletics, noting that the site identified in the master plan is no longer suitable
- « Irrigation and drainage are the main priorities for the management committee including upgrades to the bore
- « Power to the site requires a new transformer, especially if additional fields are to be lit
- « A decision is required on the future of the community hall. The committee identified that one possibility was to replace the hall with a community centre and administration building
- « The remaining building certification works are significant, and the committee is in the process of determining who is responsible

6.1.4. Issues and Opportunities

Freds Pass Reserve is the second largest sporting precinct in the Greater Darwin area, and is home to 24 user groups mostly from the Litchfield area. The facilities on site have been built by the users over a long period of time, many of which now have recently been repaired to pass certification. Legacy issues associated with building compliance will continue to be an issue for the management committee.

Compounding this legacy issue was a lack of coordinated planning in the past. This has led to significant duplication of facilities and limited sharing of sports grounds. Access and circulation for cars and pedestrians also needs an overall site planning approach. The management committee is looking to rectify these issues with the development of the Fred Pass Master Plan, which has set out the strategic direction for the entire precinct.

Developing court facilities within the reserve was identified by user groups, the management committee and two state sporting bodies. Tennis NT have indicated a willingness to manage the facility if it was found to be feasible. This may also provide an opportunity for the management committee to trial a lease with State Sporting Bodies.

The Freds Pass Master Plan provides the Reserve Management Committee and Council an opportunity to advocate with State Sporting Bodies to the Territory and Federal Governments for additional funds for the reserve. Council have already made this a priority in the 2020 advocacy Plan.

6.2. HOWARD PARK RECREATION RESERVE

Figure 4: Howard Park Recreation Reserve



6.2.1. Site Details

The Howard Park Recreation Reserve is approximately 8 Ha in size. It is located adjacent to the primary school and has the following infrastructure.

- « Concrete BMX Track
- « Baseball cage (no current diamond developed)
- « 1.5 Ha open space with concrete cricket pitch
- « Two community halls
- « Picnic facilities
- « Shaded Playground
- « Scouts Hall

6.2.2. Site Audit Findings

The site is well maintained, and the community halls are some of the only halls with Airconditioning within the LGA. The BMX/ skate track is a simple design and offers two differing levels of difficulty of the same track. The diamond cage is not accompanied by any diamond field, and if a baseball or softball diamond skin was installed this would have a significant impact on any use of the cricket pitch for formal cricket competition. The site has good shade, both natural and built and is located next to a primary school, which may increase passive use before and after school.

6.2.3. Issues and Opportunities

The BMX/ skate track design could be improved to offer a more diverse activity site for the community. One side could be retained, with the other being altered. The community halls are currently the only halls in the LGA that provide air-conditioned space for larger community gatherings. Prior to Whitewood Hall being transferred to Council it operated as a GP Clinic.

6.3. KNUCKEY LAGOON RECREATION RESERVE

Figure 5: Knuckey Lagoon Recreation Reserve



6.3.1. Site Details

This is the most northern site in Litchfield, and is approximately 18 Ha, which consists mostly of bushland. The site consists of a multi-use court, multi-use hall with large undercover area and an open space, which was formerly a field, but in its current state is not suitable for any sport.

6.3.2. Site Audit Findings

The site has a small nature play/ adventure play area adjacent to the community hall and multi-use court. The site is not in a prominent position within its suburb and hidden away from the community. The adventure playground appeared to be recently constructed, however there was limited signage indicating what was available. There was a lack of signage across the site specifically for way finding. Although there was space for a kick about/ open space, this had not been maintained and was mostly compacted rock with no grass covering.

6.3.3. Consultation Findings

The reserve is managed by Council and had very limited response from the community and user group survey. There may be additional use of the site, once Holtze Kowandi is developed, however it is more likely that residents in this area would use facilities in Palmerston. Scouts and a local community group are the only current user groups. Lack of awareness about the site and facilities available, along with its poor visibility may be factors in the low level of use.

6.3.4. Issues and Opportunities

Knuckey Lagoon Recreation Reserve is the most northern reserve in Litchfield, however it appears that there is limited use from the local community. The site has limited signage, is not on any main road and has limited facilities available. The combination of location, lack of signage and surrounding large rural lots means Knuckey Lagoon Recreation Reserve has limited use. Residents are also close to Darwin and Palmerston facilities.

As the main use of the site is for the community hall, there may be an opportunity to work with NTG to investigate the potential of a land swap for a more suitably located site that would deliver greater community benefit.

6.4. MCMINNS LAGOON RECREATION RESERVE

Figure 6: McMinns Lagoon Recreation Reserve



6.4.1. Site Details

McMinns Lagoon is unlike the other recreation reserves. Based around a large lagoon with migratory birds present, the site is more nature reserve than recreation reserve. The site has a number of connecting trails used mainly for walking and running. There is a large lawn picnic area overlooking the Lagoon, which has been popular for events, including weddings and bush markets. As this is a reserve managed by a management committee there is also a small office and storage area.

6.4.2. Site Audit Findings

The site is well maintained with multiple walking trails branching off prior to the large grass area, which is also well maintained. Beyond the trails there is limited other infrastructure on the site. There is a lack of wayfinding signage within the reserve to direct people around the Lagoon or give indications of distances (advice was provided that signage was being installed).

6.4.3. Consultation Findings

The management committee indicated that the Lagoon averaged between 15-20 people per day, and more on weekends. Some of this was due to programs run by Council to get the community more active following the Covid-19 restrictions. The site is very popular for walkers, runners and people walking their dogs and is valued by the community.

The management committee noted that a stormwater drain has not been adequately maintained by the NT Government and is impacting the trails around the Lagoon causing localised flooding which the committee has insufficient funding to address. There is also a lack of

volunteers to assist in managing the site, which has put more pressure on the caretaker.

The current level of funding is considered insufficient by the caretaker, with most funding spent on maintenance of the facility and the machinery and not improvements. To overcome this shortfall the committee is looking to establish a seed sale revenue stream in conjunction with a local school.

6.4.4. Issues and Opportunities

McMinns Lagoon sits in a unique position within Litchfield Council as its primary use is nature conservation with nature based recreation (and trails based recreation) a secondary use. The site has been used in the past with events such as bush markets and education presentations with the potential to be a small use event site. There is a need to establish power to the large, grassed area to improve the event capabilities of the site.

The trails around the lake have also become very popular recently and there is an opportunity to develop the site as an exercise focal point for the community. The addition of distance markers, wayfinding and interpretive signs across the site may further increase the popularity of the site. Some consideration should also be given to formalising a track around the lake to reduce the level of maintenance, particularly in the wet season.

Some consideration may need to be given to increasing the size of the office space if Council is to continue to use the reserve management committee as the management model. This may need to be reviewed as volunteers for the site have declined sharply and volunteering in general has continued to decline across Australia.

6.5. HUMPTY DOO VILLAGE GREEN

Figure 7: Humpty Doo Village Green



6.5.1. Site Detail

Humpty Doo Village Green has the most significant infrastructure outside of Freds Pass Sport and Recreation Reserve. The infrastructure on site includes:

- « Three playgrounds
- « Community hall (fenced)
- « Picnic facilities
- « Scouts Hall
- « Covered Skate Park
- « Dirt Pump Track
- « Caretaker facility
- « Lawn Bowls Club (club managed)

6.5.2. Site Audit Findings

The site is well maintained, however due to recent antisocial behaviour on site, significantly increased fencing may lower the visual appeal of the site. The shade sail roof structure over the skate park is damaged frequently and must be removed during the cyclone season. This removes the shade from the site when it is most needed in the summer months.

The community hall is locked when not in use (as a response to ongoing vandalism issues) and although this is a large open undercover space, it is not available to the general public unless for a booked use. The hall has a commercial kitchen but struggles during hot weather due to poor air-circulation. The park lands are well used and well maintained.

The halfpipe in the skatepark is very steep and requires a high level of skill to use. It is unlikely that this part of the skate park would be used and it may be better for it to be modified to a more appropriate design for a community skate park. Adjacent to the skate park is a small dirt bike track that was developed by local children (with the assistance of the committee) .

There is also some undeveloped open space, in particular the land adjacent to the skate park and in front of the bowls club.

6.5.3. Consultation Findings

The development of infrastructure at the site has been driven by the community. Consultation with the management committee indicated that decisions regarding infrastructure development were based on the demands of the community at the time. There was no strategic site master plan that directed decision making and priorities of the management committee. The site is also well used by residents from the neighbouring council areas, specifically Palmerston.

The bowls club advised that there was a need to repair the power to the site, as this has been a long-standing issue. The club is currently seeking funding to repair the issue. The Club's membership is declining, although this can fluctuate, but there may be a need to plan to increase membership and other revenue streams, such as social competitions.

At the time of writing, the Humpty Doo Village Green Reserve Management Committee had not signed a lease with Litchfield Council, with their main concern over the roles and responsibilities of each of the parties. Both the management committee and the bowls club were concerned about responsibility for compliance issues, such as those at the bowls club and the scout's hall.

6.5.4. Issues and Opportunities

Humpty Doo Village Green is a popular site with the community and is the main destination parkland in Litchfield. It offers the largest variety of activities. The most critical issue facing the management committee is the requirement to remove the shade sail during cyclone season, when it would be most beneficial. This is also a significant financial burden on the management committee, who suggested a cost over \$10,000 annually. Replacement with a fixed roof should be investigated.

The management committee indicated that there is no strategic master planning to guide development and investment. While this has worked in the past, the roles and responsibilities moving forward will place greater pressure on the volunteers. The site has a number of issues with the long-term viability of multiple buildings, including the scouts hall and community hall. Development of a long-term plan for the site will allow the management committee to plan for any necessary development that will be required and identify potential funding sources.

There may be an opportunity to diversify the services offered at the Humpty Doo Bowls Club if the infrastructure issues can be rectified. A number of bowls clubs are diversifying programming through alternative uses, including low impact activities, such as yoga, boot camps and in some cases futsal on the bowling green. This may provide a future revenue source for the Bowls Club to assist in maintenance and upkeep.



6.6. BERRY SPRINGS RECREATION RESERVE

Figure 8: Berry Springs Recreation Reserve



6.6.1. Site Details

Berry Springs Recreation Reserve is Council's most western location and is located next to the local primary school. The site offers an AFL field, community hall, playground, tennis court and picnic facilities.

6.6.2. Site Audit Findings

The site appears well maintained, with minor issues in the community hall regarding power for cooling. The existing goal posts at the site do not properly align and may not be currently suitable as a competition venue, however the surface looks suitable for training. There is significant shade around the site, both natural shade trees and structures. The site has good connectivity between the community halls, field, playground and tennis court. There is also significant parking available at the site.

6.6.3. Consultation Findings

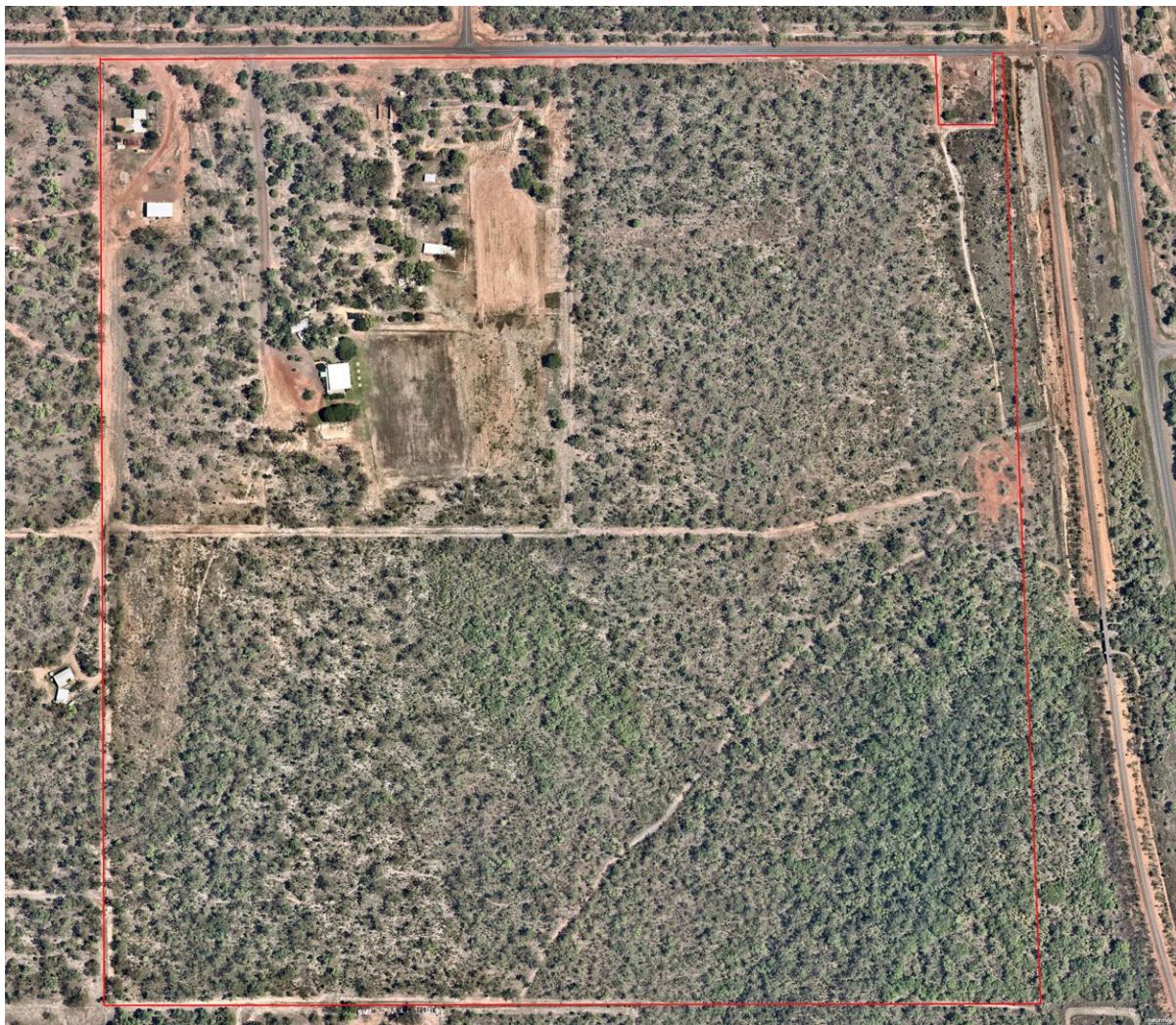
The Berry Springs Recreation Reserve Management Committee were contacted multiple times, including in person by Council staff at a management committee meeting. At the time of writing this report, no issues have been raised by them.

6.6.4. Issues and Opportunities

The reserve is a well laid out multiple use precinct. Apart from power supply issues, configuration of the sports field and pursuing shared provision approaches with the adjacent school, no other issues or opportunities were identified.

6.7. LIVINGSTONE RECREATION RESERVE

Figure 9: Livingstone Recreation Reserve



6.7.1. Site Details

Livingstone Recreation Reserve is approximately 80 Ha in size with a developed area of approximately 16 Ha. The site consists of the following infrastructure:

- « Community Hall
- « Rectangular field
- « Beach Volleyball Court
- « Equestrian facilities
- « Picnic tables
- « Playground
- « The Livingstone Volunteer Bushfire Brigade (site and facilities managed by the Brigade)

6.7.2. Site Audit Findings

The community hall is well maintained and has recently been upgraded. This is to support the meals provided on a Friday night. The beach volleyball court is not currently in use and would require more work to bring it to standard for use. The sports field at the time of the visit was being used for equestrian activities, which would limit any potential field activities.

As stated above, the site is approximately only one third developed, with much of the undeveloped land bushland, which may be conducive to mixed use trails including cross country trails. The community hall does look out over the rectangular field and adjacent bushland, which may provide an opportunity for the site to be used for different events.

6.7.3. Consultation Findings

The reserve management committee outlined that there is currently only one current user of the site, Litchfield Horse and Pony Club. They have been working well with the club, recently making the field available for dressage. The committee did mention that the club only approaches them when they need assistance however as they are the only user this is not a current issue.

The management committee have a master plan for the site, established in 2015 and plans until 2025. The management committee has completed 25 of 46 planned actions. The committee is struggling for volunteers; however, this document ensures that there is a strategic direction for the site going forward.

The site runs a Friday night “Club” service with the kitchen operation leased to a third-party operator. This is providing an important service to the local community as a social opportunity and community gathering. This is operating successfully with around 120 meals served on a Friday night and it is the main revenue source for the committee to manage the reserve.

The old playground has been replaced as the site has become popular with families. There were also suggestions for a multi-use court at the site to meet the needs of the community. The committee is yet to determine what the potential use of such a site would be. In the past the beach volleyball court had been a popular social competition.

Car parking at the site is an issue during events, including the Club nights. The management committee have plans to rectify the issue by formalising the parking at the site. The committee has also undertaken works to improve the irrigation on the rectangle field, however this is not fully connected as there are no users of the site.

6.7.4. Issues and Opportunities

The Livingstone Recreation Reserve Master Plan has been used to guide development and will continue to do so. The remaining sporting and recreation facilities including the beach volleyball court and multi-use court are expected to cost more than \$500,000 and there is limited expressed demand for these facilities, which if developed would require additional maintenance and funding.

The site is largely undeveloped, and the management committee is open to developing the site further if there is expressed demand. There may be potential to develop the bushland area of the site for bushwalking and horse trails. This will need to be balanced with the availability of resourcing within the committee to maintain any such trails.

With the success of the Friday night “Club” the Livingstone Recreation Reserve acts as a focal point for the community and improvements to this service, including planned upgrades to the hall should be encouraged. This could be complimented with the development of additional unstructured active opportunities such as a new playground (planned development), half court and walking trails. This would confirm the site as the community hub of the local area.



7. FUTURE LAND OPPORTUNITIES

7.1. 320 ARNHAM HIGHWAY

An existing masterplan concept has been completed for the site. However implementation is subject to a number of factors including access to external funding and competing priorities. The master plan proposed the following facilities for a community purpose:



Council Offices



Cafe/Children
Playground



Seating



Community
Pool – 25m X
8 lane



District
Library/Early
learning
development



Multipurpose
Space/
Community hall

7.2. SOUTHPORT – MIRA SQUARE

The community at Southport have approached Council to establish land for the community. As part of the current discussions a masterplan for land (Mira Square) has been developed to deliver a community park. This includes:



COMMUNITY HALL

A 400m² covered multi-use space for community activities, including a meeting room and toilet facilities.



PLAY AREA

Play area consisting of multi-age climbing structures, slide and swing facilities within a soft fall play area.



CAR PARKING

Gravel base car parking with space for 18 parking bays with bollards to define the extent of the car park.



OPEN GRASSED AREA

Open grass area for play and picnicking, defined by the surrounding bush land and purpose planted shade trees.



SHADE STRUCTURE

Open roof structure providing shaded picnic seating and community BBQ area.



WATER TANK

200,000L Capacity water storage tank, collected off the Community Hall roof, large enough to supply the facility with water all year round.

7.3. COOLALINGA OPEN SPACE – LOCAL PARK

As part of the overall development of the Coolalinga site, the Northern Territory Government has indicated that land would be set aside for community use (parkland). This community has a large area of medium density housing and currently no public space provision at all. It will be critical prior to any additional releases of land for housing, an accessible area of public open space developed as a local park is provided.

7.4. COUNCIL OFFICE

There have been internal discussions within Council regarding the relocation of the staff to a larger site to accommodate the growth within Council. If this was to occur there would be an opportunity to reuse the offices to provide the community with significant meeting spaces and picnic facilities.

8. THE SPORT, RECREATION AND OPEN SPACE STRATEGY

8.1. PLAN IMPLEMENTATION OVERVIEW

This plan sets out a 10 year strategy for planning and providing sport recreation and open space opportunities for the Litchfield community. The plan details a number of policy, strategy and specific recommendations and has been designed to be flexible as there is a high reliance on external funding and partnerships to achieve many recommendations.

While Council's role is to provide leadership in planning and support for existing and emerging community partnerships, Council and the community acknowledge there are limited financial and staff resources and that it is only through multiple partnerships with community groups and other levels of government that many of the plan's objectives will be realised.

An Implementation Plan with indicative timing, responsibilities and resources will be prepared for Council following endorsement of the final Sport, Recreation and Open Space Strategy.

8.1.1. Plan Priorities and Review

Priorities have been indicated for the recommendations using the following:

- « High (1- 3 years)
- « Medium (3-6 years)
- « Low (6-10 years)
- « Ongoing (continuing actions)

These priorities are a guide only as, opportunities may arise (e.g. through access to external funding) which will enable some actions to be brought forward. Similarly some circumstances may change and mean that some actions will need to be deferred.

Once adopted the Implementation Plan should be reviewed each year to allow Council to report to the community on progress and to adjust actions and priorities according to emerging needs and resource opportunities.



Berry Springs Reserve

8.2. COUNCIL POLICY AND PLANNING RECOMMENDATIONS

8.2.1. Review and adopt a new Sport and Recreation Policy (High)

A Sport and Recreation Policy will allow for more consistent decision making, endorse the proposed provision framework, defines Council's role and provides the context to develop additional policies around leasing and not for profit tenure or management of reserves and facilities. The policy will provide a basis for prioritising emerging proposals and requests. A draft policy outline is provided in Appendix One for consideration.

8.2.2. Adopt the Sport and Recreation Provision Framework (High)

The provision of sport, recreation and open space should be provided equitably across the Council area. The following framework sets out the hierarchy of provision and the minimum standard of service anticipated to be provided.

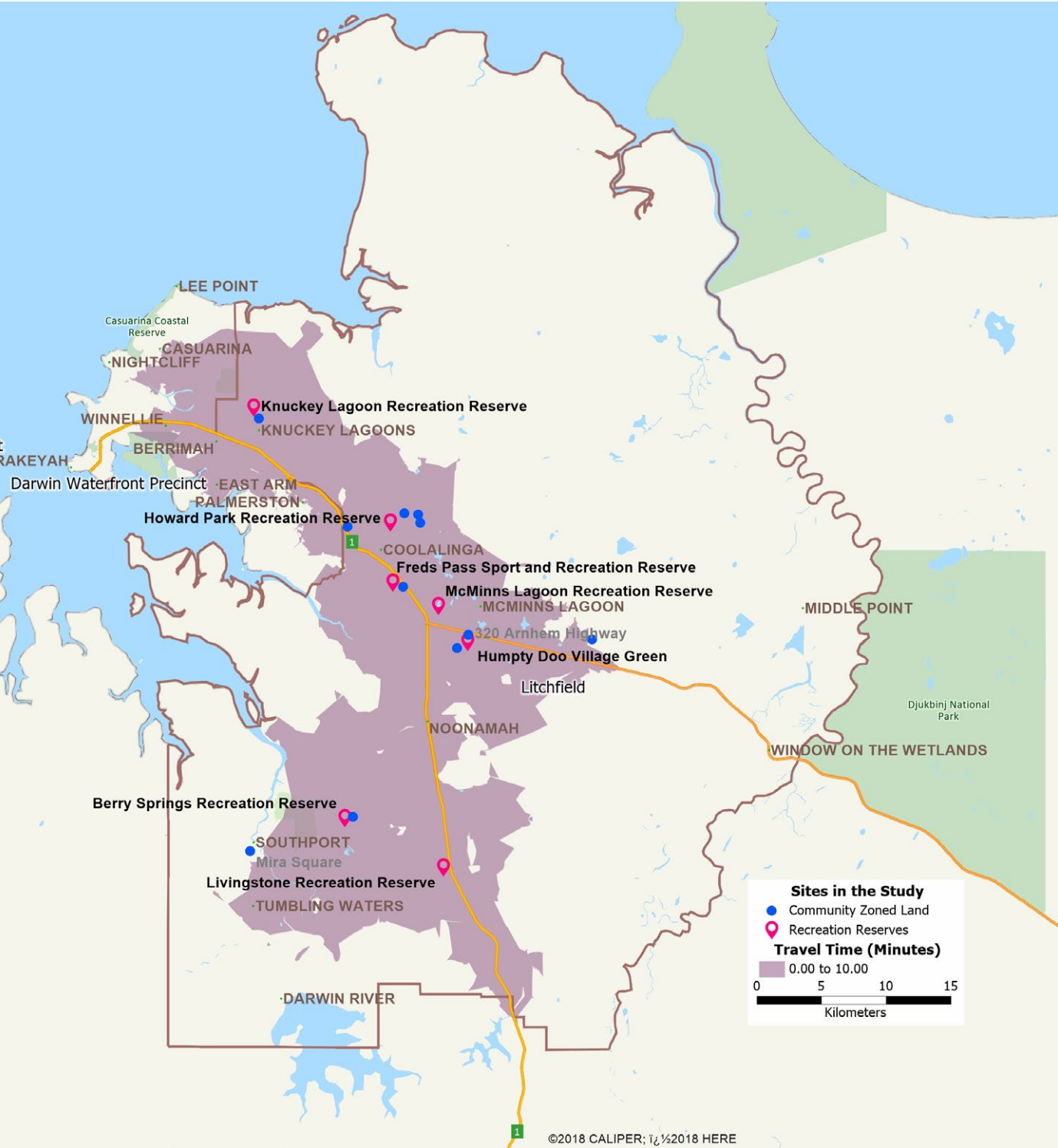
The intent is to define the desired opportunity outcome for the majority of residents. Litchfield is a large council and in some areas sparsely populated, so a target percentage coverage of the population has been defined

Table 4: Proposed Hierarchy Framework

HIERARCHY OF PROVISION	DESIRED SERVICE CATCHMENT	MINIMUM LEVEL OF SERVICE
Regional	Within the Local Government Area	<ul style="list-style-type: none"> « Competition level playing surface and lighting for each facility type « Access to an event space for major events « Access to cultural/ community/ library « Competition Equestrian facilities « Access to an aquatic and indoor court facility
Nature Based Recreation	Within 10 minutes-drive for 80% of residents	<ul style="list-style-type: none"> « Access to walking and riding trails « Access to picnic facilities in natural areas
Township Sport and Recreation	Within 10 minutes-drive for 80% of residents	<ul style="list-style-type: none"> « Access to training field and junior competition space « Access to multi-use court « Access to a youth space/ activity area « Access to a community meeting space/ hall (long term to be air conditioned) « Access to picnic facilities and play spaces for younger children « Access to active recreation opportunities (e.g. trails/ exercise stations) « Access to local community events space
Urban – Only applicable in small lot development areas.	Within 500m walk for 90% of residents	<ul style="list-style-type: none"> « Access to park of a minimum size of 0.5 Ha « Access to play space « Access to picnic facilities « Park must provide access to water, have good road frontage (preferred 50%)

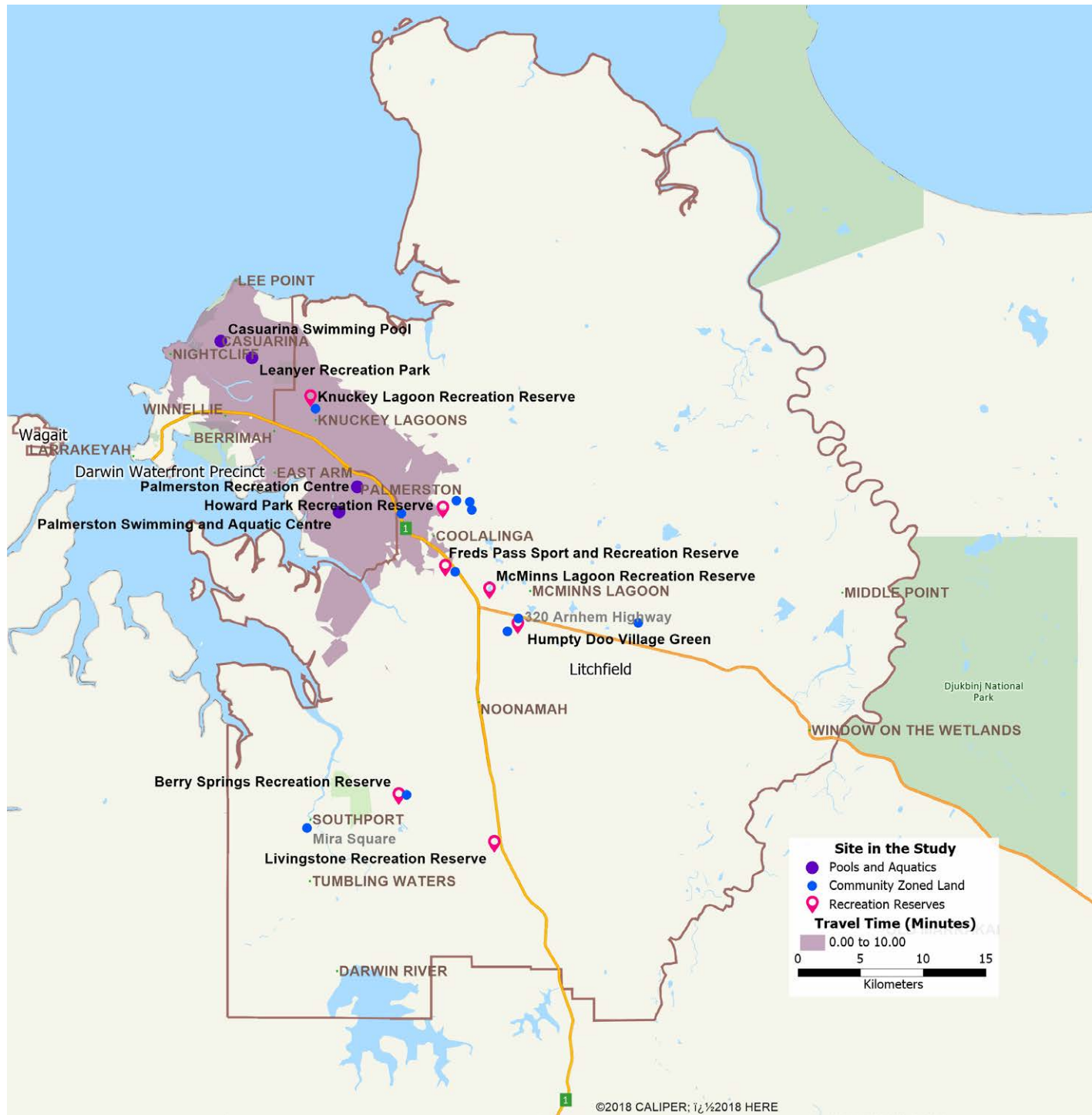
There are approximately 20,000 Litchfield Residents within the desired 10 minute drive range for township and nature based opportunities. This represents a coverage of 80% of the population, as shown in the figure below.

Figure 10: Reserve Level of Service Catchment (population covered by 10 minutes drive to a Reserve)



There are no Aquatic or indoor sport facilities in Litchfield, however a 10-minute drive time catchment from aquatic and indoor facilities located in Darwin and Palmerston extends into Litchfield and covers a small part of the council area (see map below). The growth in demand associated with the development of Holtze and the lack of provision elsewhere in the council area suggests that there is likely to be sufficient demand for a small facility centrally located in Litchfield. The following map shows the coverage of Litchfield based on the 10-minute drive time radius.

Figure 11: Existing Aquatic and Indoor Catchment (10 min Drive Time)



8.3. FUTURE FACILITY AND PLANNING RECOMMENDATIONS

There are a number of recommendations designed to address existing provision issues, strengthen existing partnerships or develop new strategies for provision. It will be critical that Council (and the NTG) ensure that urban development areas, such as Coolalinga, Humpty Doo, Southport and Holtze are provided with suitable infrastructure to meet the minimum level of service outlined in the Provision Framework..

The table below provides more detail.

Table 5: Future Facilities and Other Planning Recommendations

ACTION	PRIORITY
Council should implement the master plan for Mira Square at Southport and undertake staged development of the site, ensuring the area meets the minimum standard for an urban park.	High
Council should ensure that the residents in Coolalinga have a suitable level of service, as described above for an urban area. This should include lobbying to the Northern Territory Government to provide a functional and accessible local park before more housing in released.	High
It will be critical that as further development is undertake in Coolalinga, and the bus terminal remains nearby, Council works with the NTG to develop a safe active transport (walking and cycling) route to Freds Pass.	High
Council should develop a structured program to develop the skills and capacity of management committee and clubs. This should include upskilling in management, planning, financial management, grants and fundraising, event management, sustainability, and facility management. This improves capacity associated with the tasks they are required to undertake. The program needs to be recurring to ensure that incoming committee members have access to skills and training support. ³	High
Council should continue to plan for the 320 Arnhem Highway site. This could include a feasibility into a multiuse centre that can accommodate the following: « 25m Program pool « Learn to swim program « Cultural/ community centre/ library « 2-court indoor centre. The potential additional population from any development of the Holtze area will create additional demand and may provide support for this type of development by improving feasibility	Medium
Council should work with Court Sport Organisations including Netball, Tennis, Basketball to develop a local court sport precinct. This should be a multiuse site that caters for training and local competition. Tennis NT indicated an openness to managing such a facility and Council should work with Tennis to better understand the requirements of such a management option.	Medium
Council should continue to support expansion of trail-based recreation supporting, walking, trail running and cycling. This includes supporting the continued development of the rail trail. and increasing the community's knowledge of the availability of the rail trail and promotion of other walking and cycling trails what recreation activities are available within the Council area.	On-going
Council should work with schools and clubs to identify possible opportunities to increase community use of existing school fields and courts. This is a more efficient use of public resources and avoids duplication . To reduce the risk in this approach, support from NTG Sport, Tourism and Culture should be sought to develop agreements with schools that protect access for clubs for a reasonable level of time. Agreements may include some additional support from Council such as support for maintenance.	On-going
Council should continue to lobby the Territory Government to secure Gunn Point as a reserve for the community to support outdoor recreation.	On going

³ Examples include Cairns Regional Council's Go Clubs program and Sport Community. NTG Sport and Recreation are also exploring club training programs and would be the logical partner.

8.4. RESERVE PLANS

8.4.1. Freds Pass Sport and Recreation Reserve

Table 6: Freds Pass Sport and Recreation Reserve Plan

FREDs PASS RECREATION RESERVE		
Role and Hierarchy	Regional Sporting Reserve to service the competition needs of the Litchfield Community. Township sport and recreation opportunities for surrounding community	
Vision	Develop a destination sport and recreation reserve which provides high level competition facilities across most sports and has the ability to be the major event location in Litchfield. The precinct also provides park, picnic and play opportunities as well as providing for exercise and fitness based recreation.	
Current Management	Managed under lease	
Level of Service Compliance	Desired Recreation Outcome	Provision
	Competition lit playing field per code	Provided
	Major Outdoor Events Space	Provided
	Outdoor court sport precinct	Potential
	Active recreation opportunities, e.g. running loops or trails	Potential
	Community meeting and activity hall	Provided
	Picnic area	Provided
	Playground	Provided
	Competition Equestrian Facilities	Provided
Recommendations and Priority	<ol style="list-style-type: none"> 1. Work with the NTG to develop a safe active transport connection between Coolalinga and Freds Pass Recreation Reserve. 2. Work with Netball NT and Tennis NT to develop a court sport precinct, approximately 6 courts, that caters for Netball, Basketball and Tennis. Council should also work with Tennis NT to have Tennis NT manage the site. 3. Work towards lighting all competition fields to a suitable competition level. 4. Council and the management committee should consider a spatial master plan to address circulation, parking and access issues to identify the best potential location for a court sport precinct and a future home for athletics. 5. Establish an active/ running trail within the reserve, of a suitable size to undertake a park run. 6. Council should work with the Committee and user groups to agree on the priority of the actions from the endorsed Freds Pass Master Plan. This should include the incorporation of the club/user developed site concept plans. 7. Council should work with the management committee to have the master plan endorsed by the SSO's including the priority level of actions and each individual user groups site concept plan. 8. Implement the Equestrian Master Plan and priorities 	<ol style="list-style-type: none"> 1. High 2. Medium - High 3. Medium 4. Medium - Low 5. Low 6. On-going 7. On-going 8. On-going

8.4.2. Howard Park Recreation Reserve

Table 7: Howard Park Recreation Reserve Plan

HOWARD PARK RECREATION RESERVE		
Role and Hierarchy	Township Reserve to service the northern area for family gatherings and active recreation.	
Vision	To provide the community with a space suitable for family gathering and local community events.	
Current Management	Council Managed with Community Advisory Committee	
Level of Service Compliance	Desired Recreation Outcome	Provision
	Training/junior field	Provided
	Access to multi-use court	Investigate use of school facility
	Access to a youth space/ activity area	Provided
	Access to a community meeting space/ hall (long term to be air conditioned)	Provided
	Access to picnic facilities and play spaces for younger children	Provided
	Access to active recreation opportunities (e.g. trails/ exercise stations)	Provided
	Access to local community events space	Provided
Recommendations and Priority	<ol style="list-style-type: none"> 1. Develop a long-term plan for the site to ensure there is suitable capacity in the reserve for any increased used from the Holtze Kowandi Development. This should focus on developing the site to reflect the vision of the reserve. 2. Consider the long-term sustainability of three halls and the potential to have long term leases in place that reduce Council responsibility for operating costs and minor maintenance. 3. Continue to work with the community to establish a reserve management board or increase involvement in reserve planning. 	<ol style="list-style-type: none"> 1. Low 2. Low 3. On-going



8.4.3. Knuckey Lagoon Recreation Reserve

Table 8: Knuckey Lagoon Recreation Reserve Plan

KNUCKEY LAGOON RECREATION RESERVE		
Role and Hierarchy	Nature Based Recreation Reserve providing access to recreation trails and small community events and township recreation opportunities.	
Vision	The reserve provides the nearby residents a safe place to exercise, gather and partake in social activities, groups and events.	
Current Management	Council Managed with Community Advisory Committee to be established	
Level of Service Compliance	Desired Recreation Outcome	Provision
	Access to walking and riding trails	Continue to develop
	Access to picnic facilities in natural areas	Provided
	Community meeting space/ hall	Provided
	Playground	Consider upgrade- enhance nature play
	Sports court	Provided
	Sport field, activity space	Convert to outdoor event community space.
Recommendations and Priority	<ol style="list-style-type: none"> 1. Work with the local community user groups to manage the building with a view to establishing a lease. 2. If the above is successful, explore expansion to a new (whole of) reserve management board. 3. Develop a number of walking and riding trails within the reserve to encourage active recreation. 4. Consider the future use of the “field” space and the potential to convert to an outdoor community events and cultural space or similar alternative use. This should include establishing power to the area to accommodate a greater variety of uses. 5. Ensure the site is maintained to encourage more use. This should also include more advertising by Council of what is available at the site. 6. Promote the available sports court to the community to identify any regular user groups, who may form part of a reserve management committee. 	<ol style="list-style-type: none"> 1. High - Medium 2. Medium 3. Medium 4. Low 5. On-going 6. On-going



8.4.4. McMinns Lagoon Recreation Reserve

Table 9: McMinns Lagoon Recreation Reserve Plan

MCMINNS LAGOON RECREATION RESERVE		
Role and Hierarchy	Nature Based Recreation Reserve providing access to the Lagoon, natural area activities (including bird watching), recreation trails and community events.	
Vision	The reserve provides the nearby residents a safe place to exercise, gather and partake in social activities, groups and events.	
Current Management	Managed under lease	
Level of Service Compliance	Desired Recreation Outcome	Provision
	Access to walking and riding trails	Provided
	Access to picnic facilities in natural areas	Provided
	Community meeting/events space	Upgrade lawn area to provide
Recommendations and Priority	<ol style="list-style-type: none"> 1. Advocate to the NTG to rectify the drainage issues causing trail damage. 2. Support the Committee to gain funding to establish power to the lawn area for events. 3. Support the Committee to gain funding for improvements to the office space. 4. Continue to support the Management Committee to recruit new members and plan for the future use of the reserve 5. Continue to support the development and improvements of walking trails around the Lagoon. 	<ol style="list-style-type: none"> 1. High 2. Medium - Low 3. Low 4. On-going 5. On-going



8.4.5. Humpty Doo Village Green

Table 10: Humpty Doo Village Green Plan

HUMPTY DOO VILLAGE GREEN			
Role and Hierarchy	Township Reserve to provide the community with a well activated space, providing opportunities for the whole family.		
Vision	The reserve provides opportunities for the whole family, including activation for young children, youth, and older adults.		
Current Management	Managed by a Reserve Committee (Lease negotiations on-going)		
Level of Service Compliance	Desired Recreation Outcome		Provision
	Training/junior field		Investigate use of school facility
	Access to multi-use court		Investigate use of school facility
	Access to a youth space/ activity area		Provided
	Access to a community meeting space/ hall (long term to be air conditioned)		Provided
	Access to picnic facilities and play spaces for younger children		Provided
	Access to active recreation opportunities (e.g. trails/ exercise stations)		Provided
	Access to local community events space		Provided
Recommendations and Priority	<ol style="list-style-type: none"> 1. Install a fixed steel roof over the skate park. 2. Install signage at the halfpipe of the skate park, outlining the required skill level of the halfpipe. If the long-term plans for the site include redesigning the skate park, consideration should be given to removing this aspect of the skate park. 3. Develop a formal spatial and strategic plan for the reserve to guide planning and assist in gaining grant funding for improvements. 4. Investigate the potential of developing a court sports precinct here is not possible at Freds Pass. 5. Develop a plan to determine the future of the current buildings on site, including the scouts hall. 6. Council and the management committee, as part of the overall strategic and spatial plan, should work with the nearby schools to ensure there is greater youth activation and ownership of the site to assist in reducing vandalism of the site. 		<ol style="list-style-type: none"> 1. High 2. High 3. Medium 4. Low 5. Low 6. On-going



8.4.6. Berry Springs Recreation Reserve

Table 11: Berry Springs Recreation Reserve Plan

BERRY SPRINGS RECREATION RESERVE		
Role and Hierarchy	Township Reserve to provide a space for junior sport and training, while also a community gathering space, providing informal recreation opportunities.	
Vision	The reserve provides a meeting space for the community to participate in sport and recreation activities.	
Current Management	Managed under lease	
Level of Service Compliance	Desired Recreation Outcome	Provision
	Training/junior field	Provided
	Access to multi-use court	Provided
	Access to a youth space/ activity area	To be developed
	Access to a community meeting space/ hall (long term to be air conditioned)	Provided
	Access to picnic facilities and play spaces for younger children	Provided
	Access to active recreation opportunities (e.g. trails/ exercise stations)	Provided
	Access to local community events space	Provided
Recommendations and Priority	<ol style="list-style-type: none"> 1. Council should work with the management committee to establish a priority plan of works for the upkeep and maintenance of the site. This should include rectifying the goal post alignment issues. 2. The Committee should work with the neighbouring school to determine a suitable youth activation plan for the north east corner of the site, if demand is identified. 3. The committee should increase promotion of the field for training purposes. 	<ol style="list-style-type: none"> 1. High 2. Medium - Low 3. On-going



8.4.7. Livingstone Recreation Reserve

Table 12: Livingstone Recreation Reserve Plan

LIVINGSTONE RECREATION RESERVE		
Role and Hierarchy	Township Reserve to provide a space for equestrian sport, active recreation opportunities and event space for the residents south of Noonamah.	
Vision	A place for the community to gather, undertake informal recreation, equestrian activities and community events.	
Current Management	Managed under lease	
Level of Service Compliance	Desired Recreation Outcome	Provision
	Training/junior field	Provided
	Access to multi-use court	Planned to provide
	Access to a youth space/ activity area	To be provided Beach Volleyball provided - new multi-use court being considered.
	Access to a community meeting space/ hall (long term to be air conditioned)	Provided
	Access to picnic facilities and play spaces for younger children	Provided
	Access to active recreation opportunities (e.g. trails/ exercise stations)	Provided
	Access to local community events space	Provided
Recommendations and Priority	<ol style="list-style-type: none"> 1. Council to endorse the master plan for the site. 2. Develop picnic facilities with the installation of new playground equipment. 3. Investigate the feasibility of a multi-use court at the reserve. 4. Investigate the potential for a mixed-use trail network within the current bushland area. 5. If there is a need identified by current users, the long-term potential for a equestrian cross country course should be further investigated. 6. Consider long term future of the sports field, with potential interim alternative use, while maintaining the ability to convert back to a sport field if demand arises. 	<ol style="list-style-type: none"> 1. High 2. High 3. Medium 4. Low 5. Low 6. On-going



8.5.FUNDING AND RESOURCING STRATEGY

This ten-year plan recommends a range of actions to ensure strategically planned and equitably resources sport and recreation opportunities for the Litchfield community. There are limitations to the resources available to Council and the Community and access to external funding and partnerships with other organisations and agencies will be essential to the progress of many recommendations.

While detail on potential funding and implementation partners may be contained in the prior recommendations, an overall funding strategy framework has been developed to assist in implementation.

The following matrix outlines the proposed funding and resourcing strategy for different recommendation categories.

RECOMMENDATION TYPE	FUNDING IMPLICATION	COUNCIL ROLE	KEY PARTNERS AND FUNDING OPPORTUNITIES
Developing and adopting new policies and the Provision Framework	Staff and Councillor time to review. Each new policy may have funding implications.	« Finalise and adopt « Include budget measures or funding strategies if required « Review regularly and update	Nil- Internal process
Addressing under provision in Urban Areas	Capital costs to develop new parks/ facilities Ongoing maintenance and operations costs	« Liaise with NTG in regard to addressing issue « Approve/ agree to proposed concept plan/ master plan « Budget for ongoing maintenance	NTG - to provide land and capital funds to develop missing infrastructure. Possible federal grants for facilities or park embellishments
Preparing reserve master plans and spatial plans	Staff time to work with Lessee/ Committee/ Community Funding for consultants or specialists	« Support reserve manager to prepare/ revise master plans and spatial master plans « Manage the preparation of plans for reserves where there is no community management. « Provide technical advice on proposed actions to ensure building and planning standards are met. « Contribute to funding needed to prepare plans	Reserve Managers to manage planning process if they have capacity. Grant funding from NTG Collaborative funding from Peak Sports with a major interest.
Planning and Feasibility Studies	May be an essential part of getting capital grants to develop facilities. Funding needed for Consultants and specialists Staff time to manage or be involved in project Potential operational costs if project proceeds	« Provide all or part funding for the study. « Manage the project and support community engagement « Include budget allocation where there is an operating cost implication for council	NTG grants to support preparation of a business case or feasibility. Peak Sports or other potential facility partners (including reserve managers if applicable) who may contribute to the study costs.

RECOMMENDATION TYPE	FUNDING IMPLICATION	COUNCIL ROLE	KEY PARTNERS AND FUNDING OPPORTUNITIES
Supporting community based and not for profit management of reserves and club delivery of sport and recreation	For community based management of reserves and facilities to remain sustainable continued investment in skills and capacity is required.	<ul style="list-style-type: none"> « Staff time to coordinate with external providers and curate resources for community groups. « Support groups and provide advice and guidance to develop strong committees with good governance « Provide help in accessing training and on-line resources 	<p>Numerous partners, support agencies including:</p> <ul style="list-style-type: none"> « NTG (Sport, Tourism and Culture) « Sport Australia « Volunteers Australia « Our Community.org « Peak Sports « Not for Profit training providers « Extensive on-line resources provided by most State Sport and Recreation Agencies.
Developing new facilities	<p>Capital funding for development.</p> <p>Recurrent funding to support or subsidise operation.</p>	<ul style="list-style-type: none"> « Only support projects that are in keeping with Sport and Recreation Strategy priorities and have been shown to be sustainable. « Prepare grant funding applications or assist with preparation of applications. « Provide auspice role if needed. « Endorse the lodging of applications by others for projects on council land. « Manage the grant and construction if needed. « Contribute seed funding or a portion of capital funds subject to a detailed funding strategy approved by Council. « Include operational funding in future budgets if required. 	<p>NTG grant and capital funding programs for sport and recreation</p> <p>Federal sporting and community facilities grants.</p> <p>Peak sports identified as key partner in facility.</p> <p>Potential commercial partners willing to provide funding in exchange for commercial rights.</p> <p>Property developers required to provide community infrastructure.</p>

9. WARRANTIES AND DISCLAIMERS

The information contained in this report is provided in good faith. While Otium Planning Group has applied their own experience to the task, they have relied upon information supplied to them by other persons and organisations.

We have not conducted an audit of the information provided by others but have accepted it in good faith. Some of the information may have been provided 'commercial in confidence' and as such these venues or sources of information are not specifically identified. Readers should be aware that the preparation of this report may have necessitated projections of the future that are inherently uncertain and that our opinion is based on the underlying representations, assumptions and projections detailed in this report.

There will be differences between projected and actual results, because events and circumstances frequently do not occur as expected and those differences may be material. We do not express an opinion as to whether actual results will approximate projected results, nor can we confirm, underwrite or guarantee the achievability of the projections as it is not possible to substantiate assumptions which are based on future events.

Accordingly, neither Otium Planning Group, nor any member or employee of Otium Planning Group, undertakes responsibility arising in any way whatsoever to any persons other than client in respect of this report, for any errors or omissions herein, arising through negligence or otherwise however caused.



APPENDIX ONE – DRAFT SPORT AND RECREATION POLICY

NOTE: This is draft policy outline only and is provided for guidance. As part of implementing this plan, Council will consider, discuss and revise this policy before adoption.

POLICY VISION

Sport and Recreation is an important part of the Litchfield lifestyle. The provision of sport, recreation and parkland opportunities provide health, social and economic benefits to the community. Litchfield Council will work closely with the community and other levels of government to provide well-planned, co-ordinated and integrated facilities and programs that stimulate community involvement and participation.

DEFINING COUNCIL'S ROLE

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

- « Recognising sport and recreation as important to the community and ensuring that a minimum level of service as defined in the Provision Framework is delivered.
- « Planning ahead for the upgrading of existing facilities and the provision of new facilities and ensuring that planning undertaken by others for community sport and recreation facilities is realistic, sustainable and at a suitable standard for public use.
- « Continuing to develop and strengthen Council's partnerships with lessees, community groups and other agencies to deliver a range of sport and recreation opportunities.
- « Ensuring that existing parks, reserves and facilities managed by Council are maintained effectively and ensuring that committees and lessees managing reserves and facilities maintain facilities to the agreed standards.
- « Establishing and supporting partnerships with community groups (either as Lessees or Management Committees) who manage and maintain reserves and facilities. This can be in the form of: advice, financial support, assistance with funding applications and support for long term planning.

KEY PRINCIPLES

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

- « **A holistic planning approach** – sport and recreation crosses over many areas of Council governance and provides a broad range of benefits. It should not be managed in isolation.
- « **Access and equity** – all members of the community will have the opportunity to participate in sport and recreation.
- « **Innovation** – seeking innovative solutions to new challenges that emerge due to population change and sport and recreation trends.
- « **Minimise duplication of resources** – efficient use of community assets to meet needs is a core principle and if possible, it is not desirable to duplicate facilities for sport and recreation including those provided by Territory Government Departments such as Education.
- « **Environmental and economic sustainability** – ensuring sport and recreation initiatives preserve natural resources, achieve sustainable environmental outcomes and support the local economy.
- « **Responsible asset management** – a sustainable approach to sport and recreation asset management with a focus on supporting multi-use and shared facilities and being financially viable.
- « **Social and cultural wellbeing** – using sport and recreation as a vehicle for bringing the community together and providing opportunities for social interaction and healthy lifestyles.
- « **Positive partnerships with individuals and groups** – working collaboratively with the community, government agencies, sport and recreation bodies and the private sector in planning provision and management of sport and recreation.

POLICY IMPLEMENTATION

Council will implement this policy through:

- « Adopting the Sport, Recreation and Open Space Plan and updating it regularly.
- « Agreeing on an objective framework for considering priority of new requests for support or investment.
- « Ensuring there is an annual budget for sport and recreation that is sufficient to meet the policy outcomes and increases in line with needs with population growth.
- « Seeking external capital funding sources and supporting grant applications to enable investment in new or upgraded facilities.
- « Providing capital funding to support integrated funding strategies for new and upgraded facilities.
- « Ensuring development of parks, sporting facilities and recreation facilities occurs in such a way as to provide sustainable long-term access to the community.
- « Ensuring that all urban areas or townships receive a minimum level of service in regard to sport and recreation opportunities.
- « Developing and updating a detailed policy on community-based management or leasing of the main reserves.
- « Considering inclusive design principles for all new infrastructure.

POLICY CONSIDERATIONS

Sport and Recreation Benefits

Provision of sport and recreation opportunities are essential for the physical, social and economic health of the Litchfield community. This means that Council should recognise and 'value' these benefits as a major return to the community for any investment in sport and recreation opportunities. The cost to operate or support facilities and activities should be measured in terms of the return in:

- « Health and physical activity opportunities;
- « Community integration and social interaction;
- « Support and development of local economies.

Limited Resources and Priorities

Investing in sport and recreation opportunities needs to consider the issue of limited resources and should therefore seek to use a range of resourcing opportunities to maximise the sport and recreation opportunity 'return'. This can be done by:

- « Establishing strategic partnerships to maximise return on existing land and facility resources already existing in the community. A key partnership is with community-based sport and recreation organisations and this should be supported.
- « Improving community access to sport and recreation facilities within school campuses to avoid the need for duplication.
- « Ensuring that existing land and facility resources are managed so as to return maximum benefits.

- « Using available financial and other resources in the most efficient way to encourage multiple use and shared investment in viable facilities. This can include hard decisions where Council needs to choose the most viable of two options and withdraw support for the other.
- « Creating an information rich environment for community groups, residents and visitors that ensures resource sharing and awareness of opportunities.
- « Building capacity within the community to manage local sport and recreation clubs and groups and providing an environment that nurtures these groups and encourages sustainability and good management.
- « Ensuring that any support or investment for new facilities is based on feasibility or business case analysis that demonstrates viability. This includes ensuring that existing facilities are being used effectively before considering new.

Managing Reserves

There are seven existing reserves that comprise the main provision of sport, recreation and open space for the Litchfield community. In keeping with the strong history of community partnership, the planning and management of these and any future reserves should be undertaken within a partnership framework. Council's preference is to have a formal arrangement where possible and a Not for Profit Tenure Policy will be developed to support this.

In general, the preferred approach is:

1. For large multi-user reserves a formal lease should be agreed with an incorporated community based and not for profit organisation (such as a community board, incorporated management committee, sporting club or regional sports association). The responsibilities of the lessee will supported with an annual contribution from Council.
2. Where a lease may not be possible or there are no suitable organisations willing to become the lessee, then a community advisory group should be established to help engage the local community and provide input into planning and management decision making. This group would be seen as a first step in developing additional capacity in the local community in the hope of establishing a future community-based organisation to become the lessee for the reserve.
3. Where neither of the above options are currently possible then Council will manage the reserve and will seek to engage with the community on the development of future plans for the reserve and to encourage the establishment of regular users within the reserve which can be developed over time into more community involvement in reserve management.
4. Small parks and undeveloped reserves will be managed by council

Sport and Recreation Provision Framework

Insert the adopted framework as agreed in the Sport and Recreation Strategy.



COUNCIL REPORT

Agenda Item Number:	15.02.01
Report Title:	Litchfield Council Finance Report – February 2021
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	17/03/2021
Attachments:	Nil

Executive Summary

Council's Operational Income position as at February 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.

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.

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

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

Recommendation

THAT Council note the Litchfield Council Finance Report for the period ended 28 February 2021.

Background

Detailed financial information presented in the following pages.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

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

Financial Implications

Nil.

Risks



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**



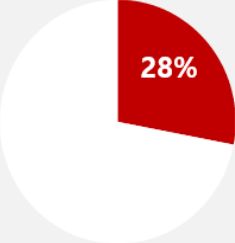
Finance Report

February 2021

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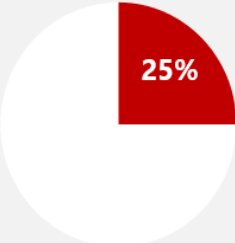
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FEBRUARY 2021
DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$5.2m
Target – 79% for full year



Rates Outstanding

\$3.5m Outstanding
Target– 15% (\$1.6M and less)



Current Cash Investments
\$22M

2 of 24 Budgeted Capital
Projects Completed

9 of 18 Carry Forward Capital
Projects Completed

\$17M Forecast Cash
Reserves June 2021

\$ 14.8m

OPERATIONAL REVENUE

\$16M Budget – 88% Target Achieved

\$ 1.6m

CAPITAL REVENUE

\$1.8M Budget – 90% Target Achieved

\$ 8.9m

OPERATIONAL EXPENSES

\$15M Budget – 59% Spent

\$ 5.2m

CAPITAL EXPENSES

\$6.5M Budget –79% Spent

\$5.9m

OPERATING SURPLUS

Budget \$1.8M

\$ (3.5)m

CAPITAL DEFECIT

Budget (\$4.7M)

RATIOS

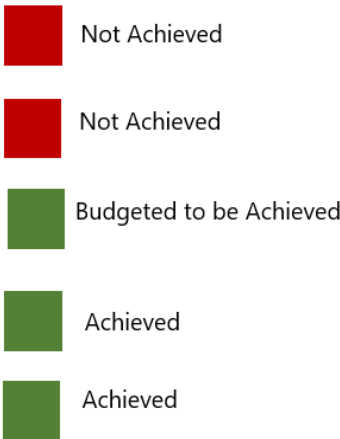
28% Asset Sustainability
Target 60% and more

25% Rates Outstanding
Target less than 15%

51% Own Source Revenue
Target 60% and more

7 Current Ratio
Target 1 and more

0 Debt Service Ratio
Target less than 1



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 28 February 2021

	2020/21 Budget	2020/21 YTD Actuals	% of Budget
REVENUE	(\$)	(\$)	
Rates	11,050,208	10,622,955	96%
Stat Charges	125,000	109,656	88%
User Charges	1,184,923	1,088,012	92%
Grants	3,580,922	2,280,243	64%
Inv Income	668,201	411,119	62%
Other Revenue	130,200	272,954	210%
TOTAL REVENUE	16,739,454	14,784,940	88%
EXPENSES	(\$)	(\$)	
Employee Costs	6,932,575	4,300,310	62%
Auditors Fees	33,356	14,359	43%
Bad Debts	900	3,858	429%
Elected Member	270,910	145,403	54%
Cemetery Operations	380,563	245,052	64%
Contractors	4,088,852	2,045,800	50%
Energy	196,300	93,952	48%
Insurance	260,000	303,157	117%
Maintenance	451,821	289,113	64%
Legal Expenses	82,004	16,145	20%
Donations and Community Support	131,131	156,815	120%
Computer / IT Costs	388,455	265,480	68%
Parts, Accessories & Consumables	185,860	92,868	50%
Professional Fees	997,238	440,910	44%
Sundry	558,589	456,686	82%
TOTAL EXPENSES	14,958,554	8,869,909	59%
RESULT	1,780,900	5,915,031	332%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 28 February 2021

	31-Jan-21	28-Feb-21	Movement
CURRENT ASSETS	(\$)	(\$)	(\$)
Cash & Cash Equivalents	1,229,048	1,486,074	257,025
Trade and Other Receivables	4,088,439	3,154,188	(934,252)
Other Financial Assets	22,021,509	22,356,748	335,239
Other Current Assets	198,367	187,365	(11,001)
TOTAL CURRENT ASSETS	27,537,364	27,184,374	(352,989)
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	301,369,855	301,369,855	0
Other Non-Current Assets	9,329,945	9,571,376	241,431
TOTAL NON-CURRENT ASSETS	310,699,801	310,941,231	241,431
TOTAL ASSETS	338,237,164	338,125,605	(111,558)
CURRENT LIABILITIES	(\$)	(\$)	(\$)
Trade and Other Payables	3,256,037	3,250,905	(5,132)
Current Provisions	610,145	610,145	0
TOTAL CURRENT LIABILITIES	3,866,181	3,861,049	(5,132)
NON-CURRENT LIABILITIES	(\$)	(\$)	(\$)
Non-Current Provisions	432,240	432,240	0
TOTAL NON-CURRENT LIABILITIES	432,240	432,240	0
TOTAL LIABILITIES	4,298,422	4,293,289	(5,132)
NET ASSETS	333,938,743	333,832,316	(106,426)
EQUITY	(\$)	(\$)	(\$)
Accumulated Surplus	18,375,300	18,268,873	(106,427)
Asset Revaluation Reserve	294,301,835	294,301,835	0
Other Reserves	21,261,608	21,261,608	0
TOTAL EQUITY	333,938,743	333,832,316	(106,426)

SECTION 3

OPERATING POSITION BY DEPARTMENT

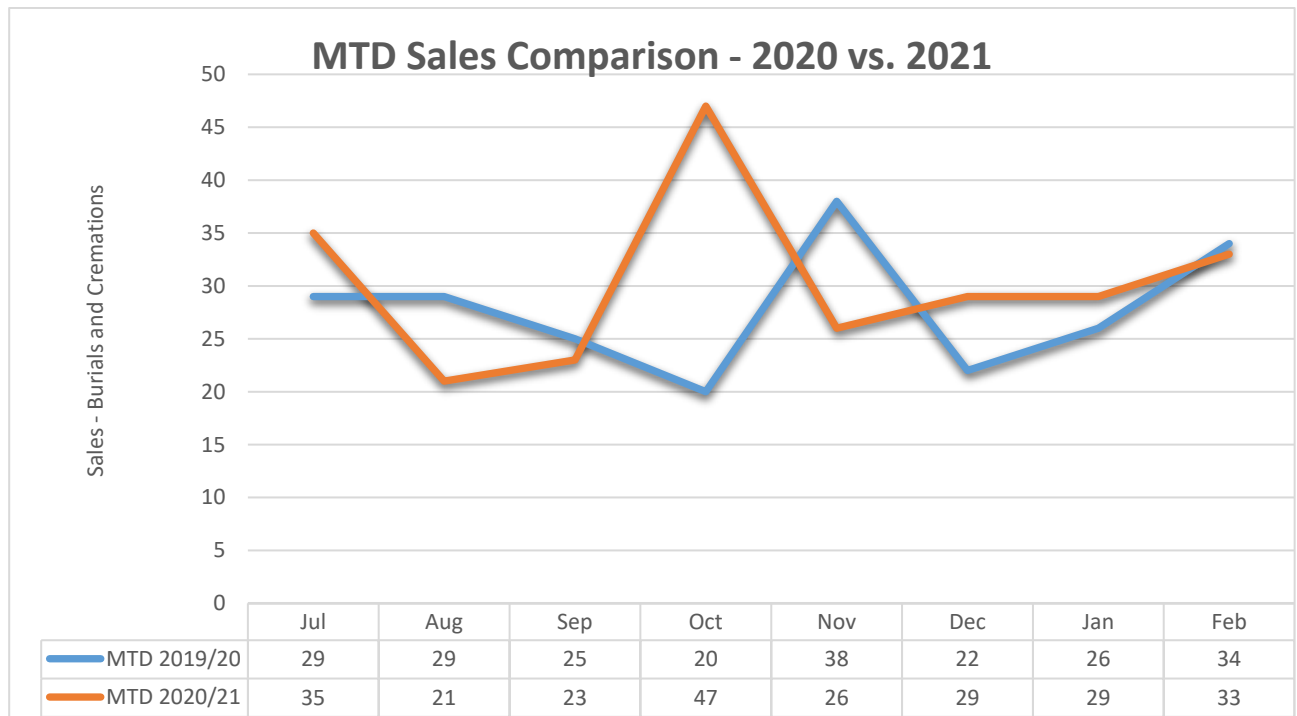
The 2020/21 rates and charges have been applied to properties and recognised in Council's accounts, which is reflected in year to date revenue. The surplus position is subject to decrease as operating expenses are incurred as the year progresses.

	2020/21 Budget	2020/21 YTD Actuals	% of Budget
REVENUE			
Council Leadership	-	3,326	0%
Corporate	-	140,000	0%
Finance & Customer Service	9,047,699	8,335,922	92%
Infrastructure & Assets	2,924,174	1,574,941	54%
Planning & Development	53,040	45,817	86%
Waste Management	3,162,705	3,108,394	98%
Community	78,000	117,548	151%
Community - Library	419,953	406,043	97%
Mobile Workforce	-	-	0%
Regulatory Services	125,400	109,896	88%
Cemetery	928,483	914,996	99%
TOTAL REVENUE	16,739,454	14,756,883	88%
EXPENSES			
Council Leadership	1,065,068	609,481	57%
Corporate	610,392	418,651	69%
Information Services	614,000	374,049	61%
Finance & Customer Service	1,615,906	1,149,706	71%
Infrastructure & Assets	2,745,312	1,292,066	47%
Planning & Development	701,502	453,490	65%
Waste Management	3,131,132	1,779,386	57%
Community	1,452,426	1,079,379	74%
Community - Library	419,953	220,065	52%
Mobile Workforce	1,289,009	639,660	50%
Regulatory Services	402,716	274,398	68%
Cemetery	911,138	578,820	64%
TOTAL EXPENSES	14,958,554	8,869,152	59%
OPERATING RESULT	1,780,900	5,887,731	331%

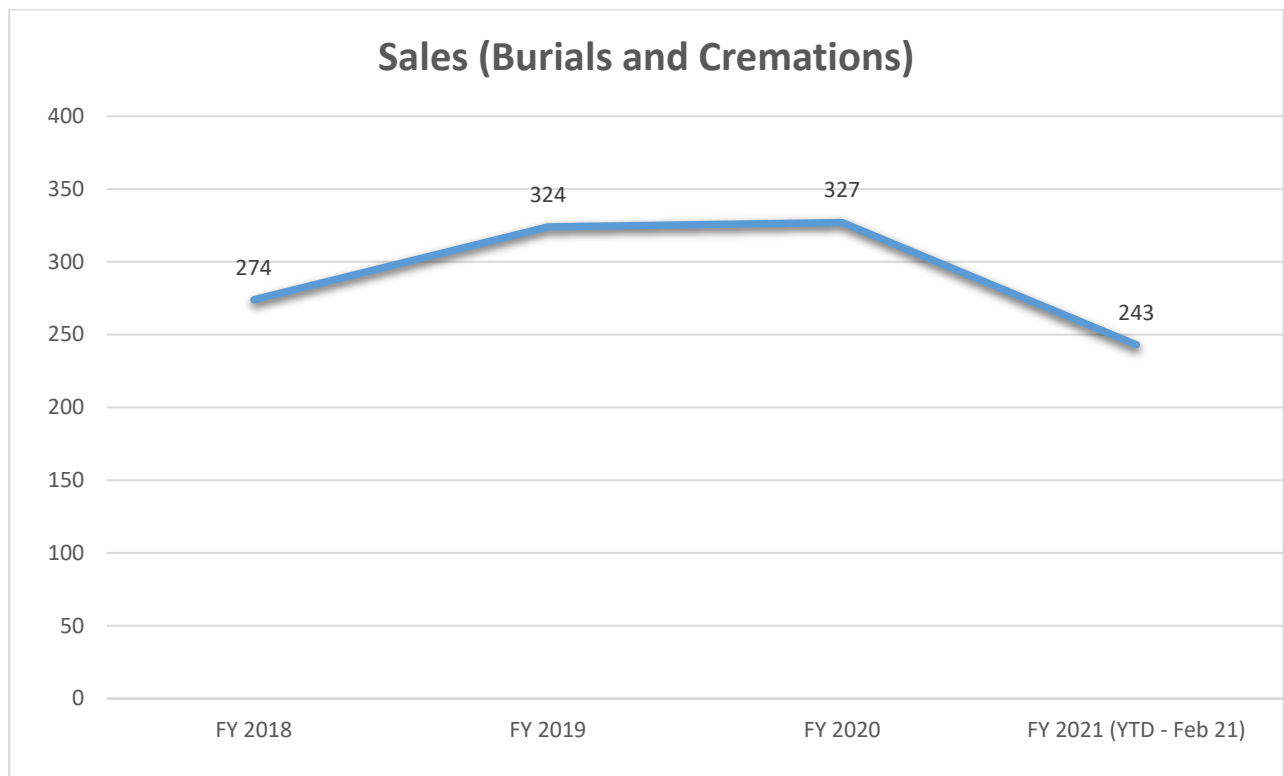
THORAK REGIONAL CEMETERY SALES

To date Thorak Regional Cemetery has completed 243 interments and cremations, an increase of 20 from the same time last year.

Below provides a comparison by month against last year:



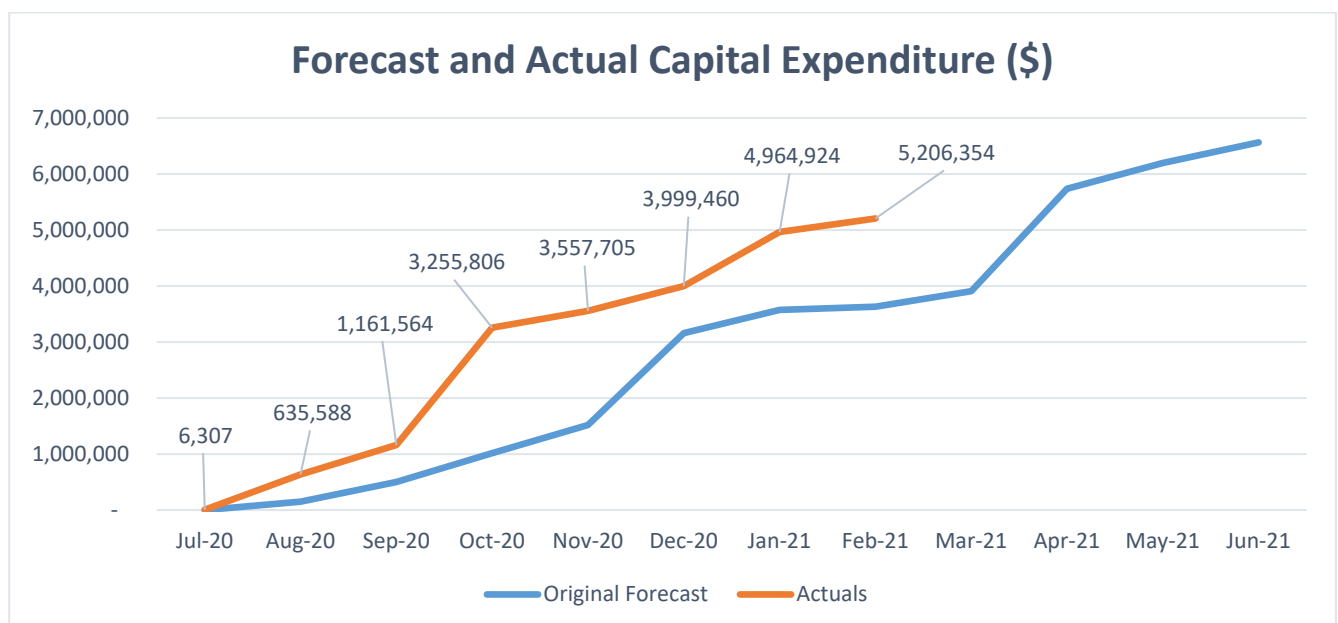
Below present a sales comparison over the last 4 years:



CAPITAL BUDGET POSITION

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

	2020/21 Budget	2020/21 YTD Actuals
REVENUE	(\$)	(\$)
Council Leadership	0	66,997
Infrastructure & Assets	1,520,525	1,032,529
Planning & Development	0	238,160
Mobile Workforce	0	6,135
Community	300,000	287,100
Regulatory Services	0	0
Waste Management	0	47,170
TOTAL REVENUE	1,820,525	1,611,094
EXPENSES	(\$)	(\$)
Infrastructure & Assets	5,743,518	4,576,109
Planning & Development	75,000	60,617
Waste Management	230,000	56,520
Mobile Workforce	0	0
Thorak Cemetery	80,000	69,503
Community	377,000	425,100
Regulatory Services	60,000	18,504
Information Services	0	0
TOTAL EXPENSES	6,565,518	5,206,354
CAPITAL RESULT	(4,744,993)	(3,595,260)



Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	February 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	1,225,000	Project Delivery	Yes	Yes	50%	
Drainage Renewal and Upgrade	Aug-20	Jun-21	560,000	213,905	Project Initiation	No	Yes	38%	Delays expected in commencing construction due to saturation.
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	May-21	80,000	0	Project Initiation	Yes	Yes	0%	
Gravel Surface Renewal	Aug-20	Jun-21	300,000	2,651	Project Initiation	Yes	Yes	1%	
Road Seal Renewal	Jul-20	Jun-21	945,000	472,418	Project Delivery	Yes	Yes	50%	
Street Lighting Replacement (Contingent)	Aug-20	Jun-21	10,000	0	Project Delivery	Yes	Yes	0%	Updated scheduled end date. Project now on time.
Road Safety Upgrades	Aug-20	Sep-21	463,518	13,146	Project Initiation	No	Yes	3%	Power Road Floodway - Due to site complexities, project completion date on the Blackspot Project has been extended. 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%	
Reserve Building Renewal & Compliance	Sep-20	Jun-21	20,000	0	Project Initiation	Yes	Yes	0%	
Reserve Playground Renewal	Sep-20	Jun-21	12,000	0	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	15,426	Project Delivery	Yes	Yes	77%	
Driveway Surface and Culvert Renewal	Oct-20	Jun-21	40,000	36,355	Project Initiation	Yes	Yes	91%	

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	February 2021 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
Kerb Renewal and Upgrade	Oct-20	Jun-21	10,000	0	Project Initiation	Yes	Yes	0%	
Pavement Renewal	Aug-20	Sep-21	485,000	19,790	Project Initiation	Yes	Yes	4%	
Mira Square Development	Oct-20	Jun-21	75,000	3,606	Not Started	No	Yes	5%	Project on hold whilst LRCI funding applications are being produced for lodgement and approval of the project.
Dog Pound Upgrade	Apr-21	Jun-21	60,000	18,504	Project Delivery	Yes	Yes	31%	
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%	
Thorak Cemetery Asset Renewal	Aug-2020	Jun-2021	20,000	14,901	Completed	Yes	Yes	75%	
Thorak Cemetery Vehicle Replacement	Aug-2020	Jun-2021	60,000	54,602	Completed	Yes	Yes	91%	
Carry over Capital Works projects from 2019-20 budget*									
Pavement Renewal - Whitewood Road	Started in 2019-20	Jun-20	7,742	11,746	Completed	No	No	152%	
Roads to Recovery Capital Works - Whitewood Road, Howard Springs	Started in 2019-20	Jun-20	296,902	341,253	Completed	No	No	115%	
Pavement Renewal - Stevens Road	Started in 2019-20	Jun-20	473,159	172,396	Completed	No	Yes	36%	
BlackSpot – Girraween and Hillier Road	Started in 2019-20	Jun-20	355,428	344,472	Project Closure	No	Yes	97%	Grant acquittal is being collated for submission and closeout.
Shoulder Widening - Pioneer Norm Lane	Started in 2019-20	Jun-20	299,607	364,295	Completed	No	No	122%	
Whitstone Road Sealing	Started in 2019-20	Jun-20	376,555	407,316	Completed	No	No	108%	
Smart Controls for LED lighting	Started in 2019-20	Jun-21	22,820	0	Project Closure	Yes	Yes	0%	Grant acquittal is being collated for submission and closeout.

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	February 2021 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
LED streetlighting	Started in 2019-20	Jun-21	136,923	159,474	Project Closure	Yes	No	116%	Grant acquittal is being collated for submission and closeout.
Council office – automatic doors all ability access	Started in 2019-20	Jun-20	4,000	3,750	On Hold	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	116,155	Completed	No	Yes	581%	
Kentish Road Re-sheeting	Started in 2019-20	Jun-20	529	529	Completed	No	Yes	100%	
Swamp Road Re-sheeting	Started in 2019-20	Jun-20	421	421	Completed	No	Yes	100%	
Mango Roads Stage 1 - 2019-20	Started in 2019-20	Jun-20	89,941	162,245	Project Delivery	No	No	180%	Overspend will be deducted from future phases. Overall project will not exceed \$3m as confirmed with DIPL
FPSRR Equine Facilities Upgrade	Started in 2019-20	Dec-20	240,000	114,561	Project Delivery	Yes	Yes	48%	
FPSRR Cricket Club Change Rooms	Started in 2019-20	Dec-20	95,000	80,977	Completed	Yes	Yes	85%	
FPSRR Roads and Carpark Upgrades	Started in 2019-20	Dec-20	34,000	5,660	Project Closure	Yes	Yes	17%	
FPSRR Building Certification	Started in 2019-20	Dec-20	50,000	14,593	Project Delivery	Yes	Yes	29%	
FPSRR Project Management	Started in 2019-20	Dec-20	44,277	6,240	Project Delivery	Yes	Yes	14%	
SCALE Grant funding Capital Works projects*									
Humpty Doo Village Green Playground	Jul-20	Nov-20	80,000	75,768	Completed	Yes	Yes	95%	
Shared Path Plan Safety Program	Jul-20	Nov-20	150,000	145,339	Completed	Yes	Yes	97%	
Berry Springs Hall electrical upgrades	Jul-20	Oct-20	50,000	49,525	Completed	Yes	Yes	99%	

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	February 2021 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
Livingstone Recreation Reserve Playground	Jul-20	Nov-20	70,000	68,976	Project Delivery	Yes	Yes	99%	Extensions received through to 31 March 2021
McMinns Lagoon Reserve Signage	Aug-20	May-21	9,000	8,800	Project Delivery	Yes	Yes	98%	Extensions received through to 31 March 2021
Digital Whiteboards	Jul-20	Sep-20	39,100	38,856	Completed	Yes	Yes	99%	
Entrance Signage to the Municipality	Jul-20	Dec-20	40,000	47,881	Completed	Yes	No	120%	Over budget to come from balance of remaining Scale funding.
Mira Square Development	Jul-20	May-21	60,000	57,011	Completed	Yes	Yes	95%	
LRCI Grant funding Capital Works projects*									
Resealing of Wells Creek, Mocatto, Townend 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

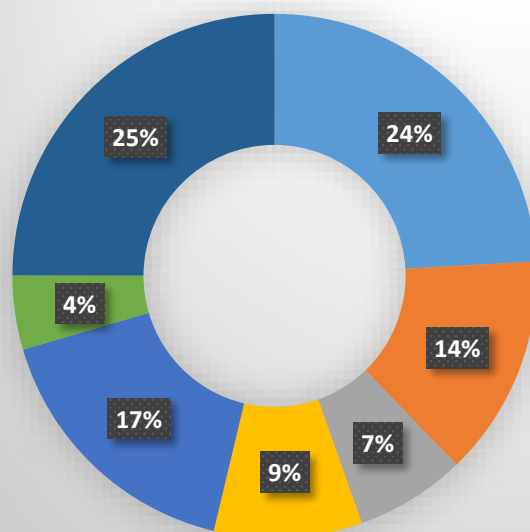
CASH ON HAND & INVESTMENTS

Investment Schedule as at 28 February 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 (\$)
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
6/10/2020	1,515,515	242	ANZ	0.48%	5/06/2021	4,823
29/10/2020	1,000,000	236	Commonwealth	0.54%	22/06/2021	3,492
5/11/2020	2,000,000	236	Defence Bank	0.55%	29/06/2021	7,112
18/11/2020	2,000,000	237	Commonwealth	0.50%	13/07/2021	6,493
1/12/2020	1,566,486	236	Westpac	0.35%	25/07/2021	3,545
3/12/2020	1,500,000	236	Commonwealth	0.47%	27/07/2021	4,558
8/12/2020	1,009,052	238	Bendigo	0.45%	3/08/2021	2,961
16/02/2021	321,154	181	Commonwealth	0.35%	16/08/2021	557
15/02/2021	1,000,000	186	Commonwealth	0.35%	20/08/2021	1,784
23/02/2021	1,007,042	196	NAB	0.31%	7/09/2021	1,676
23/02/2021	1,007,042	217	NAB	0.31%	28/09/2021	1,856
TOTAL INVESTMENTS	22,356,748					79,408

Cash Investments



- ANZ - 228 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 - 206.5 Average Investment Days -0.31% Average Interest Rate
- Westpac - 190 Average Investment Days -0.55% Average Interest Rate
- Bendigo - 238 Average Investment Days -0.45% Average Interest Rate
- Commonwealth - 223.75 Average Investment Days - 0.47% Average Interest Rate

FINANCIAL RESERVES

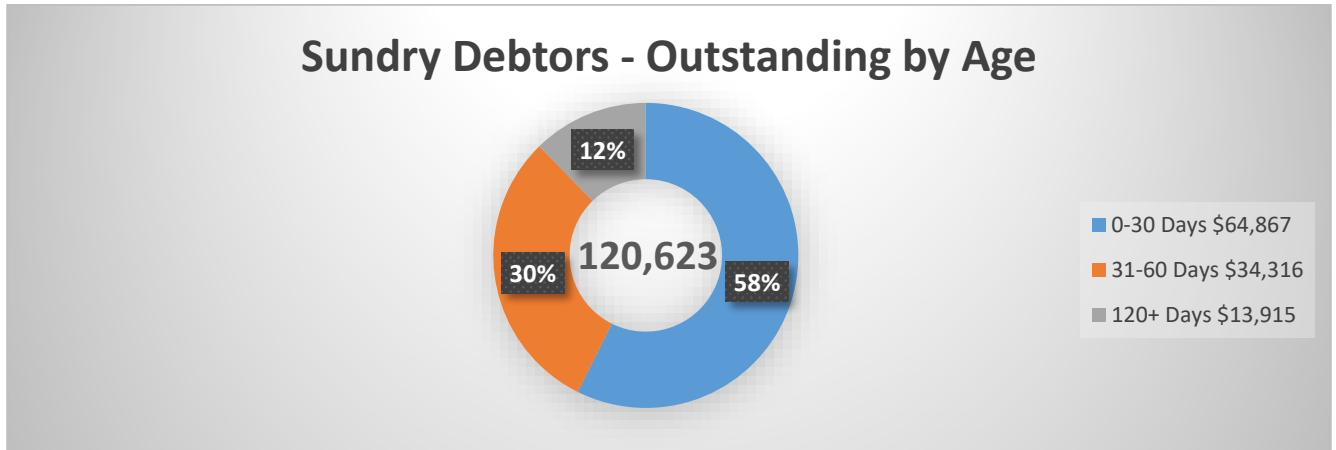
Table showing forecasted reserve balance for 30 June 2021. Changes in movement will be updated in line with Budget Review in March.

	2019/20 Actuals	2020/21 Net Movement	2020/21 Budget Balance
Externally Restricted			
Developer Contribution Reserve	767,587	-765,035	2,552
Unexpended Grants / Contributions	3,816,358	15,162	3,831,520
Unexpended Capital Works	11,742	-11,742	0
Total Externally Restricted Reserves	4,595,687	-761,615	3,834,072
Internally Restricted			
Asset Reserve	11,563,156	-3,790,038	7,773,118
Waste Management Reserve	4,784,705	-686,974	4,097,731
Thorak Regional Cemetery Reserve	665,348	-331,341	334,007
Election Reserve	100,000	0	100,000
Disaster Recovery Reserve	500,000	0	500,000
Strategic Initiatives Reserve	500,000	0	500,000
Total Internally Restricted Reserves	18,113,209	-4,808,353	13,304,856
TOTAL RESERVES	22,708,896	-5,569,968	17,138,928

SECTION 5

DEBTORS

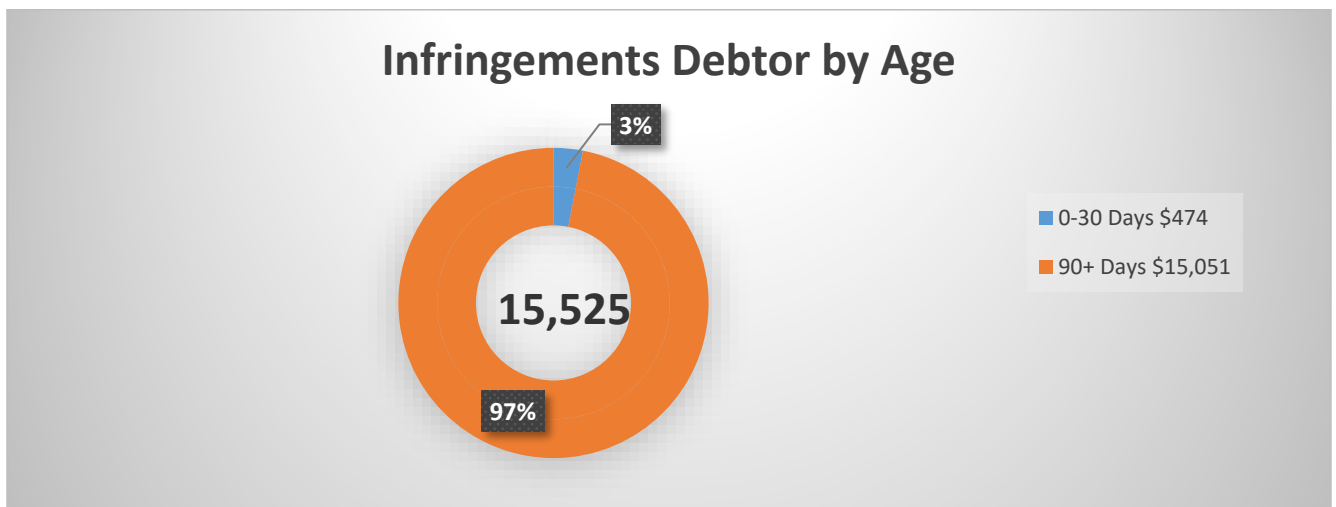
Total Debtors as at 28 February 2021 is \$120,623. \$92,405 relates to Thorak Regional Cemetery and is a reflection of the increased revenue this month with 63% attributed to three (3) funeral providers.



Currently, there are eight (8) debtors outstanding for more than 120 days. Two (2) are expected to be paid this month. Two (2) are related to recovery of costs for clearing rubbish from a property. This will become a statutory charge against the property if unpaid. We are investigating the likelihood of recovery of four (4) totalling \$5k. Council will be advised if the result of these investigation is likely to result in a bad debt write off.

FINES AND INFRINGEMENTS

As at 28 February 2021, Council has sixty-five (65) infringements outstanding with a balance of \$15,525, an increase of \$442 from January. Three (3) have been newly issued, two (2) have been sent with reminders, one (1) has been re-sent to Fines Recovery Unit (FRU), fifty-five (55) of these have been forwarded to FRU and are awaiting payment², 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

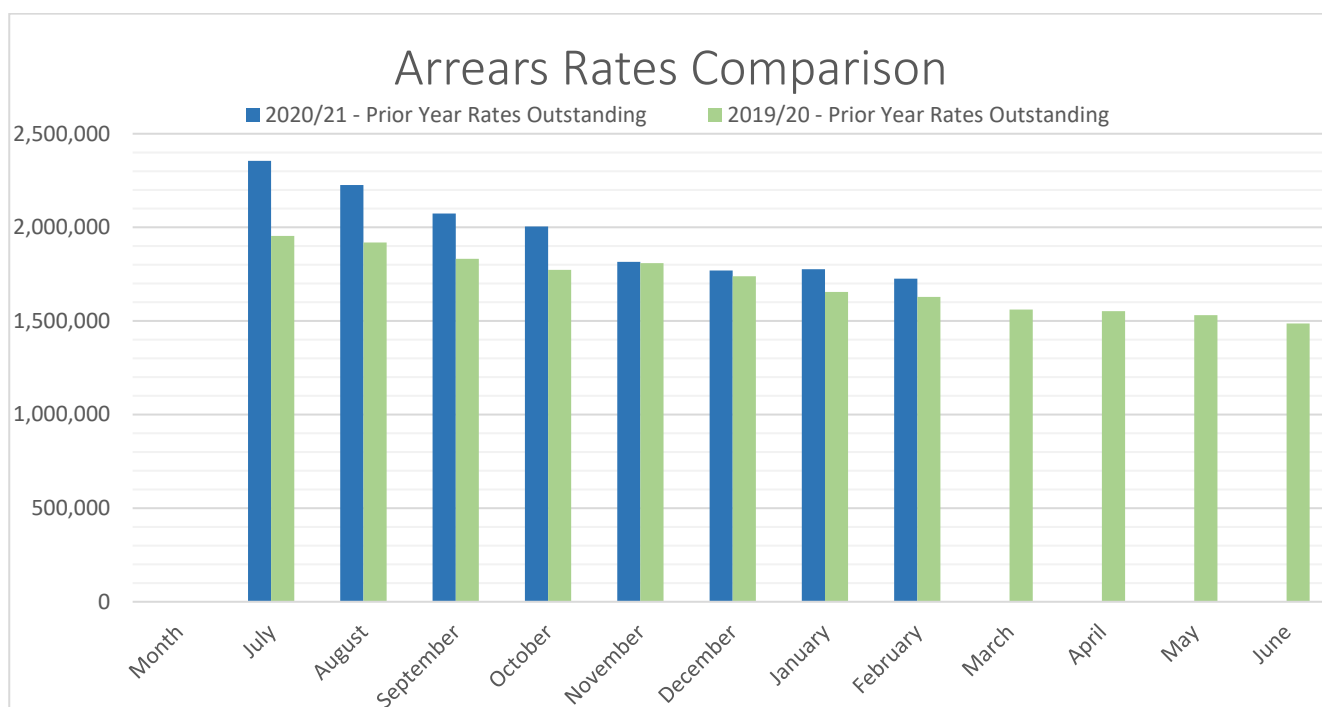
PRIOR YEAR RATES

The below table illustrates the split of prior year outstanding rates. Prior year rates as at 28 February 2021 are \$1.7 million, this is an increase of 6% compared to prior year February 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.

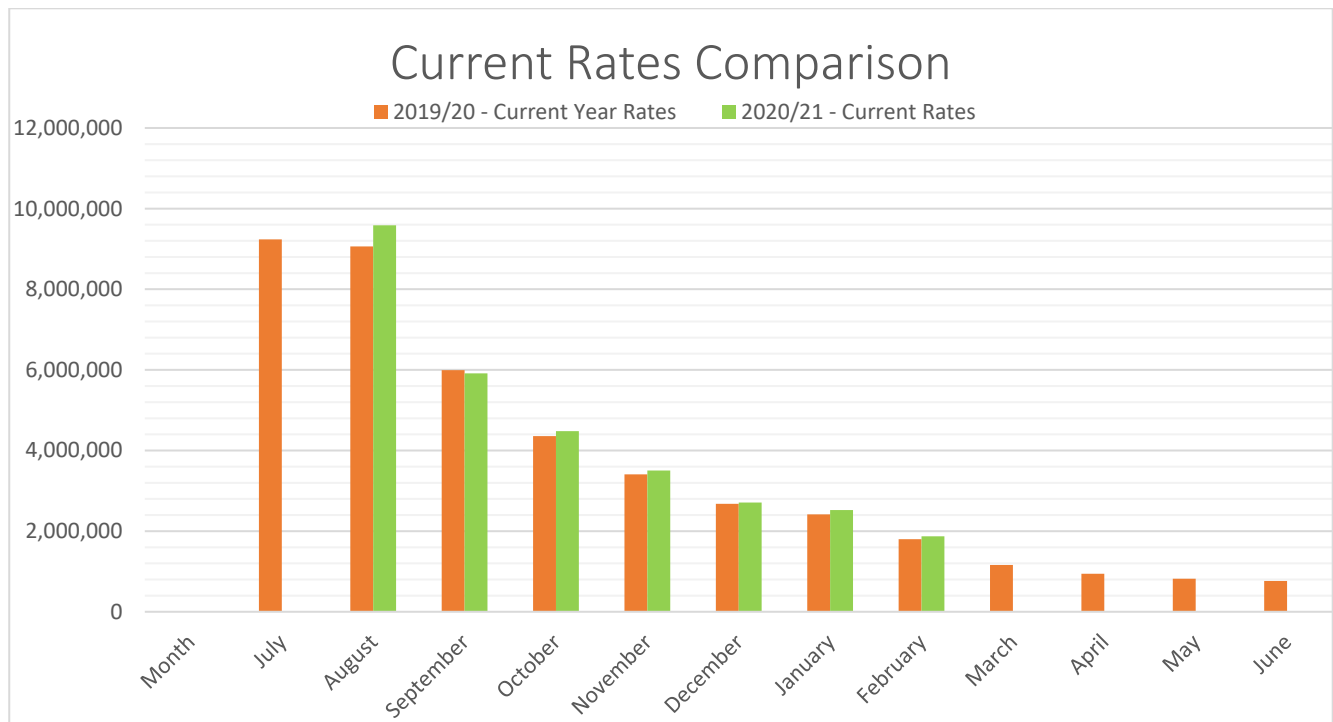
	Beginning 2020/21 Prior Years Outstanding (\$)	Previous Month (January 2021) (\$)	Current Month (February 2021) (\$)	Monthly Variance (\$)
COMMERCIAL	89,301	55,926	50,720	(5,206)
GAS PLANT	30	0	0	0
MINING	107,229	104,729	106,393	1,664
NON-RATEABLE GENERAL	8,802	9,495	9,553	58
NON-RATEABLE WASTE	27,378	28,049	28,252	204
PASTORAL	0	0	0	0
RURAL RESIDENTIAL	2,071,264	1,428,828	1,379,148	(49,680)
URBAN RESIDENTIAL	155,687	149,673	151,690	2,017
TOTAL	2,459,691	1,776,700	1,725,756	(50,944)
Arrears LESS Legal		1,540,951	1,480,758	(60,193)



CURRENT YEAR RATES

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

	Previous Month (January 2021) (\$)	Current Month (February 2021) (\$)	Variance (\$)	Due Dates
Instalment 1	412,403	348,434	(63,969)	30 September 2020
Instalment 2	567,090	482,584	(84,506)	30 November 2020
Instalment 3	1,545,463	1,039,556	(505,907)	28 February 2021
TOTAL	2,524,956	1,870,574	(654,382)	



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.

ASSET SUSTAINABILITY RATIO	OUTSTANDING RATES RATIO	OWN SOURCE OPERATING REVENUE COVERAGE RATIO	CURRENT RATIO (LIQUIDITY RATIO)	DEBT SERVICE RATIO
<p>120% —————</p> <p>90% —————</p> <p>60% —■—</p> <p>30% —</p> <p>0% —</p> <p>19/20 20/21</p> <p>■ Actual</p> <p>■ Budget - 60%</p> <p>— Benchmark - Minimum 90%</p> <p>— Benchmark - Maximum 120%</p>	<p>30% —</p> <p>25% —</p> <p>20% —</p> <p>15% —■—</p> <p>10% —</p> <p>5% —</p> <p>0% —</p> <p>19/20 20/21</p> <p>■ Actual</p> <p>■ Budget - Less than 15%</p> <p>— Benchmark - Less than 10%</p> <p>— Best Practice - Less than 5%</p>	<p>120% —————</p> <p>100% —————</p> <p>80% —</p> <p>60% —■—</p> <p>40% —</p> <p>20% —</p> <p>0% —</p> <p>19/20 20/21</p> <p>■ Actual</p> <p>■ Budget - 60%</p> <p>— Benchmark - Minimum 60%</p> <p>— Benchmark - Maximum 100%</p>	<p>8.00 —</p> <p>7.04</p> <p>6.00 —</p> <p>4.61</p> <p>4.00 —</p> <p>2.00 —</p> <p>0.00 —</p> <p>19/20 20/21</p> <p>■ Actual ■ Budget - More than 1</p>	<p>1.0 —■—</p> <p>0.5 —</p> <p>0 —</p> <p>0 —</p> <p>0 —</p> <p>19/20 20/21</p> <p>■ Actual</p> <p>■ Budget - Less than 1</p>
Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.

KPI	Explanation
Asset Sustainability Ratio	<p>A ratio of 90% indicates Council is replacing assets in a timely manner as assets reach their end of useful life. A ratio of less than 90% over the long-term indicates a build-up Infrastructure Backlog*.</p> <p>Council's Asset Sustainability ratio of 28% for the month of February is expected to increase as capital projects are completed in the last half of the year. However, it is expected that Council will continue to fail to meet both the budget of 60% and the local government benchmark of 90%. Council's asset base is currently valued at \$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 backlog of infrastructure replacement needs in future.</p>
Outstanding Rates Ratio	<p>In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia.</p> <p>Council's Outstanding Rates Ratio of 25% sits unfavourably higher than the maximum budgeted target of 15%. A growing outstanding rates ratio increases liquidity risk and places burden on Council's existing resources. Council will need to manage the risk by prioritising rates debt recovery to see a downward trend in the rates outstanding ratio gradually.</p>
Own Source Revenue Ratio	<p>This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources**. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level.</p> <p>Council's Own Source Operating Revenue Coverage ratio of 51% for 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 7.04 for February sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed in the short term to fulfill its short-term liabilities as and when they fall due.</p>
Debt Service Ratio	<p>Council has no debt and therefore fully meets the Municipal Plan Target of less than 1.</p>

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

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

COUNCIL REPORT

Agenda Item Number:	15.02.02
Report Title:	Budget Review 2020/2021
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	17/03/2021
Attachments:	A: Operating Income Statement 2020-21

Executive Summary

In accordance with the Local Government Act (section 128), Council has undertaken the review of the 2020/2021 Original Budget. Revenue is forecasted to increase by \$401,890 and operating expenses is forecasted to increase by \$175,078. Council's net budgeted surplus is forecasted to increase by \$226,812.

The capital budget is forecast to increase from \$6.5M to \$10.9M as a result of additional grant funding, developer contributions and the 2019/2020 carry forward projects. The net effect of these changes results in \$200k less funding required from the asset reserve.

The Original budget for 2020/2021 forecasted an overall reduction of \$5.6M from Council's Reserves (restricted and unrestricted). The budget review amendments will result in an overall reduction of financial reserves of \$7.2M however, \$3.8M of the reduction is attributed to unexpended grants (restricted) which will be fully expended by the end of the year. Unrestricted reserves are forecasted to increase by \$2.1M.

Recommendation

THAT Council receive and adopt the Budget Review for 2020/2021.

Background

The following table provides a comparison of the Original 2020/2021 budget, proposed budget amendments and the final 2020/2021 amended budget. Attachment A provides a further breakdown of the budget amendments.

Summary Budget Position 2020/21 - Budget Review

	2020/21 Adopted Budget (\$)	2020/21 Budget Review (\$)	Variance	
Operating Income	16,739,453	17,141,343	401,890	2%
Operating Expense	14,958,552	15,133,630	175,078	1%
Operating Surplus (Loss)	1,780,901	2,007,713	226,812	13%
Capital Income	1,820,525	3,428,421	1,607,896	88%
Capital Expense	6,565,518	10,950,263	4,384,745	67%
Capital Surplus (Loss)	(4,744,993)	(7,521,842)	(2,776,849)	59%
Financial Reserve Movement	(5,569,968)	(7,213,243)	(1,643,275)	30%

Council's operational income is forecasted to increase by \$401,890. Planning revenue increased due to review fees received for the new subdivision at Fred's Pass. Thorak Regional Cemetery revenue has increased due to an increase in demand for pre-paid internments. Other revenue increase is offset by a related increase in expenses.

Operational expenses are forecasted to increase by \$175,078. With over \$200k savings in employee costs, the over increase in expenses is partially offset by increased income. Other major factors include an increase in insurance costs, a bad debt resulting from unrecouped rates on the sale of property (deceased resident) and a forecasted increase in audit fees pending the appointment of a new audit firm.

Overall surplus is forecast to increase by \$226,812 (13%) from \$1,780,901 to \$2,007,713.

Capital income has increased by \$1.8M to \$3.6M due to an increase in grant funding and developer contributions. This increase, together with the unexpended grant and developer contribution from 2019/2020 has underpinned and increase in capital expenditure of \$4.4M.

Considering the changes in Operating and Capital position, the final forecasted reserve balance is forecasted to be \$15.5M. While this is a drop of \$1.6M compared to the original budget, \$3.8M relates to unexpended grants which are forecast to be fully expended by the end of 2020/2021. Unrestricted reserves are forecast to increase by \$2.1M.

The below table shows the overall change in movement in reserve balances forecasted for 30 June 2020.

Summary Financial Reserve Movements 2020/21 - Budget Review					
RESERVES	2019/20 Balance	Net movement (\$)	Budget Review Balance (\$)	Original Budget Balance (\$)	Variance (\$)
RETRICTED					
Developer Contributions Reserve	767,587	(684,852)	82,735	2,552	80,183
Unexpended Grants Reserve	3,816,358	(3,816,358)	-	3,831,520	(3,831,520)
Unexpended Capital Works	11,742	(11,742)	-	-	-
UNRESTRICTED					
Asset Reserve	11,563,156	(2,773,528)	8,789,628	7,773,119	1,016,509
Waste Management Reserve	4,784,705	34,071	4,818,776	4,097,731	721,045
Thorak Regional Cemetery	665,348	39,166	704,514	334,007	370,507
Election Reserve	100,000	-	100,000	100,000	-
Disaster Recovery Reserve	500,000	-	500,000	500,000	-
Strategic Initiatives Reserve	500,000	-	500,000	500,000	-
TOTAL	22,708,896	(7,213,243)	15,495,653	17,138,928	(1,643,275)

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.

Risks



Financial

Council is managing financial risk through the review of the budget.

Community Engagement

Not applicable.

Litchfield Council
Operating Income Statement 2020/21
Budget Review 1

	2020/21 - Adopted Budget (\$)	2020/21 - Budget Review (\$)	Variance	
Grants	3,580,922	3,668,423	87,501	2%
Inv Income	678,201	523,201	(155,000)	-23%
User Charges	1,235,123	1,436,033	200,910	16%
Rates	10,753,183	10,796,659	43,476	0%
Stat Charges	125,000	200,000	75,000	60%
Other Revenue	367,024	517,027	150,003	41%
Total Income	16,739,453	17,141,343	401,890	2%
Sundry	558,589	693,492	134,903	24%
Computer / IT Costs	388,455	413,255	24,800	6%
Employee Costs	6,932,575	6,699,163	(233,412)	-3%
Professional Fees	997,239	975,270	(21,969)	-2%
Parts, accessories & consumables	185,860	188,960	3,100	2%
Cemetery Operations	380,563	389,949	9,386	2%
Auditors Fees	38,356	63,356	25,000	65%
Contractors	4,083,852	4,165,452	81,600	2%
Legal Expenses	82,004	82,004	-	0%
Donations and Community Support	131,132	204,832	73,700	56%
Maintenance	451,820	451,820	-	0%
Elected Member	270,907	274,907	4,000	1%
Energy	196,300	176,300	(20,000)	-10%
Insurance	260,000	308,157	48,157	19%
Bad Debts	900	46,713	45,813	5090%
Total Expenses	14,958,552	15,133,630	175,078	1%
Net result (Excluding Depreciation)	1,780,901	2,007,713	226,812	13%

COUNCIL REPORT

Agenda Item Number:	15.02.03
Report Title:	NDRRA Acquittal – Monsoonal Trough January 2018
Author:	Bianca Hart, Acting Manager Corporate Services
Recommending Officer:	Arun Dias, General manager Business Excellence
Meeting Date:	17/03/2021
Attachments:	A: NDRRA Acquittal

Executive Summary

This report presents to Council the full acquittal of the Natural Disaster Relief and Recovery Arrangements (NDRRA). NDRRA funding was provided to restore roads damaged following the Monsoonal Trough in January 2018.

\$1,848,975 was received in October 2018. Works began in 2018 with a partial acquittal and related refund of \$420,100 presented to council 17 July 2019.

This report presents for Council the full acquittal and final refund of \$109,342.00.

Recommendation

THAT Council note and receive the full acquittal of the Natural Disaster Relief and Recovery Arrangements funding.

Background

As a result of the Monsoonal Trough in January 2018, funding was received from the Department of Housing and Community Development (DHCD) on 10 October 2018 for repairs to:

- Bunday Road, Humpty Doo;
- Brougham Road, Darwin River/Fly Creek;
- Finn Road, Berry Springs/Weddell; and
- Trippe Road, Humpty Doo.

Bunday, Finn and Trippe Road repairs were completed by March 2019 resulting in a \$420,100 underspend and subsequent refund to DHCD. A partial acquittal was completed and reported to Council on the 17 July 2019.

Brougham Road has since been completed resulting in a further underspend of \$109,342. The final acquittal (Attachment A) has been submitted to DHCD and the underspend refunded.

Summary Acquittal

	Funding (\$)	Expenses (\$)	Surplus/(Deficit) (\$)
Brougham Road	768,529	659,187	109,342
Bundey Road	29,133	12,589	16,544
Trippe Road	873,562	469,898	403,664
Finn Road	177,751	177,859	(108)
Total (\$)	1,848,975	1,319,533	529,442*

*Initial funding based on estimated budget. Actual projects came in under budget and surplus has been refunded in full

Links with Strategic Plan

Everything You Need - Roads and Transport

Legislative and Policy Implications

Not applicable.

Risks



Council needs to acquit grants in line with funding agreements to ensure future application continue to be considered by Department Housing and Community Services.

Community Engagement

Not applicable.

Litchfield Council

**2018-19 ACQUITTAL OF FUNDING UNDER NATURAL DISASTER RELIEF AND RECOVERY
ARRANGEMENTS (NDRRA) REQUIREMENTS**

Department of Housing and Community Development

File number: HCD2018/10363

Purpose of Grant: To repair roads damaged as a result of the Monsoonal Trough January 2018

Buy Local compliance: Yes/No/Not applicable

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2019

Grant funding	\$1,848,975
Other income	
Total income	\$1,848,975

Expenditure (requires completion of the NDRRA spreadsheet – electronic version to be supplied by DLGHCD) (Specify accounts and attach copies of invoices, ledger entries, tenders, quotes, purchase order documents and geospatial photos of completed works)

An 'administration fee' is not to be apportioned to the grant for acquittal purposes.

Total Expenditure	\$1,319,533
Surplus/(Deficit)	\$529,422*

We certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by Stephanie Gloede  02/03/2021

To be laid before the Council at a meeting held on 17/03/2021 **Copy of minutes to follow.**

Manager Corporate Services Bianca Hart  02/03/2021

DEPARTMENTAL USE ONLY

Grant amount correct: ☐ Yes ☐ No

Expenditure conforms to purpose: ☐ Yes ☐ No

Capital Works – Bought from Territory Enterprise: ☐ Yes ☐ No

Minutes checked: ☐ Yes ☐ No

Balance of funds to be acquitted: \$ _____

Date next acquittal due: ____/____/____

ACQUITTAL ACCEPTED: ☐ Yes ☐ No

Prepared by:

Comments:

Donna Hadfield, Manager Grants Program



COUNCIL REPORT

Agenda Item Number:	15.02.04
Report Title:	Commercial Rates Replenishment Program Certification
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	17/03/2021
Attachments:	A: Concessional Rates Certification Report

Executive Summary

The Commercial Rates Replenishment Program (CRRP) provides funding to offset the cost of the three-month rates waiver offered to Commercial Rate payers experiencing financial hardship for the 2020/2021 financial year. Council is eligible for funding to the value \$12,195.62 as detailed in the attached Concessional Rates Certification Report which is required to be presented to Council prior to the funding being received.

Recommendation

THAT Council receive and note the Concessional Rates Certification Report.

Background

The Northern Territory Government (NTG) is providing funding under the CRRP to cover the three-month rates waiver (25% concession) offered to Commercial Rate payers experiencing financial hardship for the 2020/2021 financial year. The rates waiver was one of the measures introduced by the NTG to reimburse Council's for providing support to commercial ratepayers facing financial hardship as a result of the global COVID-19 pandemic.

Council offered the rate waiver to be eligible for the Special Community Assistance and Local Employment (SCALE) Grant funding however the SCALE funding (\$560,700) was not used to offset the loss commercial rates revenue.

Council received and honoured twelve applications (industry split below) for the three-month waiver totalling \$12,195.62.

Industry Split	
Accommodation	3
Construction	3
Wildlife Management	2
Professional Services	2
Transport	1
Hospitality	1
Total	12

Under the CRRP Council can claim funding to the value of the three months rate waiver at 2019/2020 rates levies which equates to \$12,244.46. The difference of \$195.36 relates to a minor reduction in rates levied as a result of rounding when the initial 4.5% rates increase was reversed.

Links with Strategic Plan

Everything You Need - Community Prosperity

Legislative and Policy Implications

Nil

Risks



Nil identified.

Community Engagement

Not applicable.

Certification of rates concession provided to eligible commercial rate payers 2020-21

LITCHFIELD COUNCIL

FILE NUMBER: _____

CONCESSIONAL RATES CERTIFICATION REPORT FOR THE PERIOD ENDING 31 DECEMBER 2020 OR 1 JANUARY 2021 TO 01 JULY 2021

Eligible Approved quarterly commercial rates levied in 2020-21 (<i>based on 2019-20 rates</i>)	\$ 12,244.46 (A)
Total Quarterly Actual Concession Given	\$ 12,195.62
Minimum Council contribution (i.e. minimum 25%)	\$ 12,195.62

Council Level Statistics

Total 2020-21 Annual Commercial Rates levied	\$709,287.31
Total number of commercial lots levied	265
Eligible quarterly commercial rates levied based on 2020-21 declaration	\$12,195.62 (B)
Difference in 2020-21 rates levied compared to 2019-20 rates levied for eligible lots (<i>i.e. A-B</i>)	\$195.36

Total number of eligible commercial properties **12**

We certify that the Litchfield Council

- provided the **eligible commercial rate payers** with a three month waiver in 2020-21 Yes ☒ No ☐
- the waiver was based on the annual rate declared for respective allotments in 2019-20 Yes ☐ No ☒
- evidence pertaining to council's approval of rate concession is available for inspection if required Yes ☒ No ☐

Certification report prepared by Bianca Hart 04/03/2021

Laid before the Council at a meeting held 17/03/2021

Copy of minutes attached - Yes

Manager Corporate Services *B. Hart*

04/03/2021

DEPARTMENTAL USE ONLY

Concessions conforms to purpose Yes ☐ No ☐

Amount of eligible rate concession to be reimbursed to council \$ _____

CERTIFICATION ACCEPTED

Yes ☐ No ☐

Omor Sharif – Grants and Rates Officer _____

...../...../2020

RECOMMENDED Donna Hadfield – Manager Grants Program _____

...../...../2020

REIMBURSEMENT AMOUNT APPROVED - Meeta Ramkumar – Senior Director Sustainability and Compliance _____

.../.../2020



COUNCIL REPORT

Agenda Item Number:	15.02.05
Report Title:	Purchasing Card Policy – Elected Council Members and Chief Executive Officer
Author & Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	17/03/2021
Attachments:	A: Draft FIN15 Purchasing Card Policy – Elected Council Members and Chief Executive Officer

Executive Summary

This report presents for Council's consideration a draft Elected Council Members and Chief Executive Officer Purchasing Card Policy and seeks its adoption by Council.

The revised Local Government Act 2019, taking effect on 1 July 2021, requires introducing a new Purchasing Card Policy for Elected Council Members and the Chief Executive Officer (CEO).

Recommendation

THAT Council adopt Policy FIN15 Purchasing Card Policy – Elected Council Members and Chief Executive Officer at Attachment A, subject to any minor editorial adjustments.

Background

Council's Purchasing Card Policy FIN12 provides guidance on allotment, managing and cancellation of Council Credit cards to staff to ensure risks of fraud and theft are appropriately mitigated. The current Purchasing Card Policy (FIN12) applies to the CEO and Council staff.

Under the revised Draft Local Government (General) Regulations, the changes to the proposed Local Government Act requires Council to have two separate policies governing the use of Corporate Purchasing cards by:

- a) the Elected members and CEO; and
- b) Council staff.

The proposed changes to the Local Government (General) Regulation, section 6 (1) (e) states:

“a policy, adopted by resolution, for the responsibility for and use of council credit cards by:

I. council members; and

II. the CEO

and section 6 (1) (f) states:

“a policy made by the CEO, for the responsibility for and use of council credit cards by the council’s staff;”.

Council’s current Purchasing Card Policy FIN12 is an administrative policy approved by the Executive Leadership Team (ELT) on the 8th of February 2021. These changes comply with the draft regulation to take effect as at 1 July 2021.

The Draft FIN15 Purchasing Card Policy for Council Elected Members and CEO requires Council approval to comply with the requirements of the proposed changes to the regulation. This policy was presented to the Risk Management and Audit Committee (RMAC) on 23 February 2021 with a recommendation to endorse for a Council approval.

Following are the summary of changes to the proposed Purchasing Card Policy:

1. Scope of council’s FIN12 Purchasing Card Policy to be limited to Council Staff.
2. Introducing a new Purchasing Card Policy FIN15 for Council Elected Members and the CEO.
3. Credit Cards to have no cash advance facilities.
4. Prohibition of linking of reward points to credit cards.
5. Explicit and mandatory compliance clause in the policy to prohibit a cardholder to share card details or Personal Identification Number (PIN) with anyone.
6. Empowers the CEO with authority to act against any cardholder for repeated breaches for missing supporting documentation.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Local Government Act 2019.

Risks



Nil identified.

Community Engagement

Not applicable.



Name	FIN15 Purchasing Cards – Elected Council Members and Chief Executive Officer
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	
Review Date	[Review Date]

1. Purpose

The purpose of this policy is to provide guidance on how Council purchasing credit cards are to be allocated, used, and administered. This policy is designed to control the use of corporate purchasing cards issued under the name of Litchfield Council to Elected Council Members and Chief Executive Officer (CEO). Procedures outlined in this policy ensure sound governance of expenditure incurred on behalf of Council

2. Scope

This policy applies to all Council Members and the CEO who are issued with a purchasing card.

3. Definitions

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

Purchasing Cards	Corporate purchasing cards issued in the name of Litchfield Council.
Cardholder	Litchfield Council Elected member or CEO that is holder of a corporate purchasing card.

4. Policy Statement

4.1. Issuing of Purchasing Cards

- 4.1.1. Council will authorise the issue of a credit card to the CEO with credit limits as stated in the delegation manual.
- 4.1.2. Council may resolve to issue a credit card to a council member only if the card is necessary for the council member to perform their functions and it is not reasonably possible to use the Council's purchasing system for ordering of goods or services.
- 4.1.3. To be issued a Purchasing Card, eligible cardholders will be provided with a Purchasing Card request form from Finance. The form is provided by Litchfield Council's banking service provider. Eligible cardholders will be required to prove their identity with the bank issuing the Purchasing Card.

- 4.1.4. Council members and the CEO issued with Purchasing Cards are in a position of trust with regard to the use of public funds. Improper use of that trust may render the cardholder liable to disciplinary action, legal action or criminal prosecution. All cardholders are to acknowledge receipt of the Purchasing Card Policy in form of a signed agreement.

4.2. Credit Limit

- 4.2.1. The monthly maximum credit limit for Purchasing Cards is set in the financial delegation policy.
- 4.2.2. The purchasing card is to have no cash advance facilities.
- 4.2.3. The purchasing card is not to be linked to any form of award points.

4.3. Cancellation of Purchasing Cards

- 4.3.1. Each issued Purchasing Card remains the sole property of Litchfield Council. Council may revoke the use of the purchasing card issued to the CEO or elected members at any time.
- 4.3.2. Cancellation of a Purchasing Card is necessary where the:
- Cardholder changes job function which results in changes to delegated authority.
 - Employment with Council ceases.
 - Cardholder has not adhered to set procedures and policies.
 - Misuse of Purchasing Card.
 - Cardholder breaching any terms of this policy.

4.4. Use of Purchasing Card

- 4.4.1. Purchasing Cards must only be used for the carrying out of Council authorised business and for the meeting of Council liabilities where it is deemed to be inefficient to adhere to the electronic purchase order system.
- 4.4.2. No private expenditure shall be incurred, even if private funds are transferred or repaid immediately, to offset the expenditure. This includes the payment of parking fines or speeding offences even if incurred whilst on Council business.
- 4.4.3. All purchases on the Purchasing Card require appropriate authorisation in line with relevant Procurement and Financial Delegations policy.
- 4.4.4. Where inappropriate expenditure occurs, the value of the expenditure shall be recovered from the cardholder. Should there be an accidental purchase, the CEO is to be notified and the Council reimbursed immediately.
- 4.4.5. Penalties for misuse will apply as per FIN10 Fraud Protection Plan.

4.5. Cardholder Responsibilities

- 4.5.1. The cardholder has to ensure that the Purchasing Card is maintained in a secure manner and guarded against improper use.
- 4.5.2. All supporting documentation regarding a Purchasing Card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.

- 4.5.3. Reconciliation is to be completed within seven days of the date of the Purchasing Card statement being issued to the cardholder.
- 4.5.4. The cardholder must follow responsibilities outlined by the card provider.
- 4.5.5. The cardholder is to return the credit card to the Council as soon as the card is no longer required or if the cardholder is leaving the Council, on or before the last day with Council.
- 4.5.6. The cardholder must not share the credit card details including the personal identification number (PIN) with anyone.

4.6. Purchasing Card Reconciliation Procedures

- 4.6.1. Purchasing Card statement accounts will be issued to the relevant cardholder monthly by the Finance Officer. The cardholder must provide the Finance Officer with the following information on the statement:
 - Description of purchase
 - Budget (General Ledger) allocation
 - Applicable GST amounts
- 4.6.2. All transactions on the statement must be supported by Tax invoice stating the Supplier's name, the Supplier's Australian Business Number (ABN), the date of the expenditure, brief description of the expenditure, price paid for the expenditure and the Council's name as the purchaser. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable GST rebate to be applied.
- 4.6.3. If no supporting documentation is available, the cardholder will provide a statutory declaration detailing the nature of the expense. The statutory declaration can be found at <https://nt.gov.au/law/processes/statutory-declarations>.
- 4.6.4. The cardholder shall sign and date the Purchasing Card reconciliation statement with supporting documentation attached. The Mayor approves the reconciliation statement of the CEO's credit card and the CEO approves the elected members credit card reconciliation.
- 4.6.5. If a cardholder regularly makes use of a statutory declaration, the matter of repeated failure to keep tax invoices must be brought to the attention of the Chief Executive Officer who will consider for any appropriate action. This could include, to issue a first and final warning to the cardholder or revoking the use of the purchasing card from the cardholder. In the case of the Chief Executive Officer the matter should be brought to the attention of the Mayor.

4.7. Disputed Transactions

- 4.7.1. Litchfield Council is responsible for paying all accounts on the monthly Purchasing Card statement and the bank processes a direct debit from the operational bank account for such.
- 4.7.2. It is the Cardholder's responsibility to investigate with the supplier to determine the causes of the discrepancy. Only if this process does not resolve the dispute the cardholder needs to inform finance, who will initiate a formal dispute process with the bank.
- 4.7.3. A formal dispute process will require the cardholder to fill in a dispute form from the bank. A finance staff member will facilitate the process between the staff member and the bank.
- 4.7.4. Any amounts in dispute need to be highlighted on the Purchasing Card statement and will be debited to a suspense account until resolved.

4.8. Procedures for Lost, Stolen and Damaged Cards

- 4.8.1. The loss or theft of a Purchasing Card must be immediately reported by the cardholder to the card provider regardless of the time or day discovered. The cardholder must also formally advise the CEO immediately. If the cardholder is the CEO, they must advise the Mayor.
- 4.8.2. Advice of a damaged Purchasing Card is to be provided to the CEO who will arrange a replacement.

4.9. Finance Services Responsibilities

- 4.9.1. The Manager Corporate Services will ensure that the following responsibilities will be met by Finance Services:
 - Arrange issues and cancellations of Purchasing Cards
 - Maintain register of all cardholders
 - Provide cardholders with the policy, and where required any changes to the policy and their responsibilities and obligations as cardholders
 - Process payments of Purchasing Cards. This includes ensuring all required documentation is attached and relevant officers have signed the statements.
 - Arrange for all cardholders to sign the Corporate Purchasing Cardholder Agreement with application for the Purchasing Card.
 - Annual review of Purchasing Card compliance with authorised delegations
 - Assist with formal dispute process

5. Associated Documents

Litchfield Council Policies

6. References and Legislation

Local Government Act 2019, Regulations, and Ministerial Guidelines

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
xx-xx-2021	Adoption of Policy



COUNCIL REPORT

Agenda Item Number:	15.02.06
Report Title:	People, Performance and Governance Monthly Report – February 2021
Author	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	17/03/2021
Attachments:	Nil

Executive Summary

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

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 February 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.

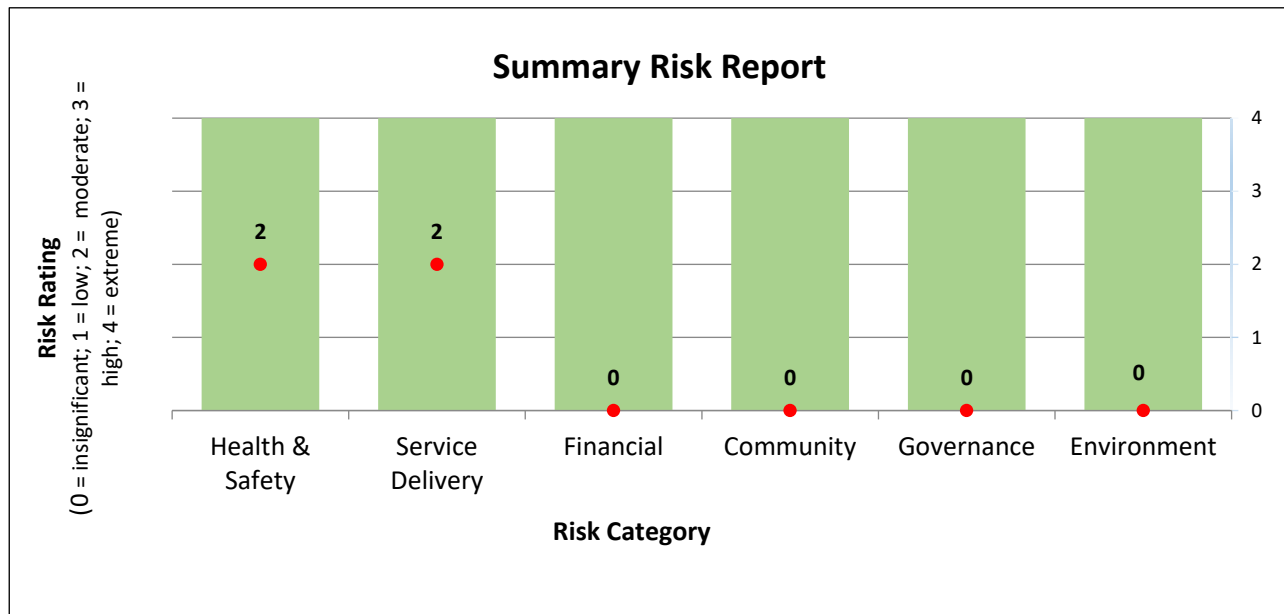
Links with Strategic Plan

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

Service Delivery

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

Financial Implications

Nil

Community Engagement

Not applicable.

PEOPLE AND PERFORMANCE MONTHLY REPORT

February 2021

People

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
Manager Infrastructure & Assets	Infrastructure & Assets	25 February 2021	Fixed-term Management Contract

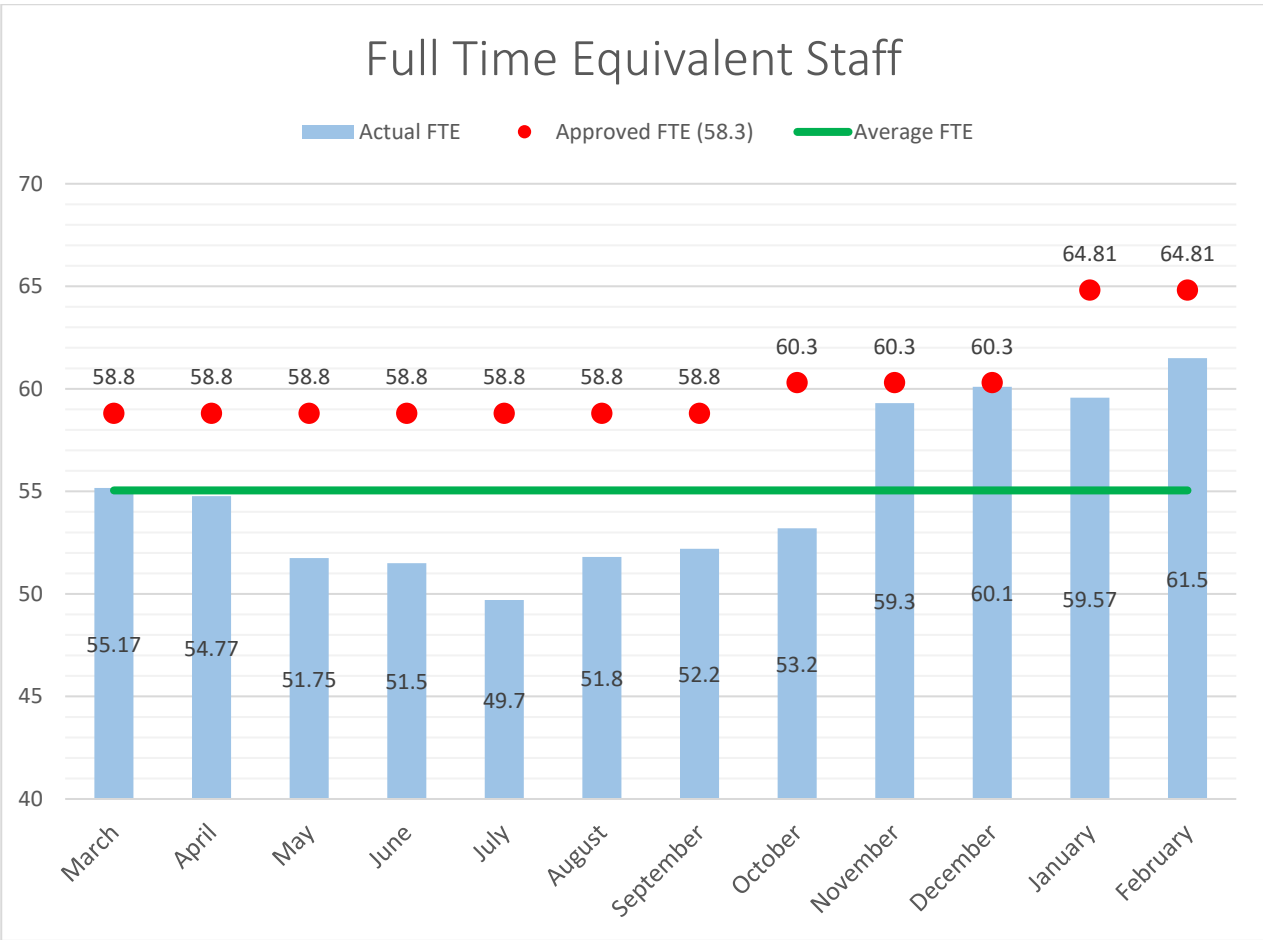
External Appointments

Position	Department	Commenced	Permanent/Temporary
Project Support Officer	Infrastructure & Assets	4 February 2021	Temporary
Manager Community Inclusion	Community Services	15 February 2021	Fixed-term Management Contract
Project & Contracts Engineer	Infrastructure & Assets	25 February 2021	Temporary

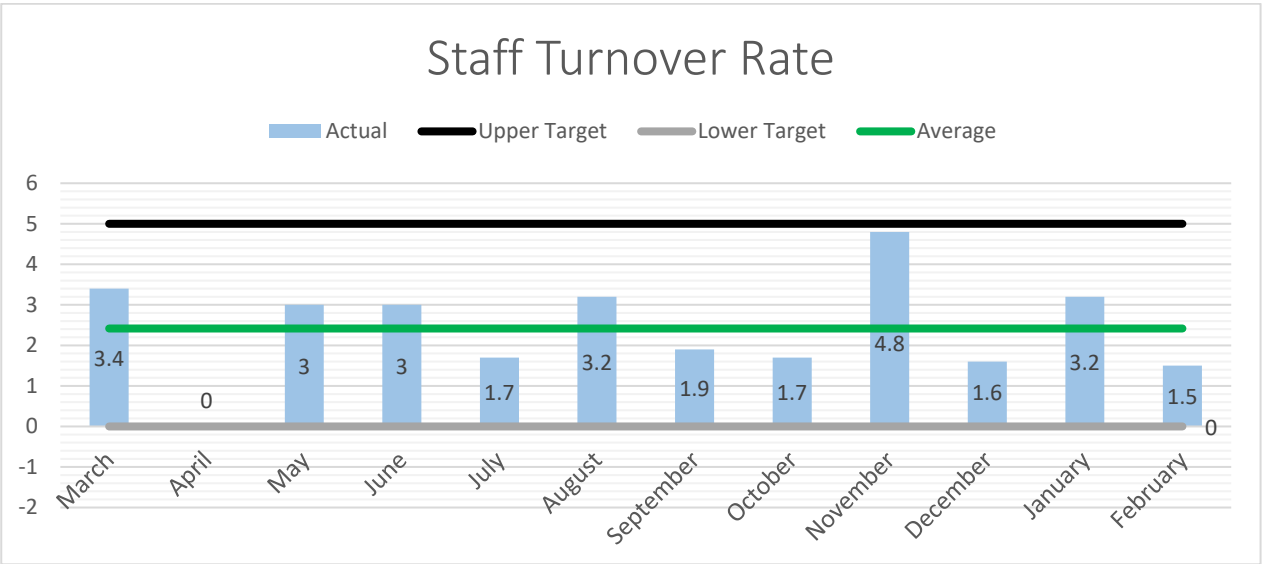
Employment Separation

Position	Department	Commenced	Permanent/Temporary
Plant Operator	Environment & Operations	16 November 2020	Casual

	Approved	Actual	Difference
Full Time Equivalent	49	49	0
Part-time	5.81	5.5	0.31
Contract	10	7	-3
Total	64.81	61.5	-3.31



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)



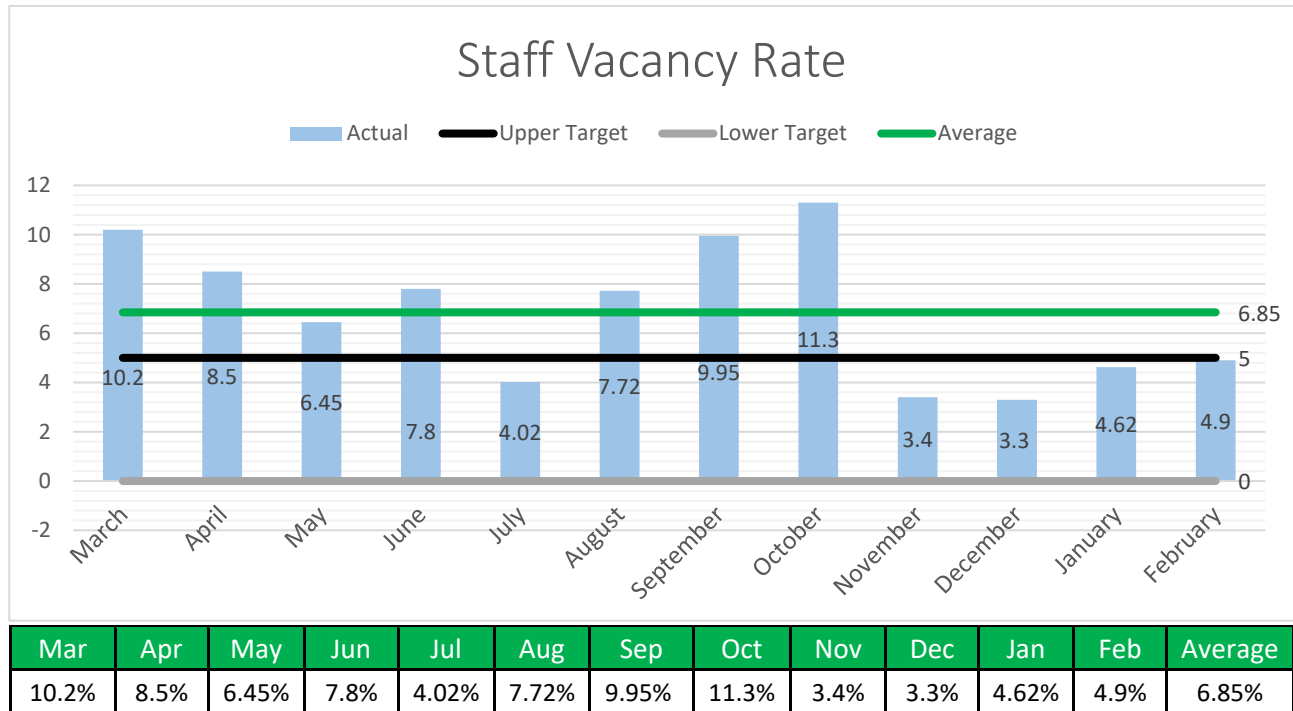
Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Average
3.4%	0%	3%	3%	1.7%	3.2%	1.9%	1.7%	4.8%	1.6%	3.2%	1.5%	2.42%

Target Average: Between 0% - 5%

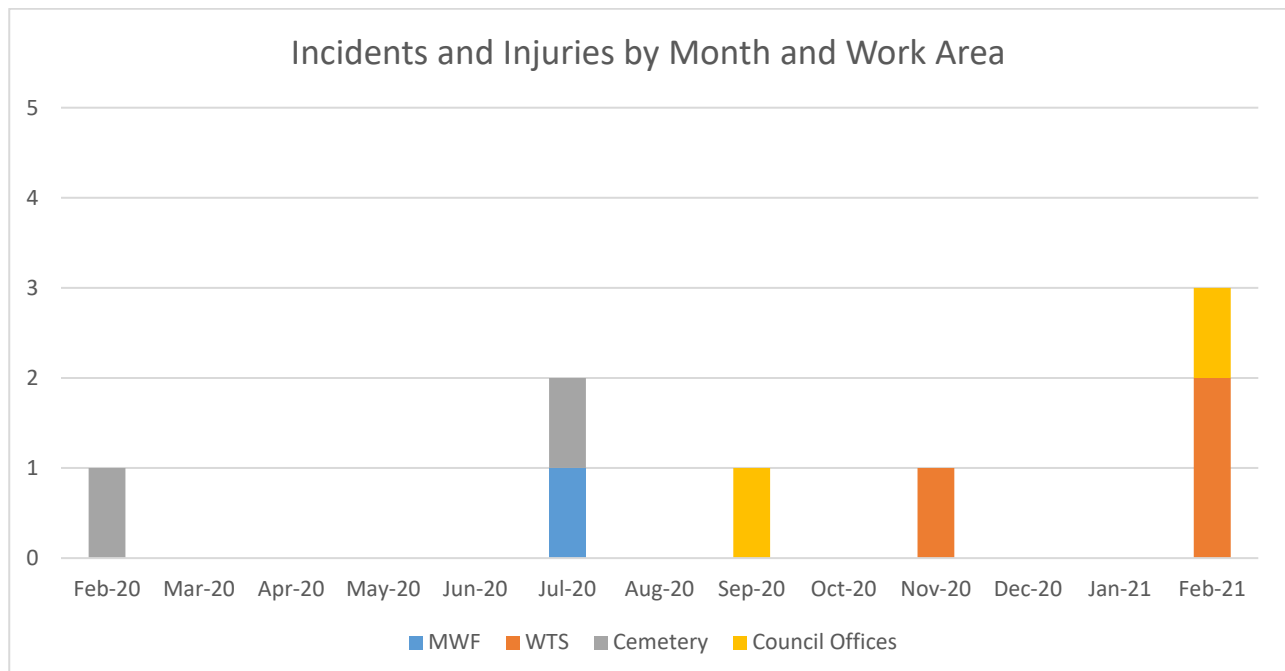
Staff Vacancy Rate:

The number of vacant positions during the reporting period.

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



Workplace Health and Safety



Three incidents were reported in February 2021. Two incidents involving staff members occurred at Waste Transfer Stations and one incident involving a visitor was recorded at Taminmin Library.

Governance

Work continues with the implementation of the new Local Government Act and Regulations 2019. Below is a table on the policies completed for the March Council meeting and policies that are currently being reviewed and are expected to be presented at the April Council meeting.

Item	Status	Council Meeting
Purchasing Card Policy for CEO and Elected Members	Drafted	March
Delegations from Council	Under review	April
Filling Casual Vacancies	Drafted	April
Contravention of Code of Conduct	Drafted	April
Code of Conduct for CEO	Under review	April
Confidential Information	Drafted	April
Human Resource Management Policy	Drafted	April

COUNCIL REPORT

Agenda Item Number:	15.03.01
Report Title:	Summary Planning and Development Report March 2021
Author:	Rodney Jessup, Manager Infrastructure and Assets
Recommending Officer:	Leon Kruger, Director Infrastructure & Operations
Meeting Date:	17/03/2021
Attachments:	A: Letter of Comment on PA2021/0012 B: Letter of Comment on PA2021/0019 C: Letter of Comment on PA2021/0023 D: Letter of Comment on Liquor Licence PA2021/9003

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 1 to 28 February 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	3
Mining Applications	0
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	1
Water Licence Applications	0
Clearances for Development Conditions	1
Stormwater/Driveway Plan Reviews	20
Works Permits	4

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

Recommendation

THAT Council:

1. receives the March 2021 Summary Planning and Development Report; and
2. notes for information the responses provided to relevant agencies within Attachments A to D of 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	3
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
PA2021/0012 LTO 78004 Parcel 11 (230) Westall Road Howard Springs Hundred of Bagot Attachment A	Independent Unit - Dwelling Independent in excess of 80m ² The application proposes to construct a new single dwelling on the site and subsequently turn the existing 94m ² dwelling on the site into an independent unit. The proposed independent unit is only 14m ² over the minimum floor area that would not require a Development Permit, there is no way to alter the dwelling to reduce the dwelling size, and the location of the dwelling in the centre of the site is unlikely to affect the amenity of the surrounding neighbourhood. The proposed changes to the site are not expected to have any negative effects upon any Council infrastructure. As such, in accordance with the assessment under the NT Planning Scheme, it is fitting for Council to support the application.
PA2021/0019 Lot 15460 Town of Palmerston Attachment B	Subdivision to Create 59 Residential Lots (phase 3.6 of Stage 1 of Zuccoli (known as Zuccoli Village) The extent of the development is contained within the municipality of the City of Palmerston. However the stormwater discharge point is within

	<p>the Litchfield Municipality, specifically into Brooking Creek. Therefore, Council has an interest in the stormwater management and treatment on the site and its discharge into Litchfield Council's stormwater drainage system.</p> <p>Conditions relating to the assessment of the stormwater discharges and associated calculations have been requested.</p>
<p>PA2021/0023</p> <p>Lot 5129 (10) Mander Road, Holtze Hundred of Bagot</p> <p>Attachment C</p>	<p>The application seeks to vary the requirements of the NT Planning Scheme (setbacks) for a proposed structure (carport) to be constructed to cover 3 existing car parking spaces on the site.</p> <p>Specifically, the proposed structure encroaches into the side and rear boundary requirements for the site as identified in the NT Planning Scheme.</p> <p>The setbacks are similar to those in the locality noting the adjacent lot to the side and rear affected boundaries are vacant and therefore no impact on amenity is likely to occur at this point in time.</p>

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
<p>2021/9003</p> <p>Coolalinga Village Tavern 425 Stuart Hwy, Coolalinga.</p> <p>Attachment D</p>	<p>Coolalinga Village Tavern - Notification of application to change conditions of liquor licence</p>	<p>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.</p>

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
20

WORKS PERMIT APPLICATIONS

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

No. Works Permit Applications
4

Links with Strategic Plan

A Great Place to Live - Development and Open Space

Legislative and Policy Implications

Not applicable to this report

Risks



No identified risks applicable to this report

Community Engagement

Not applicable to this report



19 February 2021

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

RE: Letter of Comment Development Application

PA2021/0012

**Hun: 055 LTO: 78004 P: 00011 230 Westall Road HOWARD SPRINGS, Hundred of Bagot
Independent Unit - Dwelling Independent in excess of 80m²**

Thank you for the Development Application referred to this office on 08/02/2021, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not object to the granting of a Development Permit for the following reasons:

- a) The proposal will result in a (new) dwelling-single with the existing dwelling-single to be utilised as a dwelling-independent. The resultant dwelling-independent marginally exceeds the required 80m² maximum however as an existing building well setback from site boundaries the use is considered appropriate to the site in terms of location, scale and potential impact on surrounding amenity. The proposal is also considered to be consistent with the Zone RL purpose and outcomes, and the purpose of **Clause 5.4.13**.
- b) Based on the documentation provided in the application, it is understood that the existing effluent disposal system is insufficient to accept additional loads resulting from the proposed dwelling-single, and that the proposed new effluent disposal system can be approved and is appropriate for the proposed development.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide

footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.

- b) Soil erosion and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

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

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

Yours faithfully



Rodney Jessup
Project Management Program Leader



26 February 2021

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

RE: Letter of Comment Development Application

PA2021/0019

Lot 15460 Town of Palmerston

Subdivision to Create 59 Residential Lots (phase 3.6 of Stage 1 of Zuccoli (known as Zuccoli Village))

Thank you for the Development Application referred to this office on 18/02/2021, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not object to the granting of a Development Permit for the following reasons:

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

Litchfield Council understands that the conceptual Stormwater Management Strategy includes the implementation of a detention system in the open space area known as the 'Dambo'. This detention system shall be appropriately sized to detain flows and ensure that post-development flows leaving the Development Site are equal to or less than pre-development flows for all storm events up to and including the 1% AEP storm event.

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

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

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

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

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

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

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

- f) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- g) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 29.

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

Yours faithfully



Rodney Jessup
Manager Infrastructure and Assets



22 February 2021

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

RE: Letter of Comment Development Application

PA2021/0023
Lot 5129 (10) Mander Road, Holtze
Application to vary the NT Planning Scheme for the proposed carport structure.

Thank you for the Development Application referred to this office on 15/02/2021, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not object to the granting of a Development Permit for the following reasons:

- a) It is noted that the the orientation and positioning of the proposed Carport is pre-nominated by the existing car parking spaces on the allotment. Furthermore, the setbacks are similar to those in the locality noting the adjacent lots to the side and rear affected boundaries are vacant and therefore no impact on amenity occurs at this point in time.

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

- b) In addition to the existing stormwater management plan and prior to the commencement of works, further detail on the proposed boundary kerb installation to contain and direct water to the lawful point of discharge and avoid water crossing the property adjacent boundary shall be submitted to and approved by Litchfield Council.

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:

- c) Prior to the commencement of works, further detail on the proposed boundary kerb installation to contain and direct water to the lawful point of discharge and avoid water crossing the property adjacent boundary 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:

- d) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- e) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of Litchfield Council.
- f) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

- g) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- h) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 29.

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

Yours faithfully



Rodney Jessup
Project Management Program Leader



24TH February 2021

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

RE: Application to change a condition of a Liquor Licence

2021/9003

**Coolalinga Village Tavern, 425 Stuart Highway, Coolalinga,
Change conditions of a Liquor License**

Thank you for the Liquor License application referred to this office on 21st January 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 Litchfield Council does not object to the proposed changes in conditions of the current Liquor License provided there is no intention to alter the current trading hours and Entertainment is restricted to the current closing times of:

- Sunday to Thursday 23:59 pm
- Friday to Saturday 02:00 am

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 March 2021

16 Other Business

17 Confidential Items

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

17.01 Appointment of External Financial Auditor

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

18 Close of Meeting