



Council Meeting

BUSINESS PAPER

WEDNESDAY 19/05/2021

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 19 May 2021 at 6:00pm**

Daniel Fletcher
Chief Executive Officer

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 19 May 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:

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



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Meeting
held in the Council Chambers, Litchfield
on Wednesday 21 April 2021 at 6:00pm

Present	Maree Bredhauer Christine Simpson Kirsty Sayers-Hunt Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward Councillor East Ward Councillor North Ward
Staff	Daniel Fletcher Leon Kruger Arun Dias Debbie Branson	Chief Executive Officer General Manager Infrastructure & Operations 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.

ELECTRONIC ATTENDANCE

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council approve pursuant to GOV02 Meeting Procedures, 4.1.2 (b) that Councillors Salter is granted permission for Electronic Meeting Attendance at the Ordinary Council Meeting held Wednesday 21 April 2021.

CARRIED (3-0)-2021/179

3. APOLOGIES AND LEAVE OF ABSENCE

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council notes and approves an apology from Cr Doug Barden.

CARRIED (4-0)-2021/180

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council notes and approves the application for Leave of Absence from Mayor Bredhauer from 27 April 2021 to 13 May 2021.

CARRIED (4-0)-2021/181

4. DISCLOSURES OF INTEREST

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

No disclosures of interest were declared.

5. CONFIRMATION OF MINUTES

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council confirm the minutes of the:

1. Council Meeting held 17 March 2021, 9 pages; and
2. Confidential Meeting held 17 March 2021, 1 page.

CARRIED (4-0)-2021/182

6. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council receives and notes the Action List.

CARRIED (4-0)-2021/183

7. PRESENTATIONS

Freds Pass Rural Show Committee – Community Event Opportunity

8. PETITIONS

Nil.

9. PUBLIC QUESTIONS

9.1 Andrew Mackay

1. Regarding Item 14 Are the 'work team presentations' at council meetings good governance?

Council's Response:

Yes. The work team presentations are for receiving and noting. They do not compromise good governance. No decisions from Council on operational matters are being asked for. Local Government across Australia (including Litchfield Council) is a diverse and complex business, delivering sometimes over 100+ services to the community. Councillors are responsible for setting policy and the strategic direction of the organisation. In order to do that well, Councillors should understand the operations of the business so that information can inform their policy and strategic decisions. There is no statutory requirement for this information to be provided in a meeting open to the public and Council could decide to have this information provided to them not in a public forum. However, because Council values both the operational updates and transparency, this approach is favoured to an alternative.

2. Is there not meant to be a separation through the CEO from councillors and council staff?

Council's Response:

Yes. As noted above, these presentations do not compromise good governance or the separation between the 'political' and 'administrative 'arm' of Council.

3. Is council aware of any other councils that have these presentations?

Yes, many Councils across Australia provide similar operational updates in their own format.

4. Under the proposed casual vacancy changes (15.02.05, page 138/139), in the event the Mayor resigned with less than 18 month and we are left with a 4 member council. And that council split on their preferred candidate 2-2 without a compromise being possible, would anyone have access to the casting vote (under the current policies)?

Council's Response:

In accordance with EM04 Casting Vote Policy, pursuant to Section 61(6) of the Local Government Act, the Chair of a Council Meeting must exercise a casting vote in the event of an equality of votes. Pursuant to Section 61(7) of the Local Government Act, this policy cannot be altered or revoked for the term of the present Council. The new Council has a legislative obligation to adopt a casting vote policy at their first meeting which will remain in place for the term of the Council which is consistent with the Local Government Act requirements.

5. Under the proposed casual vacancy changes (15.02.05, page 138/139), If enough council members resigned with less than 18 months left of their term, such that a quorum was unable to be reached in any subsequent meeting - what would happen?

Council's Response:

While an unlikely but possible scenario (that four (4) elected members resign) and because the policy is silent on this situation, it would be appropriate in this rather unusual circumstance to seek guidance from the Northern Territory Chief Ministers Office (Local Government Department) and confirm if appointed Council members are required to hold office or if an extraordinary election would be called or if the quorum could be amended for the remainder of the term.

10. ACCEPTING OR DECLINING LATE ITEMS

Nil.

11. NOTICES OF MOTION

11.1 Humpty Doo Village Green Volunteer Committee Members - Recognition

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council:

1. gratefully acknowledges the following committee members of the Humpty Doo Village Green for their years of dedicated voluntary service to the reserve and the community:
 - John Rogers – Chairman
 - Mary Walshe – Secretary/Treasurer/Public Officer
 - Mark Casburn – Committee Member
 - Marlene Zammit – Committee Member
 - Jan Canniford - Committee Member
 - Diane Spicer - Committee Member
2. write to each member acknowledging their service to the Humpty Doo Village Green and the Community.

CARRIED (4-0)-2021/184

12. MAYORS REPORT

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

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

CARRIED (4-0)-2021/185

13. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

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

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council note the Councillors' verbal report.

CARRIED (4-0)-2021/186

14. WORK TEAM PRESENTATION

14.01 Thorak Cemetery

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT the Work Team Presentation – Thorak Cemetery be received and noted.

CARRIED (4-0)-2021/187

15. OFFICERS REPORTS

15.01.01 Municipal Plan 2020-21 Quarterly Performance Report January – March 2021

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council receives the Municipal Plan 2020-21 Quarterly Performance Report for the third quarter ending 31 March 2021.

CARRIED (4-0)-2021/188

15.01.02 Healthy Lifestyle Grants

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council:

1. receive and notes this report titled Healthy Lifestyle Grants; and
2. approve the grant agreement for the Healthy Lifestyles Grant as shown in Attachment A to this report; and
3. authorise the application of the common seal to the variation to the Short Form Grant Agreement as shown in Attachment A to this report.

CARRIED (4-0)-2021/189

15.01.03 Community Event Opportunity

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

THAT Council:

1. agree to partner with the Freds Pass Rural show Committee to deliver the proposed community event;
2. approve the redirection of the \$40,000 committed sponsorship funds from the Freds Pass Rural Show to the proposed community event; and
3. support the Freds Pass Show Committee's proposal to deliver the community event on the weekend of 17 July 2021, subject to:
 - a) a suitable lease agreement is negotiated with Freds Pass Recreation Reserve Management Board; and
 - b) any further requests for date changes are to be endorsed by Council.

A division was called

Those voting in the affirmative: Mayor Bredhauer, Cr Sayers-Hunt and Cr Simpson

Those voting in the negative: Cr Salter

CARRIED (3-1)-2021/190

15.02.01 Litchfield Council Finance Report – March 2021

Moved: Cr Sayers-Hunt

Seconded: Deputy Mayor Simpson

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

CARRIED (4-0)-2021/191

15.02.02 People, Performance and Governance Monthly Report – March 2021

Moved: Cr Sayers-Hunt

Seconded: Deputy Mayor Simpson

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

CARRIED (4-0)-2021/192

15.02.03 SCALE Funding Certification

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council receive and note the Certification of the Special Community Assistance and Local Employment funding.

CARRIED (4-0)-2021/193

15.02.04 Draft Municipal Plan 2021-22

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council:

1. endorse the Draft Municipal Plan 2021-22 as provided in Attachment A for the purposes of public exhibition and consultation;
2. advertise the Draft Municipal Plan 2021-22 as being available for public consideration, and invite public submissions during a period of 21 days from 26 April 2021 to 16 May 2021; and
3. authorise the Chief Executive Officer to:
 - a. make minor editorial changes to the documents, as necessary
 - b. include the agreed new initiatives program into the Municipal Plan.

A division was called

Those voting in the affirmative: Mayor Bredhauer, Cr Sayers-Hunt and Cr Simpson

Those voting in the negative: Cr Salter

CARRIED (3-1)-2021/194

15.02.05 Policy Governance – New and Updated Policies

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council:

1. adopt new Draft GOV14 Filling Casual Vacancies Policy at Attachment A, subject to any minor editorial adjustments to take effect on 1 July 2021;
2. adopt new Draft HR14 Human Resources Management Policy as at Attachment B to take effect on 1 July 2021;
3. adopt new Draft GOV18 Confidential Items Policy as at Attachment C to take effect on 1 July 2021; and
4. adopt Draft FIN03 Procurement Policy as at Attachment D to take effect on 1 July 2021. Noting that the existing FIN03 Procurement Policy will remain valid to 30 June 2021.

CARRIED (4-0)-2021/195

15.03.01 April 2021 Summary Planning and Development Report

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council:

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

CARRIED (4-0)-2021/196

16. OTHER BUSINESS

Nil.

17. CONFIDENTIAL ITEMS

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

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

17.01 RFT21-244 – Reseal Various Roads – Phase 2

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.

17.02 Litchfield Women in Business Network Committee

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

17.03 Overriding Statutory Charge – Unpaid Rates

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

17.04 Development Consent Authority Nominations Reviews

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

CARRIED (4-0)-2021/197

The meeting was closed to the public at 7:37pm.

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

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

CARRIED (4-0)-2021/198

The meeting moved to Open Session at 8:05pm.

17.01 RFT21-244 Reseal Various Roads – Phase 2

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

THAT Council:

1. receive and notes the Tender Evaluation Report for RFT21-244;
2. notes that the report contains commercial in-confidence information; and
3. award individual contracts for RFT21-244 Reseal Various Roads – Phase 2 in accordance with preferred respective submitted Tenders:
Bundle 1 to Fulton Hogan for an estimated sum of \$344,315.35 excl GST
Bundle 2 to Downer Edi for an estimated sum of \$294,267.06 excl GST
Bundle 3 to Fulton Hogan for an estimated sum of \$248,689.56 excl GST
Bundle 4 to F&J Bitumen Services Pty Ltd for an estimated sum of \$383,577.91 excl GST.

CARRIED (4-0)-2021/199

17.02 Litchfield Women in Business Network Committee

Moved: Cr Sayers-Hunt

Seconded: Deputy Mayor Simpson

THAT Council acknowledges the nine expression of interests and appoint the following community members:

- Beckie Kernich
- Nicky Clark
- Tanya Izod
- Cecilia Coleman
- Elaine Mills
- Lauren Johnson
- Rana Everett
- Ute Coyne-Pollig

CARRIED (4-0)-2021/200

17.03 Overriding Statutory Charge – Unpaid Rates

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council approves the fixation of the Common Seal with the Mayor and the Chief Executive Officer signing all documents relevant to applying the overriding statutory charge over the properties listed in Attachment A.

CARRIED (4-0)-2021/201

17.04 Development Consent Authority Nominations Revised

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

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

- Preferred Nomination: Deanne Hunt
- Second Nomination: Judith Davison

CARRIED (4-0)-2021/202

18. CLOSE OF MEETING

The Chair closed the meeting at 8:08pm.

19. NEXT MEETING

Wednesday 19 May 2021.

MINUTES TO BE CONFIRMED

Wednesday 19 May 2021

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 19 May 2021

6. Business Arising from the Minutes

THAT Council receives and notes the Action List.

In Progress

Ongoing

Completed and to be removed

Resolution Number	Resolution	Meeting Date	Officer	Status
16/0203	Signage, Roadside Vans and Events on Council Land 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body; 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	21/09/2016	GMBE	To be progressed first quarter 2021/2022.
17/0036/4	Litchfield Aquatic Facility Needs Analysis Report THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.	15/02/2017	GMBE	Project on hold.
1718/240	Berry Springs Water Advisory Committee - Council Representative THAT Council appoints Councillor Barden as its nominated representative to lodge an Expression of Interest for the Northern Territory Government Department of Environment and Natural Resources Berry Springs Water Advisory Committee.	16/05/2018	CEO	Appointments are on hold due to a legal issue relating to the Water Act 1992 and the number of water advisory committees that can operated in a water control district. Waiting on further advice from NT Government.
1819/145	Recreation Reserve Leases and Funding Agreements Project THAT Council: 1.notes the update on the development of leases and funding agreements as part of the Recreation Reserves Leases project; 2.notes the draft lease agreement; 3.approves the fixation of the Common Seal with the Mayor and the CEO signing the lease agreements on behalf of Council, providing no material changes are made to the lease agreement; and 4.receives an update report on the progress made with each Reserve Management Committee and other User Groups on Council's Recreation Reserves in signing the lease agreement, no later than the June 2019 Council meeting.	16/01/2019	CEO	Lease Agreements for McMinns Lagoon, Livingstone and Berry Springs Recreation Reserves have been executed. With the changes to the Management of the Humpty Doo Village Green a lease is no longer required with a Management Committee, however, Lease discussion will commence with Scouts and Bowls Club. Draft Funding Agreements progressing with the intent of being in place for the coming financial year.
1920/183	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.	19/03/2020	CEO	ONGOING - This resolution of council continues to be active until the Australian and/or Northern Territory Governments declare the COVID-19 pandemic has ended.

1920/207	<p>Change to Meeting Protocols</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1.acknowledge the need to adapt GOV02 Meeting procedures policy to allow for the use of online platforms for conducting Council meetings; 2.suspend: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a.at the first Council meeting in 2021, or b.when Social distancing protocols are lifted by the Northern Territory Chief Health Officer. 	15/04/2020	GMBE	ONGOING - Physical distancing rules regarding COVID19 still apply.
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 	28/01/2021	CEO	COMPLETE - Discussions with Caretaker in progress.
2021/130	<p>Humpty Doo Village Green – Management of Reserve</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 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	Discussions with Caretaker in progress.
2021/161	<p>Record Meetings</p> <p>THAT the Chief Executive Officer prepare a report for Council to consider options to record future Council meetings with audio/visual technology and have that recording made available for viewing by the public.</p>	17/03/2021	CEO	Technology options are currently being investigated. A proposed method with various options available will be presented to Councillors in the Strategic Discussion & Briefing Session of 5 May 2021.

2021/162	<p>Community Event in lieu of Freds Pass Show 2021</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1.requests the Chief Executive Officer, as a matter of urgency, investigate community event options to substitute the recent cancelled Freds Pass Rural Show for 2021. 2.approves the Chief Executive Officer to negotiate with relevant stakeholders to secure financial assistance for the planning and implementation of any proposed event. 3.seeks a future report from the Chief Executive Officer to be presented at the April Ordinary Council meeting which: <ol style="list-style-type: none"> a)confirms available resources within Litchfield Council to support the event planning and implementation; b)identifies interested community organisations and members, local Members Legislative Assembly and Northern Territory Government departments that can contribute to a successful community event; and c)clarifies event options available to be delivered. 	17/03/2021	CEO	COMPLETE - Report to April 2021 Council Meeting.
2021/184	<p>Humpty Doo Village Green Volunteer Committee Members - Recognition</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1.gratefully acknowledges the following committee members of the Humpty Doo Village Green for their years of dedicated voluntary service to the reserve and the community: <ul style="list-style-type: none"> •John Rogers – Chairman •Mary Walshe – Secretary/Treasurer/Public Officer •Mark Casburn – Committee Member •Marlene Zammit – Committee Member •Jan Canniford - Committee Member •Diane Spicer - Committee Member 2.write to each member acknowledging their service to the Humpty Doo Village Green and the Community. 	21/04/2021	CEO	COMPLETE - Committee members received acknowledgement from Mayor Bredhauer
2021/189	<p>Healthy Lifestyle Grants</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1.receive and notes this report titled Healthy Lifestyle Grants; and 2.approve the grant agreement for the Healthy Lifestyles Grant as shown in Attachment A to this report; and 3.authorise the application of the common seal to the variation to the Short Form Grant Agreement as shown in Attachment A to this report. 	21/04/2021	CEO	Documentation being finalised and prepared for common seal attachment and forwarding to the department.
2021/190	<p>Community Event Opportunity</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1.agree to partner with the Freds Pass Rural show Committee to deliver the proposed community event; 2.approve the redirection of the \$40,000 committed sponsorship funds from the Freds Pass Rural Show to the proposed community event; and 3.support the Freds Pass Show Committee's proposal to deliver the community event on the weekend of 17 July 2021, subject to: <ol style="list-style-type: none"> a)a suitable lease agreement is negotiated with Freds Pass Recreation Reserve Management Board; and b)any further requests for date changes are to be endorsed by Council. 	21/04/2021	CEO	Update report to the May Council Meeting

2021/194	<p>Draft Municipal Plan 2021-22</p> <p>THAT Council:</p> <p>1.endorse the Draft Municipal Plan 2021-22 as provided in Attachment A for the purposes of public exhibition and consultation;</p> <p>2.advertise the Draft Municipal Plan 2021-22 as being available for public consideration, and invite public submissions during a period of 21 days from 26 April 2021 to 16 May 2021; and</p> <p>3.authorise the Chief Executive Officer to:</p> <p>a.make minor editorial changes to the documents, as necessary</p> <p>b.include the agreed new initiatives program into the Municipal Plan.</p>	21/04/221	GMBE	<p>COMPLETE - Public Consultation period for the Draft Municipal Plan 2021-22 commenced on 26 April and is open until 16 May 2021. Submissions can be made:</p> <p>* online via the submission form on YourSay Litchfield;</p> <p>* by email to municipalplan@litchfield.nt.gov.au;</p> <p>* in person at Council's office at 7 Bees Creek Road, Freds Pass; and / or</p> <p>* by mail marked attention to the CEO to PO Box 446 Humpty Doo NT 0836.</p>
2021/195	<p>Policy Governance – New and Updated Policies</p> <p>THAT Council:</p> <p>1.adopt new Draft GOV14 Filling Casual Vacancies Policy at Attachment A, subject to any minor editorial adjustments to take effect on 1 July 2021;</p> <p>2.adopt new Draft HR14 Human Resources Management Policy as at Attachment B to take effect on 1 July 2021;</p> <p>3.adopt new Draft GOV18 Confidential Items Policy as at Attachment C to take effect on 1 July 2021; and</p> <p>4.adopt Draft FIN03 Procurement Policy as at Attachment D to take effect on 1 July 2021. Noting that the existing FIN03 Procurement Policy will remain valid to 30 June 2021.</p>	21/04/2021	GMBE	COMPLETE - policy effective date of 1 July 2021 noted.
2021/199	<p>RFT21-244 Reseal Various Roads – Phase 2</p> <p>THAT Council:</p> <p>1.receive and notes the Tender Evaluation Report for RFT21-244;</p> <p>2.notes that the report contains commercial in-confidence information; and</p> <p>3.award individual contracts for RFT21-244 Reseal Various Roads – Phase 2 in accordance with preferred respective submitted Tenders:</p> <p>Bundle 1 to Fulton Hogan for an estimated sum of \$344,315.35 excl GST</p> <p>Bundle 2 to Downer Edi for an estimated sum of \$294,267.06 excl GST</p> <p>Bundle 3 to Fulton Hogan for an estimated sum of \$248,689.56 excl GST</p> <p>Bundle 4 to F&J Bitumen Services Pty Ltd for an estimated sum of \$383,577.91 excl GST.</p>	21/04/2021	GMIO	COMPLETE - Contracts have been awarded
2021/200	<p>Litchfield Women in Business Network Committee</p> <p>THAT Council acknowledges the nine expression of interests and appoint the following community members:</p> <ul style="list-style-type: none"> •Beckie Kernich •Nicky Clark •Tanya Izod •Cecilia Coleman •Elaine Mills •Lauren Johnson •Rana Everett •Ute Coyne-Pollig 	21/04/2021	CEO	COMPLETE - Applicants notified and first Litchfield Women in Business Network Committee scheduled for Monday 24 May 2021
2021/201	<p>Overriding Statutory Charge – Unpaid Rates</p> <p>THAT Council approves the fixation of the Common Seal with the Mayor and the Chief Executive Officer signing all documents relevant to applying the overriding statutory charge over the properties listed in Attachment A.</p>	21/04/2021	GMBE	Documentation being prepared for signing and Common Seal application.

Development Consent Authority Nominations Revised

2021/202

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

•Preferred Nomination: Deanne Hunt

•Second Nomination: Judith Davison

21/04/2021

GMIO

COMPLETE

Letter to the Minister sent on 22/04/2021



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 19 May 2021

7 Presentations

8 Petitions

9 Public Questions

10 Accepting or Declining Late Items

11 Notices of Motion

12 Mayor's Report



COUNCIL REPORT

Agenda Item Number:	12.01
Report Title:	Mayor's Monthly Report
Author & Recommending Officer:	Maree Bredhauer, Mayor
Meeting Date:	19/05/2021
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 2 April 2021 to 19 May 2021.

Summary

Date	Event
22-04-21	LGANT General Meeting
	Thailand Grand Festival
24-04-21	NT Thai Association Water Pouring Ceremony
25-04-21	Lions Club of Litchfield ANZAC Day March & Service
14-05-21	Palmerston and Litchfield Seniors Association Morning Tea
15-05-21	Council Quarterly Workshop
	Open House – Celebration of Eid Al-Fitr – Indonesian Consul
17-05-21	Food Futures Conference
18-05-21	Food Futures Conference

Recommendation

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 19 May 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 19 May 2021

14 Work Team Presentation

14.01 Work Team Presentation – People and Performance



COUNCIL REPORT

Agenda Item Number:	14.01
Report Title:	Work Team Presentation – People and Performance
Author:	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	19/05/2021
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 – People and Performance be received and noted.

Background

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

The objectives of the presentation include:

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

Links with Strategic Plan

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

Legislative and Policy Implications

Nil.

Risks



N/A

Community Engagement

N/A



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 19 May 2021

15 Officers Reports

15.01 Council Leadership & Community Services

15.01.01 Community Event Opportunity

15.01.02 National General Assembly of Local Government 2021

15.02 Business Excellence

15.02.01 Finance Report April 2021

15.02.02 People and Performance Monthly Report

15.02.03 Draft Long Term Financial Plan 2022-2031

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

15.02.05 Recording of Council Minutes

15.02.06 Draft FIN19 Sufficient Interest in the Assessment Record

15.03 Infrastructure & Operations

15.03.01 Thorak Regional Cemetery – Outdoor Services Fee

15.03.02 Summary Planning and Development Report May 2021

15.03.03 Road Opening - Kentish Road, Berry Springs

15.03.04 Vesting of Infrastructure – Kittyhawk Stage 1



COUNCIL REPORT

Agenda Item Number:	15.01.01
Report Title:	Community Event Opportunity Update
Author:	Nicky McMaster, Manager Communications and Engagement
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	19/05/2021
Attachments:	Nil

Executive Summary

This report provides Council with an update on the community event proposed to be delivered in partnership between Freds Pass Rural Show Committee and Litchfield Council.

Recommendation

THAT Council:

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

Background

In 2018, Council endorsed a three-year sponsorship agreement of \$40,000 per year to support the running of the Freds Pass Rural Show.

On Monday 15 March 2021, Member for Goyder and Freds Pass Rural Show Patron Kezia Purick, released a media statement announcing the cancellation of the 2021 Freds Pass Rural Show due to unforeseen circumstances and committee resignations.

A formal proposal from the new Committee to Council was received on Thursday 8 April, inviting Council partner with the Freds Pass Rural Show Committee to deliver a community event and requesting the redirection of the \$40,000 sponsorship from Council to enable the event to be run.

At Council's monthly meeting on Wednesday 21 April, there was a Council resolution as follows:

THAT Council:

1. *agree to partner with the Freds Pass Rural show Committee to deliver the proposed community event;*

2. *approve the redirection of the \$40,000 committed sponsorship funds from the Freds Pass Rural Show to the proposed community event; and*
3. *support the Freds Pass Show Committee's proposal to deliver the community event on the weekend of 17 July 2021, subject to:*
 - a. *a suitable lease agreement is negotiated with Freds Pass Recreation Reserve Management Board; and*
 - b. *any further requests for date changes are to be endorsed by Council.*

The Committee and Council staff have been working on a draft community event project plan with a range of options dependent on funding, financials, and resourcing for the agreed date on Saturday 17 July 2021.

On Thursday 6 May 2021, the Freds Pass Rural Show Committee met and made the decision not to proceed with the one-day community event. They advised there were many obstacles that they had been negotiating over the past month or so to arrive at a date that suits all stakeholders, with no positive outcome. The previously agreed, Saturday 17 July date jeopardised the NT Show Council funding as the date was the same as another NT Show Council funded event.

The Committee also stated 'It was a great concept and we appreciate the Council's collaborative approach and willingness to work with us to achieve a community event. In the meantime, we will be offering to our local community the invitation to participate in an online show in 2021, much the same as we ran in 2020.'

In accordance with number two in the above resolution to approve the redirection of the \$40,000 committed sponsorship funds from the Freds Pass Rural Show to the proposed community event, Council will now be looking to recover the \$40,000 sponsorship money due to the cancellation of the proposed community event.

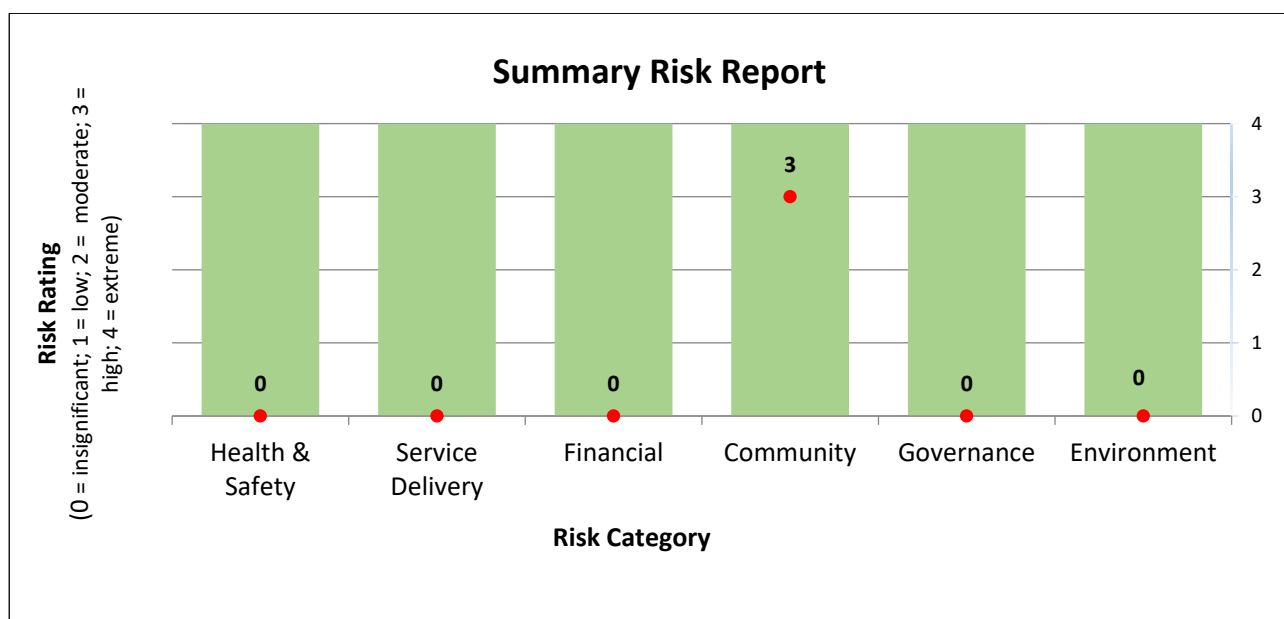
Links with Strategic Plan

Everything You Need - Community Prosperity

Legislative and Policy Implications

Nil

Risks



Community:

Community risks are considered high. The Freds Pass Rural Show is iconic to the rural area and many visitors and locals attend the Show. As COVID-19 disrupted the Show in 2020 and recent challenges faced by the committee has required a new Show Committee to be established. The community may be disappointed in the Freds Pass Rural Show, or a community event in its place not going ahead, however, the risk to future funding to the Freds Pass Rural Show Association is too high to proceed.

Community Engagement

Council staff have been working with the Committee on planning a community event including budgets, responsibilities and activities. Staff attended Committee meetings to ensure a successful partnership.

Council will continue to support the Freds Pass Rural Show Committee going forward with their plans of an online event through promotion where possible.



COUNCIL REPORT

Agenda Item Number:	15.01.02
Report Title:	National General Assembly of Local Government 2021
Author & Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	19/05/2021
Attachments:	Nil

Executive Summary

The purpose of this report is to seek Council approval for the Mayor and Chief Executive Officer to attend the National General Assembly of Local Government in Canberra in June 2021.

The Australian Local Government Association (ALGA) holds a National General Assembly of Local Government at the National Convention Centre in Canberra each year. Mayors and Chief Executive Officers from councils across Australia attend this annual event with some councils supporting several elected members to attend from the one organisation.

Recommendation

THAT Council:

1. rescind the following motion 1920/132 from 15 January 2020:
THAT Council:
 1. *notes the upcoming 2020 National General Assembly of Local Government in Canberra from 14-17 June 2020;*
 2. *approves the Mayor and Chief Executive Officer attending the National General Assembly of Local Government in Canberra on an annual basis; and*
 3. *council further supports other elected members attending and utilising their available professional development allowance.*
2. note the upcoming 2021 National General Assembly of Local Government in Canberra from 21-23 June 2021;
3. approve the Mayor and Chief Executive Officer attending the National General Assembly of Local Government in Canberra on an annual basis; and
4. Council further support other elected members attending and utilising their available professional development allowance on an annual basis.

Background

The ALGA holds a National General Assembly each year. This year, the Assembly will be held in Canberra from 21-23 June 2021. As part of the National General Assembly, each year on the

Sunday, a regional development forum is held. The 2020 Regional Cooperation and Development Forum will be held on Sunday 20 June 2021.

The purpose of the National General Assembly is to bring together delegates from Local Government to debate issues of national significance to Local Government. It provides an opportunity for local councils to develop and express a united voice on core issues affecting their communities, with access to influential federal government decision makers at both the political and departmental level.

In 2020 the National General Assembly was postponed due to COVID therefore a rescission is required for the motion 1920/132 from 15 January 2020.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

EM05 Elected Member Benefit and Support Policy

Risks



Financial Implications

The cost of attending the NGA is estimated to be \$4,289.00 per delegate comprising the following:

- Early Bird Registration \$989
- Regional Development Forum \$225
- Networking Dinner \$150
- General Assembly Dinner \$175
- Accommodation (4 nights' accommodation) \$1,100
- Flights \$1,500
- Incidentals (taxis etc.) \$150

The 2020/21 Budget provides for the Mayor and Councillors (Members Courses Seminar & Conference Registrations) and the CEO (Courses Conferences & Seminars) to attend this type of local government event.

Individual Councillors can apply for Professional Development Allowance (a total of \$3,753.17 per annum subject to claims made and balance to date).

Community Engagement

Nil.



COUNCIL REPORT

Agenda Item Number:	15.02.01
Report Title:	Litchfield Council Finance Report – April 2021
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	19/05/2021
Attachments:	Nil

Executive Summary

Council's operational income position as at April 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.

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 30 April 2021.

Background

Detailed financial information presented in the following pages.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

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

Financial Implications

Nil

Risks



Financial

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

Community Engagement

Not applicable.

**LITCHFIELD
COUNCIL**

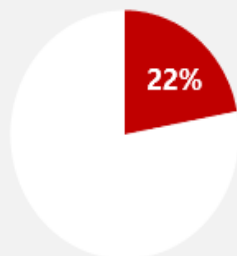


Finance Report

April 2021

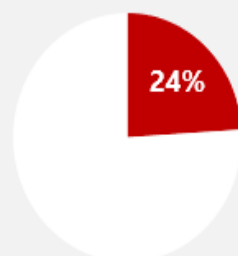
APRIL 2021

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$5.6m
Target – 60%



Rates Outstanding

\$2.6m Outstanding
Target– 15% (\$1.6m and less)



Current Cash Investments

\$21m

20 of 45

Budgeted Capital
Projects Completed

\$15m

Forecast Cash
Reserves June 2021

\$ 14.6m

OPERATIONAL REVENUE

\$17m Budget – 85% Target Achieved

\$ 11.2m

OPERATIONAL EXPENSES

\$15m Budget – 74% Spent

\$ 3.5m

OPERATING SURPLUS

Budget \$2m

\$ 3.3m

CAPITAL REVENUE

\$3.4m Budget – 98% Target Achieved

\$ 5.6m

CAPITAL EXPENSES

\$10.9m Budget –51% Spent

\$ (2.2)m

CAPITAL DEFECIT

Budget (\$7.5m)

RATIOS

22%

Asset Sustainability
Target 60% and more

24%

Rates Outstanding
Target less than 15%

50%

Own Source Revenue
Target 60% and more

7

Current Ratio
Target 1 and more

0

Debt Service Ratio
Target less than 1



Not Achieved



Not Achieved



Budgeted to be Achieved



Achieved



Achieved

CONSOLIDATED FINANCIAL STATEMENTS

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

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

CONSOLIDATED OPERATING STATEMENT at 30 April 2021

	2020/21 Budget	2020/21 YTD Actuals	% of Budget
REVENUE	(\$)	(\$)	
Rates	10,796,659	10,702,586	99%
Stat Charges	200,000	119,413	60%
User Charges	1,436,033	1,387,650	97%
Grants	3,668,423	1,690,528	46%
Inv Income ¹	523,201	488,094	93%
Other Revenue	517,027	232,116	45%
TOTAL REVENUE	17,141,343	14,620,387	85%
EXPENSES	(\$)	(\$)	
Employee Costs	6,699,163	5,361,844	80%
Auditors Fees	63,356	16,277	26%
Bad Debts	46,713	40,783	87%
Elected Member	274,907	183,196	67%
Cemetery Operations	389,949	285,790	73%
Contractors	4,165,452	2,694,617	65%
Energy	176,300	135,746	77%
Insurance	308,157	304,546	99%
Maintenance	451,820	381,982	85%
Legal Expenses	82,004	39,335	48%
Donations and Community Support	204,832	176,961	86%
Computer / IT Costs	413,255	326,079	79%
Parts, Accessories & Consumables	188,960	99,155	52%
Professional Fees	975,270	552,236	57%
Sundry	693,492	554,817	80%
TOTAL EXPENSES	15,133,630	11,153,363	74%
RESULT	2,007,713	3,467,024	173%²

¹ Includes income from cash investments and interest from overdue rates

² 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 30 April 2021

	30-Mar-21	30-Apr-21	Movement
CURRENT ASSETS	(\$)	(\$)	(\$)
Cash & Cash Equivalents	853,003	1,780,399	927,397
Trade and Other Receivables	2,513,068	2,338,648	(174,420)
Other Financial Assets	22,374,596	21,462,556	(912,040)
Other Current Assets	179,547	178,460	(1,087)
TOTAL CURRENT ASSETS	25,920,214	25,760,064	(160,150)
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	301,369,855	301,369,855	0
Other Non-Current Assets	9,926,987	9,976,314	49,327
TOTAL NON-CURRENT ASSETS	311,296,842	311,346,170	49,327
TOTAL ASSETS	337,217,056	337,106,234	(110,822)
CURRENT LIABILITIES	3,355,745	3,150,315	(205,430)
Trade and Other Payables	602,116	602,116	0
Current Provisions	3,957,861	3,752,431	(205,430)
TOTAL CURRENT LIABILITIES	3,355,745	3,150,315	(205,430)
NON-CURRENT LIABILITIES			
Non-Current Provisions	408,080	408,080	0
TOTAL NON-CURRENT LIABILITIES	408,080	408,080	0
TOTAL LIABILITIES	4,365,941	4,160,511	(205,430)
NET ASSETS	332,851,115	332,945,722	94,607
EQUITY			
Accumulated Surplus	17,287,672	17,499,216	211,542
Asset Revaluation Reserve	294,301,835	294,301,835	0
Other Reserves	21,261,608	21,144,673	(116,935)
TOTAL EQUITY	332,851,114	332,945,722	94,607

OPERATING POSITION BY DEPARTMENT

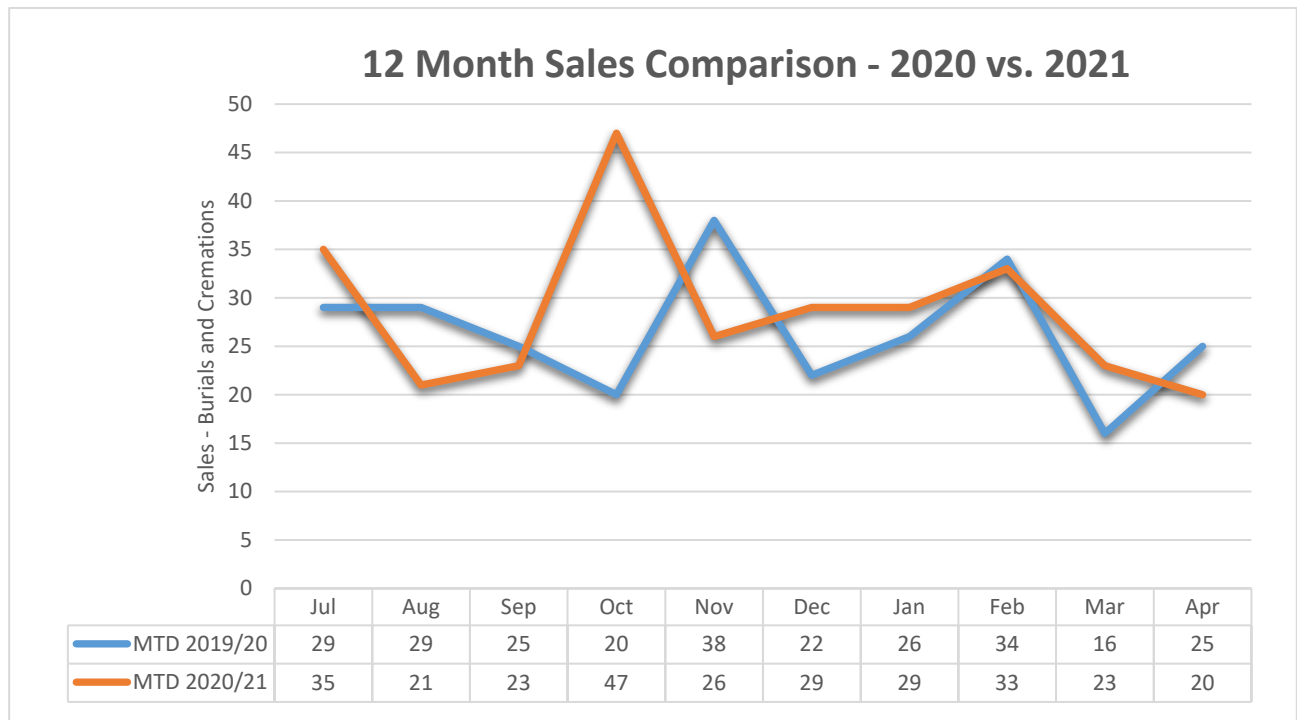
The 2020/21 rates and charges have been applied to properties and recognised in Council's accounts, which is reflected in year to date revenue. The surplus position is subject to decrease as operating expenses are incurred as the year progresses.

	2020/21 Budget	2020/21 YTD Actuals	% of Budget
REVENUE	(\$)	(\$)	
Council Leadership	3,000	6,480	221%
Corporate	150,003	140,000	93%
Information Services	27,300	27,300	100%
Finance & Customer Service	8,930,417	8,480,036	95%
Infrastructure & Assets	2,924,174	983,226	34%
Planning & Development	165,040	53,461	32%
Waste Management	3,162,705	3,147,640	100%
Community	135,300	134,416	99%
Community - Library	419,854	406,524	97%
Mobile Workforce	-	-	-
Regulatory Services	200,400	120,529	60%
Cemetery	1,023,150	1,120,775	110%
TOTAL REVENUE	17,141,343	14,620,387	85%
EXPENSES			
Council Leadership	1,093,757	749,475	69%
Corporate	746,124	566,825	76%
Information Services	665,215	571,903	86%
Finance & Customer Service	1,491,599	1,298,161	87%
Infrastructure & Assets	3,103,663	1,663,130	54%
Planning & Development	556,369	507,486	91%
Waste Management	2,898,634	2,216,201	76%
Community	1,540,701	1,376,087	89%
Community - Library	419,854	265,439	63%
Mobile Workforce	1,153,150	829,939	72%
Regulatory Services	560,580	372,962	67%
Cemetery	903,984	735,754	81%
TOTAL EXPENSES	15,133,630	11,153,363	74%
OPERATING RESULT	2,007,713	3,467,024	173%

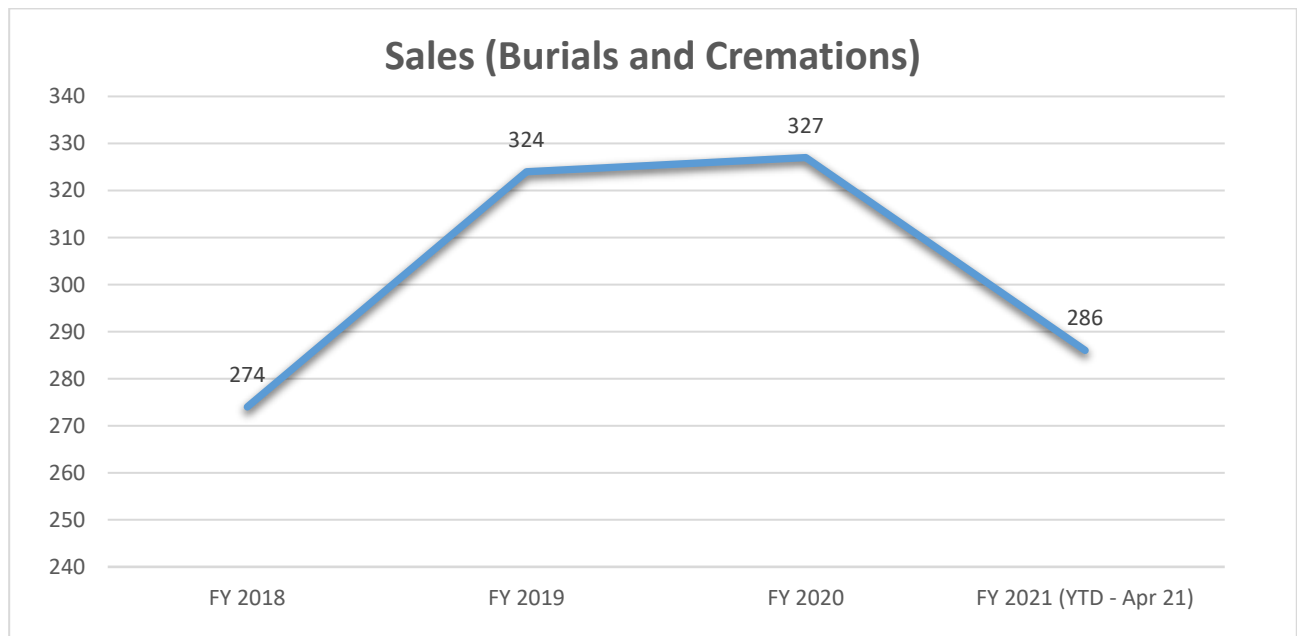
THORAK REGIONAL CEMETERY SALES

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

Below provides a comparison by month against last year:



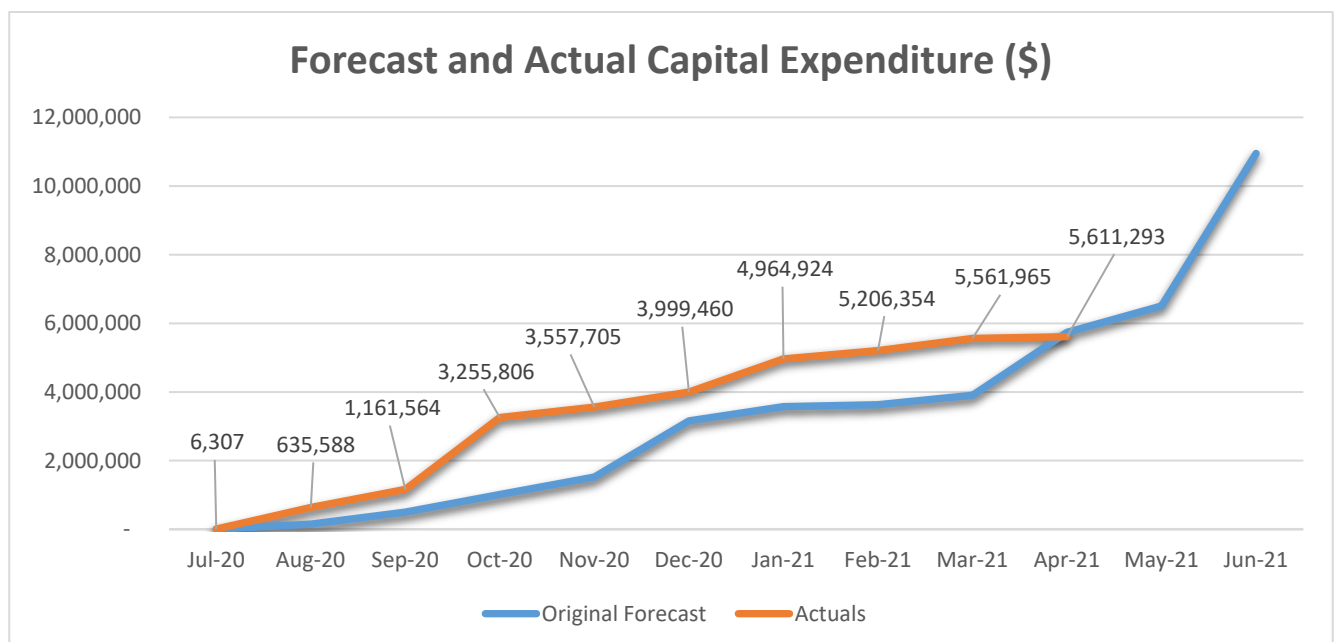
Below present a sales comparison over the last 4 years:



CAPITAL BUDGET POSITION

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

	2020/21 Budget	2020/21 YTD Actuals
REVENUE	(\$)	(\$)
Council Leadership	0	66,997
Infrastructure & Assets	2,942,083	2,716,168
Information Services	38,856	38,856
Planning & Development	57,011	241,494
Mobile Workforce	0	6,135
Community	390,471	248,244
Regulatory Services	0	0
Waste Management	0	47,138
Cemetery	0	11,570
TOTAL REVENUE	3,428,421	3,376,603
EXPENSES	(\$)	(\$)
Infrastructure & Assets	9,641,925	4,545,026
Information Services	38,856	38,856
Planning & Development	132,011	60,617
Mobile Workforce	0	0
Community	767,471	817,393
Regulatory Services	60,000	23,378
Waste Management	230,000	56,520
Cemetery	80,000	69,503
TOTAL EXPENSES	10,950,263	5,611,293
CAPITAL RESULT	(7,521,842)	(2,234,690)



Capital Works Projects

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	April 2021 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or not on budget
Productive Roads - Mango Roads Stage 1 – 2020-21	Jul-20	Jun-21	2,450,000	1,225,000	Project Delivery	Yes	Yes	50%	
Drainage Renewal and Upgrade	Aug-20	Jun-21	598,000	216,057	Project Initiation	No	Yes	36%	The extensive weather that is occurring is likely to cause delays to runoff to allow for the Spencer Road floodway to dry out for upgrade works to occur. Delays to the start date of the project are likely to be impacted.
Vehicle Replacement	Aug-20	Jun-21	280,000	261,292	Project Delivery	Yes	Yes	93%	
Shared Path Program	Aug-20	Jun-21	100,000	1,129	Project Initiation	Yes	Yes	0%	
Pathway Renewal	Aug-20	May-21	87,742	168	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	478,325	Project Delivery	Yes	Yes	50%	
Road Safety Upgrades*	Aug-20	Sep-21	514,910	49,192	Project Initiation	No	Yes	10%	Power Road Floodway - Due to site complexities, project completion date on the Blackspot Project has been extended. Approval for project extension currently underway with funding body, delays are not expected to compromise any safety issues.
Irrigation – Howard Springs Reserve*									
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%	
Knuckey Lagoon Building Works (Shed)	Sep-20	Jun-21	45,000	0	Project Initiation	No	Yes	0%	Was on hold due to potential lease changes. Project is now back on and is behind schedule due to being on Hold.
Council Administration Building Renewal	Oct-20	Feb-21	20,000	32,038	On Hold	Yes	Yes	0%	On hold pending outcome from proposed new chambers and community hall
Driveway Surface and Culvert Renewal	Oct-20	Jun-21	40,000	48,380	Project Delivery	Yes	Yes	121%	
Kerb Renewal and Upgrade	Oct-20	Jun-21	10,000	0	Project Initiation	Yes	Yes	0%	
Pavement Renewal*	Aug-20	Sep-21	485,000	42,688	Project Initiation	No	Yes	9%	Virginia Road Pavement Upgrades - Due to size of project and proposal to construct over 2 financial years, the project is not on time for this year but completion is expected by October 2021.
Mira Square Development	Oct-20	Jun-21	75,000	3,606	Not Started	No	Yes	5%	Project scope is extended with the addition of the LRCI funding. As such the project will carry forward with expected completion by Sep-Oct 2021.
Dog Pound Upgrade	Apr-21	Jun-21	60,000	23,372	Project Delivery	Yes	Yes	39%	
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-20	Jun-21	20,000	14,901	Completed	Yes	Yes	75%	
Thorak Cemetery Vehicle Replacement	Aug-20	Jun-21	60,000	54,602	Completed	Yes	Yes	91%	

Pavement Renewal - Whitewood Road	Started in 2019-20	Jun-20	11,746	11,746	Completed	Yes	Yes	100%	
Works - Whitewood Road, Howard Springs*	Started in 2019-20	Jun-20	345,661	341,675	Completed	No	Yes	99%	
Pavement Renewal - Stevens Road	Started in 2019-20	Jun-20	166,863	173,390	Completed	No	No	104%	.
Girraween and Hillier Road*	Started in 2019-20	Jun-20	394,042	344,472	Completed	No	Yes	87%	
Shoulder Widening - Pioneer Norm Lane	Started in 2019-20	Jun-20	364,295	364,295	Completed	No	Yes	100%	
Whitstone Road Sealing	Started in 2019-20	Jun-20	435,346	407,526	Completed	No	Yes	94%	
Smart Controls for LED lighting*	Started in 2019-20	Jun-20	159,743	161,924	Completed	Yes	Yes	95%	
Council office – automatic doors all ability access	Started in 2019-20	Jun-20	22,000	3,750	Completed	No	Yes	17%	Cancelled. Will be revisited once new Council Chamber / Community Hall is constructed
Kentish Road Re-sheeting	Started in 2019-20	Jun-20	529	529	Completed	No	Yes	100%	
Swamp Road Re-sheeting	Started in 2019-20	Jun-20	421	421	Completed	No	Yes	100%	
Mango Roads Stage 1 - 2019-20	Started in 2019-20	Jun-20	223,159	180,616	Project Delivery	No	Yes	81%	
Freds Pass Reserve Infrastructure Upgrade	Started in 2019-20	Dec-20	483,277	611,689	Project Delivery	Yes	Yes	127%	
SCALE Grant funding Capital Works projects*									
Humpty Doo Village Green Playground*	Jul-20	Nov-20	75,768	75,768	Completed	Yes	Yes	100%	
Shared Path Plan Safety Program*	Jul-20	Nov-20	148,979	148,989	Completed	Yes	Yes	100%	
Berry Springs Hall electrical upgrades*	Jul-20	Oct-20	50,610	50,610	Completed	Yes	Yes	100%	
Livingstone Recreation Reserve Playground*	Jul-20	Nov-20	70,346	70,346	Completed	Yes	Yes	100%	
McMinns Lagoon Reserve Signage*	Aug-20	May-21	8,800	8,800	Completed	Yes	Yes	100%	

Digital Whiteboards*	Jul-20	Sep-20	38,856	38,856	Completed	Yes	Yes	100%	
Entrance Signage to the Municipality*	Jul-20	Dec-20	47,881	47,881	Completed	Yes	Yes	100%	
Mira Square Development*	Jul-20	May-21	57,011	57,011	Completed	Yes	Yes	100%	
LRCI Grant funding Capital Works projects*									
Resealing of Wells Creek, Mocatto, Townend and Redcliff Roads*	Aug-2020	Jun-2021	1,183,429	-	Project Initiation	Yes	Yes	0%	
LRCI Phase 2 – Projects to be confirmed*	Apr-2020	Dec-2021	300,000		Project Initiation	Yes	Yes	0%	

**Grant Funded projects*

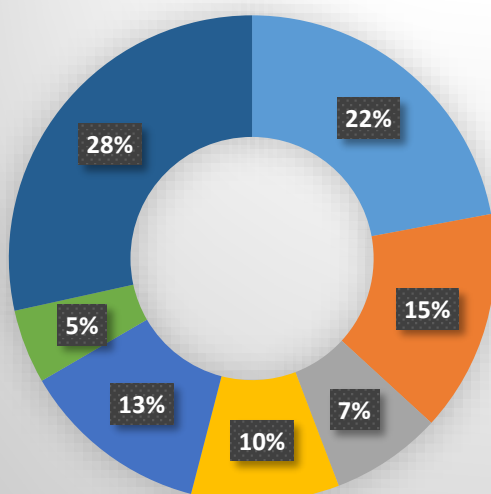
CASH ON HAND & INVESTMENTS

Investment Schedule as at 30 April 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 (\$)
23/09/2020	3,000,000	216	ANZ	0.65%	11/05/2021	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
9/03/2021	1,512,082	210	ME Bank	0.40%	5/10/2021	3,480
23/03/2021	1,016,435	210	Defence Bank	0.45%	19/10/2021	2,632
21/04/2021	1,000,000	196	ME Bank	0.45%	3/11/2021	2,416
TOTAL INVESTMENTS	21,462,556					60,327

Cash Investments



- ANZ - 229 Average Investment Days - 0.57% Average Interest Rate
- Defence Bank - 223 Average Investment Days - 0.50% Average Interest Rate
- ME Bank - 210 Average Investment Days - 0.40% Average Interest Rate
- NAB - 207 Average Investment Days - 0.31% Average Interest Rate
- Westpac - 169.5 Average Investment Days - 0.42% Average Interest Rate
- Bendigo - 238 Average Investment Days - 0.45% Average Interest Rate
- Commonwealth - 215.2 Average Investment Days - 0.44% Average Interest Rate

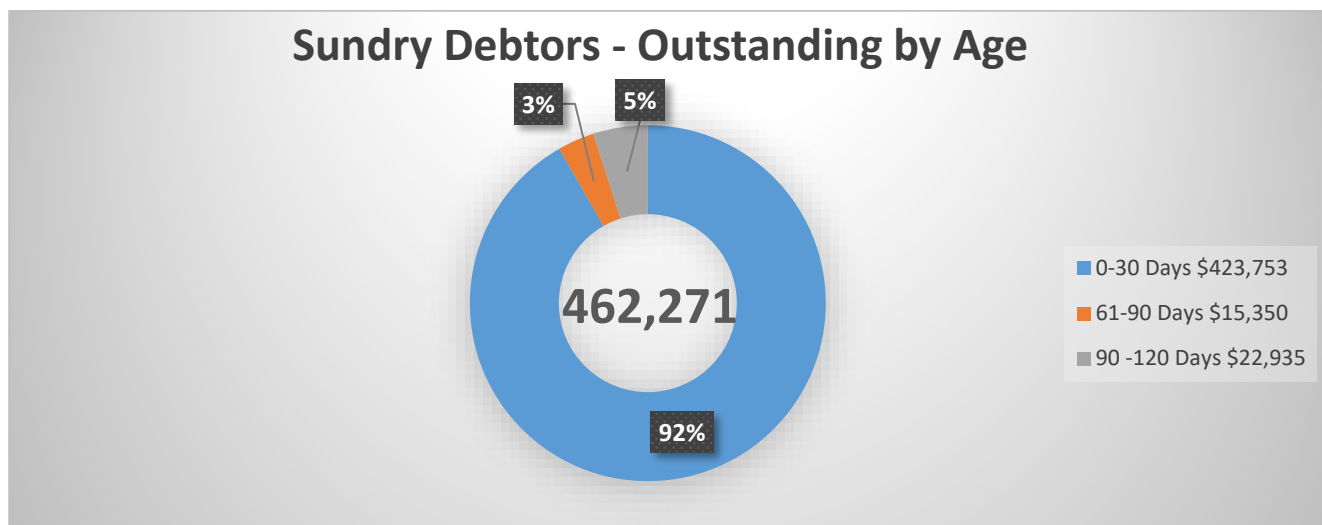
FINANCIAL RESERVES

Table showing forecasted reserve balance for 30 June 2021.

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

DEBTORS

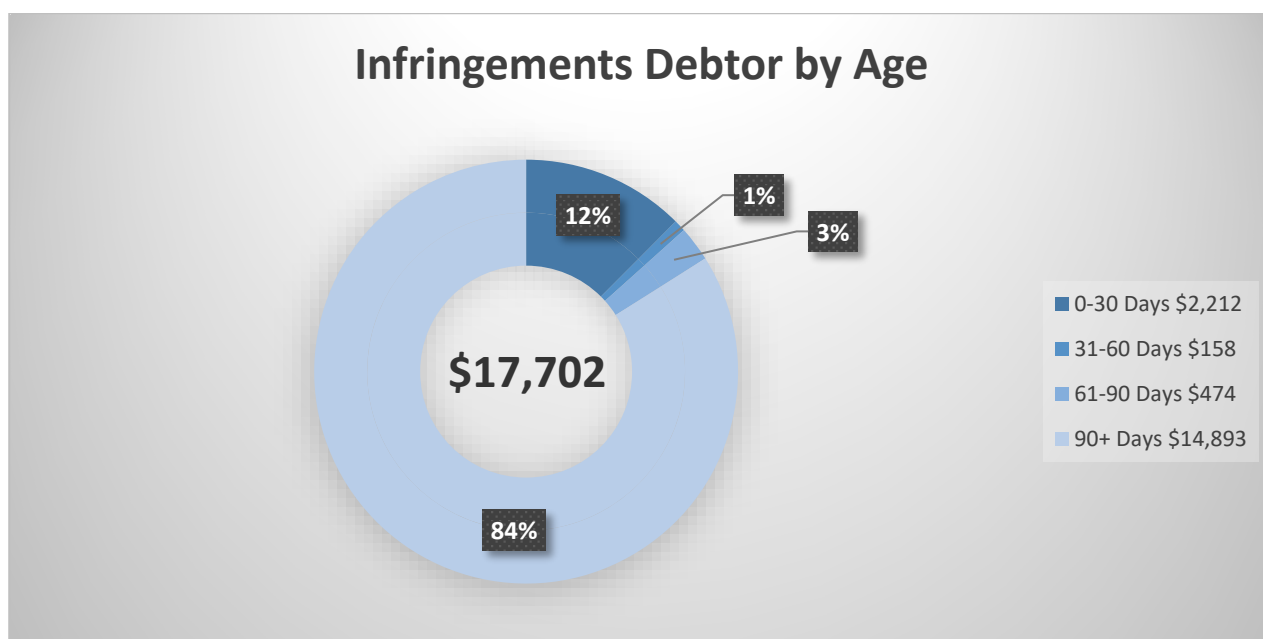
Total Debtors as of 30 April 2021 is \$462,271. \$407,466 relates to Other Debtors which includes Department of Infrastructure, Planning and Logistics.



Currently, there are four (4) debtors outstanding for more than 120 days. Three (3) debts, totalling \$11K are ongoing as these are related to Telstra and Butler Place. One (1) debt, totalling \$2.4 K has been referred to debt collectors. Finance has followed up on all other outstanding debts via phone and email with debts to be paid within fourteen business days.

FINES AND INFRINGEMENTS

As at 30 April 2021, Council has sixty-nine (64) infringements outstanding with a balance of \$17,702, an increase of \$2,020 from March. Eight (8) have been newly issued, two (2) have been sent reminders and fifty-six (56) have been forwarded to Fines Recovery Unit (FRU) and are awaiting payment³.



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

OUTSTANDING RATES

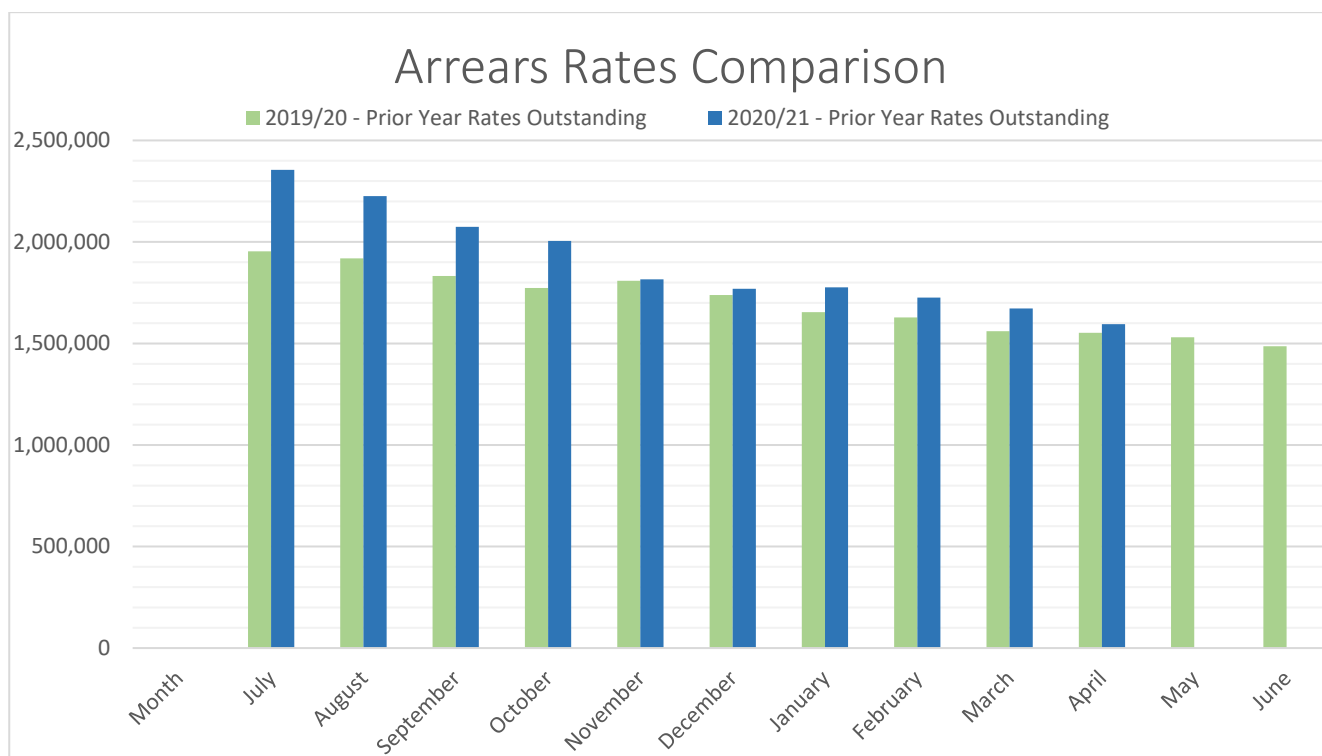
PRIOR YEAR RATES

The below table illustrates the split of prior year outstanding rates. Prior year rates as at 30 April are \$1.6 million, this is an increase of 2.7% compared to prior year April 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.

	Beginning 2020/21 Prior Years (\$)	Previous Month (March 2021) (\$)	Current Month (April 2021) (\$)	Monthly Variance (\$)
COMMERCIAL	89,301	47,410	47,124	(286)
GAS PLANT	30	0	0	0
MINING	107,229	107,240	108,142	902
NON-RATEABLE GENERAL	8,802	9,610	9,644	34
NON-RATEABLE WASTE	27,378	27,310	27,549	239
PASTORAL	0	0	0	0
RURAL RESIDENTIAL	2,071,264	1,321,019	1,239,698	(81,321)
URBAN RESIDENTIAL	155,687	160,098	162,848	2,750
TOTAL	2,459,691	1,672,687	1,595,005	(77,682)
Arrears LESS Legal		1,409,483	1,338,181	(71,302)

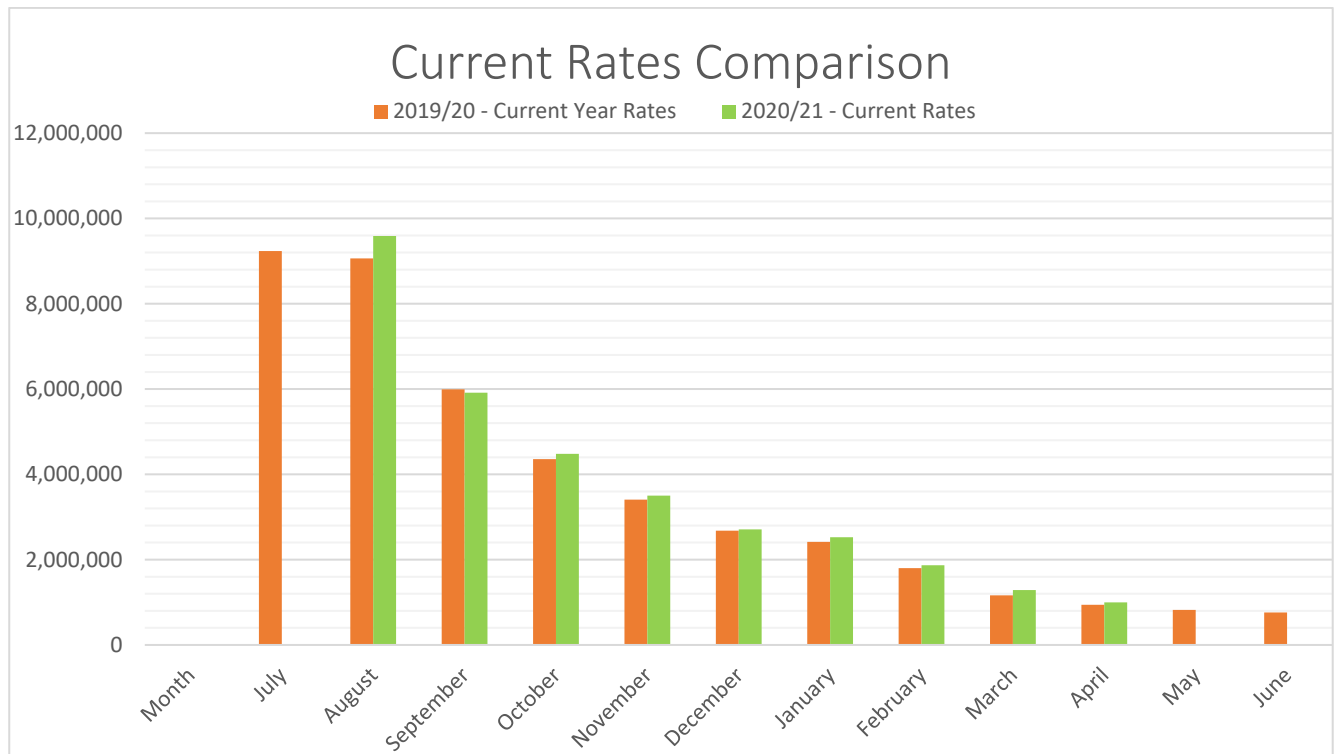
The graph below compares prior year rates between 2019/20 and 2020/21 financial years.



CURRENT YEAR RATES

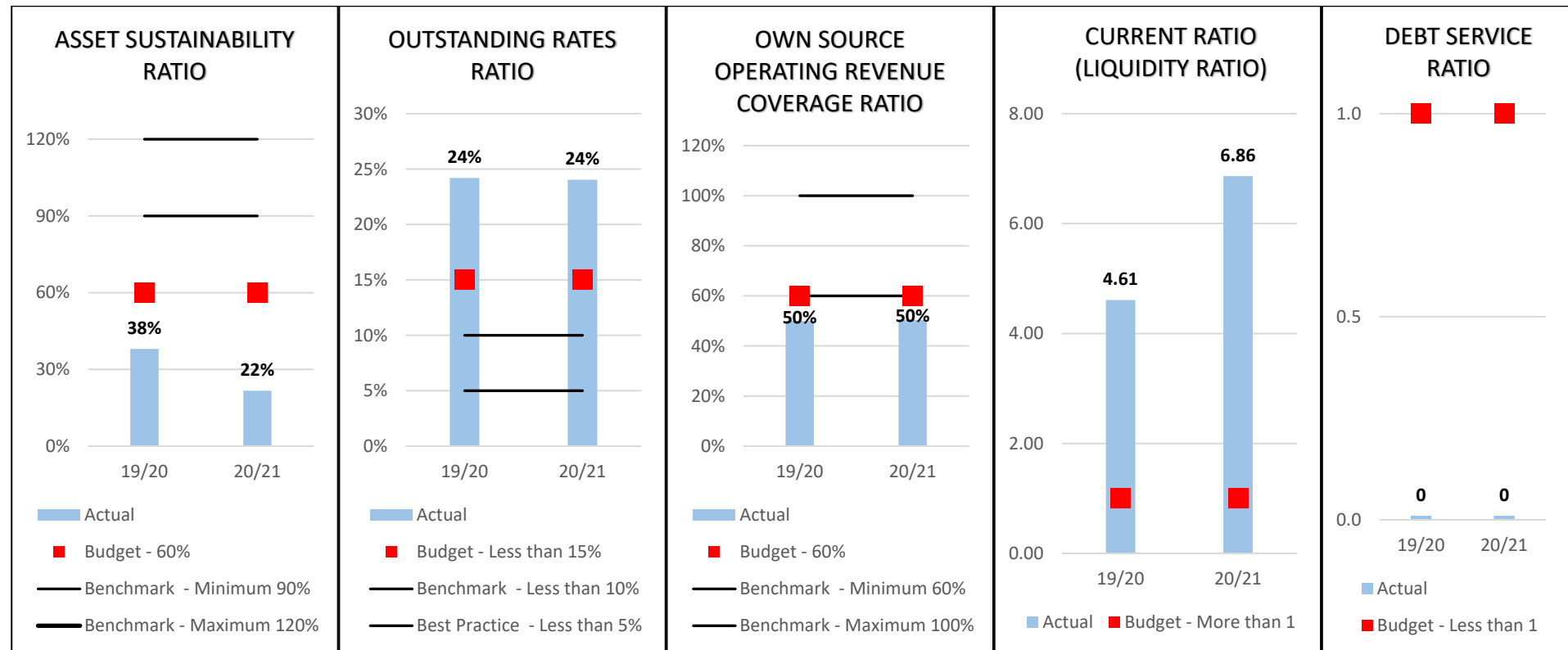
The below table illustrates the split of current year outstanding rates. Current year outstanding rates as at 30 April are just under \$1 million, this is an increase of 5.9% compared to April 2020.

	Previous Month (March 2021) (\$)	Current Month (April 2021) (\$)	Variance (\$)	Due Dates
Instalment 1	311,527	263,269	(48,258)	30 September 2020
Instalment 2	411,293	331,706	(79,587)	30 November 2020
Instalment 3	562,975	404,709	(158,266)	28 February 2021
TOTAL	1,285,795	999,684	(286,111)	



FINANCE KEY PERFORMANCE INDICATORS (KPI)

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



Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.
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KPI	Explanation
Asset Sustainability Ratio	<p>A ratio of 90% indicates Council is replacing assets in a timely manner as assets reach their end of useful life. A ratio of less than 90% over the long-term indicates a build-up Infrastructure Backlog*.</p> <p>Council's Asset Sustainability ratio of 22% for the month of April is expected to increase as capital projects are completed in the last quarter of the year. However, it is expected that Council will continue to fail to meet both the budget of 60% and the local government benchmark of 90%. Council's asset base is currently valued at \$510 million. The current Long-term Financial Plan shows insufficient levels of revenue to fund long-term infrastructure renewal needs of the Council. The risk exists that Council's current levels of revenue will not be sustainable in the long-term to address a growing backlog of infrastructure replacement needs in future.</p>
Outstanding Rates Ratio	<p>In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia.</p> <p>Council's Outstanding Rates Ratio of 24% sits unfavourably higher than the maximum budgeted target of 15%. A growing outstanding rates ratio increases liquidity risk and places burden on Council's existing resources. Council will need to manage the risk by prioritising rates debt recovery to see a downward trend in the rates outstanding ratio gradually.</p>
Own Source Revenue Ratio	<p>This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources**. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level.</p> <p>Council's Own Source Operating Revenue Coverage ratio of 50% for April falls short of the Municipal Plan target of 60%.</p>
Current Ratio (Liquidity Ratio)	<p>A ratio of greater than 1 is required to provide assurance that Council has enough funds to pay its short-term financial commitments.</p> <p>Council's Current Ratio of 6.86 for April sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed in the short term to fulfill its short-term liabilities as and when they fall due.</p>
Debt Service Ratio	<p>Council has no debt and therefore fully meets the Municipal Plan Target of less than 1.</p>

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

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



COUNCIL REPORT

Agenda Item Number:	15.02.02
Report Title:	People, Performance and Governance Monthly Report – April 2021
Author	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	19/05/2021
Attachments:	Nil

Executive Summary

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

This report provides a monthly update to ensure that both staffing and budget measures are in accordance with the Council approved staffing plan and budget. The metrics provided in this report track activity and report full time equivalent (FTE) numbers, retention and Work Health and Safety performance.

Recommendation

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

Background

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

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

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Nil

Risks



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

Health & Safety

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

Service Delivery

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

Financial Implications

Nil

Community Engagement

Not applicable.

PEOPLE AND PERFORMANCE MONTHLY REPORT

April 2021

People

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
Program Leader Community Development	Community Inclusion	28 April 2021	Temporary (parental Leave cover)

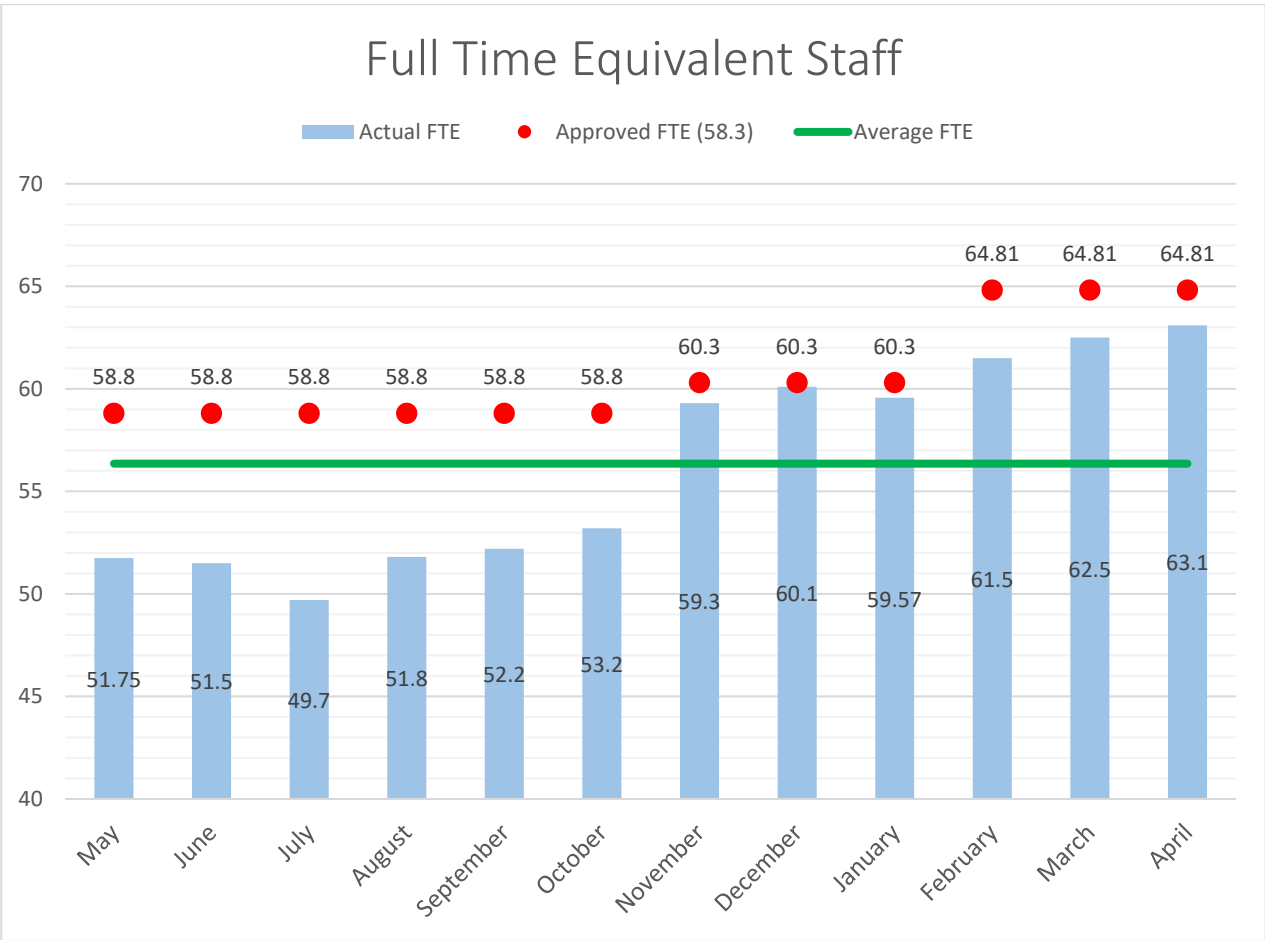
External Appointments

Position	Department	Commenced	Permanent/Temporary
Strategic Project Advisor	Executive	27 April 2021	Management Contract

Employment Separation

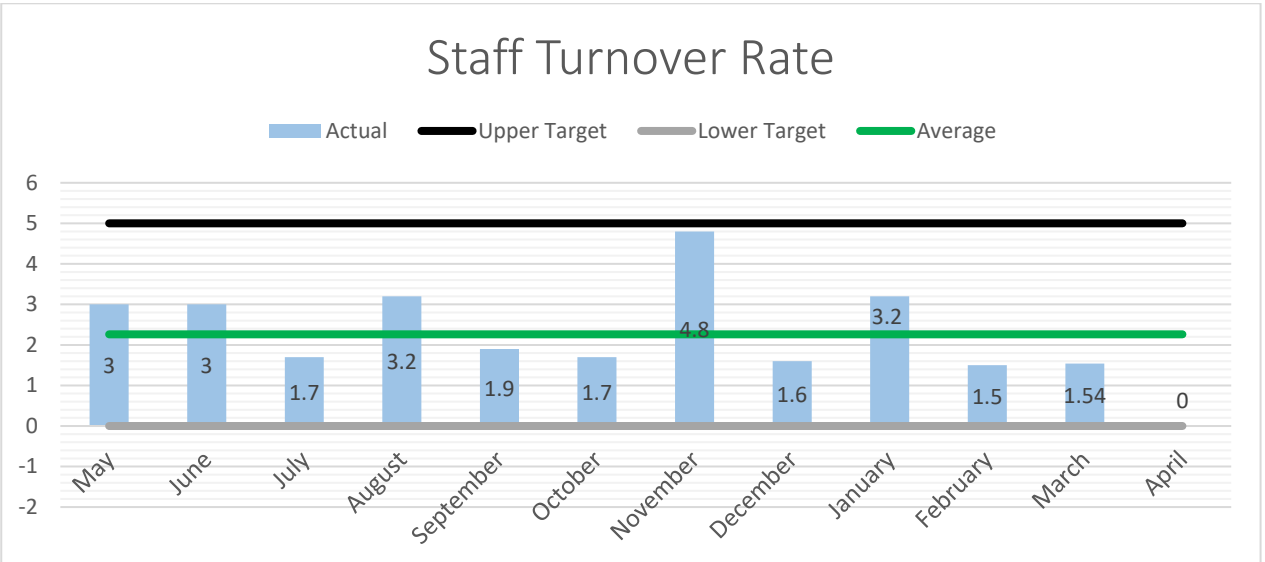
Position	Department	Commenced	Permanent/Temporary
Nil			

	Approved	Actual	Difference
Full Time Equivalent	49	48	0
Part-time	5.81	5.1	-1.31
Contract	10	10	0
Total	64.81	63.1	-1.71



Turnover Rate:

The number of staff leaving council employment during the reporting period.
 (# staff leaving divided by the total number of people employed multiplied by 100)



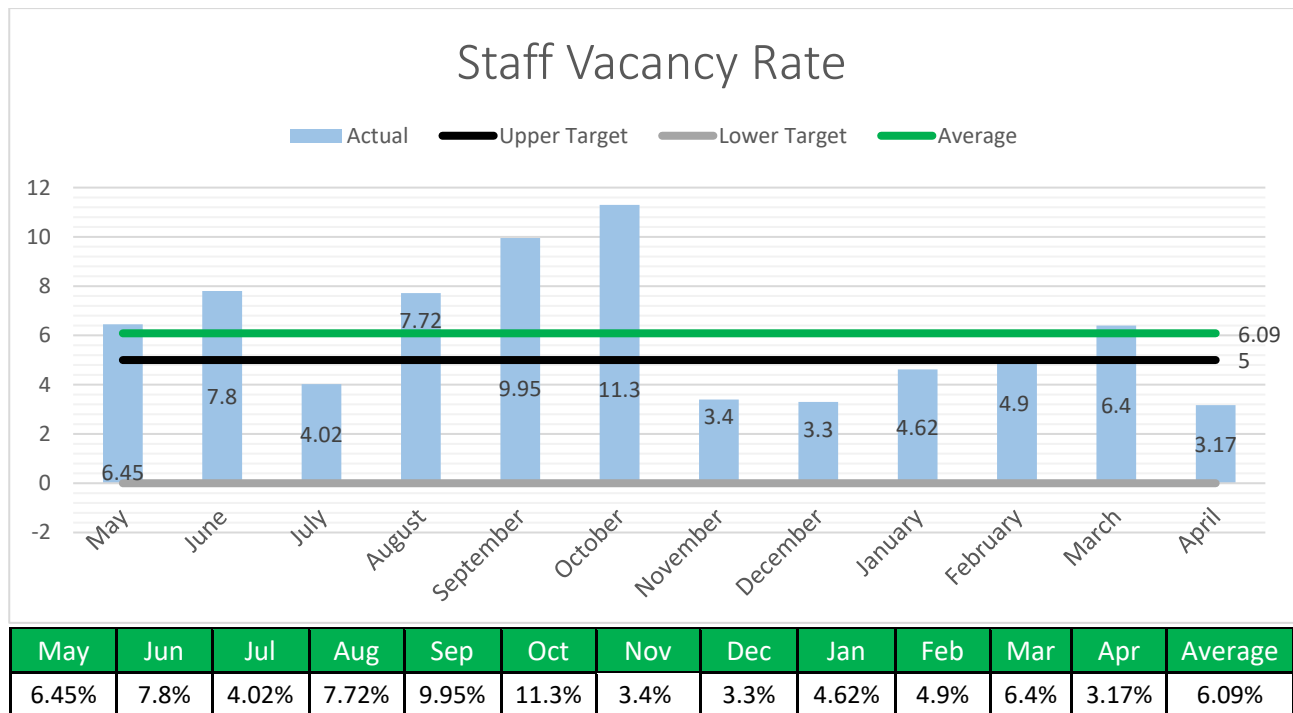
May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Average
3%	3%	1.7%	3.2%	1.9%	1.7%	4.8%	1.6%	3.2%	1.5%	1.54%	0%	2.26%

Target Average: Between 0% - 5%

Staff Vacancy Rate:

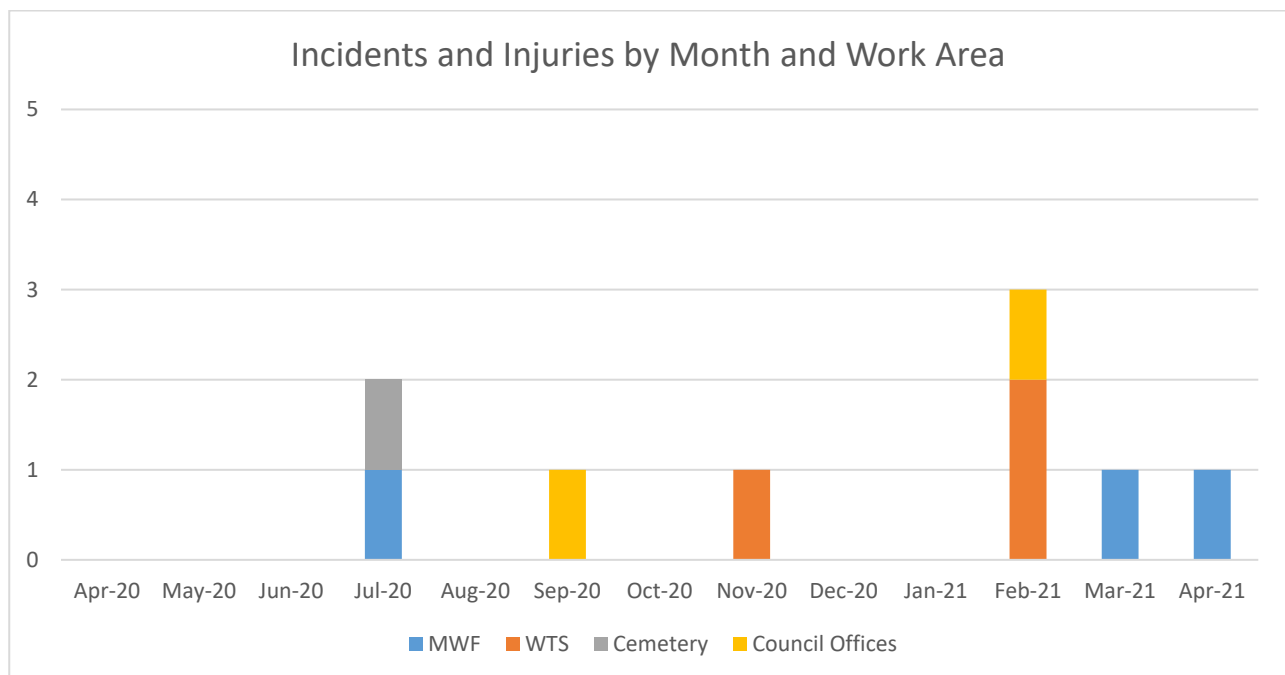
The number of vacant positions during the reporting period.

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



Target: 0% - 5%

Workplace Health and Safety



One incident was reported in April 2021. The incident involved a staff member from the Mobile Workforce team. This was a minor incident and did not require notification to be made to the Regulator (NT WorkSafe).

The Manager People and Performance arranged for Work Health and Safety Commitment posters, signed by every member of the Senior Management Team, to be put up in visible places for all to read. Doing so will alert everyone that as an organisation we “play by the book.” Employees are more likely to follow safety rules when they know their employer is fully cognisant of regulatory compliance.

Governance

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

Item	Status	Council Meeting
Filling Casual Vacancies	Completed	April - 2021
Procurement	Completed	April - 2021
Confidential Information	Completed	April – 2021
Human Resource Management Policy	Completed	April - 2021
Relevant gifts and benefits for council members and CEO	Drafted	May -2021
Sufficient interest in the assessment record	Drafted	May - 2021
Breach of Code of Conduct	Drafted	June - 2021
Use of accountable forms by council members (forms part of the council’s internal control policies and procedures)	Drafted	June - 2021
Allowances and any other benefits for Council CEO	Drafted	June - 2021
Allowances and any other benefits for Council staff	Drafted	June - 2021
Shared Services	Drafted	June - 2021
Meetings which attract extra meeting allowance	Drafted	June- 2021
Types of conferences or training courses which attract professional development allowances	Drafted	June - 2021
Asset management policy	Under Preparation	June - 2021
CEO Code of conduct	Under Preparation	June - 2021



COUNCIL REPORT

Agenda Item Number:	15.02.03
Report Title:	Draft Long-Term Financial Plan 2022-2031
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	19/05/2021
Attachments:	A: Draft LTFP 2022 to 2031

Executive Summary

This report presents for Council endorsement the Draft Long-Term Financial Plan 2021-22 to 2030-31 to be placed on public exhibition inviting comments.

Recommendation

THAT Council:

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

Background

The Draft Municipal Plan 2021-22 (Municipal Plan) is currently on public display for the community to provide feedback. The 21-day feedback submission period ends on Sunday 16 May 2021. The Local Government Act 2008 requires Council undertake public consultation on the Municipal Plan for a minimum of 21-days, however, public consultation on the LTFP is not a legislative requirement.

The LTFP reflects Council's ongoing commitment to protect the large asset base, continue managing the services provided to the community and applying strategies that will allow financial sustainability in the long term.

Links with Strategic Plan

A Well-Run Council - Good Governance

A Well-Run Council - Engaging Our Community

Legislative and Policy Implications

Part 10.4 (section 126) of the Local Government Act Northern Territory requires Council prepare and keep-up to date a long-term financial plan.

Risks



Community

Should the LTFP not be put up for public consultation, there is a very low risk given there is no legislative requirement for the LTFP to be consulted and the assumptions, challenges and principles of the LTFP are documented in the draft Municipal Plan 2021-22.

Community Engagement

The LTFP will be made available to the public for a 13-day consultation period through Council's online engagement portal www.yoursay.litchfield.nt.gov.au, through Council's website www.litchfield.nt.gov.au and at Council's Office. Council welcomes community input in the form of written submissions.



LONG TERM FINANCIAL PLAN

2021-22 to 2030-31

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Executive Summary

This Long Term Financial Plan is designed to ensure the financial sustainability of Litchfield Council over the next 10 Years by supporting sound financial decision making.

Sustainability in the context of Litchfield means the community has well maintained facilities and infrastructure and receives good quality services at an affordable level of property rates both now and into the future.

Council currently has strong cash reserves and no debt which provides a good foundation in the short term. In the long term however, Council faces several challenges including:

- operating deficits due to depreciation;
- dependency of external funding due to insufficient own-source revenue; and
- inadequate funding for capital expenditure to maintain the existing asset base.

These challenges are not easily resolved and can only be addressed through a long term, disciplined approach to the allocation of financial resources.

The Long Term Financial Plan is based on the following strategies:

- Constrain growth in operating costs;
- Advocate strongly for grants from other levels of Government;
- Improve the approach to Asset Management;
- Allocate unrestricted reserves and grant funding to capital renewal projects until operational income supports investment in new assets; and
- Increase rate income to fund sustainable capital spend.

The combination of these strategies will improve the sustainability of Litchfield gradually over time with the key objective of increasing the level of capital expenditure, which is currently inadequate.

A ten year Operating Statement, Cash Flow Statement and Balance Sheet has been prepared based on a series of assumptions about the movement of each income and expenditure type. This ten-year view provides the context for the annual Municipal Plan and budget process and reports against the financial Key Performance Indicators of the Strategic Plan.

The necessity of having a Long Term Financial Plan

The Local Government Act requires Council to prepare and maintain a Long Term Financial Plan (LTFP). Litchfield Council has therefore developed a ten-year plan to ensure that the decisions made today are truly sustainable in the long term.

A long-term financial plan provides a framework to consider:

- The level of funding required to deliver services for the community.
- The funding of new or upgraded assets.
- What income sources are available and how can these be maximised?
- What property rating strategy should be adopted?

The goal of the LTFP is to ensure financial sustainability which can be defined as:

‘...a government’s ability to manage its finances so it can meet its spending commitments, both now and in the future. It ensures future generations of taxpayers do not face an unmanageable bill for government services provided to the current generation.’
(Commonwealth Government, Intergenerational Report, May 2002)

Sustainability in the context of Litchfield means the community has well maintained facilities and infrastructure and receives good quality services at an affordable level of property rates both now and into the future.

The directions of the LTFP are informed by Council’s Strategic Plan and Asset Management Plans. The LTFP also provides the context and financial limits that need to be considered in the development of long term plans and the management of expectations about what can be achieved.

The LTFP is developed using a series of assumptions about future growth in income and expenses. These assumptions have been based on the best available information and will be reviewed on an annual basis in conjunction with the development of the Municipal Plan. The strategies contained in the LTFP will help set the parameters for the development of the annual budget.

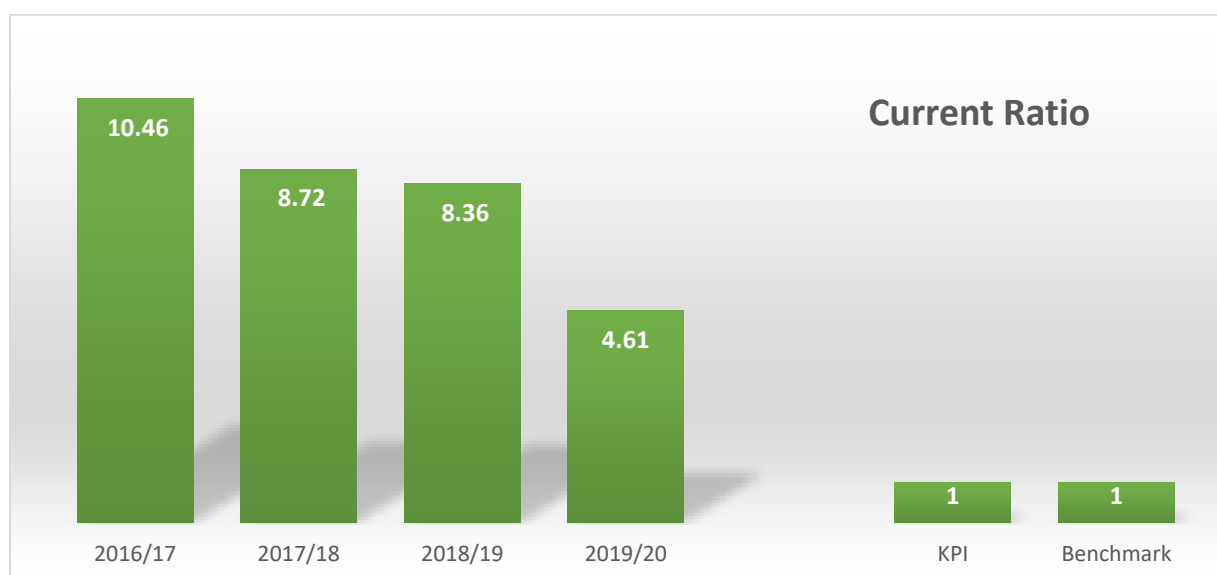
Current Financial Position

The following section of the Plan provides analysis of Council's current financial situation based on a set of criteria that are generally accepted measures of sustainability.

Current Ratio

The current ratio compares current assets to current liabilities and is an indicator of Council's capacity to meet its short term financial obligations. The ratio should be greater than 1 to provide assurance that Council has sufficient funds to meet short term debts.

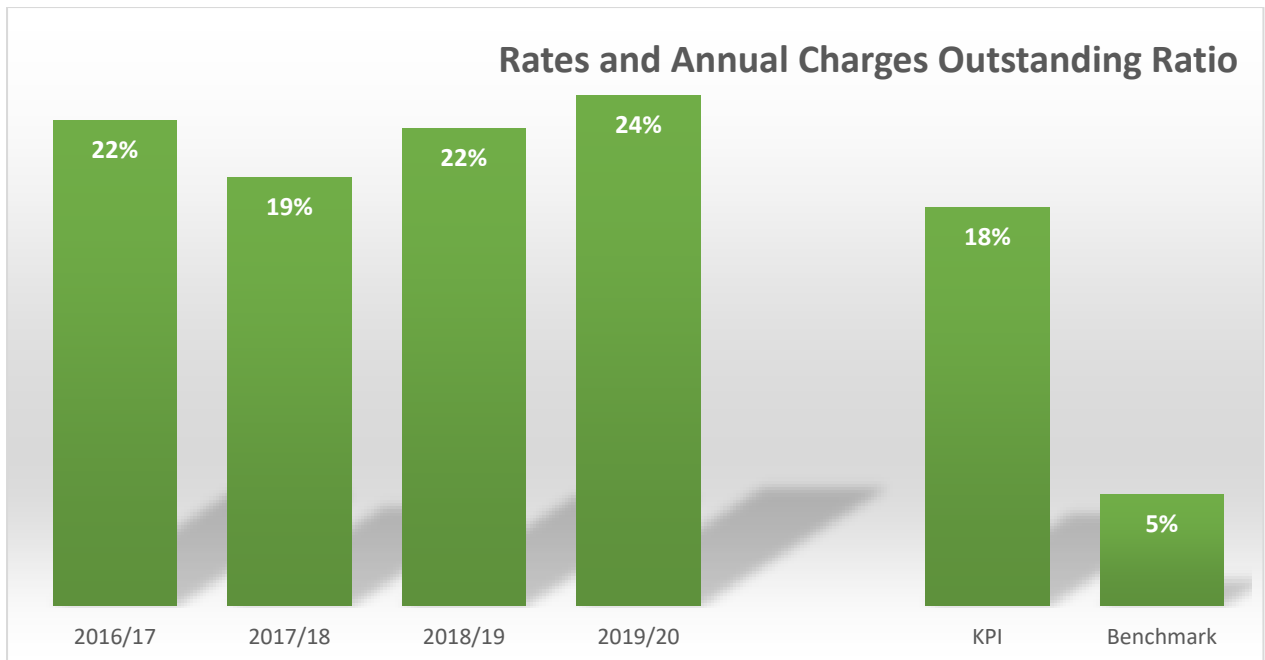
Council has strong cash reserves and minimal short term liabilities, which provides Council with a strong ratio, well above local government benchmark as shown below.



Rates and Annual Charges Outstanding Ratio

A Local Government indicator for the success of Council's collection of debt is the Rates and Annual Charges Outstanding ratio. This measure gives the percentage of Rates and Charges outstanding over Rates and Charges Income of the relevant year. Historically Council has had difficulty with debt collection.

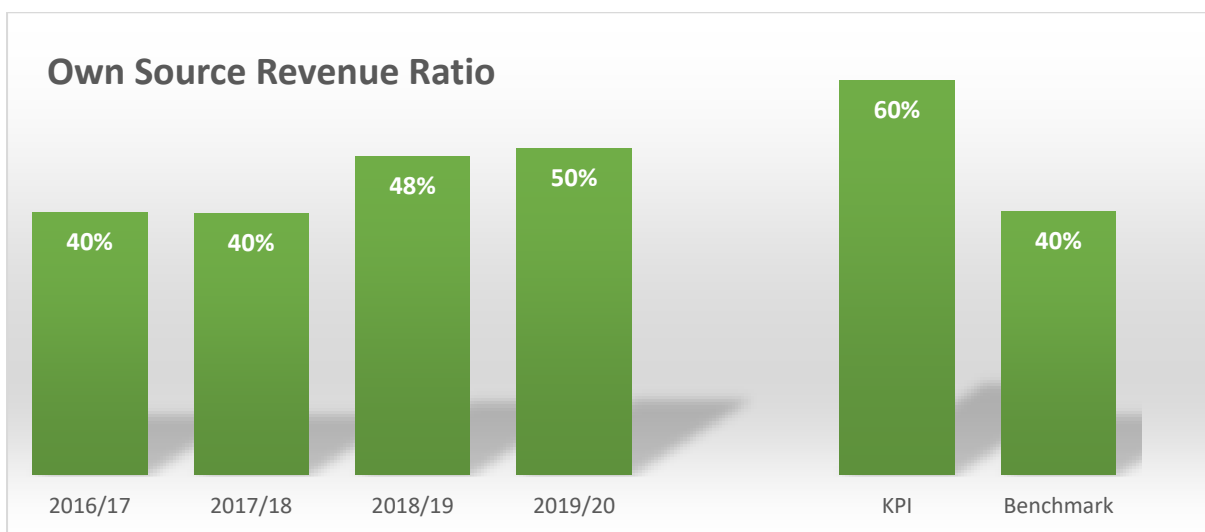
Council continues to work through these legacy issues and recognises that it is not realistic to achieve the local government benchmark of 5% within the current Strategic Plan timeframe. However, initiatives to reduce outstanding rates debts are underway and Council expect to see a drop from 2019/20s 23% and has set the KPI at 18%.



Whilst Council's debt is above the local government benchmark this indicator does not raise concerns regarding financial sustainability as Council continue to maintain a strong cash position highlighted in the current ratio. This ratio does clearly identify though, that Council needs to remain focussed on debt collection over the coming years.

Own Source Revenue Ratio

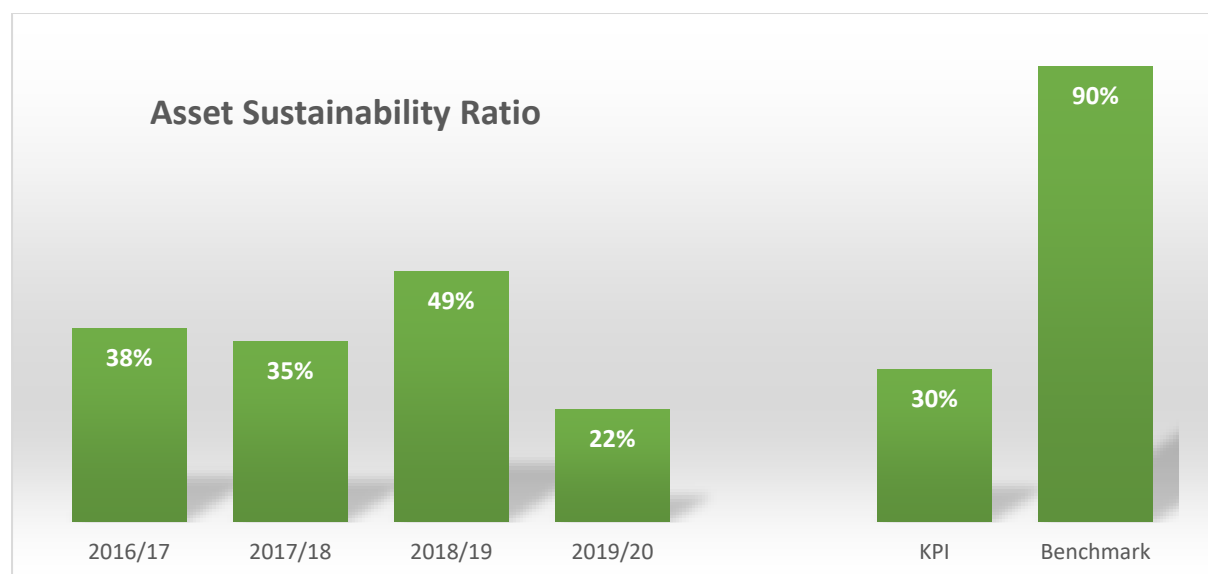
The Own Source Revenue Ratio indicates Council's ability to fund operational expenditures through funding sourced by its own revenue-raising efforts, being rates and charges and other revenue, but excluding grants and subsidies received. The higher the percentage, the more self-reliant Council is and the lower the risk is of external impacts on Council's financial sustainability. A ratio of greater than 40% is considered a basic local government standard and low risk. Council set its KPI at the intermediate local government benchmark of 60% to reduce the risk of essential services being reliant on external funding.



The ratio is sitting at 50% as per the 2019/20 annual report which indicates that Council is quite dependent on external sources of revenue, mainly government grants. This does present some risks to Council if the territory or federal Governments reduce or freeze grants.

Asset Sustainability Ratio

This ratio indicates Council's performance in replacing assets as they reach the end of their useful life to ensure that services continue to be delivered at agreed levels. The Asset Sustainability Ratio compares the level of capital works expenditure on renewals to depreciation. A ratio of greater than 100% means that Council is increasing the value of its asset base and delivering above the set service level. A ratio of less than 100% means that Council's asset stock is losing value as it is deteriorating more quickly than it is being renewed and the service level may not be achieved.



Council is spending substantially less on capital renewal works than the depreciation expense with a sustainability ratio of 22% in 2019/20. If the ratio is any lower than the benchmark of 90% Council is not fulfilling the service levels set for assets or the service level is unrealistic for the financial capacity of the Council. Council recognises its gap and plans to increase investment in capital renewals however, affordable rates remains the priority for Council and as such, Council will not meet the 90% benchmark within the current ten-year plan time frame.

Summary of Financial Position

Litchfield Council has strong cash reserves and no debt which means in the short term it will be able to continue to deliver services and a limited amount of capital works to its community.

In the long term however, Litchfield faces several challenges including very large operating deficits and inadequate funding for capital expenditure to maintain the existing asset base.

Emerging Issues

The Impact of Growth

Litchfield municipality has experienced substantial growth in population over the last 10 years with the addition of 5,137 estimated resident population (ABS 2011 to 2016) a growth of over 25%.

Population growth can impact on the financial position of Council in a number of ways. Additional properties provide more income to Council through property rates and waste management charges. Whilst pressure on existing services and infrastructure increase. Another impact of growth noted over the past years is increasing community expectations for an expanded range and quality of services, for example library services and an aquatic facility. Managing these expectations can be challenging as funding new service standards may be beyond the financial capacity of Council with rate income generated through additional properties not increasing proportionally. Council has struggled with this disproportional growth of residents to rateable properties for several years.

For the purposes of the long-term financial planning no growth in rateable properties has been assumed as the development of properties has decreased over the past years.

Asset Management

Council has an extensive network of infrastructure assets with a current replacement value of \$510 million. Maintaining these assets in good order and renewing them as they approach the end of their useful life requires substantial expenditure each year.

Depreciation provides an estimate of the value of assets consumed during each financial year. The Asset Sustainability Ratio mentioned above highlighted Council's inability to fund the usage of infrastructure assets annually. This means Council is not replacing assets as they are due for renewal in line with current service levels. This challenge also extends to the Thorak Regional Cemetery.

The Way Ahead – Improving Long Term Sustainability

As indicated in the section of this Long Term Financial Plan relating to the current financial position, Council has strong cash reserves and no debt which means in the short term it will be able to continue to deliver services and a limited amount of capital works to its community.

In the long term however, Litchfield Council faces several challenges including very large operating deficits and inadequate funding for capital expenditure required to maintain its existing asset base. These long term challenges will require a concerted and disciplined approach to the management of financial resources so that sustainability can be improved.

The aim of the Long Term Financial Plan is to improve sustainability by:

1. Decreasing the size of the operating deficit; and
2. Increasing the funding available for capital expenditure.

The following strategies are designed to address both of these challenges.

Constrain Growth in Operating Costs

The major expenditure categories to which this strategy applies are Employee costs, Contractors and Materials. The Northern Territory is experiencing very low inflation and the LTFP assumptions reflect these trends. The growth in operating costs are expected to be much lower in the coming years than has historically been the case. Council has recently negotiating a new Enterprise Agreement ensuring the growth in employee costs is constrained. Note that assumptions of the LTFP do not allow for additional staffing.

The LTFP provides for a small pool of New Initiative funds to be allocated to high priority one-off projects and activities each year. Whilst the amount is modest, it does provide a small amount of flexibility in what will otherwise be a constrained budget. Recurrent increases in operating expenditure must be funded from matching income sources or reductions in expenditure in another part of the budget.

Advocate Strongly for Grants from other levels of Government

Council has received substantial grants for one-off capital projects in recent years and continues to advocate strongly for grants relating to works on the road network and recreation reserves. The Mango Strategic Road Project is a successful advocacy program that resulted in the contribution of \$18 million from NT and federal Government into local roads upgrades. Advocacy efforts in this area will lean heavily toward funding for capital renewals. New assets will be considered by exception however, it is important to note that new assets require ongoing maintenance and long term renewal which will only contribute to the challenge Council faces in generating sufficient income to maintain its asset base.

Given the uncertainty about the allocation of grant funding, the LTFP has taken a conservative approach to forecasting future grant income. However, advocacy efforts and grant applications will be stepped-up to ensure that any available funding that is consistent with meeting Council's strategic objectives is targeted.

As mentioned under Current Financial Position in this plan, Council is focussing on the set KPI to increase the Own Source Revenue Ratio to ensure the dependency on grant funding is lowered and will not become a greater risk to Council.

Improve the Approach to Asset Management

Council has an extensive network of infrastructure assets and the ongoing maintenance and renewal of these assets is one of its biggest challenges. To ensure that decisions about the allocation of funding to infrastructure works is sustainable, ongoing work will continue to improve the data and analysis of asset condition, valuation and useful life.

Council continues to work on the development and implementation of Asset Management Plans which will in future provide more reliable data for projection of costs. Asset Management Plans for roads and the cemetery have been adopted by Council with other plans in draft form. The current LTFP makes assumptions on asset renewal for some asset classes and includes the cost for major new and upgraded assets based on the financial capacity of Council.

Allocate unrestricted reserves and grant funding to capital renewal projects until operational income supports investment in new assets

Council has very strong cash reserves made up of a number of specific purpose reserves. These reserves provide a short term opportunity to deliver a higher level of capital works but do not represent a long term solution. Whilst Council will use reserves to fund renewal of assets, it is important that reserves are not completely exhausted to ensure financial long term sustainability.

Increase Rate Income to fund Increased Levels of Capital Expenditure

Rates and the waste management charge provide approximately 65% of the total revenue and is the most stable and predictable source of revenue for Council.

The current level of rates is insufficient to fund the level of capital expenditure required to maintain the condition of existing assets and over time this will lead to either noticeable deterioration of infrastructure assets or the need to considerably review the level of rates imposed on properties.

In 2020 Council concluded a comprehensive review of the Rating Policy and listened to the community in retaining the fixed rate for Rural Residential, Urban Residential and Horticulture/Agriculture properties. This decision has decreased the option of Council to spread future rates burden in an equitable way and will see Council have to continue with consistent rate increases across all properties in the future.

Assumptions

The LTFP has been prepared on the assumption that Council will continue to provide services that are currently in place and has made the following specific assumptions.

Operating income and expenditures

ITEM	Increment (Annual)
INCOME	
Rates Income	FY23 – 10% reducing by 1% each year for 5 years*
Waste Charge	3.0%
Statutory Charges	2.0%
User Charges	5.0%
Grants, Subsidies and Contributions	1.0%
EXPENSES	
Employee Costs	2.0%
Elected Member Expenses	0.5%
Election Expenses	10% every four years
Energy	1.0%
Insurance	2.0%
Other expenses	1.0%

Capital Income and Expenditures

Assumptions of capital works have been made in lieu of detailed Asset Management Plans for some asset classes of Council. Furthermore, capital grants have been predicted and limited to historical reoccurring grants that Council has received consistently.

ITEM	Increment (Annual)
CAPITAL INCOME	
–2022	\$2.9m Roads to Recovery & Blackspot annual funding, Local Roads & Community Infrastructure Program, Developer Contributions & Special Rates Levy
2023 - 2031	Approximately \$1.5m Roads to Recovery & Blackspot annual funding
CAPITAL EXPENSE	
Thorak Regional Cemetery	Annual Renewal \$80,000
Council Buildings	Annual Renewal \$30,000
Sealing of roads	Annual Upgrade \$500,000
Motor Vehicles and Plant	Annual Renewal \$300,000
Waste Management Plant and Equipment	Annual Renewal \$35,000
Reserve Building & Playground Renewal	Annual Renewal \$32,000
Seal/Pavement renewal	\$40.3m over 10 years
Other roads and drainage upgrades	\$19.7m over 10 years
Pathway Renewals	\$2.1m over \$10 years
Public Lighting	\$750k over 10 years
Community Hall & Council Building Renewal	\$1.2m 2022
Mira Square Development	\$150k - 2022
Road Safety - School Safety Audits	\$50k – 2022
Productive Roads – Mango Roads	\$300k - 2022
Waste Management Recycling Centre	\$1.8m over 2027 & 2028

10 Year Income Statement

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
\$'000's	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Income from Continuing Operations												
Revenue:												
Rates & annual charges	10,686	10,796	11,721	12,833	13,788	14,720	15,617	16,452	17,204	17,989	18,816	19,686
Statutory Charges	137	200	189	193	197	201	205	209	213	217	221	226
User charges & fees	1,757	1,436	1,289	1,354	1,421	1,492	1,567	1,645	1,728	1,814	1,905	2,000
Interest & investment revenue	690	523	250	252	255	257	260	262	265	267	270	273
Other revenues	154	517	416	424	432	441	450	459	468	477	487	497
Grants & contributions for operating purposes	3,855	3,668	3,609	3,645	3,681	3,718	3,755	3,793	3,831	3,869	3,908	3,947
TOTAL INCOME FROM CONTINUING OPERATIONS	17,279	17,141	17,473	18,700	19,774	20,830	21,854	22,820	23,708	24,634	25,607	26,628
Expenses from Continuing Operations												
Employee benefits & costs	6,643	6,699	7,218	7,261	7,406	7,554	7,705	7,859	8,017	8,177	8,340	8,507
Materials, contracts and other expenses	7,219	8,434	8,899	9,806	9,820	9,911	10,307	10,160	10,191	10,302	10,692	10,546
Depreciation, amortisation & Impairment	13,166	13,240	13,660	13,807	13,890	13,978	14,070	14,167	14,280	14,397	14,508	14,613
TOTAL EXPENSES FROM CONTINUING OPERATIONS	27,028	28,373	29,778	30,873	31,117	31,443	32,083	32,186	32,488	32,876	33,541	33,666
OPERATING RESULT FOR THE YEAR	(9,749)	(11,233)	(12,305)	(12,173)	(11,342)	(10,613)	(10,229)	(9,367)	(8,780)	(8,241)	(7,934)	(7,038)
<i>OPERATING RESULT FOR THE YEAR excluding Depreciation</i>	3,369	2,007	1,355	1,633	2,548	3,364	3,842	4,800	5,500	6,155	6,574	7,575
Changes in Revaluation Surplus - I,P,P& E	(1,558)	-	-	-	-	-	-	-	-	-	-	-
Asset Disposal & Fair Value Adjustments	(31)	-	-	-	-	-	-	-	-	-	-	-
Amounts received specifically for new or upgraded assets	408	3,428	2,949	1,681	1,581	1,681	1,581	1,681	1,581	1,581	1,581	1,581
Prior Period Adjustments	1,774	-	-	-	-	-	-	-	-	-	-	-
Physical resources received free of charge	-	18,480	3,650	-	-	-	-	-	-	-	-	-
TOTAL COMPREHENSIVE INCOME / (LOSS)	(9,156)	10,675	(5,706)	(10,492)	(9,761)	(8,932)	(8,648)	(7,686)	(7,199)	(6,660)	(6,353)	(5,457)

10 Year Statement of Cash Flows

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
\$ '000	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Cash Flows from Operating Activities												
Receipts:												
Rates & annual charges	10,211	10,170	11,983	12,833	13,616	14,553	15,456	16,301	17,068	17,848	18,667	19,529
User charges & fees	2,080	1,955	1,799	1,872	1,617	1,692	1,771	1,853	1,940	2,030	2,125	2,225
Investment & interest revenue received	690	512	404	252	255	257	260	262	265	267	270	273
Grants & contributions	3,919	3,668	3,609	3,645	3,681	3,718	3,755	3,793	3,831	3,869	3,908	3,947
Other	2,135	512	411	420	428	437	445	454	463	473	482	492
Payments:												
Employee benefits & costs	(7,166)	(6,699)	(7,218)	(7,261)	(7,406)	(7,554)	(7,705)	(7,859)	(8,017)	(8,177)	(8,340)	(8,507)
Materials, contracts & other expenses	(8,299)	(8,434)	(8,899)	(9,806)	(9,820)	(9,911)	(10,307)	(10,160)	(10,191)	(10,302)	(10,692)	(10,546)
Finance Payments	-	-	-	-	-	-	-	-	-	-	-	-
Other operating payments	-	-	-	-	-	-	-	-	-	-	-	-
NET CASH PROVIDED (OR USED IN) OPERATING ACTIVITIES	3,570	1,685	2,089	1,955	2,371	3,192	3,675	4,645	5,359	6,009	6,420	7,413
Cash Flows from Investing Activities												
Receipts:												
Sale of investment securities	-	-						-	-	-	-	-
Sale of infrastructure, property, plant & equipment	79	-	-	-	-	-	-	-	-	-	-	-
Amounts specifically for new or upgraded assets	1,792	3,428	2,949	1,681	1,581	1,681	1,581	1,681	1,581	1,581	1,581	1,581
Payments:												
Purchase of investment securities	(729)	-		-	-	-	-					
Purchase of infrastructure, property, plant & equipment	(5,166)	(10,950)	(6,593)	(5,856)	(6,111)	(6,493)	(6,754)	(7,934)	(8,154)	(7,813)	(7,348)	(8,200)

NET CASH PROVIDED (OR USED IN) INVESTING ACTIVITIES	(4,024)	(7,522)	(3,644)	(4,175)	(4,530)	(4,812)	(5,173)	(6,253)	(6,573)	(6,232)	(5,767)	(6,619)
Cash Flows from Financing Activities												
Receipts:												
Proceeds from borrowings & advances	-	-		-	-	-	-	-	-	-	-	-
Payments:												
Repayment of borrowings & advances	(48)	-	-	-	-	-	-	-	-	-	-	-
NET CASH PROVIDED (OR USED IN) FINANCING ACTIVITIES	(48)	-	-	-	-	-	-	-	-	-	-	-
NET INCREASE/(DECREASE) IN CASH & CASH EQUIVALENTS	(502)	(5,837)	(1,555)	(2,221)	(2,158)	(1,620)	(1,498)	(1,609)	(1,214)	(223)	654	794
CASH & CASH EQUIVALENTS & INVESTMENTS - end of year	23,903	18,066	16,511	14,290	12,132	10,512	9,014	7,405	6,191	5,968	6,622	7,416

10 Year Statement of Financial Position

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
\$ '000	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Assets												
Current Assets:												
Cash & cash equivalents	23,903	23,239	21,608	19,466	17,388	15,849	14,434	12,909	11,780	11,642	12,383	13,265
Receivables – Rates and Charges	2,586	2,892	2,310	2,310	2,482	2,650	2,811	2,961	3,097	3,238	3,387	3,543
Receivables - other	339	339	339	14	14	15	16	16	17	18	19	20
TOTAL CURRENT ASSETS	26,828	26,471	24,257	21,790	19,884	18,513	17,260	15,887	14,894	14,898	15,789	16,828
Non-Current Assets:												
Infrastructure, property, plant & equipment	301,370	317,560	314,143	306,193	298,413	290,929	283,613	277,380	271,254	264,670	257,510	251,096
Work in progress	4,365	-	-	-	-	-	-	-	-	-	-	-
TOTAL NON-CURRENT ASSETS	305,735	317,560	314,143	306,193	298,413	290,929	283,613	277,380	271,254	264,670	257,510	251,096
TOTAL ASSETS	332,563	344,031	338,400	327,983	318,297	309,442	300,873	293,267	286,148	279,568	273,298	267,924
Liabilities												
Current Liabilities:												
Payables	4,497	5,293	5,346	5,399	5,453	5,508	5,563	5,619	5,675	5,732	5,789	5,847
Borrowings	33	-	-	-	-	-	-	-	-	-	-	-
Provisions	605	623	635	648	661	674	687	701	715	729	744	759
TOTAL CURRENT LIABILITIES	5,135	5,916	5,981	6,047	6,114	6,182	6,250	6,320	6,390	6,461	6,533	6,606
Non-Current Liabilities:												
Borrowings	-	-	-	-	-	-	-	-	-	-	-	-
Provisions	432	445	453	462	472	481	491	501	511	521	531	542

TOTAL NON-CURRENT LIABILITIES	432	445	453	462	472	481	491	501	511	521	531	542
TOTAL LIABILITIES	5,567	6,360	6,434	6,510	6,586	6,663	6,741	6,820	6,901	6,982	7,064	7,147
NET ASSETS	326,996	337,671	331,966	321,473	311,712	302,780	294,132	286,446	279,247	272,587	266,234	260,777
Equity												
Retained earnings/(accumulated deficit)	11,432	30,176	19,388	11,429	3,640	(3,854)	(11,180)	(17,423)	(23,558)	(30,153)	(37,324)	(43,748)
Other Reserves	21,262	13,193	18,276	15,743	13,770	12,332	11,010	9,567	8,504	8,437	9,256	10,222
Revaluation reserves	294,302	294,302	294,302	294,302	294,302	294,302	294,302	294,302	294,302	294,302	294,302	294,302
TOTAL EQUITY	326,996	337,671	331,966	321,473	311,712	302,780	294,132	286,446	279,247	272,587	266,234	260,777

Financial Ratios

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Current Ratio	5.22	4.47	4.06	3.60	3.25	2.99	2.76	2.51	2.33	2.31	2.42	2.55
This ratio represents Council's ability to meet debt payments as they fall due. It should be noted that Council's externally restricted assets will not be available as operating funds and as such can significantly impact Council's ability to meet its liabilities.												
Benchmark - Greater than 1.0												
<i>current assets / current liabilities</i>												
Asset Sustainability Ratio	39%	83%	30%	35%	35%	40%	40%	40%	45%	45%	50%	50%
This ratio indicates the extent to which Council is replacing its existing asset base with capital renewals of existing assets.												
Benchmark - Greater than 90% KPI - Greater than 30%												
<i>annual capital expenditure on renewals / annual depreciation</i>												
Rates and Annual Charges Outstanding	24%	27%	20%	18%	18%	18%	18%	18%	18%	18%	18%	18%
This measure gives the percentage of Rates and Charges outstanding over the Rates and Charges Income.												
Benchmark - Smaller than 5% KPI - Smaller than 18%												
<i>Rates and Annual Charges collected/Total Rates and Annual Charges raised</i>												
Own Source Revenue Coverage Ratio	50%	47%	47%	49%	52%	55%	56%	59%	61%	63%	65%	67%
Indicates Council's ability to fund operational expenditures through funding sourced by its own revenue-raising efforts.												
Benchmark - Greater than 40% KPI - Greater than 60%												
<i>Total own source revenue/total operating expenditure including depreciation</i>												



COUNCIL REPORT

Agenda Item Number:	15.02.04
Report Title:	Draft EM07 CEO and Council Member Gifts, Benefits and Hospitality Policy
Author:	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	19/05/2021
Attachments:	A: DRAFT EM07 CEO and Council Member Gifts, Benefits and Hospitality Policy

Executive Summary

This report presents changes to an existing policy (EM07 Elected Member Gifts and Benefits) which required changes to be compliant with the new Local Government Act.

Recommendation

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

Background

In accordance with the new Local Government Act 2019, policy EM07 has been amended to include the following:

- *Section 112 (2)(a) differentiate between what is given to a council member for the council and what is given to the member as a relevant gift or benefit*.
- The wording "Elected Member" has been changed to "Council Member" to be consistent with legislation and across all Council policies.
- The CEO role is required to be covered by a policy for gifts and benefits, hence the CEO has been included into this policy.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Developed in accordance with the Local Government Act 2019.

Risks



The proposed new Regulations are still in a draft form and may be subject to change until approval. There is a risk that the policies approved as part of this report may have referencing to draft Regulations numbering which are subject to change, however, this is considered low risk and amendments will be made as required to reflect compliance with approved Regulations.

Community Engagement

Nil



Name	EM07 Elected Member gifts and benefits <u>CEO and Council Member Gifts, Benefits and Hospitality</u> Elected Member gifts and benefit <u>CEO and Council Member Gifts, Benefits and Hospitality</u>
Policy Type	Council
<u>Responsible Officer</u>	<u>Policy & Governance Program Leader</u>
Approval Date	15/11/2017 <u>19/05/2021</u>
Effective Date	01/07/2021
Review Date	14/11/2021 <u>19/05/2025</u>

1. Purpose

The purpose of this policy is to provide guidance to Elected Members in relation to offers of and the receipt of gifts or benefits; to ensure that in dealing with the offer of gifts or benefits or the receipt of gifts or benefits, Elected Members are not influenced in the performance of their duties and that there is no perception of undue influence.

2. Scope

This policy applies to the Elected Members

3. Definitions

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

Protocol gift	A gift given to the Council in recognition of its status as a Local Government body, often acknowledging a service provided by the Council or a partnership or other relationship (e.g. Sister City) with the Council. It is given by another body, as opposed to an individual or commercial entity, with no expectation of future benefit from the Council.
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4. Policy Statement

From time to time, Elected Members may be offered gifts or benefits. This policy has been developed to provide guidelines for the appropriate, consistent and transparent treatment of offers of or receipt of gifts and benefits by Elected Members.

This policy operates in addition to all other obligations under the NT Local Government Act (the Act) and any other legislation or relevant codes and policies.

~~An Elected Member must not:~~

- ~~• solicit or encourage gifts or private benefits from any person who might have an interest in obtaining a benefit from Litchfield Council~~
- ~~• seek or accept a bribe or other improper inducement~~
- ~~• by virtue of his or her position, acquire a gift or benefit which has a monetary value, other than one of a nominal or token value~~

~~An Elected Member must not seek or accept any payment, gift or benefit intended or likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence an Elected Member to:~~

- ~~• act in a particular way (including making a particular decision)~~
- ~~• fail to act in a particular way~~
- ~~• otherwise deviate from the proper exercise of his or her statutory duties~~

~~An Elected Member may accept gifts or benefits of a nominal or token value that:~~

- ~~• do not create a sense of obligation on his or her part and~~
- ~~• that would not be reasonably perceived by an impartial observer to be intended to or likely to influence him or her in carrying out their statutory duty.~~
- ~~• has a nominal or token value less than \$50~~

~~An Elected Member must never accept an offer of money, regardless of the amount.~~

~~***Elected Members Voluntary Gifts and Benefits Register***~~

~~An Elected Members Voluntary Gifts and Benefits Register has been established pursuant to this policy. Elected Members may make entries on the voluntary Register by completing the Elected Members Gifts and Benefits Disclosure Form (Attachment A) and forwarding them to the Governance Manager who is responsible for maintaining the Register.~~

~~The Register will contain the following:~~

- ~~• Name of Elected Member receiving the gift or benefit.~~
- ~~• Details of person/organisation giving the gift or benefit.~~
- ~~• Description of the gift or benefit.~~
- ~~• Estimated value.~~
- ~~• Reason for presentation of the gift or benefit.~~
- ~~• Comments in relation to disclosure.~~

- ~~Date of receipt.~~
- ~~Signature of the recipient.~~
- ~~Date of Disclosure~~

~~The Elected Members Voluntary Gifts and Benefits Register will be available for public inspection upon request.~~

Protocol Gifts

~~Where a protocol gift is given to an Elected Member it is treated as a gift to Council. The gift shall be retained by Council and exhibited in a suitable place for a period of time determined by the Chief Executive Officer.~~

~~A separate Register for Protocol Gifts which are received will be maintained.~~

5. ~~Associated Documents~~

~~EM01 Elected Member Code of Conduct~~

6. ~~References and Legislation~~

~~Part 7.4 of the Local Government Act requires Councils to have a Code of Conduct which Elected Members must comply.~~

7. ~~Review History~~

1. Purpose

The purpose of this policy is to set out the requirements for the Chief Executive Officer (CEO) and Council Members receiving gifts or benefits and disclosing relevant gifts or benefits. This policy is in accordance with the Local Government Act.

2. Scope

This policy applies to the CEO, Council Members and Committee Members.

3. Definitions

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

<u>Protocol gift</u>	<u>Means a gift or benefit given to a council member for diplomatic, ceremonial or symbolic purposes that will not be sold or transferred (unless in diplomatic, ceremonial or symbolic circumstances).</u>
<u>Campaign donation return</u>	<u>Section 148 of the <i>Local Government Act 2019</i></u> <u>(1) Each candidate in a periodic general election or by-election must give a campaign donation return for the disclosure period to the</u>

	<u>Electoral Commission within 40 days after the expiry of the disclosure period.</u> <u>(2) The return must be in the form approved by the Electoral Commission.</u>
<u>Council Member</u>	<u>Council Member includes Committee Members.</u>
<u>Nominal value</u>	<u>means gifts or benefits totalling less than \$50 from the same donor or an associate of the donor in a financial year.</u>
<u>Gift</u>	<u>A thing given willingly to someone without payment; a present.</u>

4. Policy Statement

4.1. Policy Principles

4.1.1 The CEO and Council Members must discharge their duties, responsibilities, and obligations impartially and with integrity including in relation to receiving, accepting, and disclosing gifts or benefits.

4.1.2 The CEO and Council Members must not accept a gift or benefit of any value that may be perceived by a reasonable person to improperly influence the performance or decisions of the Elected Member/Committee Member or the Council.

4.2. Relevant gifts or benefits

4.2.1 A relevant gift or benefit is a gift or benefit that exceeds the **nominal value** of \$50 and includes:

(a) gift or benefit received for the Council and accepted by the CEO and/or Council Member; or

~~(a)~~ gift or benefit received and accepted by the CEO and/or Council Member for the CEO and/or Council Member or another person.

~~(b)~~

4.3. Rejecting gifts or benefits

4.3.1 If the CEO or Council Member has received any gift or benefit that breaches the principles at clause 4.1 above, the CEO or Council Member must reject the gift or benefit by returning it to the donor and respectfully explaining to the donor that acceptance of the gift or benefit would breach this policy.

4.4. Disclosure of relevant gifts or benefits

4.4.1 If a Council Member has received a relevant gift or benefit, the council member must inform the CEO as soon as practicable after receipt and provide the following information in writing:

- (a) name of the council member that received the relevant gift or benefit;
- (b) name of the donor (person or organisation) giving the gift or benefit;
- (c) date the gift or benefit was received;
- (d) description of the gift or benefit;
- (e) whether the gift or benefit is for the Council, the council member or another person (including the full name and relationship of the person to the council member, if applicable);
- (f) value (or estimated value) of the gift or benefit;
- (g) reason for the gift or benefit;
- (h) any other relevant details.

4.4.2 If the CEO has received a relevant gift or benefit, the CEO must inform the Mayor as soon as practicable after receipt and provide the following information in writing:

- (a) name of the council member that received the relevant gift or benefit;
- (b) name of the donor (person or organisation) giving the gift or benefit;
- (c) date the gift or benefit was received;
- (d) description of the gift or benefit;
- (e) whether the gift or benefit is for the Council, the Council Member or another person (including the full name and relationship of the person to the council member, if applicable);
- (f) value (or estimated value) of the gift or benefit;
- (g) reason for the gift or benefit;
- (h) any other relevant details.

4.4.3 [The CEO is responsible for recording the details in the *register of declared gifts and benefits*.](#)

[4.5. Exemptions from disclosure](#)

4.5.1 [The principles in 4.1 still apply to gifts or benefits that are exempted from disclosure in the list below.](#)

[The following gifts or benefits are exempted from disclosure under this policy:](#)

- [\(a\) a gift or benefit given to the CEO or Council Member by the Council;](#)
- [\(b\) a *protocol gift* given to the CEO or Council Member for the Council;](#)
- [\(c\) a gift or benefit given to the Council in relation to its status as a body corporate where no individual Council Member or the CEO are considered to have accepted the gift or benefit;](#)
- [— food, accommodation, hospitality or entertainment included in the attendance of meetings, conferences, training courses, functions or other events that have been organised through the Council or that are required in accordance with performance of the CEO or Council Member's official duties;](#)
- [—](#)
- [\(d\)](#)
- [\(e\) a donation disclosed \(or to be disclosed\) by the Council Member in a *campaign donation return*;](#)
- [\(f\) a private and personal gift \(such as a birthday present from a family member\).](#)

[5. Associated Documents](#)

[EM01 Elected Member Code of Conduct](#)

[6. References and Legislation](#)

[Northern Territory Local Government Act 2019](#)

[7. Review History](#)

Date Reviewed	Description of changes (Inc Decision No. if applicable)
11/10/2012	PA12/CAM/043 – approved as LC30
15/11/2017	Renamed to EM07, updated reference to protocol gifts and formatted to updated policy template (1718/099)
<u>19/05/2021</u>	<u>Adjustment in accordance with the new Local Government Act</u>



COUNCIL REPORT

Agenda Item Number:	15.02.05
Report Title:	Recording of Council Meetings
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	19/05/2021
Attachments:	A: Draft GOV07 Recording of Council Meetings

Executive Summary

This report presents to Council details regarding the audio-visual recording of Council Meetings.

Recommendation

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

Background

At the General Council Meeting (meeting) of 17 March 2021, council resolved:

“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”.

Meetings can currently be viewed online, live via the Zoom link available on Council’s website. The meeting audio is recorded to confirm minutes and destroyed once minutes have been confirmed. There is currently no visual recording of the meeting available to view following the conclusion of the live meeting.

While many Councils use a range of technologies and service providers to record Council meetings, it is recommended Council work with its current technology with a view to upgrading when the new Community Hall is built (expected May 2022).

Hardware

Council currently use a Sony ceiling mount PTZ (pan/tilt/zoom) camera and two (2) Revolabs wireless microphones linked to a PC via Creston Touchscreen AV controller. This hardware sufficiently captures both the audio and visual from the meeting. With the addition of two new Council Members following the Local Government election in August 2021, additional microphones may be required, and the positioning of the camera may need to be reconsidered to ensure all Council members are visible within the range of the camera.

Software

Council currently holds a license for the base level of Zoom software which has the ability to live stream to a social media platform and allows for the recording of meetings.

Live Streaming – YouTube

An alternative to the public logging into the meeting via a hosted link, live streaming will show the meeting live on Council's chosen social media platform, which at this stage will be YouTube. Under this method, public viewers are not attendees of the meeting and as such, will not be part of the recording. Should this be the preferred option, Council would require a YouTube channel which can be set up free of charge. The Channel would be made public, and meetings would be live streamed to this platform for the public to view live. Council would advertise the link to the YouTube Channel on their website. This Channel could also be used to publish other recordings and videos should Council see benefit from this in future.

Recording – YouTube

A recording of the meeting would be uploaded to YouTube within one (1) week with the link to the recording noted on the meeting minutes and published on Council's website. YouTube does not limit the number or size of recordings uploaded or the amount of time the recording remains online however, Council will maintain copies of all recording in line with Council's Records Policy.

Confidential Agenda

Recordings and live streaming will be stopped when Council moves to the Confidential Agenda and recommence once Council moves back to the general meeting. This will result in a multi-part recording. This eliminates the need for the Zoom host to manually end the Zoom session for public viewers. Only those authorised to attend will be logged into the meeting. Public viewers will only have access to the live stream which will cease during the confidential agenda.

Trial Period

The recording of meetings could begin from the 17 June meeting on a four (4) month trial basis with a report to be presented to Council at the September 2021 meeting, detailing the sound and visual quality, technical performance and community engagement (e.g. number of recording views) as well as a recommendation moving forward.

Minutes

While the recording may be used to confirm notes for minute taking purposes, it is important to note that the recording is not the final record of the meeting. Only the Council minutes are the official record of the meeting.

Links with Strategic Plan

A Well-Run Council - Good Governance
A Well-Run Council - Modern Service Delivery
A Well-Run Council - Engaging Our Community

Legislative and Policy Implications

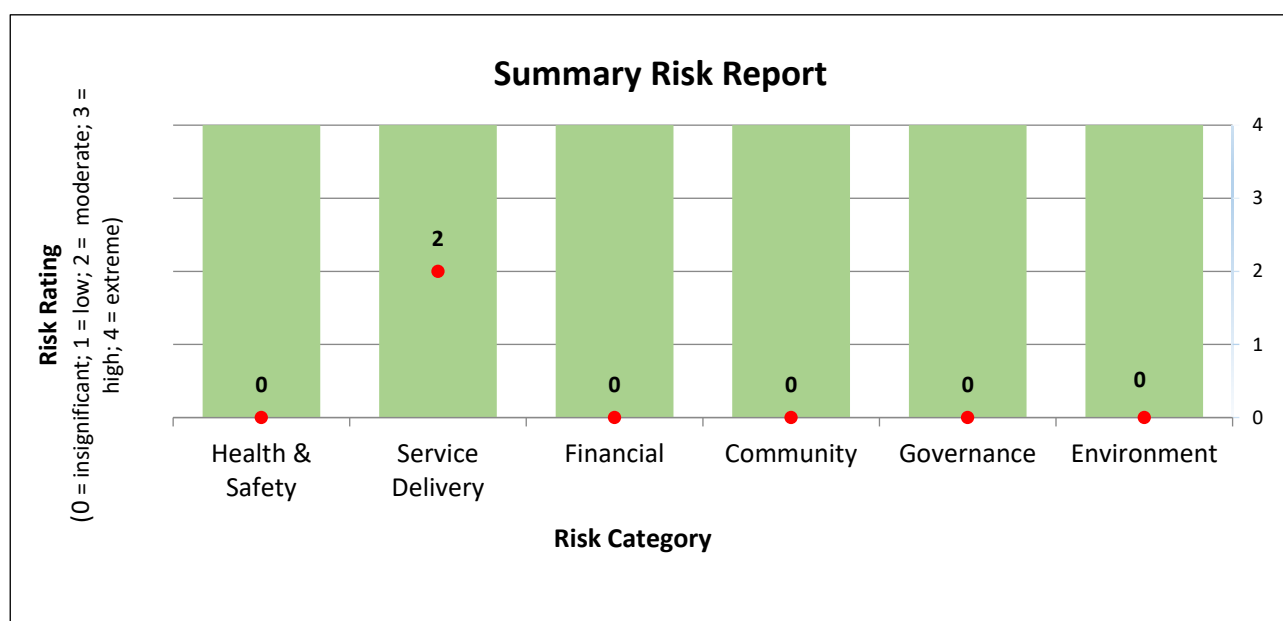
Recordings will be held and archived in line with COR04 Records Policy.

Council's current policy GOV07 Recording of Council Meetings will require amendment to reflect the visual recording and public access to recordings. The proposed revised policy is included as Attachment A to this paper.

In compliance with the Information Privacy Principles IPP 1.3, the Mayor would be required to inform attendees of the meeting that there will be a recording made available for public viewing. The wording of this disclosure has been included in the proposed updates to GOV07 Recording of Council Meetings.

While Council will endeavour to have the camera focused on the participants of the meeting and not the observers, this cannot be guaranteed. Appropriate signage would be displayed to inform the public in attendance of the recording.

Risks



Service Delivery

There is a moderate risk of technical failure that could result in the inability to record meetings. This will be managed in line with Council's Business and ICT Continuity Plans. However, as there is no legislative requirement to record meeting, the consequences of not recording are limited to inconvenience.

Community Engagement

Council will advertise on their website and note on the meeting agenda, details of how residents can access both the live streaming and play back of recordings. This will ensure that members of the public that are unable to attend the meeting can view the recording following the conclusion of the meeting.



Name	GOV07 Recording of Meetings
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	16/01/2019 19/05/2021
Review Date	15/01/2023 18/05/2025

1. Purpose

The purpose of this policy is to specify the arrangements for creating, storing, using, disclosing and destroying audio and visual recordings of Ordinary and Special Council meetings.

2. Scope

This policy applies to audio and visual recordings made of all Ordinary and Special Council meetings and those in attendance including, Elected Members, Council Officers, Contractors and Members of the Public. ~~recordings made of all Council meetings, special meetings~~

3. Definitions

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

Audio recording	Any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by video cameras, cassette recorders, dictation devices, mobile phones, or DAT recorders, and stored on compact discs, DAT or any other format (such as WAV, MP3, etc).
<u>Visual Recording</u>	<u>Any recording made by any electronic device capable of recording graphics and images. This includes but is not limited to recordings made by video cameras and stored on compact discs, Digital audio tape or any other format (such as WAV, MP3, etc).</u>

<u>Confidential Business</u>	<u>In accordance with the Local Government Act and Local Government (Administration) Regulations 2008, business involving the discussion of confidential information is classified as confidential business.</u>
<u>Preferred Online Platform</u>	<u>A video sharing service that allows users to upload videos and watch videos posted by others including YouTube.</u>
<u>Exceptional Circumstances</u>	<u>Including but not limited to risk to public health and safety, threat of violence or aggression, unlawful conduct by an attendee, defamation, breach of privacy and offensive behaviour.</u>
<u>Technical Malfunction</u>	<u>Any situation whereby either hardware, software, internet, or power required to record meetings is not functioning in the expected manner.</u>

4. Policy Statement

4.1. Recordings

4.1.1. Audio and visual recordings (Recordings) will be made of Ordinary and Special Council meetings (in the absence of technical malfunctions) for the purpose of assisting with the preparation and verification of minutes prior to their confirmation and allowing those not in attendance to view the meeting at a later time/date.

4.1.2. Should Council resolve to move into discussion of confidential business the recording will cease. Recording will resume once council resolves to move out of confidential business.

4.1.3. The Chairperson may terminate the recording of the meeting in exceptional circumstances.

4.1.4. In line with the Copyright Act 1968, livestreams and recordings of Council Meetings remain the property of Litchfield Council. Copying, distribution and altering of any part of the recording is not permitted without the written approval from the CEO.

4.1. Audio recordings

~~Audio recordings will be made of Ordinary and Special Council meetings for the purpose of assisting with the preparation and verification of minutes prior to their confirmation.~~

4.2. Public Notification

- 4.2.1. In compliance with the Information Privacy Principles IPP 1.3, advice will be provided to the members of the public in attendance at meetings that an ~~audio~~ recording of the meeting will be made. The wording of the advice will be as follows:

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

~~An audio recording of this meeting is being made for minute taking purposes as authorised by Litchfield Council's Recording of Meetings Policy, available on Council's website.~~

- 4.2.2. This advice will be conveyed in the following manner:

- Displayed on the notice of agenda for meetings of Ordinary and Special Council meetings;
- Displayed at the entry to Council Chambers or place where the meetings are held; ~~and~~
- Verbally by the Chairperson at the commencement of the meeting.

4.2.3. Council will endeavour to have the camera focused on the participants of the meeting and not the observers however, Council makes no guarantee that observers will not be inadvertently recorded.

4.2.4. Statements by individuals made during the course of the meeting are not necessarily the opinions or statements of the Council.

4.2.5. Council does not make any guarantee that comments or opinions by individuals made during the meetings are complete, accurate, reliable, or free from error.

4.2.6. Council is not responsible or liable for loss or damage as a result of using or relying on statements and opinions provided in the live streaming or recording of Council meetings.

4.2.7. The live streaming of Council meetings does not constitute a legal and formal process of communication of a Council decision or legal advice to any person or entity.

4.3. Storage, Retention and Destruction of Recordings

Recordings will be stored on Council's other preferred online platform and within Council's document storage software and disposed of in line with Council's Records Policy.

~~4.3.1. Audio recordings will be stored securely by the Council Secretary in such a manner that only those authorised have access to them.~~

~~4.3.2. Audio recordings will be held until the minutes from the meeting to which they relate are confirmed by Council, after which all files and related media will be destroyed.~~

4.4. Access to Recordings

4.4.1. Recordings will be made public within one (1) week of the meeting and thereby available to Elected Members, Council Officers, and the general public via Council's preferred online platform.

4.4.2. The Chairperson or Chief Executive Officer may decide not to upload should exceptional circumstances exist or where comments made could result in Council being liable for loss and damages or other reasons as deemed appropriate.

4.4.3. The Chairperson or Chief Executive Officer may decide to upload an edited version of the recording, should exceptional circumstances exist or where comments made could result in Council being liable for loss and damages or other reasons as deemed appropriate.

~~4.4.1. Access by Elected Members~~

~~Requests by Elected Members for access to recordings for the purpose of ensuring the accuracy of meeting minutes need the approval of the Chief Executive Officer or in his/her absence the Governance and Risk Advisor. Access will be provided by means of listening to the recordings at Council offices during business hours.~~

~~4.4.2. Access by Staff~~

~~Access is granted for the purposes of ensuring the accuracy of meeting minutes to the Chief Executive Officer, Governance and Risk Advisor and the relevant minute secretary of the meeting to which the recording relates.~~

~~All other requests for access by staff are to be made to the Chief Executive Officer and will only be granted in circumstances requiring the staff member to participate in ensuring the accuracy of meeting minutes.~~

~~4.4.3. Access by the Public~~

~~Access by members of the public will not be granted unless formal access is applied for under the access provisions of the Information Act.~~

4.5. Recording of meetings by Members of the Public

Members of the public may record the proceedings of Council meetings only with agreement obtained by resolution of Council.

5. Associated Documents

GOV02 Meeting Procedures COR04 Records Policy

GOV03 Privacy EM03 Access to Meetings

6. References and Legislation

Northern Territory Local Government Act

Northern Territory Information Act

Copyright Act 1968

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
<u>19/05/2021</u>	<u>Update to include visual recording and live streaming</u>
16/01/2019	Update to conform to Local Government retention and disposal schedule
18/06/2015	Council Reference 15/0009/02 – First approved by Council



COUNCIL REPORT

Agenda Item Number:	15.02.06
Report Title:	DRAFT FIN19 Sufficient Interest in the Assessment Record Policy
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	19/05/2021
Attachments:	A: Draft FIN19 Sufficient Interest in the Assessment Record

Executive Summary

This report presents to Council for adoption a draft new policy FIN19 Sufficient Interest in the Assessment Record Policy, required under Section 203 of the Local Government Act 2019.

Recommendation

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

Background

Under the new Local Government Act 2019 Section 203, only those with sufficient interest may inspect the assessment record and Council may adopt a policy to provide for what constitutes sufficient interest in the assessment record.

The attached policy has been developed from the sample policies provided by the Northern Territory Department of Local Government with consideration to Council's specific circumstances.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

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

Risks



Governance

The proposed new Regulations as of the date of this report are in a draft form and may be subject to change until approval. There is a risk that the policies approved as part of this report may have referencing to draft Regulations numbering which may be subject to change, however, this is considered low risk and amendments will be made as required to reflect compliance with approved Regulations.

Community Engagement

Nil



Name	FIN19 Sufficient Interest in the Assessment Record
Policy Type	Council
Responsible Officer	Manager Corporate Services
Approval Date	19/05/2021
Effective Date	01/07/2021
Review Date	18/05/2025

1. Purpose

This policy outlines the criteria for a person to be considered as having sufficient interest to have access to Council's Assessment Record in relation to an allotment.

2. Scope

This policy applies to all parties seeking to view the Assessment Record.

3. Definitions

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

Assessment Record	<p>A record of each allotment within Litchfield Council containing:</p> <ul style="list-style-type: none"> (a) A brief description of each allotment within the area and a statement of its assessed value; (b) if a charge is imposed on non-rateable land in the area – a brief description of the land; (c) the name and address of the owner of the land; (d) if the owner is not the principal ratepayer for the land – the name and address of the principal ratepayer; (e) if the land is subject to a different rate on the basis of its use – the land use; and (f) other information the council directs to be included in the record.
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4. Policy Statement

- 4.1. In determining whether a person has a sufficient interest in the assessment record in relation to an allotment, the person must satisfy the criteria for one of the below options:
- 4.1.1. the person is a legal practitioner; or
 - 4.1.2. the person is a licensed conveyancer; or
 - 4.1.3. the person completes a statutory declaration that provides:
 - (a) a reasonable explanation – whether personal or professional in nature – for making a request to inspect or copy the assessment record; and
 - (b) that the information inspected and / or copied from the assessment record will be kept confidential; and
 - (c) that the information inspected and / or copied from the assessment record will not be used for any other purpose that has not been identified in the reasons provided under 4.1.3(a).
- 4.2. In determining the reasonableness of the explanation under 4.1.3(a), the Chief Executive Officer will consider:
- 4.2.1. the risk of detriment to the owner or principal ratepayer; and
 - 4.2.2. the public interest.

5. Associated Documents

Nil

6. References and Legislation

Section 230(5) of the Northern Territory Local Government Act 2019

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
19/05/2021	Policy Adopted
01/07/2021	Policy effective date (in line with implementation of Local Government Act 2019)



COUNCIL REPORT

Agenda Item Number:	15.03.01
Report Title:	Thorak Regional Cemetery – Outdoor Services Fee
Author:	David Jan, Manager Operations and Environment
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	19/05/2021
Attachments:	Nil

Executive Summary

Following a client request and as a consequence of the social distancing requirements due to COVID-19 in 2020 there was an opportunity to investigate conducting outdoor services in the Thorak Regional Cemetery (TRC) grounds. This paper presents a proposed fee structure for conducting outdoor services for approval by Council prior to the adoption of the 2021/2022 annual fees and charges due to be presented in June 2021. This is so TRC can commence implementation in the 2021 dry season and increase the service levels provided at TRC.

Recommendation

THAT Council:

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

Background

This matter is being presented to Council prior to the annual update of fees and charges so that TRC may commence implementation of the initiative from the 2021 dry season.

The dry season months of May to September are renowned for their consistent mild weather. During the social distancing restrictions placed on venues in 2020 a request was received to conduct a service outside to accommodate all the attendees of the funeral whilst meeting social distancing requirements. Subsequently, development of a fee structure was commenced and is presented through this paper for adoption.

Provision of alternate service options will increase TRC's capacity to cater for a variety of cultures and service types supporting cultural diversity.

Inspiration for the proposed model was taken from the offerings available at the Darwin Botanic Gardens and their available function areas. Their brochure can be viewed on the following website;

Current facility hire fees are presented below.

Chapel hire fee (per hour)	\$363
Chapel hire overtime fee (per hour or part thereof)	\$168
Marquee rental 4x4 (includes 20 chairs)	\$123
Marquee rental 6x3 (includes 20 chairs)	\$185

The table below shows the historical hire and usage of the Chapel and marquees.

Year	Chappel Hire	Marquee Small	Marquee Large
2017-18	67	2	33
2018-19	71	17	26
2019-20	78	18	30
2020-21 (to March 21)	68	16	33

It is proposed to offer two additional areas for outside services at a fee of \$300.00 each. This fee gives the hirer exclusive rights to the area for a three-hour period with the area cleaned and mowed for the event. This fee has been set to accommodate for the staff time required to prepare the area and provide power if required. Additionally, the fee is designed so that the outdoor areas do not compete with the Chapel and are seen as an attractive alternative.

Whilst there may be instances where clients choose an outside service over the Chapel the low overheads will result in a greater mark-up for Council in these instances. Implementation of the outdoor services will allow TRC to continue to accommodate large services whilst meeting social distancing requirements. Additionally, it will expand the level of service and options available to the community.

Two areas are proposed for outside services that have easy access by hears and designated family members;

1. Garden of Angels

- Lawned Area and Landscaped Gardens
- Partially Shaded
- Power access
- Within proximity to Car park and toilet facilities

- Up to 100 people



2. Chapel Lawn Area

- Open Lawned Area
- Accessible parking by Hearse
- Within proximity to Car park and toilet facilities
- Up to 200 people



Parking

Current parking facilities consist of,

- the main car park (24 spaces inc. 2 disability)
- the Chapel carpark (7 spaces inc. 1 disability)
- Garden of Angels carpark (approx. 42 spaces)
- Garden Tranquillity carpark (approx. 24 carparks)
- Outside front gate on the verge with pedestrian access
- Overflow areas to inside to the left of the front gate.

Toilet Facilities

- 2 designated men
- 2 designated women
- Designated unisex/disability

TRC has hosted funerals that accommodate well over 300 people. At these times the current parking and amenity capacity has been sufficient with funeral directors asked to provide parking marshals. Funeral Director roles and responsibilities are well documented in the Funeral Director handbook developed by TRC management to assist in the smooth running of services. Additionally, TRC has a current emergency evacuation and fire management plan in place.

Clients are asked to estimate the number of attendees at the time of booking. This ensures that a simultaneous service is not booked when there is an expectation of a large crowd.

Links with Strategic Plan

A Well-Run Council - Modern Service Delivery

Legislative and Policy Implications

Not applicable to this report

Risks



Health and Safety

Risk is insignificant. TRC grounds are well maintained to ensure public safety. Council has existing public liability insurance.

Service Delivery

Risk is insignificant. Making available areas for outside services increases the level of service offered by TRC.

Financial

Risk is insignificant. Making available areas for outside services provides the opportunity to conduct concurrent services and potentially increase income. Provision of a stand for coffins may be required in the future however funeral directors currently provide their own trolley for coffin transportation.

Community

Risk is insignificant. No impact on community. TRC has a reputation for maintaining a well-run facility.

Governance

Risk is insignificant. No governance risks.

Environment

Risk is insignificant. No environment risks.

Community Engagement

Nil.

COUNCIL REPORT

Agenda Item Number:	15.03.02
Report Title:	April 2021 Summary Planning and Development Report
Author:	Rodney Jessup, Manager Infrastructure and Assets
Recommending Officer:	Leon Kruger, Director Infrastructure & Operations
Meeting Date:	19/05/2021
Attachments:	A: Letter of Comment on PA2021-0087 B: Letter of Comment on PA2021/0094 C: Letter of Comment on PA2021/0119 D: Letter of Comment on PA2020/0396 E: Letter of Comment on PA2021/0073 F: Liquor License 2021/9004 G: Liquor License 2021/9005

Executive Summary

The purpose of this report is to provide to Council a summary of planning and development applications received, and comments provided, for the period of 1 to 30 April 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	5
Extensions of Time	0
Mining Applications	0
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	2
Water Licence Applications	0
Clearances for Development Conditions	3
Stormwater/Driveway Plan Reviews	11
Works Permits	16

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

Recommendation

THAT Council:

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

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	5
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
PA2021-0087 Section 01773 Hundred of Guy (1105 Anzac Parade, Middle Point) Attachment A	Application for a Development Permit comprising of: <ul style="list-style-type: none">- Clearing of Native Vegetation; and- Intensive Animal Husbandry comprising alterations and additions to an existing aquaculture facility (Humpty Doo Barramundi). The proposal comprises an extension of the existing farm operations, including 47 new production ponds, wetland water treatment and resupply system, nursery and ancillary generator and feed storage sheds. The proposal is not expected to have any negative effects upon Council infrastructure, or upon the amenity of the surrounding neighbourhood Relevant standard conditions have been requested in the letter of comment to Development Assessment Services.
PA2021/0094	Application for a Development Permit for a Dwelling-Independent with a second effluent disposal system.

<p>Lot 2, LTO 72005 (160) Acacia Road, Humpty Doo</p> <p>Attachment B</p>	<p>A dwelling-independent land use on land zoned RL (Rural Living) is a permitted use under the NT Planning Scheme 2020.</p> <p>The proposed dwelling-independent requires planning consent due to decommissioning and replacement of the second effluent system onsite.</p> <p>The proposal is largely compliant with the planning scheme and meets the intent of the purpose of the zone.</p> <p>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 not object to the application.</p> <p>Relevant standard conditions have been requested in the letter of comment to Development Assessment Services.</p>
<p>PA2021/0119</p> <p>Parcel 3170 (51) Saxby Road, Virginia</p> <p>Attachment C</p>	<p>Application for a Development Permit for a Dwelling-Independent with a second effluent disposal system.</p> <p>A dwelling-independent land use on land zoned RL (Rural Living) is a permitted use under the NT Planning Scheme 2020.</p> <p>The proposed dwelling-independent requires planning consent due to requirement for a second effluent system onsite to manage the increased wastewater load generated by the Dwelling-independent.</p> <p>The proposal is largely compliant with the planning scheme and meets the intent of the purpose of the zone.</p> <p>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 not object to the application.</p> <p>Relevant standard conditions have been requested in the letter of comment to Development Assessment Services.</p>
<p>PA2020/0396</p> <p>Gunn Point Peninsula – Litchfield Subregional Land Use Plan</p> <p>Attachment D</p>	<p>Planning Scheme Amendment to update the Litchfield Subregional Land Use Plan (LSRLUP) to introduce new statements of policy and accompanying text to guide the long-term development of the Gunn Point Peninsula.</p> <p>Proposal comprises the final draft for changes to LSRLUP from the previous community and stakeholder consultation phases, and ongoing land capability and groundwater availability investigations.</p> <p>Land, biodiversity and water resource information from the Mapping the Future project has been used to identify and classify</p>

	<p>areas with differing development potential, and the proposed land use structure has been updated to reflect the highest and best use of land whilst protecting and preserving areas of the landscape that are important to the environment and the community.</p> <p>Updates include amendments to respond to Council's previous submissions relating to the intended statements of policy. Key outcomes of the changes are:</p> <ul style="list-style-type: none"> - Greater reference to the significance of the area to Aboriginal people and the reference to the study area being Larrakia country, - Introduction of policy regarding Culture and Heritage, - Replacement of the Murrumujuk Concept Plan with the Murrumujuk Constraints and Opportunities Map, - Greater reference to the capacity for development to attain high environmental ratings and sustainable outcomes by responding to the natural environment, - Reduction of the rural area proposed west of Gunn Point Road (replaced with conservation areas based on groundwater availability); and, - Identification of Hope Inlet as an area for Conservation use. <p>Council <u>provided support</u> for the proposed changes to the LSRLUP, subject to the matters above being addressed</p>
<p>PA2021/0073</p> <p>Section 06574 Hundred of Bagot (41 Howard Springs Road, Howard Springs)</p> <p>Attachment E</p>	<p>The application seeks approval for the placement of 11 demountable structures (shipping containers) for the purpose of storage associated with the approved NTFRES facility.</p> <p>Ten 20-foot shipping containers are situated in the north-western portion of the site, behind (from the Narliba Road frontage) the Cyclone Store building, with one 10-foot shipping container located immediately north-west of the vehicle maintenance facility.</p> <p>The proposal generally accords with the requirements of the Northern Territory Planning Scheme relating to the development and / or use of land for the purpose of demountable structures</p> <p>The containers are setback in excess of 10 metres from all property boundaries. Landscaping garden beds are proposed at either end of the bank of ten 20-foot containers to screen and soften the appearance of the containers to the public realm, with 1.8-metre-high Colorbond fencing proposed to further screen the demountables.</p> <p>The proposal is 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 not object to the application.</p>

	Relevant standard conditions have been requested in the letter of comment to Development Assessment Services.
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LIQUOR LICENCE APPLICATIONS

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

Address and Attachment Reference	Purpose and Summary	Comments Provided
2021/9004 NT Portion 7641, Cox Peninsula Road, Cox Peninsula Attachment F	Special Event Authority liquor licence –Darwin Motorcycle Club Incorporated – Kamfari 50th Anniversary	The application is supported, noting that for all liquor licence applications, Council wishes to note the recent investigations and reports into the consumption of alcohol in the Northern Territory and notes support for limiting the harmful use of alcohol in the community.
2021/9005 Berry Spring Tavern, 795 Cox Peninsula Road, Berry Springs. Attachment G	Additional Liquor Licence Authority being a Catering Authority to existing Liquor Licence No. 80318712	The application is supported, noting that for all liquor licence applications, Council wishes to note the recent investigations and reports into the consumption of alcohol in the Northern Territory and notes support for limiting the harmful use of alcohol in the community.

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

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

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

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

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

number requests for assessment for building certification that Council received during the noted period.

No. Building Certification Applications
11

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
16

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

15 April 2021

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

RE: Letter of Comment Development Application

PA2021/0054

**Section 01773 Hundred of Guy (1105 Anzac Parade, Middle Point)
Clearing of native vegetation; and
Intensive Animal Husbandry (alterations and additions to an existing aquaculture facility
(Humpty Doo Barramundi))**

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

The following issues are raised for consideration by the Authority:

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

- a) There are not expected to be any negative effects upon the amenity of the surrounding neighbourhood as a result of the proposal.
- b) There are not expected to be any negative effects upon Council infrastructure as a result of the proposal.

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

- a) Soil erosion control and dust control measures must be employed throughout the construction stage and operation of the development to the satisfaction of the consent authority.
- b) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council at no cost to Litchfield Council.

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

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

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

- a) 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.
- b) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

9 April 2021

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

RE: Letter of Comment Development Application

PA2021/0094
Lot 2, LTO 72005 (160) Acacia Road, Humpty Doo
Application for dwelling-independent

Thank you for the Development Application referred to this office 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.

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

- a) There is not expected to be any effect upon Council's infrastructure as a result of the proposal.

Should the application be approved, the Council requests 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) 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.
- 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) 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.
- b) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'Rodney Jessup', with a stylized flourish at the end.

Rodney Jessup
Manager Infrastructure and Assets

28 April 2021

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

RE: Letter of Comment Development Application

PA2021/0119
Parcel 3170 (51) Saxby Road, Virginia
Application for dwelling-independent

Thank you for the Development Application referred to this office 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.

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

- a) There is not expected to be any effect upon Council's infrastructure as a result of the proposal.

Should the application be approved, the Council requests 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 access crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council at no cost to Litchfield Council.
- b) 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.
- 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) 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.

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

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'Rodney Jessup', with a stylized flourish at the end.

Rodney Jessup
Manager Infrastructure and Assets

13 April 2021

Director Lands Planning
Department of Infrastructure, Planning and Logistics
GPO Box 1680
Darwin NT 0801

RE: PA2020/0396

**Proposal to Amend the NT Planning Scheme
Litchfield Subregional Land Use Plan – Gunn Point Peninsula**

Thankyou for the opportunity to provide a submission on Planning Scheme Amendment PA2020/0396, being a proposal to amend the Northern Territory Planning Scheme by altering the Litchfield Subregional Land Use Plan (LSRLUP) to *introduce new statements of planning policy and accompanying text to guide the long term development of the Gunn Point Peninsula*. 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 comments are raised for consideration by the Minister for Lands and Planning, and are provided in addition to previous submissions from Council dated 21 November 2019 and 20 April 2020. Council maintains its broad support for the proposed updates to the Litchfield Subregional Land Use Plan, with specific comments detailed below.

Natural Resources and Infrastructure

The reliance on background studies and information used to inform the proposed changes to the LSLUP, including the *Mapping the Future – Gunn Point* project, are supported and the evolution of the LSRLUP to reflect recent findings will likely aid community confidence that strategic planning frameworks appropriately consider essential natural resources, particularly groundwater. The requirement to *facilitate the provision of trunk infrastructure to support a range of urban land uses before settlement of people is considered* is a positive step in ensuring the proper sequencing of development and planning works, and provides for the resolution of servicing requirements prior to development.

Whilst the clarification regarding the timing of infrastructure provisions (or infrastructure provision planning at the very least) prior to the consideration of settlement reflects Council's previous comments, Council remains concerned with the funding and responsibilities for trunk infrastructure without further detail in the LSRLUP. It is acknowledged that the function of the

LSRLUP may be best served by keeping such details separate, Council reiterates its previous comments that an indicative timeline for development of each of the urban areas within the plan, based on a range of background studies and needs analysis, as well as the anticipated timing of industry in the area. It remains somewhat unclear which development is prioritised and Council still has concerns that a new town could be provided with expensive infrastructure servicing before existing long-term residents are provided with reticulated infrastructure, as well as transport and community upgrades, to service the existing needs of the community.

Further Planning

Council reaffirms its previous submission regarding the Council involvement in Area Plan and concept plan development for Murrumujuk, including the consideration of residential densities, particularly in the town centre and foreshore areas, along with the layout of key roadways and movement corridors. Such outcomes anticipated by Area Plans and structure plans are critical to Council's municipal functions, and it is imperative that functional, high amenity and community-based outcomes are achieved.

Updates to the LSRLUP

In light of submissions provided previously, Council would like to raise the following components of the proposed changes:

- The preservation of the foreshore area as *Open Space / Natural Area* is positive, however further planning and community engagement is critical as plans progress for the township to reconcile the communities ability to continue to access vital active and passive recreation areas;
- The inclusion of specific reference to biting insects and the need to identify and address their presence and disease implications is supported;
- The inclusion of an advisory note in relation to *workers accommodation village* is appreciated and supported, however Council is somewhat concerned with the desired inclusion of a workers accommodation village as a separate entity, rather than the integration of workforce accommodation within the township area. Whilst the intention for integration is clear in Section 5, Council is of the opinion that the township may be better served by the integration of workforce accommodation within the overall urban development framework (potentially incorporated into, at least in part, the intended *medium density* residential areas), rather than as a stand-alone use. Such villages, albeit time-limited, are at risk of becoming insular and isolated from adjoining urban areas, and the need for workforce accommodation could be a positive trigger to township servicing and development.
- Council maintains previous comments regarding the development of principles for development of a land use category or recreational development that provides the same purpose of the existing recreation development in the locality, namely that it is away from development instead of integrated into the town. Whilst the recognition and intended

continuation of such uses in the proposed LSRLUP is positive, further policy around the specifics of these uses could aid future Area Plan and township planning.

In summary, Council supports the proposed updates to the LSLUP and looks forward to continuing to be involved in amendments to the updates and commenting on any Planning Scheme Amendment Application on exhibition in the future.

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

Yours faithfully

Leon Kruger
General Manager Infrastructure and Operations

6 April 2021

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

RE: Letter of Comment Development Application

PA2021/0073

**Section 06574 Hundred of Bagot (41 Howard Springs Road, HOWARD SPRINGS)
Addition of 11 demountable structures (shipping containers) to Emergency Services Facility**

Thank you for the Development Application referred to this office on 16/03/2021, 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 objects to the granting of a Development Permit for the following reasons:

- a) The proposed demountable structures (shipping containers) are considered to be ancillary to the primary use as an *Emergency Services Facility*. The containers are not readily apparent to the public realm, and the included landscaping is considered to assist the outward presentation of the site.

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

- a) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) 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.
- 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.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 29.

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'Rodney Jessup', with a stylized flourish at the end.

Rodney Jessup
Manager Infrastructure and Assets

14 April 2021

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

RE: Application for a Special Event Authority Liquor Licence

2021/9004
NT Portion 7641, Cox Peninsula Road
Special Event Authority liquor licence – Darwin Motor Cycle Club Incorporated – Kamfari 50th Anniversary

Thank you for the Special Event Authority Liquor License application referred to this office on 9 April 2021. 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 Council supports the special event authority liquor licence by Darwin Motor Cycle Club Incorporated – Kamfari 50th Anniversary.

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 Litchfield Council on 08 8983 0600.

Yours faithfully



Rodney Jessup
Manager Infrastructure and Assets

23 April 2021

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

RE: Application for a Catering Liquor Licence

2021/9005

Additional Liquor Licence Authority being a Catering Authority to existing Liquor Licence No 80318712

Berry Spring Tavern, 795 Cox Peninsula Road, Berry Springs.

Thank you for the Catering Authority Liquor License application referred to this office on 9 April 2021. 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 Council **supports** the additional Liquor Licence Authority being a Catering Authority to existing Liquor Licence No 80318712 situated at Berry Spring Tavern, 795 Cox Peninsula Road, Berry Springs.

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 Litchfield Council on 08 8983 0600.

Yours faithfully



Rodney Jessup
Manager Infrastructure and Assets

COUNCIL REPORT

Agenda Item Number:	15.03.03
Report Title:	Road Opening - Kentish Road, Berry Springs
Author:	Rodney Jessup, Manager Infrastructure and Assets
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	19/05/2021
Attachments:	A: Public Advertisement B: Letter from CE DIPL – Proposed Road Opening

Executive Summary

The section of Kentish Road between Hay Road and Hopewell Road in Berry Springs is being formalised from gravel to seal under the Mango Roads project. With the design now complete, a section of widening of the road reserve is required over Crown land, across sections 641 and 2398 Hundred of Cavenagh (655 and 579 Kentish Road, Berry Springs). This will enable the construction of the new road and accommodate the associated drainage infrastructure. It is considered appropriate that the widening of the road reserve be formalised to accommodate the required infrastructure.

It is recommended that Council proceed with undertaking all required actions to formally open this section of road, including execution of all associated documentation as required.

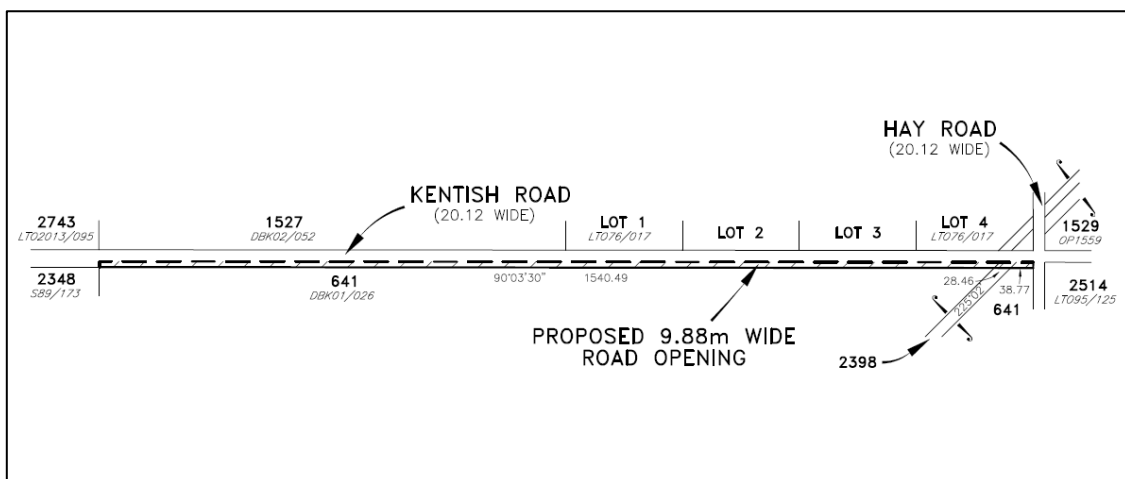
Recommendation

THAT Council:

1. proceed with the road opening process for Kentish Road, across sections 641 and 2398 Hundred of Cavenagh (655 and 579 Kentish Road, Berry Springs)
2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road, as required.

Background

The section of Kentish Road between Hay Road and Hopewell Road in Berry Springs is being formalised from gravel to seal under the Mango Roads project. With the design now complete, a section of widening of the road reserve is required over Crown land, sections 641 and 2398 Hundred of Cavenagh (655 and 579 Kentish Road, Berry Springs), to enable the construction of the new road and accommodate the associated drainage infrastructure. The following image shows the extent of the widening:



Location of Kentish Road Opening

Council have received a letter of consent from the CE Andrew Kirkman of Department of Infrastructure Planning and Logistics for the proposed road opening and is attached to this report.

The proposed road opening was advertised for public comment on Council's website, and available for viewing at Council's Office from 1 April 2021 to 28 April 2021. No objections were received.

The next step in the road opening process is to write to the Minister for Local Government, seeking consent to vest the road widening to Litchfield Council. Following approval from the Minister, Council will be required to place the common seal and required signatures on relevant Land Titles Office paperwork prior to a new title being issued.

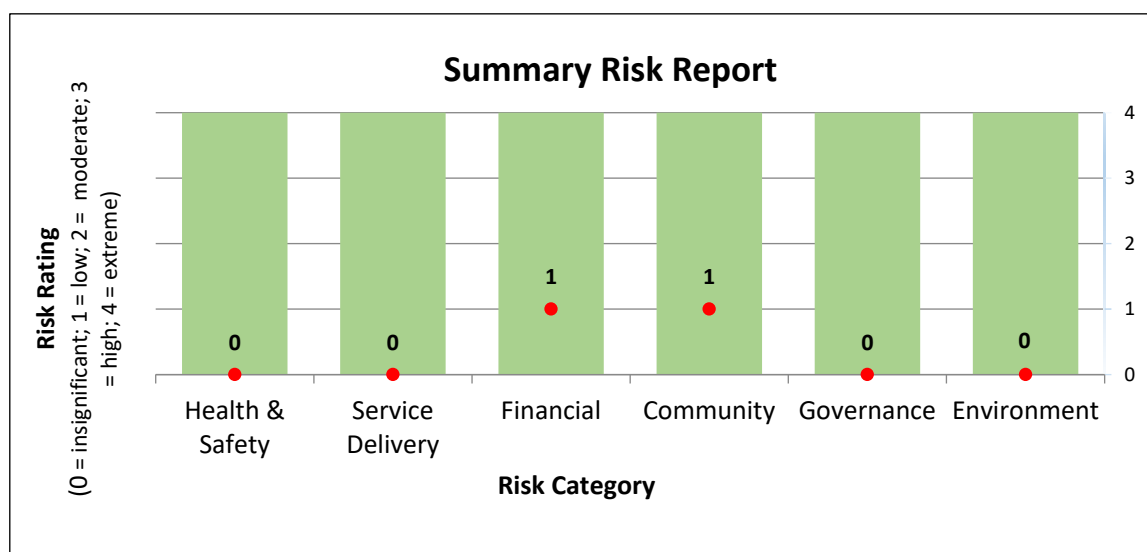
Links with Strategic Plan

Everything You Need - Roads and Transport

Legislative and Policy Implications

The Control of Roads Act and Local Government Act sets out the process for opening a road over Crown Land.

Risks



Financial

The costs to formally conduct the Road Opening are funded from Council's Mango Roads contribution and expected to be covered under the agreement with DIPL.

Community

The proposed road opening was advertised for public comment, on Council's website, and available for viewing at Council's Office from 1 April 2021 to 28 April 2021. No objections were received.

Community Engagement

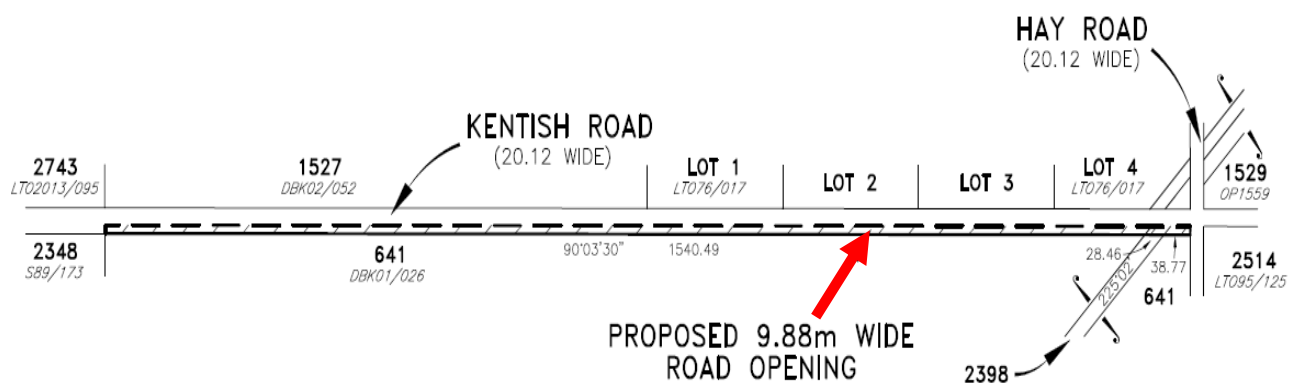
The proposed road opening was advertised for public comment on Council's website, and available for viewing at Council's Office from 1 April 2021 to 28 April 2021. No objections were received.

Date: 1 April 2021

Litchfield Council proposes a new road opening pursuant to Part 12.3 section 185(e) of the Local Government Act, and hereby gives notice in accordance with Part 7 section 18 of the Local Government (Administration) Regulations.

The below diagram delineates the location of the proposed road opening. The affected land is Sections 641 and 2398 Hundred of Cavenagh, (655 and 579 Kentish Road, Berry Springs). Both parcels are vacant Crown Land.

Any persons who may object to this proposal are invited to lodge a written objection to the proposal within 28 days of the date of this notice by emailing council@litchfield.nt.gov.au





Department of
INFRASTRUCTURE PLANNING AND LOGISTICS

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

Postal Address
GPO Box 1680
DARWIN NT 0801

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

File Reference
LD2021/0001-0009

Mr Leon Kruger
General Manager Infrastructure and Operations
Litchfield Council
PO Box 446
HUMPTY DOO NT 0836

Leon
Dear Mr Kruger

Re: Consent for Proposed Road Opening - Part Sections 641 and 2398, Hundred of Cavenagh

Thank you for your correspondence dated 12 January 2021, requesting consent for a proposed road opening over part Sections 641 and 2398, Hundred of Cavenagh ('the Land') to facilitate the widening of Kentish Road.

I am pleased to advise that the Territory consents to Litchfield Council's proposed road opening under Section 185(1)(e) of the *Local Government Act 2008* and regulation 18 of the *Local Government (Administration) Regulations* over the Land as depicted in the attached drawing.

In providing consent, the Department of Infrastructure, Planning and Logistics accepts no responsibility for any costs incurred relating to the proposed road opening and the full costs will be borne by Litchfield Council.

Should you have any queries in respect of this matter please contact Mrs Danielle Sawyer, Project Support Officer, Crown Land Estate on telephone (08) 8999 6631 or via email at danielle.sawyer@nt.gov.au.

Yours sincerely

AK
ANDREW KIRKMAN
Chief Executive

25 February 21



COUNCIL REPORT

Agenda Item Number:	15.03.04
Report Title:	Vesting of Infrastructure - Kittyhawk Stage 1
Author:	Rodney Jessup, Manager Infrastructure and Assets
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	21/04/2021
Attachments:	A: Letter from DIPL

Executive Summary

The Kittyhawk Estate is a subdivision consisting of six lots at Section 1902 and Section 1905 (1000) Channel Island Road, Wickham, Hundred of Ayers. The 335 hectare portion of land is owned by the NT Government's Land Development Corporation however it is within the Litchfield Council municipality.

Recently, Litchfield Council received a request (attachment A) from the Chief Executive, Department Infrastructure Planning and Logistics to vest the infrastructure of Kittyhawk Estate Stage 1, being roads, streetlights and drainage assets to the Department Infrastructure Planning and Logistics (DIPL). This would mean that all care and control of these assets would rest with DIPL. It is proposed that this would be in the best interest of Council as the maintenance of these assets has not been accounted for in future planning and budgets.

Recommendation

THAT Council:

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

Background

In September 2019 Council received a Development Application for a subdivision to create six lots at Section 1902 and Section 1905 (1000) Channel Island Road, Wickham, Hundred of Ayers. The subject site was undeveloped portions of two large parcels of Crown Land located on Middle Arm Peninsula. In this area, the NT Government's Land Development Corporation owns about 600

hectares of land in the Middle Arm Industrial Precinct. An approximately 335 hectare portion of that area is known as the Kittyhawk Estate and was the subject of the subdivision application.

A report was tabled at Council meeting on 16th October 2019 detailing the development application and concluded that Council supported the application with the request for condition precedent on any development Permit issued for the subdivision to allow Council final approval of the road and stormwater drainage designs. Council resolved to support the report and noted the attachment.

Throughout the process of the development Council has been actively involved in the Kittyhawk Project Control Group Meetings as well as reviewing and providing feedback regarding detailed designs provided by the Land Development Corporation's contractors. Review and approvals to date have included stormwater drainage designs and calculations, streetlighting designs, road designs and consideration of road names. Council Officers are currently attending construction inspections as required with the main supervision being carried out by the LDC/DIPL appointed civil engineers.

On completion of the development, Litchfield Council will be responsible for care and control of the maintenance of the roads and street lighting as well as stormwater and drainage.

On 23 April 2021 Council received correspondence from the Chief Executive of the Department of Infrastructure Planning and Logistics requesting that given the overall planning and development of the Middle Arm Sustainable Development Precinct, for which Kittyhawk is part of, that the infrastructure assets vest in DIPL on behalf of Northern Territory Government (attachment B). By agreeing to this proposal Litchfield Council would hand over all of the development approvals, care and maintenance of the infrastructure to DIPL. The land however would still be rateable to Litchfield Council.

To date, it can be shown that much of the Litchfield Council Planning Department's time has been spent on predevelopment and supervision aspects of the development. Given the location of the development it has not yet been planned or budgeted as to how Litchfield Council would manage this infrastructure in the future. With this in mind it would appear to be beneficial to Council should these assets vest in the Department (DIPL).

Links with Strategic Plan

A Well-Run Council - Good Governance

A Well-Run Council - Modern Service Delivery

Everything You Need - Community Prosperity

Legislative and Policy Implications

INF01 Asset Management

INF07 Street and Public Lighting Policy

INF08 Subdivision and Development

Risks



Service Delivery

Given the location of the development it has not yet been planned as to how Litchfield Council would manage this infrastructure in the future, should it be determined that Council will continue with ownership of the infrastructure.

Financial

The management of this infrastructure and assets have not been budgeted in future years including any future developments in this locality.
However, whilst the infrastructure would be vested in DIPL, rating of the land would still remain with Litchfield Council.

Community Engagement

Nil.



Department of
INFRASTRUCTURE PLANNING AND LOGISTICS

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LD2018/0003-0003-0037

Daniel
Dear Mr Fletcher

Re: Vesting of infrastructure in Kittyhawk Stage 1

Under the Government's Five Point NT Gas strategy, the Territory is currently undertaking the planning necessary to support the establishment of major gas based industries on the Middle Arm peninsula.

The Land Development Corporation (LDC) received a Development Permit (DP 19/0307) to construct its Kittyhawk Stage 1 development in 2019, with roads, streetlights and drainage assets to be vested to the Litchfield Council.

Given the strategic importance of Kittyhawk as part of the overall planning and development of the Middle Arm Sustainable Development Precinct, I am seeking your agreement to vest this infrastructure in this Department, on behalf of the Northern Territory Government.

Should you agree to my request, the Department will take the necessary action to formally advise the Development Consent Authority (DCA) and the Land Development Corporation (LDC).

I look forward to your favourable and early response on this matter and would be pleased to discuss this further should you require.

Yours Sincerely

A handwritten signature in black ink, appearing to read "AK", written over a horizontal line.

Andrew Kirkman
Chief Executive

23 April 2021



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 19 May 2021

16 Other Business

17 Confidential Items

18 Close of Meeting