



Council Meeting

BUSINESS PAPER

WEDNESDAY 21/04/2021

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 21 April 2021 at 6:00pm

Daniel Fletcher
Chief Executive Officer

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 21 April 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 17 March 2021, 9 pages; and
2. Confidential Meeting held 17 March 2021, 1 page.



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Meeting

held in the Council Chambers, Litchfield

on Wednesday 17 March 2021 at 6:00pm

Present	Maree Bredhauer Christine Simpson Kirsty Sayers-Hunt Doug Barden Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward Councillor East Ward Councillor South Ward Councillor North Ward
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.

3. APOLOGIES AND LEAVE OF ABSENCE

Nil.

4. DISCLOSURES OF INTEREST

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

No disclosures of interest were declared.

5. CONFIRMATION OF MINUTES

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council confirm the minutes of the:

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

CARRIED (5-0)-2021/159

6. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Barden
Seconded: Cr Salter

THAT Council receives and notes the Action List.

CARRIED (5-0)-2021/160

7. PRESENTATIONS

Nil.

8. PETITIONS

Nil.

9. PUBLIC QUESTIONS

9.1 Andrew Mackay

Is the accumulative 25-29% staff turnover in the past 12 months considered normal for a council?

Council's Response

The average staff turnover rate on page 129 is represented as 2.42%. This rate of staff turnover is (1) within Councils target range of 0% - 5% (2) consistent across the local government sector and (3) reasonably expected in the Northern Territory context. It is worth drawing attention to the calculation for staff turnover which is explained on page 129 also.

10. ACCEPTING OR DECLINING LATE ITEMS

Nil.

11. NOTICES OF MOTION

11.01 Record Meetings

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

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.

CARRIED (5-0)-2021/161

11.0 Community Event in lieu of Freds Pass Show 2021

Moved: Mayor Bredhauer

Seconded: Deputy Mayor Simpson

THAT Council:

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:
 - 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.

CARRIED (4-1)-2021/162

12. MAYORS REPORT

Moved: Deputy Mayor Simpson

Seconded: Cr Barden

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

CARRIED (5-0)-2021/163

13. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

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

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT Council note the Councillors' verbal report.

CARRIED (5-0)-2021/164

14. WORK TEAM PRESENTATION

14.01 Regulatory Services

Ellie Cuthbert, Manager Community Services attended the meeting at 6:56pm.

Moved: Cr Barden

Seconded: Cr Salter

THAT the Work Team Presentation – Regularly Services be received and noted.

CARRIED (5-0)-2021/165

Ellie Cuthbert, Manager Community Services departed the meeting at 7:05pm.

15. OFFICERS REPORTS

15.01.01 Harmonisation of Long Service Leave Motion

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

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

CARRIED (3-2)-2021/166

15.01.02 Appointment of Committee Member to the Howard Park Reserve Committee

Moved: Cr Salter
Seconded: Cr Barden

THAT Council:

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

CARRIED (5-0)-2021/167

15.01.03 Litchfield Sport Recreation and Open Space Strategy

Moved: Cr Sayers-Hunt
Seconded: Cr Barden

THAT Council:

1. receive and note the draft Sport, Recreation and Open Space Strategy;
2. adopt the Litchfield Sport, Recreation and Open Space Strategy; and
3. authorises the Chief Executive Officer to make minor amendments.

CARRIED (5-0)-2021/168

15.02.01 Litchfield Council Finance Report – February 2021

Moved: Cr Sayers-Hunt
Seconded: Cr Barden

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

CARRIED (4-1)-2021/169

15.02.02 Budget Review 2020/2021

Moved: Cr Barden
Seconded: Cr Salter

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

CARRIED (5-0)-2021/170

15.02.03 Natural Disaster Relief and Recovery Arrangements Acquittal Monsoonal Trough January 2018

Moved: Cr Barden

Seconded: Cr Salter

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

CARRIED (5-0)-2021/171

15.02.04 Commercial Rates Replenishment Program Certification

Moved: Cr Sayers-Hunt

Seconded: Deputy Mayor Simpson

THAT Council receive and note the Concessional Rates Certification Report.

CARRIED (5-0)-2021/172

15.02.05 Purchase Card Policy – Elected Council Members and Chief Executive Officer

Moved: Cr Sayers-Hunt

Seconded: Cr Salter

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

CARRIED (5-0)-2021/173

15.02.06 People, Performance Monthly Report – February 2021

Moved: Cr Sayers-Hunt

Seconded: Deputy Mayor Simpson

THAT Council note the People and Performance Monthly report for February 2021.

CARRIED (5-0)-2021/174

15.03.01 Summary Planning and Development Report March 2021

Moved: Cr Salter
Seconded: Cr Barden

THAT Council:

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

CARRIED (5-0)-2021/175

16. OTHER BUSINESS

17. CONFIDENTIAL ITEMS

Moved: Cr Sayers-Hunt
Seconded: Cr Salter

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

17.01 Appointment of External Financial Auditor

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

CARRIED (5-0)-2021/176

The meeting was closed to the public at 8:17pm.

17.01 Appointment of External Financial Auditor

THAT Council:

1. approve the appointment of KPMG as Litchfield Council's external auditor for a three-year term beginning in 2020/2021 and ending in 2022/2023;
2. approve the auditor remuneration of \$126,528 (excluding GST) for the three-year term; and
3. make public its resolutions on the matter.

Moved: Cr Salter
Seconded: Cr Barden

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

CARRIED (5-0)-2021/178

The meeting moved to Open Session at 8:27pm.

20. CLOSE OF MEETING

The Chair closed the meeting at 8:27pm.

21. NEXT MEETING

Wednesday 21 April 2021.

MINUTES TO BE CONFIRMED

Wednesday 21 April 2021

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 21 April 2021

6. Business Arising from the Minutes

THAT Council receives and notes the Action List.

6 - Business Arising from the Minutes

As at 12/04/2021

In Progress

Ongoing

Completed and to be removed

Resolution Number	Resolution	Meeting Date	Officer	Status
15/0175/02	Meeting Procedures By-Laws THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.	19/11/2015	CEO	COMPLETE Letter sent 3 March 2021, advising Department of Local Government that Council is not proceeding with Meeting Procedure By-laws.
16/0203	Signage, Roadside Vans and Events on Council Land 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body; 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	21/09/2016	GMBE	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 disucssion will commence with Scouts and Bowls Club. Draft Funding Agreements progressing with the intent of being in place for the coming financial year.

COVID-19 Response Plan				
1920/183	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	This resolution of council continues to be active until the Australian and/or Northern Territory Governments declare the COVID-19 pandemic has ended.
Change to Meeting Protocols				
1920/207	THAT Council: 1.acknowledge the need to adapt GOV02 Meeting procedures policy to allow for the use of online platforms for conducting Council meetings; 2.suspend: a.section 4.1.2(d) of GOV02 Meeting Procedures policy to allow the Mayor to Chair meetings remotely, b.public accessing Chambers for Council meetings due to social distancing protocols, c.section 4.1.10(c) of GOV02 Meeting Procedures policy and require a member of the public to make a statement in reference to a petition remotely, and d.section 4.1.21 – Members will not be required to stand when addressing the meeting; 3.require all questions from the public related to the agenda be submitted via email to the Chief Executive Officer at least two days prior to the meeting to be read out at the meeting; 4.record all Ordinary and Special Council meetings and make these available on the Council website; 5.require requests for deputations (section 4.1.11 of GOV02 Meeting Procedures) be conducted by remote access; 6.request the Chief Executive Officer to develop appropriate Electronic Meeting Procedures; and 7.review these directives: a.at the first Council meeting in 2021, or b.when Social distancing protocols are lifted by the Northern Territory Chief Health Officer.	15/04/2020	GMBE	ONGOING Physical distancing rules regarding COVID19 still apply.
Knuckey Lagoon Recreation Reserve Request for Funding				
2021/067	THAT Council approve the increase of the budget for the construction of a storage shed at the Knuckey Lagoon Reserve from \$45,000 to \$50,270.95.	21/10/2020	CEO	COMPLETE Agreed to increase budget
Southport Progress Association – Lease for Mira Square				
2021/128	THAT Council: 1.receive and note this report; and 2.authorise the application of the common seal to the lease with Southport Progress Association for Mira Square, as shown in Attachment A to this report, and the signing by the Mayor and the Chief Executive Officer.	28/01/2021	CEO	COMPLETE

Humpty Doo Village Green – Management of Reserve					
2021/130	THAT Council: 1.note this report; 2.approve one-off increase in the current 2020/21 budget for the Humpty Doo Village Green of \$10,000 to allow for the forecasted increase in operational expenditure for the remainder of the 2020/21 year; 3.approves and delegates the Chief Executive Officer the authority to commence negotiations on a formal agreement with the current caretaker for services beyond 16 February 2021; 4.request that a budget of \$40,000 be included in the future budget register for Council consideration in the 2021/22 Budget to fund a Master Plan for the Humpty Doo Village Green.	28/01/2021	CEO	Discussions with Caretaker in progress.	
Selection of Projects for Phase 2 of LRCI and 2020/21 and LGPIF Funding					
2021/136	THAT Council select the following: 1.for the 2021/22 Local Government Priority Infrastructure Funding grant application a)Irrigation installation at Thorak Cemetery b)Solar panels installation at Thorak Cemetery c)Solar panels installation at Humpty Doo Waste Transfer Station; and 2.for the Local Roads and Community Infrastructure Phase 2 grant application: a)Mira Square project b)New Community Room at Council’s main building.	28/01/2021	GMIO	COMPLETE LRCI LGPIF applications submitted for TRC Irrigation and solar panel installations on 12/02/2021.	
Australian Government Building Better Regions Fund Round 5					
2021/149	THAT Council: 1. authorise the Chief Executive Officer to make an application to the Building Better Regions Fund (BBRF) for priority works at Freds Pass Sport and Recreation Reserve; and 2. seek Northern Territory Government funding to meet the co-contribution required by the Building Better Regions Fund.	44244	CEO	COMPLETE Application submitted we are now waiting outcomes - this can take months. Letter of support for co-contribution from NTG obtained.	
Record Meetings					
2021/161	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.	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.	

Community Event in lieu of Freds Pass Show 2021 THAT Council: 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: 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.				
2021/162		17/03/2021	CEO	Report to April 2021 Council Meeting.
Harmonisation of Long Service Leave Motion THAT Council approve the Chief Executive Officer to submit the motion about harmonisation of Long Service Leave laws to present to the Australian Local Government Association Board and National General Assembly Sub-committee for review.				
2021/166	44272		GMBE	COMPLETE Council submitted approved motions to ALGA on the 25 March 2021.
Appointment of Committee Member to the Howard Park Reserve Committee THAT Council: 1.appoints Gerry Wood to the Howard Park Reserve Committee for a term of three years, commencing 18 March 2021; 2.writes to Mr Wood to inform him of Council's decision; 3.appoints Fletcher Austin to the Howard Park Reserve Committee for a term of three years, commencing 18 March 2021; and 4.writes to Mr Austin to inform him of Council's decision.				
2021/167		17/03/2021	CEO	COMPLETE
Litchfield Sport Recreation and Open Space Strategy THAT Council: 1.receive and note the draft Sport, Recreation and Open Space Strategy; 2.adopt the Litchfield Sport, Recreation and Open Space Strategy; and 3.authorises the Chief Executive Officer to make minor amendments.				
2021/168		17/03/2021	CEO	COMPLETE
Purchase Card Policy – Elected Council Members and Chief Executive Officer THAT Council adopt Policy FIN15 Purchasing Card Policy – Elected Council Members and Chief Executive Officer at Attachment A, subject to any minor editorial adjustments.				
2021/173		17/03/2021	GMBE	COMPLETE Policy available on Council's Webiste and Policy Register updated.
Appointment of External Financial Auditor THAT Council: 1.approve the appointment of KPMG as Litchfield Council's external auditor for a three-year term beginning in 2020/2021 and ending in 2022/2023; 2.approve the auditor remuneration of \$126,528 (excluding GST) for the three-year term; and 3.make public its resolutions on the matter.				
2021/178		17/03/2021	GMBE	COMPLETE Letters sent in response to all submissions advising of outcome.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 21 April 2021

7 Presentations

Freds Pass Rural Show Committee – Community Event Opportunity

8 Petitions

9 Public Questions

10 Accepting or Declining Late Items

11 Notices of Motion

11.01 Humpty Doo Village Green Volunteer Committee Members - Recognition



NOTICE OF MOTION

Agenda Item Number:	11.01
Report Title:	Humpty Doo Village Green Volunteer Committee Members - Recognition
Attachments:	Nil

I, Deputy Mayor, Christine Simpson, give notice that at the next Ordinary Council Meeting on 21 April 2021, I will move the following motion:

MOTION

THAT Council:

1. gratefully acknowledge 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.

REASON:

Each member has given their time for a number of years.

Their enthusiasm and love for the reserve and its users has seen it develop and blossom into the major attraction that it is today. Litchfield Council is proud of their achievement.

09.04.21

DEPUTY MAYOR Christine Simpson



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 21 April 2021

12 Mayors Report

12.01 Mayor's Report



COUNCIL REPORT

Agenda Item Number:	12.01
Report Title:	Mayor's Monthly Report
Author & Recommending Officer:	Maree Bredhauer, Mayor
Meeting Date:	21/04/2021
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 17 March 2021 to 21 April 2021.

Summary

Date	Event
17 March 21	Bush Church Youth Week Opening
18 March 21	Australian Citizenship Ceremony – Celebrating Harmony Day
19 March 21	TOPROC Meeting
21 March 21	Swampdogs Rugby Club AGM – Guest Speaker Council Open Space and Recreation Strategy
31 March 21	Grass Roots Program
31 March 21	100 th Anniversary of the Royal Australian Air Force Reception
1 April 21	Minister Worden – Litchfield Advocacy Projects
6 April 21	Litchfield Women in Business Monthly Network Event
7 April 21	Strategic Discussion & Briefing Session
13 April 21	Minister Moss – Litchfield Advocacy Projects
20 April 21	LGANT Reception Government House
21 April 21	LGANT Mayor & Presidents Forum

Recommendation

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 21 April 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 21 April 2021

14 Work Team Presentation

14.01 Work Team Presentation – Thorak Cemetery



COUNCIL REPORT

Agenda Item Number:	14.01
Report Title:	Work Team Presentation – Thorak Cemetery
Author:	Anthony Van Zeeventer, Cemetery and Parks Program Leader
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	21/04/2021
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 – Thorak Cemetery be received and noted.

Background

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

The objectives of the presentation include:

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

Links with Strategic Plan

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

Legislative and Policy Implications

Nil.

Risks



Nil identified.

Community Engagement

Not applicable.

COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 21 April 2021

15 Officers Reports

15.01 Council Leadership & Community Services

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

15.01.02 Healthy Life Grants

15.01.03 Community Event Opportunity

15.02 Business Excellence

15.02.01 Litchfield Council Finance Report

15.02.02 People and Performance Monthly Report

15.02.03 SCALE Funding Acquittal

15.02.04 Draft Municipal Plan 2021-22

15.02.05 Policy Governance – New and Update Policies

15.03 Infrastructure & Operations

15.03.01 Summary Planning and Development Report April 2021



COUNCIL REPORT

Agenda Item Number:	15.01.01
Report Title:	Municipal Plan 2020-21 Quarterly Performance Report January – March 2021
Author & Recommending Officer	Daniel Fletcher, Chief Executive Officer
Meeting Date:	21/04/2021
Attachments:	A: Municipal Plan 2020-21 Quarterly Performance Report

Executive Summary

The Municipal Plan 2020-21 Quarterly Performance Report January – March 2021 is presented to Council to highlight the organisation's progress towards implementation of the Municipal Plan.

Recommendation

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

Background

In accordance with good governance principles this report presents the quarterly performance of the organisation against the 2020-21 Municipal Plan for January – March 2021.

This report directly assesses the performance of the organisation against the set activities within the endorsed Municipal Plan 2020-21. Specifically, the report highlights the Key Performance Indicators and measures the progress against these achieved in the quarter and further presents progress against the 'new initiative' projects.

As the level of reporting matures, the details and commentary within this report will become clearer and more useful and demonstrate more succinctly how the organisation is achieving its outcomes.

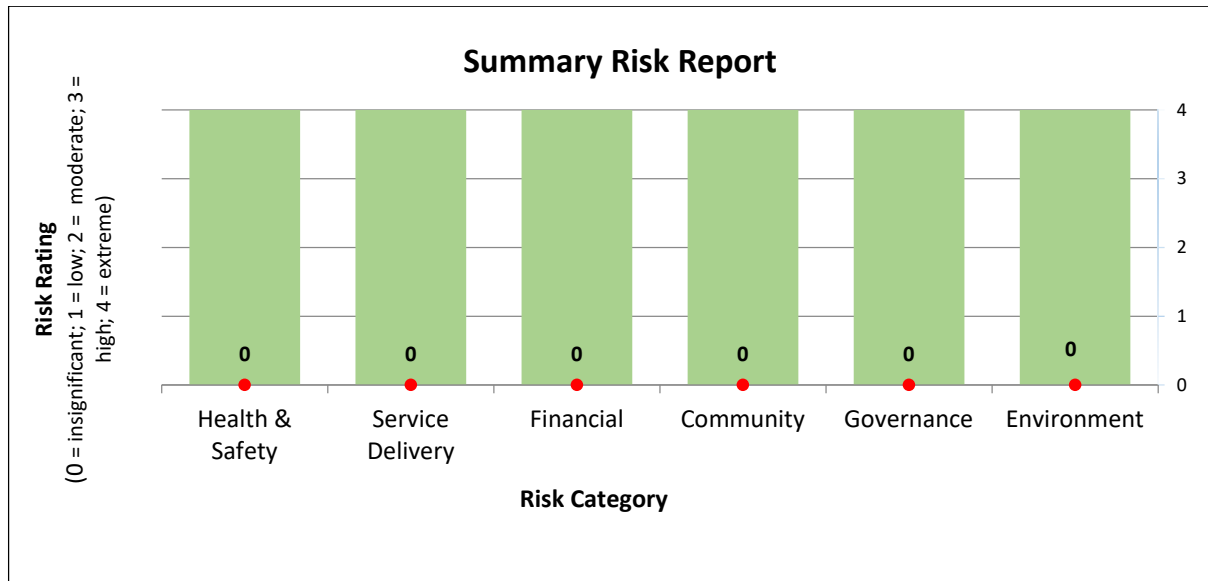
Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

NT Local Government Act (2008)

Risks



Community Engagement

Not applicable.



Quarterly Performance Report: January – March 2021



Quarter 3 Performance Report 2020-21

The Best Place to Live in the Top End

It is a privilege to present the third quarter performance report for the 2020-21 Municipal Plan / financial year.

This quarter Council has continued with significant progress under the Municipal Plan 2020-21 which includes the largest infrastructure and capital works (roads and buildings) program Council has ever undertaken. This is primarily a result of additional funding provided to Council to bring forward capital works projects and stimulate the local economy to assist in rebounding after COVID-19. Whilst we will always endeavour to complete the majority of capital works, we remain on track to deliver most, of the almost \$11M of capital projects – this is quite an extraordinary feat and highlights that the team continue to ‘punch well above their weight’ when it comes to delivering with limited resources.

The Australia Day (which welcomed Her Honour the Honourable Vicki O’Halloran AO, Administrator of the Northern Territory), Art Exhibition (supported by the Litchfield Women in business) and Library activities have all been successful and well-attended events. You can read details more about these events below.

The long-standing Mira Square project (acquisition of land and construction of a suitable community hall) has made considerable progress. With a lease signed over the land and the Local Roads and Community Infrastructure grant being successful. This means that by December 2021, Mira Square, and the community of Southport, supported by the Southport Progress Association (SPA), will have a community hall and an area to call theirs. We look forward to working with the SPA to ensure this community facility is designed and delivered to support their community.

International Women’s Day was celebrated in Litchfield with the Litchfield Women in Business coordinating a business showcase and dinner event. The theme was “Conversations with a difference...behind every woman” and attendees were treated to insights from leading businesswomen and their partners on their secrets to success.

Our regulatory services team were (as always) busy during Q3 responding to an increase in animal management issues, primarily dog attack investigations. There remains

considerable apathy within parts of the community to register dogs and ensure they are suitably confined within the owner’s premises. While this apathy continues, we will likely continue to experience elevated levels of dogs at large and, most unfortunately, dog attacks. Community members are encouraged to register, microchip, and vaccinate their dogs. This will greatly assist Council’s regulatory team to identify, respond, and resolve animal management issues quickly.

Returning from the Christmas holiday period, while the highly anticipated monsoonal weather has been welcomed by our many aquifers, has certainly tested our road network. With 656 potholes alone being repaired in Q3 – this puts incredible pressure on Council resources and operational expenditure. That said, the integrity of our road network remains a high priority for Council. I want to extend our gratitude to community members who promptly and respectfully report these issues to Council so we can rectify them quickly.

I continue to be a proud resident of Litchfield which is welcoming, diverse and connected. It is a place where community matters and it certainly is ***‘The best place to live in the Top End’***.



Daniel Fletcher
Chief Executive Officer

Leadership & Community Services

Library

The library started the year with the January school holiday program which proved very successful with high participation rates – the inflatable obstacle course attracted approximately 400 people! The Australian Library and Information Association have recently updated their standards with the benchmark for the collection age for a library servicing a population the size of Litchfield being 40% published in the past 5 years, currently 42% of the library's collection has been published in the past 5 years. Borrowing is steadily increasing, reflecting the improvements in the collection and the quality of the resources. The library aims to increase STEAM related activities and resources for rural children, with loanable SPHERO robotics kits, which teaches children coding in a play-based way. The library continued with the regular programs of Nurserytime, Storytime and Litchfield Lego League. The monthly Senior's morning Teas continued with a special highlight being a performance by the NT Thai Association celebrating Harmony Day.



Harmony Day celebrations with members of the NT Thai Association, March 2021.

Community Development

This year Council were fortunate to receive a \$21,000.00 grant from the National Australia Day Council to ensure the event could go ahead in a COVID safe manner. This event was delivered in line with the message of Respect, Reflect, Celebrate – We're all part of the Story. It was pleasing to see just over 250 people attend and enjoy our Australia Day event.



Australia Day Awards, January 2021. Cr Salter presents a student award at this year's Australia Day event.

At the March Ordinary Council meeting, Council adopted the *Litchfield Sport, Recreation and Open Space Strategy*. This strategy provides the necessary guidance required to plan, develop and manage sport and recreation opportunities for the Litchfield community into the future.



Litchfield Art Exhibition, March 2021. The Mayor presents Kelly Richardson with the 3D sculpture prize for her work titled 'Petrified'.

The 2021 Litchfield Art Exhibition was held over March 5, 6, and 7. A total of 70 art pieces from 39 artists, including 4 indigenous artists were received from talented and creative Litchfield residents. The schedule of events for this event saw a successful opening night was held on the Friday, on the Saturday saw the delivery of a rural art and craft market and

cultural workshops while on the Sunday our little people participated in the kids art making workshops. Overall, this event was received well and attracted a greater number of attendees than in previous years.

Community grants continue to be actively sought out. Between 1 January and 31 March five *Community Initiative Grants* were awarded to the value of \$2,500. Likewise, five *Youth Development Grants* were awarded to the value of \$1,050. Council will continue to actively promote these grant opportunities to our community.

Regulatory Services

At the 17 February 2021 Ordinary Council Meeting Council adopted the Compliance and Enforcement Policy. The adoption of this policy summarises Councils general approach to compliance and enforcement. It provides the framework for the investigation and the enforcement of regulated activities. This policy guides Councils response to unlawful activities and explains how Litchfield Council assists community to achieve compliance.



Butler Place, March 2021.

Over the past quarter, the regulatory services team have managed several complex investigations in addition to their normal busy CRM caseloads. For example, the additional complexity to the teams service delivery includes issues such as the execution of regulatory orders along with multiple visitations to NTCAT and Darwin Local Court has further impeded the teams capacity to deliver against all outcomes. The team are currently exploring new efficiencies to assist with outcome delivery moving forward.



Butler Place, March 2021.

Business Excellence

People, Governance and Workplace Health and Safety

Over the quarter, People and Performance organised various celebrations including a Harmony Day BBQ. The development of Council's Diversity and Inclusion Strategy was also announced to coincide with the event. The Inaugural Litchfield Council Team Challenge held in February 2021. The Challenge was a Lawn Bowls tournament held at the Humpty Doo Bowls Club.

Progress continues updating Council's policies and procedures to ensure compliance with the change in the Local Government Act, with the 2019 Act coming into effect on 1 July 2021.

Projects like e-learning and Staff Induction have progressed and will see completion in the last quarter of the financial year.

Council have introduced an 'Employee of the Month' recognition. Employees receive a certificate and are recognised at staff and team meetings for their efforts.

Corporate Services

Third quarter of the financial year focussed on reviewing the business structure for the outsourced Information and Communications Technology (ICT) managed services contract. With current staff vacancy in the ICT business unit, there are possible options to undertake a review of the overall service delivery business model.

Council has commenced the first stage of the Enterprise Resource System (ERP) review project. The project aims to understand the existing system's merits and de-merits to facilitate decision making on the viability of the system to ensure we continue to meet our community's needs.

The draft Municipal Plan for 2021-22 is well in progress and expected for public consultation post endorsement by Council on the 21st of April 2021. Council appointed external auditors for a term of three years commencing from the current financial year. Interim audit and final audit planning are in progress for financial year ending 30 June 2021.

The customer service review project is in progress, the project will deliver various improvement initiatives around reporting abilities and business processes. Comprehensive training was delivered to Council's customer service team in January with a view to improve customer service experience.

Project and Priorities Timeline



Infrastructure & Operations

The overall works program (capital, maintenance and operation) is progressing reasonably well considering the substantial rain delays and lack of a full staff complement during this quarter. It is now certain that the capital works program will not be 100% complete at the end of this financial year.

Some of the highlights during the last quarter are as follows.

Infrastructure and Assets

- Table drains were cleaned out removing built up silt at approximately 103 locations
- 17 Driveways were upgraded or maintenance works provided.
- Council officers are currently undertaking inspection of sealed roads, kerbs and gutters and shared paths using ArcGIS electronic field and mobile data applications.
- Council has carried out an unsealed road inspection program using ArcGIS Survey123 mobile field data application. This process will help setting up future road work programs.
- Scale funded shared path upgrades and closing the gaps projects have been completed.
- Freds Pass Main Arena Lighting Upgrade is at 75% completion.
- The Freds Pass Recreation Reserve Market Shed Fire Hydrant System is now complete and the building certification has been received.
- The Gravel Re-sheeting program has been developed for this year, with works communicated to the period contractor. Re-sheeting will be spread across a number of roads with Stockwell Road and Walker Roads receiving the majority of the works. Re-sheeting works are aimed at returning the existing gravel pavement structure to a level that provides better wearing and reduced major maintenance requirements in the wet season and reduced dust in the dry season. The maintenance grade will occur at the same time with an increased level of work to occur with the grades. A rip and mix process has been developed to reform the roads both in profile and wearing. This additional work is expected to assist in reducing the need for more regular maintenance.
- 656 Potholes have been repaired during this period.
- Litchfield Council has been impacted by continual monsoon weather earlier this year. This quarter, work has been ongoing to maintain public safety.
- Girraween Road speed reduction to 70km has been implemented.
- Tender documentation for Power Road Blackspot funded upgrades is being finalised. Council is awaiting final design, and Schedule of Rates from the consultant. It is anticipated that tenders will be called in mid April 2021.
- Final design and tender documentation for Virginia Road Reconstruction is being finalised. Council is awaiting final Design. It is anticipated that tenders will be called in mid April 2021.
- Spencer Road Floodway Upgrades – Reports and Design have been finalised. Work will be undertaken by our Maintenance, Pavement, Repairs Period Contractor with works due to commence in June 2021.
- Request for Quotations will be released in early April 2021 for additional calming devices at Freds Pass Recreational Reserve.
- LCRI Funded Capital Works Road Reseal Program 2020/2021 and Phase 2 Capital Works Road Reseal Program 2020/2021: Various works are required to occur throughout the project which include the following.
 - April 2021 - May 2021 (prior to resealing)
 - Edge Patching / Edge Repairs
 - Shoulder Repairs
 - May 2021 – June 2021
 - Road Resealing
 - Line Marking
- Whitewood Road footpath upgrades Stage 2 - Public Request for Quotations have been received and are significantly higher than anticipated. The scope of works will need to be reduced to accommodate the available budget.
- Seal damage to the floodway on the newly sealed section of Moccatto Road occurred due to heavy rain. A rework of that section was completed on 18 February 2020.

- **Mango Roads Projects**
 - Mocatto Road is now substantially complete. As a result of severe storms damage has occurred to the seal and DIPL are working with the contractor to rectify.
 - Horsnell Road - Spray seal is complete to the road and all driveways. Installation of signage is nearing completion.
 - Chibnall Road - Base course preparation is continuing along with the driveway connections. Spray sealing is forecast for early to mid-April, weather dependent.
 - Kentish Road - Final design drawings have been reviewed. Cost estimates for the project are being finalised with DIPL preparing the Tender. The Road Opening over Crown land for the widening works to the boundaries has been advertised for 28 days and finalisation of the survey documentation is continuing.
- Installation of interconnection of the Thorak Regional Cemetery's generator to remote monitor.

Planning and Development

- The Crown Lease and Occupation License for Mira Square were finalised.
- The Road Opening for road widening of Kentish Road (part of Mango Roads project) were advertised.

Mobile Workforce

- Weed management plan is well underway with stakeholder and community engagement completed. All excised land parcels have been surveyed prior to the wet season.
- We are on target (as per previous years) with slashing and spraying notwithstanding the wetter conditions with sunny breaks has promoted quicker growth of vegetation.
- Compliments were received from the Environment Division of the Northern Territory Government Department of Environment and Natural Resources (DENR) staff during meetings on our Gamba eradication efforts.
- Preparation is well underway to complete round two of the weed spray program.

Thorak Cemetery

- All capital works have been completed.
- Pedestrian crossing line marking and carpark disabled carpark were realigned to Australian standards.
- The installation of two memorial beams.
- Removal of surplus communication tower.

PROGRESS ON PROGRAM PROFILES



Council Leadership

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Powerful and Effective Advocacy					
Advocacy Submissions to government	Community Survey – Satisfaction with Council's Advocacy Efforts	>60%	YES	YES	This KPI is measured annually in the first quarter and refers to the previous financial year. The Community Survey results for the 2019/20 financial year showed 68% of respondents said Council's Advocacy was good or very good.
Represent Council on legislation and other reforms	Community Survey – Satisfaction with Council's Strategic Direction	>55%	YES	YES	This KPI is measured annually in the first quarter and refers to the previous financial year. The Community Survey results for the 2019/20 financial year showed 50% of respondents said Council's Strategic Direction was good or very good.
Good Governance					
Elected members training and development Elected Member Support Business Planning and Performance Reporting Framework Council meetings and activities Executive Leadership Reputation Management	Number of Professional Development Sessions	>2 sessions	YES	YES	Q1 - Independent Commission Against Corruption (ICAC) Training - complete 26 November 2020 Q2 - Reading Financial Statements - complete 7 December 2020 Q3 - Meeting Procedures - complete 6 February 2021 Q4 - The Value of Strategic Planning & Thinking - to be confirmed
Modern Service Delivery					
Supporting local businesses	Hold three Litchfield Women in Business Network Events per annum	1	YES	YES	International Womens Day event held in March 2021
Corporate Communications					
Engaging our community					
Community Engagement	Community Engagement Strategy actions: Year 3 complete	90%	YES	YES	98% of Year 3 Actions complete. Year 3 evaluation report was tabled at the February Council Meeting. Year 4 actions are currently under development.
Annual Community Survey	Community Survey – Overall satisfaction	>60%	YES	YES	This KPI is measured annually in the first quarter and refers to the previous financial year. The Community Survey results for the 2019/20 financial year showed 56% of respondents said their overall satisfaction with Council was good or very good.
	Community Survey - Community Engagement Satisfaction	>60%	YES	YES	This KPI is measured annually in the first quarter and refers to the previous financial year. The Community Survey results for the 2019/20 financial year showed 34% of respondents said Council's Community Engagement was good or very good.
Social Media Management	Increased interaction on Council's Facebook page - post engagement	>8000	YES	YES	This quarter there were 5170 unique people who engaged with the Litchfield Council posts, for example by commenting on, liking, sharing, or clicking upon particular elements.

Modern Service Delivery					
Media Monitoring and Management	Media response time	<24 hours	YES	YES	Seven media requests were responded to by the end of the day the enquiry was received.
Human Resources and Work Health and Safety					
Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Good Governance					
Human Resources Policies, Procedures, Checklists	Reviewed and compliant	Complete	YES	YES	All policies reviewed and compliant in quarter 1.
An engaged and productive workforce	Staff turnover rate	<20%	YES	YES	2.26% in quarter 3.
	Staff Survey satisfaction	>70%	YES	YES	72% achieved in Staff Satisfaction Survey conducted in February 2020.
Modern Service Delivery					
Workplace Health and Safety (WHS) Management System, including updated policies and procedures and WHS Manual	Policies, procedures and Manual	Complete	YES	YES	WHS Management Plan developed and contains policy, procedures and a range of management plans to address key components of the Safety Management System completed in quarter 1.
	Workers Compensation Claims	<3	YES	YES	Nil claims.
Planning and Development					
Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Powerful and Effective Advocacy					
Submissions to the NT Government	Comments submitted on applications within required time frame	>90%	YES	YES	14 applications were received and 14 were responded to within allocated timeframe.
Participation in NT planning working groups	Attendance at meetings	>75%	YES	YES	Council has attended all planning meetings for Area Plan development.
Modern Service Delivery					
Approval of plans, reports and construction documentation	Plan reviews for building certification issued within 10 works days	>90%	YES	YES	81 building certification plans were reviewed and actioned within timeframes.
	Plan and report reviews for development and subdivision issued within 15 working days	>90%	YES	YES	13 of the 14 plans/ reports were reviewed and actioned within required timeframes.
	Works Permits issued within 5 days	>90%	YES	YES	All 29 work permit applications were reviewed and actioned within required timeframes
Subdivision approvals and handover processes	Delivered in accordance with standards	Achieved	YES	YES	Council's approval and handover processes have been undertaken in accordance with Council's Standards
New Initiative - Stage 2 - 320 Arnhem Highway Master Plan	Broader community consulted on potential development of Council's property	Completed	YES	YES	Project to be completed by end FY 2020/21

Infrastructure and Assets

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Engaging our community					
Capital Works Program	Affected residents and relevant stakeholders consulted prior to works starting	100%	Yes	YES	All stakeholders and affected residents have been consulted prior to works commencing.
Road Maintenance Program	Community Survey : satisfaction with local road maintenance	>65%	No	YES	This KPI is measured annually in the first quarter and refers to the previous financial year. The Community Survey results for the 2019/20 financial year showed 62% of respondents said Council's Community Engagement was good or very good.
Drainage Maintenance Program	Community Survey : satisfaction with roadside drainage	>60%	YES	YES	This KPI is measured annually in the first quarter and refers to the previous financial year. The Community Survey results for the 2019/20 financial year showed 61% of respondents said Council's Community Engagement was good or very good.
Modern Service Delivery					
Capital Works Program	Programmed works completed within budget	>90%	YES	YES	As reported in Monthly Finance Reports.
Grant-funded projects	Five-year program developed - including Road Safety (Black Spot)	Complete	NO	YES	Review of the Road Asset management plan to occur late 2021 along with crash data to inform future Blackspot projects.
Asset Management Plans	Building, drainage, driveway and fleet asset management plans, including 10-year replacement programs delivered	Complete	YES	YES	Thorak Cemetery – Adopted Road Asset Management Plan in review – all road related assets would be combined to form a Transport Asset management plan Plant and Fleet – On track for completion – June 2021 Driveways, Drainage, Kerbs and gutter, Shared path – will be incorporated to form a combined Transport asset management plan – Target date of June 2022 Council Buildings and surrounds – Target date of June 2022 Recreation reserves, waste transfer stations – Target date of June 2022 Road Treatments are implemented to prevent water ingress through cracks and causing issues to underlying pavement layers.
Road Maintenance Program	Potholes patched and repaired - customer requested	Reducing trend	YES	YES	Unsealed roads have been categorised based on condition. Poor condition unsealed roads have been scheduled for a Rip, and re-shape program in late April. Fair condition roads will follow with a maintenance grade.
	Gravel roads graded	>2 times	YES	YES	7 streetlights were tended to, with 3 blown fuses and 4 time clock failures.
Street Lighting Maintenance	Percentage of network outage from annual night-time audit	<5%	YES	YES	Council have 318 streetlights

Productive Mango Roads Project	Horsnell Road, Mocatto Road, Chibnall Road	Complete	YES	YES	Mocatto Road Road is sealed, and now open to traffic. Minor works are continuing with the construction of driveways, and signage installation. Horsnell Road Road is sealed, and now open to traffic. Minor works are continuing with the construction of driveways, and signage installation. Chibnall Road Contractors are currently working on the base layer, and anticipate the spray seal to be applied by May, pending weather. Stormwater, drainage, and driveway access works is ongoing.
	Kentish Road	Commenced	YES	YES	Version 4: Final Construction Design - Driveway locations have been finalised. Utilities relocation estimates are underway. DIPL forecast to release Tender in May 2021.
New Initiative - Private Roads Policy Agreements	Draft agreements to address the Private Roads Policy developed	Complete			Projects discontinued - funding reallocated to myLitchfield program
New Initiative - Climate Action Plan	Development of Plan	Complete			
Mobile Workforce					
Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Engaging Our Community					
Roadside Maintenance	Community Survey - Satisfaction with Roadside Maintenance	>60%	YES	YES	This KPI is measured annually in the first quarter and refers to the previous financial year.
Weed Management	Community Survey - Satisfaction with Weed Management	>50%	YES	YES	The Community Survey results for the 2019/20 financial year showed 62% of respondents said Council's Community Engagement was good or very good. This KPI is measured annually in the first quarter and refers to the previous financial year.
					The Community Survey results for the 2019/20 financial year showed 35% of respondents said Council's Community Engagement was good or very good.
Modern Service Delivery					
Roadside Maintenance	Volume of litter collected	Reducing Trend	YES	YES	Roads are monitored for litter and serviced as required, this quarter is limited to what operators pick up prior or during slashing and numerous clean ups of roadside rubbish predominately on Whitewood road. 17 bags (50-60kg removed from identified roads)
	Vegetation Slashed and Council Roads Mowed	2 rounds	YES	YES	Slashing and mowing is currently on target, round two began late February, parts of some verges during round one were too wet for 100% completion, we can expect the same during round two, we will follow up these locations once conditions permit.
Weed Management	Weeds Managed on Council Roads and Land in accordance with Weed Management Plan	Complete	YES	YES	Spraying of road verges is slightly behind target due to weather conditions, however round two is 70% complete. Many of our land parcels are too wet to access at this stage. We will be attempting to spray these prior to seeding as best as possible.

Bushfire Management	Council Firebreaks Maintained	Complete	YES	YES	Due to conditions and resources the key recommendations from the BMP for 2020-21 were undertaken prior to the wet season.
	Firebreaks Widened in accordance with Fire Management Plan	Complete	YES	YES	
	Hazard Burns Undertaken in Consultation with Other Authorities	Complete	YES	YES	
Road Furniture Maintenance	Signs and Guideposts repaired with Target Timeframes	>90% <24 hours urgent 14 days standard	YES	YES	99 signs were replaced or repaired, a fair assessment would allege half of these were deliberately damaged.
New Initiative - Weed Management Plan	Weed Management Plan developed, support by community education	Complete	YES	YES	75% complete - on target for end of May completion
MWF other tasks	Prompt response to various services	>90% <24 hours urgent 7 days standard	N/A	N/A	Support of installation and retrieval of 27 traffic counts.
Waste Management					
Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Engaging Our Community					
Efficient Operation of Waste Transfer Stations	Community Survey - Satisfaction with Water Transfer Stations	>80%	YES	YES	This KPI is measured annually in the first quarter and refers to the previous financial year.
	Community Survey - Satisfaction with Waste Recycling	>55%	YES	YES	The Community Survey results for the 2019/20 financial year showed 83% of respondents said Council's Community Engagement was good or very good. This KPI is measured annually in the first quarter and refers to the previous financial year.
Community Benefit Fund Income	Income raised through recycling activities including cash for containers	5% annual increase	YES	YES	The Community Survey results for the 2019/20 financial year showed 52% of respondents said Council's Community Engagement was good or very good. 8.6 Tonnes of Cash for Containers collected for the quarter compared to 9.3 Tonnes for same period in 2019/20.
Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7000 tonnes	YES	YES	Yr. to date 4081.1 Tonnes.
	Commercial waste tonnage transferred to Shoal Bay	<1000 tonnes	YES	YES	Yr. to date 948.5 Tonnes.
Cyclone Season Preparation	Free residential green waste disposal in November	Complete	YES	YES	Planned for November.
Modern Service Delivery					
Recycled Materials	Sale of processed materials (mulch, crushed concrete)	>80% sold within six months of processing	YES	YES	All green waste processed to date has been sold
	Volume of green and wood waste processed for resale	>3,500 cubic metres	YES	YES	1784 Tonnes processed to date
	Volume of concrete crushed for resale	>500 cubic metres	YES	YES	No construction waste processed to date.

Maximise diversion from landfill	Amount of total waste diverted from landfill	>35%	YES	YES	To date 42% of total incoming waste has been diverted from landfill.
	Amount of total waste that is dry recyclables	?15%	YES	YES	To date 14% of waste is dry recyclables.
	Quantity of scrap metal collected and recycled	>1000 tonnes	YES	YES	578 Tonnes processed to date. No scrap metal processed to this qtr.
	Quantity of cash for containers collected and recycled	>50 tonnes	YES	YES	24.3 Tonnes of cash for container collected to date.
	Quantity of electronics collected for Techcollect	>40 tonnes	YES	YES	16.5 Tonnes of electronics collected to date.
	Quantity of tyres, batteries and oil collected for recycling	>100 tonnes	YES	YES	61.6 Tonnes of tyres, batteries and oils collected to date.
Waste Strategy - Year 3	Landfill closure plans for Howard Springs and Berry Springs Waste Transfer Stations (extends to year 4) prepared	Commenced	YES	YES	To be commenced
	Waste education - litter collection campaign and ongoing education relating to waste and recycling delivered	Complete	YES	YES	Initial waste and recycling data on website.
	Business case for dry recyclables received at transfer stations prepared	Complete	NO	YES	Grant application unsuccessful to build business case. Consultants to be engaged to assess the status of the transfer stations in relation to industry standards.
	Amenity upgrades at transfer stations (continues year 4 and 5) undertaken	Commenced	YES	YES	Investigating tree planting options at HDWTS to assist with wind breaks and improve amenity.
New Initiative - Berry Springs Waste Transfer Station Review	Berry Springs Waste Transfer Station licensing opportunities reviewed	Complete	YES	YES	To be commenced
Regulatory Services					
Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Engaging Our Community					
Regulatory Services	Community Survey - satisfaction with animal management	>50%	YES	YES	This KPI is measured annually in the first quarter and refers to the previous financial year. The Community Survey results for the 2019/20 financial year showed 43% of respondents said Council's Animal Management was good or very good.
Responsible dog ownership	Number of registered dogs increased	>10%	YES	YES	At the end of Quarter 3 we have 2904 registered dogs which is up from Quarter 2 results which was 2766 registered dogs. This is an increase of 5% in registration uptake. It is likely that with the registration Amnesty that is in place we will see a significant increase in registration up take in Quarter 4.

Animal Management Plan - Year 2	Number impounded dogs reclaimed by owner	>70%	NO	YES	In Quarter 3 we saw 80 dogs impounded, 50 of which were released to their owner, which equates to 62.5%. Annual Data shows a total of 211 dogs impounded with 136 released to their owner (64.5%)
	Number of registered dogs de-sexed	>70%	YES	YES	In this financial year we have seen 438 new registrations (those not previously registered). This brings our Annual total of Registered Dogs to 2904. Of the 2904 dogs registered this year a total of 2745 were desexed (94.5%)
	Attendance at community events	2+ events attended	NO	YES	COVID has negatively impacted the teams ability to attend community events. However, the team is exploring events for the fourth quarter to meet this KPI.
	Dog Awareness Program delivered at schools and childcare	6+ visits	YES	YES	School Education program continues to operate with one being conducted on Tuesday 30 March. Additional visits have been scheduled for the next few months.
Animal Management Plan - Year 2	Dogs Day Out event (or similar) delivered, targeting improved awareness, increase registration, general pet owner education	1 event	NO	YES	Dogs day out event did not go ahead this year due to covid. Council has implemented the Dog Registration Amnesty as a targeted program to increase awareness and registration uptake.
	Education marketing / education campaign delivered with neighbouring councils	Complete	YES	YES	This has been completed as part of TOPROCs reciprocal registration and advertising promotions.
Modern Service Delivery					
Regulatory Services	Investigations completed within 14 works days	>90%	YES	YES	Compliance achieved
	Customer requests actioned in less than two working days	>90%	YES	YES	Compliance achieved
Abandoned vehicles (roadside)	Vehicles removed within 14 days of being reported	100%	YES	YES	Year to date 29 abandoned vehicles have been actioned within the required 14 day time frames.
Animal Management Plan - Year 2	Dedicated dog management information provided on website and social media page	Ongoing	YES	YES	Impounded dogs are routinely posted on Council's Facebook page and website.
	Number of Desexing Vouchers redeemed	>60 vouchers	N/A	N/A	Desexing initiative is scheduled for the fourth quarter. 70 x \$100 vouchers will be made available for residents from the 3rd of May.
	Number of dogs microchipped through Council's low cost / free program)	>200 dogs microchipped	NO	YES	This target was not met, however, there has 78 microchips delivered to date. There is a dog registration amnesty initiative which includes free microchipping if required which is likely to see an increase in microchip numbers for this year.
	Dog training supported and incentivised through Good Dog initiative	In Progress	N/A	YES	This is a task that will be completed in the fourth quarter.
	Signage developed for use in community	In progress	N/A	YES	This is a task that will be completed in the fourth quarter.

Community Development

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Engaging our community					
Council partnership and support grants	Number of partnerships supported	10	YES	YES	15 Youth Development and Community Initiative Grants have been awarded during the 20/21 year, with 10 awarded between January – March 2021.
Servicing community needs at reserves	Funding provided to community reserves	Funding agreements established	YES	YES	Funding has been provided to the Recreation Reserves in line with the Municipal Plan. Funding Agreements are in development with Management Boards
New Initiative - Management software for Council's assets on recreation reserves	Software and training provided to recreation reserve management committees	Completed	YES	YES	Training for Recreation Reserve Management Boards complete in previous quarter, with ongoing support provided to each Board.
Good governance					
Grant applications	Grants received by Council acquitted within agreed timeframes	100%	YES	YES	Extension was issued for the SCALE funding as per guidelines. No acquittals completed this quarter.
Governance and support for Council's seven recreation reserves	Community Survey - satisfaction with recreation reserves	>65	YES	YES	This KPI is measured annually in the first quarter and refers to the previous financial year. The Community Survey results for the 2019/20 financial year showed 79% of respondents said Council's recreation reserves were good or very good.
Modern service delivery					
Annual Community Grants Program initiatives	Number of community events and programs supported	10	YES	YES	14 community organisations have been supported by the Annual Community Grants for the 20/21 year. The next round of Annual Community Grants is scheduled for September 2021.
Represent and advocate for the needs of young people in Litchfield	Participation in Palmerston and Rural Youth Services meeting	Maintain an active membership	YES	YES	PARYS meetings continue to be attended every 6 weeks.
Australia Day Event	Community participation	>300	YES	YES	Event held in January 2021 with 350 people in attendance
Playground Inspection Program	Playgrounds on Council-owned land audited	100%	YES	YES	Level 1 audits completed. Internal staff are undertaking training to be qualified to undertake audits in future.
Tree Management Plan	Audits undertaken in line with plan	100%	YES	YES	Audit completed for this financial year.
Annual Art Exhibition	Level of community participation	>55 entries	YES	YES	Exhibition held from 6-8 March 2021 with 320 people in attendance and 69 entries.
New Initiative - Recreation Reserve Master Plan	10-year strategic plan for recreation reserves developed	Completed	YES	YES	Litchfield Council Sport Recreation and Open Space Strategy was endorsed by Council at the March 2021 Meeting.

Finance

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Good Governance					
Annual Budget / annual Report Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	YES	YES	2020/21 Budget Review completed. 2021/22 Budget being finalised for endorsement at April Council meeting.
Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete	YES	YES	Audit for 2019/20 complete. Report on Management notes presented to Risk Management & Audit Committee in February.
	Liquidity ratio	1:01	6.55:1	YES	Above Local Government benchmark.
	Asset sustainability ratio	>60%	25%	NO	Target is a long term vision. Council have not budgeted to achieve target this year.
	Current ratio	>1	6.55	YES	Above Local Government benchmark.
	Debt service ratio	>1	0%	YES	Council has no debt.
Long term rating strategy	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%	50%	NO	In line with Council's Long Term Financial Plan, Council have not budgeted to achieve target.
Investments	Compliance with policy and statutory requirements, reported monthly	100%	100%	YES	All investments have been placed inline with Council policy and legislation.
Modern Service Delivery					
Rates and accounts receivable collection	Volume of rates and annual charges outstanding	<15%	NO	NO	27% \$1.2m remains outstanding on current year rates. Reminder notices were sent at the end of March. All current year rates that remain outstanding as at mid April will be forwarded to the debt collectors. \$1.67m in prior year rates remain outstanding. It is expected that will reduce as these were only sent to the debt collector recently (delayed due to Covid).
Front counter customer service	Community Survey – satisfaction in customer service	>60%	YES	YES	This KPI is measured annually in the first quarter and refers to the previous financial year. The Community Survey results for the 2019/20 financial year showed 46% of respondents said Council's customer service was good or very good.

Information Technology

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Modern Service Delivery					
Information and communications technology (ICT) managed service contract management	Percentage of Service Desk requested closed	90%	YES	YES	Lodged requests this quarter 276 Requests open as of 01/01/2021 7 Achieved KPI 97.4%
Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally	No more than 1 Patch behind latest version	YES	YES	Council is currently up to date with all patches and this service is monitored by ICT staff through the managed ICT services contractor. 80% of tasks complete.
Information and Communications Technology Improvement Plan	Annual actions completed	100%	YES	YES	
Geographical Information System (GIS)	Age of GIS imagery of populated areas	<1 year	YES	YES	New imagery contract started in September 2020. Next image update expected in May/June 2021.
	Age of NTG downloaded data	<1 week	YES	YES	Data downloaded weekly.

Governance and Risk

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Good Governance					
Local Government Act 2008 compliance	Compliance with legislative requirements of the Department of Local Government, Housing and Community Development Compliance Checklist	100%	YES	YES	All policies compliant.
Policy framework	Council policies reviewed before due date	>90%	YES	YES	No Council Policies currently outstanding
Modern Service Delivery					
Elected members support	Complaints upheld Breaches of the code of conduct by elected members	0	YES	YES	No complaints of breach of conduct notices received over the quarter.
Risk Management Audit Committee	Number of Risk Management Audit Committee (RMAC) meetings held	4	YES	YES	Meeting held 22 October 2020 with an additional meeting held on 23 February 2021. Next meeting scheduled for 4 May 2021.
Records managements review and improvements	Volume of records held in storage reduced	By 10%	YES	YES	As a result of records management review and improvements (Volume of records held in storage reduced by 10% from previous 12 months
Annual Internal Audit Plan	Internal audits conducted in line with RMAC recommendations	100%	YES	YES	Internal Audit Plan modified by the Risk Management Audit Committee (RMAC) at it's meeting on 23 February 2021. Scopes developed following acceptance from RMAC at that meeting.

Library Services

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Engaging Our Community					
Visitors to the library	Weekly door count	>400	YES	N/A	Average of 500 visitors per week for this quarter. The weekly average total is currently 464. The average is higher than anticipated despite the library is still planning events with limited numbers.
Promotion of services	Interaction with Library Facebook page	650 likes of Facebook page	YES	N/A	The library Facebook page has 797 "likes". The total "likes" for this quarter totalled 50. "Liking" the Facebook page ensures events and library news are broadcast direct to the public increasing awareness of what the library offers, turn, increasing library attendance.
Good Governance					
Shared Service Governance Framework	Governance framework developed	Completed	YES	YES	RFQ complete. Vendor appointed. Work to commence in quarter 4.
Modern Service Delivery					
Collection Improvements	Number of Annual Returns	>15,800	YES	N/A	4,255 loans for this quarter. The total loans so far for this financial year total 12,300.
	Age of collection % of collection published in the past five years	>40%	YES	YES	42% of the collection has been published in the last 5 years. This is a continuous effort to reach the standard set by the Australian Library and Information Association. Previously the standard was 60% in the previous 5 years, but has since been updated to 40% for a library servicing a population of Litchfield's size.
Program delivery	Program participation each year	>3200	YES	YES	The library held 58 programs with 1,347 attendees. This included our regular Storytimes, Nurserytimes, Litchfield Lego League, and Senior's Morning Teas as well as the January school holiday programs which was very popular with one program attracting approximately 400 attendees.
Library events	Events delivered	>3	YES	YES	There have been no main events this quarter.

Thorak Regional Cemetery

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Good Governance					
Servicing community needs and regulatory obligations by keeping cemetery records and maintaining rights of burial	Compliance with legislative requirements	100%	YES	YES	All actions are in line with current legislation
Monthly reporting to the Thorak Cemetery Board	Achievement of operational budget	100%	YES	YES	Year to date income makes up 37% of budgeted total income. Total burials for 3rd quarter is 35, down 2 from previous year quarter of 37. Total cremations for 3rd quarter is 49, down 9 from previous year quarter of 58.
Modern Service Delivery					
Professional and cost-effective cremation and burial services	Increased income from cremation services	>10%	YES	YES	Only 1 cremation package sold this quarter down by 3 from previous year quarter of 4.
Awareness of cemetery profile and public awareness of Thorak services	Information leaflets distributed	Complete	YES	YES	Leaflets distributed to Funeral Directors
	Fred's Pass Show Display	Complete	YES	YES	Freds Pass Show Cancelled. Community Event planning underway, possibility of Council's stall to go ahead
	Community Survey satisfaction rating	>60%	YES	YES	This KPI is measured annually in the first quarter and refers to the previous financial year.
Variety of memorial spaces for ash interments	Sales of memorial trees, rocks, plots and columbarium niches increased	>10%	YES	YES	The Community Survey results for the 2019/20 financial year showed 90% of respondents said Council's Community Engagement was good or very good. Sales on other services up by 14 (136) compared to previous year quarter. Sale of cemetery products such as plaques, urns and memorabilia are on track.
Chapel hire and amenities	Income from chapel hires increased	>10%	YES	YES	Chapel hire for the 3rd quarter is 17 down by 5 compared to previous year quarter of 22. Marquee hire is 17 up by 1 compared to last years quarter of 16.
Efficient maintenance of grounds and open spaces, including improved mowing, planting, weeding and irrigation regimes	Mowing regime reduced	<25%	YES	YES	Mowing regime implemented consistent with daily/weekly jobs list dependent on scheduled burials and cremations
	Irrigation time reduced	<20%	YES	YES	We follow integrated parks guidelines to optimise irrigation management.



COUNCIL REPORT

Agenda Item Number:	15.01.02
Report Title:	Healthy Lifestyle Grants
Author:	Jessica Watts, Community Development Program Leader
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	21/04/2021
Attachments:	A: Short Form Grant Agreement

Executive Summary

This report presents the grant agreement, resulting from a successful application to the Healthy Lifestyle Grants, from the Northern Territory Government (NTG) for approval to apply the Common Seal.

Recommendation

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.

Background

In November 2020, Council applied for funding from the Northern Territory Government's newly established Healthy Lifestyle Grants. These grants were for up to \$30,000 in funding to support initiatives that promote a healthy lifestyle within local government areas.

Council applied for funding for a 2021 Get Active in Litchfield program to build on the success of the 2020 program. As the grants were for up to \$30,000 and the Get Active in Litchfield program was forecasted to cost approximately \$15,000, Council included the installation of two water fountains at two different recreation reserves, namely McMinns Lagoon and/or Howard Park, in the application. However, Council can change these locations if required. Additional water fountains were a key piece of feedback received during the consultation for the Sport, Recreation and Open Space Strategy.

Unfortunately, Council was only partially awarded a grant and only for the installation of two water fountains to the value of \$12,240.00 ex GST. Although feedback has been requested as to why only partial funding was received, no response from NTG has been received to date.

The grant agreement (Attachment A) outlines the stipulations for receiving the grant and requests the Common Seal of Council to be affixed.

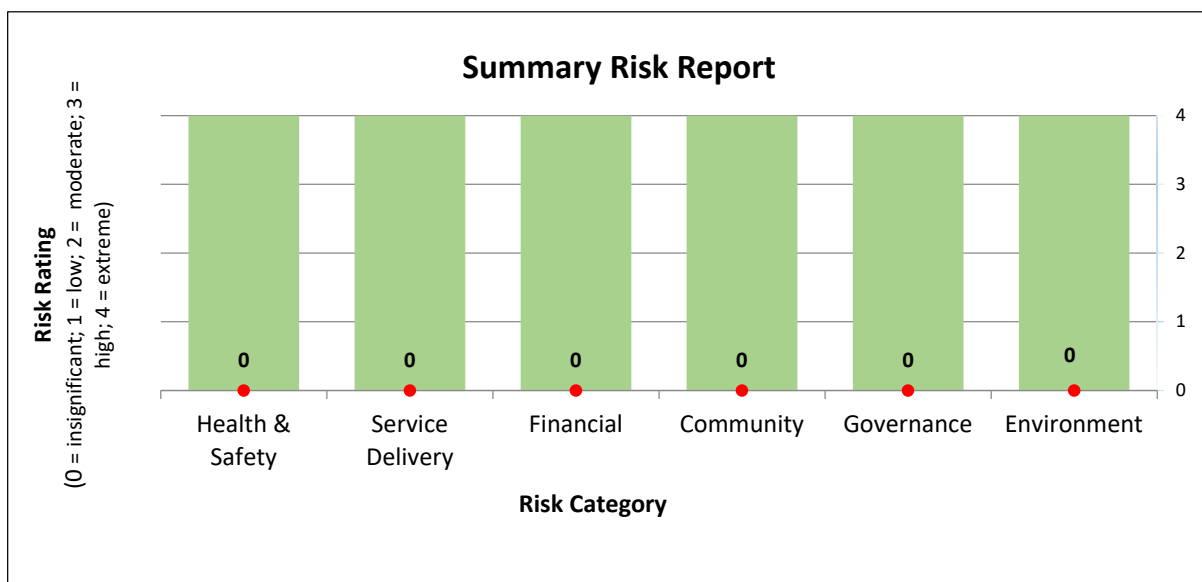
Links with Strategic Plan

A Great Place to Live - Recreation

Legislative and Policy Implications

Nil.

Risks



There are no risks associated with the acceptance of this grant.

Community Engagement

No community engagement has been undertaken in relation to this grant.

Northern Territory of Australia

Short Form Grant Agreement: EDOC2021/122978 - Litchfield Council

For Healthy Lifestyle Grants - Get Active in Litchfield 2021

DETAILS

Grant Activity	Water fountains/water bottle refill stations will be installed at 2 sites		
Us, We, Our (the Territory)	Northern Territory of Australia , care of its agency Department of Health ABN 84085734992		
Our Contact Details	Contact name	Anshul Kaul	
	Contact person position	Senior Policy Officer	
	Postal Address	PO Box 40596, Casuarina, NT 0811	
	Telephone	08 8985 8026	
	Email	HealthPromotionNT.DoH@nt.gov.au	
You, Your, the Recipient)	Litchfield Council		
	Registered (or required to be registered) for GST	Yes	
Your Contact Details	Contact name	Ellie Cuthbert	
	Contact person position	Manager Community Inclusion	
	Postal Address	PO Box 446, Humpty Doo, 0836	
	Telephone	08 8983 0600	
	Email	council@litchfield.nt.gov.au	
Bank Account details for payment of Grant	Account Name		
	Bank		
	Account Number		BSB Code

Grant Purpose	<p>Purpose of the Grant Activity: The water fountains/bottle refill stations will be installed at McMinns Lagoon and Howard Park Recreation Reserve as these two Reserves do not currently have any such facilities for the public to use</p> <p>Objectives of the Grant Activity: The goal of providing the water fountains is to provide a conducive environment for physical activity whilst providing healthy choices.</p> <p>Detailed Description of the Grant Activity: -Consult with key stakeholders on location of drinking fountains -Engage a licensed plumber to install water drinking fountains</p> <p>Conduct of the Grant Activity: The service will maintain a smoke free policy to enclosed buildings and vehicles. The service will only endorse/provide healthy eating options Acquittals and project report at the end of the project.</p>				
Grant	Grant Amount		GST Amount (if applicable)		
	\$ 12,240 exclusive of GST		<input type="checkbox"/> No GST payable <input checked="" type="checkbox"/> GST Amount \$ 1224		
	https://ntgcentral.nt.gov.au/ntg-tools-services/money-and-finance/financial-management/treasury-circulars/tax				
Payment Requirements	The Grant will be paid in accordance with the following table, provided that you are compliant with this Agreement.				
	Pmt No.	Requirement	Anticipated Date	Payment Amount (excl GST)	GST Amount (if applicable or N/A)
	1.	Both parties sign this Agreement	26/2/2021	\$12,240	1224
	2.				
Reporting Requirements	Requirement				Due Date
	Project report achievement against - objectives, - activities, - performance measures				30.6.2022
Acquittal Requirements	Requirement				Due Date
	1. Completed and certified Final Acquittal Form (at Schedule 2);				30.6.2022
Grant Period	1 July 2020 to 30 June 2022				

Special Conditions:	Nil
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TERMS AND CONDITIONS

1. Interpretation and Definitions

- 1.1 A word or phrase in this Agreement that is capitalised is a reference to that word or phrase in the first column of the Details at the start of this Agreement, or as otherwise defined in these terms.
- 1.2 No rules of construction apply to the disadvantage of a party on the basis that that party was responsible for the preparation of this document or any part of it.
- 1.3 The word "including" is not a word of limitation.

2. Acknowledgments

- 2.1 You acknowledge:
 - (a) and agree that this Agreement is, and is intended to be, legally binding;
 - (b) your failure to comply with this Agreement may be taken into consideration in any future grant applications and may result in you being excluded from consideration for subsequent or other funding;
 - (c) where you have an Australian Business Number (ABN), details of this grant may be provided by us to the Australian Taxation Office;
 - (d) and agree we may do anything in connection with this Agreement that may be required for compliance with our public accountability responsibilities, including legislative obligations under privacy and freedom of information laws and the *Independent Commissioner Against Corruption Act 2017* (NT) ("**ICAC Act**"); and
 - (e) you are a "public body" for the purposes of the ICAC Act with respect to the Grant and you are subject to mandatory obligations under that Act to report suspected improper conduct.

3. Special Conditions and Additional Conditions

- 3.1 You must comply with the Special Conditions (if any) and the Additional Conditions to the extent they have application to you or the Grant Activity.
- 3.2 To the extent of any inconsistency between the documents or parts comprising this Agreement, then the following order of precedence will apply:
 - (a) the Special Conditions;
 - (b) the Additional Conditions;
 - (c) these terms and conditions;
 - (d) the Details; and
 - (e) any other document incorporated by reference.

4. Grant of funding

- 4.1 We agree to pay you the Grant subject to the terms and conditions set out in this Agreement.
- 4.2 We will pay the Grant to you in accordance with the Payment Requirements by electronic funds transfer to your Bank Account provided that we have received a tax compliant invoice or, where we issue a recipient created tax invoice, we have issued that invoice.
- 4.3 The Grant must be held only in an account in your name at a bank, credit union or building society that is registered in Australia.

5. Use of the Grant

- 5.1 You must use the Grant (including any interest earned on the Grant) within the Grant Period (or such other period as is agreed to be us in writing) for the Grant Purpose and for no other purpose (unless and until a variation is approved by us in writing).
- 5.2 During the Grant Period, you may request a variation of the Grant Purpose, which request must be in writing, providing reasons for the proposed change and (if applicable) providing a budget for the varied purpose. Approval will be at our discretion and must be in writing.

6. Conduct of the Grant Activity

- 6.1 You must:
 - (a) carry out the Grant Purpose, including all tasks, activities, any project plan, budget and/or performance measures, and in a manner that meets the objectives;
 - (b) carry out the Grant Activity diligently, effectively, in a professional manner to accepted industry standards, in accordance with this Agreement and consistent with the representations made in your grant application/proposal;
 - (c) adequately resource the Grant Activity with appropriately qualified, competent, experienced and skilled personnel;
 - (d) promptly comply with all of our reasonable requests or directions in respect of the Grant Activity;
 - (e) if required by us, keep us fully informed as to the progress of the Grant Activity and the expenditure of the Grant; and
 - (f) promptly advise us in writing of any relevant matters which might affect your ability to deliver or complete the Grant Activity or to meet any of your obligations under this Agreement.

7. Acknowledgement of Grant

- 7.1 You agree to acknowledge our contribution to the Grant Activity in all promotional, advertising or other publications (such as annual reports, newsletters, websites) by using our "Proudly supported by" logo.
- 7.2 We will provide you with the current version of the logo.
- 7.3 The logo must be reproduced only in the format provided and of equal size and prominence to your logo.
- 7.4 We reserve the right to limit and withdraw the use of our name and logo by you.

8. Records, Reporting, Acquittal and Audit

- 8.1 You must keep accurate financial records relating to the Grant so that at all times the use of the Grant is identifiable, ascertainable and substantiated.
- 8.2 You must comply with all Reporting Requirements and Acquittal Requirements by the specified Due Dates.
- 8.3 You authorise us to inspect and audit all of your records in connection with this Agreement and you agree to fully cooperate with us in that regard.
- 8.4 You authorise us to publish or otherwise report on the outcome of the Grant Activity.

9. Withholding funding

- 9.1 If in our reasonable opinion you have not complied with this Agreement in any material way we may, by notifying you in writing, withhold payment of all or any part of the Grant.

10. Unspent, Misused or Unacquitted Grant

- 10.1 If the Grant, or part of it, is not spent on the earlier of:
 - (a) the end of the Grant Period (and we have not agreed a variation); or
 - (b) termination of this Agreement,you must promptly return that part of the Grant that has not been spent to us.
- 10.2 If at any time we form the reasonable opinion that the Grant, or a part of it, has not been used in accordance with this Agreement or has not been acquitted by you to our reasonable satisfaction, then you must repay the Grant, or any part of it, as we require in any written notice we give you.

11. Conflict of Interest

- 11.1 For the purpose of this Agreement, "**Conflict**" means any matter, circumstance, interest, activity or other matter in connection with you, or your officers, employees, subcontractors, agents, advisors, volunteers and other personnel and their related entities, such as parent or subsidiary companies, directors, managers or other persons in a position of influence and their close relatives, which may or may reasonably be perceived to impair you or your personnel's ability to carry out any responsibilities or obligations under this Agreement diligently, independently and impartially.
- 11.2 You warrant that, at the date of signing this Agreement, to the best of your knowledge no Conflict exists or is likely to arise in connection with this Agreement.
- 11.3 If during the performance of this Agreement you become aware of a Conflict, you must immediately notify us and the steps you propose to take to resolve or deal with the Conflict. We may suspend your delivery of the Grant Activity and your use of the Grant until such time as the Conflict is resolved to our satisfaction.

12. Insurance

- 12.1 You must hold and maintain insurance policies in amounts sufficient to insure for your risks and liabilities in connection with this Agreement (such as public liability, accident or injury to your volunteers and employees, plant and equipment, motor vehicle, loss, damage or theft of assets, travel) and provide us with written proof from your insurers when requested.
- 12.2 You are responsible for determining what types and levels of insurance are required to cover the Grant Activity and comply with this clause.

13. Risk & Indemnity

- 13.1 You agree to deliver each Grant Activity at your own risk and we are not liable:
 - (a) to you or your personnel for any loss or damage you suffer or the injury or death of any person, howsoever occasioned; or
 - (b) for the actual cost of the Grant Activity being greater than anticipated.
- 13.2 You indemnify us against all claims, proceedings or actions whatsoever brought or made against us and all losses, damages, costs or expenses we may sustain or incur howsoever arising, whether directly or indirectly in connection with this Agreement, except to the extent caused or contributed to by our negligent act or omission.

14. GST

- 14.1 Any term used in this clause that is referred to in *A New Tax System (Goods and Services Tax) Act 1999* (Cwth) will have the meaning which it has in that Act.
- 14.2 You must pay all taxes, duties and government charges imposed or levied in connection with the performance of this Agreement, except as provided by this clause.
- 14.3 The Grant Amount is GST exclusive.
- 14.4 If you are not registered for GST, you warrant that you are not required to be registered for GST, and you must not charge GST.
- 14.5 If you are registered for GST or are required to be registered for GST and the Grant Amount is being provided in return for a Taxable Supply, we will pay you the GST Amount on provision of a tax invoice by you or a recipient created tax invoice ("**RCTI**") by us.
- 14.6 The parties acknowledge and agree that, prior to the Supplier (you) providing the Recipient (us) with a tax invoice for a supply as described in clause 14.5, we may (at our discretion) issue you with a RCTI and/or adjustment note in respect of the supply on the following terms and conditions, or otherwise in a format set out by the Australian Taxation Office:
 - (a) both parties acknowledge that they are registered for GST when the RCTI is issued and the RCTI must show your Australian Business Number ("**ABN**");
 - (b) you agree that we can issue tax invoices in respect of the supply within 28 days from the date of determining the value of the supply;

- (c) you will not issue tax invoices in respect of the supply;
 - (d) you will notify us if you cease to be registered for GST purposes.
- 14.7 If the GST Amount differs from the amount of GST paid or payable, we must issue an appropriate recipient created adjustment note and pay you or you must pay us, as the case may be, any difference within 14 days.
- 14.8 No party may claim or retain from the other party any amount in relation to a supply made under this Agreement for which the first party can obtain an input tax credit or decreasing adjustment.
- 14.9 If you become registered for GST or become required to be registered for GST, or you cease to be registered for GST, you must notify us within 7 days.

15. Intellectual Property

- 15.1 Intellectual property in material created by or on your behalf in the course of, or for the purpose of, the Grant Activity ("**Agreement Material**") vests in you.
- 15.2 You grant us a perpetual, irrevocable, royalty-free, non-exclusive licence to use, adapt, communicate, publish, reproduce, and sub-licence Agreement Material (including material that is incorporated in or supplied with that Agreement Material) for our governmental purposes.
- 15.3 Where the Agreement Material is a work that is primarily created for aesthetic appeal or artistic expression, the licence in clause 15.2 is limited to use promoting the purpose of the Grant Activity or promoting the Northern Territory Government or the Northern Territory.

16. Confidential Information and Privacy

- 16.1 The parties will not disclose each other's information that is marked as or is agreed to be confidential, or which should reasonably be assumed to be confidential, without prior written consent of the party whose information is to be disclosed unless required or permitted by law.
- 16.2 You agree to deal with all 'personal information' (as defined in the *Information Act 2002* (NT)) in connection with the Grant Activity in a manner that is consistent the Information Privacy Principles set out in that Act as if you were a public sector organisation.

17. Notices

- 17.1 All communications required to be given in writing in this Agreement must be given by registered post or by email to the relevant party's Contact Details. A communication sent by:
- (a) prepaid post is taken to be received on the 3rd business day after posting; and
 - (b) email is taken to have been received at 9.00 a.m. on the following business day, subject to no automated notification having been sent advising that the email was not delivered or the addressee is "out of office" or similar.

18. Debt Due and Payable

- 18.1 Without prejudice to any of our other rights under this Agreement, we may recover any amounts that you owe to us under this Agreement as a debt due and payable to us by you upon demand or set off the amount against future payments under this or any other agreement with you.

19. Intervening Event

- 19.1 You must notify us if you are unable to perform any part of your obligations under this Agreement due to a circumstance or event which could not reasonably have been foreseen by you and is caused by circumstances beyond your reasonable control (but does not include circumstances caused by acts or omissions of you, your officers, employees, subcontractors or agents) ("**Intervening Event**").
- 19.2 In the event of an Intervening Event, your performance under this Agreement and our obligation to pay shall be suspended for the period that the event continues and you will have a reasonable extension of time for performance of your obligations in the circumstances.

20. Disputes:

- 20.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have first tried and failed to resolve the dispute by negotiation and mediation. The procedure for dispute resolution does not

apply to action relating to termination or urgent litigation or where a party unreasonably fails to participate in negotiation or mediation.

21. Termination

- 21.1 We may immediately terminate this Agreement by written notice to you if in our reasonable opinion:
- (a) you are no longer able or willing to complete the Grant Activity;
 - (b) you have a Conflict that cannot be resolved to our satisfaction or remains unresolved after a reasonable period of time;
 - (c) information provided to us by you contained materially incorrect, false or misleading information;
 - (d) you breach or otherwise fail to comply with this Agreement and you fail to remedy that breach within the period specified in our notice to you;
 - (e) an Intervening Event continues for more than 30 consecutive days; or
 - (f) you are insolvent or become subject to any form of external administration,
- and clause 10 will apply.

22. General

- 22.1 Survival: The expiry or earlier termination of this Agreement does not affect the continued operation of a clause that expressly or by its nature survives the termination or expiry of this Agreement.
- 22.2 No assignment: This Agreement is not assignable or transferrable without our written consent.
- 22.3 Variation: This Agreement may only be varied by an agreement in writing between the parties.
- 22.4 Warranties: You warrant that you are properly established and constituted at law and you have the power and authority to enter into this Agreement.
- 22.5 Compliance with laws: You agree to comply with all laws relevant to the Grant Activity and your obligations under this Agreement.
- 22.6 Entire Agreement: This Agreement constitutes the entire agreement between the parties in respect of the Grant.
- 22.7 Severance: If a court determines that a word, phrase, sentence, paragraph or provision in this Agreement is unenforceable, illegal or void then the rest of this Agreement continues in effect as if the invalid part were excluded.
- 22.8 Waiver: A waiver by a party of any right under this Agreement, including a failure to enforce an obligation or exercise a right, is not, and will not be deemed to be, a waiver of any other right of that party under this Agreement.
- 22.9 Governing law: This Agreement will be governed by and construed in accordance with the laws of the Northern Territory. The parties submit to the non-exclusive jurisdiction of the courts of the Northern Territory.
- 22.10 Execution: The parties agree that this Agreement may be executed in any number of counterparts, which may be signed using a digital signature and may be given to the other party by electronic means. Each signed counterpart when read together will be deemed to form one binding Agreement.
- 22.11 Legal costs: Each party must pay their own legal costs of and incidental to the preparation, negotiation and execution of this Agreement.

EXECUTION PAGE

You agree that, before executing this Agreement you have read and understood all of the terms and conditions of this Agreement, you are fully aware of your rights, duties and obligations under this Agreement, and the persons signing are fully authorised to execute this Agreement to legally bind the Recipient.

Executed as an Agreement.

SIGNED by

(print name of delegate) for and on behalf of the **NORTHERN
TERRITORY OF AUSTRALIA** pursuant to a delegation under the
Contracts Act 1978 in the presence of:

.....

(Signature of Delegate)

Date: / / 20.....

.....
(Signature of Witness)

.....
(Name of Witness)

The **COMMON SEAL** of **[Print Legal Name]**
was hereto affixed

on the day of
(Print Day in Words) (Print Month and year)

in the presence of
(Print Name of Director) (Signature)

and
(Print Name of Director/Secretary) (Signature)

SCHEDULE 1

Additional Conditions

1. **Subcontracting and Buy Local**

- 1.1. If you engage subcontractors to carry out the Grant Activity (or any part of it) you must:
- (a) use your reasonable endeavours to engage enterprises operating in the Northern Territory, that have a permanent presence in the Northern Territory, and employ Northern Territory residents ("**Territory Enterprises**");
 - (b) conduct an appropriate competitive process inviting Territory Enterprises (and any other enterprises) to submit quotes or tenders, having due regard to probity;
 - (c) avoid conflicts of interest; and
 - (d) encourage subcontractors to engage Territory Enterprises to carry out subcontract work associated with the Grant Activity,
- and, if required by us, you must provide us with details of your compliance with this clause.
- 1.2. Subcontracting does not relieve you of any obligation or liability under this Agreement.
- 1.3. If you have not paid a subcontractor for its completed work on the Grant Activity, we may, in our absolute discretion, directly pay the subcontractor on your behalf and you will owe that amount to us.

2. **Capital and Minor Works**

- 2.1. This clause applies where the Grant Activity involves the acquisition, construction or improvement of structural assets or equipment, including building and construction of new facilities, extension to or upgrading of existing facilities, the purchasing, installation or upgrading of equipment, fixtures and fittings, general repairs and maintenance on existing facilities, equipment, fixtures and fittings ("**Works**").
- 2.2. You must:
- (a) ensure the Works are completed by the end of the Grant Period;
 - (b) ensure the Works are carried out diligently, effectively, in a proper and workmanlike manner, and in accordance with all applicable laws and Australian Standards;
 - (c) only engage contractors who are appropriately qualified, skilled and experienced;
 - (d) unless you have our prior written consent, only engage contractors and personnel with respect to the Works that do not have a Conflict; and
 - (e) ensure that you, your employees and your contractors, comply with all requirements of the work health and safety legislation applicable to such Works, including legislation relating to asbestos.
- 2.3. You warrant that:
- (a) you have the right to undertake the Works at the site at which the Works will be carried out, and you have obtained any consents, approvals, agreements, authorisations or permissions of the owner and/or lessee of that site; and
 - (b) the site at which the Works will be carried out is, and will at all times be, fit for the purposes of carrying out the Grant Activity and the Works.

3. **Registered Training Organisations**

- 3.1. If you are a registered training organisation, you must maintain registration in accordance with, and comply with the requirements of, the *National Vocational Education and Training Regulator Act 2011* (Cth) and the VET Quality Framework.

4. **Auspiced bodies**

- 4.1. If you are the administering body of the Grant for another organisation (such as an unincorporated association):
- (a) prior to disbursing the Grant Amount to that organisation, you must first ensure we are aware of, and have agreed to, your grant administration arrangement for that organisation; and
 - (b) you are not relieved of any of your obligations under this Agreement.

5. **Assets**

- 5.1. For the purpose of this clause, "**Asset**" means any item of property that has been created, acquired or leased wholly or in part with the Grant Amount, or that we otherwise provide to you for a Grant Activity, but does not include consumable items.
- 5.2. You must first obtain our written consent before using the Grant Amount to acquire an Asset valued at \$10,000 or more. Our consent is already granted for any Asset expressly described in the Details.
- 5.3. The Asset must be used primarily for the Grant Activity and you must:
 - (a) own the Asset in your name and, if the Asset is capable of being registered, register it in your own name;
 - (b) hold the Asset securely and safeguard it against theft, loss, damage and unauthorised use;
 - (c) maintain the Asset in good working order; and
 - (d) maintain, and provided to us on request, a register of Assets including date of acquisition, price, description and location.
- 5.4. You must seek our prior written consent before disposing of an Asset and we may direct you to sell for the best price reasonably obtainable (and retain for an approved purpose, or pay to us, some or all of the sale price) or otherwise dispose of the Asset, including transferring the Asset to a third party.
- 5.5. If you dispose of an Asset without our prior written consent, we may by written notice require you to repay that part of the Grant Amount we contributed to the acquisition cost of the Asset.

Northern Territory of Australia

Declaration and Final Acquittal Form

Section A: Project Details

For: Get Active in Litchfield 2021

Recipient: Litchfield Council

Grant Period: 01 July 2020 – 31 June 2022

Grant: Healthy Lifestyle Grant

Section B: Declaration

1. I **[insert full name of Duly Authorised Officer 1]** and **[insert full name of Duly Authorised Officer 2]** certify, and solemnly and sincerely declare, that:
 - (a) the Recipient has met the performance measures, and has achieved the outcomes and outputs set out in the Grant Purpose;
 - (b) the Recipient has expended the total Grant on the Grant Activity in accordance with the terms and conditions of the Grant Agreement with the Northern Territory of Australia;
 - (c) the Recipient has recorded and retained original invoices and receipts with respect to the Grant; and
 - (d) the Recipient has completed and submitted to the Territory the Reports, Acquittals and proof of expenditure required under the Grant Agreement.
2. We each acknowledge that the Territory may audit the organisation to verify the accuracy of the information contained in this document.
3. We each warrant that we are authorised by and are signing for and on behalf of the Recipient.
4. We each declare the information contained in this document is true and correct and acknowledge that it is an offence to make a declaration that is false in any material particular under the *Oaths, Affidavits and Declarations Act 2010*.

This declaration is made at **[insert the place where the declaration is being made, e.g. Darwin]**.

Duly Authorised Officer 1		Duly Authorised Officer 2	
Name:		Name:	
Title:		Title:	
Signature:		Signature:	
Date: / / 20	Date: / / 20



COUNCIL REPORT

Agenda Item Number:	15.01.03
Report Title:	Community Event Opportunity
Author:	Nicky McMaster, Manager Communications and Engagement
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	21/04/2021
Attachments:	A: Freds Pass Rural Show Committee Proposal to Litchfield Council

Executive Summary

This report provides Council with details on the community event proposed to be delivered in partnership between Freds Pass Rural Show Committee and Litchfield Council in lieu of the recently cancelled 2021 Freds Pass Rural Show, utilising previously committed sponsorship funds of \$40,000.

Recommendation

THAT Council:

1. agree to partner with the Freds Pass Rural show Committee to deliver the proposed community event; and
2. approve the redirection of the \$40,000 committed sponsorship funds from the Freds Pass Rural Show to the proposed community event.

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.

At Council's monthly meeting on Wednesday 17 March 2021, there was a Council resolution as follows:

THAT Council:

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;*
 - 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.*

On 31 March 2021, the Freds Pass Rural Show Committee (the Committee) held a Special General Meeting to elect a new committee and decide on the future of the 2021 Freds Pass Rural Show. A new committee was established, and they have commenced working through the relevant details to determine if an event can be coordinated under the banner of this newly established Show committee.

Attachment A is a formal proposal from the new Committee to Council that 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.

There is an option of Council not being involved with delivering a community event, however, without Council's support the new Committee will be unable to run the community event solo which will leave a void for this iconic weekend. This is a one-off proposal for partnering with the Committee to deliver a community event and has no long term commitments for Council to the Freds Pass Rural Show.

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.

It is important to note that the preliminary planning for the Community Event is changing day by day. This is a result of ongoing discussions with stakeholders and their availability or otherwise to support a proposed community event.

Listed below are the preliminary activities for the Community Event.

Event to take place on Saturday 22 May 2021, 9am to 10pm.

Primary functions of the event is to:

- a) develop a collaborative partnership between the Freds Pass Rural Show Committee and Litchfield Council to deliver a successful community event;
- b) provide the community with an opportunity to enjoy a variation of the Freds Pass Rural Show at no cost; and
- c) provide opportunities for community groups and local businesses to benefit through exposure and financial gain.

Item	Activity
1	Venue Hire
2	Engaging consultant
3	Market Stalls
4	Food stalls
	Table and seating
5	Kid's Corner
6	Community opportunities
7	Talent Quest
8	Bird Display
	Tart and Tartlet of the Show
9	Poultry
10	Vintage Car Display
11	Outdoor Cinema
12	Live music
	Group performances
13	Bar – open from 12noon to 10pm
14	Site Manager
15	Sponsors
16	Rubbish collection
17	Volunteers
18	Parking
19	Cleaning
20	Toilets
21	Generators and lighting towers
	Electrician
22	Marketing
23	Promotion
24	Security
25	First Aid
26	Public Liability and Insurance
27	Plans
28	ATMs

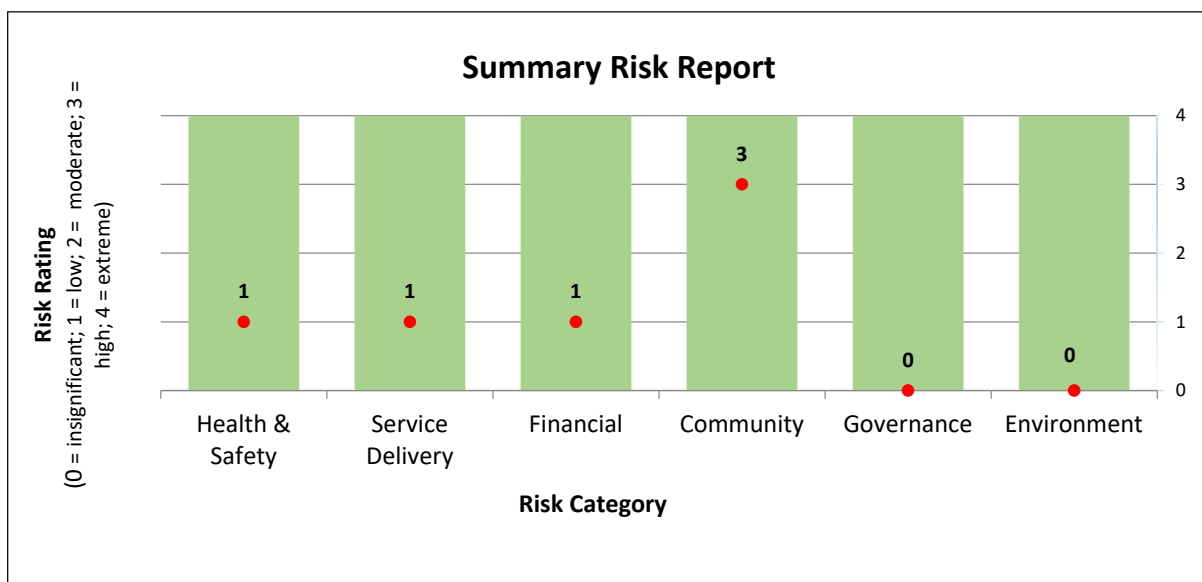
Links with Strategic Plan

Everything You Need - Community Prosperity

Legislative and Policy Implications

Nil

Risks



Health and Safety:

Health and safety risks are considered low. While the planning and delivery of an event at size and scale inherently comes with risks. These risks will be mitigated and, in any event, the high-risk activity of the traditional rural show activities (sideshow alley) will not be part of the proposed community event.

Service Delivery:

The proposal from the Committee has included staff time to support the partnership of the event planning and delivery. Operational arrangements have already been put in place to support a request like this and ensure minimal, if any, operational service delivery timelines are compromised.

Financial:

Financial risks are considered low given that there has been confirmation of the \$40,000 sponsorship being available for use at the community event – if supported by Council.

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 Show is not able to go ahead without support from Council (or another entity willing to fund the event). While running certain community events is not Council's core role, providing a partnership to the Freds Pass Rural Show Committee will be seen favourably by the Committee and the community.

Legal:

The Committee and Council staff will work together to ensure public liability and insurances are in place.

Community Engagement

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

A communications and marketing plan will be developed to ensure the community are well informed about the community event and that current and new sponsors, including Litchfield Council are recognised.

Dear Chief Executive Officer/Daniel,

I would like to formally introduce the new Freds Pass Rural Show Committee and submit a proposal to partner with Litchfield Council to deliver a community event in lieu of the Freds Pass Rural Show for 2021.

Our new committee is:

Shirley Preston – Chairperson and Public Officer

Trudy Stewart – Treasurer

BJ Reichman – Secretary

Penny Parkinson – Vice Chairperson

General Committee

Charles Wade, Ros McMillan, Lindsey Stewart and Colin Parkinson

Proposal:

1 – Freds Pass Rural Show Committee and Litchfield Council partner to deliver a free community event on Saturday 23 May. Whether a Friday night 50K Feast can be added to the event or not is still unclear and I am seeking more information with Mintkey.

2 – Litchfield Council to allocate a .5 FTE resource for the next six weeks to assist with:

- Planning
- Media, marketing and communications
- Event delivery

3 – The Freds Pass Show Committee is not requesting any further funding from Litchfield Council, however, in accordance with the sponsorship agreement to deliver the Freds Pass Rural Show, we seek your support to re-direct the current sponsorship funds of \$40,000 to deliver this event.

As you are aware, the time frame to the weekend in May is fast approaching and the Freds Pass Rural Show is grateful for the opportunity to partner with Litchfield Council. Without this support a community event of any kind would not be possible to go ahead.

If Litchfield Council are in agreement of the above proposal, in good faith, we propose that we both work on a draft budget, and then evaluate the feasibility and scope of this project within the current resources available, before coming into a formal agreement.

Regards

Shirley Preston

Chairman

Freds Pass Rural Show Inc

Ph: 0411056564 – PO Box 639 Coolalinga NT 0839

Email: chairman@fredspassruralshow.com.au

Website: www.fredspassruralshow.com.au





COUNCIL REPORT

Agenda Item Number:	15.02.01
Report Title:	Litchfield Council Finance Report – March 2021
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	21/04/2021
Attachments:	Nil

Executive Summary

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

Council received \$1.8 million of Roads to Recovery (R2R) funding in December 2020 which has been recognised as liabilities in the report. As projects are progressed through to completion, the funding will be recognised as income in line with the revised accounting standards.

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

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

Recommendation

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

Background

Detailed financial information presented in the following pages.

Links with Strategic Plan

A Well-Run Council - Good Governance

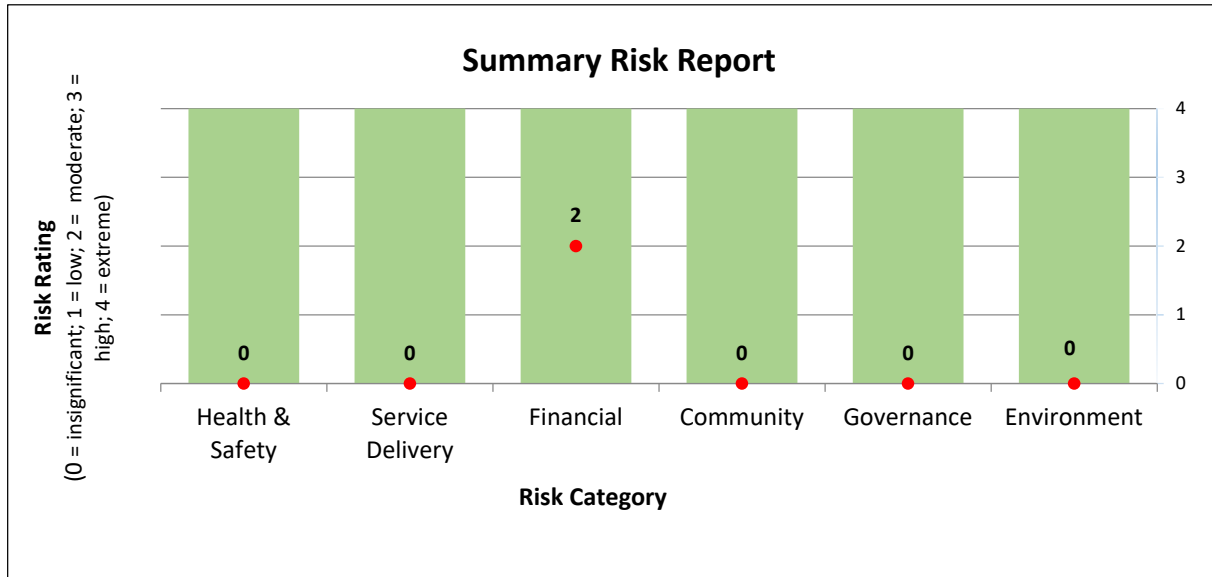
Legislative and Policy Implications

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**

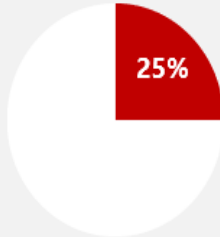


Finance Report

March 2021

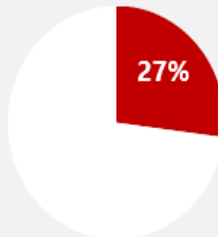
MARCH 2021

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

\$22m

20 of 45

Budgeted Capital
Projects Completed

\$15m

Forecast Cash
Reserves June 2021

\$ 15.0m

OPERATIONAL REVENUE

\$17m Budget – 88% Target Achieved

\$ 10.1m

OPERATIONAL EXPENSES

\$15m Budget – 67% Spent

\$ 4.9m

OPERATING SURPLUS

Budget \$2m

\$ 1.7m

CAPITAL REVENUE

\$3.4m Budget – 49% Target Achieved

\$ 5.6m

CAPITAL EXPENSES

\$10.9m Budget –51% Spent

\$ (3.8)m

CAPITAL DEFECIT

Budget (\$7.5m)

RATIOS

25%

Asset Sustainability
Target 60% and more

27%

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 31 March 2021

	2020/21 Budget	2020/21 YTD Actuals	% of Budget
REVENUE	(\$)	(\$)	
Rates	10,796,659	10,700,397	99%
Stat Charges	200,000	113,688	57%
User Charges	1,436,033	1,263,932	88%
Grants	3,668,423	2,282,243	62%
Inv Income	523,201	454,692	87%
Other Revenue	517,027	232,116	45%
TOTAL REVENUE	17,141,343	15,047,067	88%
EXPENSES	(\$)	(\$)	
Employee Costs	6,699,163	4,812,478	72%
Auditors Fees	63,356	16,277	26%
Bad Debts	46,713	40,783	87%
Elected Member	274,907	164,611	60%
Cemetery Operations	389,949	265,108	68%
Contractors	4,165,452	2,472,291	59%
Energy	176,300	120,846	69%
Insurance	308,157	303,157	98%
Maintenance	451,820	349,827	77%
Legal Expenses	82,004	33,185	40%
Donations and Community Support	204,832	162,456	79%
Computer / IT Costs	413,255	277,606	67%
Parts, Accessories & Consumables	188,960	98,130	52%
Professional Fees	975,270	509,765	52%
Sundry	693,492	478,590	69%
TOTAL EXPENSES	15,133,630	10,105,110	67%
RESULT	2,007,713	4,941,957	246%¹

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

CONSOLIDATED BALANCE SHEET at 31 March 2021

	28-Feb-21	31-Mar-21	Movement
CURRENT ASSETS	(\$)	(\$)	(\$)
Cash & Cash Equivalents	1,486,074	853,003	(633,071)
Trade and Other Receivables	3,154,188	2,513,068	(641,119)
Other Financial Assets	22,356,748	22,374,596	17,849
Other Current Assets	187,365	179,547	(7,819)
TOTAL CURRENT ASSETS	27,184,374	25,920,214	(1,264,161)
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	301,369,855	301,369,855	0
Other Non-Current Assets	9,571,376	9,926,987	355,611
TOTAL NON-CURRENT ASSETS	310,941,231	311,296,842	355,611
TOTAL ASSETS	338,125,605	337,217,056	(908,549)
CURRENT LIABILITIES	(\$)	(\$)	(\$)
Trade and Other Payables	3,250,905	3,355,745	104,840
Current Provisions	610,145	602,116	(8,029)
TOTAL CURRENT LIABILITIES	3,861,049	3,957,861	96,812
NON-CURRENT LIABILITIES	(\$)	(\$)	(\$)
Non-Current Provisions	432,240	408,080	(24,160)
TOTAL NON-CURRENT LIABILITIES	432,240	408,080	(24,160)
TOTAL LIABILITIES	4,293,289	4,365,941	72,652
NET ASSETS	333,832,316	332,851,115	(981,201)
EQUITY	(\$)	(\$)	(\$)
Accumulated Surplus	18,268,873	17,287,672	(981,201)
Asset Revaluation Reserve	294,301,835	294,301,835	0
Other Reserves	21,261,608	21,261,608	0
TOTAL EQUITY	333,832,315	332,851,115	(981,200)

OPERATING POSITION BY DEPARTMENT

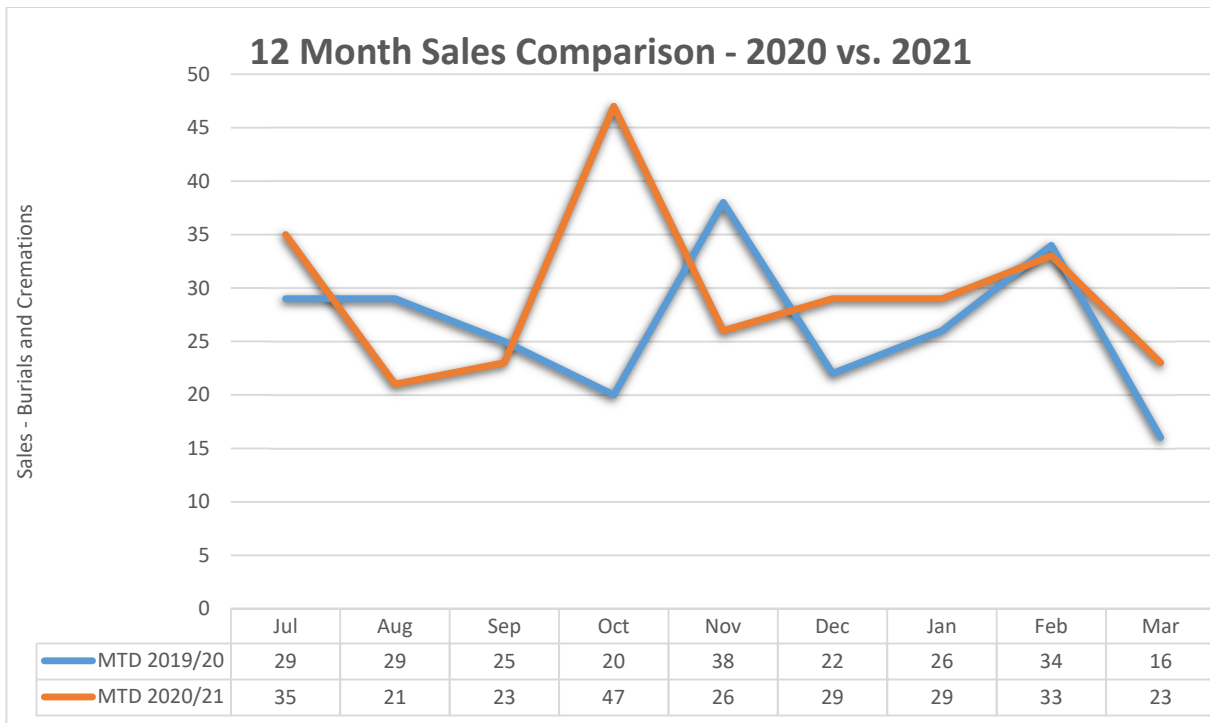
The 2020/21 rates and charges have been applied to properties and recognised in Council's accounts, which is reflected in year to date revenue. The surplus position is subject to decrease as operating expenses are incurred as the year progresses.

	2020/21 Budget	2020/21 YTD Actuals	% of Budget
REVENUE	(\$)	(\$)	
Council Leadership	3,000	6,480	216%
Corporate	150,003	140,000	93%
Information Services	27,300	27,300	100%
Finance & Customer Service	8,930,417	8,448,031	95%
Infrastructure & Assets	2,924,174	1,574,941	54%
Planning & Development	165,040	51,180	31%
Waste Management	3,162,705	3,133,896	99%
Community	135,300	129,369	96%
Community - Library	419,854	406,262	97%
Mobile Workforce	-	-	-
Regulatory Services	200,400	113,927	57%
Cemetery	1,023,150	1,015,682	99%
TOTAL REVENUE	17,141,343	15,047,067	88%
EXPENSES	(\$)	(\$)	
Council Leadership	1,093,757	692,674	63%
Corporate	746,124	494,510	66%
Information Services	665,215	447,340	67%
Finance & Customer Service	1,491,599	1,237,963	83%
Infrastructure & Assets	3,103,663	1,514,610	49%
Planning & Development	556,369	478,511	86%
Waste Management	2,898,634	1,986,588	69%
Community	1,540,701	1,306,375	85%
Community - Library	419,854	229,787	55%
Mobile Workforce	1,153,150	725,288	63%
Regulatory Services	560,580	320,879	57%
Cemetery	903,984	670,586	74%
TOTAL EXPENSES	15,133,630	10,105,110	67%
OPERATING RESULT	2,007,713	4,941,957	246%

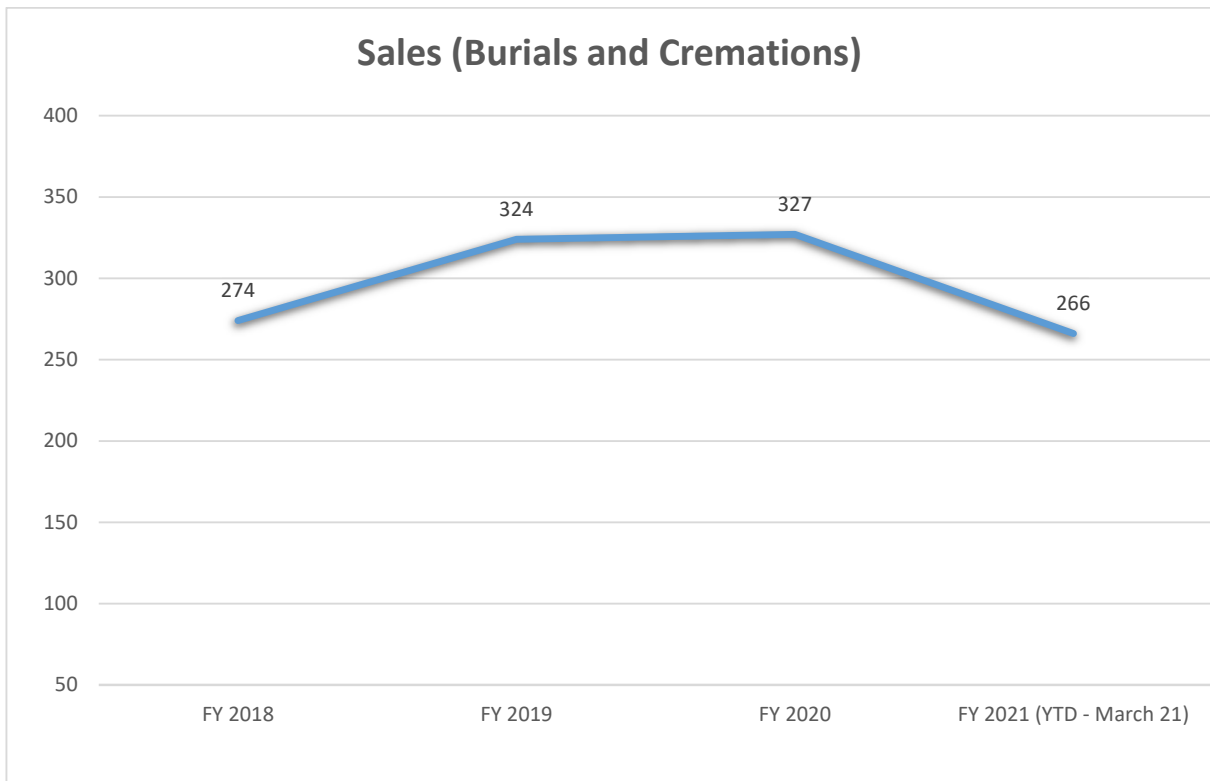
THORAK REGIONAL CEMETERY SALES

To date Thorak Regional Cemetery has completed 266 interments and cremations, an increase of 27 from the same time last year.

Below provides a comparison by month against last year:



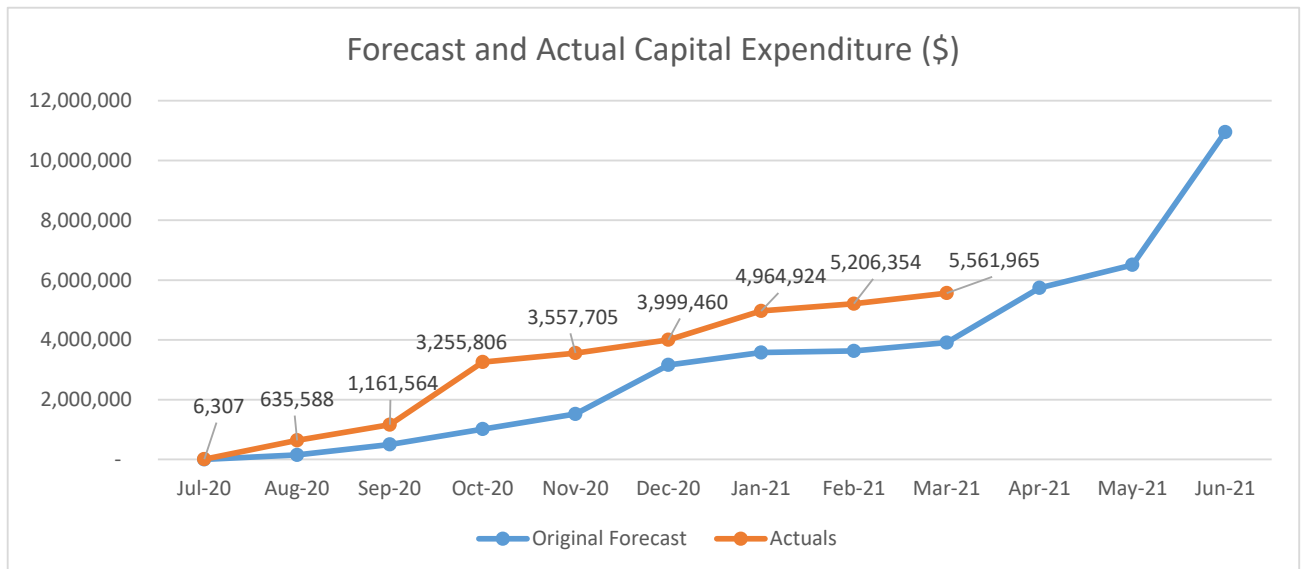
Below present a sales comparison over the last 4 years:



CAPITAL BUDGET POSITION

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

	2020/21 Budget	2020/21 YTD Actuals
REVENUE	(\$)	(\$)
Council Leadership	0	66,997
Infrastructure & Assets	2,942,083	1,028,436
Information Services	38,856	38,856
Planning & Development	57,011	238,160
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	1,685,537
EXPENSES	(\$)	(\$)
Infrastructure & Assets	9,641,925	4,605,027
Information Services	38,856	38,856
Planning & Development	132,011	60,617
Mobile Workforce	0	0
Community	767,471	712,938
Regulatory Services	60,000	18,504
Waste Management	230,000	56,520
Cemetery	80,000	69,503
TOTAL EXPENSES	10,950,263	5,561,965
CAPITAL RESULT	(7,521,842)	(3,876,429)



Capital Works Projects

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	March 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	214,651	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	405	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	472,418	Project Delivery	Yes	Yes	50%	
Road Safety Upgrades*	Aug-20	Sep-21	514,910	31,146	Project Initiation	No	Yes	6%	Power Road Floodway - Due to site complexities, project completion date on the Blackspot Project has been extended. Approval for project extension currently underway with funding body, delays are not expected to compromise any safety issues.
Waste Vehicle Replacement	Sep-20	Jun-21	170,000	42,370	Project Initiation	Yes	Yes	25%	
Reserve Building Renewal & Compliance	Sep-20	Jun-21	20,000	0	Project Initiation	Yes	Yes	0%	
Reserve Playground Renewal	Sep-20	Jun-21	12,000	0	Project Initiation	Yes	Yes	0%	

Knuckey Lagoon Building works	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	0	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	23,380	Project Delivery	Yes	Yes	58%	
Kerb Renewal and Upgrade	Oct-20	Jun-21	10,000	0	Project Initiation	Yes	Yes	0%	
Pavement Renewal*	Aug-20	Sep-21	485,000	19,790	Project Initiation	No	Yes	4%	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 on hold whilst LRCI funding applications are being produced for lodgement and approval of the project.
Dog Pound Upgrade	Apr-21	Jun-21	60,000	18,498	Project Delivery	Yes	Yes	31%	
Waste Transfer Station Renewal	Aug-20	Jun-21	50,000	14,150	Project Initiation	Yes	Yes	28%	
Waste Strategy	Sep-20	Jun-21	10,000	0	Project Initiation	Yes	Yes	0%	
Thorak Cemetery Asset Renewal	Aug-20	Jun-21	20,000	14,901	Completed	Yes	Yes	75%	
Thorak Cemetery Vehicle Replacement	Aug-20	Jun-21	60,000	54,602	Completed	Yes	Yes	91%	
Pavement Renewal - Whitewood Road	Started in 2019-20	Jun-20	11,746	11,746	Completed	No	Yes	100%	
Works - Whitewood Road, Howard Springs*	Started in 2019-20	Jun-20	345,661	341,253	Completed	No	Yes	99%	

Pavement Renewal - Stevens Road	Started in 2019-20	Jun-20	166,863	172,396	Completed	No	No	103%	Additional invoice received after BR1.
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	407,316	Completed	No	Yes	94%	
Smart Controls for LED lighting*	Started in 2019-20	Jun-21	169,743	161,924	Completed	Yes	Yes	95%	
Council office – automatic doors all ability access	Started in 2019-20	Jun-20	22,000	3,750	On Hold	No	Yes	17%	On hold pending outcome from proposed new chambers and community hall
Brougham Road - January 2018 Monsoonal Damage*	Started in 2019-20	Jun-20	0	117,269	Completed	No	No	No Budget	
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%	Weather has affected stage 1 completion. With seal scheduled for all roads by April 2021.
Freds Pass Reserve Infrastructure Upgrade	Started in 2019-20	Dec-20	463,277	422,115	Project Delivery	Yes	Yes	91%	
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	148,979	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%	

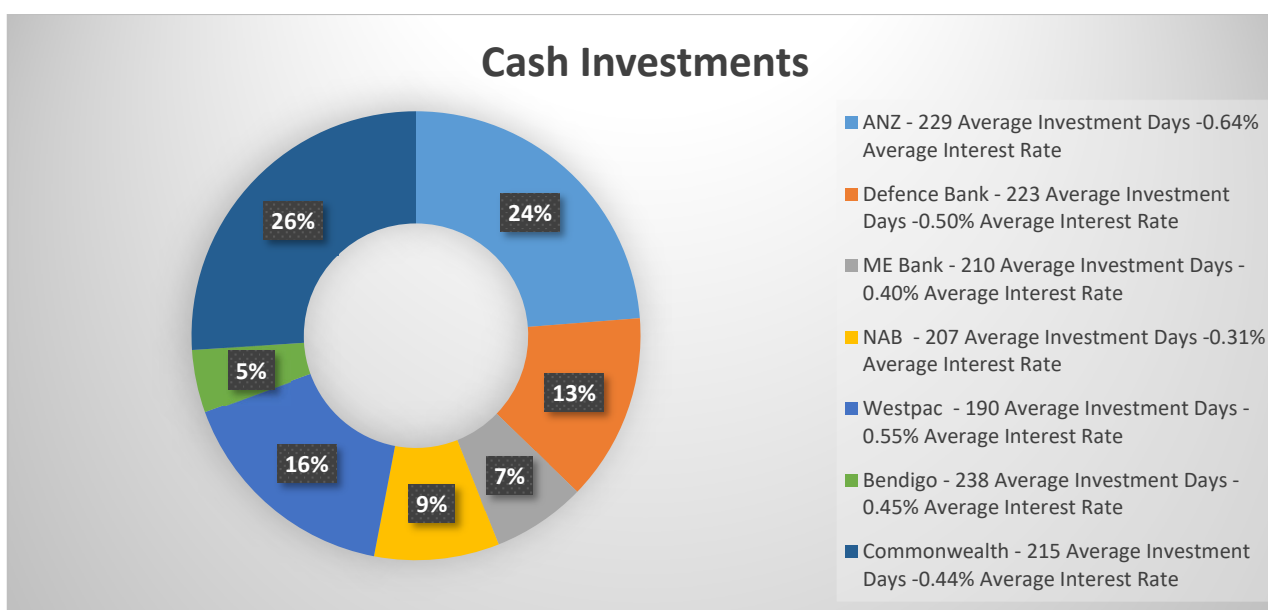
**Grant Funded projects*

CASH ON HAND & INVESTMENTS

Investment Schedule as at 31 March 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 (\$)
21/08/2020	800,000	228	ANZ	0.80%	6/04/2021	3,998
1/09/2020	1,112,040	231	Westpac	0.82%	20/04/2021	5,771
23/09/2020	3,000,000	216	ANZ	0.65%	27/04/2021	11,540
28/01/2021	1,007,748	103	Westpac	0.49%	11/05/2021	1,393
6/10/2020	1,515,515	242	ANZ	0.48%	5/06/2021	4,823
29/10/2020	1,000,000	236	Commonwealth	0.54%	22/06/2021	3,492
5/11/2020	2,000,000	236	Defence Bank	0.55%	29/06/2021	7,112
18/11/2020	2,000,000	237	Commonwealth	0.50%	13/07/2021	6,493
1/12/2020	1,566,486	236	Westpac	0.35%	25/07/2021	3,545
3/12/2020	1,500,000	236	Commonwealth	0.47%	27/07/2021	4,558
8/12/2020	1,009,052	238	Bendigo	0.45%	3/08/2021	2,961
16/02/2021	321,154	181	Commonwealth	0.35%	16/08/2021	557
15/02/2021	1,000,000	186	Commonwealth	0.35%	20/08/2021	1,784
23/02/2021	1,007,042	196	NAB	0.31%	7/09/2021	1,676
23/02/2021	1,007,042	217	NAB	0.31%	28/09/2021	1,856
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
TOTAL INVESTMENTS	22,374,596					67,680



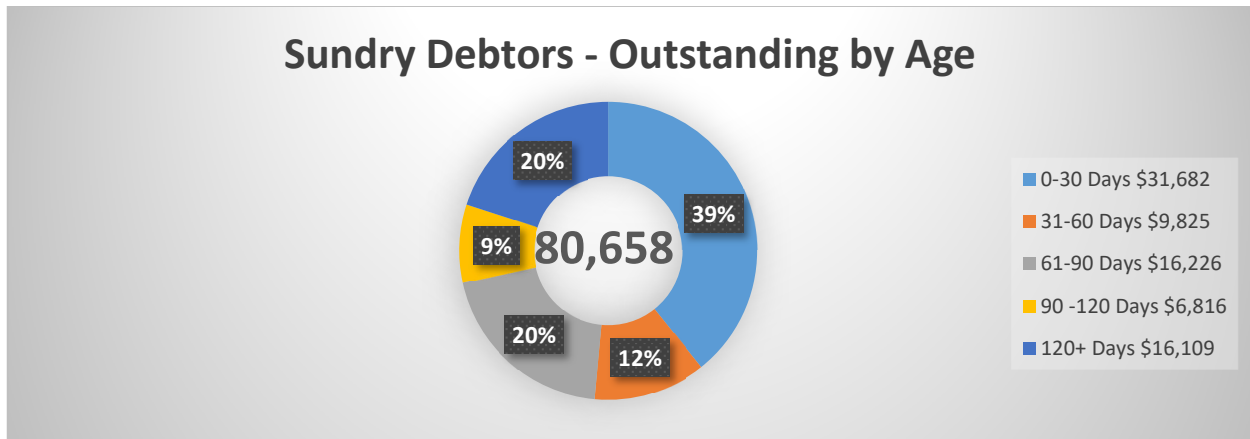
FINANCIAL RESERVES

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)	13,304,856
TOTAL RESERVES	22,708,896	(7,213,243)	15,495,653

DEBTORS

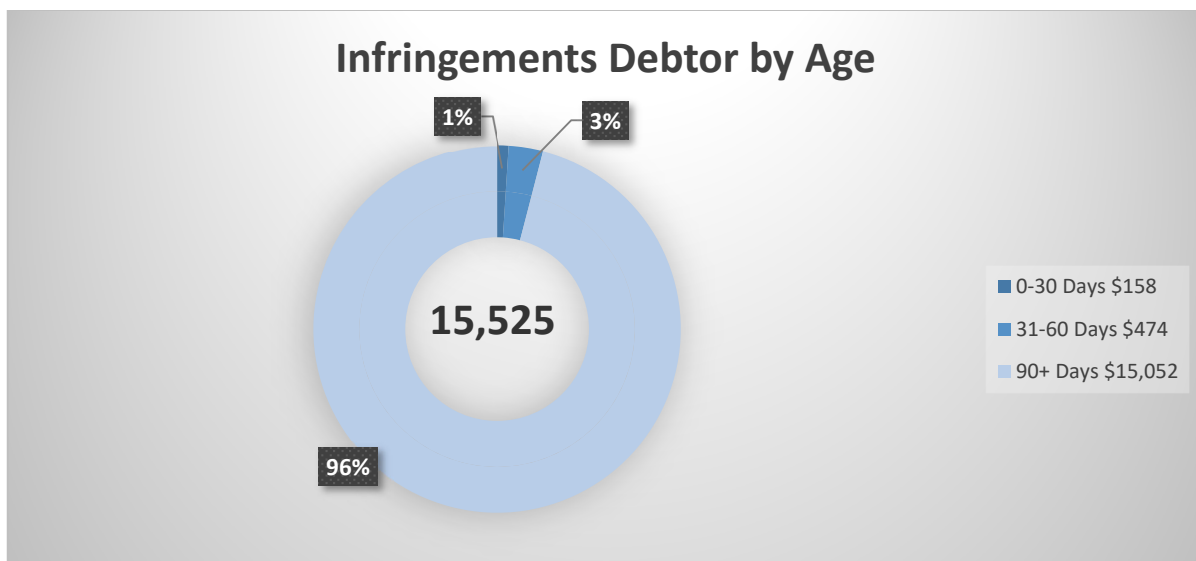
Total Debtors as at 31 March 2021 is \$80,658. \$42,213 relates to Thorak Regional Cemetery and is a reflection of the increased revenue this month with 55% attributed to three (3) funeral providers.



Currently, there are eight (8) debtors outstanding for more than 120 days. Accounts receivable has followed up on all outstanding debts via phone and email with debts to be paid within fourteen business days. One debt, totalling \$2K has been referred to debt collectors.

FINES AND INFRINGEMENTS

As at 31 March 2021, Council has sixty-five (65) infringements outstanding with a balance of \$15,682, an increase of \$157 from February. Four (4) have been newly issued, two (6) have been sent with reminders and fifty-five (55) of these have been forwarded to Fines Recovery Unit (FRU) and are awaiting payment².



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

OUTSTANDING RATES

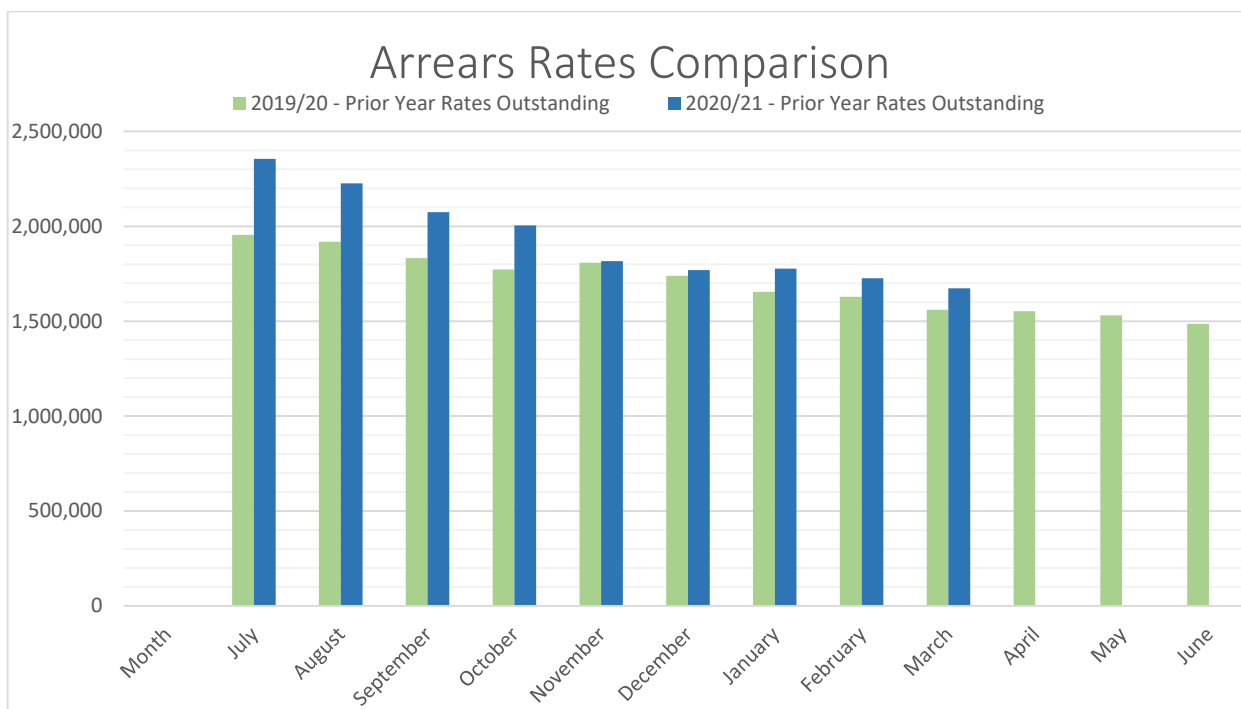
PRIOR YEAR RATES

The below table illustrates the split of prior year outstanding rates. Prior year rates as at 31 March 2021 are \$1.6 million, this is an increase of 6.7% compared to prior year March 2020.

Council is prioritising rates collection and will be taking steps to ensure to promote awareness among ratepayers on obligations and implications of unpaid Rates and Charges. This is done with view to ensure rates collectible remains at acceptable levels and as Council fulfills its Municipal Plan targets to remain financially sustainable.

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

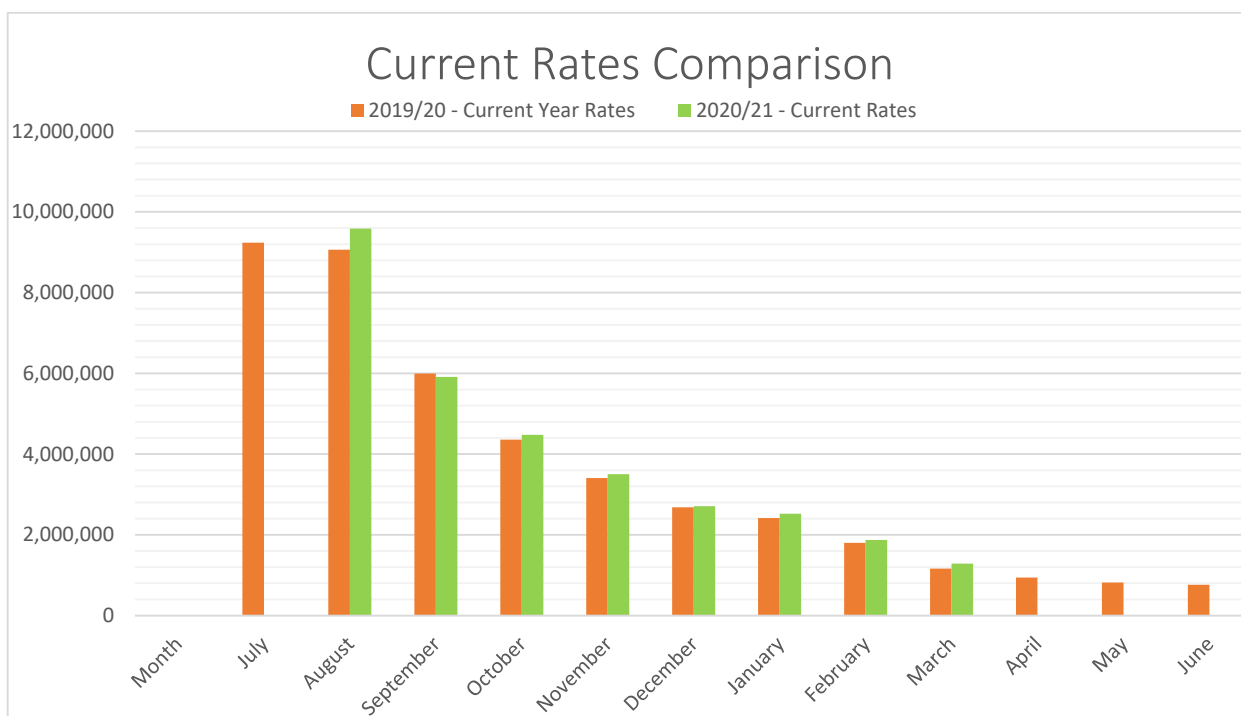
	Beginning 2020/21 Prior Years Outstanding (\$)	Previous Month (February 2021) (\$)	Current Month (March 2021) (\$)	Monthly Variance (\$)
COMMERCIAL	89,301	50,720	47,410	(3,310)
GAS PLANT	30	0	0	0
MINING	107,229	106,393	107,240	847
NON-RATEABLE GENERAL	8,802	9,553	9,610	57
NON-RATEABLE WASTE	27,378	28,252	27,310	(942)
PASTORAL	0	0	0	0
RURAL RESIDENTIAL	2,071,264	1,379,148	1,321,019	(58,129)
URBAN RESIDENTIAL	155,687	151,690	160,098	8,408
TOTAL	2,459,691	1,725,756	1,672,687	(53,069)
Arrears LESS Legal		1,480,758	1,409,483	(71,275)



CURRENT YEAR RATES

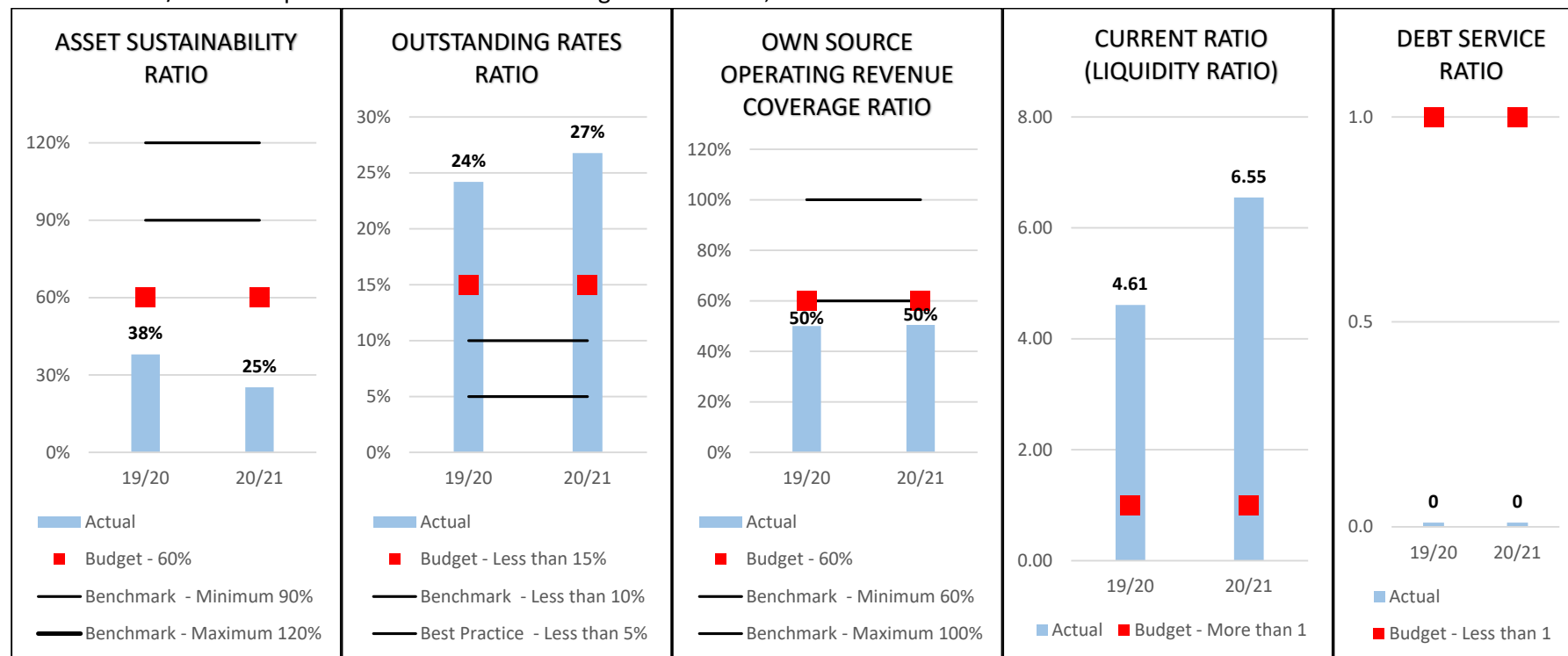
The below table illustrates the split of current year outstanding rates:

	Previous Month (February 2021) (\$)	Current Month (March 2021) (\$)	Variance (\$)	Due Dates
Instalment 1	348,434	311,527	(36,907)	30 September 2020
Instalment 2	482,584	411,293	(71,291)	30 November 2020
Instalment 3	1,039,556	562,975	(476,581)	28 February 2021
TOTAL	1,870,574	1,285,795	(584,779)	



FINANCE KEY PERFORMANCE INDICATORS (KPI)

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



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 25% for the month of March 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 27% 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 March 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 6.55 for March 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 – March 2021
Author	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	21/04/2021
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 March 2021.

Background

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

The changes proposed in the revised Local Government Act and Regulations will require updating Council's policies, procedures, registers and introducing new policies. Council will be presented with policy changes every month in Ordinary Council meetings with a view to update all policies before May 2021.

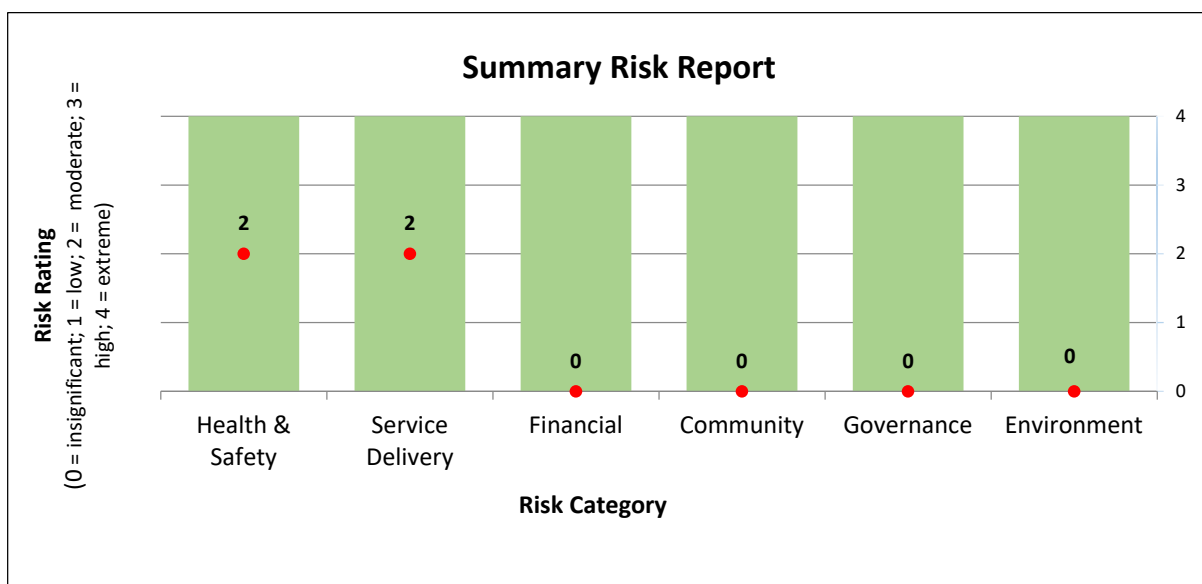
Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Nil

Risks



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

Health & Safety

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

Service Delivery

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

Financial Implications

Nil

Community Engagement

Not applicable.

PEOPLE AND PERFORMANCE MONTHLY REPORT

March 2021

People

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
Nil			

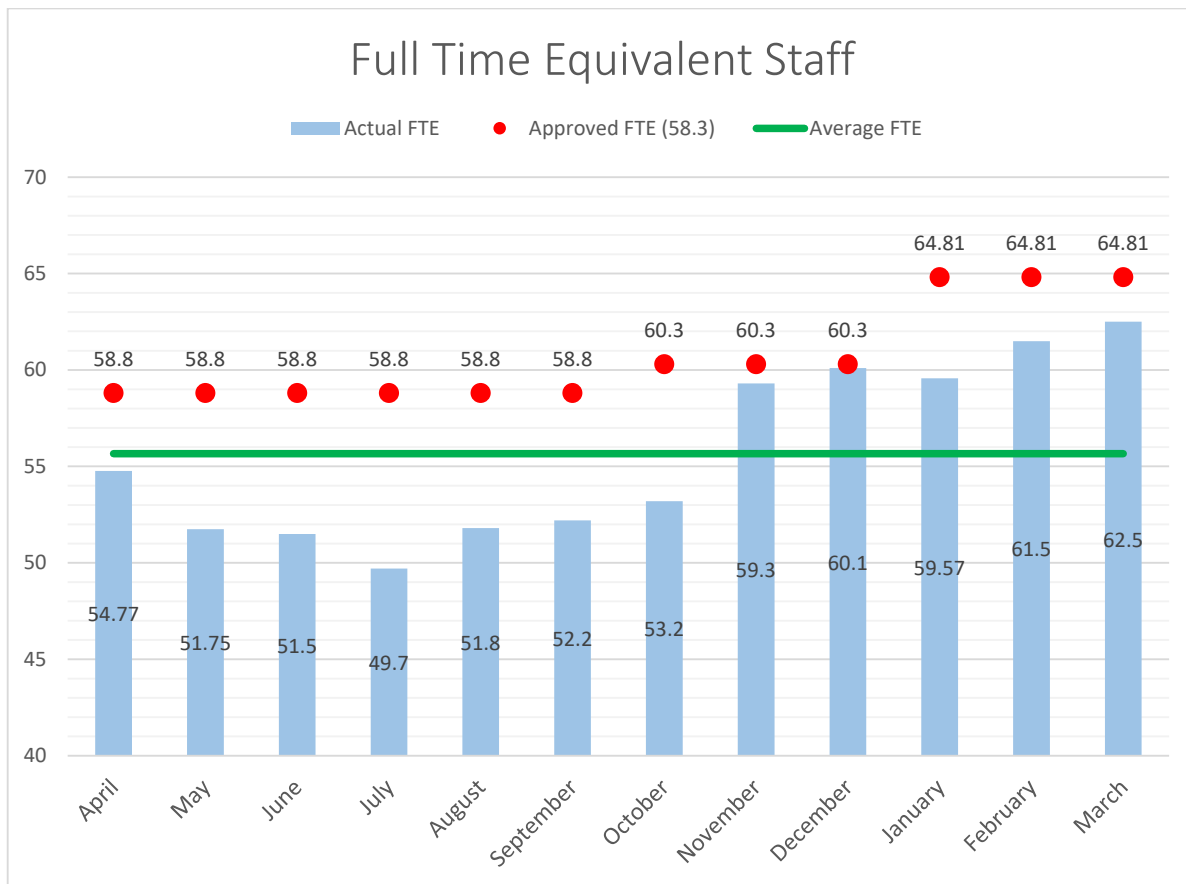
External Appointments

Position	Department	Commenced	Permanent/Temporary
Project Engineer	Infrastructure & Assets	9 March 2021	Temporary
Business Support Officer (Animal Management)	Community Inclusion	22 March 2021	Temporary (12 Months Fixed-Term)

Employment Separation

Position	Department	Commenced	Permanent/Temporary
Information Technology Program Leader	Corporate Services	19 September 2011	Permanent

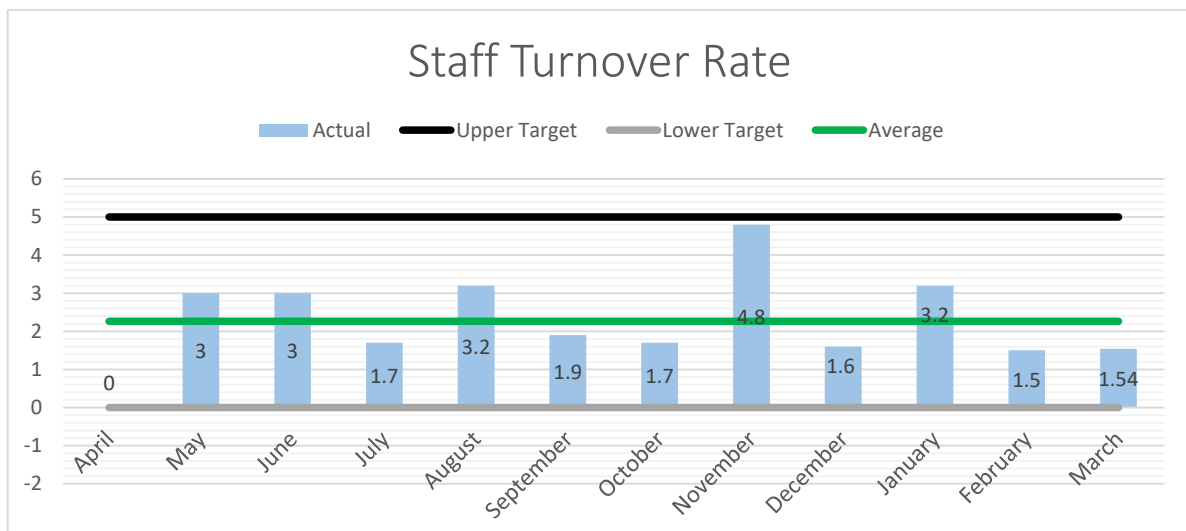
	Approved	Actual	Difference
Full Time Equivalent	49	49	0
Part-time	5.81	4.5	-1.31
Contract	10	9	-1
Total	64.81	62.5	-2.31



Turnover Rate:

The number of staff leaving council employment during the reporting period.

(# staff leaving divided by the total number of people employed multiplied by 100)



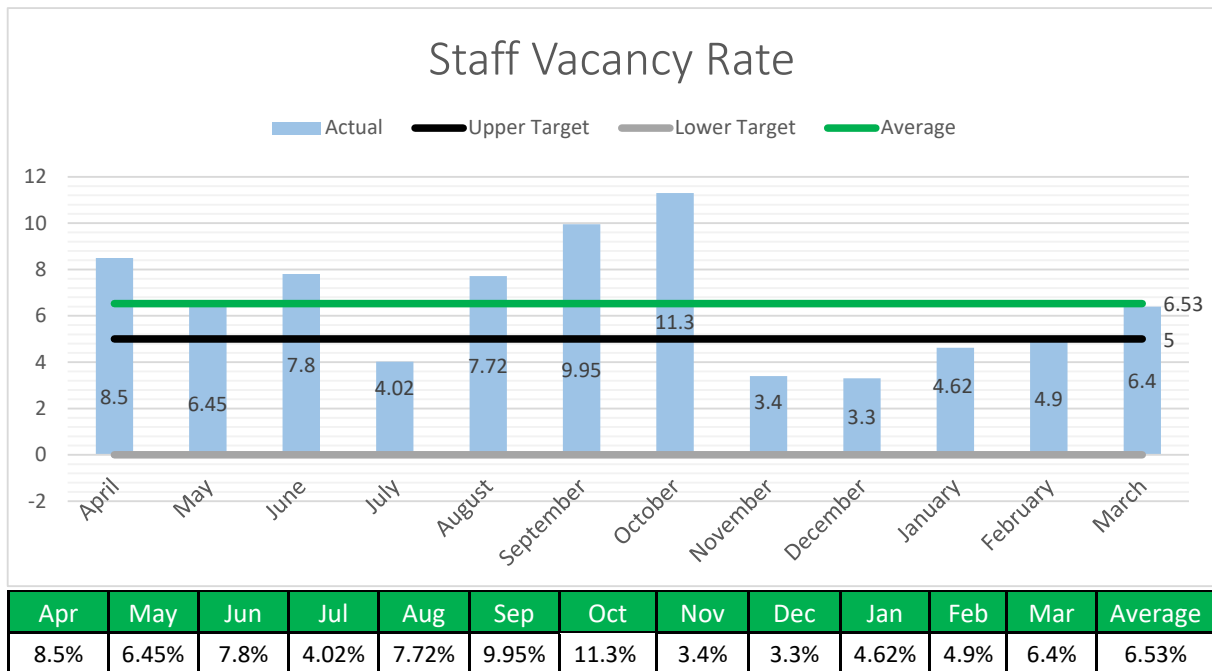
Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Average
0%	3%	3%	1.7%	3.2%	1.9%	1.7%	4.8%	1.6%	3.2%	1.5%	1.54%	2.26%

Target Average: Between 0% - 5%

Staff Vacancy Rate:

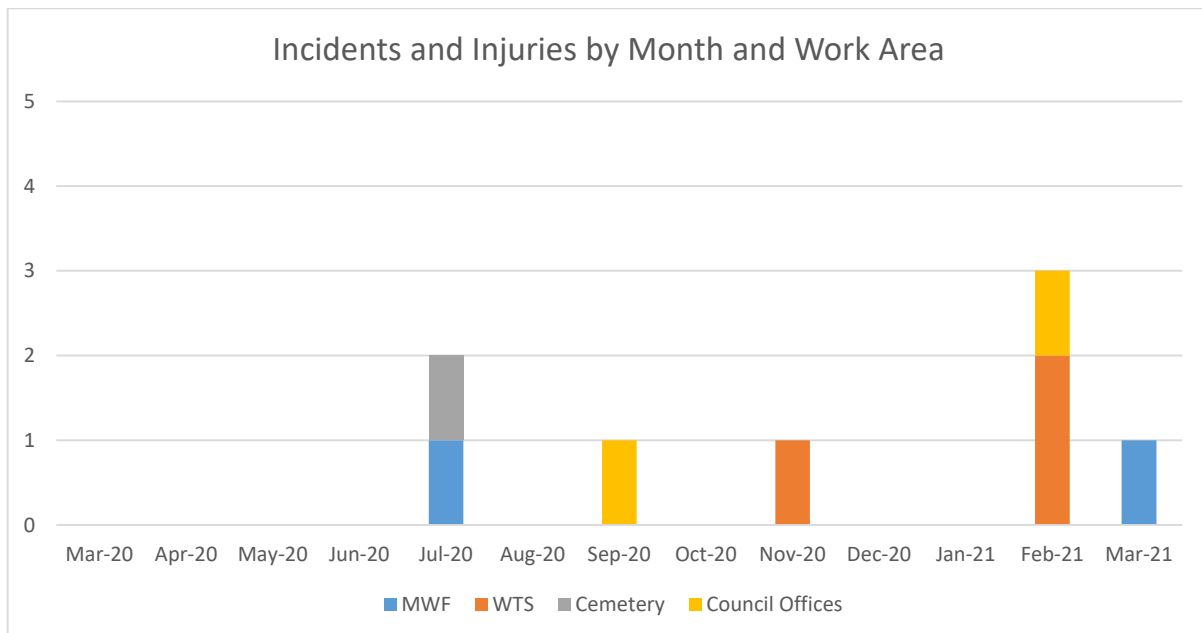
The number of vacant positions during the reporting period.

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



Target: 0% - 5%

Workplace Health and Safety



One incident was reported in March 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).

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	Drafted	April - 2021
Procurement	Drafted	April - 2021
Confidential Information	Drafted	April – 2021
Human Resource Management Policy	Drafted	April - 2021
Breach of Code of Conduct	Drafted	May - 2021
Relevant gifts and benefits for council members	Drafted	May -2021
Allowances and any other benefits for Council CEO	Drafted	May - 2021
Allowances and any other benefits for Council staff	Drafted	May - 2021
Shared Services	Under Preparation	May - 2021
Sufficient interest in the assessment record	Under Preparation	May - 2021
Meetings which attract extra meeting allowance	Under Preparation	May - 2021
Types of conferences or training courses which attract professional development allowances	Under Preparation	June - 2021
Asset management policy	Under Preparation	June - 2021
Media Policy	Under Preparation	June – 2021
Related Party Disclosure	Under Preparation	June - 2021



COUNCIL REPORT

Agenda Item Number:	15.02.03
Report Title:	SCALE Funding Certification
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	21/04/2021
Attachments:	A: SCALE Funding Certification

Executive Summary

The Special Community Assistance and Local Employment (SCALE) funding was provided by the Department of Local Government and Community Development (DLGCD) to support Councils in providing business continuity, job creation and retention and other community initiatives directly related to COVID-19.

Council received \$560,700 of SCALE funding in May 2020. As per the funding guidelines, this grant was to be expended by 30 September 2020, however, due to uncontrollable delays, Council requested and was successful in receiving extensions to 30 March 2021.

This report presents to Council the SCALE Funding Certification for acquittal purposes.

Recommendation

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

Background

On 30 April 2020 Council received a letter from Maree De Lacey, Executive Director of DLGCD. This letter offered Council \$560,700 in funding under the newly established SCALE program. This funding was repurposed Special Purpose Grants for 2019-2020. Council approved the SCALE funded projects at the 20 May 2020 Council meeting.

As per the funding guidelines, this grant was to be expended by 30 September 2020. However, due to uncontrollable delays, Council approved a request for an extension at the September Council meeting. An extension from the DLGCD was approved until the 30 November 2020, without consideration to the estimated project timelines Council had submitted.

Council approved a further request for extension at the November 2020 Council meeting. DLGCD granted a further extension until 31 March 2021.

All SCALE projects have now been completed and funds expended as per the Certification (Attachment A).

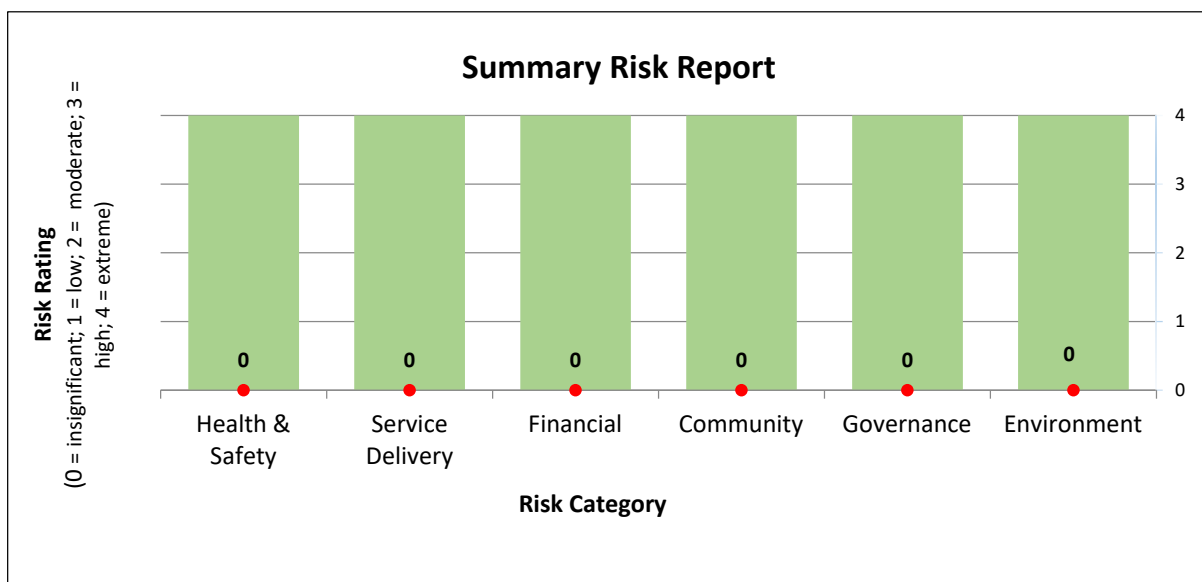
Links with Strategic Plan

Everything You Need - Community Prosperity
A Well-Run Council - Good Governance

Legislative and Policy Implications

Not applicable

Risks



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

Community Engagement

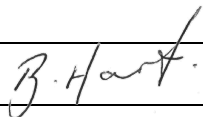
Extensive consultation was undertaken for several of the individual SCALE projects comprising:

- Your Say Litchfield surveys for the community to vote on playground equipment to be installed at Humpty Doo Village Green and Livingstone Recreation Reserve;
- Consultation and involvement from community groups in the development of signage for McMinns Lagoon Recreation Reserve;
- Discussions with the Southport Progress Association in relation to the development of Mira Square;
- Consultation with the Berry Springs Recreation Reserve Committee to develop the scope for the electrical upgrades at the hall; and
- Consultation for the development of the municipality entrance signs.

Certification of Local Government Special Community Assistance and Local Employment Program (SCALE) 2019-20

Litchfield Council

File number: HCD2020/02382

Income and expenditure for the period ending 31 March 2021		
SCALE Grant 2019-20	\$560,700	
<ul style="list-style-type: none">Add – repurposed unspent / uncommitted SPG and SIF	\$0	
Total income	\$560,700	
Total expenditure	\$560,700	
Surplus / (deficit)	\$0	
Council certification		
Spend the SCALE grant in accordance with:		
<ul style="list-style-type: none">the SCALE funding guidelines	Yes	
<ul style="list-style-type: none">the <i>Local Government Act 2008</i> and the <i>Local Government (Accounting) Regulations 2008</i>	Yes	
<ul style="list-style-type: none">the Northern Territory Government’s “Buy Local” policy	Yes	
Resolved to adopt and apply the ‘Public Benefit Concessions Policy for Commercial Ratepayers’ in relation to waiving and deferring rates for commercial ratepayers based on hardship in 2019-20 and 2020-21	Yes	
Certification report prepared by: 	Bianca Hart	08/04/21
List of projects completed under the program in the Local Authority Area		
<ul style="list-style-type: none">Share Path Plan Safety Program	\$148,979	
<ul style="list-style-type: none">Sanitation Public Facilities	\$3,266	
<ul style="list-style-type: none">Signage for Public Facilities	\$3,488	
<ul style="list-style-type: none">Digital Whiteboards	\$38,856	
<ul style="list-style-type: none">Work from home IT setup	\$27,519	
<ul style="list-style-type: none">Humpty Doo Village Green Playground	\$75,768	
<ul style="list-style-type: none">Livingstone Recreation Reserve Playground	\$70,346	
<ul style="list-style-type: none">McMinn's Lagoon Reserve Signage	\$8,800	

Certification of Local Government Special Community Assistance and Local Employment Program (SCALE) 2019-20

• Berry Spring Reserve Community Hall Upgrades	\$50,610
• Municipality Entrance Sign	\$47,881
• Fred's Pass Rural Show Talent Quest	\$6,250
• Mira Square Development	\$57,011
• Active Recreation Program	\$21,925
Laid before the Council at a meeting to be held on 21/04/21	Copy of minutes to come 22/04/21
CEO or CFO <i>B. Hart</i>	08/04/21

Office use only	
Grant amount correct	Yes / No
Added unspent/uncommitted SPG/SIF/LAPF funds confirms with 30 June 2020 details	Yes / No
Expenditure confirms to guidelines	Yes / No
CERTIFICATION ACCEPTED	Yes / No
Omor Sharif – Grants and Rates Officer	/ /2021
Donna Hadfield – Manager Grants Program	/ /2021

Further information

Email your completed form to lg.grants@nt.gov.au or call 8999 8820 for queries.



COUNCIL REPORT

Agenda Item Number:	15.02.04
Report Title:	Draft Municipal Plan 2021-22
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	21/04/2021
Attachments:	A: Draft Municipal Plan

Executive Summary

This report presents for Council endorsement the Draft Litchfield Council Municipal Plan 2021-22 to be placed on public exhibition inviting comments.

Recommendation

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 make minor editorial changes to the documents, as necessary.

Background

The Draft Municipal Plan 2021-22 includes Council's Annual Budget 2021-22, Draft Long Term Financial Plan 2021-22 to 2030-31 (LTFP) assumptions and Annual Service Delivery Plan that address priorities for action specified in the Litchfield Council Strategic Plan 2018-2022.

The Annual Budget 2021-22 highlights include the following:

- Over \$1 million for Litchfield's eight Recreation Reserves
- \$6.6 million Capital Work Program
- \$130,000 for Community Grants, Sponsorship and Event Support
- Waste & rates revenue increase maintained in line with LTFP

In proposing the rate increase Council has considered the long-term financial impact, its strategic priorities for providing services and infrastructure, and current social and economic realities for the Litchfield community.

The draft LTFP assumptions reflect 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.

However, the Key Performance Indicator set in the Strategic Plan 2018-22 for the Asset Sustainability Ratio will not be achieved in the period of this plan. With Council's large asset base Council will continue to underperform in the renewal of infrastructure assets in order to maintain a low rate base.

The Draft Municipal Plan 2021-22 will be accessible from 26 April 2021 until 16 May 2021.

Links with Strategic Plan

A Well-Run Council - Modern Service Delivery

A Well-Run Council - Good Governance

A Well-Run Council - Engaging Our Community

Legislative and Policy Implications

Under Part 3.2 of the *Local Government Act* the Municipal Plan is to contain the following:

- A service delivery plan for the period to which the municipal plan relates;
- Council's Annual Budget;
- Indicators for judging the standard of Council's performance.

The Municipal Plan must also contain, or incorporate by reference:

- Any long-term, community or strategic plan adopted by Council for the relevant period to which the municipal plan relates;
- The Council's long-term financial plan; and
- The Council's most recent assessments of:
 - Constitutional arrangements presently in force and whether they provide the most effective representation for the area;
 - Opportunities and challenges for local government service delivery in the Council's area;
 - Possible changes to the administrative and regulatory framework for delivering services within Council's area; and
 - Whether possibilities exist for improving local government service delivery through cooperative arrangements with other councils, government agencies or other organisations.

Attachment A – the Draft Litchfield Council Municipal Plan 2021-22 for Litchfield Council complies with the above requirements.

Before Council adopts the Municipal Plan 2021-22, a draft must be prepared and made accessible on the website or for people to inspect in Council's office. Council must publish a notice on its

website and in the newspaper inviting submissions for a period of 21 days. Council then must consider any submissions made and make changes if appropriate.

The draft annual budget is included in the Municipal Plan 2021-22 in accordance with Part 10.5, Section 127 (3) of the *Local Government Act*.

Risks



Community

There is a low risk for Council's reputation if the engagement with the community is not managed appropriately for the consultation on the Municipal Plan and Annual Budget 2021-22.

Governance

There is a moderate compliance risk for Council in not meeting the legislative timelines. This risk has been mitigated through a timeline for the process of adopting the Municipal Plan and Annual Budget 2021-22 in the required timeframe.

Community Engagement

The Draft Municipal Plan 2021-22 will be made available to the public for a 21-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.



**LITCHFIELD
COUNCIL**

DRAFT

ATTACHMENT A



Municipal Plan

2021-2022



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Mayor Maree Bredhauer

Mayor's opening

On behalf of Council, it is a pleasure to present the 2021-22 Municipal Plan.

Following on from the biggest infrastructure spend in the history of Council in 2020-21, 2021-22 will see the Council move to a year of consolidation. This does not mean Council is standing still but in fact it will be focussed on maintaining our \$510 million of assets at an acceptable standard and providing services, information and resources that are accessible to our entire community.

This year's Municipal Plan reports our budget commitments for the 2021-22 financial year, includes the Long Term Financial Plan 2021-22 to 2031-32 and details Council's focus for the next 12 months that will be achieved in line with the objectives set out in the Strategic Plan 2018-22.

The Strategic Plan 2018-22 identifies advocacy as an important link to growing and maintaining a municipality that is the best place to live in the Top End. It is for this reason, Council will continue its advocacy efforts on Freds Pass Sport and Recreation Reserve to ensure a consistent and comparable investment that will bring about improvements to existing facilities and explore new opportunities to include sporting activities that are currently not represented. Additionally, the relocation of Council's community library to a location that is more accessible and centrally located will continue to be a priority for us.

After the largest year on record for capital works delivery last year (almost \$11 million) the 2021-22 capital program will be reduced to approximately \$6.6 million. These works include pathway renewals, road safety upgrades and asset renewals across our entire municipality.

Just over \$1 million will be provided to Council's eight recreation reserves and approximately \$40,000 will go back to the community through the Community Grants Scheme. This scheme continues to be funded through the collection of the 'cash for cans' and recycled car batteries initiative coordinated through our Waste Transfer Stations.

The Long Term Financial Plan, designed to ensure the financial sustainability of Council continues to improve, focusing on managing our assets and delivering sustainable services now and into the future.

Council's Elected Members remain committed to working for the community and are confident and optimistic about our plans and progress. We are well positioned to continue to deliver the infrastructure and services need and I look forward to working with the community and the Elected Members in making a difference for the Litchfield Municipality.

Mayor
Maree Bredhauer



Litchfield overview

Litchfield Profile

POPULATION

25,561



Male – 59.4% Female – 40.6%

30% couples with children

Median age – 37 years

ERP 2019 – (Australian Bureau of Statistics
2016 Census data 2016)

Council Data

8,326

RATEABLE ASSESSMENTS

645kms
SEALED ROADS



70kms
UNSEALED ROADS



RECREATION
RESERVES

8

Our Economy

LOCAL JOBS

16,839

LOCAL BUSINESSES

1,903

EMPLOYED
RESIDENTS

14,964

ERP 2019 – (Australian Bureau of Statistics
2016 Census data 2016)

3 WASTE
TRANSFER
STATIONS



15kms
SHARED PATHS INC.
7.3KM BIKE PATHS



2,884
REGISTERED DOGS



CEMETERY

1



5 PLAYGROUNDS



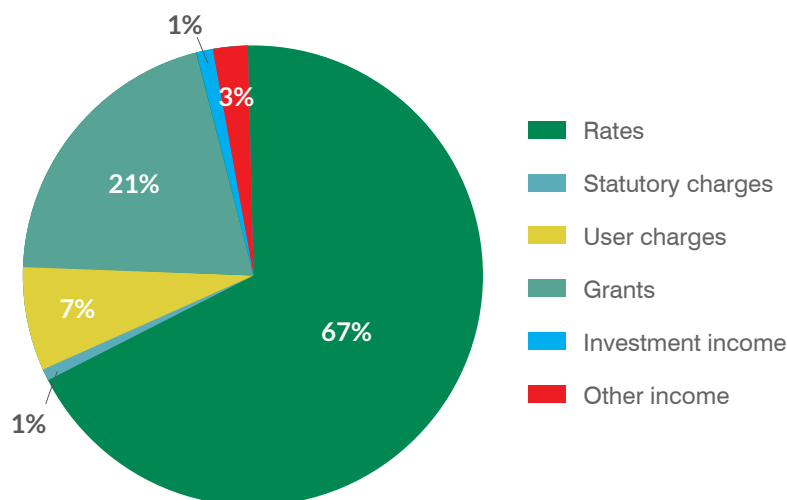
Budget at a Glance

Council is forecasting a balanced budget, achieved by drawing on funds from financial reserves. Overall, Council is continuing to keep operating expenses constrained in line with the Long Term Financial Plan 2020-21 to 2030-31.

Budgeted revenue

Rates continue to be the major source of funding for Council in 2021-22. Despite a substantial decrease in investment income as a result of declining interest rates, revenue is budgeted to increase by 4.8% overall with an increase in both rates revenue and statutory charges.

The chart here shows the split of revenue by funding source.



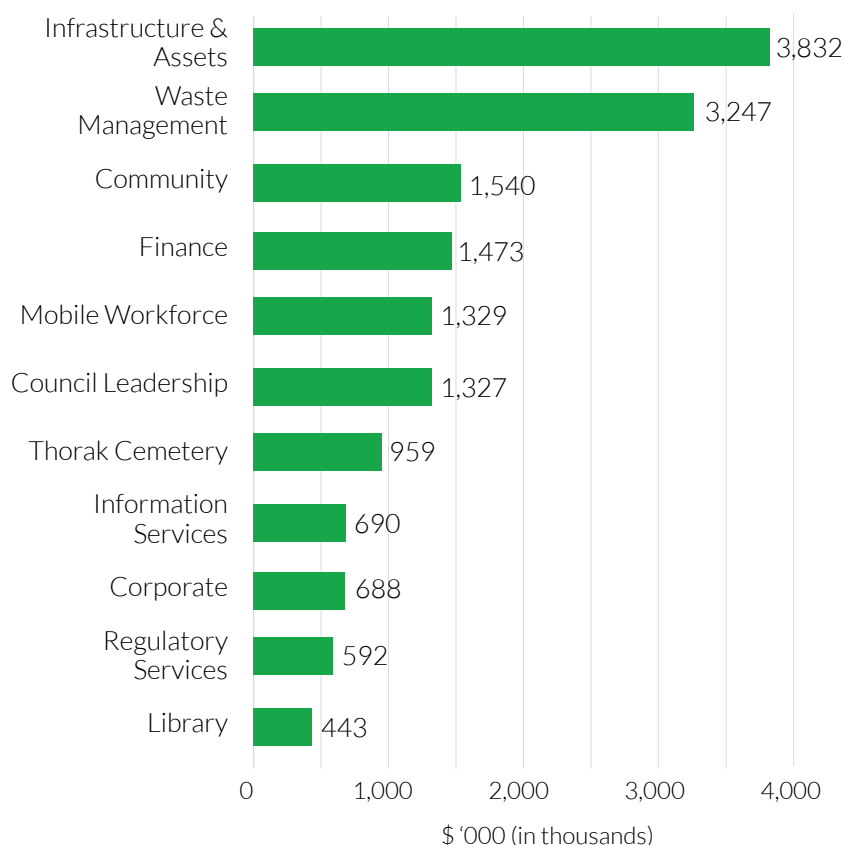
Budgeted operating expenditure

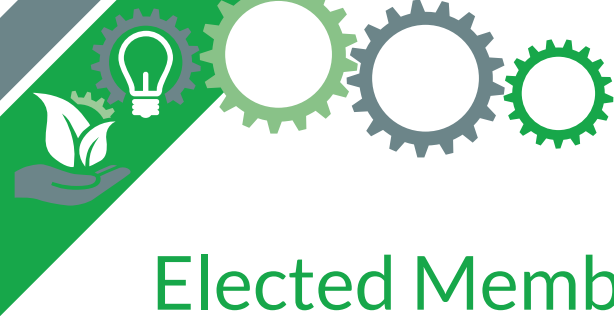
Council has forecast its operating expenditure to increase by 8% which is predominantly offset by a related increase in revenue. Note: Council's operational revenue would have increased by 7.4% if not for the uncontrollable decrease in investment revenue related to a decrease in interest rates. The remaining difference is the result of an increase in expenses related to insurance, two additional elected members from September 2021 and increased resources required to deliver the capital works program.

Waste Management and Infrastructure & Assets remain the largest cost centres for Council. Investment in these areas enables Council to operate its three waste transfer stations for residents and commercial users and deliver quality roads across the community.

Since 2019-20, Council's budget has also included library services. Expenditure on library services in 2021-22 is budgeted at \$442,712, which continues to be fully funded by a Northern Territory Government grant.

Operating expenditure by program area





Elected Members

Council's current Mayor and Councillors were elected in August 2017 for a four-year term expiring in August 2021.

Mayor



Maree Bredhauer

Mobile: 0437 517 709

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



North Ward



Mathew Salter

Mobile: 0408 093 838

Email: mathew.salter@litchfield.nt.gov.au

East Ward



Kirsty Sayers-Hunt

Mobile: 0418 956 791

Email: kirsty.sayers-hunt@litchfield.nt.gov.au

Central Ward



Christine Simpson

Mobile: 0417 805 302

Email: christine.simpson@litchfield.nt.gov.au

South Ward



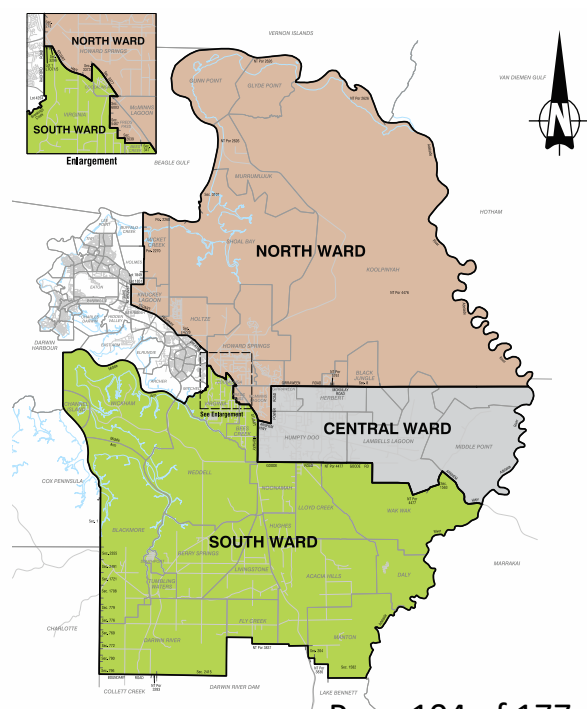
Doug Barden

Mobile: 0429 875 390

Email: doug.barden@litchfield.nt.gov.au

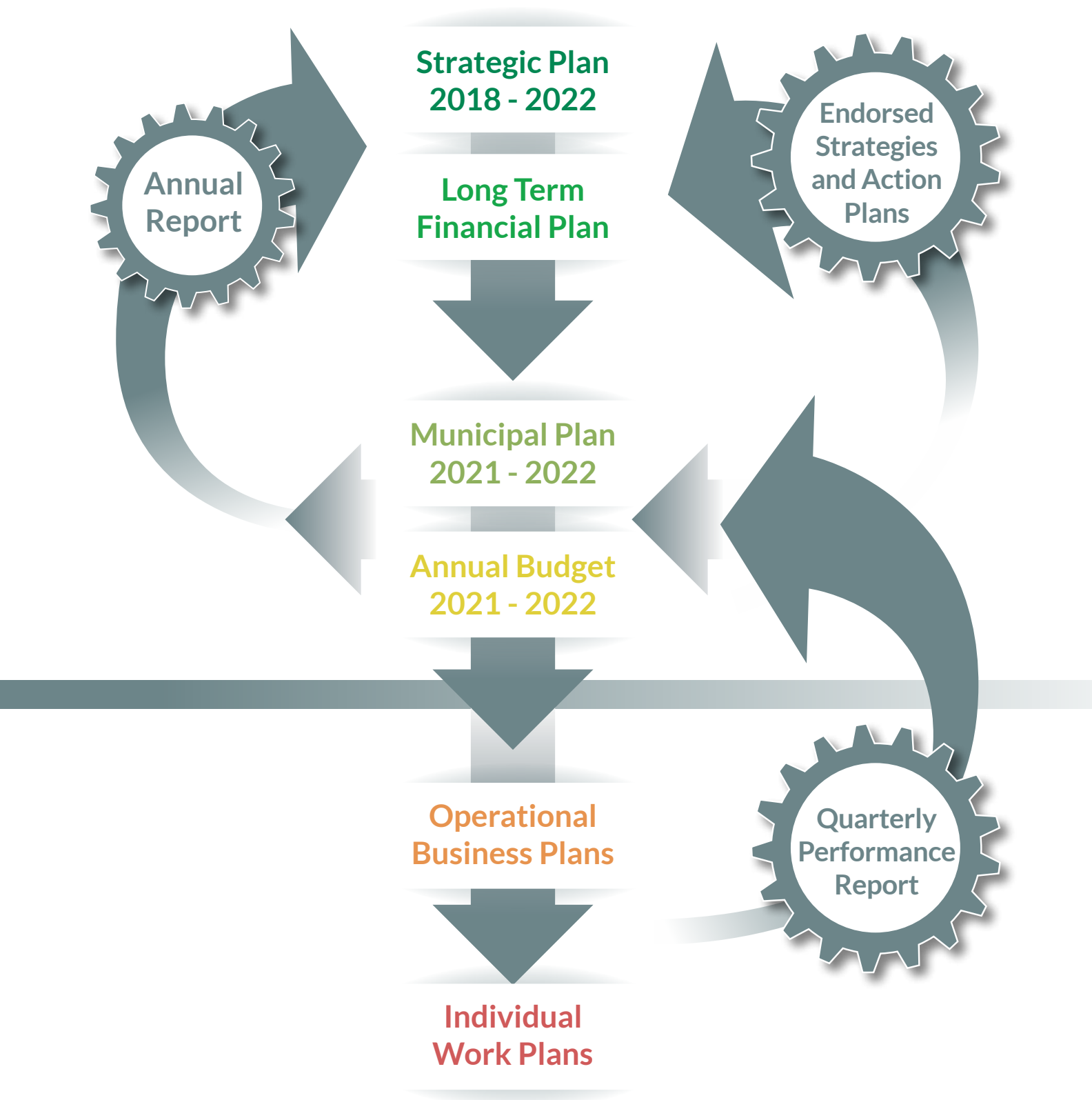
The new *Local Government Act 2019* will come into effect on 1 July 2021 and is supported by new regulations.

In early 2020, Council undertook an electoral review in accordance with the requirements of Section 23 of the *Local Government Act 2008*. The Minister approved changes to the ward structure to reduce these to three (North Ward, Central Ward and South Ward) and the addition of two councillors, making the representation two councillors per ward. The new changes will be reflected in the 2021 August Elections.





Litchfield Council Integrated Strategic Planning and Reporting Framework





Strategic Advocacy Focus 2021-22

Council will continue to advocate to the Northern Territory Government and Australian Government on behalf of the Litchfield community to ensure local infrastructure needs are met.

Of particular focus in 2021-22 are the following **two agreed priority projects** identified in the 2020-21 Municipal Plan.

Freds Pass Sports and Recreation Reserve funding

Need: The Freds Pass Sports and Recreation Reserve caters for 10,000 users a week with assets worth over \$5 million.

Description: Consistent investment of \$5 million per year over a four-year period into facility upgrades and new sporting facilities.

Outcome: Improve ability for residents to participate in sport, including new facilities for popular sporting activities that are currently not presented, i.e. tennis, netball, basketball.

Australian and NT Government investment: \$20 million over four years.

Economic drive through improved library services

Need: The Taminmin Public Library does not cater appropriately or adequately for all residents of Litchfield due to space and access restrictions. The economic downturn has caused significant loss for local traders.

Description: Temporary relocation (up to 10 years) of the public library service to Coolalinga commercial area through a commercial lease agreement funded by NT Government.

Outcome: Increasing foot traffic for local traders, creating safe community space for youth in a high traffic risk area, developing a library service to Australian standard.

Australian and NT Government investment: \$5 million over ten years.

Additional projects that are important to Council

Community and Business Hub

The NT Government Litchfield Subregional Land Use Plan 2015 outlined the need for additional social infrastructure including a community centre. Strategic planning by the NT Government and Council has identified the need for many services and public spaces that can support local community groups, small businesses and service providers.

Mira Square Community Facilities

The Southport Progress Association (SPA) has been seeking land for a community gathering and meeting space for a number of years. Mira Square is a 3.24 hectare site zoned Community Purpose located in the centre of the Southport community. SPA has sought Council's assistance and support in acquiring and developing this community space.

Regional Waste Management

Council is working with other Top End councils as part of the Top End Regional Organisation of Councils (TOPROC) and the NT Government on the establishment of a Regional Waste Management Facility, including an emergency waste facility.

Water Security Plan

Water drives the Territory's economy and must be managed for the benefit of all Territorians. To ensure Litchfield is the best place to live in the Top End with reliable supplies of water, the Litchfield Municipality needs to be included into NT's water security plans.

Private Roads Maintenance

Historic subdivision approvals have created parcels in the municipality that are accessed from private, rather than Council roads. This ownership discrepancy is often visible only on survey plans, with informal private roads being developed similar to Council roads.



Delayed



Ongoing



Complete



Service Delivery Plan

Opportunities and challenges for service delivery

Council has the opportunity to continue to strengthen its relationship with neighbouring councils, the Northern Territory Government and the Australian Government through partnerships such as the Productive Mango Roads Project and public library service delivery. This type of collaborative approach maximises opportunities for the Litchfield community.

The broader challenges and opportunities for Council reflect many of the big issues facing local government across Australia. These include sourcing appropriate funding from the state and federal governments to maintain services, funding repair and upgrades to local roads, animal management services across a wide area encompassing rural and urban living areas and providing equitable access to community services.

The bigger picture

The Northern Territory Government Department of Trade, Business and Innovation reported a 0.1% decline in the economy for 2020-21 which is forecasted to increase by 1.5% in 2021-22¹.

The Northern Territory Government's Strategic Directions 2017-21 outlines a series of goals and outcomes needed to meet its vision to create a vibrant and resilient economy for all Territorians by growing private investment and creating jobs. Litchfield has a role to play in that vision, particularly in terms of being able to grow local business capabilities through projects like the Productive Mango Roads.

Improving service delivery through working with others

Council continues to share services and partner with relevant organisations to strengthen Litchfield's profile and leverage better outcomes for residents.

Top End Regional Organisation of Councils (TOPROC)

- Current focus includes:
 - improving Council's role in land use planning
 - establishing a Regional Emergency and Waste Management Facility
 - Collaborative animal management approaches

Local Government Professionals Association of Northern Territory (LGPANT)

- Support the professional growth of staff across the local government sector

¹ Northern Territory Economy Snapshot 6 March 2020, Northern Territory Government Department of Trade, Business and Innovation



Recreation reserve management

- Five of Council's reserves are managed by independent not-for-profit associations
- Three are managed by Council advisory committees (Howard Park and Knuckey Lagoon) and one is in transition between community management and Council operations.

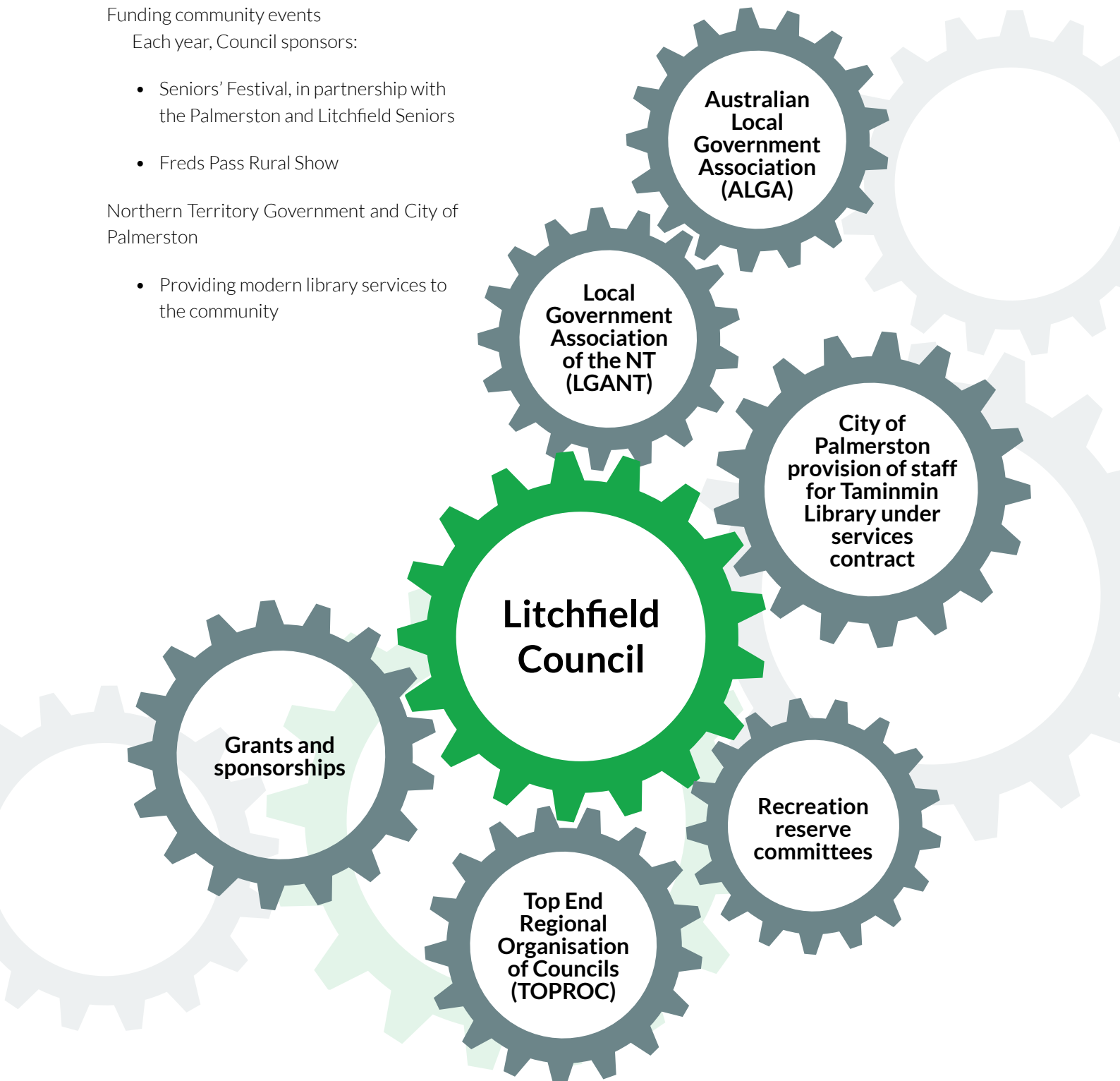
Funding community events

Each year, Council sponsors:

- Seniors' Festival, in partnership with the Palmerston and Litchfield Seniors
- Freds Pass Rural Show

Northern Territory Government and City of Palmerston

- Providing modern library services to the community





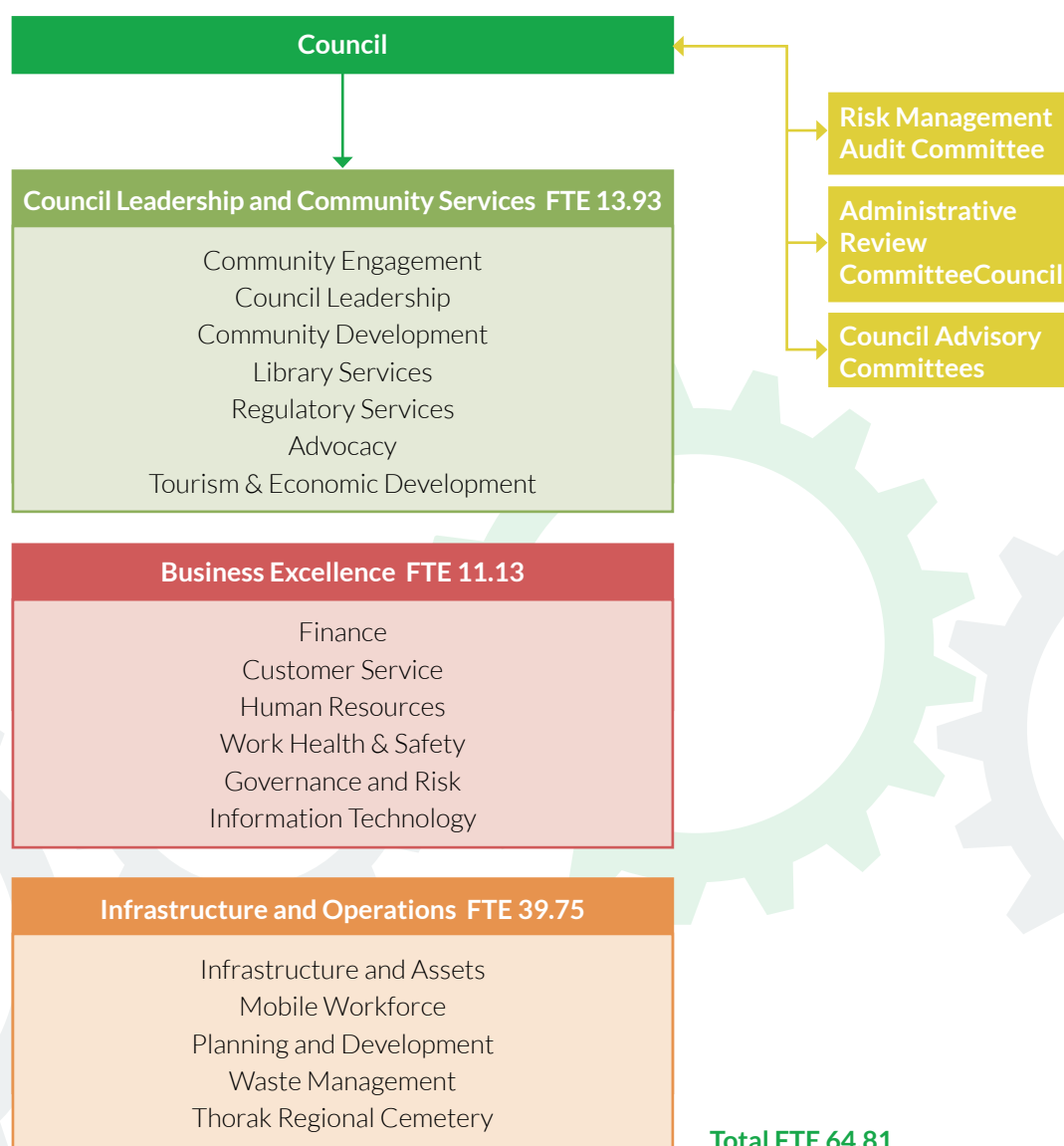
Staffing plan

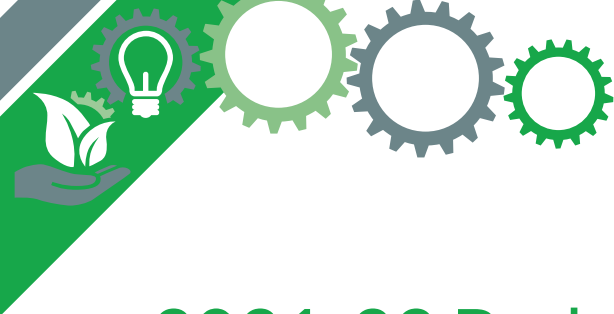
Under Council's staffing plan for 2021-22, 64.81 full-time equivalent (FTE) staff will be employed. Of these positions, there are 5.5 temporary contracts, 2 of which are fully funded by grant funding. This is an increase of 6.51 FTE from 2020-21 (58.3 FTE).

While the number of people in full-time and part-time positions is relatively stable, the actual number of employees varies from time to time due to the employment of outdoor staff for seasonal and relief work.

Council's Enterprise Agreement 2017 operated until 11 March 2020. It set an annual salary increase at 2% each year during the life of the Agreement. Council Management and staff in partnership with Unions, agreed to a new Enterprise Agreement in the first half of 2020. During negotiations the agreement achieved a number of new terms and conditions for all our employees including annual pay increases of 1% or CPI capped at 2% whichever is greater.

Organisation chart





2021-22 Budget by department profile

PROGRAM	2021/22					
	Operational Revenue \$	Operational Expense \$	Operational Surplus \$	Capital Income \$	Capital Expense \$	Capital Surplus \$
Council leadership	-	1,327,210	(1,327,210)	-	-	-
Community	88,000	1,539,546	(1,451,546)	-	32,000	(32,000)
Corporate	-	687,753	(687,753)	-	-	-
Library	442,712	442,712	-	-	-	-
Finance	9,561,134	1,472,618	8,018,516	-	-	-
Information Technology	-	690,239	(690,239)	-	-	-
Infrastructure & Assets	2,980,594	3,831,662	(851,068)	2,949,084	6,446,070	(3,496,986)
Thorak Cemetery	1,017,579	959,062	58,517	-	80,000	(80,000)
Mobile Workforce	-	1,328,714	(1,328,714)	-	-	-
Waste	3,263,000	3,246,634	86,366	-	35,000	(35,000)
Regulatory Services	189,500	591,802	(402,302)	-	-	-
TOTAL	17,542,519	16,117,953	1,424,566	2,949,084	6,593,070	(3,643,986)





Service delivery KPIs

KEY OUTPUTS	MEASURES	TARGET
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COUNCIL LEADERSHIP

Powerful and effective advocacy

Advocacy Submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	1 per qtr
Advocacy Strategy	Current year actions	Complete

Good governance

Elected members training and development	min 1 per qtr	min 1 per qtr
Supporting local businesses	Hold three Litchfield Women in Business Network events each year	3 events

Engaging our community

Annual Community Survey	Overall Satisfaction	>60%
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CORPORATE

Engaging our community

Community Engagement	Community Engagement Strategy actions: Year 4 (8 Actions) complete	0.9
Social media management	Increased interaction on Council's Facebook page – post engagement	>8,000

Modern service delivery

Media monitoring and management	Media response time	<24 hours
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HUMAN RESOURCES & WHS

Good governance

Human resources policies, procedures, checklists	4 policies reviewed and compliant	Complete
An engaged and productive workforce	Staff turnover rate	<10%
	Staff survey satisfaction	>70%

Modern service delivery

Number of workplace safety incidents.	Number of reportable incidents	0
	Lost time injury rate	0
	Workers' compensation claims	<3



KEY OUTPUTS	MEASURES	TARGET
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PLANNING & DEVELOPMENT

Powerful and effective advocacy

Submissions to the Northern Territory Government	Comments submitted on applications within required timeframe	>90%
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Modern service delivery

Approval of plans, reports and construction documentation (days are working days and start from when all information is provided and relevant fees paid.)	Plan reviews for building certification issued within 10 working days	>90%
	Plan and report reviews for development and subdivision issued within 15 working days	>90%
	Works Permits issued within five days	>90%
Subdivision approvals and handover processes	Delivered in accordance with standards	Achieved

INFRASTRUCTURE & ASSETS

Engaging our community

Capital Works Program	Affected residents and relevant stakeholders consulted prior to works starting	100%
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Modern service delivery

Capital Works Program	Programmed works completed within budget	>90%
Grant-funded projects	Completed and acquitted inline with agreement requirements	Complete
Asset Management Plans	All AMPs adopted as per the AMP schedule	Complete
Road Maintenance Program	Potholes patched and repaired – Added to maintenance schedule	<7 days
	Gravel roads graded	2 times per year
Street lighting maintenance	Added to maintenance schedule	<7 days
Productive Mango Roads Project	Kentish Road	Complete
Shared Path Program	Current year program completed	Complete
Major Road Network disruptions	Emergency response time	<24 hours

New initiative

Climate Action Plan	Development of a plan for the future of Councils Environmental Sustainability.	Complete
Long-term Traffic Planning	Development of a long-term traffic plan to cater for increasing traffic volumes.	Complete
Urban Landscaping Program	Development of a urban landscaping plan.	Complete



KEY OUTPUTS	MEASURES	TARGET
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WASTE MANAGEMENT

Engaging our community

Community Benefit Fund Income	Income raised through recycling activities including cash for containers	5% annual increase
Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7000 tonnes
	Commercial waste tonnage transferred to Shoal Bay	<1000 tonnes
Cyclone season preparation	Free residential green waste disposal in November	Complete

Modern service delivery

Recycled materials	Volume of green and wood waste processed for resale	>3,500 cubic metres
	Volume of concrete crushed for resale	>500 cubic metres
Maximise diversion from landfill	Amount of total waste diverted from landfill	>35%
	Amount of total waste that is dry recyclables	>15%
	Quantity of scrap metal collected and recycled	>1000 tonnes
	Quantity of cash for containers collected and recycled	>50 tonnes
	Quantity of electronics collected for Techcollect	>40 tonnes
	Quantity of tyres, batteries and oil collected for recycling	>100 tonnes
Waste Strategy – Year 4	Landfill closure plans for Howard Springs and Berry Springs Waste Transfer Stations prepared	Increase in data collected
	Amenity upgrades at transfer stations (continues year 5) undertaken	Complete

New initiative

Waste Transfer Station swipe card feasibility study and Weighbridge	Feasibility study on need for swipe card and weighbridge facility.	Complete
Reduce Waste to Landfill - Rebate Scheme	Waste Rebate scheme	Complete



KEY OUTPUTS	MEASURES	TARGET
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REGULATORY SERVICES

Engaging our community

Responsible dog ownership	Number of registered dogs increased	>10%
	Number impounded dogs reclaimed by owner	>70%
	Number of registered dogs de-sexed	>70%
Animal Management Plan – Year 3	Attendance at community events	2+ events attended
	Dog Awareness Program delivered at schools and childcare	6 + visits
	Dogs Day Out event (or similar) delivered, targeting improved awareness, increase registration, general pet owner education	1 event

Modern service delivery

Regulatory service	Investigations completed within 30 working days	>90%
	Customer requests actioned in less than two working days	>90%

MOBILE WORKFORCE

Modern service delivery

Roadside maintenance	Volume of litter collected	Reducing Trend
	Vegetation slashed and Council roads mowed	2 rounds
Weed management	Weeds managed on Council roads and land in accordance with service levels in weed management program	Complete
Bushfire management	Council firebreaks maintained	Complete
	Firebreaks widened in accordance with fire management program	Complete
	Hazard burns undertaken in consultation with other authorities	Complete
Road furniture maintenance	Signs and guideposts repaired within target timeframes	>90% <24 Hours urgent 14 days standard



KEY OUTPUTS	MEASURES	TARGET
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INFORMATION & COMMUNICATIONS TECHNOLOGY

Modern service delivery

Information and communications technology (ICT) managed service contract management	Percentage of Service Desk requests closed against open requests during a period	90%
Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally	No more than 1 patch behind
ICT Improvement Plan	Annual actions completed	100%
ICT Security Audit actions	Annual actions completed	100%
Geographical Information System (GIS)	Age of GIS imagery of populated areas	<1 year
	Age of NTG downloaded data	<1 week

COMMUNITY DEVELOPMENT

Engaging our community

Council partnership and support grants	Number of partnerships supported	10
Servicing community needs at reserves	Funding provided to community reserves	Funding agreements established

Good governance

Grant applications	Grants received by Council acquitted within agreed timeframes	100%
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Modern service delivery

Annual Community Grants Program initiatives	Number of community events and programs supported	12
Represent and advocate for the needs of young people in Litchfield	Participation in Palmerston and Rural Youth Services meetings	Maintain an active membership and attend 80% of meetings
Australia Day Event	Community participation	>300
Annual Art Exhibition	Community participation	>55 entries
Tourism and Events Strategy	Current year actions	Completed

New initiative

Stage 1 - Reconciliation Action Plan	Planning to commence first stage of the Reconciliation Action Plan.	Complete
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KEY OUTPUTS	MEASURES	TARGET
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FINANCE

Good governance

Annual Budget, Annual Report, Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%
Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete
	Asset sustainability ratio	>30%
	Current ratio (Liquidity)	>1
	Debt service ratio	>1
Long term rating strategy	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%
Investments	Compliance with policy and statutory requirements, reported monthly	100%

Modern service delivery

Rates and accounts receivable collection	Rates and annual charges outstanding	<18%
Front counter customer experience	Customer rating (very good, good, poor, very poor)	Very good

GOVERNANCE & RISK

Good governance

Local Government Act 2019 compliance	Compliance with legislative requirements of the Department of Local Government, Housing and Community Development Compliance Checklist	100%
Policy framework	Council policies reviewed before due date	>90%
Elected members support	Breaches of the code of conduct by elected members	0

Modern service delivery

Risk Management Audit Committee (RMAC)	Number of RMAC meetings held	4
Records management review and improvements	Volume of records held in storage reduced	By 10% from previous year.



KEY OUTPUTS	MEASURES	TARGET
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LIBRARY SERVICES

Engaging our community

Visitors to the library	Weekly door count	>400
Promotion of services	Interaction with Library Facebook page	650 likes of Facebook page

Good governance

Shared Service Governance Framework	Governance framework developed	Completed
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Modern service delivery

Collection improvements	Number of Annual loans	>15,800
	Age of collection: % of collection published in the past five years	>40%
Program delivery	Program participation each year	>3,200
Library events	Events delivered	>3

THORAK CEMETERY

Good governance

Servicing community needs and regulatory obligations by keeping cemetery records and maintaining rights of burial	Compliance with legislative requirements	100%
Monthly reporting to the Thorak Cemetery Board	Meet or exceed operational surplus	100%

Modern service delivery

Awareness of cemetery profile and public awareness of Thorak services	Information leaflets distributed	Complete
	Freds Pass Show Display	Complete
Efficient maintenance of grounds and open spaces, including improved mowing, planting, weeding and irrigation regimes	Service level rating from annual community survey	>60%



2021-22 Annual Budget

Operating revenue increase 4.8%

Council's operational revenue is forecast to increase by 4.8%. This reflects the overall rates increase for residential properties (5%) as well as minor increase in grant funding and statutory charges revenue, minus the decrease in investment income related to a significant decline in interest rates. Note: Council's operational revenue would have increased by 7.4% if not for the uncontrollable decrease in investment revenue related to a decrease in interest rates.

Capital revenue increase 62.0%

The capital revenue for 2021-22 includes Blackspot, Roads to Recovery and Local Roads & Community Infrastructure Grant Funding as well as Developer Contributions carried over from 2020-21 and a newly issued special rates levy for the resealing of Guys Creek Road. Council continues to advocate strongly for grant funding, with the focus being on renewal rather than new infrastructure.

Operational expenditure increase 7.8%

This increase is predominately offset by a related increase in income. The remainder is the result of an increase in expenses related to insurance, two additional elected members and resources required to meet the budgeted increase in capital investment.

Capital expenditure increase 0.4%

The 2021-22 budget includes \$4.1 million in renewal projects which reflects an asset sustainability ratio of 30%. This is well below both Council's target of 60% and best practice of 90% highlighting Council's inability to fund a sustainable capital program with the current level of revenue. Of the \$2.5 million new and upgraded capital investment, \$300,000 reflect Council's contribution to the Northern Territory Government for the Productive Mango Roads Project and the remainder is either grant funded or relates to Road Safety, Shared Pathways and Drainage upgrades. Council is forecast to receive \$2.8 million in grant funding towards the 2021-22 capital works program.

Financial Reserves decrease by 14.9%

Council will draw down \$2.2 million from the Asset Reserve to fund the capital works program. While overall transfers from reserves have decreased 25.1% compared to 2020-21, continued reliance on reserves reflects a need for Council to raise additional revenue in order to support a sustainable capital works program.

Annual Budget summary

	Budget 2020-21 \$	Budget 2021-22 \$	Variance
Operational revenue	16,739,453	17,542,519	4.8%
Capital revenue	1,820,525	2,949,084	62.0%
Total revenue	18,559,978	20,491,603	10.4%
Operating expenditure	14,958,552	16,117,953	7.8%
Capital expenditure	6,565,518	6,593,070	0.4%
Total expenditure	21,524,070	22,711,022	5.5%
Net transfers from reserves	(2,964,092)	(2,219,419)	(25.1%)



Rating strategy

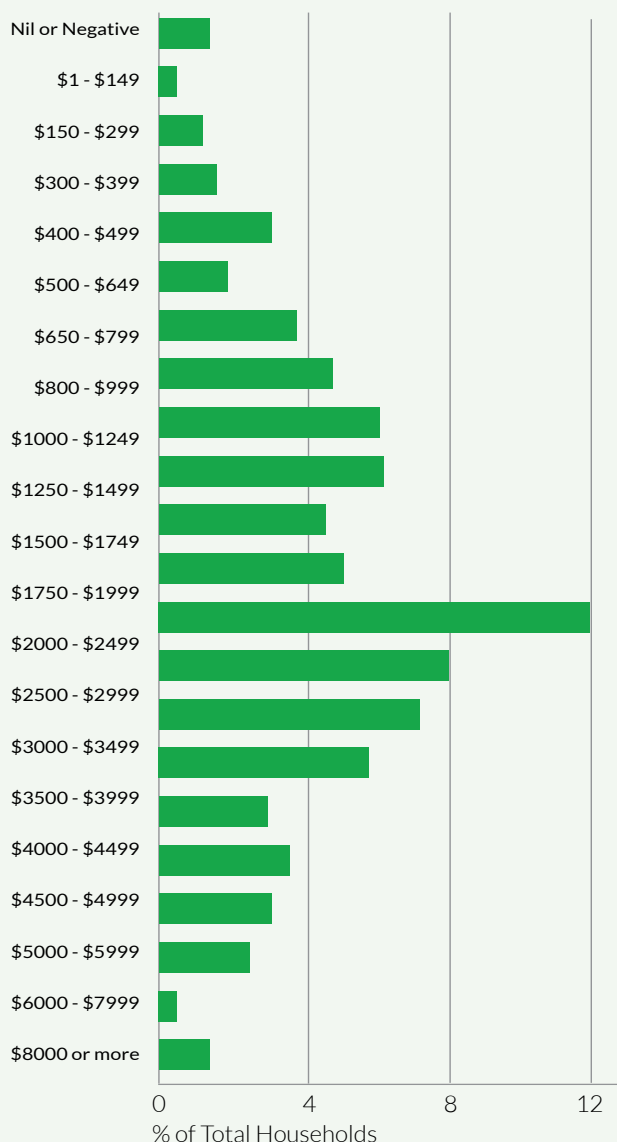
Social and Economic Impact Statement of Rating Strategy

Council has been guided by its Long Term Financial Plan, Strategic Plan and Litchfield’s demographic and economic data when setting rates and charges for the 2021–22 financial year.

Council’s goal is to ensure there are enough funds to maintain and renew assets to meet increasing demand for community infrastructure and services. As part of this process, Council considers the financial capacity of its ratepayers.

The following data informed Council’s Decision.

Litchfield Weekly Household Income



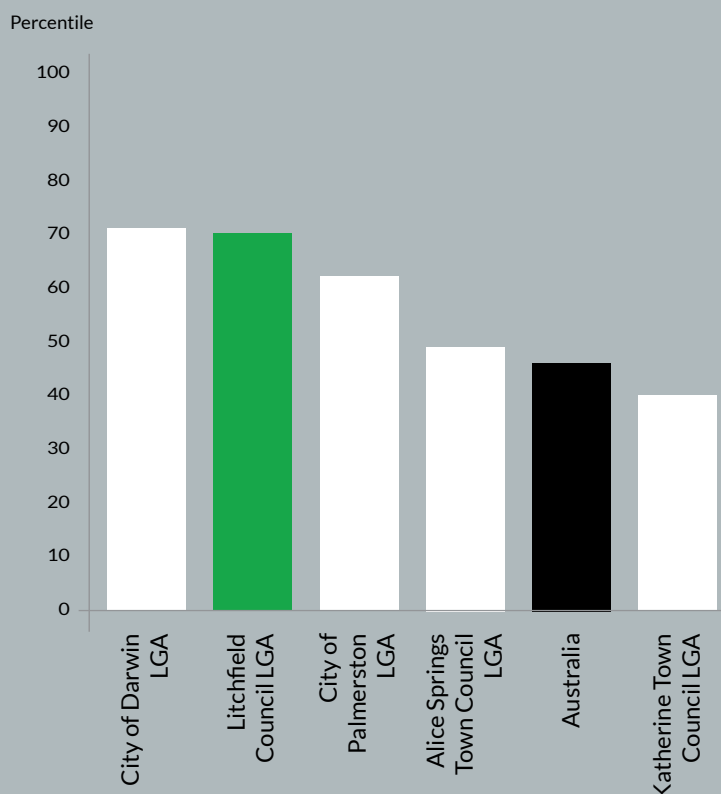
Australian Bureau of Statistics, Census of Population and Housing 2016.
Compiled by profile.id

Litchfield Household Data

Median weekly household income	\$2,109
Households with a mortgage	40%
Median weekly mortgage repayment	\$578
Households renting	17%
Median weekly rent	\$401

Australian Bureau of Statistics, Census of Population and Housing 2016.
Compiled by profile.id

Index of Relative Socio-economic Disadvantage



Australian Bureau of Statistics, Census of Population and Housing 2016.
Compiled by profile.id



Principles of the revised Rating Policy FIN02

The Rating Policy FIN02 applies the principles of administrative simplicity, policy consistency and equality.

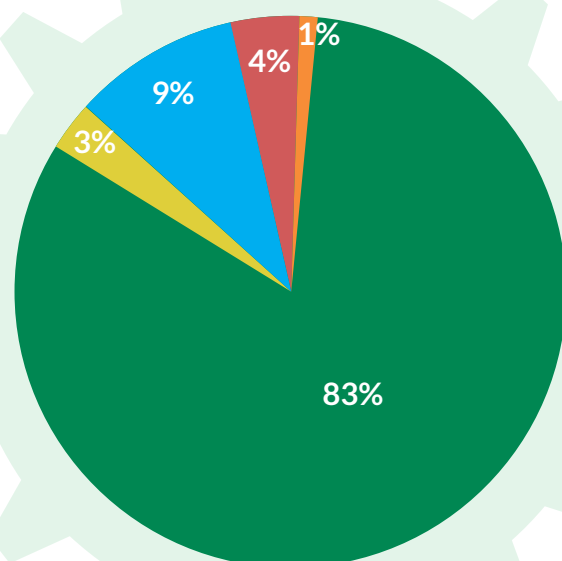
A flat rate remains for urban residential, rural residential and horticultural/agricultural rateable properties.

As allowed for in the Local Government Act 2019, Council will use the unimproved capital value (UCV) to calculate rates for the commercial and gas plant rating categories in 2021-22. The UCV of land is set by the NT Valuer General. (Rates for mining tenements and pastoral leases are set by the relevant Northern Territory Government minister.)

A special rate for the sealing of Guys Creek Road will be levied on thirteen properties, which is able to be paid over two years.

Rate revenue

	Budget \$ 2019-20	Budget \$ 2020-21	Budget \$ 2021-22
Residential rate	6,768,171	6,900,977	7,283,817
Horticulture/agriculture	-	193,125	265,784
Commercial and industrial rates	680,275	793,928	743,055
Gas plant/workers' village /pastoral lease/mining tenements	178,521	280,286	385,808
Special Rate	8,842	297,024	63,349
TOTAL	7,635,809	8,465,340	8,741,813



Rates 2021-2022

- Residential
- Horticulture / agriculture
- Commercial and industrial
- Gas plant/workers' village /pastoral lease/mining tenements
- Special

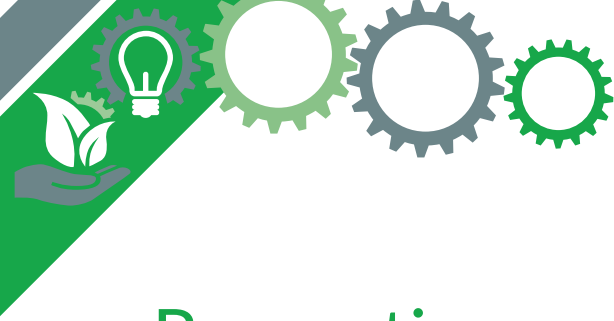


Rating structure

Rating category (in line with Policy FIN02)	Planning zones	No. of properties	Rate 2020-21	Rate 2021-22
Fixed rates				
Residential	R; RR; RL; WM; CN; SL14; SL18; FD; SD; MD; MR; SL11	7,788	\$903	\$948
Horticulture/agriculture	H; A	201	\$903	\$948
Valuation-based				
Allotments of commercial/ industrial land	C; CP; CV; DV; GI; LI; OR; PS; RW; SC; SL1; SL1; SL3; SL4; SL5; SL6; SL7; SL8; SL9; SL10; SL12; SL13; SL15; SL17; SL23	264	0.2643374% Min charge \$1,615	0.277554% Min Charge \$1,695.75
Gas plant	MZ	3	0.933826%	1.400739%
Mining tenements	As set by the Minister	66	0.3475% Min Charge \$890.96	0.3475% Min Charge \$890.96
Pastoral lease	As set by the Minister	4	0.0306% Min Charge \$376.45	0.0306% Min Charge \$376.45
Total number of Rateable Properties		8,326		
Charge				
Waste charge		8,030	\$369	\$387
Special Rate				
Guys Creek Road	R	13	\$4,641	\$4,873

Sponsorship, grants and operating subsidies

The Community Grants Scheme was launched in 2017 in line with the Grants, Donations and Sponsorship Policy FIN07. The scheme provides a framework for delivering grant funding to the community with clear links to achieving the Strategic Plan 2018-22 outcomes and Council's vision to be the best place to live in the Top End. The funding supports community groups and organisations to run events, facilities and programs that provide opportunities to connect and to enrich life in local communities. The scheme is 100% funded through money made from recycling of bottles, cans and batteries collected at Council's Waste Transfer Stations.



Recreation reserves funding support

With the addition of Mira square in 2020-21, Council now has eight recreation reserves across the municipality. Of those, it supports five by providing operational funding to independent associations to maintain facilities and provide a range of activities. The other three recreation reserves are directly managed under a budget set by Council.

Recreational Reserve	Budget \$	Budget \$	Increase	
	2020/21	2021/22	\$	%
Berry Springs Reserve	67,429	67,988	559	1
Freds Pass Reserve	706,388	712,845	6,457	1
Howard Park Reserve	124,000	134,000	10,000	8
Humpty Doo Village Green	106,360	118,913	12,553	12
Knuckey Lagoon Reserve	35,000	37,645	2,645	8
Livingstone Reserve	60,196	60,692	496	1
McMinns Lagoon Reserve	25,499	25,654	155	1
Mira Square	0	20,000	20,000	0
Total	\$1,124,872	\$1,177,737	\$52,865	5%

Grants and donations

Grants/Donations/Community Support	2020/21 \$	2021/22 \$
TOTAL	131,132	130,340

The small decrease from 2020-21 relates to the Cemetery Infant Subsidy which is now absorbed into Cemetery revenue.

Council continues to support the following:

- Women's Business Network
- Freds Pass Show
- Taminmin Library - Litchfield Collection
- Community Grants Scheme
- Sponsorships paid
- Anzac Day activities
- Australia Day activities
- Youth Week Forum
- Annual Art Exhibition



Elected members allowances

In accordance with Section 71(3) of the Local Government Act 2019, Elected Members' allowances are set annually by Council, guided by a Ministerial Guideline setting maximum allowances payable. There has been no increase in Elected Member allowances for 2021-22 however, the elected member expenses are expected to increase in line with the addition of two new Council members after the August election.

Elected members allowances for 2021-22

Allowance type	Amount \$		
	Mayor	Deputy Mayor	Councillor
Annual base allowance	75,116.61	27,776.12	13,509.96
Annual electoral allowance	19,771.29	4,943.73	4,943.73
Extra meeting allowance	-	-	9,006.64
Professional development allowance	3,753.17	3,753.17	3,753.17
Total maximum claimable	98,641.07	36,473.02	31,213.50

Analysis of the operating budget

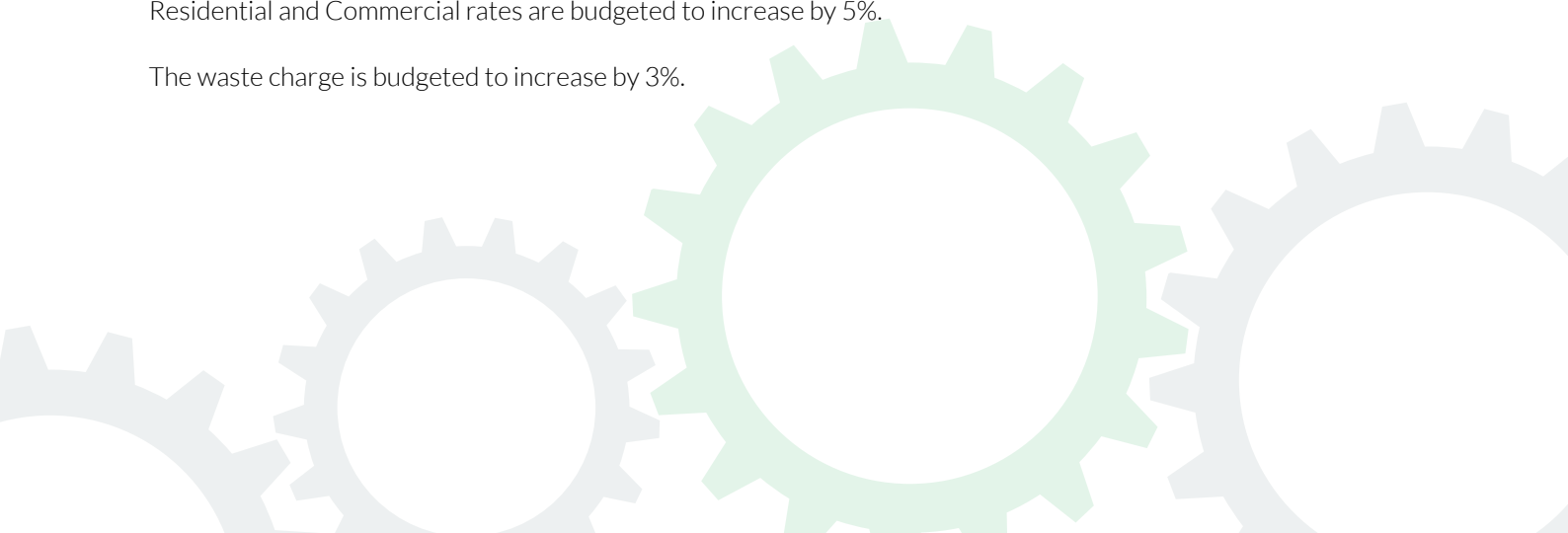
Operating revenue by department

Overall, operating revenue for the 2021-22 financial year is forecast to increase by \$803,066 (4.8%) compared to the 2020-21 budget. Note: Council's operational revenue would have increased by 7.4% if not for the uncontrollable decrease in investment revenue related to a decrease in interest rates.

The table on the following page identifies the changes in operating revenue by department.

Rates have been calculated through a combination of fixed rates and rates based on unimproved capital value. Both Residential and Commercial rates are budgeted to increase by 5%.

The waste charge is budgeted to increase by 3%.





DEPARTMENT	2020/21 \$	2021/22 \$	Variance \$
Council leadership	-	-	-
Community	78,000	88,000	10,000
Corporate	-	-	-
Library	419,953	442,712	22,759
Finance	9,047,698	9,561,134	513,436
ICT	-	-	-
Infrastructure & Assets	2,977,214	2,980,594	3,380
Thorak Cemetery	928,483	1,017,579	89,096
Mobile Workforce	-	-	-
Waste	3,162,705	3,263,000	100,295
Regulatory Services	125,400	189,500	64,100
TOTAL	16,739,453	17,542,519	803,066

Operating expenses by department

Operating expenses have increased by \$1,159,401 (7.8%) compared to the 2020-21 budget. This increase is predominately offset by a related increase in income. The remainder is the result of an increase in expenses related to insurance, two additional Elected Members and resources required to meet the budgeted increase in capital investment.

DEPARTMENT	2020-21 \$	2021-22 \$	Variance \$
Council Leadership	1,065,065	1,327,210	262,145
Community	1,452,426	1,539,546	87,120
Corporate	610,392	687,753	77,361
Library	419,954	442,712	22,758
Finance	1,615,907	1,472,618	(143,289)
ICT	614,000	690,239	76,239
Infrastructure & Assets	3,446,813	3,831,662	384,849
Thorak Cemetery	911,138	959,062	47,924
Mobile Workforce	1,289,009	1,328,714	39,705
Waste	3,131,133	3,246,634	115,501
Regulatory Services	402,715	591,802	189,087
TOTAL	14,958,552	16,117,953	1,159,401



Analysis of the capital budget

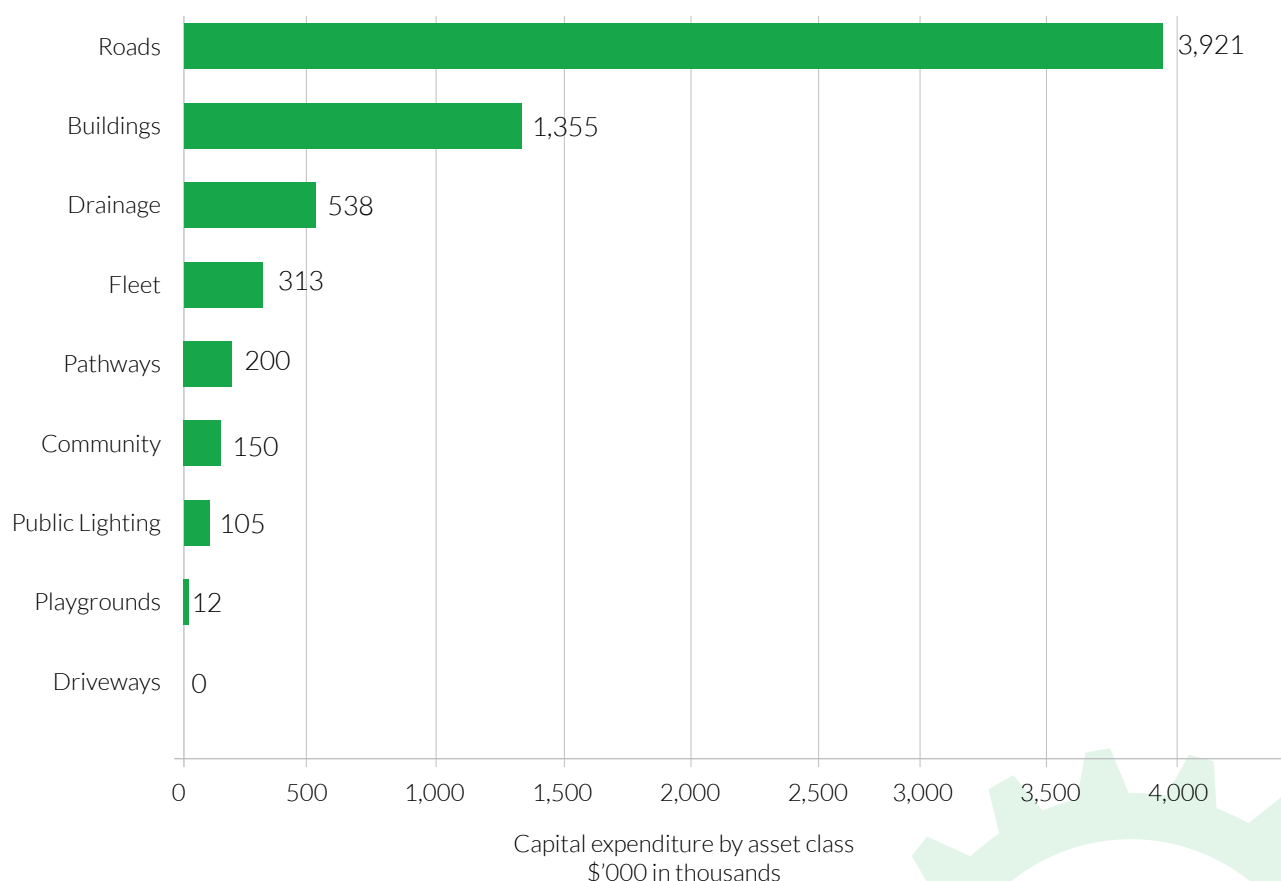
Capital works improve or replace existing assets or create new assets for Council.

Due to limited income from rates, Council is heavily reliant on grant funding and funds drawn from the Asset Reserve to fund capital works. Each year, as part of the Long Term Financial Plan, Council transfers funds from the Asset Reserve to deliver the road infrastructure renewals.

In 2021-22 Council expects to draw down \$2.2 million from the Asset Reserve to partly fund the capital works program of \$6.6 million.

Capital expenditure on assets

Capital expenditure planned to be spent by asset classes





Capital expenditure by department

PROGRAMS		COSTS \$
INFRASTRUCTURE & OPERATIONS		
	Buildings	1,220,000
	Drainage renewal and upgrade	537,500
	Vehicle replacement	313,000
	Shared Path Program	20,000
	Pathway renewal	180,000
	Street lighting replacement	30,000
	Gravel surface renewal	300,000
	Forward Planning & Design	350,000
	Pavement renewal	760,285
	Road seal renewal	760,285
	Gravel Road Seal	500,000
	Productive Roads - Mango Road	300,000
	Road safety upgrades	1,025,000
	Mira Square development	150,000
TOTAL		6,446,070
WASTE MANAGEMENT		
	Waste transfer station renewal	35,000
TOTAL		35,000
THORAK CEMETERY		
	Thorak Cemetery asset renewal	80,000
TOTAL		80,000
COUNCIL LEADERSHIP & COMMUNITY SERVICES		
	Reserve building renewal and compliance	20,000
	Reserve playground renewal	12,000
TOTAL		32,000
Grand total		6,593,070



Budgeted Statement of Comprehensive Income

This statement provides a detailed summary of Council's income and operating expenses, including depreciation. The operating deficit illustrates Council's overall financial performance, and its inability to fund the consumption of assets.

	Actual \$ 2019-20	Budget \$ 2020-21	Budget \$ 2021-22
Income			
Rates	10,685,294	11,050,208	11,720,414
Statutory charges	137,049	125,000	189,000
User charges	1,757,340	1,245,123	1,289,199
Investment income	689,534	668,201	249,500
Reimbursements	543	0	0
Other income	153,975	70,000	485,524
Grants subsidies and contributions – other	3,855,333	3,580,922	3,608,882
Total income	17,279,068	16,739,454	17,542,519

Expenses			
Employee costs	6,643,444	6,932,575	7,218,475
Materials, contracts and other expenses	7,218,993	8,025,979	8,899,478
Depreciation, amortisation and impairment	13,166,270	11,744,243	13,660,232
Total expenses	27,028,707	26,702,797	29,778,185

Operating deficit	(9,749,639)	(9,963,343)	(12,235,666)
Net gain (loss) on disposal or revaluation of assets	(31,186)	0	0
Amounts received specifically for new or upgraded assets	408,072	1,820,525	2,949,084
Physical resources received free of charge	0	0	3,650,000
Net deficit	(9,372,753)	(8,142,818)	(5,636,582)



Budgeted statement of financial position

This statement provides an estimate of the assets Council will own and the liabilities Council will have as at 30 June 2022.

	Actual 2019-20 \$'000's	Budget 2020-21 \$'000's	Budget 2021-22 \$'000's
Assets			
Current assets			
Cash and cash equivalents	1,803	3,025	2,782
Trade and other receivables	2,926	3,248	3,233
Other financial assets	22,100	15,071	13,193
Total current assets	26,829	21,344	19,208
Non-current assets			
Infrastructure, property, plant and equipment	301,370	305,412	314,143
Other non-current assets	4,365	0	0
Total non-current assets	305,735	305,412	314,143
Total assets	332,564	326,756	333,351
Liabilities			
Current liabilities			
Trade and other payables	4,497	3,613	5,346
Borrowings	33	0	0
Provisions	605	593	635
Total current liabilities	5,135	4,206	5,981
Non-current liabilities			
Provisions	432	487	453
Total non-current liabilities	432	487	453
Total liabilities	5,567	4,693	6,434
NET ASSETS	326,997	322,063	326,917
Equity			
Accumulated surplus	11,433	9,064	19,388
Asset Revaluation Reserve	294,302	295,860	294,302
Other reserves	21,262	17,139	13,227
TOTAL EQUITY	326,996	322,063	326,917



Budgeted Statement of Cash Flow

This statement provides a summary of the flow of cash and insight into where Council receives and spends its cash.

	Actual 2019-20 \$'000's	Budget 2020-21 \$'000's	Budget 2021-22 \$'000's
Cash flows from operating activities			
Receipts			
Rates - general and other	10,350	10,170	11,398
Fees and other charges	1,941	1,955	1,799
Investment receipts	690	512	453
Grants used for operating purposes	3,919	3,668	3,609
Other operating receipts	2,136	512	411
Payments			
Employee costs	(7,166)	(6,699)	(7,218)
Contractual services and materials	(8,299)	(8,434)	(8,899)
Other operating payments	-	-	-
Net cash provided by operating activities	3,571	1,684	1,553
Cash flows from investing activities			
Receipts			
Amounts specifically for new or upgraded assets	1,792	3,428	2,949
Sale of surplus assets	79	-	-
Net disposal of investment securities	-	-	-
Payments			
Expenditure on renewal/replacement of assets	(5,167)	(10,950)	(6,593)
Net disposal of investment securities	(729)	-	-
Net cash used in investing activities	(4,025)	(7,522)	(3,644)
Cash flows from financing activities			
Receipts			
Proceeds from borrowing	-	-	-
Payments			
Repayment of borrowings	(49)	-	-
Net cash used in financing activities	(49)	-	-
Net Increase in cash held	(503)	(5,838)	(2,091)
Cash and cash equivalents at beginning of period	24,406	23,903	18,065
Cash and cash equivalents at end of period	23,903	18,065	15,974



Budgeted Statement of Reserves

This statement provides a summary of Council's financial reserve balances.

Council's financial reserves exist to ensure sufficient funds are set aside for specific purposes as they arise. Council's Financial Reserves Policy FIN04 describes Council's intentions in using those funds.

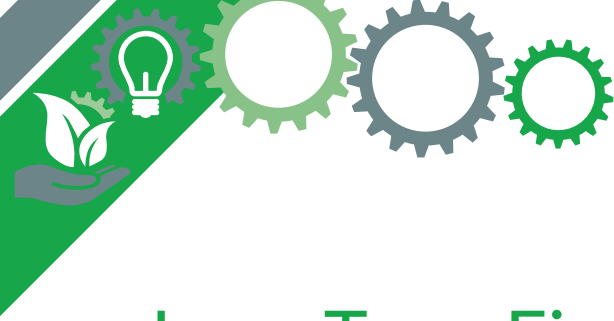
In 2021-22 Council will utilise all Developer Contributions and draw a further \$2.2 million from the asset reserve in order to fund capital investment. However, Council continues to advocate strongly for grant funding for capital renewals. If successful, less funding from the asset reserve would be required to fund capital investment.

The election reserve will be exhausted to fund the 2021-22 election. The closing balance reflects the first year of annual contributions to this reserve in order to meet election expenses in 2025-26.

In light of the Northern Territory Government's new Disaster Recovery Co-Contribution which requires Municipal Councils to contribute 25% of the cost of disaster recovery up to a maximum of \$400,000, the Disaster Recovery Reserve will increase by \$100,000 each year for the next four years.

The Strategic Initiatives Reserve has been reduced by \$100,000 in order to fund the new Information and Communication Technology (ICT) Reserve. This new reserve reflects Council's commitment to sustainable ICT.

RESERVES	2020/21 Forecast \$	Transfers from \$	Transfers to \$	2021/22 Budget \$	Movement \$
Developer Contributions Reserve	82,735	(82,735)	-	-	(82,735)
Unexpended Grants Reserve	-	-	-	-	-
Total Restricted	82,735	(82,735)	-	-	(82,735)
Asset Reserve	8,999,628	(3,611,721)	1,386,418	6,774,326	(2,225,303)
Waste Management Reserve	4,608,776	(35,000)	16,366	4,590,142	(18,634)
Thorak Regional Cemetery	704,514	(80,000)	58,517	683,031	(21,483)
Election Reserve	100,000	(100,000)	46,000	46,000	(54,000)
Disaster Recovery Reserve	500,000	-	100,000	600,000	100,000
Strategic Initiatives Reserve	500,000	(100,000)	-	400,000	(100,000)
ICT Reserve	-	-	100,000	100,000	100,000
Total Unrestricted	15,412,918	(3,926,721)	1,707,301	13,193,499	(2,219,419)
TOTAL	15,495,653	(4,009,456)	1,707,301	13,193,499	(2,302,154)



Long Term Financial Plan

Long Term Financial Plan assumptions

The Litchfield Council Long Term Financial Plan 2021-22 to 2030-31 is designed to guide Council's financial sustainability over the next 10 years by supporting sound financial decision-making.

Sustainability means meeting our own needs (e.g. the community has well-maintained facilities, infrastructure and services) without compromising the needs of future generations.

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 interrelated challenges including:

- Operating deficits due to depreciation
- High dependency on external funding
- Insufficient own-source revenue
- Inadequate income to allocate towards maintaining the existing asset base (refer to asset sustainability ratio)

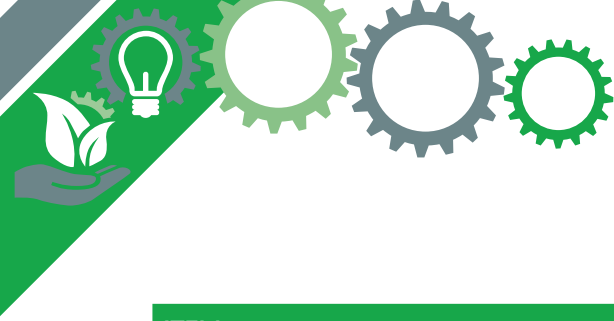
These challenges are not easily resolved. Without a considerable increase in revenue, these challenges will continue to be present and will require a long term and disciplined approach to the allocation of financial resources.

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
- Increase rate income to fund sustainable capital spend

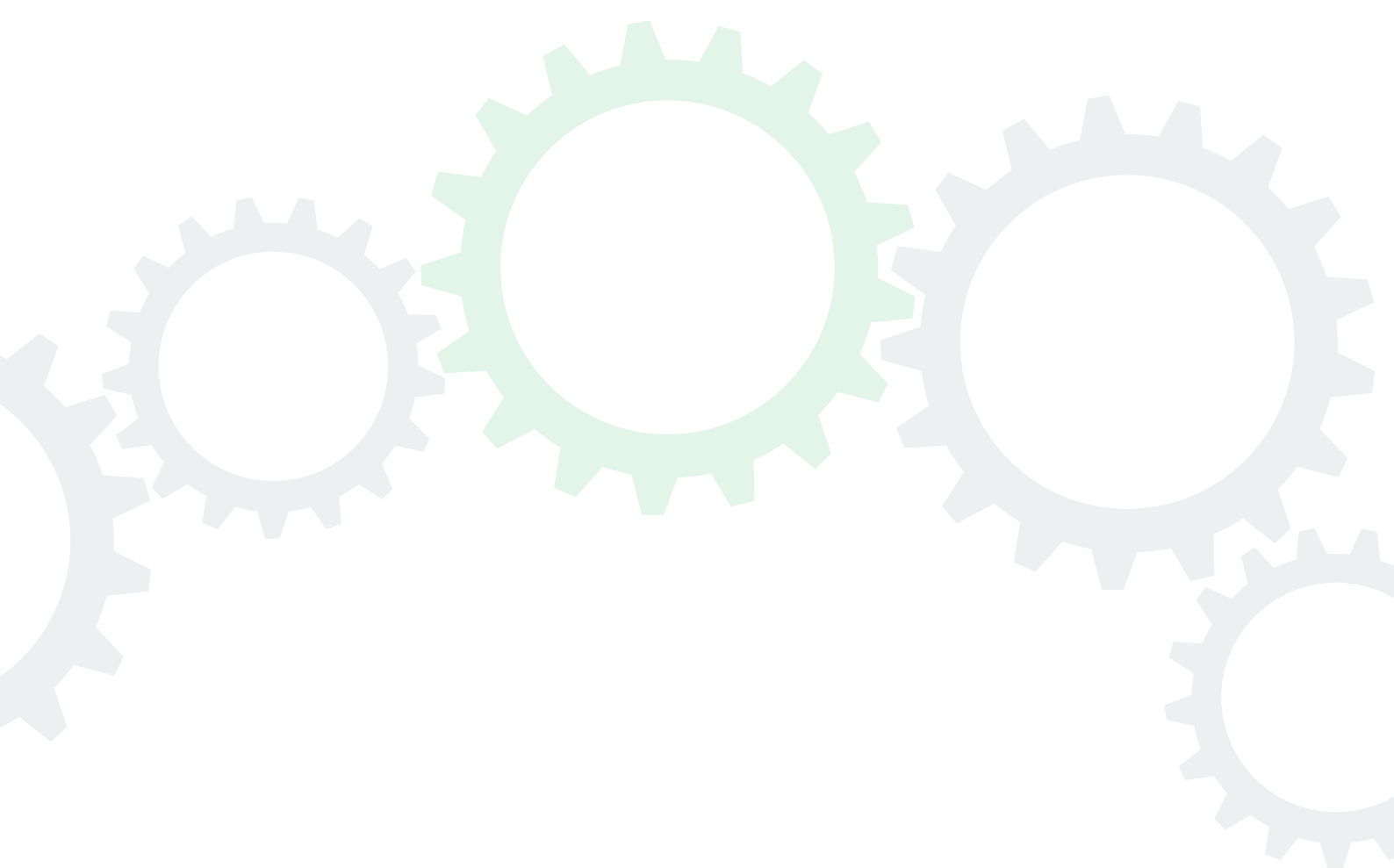
The combination of these strategies will improve the sustainability of Litchfield gradually over time with the key objective of increasing the level of capital expenditure, which is currently inadequate.

Litchfield Council Long Term Financial Plan 2021-22 to 2030-31 can be found at: <https://www.litchfield.nt.gov.au/council/council-plans-and-publications>



ITEM	INCREMENT (Annual)
INCOME	
General rates	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 expense	0.5%
Election expenses	10% growth every four years
Energy	1.0%
Insurance	2.0%
Other expenses	1.0%

* An increase of \$94.80 in FY23





Local Government Act 2008 Requirements

Municipal Plan	
23(a)(i)	Service Delivery Plan for the period of the plan
23(a)(ii)	Budget
23(b)(i)	Long term, community or strategic plan adopted by Council and relevant to the period of the Municipal Plan
23(b)(ii)	Council's Long term Financial Plan
23(c)(i)	The adequacy of constitutional arrangements presently in force for the council under this Act and in particular whether they provide effective possible representation for the area
23(c)(ii)	Opportunities and challenges for local government service delivery in Council's area
23(c)(iii)	Possible changes to the administrative and regulatory framework for delivering local government services in the Council's area over the period to which the plan relates
23(c)(iv)	Whether possibilities exist for improving local government service delivery by cooperation with other councils, or with government agencies or other organisations
23(d)	Define the indicators for judging the standard of performance
24(1)	Must adopt between 1 April and 31 July each year and forward copy to the Agency by 31 July each year
24(2)(a)	Prepare a draft plan
24(2)(b)	Make draft accessible on the council's website and copies at the council public offices
24(2)(c)	Publish notice on website and in a newspaper

Annual Budget	
127(2)(a)(i)	Council's objectives for the relevant financial year
127(2)(a)(ii)	The measures the council proposes to take, during the financial year, towards achieving those objectives
127(2)(a)(iii)	The indicators the council intends to use as a means of assessing its efficiency in achieving its objectives it proposes to take, during the financial year, towards achieving those objectives.
127(b)	Estimates of revenue and expenditure – differentiating between operating and capital
127(c)	State the amount to be allocated to the development and maintenance of each class of infrastructure for the financial year
127(d)	The amount the Council proposes to raise by way of rates, and set out the rates structure for the financial year
127(e)	An assessment of the social and economic effects of its rating policies
127(f)	State the allowances for members of the council for the financial year and the amount budgeted to cover payment of those allowances



COUNCIL REPORT

Agenda Item Number:	15.02.05
Report Title:	Policy Governance – New and Updated Policies
Author:	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	21/04/2021
Attachments:	A: Draft GOV14 Casual Vacancies Policy B: Draft HR14 Human Resource Management Policy C: Draft GOV18 Confidential Items Policy D: Draft FIN03 Procurement Policy

Executive Summary

This report presents to Council for adoption three (3) new draft policies required under the new Local Government Act 2019 (Act). The report further presents changes to one (1) existing policy which required changes to be compliant with the new Act.

Recommendation

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.

Background

In accordance with the new Local Government Act 2019, the policies below were required to be developed.

Policy	Purpose	Background
GOV14 Casual Vacancies	Outlines what Council must do should a vacancy occur on the Council.	Policy has been developed in conjunction with the example policy provided by the Department and direct wording from the Act.

Policy	Purpose	Background
HR14 Human Resource Management	Provides an overarching policy for all Council HR policies.	Policy was developed based on what was required in the Act.
GOV18 Confidential Items	Outlines how Council manages confidential items at Council meetings.	Policy has been developed in conjunction with the example policy provided by the Department and direct wording from the Act.
FIN03 Procurement	Procurement.	Updated policy to reflect changes in procurement thresholds, new tender threshold increased to \$150,000. Removal of professional services as exemption for procurement and procurement thresholds are exclusive of Goods and Services tax.

Each policy has been drafted and provided as an attachment.

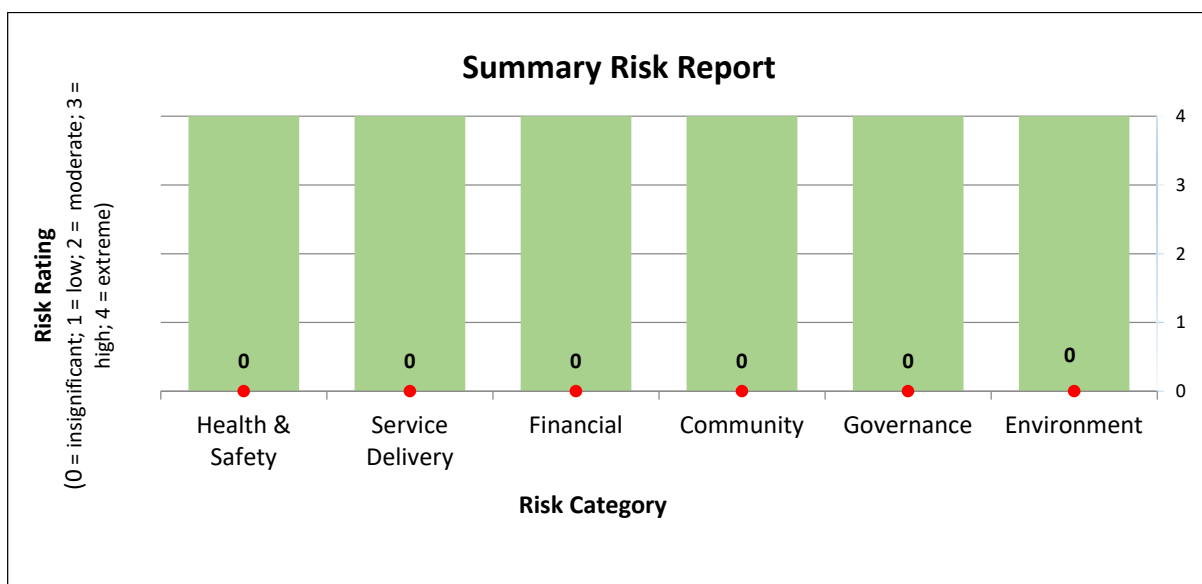
Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Developed in accordance with the new Local Government Act.

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

Not applicable.

Filling Casual Vacancies on Council **POLICY GOV14**

Name	GOV14 Filling Casual Vacancies on Council
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	[Approval Date]
Review Date	[Review Date]

1. Purpose

This policy outlines how casual vacancies for the position of an ordinary member and an elected Mayor may be filled.

2. Scope

This policy applies to the positions of elected ordinary members and the Mayor.

3. Definitions

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

Council Member	A councillor elected to the Litchfield Council
Mayor	The Mayor elected to the Litchfield Council
Person	An individual not being a member of the Litchfield Council
Casual Vacancy	A position on the Elected Council which is created by the resignation via written notice or disqualification of an existing elected member in accordance with the Local Government Act
The Act	Local Government Act of the Northern Territory, 2019

4. Policy Statement

Council will fill vacancies in the office of an ordinary member as follows:

4.1. Casual Vacancies – Council Member

Date vacancy occurs	Action	<i>Local Government Act 2019 Section</i>
18 months or more before the next election.	Council will hold a by-election to fill the vacancy.	54 (2) (c)
Less than 18 months but not less than 6 months before the next general election.	Council will appoint a person to fill the vacancy until the next general election (in accordance with clause 4.2 of this policy).	54 (2) (a)
6 months or less before the next general election.	Council will leave the office of the ordinary member vacant.	54 (2) (b) (i)

4.2. Filling the office of a council member by appointment

- 4.2.1 As soon as practicable after the casual vacancy occurs in the office of a council member the Chief Executive Officer (CEO) will advertise the vacancy for appointment by publishing in a local newspaper, on the Council website and on Council noticeboards in the community.
- 4.2.2 The advertisement will:
 - (a) Invite applications from electors who are:
 - (i) Eligible under section 46 of the Act; and
 - (ii) Enrolled in the relevant ward; and
 - (b) Invite applicants to provide either a written statement (1 page) or video submission (3 minutes) that outlines why the person wants to be a Council member and the qualities they would contribute to the public; and
 - (c) Advise that the written statement or video submission of the applicant may be made public by the Council.
- 4.2.3 The closing date for the applications will be 28 days from the date the advertisement is published in the local newspaper and on the Council website.
- 4.2.4 As soon as possible after the closing date, the CEO will provide copies of all applicants' statements to all Council members. At the next Ordinary Council Meeting or Special Council Meeting, following the closing date, the matter is to be included as an agenda item for Council's consideration.

4.2.5 When appointing a person to be a Council member, Council will give due consideration to:

- (a) The person's level of community involvement;
- (b) The person's suitability for the role; and
- (c) Any other relevant matters.

4.2.6 Council will decide the appointment by resolution, with official commencement to the office of Council member to take place 7 days after the date of the resolution.

4.2.7 The CEO is to ensure the successful applicant is advised of their appointment to Council and that an induction to the position is undertaken as soon as practicable, but no longer than four weeks after appointment.

4.3. Casual vacancies – Mayor

4.3.1 As election is the basis for filling the office of the Mayor, Council will fill a vacancy in the office of the Mayor as follows:

Date vacancy occurs	Action	<i>Local Government Act 2019 Section</i>
18 months or more before the next general election.	Council will hold a by-election to fill the vacancy in the office of the Mayor.	65(3)(a)
Less than 18 months, but not less than 6 months, before the next general election.	Council will appoint an existing council member to be the Mayor by vote of existing members (in accordance with clause 4.4 of this policy).	65(3)(b)(i)
	Council will appoint a person to fill the vacancy in the office of a council member until the next general election (in accordance with clause 4.2 of this policy).	54(2)(a)

6 months or less, but not less than 3 months, before the next general election.	Council will appoint an existing Council member to be the Mayor by vote of existing members (in accordance with clause 4.4 of this policy).	65(3)(b)(i)
	Council will leave the office of the Council member vacant.	54(2)(b)(i)
3 months or less before the next general election.	Council will appoint an existing council member to be the Mayor by vote of existing members (in accordance with clause 4.4 of this policy).	65(3)(c)(i)
	Council will leave the office of the Council member vacant.	54(2)(b)(ii)

4.4. Appointing a Mayor

- 4.4.1 The matter of appointing a person to fill a casual vacancy in the office of the Mayor is to be on the agenda at the next Ordinary Council meeting or Special Council meeting after the vacancy occurs. At the ordinary or special council meeting, Council will, by vote of existing council members, resolve to:
- (a) appoint an existing council member to fill the vacancy in the office of the Mayor until the next general election; and
 - (b) for the appointment to commence immediately.

- 4.4.2 The vacancy in the office of the Council member will be filled in accordance with clause 4.2 of this policy.

4.5 Appointing a Deputy Mayor

- 4.5.1 In the event the Deputy Mayor role is vacated, the appointment of the Deputy Mayor will occur in accordance with Council policy EM01 Elected Members before any by-election, where practical. The appointment of the Deputy Mayor if the position is vacated need not wait until the by-election is completed.

5. Associated Documents

EM01 Elected Members

6. References and Legislation

Northern Territory Local Government Act, 2019

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
This Review	New Policy as required by the Act

DRAFT



Name	HR14 Human Resource Management
Policy Type	Council
Responsible Officer	Manager People & Performance
Approval Date	[Approval Date]
Review Date	[Review Date]

1. Purpose

The purpose of this policy is to ensure that overarching human resource management policies are in place and complied with by the Chief Executive Officer (CEO) when determining employment policies.

These human resource management policies, as well as the statutory principles of human resource management, are to be reflected appropriately in all policies and processes of the Council.

2. Scope

This policy applies to the general human resource hiring procedure and employment policies.

3. Definitions

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

Human Resources Management Policy	Human resource management policy is the continuous process of systematic planning ahead to achieve optimum use and selection of an organisation's most important asset—quality employees.
Merit Principle	The principle is based on the relationship between the candidates' work-related qualities and the work-related qualities genuinely required for the duties.
Council Staff	Refers to employees of Litchfield Council.
Discrimination	The unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, gender, sexual orientation, or disability.

4. Policy Statement

4.1. Principles of human resource management

4.1.1 Council must adopt policies on human resource management and ensure that those policies give effect to the following principles;

- (a) Council must have a robust recruitment system for employing council staff members that demonstrates a fair and equitable process based on the merit principle.

- (b) The Council's staff must have reasonable access to training and development and opportunities for advancement and promotion.
- (c) The Council's staff must be treated fairly and consistently.
- (d) There must be suitable processes for dealing with employment-related grievances.
- (e) Working conditions must be safe and healthy and meet any appropriate legislation and/or regulations associated within a safe working environment.
- (f) There must be no discrimination against a member or potential member of the Council's staff.

4.2 Employment Policies

4.2.1 The CEO must maintain up-to-date employment policies that cover;

- (a) recruitment
- (b) probation and performance assessment
- (c) opportunities for advancement that are based on merit and are fair and equitable
- (d) access to training and development
- (e) access to employment-related benefits
- (f) resolution of employment-related grievances

4.2.2 Employment policies must be consistent with clause 4.1. above.

5 Associated Documents

HR02 Statement of Employment Policies

6 References and Legislation

Northern Territory Local Government Act

7 Review History

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



Name	GOV18 Confidential items
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	[Approval Date]
Review Date	

1. Purpose

To ensure proper treatment and review of confidential information after consideration of confidential business at a council meeting.

2. Scope

This policy applies to information that was considered during or resulted from confidential business at a council meeting, including (but not limited to) the agenda, business papers, resolutions, and minutes.

Confidential information is to be considered separately for the purposes of assessing whether or not the information is to remain confidential (for example, immediately releasing a resolution that is no longer confidential with related business papers remaining confidential for a specified period of time).

3. Definitions

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

Confidential	Information not privy to the public
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4. Policy Statement

4.1. Principles

- 4.1.1 Councils preference is to, where possible, make decisions on confidential items in open session but hold debate in closed sessions.
- 4.1.2 Where this is not possible and information associated with the confidential report will compromise the prescribed regulation 50 in the Local Government (*General*) Regulations 2021, Council will vote in closed session.
- 4.1.3 All content associated with confidential reports will be discussed and debated in closed session.
- 4.1.4 Any information that falls under the prescribed categories in regulation 50 of the *Local Government (General) Regulations 2021* must remain confidential until the reason for confidentiality no longer applies.

4.2. Confidential Information

4.2.1 For Section 293 of the Act, Regulation 50 of the *Local Government (General) Regulations 2021*, prescribes the following information as confidential:

- (a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.
- (b) information about the personal circumstances of a resident or ratepayer.
- (c) information that would, if publicly disclosed, be likely to:
 - (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or
 - (ii) prejudice the maintenance or administration of the law; or
 - (iii) prejudice the security of the council, its members, or staff; or
 - (iv) subject to regulation 50 (3) – prejudice the interests of the council or some other person;
- (d) information subject to an obligation of confidentiality at law, or in equity;
- (e) subject to regulation 50 (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest;

4.2.2 subject to regulation 50 (2) – information in relation to a complaint of a contravention of the code of conduct. For regulation 50 (1)(f), the following information is no longer confidential after the complaint has been decided:

- (a) a decision notice in relation to the complaint;
- (b) a report of proceedings or findings of the complaint.

4.2.3 Information mentioned in regulation 50 (1)(c) (iv) and (e) does not prejudice the interests of the council or some other person or is not contrary to the public interest if the information, if publicly disclosed, only causes:

- (a) embarrassment to the council, members, or the council's staff; or
- (b) a loss of confidence in the council; or
- (c) discussion of a matter that is controversial in the council area; or
- (d) the council to be susceptible to adverse criticism.

4.3 Consideration of confidential business

- 4.3.1 After the conclusion of the consideration of an item of confidential business, Council will decide whether confidential information is:
- (a) the type of confidential information that should no longer be confidential after a specified period of time; or
 - (b) the type of confidential information that should be subject to periodic review to determine if it should no longer be confidential.
- 4.3.2 Where Council resolves a specified period of time for the information to remain confidential, that information is to be publicly released after the expiry of that period of time (see Clause 4.5).
- 4.3.3 Where Council resolves that confidential information should be subject to periodic review to determine if it should no longer be confidential, that information will be added to the confidentiality review list (see Clause 4.4).

4.4 Confidentiality review list

- 4.4.1 Council will maintain a list of confidential information and review that list once every six months to determine whether any matters are to no longer be confidential after a specified period or are to remain confidential for review at a subsequent date.

4.5 Public release of information

- 4.5.1 When information is no longer confidential, a notation will be put in the relevant document (including the version on the website) that the information is no longer confidential, on what date that decision was made, and where information about the matter that is no longer confidential can be accessed.

5 Associated Documents

Any policies, templates, procedures, guidelines, strategies or plans relevant to the policy

6 References and Legislation

Northern Territory Local Government Act 2019

Local Government (General) Regulations 2021

7 Review History

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

DRAFT

Procurement **POLICY FIN03**



Name	FIN03 Procurement
Policy Type	Council
Responsible Officer	General Manager Infrastructure & Operations
Approval Date	21/04/2021
Review Date	21/04/2025

1. Purpose

The purpose of this Policy is to:

- provide guidance to Council to allow consistency and control over procurement activities;
- demonstrate accountability to rate payers;
- provide guidance on ethical behaviour in public sector purchasing;
- demonstrate the application of elements of best practice in purchasing; and
- increase the probability of obtaining the best outcome when purchasing goods and services.

2. Scope

The Policy relates to all full-time, part-time and casual employees of Litchfield Council, as well as Elected Members.

3. Definitions

The Act	<i>Local Government Act</i>
Agency	The Department of Local Government and Community Development
Commercial in Confidence	Information that, if released, may prejudice the business dealings of the party (e.g. discounts, rebates, profits, methodologies and process information). It is information provided for a specific purpose that is not to be used for any other purpose than set out in the initial document.
Conditions of Tendering	Rules governing the content and submission of tenders and the conduct of the tendering process.
Contract Management	The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and, in particular, to provide value for money.
Council staff (Council Representative/Contracts Manager)	Includes full time and part-time Council officers, and temporary employees while engaged by the Council.
Delegation	A power handed down by the Council or Chief Executive Officer in an instrument to enable a delegate to act on Council's behalf.

Procurement **POLICY FIN03**

Evaluation Panel	A panel of Council staff members appropriate for determining and undertaking the evaluation of a supplier.
Expression of Interest (EOI)	An invitation for persons to submit a proposal for the provision of the goods, works and services which generally set out the overview of requirements contained in the document. This invitation is not an offer or a contract.
Panel Contract Arrangements	A contract that sets rates for goods and services which are available for the term of the agreement. However, no commitment is made under the agreement to purchase a specified value or quality of goods or services.
Policy	Refers to this specific policy document.
Probity	The dictionary definition of probity refers to uprightness, honesty, proper and ethical conduct and propriety in dealings. Within Government, the word "probity" is often used in a general sense to mean "good process." A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Probity Advisor	An observer in dealings with tenderers and the evaluation panel at presentations and interviews. The probity advisor would be available to answer questions and provide advice to the evaluation team and/or steering committee.
Probity Auditor	Reviews all processes and documentation throughout the procurement process and provides a report on their findings at the conclusion of the process.
Procurement	Procurement is the whole process of acquisition of external goods, works and services. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Shared Services	Shared services is the provision of services through collaboration between more than one local authority.
Sustainability	Activities that meet the need for goods, works and services in a way that achieves value for money on a whole of life basis in terms of generating benefits not only to Council, but also to society and the economy, while minimising damage or enhancing the environment.
Tender Process	The process of inviting parties to submit a tender by public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.

Procurement **POLICY FIN03**

Thresholds	The value above which a procurement, unless exempt, is subject to the mandatory procurement process.
Quotation Process	The process of inviting parties to submit a quotation followed by evaluation of submissions and selection of a successful respondent.
Value for Money	Value for Money in procurement is about selecting the supply of goods, works and services taking into account both cost and non-cost factors including; <ul style="list-style-type: none"> • contribution to the advancement of the Council's priorities; • non-cost factors such as fitness for purpose, quality service and support, project delivery, risk, economic contribution to the municipality, financial capacity; and • cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.

4. Policy Statement

4.1. PRINCIPLE

4.1.1. *Background*

Litchfield Council recognises that having a strong procurement approach and adopting appropriate best practice contracting and procurement principles, policies, processes and procedures for all goods, works and services by Council enhances achievement of Council objectives.

The elements of best practice applicable to local government procurement incorporate:

- Broad principles covering ethics, value for money, responsibilities and accountabilities
- Guidelines giving effect to those principles
- Open and effective competition
- A system of delegations (i.e. The authorisation of officers to approve a range of functions in the procurement process)
- Procurement processes, with appropriate procedures covering minor simple procurement to high value complex procurement
- A professional approach to all tenders undertaken
- Support for Council's corporate strategy and objectives
- A long term strategic view of procurement needs while continually assessing reviewing and auditing procedures, strategy and objectives
- A robust and transparent audit trail which ensures that procurement projects are delivered on time, within cost constraints and that the needs of end users are fully met
- Processes conducted, and are seen to be conducted, in an impartial, fair and ethical manner

- Value for money and quality in the acquisition of goods, works and services
- Identification, assessment and management of risk at all stages of the procurement process
- Strategic procurement practices and innovative procurement solutions, in particular making use of collaboration and partnership opportunities
- Compliance with legislation
- Support for business in the local community where possible
- Support for skills and training of apprentices where possible

4.1.2. Scope

This Procurement Policy is made under the Local Government Regulations and the Act.

The Regulations requires Council to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, works and services by Council.

This policy applies to all contracting and procurement activities at Council and is binding upon all of those noted in section two (2).

4.1.3. Treatment of GST

All monetary values related to this policy **exclude GST** except where specifically stated otherwise.

4.2. EFFECTIVE LEGISLATIVE AND POLICY COMPLIANCE CONTROL

4.2.1. Ethics and Probity

Requirement

The Council's procurement activities shall be performed with integrity and in a manner able to withstand the closest possible scrutiny.

Conduct of Elected Members and Council staff

Elected Members and Council staff shall at all times conduct themselves in ways that are ethical and will:

- Treat potential and existing suppliers with equality and fairness
- Not seek or receive personal gain
- Maintain confidentiality of competing companies' information, such as pricing, specifications, quotations, tender, bid or any other commercial proprietary information
- Present a high standard of professionalism and probity
- Deal with suppliers in an honest and impartial manner that does not allow conflicts of interest
- Provide all suppliers and tenderers with the same information and equal opportunity
- Be able to account for all decisions and provide feedback on them
- Maintain fair, equitable and non-discriminatory procedures for addressing complaints and concerns raised by suppliers or members of the community regarding Council's procurement activities

Market Testing

Council may need to conduct market analysis in order to define the required goods and services in more detail to determine the best way to procure the goods or services. The amount of time and effort taken on deciding on how goods and services will be purchased should be comparative to the value of the goods and services Council is purchasing.

Conflict of Interest

Elected Members and Council staff shall at all times avoid situations in which private interests conflict or might reasonably be deemed to have the potential to conflict, with their Council duties.

Elected Members and Council staff shall not participate in any action or matter associated with the arrangement of a contract (i.e. evaluation, negotiation, recommendation, or approval), where that person or any member of their immediate family has a direct or indirect interest or holds a position of influence or power in a business undertaking tendering for the work. The onus is on the Elected Member and Council staff involved to promptly declare a direct or indirect, actual or potential, conflict of interest to Council or to the CEO in the case of staff members (as per HR01 Code of Conduct for Employees and EM02 Code of Conduct for Elected Members).

Fair and Honest Dealing

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote. Impartiality must be maintained in selecting contractors and suppliers so that Council can withstand public scrutiny. The commercial interests of existing and potential suppliers must be protected and will be treated as Commercial in Confidence.

Accountability and Transparency

The processes by which all procurement activities are conducted will be in accordance with this Procurement Policy and related Council policies and procedures to ensure an accountable and transparent process if followed.

All Council staff are required to comply with the Code of Conduct for Council staff and must be able to account for all procurement decisions made over the lifecycle of all goods, works and services purchased by the Council and provide feedback on them; and all procurement activities are to leave an audit trail for monitoring and reporting purposes. Elected Members must not direct or influence a member of Council staff in the exercise of any power in the performance of any duty or function.

Disclosure of Information

Information received by the Council that is Commercial in Confidence must not be disclosed and is to be stored in a secure location. Elected Members and Council staff are to protect,

- information disclosed by organisations in tenders, quotation or during tender negotiations
- all information that is Commercial in Confidence and
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Elected Members and Council staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests. Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt or clarify what is being offered by that supplier. At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised.

Tenderers are, however, advised that a report on a tender process may be presented at an open meeting of Council, and some information arising from the tender will be publicly available for three years from the date of the awarded tender.

Only successful tendering should be presented in open meetings of Council and only successful tenders will be published as per the Regulations. Otherwise tendering reports are dealt with in closed meeting as per the Local Government (Administration) Regulations.

4.2.2. Governance

Structure

The Council has a procurement management responsibility structure and delegations that ensures

- accountability, traceability and auditable procurement decisions
- that it is flexible enough to purchase in a timely manner the diverse range of goods, works and services required by Council
- prospective contractors and suppliers are afforded an equal opportunity to tender/quote
- competition is encouraged and
- policies that impinge on the purchasing policies and practices are communicated and implemented.

Standards

The Council's procurement activities shall be carried out to the professional standards required by best practice and in compliance with

- the Act;
- Council's policies and procedures
- Elected Members and Staff Codes of Conduct and
- other relevant legislative and policy requirements.

Methods

The Council's standard methods for purchasing goods, works and services shall be by one of the following:

- Costed purchase order
- Under contract following a tender or quotation process
- Petty cash
- Credit card
- Under purchasing schemes including collaborative purchasing arrangements with other Councils, Local Buy and commercial schemes such as provided by Territory Purchase Contracts.
- Through a shared service arrangement with another local government

Multi-staged tender process

A multi-stage tender process may commence with an expression of interest stage followed by a tender process. Expressions of Interest (EOI) may be appropriate where:

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- Council wishes to consider ahead of the formal tender process such issues as whether those tendering possess the necessary technical, managerial and financial resources to successfully complete the project
- Council wishes to determine the market interest of suppliers or vendors tendering for the provision of goods, services or works
- It is necessary to pre-qualify suppliers and goods to meet defined standards
- Council is required to gain a greater understanding of its needs, the availability of relevant goods and services and the likely costs on the open market

Responsible Financial Management

The principles of responsible financial management in accordance with the Act and its Regulations shall be applied to all procurement activities. Council staff must not authorise the expenditure of funds in excess of their financial delegations. Council funds must be used efficiently and effectively to procure goods, works and services and every attempt must be made to contain the costs of the procurement process without comprising any of the procurement principles set out in this Policy.

Probity Advisor/Auditor

Council will consider the appointment of a probity advisor or probity auditor for tender requests based on the nature and complexity of the proposed procurement.

4.2.3. Procurement Thresholds and Competition

Quotations

When procuring goods and services and/or works the following requirements must be observed in accordance with the Local Government Regulations.

- For purchase up to \$1,000 a minimum of one verbal quote is required to confirm the cost prior to receiving the goods. Invoice must be obtained to accompany either credit card statement or purchase order.
- For purchases from \$1000 up to \$10,000, a minimum of a single written quote is required to confirm the cost prior to receiving the goods or services.
- For purchases greater than \$10,000 but less than \$100,000, a minimum of three (3) written quotes through a written request for quotation containing a detailed scope. The supplier will be chosen from amongst those submitting written quotations.
- For purchases greater than \$100,000 but less than \$150,000, a minimum of three (3) written quotes through a request for written quotation by public notice. The supplier will be chosen from amongst those submitting written quotations.

If it is not practicable to obtain quotations from three (3) possible suppliers under the Regulations, Council must obtain as many as practicable and must record in writing its reasons for not obtaining the three (3) quotations using the Quotation Exemption Form.

Commented [DJ1]: Addition consistent with new regulations

Commented [DJ2]: No longer applicable. Normal procurement practices apply

Minimum Spend Competition Thresholds

The Local Government Regulations provides that Council must not enter into a contract for the provision of supplies to the Council at a cost of more than \$150,000, unless it has first called for tenders for that contract by public notice published in a newspaper circulating the Council's area. A

Commented [DJ3]: Public tender threshold increased as per new Act

contract is limited under the Regulations to a maximum of five (5) years and this includes options to extend.

Commented [DJ4]: Increased as per new Act

Council will determine the optimum period for the contract, based on value for money and the efficiency and effectiveness of the procurement and then assess the value of the contract.

Council may choose as per section 88 of the Local Government Regulations to apply for an exemption or apply any general exemption issued by the Northern Territory Government.

Council may undertake a public tender where the value of goods, works and services does not reach the threshold sums. These may be situations where a public tender is preferred or prudent, managing risk considerations are paramount, or there is a desire for greater transparency of the procurement.

As a rule Council will not accept late tenders, the exception being where it can be substantiated that;

- There was a Council related system failure/interruption in the case of submission of an electronic tender, or
- Access was denied or hindered in relation to the physical tender box.

The Chief Executive Officer can accept a late tender where it can be determined the above circumstances prevailed at the time of attempted lodgement.

Tender and Quotation Processes

It is a breach of this policy to split purchases to manipulate the quotation and tender thresholds

All tender and quotation processes shall be conducted in accordance with the requirements of this policy and any associated procedures, relevant legislation, relevant Australian Standards and the Act, including the possibility of obtaining a quotation or tender exemption as per Regulation 31 of the Local Government (Accounting) Regulations or the general exemptions issued by the Department of Local Government.

4.2.4. Delegation of Authority

Delegation of procurement authority allows specified Council Officers to approve certain purchases, quotations, tender and contractual processes without prior referral to the Council. This enables Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity. Procurement delegations ensure accountability and provide confidence to Council and the public that purchasing activities are dealt with at the appropriate level. As such, Council has delegated responsibilities as detailed below relating to the expenditure of funds for the purchase of goods, works and services, the acceptance of quotes and tenders and for contract management activities.

Council maintains a documented record of authorised procurement delegations, identifying Council officers authorised to make such procurement commitments in respect of goods, works and services on behalf of Council, including but not limited to the following:

- Power to authorise and issue order forms for goods and services
- Power to enter into contracts within approved budgets
- Power to sign letters of acceptance on behalf of Council to enter into contracts; and
- Power to sign contract term extensions and contract variations

Elected members can not commit Council funding or approve purchase orders, quotations, tender and contractual commitments.

Tender recommendations where the expenditure is over the Chief Executive Officer's delegations must be approved by Council.

4.2.5. Internal Controls

The Council will establish and maintain procurement processes that will ensure

- more than one person is involved in and responsible for a transaction end to end
- transparency in the procurement process
- a clearly documented audit trail exists for procurement activities
- appropriate authorisations are obtained and documented and
- systems are in place for appropriate monitoring and performance measurement.

4.2.6. Risk Management

General

Risk Management is to be appropriately applied at all stages of procurement activities and will be properly planned and carried out in a manner that will protect and enhance the Council's capabilities to prevent, withstand and recover from interruption to the supply of goods, service and works. Risk Management will be carried out in accordance with the stated requirements in Council and Territory regulatory requirements.

Supply by Contract

The provision of goods, works and services by contract potentially exposes the Council to risk. The Council will minimise its risk exposure by measure such as:

- Standardising contracts to include current, relevant clauses
- Requiring security deposits where appropriate
- Referring specifications to relevant experts
- Requiring contractual agreement before commencement
- Use of or reference to relevant Australian standards (or equivalent)
- Effectively managing the contract including monitoring and enforcing performance.

Work Health and Safety and Other Mandatory Requirements

Council undertakes due diligence activities on all suppliers to ensure compliance to legislative and business requirements. Council requires all contractors to meet safety legislative requirements. These are mandatory requirements and non-compliance will disqualify prospective suppliers. Suppliers must provide evidence of insurance, when requested, for the provision of goods, services or works.

4.2.7. Contract Terms

To protect the best interests of the Council, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions in this process will expose the Council to risk and thus must be authorised by the appropriate member of Council staff.

4.2.8. Endorsement

In the interests of fair market share and transparency, Council staff must not endorse any one specific product or service above another brand or company.

4.2.9. Freedom of Association

All parties have the right to freedom of association. This means that parties are free to join or not to join industrial associations of their choice and not be discriminated against or victimised on the grounds of membership or non-membership of an industrial association.

4.2.10. Dispute Resolution

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the potential for legal action.

4.2.11. Contract Management

The purpose of contract management is to ensure that the Council, and where applicable its clients, receive the goods, services or works delivered as per the required Australian Standards of quality and quantity and as stipulated in the contract by:

- Establishing a system reinforcing the performance of both parties
- Detailing responsibilities and obligations under the contract
- Ensuring adherence with Council's Risk Management framework and compliance with applicable Work Health & Safety procedures
- Providing a means for the early recognition of issues and performance problems and the identification of solutions

Contracts are to be proactively managed by the member of Council staff responsible for the delivery of the contracted goods, services or works to ensure the Council receives Value for Money.

4.2.12. Electronic Tendering Systems

An electronic tendering system is integral to the overall development of procurement processes and involves the use of an electronic system to acquire goods, service and works through an online portal which manages all 'tender' interactions between a prospective tenderer and the organisation, adding greater transparency and accountability to our systematic obligations.

By utilising an electronic tendering system, the aim is to

- reduce transaction costs
- ensure probity and record keeping
- make processes more efficient
- improve management information and visibility of spend
- increasing control and consistency of processes and
- improve spend compliance.

4.3. DEMONSTRATE SUSTAINED VALUE

4.3.1. Integration with Council Strategy

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Council's procurement strategy supports its strategic priorities and outcomes (as outlined in Litchfield Council's Municipal Plan) – "Everything you need", "A great place to live" and "A beautiful and safe natural environment" enabled by a "well run Council".

Council will set the appropriate decision criteria and weighting where applicable.

4.3.2. Achieving Value for Money

Requirement

The Council's procurement activities will be carried out on the basis of obtaining Best Value for Money. Lowest price is not necessarily an indicator of value for money and cost is not the only factor for assessing value for money. When evaluating competing company's submissions, a comparative analysis or a weighting score system shall be used. Key tools used in the assessment criteria include but are not limited to:

- Local Development and Value Adding
- Past Performance
- Timelines
- Capacity
- Innovation
- Scope Specific
- Indigenous employment
- Price

Approach

This will be facilitated by:

- Developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout the entire procurement process
- Making use of collective procurement agreements, such as the Localbuy collective agreement facilitated by the Local Government Association of the Northern Territory, consistent with the Act where appropriate
- Effective use of competition
- Using schedule of rates and panel contract arrangements where appropriate
- Continual monitoring and evaluation of procurement processes
- An emphasis placed on the procurement planning process
- Council staff responsible for providing procurement services or assistance within the Council providing competent advice in terms of available products and agreements
- Working with suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, works and services being acquired
- Undertaking analysis of Council's category spending patterns
- Ensuring procurement effort corresponds with risk and expected return

Role of Specifications

Specifications used in expressions of interest, quotations, tenders and contracts are to support and contribute to the Council's Value for Money objectives through being written in a manner that:

- Ensures impartiality and objectivity whilst remaining reasonably practicable
- Encourages the use of standard products
- Encourages sustainability
- Eliminates unnecessary stringent requirements

4.3.3. Performance Measures and Continuous Improvement

Council will establish an appropriate management and reporting system to monitor performance against targets and compliance with procurement policies, procedures and controls. Procurement will use the performance measurements developed to

- highlight trends and exceptions where necessary to enhance performance
- improve the internal efficiency of the procurement process and where relevant the performance of suppliers and
- facilitate relevant programs to drive improvement in procurement to eliminate waste and inefficiencies across key spend categories.

4.3.4. Sustainable Procurement

Council is committed to reducing its environment impacts and operating in a socially, financially and environmentally responsible manner. Council will encourage the design and use of products and services which have minimal impact on the environment and human health.

Council shall encourage suppliers to adopt good environmental practices. Council will actively promote green procurement throughout its supply chain and where possible consider selection which has minimum environmental impact.

4.3.5. Support of Local Business

Council is committed to buying from local businesses where such purchases may be justified on Value for Money grounds, whilst remaining compliant with the legislation requirements. Wherever practicable, Council will give effective and substantial preference to contracts for the purchases of goods, machinery or materials/contractors within the Municipality. Council will also seek from prospective suppliers/contractors, where applicable, what economic contribution they will make to the Municipality. The percentage applied to any procurement will be determined by the quotation or tender evaluation panel.

All Council procurement will be consistent with any local content contractual requirements identified by external funding bodies.

Such examples may include:

- Engaging and contracting with local suppliers
- Engaging local sub-contractors
- Suppliers/contractors participation in any apprenticeship schemes or employment of apprentices

- Contributing to the financial, social and environmental well-being of the region
- Enabling the business expansion, growth and servicing of local business and contractors
- Being an existing local business

4.4. APPLY A CONSISTENT AND STANDARD APPROACH

4.4.1. Standard Processes

Council will provide effective commercial arrangements covering standard products and standard service provisions across the Council to enable employees to source requirements in an efficient manner. This will be achieved via a combination of the following areas:

- Use of preferred supplier-based system
- Pricing where relevant
- Processes, procedures and techniques
- Tools and business systems e.g. Tenderlink, e-quotation sourcing arrangements
- Reporting requirements
- Application of standard contract terms and conditions

4.4.2. Performance Indicators and Management Information

Performance indicators and management information may include criteria such as

- the proportion of spend against corporate contracts and
- user and supplier satisfaction levels measuring the success of procurement initiatives.

4.5. BUILD AND MAINTAIN SUPPLY RELATIONSHIPS

4.5.1. Developing and Managing Suppliers

Council recognises the importance of effective and open working relationships with its suppliers, and is committed to the following:

- Managing existing suppliers, to ensure the benefits are delivered
- Maintaining approved preferred supplier lists and compliance with Council's requirements for insurances, work health and safety etc.
- Developing new suppliers and improving the capability of existing suppliers where appropriate

4.5.2. Supply Market Development

A wide range of contractors and suppliers will be encouraged to compete for Council work. This will be achieved through a Panel of Preferred Contractors, advertising through newspapers and utilising the electronic media i.e. Tenderlink portal.

4.5.3. Relationship Management

Council is committed to developing constructive long-term relationships with suppliers. It is important that the Council identifies its key suppliers so that its efforts are focussed to best effect. Such areas may include:

- Size of spend across the Council

- Criticality of goods/services supplier, to the delivery of authorised services
- Availability of substitutes
- Market share and strategic share of suppliers

4.5.4. **Communication**

External communication is critical in ensuring a healthy interest from a broad spectrum of potential suppliers and partners to Council. The Tenderlink portal will play a key role in achieving this outcome by making available to local, regional and national entities, outline information and industry best practice and directions – data shall include:

- Information about Council and how to become an approved supplier
- Guidelines for doing business with Council
- Standard documentation used in the procurement process
- Links to other relevant sites

4.6. **Shared Services**

Council will engage in shared services or joint procurement arrangements with other local governments where operationally feasible and economically advantageous for Council.

Commented [DJ5]: Requirement as per Section 216 of update Act

4.7. **CONTINUAL IMPROVEMENT**

Council will focus on developing and maintaining effective working relationships with external and internal stakeholders, to assist in delivery of Council's strategic objectives. Council's procurement strategy aims to support Council's objectives by implementing continuous improvement and value for money opportunities in the following areas:

- Technology
- Process and Governance
- People and Skills
- Strategy and Organisation
- Leadership and Influence
- Sourcing and Collaboration
- Supplier Management
- Sustainability

5. **Associated Documents**

EM01 Code of Conduct for Elected Members

EM06 Conflict of Interest

EM07 Elected Member Gifts and Benefits

FIN12 Purchasing Card

HR01 Code of Conduct for Employees

Procurement **POLICY FIN03**

Litchfield Council Delegation Manual

Litchfield Council Quotation Exemption Form

6. References and Legislation

Northern Territory Local Government Act

Northern Territory Local Government Regulations

Local Government General Instructions

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
XXXXX	Update of policy to conform with the Local Government Act 2019
21 November 2018	Full review to remove procedural items into a procurement manual and clarify Council's policy objectives
21 June 2017	Compliance updates
15 October 2015	Compliance updates, update to new policy code from LC56 to FIN03. (15/0138/02)
14 August 2014	Compliance updates (PA/CAM/068)



COUNCIL REPORT

Agenda Item Number:	15.03.01
Report Title:	April 2021 Summary Planning and Development Report
Author:	Rodney Jessup, Manager Infrastructure and Assets
Recommending Officer:	Leon Kruger, General Manager Infrastructure & Operations
Meeting Date:	21/04/2021
Attachments:	A: Letter of Comment on PA2014/0795 B: Letter of Comment on PA2015/0385 C: Letter of Comment on PA2021/0039 D: Letter of Comment on PA2021/0064 E: Letter of Comment on PA2021/0078

Executive Summary

The purpose of this report is to provide to Council a summary of planning and development applications received, and comments provided, for the period 1 to 31 March 2021.

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

Type of Application	No. Applications
Development Applications	3
Extensions of Time	2
Mining Applications	0
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	1
Water Licence Applications	0
Clearances for Development Conditions	3
Stormwater/Driveway Plan Reviews	32
Works Permits	14

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

Recommendation

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.

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
PA2014/795 Section 5949 (105) Trippe Road, Humpty Doo, Hundred of Strangways Attachment A	Subdivision to Create 35 Lots in 4 Stages. The subdivision was approved in 2015 to create 35 lots in four stages. Stage 1 and 2, for the creation of 16 lots, has been completed. The application requests an extension of time for the finalisation of Stage 3 and 4 due to the economic situation surrounding Covid 19. Conditions on the current permit protect Council's interests in our existing and future infrastructure and no negative effect upon that infrastructure is expected as a result of the request for extension of time.
PA2015/385 Sections 1718 (2335) & 1719 (2415) Cox Peninsular Road; and Sections 1741 (175), 1747 (350) & 1748 (335) Lawton Road, Hundred of Cavanagh Attachment B	Subdivision to Create 52 Lots in 2 Stages. "Blackmore Village" located off Cox Peninsula road. The subdivision was approved in 2015 for Stage 1 to create 39 lots, with the works completed in 2019.

	<p>The application requests an extension of time for the works to commence on Stage 2. The delay is due to the economic situation at the time of completing Stage 1 and coupled with the downturn associated with Covid 19.</p> <p>Conditions on the current permit protect Council's interests in our existing and future infrastructure and no negative effect upon that infrastructure is expected as a result of the request for extension of time.</p>
<p>PA2021/0039</p> <p>Lot 2850 (155) Secrett Road, Knuckey Lagoon, Hundred of Bagot</p> <p>Attachment C</p>	<p>Independent Dwelling with Second effluent disposal system.</p> <p>Dwelling-independent on land zoned RL (Rural Living) is a permitted use under the NT Planning Scheme 2020, however, the proposed dwelling independent requires planning consent due to decommissioning and replacement of the second onsite effluent system.</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>Standard conditions for the assessment of stormwater and driveway access have been requested.</p>
<p>PA2021/0064</p> <p>N.T. Portion 02626, 3820 Gunn Point Rd, Koolpinyah</p> <p>Attachment D</p>	<p>The application seeks a development permit for the development and use of the subject land for the purpose of a 60m high telecommunications facility with associated antenna and equipment shelters.</p> <p>The proposal is largely compliant with the planning scheme and meets the intent of the purpose of the zone and clause 5.8.10 (Telecommunications Facility).</p> <p>Given the lack of buildings and population in the area, the vastness of the location and the need to be nearby an existing road and (preferably) mains electricity, the site selected for the proposed</p>

	<p>facility does not unreasonably detract from the amenity of the locality and does not interfere with significant views or other notable landscape features.</p> <p>Although the height of the facility is around 60 metres, such height is necessary to provide effective coverage to as wide an area as possible and meet blackspot requirements and limited impact on amenity will result given the locality and proposal.</p> <p>Standard conditions for the assessment of stormwater and driveway access have been requested.</p>
<p>PA2021/0078</p> <p>Lot 00334 Townsite of Southport, 10 Riverside St, Southport</p> <p>Attachment E</p>	<p>The application seeks a development permit for a Dwelling-single with ancillary garage with reduced side setback.</p> <p>Specifically, the application seeks to vary the requirements of Clause 5.4.3 – Building Setbacks of Residential Buildings and Ancillary Structures of the NT Planning Scheme for the proposed shed with part of the dwelling to be built within the required side boundary setback.</p> <p>The proposed development is largely compliant with the planning scheme however the primary element of non-compliance relates to Clause 5.4.3 – Building Setbacks of Residential Buildings and Ancillary Structures whereby the proposed building encroached into the 5m side setback required for zone RR and a setback of 1.5m is proposed.</p> <p>An assessment of this rationale reveals the proposal has merit and it is noted that ordinarily a Zone RR lot would have a larger frontage (and width) and larger area to accommodate the identified 5m side boundary setback requirement. It is also noted that the positioning has located the building towards the front of the site to avoid the existing vegetation and the Zone CN component of the site and in this case is considered a satisfactory outcome for the site.</p>

	Standard conditions for the assessment of stormwater and driveway access have been requested.
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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
32

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
14

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



03 March 2021

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

RE: Letter of Comment Extension of Time

DP15/0234A
Section 5949 (105) Trippe Road, Humpty Doo, Hundred of Strangways
Subdivision to create 35 Lots in 4 Stages

Thank you for the Extension of Time Application referred to this office on 17/02/2021, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council supports the granting of the extension of time for the following reasons:

- a) Stage 2 of the works has been completed and Council can support the requested extension of time under the conditions required on the previously approved permit.

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

Rodney Jessup
Manager Infrastructure and Assets

29 March 2021

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

RE: Letter of Comment Development Application

PA2015/0385

**Sections 1718 (2335) & 1719 (2415) Cox Peninsular Road; and Sections 1741 (175), 1747 (350) & 1748 (335) Lawton Road, Hundred of Cavanagh
Application for extension of time**

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 does not object to the extension of time for the following reasons:

- a) A review of the historical Development Permit reveals the majority Councils relevant interests are contained and addressed through various conditions on the Permit. The following additional comments and requirements are recommended:
- b) It is noted that site falls into Catchment Area 12B of Council's Developer Contributions Plan for Roads and Drainage. It is recommended a condition be included to specifically identify this requirement as per the below:

A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan for the upgrade of roads and drainage infrastructure as a result of this development. The contribution payable is in accordance with that for Catchment Area 12B, in which the site falls within the Council's Developer Contributions Plan for Roads and Drainage.

- c) It is also recommended a condition be included/updated to reflect the below design requirements:

Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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 resen/e, which would include creation of any driveway crossover connecting to Litchfield Council's road network.

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

Yours faithfully



Rodney Jessup
Manager Infrastructure and Assets



30 March 2021

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

RE: Letter of Comment Development Application

PA2021/0039
Lot 2850 (155) Secrett Road, Knuckey Lagoon
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.

The following issues are raised for consideration by the Authority:

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

- a) It is noted that the application has approval for two driveway crossovers from the road to the site rather than a single driveway. Both driveway crossovers will need to be constructed to the technical requirements of Council and at no cost to Council. It is noted that Council may approve a second driveway but will only provide upkeep and maintenance of one single driveway for each lot.

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:

- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- c) The access crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council at no cost to Litchfield Council. It is noted that the application is proposing two driveway crossovers from the road to the facility rather than a single

driveway. Council will only provide upkeep and maintenance of one single driveway for each lot.

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

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

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

- h) 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



Rodney Jessup

Manager Infrastructure and Assets



25 March 2021

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

RE: Letter of Comment Development Application

PA2021/0064

**N.T. Portion 02626, 3820 Gunn Point Rd, Koolpinyah NT
60m high telecommunications facility with associated antenna and equipment shelters**

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

- a) There is not expected to be any negative impacts upon Council's infrastructure as a result of this proposal and the proposal is a consistent use within the Utilities zone.

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

- b) It is noted that the application is proposing two driveway crossovers from the road to the facility rather than a single driveway. Both driveway crossovers will need to be constructed to the technical requirements of Council and at no cost to Council. It is noted that Council will only provide upkeep and maintenance of one single driveway for each lot.

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

- c) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- d) The access crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council at no cost to Litchfield Council. It is noted that the application is

proposing two driveway crossovers from the road to the facility rather than a single driveway. Council will only provide upkeep and maintenance of one single driveway for each lot.

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:

- e) 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.
- f) 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.
- g) 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.
- h) 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.

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

- i) 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



Rodney Jessup
Manager Infrastructure and Assets



25 March 2021

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

RE: Letter of Comment Development Application

PA2021/0078

**Lot 00334 Townsite of Southport, 10 Riverside St, Southport NT
Dwelling-single with ancillary garage with reduced side setback**

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

- a) An assessment of this rationale reveals the proposal has merit and it is noted that ordinarily a zone RR lot would have a larger frontage (and width) and larger area to accommodate the identified 5m side boundary setback requirement. It is also noted that the positioning has located the building towards the front of the site to avoid the existing vegetation and the Zone CN component of the site and in this case is considered a satisfactory outcome for the site.

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

- b) Stormwater management of the site should be clarified by the applicant. Although it is noted the site falls at the rear towards the waterway, the front of the site appears to fall towards the road frontage. Therefore, clarification of stormwater management is required and a condition to ensure this occurs has been included.
- c) In the absence of the exact details of the existing crossover it is recommended a condition be included to ensure the crossover meet the technical design requirements of Council. Upgrading of the crossover for the proposed land use is required. Conditions to ensure this occurs has been included.

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:

- d) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- e) 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:

- f) 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.
- g) 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.
- h) 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.
- i) 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.

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

- j) 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



Rodney Jessup
Manager Infrastructure and Assets



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 21 April 2021

16 Other Business

17 Confidential Items

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

17.01 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.

18 Close of Meeting