



Council Meeting

BUSINESS PAPER

WEDNESDAY 21/07/2021

Meeting to be held commencing 6:00pm
In Council Chambers at 7 Bees Creek Road, Freds Pass

https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89_2eg/live

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**https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89_2eg/live**on Wednesday 21 July 2021 at 6:00pm**

Daniel Fletcher
Chief Executive Officer

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

LITCHFIELD COUNCIL MEETING

Wednesday 21 July 2021

1. Open of Meeting

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

2. Acknowledgement of Traditional Ownership

Council would like to acknowledge the traditional custodians of this land on which we meet 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 Wednesday 16 June 2021, 13 pages and 6 pages of the Confidential Section; and
2. Special Council Meeting held Wednesday 30 June 2021, 3 pages.



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Meeting
held in the Council Chambers, Litchfield
on Wednesday 16 June 2021 at 6:00pm

Present	Maree Bredhauer Christine Simpson Doug Barden Kirsty Sayers-Hunt Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward Councillor South Ward Councillor East Ward Councillor North Ward
Staff	Leon Kruger Arun Dias Kylie Hogan Diana Leeder Debbie Branson	Acting Chief Executive Officer General Manager Business Excellence Strategic Project Advisor Community Inclusion Consultant 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 and visual recording of the meeting is live streamed to Council's preferred online platform and will remain online for public viewing in accordance with Council's Recording of Council Meetings Policy. By attending the meeting, those present confirm you have read and agree to comply by Council's Recording of Council Meetings Policy.

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

On behalf of Council, the Mayor acknowledged the Traditional Custodians of the land on which the Council meet. 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

Chief Executive Officer, Daniel Fletcher – Apology.

4. DISCLOSURES OF INTEREST

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

No disclosures of interest were declared.

5. CONFIRMATION OF MINUTES

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

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

CARRIED (5-0)-2021/222

6. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council receives and notes the Action List.

CARRIED (5-0)-2021/223

7. PRESENTATIONS

Nil.

8. PETITIONS

Nil.

9. PUBLIC QUESTIONS

Nil.

10. ACCEPTING OR DECLINING LATE ITEMS

Nil.

11. NOTICES OF MOTION

11.01 Status Update on Advocacy for Holtze and Kowandi Development Areas and Concerns over Northern Territory Government decision making

Moved: Mayor Bredhauer

Seconded: Cr Barden

THAT Council:

1. receives and notes the Mayor's notice of motion including the status update and actions taken in response to the proposed Holtze and Kowandi developments;
2. records publicly that Council has expressed strong concern to the Northern Territory Government about the decision to allocate unincorporated land into the City of Palmerston, prior to engaging relevant stakeholders and any community members;
3. agrees to continue advocating for all areas within Litchfield municipality to remain;
4. continue to actively contribute to Northern Territory Planning Commission processes so that any developments within Litchfield municipality contain the planning principles identified in the approved Litchfield sub-regional land use plan; and
5. after having considered feedback from the community meeting held with the Northern Territory Planning Commission staff and the Litchfield community on Saturday 12th June 2021, approve the Chief Executive Officer to formally submit feedback to the Northern Territory Planning Commission requesting the following two amendments:
 - a. the title of the document 'Palmerston Environs Subregional Land Use Plan' be changed to a more suitable and appropriate title reflecting that the proposed developments fall within Litchfield Council boundaries, and
 - b. the outer boundary of the proposed area be amended to a more suitable and appropriate boundary which reflects that the proposed developments fall within Litchfield Council boundaries, and
 - c. Council seeks an extension of time for providing additional comment on the Northern Territory Planning Commission document.

CARRIED (5-0)-2021/224

12. MAYORS REPORT

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

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

CARRIED (5-0)-2021/225

13. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

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

Moved: Cr Barden
Seconded: Cr Salter

THAT Council note the Councillors' verbal report.

CARRIED (5-0)-2021/226

14. WORK TEAM PRESENTATION

14.01 Resource Recovery

Moved: Cr Barden
Seconded: Cr Salter

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

CARRIED (5-0)-2021/227

15. OFFICERS' REPORTS

15.01.01 Litchfield Horse and Pony Club Master Plan

Moved: Cr Barden
Seconded: Cr Salter

THAT Council:

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

CARRIED (5-0)-2021/228

15.01.02 Sponsorship Request: Southport 150 Birthday Bash

Moved: Deputy Mayor Simpson
Seconded: Cr Barden

THAT Council:

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

CARRIED (5-0)-2021/229

15.01.03 Howard Park and Knuckey Lagoon Recreation Reserves Advisory Committees – updated Terms of Reference and Committee Minutes

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council:

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

AMENDMENT

Moved: Cr Barden
Seconded: Cr Salter

THAT Council:

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

CARRIED (3-2)-2021/230

15.01.03 Howard Park and Knuckey Lagoon Recreation Reserves Advisory Committees – updated Terms of Reference and Committee Minutes (Continued)

THE AMENDMENT BECAME THE FORMAL MOTION

THAT Council:

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

CARRIED (3-2)-2021/230

15.01.04 Palmerston and Litchfield Seniors Association – Request for funding agreement extension

Moved: Cr Barden

Seconded: Cr Salter

THAT the matter lay on the table until the September 2021 Council meeting for the purpose of obtaining further information.

CARRIED (5-0)-2021/231

15.01.05 DRAFT CM03 Sport and Recreation Policy

Moved: Cr Sayers-Hunt

Seconded: Deputy Mayor Simpson

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

CARRIED (5-0)-2021/232

15.02.01 Litchfield Council Finance Report – May 2021

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

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

CARRIED (5-0)-2021/233

15.02.02 People, Performance and Governance Monthly Report – May 2021

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

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

CARRIED (5-0)-2021/234

15.02.03 DRAFT FIN04 Financial Reserves Policy

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

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

CARRIED (4-1)-2021/235

15.03.01 May 2021 Summary Planning and Development Report

Moved: Deputy Mayor Simpson
Seconded: Cr Barden

THAT Council:

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

CARRIED (5-0)-2021/236

15.03.02 Grant of Easement – Form 51 – Lot 54 Hundred of Strangways – Application of Common Seal

Moved: Cr Barden
Seconded: Cr Salter

THAT Council:

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

CARRIED (5-0)-2021/237

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

Moved: Deputy Mayor Simpson

Seconded: Cr Salter

THAT Council:

1. support the proposed road names as follows;

	Preferred
Road 1	Danimiyinda
Road 2	Dabdabma
Supplementary	Damugu-la

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

CARRIED (5-0)-2021/238

16. OTHER BUSINESS

Nil.

17. CONFIDENTIAL ITEMS

Moved: Deputy Mayor Simpson

Seconded: Cr Salter

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

17.01 Moving of Confidential Resolutions to Open

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

CARRIED (5-0)-2021/239

The meeting was closed to the public at 7:59pm.

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 re-opened to the public.

CARRIED (5-0)-2021/240

The meeting moved to Open Session at 8:08pm.

17.01 Moving of Confidential Resolutions to Open

Moved: Cr Sayers-Hunt

Seconded: Deputy Mayor Simpson

THAT Council resolves to move the following confidential resolutions to public:

Resolution Number	Report Title	Council Meeting Date	Resolution
17/0115	Community Grants Scheme 2016/17	21 June 2017	<p>THAT Council approves the allocation of Community Grants totalling \$22,500, comprising the following:</p> <ol style="list-style-type: none">1. \$3,000 to Berry Springs Primary School for the project 'Recycling Warriors';2. \$5,000 to Berry Springs Recreation Reserve for the events Territory Day and Berry Springs Car Show;3. \$2,500 to Darwin Animal Rescue Group for the project 'cats desexing vouchers';4. \$3,400 to Litchfield Horse and Pony Club for the purchase of a mower;5. \$2,557 to Litchfield Polocrosse Club for the project of upgrading the oval at Livingstone Reserve;6. \$2,470 to Southern Districts Cricket Club for the purchase of first aids kits and gazebos;7. \$2,724 to WildCare for the project 'Bunt your Barbed Wire';8. \$500 to Howard Springs Primary School for the project 'Writers day out' and9. \$349 to Humpty Doo Scouts for the purchase of a personal locator beacon.
1718/175	Discretionary Trust Group Insurance Scheme	28 February 2018	<p>THAT Council resolves to become a member of the Discretionary Trust established by Jardine Lloyd Thompson for the purpose of providing insurance services.</p>

Resolution Number	Report Title	Council Meeting Date	Resolution
1718/272	Community Grants Scheme 2017-18	27 June 2018	<p>THAT Council approves the allocation of Annual Community Grants totalling \$32,959.37 comprising of the following:</p> <ol style="list-style-type: none"> 1. \$4,837 to Fred's Pass Positive Dogs Training Club for the replacement of jumps; 2. \$5,000 to Top End Rehoming for the event 'Dogs Breakfast'; 3. \$1,500 to Tennis NT for their programs 'After School Smash and Sunday Morning Cardio Tennis'; 4. \$4,502.29 to Rotary Club of Litchfield/Palmerston for their school holiday theatre games and circus classes; 5. \$2,500 to Acacia Hills Motocross Association for club shirts; 6. \$2,000 to Berry Springs Recreation Reserve for their community movie night; 7. \$2,500 to McMinns Lagoon Recreation Reserve for the 'Bushcare Major Day Out'; 8. \$5,000 to Howard Springs Scout Group for the upgrade of external lighting and kitchen facilities; 9. \$4,120.08 to Acacia Hills Fire Brigade for the upgrade of water pumps; 10. \$500 to Country Women's Association Litchfield for products for home craft making; and 11. \$500 to NT Show Horse for 'Horse of the Year' competition.
1718/274	Affixation of the Common Seal Funding Agreement	27 June 2018	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. affixes the common seal on the Capital Grant Funding Agreement for Freds Pass Sporting Reserve Upgrades dated 22 June 2018; and 2. determines that the report and resolution remains confidential until such time that the Department of Tourism and Culture makes a public announcement of the funding.

Resolution Number	Report Title	Council Meeting Date	Resolution
1819-219	Community Grants Scheme 2018-19	15 May 2019	<p>THAT Council approves the allocation of Annual Community Grants totalling \$28,198.00 comprising of the following:</p> <ol style="list-style-type: none"> 1. \$1,500 to NT Field and Game Association for a new shooting station and associated equipment; 2. \$1,000 to Palmerston and Litchfield Seniors Association for costs associated with their rebranding; 3. \$678 to Humpty Doo Scouts for new navigation equipment; 4. \$3,000 to Venture Scouts for their NT Venture event; 5. \$1,700 to Rotary Club of Litchfield/Palmerston for their Family Fun Day at Howard Park Recreation Reserve; 6. \$2,000 to Acacia Hills Motocross Association for the construction of a viewing platform; 7. \$3,270 to Top End Gem Club to improve Lapidary equipment for members with impaired mobility and other disabilities; 8. \$2,500 to T for Thomas for Movement for Mia Musical; 9. \$2,700 to McMinns Lagoon Recreation Reserve for the 'Bushcare Major Day Out'; 10. \$3,000 to Darwin Community Arts for the Litchfield Community Cabaret; 11. \$2,000 for Berry Springs Primary School for NAIDOC Celebrations; and 12. \$4,400 for Greening Australia for delivering Land for Wildlife workshops.
1920-160	Mango Roads Funding and Deed of Agreement	19 February 2020	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. approve funding in accordance with the draft Deed of Agreement, being \$2,450,000 in the 2020-21 and \$300,000 in the 2021-22 financial year budgets; 2. notes the Chief Executive Officer will be finalising the Deed of Agreement with the Northern Territory Government; and 3. retain this resolution as confidential until the signing of the Deed of Agreement.

Resolution Number	Report Title	Council Meeting Date	Resolution
1920-188	Contract Award RFT19-202 Freds Pass Sport Recreation Reserve - Roads and Carparks Stages 1 to 4	18 March 2020	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. receive and note the Tender Evaluation Report for RFT19-202 FPSRR- Roads and Carparks Stages 1 to 4; and 2. award the contract for RFT19-202 FPSRR- Roads and Carparks Stages 1 to 4 to Mugavin Contracting, in accordance with their submitted tender for Stages 1 and 2, at \$658,319 (GST exclusive); 3. delegate the Chief Executive Officer to finalise negotiations with Mugavin Contracting in relation to variations and additional works able to be undertaken within available budget. 4. makes this resolution public following notification to all tenderers; and 5. determine that this report remains confidential, as the report contains commercial in-confidence information.
1920-228	2019/20 Annual Community Grants Applications	20 May 2020	<p>THAT Council approves the allocation of annual Community Grants totalling \$26,868.00 comprising the following:</p> <ol style="list-style-type: none"> 1. \$5,000 to Top End Rehoming for a de-sexing initiative; 2. \$4,360 to Palmerston and Regional Basketball Association for The Big Game Day; 3. \$5,000 to Rural Churches Carols by Candlelight for their 2020 event; 4. \$2,700 to Rotary Litchfield Palmerston for Books for Babies; 5. \$2,500 to Darwin Community Arts for Litchfield Love Boxes; 6. \$3,058 to Craft and Quilting Down the Track for purchase of a new table; 7. \$2,500 to NT Field and Game for equipment purchases; and 8. \$1,750 to Litchfield Bears for their 30th Anniversary video

CARRIED (5-0)-2021/241

18. CLOSE OF MEETING

The Chair closed the meeting at 8:09pm.

19. NEXT MEETING

Wednesday 21 July 2021.

MINUTES TO BE CONFIRMED

Wednesday 21 July 2021

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher

Unconfirmed



SPECIAL COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Meeting
held via Zoom
on Wednesday 30 June 2021 at 6:00pm

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

1. OPENING OF THE MEETING

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

The Mayor advised that an audio and visual recording of the meeting is live streamed to Council's You Tube platform and will remain online for public viewing in accordance with Council's Recording of Council Meetings Policy. By attending the meeting, those present confirm you have read and agree to comply by Council's Recording of Council Meetings Policy.

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

On behalf of Council, the Mayor acknowledged the Traditional Custodians of the land on which the Council meet. 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

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council acknowledges Cr Doug Barden's apology.

CARRIED (4/0)-2021/242

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. PUBLIC QUESTIONS – SPECIAL COUNCIL MEETING ITEMS ONLY

Nil

6. OFFICERS REPORTS

6.1 Fees and Charges 2021/2022

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council adopts:

1. the Litchfield Council Fees and Charges for 2021/2022 as presented in Attachment A to this report; and
2. the Thorak Regional Cemetery Fees and Charges for 2021/2022 as presented in Attachment B to this report.

CARRIED (4-0)-2021/243

6.2 Declaration of Rates and Charges 2021/2022

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council:

1. receives and notes the Chief Executive Officer's certification of the assessment records in line with Section 24(1) Local Government (Accounting) Regulations as per Attachment A to this report; and
2. pursuant to Section 158 of the Local Government Act, declares rates and charges for the financial year ending 30 June 2022 as noted in the Declaration of Rates and Charges 2021/2022 in Attachment B to this report.

CARRIED (3-1)-2021/244

6.3 Municipal Plan 2021-22 and Long-Term Financial Plan 2022-2031

Moved: Mayor Bredhauer

Seconded: Cr Sayers-Hunt

THAT Council:

1. note submissions received for the Draft Municipal Plan 2021-22 and Draft Long-Term Financial Plan 2022-2031 and thank all residents for their input;
2. approve amendments to the Draft Municipal Plan 2021-22 and Draft Long-Term Financial Plan 2022-2031 as listed in Attachment B to this report;
3. authorise the Chief Executive Officer to make necessary editorial changes to the Municipal Plan 2021-22 and Long-Term Financial Plan 2022-2031 if required;
4. adopt the Municipal Plan 2021-22 and Long-Term Financial Plan 2022-2031; and
5. Set the Elected Member allowances for the year 2021-22 as follows:
 - a) Mayor \$94,887.90 for the year paid on pro rata monthly basis in arrears (base allowance \$75,116.61, electoral allowance \$19,771.29) and subject to individual activity and prior approval, a professional development allowance of not more than \$3,753.17;
 - b) Deputy Mayor \$32,719.85 for the year paid on pro rata monthly basis in arrears (base allowance \$27,776.12, electoral allowance \$4,943.73) and subject to individual activity and prior approval, a professional development allowance of not more than \$3,753.17; and
 - c) Councillors \$18,453.69 for the year paid on pro rata monthly basis in arrears (base allowance \$13,509.96, electoral allowance \$4,943.73), subject to individual activity and prior approval, a professional development allowance not more than \$3,753.17 and subject to conditions set out in EM05 Elected Member Benefit and Support Policy, an extra meeting allowance of \$140.

CARRIED (3-1)-2021/245

7. CLOSE OF MEETING

The Chair closed the meeting at 6:58pm.

MINUTES TO BE CONFIRMED

Wednesday 21 July 2021

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 21 July 2021

6. Business Arising from the Minutes

THAT Council receives and notes the Action List.

6 - Business Arising from the Minutes

As at 14/07/2021

					In Progress
					Ongoing
					Completed and to be removed
Resolution Number	Resolution	Meeting Date	Officer	Status	
16/0203	Signage, Roadside Vans and Events on Council Land 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body; 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	21/09/2016	GMBE	To be progressed first quarter 2021/2022.	
17/0036/4	Litchfield Aquatic Facility Needs Analysis Report THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.	15/02/2017	GMBE	Project on hold.	
1718/240	Berry Springs Water Advisory Committee - Council Representative THAT Council appoints Councillor Barden as its nominated representative to lodge an Expression of Interest for the Northern Territory Government Department of Environment and Natural Resources Berry Springs Water Advisory Committee.	16/05/2018	CEO	Appointments are on hold due to a legal issue relating to the Water Act 1992 and the number of water advisory committees that can operated in a water control district. Waiting on further advice from NT Government.	
1819/145	Recreation Reserve Leases and Funding Agreements Project THAT Council: 1. Notes the update on the development of leases and funding agreements as part of the Recreation Reserves Leases project; 2. Notes the draft lease agreement; 3. Approves the fixation of the Common Seal with the Mayor and the CEO signing the lease agreements on behalf of Council, providing no material changes are made to the lease agreement; and 4. Receives an update report on the progress made with each Reserve Management Committee and other User Groups on Council's Recreation Reserves in signing the lease agreement, no later than the June 2019 Council meeting.	16/01/2019	CEO	Lease Agreements for McMinns Lagoon, Livingstone and Berry Springs Recreation Reserves have been executed. Mira Square lease ready for execution. Discussions on outstanding leases with occupiers on other reserve are in progress. Draft Funding Agreements progressing with the intent of being in place for the coming financial year. Update to be provided to June 2021 meeting.	
1920/183	COVID-19 Response Plan THAT Council: 1. Delegate to the Chief Executive Officer, pursuant to Section 32 (d) of the Local Government Act 2008 (NT), and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, its powers and functions as set out in sections 47 and of the Local Government Act 2008 (NT) being the power to determine opening times of Council's offices and facilities and the opening times of the Libraries until such time as the Australian Government or Northern Territory Government have declared the emergency has ended; and 2. Delegate to the Chief Executive Officer, pursuant to Section 32 of the Local Government Act 2008 (NT), and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, the authority to cancel or amend programs, service levels, budgeted council events and third party events held on council property under license, permit, or any other agreement until such time as the Australian Government or Northern Territory Government have declared the emergency has ended.	19/03/2020	CEO	Ongoing - This resolution of council continues to be active until the Australian and/or Northern Territory Governments declare the COVID-19 pandemic has ended.	

1920/207	<p>Change to Meeting Protocols</p> <p>THAT Council:</p> <p>1. Acknowledge the need to adapt GOV02 Meeting procedures policy to allow for the use of online platforms for conducting Council meetings;</p> <p>2. Suspend:</p> <p>a. Section 4.1.2(d) of GOV02 Meeting Procedures policy to allow the Mayor to Chair meetings remotely,</p> <p>b. Public accessing Chambers for Council meetings due to social distancing protocols,</p> <p>c. Section 4.1.10(c) of GOV02 Meeting Procedures policy and require a member of the public to make a statement in reference to a petition remotely, and</p> <p>d. Section 4.1.21 – Members will not be required to stand when addressing the meeting;</p> <p>3. Require all questions from the public related to the agenda be submitted via email to the Chief Executive Officer at least two days prior to the meeting to be read out at the meeting;</p> <p>4. Record all Ordinary and Special Council meetings and make these available on the Council website;</p> <p>5. Require requests for deputations (section 4.1.11 of GOV02 Meeting Procedures) be conducted by remote access;</p> <p>6. Request the Chief Executive Officer to develop appropriate Electronic Meeting Procedures; and</p> <p>7. Review these directives:</p> <p>a. At the first Council meeting in 2021, or</p> <p>b. When Social distancing protocols are lifted by the Northern Territory Chief Health Officer.</p>	15/04/2020	GMBE	Ongoing - Physical distancing rules regarding COVID19 still apply.
2021/130	<p>Humpty Doo Village Green – Management of Reserve</p> <p>THAT Council:</p> <p>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.</p>	28/01/2021	CEO	To be considered during 2021 -22 for discussion at the development of the 2022 -23 municipal plan.
2021/209	<p>Community Event Opportunity</p> <p>THAT Council:</p> <p>1. Approve the cancellation of the proposed community event as per the Freds Pass Rural Show Committee decision; and</p> <p>2. Request the Chief Executive Officer to recover the \$40,000 sponsorship from the Freds Pass Rural Show Association.</p>	19/05/2021	CEO	Letter and invoice sent to Freds Pass Rural Show Committee on Friday 4 June requesting sponsorship reimbursement
2021/216	<p>Recording of Council Meetings</p> <p>THAT Council adopt the proposed updated policy GOV07 Recording of Council Meetings on a four-month trial basis beginning from the June General Council Meeting.</p>	19/05/2021	GMBE	Complete - Lichfield Council YouTube channel established, live streaming commenced at 16 June 2021 Council meeting. Report will be presented to Council's October meeting following conclusion of four month trial.
2021/220	<p>Road Opening – Kentish Road, Berry Springs</p> <p>THAT Council:</p> <p>1. Proceed with the road opening process for Kentish Road, across sections 641 and 2398 Hundred of Cavenagh (655 and 579 Kentish Road, Berry Springs)</p> <p>2. Authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road, as required.</p>	19/05/2021	GMIO	Ongoing - Awaiting documentation from surveyor.

Vesting of Infrastructure – Kittyhawk Stage 1					
2021/221	<p>THAT Council:</p> <p>1. Agree to the request from the Chief Executive Officer, Department Infrastructure Planning and Logistics to vest the proposed infrastructure, being roads, streetlights and drainage assets at section 1902 and 1905 Channel Island Road (Kittyhawk Estate) to the Department Infrastructure Planning and Logistics.</p> <p>2. Provide a letter detailing the above resolution to the Chief Executive Officer, Department of Infrastructure Planning and Lands Mr Andrew Kirkman.</p>	19/05/2021	GMIO	Ongoing - In discussion with DIPL regarding the process going forward.	
Status Update on Advocacy for Holtze and Kowandi Development Areas and Concerns over Northern Territory Government decision making					
2021/224	<p>THAT Council:</p> <p>1. Receives and notes the Mayor’s notice of motion including the status update and actions taken in response to the proposed Holtze and Kowandi developments;</p> <p>2. Records publicly that Council has expressed strong concern to the Northern Territory Government about the decision to allocate unincorporated land into the City of Palmerston, prior to engaging relevant stakeholders and any community members;</p> <p>3. Agrees to continue advocating for all areas within Litchfield municipality to remain;</p> <p>4. Continue to actively contribute to Northern Territory Planning Commission processes so that any developments within Litchfield municipality contain the planning principles identified in the approved Litchfield sub-regional land use plan; and</p> <p>5. After having considered feedback from the community meeting held with the Northern Territory Planning Commission staff and the Litchfield community on Saturday 12th June 2021, approve the Chief Executive Officer to formally submit feedback to the Northern Territory Planning Commission requesting the following two amendments:</p> <p>a. The title of the document ‘Palmerston Environs Subregional Land Use Plan’ be changed to a more suitable and appropriate title reflecting that the proposed developments fall within Litchfield Council boundaries, and</p> <p>b. The outer boundary of the proposed area be amended to a more suitable and appropriate boundary which reflects that the proposed developments fall within Litchfield Council boundaries, and</p> <p>c. Council seeks an extension of time for providing additional comment on the Northern Territory Planning Commission document.</p>	16/06/2021	CEO	Complete - formal feedback submitted 18 June 2021	
Litchfield Horse and Pony Club Master Plan					
2021/228	<p>THAT Council:</p> <p>1. Receive and note this report titled Litchfield Horse and Pony Club Master Plan;</p> <p>2. Endorse the Litchfield Horse and Pony Club’s Master Plan 2021 - 2023; and</p> <p>3. Write to the Litchfield Horse and Pony Club to inform them of Council’s support.</p>	16/06/2021	CEO	Complete - letter emailed to LHPC	
Sponsorship Request: Southport 150 Birthday Bash					
2021/229	<p>THAT Council:</p> <p>1. Approve a \$5,000 grant to Southport Progress Association for the Southport 150th (+1) Birthday Bash to support the event.</p> <p>2. Allocate an additional \$5,000 from community grants funding pool to the Annual Community Grants Scheme 2020/2021 budget line.</p> <p>3. Write to Southport Progress Association advising them of the outcome and conditions of the grant.</p>	16/06/2021	CEO	Complete - letter emailed to SPA	
Howard Park and Knuckey Lagoon Recreation Reserves Advisory Committees – updated Terms of Reference and Committee Minutes					
2021/230	<p>THAT Council:</p> <p>1. Note this report;</p> <p>2. Approve the revised Knuckey Lagoon Recreation Reserve Advisory Committee Terms of Reference for operation of the committee from 1 July, 2021, at Attachment A to this report;</p> <p>3. Approve the revised Howard Park Recreation Reserve Advisory Committee Terms of Reference for operation of the committee from 1 July, 2021, at Attachment B to this report.</p>	16/06/2021	CEO	Complete	

2021/231	Palmerston and Litchfield Seniors Association – Request for funding agreement extension THAT the matter lay on the table until the September 2021 Council meeting for the purpose of obtaining further information.	16/06/2021	CEO	Ongoing - Letter written to PLSA advising them of the outcome and requesting further information.
2021/232	DRAFT CM03 Sport and Recreation Policy THAT Council adopt the proposed CM03 Sport and Recreation Policy, as at Attachment A, subject to any minor editorial adjustments.	16/06/2021	CEO	Complete
2021/235	DRAFT FIN04 Financial Reserves Policy THAT Council adopt the proposed FIN04 Financial Reserves, as at Attachment A, subject to any minor editorial adjustments.	16/06/2021	GMBE	Complete - Policy register updated and policy available on Council's website.
2021/237	Grant of Easement – Form 51 – Lot 54 Hundred of Strangways – Application of Common Seal THAT Council: 1. Approve the use of the Common Seal on Form 51 – Grant of Easement relating to Lot 54 Hundred of Strangways (135 Horsnell, Noonamah); and, 2. Provide a letter of response to the Chief Executive Officer of Department Infrastructure Planning and Logistics detailing the resolution.	16/06/2021	GMIO	Ongoing - Documentation being prepared.
2021/238	Place Names – Revised Road Names for Kittyhawk Subdivision at 1000 Channel Island Road, Wickham THAT Council: 1. Support the proposed road names as follows; Referred Road 1Danimiyinda Road 2Dabdabma SupplementaryDamugu-la 2. Provide a letter of comment to the NT Place Names unit and the NT Place Names Committee detailing the above resolution.	16/06/2021	GMIO	Complete - Letter emailed to NT Place Names unit and the NT Place Names Committee



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 21 July 2021

7 Presentations

8 Petitions

9 Public Questions

10 Accepting or Declining Late Items

11 Notices of Motion

12 Mayor's Report



COUNCIL REPORT

Agenda Item Number:	12.01
Report Title:	Mayor's Monthly Report
Author & Recommending Officer:	Maree Bredhauer, Mayor
Meeting Date:	21/07/2021
Attachments:	Nil

Executive Summary

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

Summary

Date	Event
17 June 2021	LWIB On Line Network Event – Conversation with a Difference
20 June 2021	Southport Birthday Bash
21-25 June 2021	National General Assembly 2021 Canberra
30 June 2021	LGANT Special General Meeting
30 June 2021	CEO Performance Review Committee Meeting
30 June 2021	Public Q & A Meeting
30 June 2021	Special Council Meeting
6 July 2021	LWIB Monthly Network Event
7 July 2021	CEO Performance Review Committee – Key Projects
7 July 2021	ABC News Editor
7 July 2021	Strategic Discussion & Briefing Session
13 July 2021	Minister for Local Government Meeting
15 July 2021	LWIB On Line Network Event
17 July 2021	Elected Members Workshop

Date	Event
19 July 2021	LWIB Network Committee Meeting
21 July 2021	Community Forum & Public Question Time
21 July 2021	Litchfield Council Ordinary Meeting

Recommendation

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 21 July 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 July 2021

14 Work Team Presentation

14.01 Work Team Presentation – Library



COUNCIL REPORT

Agenda Item Number:	14.01
Report Title:	Work Team Presentation – Taminmin Library
Author:	Diana Leeder, Executive Manager Community Inclusion
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	21/07/2021
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 – Taminmin Library 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.

Community Engagement

Not applicable.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 21 July 2021

15 Officers Reports

15.01 Council Leadership & Community Services

- 15.01.01 Municipal Plan 2020-21 Quarterly Performance Report Apr – Jun 2021
- 15.01.02 Proposed Going Green Rebate launch and implementation
- 15.01.03 Liquor Act 2019 – Recreation Reserves

15.02 Business Excellence

- 15.02.01 Litchfield Council Finance Report – June 2021
- 15.02.02 People, Performance and Governance Monthly Report – June 2021
- 15.02.03 Risk Management Audit Committee Minutes
- 15.02.04 DRAFT FIN17 Accountable Forms Policy – Members and CEO
- 15.02.05 DRAFT EM05 Elected Members Benefits and Support Policy
- 15.02.06 DRAFT GOV05 Caretaker Policy Review
- 15.07.07 DRAFT HR16 Code of Conduct CEO Policy

15.03 Infrastructure & Operations

- 15.03.01 June 2021 Summary Planning and Development Report
- 15.03.02 Place Names – Road Names for Subdivision at 200 Trippe Road North, Humpty Doo
- 15.03.03 Palmerston Environs Subregional Land Use Plan Discussion Paper

- 15.03.04 Thorak Regional Cemetery Master Plan 2021 Addendum
- 15.03.05 Lease of Council Land Telstra 390 Bronzewing Ave

COUNCIL REPORT

Agenda Item Number:	15.01.01
Report Title:	Municipal Plan 2020-21 Quarterly Performance Report April - June 2021
Author & Recommending Officer	Daniel Fletcher, Chief Executive Officer
Meeting Date:	21/07/2021
Attachments:	A: Municipal Plan 2020-21 Quarterly Performance Report

Executive Summary

The Municipal Plan 2020-21 Quarterly Performance Report April – June 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 fourth quarter ending 30 June 2021.

Background

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

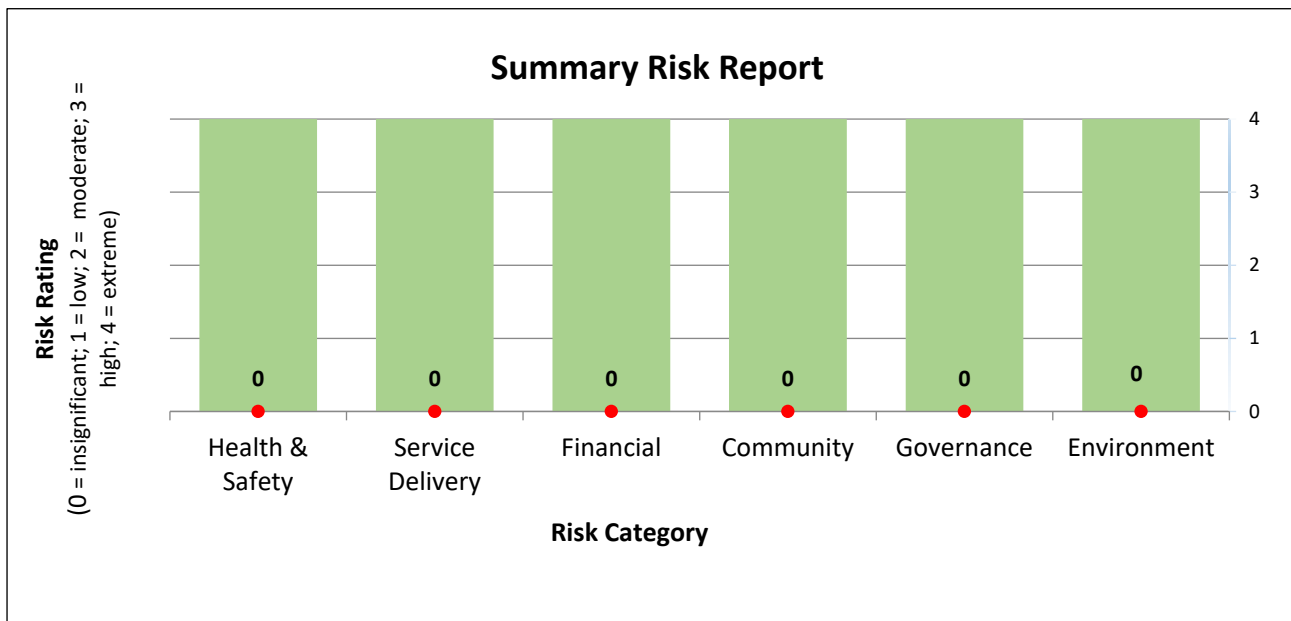
Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

NT Local Government Act (2008)

Risks



Community Engagement

Not applicable.



Quarterly Performance Report:

April – June 2021

Quarter 3 Performance Report 2020-21

The Best Place to Live in the Top End

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

It would be remiss of me not to begin with the requisite commentary on the recent COVID-19 lockdown which impacted the greater Darwin area, including the Litchfield municipality. We have been preparing for 18 months in the event that something like a lockdown was going to hit the Top End. I am glad, and incredibly proud, to report that our systems, processes, and people were tested throughout the lockdown and passed with flying colours.

All the Litchfield Council staff deserve a massive pat-on-the-back and our sincere gratitude for not just being there for the community but the way in which they applied themselves to ensuring our rural community was supported. A special shout-out goes to the many Waste Transfer Station staff for maintaining full operations under difficult conditions. Thank you!

While we will not 100% complete the \$10.9M capital works program, the delays associated with the carryover projects were largely due to weather challenges and sourcing contractors to complete the work. Not entirely ideal but there could be worse problems to have. We know our local contractors are very busy with a backlog of work that has been largely due to additional grant revenue.

We continue to prioritise our diversity and inclusion agenda hosting a staff event for IDAHOBIT day - the International Day Against Homophobia, Biphobia, Interphobia, and Transphobia.

We worked hard and diligently in partnership with the Freds Pass Rural Show committee to support an alternate show day and event. Unfortunately, together we were unable to source the required funding and support for an event with such a short turn-around time. Watch this space next year as the Show committee are full steam ahead with planning and preparations towards the 2022 show.

Council is now well positioned with updated and endorsed policies aligned to the Local Government Act 2019 which takes effect 1 July 2021.

The dog registration amnesty program was well received by the community. 369 additional dog registrations were added to the roll and 137 free microchips were provided throughout the period. This is a remarkable increase to registrations. Registrations is only one step in responsible dog ownership and the regulatory services team also facilitated dog behaviour training seminars with animal behavioural experts to increase educational opportunities for dog owners.

Council's budget and Municipal Plan were endorsed closing out 6 months of preparation. The management team are thankful to all Councillors who actively participated in, and supported, the development of the budget and Municipal plan outcomes.

After an incredible twelve months of capital delivery, the upcoming 2021/22 financial year is refocussing towards our core services and planning and preparing for future years. There are some significant projects about to commence including the Mira Square community hall and the new community building located adjacent to Councils current administration building which will host future Council meetings – to support the increase in Elected Members that Litchfield will receive after the August 2021 Local Government elections.

I continue to be a proud resident of Litchfield Council. Our natural and scenic beauty combined with the spacious rural living and being close to everything is unlike any other place in Australia. 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 continued with the regular programs of Nurserytime, Storytime and Litchfield Lego League, as well as the well-attended monthly Senior's morning teas. Library school holiday activities have all been successful and well-attended events this quarter. The shared services business case consultancy commenced and a final report is due in the next quarter.

The library once again participated in the annual National Simultaneous Storytime program. This year saw "Give me some space" read by Dr Shannon Walker from the International Space Station – out of this world! Back in Litchfield, Special guest Litchfield Citizen of the Year Therese Balanzategui brought along her guitar and lead the children in singing songs.



Dr Shannon Walker reading "Give me some space"



A local indigenous student was our guest storyteller for Reconciliation Week Storytime.

Community Development

Following Council's adoption of the Litchfield Sport, Recreation and Open Space Strategy in March, a Sport and Recreation Policy outlining how Council will develop and manage sport and recreation opportunities for the Litchfield community into the future was adopted in June.

The Southport Progress association signed a lease over Mira Square in time for organising a 150+1 birthday celebration in June. Council's community grant ensured that the association was able to provide a great day of entertainment, attended by elected members and community inclusion staff.

Regulatory Services

The regulatory services team proactively supported a registration amnesty during quarter 4, together with an information campaign around fines being issued for unregistered dogs once the amnesty finishes.



A considerable amount of time was spent on the regulatory orders for nuisance at Butler Place and it was pleasing to see the Northern Territory Civil and Administrative Tribunal dismiss an application to find the regulatory orders invalid.



Butler Place, road verge and road.

Business Excellence

People, Governance and Workplace Health and Safety

Over the quarter, the People and Performance team continued to focus on supporting diversity and inclusion initiatives that create an environment of trust, unity and respect that leads to benefits such as happiness, engagement in our work, improved performance, better decision making, greater innovation, and retention of our talented staff. Celebration of International Day Against Homophobia, Biphobia, Interphobia and Transphobia (IDAHOBIT) occurred in May and the People and Performance team promoted other events which celebrate and raise awareness of key diversity and inclusion issues.

Substantial progress has been made in 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. The team also supported the work of the Audit Committee and finalised insurance renewal arrangements for Council during the quarter.

Progress is continuing to be achieved across the organisation in relation to modernising working practices for people management transactions, delivery of effective induction programs and implementation of an eLearning system.

Corporate Services

The final quarter of the financial year focussed on completing the Municipal Plan 2021-2022 (Plan) for adoption. Council adopted the Plan on 30 June 2021, the Plan is available on Council's website along with the Declaration of Rates and Charges which has also been advertised in the NT News. A big thank you to all involved in ensuring the plan was complete ahead of the new financial year.

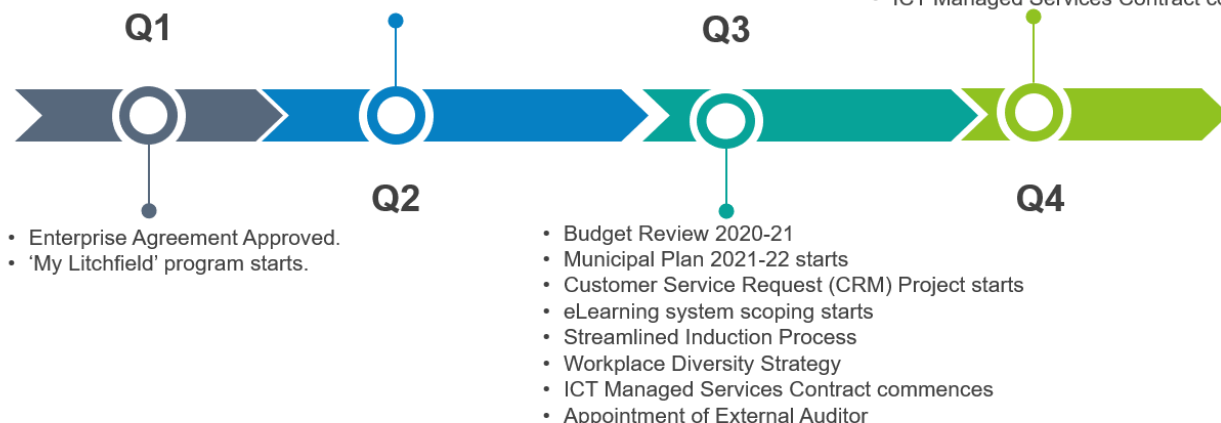
Attraction and retention of staff remains a challenge for Council. Management is working on addressing these challenges by supporting diversity, inclusion, and other initiatives to support our workforce.

Council has completed the first stage of the Enterprise Resource System (ERP) review project. A gap analysis has identified Council's existing system's merits and de-merits. The next stage is to discuss these finding with the current serviced provider to facilitate decision making on the ongoing viability of the system and ensure we continue to meet our community's needs.

The interim financial audit has been completed with a report due to the Risk Management and Audit Committee in August. KPMG will be onsite in September to complete the financial audit for financial year ending 30 June 2021.

Project and Priorities Timeline

- Local Government Act Changes - Readiness
- Finalisation of Stage 1 of the ERP Review Project.
- Interim audit commences
- Draft Financial Statement Reporting commences
- Workplace Health and Safety Initiatives.
- Adoption of the Municipal Plan 2021-22 - Complete
- Customer Service Request (CRM) Project
- eLearning system approved
- ICT Managed Services Contract complete



Infrastructure & Operations

The overall capital works program has progressed well considering this was Council's biggest capital works program to date, substantial weather delays and staff changes throughout the year. The program will not be 100% complete at the end of this financial year. Significant projects that will be carried forward to next financial year are as follows.

- Virginia Road Pavement Reconstruction
- Spencer Road Floodway Upgrades
- Blackspot – Power Road - Road Safety Upgrades
- Mira Square Community Hall
- Dog Pound Upgrades
- Knuckey's Lagoon Shed

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

Infrastructure and Assets

- Phase 2 of the Road Reseal program is complete with line marking to be completed by the end of July. This has seen a total of 20km of roads sealed for this financial year.
- A further 22 km of road has been resealed as part of the LRCL grant funded program. This was made possible due to actual costs that were cheaper than budgeted. The additional resealing works are now complete, with line marking to follow.
- Freds Pass Road footpath extension and refuge crossing has been completed, providing an unhindered connection of Council's shared path network to the Northern Territory Government Network. With the combination of the shared path works completed under the SCALE grant funding, the shared path plan continues to achieve its goals of improving connectivity to path users.
- Whitewood Road Stage 2 footpath renewals has been completed, with the program now having renewed 1.2 km of shared pathways in stage 1 and 2.
- The upgraded resheeting program (unsealed roads) with the Rip and Reshape program has seen 10 km of unsealed roads reformed and recompacted, improving the wearing course life of the roads. The success of the road inspection regime has allowed for programs

like this to be developed to improve Council's efficiencies in providing improved value for money and extended lifespans of assets.

- The Freds Pass Main Arena lighting project is now 100% complete with user groups enjoying the improved lighting. It also provides additional benefits provided by energy efficient lighting.
- Council officers are continuing to undertake inspections of kerbs and gutters, road shoulders, line marking and driveways conditions using ArcGIS electronic field and mobile data applications. This data will be used to inform programmed maintenance moving forward.
- Mango Roads Projects
 - Mocatto Road - Works are substantially complete. Minor rectification works continue to the damaged seal.
 - Horsnell Road - Works are completed and is now on 24-month defects period.
 - Chibnall Road - Works are completed and is now on 24-month defects period.
 - Kentish Road - The Request for Tender was released on 8 July 2021. The Tender will close on 5 August 2021.

Waste Management

- Council identified opportunities to claim income from Drum Muster activities which will be settled in July.
- The Humpty Doo Skid Steer Loader has been recommissioned and is now operational again.
- The Waste Transfer Station staff safely navigated continued operations during the Covid Lockdown.
- The required Covid Site customer sign-in protocols have been implemented at the Waste Transfer Stations.
- The revised Council adopted Fees and Charges for waste have been amended and implemented.

Mobile Workforce

- The Mobile Workforce made it through another season on time, on budget with no injuries.
- Vandalism of public property including road signs is unfortunately an ongoing issue. This is an unnecessary waste of public funds that

could have been used for more worthwhile causes.

- The Mobile Workforce team completed fire extinguisher training.

Thorak Cemetery

- Council was successful with a grant application to upgrade the irrigation system which is currently inadequate and requires additional maintenance costs.
- Council negotiated new LPG gas supplier contract for two years which will result in saving between \$8,000 to \$15,000 per year.
- Council has submitted an application under the Northern Territory Government Risk Reduction Grant which will result in improved tree management across the district.

Planning and Development

- All planning and development related applications were dealt within the allocated timeframe.

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 - Social Media Training - 24 July 2021

Modern Service Delivery					
Supporting local businesses	Hold three Litchfield Women in Business Network Events per annum	1	YES	YES	Dry Season event held 15 June 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 progressing for completion by December 2020.
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	Quarter 4 there were 7595 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	Three media requests were responded to by the end of the day the enquiry was received.

Human Resources and Work Health and Safety

Good Governance					
Human Resources Policies, Procedures, Checklists	Reviewed and compliant	Complete	YES	YES	All policies reviewed and compliant in quarter 4.
An engaged and productive workforce	Staff turnover rate	<20%	YES	YES	2.28% in quarter 4.
	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	Complete * All WHS Management Plans, policies and procedures developed and reviewed in Quarter 1.
	Workers Compensation Claims	<3	YES	YES	Nil claims.

Planning and Development

Powerful and Effective Advocacy					
Submissions to the NT Government	Comments submitted on applications within required time frame	>90%	YES	YES	8 applications were received and 8 were responded to within allocated timeframe.
Participation in NT planning working groups	Attendance at meetings	>75%	YES	YES	Council has attended 3 DAF meetings however no Area Plan development meetings occurred.

Modern Service Delivery					
Approval of plans, reports, and construction documentation	Plan reviews for building certification issued within 10 works days	>90%	YES	YES	53 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	8 of the 9 plans/ reports were reviewed and actioned within required timeframes.
	Works Permits issued within 5 days	>90%	YES	YES	All 40 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	NO	YES	18 June Associated Advertising & Promotions was awarded consultation contract (delayed due to resub of dates to account for school hols / caretaker). 23 June inception meeting held. 21 July media release. 4 x public displays (probable dates 5th, 7th, 12th & 14th August). 1 x World Café 9th August. Final reports to Council Monday 13 September. Project completion / presentation to Councillors Wednesday 6 October.

Infrastructure and Assets

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	The 2019/20 results showed 62% of respondents said Council's Road Maintenance was good or very good. The Community Survey results for the 2020/21 financial year will be available after the Community Survey is conducted in August 2021.
Drainage Maintenance Program	Community Survey: satisfaction with roadside drainage	>60%	YES	YES	The 2019/20 results showed 61% of respondents said Council's Road Drainage Maintenance was good or very good. The Community Survey results for the 2020/21 financial year will be available after the Community Survey is conducted in August 2021.
Modern Service Delivery					
Capital Works Program	Programmed works completed within budget	>90%	YES	YES	Budget status as reported in Monthly Finance Reports Planned carry over projects include: - Virginia Road - Pavement Rehabilitation - Power Road - Road Safety Upgrades - Spencer Road - Floodway Upgrades
Grant-funded projects	Five-year program developed - including Road Safety (Black Spot) and Roads to Recovery	Complete	MONITOR	YES	Review of the Road Asset management plan has been rescheduled to occur late in 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	NO	YES	<p>Thorak Cemetery – Adopted Road Asset Management Plan in review – all road related assets will be combined to form a Transport Asset management plan</p> <p>Plant and Fleet – Target date has been revised to October 2021</p> <p>Driveways, Drainage, Kerbs and gutter, Shared path – will be incorporated in a Transport asset management plan – Target date reviewed to December 2022</p> <p>Council Administration Buildings and surrounds – Target date of June 2022</p> <p>Recreation reserves, waste transfer stations – Target date of December 2022</p>
Road Maintenance Program	Potholes patched and repaired - customer requested	Reducing trend	YES	YES	Road Treatments are implemented to prevent water ingress through cracks and causing issues to underlying pavement layers. Resealing of roads prior to seals reaching a point of age where they are no longer performing is a critical measure in reducing this trend.
	Gravel roads graded	>2 times	NO	YES	Unsealed roads have been categorised based on condition and a program formulated. The first year of the Rip, and re-shape program has been completed to 'Poor Condition' rated roads. The second maintenance grade of 'Fair condition roads' is behind schedule and due to be completed by mid-August.
Street Lighting Maintenance	Percentage of network outage from annual night-time audit	<5%	YES	YES	28 streetlights were tended to with various failures. Council has 318 streetlights

Productive Mango Roads Project	Horsnell Road, Mocatto Road, Chibnall Road	Complete	YES	YES	Mocatto Road Works are substantially complete. Minor rectification works continue to the damaged seal. Is not on defects period yet. Horsnell Road Works are completed and is now on 24-month defects period. Chibnall Road Works are completed and is now on 24-month defects period.
	Kentish Road	Commenced	NO	YES	Has been released for tender 8 July 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

Engaging Our Community					
Roadside Maintenance	Community Survey - Satisfaction with Roadside Maintenance	>60%	YES	YES	The 2019/20 results showed 62% of respondents said Council's Road Maintenance was good or very good. The Community Survey results for the 2020/21 financial year will be available after the Community Survey is conducted in August 2021.
Weed Management	Community Survey - Satisfaction with Weed Management	>50%	YES	YES	The 2019/20 results showed 35% of respondents said Council's Weed Management was good or very good. The Community Survey results for the 2020/21 financial year will be available after the Community Survey is conducted in August 2021.

Modern Service Delivery					
Roadside Maintenance	Volume of litter collected	Reducing Trend	YES	YES	During the last two months firewatch have been collecting litter 119 bags or >0.5Tonne.
	Vegetation Slashed and Council Roads Mowed	2 rounds	YES	YES	On target as per program plan. Third cut conducted for Lambles and Knuckey areas as they are cut first and regrow above required height of standards. 4 arterial roads also had a third cut.
Weed Management	Weeds Managed on Council Roads and Land in accordance with Weed Management Plan	Complete	YES	YES	1 parcel of land not complete (Churcher Wetlands). Inaccessible due to extended wet season
Bushfire Management	Council Firebreaks Maintained	Complete	YES	YES	Complete 90% all land parcels have been slashed for the fire season, some parts will require follow up as still wet.
	Firebreaks Widened in accordance with Fire Management Plan	Complete	YES	YES	
	Hazard Burns Undertaken in Consultation with Other Authorities	Complete	YES	YES	One land parcel has been ordered for mitigation burn 27th June.
Road Furniture Maintenance	Signs and Guideposts repaired with Target Timeframes	>90% <24 hours urgent 14 days standard	YES	YES	41 signs were replaced or repaired mostly vandal damage. MWF conducted an audit of all roads, signs identified for renewal have been ordered for the dry season programme.
New Initiative - Weed Management Plan	Weed Management Plan developed, support by community education	Complete	YES	YES	Complete

MWF other tasks	Prompt response to various services	>90% <24 hours urgent 7 days standard	N/A	N/A	Achieved
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Waste Management

Engaging Our Community					
Efficient Operation of Waste Transfer Stations	Community Survey - Satisfaction with Water Transfer Stations	>80%	YES	YES	The 2019/20 results showed 83% of respondents said Council's Waste Transfer Stations were good or very good. The Community Survey results for the 2020/21 financial year will be available after the Community Survey is conducted in August 2021.
	Community Survey - Satisfaction with Waste Recycling	>55%	YES	YES	The 2019/20 results showed 52% of respondents said Council's Waste Recycling opportunities were good or very good. The Community Survey results for the 2020/21 financial year will be available after the Community Survey is conducted in August 2021.
Community Benefit Fund Income	Income raised through recycling activities including cash for containers	5% annual increase	NO	YES	Cash for Containers 2019/20 Income - \$31,166; 2020/21 Income - \$26,938 Scrap Metal 2019/20 Income - \$25,600; 2020/21 Income - \$21,300 Overall Income down 15%
Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7000 tonnes	NO	YES	Yr. to date 7258 Tonnes.
	Commercial waste tonnage transferred to Shoal Bay	<1000 tonnes	YES	YES	Yr. to date 192 Tonnes. Note that residential kerbside collection by private operator for the Litchfield area has previously been included in this

					figure but is now included in the residential waste tonnage to Shoal Bay figure.
Cyclone Season Preparation	Free residential green waste disposal in November	Complete	YES	YES	Implemented.
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	2264 Tonnes processed.
	Volume of concrete crushed for resale	>500 cubic metres	NO	YES	No construction waste processed to date.
Maximise diversion from landfill	Amount of total waste diverted from landfill	>35%	YES	YES	To date 38% of total incoming waste has been diverted from landfill.
	Amount of total waste that is dry recyclables	>15%	NO	YES	To date 13% of waste is dry recyclables.
	Quantity of scrap metal collected and recycled	>1000 tonnes	YES	YES	1099Tonnes processed to date.
	Quantity of cash for containers collected and recycled	>50 tonnes	YES	YES	32.7 Tonnes of cash for container collected to date. Final figures not available at time of reporting
	Quantity of electronics collected for Techcollect	>40 tonnes	YES	YES	45.4 Tonnes of electronics collected to date.

	Quantity of tyres, batteries and oil collected for recycling	>100 tonnes	YES	YES	103 Tonnes of tyres, batteries and oils collected.
Waste Strategy - Year 3	Landfill closure plans for Howard Springs and Berry Springs Waste Transfer Stations (extends to year 4) prepared	Commenced	YES	YES	Commenced - Consultant engaged to conduct surface gas emission testing. Data to be used to inform closure plans.
	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	YES	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	Ongoing process to explore opportunities.

Regulatory Services

Engaging Our Community					
Regulatory Services	Community Survey - satisfaction with animal management	>50%	YES	YES	<p>This KPI is measured annually in the first quarter and refers to the previous financial year.</p> <p>The Community Survey results for the 2019/20 financial year showed 43% of respondents said Council's Animal Management was good or very good.</p>
Responsible dog ownership	Number of registered dogs increased	>10%	YES	YES	At the end of quarter there were 3309 registered dogs, compared with 2904 in the 3rd quarter. This is an increase of 14% in registration uptake.
	Number impounded dogs reclaimed by owner	>70%	NO	YES	At the end of quarter 4 we saw 72 dogs impounded compared with 80 dogs from the previous quarter. 43 dogs were released to their owner, this equates to 60%. Annual data shows a total of 283 dog impounded, only 179 of them were released to their owner, equalling 64%.
	Number of registered dogs de-sexed	>70%	YES	YES	At the end of the quarter out of the 9 registered dogs impounded, 5 were desexed. Annual data indicates that of the 3309 dogs currently registered, a total of 2467 are desexed, equalling 88%
Animal Management Plan - Year 3	Attendance at community events	2+ events attended	NO	YES	Covid has negatively impacted the team's ability to attend community events. Attendance at two events were scheduled for this quarter, both were cancelled due to Covid.
	Dog Awareness Program delivered at schools and childcare	6+ visits	YES	YES	School Education program continues to operate. 4 presentations were given in the quarter. Annual statistics show a total of 20 presentations.

	Dogs Day Out event (or similar) delivered, targeting improved awareness, increase registration, general pet owner education	1 event	YES	YES	Dogs day out event did not go ahead this year due to covid, however, Council provided a free aggressive dog seminar available to all community members and 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%	NO	YES	KPI target does not provide sufficient time to complete investigations. KPI's currently being updated to reflect realistic timeframes.
	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	21 vehicles were removed this quarter. The annual data states 129 for the year. One vehicle exceeds the 14 day timeframe due to the vehicle being located in a wet area and not accessible by tow truck.
Animal Management Plan - Year 3	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. Information and flyers are regularly updated, and new ones developed.
	Number of Desexing Vouchers redeemed	>60 vouchers	N/A	N/A	Desexing initiative commenced in the 4th quarter. 70 x \$100 vouchers are available. 21 vouchers have been issued.
	Number of dogs microchipped through Council's low cost / free program)	>200 dogs microchipped	YES	YES	137 microchips were implanted in the quarter. The annual total is 219.

	Dog training supported and incentivised through Good Dog initiative	In Progress	N/A	YES	To be developed in the new financial year.
	Signage developed for use in community	In progress	N/A	YES	To be developed in the new financial year.

Community Development

Engaging our community					
Council partnership and support grants	Number of partnerships supported	10	YES	YES	18 Youth Development and Community Initiative Grants have been awarded across the 2020/21 year.
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	Asset trac implemented across reserves and continue to work with committees on use.
Good governance					
Grant applications	Grants received by Council acquitted within agreed timeframes	100%	YES	YES	LRCI, SCALE, R2R and International Women's Day grants acquitted this quarter.

Governance and support for Council's seven recreation reserves	Community Survey - satisfaction with recreation reserves	>65	YES	YES	<p>This KPI is measured annually in the first quarter and refers to the previous financial year. No change.</p> <p>The Community Survey results for the 2019/20 financial year showed 79% of respondents said Council's recreation reserves were good or very good.</p>
Modern service delivery					
Annual Community Grants Program initiatives	Number of community events and programs supported	10	YES	YES	<p>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. However, an additional out of session \$5,000 Grant was provided to Southport Progress Association for the 150+1 Birthday bash event.</p>
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	Continue to attend
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	Completed in March 2021. Yearly audit to be conducted mid July 2021.
Tree Management Plan	Audits undertaken in line with plan	100%	YES	YES	A level one inspection has been carried out throughout all high-risk areas.
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	Completed.

Finance

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 & Municipal Plan adopted
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. Interim Audit for 2020/21 complete. Report to be presented to RMAC in August.
	Liquidity ratio	1:01	6.63:1	YES	Above Local Government benchmark.
	Asset sustainability ratio	>60%	20%	NO	Target is a long-term vision. Council have not budgeted to achieve target this year.
	Current ratio	>1	6.63	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%	51%	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 in line with Council policy and legislation.
Modern Service Delivery					

Rates and accounts receivable collection	Volume of rates and annual charges outstanding	<15%	NO	NO	22% A drop of 5% since March QTR. Rates outstanding are expected to decrease as Council implements initiatives as a result of the rates recovery information presented to Council previously.
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

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 328 Requests open as of 30.06.21 17 Achieved KPI 94%
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.
Information and Communications Technology Improvement Plan	Annual actions completed	100%	NO	YES	5 of 34 tasks are not completed. 2 are awaiting third party service providers and are due to be completed by the end of July. The remainder will be completed when the ICT Support Analyst role has been filled.
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.
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Governance and Risk

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	5 meetings were held in this financial year.
Records managements review and improvements	Volume of records held in storage reduced	By 10%	NO	YES	Decrease was not achieved due to resource redirection.
Annual Internal Audit Plan	Internal audits conducted in line with RMAC recommendations	100%	NO	YES	Two internal audits were delayed and will be completed in July 2021.

Library Services

Engaging Our Community					
Visitors to the library	Weekly door count	>400	YES	N/A	Average of 446 visitors per week for this quarter. With 23,203 public visitors for the year, the average weekly door count was 446. The average was higher than anticipated despite the library holding programs and events with limited numbers due to COVID-19.
Promotion of services	Interaction with Library Facebook page	650 likes of Facebook page	YES	N/A	The library Facebook page has 823 "likes". The total "likes" for this quarter totalled 27. Facebook "likes" ensure events and library news are broadcast direct to the public increasing awareness of what the library offers, in turn, increasing library attendance.
Good Governance					
Shared Service Governance Framework	Governance framework developed	Completed	YES	YES	Work commenced in quarter 4
Modern Service Delivery					
Collection Improvements	Number of Annual Returns	>15,800	YES	N/A	2,541 loans for this quarter. The total loans for the financial year totalled 16,714.
	Age of collection % of collection published in the past five years	>40%	YES	YES	45% 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 in 2020 had been updated to 40% for a library servicing a population of Litchfield's size.

Program delivery	Program participation each year	>3200	YES	YES	In this quarter, the library held 53 programs with 745 attendees. This included our regular Storytimes, Nurserytimes, Litchfield Lego League, and Senior's Morning Teas as well as the short Easter school holiday programs. The total attendees for the entire 20/21 year was 3,626, which was an accomplishment as programs had to limit numbers due to the COVID-19 risks.
Library events	Events delivered	>3	YES	YES	There have been no main events this quarter.

Thorak Regional Cemetery

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 4th quarter is 22, 116 Burials for the 2020/2021 Financial year. Total cremations for the 4th quarter is 40, a total of 200 for the 2020/2021 year.
Modern Service Delivery					
Professional and cost-effective cremation and burial services	Increased income from cremation services	>10%	NO	YES	3 Cremation packages sold this 4th quarter up by 2 from previous quarter, a total of 7 for the 2020/2021 financial year. Income down by 9% on previous year
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	NO	NO	No show due to COVID 19.

	Community Survey satisfaction rating	>60%	YES	YES	The 2019/20 results showed 90% of respondents said Thorak Regional Cemetery was good or very good. The Community Survey results for the 2020/21 financial year will be available after the Community Survey is conducted in August 2021.
Variety of memorial spaces for ash interments	Sales of memorial trees, rocks, plots and columbarium niches increased	>10%	YES	YES	Income increased by 15% from previous year
Chapel hire and amenities	Income from chapel hires increased	>10%	NO	YES	Income down by 2% on previous year
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	Grant received to upgrade existing irrigation and install new irrigation to open up new areas.



COUNCIL REPORT

Agenda Item Number:	15.01.02
Report Title:	Proposed Going Green Rebate launch and implementation
Author:	Kylie Hogan, Strategic Project Advisor
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	21/07/2021
Attachments:	<ul style="list-style-type: none"> A. Terms and Conditions B. Eligibility Criteria C. Communications Plan D. Rebate Survey

Executive Summary

The Going Green Rebate was endorsed at the Council Special Meeting held on Wednesday 30 June 2021 under Litchfield's Municipal Plan 2021-22. Councillors were provided with further information on the program launch and implementation at the Strategic Discussion & Briefing session on Wednesday 7 July 2021.

Recommendation

THAT Council receive and note the proposed Going Green Rebate launch and implementation scheduled for Friday 23 July 2021.

Background

Council identified the rebate as a new initiative to be trialled in 2021-22, with an agreed budget of \$5,000.

The following table outlines the associated waste management impacts and potential savings for Council. These numbers are based on; i) the estimated average of nappies used per day/per baby, noting the approximate weight of a wet nappy is 0.03kilograms [kgs]/30 grams, and ii) the annual tonnage rate to landfill is \$98.

Number of nappies per day/per baby	Daily number of nappies used in Litchfield	Daily kgs. into landfill	Annual kgs. for Litchfield	Annual tonnes for Litchfield	Annual savings (\$)
4	5,184	139.97	51,088.32	51.09	5,006.66
5	6,480	174.96	63,860.40	63.86	6,258.32
6	7,776	209.95	76,632.48	76.63	7,509.98

7	9,072	244.94	89,404.56	89.40	8,761.65
8	10,368	279.94	102,176.64	102.18	10,013.31
9	11,664	314.93	114,948.72	114.95	11,264.97
10	12,960	349.92	127,720.80	127.72	12,516.64
11	14,256	384.91	140,492.88	140.49	13,768.30
12	15,552	419.90	153,264.96	153.26	15,019.97

Links with Strategic Plan

A Well-Run Council - Modern Service Delivery

Legislative and Policy Implications

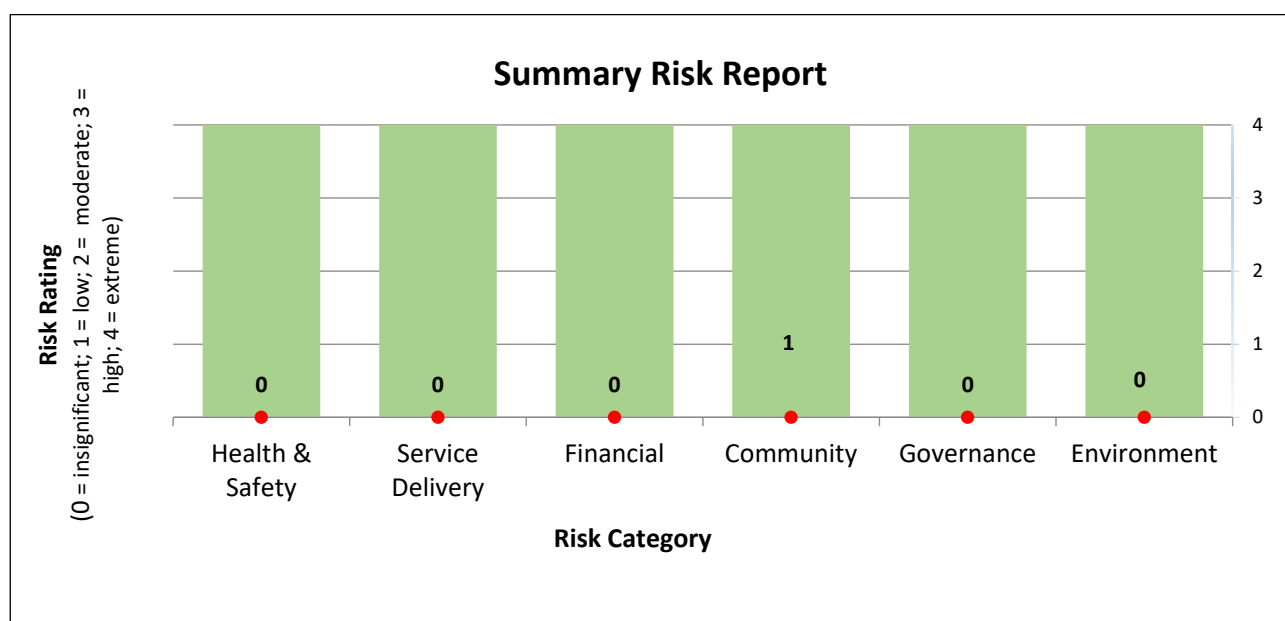
Community demographics

Of Litchfield's population, 30% are couples with children, and 48.2% are female. There are an estimated 1,296 children aged between 0 – 4, who are potentially wearing disposable nappies.

Local Government best practice

Numerous local councils across Australia offer rebates to encourage the use of cloth nappies and reusable sanitary items as environmentally friendly alternatives, to maximise the diversion of disposable items from landfill, and contribute to the protection of the natural environment. All attachments (A, B, C and D) have been informed by current best practice, to ensure that the application process is seamless for both the applicants and Council staff who process them.

Risks



Given that the Going Green Rebate is a new initiative, its expected uptake is unknown. Despite it being low, there is a risk of community disappointment if funds are exhausted early, and numerous applicants miss out.

Community Engagement

There was no formal consultation undertaken with the public. Council was however, contacted by the owner of one of the local providers of cloth nappies, who advocated that Council consider a rebate.

Once the allocated funds are exhausted for 2021-22, and depending on uptake of the rebate, Council will then consider whether to continue offering it in future years. All rebate applicants (successful and unsuccessful) will be surveyed, to gauge demand, and inform the decision whether to commit further funding.

GOING GREEN REBATE (CLOTH NAPPIES AND REUSABLE SANITARY ITEMS)

TERMS AND CONDITIONS

These terms and conditions apply to Council's Going Green Rebate for cloth nappies and reusable sanitary items.

By applying for the rebate/s, you agree to these terms and conditions. If your application does not comply, it will not be valid and will not be accepted or assessed.

These terms and conditions should be read in conjunction with any relevant rebate information e.g., rebate form and any information provided by Council regarding the rebate.

Submission of an application does not guarantee a rebate. Council will advise in writing the outcome of your rebate application within 28 days of its submission.

1. PURPOSE

- 1.1. To provide residents in the Litchfield Municipality with access to financial assistance in support for using cloth nappies and reusable sanitary items, which are environmentally friendly alternatives.
- 1.2. To maximise the diversion of disposable nappies and sanitary items from landfill, contributing to the protection of Litchfield's natural environment.

2. APPLICANTS

- 2.1. To be eligible to apply for the rebate/s, you must be able to demonstrate that you live in the Litchfield Municipality.
- 2.2. The applicant must be the occupant of the property requesting the rebate.
- 2.3. Council will accept only one application for each rebate per household.
- 2.4. To apply for the Going Green Rebate for both cloth nappies and reusable sanitary products, you will need to fill in two application forms.
- 2.5. Applicants who have previously received a rebate/s as part of Council's Going Green Rebate in the 2021-22 financial year (i.e., 1 July, 2021 – 30 June, 2022) are not eligible to apply until the following year (2022-23) from 1 July, 2022.
- 2.6. Applicants who are in debt to Council are not eligible for a rebate.

3. ELIGIBLE PRODUCTS

- 3.1. Applicants may apply for a rebate for their purchase of the following products purchased on or after 1 July 2021:

- a) cloth nappies, including reusable swim nappies and reusable nappy liners; and
- b) reusable sanitary products, including reusable sanitary pads, menstrual cups, and leak proof underwear.

4. INELIGIBLE PRODUCTS

- 4.1. Single use or disposable nappies and sanitary products are not eligible.
- 4.2. Accessories such as wet bags, nappy pods, strainers/buckets/pails, laundry products, change mats, wipes, nappy rash cream, change harness, swaddles and breast/nursing pads are also ineligible products.

5. APPLICATIONS

- 5.1. Rebate applications must be submitted within three (3) months of purchasing the eligible product(s).
- 5.2. To apply for a rebate, applicants must visit <https://www.litchfield.nt.gov.au/community/community-grants/going-green-rebate> and submit:
 - a) a properly completed rebate application form.
 - b) a tax invoice evidencing proof of purchase of the eligible products, including the supplier and date of purchase; and
 - c) proof of residence.
- 5.3. Only one application per rebate, per household per financial year will be accepted.
- 5.4. Applicants agree to immediately notify Council of any changes to the information provided in their application.

6. REBATE

- 6.1. The rebate is on a first in first served basis, until funds are exhausted. Council has a set amount of funding available therefore, once the funding is allocated, no more funding can be provided regardless of the eligibility of application.
- 6.2. Council will assess each application to determine whether the applicant is eligible for a rebate. Within 28 days of receiving an application, Council will notify applicants in writing of the outcome of their application.
- 6.3. Successful applicants will be reimbursed for 50% of the purchase price of eligible products, subject to the following maximums, which equate to a total maximum household rebate of \$150.00 per applicant.

a) Rebate examples for cloth nappies:

Your Spend	Rebate Available	Rebate Total
\$50.00	50% of spend refunded	\$25.00
\$100.00	50% of spend refunded	\$50.00
\$150.00	50% of spend refunded	\$75.00
\$200.00	50% of spend refunded	\$100.00
Any amount above \$200.00	50% of spend refunded up to the value of \$100.00	\$100.00

b) Rebate examples for reusable sanitary products:

Your Spend	Rebate Available	Rebate Total
\$50.00	50% of spend refunded	\$25.00
\$75.00	50% of spend refunded	\$37.50
\$100.00	50% of spend refunded	\$50.00
Any amount above \$100.00	50% of spend refunded up to the value of \$50.00	\$50.00

7. PAYMENT

If the application is successful, payment will be made via EFT (Electronic Funds Transfer) to the bank account nominated by the applicant within 30 days of the date the application was made.

8. REBATE EVALUATION

All applicants are asked to complete the survey provided by Council following their rebate application. The purpose of the survey will be to measure the rebate's success and inform any future rebates Council may offer.

9. **LIABILITY**

- 9.1. To the extent permitted by law, Council accepts no liability for any claim for loss, harm, damage, costs, or expenses which may arise in connection with the rebate.

10. **GENERAL**

- 10.1. Council reserves the right to verify any information provided in any application, and to require additional information or clarification from you, or anyone else before proceeding to decide about whether an application is eligible or ineligible.
- 10.2. Council accepts no responsibility for late, lost, incomplete, invalid, or dishonest applications.
- 10.3. Council reserves the right to change these terms and conditions or to cancel, terminate, modify, or suspend this rebate at any time.
- 10.4. Privacy Statement: your personal information is being collected by Council for the purpose of the Going Green Rebate and will be handled in accordance with the Information Act 2002.
- 10.5. Any queries regarding the Going Green Rebate and application process are to be directed to customer service via email or phone: council@litchfield.nt.gov.au, (08) 8983 0600.

Eligibility criteria - can I apply?

Going Green Rebate (cloth nappies and reusable sanitary items)

To claim either, or both, of these rebates, you must provide a copy of your receipt/s (proof of payment). If applying for both the cloth nappy and reusable sanitary item rebates you will need to fill in two application forms.

The applicant must live in the Litchfield Municipality, and Council will accept only one application for each rebate per household. Successful applicants will be reimbursed for 50% of the purchase price of eligible products, subject to a total maximum household rebate of \$150.00 per applicant (\$100 for cloth nappies, \$50 for reusable sanitary items).

The rebate is on a first in first served basis, until funds are exhausted. Council has a set amount of funding available therefore, once the funding is allocated, no more funding can be provided regardless of the eligibility of application.

Only one application for each rebate is permitted per financial year. **Applicants who are in debt to Council are also ineligible.**

The receipt must include:

- Your full name
- Company name
- Date of purchase (NB: your proof of purchase must be no older than 3 months, and be for purchases made on or after 1 July 2021)
- Cost and name of items

In addition to the receipt/s, you must provide proof that you live in the Litchfield Municipality using one of the following.

- a bill within the past 3 months
- driver's licence
- lease agreement
- or Council rates notice.

It is essential that your full name and address are visible. When you upload your photos or attachments of the required proof, please ensure the images are not cropped, and all necessary details can be clearly seen. Do not upload multiple photos of each item.

Council will not approve rebates unless you provide the correct documentation. If your application includes a receipt without your name on it, for e.g., a Coles/Woolworths receipt, you will also need to supply proof that you purchased the item/s (such as a bank statement).

Privacy Statement: your personal information is being collected by Council for the purpose of the Going Green Rebate and will be handled in accordance with the Information Act 2002.

Successful rebates will be paid via EFT (Electronic Funds Transfer) into the bank account of your choice, so do make sure these details are correct. Rebates cannot be given in the form of cash or cheques.

Any queries regarding the Going Green Rebate and application process are to be directed to customer service via email or phone: council@litchfield.nt.gov.au, (08) 8983 0600.

LITCHFIELD COUNCIL GOING GREEN REBATE

Communications Plan: Go live Friday 23 July 2021

as at June 2021

Introduction

Council has identified a new initiative to reduce waste to landfill through a 'Going Green' rebate program. This project aims to provide a reusable cloth nappy and sanitary items rebate scheme to reduce landfill.

3.75 million disposable nappies are used each day in Australia and New Zealand.

Disposable nappies take up to 150 years to break down in landfill.

Cloth nappies and reusable sanitary products are environmentally friendly alternatives; washed in full loads and dried on the line can help minimise water and energy costs.

Community Awareness Campaign

Litchfield Council is pioneering the Going Green Rebate for cloth nappies and sanitary items, in the Northern Territory.

Residents living in Litchfield can apply for either or both rebates available up to \$150. Terms and conditions apply.

Reducing waste to landfill is high on Council's agenda with a number of programs in place to incentivise the community to recycle. Another program is the successful cash for container scheme where all funds are distributed through a grant program benefiting the community.

The Going Green Rebate is an incentive that is beneficial to individual residents as well as providing great benefits environmentally.

Key Messages

- The Going Green Rebate for cloth nappies and reusable sanitary items is a first in the NT
- Residents can apply for a 50% rebate of up to \$100 for cloth nappies
- Residents can apply for a 50% rebate of up to \$50 for reusable sanitary items
- Residents can apply for either or just one of the rebates
- Reducing waste to landfill is a priority for Council and this program is just another incentive that Council is offering

Engagement Activity

Tactics	Details	Desired Outcome	Responsibility
Media	<ul style="list-style-type: none"> • Distribute a media release to all Top End media outlets • Promotion on regular radio interviews with the Mayor through Territory FM and ABC Grass Roots • Promotion through the Mayor's Message on the website 	Increased awareness of the Going Green Rebate Delivery of Council's key messages Uptake of the program	CEA
Mayor and Councillors	<ul style="list-style-type: none"> • Opportunities to communicate with the community through email, social media etc. 	Increased awareness of the Going Green Rebate Opportunity to inform constituents and have them acknowledge this in the evaluation survey	Mayor and Councillors
Public Displays – Notice boards	<ul style="list-style-type: none"> • Flyers placed on local noticeboards 	Increased awareness of the program	CEA, SPA
Website	<ul style="list-style-type: none"> • Include rich content • Cross promote with social media 	Increased awareness of the program Terms and conditions and eligibility Online application only	CEA
Your Say Litchfield	<ul style="list-style-type: none"> • Evaluation survey through direct email to those who participated in the program 	Opportunity to provide feedback Gather data to assist with refining the program	CEA
Social Media	<ul style="list-style-type: none"> • Facebook • Paid advertising 	Increased awareness of the program Opportunity for the community to share the information further	CEA

		Instant way to ask questions and be redirected if needed	
Newsletter	<ul style="list-style-type: none"> Article in the next edition of the Community Newsletter 	Increased awareness of the program Emailed directly to over 200 people	CEA
Targeted engagement with local childcare centres	<ul style="list-style-type: none"> Goodstart Bees Creek Humpty Doo Community & Childcare Centre Maniltoa Children's Centre Howard Springs Childcare Centre Flyers available for distribution, and content provided for inclusion in any correspondence/newsletters to parents 	Increased awareness of the program among local parents	
Information stalls	<ul style="list-style-type: none"> Freds Pass Markets Coolalinga Shopping Centre Suite of sample products from local providers in Council office Dates and timetable to be advised	Increased awareness of the program Opportunity for residents to talk face to face about the program Opportunity for residents to view samples of the products	CEA, SPA
Reception display	<ul style="list-style-type: none"> Suite of sample products from local providers set up in Council reception for a limited time 	Increased awareness of the program Hands on opportunity to view samples prior to purchasing	CEA, SPA

Going Green Rebate survey questions

Q. 1. How did you hear about the Going Green Rebate?

- ☐ Facebook
- ☐ Litchfield Council website
- ☐ Market/shopping centre information stall
- ☐ Media release
- ☐ Friend/family/work colleague
- ☐ Childcare centre
- ☐ Other

Q. 2. Have you used reusable cloth nappies and/or reusable sanitary products before?

- ☐ Yes
- ☐ No

Q. 3. Would you have purchased the reusable cloth nappies and/or reusable sanitary products if Council did not offer a rebate? Why/why not?

[free text]

Q. 4. Will you continue using the reusable cloth nappies and/or reusable sanitary products in the future? Why/why not?

[free text]

Q. 4. On a scale of 1 to 5 (refer below), how did you find the online application process?

- ☐ Very hard – needs to be improved! (1)
- ☐ Hard (2)
- ☐ Not bad/ok (3)
- ☐ Easy (4)
- ☐ Very easy (5)

Q.5. If you did not find the process easy, how could Council improve it?

[free text]



COUNCIL REPORT

Agenda Item Number:	15.01.03
Report Title:	Liquor Act 2019 – Recreation Reserves
Author:	Diana Leeder, Executive Manager Community Inclusion
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	21/07/2021
Attachments:	A: Stakeholder Responses

Executive Summary

The Northern Territory *Liquor Act 2019* was updated in October 2019 and now requires councils to declare by Gazette notice approval for the consumption of alcohol in any public place within 2km of licensed premises. This change means the following recreation reserves, which fall within the 2km radius are required to have an approval via gazette notice for the consumption of alcohol:

- Berry Springs Recreation Reserve;
- Freds Pass Sport and Recreation Reserve (FPSRR);
- Howard Park Recreation Reserve; and
- Humpty Doo Village Green.

The Act also allows Council to determine other public places within the municipality where the consumption of alcohol is allowed. Under the Act, consumption of alcohol is permitted at public places in Litchfield Municipality, outside the 2km restriction and not gazetted by Council as either allowing/not allowing consumption of alcohol at certain times or requiring a permit for the consumption of alcohol. These include the reserves at Knuckey Lagoon, Southport and McMinn's Lagoon. As the Council owned property at 320 Arnhem Highway, Livingstone Reserve outside the licensed premises and the Administration Centre are within 2km of licensed premises no consumption is permitted at these places without a Council gazettal of the requirement for a permit.

It is recommended that Council develop a policy on granting permission for the consumption of alcohol in Council controlled public places and that a representative from Liquor, Gaming and Licensing NT be invited to address Council in late 2021 on the requirements of the Act.

Recommendation

THAT Council:

1. receive and note this report;
2. determine in accordance with Section 200 of the Northern Territory *Liquor Act 2019* that the consumption of alcohol at Berry Springs Recreation Reserve; Freds Pass Sport and Recreation Reserve; Howard Park Recreation Reserve and the Humpty Doo Village Green is only permitted subject to:
 - a. an existing Liquor licence or BYO permit; or

- b. a permit granted by the incorporated body managing the reserve; or
 - c. where a reserve or public place is managed by Council, a permit issued by Council.
- 3. Advertise these determinations by way of a notice in the Northern Territory Government Gazette, settled by Council's legal advisors;
- 4. Develop a policy on the consumption of alcohol in Council owned or controlled public places within the Municipality of Litchfield to inform future decisions; and
- 5. Invite a representative from Liquor, Gaming and Licensing NT to address Council on the implications of the *Liquor Act 2019* for public places in the Litchfield Municipality at a date to be determined.

Background

At the March 2021 Strategic Discussion and Briefing Session, Council considered generic advice provided by the Local Government Association of the Northern Territory (LGANT) on the gazettal of alcohol consumption in public places, which included the following points:

- determine whether the consumption of liquor is to be permitted over the whole area of an identified public place or a part of the identified public place; and
- recommendation that the permission be general in nature to avoid the need to constantly gazette new people, bodies or groups.

Current Situation

Reserves managed by incorporated associations – permission is required from the reserve management board together with an appropriate liquor licence.

Reserves managed directly by Council - hall user group agreements specify the following conditions:

- alcohol is not permitted in the hall without receiving approval in writing from Council, and each request will be considered on an individual basis;
- once written approval is received from Council, the hirer is required to obtain the necessary liquor license; and
- a copy of the liquor license must be provided to Council prior to the function.

Stakeholder feedback was sought from the Berry Springs Recreation Reserve Committee, the Fred's Pass Sport and Recreation Reserve Management Board and the NT Police Fire and Emergency Service (NTPRFES). The responses are at Attachment A.

Advice on the application of the Liquor Act to reserves in Litchfield Municipality was sought from Liquor, Gaming and Licensing NT:

Section 171 of the Liquor Act outlines what is a prohibited place. Therefore, it includes sub section (g) where Council can prohibit liquor consumption at any local government area in the municipality (such as sporting grounds, parks, reserves and other open public spaces) and sub section (h) which includes any area within a 2km radius of a licensed premises. Any area outside of subsections (g) (h) and (i) are therefore not prohibited areas and no permissions or signage are required.

Section 200 then provides the power to Council to approve the consumption of liquor in any prohibited area, but that permission must be via gazette notice. For example within 300 metres of the Howard Springs Tavern in Whitewood Road there is a public reserve. By reference to Section 171(1)(h) it is a prohibited area, but Council could provide permission for liquor consumption via Section 200 with whatever terms and conditions council feels appropriate.

Once gazetted, there would not be any reason to re-gazette this, unless council changed their stance on a particular place.

Berry Springs Reserve Management Board and the NTPFES identified the need for restrictions to specific areas on the reserves and conditions such as low alcohol beer and no glass.

Given that there have been minimal issues to date with alcohol being consumed on the recreation reserves, it is recommended that Council grant permission for the consumption of alcohol at each of the identified reserves, subject to a person applying to hire the hall or grounds and receiving permission and any conditions attached to that permission from the relevant recreation reserve board or, where a reserve is directly managed by Council, from Council.

The exact wording of the gazettal notice will be settled by Council's legal advisors.

If a licence is in existence, such as at FPSRR and Livingstone Recreation Reserve then no further Council permissions are required as they have already been provided in the past.

Council can reverse its approval at any time. Palmerston Council allowed liquor consumption at a park in Marlow Lagoon but following trouble with anti-social behaviour the Council removed the permission to consume liquor at the park. It now gazettes approvals for one off functions there, just as Katherine Council does a series of events permitted at one location.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Development of a policy to cover general conditions under which alcohol consumption on Council controlled public places is permitted is recommended.

Division 2 Prohibited public places

171 No consumption in prohibited public places

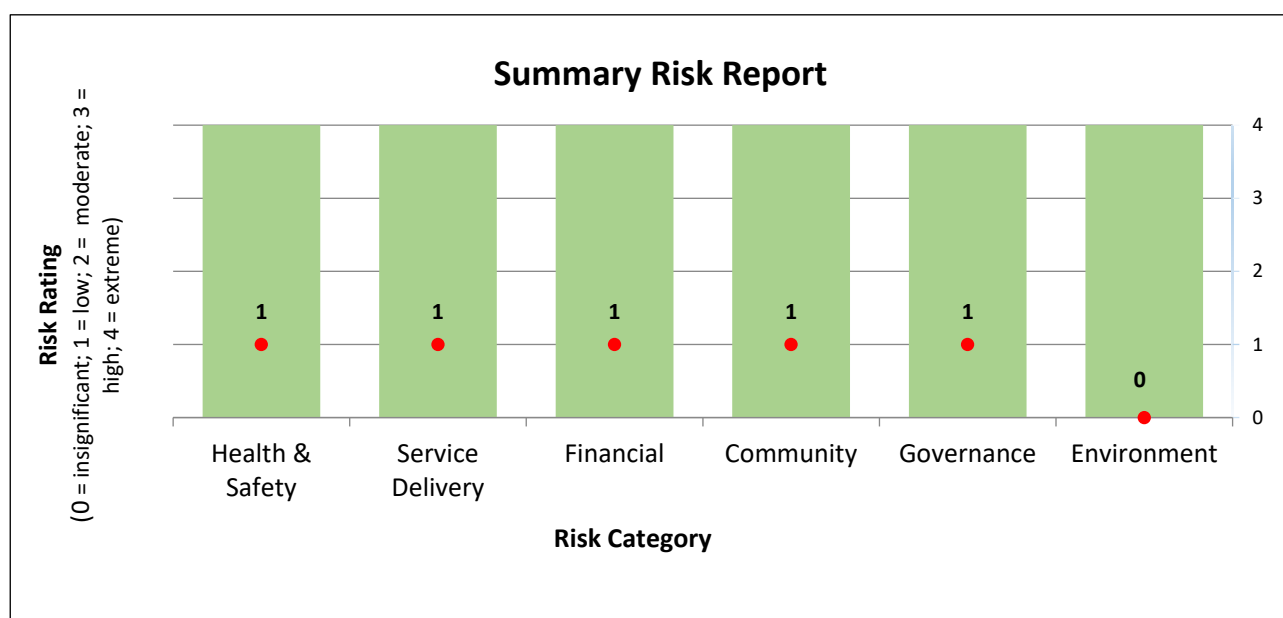
- (1) Subject to Division 6, a person must not consume liquor in any public place in the following locations:
 - (a) Alice Springs;
 - (b) Darwin;
 - (c) Katherine;
 - (d) Palmerston;
 - (e) Tennant Creek;
 - (f) the Darwin Waterfront Precinct specified under section 4 of the *Darwin Waterfront Corporation Act 2006*;

- (g) any local government area that a local council declares, by *Gazette* notice, to be subject to this prohibition;
- (h) any public place not within a location specified by paragraphs (a) to (g) but within 2 km of licensed premises;
- (i) any place prescribed by regulation.

Division 6 **Permissions and permits**
200 **Permission for prohibited public place**

- (1) The owner or occupier of a public place listed in section 171(1) may give permission for the consumption of liquor on or in all or a part of that place.
- (2) The permission may be given generally to the public or to specific persons, bodies or groups, with or without conditions.
- (3) The permission of a local council must be given by *Gazette* notice.

Risks



Community

Council's reserves are family friendly places and allowing the consumption of alcohol under conditions specified by Council will allow the halls to be used for weddings and other social functions. The Reserve Management Boards and Council will be able to set conditions limiting times, areas and whether or not glass is permitted and so on.

Community Engagement

Feedback was sought from directly affected stakeholder organisations and the Northern Territory Police Fire and Emergency Service.

From: berryspringsrecreserve@gmail.com <berryspringsrecreserve@gmail.com>
Sent: Saturday, 12 June 2021 3:12 PM
To: Ellie Cuthbert <ellie.cuthbert@litchfield.nt.gov.au>
Cc: Diana Leeder <Diana.Leeder@litchfield.nt.gov.au>
Subject: RE: Feedback Requested regarding Liquor Act and consumption of alcohol

Hi Ellie,

Below is our response to the questions in the letter you attached.

Council seeks your comments on the following points:

- On which, if any, public places should consumption of alcohol be permitted;
 We believe that the Reserves with Community Halls that are hired for family birthdays, weddings celebrations and other functions of similar nature should be able to allow the consumption of alcohol on the premises.
- Should consumption of alcohol be permitted over the whole area of those public places or a part of the public place;
 We believe that a part of the area, not the whole area, should be limited thus enabling better control of patrons.
- Should permission be granted generally (to the public) or to specific persons, bodies or groups;
 We believe that permission should be granted generally to the public but also to specific persons within bodies or groups
- What conditions should apply to the permission for consumption of alcohol
 The conditions we see should be applied is NO GLASS and LOW ALCOHOL drinks only be allowed.
- Should permission be granted permanently or via a permit issued by Council for a specified event for a specified time period
 To save applying for every event we believe that permanent permission should be granted.
- Any other matters of concern to you or your members
 Perhaps if granting permanent permission , a yearly review should be undertaken and if there have been problems in the past year, then permanent permission could be denied for the future.

We are concerned that if we were not able to allow patrons to consume alcohol at the Reserves for the above-mentioned event types that the community centres would become obsolete.

Regards.....Roz

Rozalia Johnson | Secretary | Public Officer

Berry Springs Recreation Reserve Inc.



Reserve Mobile. - 0457 196 742 | M. - 0428 604 148

E-mail: berryspringsrecreserve@gmail.com

ABN: - 62-599-505-938

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24 March 2021

Ellie Cuthbert
Litchfield Council
PO Box 4466
Humpty Doo NT 0836

ellie.cuthbert@litchfield.nt.gov.au

Dear Ellie

Liquor Act – General Prohibition for the Consumption of Alcohol

Thank you for the opportunity to comment on the Council's current deliberations in respect of prohibited places for which the Council has responsibility for.

Section 171 of the Liquor Act provides a general prohibition for the consumption of liquor in public places in a range of different locations. Section 200 of the Liquor Act allows the owner of public places in section 171 to give permission for the consumption of liquor on or in all or part of the public place.

As Litchfield is not listed in section 171(1) of the Liquor Act, in order for public areas within the Litchfield Local Government Area to be 'prohibited public places for the purposes of section 171, it appears that the Council will need to declare areas as prohibited public places in accordance with section 171(1)(g). We understand from your letter that you are consider Fred's Pass Sports and Recreation Reserve (Reserve) to be a public place to which a prohibited declaration may be made which would make it an offence for any person to consume alcohol anywhere on the Reserve.

Under the Lease Agreement, the Board occupies and manages the Reserve for the permitted use as a public reserve. There are a number of user groups that occupy the reserve who also hold liquor licences which permit the sale and consumption of liquor. In addition to the user groups, community organisations, groups and bodies to access the Reserve, and from time to time these groups seek to hold events which involve liquor licences or the opportunity for people to bring their own drinks to an event. The hours of trade that apply to the liquor licence and BYO authorities are generally consistent, allowing alcohol to be sold and consumed between the hours of 12 noon and 12 midnight (days vary across the licences depending on the activity) all Liquor Licences applications are supported by the Board as the occupier of the Reserve under the Lease arrangements.

The section 171(1)(g) declaration will no longer allow this unless the Council grants permission under section 200 of the Liquor Act to allow alcohol to be consumed in the declared prohibited public place.

While the Board queries if there truly is a need to declare the reserve as a Prohibited Public Place for the purposes of section 171, if the Council does do this, it will need to also grant permission under section 200 of the Liquor Act, in essence to ensure that the current practices of user groups of the Reserve in relation to alcohol sales and consumption (including BYO) can continue. At a minimum, any permission that the Council grants under section 200 of the Liquor Act should:

1. Apply to the entire Reserve
2. Permit alcohol consumption where it is permitted by a liquor licence liquor licence (or BYO permit) held by a user group, member of a use group, or other community group as approved by the Board, in relation to an event held by the user group or community group.
3. between the hours of 12 noon and 12 midnight Permit the consumption of alcohol by a person who is involved with a user or community group event or activity at that time.

Should you require further information, or you have any further discussion, please do not hesitate to contact the Freds Pass Sport and Recreation Management Board via email on board@fredspassreserve.com.au.

Kind regards

Anna McGill
Treasurer FPSRMB

From: Roomes, Wayne <Wayne.Roomes@pfes.nt.gov.au>
Sent: Wednesday, June 23, 2021 8:39:59 AM
To: Ellie Cuthbert <ellie.cuthbert@litchfield.nt.gov.au>
Subject: RE: Feedback Requested regarding Liquor Act and consumption of alcohol

Hi Ellie,

The 2km rule is still encompassed within S.171 of the Liquor Act and applicable to all Council Reserves falling within those parameters.

Humpty Doo Police do not have on-going liquor related problems with any of the Council managed public places referenced in your letter.

It is my opinion that Council managed public places are provided for the enjoyment of families etc.

Alcohol consumption (BYO) when permitted in public places can't be managed or monitored and inevitably results in excess - inevitably leading to anti-social behaviour, risk taking / dangerous behaviour, property damage, littering etc.

To address the points in your letter:

- *On which, if any, public places should consumption of alcohol be permitted;*

None on a permanent basis – permit only.

- *Should consumption of alcohol be permitted over the whole area of those public places or a part of the public place;*

Permits should be specific as to which area of the public place is applicable.

- *Should permission be granted generally (to the public) or to specific persons, bodies or groups*

Permits assessed on a case by case basis ie wedding vs concert.

- *What conditions should apply to the permission for consumption of alcohol*

Suggestion: Mid-strength / no glass / specific timings.

- *Should permission be granted permanently or via a permit issued by Council for a specified event for a specified time period*

As above – permit only.

- *Any other matters of concern to you or your members*

Nil.

Kind regards,

Wayne ROOMES | Sergeant 3030
Humpty Doo Station | Northern Territory Police
Humpty Doo Police – Freds Pass Road Humpty Doo
p...(08) 89880201 | f...TBA
e...wayne.roomes@nt.gov.au | www.nt.gov.au/pfes

"We must always take sides. Neutrality helps the oppressor, never the victim. Silence encourages the tormentor, never the tormented." Elie Wiesel



COUNCIL REPORT

Agenda Item Number:	15.02.01
Report Title:	Litchfield Council Finance Report
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	21/07/2021
Attachments:	Nil

Executive Summary

Council's surplus position excludes depreciation and is expected to reduce slightly as year end invoices are processed.

Rates outstanding have decreased compared to prior month. Rates outstanding are expected to decrease 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.

The closing balance of cash reserves is expected to increase due to uncompleted capital works. However, both the increased reserves and the related capital expense will be carried forward to 2021-22.

Recommendation

THAT Council note the Litchfield Council Finance Report for the period ended 30 June 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**

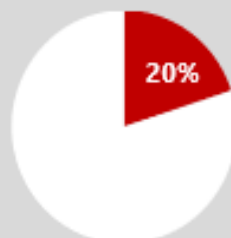


Finance Report

June 2021

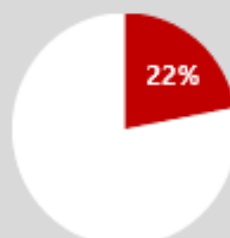
JUNE 2021

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$7.1m
Target – 60%



Rates Outstanding

\$2.3m Outstanding
Target– 15% (\$1.6m and less)



Current Cash Investments

\$19.9m

37 of 44

Budgeted Capital
Projects Completed

\$15m

Forecast Cash
Reserves June 2021

\$ 17.7m

OPERATIONAL REVENUE

\$17m Budget – 103% Target Achieved

\$ 13.4m

OPERATIONAL EXPENSES

\$15m Budget – 89% Spent

\$ 4.2m*

OPERATING SURPLUS

Budget \$2m

\$ 3.7m

CAPITAL REVENUE

\$3.4m Budget – 109% Target Achieved

\$ 7.1m

CAPITAL EXPENSES

\$10.9m Budget –65% Spent

\$ (3.3)m*

CAPITAL DEFECIT

Budget (\$7.5m)

RATIOS

20%

Asset Sustainability
Target 60% and more

22%

Rates Outstanding
Target less than 15%

51%

Own Source Revenue
Target 60% and more

6.6

Current Ratio
Target 1 and more

0

Debt Service Ratio
Target less than 1



Not Achieved



Not Achieved



Budgeted to be Achieved



Achieved



Achieved

*June 2021 period is still open therefore the surplus/deficit results will change once the year-end finalised

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.

In line with end of financial year procedures, adjustments and accruals is currently underway. As such results presented in this report are subject to change and pending the completion of final audit.

CONSOLIDATED OPERATING STATEMENT

	2020/21 Budget	2020/21 YTD Actuals	% of Budget
REVENUE	(\$)	(\$)	
Rates	10,796,659	10,753,407	100%
Stat Charges	200,000	132,743	66%
User Charges	1,436,033	1,644,693	115%
Grants	3,668,423	4,278,610	117%
Inv Income	523,201	506,222	97%
Other Revenue	517,027	418,042	81%
TOTAL REVENUE	17,141,343	17,733,716	103%
EXPENSES	(\$)	(\$)	
Employee Costs	6,699,163	6,731,761	100%
Auditors Fees	63,356	17,236	27%
Bad Debts	46,713	41,327	88%
Elected Member	274,907	214,693	78%
Cemetery Operations	389,949	318,699	82%
Contractors	4,165,452	3,094,451	74%
Energy	176,300	166,857	95%
Insurance	308,157	304,546	99%
Maintenance	451,820	435,592	96%
Legal Expenses	82,004	40,502	49%
Donations and Community Support	204,832	146,454	71%
Computer / IT Costs	413,255	373,765	90%
Parts, Accessories & Consumables	188,960	183,569	97%
Professional Fees	975,270	779,433	80%
Sundry	693,492	618,052	89%
TOTAL EXPENSES	15,133,630	13,466,936	89%
RESULT	2,007,713	4,266,780	213%

CONSOLIDATED BALANCE SHEET

	31-May-21	30-Jun-21	Movement
CURRENT ASSETS			
Cash & Cash Equivalents	1,879,677	3,895,869	2,016,192
Trade and Other Receivables	1,871,185	1,554,444	(316,741)
Other Financial Assets	21,454,808	19,939,294	(1,515,515)
Other Current Assets	180,017	146,001	(34,017)
TOTAL CURRENT ASSETS	25,385,688	25,535,608	149,919
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	301,369,855	301,369,855	-
Other Non-Current Assets	10,159,727	11,479,225	1,319,498
TOTAL NON-CURRENT ASSETS	311,529,583	312,849,081	1,319,498
TOTAL ASSETS	336,915,271	338,384,688	1,469,418
CURRENT LIABILITIES			
Trade and Other Payables	3,283,790	3,251,697	(32,094)
Current Provisions	602,116	602,116	-
TOTAL CURRENT LIABILITIES	3,885,906	3,853,813	(32,094)
NON-CURRENT LIABILITIES			
Non-Current Provisions	408,080	408,080	-
TOTAL NON-CURRENT LIABILITIES	408,080	408,080	-
TOTAL LIABILITIES	4,293,986	4,261,893	(32,094)
NET ASSETS	332,621,284	334,122,796	1,501,511
EQUITY			
Accumulated Surplus	17,174,778	18,676,289	1,501,510
Asset Revaluation Reserve	294,301,835	294,301,835	-
Other Reserves	21,144,673	21,144,673	-
TOTAL EQUITY	332,621,284	334,122,796	1,501,510

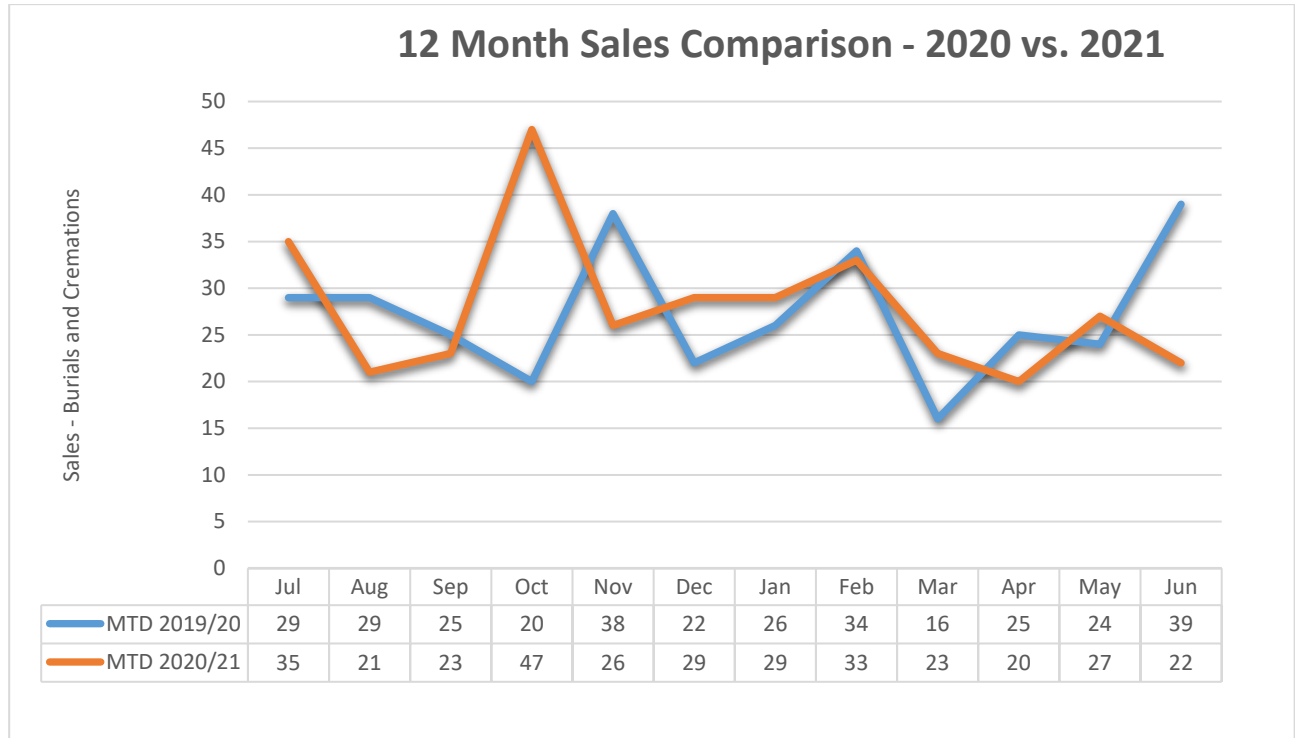
OPERATING POSITION BY DEPARTMENT

	2020/21 Budget	2020/21 YTD Actuals	% of Budget
REVENUE	(\$)	(\$)	
Council Leadership	3,000	6,766	226%
Corporate	150,003	140,000	93%
Information Services	27,300	27,300	100%
Finance & Customer Service	8,930,417	8,615,679	96%
Infrastructure & Assets	2,924,174	3,674,385	126%
Planning & Development	165,040	61,900	38%
Waste Management	3,162,705	3,204,346	101%
Community	135,300	166,053	123%
Community - Library	419,854	406,872	97%
Mobile Workforce	-	-	-
Regulatory Services	200,400	133,874	67%
Thorak Cemetery	1,023,150	1,296,542	127%
TOTAL REVENUE	17,141,343	17,733,716	103%
EXPENSES			
Council Leadership	1,093,757	935,996	86%
Corporate	746,124	689,792	92%
Information Services	665,215	655,032	98%
Finance & Customer Service	1,491,599	1,510,183	101%
Infrastructure & Assets	3,103,663	2,182,012	70%
Planning & Development	556,369	607,821	109%
Waste Management	2,898,634	2,694,096	93%
Community	1,540,701	1,425,448	93%
Community - Library	419,854	376,295	90%
Mobile Workforce	1,153,150	1,039,071	90%
Regulatory Services	560,580	481,506	86%
Thorak Cemetery	903,984	869,684	96%
TOTAL EXPENSES	15,133,630	13,466,936	89%
OPERATING RESULT	2,007,713	4,266,780	213%

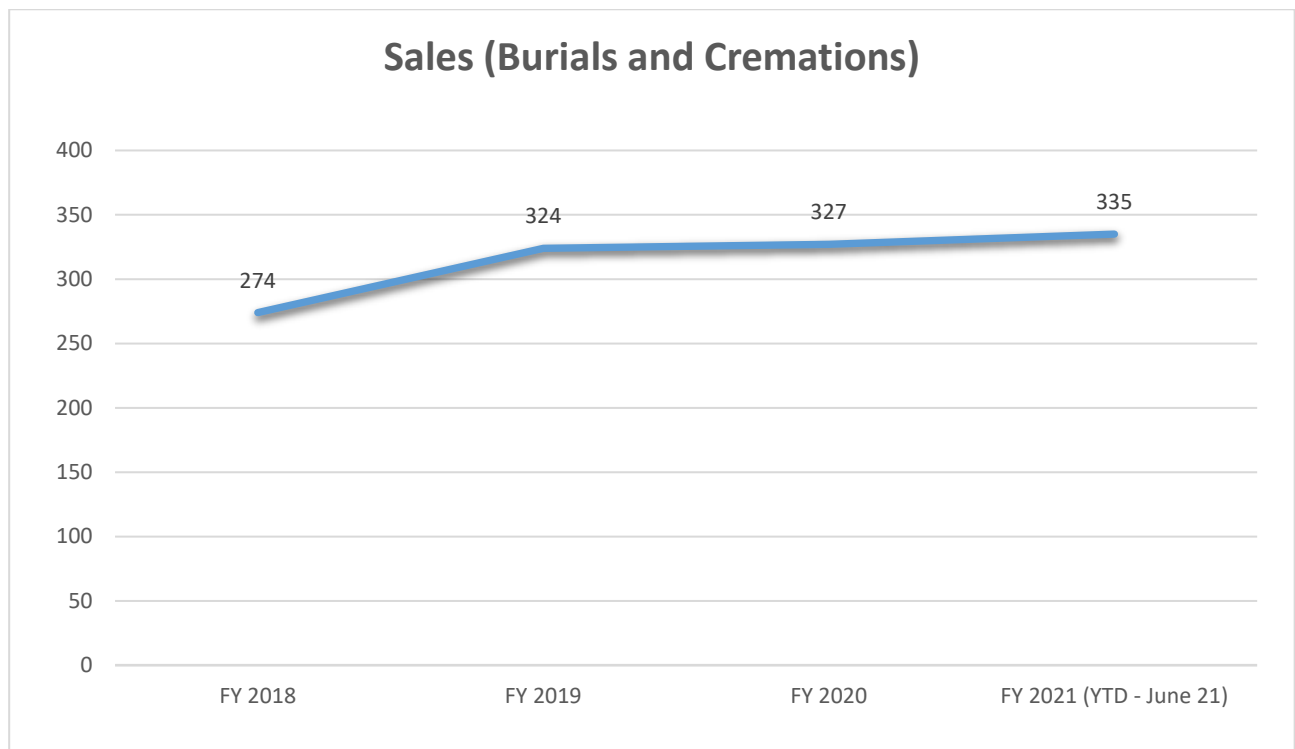
THORAK REGIONAL CEMETERY SALES

To date Thorak Regional Cemetery has completed 335 interments and cremations, an increase of 8 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:

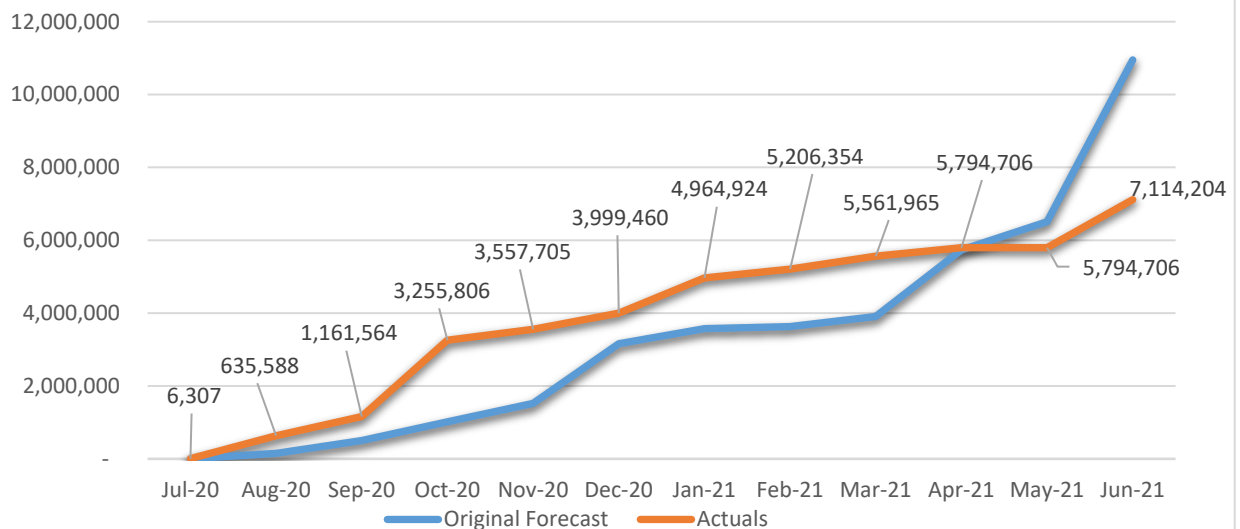


CAPITAL BUDGET POSITION

The table below compares capital revenue and expenditure to budget.

	2020/21 Budget	2020/21 YTD Actuals	% of Budget
REVENUE			
Council Leadership	0	66,997	0%
Corporate	0	268	0%
Infrastructure & Assets	2,942,083	3,016,368	103%
Information Services	38,856	38,856	100%
Planning & Development	57,011	270,221	474%
Mobile Workforce	0	52,513	0%
Community	390,471	248,244	64%
Regulatory Services	0	0	0%
Waste Management	0	47,138	0%
Thorak Cemetery	0	11,570	0%
TOTAL REVENUE	3,428,421	3,752,176	109%
EXPENSES			
Infrastructure & Assets	9,641,925	5,881,448	61%
Information Services	38,856	38,856	100%
Planning & Development	132,011	60,617	46%
Mobile Workforce	0	0	0%
Community	767,471	971,305	127%
Regulatory Services	60,000	28,105	47%
Waste Management	230,000	64,370	28%
Thorak Cemetery	80,000	69,503	87%
TOTAL EXPENSES	10,950,263	7,114,204	65%
CAPITAL RESULT	-7,521,842	-3,362,028	45%

Forecast and Actual Capital Expenditure (\$)



Capital Works Projects

Capital Project	Scheduled Start Date	Scheduled End Date	Project Budget (\$)	June 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 2	Jul-20	Jun-21	2,673,159	2,635,961	Completed	Yes	No	105%	All overspends on Mango Roads project will be negotiated with DIPL as claim back costs at the completion of the project. Stage1 and 2 completed.
Mango Roads Stage 1 - 2019-20	Started in 2019-20	Jun-20		182,116	Completed				
Drainage Renewal and Upgrade	Aug-20	Jun-21	598,000	236,397	Project Delivery	No	Yes	40%	The extensive weather that has occurred has caused delays to runoff to allow for the Spencer Road floodway to dry out for upgrade works to occur. Works are expected to be completed Oct 21
Vehicle Replacement	Aug-20	Jun-21	280,000	261,292	Completed	Yes	Yes	93%	
Shared Path Program	Aug-20	Jun-21	100,000	5,419	Completed	Yes	Yes	5%	Final Invoices being processed
Pathway Renewal	Aug-20	Jun-21	87,742	77,258	Completed	Yes	Yes	88%	Final Invoices being processed
Gravel Surface Renewal	Aug-20	Jun-21	300,000	2,651	Completed	Yes	Yes	1%	Final Invoices being processed
Road Seal Renewal	Jul-20	Jun-21	945,000	478,325	Completed	Yes	Yes	51%	Final Invoices being processed
Road Safety Upgrades*	Aug-20	Sep-21	514,910	53,365	Project Delivery	No	Yes	10%	Power Road Floodway - Due to site complexities, project completion date on the Blackspot Project has been extended. Approval for project extension has been granted, delays are not

									expected to compromise any safety issues. Works are expected to be complete by November 2021
Waste Vehicle Replacement	Sep-20	Jun-21	170,000	42,370	Completed	No	Yes	25%	Waiting delivery of Loader and final invoices. Delays due to Covid.
Reserve Building Renewal & Compliance	Sep-20	Jun-21	20,000	0	Completed	Yes	Yes	0%	Final Invoices being processed
Reserve Playground Renewal	Sep-20	Jun-21	12,000	0	Completed	Yes	Yes	0%	Final Invoices being processed
Knuckey Lagoon Building Works (Shed)	Sep-20	Jun-21	45,000	25,000	Project Delivery	No	Yes	56%	Was on hold due to potential lease changes. Project is now back on and is behind schedule due to being on Hold. Works are expected to be complete Oct 21
Council Administration Building Renewal	Oct-20	Jun-21	20,000	20,582	Completed	Yes	Yes	103%	
Driveway Surface and Culvert Renewal	Oct-20	Jun-21	40,000	32,880	Completed	Yes	Yes	82%	
Kerb Renewal and Upgrade	Oct-20	Jun-21	10,000	0	Not Completed	No	Yes	0%	Not completed. Finalisation of data is now complete and program development occurring for next FY.
Pavement Renewal*	Aug-20	Sep-21	485,000	50,985	Project Delivery	No	Yes	11%	Virginia Road Pavement Upgrades - Due to size of project and proposal to construct over 2 budget years, the project is not on time for this year but completion is expected by November 2021.
Mira Square Development	Oct-20	Jun-21	75,000	3,606	Project Delivery	No	Yes	5%	Project scope is extended with the addition of the

									LRCI funding. As such the project will carry forward with expected completion by Dec 2021.
Dog Pound Upgrade	Apr-21	Jun-21	60,000	28,099	Project Delivery	Yes	Yes	47%	
Waste Transfer Station Renewal	Aug-20	Jun-21	50,000	22,000	Completed	Yes	Yes	44%	Final invoices being processed.
Waste Strategy	Sep-20	Jun-21	10,000	0	Completed	Yes	Yes	0%	Final invoices being processed.
Thorak Cemetery Asset Renewal	Aug-20	Jun-21	20,000	14,901	Completed	Yes	Yes	75%	
Thorak Cemetery Vehicle Replacement	Aug-20	Jun-21	60,000	54,602	Completed	Yes	Yes	91%	
Pavement Renewal - Whitewood Road	Started in 2019-20	Jun-20	11,746	11,746	Completed	No	Yes	100%	
Whitewood Road, Howard Springs*	Started in 2019-20	Jun-20	345,661	341,675	Completed	No	Yes	99%	
Pavement Renewal - Stevens Road	Started in 2019-20	Jun-20	166,863	173,390	Completed	Yes	No	104%	Late invoice received after budget review completed
Girraween and Hillier Road*	Started in 2019-20	Jun-20	394,042	344,472	Completed	No	Yes	87%	
Shoulder Widening - Pioneer Norm Lane	Started in 2019-20	Jun-20	364,295	364,295	Completed	No	Yes	100%	
Whitstone Road Sealing	Started in 2019-20	Jun-20	435,346	407,526	Completed	No	Yes	94%	
Smart Controls for LED lighting	Started in 2019-20	Jun-20	169,743	162,493	Completed	No	Yes	96%	
LED streetlighting	Started in 2019-20	Jun-20			Completed	No	No		
Council office – automatic doors all ability access	Started in 2019-20	Jun-20	22,000	0	Cancelled	N/A	N/A	0%	Will be addressed with new community hall
Kentish Road Re-sheeting	Started in 2019-20	Jun-20	529	529	Completed	No	Yes	100%	
Swamp Road Re-sheeting	Started in 2019-20	Jun-20	421	421	Completed	No	Yes	100%	

Freds Pass Reserve Infrastructure Upgrade	Started in 2019-20	Dec-20	763,277	735,025	Completed	Yes	Yes	96%	Budget reflects approved carry forward from last year. Current year budgeted expense of \$300k and related grant funding were omitted from BR1 in error. Final Invoices being processed.
SCALE Grant funding Capital Works projects*									
Humpty Doo Village Green Playground*	Jul-20	Nov-20	75,768	75,768	Completed	Yes	Yes	100%	
Shared Path Plan Safety Program*	Jul-20	Nov-20	145,339	148,979	Completed	Yes	No	103%	Offset against savings in other SCALE projects
Berry Springs Hall electrical upgrades*	Jul-20	Oct-20	54,450	50,610	Completed	Yes	Yes	93%	
Livingstone Recreation Reserve Playground*	Jul-20	Nov-20	68,976	70,346	Completed	Yes	No	102%	Offset against savings in other SCALE projects
McMinns Lagoon Reserve Signage*	Aug-20	May-21	8,000	8,800	Completed	Yes	No	110%	Offset against savings in other SCALE projects
Digital Whiteboards *	Jul-20	Sep-20	38,856	38,856	Completed	Yes	Yes	100%	
Entrance Signage to the Municipality	Jul-20	Dec-20	48,700	47,881	Completed	Yes	Yes	98%	
Mira Square Development - Scale Funding	Jul-20	May-21	57,011	57,011	Completed	Yes	Yes	100%	
LRCI Grant funding Capital Works projects*									
Resealing of Wells Creek, Mocatto, Townend and Redcliff Roads*	Aug-2020	Jun-2021	1,183,429	-	Completed	Yes	Yes	0%	Final Invoices being processed
LRCI Phase 2 – Projects to be confirmed*	Apr-2020	Dec-2021	300,000	-	Project Delivery	Yes	Yes	0%	Always expected to carry forward

*Grant Funded projects

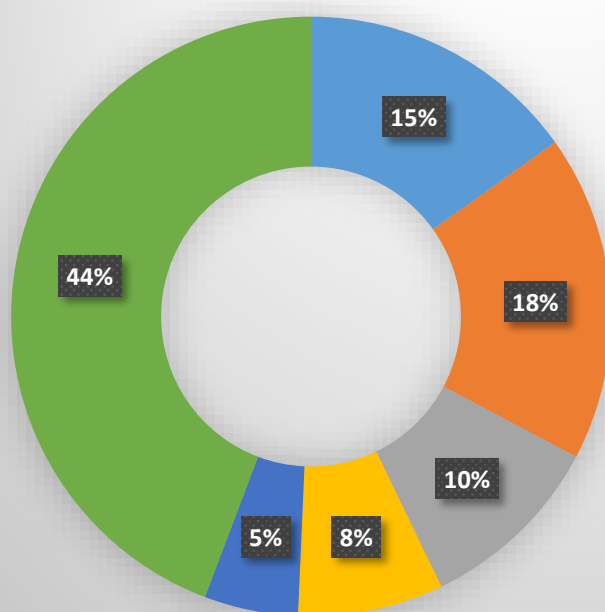
CASH ON HAND & INVESTMENTS

Investment Schedule

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 in order of maturity	Expected return to Maturity Date
29/10/2020	\$1,000,000.00	236	Commonwealth	0.54%	22/06/2021	\$3,493.98
5/11/2020	\$2,000,000.00	236	Defence Bank	0.55%	29/06/2021	\$7,112.33
18/11/2020	\$2,000,000.00	237	Commonwealth	0.50%	13/07/2021	\$6,493.15
1/12/2020	\$1,566,486.19	236	Westpac	0.35%	25/07/2021	\$3,544.98
3/12/2020	\$1,500,000.00	236	Commonwealth	0.47%	27/07/2021	\$4,558.36
8/12/2020	\$1,009,052.05	238	Bendigo	0.45%	3/08/2021	\$2,960.81
16/02/2021	\$321,153.68	181	Commonwealth	0.35%	16/08/2021	\$557.40
15/02/2021	\$1,000,000.00	186	Commonwealth	0.35%	20/08/2021	\$1,783.56
23/02/2021	\$1,007,042.47	196	NAB	0.31%	7/09/2021	\$1,676.38
22/02/2021	\$1,007,042.47	218	NAB	0.31%	28/09/2021	\$1,864.55
9/03/2021	\$1,512,082.19	210	ME Bank	0.40%	5/10/2021	\$3,479.86
23/03/2021	\$1,016,434.85	210	Defence Bank	0.45%	19/10/2021	\$2,631.59
21/04/2021	\$1,000,000.00	196	ME Bank	0.45%	3/11/2021	\$2,416.44
13/05/2021	\$1,000,000.00	194	ME Bank	0.40%	23/11/2021	\$2,126.03
20/05/2021	\$1,500,000.00	201	Commonwealth	0.34%	7/12/2021	\$2,808.49
20/05/2021	\$1,500,000.00	215	Commonwealth	0.34%	21/12/2021	\$3,004.11
TOTAL INVESTMENTS	19,939,294					50,512

Cash Investments



- Defence Bank - 223 Average Investment Days - 0.50% Average Interest Rate
- ME Bank - 200 Average Investment Days - 0.42% Average Interest Rate
- NAB - 207 Average Investment Days - 0.31% Average Interest Rate
- Westpac - 236 Average Investment Days - 0.35% Average Interest Rate
- Bendigo - 238 Average Investment Days - 0.45% Average Interest Rate
- Commonwealth - 213.142857142857 Average Investment Days - 0.41% Average Interest Rate

FINANCIAL RESERVES

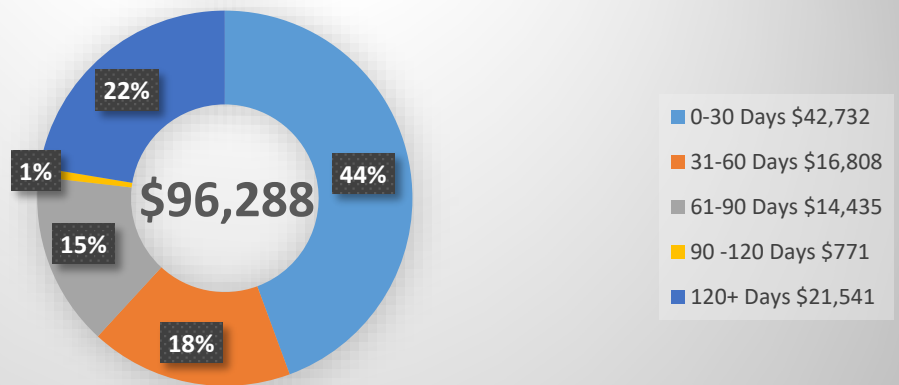
Table showing forecasted reserve balance for 30 June 2021.

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

DEBTORS

Total Debtors as of 30 June 2021 is \$96,288. Currently, there are two (2) debtors outstanding for more than 90 days. Both are on charged legal fees relating to regulatory services and Council is currently undertaking legal action to recover these debts.

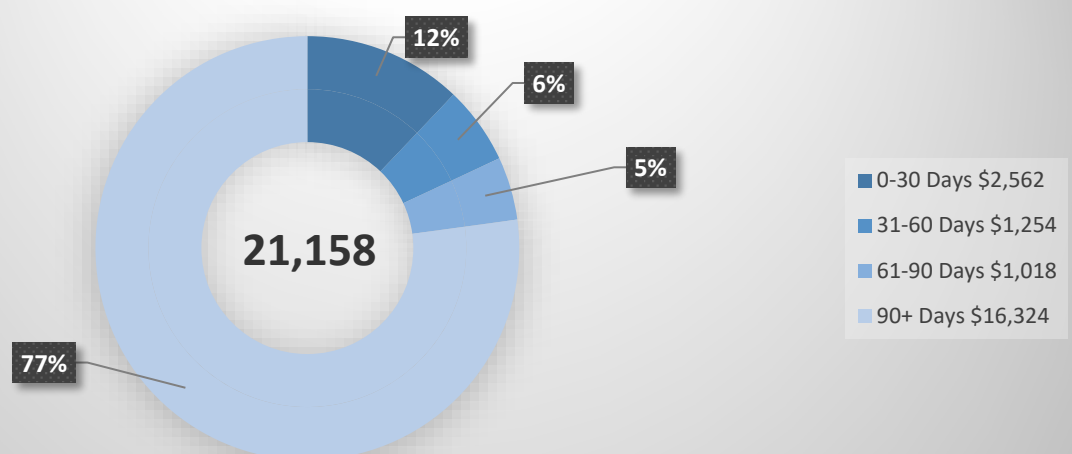
Sundry Debtors - Outstanding by Age



FINES AND INFRINGEMENTS

Council has seventy-five (75) infringements outstanding with a balance of \$21,158, an increase of \$1,085 from May. Eight (8) have been newly issued, twelve (12) have been sent reminders and fifty-seven (57) have been forwarded to Fines Recovery Unit (FRU) and are awaiting payment¹.

Infringements Debtor by Age



¹ Infringements sent to FRU are expected to exceed 90 days due to the recovery processes

OUTSTANDING RATES

PRIOR YEAR RATES

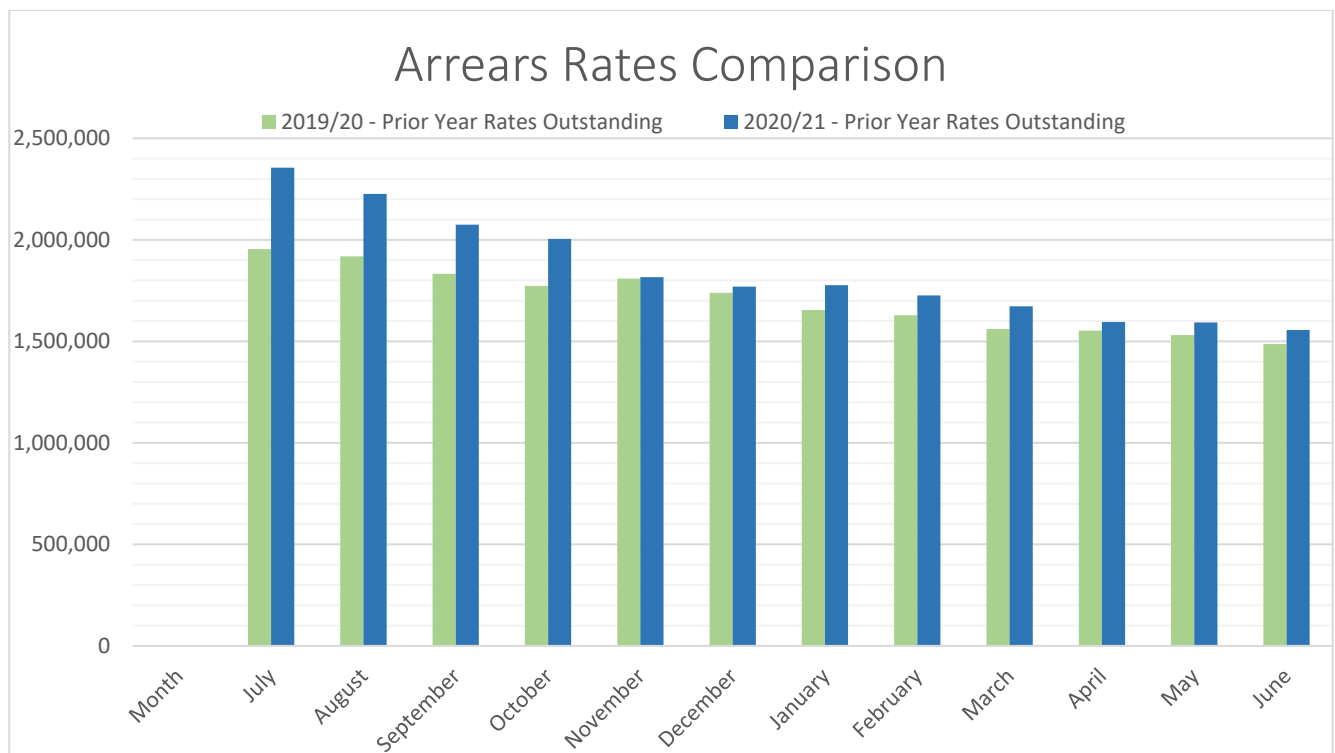
The below table illustrates the split of prior year outstanding rates. Prior year rates are \$1.26 million. This is an increase of 4% compared to prior year June 2020.

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

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

	Beginning 2020/21 Prior Years Outstanding (\$)	Previous Month (May 2021) (\$)	Current Month (June 2021) (\$)	Monthly Variance (\$)
COMMERCIAL	89,301	47,615	47,935	320
GAS PLANT	30	0	0	0
MINING	107,229	108,908	108,149	(759)
NON-RATEABLE GENERAL	8,802	9,695	9,727	32
NON-RATEABLE WASTE	27,378	27,738	27,864	126
PASTORAL	0	0	0	0
RURAL RESIDENTIAL	2,071,264	1,226,807	1,190,271	(36,536)
URBAN RESIDENTIAL	155,687	172,113	172,288	175
TOTAL	2,459,691	1,592,876	1,556,234	(36,642)
Arrears LESS Legal		1,296,518	1,266,960	

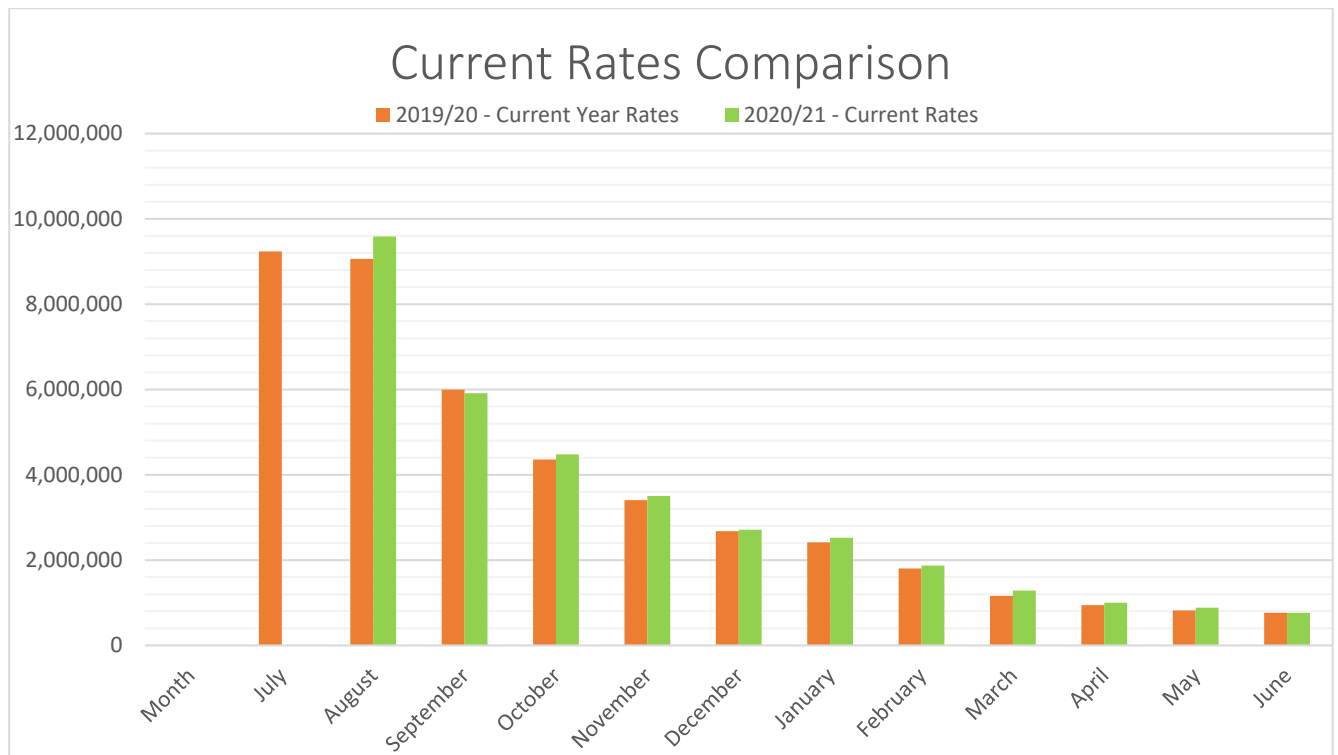
The graph below compares prior year rates between 2019/20 and 2020/21 financial years.



CURRENT YEAR RATES

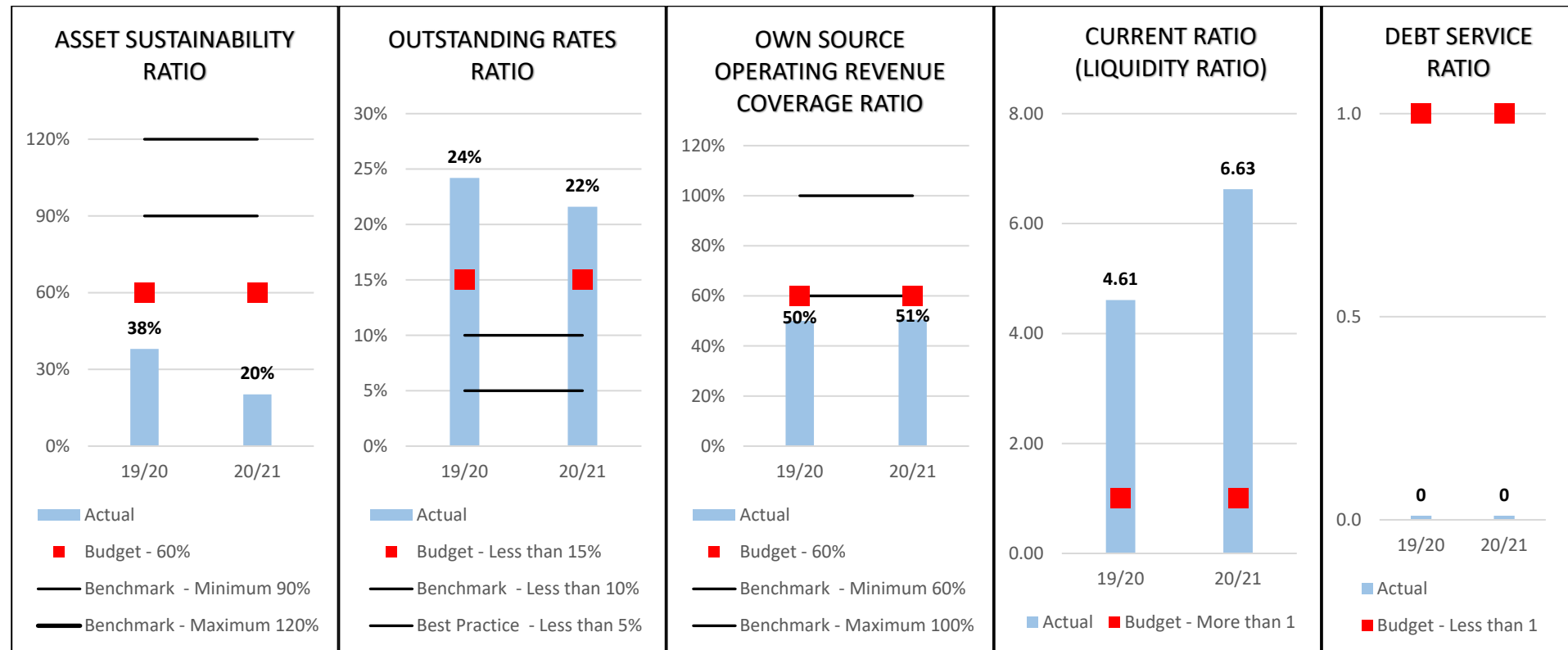
The below table illustrates the split of current year outstanding rates. Current year outstanding rates are \$763k, this is an increase of 0.1% compared to June 2020.

	Previous Month (May 2021) (\$)	Current Month (June 2021) (\$)	Variance (\$)	Due Dates
Instalment 1	235,196	204,883	(30,313)	30 September 2020
Instalment 2	293,572	244,450	(49,122)	30 November 2020
Instalment 3	354,539	314,579	(39,960)	28 February 2021
TOTAL	883,307	763,912	(119,395)	



FINANCE KEY PERFORMANCE INDICATORS (KPI)

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



Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.
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KPI	Explanation
Asset Sustainability Ratio	<p>A ratio of 90% indicates Council is replacing assets in a timely manner as assets reach their end of useful life. A ratio of less than 90% over the long-term indicates a build-up Infrastructure Backlog*.</p> <p>Council's Asset Sustainability ratio of 20% for the month of June is expected to increase slightly as year end invoices are received and capitalised. 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 back-log of infrastructure replacement needs in future.</p>
Outstanding Rates Ratio	<p>In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia.</p> <p>Council's Outstanding Rates Ratio of 22% sits unfavourably higher than the maximum budgeted target of 15%. A growing outstanding rates ratio increases liquidity risk and places burden on Council's existing resources. Council will need to manage the risk by prioritising rates debt recovery to see a downward trend in the rates outstanding ratio gradually.</p>
Own Source Revenue Ratio	<p>This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources**. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level.</p> <p>Council's Own Source Operating Revenue Coverage ratio of 51% for April falls short of the Municipal Plan target of 60%.</p>
Current Ratio (Liquidity Ratio)	<p>A ratio of greater than 1 is required to provide assurance that Council has enough funds to pay its short-term financial commitments.</p> <p>Council's Current Ratio of 6.53 for April sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed in the short term to fulfill its short-term liabilities as and when they fall due.</p>
Debt Service Ratio	<p>Council has no debt and therefore fully meets the Municipal Plan Target of less than 1.</p>

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

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



COUNCIL REPORT

Agenda Item Number:	15.02.02
Report Title:	People, Performance and Governance Monthly Report – June 2021
Author	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	21/07/2021
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 June 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 commencement of the *Local Government Act 2019* has brought about many changes to Council policies. Provided below is an ongoing update as Council continues to transition to the new legislation.

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

June 2021

People

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
Community Development Program Leader	Community Inclusion	28 June 2021	Fixed-term Contract

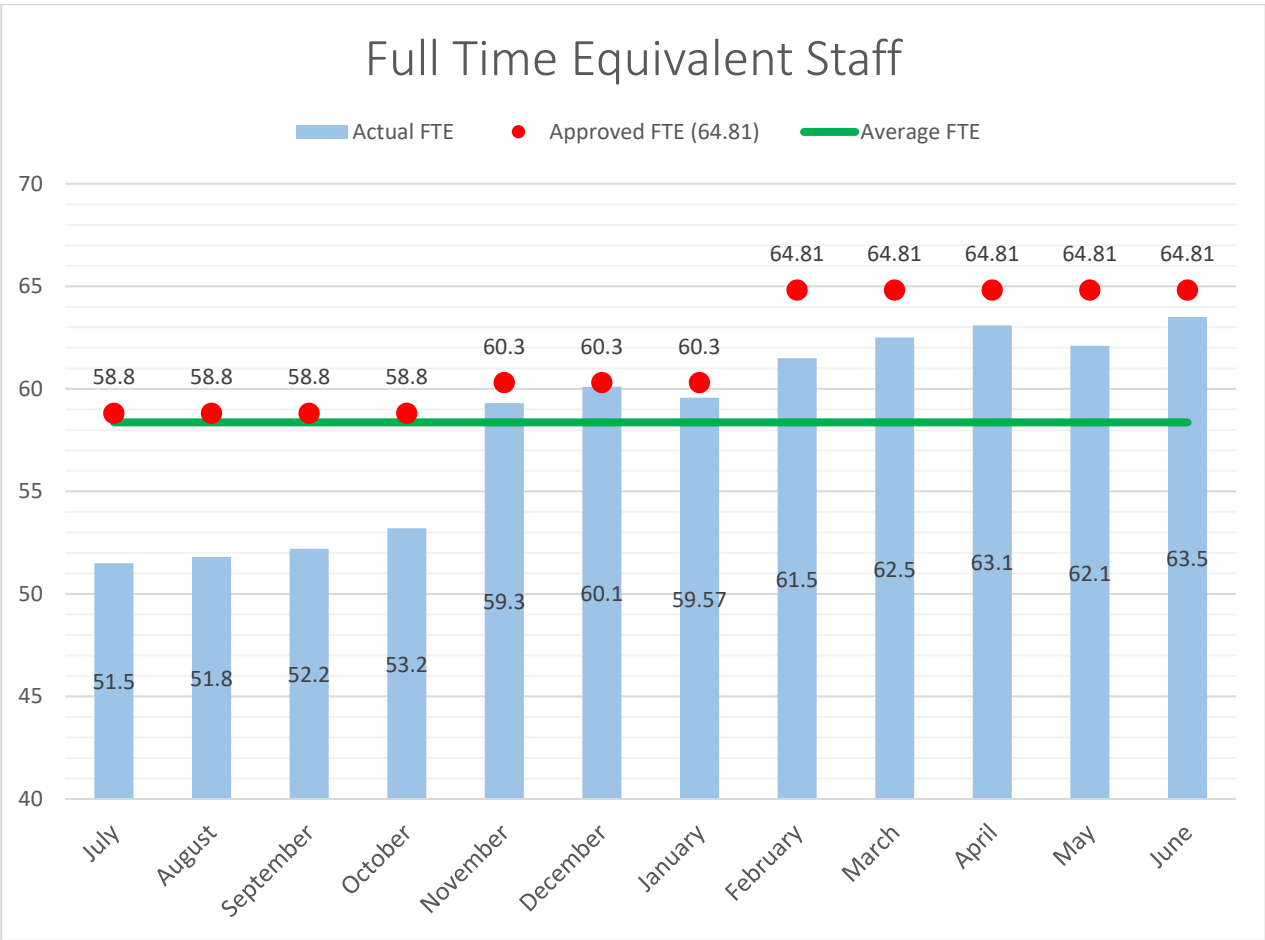
External Appointments

Position	Department	Commenced	Permanent/Temporary
Development Engineer	Infrastructure & Assets	7 June 2021	Permanent
Executive Assistant to the General Manager for Infrastructure and Operations	Infrastructure & Operations	7 June 2021	Fixed-term Contract

Employment Separation

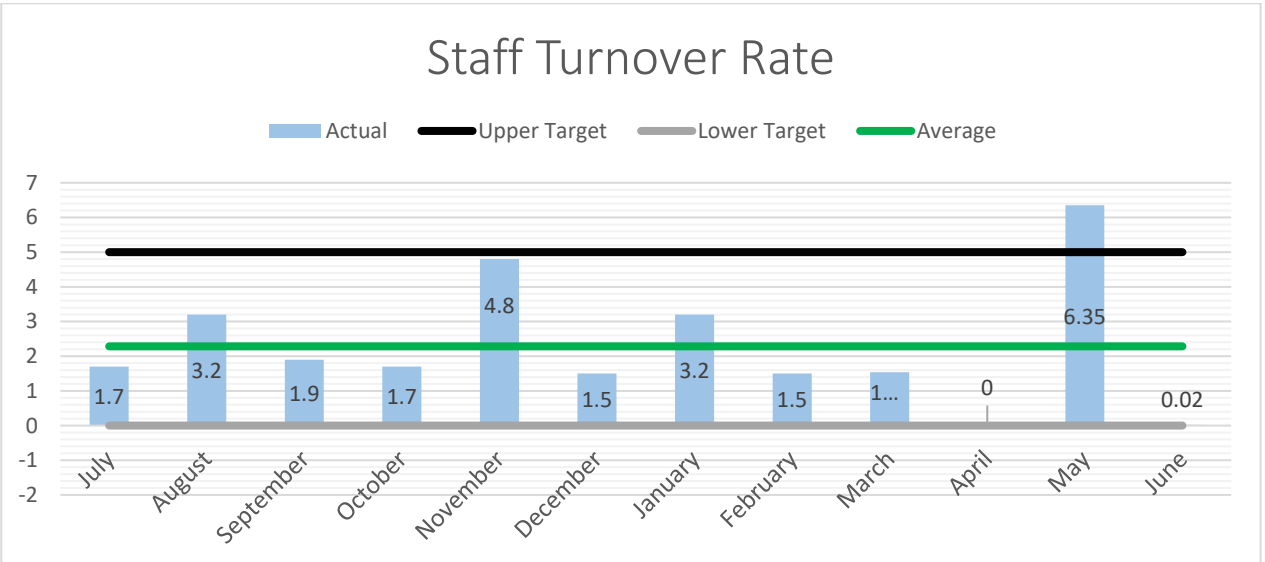
Position	Department	Commenced	Permanent/Temporary
Community Development Program Leader	Community Inclusion	29 June 2020	Fixed-term Contract

	Approved	Actual	Difference
Full Time Equivalent	49	48	-1
Part-time	5.81	5.5	-0.31
Contract	10	10	0
Total	64.81	63.5	-1.31



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)



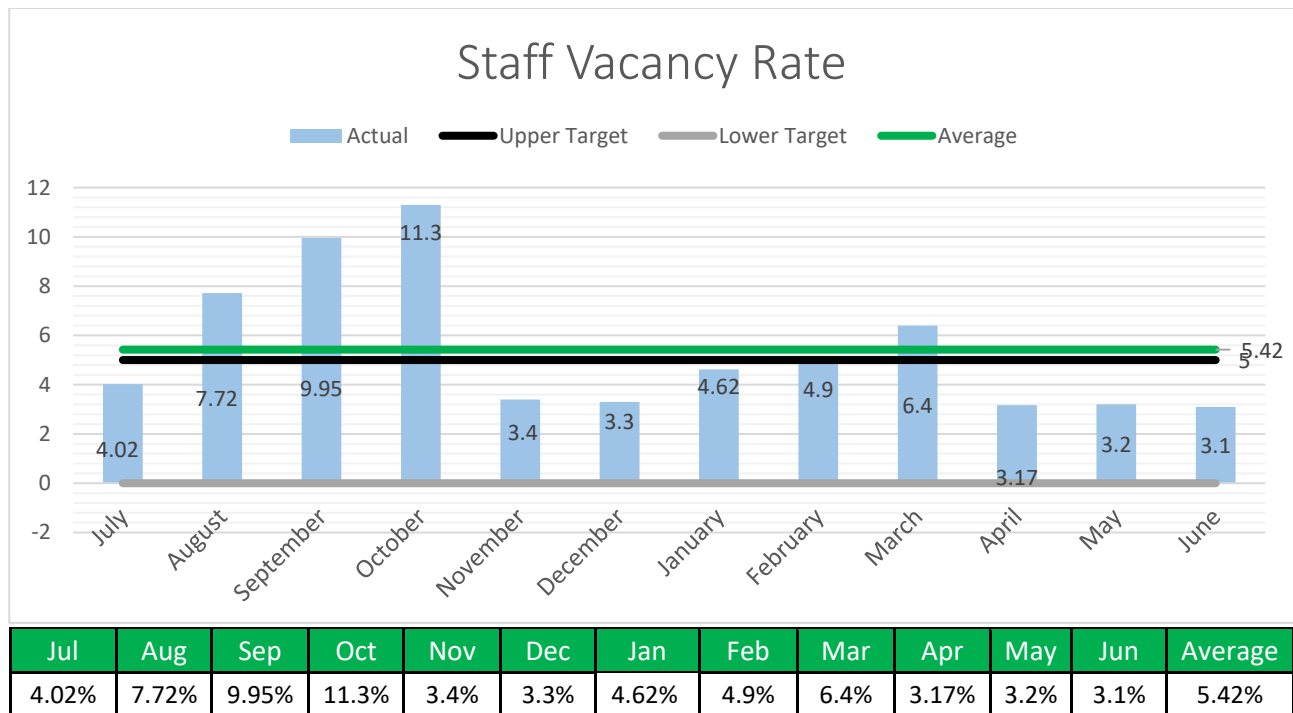
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average
1.7%	3.2%	1.9%	1.7%	4.8%	1.5%	3.2%	1.5%	1.54%	0%	6.35%	0.02%	2.28%

Target Average: Between 0% - 5%

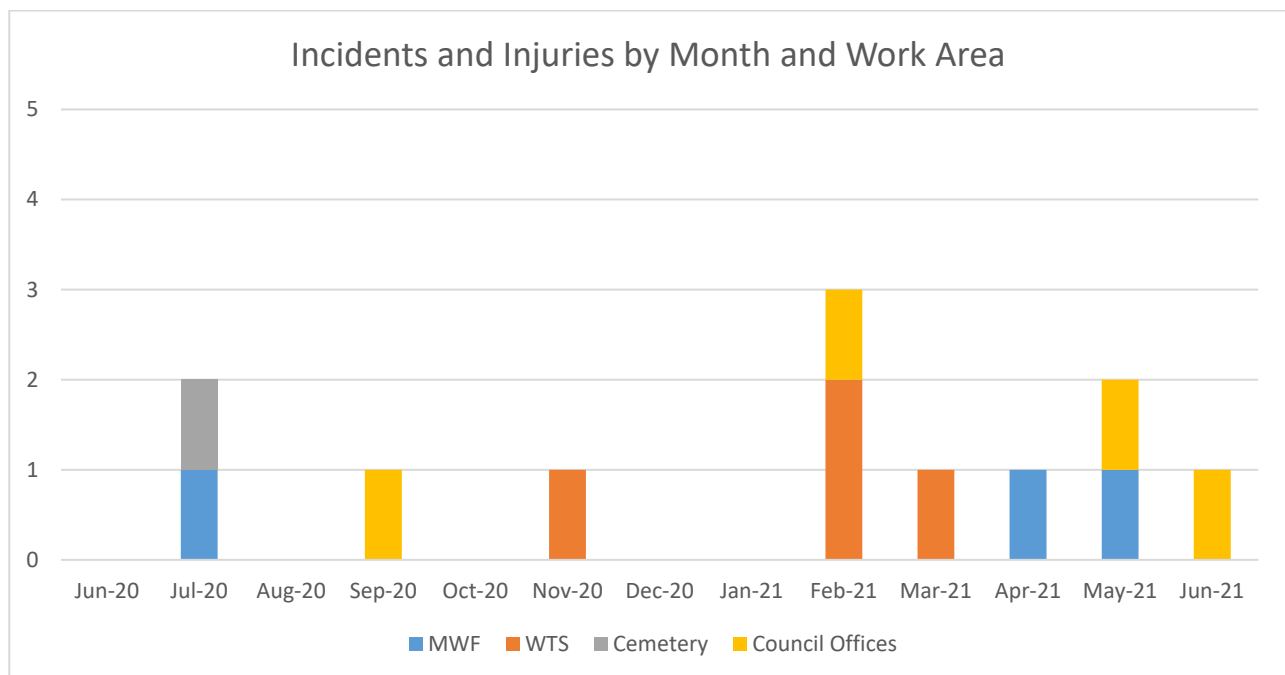
Staff Vacancy Rate:

The number of vacant positions during the reporting period.

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



Workplace Health and Safety



One incident was reported in June 2021. The incident involved a staff member from the Regulatory Services team. This incident did not require notification to be made to the Regulator (NT WorkSafe).

Governance

The *Local Government Act 2019* (Act) commenced on 1 July 2021. The following regulations, guidelines and general instructions have been made under the Act:

Regulations	Local Government (Electoral) Regulations 2021
	Local Government (General) Regulations 2021
Guidelines	Guideline 1: Local Authorities
	Guideline 2: Appointing a CEO
	Guideline 3: Borrowing
	Guideline 4: Assets
	Guideline 2A: Council member allowances (Guideline was re-made under section 71(2) of <i>Local Government Act 2008</i> and is continued in force as a transitional arrangement in accordance with section 353 of the <i>Local Government Act 2019</i> .)
General Instructions	General Instruction 1: Procurement

Over the next year (2021-22), Council will continue to transition to the new Act. Below is the proposed schedule of policies that will be presented to Council over the next two quarters. These policies are either due for review or are required to be reviewed in line with the new Act.

Code	Policy	Quarter 2021/22	Type of change
FIN17	Accountable Forms Policy	Q1	New Legislation
EM05	Council Member Benefits and Support	Q1	New Legislation
HR16	CEO Code of conduct	Q1	New Legislation
EM04	Casting Vote Policy	Q1	Due for Review
FIN16	Public Benefit Concessions for commercial ratepayers	Q1	Due for Review
EM01	Elected Members	Q1	Due for Review
EM02	Code of Conduct Elected Members	Q1	Due for Review
GOV07	Recording of Meetings Policy	Q1	Due for Review
EM03	Access to Council Meetings	Q2	Due for Review
INF01	Asset Management	Q2	Due for Review
REG01	Disposal of surrendered and unclaimed impounded dogs	Q2	Due for Review
EM06	Conflict of Interest	Q2	Due for Review
COR02	Community Engagement	Q2	Due for Review
FIN13	Borrowing	Q2	Due for Review
FIN14	Investment	Q2	Due for Review



COUNCIL REPORT

Agenda Item Number:	15.02.03
Report Title:	Risk Management Audit Committee Minutes
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	21/07/2021
Attachments:	A: RMAC Minutes 1 September 2020 B: RMAC Minutes 22 October 2020 C: RMAC Minutes 27 October 2020 D: RMAC Minutes 23 February 2021 E: RMAC Unconfirmed Minutes 4 May 2021

Executive Summary

The purpose of this report is to provide an update to Council on the Risk Management Audit Committee (RMAC).

Recommendation

THAT Council receive and note the RMAC minutes for meetings dated:

- a) 1 September 2020, as at Attachment A
- b) 22 October 2020, as at Attachment B
- c) 27 October 2020, as at Attachment C
- d) 23 February 2021, as at Attachment D
- e) 4 May 2021, as at Attachment E.

Background

In accordance with Section 101(4) of the Local Government Act 2019, the minutes for RMAC meetings are required to be tabled at the following Council meeting. For transparency, the RMAC minutes for the 2020-21 financial year have been tabled as at Attachments A, B, C, D and E.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Local Government Act

Risks



Community Engagement

Not applicable.



RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting

held in the Executive Meeting Room, Litchfield
on Tuesday, 1 September 2020 at 10.00am

Present	Garry Lambert Kirsty Sayers Hunt (Councillor) Doug Barden (Councillor) Mayor Maree Bredhauer	Chair Committee Member Committee Member (from 10.10am)
Staff	Daniel Fletcher Silke Maynard Rebecca Taylor	Chief Executive Officer Director Community and Corporate Services Research and Project Officer (WHS & Risk)

Presenters Nil

1. OPENING OF THE MEETING

The Chair, Garry Lambert opened the Meeting at 09.58am.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil

3. DISCLOSURES OF INTEREST

No disclosures of interest were declared.

4. CONFIRMATION OF MINUTES

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

Carried

THAT the full minutes of the Risk Management and Audit Committee Meeting held Tuesday 17 March 2020, 5 pages, be confirmed.

5. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

Carried

THAT Council receives and notes the Action Sheet.

6. PRESENTATIONS

Nil

7. ACCEPTING OR DECLINING LATE ITEMS

Nil

8. OFFICERS REPORTS

8.1 ICT Security Audit

Director Community and Corporate Services provided an overview of the ICT security audit and report. Chair raised concerns over servers being situated at the Litchfield Council office and not in a more secure cyclone coded building. Director Community and Corporate Services response was that the data is backed up every day to a cloud host and should the servers be damaged, the data could still be restored.

Chair noted the report should include some moderate risk measure in the summary risk section. Director Community and Corporate Services acknowledged.

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT RMAC:

1. Receive update on the ICT Security Audit; and
2. Request that the final ICT Security Audit report with management responses be presented at the next meeting.

8.2 Interim Audit Report – 2019-20

Director Community and Corporate Services provided an overview of the interim audit report. Cr Sayers-Hunt questioned how Council ensure staff are following procedures. Director Community and Corporate Services advised Council has a HR Policy to deal with unsatisfactory performance and conduct, conduct internal audits and training for staff. Cr Sayers-Hunt noted the interim audit was the best report in 5 years.

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT RMAC note and receive the Interim Audit Management Letter for 2019-2020.

8.3 Procurement Improvement Committee Update

Chief Executive Officer provided an overview of the Procurement Improvement Committee. Chair expressed concerns on how long the actions have been outstanding for and that it has become over complicated and should consider simplifying. Chief Executive Officer highlighted setbacks which included the absence of a Director Infrastructure and Operations to drive the Procurement Improvement Committee and COVID-19. Chief Executive Officer acknowledges the lengthy time period and intends to finalise the actions by the end of this calendar year.

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT RMAC:

1. Note the content of this report.
2. Note minutes from the Procurement Improvement Committee dated 15 July 2020.
3. Note the updated Procurement Improvement Committee action item list.
4. Note the Draft Project Management Guidelines document as evidence of documents in progress.

8.4 Risk Register

Director Community and Corporate Services provided an overview of the risk register. Chair queried how Council determines the risk rating and control rating. Director Community and Corporate Services explained the approval process that goes through the Council Executive Team. Chair suggested reviewing the language and layout of the risk profile table in the report to reflect more positive language.

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT RMAC:

1. Note the updated strategic risk register; and
2. Note the completed actions in the Risk Dashboard of the Strategic Risk Register, which will be removed from the action list with controls to be added where required.

9. OTHER BUSINESS

Cr Barden queried when the Annual Report would be completed. Director Community and Corporate Services advised auditors (Merit Partners) would be on site from 7 September 2020 and statements will be presented to RMAC in October.

10. CONFIDENTIAL ITEMS

Moved: Cr Sayers-Hunt

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 closed to the public to consider the following Confidential Items:

10.1 Litchfield Council Cyber Crime Incident – May 2020

Regulation 8(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) prejudice the interests of the council or some other person;

The meeting was closed to the public at 10:29am

11. CLOSE OF MEETING

The Chair closed the meeting at 10:49am

MINUTES TO BE CONFIRMED

Tuesday 6 October 2020



.....
RMAC Chair
Garry Lambert

RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting

held in the Chambers, Litchfield

on Thursday, 22 October 2020 at 10.00am

Present	Garry Lambert Kirsty Sayers Hunt (Councillor) Doug Barden (Councillor) Mayor Maree Bredhauer	Chairperson Committee Member Committee Member Mayor
Staff	Daniel Fletcher Silke Maynard Rebecca Taylor Stefan Jurkijevic Arun Dias	Chief Executive Officer Director Community and Corporate Services Research and Project Officer (WHS&Risk) Information Manager Manager Finance
External	Adam White Matthew Kennon Adrian Sheedy	Auditor - Merit Partners Auditor - Merit Partners Chief Executive Officer – Fourier

1. OPENING OF THE MEETING

The Chairperson, Garry Lambert opened the Meeting at 10:03am

2. APOLOGIES AND LEAVE OF ABSENCE

Nil

3. DISCLOSURES OF INTEREST

No disclosures of interest were declared.

4. CONFIRMATION OF MINUTES

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

Carried

THAT the full minutes of the Risk Management and Audit Committee Meeting held Tuesday 1 September 2020, 5 pages, be confirmed.

5. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

Carried

THAT RMAC receives and notes the Action Sheet.

6. PRESENTATIONS

Merit Partners presented on item 8.3 Review 2019/20 Annual Financial Statements.
Fourier presented on item 8.1 ICT Security Audit.

7. ACCEPTING OR DECLINING LATE ITEMS

Nil

8. OFFICERS REPORTS

8.1 ICT Security Audit

The Chair highlighted that the ICT Security Audit is a good report with the actions identified being lethargy.

Director Community and Corporate Services provided an overview of a recent incident that saw Council's two new servers collapse, causing major IT interruptions throughout Council for varying timeframes over the course of two weeks. The interruptions did not result in data loss but have highlighted the need to review recovery options based on response times. The Chief Executive Officer for Council's IT contractor Fourier, Adrian Sheedy, outlined the incident in further detail and reported that the servers are now stabilised with systems back up and running.

Director Community and Corporate Services advised that Fourier would be conducting an extensive investigation into the incident and will provide a full report.

RMAC members confirmed the need to review the incident and ensure forensic evidence will be provided for the cause of the interruptions. The chair requested officers to consider the involvement of a third part for a forensic analysis, if deemed necessary.

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT RMAC:

1. Receive the ICT Security Audit Report; and
2. Request that implementation actions from the ICT Security Audit Report be included into the risk register;
3. Request that Fourier's forensic report from the incident be presented at the next RMAC meeting.

8.2 Procurement Improvement Committee Update

Chief Executive Officer provided an overview of the report and the future of the Procurement Improvement Committee. The Chair voiced concerns regarding super committees.

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT RMAC:

1. Note the content of this report;
2. Note minutes from the Procurement Improvement Committee dated 24 September 2020 including references to future of the PIC meetings (Attachment A); and
3. Note the updated Procurement Improvement Committee action item list (Attachment B).

8.3 2019/20 Annual Financial Statements

Merit Partners presented the Financial Statements and outlined new legislative requirements and confirmed that an unqualified audit is presented. Without prior notice to officers Merit Partners requested three editorial changes before signing the statements.

Moved: Cr Barden
Seconded: Cr Sayers-Hunt

THAT RMAC:

1. Confirms the draft 2019-20 Financial Statements, are suitable for certification by the Chief Executive Officer for inclusion in the Annual Report and presented to Council, subject to the following amendments requested by the auditors at the meeting:
 - i) Table 23 (page 38) of the Litchfield Council Financial Statement be replicated to 23A with a 2,500,000 adjustment. Correct table 23b with adjustments.
 - ii) Noting changes to 6.2 (page 10) of the Litchfield Council Financial Statement.
 - iii) Adjustment to other financial assets under Note 13 (page 32) of the Litchfield Council Financial Statement.

8.4 Review 2019-20 Annual KPI reporting

Director Community and Corporate Services presented the annual KPI reporting, including updated information.

Moved: Cr Sayers-Hunt
Seconded: Cr Barden

THAT RMAC:

1. Confirm the KPI reporting, with changes, for inclusion into the 2019-20 Annual Report.

8.5 Meeting Schedule and Workplan 2021

Moved: Cr Barden
Seconded: Cr Sayers-Hunt

THAT RMAC endorse the meeting schedule and workplan for 2021.

9. OTHER BUSINESS

Chief Executive Officer advised RMAC committee Silke Maynard Director Community and Corporate Services has resigned from Litchfield Council.

10. CONFIDENTIAL ITEMS

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

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

10.1 Update on Regulatory Order Matter

8 *Classes of confidential information*

(b) *information about the personal circumstances of a resident or ratepayer;*

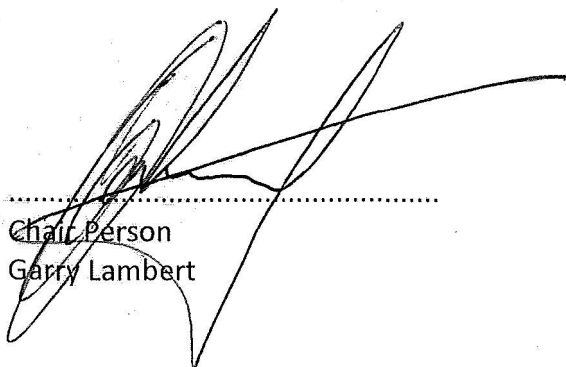
The meeting was closed to the public at 12:05pm

11. CLOSE OF MEETING

The Chair closed the meeting at 12:14pm.

MINUTES TO BE CONFIRMED

23 February 2021



Chair Person
Garry Lambert

RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting

held in the Executive Meeting Room, Litchfield
on 23 February 2021, at 10.00am

Present	Garry Lambert Kirsty Sayers-Hunt (Councillor) Doug Barden (Councillor) Mayor Maree Bredhauer	Chairperson Committee Member Committee Member Mayor
Staff	Daniel Fletcher Arun Dias Leon Kruger Rebecca Taylor Bianca Hart	Chief Executive Officer Acting General Manager Business Excellence General Manager Infrastructure & Operations Policy & Governance Program Leader Manager Corporate Services

Presenters Nil

1. OPENING OF THE MEETING

The Chairperson, Garry Lambert opened the Meeting at 10.00am.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. DISCLOSURES OF INTEREST

No disclosures of interest were declared.

4. CONFIRMATION OF MINUTES

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

Carried

THAT the full minutes, including confidential, of the Risk Management and Internal Audit Committee Meetings held Thursday 22 October 2020, 5 pages, and Tuesday 27 October 2020, 2 pages, be confirmed.

5. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Barden

Seconded: Cr Sawyers-Hunt

Carried

THAT RMAC receives and notes the Action Sheet.

6. PRESENTATIONS

Nil.

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

8. OFFICERS REPORTS

8.1 Review of FIN10 Fraud Protection Plan and Fraud Awareness Training

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT RMAC:

1. note the Fraud Awareness training scheduled to be provided to staff on the 18th of February 2021.
2. note the progress and status of setting up the cybercrime insurance protection; and
3. note and receive the proposed changes to the FIN10 Fraud Protection Plan.

8.2 Closing Audit Report 2019-20

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT RMAC:

1. receive and note the closing audit report from Merit Partners for year ending 30 June 2020; and
2. approve Management's responses to audit observations raised by Merit Partners.

8.3 Internal Audit Plan: Proposed changes

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT RMAC:

1. Note the review of the Long-Term Financial Plan (LTFP) by an external audit firm;
2. Note the suggestion for inclusion in the internal audit plan the 2020/21 financial year; and
3. Support the proposed changes to the audit schedule, including:
 - a. audits scheduled for the 2020/2021 financial year be moved to 2021/2022
 - b. audits scheduled for the 2021/2022 financial year be moved to 2020/2021

8.4 Review of Purchasing Card Policy

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT RMAC:

1. Receive and endorse for Council approval the proposed Draft FIN15 Purchasing Card Policy for Council Members and the CEO; and
2. Receive and note the proposed Draft FIN12 Purchasing Card Policy for Council Staff.

8.5 Procurement Improvement Committee Update

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT RMAC:

1. Accept and note the minutes from the PACMan Committee meeting dated, 9 February 2021 and;
2. Accept and note the list of completed actions as summarised in attachment B.

8.6 Risk Register

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT RMAC:

1. Note the updated risk register; and
2. Note the completed actions in the risk dashboard of the risk register, which will be removed from the action list and controls to be updated where required.

8.7 Asset Revaluation Timeframe

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT RMAC:

1. endorse management's decision to undertake a comprehensive asset revaluation for Council's sealed and un-sealed road asset class at a regular interval of four years starting from 30 June 2022.
2. endorse management's decision to undertake a comprehensive asset revaluation for Council's building and other asset classes at a regular interval of four years starting from 30 June 2023. endorse management's decision to undertake a comprehensive revaluation of Council's land asset class at a regular interval of three years starting from 30 June 2023; and
3. endorse management's decision to undertake a desktop (indexation) revaluation annually for all assets carried under the revaluation method.

9. OTHER BUSINESS

Nil.

10. CONFIDENTIAL ITEMS

Moved: Cr Sayers-Hunt

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 closed to the public to consider the following Confidential Items:

10.1 ICT Forensic Report

10.2 Appointment of External Financial Auditor

Regulation 8(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) prejudice the interests of the council or some other person;*

The meeting was closed to the public at 10:57am.

11. CLOSE OF MEETING

The Chair closed the meeting at 11:27am.

MINUTES TO BE CONFIRMED

Tuesday 4 May 2021

.....
Chair Person
Garry Lambert

4/ May



RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting

held in the Executive Meeting Room, Litchfield
on Tuesday, 27 October 2020 at 10.00am

Present	Garry Lambert Kirsty Sayers Hunt (Councillor) Doug Barden (Councillor) Mayor Maree Bredhauer Christine Simpson	Chairperson Committee Member Committee Member Mayor Deputy Mayor
Staff	Daniel Fletcher Silke Maynard Rebecca Taylor Arun Dias	Chief Executive Officer Director Community and Corporate Services Research and Project Officer (WHS & Risk) Manager Finance

Presenters Nil

1. OPENING OF THE MEETING

The Chairperson, Garry Lambert opened the Meeting at 10.02am.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. DISCLOSURES OF INTEREST

No disclosures of interest were declared.

4. CONFIRMATION OF MINUTES

N/A

5. BUSINESS ARISING FROM THE MINUTES

N/A

6. PRESENTATIONS

Nil

7. ACCEPTING OR DECLINING LATE ITEMS

Nil

8. OFFICERS REPORTS

8.1 2019-20 Annual Financial Statements

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT the RMAC confirms the draft 2019-2020 Financial Statements are suitable for certification by the Chief Executive Officer for inclusion in the Annual Report and presented to Council.

9. OTHER BUSINESS

Councillor Barden requested confirmation that the changes to the graphs and content for the Annual Report, discussed at the 22 October 2020 RMAC meeting, have been made. Director Community and Corporate Services confirmed RMAC recommendations had been made.

10. CONFIDENTIAL ITEMS

Nil

11. CLOSE OF MEETING

The Chair closed the meeting at 10:07am

MINUTES TO BE CONFIRMED

23 February 2020



Chair Person
Garry Lambert

RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting

held in the Council Chambers, Litchfield
on Tuesday 4 May 2021 at 10.00am

Present	Garry Lambert Kirsty Sayers Hunt (Councillor) Doug Barden (Councillor)	Chairperson Committee Member Committee Member
Staff	Leon Kruger Arun Dias Rebecca Taylor Bianca Hart	Acting Chief Executive Officer General Manager Business Excellence Policy & Governance Program Leader Manager Corporate Services
Presenters	Nil	

1. OPENING OF THE MEETING

The Chairperson, Garry Lambert opened the Meeting at 10:03am.

2. APOLOGIES AND LEAVE OF ABSENCE

Daniel Fletcher, Chief Executive Officer

3. DISCLOSURES OF INTEREST

No disclosures of interest were declared.

4. CONFIRMATION OF MINUTES

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

Carried

THAT the full minutes, including confidential, of the Risk Management and Audit Committee Meeting held 23 February 2021, 5 pages, be confirmed.

5. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

Carried

THAT Council receives and notes the Action Sheet.

6. PRESENTATIONS

Nil

7. ACCEPTING OR DECLINING LATE ITEMS

Nil

8. OFFICERS REPORTS

8.1 Financial Audit Plan – KPMG

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT the Risk Management and Audit Committee receive and note KPMG's Audit Plan (Attachment A)

8.2 Update Internal Audit Plan

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT RMAC notes the progress of the internal audits.

8.3 PACMan Committee Update

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT RMAC accept and note the minutes from the PACMan Committee meeting dated, 25 March 2021

9. OTHER BUSINESS

RMAC notes with concern the Chief Ministers press release and news articles dated 4 May 2021 regarding 5000 new lots in new suburbs of Holtze and Kowandi reported as being located in Palmerston when they are in fact within Litchfield Council boundaries.

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

10. CONFIDENTIAL ITEMS

Nil

11. CLOSE OF MEETING

The Chair closed the meeting at 10:33pm.

MINUTES TO BE CONFIRMED

Tuesday 3 August 2021

.....
Chair Person
Garry Lambert



COUNCIL REPORT

Agenda Item Number:	15.02.04
Report Title:	DRAFT FIN17 Accountable Forms Policy – Members and CEO
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	21/07/2021
Attachments:	A: Draft FIN17 Accountable Forms Policy – Members and CEO

Executive Summary

This report presents to Council for adoption draft new policy FIN17 Accountable Forms – Members and CEO, required under the proposed Local Government (General) Regulations 2020 Section 6(1)(d)(iii).

Recommendation

THAT Council adopt the proposed FIN17 Accountable Forms Policy – Members and CEO, as at Attachment A, subject to any minor editorial adjustments.

Background

Accountable forms are financial instruments, other than cash, used as a method of payment. This includes cheques, cab charges and vouchers etc.

Under the proposed Local Government (General) Regulations 2020 Section 6(1)(d)(iii), Council's internal controls policies must include a policy, adopted by resolution, for the use of accountable forms.

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

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

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

Risks



Governance

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

Community Engagement

Nil



Name	FIN17 Accountable Forms – Members and Chief Executive Officer
Policy Type	Council
Responsible Officer	Manager Corporate Services
Approval Date	21/07/2021
Review Date	20/07/2025

1. Purpose

To ensure the proper use and management of accountable forms issued to Members and the Chief Executive Officer (CEO) for the purposes of conducting council business.

2. Scope

This policy applies to all accountable forms, in printed or electronic form.

3. Definitions

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

Accountable Forms	Readily negotiable financial instruments, other than cash, that can be used as a method of payment for expenditure (e.g., cheques, taxi vouchers, travel vouchers, sport vouchers or meal vouchers).
Members	Elected Council Members, Committee Members and Local Authority Members
Authorised Delegate	Manager Corporate Services

4. Policy Statement

4.1. Principles

- 4.1.1 Council is committed to the safe custody, provision and proper use of accountable forms by members and the CEO whilst conducting council business.
- 4.1.2 Members and the CEO are required to apply good judgement for all expenditure incurred whilst conducting council business.

4.2. Application of Policy

- 4.2.1. All accountable forms need to be carefully monitored and safeguarded due to their inherent risk of theft, fraud, loss or misuse.

4.3. Responsibilities of Members and the CEO

- 4.3.1. All members and the CEO are responsible for ensuring that accountable forms are only used in the course of conducting official council business. Accountable forms must not be used for private purposes.
- 4.3.2. In the event an accountable form is inadvertently used for private purposes, the authorised delegate must be informed and the full value of the transaction must be reimbursed to Council within twenty four (24) hours.
- 4.3.3. Penalties for misuse will apply as per FIN10 Fraud Protection Plan
- 4.3.4. Accountable forms may only be used by the individual member or CEO who has been issued with the accountable form. A member or the CEO must not pass the accountable form to any other individual for use.
- 4.3.5. Once an accountable form has been used, the member or CEO must submit the receipt/invoice to the authorised delegate or email to council@litchfield.nt.gov.au along with details of the nature of council business, date and time of use of the accountable form within three (3) business day.

4.4. Safeguarding of Accountable Forms

- 4.4.1. It is the responsibility of individual members and the CEO to ensure all accountable forms issued by Council for conducting council business are kept in a safe and secure place to minimise the risk of theft or unauthorised transactions.
- 4.4.2. Unused or expired accountable forms must not be destroyed by a member or the CEO.
- 4.4.3. Unused or expired accountable forms must be returned to the authorised delegate.

4 Associated Documents

FIN10 Fraud Protection Plan

5 References and Legislation

Local Government (General) Regulations 2021 Section 6(1)(d)(iii)

6 Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
16/06/21	Policy Adopted



COUNCIL REPORT

Agenda Item Number:	15.02.05
Report Title:	EM05 Council Members Allowances and Support Policy Review
Author:	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	21/07/2021
Attachments:	A: DRAFT EM05 Council Members Allowances and Support Policy

Executive Summary

This report presents changes to an existing policy, EM05 Council Members Allowances and Support Policy, which required changes to be compliant with the *Local Government Act 2019*.

Recommendation

THAT Council adopt the proposed EM05 Council Members Allowances and Support Policy, as at Attachment A.

Background

In accordance with the new Local Government Act, the current EM05 policy required updating to include:

- The amount that may be claimed by a member for each type of extra meeting;
- The timeframe in which a member may make a claim for an extra meeting allowance; and
- Professional development allowance includes costs in attending any training, mediation or counselling recommended by the Council or as ordered by NTCAT as a result of a complaint of a contravention of the code of conduct.

Until the Remuneration Tribunal makes a determination for Council Member allowances, Guideline 2A: Council member allowances was remade under Section 71(2) of the *Local Government Act 2008* and is continued in force as a transitional arrangement in accordance with Section 353 of the *Local Government Act 2019*.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Northern Territory Local Government Act, Regulations, Ministerial Guidelines and General Instructions.

Risks



Nil.

Community Engagement

Not applicable.



Name	EM05 Elected Member Benefit and Support Council Member Allowances and Support
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	21/10/2020 16/06/202121/07/2021
Review Date	17/07/2022 16/06/202521/07/2025

1. Purpose

Litchfield Council is committed to ensuring ~~Elected Council~~ Members are provided with the support necessary for them to effectively carry out their roles in Council. Pursuant to ~~Section 71 and 72 of the~~ Local Government Act ~~2008 (as amended 2019), and the~~ Local Government ~~Ministerial (General) Guidelines Regulations 2021 and Ministerial Guidelines~~, this ~~p~~Policy clarifies the ~~a~~Allowances and ~~e~~Expenses to be paid to ~~Elected Council~~ Member, ~~p~~Professional ~~d~~Development and Council ~~a~~Approved ~~a~~Activities and travel.

2. Scope

This policy applies to ~~Litchfield Council Elected~~ Council Members.

3. Definitions

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

Allowances	Allowances provided in compensation to Elected Council Members in consideration of the time and effort spent in their roles on Council.
Council Elected Member	Individuals elected to Council. For the purposes of this policy, Elected Council Member refers to Mayor, Deputy Mayor and Councillor.

4. Policy Statement

4.1. ~~Elected Council~~ Member Allowances

- 4.1.1. A Base Allowance is paid to ~~Elected Council~~ Members to cover their time spent in the following activities: agenda study and meeting preparation, attendance at regular Council meetings, attendance at social functions as Council representatives, constituency

responsibilities, and Council representation outside of the municipality, including delegations interstate and overseas;

4.1.2. An Electoral Allowance is paid to assist members with electoral matters at the discretion of the individual Member;

4.1.3. Professional Development Allowance

4.1.3.1. An allowance payable to ~~C~~eouncil ~~M~~m members to attend appropriate and relevant conferences or training courses which sustain a member's professional competence by keeping the member informed of, and able to comply with, development in professional standards applicable to their role as a ~~C~~eouncil ~~M~~m member. Any such course/conference must have approval and be in line with council policy in order to attract this allowance.

I. This allowance is available to all ~~C~~eouncil ~~M~~m members.

II. The professional development allowances may be claimed multiple times each year, but the total of those claims must not exceed the amount specified in the Guidelines.

III. The professional development allowance is to be used to cover the cost of travel to the course/conference, course/conference fees, meals and accommodation for the duration of the course/conference.

~~III~~.IV. A member may claim a portion of the member's professional development allowance for the costs (including travel, accommodation and meals) in attending any training, mediation or counselling recommended by the council, a council panel, prescribed corporation panel or as ordered by NTCAT as a result of a contravention of the code of conduct.

~~IV~~.V. Claims must be made using approved forms.

~~V~~.VI. Only approved course/conferences that are in line with council policy attract professional development allowances (payable for each day of attendance).

~~VI~~.VII. Membership fees for bodies considered directly beneficial to the role of an ~~Elected Council~~ Member (ie AICD) may be claimed.

4.1.3.2. Pursuant to ~~Section 2, 6 (e) of~~ the Local Government Act Ministerial Guideline 2A, use of the Professional Development Allowance must be approved by the Chief Executive Officer, prior to attendance at a professional development activity

4.1.3.3. In accordance with the Local Government (General) Regulations 2021, Section 71(5) ~~of the Local Government Act 2008 (as amended)~~, these allowances will not be paid in advance except for course fees, conference registration costs, travel and accommodation which will be paid for by the Council to the provider of the relevant service in advance of attendance at the approved activity.

4.1.4. Extra Meeting allowance

- 4.1.4.1. For a principal member, deputy principal member and acting principal member, this allowance is not paid separately.—It is provided for and included in the base allowance.
- 4.1.4.2. For other ~~C~~council ~~M~~m members this allowance is paid only after an approved claim has been made within 30 days of the extra meeting.
- 4.1.4.3. The amount of the extra meeting allowance is determined by Council resolution and is currently \$140.00. This, —and is amount is subject to the maximum payable amount, set by the Minister for Local Government ~~and Community Services.~~
- 4.1.4.4. In accordance with ~~h Section 2 (1) of~~ the Local Government Act ~~2008~~ Ministerial Guideline ~~No. 2~~, only the following meetings will attract the allowance: -
- I. Council Committee Meetings;
 - II. Special Meetings of Council;
 - III. Special Meetings of Council Committees;
 - IV. Council Advisory / Reference Group Meetings;
 - V. Council workshops or briefings;
 - VI. Meetings of external agencies or organisations to which Council has formally appointed a ~~C~~council ~~M~~m member to represent the Council or a member nominated through or with the Local Government Association of the Northern Territory as a representative;
 - VII. Professional development courses/conferences that have approval and are in line with Council Policy
- 4.1.5. Allowances are set annually by Council as part of budget deliberations.
- 4.1.6. Allowances (apart from Professional Development Allowance) are to be paid from 1 July each year on a monthly basis in arrears by electronic funds transfer to their nominated account.
- 4.1.7. Where an ~~Council Elected~~ Member is acting as Mayor in the absence of the Mayor for a period of less than 7 days, no compensation will be paid. Where the period is 7 days or longer, the acting Mayor will be paid 100% of the Mayoral Base Allowance instead of their normal base allowance for that period.
- 4.2. ~~Council Elected~~ Member Benefits
- 4.2.1. In order to ensure ~~Council Elected~~ Members are able to have ready access to technology enabling them to perform their roles as efficiently as possible, they are provided with:
- I. A laptop and printer for home use, a single set of toner cartridges and a single ream of paper. All subsequent toner and paper is at the Member's expense;
 - II. A Litchfield Council email address for official use in their role as ~~Council Elected~~ Member, together with calendar facility. A ~~Council Elected~~ Member's calendar shall be available to other ~~Council Elected~~ Members and nominated staff (as appointed

by the CEO) in order to facilitate the smooth running of Council operations, and as a record of their activities;

- III. A mobile internet access device to be used with the laptop provided for Council business or the option to request a reimbursement of up to \$50 monthly for internet access.

4.2.2. All ICT equipment remains the property of Litchfield Council. Council Elected Members have full private use. Support provided by Council will be on a “return to Council” basis, with Council IT support staff not being responsible to attend private residences.

4.2.3. Council Elected Members shall be provisioned with business cards and name badges for their use.

4.2.4. Council will provide postage for official correspondence through its internal mail services. Bulk mailing will not be provided.

4.2.5. Use of Council’s photocopying facilities for official business is available for Council Elected Members through prior notice to the Executive Assistant to the Mayor and CEO. Circulars, publications or election material are specifically excluded from this benefit.

4.2.6. Council Elected Members will be reimbursed for attendance at all Council endorsed meetings to a maximum of \$85 to cover child care costs associated with their participation. Reimbursement is subject to receipts being provided and are on a per Member rather than per child basis.

4.2.7. For any Council Elected Member with a disability, Council may resolve to provide reasonable additional facilities and expenses in order to allow that Member to perform their civic duties.

4.2.8. Council Elected members shall not use Council facilities, resources (including staff) for personal reasons including furtherance of their political career.

4.2.9. Miscellaneous

- I. A framed Certificate of Service will be presented in Council meeting for Council Elected Members achieving 10 years of service, with subsequent certificates presented at five yearly intervals

- II. A history of members elected to office will be appropriately recorded photographically under direction of the CEO.

4.2.10. Mayoral Benefits

In addition to the benefits above, the Mayor is entitled to the following additional benefits to assist them in their civic duties:

- I. Mobile Phone;
- II. An office and administrative and secretarial assistance for official use only;
- III. Reimbursement for costs associated with attendance and participation at official functions where Council is represented;

IV. A fully maintained Council vehicle with a purchase price of no more than \$45,000 ex GST with limited private use within 300km of Council, and subject to conditions set out in Council's HR08 Motor Vehicle Policy.

4.2.11. CouncilElected Members are not provided with stationary, mobile phones, uniforms or any other materials not provided for within this Policy. These can be purchased at the discretion of CouncilElected Members themselves.

4.3. CouncilElected Member Travel

4.3.1. CouncilElected Members wishing to attend a conference, workshop, seminar or relevant training session incurring travel costs at Council's expense shall apply to the CEO for approval.

4.3.2. Air travel is to be by the most reasonably economic means available, and shall not include business or first class.

4.3.3. Accommodation, meals and associated travel costs are to be covered by prior approval of the CEO.

4.3.4. Council will pay in advance any registration fees, accommodation deposits and airline tickets for approved CouncilElected Member travel. Where this is not possible, a reimbursement equivalent to the fees or expenses will be paid subject to the provision of receipts.

4.3.5. CouncilElected Members may be accompanied by a spouse or partner subject to Council not incurring any additional expense.

4.4. Insurance

4.4.1. CouncilElected Members will receive the benefit of insurance cover to the limit specified in Council's insurance policies for the following:

- I. Personal Injury whilst on Council business, providing specified benefits for lost income and other expenses arising from permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses. Full details are available from the Director of Corporate Services.
- II. Professional Indemnity and Public Liability
- III. Use of private motor vehicle whilst on Council business

4.5. Legal Assistance

4.5.1. Legal assistance shall be provided to CouncilElected Members in the event of an enquiry, investigation or hearing into the conduct of an CouncilElected Member by:

- I. The office of the Ombudsman
- II. The Police
- III. The Director of Public Prosecutions

4.5.2. Legal assistance will be provided to CouncilElected Members in respect of legal proceedings being taken by or against a CouncilElected Member, arising out of or in

connection with the ~~Council Elected~~ Member's performance of his or her civic duties or exercise of his or her functions as a ~~Council Elected~~ Member.

4.5.3. Council shall reimburse such ~~Council Elected~~ Member, after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis.

4.5.4. All legal assistance will be provided subject to the following conditions:

- I. The amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the ~~Council Elected~~ Member on any basis;
- II. The enquiry, investigation, hearing or proceeding results in a finding substantially in favour of the ~~Council Elected~~ Member;
- III. The amount of such reimbursement is limited to the equivalent of the fees being charged by Council's solicitors.

4.5.5. Legal Advice

- I. Legal advice shall be made available on Conflict of Interest provisions subject to the following procedure:
- II. On receipt of a written enquiry received in good time before the relevant meeting seeking an interpretation of the Conflict of Interest provisions, the CEO is authorised to seek legal opinion from Council's solicitors as to the nature and extent of interest and the application of the legislative provisions;
- III. Legal advice provided to one ~~Council Elected~~ Member under this provision is to be made available to all Members;
- IV. The ~~Council Elected~~ Member initiating the enquiry agrees to be bound by the contents thereof.

5. Associated Documents

EM01 Elected Member Code of Conduct

6. References and Legislation

Northern Territory Local Government Act, Regulations, Ministerial Guidelines and General Instructions

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
14/12/2015	Policy adopted

15/2/2017	Updated with professional development allowance, LC27 rescinded as a duplicate
15/11/2017	Remove internet allowance and Elected Member (1718/099)
18/07/2018	Include professional development in list for extra meeting allowance, Remove gifts and benefits section as covered with EM07
21/10/2020	Professional development allowance amended to include memberships (2021-059)
<u>21/07/2021</u>	<u>Amendments in accordance with Local Government Act 2019 and Regulations</u>



COUNCIL REPORT

Agenda Item Number:	15.02.06
Report Title:	DRAFT GOV05 Caretaker Policy Review
Author:	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	21/07/2021
Attachments:	A: DRAFT GOV05 Caretaker Policy

Executive Summary

This report presents to Council for adoption changes to the GOV05 Caretaker Policy which required changes to be compliant with the *Local Government Act 2019*.

Recommendation

THAT Council adopt DRAFT GOV03 Caretaker Policy as at Attachment A.

Background

The purpose of the Caretaker Policy is to ensure that Litchfield Council is demonstrating compliance with Section 161 of the new *Local Government Act 2019* (Act) that governs the conduct of Council and its staff during a general election. The policy has been amended to include the new subsections as per the new Act. Policy content remains mostly unchanged as per advice from the Department of Local Government and Community Development.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Developed in accordance with new Act.

Risks



Nil

Community Engagement

Not applicable.

ATTACHMENT A

**LITCHFIELD
COUNCIL**



**LITCHFIELD
COUNCIL**



Community effort is essential

Name	GOV05 Caretaker Policy
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	19/07/2017 16/06/202121/07/2021
Review Date	18/07/2021 16/06/202521/07/2025

1. Purpose

The purpose of this policy is to ensure that Litchfield Council:

- demonstrates compliance with Section ~~96A-161~~ of the Local Government Act governing the conduct of Council and its staff during a general election.
- demonstrates that public resources are not used for election campaigning;
- is aware of what can and cannot be done during the election (caretaker) period; and
- continues to provide high standards of service to the community.

2. Scope

This ~~p~~Policy applies to current ~~Elected Council~~ Members and Council employees during a Caretaker Period prior to a Council General Election or By-Election.

3. Definitions

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

Council resources	Any asset or information owned or controlled by a Council is a 'Council resource'. Council resources may include: (a) materials published by Council, <u>including Council branding and letter head;</u> (b) facilities and goods owned by the Council, <u>including hardware, software and vehicles;</u> (c) attendance and participation at functions and events; (d) access to Council information; and (e) media services. (f) <u>Council staff and contractors engaged by a Council are also Council resources.</u>
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Caretaker Period	<p>Mmeans the period of time during which the caretaker practices are in force prior to the declaration a General Election or a By-election. The caretaker practices will apply from the close of nominations oncommence from nNomination dDay until the declaration of the Results of the election pursuant to Regulation 56 of the NTLocal Government (Electoral) Regulations 2021.</p>
Extraordinary Circumstances	<p>Mmeans a situation that requires a major policy decision of the Council because:</p> <ol style="list-style-type: none"> in the CEO's opinion, the urgency of the issue is such that it cannot wait until after the election; of the possibility of legal and/or financial repercussions if a decision is deferred; or in the CEO's opinion, it is in the best interests of the Council and/or Litchfield Council for the decision to be made as soon as possible.
Nomination Day	<p>Mmeans Nomination Day as defined in the NT Local Government (Electoral) Regulations.</p>
Major Policy Decisions	<p>Major Policy Decisions</p> <p>A major policy decision means a decision to:</p> <ul style="list-style-type: none"> Enter into any contract or lease involving expenditure inclusive of GST that exceeds one per cent (1%) of the annual budgeted revenue in the relevant financial year. Appoint or terminate the appointment of a Chief Executive Officer; Make a decision relating to the Chief Executive Officer's remuneration; Spend unbudgeted monies; Conduct unplanned public consultation; Endorse a new policy; Dispose of Council land; Approve community grants; or Progress any matter which is contentious or has been identified as an election issue. <p>Major Policy Decisions do not include:</p> <ul style="list-style-type: none"> Decisions that relate to the carrying out of works in response to an emergency or disaster;

	<ul style="list-style-type: none"> • An expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or Territory Government or otherwise for the council to be eligible for funding from the Commonwealth or Territory Government; • The suspension of the CEO for serious and wilful misconduct. • The appointment of an acting CEO.
4. Policy Statement	

4. Policy Statement

4.1 The Caretaker Policy has been developed in order to ensure that the conduct of Council, Elected Council Members and Council employees during a caretaker period is responsible, transparent and legally compliant with Section 96A-161 of the Local Government Act.

The Caretaker Policy covers the following areas:

- ~~Major policy decisions that are made by Council~~
- ~~Scheduling considerations and announcements of major policy decisions~~
- ~~Use of Council's resources including material published by Council~~
- ~~Access to information~~
- ~~Media~~
- ~~Website~~
- ~~Attendance and participation in Council organised activities and events~~
- ~~Public consultation~~

4.2 Major Policy Decisions that are made by the Council.

4.2.1 Except in Extraordinary Circumstance the Council will not make Major Policy Decisions during the Caretaker Period. Where Extraordinary Circumstances prevail, the CEO may submit a Major Policy Decision to the Council for its consideration.

4.2.2 To assist the Council to comply with its commitment to appropriate decision making during the Caretaker Period, a Caretaker Statement will be included in each report submitted to the Council where the Council's decision would, or could, be a Major Policy Decision. The Caretaker Statement will state:

The decision the Council may make in relation to this item could constitute a 'Major Policy Decision' within the context of the Litchfield Caretaker Policy, however, an exemption should be made because (insert the circumstances for making the exemption)

4.3 Scheduling Consideration and Announcement of Major Policy Decisions

4.3.1 So far as is reasonably practicable, the CEO should avoid scheduling Major Policy Decisions for consideration during a Caretaker Period, and instead ensure that such decisions are either considered by the Council prior to the Caretaker Period, or scheduled for determination by the incoming Council.

4.3.2 Announcements of earlier decisions may be made during a Caretaker Period however, as far as practicable; any such announcements should be made before the Caretaker Period begins or after it has concluded.

4.4 Use of Council Resources ~~including material published by the Council~~

4.4.1 ~~The Code of Conduct for Elected Council Members and the Local Government Act provide that Council's resources are only to be utilised for authorised activities. This includes the use of resources for electoral purposes and not for the purpose of campaigning. It should be noted that the prohibition on the use of Council resources for electoral purposes is not restricted to the Caretaker Period. Council resources provided to Council Members should be used for Council business only and are not to be used for election campaign purposes. Doing so would be in breach of the Code of Conduct for Council Members and the Local Government Act.~~

4.4.2

4.4.2 Council employees must not be asked to undertake any tasks connected directly or indirectly with an election campaign. Council employees and must avoid assisting ~~Elected Council~~ Members in ways that could create a perception that they are being used for electoral purposes. ~~In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice is to be sought from the CEO.~~

4.4.3 Council resources, including material published by Council, like the Litchfield Council logo, branding, letterhead, and media facilities published by Council, cannot be used for campaign purposes. ~~for the advantage of a candidate or group of candidates. Council resources must only be used for normal Council business, (which excludes the preparation or dissemination of campaign material).~~

~~Council resources must not be used for the advantage of a candidate or group of candidates; however, Council may allow the equal use of Council resources by all candidates preparing for the election.~~

4.4.5 This Policy does not cover material authorised by the CEO or Returning Officer to facilitate the conduct of the election or encourage voter participation.

4.5 Access to Information

4.5.1 All candidates will have equal rights to access public information and any assistance and advice provided to candidates as part of the conduct of the Council election will be

provided equally to all candidates. Usual Freedom of Information (FOI) procedures will apply.

4.6 Media

- 4.6.1 No media advice or support will be provided in relation to election issues or regarding publicity that involves specific ~~Elected Council~~ Members. If satisfied that advice sought by an ~~Elected Council~~ Member during the Caretaker Period does not relate to the election or publicity involving any specific ~~Elected Council~~ Member(s), the CEO may authorise the provision of a response to such a request.

4.7 Website

- 4.7.1 During the Caretaker Period, any new material placed on the Council website which refers to the election should only relate to the election process by way of information, education or publicity. Information about Council Members should be restricted to names, contact details, titles, membership of committees and other bodies to which they have been appointed by the Council.

4.8 Attendance and participation at Council organised activities and events.

- 4.8.1 Events and/or functions organised by Council and held during the Caretaker Period will be limited to only those that the CEO considers appropriate and should not in any way be associated with any issues that in the CEO's opinion, are considered relevant to, or likely to influence the outcome of, an election.
- 4.8.2 Excluding the Mayor and Deputy Mayor fulfilling their functions as prescribed by Sections 43-59 of the Local Government Act, ~~Elected Council~~ Members that are also candidates should not, without the prior approval of the CEO, be permitted to make speeches or addresses at events/functions organised or sponsored by the Council during the Caretaker Period.
- 4.8.3 All known candidates are to be invited to civic events/functions organised by Council during the Caretaker Period.
- 4.8.4 ~~Elected Council~~ Members may continue to attend events and functions hosted by external bodies during the Caretaker Period.

4.9 Public consultation during the Caretaker Period

- 4.9.1 Council will not commission or approve any public consultation where it is likely that such consultation will continue into the Caretaker Period.
- 4.9.2 This Policy does not prevent any mandatory public consultation required by the Local Government Act or any other relevant Act which is required to be undertaken to enable Litchfield Council to fulfil its functions.

4.10 Role of the CEO in Implementing Caretaker Practices

- 4.10.1 The role of the CEO in implementing the caretaker practices outlined in this Policy is as follows.

4.11 The CEO will ensure, as far as possible, that:

4.11.1 All ~~Elected Council~~ Members and staff are aware of the Caretaker Policy and practices at least 30 days prior to the start of the Caretaker Period; and²⁷

4.11.2 Any major policy or significant decisions required to be made by the Council are scheduled for Council consideration prior to the Caretaker Period or deferred where possible for determination by the incoming Council.

4.12 Council employees

4.12 Council employees should avoid any actual, potential, or perceived conflict of interest if they are engaged in political activities related to the election.

4.13 Council employees should not use their role and position to influence the outcome of the election.

4.14 Council employees should not use Council resources for the purposes to influence the outcome of an election.

4.15 A Council employee should resign from Council employment upon being declared elected in the general council election to become a Councillor of the Council.

5. Associated Documents

Code of Conduct for Elected Members

Code of Conduct for Employees

6. References and Legislation

Northern Territory Local Government Act

Northern Territory Local Government (Electoral) Regulations

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
15/10/2015	Policy established
19/7/2017	Policy updated as per checklist from Local Government and Community Development
<u>16/06/2021</u>	<u>Amended to include references to the new Local Government Act 2019</u>



COUNCIL REPORT

Agenda Item Number:	15.02.07
Report Title:	DRAFT HR16 Code of Conduct for CEO
Author:	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	21/07/2021
Attachments:	A: DRAFT HR16 Code of Conduct for CEO

Executive Summary

This report presents a standalone Draft Code of Conduct for the Litchfield Council Chief Executive Officer (CEO) as required under the *Local Government Act 2019*.

Recommendation

THAT Council adopt the proposed HR16 Code of Conduct for CEO, as at Attachment A.

Background

In accordance with the new *Local Government Act 2019*, the Chief Executive Officer (CEO) required a stand-alone code of conduct. The draft HR16 Code of Conduct for CEO Policy, as at Attachment A, was developed in accordance with the new Act and sample policy provided by the Department of the Chief Minister and Cabinet.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Developed in accordance with the Local Government Act 2019.

Risks



Nil

Community Engagement

Not applicable.



Name	HR16 CEO Code of Conduct
Policy Type	Council
Responsible Officer	Manager People & Performance
Approval Date	21/07/2021
Review Date	18/07/2025

1. Purpose

This purpose of this policy is to set out the code of conduct for the Chief Executive Officer (CEO) of the Council.

2. Scope

This policy applies to the Litchfield Council CEO.

3. Definitions

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

CEO	Chief Executive Officer of Litchfield Council
The Act	Northern Territory Local Government Act 2019

4. Policy Statement

4.1. Principle

- 4.1.1. In order to maintain public confidence in the integrity of the Council, the CEO of the Council must exhibit the highest ethical standards in the administration of the affairs of the Council.

4.2. Support for Council

- 4.2.1. The CEO must:
- i. provide full support to Council;
 - ii. provide accurate, frank and impartial advice to Council;
 - iii. implement council policies and decisions;
 - iv. be familiar with and comply with the requirements of the *Local Government Act 2019* and other legislative, industrial or administrative requirements relevant to the CEO's official responsibilities;

- v. take all reasonable steps to ensure that the information upon which the CEO's decisions or actions are based is factually correct and relevant to the decisions or actions; and
- vi. comply with the council staff code of conduct.

4.3. Management of Council Staff

4.3.1 In relation to the management of Council staff, the CEO must ensure that:

- i. appropriate documented processes and procedures are in place;
- ii. selection processes for appointment or promotion are fair, equitable and based on merit;
- iii. staff have reasonable access to training and development and opportunities for advancement and promotion;
- iv. staff are treated fairly and consistently and are not be subject to arbitrary or capricious decisions;
- v. there are suitable processes for dealing with employment-related grievances; and
- vi. working conditions are safe and healthy.

4.4. Use of information

4.4.1 The CEO must not misuse information gained in the CEO's official capacity. Misuse includes, but is not limited to:

- i. seeking to gain personal advantage for self, or for another person, on the basis of information held on official records;
- ii. initiating or spreading gossip or rumours on the basis of personal or other information held on official records; and
- iii. providing a person, or appearing to provide a person, with favourable treatment or access to privileged information.

4.4.2 The CEO must take care to maintain the integrity and security of documents and information.

4.5. Use of official facilities, equipment and resources

4.5.1 The CEO must not utilise council equipment, or the skills or working time of council staff members, for personal benefit.

4.6. Disclosure of offences against the law

4.6.1 If the CEO is charged, convicted or acquitted of an offence, the CEO must advise the Council regardless of whether the CEO believes the offence relates directly to the CEO's assigned duties.

4.7. Outside employment

- 4.7.1 Outside employment for the CEO is not allowed, except in exceptional circumstances and approved by the Council in writing.
- 4.7.2 When considering an application from the CEO to undertake outside employment, the Council will give approval only if the outside employment:
 - i. could not be perceived by a reasonable person to be a conflict of interest; and
 - ii. will not interfere with the performance of the CEO's duties.
- 4.7.3 Any outside employment or voluntary work must be performed wholly in the CEO's private time.

4.8. Decisions based on statutory power

- 4.8.1 Where the CEO makes a decision based on a statutory power, the CEO must:
 - i. ensure that the legislation under which the decision is made authorises the making of that decision;
 - ii. ensure that the CEO has the authority or the delegation to make the decision;
 - iii. ensure that any procedures which are required by law to be complied with in the making of a decision have been observed; and
 - iv. ensure that the decision, the evidence upon which it is based, and the reasons for the decision are properly documented.

4.9. Anti-discrimination

- 4.9.1 The CEO must not discriminate in relation to a person unless such discrimination is allowed by law and council policy (for example, positive discrimination or special measures).

5. Associated Documents

6. References and Legislation

Northern Territory Local Government Act

7. Review History

Date Reviewed	Description of changes
21/07/2021	New Policy required under the new Local Government Act

COUNCIL REPORT

Agenda Item Number:	15.03.01
Report Title:	June 2021 Summary Planning and Development Report
Author:	Mark Hogan, Project Management Program Leader
Recommending Officer:	Leon Kruger, General Manager Infrastructure & Operations
Meeting Date:	21/07/2021
Attachments:	A: PA2021.0158 - Letter of Comment

Executive Summary

The purpose of this report is to provide to Council a summary of planning and development applications received, and comments provided, for the period of 1 to 30 June 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	1
Extensions of Time	0
Mining Applications	0
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	0
Water Extraction Applications	0
Clearances for Development Conditions	3
Stormwater/Driveway Plan Reviews	22
Works Permits	13

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

Recommendation

THAT Council:

1. receives the June 2021 Summary Planning and Development Report and;
2. notes for information the responses provided to relevant agencies within **Attachment A** 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	1
Note: Additional detail is provided below on all development applications.	

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

Development Applications supported, subject to normal Council conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2021/0158 Lot 00007 Hundred of Bagot, 5 Irwin Rd, Virginia NT and Lot 00008 Hundred of Bagot, 90 Virginia Rd, Virginia Attachment A	Application for a Subdivision to Create Two Lots (Boundary Realignment) Litchfield Council <u>does not object</u> as the subdivision reflects a realisation of the existing boundary as it is currently fenced. As such, though the proposal does not meet the minimum lot size (specified for land zoned as Rural Living), pursuant to clause 6.3.2 of the NT Planning Scheme, the subdivision does not result in an increased lot yield and an existing boundary encroachment by a building is remedied.

LIQUOR LICENCE APPLICATIONS

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

Address and Attachment Reference	Purpose and Summary	Comments Provided
Nil	-	-

WATER LICENCE APPLICATIONS

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

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

No. Water Licence Applications
Nil

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 include driveway crossover plans, stormwater drainage plans, environmental management reports, traffic impact assessments, and infrastructure designs. The following table notes the number of requests for assessment received by Council for clearance of conditions for plans/ reports/drawings during the noted period.

No. Requests for Assessment of Plans/Reports/Drawings for Clearance of Development Permit Conditions	
1 - DP18/0508C, Telstra ; Clearance of General Condition(s)	740 Girraween Road, Girraween, Hundred of Strangways
2 - DP18/0231, Telstra ; Clearance of General Condition(s)	70 Kinnerley Road, Virginia, Hundred of Strangways
3 - DP12/0330B, Helga's Pet Resort , Clearance of General Condition(s)	25 Francesca Circuit Virginia, Hundred of Strangways

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

No. Building Certification Applications
22

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
13

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

9 June 2021

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

RE: Letter of Comment Development Application

PA2021/0158

Lot 00007 Hundred of Bagot, 5 Irwin Rd, Virginia NT and Lot 00008 Hundred of Bagot, 90 Virginia Rd, Virginia NT – Subdivision to Create Two Lots (Boundary Realignment)

Thank you for the Development Application referred to this office on 28 May 2021 concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) There are not expected to be any adverse effects upon the amenity of the adjoining neighbourhood as a result of the proposal.
- b) There are not expected to be any adverse effects upon Council infrastructure as a result of the proposal.
- c) Though the proposal does not meet the minimum lot size specified for land zoned as Rural Living, pursuant to clause 6.3.2 of the NT Planning Scheme, the subdivision does not result in an increased lot yield and an existing boundary encroachment by a building is remedied.

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

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

Note: Design drawings shall be approved by Litchfield Council prior to construction if works are required.

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

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

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

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

Yours faithfully



Mark Hogan
Project Management
Planning Program Leader



COUNCIL REPORT

Agenda Item Number:	15.03.02
Report Title:	Place Names – Revised Road Name for Subdivision at 200 Trippe Road North, Humpty Doo
Author:	Rodney Jessup, Manager Infrastructure and Assets
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	21/07/2021
Attachments:	A: Original letter of support B: Proposed Names and origin C: Map of New Road

Executive Summary

The purpose of this report is to refer to Council a revised request for comments for a submission to the NT Place Names Committee for the naming of a new road in the new subdivision at 200 Trippe Road North, Humpty Doo.

Support was sought from Council at the December 2020 Ordinary Council Meeting and a letter provided to the applicant detailing Council's support for the name given the historical significance as detailed in Attachment A. The applicant has since discussed with Place Names and would like to revise their submission and add additional names for consideration so that should Place Names decline the preferred option there are alternate options available.

It is noted that naming rules as stipulated in the Guidelines for NT Place Naming are supported by Litchfield Council. However, based on the previous resolution at the December 2020 Ordinary Council Meeting it is recommended that Council support the following road names on the basis that Council's Place Names Policy (INF04) makes an allowance for special circumstances in item 4.3 *to honour an individual considered to have made a significant historical contribution within the Litchfield Council Municipality* which is contradictory to the Guidelines for NT Place Naming. Details of the origin of the names are contained in Attachment B. A map of the road is in Attachment C.

Recommendation

THAT Council:

1. resolve to support the proposed road names for the road within the subdivision at 200 Trippe Road North, Humpty Doo as follows.

	Preferred	Alternate 1	Alternate 2
Name	Nelly	O'Loughlin	Aldebaran
Designation	Place	Place	Place/ Court

2. provide a letter of comment to the applicant detailing the above resolution, including recognising that the names may not meet the Guidelines for NT Place Names but is

considered to be consistent with Council's Place Names Policy which makes an allowance for special circumstances to honour an individual considered to have made a significant historical contribution within the Litchfield Council municipality.

Background

In March 2016, a Development Permit was issued to subdivide 200 Trippe Road North, Humpty Doo, into four lots with a new central cul-de-sac road to service the new lots, as shown in Attachment C. As with all roads in new subdivisions, it is planned that Council will take over the road once the road is constructed in accordance with Council's technical standards and the subdivision is completed.

The developer of the subdivision, Alderbaran Contracting, is requesting comment from Council, in accordance with Council Policy INF04 Place Names and the NT Place Names Act 1967, to name the new road.

The developer originally proposed "Nelly's Place" as the name of the new road, to honour Nelly (Helen) Skewes. Provided history indicates she was an early settler in the Humpty Doo area, building and owning the Humpty Doo Pub and local shop on the Stuart Highway before originally subdividing the underlying block that is the subject of the current subdivision. She also served a term as a Councillor for the then Litchfield Shire Council.

Through discussion by the developer with Place Names NT, it was decided not to proceed with the submission of the name as it would certainly be rejected. Unfortunately, the proposed name does not meet the NT Place Names Guidelines as the Guidelines support only the use of surnames and do not support the use of apostrophes within a place name. Further, NT Place Names will choose the identifying road type (i.e. Place, Street, Road) based on the Australian Standards 4819 for Rural and Urban Addressing. The developer has since revised the proposed names so that they are more suitable to the guidelines.

Council's Policy INF04 Place Names supports the NT Place Names Guidelines and the restrictions they impose on the naming of new places, while noting that it is the decision of the NT Place Names Committee to determine a name. A proposed change to Council policy was presented to Council in a separate report at the December 2020 Council meeting to consider amendments to the Place Names Policy. This proposed policy change would mean that in special circumstances, Council may consider supporting a proposed name that is not in accordance with the Guidelines for NT Place Naming to honour an individual considered to have made a significant historical contribution within the Litchfield municipality. In that instance, upon request from NT Place Names, it was recommended that Council provide commentary to the applicant recognising that Council's support is not in accordance with the Guidelines for NT Place Naming. It was also recommended Council provide justification for Council's support for the proposed name based on the consideration that the proposed name is consistent with Council's Place Names Policy which makes an allowance for special circumstances in item 4.3, to honour an individual considered to have made a significant historical contribution within the Litchfield Council Municipality.

Links with Strategic Plan

A Great Place to Live - Development and Open Space

Legislative and Policy Implications

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

Risks



Community

There is a moderate risk to Council’s reputation should the community perceive that Council is acting outside of its standard policies to favour particular individuals.

Community Engagement

Not applicable to this report.



10 December 2020

Danny Skewes
danny@aldebaranco.com

Naming of Road – Subdivision at 200 Trippe Road, Humpty Doo

At the Litchfield Council meeting on 09 December 2020, Council resolved the following:

THAT Council:

1. Resolve to support the proposed road name Nelly's Place for the road within the subdivision at 200 Trippe Road North, Humpty Doo; and
2. Provide a letter of comment to the applicant detailing the above resolution, including recognising that the name does not meet the Guidelines for NT Place Names and providing reasons for Council's deviation from those Guidelines.

Council has supported the name "Nelly's Place" for the new road within the subdivision at 200 Trippe Road.

Council acknowledges that the proposed name is not in accordance with the Guidelines for NT Place Names which does not support the use of given names as road names.

The name Nelly's Place is proposed to honour Nelly (Helen) Skewes. Provided history indicates she was an early settler in the Humpty Doo area, building and owning the Humpty Doo Pub and local shop on the Stuart Highway before originally subdividing the underlying block that is the subject of the current subdivision. She also served a term as a Councillor for the then Litchfield Shire Council. Councillors were supportive of honouring a woman of local historical significance to the locality.

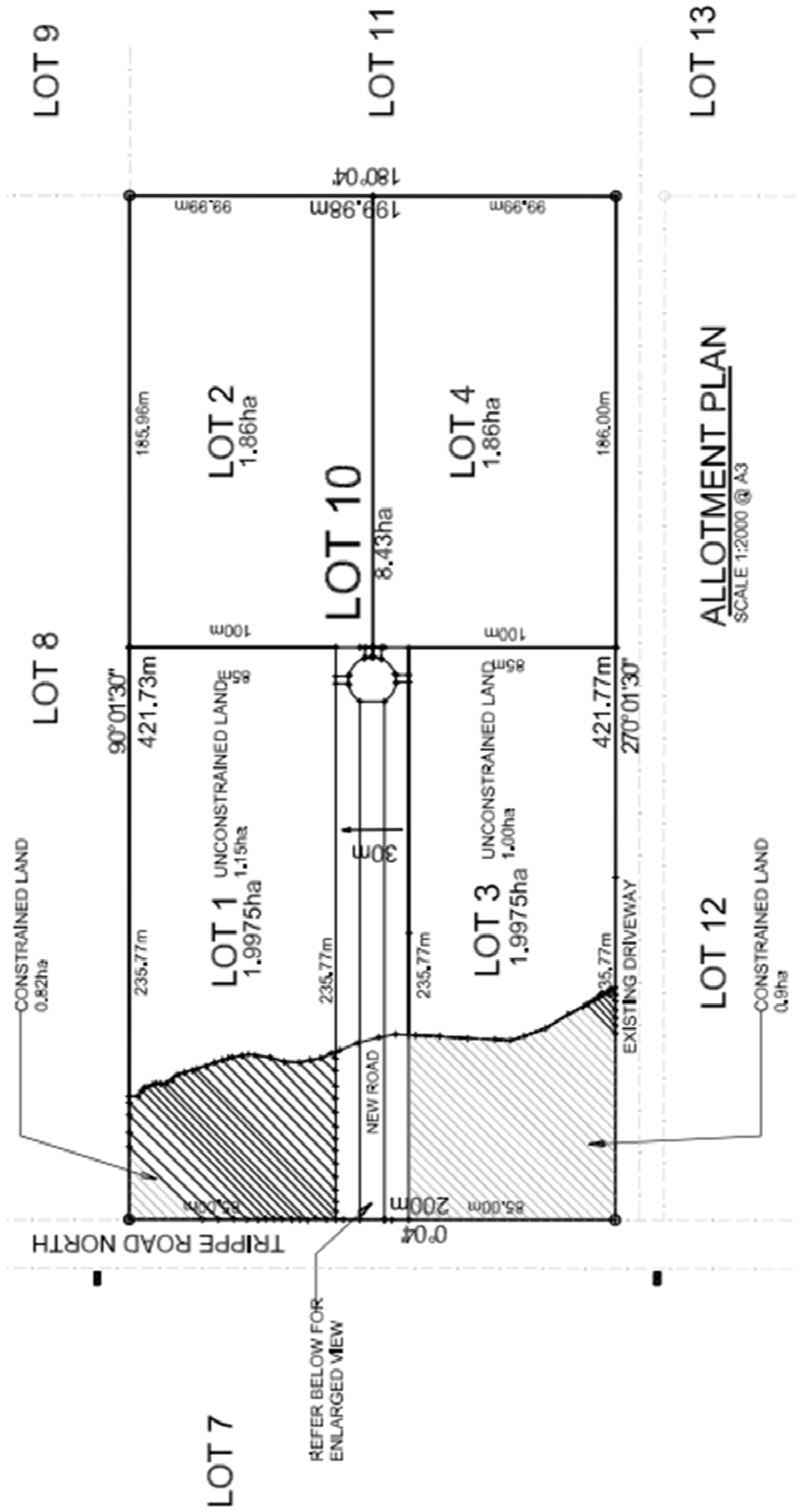
If you have any questions regarding this matter, please do not hesitate to contact Council on 08 8983 0600.

Yours faithfully

Wendy Smith
Manager Planning and Regulatory Services

PROPOSED NAME FOR CONSIDERATION

Place Type	Road within subdivision off secondary road		
Current Address	200 Trippe Road North, Humpty Doo		
Parcel			
Land owner/ Developer	Daniel Skewes		
	Road Name	Supplementary	Supplementary
	<i>Preferred</i>	<i>Alternative 1</i>	<i>Alternative 2</i>
	Nelly	O'Loughlin	Aldebaran
Designation type	Place	Place	Place / Court
Theme			
Origin, history and / or biography (max 500 words)	Helen "Nelly" Skewes completed the original subdivision of the property to which the subdivision is constructed on. Ran the original Humpty Doo Shop & Pub	Maiden name of Helen Skewes	The name of the star which forms the eye of Taurus. Helen was an avid star gazer and this was one of her favourite stars. This also is the name of the business which completed the subdivision.
Commemorative word or name?	Name	Name	Word
Location of duplications if any		O'Loughlin Road, Durack, Palmerston	





COUNCIL REPORT

Agenda Item Number:	15.03.03
Report Title:	Palmerston Environs Subregional Land Use Plan Discussion Paper
Author:	Mark Hogan, Project Management Program Leader
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	21/07/2021
Attachments:	A: Litchfield Council - PESLUP Discussion Paper Submission 20210615 B: PESLUP Letter - Litchfield Council resolution 20210621.pdf

Executive Summary

The purpose of this report is to inform Councillors on the communications from Litchfield Council to the Northern Territory Planning Commission regarding stage one of the *Palmerston Environs Subregional Land Use Plan* (PESLUP). Two submissions have been made.

This includes a formal Litchfield Council submission for the Palmerston Environs Subregional Land Use Plan Discussion Paper, and a letter from the Litchfield Council Chief Executive Officer, Daniel Fletcher, directly to Dr David Ritchie, Chairman of the Northern Territory Planning Commission. This letter was submitted to communicate the unanimous resolution from the Ordinary Council meeting held on Wednesday 16 June 2021.

Both submissions call out the naming of the PESLUP as being too strongly associated with Palmerston City Council at the expense of Litchfield Council, which is a matter of concern that has garnered significant community feedback. The submissions further note that whilst being supportive of a strategic plan for the region under study, Litchfield Council must continue to serve as the service municipality for all areas that are currently incorporated into Litchfield Council local government area.

Recommendation

THAT Council endorse the submissions to the Northern Territory Planning Commission in relation to the Palmerston Environs Subregional Land Use Plan Discussion Paper which are attached to this report.

Background

As part of stage one of the *Palmerston Environs Subregional Land Use Plan* (PESLUP), the Northern Territory Planning Commission has sought feedback on a discussion paper summarising the issues the PESLUP will respond to and address.

Litchfield Council has provided two separate submissions (Attachment A and Attachment B) noting it supports the ongoing strategic works being undertaken for PESLUP. Much of the work being undertaken reflects areas of urbanisation forecast in the *2016 Litchfield Subregional Land Use Plan*.

However, in its submission Council strongly advocates for a change in title to more truly reflect areas of study being within the Litchfield Council municipality. As well as the study title focussing on Palmerston City, it was submitted that the in-text descriptions of transport corridors, as well as social and economic infrastructure, disregard the existing links within Litchfield Council Areas.

The submissions note serious local concern within the community with how the study areas are reflected in imagery, with the many community members troubled with how their areas are associated within the study boundaries without indication that the areas in question are within Litchfield Council.

As such, it was submitted that there be a more overt representation of the Litchfield Municipality in mapping imagery used within future PESLUP drafts.

Litchfield Council expressed in the submissions that it fully expects to continue to be engaged with on the project into the future.

Links with Strategic Plan

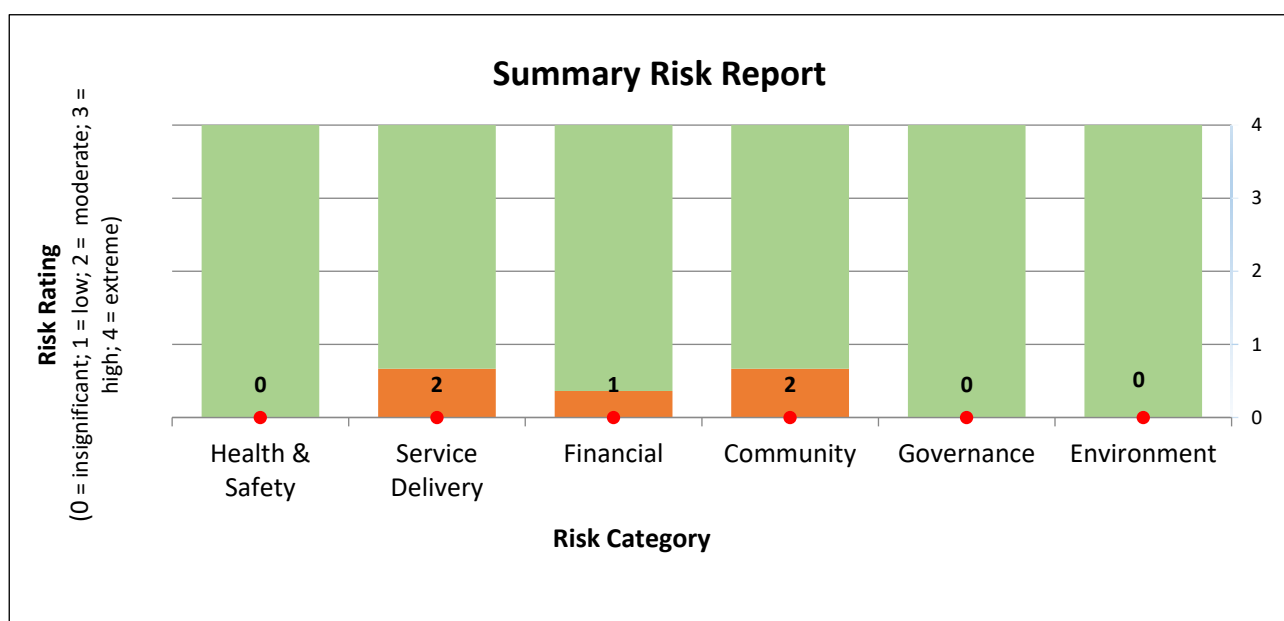
A Great Place to Live - Development and Open Space

Legislative and Policy Implications

Strategic planning for Litchfield Council's future urbanised areas.

Maintaining Litchfield Council incorporated lands as part of the Litchfield Municipality

Risks



Service Delivery and Financial

Risks of not endorsing the submission include a limitation of the ability to service what remains of Litchfield Council area if urbanised areas are excised for incorporation to Palmerston City Council.

Community

There may be some community concerns raised regarding the submission committing Litchfield Council to working with the Northern Territory Government on the urbanisation of the areas nominated.

Community Engagement

A Community Meeting was held on Saturday 12 June 2021 in relation to the *Palmerston Environs Subregional Land Use Plan*. The community feedback received from this meeting was submitted to the Northern Territory Planning Commission via a letter from Litchfield Council CEO Daniel Fletcher, on Monday 21 June 2021.

21 June 2021

NT Planning Commission
haveyoursay.nt.gov.au
PESLUP, GPO Box 1680
Darwin NT 0810

Palmerston Environs Subregional Land Use Plan Discussion Paper

Thank you for the invitation to provide a submission on the discussion paper relating to Stage One of what is currently known in draft form as the '*Palmerston Environs Subregional Land Use Plan*' (PESLUP).

This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council welcomes the strategic work being undertaken, specifically regarding the proposed development of approximately 5,000 new lots in the Holtze and Kowandi areas of the Litchfield municipality. Council further appreciates the opportunity to discuss the role Council has in supporting this on an ongoing basis. Council must play a central role in meeting this land use challenge by contributing to the long-term plan.

Council has long recognised that Litchfield's proximity to established and developing urban infrastructure will inevitably increase demand for urban development in the municipality, and notes this is consistent with the message put forth in the '*Litchfield Subregional Land Use Plan 2016*' (LSLUP).

The LSLUP clearly identified that most of Litchfield's growth will occur in urban and peri-urban areas such as Holtze and surrounds. Council has taken seriously the need for planning to coordinate efficient development to meet the needs of both existing and future residents and is unanimous in the embrace of its role in servicing this community.

Council objects to the emphasis in the PESLUP discussion paper linking the proposed Holtze-Kowandi North development solely to activity relating to central Palmerston, neglecting to describe the relevant existing linkages with other adjacent areas.

There should be a greater focus on the relationship between Holtze-Kowandi North and the social and economic hubs present in other Litchfield activity centres and employment regions, including but not limited to Coolalinga-Kowandi South, Howard Springs and the Robertson Barracks.

These major employment regions are currently central to the operation of the Litchfield local government area, and Council is committed to strengthening these in order to further support the municipality's ongoing capability for the provision of services.

Council submits that the draft title of the PESLUP discussion paper does not reflect the current and future centrality that these areas play as an important social and economic driver for the Litchfield Council area. It is the strong preference that this name be corrected in future iterations.

An appropriate name emphasising that the purpose is to address strategic themes such as population and housing growth, transportation and movement, as well as social and service infrastructure would be inclusive of Litchfield municipality. Currently the name suggests PESLUP is an initiative to expand the City of Palmerston, ignoring that all of the focus areas (Holtze, Kowandi, and Virginia) are actually located in the Litchfield municipality.

Potential naming solutions include:

- Litchfield Environs Subregional Land Use Plan
- Greater Darwin Environs Subregional Land Use Plan
- Palmerston City and Litchfield Council Environs Subregional Land Use Plan

Council notes that many community objections and concerns have been raised directly regarding the potential incorporation of Litchfield Council lands into the City of Palmerston as a result of the following.

- The title, 'Palmerston Environs Subregional Land Use Plan' has created speculation that the intention of this exercise is to support extending the City of Palmerston boundaries at the expense of the Litchfield municipality.
- At present the PESLUP discussion paper exclusively describes linkages between the Holtze-Kowandi North development (which is situated within the Litchfield Council boundary) solely to the Palmerston city centre without describing the linkages with other areas in the Litchfield Council boundaries.
- Recent Northern Territory Government media releases created misleading information by characterising the suburbs of Holtze and Kowandi as "near" the City of Palmerston without reference to Litchfield Council, and to be therefore serviced by that local government.

It is noted that the Chief Minister, Michael Gunner, is on record stating that the Holtze-Kowandi development is situated within and is therefore part of Litchfield Council.

One step to address these concerns when using imagery could be to clearly delineate maps with boundary colour, crosshatching or otherwise, to show the PESLUP study areas that are within the Litchfield municipality.

Whilst transport and service infrastructure corridors within the study area exist to other local government areas as well as to those in Litchfield Council, for Litchfield Council locations to remain as such is entirely consistent with any other urban jurisdiction in the nation. Across Australia, metropolitan populations are serviced side by side between multiple local governments.

This is a mature approach that recognises change occurs to enable growth, and Council is perfectly capable of adapting to meet this new dynamic. Major Territory community infrastructure assets, such as the fire station and hospital which service the populations of Palmerston and surrounds, already exist within the Litchfield municipal boundary.

Council is proud to comprise areas of vast ecological importance and environmental beauty, and the LSLUP set aside extensive districts where the cherished rural lifestyle can be enjoyed. The strategic areas relevant to PESLUP are not those included in the preservation of rural living.

If Litchfield Council's important urban organs are cut away with prejudice to the municipality existing simply to maintain rural amenity and lifestyle choice, the potential loss of revenue would severely impact on Council's ability to exist to serve what remains of Litchfield.

This Council must be identified as playing a major role in informing the development of any strategy to address the planned population and housing growth coming to the region. Litchfield Council takes seriously its role in not only protecting the natural environment, but also in ensuring delivery of an effectively connected transport network linked to well-staged social and service infrastructure.

In summary, Council supports the ongoing strategic works being undertaken for PESLUP. Council strongly advocates for a change in title and use of imagery to better reflect the relevant areas of study being within the Litchfield Council municipality. Litchfield Council looks forward to continuing to be involved with this project and planning for growth into the future.

Please feel free to contact me should you require any further discussion in relation to this response.

Yours faithfully



Leon Kruger

General Manager Infrastructure and Operations

21 June 2021

Dr David Ritchie
Northern Territory Planning Commission
GPO Box 1680
DARWIN NT 0801

Dear Dr Ritchie

**Feedback from the Community Meeting held Saturday 12 June 2021
Palmerston Environs Subregional Land Use Plan**

Firstly, we would like to extend our gratitude for the attendance of the Northern Territory Planning Commission (“**NTPC**”) staff at the community meeting organised by Kezia Purick MLA.

Our community appreciates your commitment to hearing the sensitivities associated with this proposed land use plan and we are grateful for the time taken to listen to those concerns in-person.

As a matter of interest, Litchfield Council at its Ordinary Council meeting held on Wednesday 16 June 2021 unanimously passed a resolution stating:

THAT Council:

1. *receives and notes the Mayor’s notice of motion including the status update and actions taken in response to the proposed Holtze and Kowandi developments;*
2. *records publicly that Council has expressed strong concern to the Northern Territory Government about the decision to allocate unincorporated land into the City of Palmerston, prior to engaging relevant stakeholders and any community members;*
3. *agrees to continue advocating for all areas within Litchfield municipality to remain;*
4. *continue to actively contribute to Northern Territory Planning Commission processes so that any developments within Litchfield municipality contain the planning principles identified in the approved Litchfield sub-regional land use plan; and*
5. *after having considered feedback from the community meeting held with the Northern Territory Planning Commission staff and the Litchfield community on Saturday 12th June 2021, approve the Chief Executive Officer to formally submit feedback to the Northern Territory Planning Commission requesting the following two amendments:*
 - a) *the title of the document ‘Palmerston Environs Subregional Land Use Plan’ be changed to a more suitable and appropriate title reflecting that the proposed developments fall within Litchfield Council boundaries.*
 - b) *the outer boundary of the proposed area be amended to a more suitable and appropriate boundary which reflects that the proposed developments fall within Litchfield Council boundaries, and*
 - c) *Council seeks an extension of time for providing additional comment on the Northern Territory Planning Commission document.*

The salient points from the meeting which we believe require formal follow-up through this correspondence include two key matters (1) changing the title of the plan and (2) the map associated with the plan.

1. Changing the Title of the Plan

As you would have been able to discern from the questions and concerns of the community members present at the meeting, the current title of the plan – Palmerston Environs Subregional Land Use Plan – has created speculation that the intention of this exercise is to support extending the City of Palmerston boundaries at the expense of Litchfield municipality.

It is largely accepted, and as was explained at the meeting, that the NTPC does not have the remit to extend Local Government boundaries. Nevertheless, these documents accompanied with previous Northern Territory Government media releases have reflected misleading information which has characterised the suburbs of Holtze and Kowandi as ‘near’ and to be serviced by the City of Palmerston.

A more appropriate name which clarifies that this plan is to address the population growth and housing strategy in the outer Darwin/Palmerston areas would be more suitable. Especially noting that all of the focus areas (Holtze, Kowandi, and Virginia) are actually located in Litchfield municipality.

Potential suggestions include:

- Litchfield/Palmerston Environs Subregional Land Use Plan
- Greater Darwin Environs Subregional Land Use Plan

Your support and acknowledgement of the need to amend the title has also been welcomed by the community. If required, Litchfield Council would welcome the opportunity to further play a key stakeholder role in determining the most suitable title of the document.

2. The Outer Boundary and Map Associated with the Plan

It is acknowledged that the proposed areas of Holtze, Kowandi and Virginia South-West are focus areas within the plan and are most suitable for infill development that will connect into existing services from within the City of Palmerston but also from Litchfield municipality including the regional hospital and rural fire station and the proximity and linkage with the Howard Springs village.

When using imagery, clearly delineating maps with boundary colour, crosshatching or otherwise, to show the PESLUP study areas that are within the Litchfield municipality, would go some way to addressing these concerns.

A further submission from Litchfield Council will be forthcoming that will, in more detail, address the mapping and imagery sensitivities.

In reference to the Council resolution, specifically 5 c), Council seeks that where possible, accommodations be made for any late submissions (within reason) from community members to this engagement process. This process has unfortunately been conflated with other proposed boundary changes and the subject matter and intention of the planning document is, at least to the lay person, complicated at best.

I think it is fair to say there has been a palpable sense of disappointment about this document (including the corresponding media releases) and the planning process marginalising the Litchfield council and community. To be frank, the feedback from the community impacted is one of disbelief.

Litchfield Council has enjoyed a strong partnership with the NTPC and is committed to enhancing this strong working relationship as we move forward and create meaningful change for the Litchfield municipality, which includes supporting the growth of greater Darwin. Council's detailed formal submission in response to the discussion document will be provided through the announced submission process and by the due date.

If you would like to discuss this matter further, please contact me at any stage on 8983 0612.

Yours sincerely,

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

Daniel Fletcher
Chief Executive Officer

Cc: Mayor Maree Bredhauer

Cc: Kezia Purick, MLA Member for Goyder, Gerard Maley, MLA Member for Nelson



COUNCIL REPORT

Agenda Item Number:	15.03.04
Report Title:	Thorak Regional Cemetery Master Plan 2021 Addendum
Author:	David Jan, Manger Infrastructure and Environment
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	21/07/2021
Attachments:	A: TRC 2015 Masterplan B: TRC Masterplan 2021 Addendum

Executive Summary

The Thorak Regional Cemetery 2015 Master Plan was adopted by Council Administrator in 2015. This report provides an addendum to the 2015 Master Plan that updates projects identified in the 2015 Master Plan and provides recommendations for new projects as well as the removal of completed projects or projects that are no longer required. This addendum will inform the next update of the Thorak Regional Cemetery asset management plan.

Recommendation

THAT Council adopt the addendum to the Thorak Regional Cemetery 2015 Master Plan.

Background

The Thorak Regional Cemetery (TRC) 2015 Master plan (Attachment A) is the guiding document by which Litchfield Council will undertake the enhancement and ongoing development of TRC as the primary site for burials and bereavement services in the Top End.

Four areas have been opened since 2015 to accommodate growth and demand. The following table compares the current TRC layout with the concept plan on page 24-25 of the TRC 2015 Master Plan.

TRC Upgrades since 2015	Concept plan reference (pg 24-25)
Expansion of monument.	This expansion is consistent with item G of the Concept plan.
Expansion of the flush plaque area.	This expansion is consistent with item I of the Concept plan.
Creation of a Jewish interment section.	This expansion is not consistent with the Concept plan and is located in what was identified as a headstone expansion area. (See area H on page 25 of the 2015 Master Plan)

TRC Upgrades since 2015	Concept plan reference (pg 24-25)
Creation of a Timorese memorial.	This expansion is not consistent with the Concept plan and is located in what was identified as a cremated remains interment area. (See area X north of the Garden of Remembrance area P, on page 25 of the 2015 Master Plan)

Following a workshop with TRC staff, the project list proposed in the 2015 Master Plan was reviewed considering progress to date in implementation and the changing needs of the site and community. A standalone addendum to the 2015 Master Plan has been developed (Attachment B) which provides an update as to the progress of implementing the projects and proposes reprioritisation of some projects as well as several new projects that will advance the implementation of the Plan. A separate table is provided that identifies projects that have been completed or are no longer required.

Links with Strategic Plan

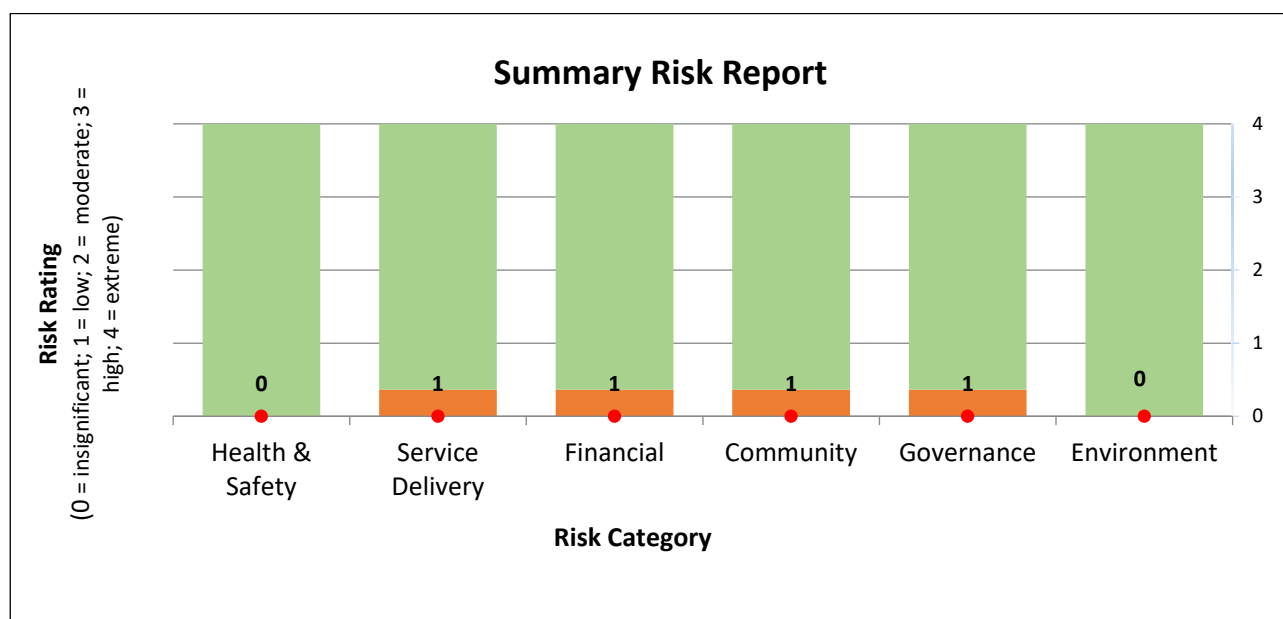
A Well-Run Council - Modern Service Delivery

Legislative and Policy Implications

Council is responsible for the care and control of TRC as per the Northern Territory Cemeteries Act.

Proposed projects have been allocated indicative budgets however more detailed budgets will be developed prior to submission for inclusion into future budget deliberations

Risks



Service Delivery

Implementation of the TRC Master Plan projects will gradually increase service levels. Some minor interruptions to service delivery may be experienced during implementation of some projects. Not implementing the Master Plan will have a greater impact on service delivery in the long term.

Financial

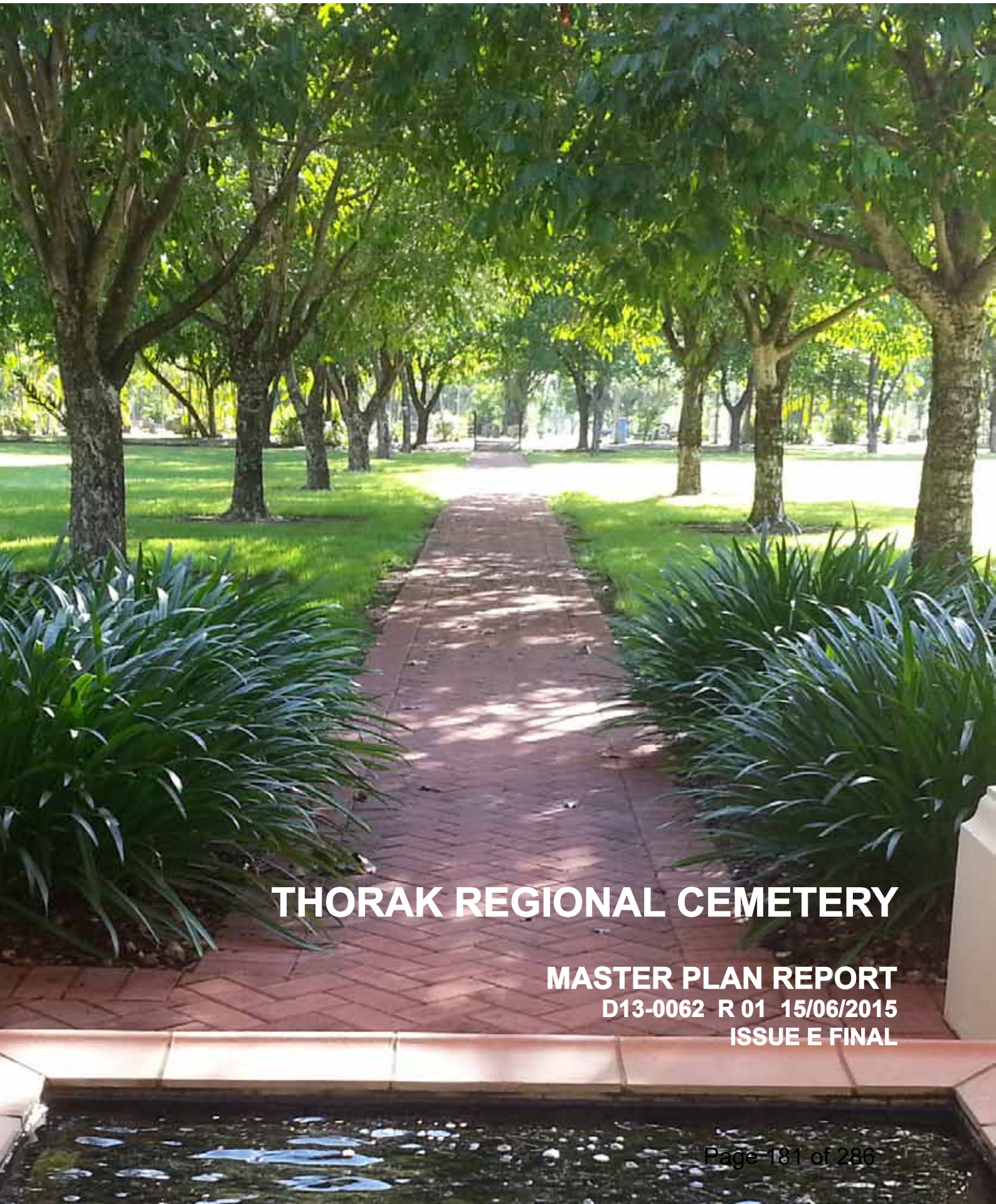
Implementation of the Master Plan projects will require financial outlay however, projects that facilitate the opening of new areas will contribute to an increase in income.

Community

Using the Master Plan as a guiding document provides the community with confidence that Council is operating within approved plans and policies.

Community Engagement

Consultation was conducted in the development of the 2015 Master Plan. This paper provides an update to the approved projects and provides further recommendations. No further community consultation has taken place regarding these updates.



THORAK REGIONAL CEMETERY

MASTER PLAN REPORT

D13-0062 R 01 15/06/2015

ISSUE E FINAL

Cover Image:
Garden of Angels, Thorak Regional Cemetery

THORAK REGIONAL CEMETERY MASTER PLAN REPORT

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INTRODUCTION AND BACKGROUND



Lawn headstone memorial section

INTRODUCTION AND BACKGROUND

PROJECT BACKGROUND

Thorak Regional Cemetery is the most recent cemetery established in the greater Darwin region. It occupies a 26 hectare site and will be the primary location for bereavement services well into the 22nd century. Thorak Regional Cemetery opened in 1988 and was managed by a tripartite body of local governments consisting of Palmerston, Litchfield and Darwin. The crematorium facility was built in 1990, at the time it was the only crematorium facility in the Northern Territory. In 2008 Litchfield Council was given full responsibility for managing Thorak Regional Cemetery.

Thorak Regional Cemetery faces the same challenges as many cemeteries around the country of an increased population of diverse cultures and changing trends in ceremonial and burial practices. Litchfield Council want to address these challenges creatively and sensitively. The Council wants to explore opportunities that will enhance the overall experience and quality of service through a Master Plan. The Master Plan will set the vision and framework for how the cemetery is to be developed to meet the present and future needs of the greater Darwin community. The Master Plan is accompanied by a Business Plan that will set out the financial strategies to deliver on the objectives of the Master Plan.

The key objectives of the project are to:

- Develop a concept design for improvement and expansion that builds upon existing uses and features.
- Identify design options that can be considered over the long term expansion of the cemetery to provide increased capacity.
- Provide indicative costs and implementation priorities.
- Parallel and integrated with the Master Plan is the Business Plan which will analyse and report on the financial feasibility of the cemetery.

PURPOSE OF THE REPORT

The purpose of the Thorak Regional Cemetery Master Plan Report is to:

- Present the site analysis findings in written and graphic form.
- Incorporate ideas borne out of the consultation.
- Produce a vision for the future of Thorak Regional Cemetery that is underpinned by 4 key strategies and realised through a series of projects.
- Provide staging, priority and cost information, linked to the Business Plan.

PROJECT METHODOLOGY

The following methodology has been adopted to prepare the Master Plan:

- Site visits and analysis of existing features and facilities.
- Consultation with the community, key stakeholders and Litchfield Council Project Steering Committee.
- Development of a Master Plan Concept inclusive of plans, perspectives, priorities and indicative costs.
- Following review and stakeholder input, finalisation of the Master Plan.

SITE CONTEXT



Surrounding bush character of the site

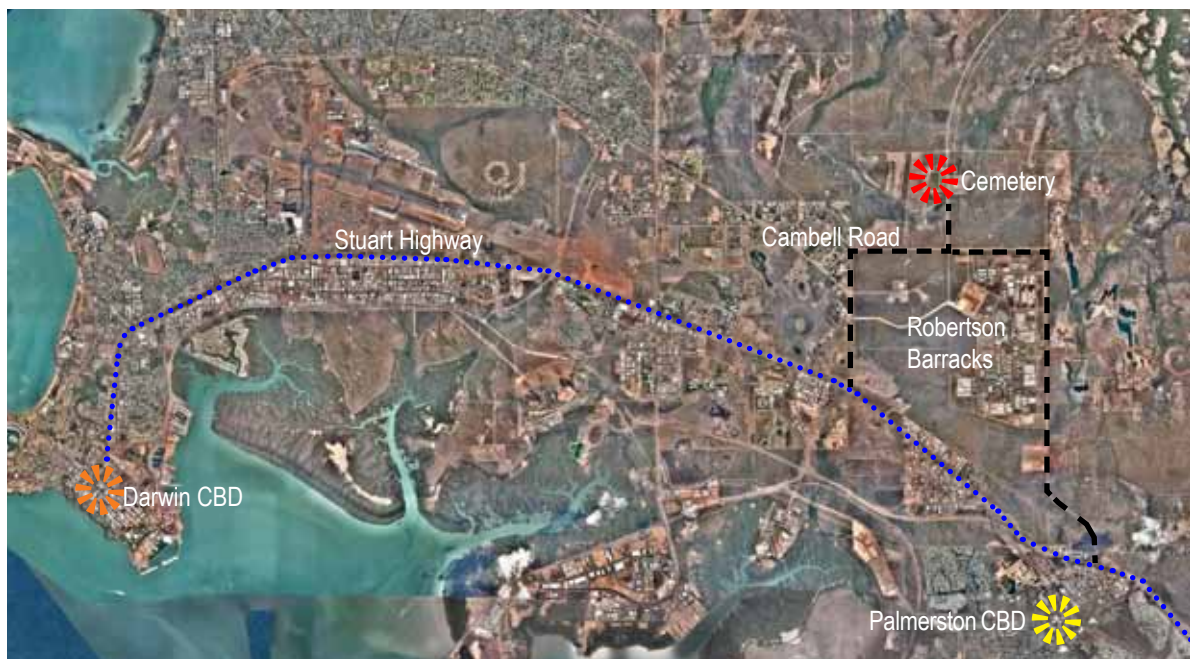
SITE CONTEXT

REGIONAL CONTEXT

Thorak Regional Cemetery is located on Deloraine Road in Knuckey Lagoon, next to the Robertson Barracks. It can be accessed via McMillans Road and the Stuart Highway and is approximately 15km from the Darwin CBD and 8km from Palmerston CBD. The Cemetery is a nondenominational cemetery, however the provision for burial in denominational areas exists for those of the Muslim, Orthodox and Baha'i faith. The nondenominational areas consists of lawn interments, restricted memorial interments and memorial interments. The Cemetery has a crematorium and Chapel for those choosing to be cremated, and a separate children's area, interment walls and memorial gardens.

LOCAL AND SITE CONTEXT

The existing cemetery is located on the south eastern side of the site where rectangular burial lawns are accessed from a main access road leading to the office and chapel. The developed site today occupies less than 50% of the available land. Due to the relatively recent opening of the cemetery, the area is yet to establish a strong and lasting character. The site is surrounded by remnant bush, and cleared agricultural land.



Site context map (Not to scale)

SITE ISSUES ANALYSIS AND CONSTRAINTS



Established shade in nominated expansion sections

SITE ISSUES ANALYSIS AND CONSTRAINTS

The site has been analysed under 4 framework headings:

- Land use and existing facilities
- Access, circulation and wayfinding
- Character and experience
- Infrastructure, management and maintenance

LAND USE AND EXISTING FACILITIES

Burial and Memorial Types

The following lawn burials and memorials are available at Thorak Regional Cemetery:

- Section A is a nondenominational lawn cemetery. A formal lawn area of grass covered graves with tablet style markers on a concrete base.
- Section B is a nondenominational lawn area with two separate sections. Memorials in this section can be a plaque or a headstone limited to a maximum size of 700mm in height. The memorial is placed on a concrete beam.
- Section C and D are nondenominational sections. Memorials in this section can be headstones, tombstones or monuments limited to 1.8m high and are often constructed to cover the whole grave.
- Muslim section. An open lawn area. Memorials in this section are restricted to flat or tablet style plaques only and do not protrude over the grave.
- Baha'i section. Memorials in this section are restricted to flat or tablet style plaques only, set on a concrete base.
- Orthodox section. Memorials in this section can be headstones, tombstones or monuments limited to 1.8m high and often cover the complete grave.
- Garden of Angels. The special area is set aside as the children's cemetery and is comprised of two sections. Section A, for children 10 or under. Memorials in this section are restricted to flat granite or bronze plaques, attached to a concrete beam. Section B, for children 10 or under. Memorials in this section can be a plaque or a headstone limited to a maximum size of 700mm in height. The memorial is placed on a concrete beam. In the middle of these two sections, families are provided an area of shade, benches and a water feature.
- The Memorial Palm Garden is set aside for the interment of cremated remains or memorials. This area features engraved bronze plaques in a garden setting. Two Niche Walls are located in this area.
- The Courtyard of Tranquillity. Allows for the interment of cremated remains. One section allows for single interments and a bronze plaque. Another section will permit up to four interments, along with a small upright headstone. A columbarium is located in the centre of the courtyard.



Section B



Section C



Garden of Angels



Memorial Palm Garden



Office and Operations Shed

Facilities

The office building is small and hard to navigate around. The maintenance operations shed is situated at the entry of the cemetery and is visually prominent on arrival. The Chapel and crematorium are located almost in the centre of the site. Although recent renovations have been made the Chapel does not cater well to large functions and is lacking in shade and space for congregations outside of the building. Public toilets and a bubbler are housed within the facility with external access.

Expansion Area

The northern area of the site is earmarked for future development of the cemetery. There is a bore and retained bushland in the north eastern corner of the site.

LAND USE AND EXISTING FACILITIES

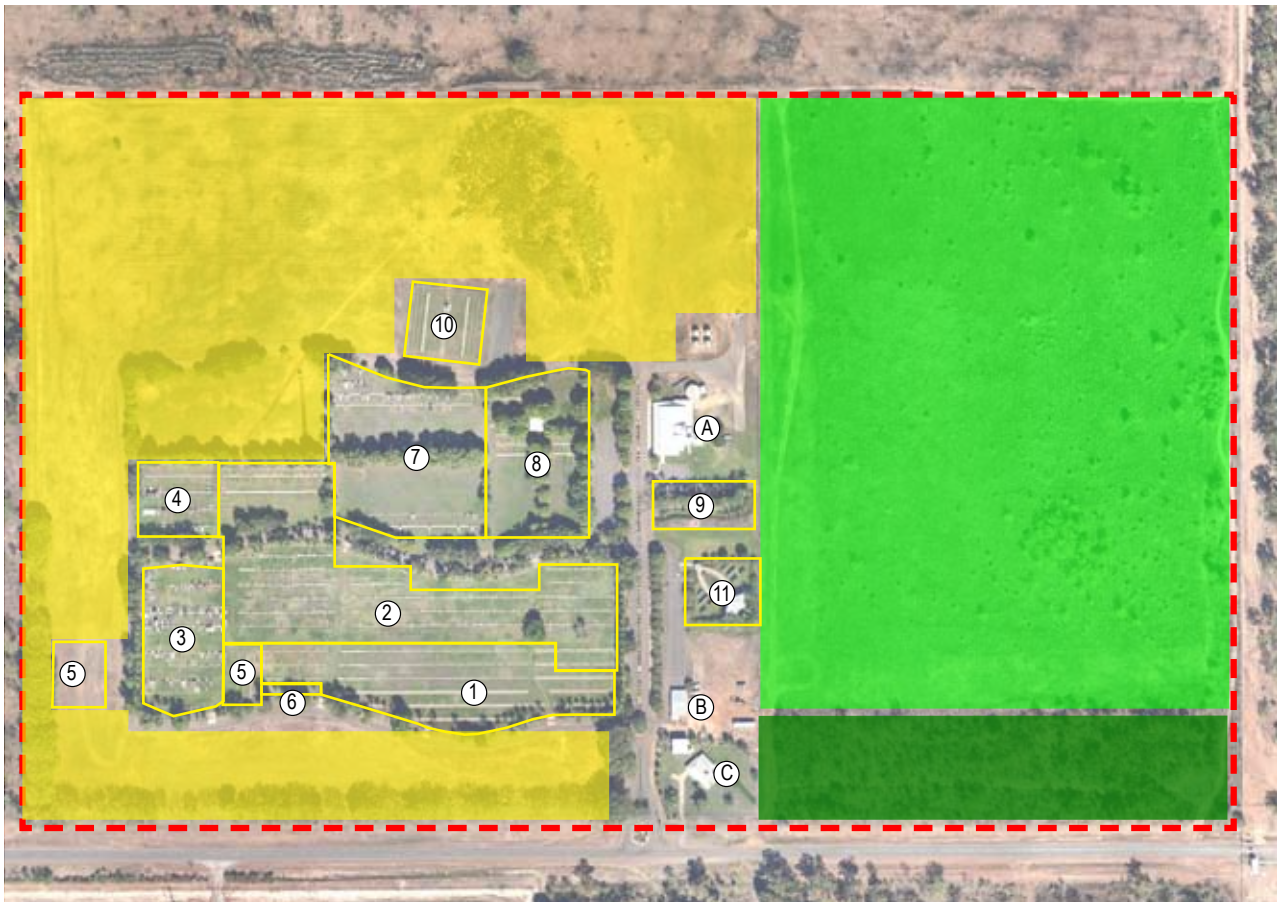
Key issue summary / potential design responses:

- A variety of burial and memorial options should be retained and expanded as part of future development.
- Use of the public facilities such as the toilets can disrupt private services.
- Current rates of interment indicate the expansion area to the north of the site is not required for at least 50-100 years.
- Spoil stockpile and extensive bare perimeter is unsightly.

Legend

1. Section A
2. Section B
3. Section C
4. Section D
5. Muslim Section
6. Baha'i Section
7. Orthodox Section
8. Garden of Angels
9. Memorial Palm Garden
10. Courtyard of Tranquillity
11. Garden of Remembrance
- A. Chapel, Crematorium, Toilets and Bubbler
- B. Office
- C. Private Residence

- Cleared future development
- Expansion Area Grassland
- Expansion Area Bushland



ACCESS CIRCULATION AND WAYFINDING



Entry Road

Vehicle Access

The entrance to the cemetery is off Deloraine Road. The entrance is divided into entry and exit lanes by a central planted median. The internal road layout allows you to access all the developed areas of the cemetery. There are no roads that access the future expansion area. Service and maintenance vehicles share the public roads.

Pedestrian Access

There are limited pedestrian paths around the site. Non compliant timber bridges cross swales from roadways. Garden beds and chain gated vehicle access points surround some areas making visitors walk through the gardens.



Swale crossing

Car Parking

Parking is centrally located around the office, memorial gardens and Chapel to cater for services. Cars generally park around the undeveloped grassed perimeter when services are held in the cemetery.

Signage

There is a lot of directional signage along the entry road to help direct visitors. However the configuration of the road and office location makes it confusing for visitors. Map signage is small and placed in the central roundabout making it hard for visitors to view.



Closed pedestrian only road



No pedestrian access to lawns







Car park

ACCESS CIRCULATION AND WAYFINDING

Key issue summary / potential design responses:

- As the cemetery expands there will be a need to allow for additional car parking for services around the site.
- Improvement and introduction of wayfinding and section identification signage including maps and directional information at entries, crossroads and decision making points.
- Provision for universal access to memorial and burial areas to allow all visitors access all year round.

Legend

-  Entry / Exit
-  Car Parking
-  Internal Road
-  Pedestrian Access



CHARACTER AND EXPERIENCE



Views through to bushland backdrop



View through to future expansion

Visitor Experience and Perception

The remote location of the cemetery provides a sense of quietness and peacefulness that creates a positive setting for visitors paying their respects. However due to the close proximity to the Defence Firing Range this can be interrupted at times.

There is a lack of shade through the lawn areas especially in areas A,B and C which discourages visitors staying for long periods.

Visual Quality

A variety of views are experienced on site:

- Views along the entry road focus on the stockpile of overburden from graves.
- Views from within the site to the North is open grassland that changes through the seasons, this view is interrupted by the tall security fence that divides the two areas.
- Pleasant views to bushland beyond the south and west perimeter.
- Views to the east are across the road to a communications tower seen through the tall security fence.

CHARACTER AND EXPERIENCE

Key issue summary / potential design responses:

- Introduction of shade structures and additional tree planting within existing areas and future areas to increase visitor comfort.
- Introduce focal points through avenues and tree corridors.
- Provide visual screening to maintenance, security fences and operational areas.
- Retain and enhance open views to bushland.
- Upgrade established landscape areas to create a high quality experience.

Legend

- > Soften views
- > Retain and enhance views
- Bushland backdrop
- Lack of shade
- <--> Opportunity for additional tree corridor planting
- <--> Fractured tree corridors



INFRASTRUCTURE, MANAGEMENT AND MAINTENANCE



Maintenance shed



Private residence



Water tanks

Infrastructure

The major infrastructure on site include:

- On site power to all buildings.
- 3 bores (only 2 operational) with 5 storage tanks located behind the chapel.
- Chapel and crematorium.
- Office building.
- Maintenance shed and container currently over capacity.
- Private residence currently rented.

Management and Maintenance

As with most lawn cemeteries there is an extensive management and maintenance regime required to sustain tidy, weed free lawns and memorial planting. In particular the water requirements to the lawn areas during the dry season to keep them green and lush are at capacity.

The expansion area has minimal maintenance which consists of slashing of grass when required.

INFRASTRUCTURE, MANAGEMENT AND MAINTENANCE

Key issue summary / potential design responses:

- Larger maintenance shed is required for operational requirements now and in the future.
- Office building extended to allow for separate office spaces.
- Increase water storage and upgrade irrigation infrastructure to allow for expansion of new areas.
- High maintenance lawn regime.
- Maintenance operations and service infrastructure contributes to poor views and character due to location.

Legend

- Perimeter Boundary
- Fence
-  Buildings
- Low Maintenance regime
- High maintenance Regime



A VISION FOR THORAK REGIONAL CEMETERY



Garden of Remembrance

A VISION FOR THORAK REGIONAL CEMETERY

VISION

Thorak Regional Cemetery will be a valued community asset that is appreciated for its excellent service, quality of grounds and facilities and its long term cultural significance.

4 KEY STRATEGIES

This Master Plan will achieve the vision by delivering key projects and initiatives that are underpinned by 4 key strategies. The strategies provide the framework for identifying priorities and focussing on effective outcomes.

A PLANNED FUTURE

Guiding development through a strategic approach that recognises the long time frame in which the site will be developed and putting in place resource and space allocations for the orderly roll out of new projects.



CIRCULATION AND ACCESS

A framework for connections assists visitors to find their way around the cemetery. Vehicle and pedestrian movement into and through the site needs to be simple, convenient and a positive experience for all visitors.



COMFORT AND AMENITY

Catering for the living recognises that a high level of amenity and excellent facilities are important at all times for families and friends. Initial and subsequent visits should deliver peace, comfort and tranquillity.



OPERATIONS AND INFRASTRUCTURE

Building efficiencies through a targeted works program focussed on improved resources and support.



MASTER PLAN ELEMENTS



Monument memorial section

MASTER PLAN ELEMENTS

The Master Plan is the guiding document by which Litchfield Council will undertake the enhancement and ongoing development of Thorak Regional Cemetery as the primary site for burials and bereavement services in the Top End.

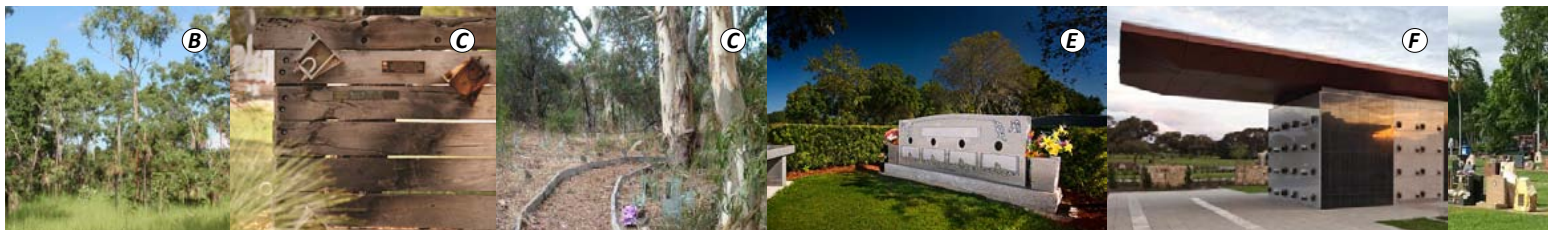
The master plan:

- allows for future expansion and growth in a logical and efficient manner
- rationalises functions and operations to improve management efficiencies
- enhances overall visitor facilities and amenities
- proposes development options that provide new income streams

The Master Plan is to be read in conjunction with the Business Plan. Implementation of the Master Plan will require appropriate funding for individual projects and the Business Plan provides the basis for the funding.

The Master Plan adopts a long term view that recognises the role of the cemetery over the next 50 - 100+ years. It provides the framework for development based on a growth scenario that will see the use of approximately 60% of the total site. It recognises current trends in terms of burials and associated bereavement services. Over time these trends can change, so the master plan should be reviewed at 10 yearly intervals.

MASTER PLAN CONCEPT





A. EARTH MOUNDING

Earth mounding of overburden / spoil from grave sites stockpiled and revegetated sequentially, provides a vegetated buffer to adjacent land.

B. NATIVE BUFFER

Native tree and shrub perimeter planting provides a bushland backdrop for the cemetery.

C. NATURAL BURIALS & ASH INTERMENTS

The establishment of a bushland setting for 'natural burials' where graves are unmarked. The entry to the natural burial area is signified by memorial plaques and access is via an informal walking trail.

D. SHADE SHELTER

Shade shelters in central locations provide a quiet place for reflection where visitors can sit in comfort.

E. FAMILY ESTATE

Large plots reserved for family groups within a landscape garden setting.

F. OUTDOOR CHAPEL & INTERMENT WALLS

Large 'tropical design' shade structure with facilities for outdoor services and covered ash interment walls. The structure becomes a focal point at the end of the main entry boulevard.

G. MONUMENT EXPANSION Section C and D

H. HEADSTONE EXPANSION AREA Section B

I. FLUSH PLAQUE EXPANSION AREA Section A

J. COURTYARD OF TRANQUILLITY

K. FAMILY BUILDINGS

Formal area to private family mausoleum monuments surrounded by shade trees.

L. ORTHODOX EXPANSION AREA

M. OPERATIONS CENTRE

Consolidated 'back of house' maintenance and operations area and crematorium accessed by a new rear service road and screened with dense perimeter landscaping.

N. PRODUCTION

Opportunity to utilise future expansion land for the establishment of a productive forestry timber industry. This land will not be required for burials for decades.

O. CHAPEL SURROUNDS

Upgrade of the external areas, parking and circulation of the existing chapel to enhance comfort and overall amenity. Refer to Chapel and Surrounds Concept Plan.

P. GARDEN OF REMEMBRANCE

Retain the high quality upkeep to ensure this important ceremonial space is maintained.

Q. OFFICE

Expanded office to include private offices, a family consulting room and dedicated parking.

R. REMNANT BUSH

Remnant bush to be retained and enhanced to provide a visual and environmental buffer.

S. HOUSE

The house is to be screened from public view with landscaping. All shed and maintenance infrastructure is to be relocated.

T. MAIN ENTRY

Upgrade main entry to provide an enhanced sense of arrival framed by a boulevard of large shade trees. Includes lay by and directory information. Refer to Office and Entry Area Concept Plan.

U. WALK OF MEMORIES

Shady pedestrian environment with opportunities for cremation gardens and family columbariums.

V. SECOND ENTRY

Alternative access improves vehicle circulation and avoids potential traffic conflicts when large funerals are taking place around the chapel.

W. MUSLIM EXPANSION AREA

X. CREMATED REMAIN INTERMENTS

High quality garden areas provide a range of interment options in family columbariums, scattering gardens, memorial rock plaques, tree planting and benches. Refer to Office and Entry Area Concept Plan.

Y. CHILDRENS MEMORIAL GARDEN

Gardens of colour and symbolic features to celebrate and remember young lives. Refer to Chapel and Surrounds Concept Plan.



TREE PLANTING STRUCTURE

Tree planting is one of the most cost effective elements to improve the visitor experience and enhance amenity. Extensive vegetation and good shading is highly valued and it is an important aspect of the local Top End character.

The master plan recognises that a continuing program of tree planting over many years will deliver a valuable landscape asset. Best practice horticulture must be applied in tree selection, propagation, planting and establishment to ensure the best outcome. The three following diagrams summarises:

Existing tree planting – The existing framework of trees is the starting point for an expanded canopy cover that will provide shaded, comfortable areas for visitors. Selective removal of poorly performing trees may be required, with the focus being on long term outcomes of increased shade and stable, long-lived trees.

Woodland setting – Extensive new tree planting to perimeter areas to create a native bushland setting that provides a peaceful and serene outlook from within the cemetery. This planting will also provide an effective landscape buffer to possible future land use changes on adjoining properties, and may also be the setting for natural burials.

Shade tree planting – There will be two aspects of the shade tree planting. Initially this will comprise supplementary planting of new shade trees within the existing developed areas. The second stage will be a continuing program of tree planting to new areas as they are developed.

EXISTING TREE PLANTING

A framework of existing trees is to be built upon to create shaded comfortable areas for visitors.



WOODLAND SETTING

Create a native bushland setting for the cemetery grounds that provides a peaceful and serene outlook from within the cemetery.



- Revegetation of overburden from grave sites, revegetated progressively over time with expansion.
- Establishment of a bushland setting for 'natural burials' where graves are unmarked. Planting will be staged to provide the appropriate setting and to allow for new planting to occur with burials.
- Native tree and shrub perimeter planting to be planted using tube stock to achieve a vegetative screen to adjacent properties as soon as possible.
- Opportunity to utilise cleared vacant land dedicated for future expansion for the establishment of a productive forestry timber industry. Agricultural uses are to be explored immediately to ensure a vegetated outlook from inside the cemetery.

SHADE TREE PLANTING

Invest in a tree planting structure that builds upon the existing framework to provide shade to future expansion areas.



- Tree planting for future roads and pedestrian corridors ensures established shade as new areas are opened.
- Successional planting of aged trees and palms that are due for removal or have been removed to ensure the character of the cemetery and interment areas remains.
- Introduce additional shade planting throughout the grounds to enhance visitor comfort.
- Large avenue tree planting along entries creates a formal and memorable experience.

ACCESS AND CIRCULATION

The movement of vehicles and pedestrians throughout the site should be simple and convenient. The existing layout works well at a basic level, but through minor interventions, this can be greatly improved. The proposed actions include extended and convenient parking, improved wayfinding and enhanced pedestrian access.





LEGEND



ROAD PAVEMENT

Asphalt road for two way traffic flow. All road pavements are a shared environment for vehicles and pedestrians.



PATH NETWORK

Concrete path network allows pedestrians universal access to all areas of the cemetery from car parks and gathering areas.



WAYFINDING

A wayfinding and signage strategy allows visitors to locate the services and areas easily.



CAR PARKING

Car parking has been centralised around the main entry road, chapel and office to allow large numbers of visitors access during services.



PARALLEL PARKING

Small parallel parking bays for 2 vehicles have been located around the road network to cater for visitor parking.



GRASS CAR PARK

A grass pave product used through the area of carpark linking the chapel through to the Garden of Angels provides a green outlook and link while catering for large vehicle numbers when needed.



PAVED ROAD

The pavement treatment of the spill out area to the chapel is finished in a high quality feature treatment to distinguish the area from the rest of the road network.



WALK OF MEMORIES

A shaded walkway through the centre of the existing cemetery allows access to other areas and the siting of memorial trees and benches.



PEDESTRIAN ENTRIES

Paved pedestrian universal access installed to access all areas of the cemetery grounds.

CHAPEL AND SURROUNDS CONCEPT PLAN



CENTRAL ROUNDABOUT

A roundabout and large feature tree allows funeral cars to turn around and utilise drop off area.

CREMATION DROP OFF ACCESS

The existing access to the drop off area for cremations is to be unobstructed for continued use during construction.

CARPARK RECONFIGURATION

Strengthen the pedestrian and visual link from the Garden of Angels to the Chapel by providing landscape islands. Retain existing grass overflow parking and consider using a grass pave product in the future.



SHADED SPILL OUT AREA

Large tropical roof installation over the feature pavement throughout the drop off area, this allows for spill out of large gatherings.



OUTLOOK

Views to timber plantations create a shaded green backdrop to the cemetery grounds.



NEW GARDEN

New cremated remain interment garden with pathways, shade tree planting and memorial seats.



PEDESTRIAN LINK

Universal access is achieved to all areas of the cemetery from gathering points and parking areas.

OPERATIONS CENTRE

Maintenance and services are screened from public viewing by fencing and screen planting. Access is via a dedicated service road.

ANGELS AVENUE

A shaded pathway links the chapel through to the Garden of Angels. Inclusion of cremation garden and memorial scattering garden areas specially designed to celebrate and remember young lives.



REFLECTION PAVILION

A shaded seating area utilising parts of the existing building with water feature allows for informal gatherings and quiet reflection.



FAMILY COLUMBARIA INTERMENT

An expanded Palm Garden includes additional and upgraded tropical gardens for cremated remain interments within family columbariums and scattering gardens.



PALM GARDEN

A revitalised palm garden includes large shade tree's and tropical planting.



REMEMBRANCE GARDEN

The Remembrance Garden is screened and not adversely impacted by future works.



PERSPECTIVE VIEW

Looking toward the chapel through central tree planting. A drop off area and grassed central median allow for spill out of large groups from the chapel shaded from the elements by a large tropical roof and tree planting. The reduction of the carpark to the Chapel entrance allows for a shaded paved forecourt and large grass area for congregations.





ENTRY AND OFFICE AREA CONCEPT PLAN



OPERATIONS CENTRE ACCESS

A service road provides access to the maintenance and service operations area.

MEMORIAL TREE

Shade tree planting in grass allows for family interments around the base of the trees.



OFFICE EXPANSION

Inclusion of separate office spaces and family consulting rooms to extend from the existing office building. A designated parking office area and re-configured visitor car parking provide a simple easy to navigate approach.



A GARDEN SETTING

Reconfigured car parking allows for irrigated grass and gardens to surround the office providing a place for families to wait .



PEDESTRIAN LINK

Universal access is achieved to all areas of the cemetery from gathering points and parking areas.

PARKING

Pull off bays and wide grassed road shoulders allow for large and small numbers of visitor parking.

LAWN INTERMENTS

Flush lawn interments maintains views through the cemetery. Shade tree planting increases visitor comfort.



COLUMN INTERMENT

New lawn area for cremated remain interment within family columbariums.



ENTRY

New feature tree planting creates a dramatic shaded avenue with mass planted garden beds lining the roads.



NEW GARDEN

New cremated remain interment garden with pathways, shade tree planting and memorial seats.



WAYFINDING

On entering the cemetery grounds visitors can pull over to view wayfinding information. This will link to a wayfinding strategy for the whole site.



PERSPECTIVE VIEW

View entering the cemetery past a new wayfinding and information bay. New feature tree planting creates a dramatic shaded avenue with mass planted garden beds lining the roads. Screen planting to the existing house, the deletion of the roundabout and a rationalise road and regulatory signage improve the entry experience. The swale drain is diverted to allow for a pull in bay with orientation signage beside the entry road to assist visitors.





MASTER PLAN PROJECTS



Garden of Remembrance





MASTER PLAN PROJECTS

The Master Plan provides a framework for the development of the Thorak Regional Cemetery in both the short and long term. The projects may be implemented independently or concurrently and respond to trends and demand for burials, cremation interment and memorialisation.

The master plan projects arise directly from the Master Plan itself and respond to one or more of the identified strategies; *A Planned Future, Circulation and Access, Comfort and Amenity, Operations and Infrastructure*. The summary table below is supported by further details in the following section. They have been grouped on the basis of the recommended time frame for implementation and their relative importance. The time frames should be considered a guide only and priorities will be subject to management review and funding opportunities as they arise. It is to be noted that the budget estimates outlined in the following project pages are based on current rates and do not factor in CPI.

TIME FRAME	IMPORTANCE
Immediate: within 2014/15 financial year	Critical: addresses operational, safety and/or amenity issues and will assist with financial position
Short term: within next 5 years	Desirable: provides enhanced outcomes in terms of visitor amenity/ experience and/ or operations.
Medium term: within next 10 years	Discretionary: only applies to the possible new chapel, which would be subject to its own Business Plan.
Long term: beyond 10 years	
Ongoing: project to be rolled out over several years as the cemetery develops and expands	

IMMEDIATE

PROJECT	IMPORTANCE				
Adopt master plan as guiding document	CRITICAL	✓	✓	✓	✓
Irrigation infrastructure	CRITICAL	✓		✓	✓
Consolidated operations area	CRITICAL	✓	✓	✓	✓
Unused land EOI	CRITICAL	✓			✓
Garden of Angels renewal	CRITICAL	✓		✓	✓
Entry configuration & landscaping	DESIRABLE	✓	✓	✓	✓
Wayfinding	DESIRABLE	✓	✓	✓	
Car parking, paths and seating	DESIRABLE		✓	✓	

SHORT TERM

Palm Garden revitalisation	CRITICAL	✓		✓	✓
Walk of Memories	CRITICAL	✓	✓	✓	✓
Office extension & surrounds	DESIRABLE	✓	✓	✓	✓
Tree planting structure	DESIRABLE	✓	✓	✓	

MEDIUM TERM

Shade installation	DESIRABLE	✓	✓	✓	
Chapel upgrade	DESIRABLE	✓	✓	✓	✓

LONG TERM

Upgrade entry boulevard	DESIRABLE	✓	✓	✓	
Periphery buffer planting	DESIRABLE	✓		✓	✓
Reconfigure Chapel car park	DESIRABLE	✓	✓	✓	✓
Second entry	DESIRABLE	✓	✓		
New chapel	DISCRETIONARY	✓	✓	✓	✓

ADOPT THE MASTER PLAN

PROJECT CATEGORY
Critical


TIME FRAME
Immediate and ongoing

BUDGET ESTIMATE
N/A

PROJECT DESCRIPTION
The Master Plan is the guiding document to direct and guide the physical site development. It will be closely integrated with the Business Plan to ensure appropriate levels of funding to deliver the following projects.



THORAK REGIONAL CEMETERY
MASTER PLAN REPORT
D13-0002 R.01 11/04/2014



LEGEND
A. EARTH MOUNDING
Earth mounding of vegetation / spoil from grave sites mounded and revegetated sequentially provides a vegetated buffer to adjacent land.
B. NATIVE BUFFER
Native vegetation and/or decorative planting provides a vegetated buffer to the cemetery.
C. NATURAL BURIALS & ASH INTERMENTS
Large 'natural design' shade structure with facilities for natural burials and cremated ash interment vaults. The entry is to the natural burial area is signposted by natural pathways and access is via an informal walking track.
D. SHADE SHELTER
Shade shelter to central location provides a quiet place for reflection where visitors can sit or stand.
E. FAMILY ESTATE
Large grass mounded for family groups within a to encourage garden setting.
F. OUTDOOR CHAPEL & INTERMENT WALLS
Large 'natural design' shade structure with facilities for outdoor services and cremated ash interment vaults. The entry is to the chapel is a focal point at the end of the main access boulevard.
G. MONUMENT EXPANSION
Expansion of the monument area to include new monument types.
H. HEADSTONE EXPANSION AREA
Expansion of the headstone area to include new monument types.
I. CLOUTIER OF TRANQUILITY
Expansion of the Cloutier of Tranquility area to include new monument types.
J. FAMILY BUILDINGS
Expansion of the family buildings area to include new monument types.
K. OUTDOOR EXPANSION AREA
Expansion of the outdoor expansion area to include new monument types.
L. PRODUCTION
Expansion of the production area to include new monument types.
M. CHAPEL SURROUNDS
Expansion of the chapel surrounds area to include new monument types.
N. GARDEN OF REMEMBRANCE
Expansion of the garden of remembrance area to include new monument types.
O. OFFICE
Expansion of the office area to include new monument types.
P. REMAINING BUSH
Expansion of the remaining bush area to include new monument types.
Q. HOUSE
Expansion of the house area to include new monument types.
R. MAIN ENTRY
Expansion of the main entry area to include new monument types.
S. WALL OF MEMORIES
Expansion of the wall of memories area to include new monument types.
T. SECOND ENTRY
Expansion of the second entry area to include new monument types.
U. MILLIM EXPANSION AREA
Expansion of the millim expansion area to include new monument types.
V. CREMATED REMAIN INTERMENTS
Expansion of the cremated remain interments area to include new monument types.
W. CHILDREN MEMORIAL GARDEN
Expansion of the children memorial garden area to include new monument types.

OPERATIONS CENTRE
Maintenance and services are provided from this point viewing to the north and south parking. Access is via a dedicated service road.

ANGELS AVENUE
A shaded pathway leads the chapel through the central area of the site. Inclusion of cremation garden and memorial walling garden area specially designed to celebrate and remember passing time.

REFLECTION PAULION
A shaded seating area with a view of the cemetery. Inclusion of a dedicated service road.

FAMILY COLUMBARIUM INTERMENT
An expanded interment area includes additional and regulated memorial gardens for cremated remain interments within family columbarium and scattering gardens.

PALM GARDEN
A landscaped palm garden includes large palm trees and tropical planting.

REMEMBRANCE GARDEN
The Remembrance Garden is a memorial and not a dedicated service road.

OUTLOOK
View to the north - panoramic view of the cemetery and surrounding landscape.

NEW GARDEN
New landscaped garden includes new planting and memorial walls.

PEDESTRIAN LINK
Dedicated access is provided to all areas of the cemetery from gathering points and parking areas.

IRRIGATION INFRASTRUCTURE

PROJECT CATEGORY

Critical

TIME FRAME

Immediate

BUDGET ESTIMATE

\$150,000.00 annually for 5 years minimum

PROJECT DESCRIPTION

A lawn cemetery in the Darwin climate requires a large amount of water throughout the dry season. Existing irrigation infrastructure is aging. Improved infrastructure will allow for efficiencies in maintenance, reduced labour, water, repairs and maintenance costs, while maintaining a high quality presentation. Staged implementation of an upgrade to fully automatic computer controlled irrigation is required.



Extensive Irrigated lawns.

CONSOLIDATED OPERATIONS

PROJECT CATEGORY
Critical

TIME FRAME
Immediate

BUDGET ESTIMATE
\$300,000.00

PROJECT DESCRIPTION
The maintenance shed and operations area at the rear of the office is at capacity. The position of this area creates an unsightly backdrop for visitors as they first arrive. Provide a new 3 bay shed and wash down area in a consolidated maintenance and operations area at the rear of the crematorium. Associated with this would be a small office / lunch room for staff. Area is to be well screened with landscaping. Allow adequate space for expansion and increased water storage in the form of above ground tanks.



UNUSED LAND EXPRESSION OF INTEREST

PROJECT CATEGORY

Critical

TIME FRAME

Immediate

BUDGET ESTIMATE

\$10,000.00

PROJECT DESCRIPTION

Prepare Expression of Interest documents for the long term (100+ years) lease of the excess land on the northern side. The intention is this land could be utilised for speciality forestry or agricultural uses that do not compromise the cemetery operations, while also generating an income over many years.



GARDEN OF ANGELS RENEWAL

PROJECT CATEGORY
Critical

TIME FRAME

TIME FRAME
Immediate

BUDGET ESTIMATE
\$80,000.00

PROJECT DESCRIPTION
Create a garden area that reflects the spirit of children. Enhance tree corridors and upgrade paving to allow all weather universal access. Provide designated high quality areas for a children’s cremation garden, memorial garden and scattering garden.



ENTRY CONFIGURATION AND LANDSCAPING

PROJECT CATEGORY

Desirable

TIME FRAME

Immediate

BUDGET ESTIMATE

\$100,000.00 (excludes signage)

PROJECT DESCRIPTION

Create a memorable and dramatic entry with new feature tree planting to create a dramatic shaded avenue with mass planted garden beds lining the roads. Screening shall be introduced in front of the existing house and the landscape treatment is to extend to the access road to improve the approach to the site. Deletion of roundabout and rationalise road and regulatory signage.

The swale drain is to be diverted to allow for a pull in bay with orientation signage beside the entry road to assist visitors. This would be the first element of the wayfinding strategy for the whole site.



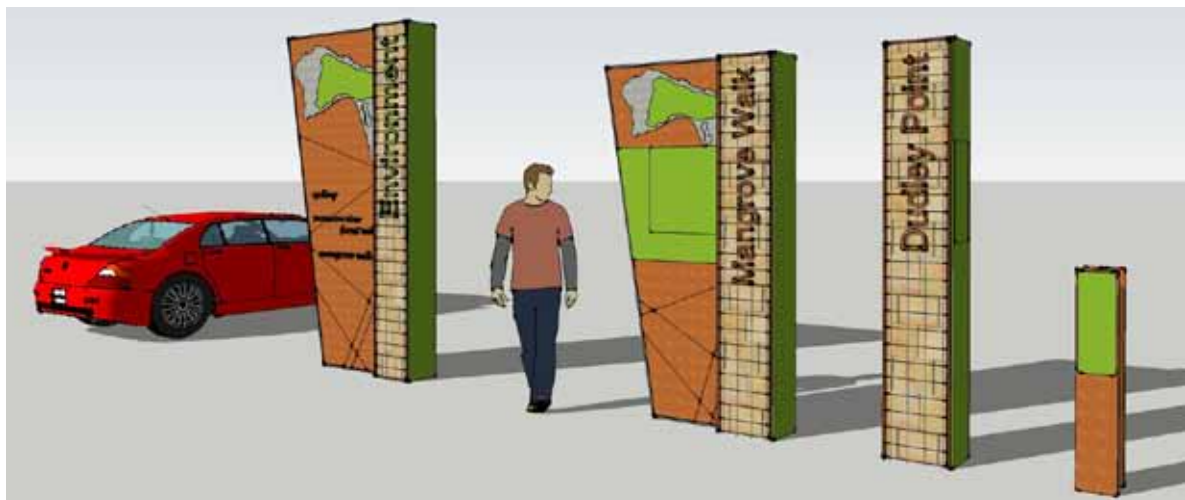
WAYFINDING

PROJECT CATEGORY
Desirable

TIME FRAME
Immediate

BUDGET ESTIMATE
\$30,000.00 (Consultancy design / documentation)
\$30,000.00 (Manufacture and install initial package of signs)

PROJECT DESCRIPTION
Develop a wayfinding strategy and produce a suite of signs for identifying areas and directing visitors. The signage package will include new entry signs, map panels and simple direction and destination signs. The sign manufacture and install may occur over several years as part of other site works.



Example suite of signage.

CAR PARKING, PATHS AND SEATING

PROJECT CATEGORY

Critical

TIME FRAME

Immediate and ongoing

BUDGET ESTIMATE

\$100,000 (total estimated implemented incrementally as funds are available)

PROJECT DESCRIPTION

Provide car parking for all occasions and universal access throughout the cemetery. Swale crossings are to be designed for wheelchair accessibility using appropriate and durable materials. The path network is to be extended to include areas as they expand to link highly used areas predominantly around shade shelters and buildings. Seating should be placed in and around high profile areas for visitors to rest and reflect. Benches can become a revenue source by marketing memorial seats. Car parking is to be provided throughout the grounds to allow for all occasions including:

- Pull off bays at regular intervals along road network.
- Wide grassed road shoulders for large numbers of vehicles to park nose in for services.
- New formalised and shaded car parking associated with key expansion areas. (excluded from budget estimate)



Section shows wide grass shoulder for nose in parking.

PALM GARDEN REVITALISATION

PROJECT CATEGORY

Critical

TIME FRAME

Short Term

BUDGET ESTIMATE

\$40,000.00

PROJECT DESCRIPTION

Replace shade trees previously removed. Upgrade paving and edges to reflect a high quality area. Provide high quality family columbariums among the palms and enhanced ornamental planting beds. Incorporate scattering garden and memorial wall into this area.



WALK OF MEMORIES

PROJECT CATEGORY

Critical

TIME FRAME

Short Term

BUDGET ESTIMATE

\$50,000.00

PROJECT DESCRIPTION

Retain the existing character of the central pedestrian only road. Replace missing trees and provide memorial gardens along the length of the walkway. Provide accessible path connections to all adjoining areas. This area would be available for memorial benches, family columbariums and interment of cremated remains.



Avenue of tree planting to be enhanced.

OFFICE EXTENSION AND SURROUNDS

PROJECT CATEGORY
Desirable

TIME FRAME
Short Term

BUDGET ESTIMATE
\$600,000.00

PROJECT DESCRIPTION
Extend office to cater for individual staff offices and family consulting rooms. Car parking is to be reconfigured to allow an easy to navigate entrance. The office is to be situated in extended shaded gardens to allow families to wait and reflect in a garden setting. Memorial tree planting, family columbariums and memorial gardens could be established at this time if additional expansion is required for cremated remain interments.



TREE PLANTING STRUCTURE

PROJECT CATEGORY

Desirable

TIME FRAME

Short Term and ongoing

BUDGET ESTIMATE

\$25,000.00 annually for 5 years

PROJECT DESCRIPTION

Tree planting for shade and general amenity should be continued and enhanced throughout the cemetery, with the following priorities:

- Replace and reinforce tree corridors.
- Additional tree planting to existing areas to provide shade for visitors.
- Tree planting along future development boundaries roads and paths.
- Buffer planting of native trees to western boundary into low mounding produced from grave excavation overburden. The soil is to be stockpiled, shaped and revegetated sequentially.
- Ensure ease of movement for operational equipment and the layout of the existing irrigation infrastructure.



SHADE INSTALLATION

PROJECT CATEGORY
Desirable

TIME FRAME
Medium Term

BUDGET ESTIMATE
\$60,000.00

PROJECT DESCRIPTION
Provide shade shelters within large open areas to provide all weather cover for visitors to sit and reflect. Structures are to be built of hard wearing low maintenance materials suitable for the Top End conditions.



Shade structure.

CHAPEL UPGRADE

PROJECT CATEGORY

Desirable

TIME FRAME

Medium Term

BUDGET ESTIMATE

\$550,000.00

PROJECT DESCRIPTION

Improve the amenity of the building. Improvements are to encourage visitors to stay longer and increase comfort so they can sit and reflect in a peaceful and serene environment. Improvements to include:

- Tropical roof structures to extend the canopy cover around the building allowing for large groups to spill out from the chapel into a shaded and comfortable area.
- Reduction in car parking to operational and disabled vehicles to enhance the garden setting of the chapel.
- Utilise the old cremator building area by removing walls to open up the area as a shaded seating area.
- Water feature and gardens to the surrounds.
- Extend the Palm Garden to increase garden cremation interments and provide a



UPGRADE ENTRY BOULEVARD

PROJECT CATEGORY
Desirable

TIME FRAME
Long Term

BUDGET ESTIMATE
\$100,000.00

PROJECT DESCRIPTION
Create a grand avenue upon arrival by replacing the tree species with large tropical shade trees suited to the environment such as Rain tree's. Tree planting is to occur along both sides of the road and centrally with a species that will provide full canopy cover over the road. Mass planting along roads and medians are to be installed using suitable species.



PERIPHERY BUFFER PLANTING

PROJECT CATEGORY

Desirable

TIME FRAME

Long Term

BUDGET ESTIMATE

\$50,000.00

PROJECT DESCRIPTION

Planting of native tree's to the perimeter of the grounds will produce a natural outlook into the future. This area could also be utilised for natural burials and cremation interments. The overburden from graves is to be incrementally placed in a mound along the south western boundary. This area is to be installed and planted incrementally as needed to form an extension of the planting buffer and is to allow for maintenance and operational vehicles between the fence and mound.



RECONFIGURE CHAPEL CARPARK

PROJECT CATEGORY
Desirable

TIME FRAME
Long Term

BUDGET ESTIMATE
\$60,000.00

PROJECT DESCRIPTION
Strengthen the pedestrian and visual link from the Garden of Angels to the Chapel by providing landscape islands. Eliminate 2-4 carparks directly linking the two areas and providing pathway connections and tree planting.

Retain existing grass overflow parking and consider using a grass pave product in the future if grass starts to suffer from compaction. This will ensure a green outlook and link to the Garden of Angels when there are no funeral services whilst retaining car parking capacity.



SECOND ENTRY

PROJECT CATEGORY

Discretionary

TIME FRAME

Long Term

BUDGET ESTIMATE

\$120,000.00

PROJECT DESCRIPTION

Provision for a new vehicle access that can be utilised when large services are planned. The additional access road would assist with traffic flow primarily as an exit as the site expands and remained locked at other times.



NEW CHAPEL

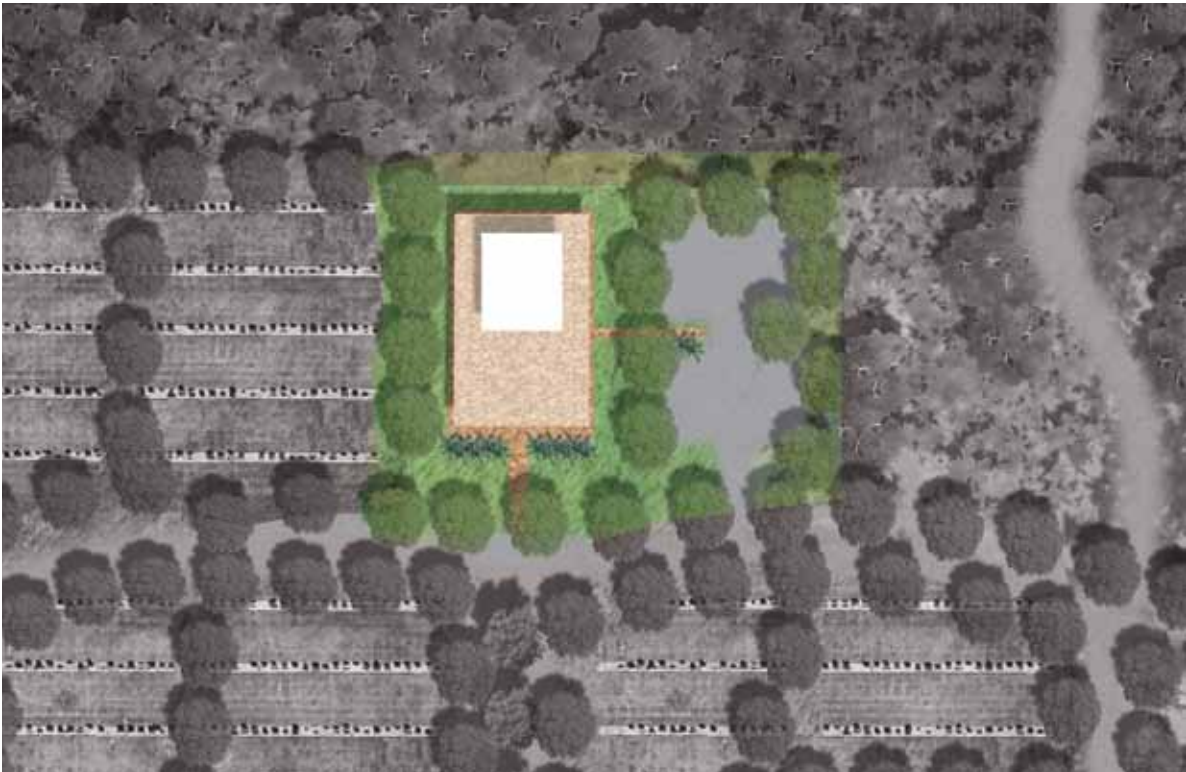
PROJECT CATEGORY
Discretionary

TIME FRAME
Long Term

BUDGET ESTIMATE
\$1,800,000.00

PROJECT DESCRIPTION
Creation of a distinctive building feature at the termination of the central boulevard. The development is to include:

- A large 'tropical' style canopy suitable for outdoor services
- Wall structures for interment of cremated remains
- Car parking for visitors
- Shaded garden surrounds



APPENDIX A: CONSULTATION OUTCOMES



LANDSCAPE ARCHITECTS
 LEVEL 1, 1 BRIGGS STREET • DARWIN NT 0800
 PO BOX 1118 • DARWIN NT 0801 • AUSTRALIA
 darwin@clouston.com.au
 www.clouston.com.au
 TELEPHONE +61 8 8941 2450

THORAK REGIONAL CEMETERY COMMUNITY CONSULTATION REPORT

Introduction

This report outlines the process of community consultation and collates the feedback received prior to preparing the Thorak Regional Cemetery Draft Master Plan. The purpose of the consultation process was to identify:

- if Thorak Regional Cemetery catered to their needs, and
- what aspirations they might have for the cemetery, which would inform a future Master Plan for the site.

Consultation Process

Consultation was undertaken and made available to identified stakeholders (industry, Council representatives) and the general public. In addition to direct contact with identified stakeholders, a workshop was held and surveys were undertaken. The workshops were advertised as well as direct invites to the identified stakeholders. The survey was widely advertised through public notices, Litchfield Council web-site and hard copies distributed at various locations.

The consultation process ran over a period of 6 weeks. The community was informed of the proposal, allowed to provide feedback and invited to a community workshop through the following;

- Stakeholder engagement by phoning identified groups and contacts and emailing a project information pack including; project information, surveys and workshop dates.
- Links on Litchfield Shire Council website and online survey
- Stakeholder and public workshop at Rydges Airport Resort, 12 February 2014

Survey Outcomes

The tables below summarize the responses to the survey.

1. Have you been to Thorak Regional Cemetery?	
Item	Number of comments
Yes	12
No	0

2. Have you, your friends or family utilised the services offered by Thorak Cemetery?	
Item	Number of comments
Yes	11
No	1
If yes provide comments:	
Comments will be summarized in section 8, for full comments refer to Appendix A.	

3. How often do you visit Thorak Cemetery?	
Item	Number of comments
Daily	0

LANDSCAPE ARCHITECTS • URBAN DESIGNERS • LANDSCAPE PLANNERS • SYDNEY • DARWIN • GOLD COAST • ABU DHABI
 LEONARD LYNCH • CROSBIE LORIMER • TONY COX • MARTIN O'DEA • MICHAEL WHITE • MONIQUE PAGE
 SHARON BROADY • CASSANDRA DENNEY • CLOUSTON ASSOCIATES (AUSTRALIA) PTY LTD • ACN 003 049 616



LANDSCAPE ARCHITECTS
URBAN DESIGNERS
LANDSCAPE PLANNERS

Weekly	2
Monthly	2
Once a year	3
Services Only	5

4. How would you rate the range of internment options?

Item	Number of comments
Don't know	2
Poor	0
Reasonable	4
Good	6
Excellent	0

5. How would you rate the fees charged for services?

Item	Number of comments
Don't know	6
Poor	3
Reasonable	3
Good	0
Excellent	0

6. What do you like most about the cemetery?

Item	Number of comments
Peaceful	3
Location	3
Tidy	1
Chapel onsite	2
Well-kept grounds	3
Muslim section	1

7. What do you like least about the cemetery?

Item	Number of comments
Expensive	2
Ornament policy	4
Ghosts	1
Chapel is impersonal	1
Lack of shade	2
Poor disabled access	1
Lack of signage	1
Getting there	1
Requirement for qualified stonemasonry is unaffordable	1

8. How do you believe we can improve the facilities and services offered?

Item	Number of comments
Shaded rest / seating areas	2
Signage	2
Water features	2
Revise ornament policy	2
Improved lawns	1
Shade	5
Research and community consultation	2
Disabled compliant access to chapel and grounds	1
Water crystals available for sale for flowers	1
Concrete rear access of chapel	1
Water bubblers throughout grounds	2

LEVEL 2 / 17 BRIDGE STREET • SYDNEY • PO BOX R1388 • ROYAL EXCHANGE NSW 1225 • sydney@clouston.com.au • FACSIMILE +61 2 8272 4998 • TEL +61 2 8272 4999



LANDSCAPE ARCHITECTS
URBAN DESIGNERS
LANDSCAPE PLANNERS

Reduce cost	2
Improved grounds maintenance	2

9. Are you aware of the following services available?

Item	Number of comments
Full casket burial	7
Plot reservations	10
Cremated remain interment	8
Pre need plot purchases	7
Headstone and memorial sales	4
Cremations	8
Chapel Hire	8
Marquee Hire	2
Decorative urn sales	1

10. Are there any specific types of burial that you believe the cemetery should cater for?

Item	Number of comments
Natural burials	3
Family columbarium	1
Memorial trees	5
Mausoleums	2
Family estates	3
Private Mausoleum	2
Other – Muslim Burials	1

11. Did you know that Thorak Regional Cemetery operates its own cremation facility?

Item	Number of comments
Yes	9
No	3

12. What aspects of other cemeteries have you liked the most?

Item	Number of comments
Atmosphere	6
Landscaping	8
Chapels	3
Layout	4
Types of memorials	5
Water features	5
Other – Allowed to leave flowers	1
Other – Demarcation of Muslim graves	1

13. Additional comments?

Comments received can be read on the attached and have been below.

Feedback Summary

Some of the key (and often repeated) items raised by the community through survey forms can be summarised in the following:

The Thorak Regional Cemetery should;

- Include comfortable, rest and seating areas that have an abundance of shade and shelter close to graves.

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LANDSCAPE ARCHITECTS
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LANDSCAPE PLANNERS

- Provide clear links and universally accessible access.
- Improved landscaping to create shade and atmosphere including water features and reflection ponds where possible.
- Deliver a range of internment options to provide differing price points to ensure affordability for the whole community.
- Provide clear signage for visitors.
- Further consultation with community over the ornament policy is required.

THORAK REGIONAL CEMETERY MASTER PLAN

HAVE YOUR SAY...



International precedent Images

Q8. How do you believe we can improve the facilities and services offered? Please provide comments:

Display more empathy to families
who want to leave small statues or
decorations for loved ones.

Q9. Are you aware of the following services available? Tick the box as a yes:

- | | |
|---|---|
| <input type="checkbox"/> Full casket burial (Regular and extra depth) | <input type="checkbox"/> Cremations |
| <input type="checkbox"/> Plot reservations | <input checked="" type="checkbox"/> Chapel hire |
| <input type="checkbox"/> Cremated remain interment (In ground and above ground) | <input type="checkbox"/> Marquee hire |
| <input type="checkbox"/> Pre need plot purchases | <input type="checkbox"/> Decorative urn sales |
| <input type="checkbox"/> Headstone and memorial sales | |

Q10. Are there any specific types of burial that you believe the cemetery should cater for?

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Natural burials | <input type="checkbox"/> Family columbarium | <input checked="" type="checkbox"/> Memorial trees | <input type="checkbox"/> Mausoleums (Public) |
| <input checked="" type="checkbox"/> Family estates | <input type="checkbox"/> Private Mausoleum | <input type="checkbox"/> Other (please specify) | |

Q11. Did you know that Thorak Regional Cemetery operates it's own cremation facility (crematorium)?

- ☐ Yes ☒ No

Q12. What aspects of other cemeteries have you liked the most? Please provide a name/place and a quick description.

- | | | | |
|---|---|---|---------------------------------|
| <input type="checkbox"/> Atmosphere | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Chapels | <input type="checkbox"/> Layout |
| <input type="checkbox"/> Types of memorials | <input type="checkbox"/> Water Features | <input type="checkbox"/> Other (please specify) | |

Q13. Do you have any additional comments you wish to make regarding the Master Plan for Thorak Regional Cemetery?

The requirement to have qualified stone
masons do work makes it unaffordable
for parents / families.

A little about yourself ...

What is your residential Postcode? 0812

Please indicate your age group:

- ☐ Under 18 ☐ 18-24 ☐ 25-34 ☒ 35-44 ☐ 45-54 ☐ 55-64 ☐ 65+



THORAK REGIONAL CEMETERY MASTER PLAN

HAVE YOUR SAY... *Like this*



☒ International precedent Images

Q8. How do you believe we can improve the facilities and services offered? Please provide comments:

A tranquil rest area near the graves would be lovely. Signs set up to direct you to different areas and sections. Have volunteers or friends of the Cemetery to help with the work and beautification. I would like to see a statue of a large angel over looking the childrens area its not a great idea to leave your child. A little of water in a pond + fish would be lovely.

Q9. Are you aware of the following services available? Tick the box as a yes:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Full casket burial (Regular and extra depth) | <input checked="" type="checkbox"/> Cremations |
| <input checked="" type="checkbox"/> Plot reservations | <input checked="" type="checkbox"/> Chapel hire |
| <input checked="" type="checkbox"/> Cremated remain interment (In ground and above ground) | <input checked="" type="checkbox"/> Marquee hire |
| <input checked="" type="checkbox"/> Pre need plot purchases | <input checked="" type="checkbox"/> Decorative urn sales |
| <input checked="" type="checkbox"/> Headstone and memorial sales | |

Q10. Are there any specific types of burial that you believe the cemetery should cater for?

- | | | | |
|---|--|--|---|
| <input checked="" type="checkbox"/> Natural burials | <input checked="" type="checkbox"/> Family columbarium | <input checked="" type="checkbox"/> Memorial trees | <input checked="" type="checkbox"/> Mausoleums (Public) |
| <input checked="" type="checkbox"/> Family estates | <input checked="" type="checkbox"/> Private Mausoleum | <input type="checkbox"/> Other (please specify) | |

Need to have sections spaced at not just long rows of graves.

Q11. Did you know that Thorak Regional Cemetery operates it's own cremation facility (crematorium)?

- ☒ Yes ☐ No

Q12. What aspects of other cemeteries have you liked the most? Please provide a name/place and a quick description.

- | | | | |
|--|--|---|--|
| <input checked="" type="checkbox"/> Atmosphere | <input checked="" type="checkbox"/> Landscaping | <input checked="" type="checkbox"/> Chapels | <input checked="" type="checkbox"/> Layout |
| <input checked="" type="checkbox"/> Types of memorials | <input checked="" type="checkbox"/> Water Features | <input type="checkbox"/> Other (please specify) | |

Q13. Do you have any additional comments you wish to make regarding the Master Plan for Thorak Regional Cemetery?

Atmosphere (Hobart, River Cemetery) Serenity. Types of memorials (the whole group fired covered with bricks or. Water feature = shallow stream + ponds with fish. Landscaping. A sense of serenity, water, statues. Can be donated. Chapels = open air and air conditioning chapels. Open air semi circle. Layout Room for family's together. Signs for direction eg A see B see. Denominations. Katherine bus + take + around it is several family members. Dad + children from helicopter crash.

A little about yourself ...

What is your residential Postcode? *0836*

Please indicate your age group:

- ☐ Under 18 ☐ 18-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☒ 65+

LITCHFIELD COUNCIL
Community effort is essential



Lantz Consulting

CLOUSTON associates

THORAK REGIONAL CEMETERY MASTER PLAN HAVE YOUR SAY...



Images of Thorak Regional Cemetery

Litchfield Council invites the community and affiliated groups to provide input to help shape the future of the Thorak Regional Cemetery - For the greater Darwin region.

Thorak Regional Cemetery faces the challenges of many cemeteries around the country of an increased population of diverse cultures and changing trends in ceremonial and burial practices. Litchfield Council wants to address these challenges creatively and sensitively. The Council wants to explore opportunities that will enhance the overall experience and quality of services through a Master Plan. The Master Plan will set the vision and framework for how the cemetery is to be developed to meet the needs of the greater Darwin community into the future.

Thorak Regional Cemetery is situated amid natural bushland; the Cemetery encompasses more than 26 hectares with over 10 hectares currently in use. The cemetery features a number of lawn areas, cremation, gardens and the children's cemetery, the Garden of Angels. Thorak Regional Cemetery is largely a non-denominational not for profit community cemetery and crematorium.

Please return your completed surveys by the 28 February to: Litchfield, Palmerston or Darwin Council reception or any council run library or post to CLOUSTON Associates, PO Box 1118, Darwin NT 0801, or scan and e-mail to darwin@clouston.com.au.

Thank you for participating in this survey. Your comments are important to us both positive and negative.

- Q1.** Have you been to Thorak Regional Cemetery?
☒ Yes ☐ No If no please go to question 9
- Q2.** Have you, your friends or family utilised the service offered by Thorak Regional Cemetery?
☒ Yes ☐ No If yes please provide comments:
- Q3.** How often do you visit Thorak Regional Cemetery?
☐ Daily ☐ Weekly ☒ Monthly ☐ Once a year ☐ Funeral services only
- Q4.** How would you rate the range of interment options at Thorak Regional Cemetery?
☐ Don't know ☐ Poor ☐ Reasonable ☐ Good ☐ Excellent
- Q5.** How would you rate the fees charged for services at Thorak Regional Cemetery?
☐ Don't know ☒ Poor ☐ Reasonable ☐ Good ☐ Excellent
- Q6.** What do you like most about Thorak Regional Cemetery? Please provide comments:
The location of the Cemetery
- Q7.** What do you like least about Thorak Regional Cemetery? Please provide comments:
The strictness of rules around monuments and leaving gifts for our loved ones.



Lantz Consulting

CLOUSTON associates

THORAK REGIONAL CEMETERY MASTER PLAN HAVE YOUR SAY...



International precedent images

Q8. How do you believe we can improve the facilities and services offered? Please provide comments:

Display more empathy to families
who want to leave small statues or
decorations for loved ones.

Q9. Are you aware of the following services available? Tick the box as a yes:

- | | |
|---|---|
| <input type="checkbox"/> Full casket burial (Regular and extra depth) | <input type="checkbox"/> Cremations |
| <input type="checkbox"/> Plot reservations | <input checked="" type="checkbox"/> Chapel hire |
| <input type="checkbox"/> Cremated remain interment (in ground and above ground) | <input type="checkbox"/> Marquee hire |
| <input type="checkbox"/> Pre need plot purchases | <input type="checkbox"/> Decorative urn sales |
| <input type="checkbox"/> Headstone and memorial sales | |

Q10. Are there any specific types of burial that you believe the cemetery should cater for?

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Natural burials | <input type="checkbox"/> Family columbarium | <input checked="" type="checkbox"/> Memorial trees | <input type="checkbox"/> Mausoleums (Public) |
| <input checked="" type="checkbox"/> Family estates | <input type="checkbox"/> Private Mausoleum | <input type="checkbox"/> Other (please specify) | |

Q11. Did you know that Thorak Regional Cemetery operates it's own cremation facility (crematorium)?

- ☐ Yes ☒ No

Q12. What aspects of other cemeteries have you liked the most? Please provide a name/place and a quick description.

- | | | | |
|---|---|---|---------------------------------|
| <input type="checkbox"/> Atmosphere | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Chapels | <input type="checkbox"/> Layout |
| <input type="checkbox"/> Types of memorials | <input type="checkbox"/> Water Features | <input type="checkbox"/> Other (please specify) | |

Q13. Do you have any additional comments you wish to make regarding the Master Plan for Thorak Regional Cemetery?

The requirement to have qualified stone
masons do work makes it unaffordable
for parents / families.

A little about yourself ...

What is your residential Postcode? 812

Please indicate your age group:

- ☐ Under 18 ☐ 18-24 ☐ 25-34 ☒ 35-44 ☐ 45-54 ☐ 55-64 ☐ 65+



CLOUSTON associates

THORAK REGIONAL CEMETERY MASTER PLAN HAVE YOUR SAY



Images of Thorak Regional Cemetery

Litchfield Council invites the community and affiliated groups to provide input to help shape the future of the Thorak Regional Cemetery - For the greater Darwin region.

Thorak Regional Cemetery faces the challenges of many cemeteries around the country of an increased population of diverse cultures and changing trends in ceremonial and burial practices. Litchfield Council wants to address these challenges creatively and sensitively. The Council wants to explore opportunities that will enhance the overall experience and quality of services through a Master Plan. The Master Plan will set the vision and framework for how the cemetery is to be developed to meet the needs of the greater Darwin community into the future.

Thorak Regional Cemetery is situated amid natural bushland, the Cemetery encompasses more than 26 hectares with over 10 hectares currently in use. The cemetery features a number of lawn areas, cremation gardens and the children's cemetery, the Garden of Angels. Thorak Regional Cemetery is largely a non-denominational not for profit community cemetery and crematorium.

Please return your completed surveys by the 20 February to: Litchfield Palmerston or Darwin Council reception or any council run library or post to CLOUSTON Associates, PO Box 1118, Darwin NT 0804, or scan and e-mail to darwin@clouston.com.au.

Thank you for participating in this survey. Your comments are important to us both positive and negative.

Q1. Have you been to Thorak Regional Cemetery?

☒ Yes

☐ No

If no please go to question 9

Q2. Have you, your friends or family utilised the service offered by Thorak Regional Cemetery?

☐ Yes

☒ No

If yes please provide comments:

Q3. How often do you visit Thorak Regional Cemetery?

☐ Daily

☐ Weekly

☐ Monthly

☐ Once a year

☒ Funeral services only

Q4. How would you rate the range of interment options at Thorak Regional Cemetery?

☐ Don't know

☐ Poor

☐ Reasonable

☒ Good

☐ Excellent

Q5. How would you rate the fees charged for services at Thorak Regional Cemetery?

☒ Don't know

☐ Poor

☐ Reasonable

☐ Good

☐ Excellent

Q6. What do you like most about Thorak Regional Cemetery? Please provide comments:

IT IS TIDY

Q7. What do you like least about Thorak Regional Cemetery? Please provide comments:

FULL OF GHOSTS

THORAK REGIONAL CEMETERY MASTER PLAN HAVE YOUR SAY...



International precedent images

Q8. How do you believe we can improve the facilities and services offered? Please provide comments:

MORE LAWN AND BETTER LAWN

Q9. Are you aware of the following services available? Tick the box as a yes:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Full casket burial (Regular and extra depth) | <input checked="" type="checkbox"/> Cremations |
| <input checked="" type="checkbox"/> Plot reservations | <input checked="" type="checkbox"/> Chapel hire |
| <input checked="" type="checkbox"/> Cremated remain interment (in ground and above ground) | <input checked="" type="checkbox"/> Marquee hire |
| <input checked="" type="checkbox"/> Pre need plot purchases | <input checked="" type="checkbox"/> Decorative urn sales |
| <input checked="" type="checkbox"/> Headstone and memorial sales | |

Q10. Are there any specific types of burial that you believe the cemetery should cater for?

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Natural burials | <input type="checkbox"/> Family columbarium | <input checked="" type="checkbox"/> Memorial trees | <input type="checkbox"/> Mausoleums (Public) |
| <input type="checkbox"/> Family estates | <input type="checkbox"/> Private Mausoleum | <input type="checkbox"/> Other (please specify) | |

Q11. Did you know that Thorak Regional Cemetery operates it's own cremation facility (crematorium)?

- ☒ Yes ☐ No

Q12. What aspects of other cemeteries have you liked the most? Please provide a name/place and a quick description.

- | | | | |
|--|--|---|---------------------------------|
| <input type="checkbox"/> Atmosphere | <input checked="" type="checkbox"/> Landscaping | <input type="checkbox"/> Chapels | <input type="checkbox"/> Layout |
| <input checked="" type="checkbox"/> Types of memorials | <input checked="" type="checkbox"/> Water Features | <input type="checkbox"/> Other (please specify) | |

Q13. Do you have any additional comments you wish to make regarding the Master Plan for Thorak Regional Cemetery?

MORE SHADE
KEEP STONE FLA

A little about yourself ...

What is your residential Postcode? 0835

Please indicate your age group:

- ☐ Under 18 ☐ 18-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☒ 65+

Thorak Regional Cemetery Master Plan Have Your Say

#1

COMPLETE

Collector: Web Link (Web Link)

Started: Tuesday, February 04, 2014 6:19:29 PM

Last Modified: Tuesday, February 04, 2014 6:23:52 PM

Time Spent: 00:04:23

IP Address:

PAGE 1: Litchfield Council invites you to help shape the future of the Thorak Regional Cemetery

Q1: Have you been to Thorak Regional Cemetery?	Yes
Q2: Have you, your friends or family utilised the service offered by Thorak Regional Cemetery?	Yes, If yes please provide comments: burial, using crematorium
Q3: How often do you visit Thorak Regional Cemetery?	Once a year
Q4: How would you rate the range of interment options at Thorak Regional Cemetery?	Reasonable
Q5: How would you rate the fees charged for services at Thorak Regional Cemetery?	Don't know
Q6: What do you like most about Thorak Regional Cemetery? Please provide comments:	Respondent skipped this question
Q7: What do you like least about Thorak Regional Cemetery? Please provide comments:	needs more shade, better access for wheelchairs and prams, water bubblers
Q8: How do you believe we can improve the facilities and services offered? Please provide comments:	would like to see natural burials
Q9: Are you aware of the following services available? Tick the box as a yes:	Full casket burial (Regular and extra depth), Cremations, Cremated remain interment (In ground and above ground)
Q10: Are there any specific types of burial that you believe the cemetery should cater for?	Natural burials, Memorial trees
Q11: Did you know that Thorak Regional Cemetery operates it's own cremation facility (crematorium)?	Yes
Q12: What aspects of other cemeteries have you liked the most? Please provide a name/place and a quick description.	Atmosphere, Landscaping, Types of memorials
Q13: Do you have any additional comments you wish to make regarding the Master Plan for Thorak Regional Cemetery?	Respondent skipped this question
Q14: What is your residential Postcode?	0830
Q15: Please indicate your age group:	35-44
Q16: Would you like to be added to our contact list? If so please provide us some information, including your contact details. (Details are held in the strictest confidence.)	Respondent skipped this question

Thorak Regional Cemetery Master Plan Have Your Say

#2

COMPLETE

Collector: Web Link (Web Link)

Started: Tuesday, February 04, 2014 10:45:56 PM

Last Modified: Tuesday, February 04, 2014 10:54:30 PM

Time Spent: 00:08:34

IP Address:

PAGE 1: Litchfield Council invites you to help shape the future of the Thorak Regional Cemetery

Q1: Have you been to Thorak Regional Cemetery?

Yes

Q2: Have you, your friends or family utilised the service offered by Thorak Regional Cemetery?

Yes,

If yes please provide comments:
Family members have used the facility for a Funeral ceremony and burial

Q3: How often do you visit Thorak Regional Cemetery?

Once a year

Q4: How would you rate the range of interment options at Thorak Regional Cemetery?

Good

Q5: How would you rate the fees charged for services at Thorak Regional Cemetery?

Reasonable

Q6: What do you like most about Thorak Regional Cemetery? Please provide comments:

The grounds and peacefulness as well as having the ability to have the ceremony on site

Q7: What do you like least about Thorak Regional Cemetery? Please provide comments:

The ceremony room is very impersonal.

Q8: How do you believe we can improve the facilities and services offered? Please provide comments:

Research have families feel about the ceremonies, research different cultural requirements, talk to SIDs and Kids about the need of parents who have lost children and what their experiences have been like.

Q9: Are you aware of the following services available? Tick the box as a yes:

Full casket burial (Regular and extra depth), Cremations,
Plot reservations, Chapel hire,
Cremated remain interment (In ground and above ground),
Headstone and memorial sales

Q10: Are there any specific types of burial that you believe the cemetery should cater for?

Natural burials, Memorial trees, Mausoleums (Public),
Family estates, Private Mausoleum

Q11: Did you know that Thorak Regional Cemetery operates it's own cremation facility (crematorium)?

Yes

Q12: What aspects of other cemeteries have you liked the most? Please provide a name/place and a quick description.

Atmosphere, Landscaping, Chapels, Types of memorials

Q13: Do you have any additional comments you wish to make regarding the Master Plan for Thorak Regional Cemetery?

Respondent skipped this question

Q14: What is your residential Postcode?

0830

Thorak Regional Cemetery Master Plan Have Your Say

#3

COMPLETE

Collector: Web Link (Web Link)

Started: Saturday, February 08, 2014 11:06:14 PM

Last Modified: Saturday, February 08, 2014 11:19:42 PM

Time Spent: 00:13:28

IP Address:

PAGE 1: Litchfield Council invites you to help shape the future of the Thorak Regional Cemetery

Q1: Have you been to Thorak Regional Cemetery?	Yes
Q2: Have you, your friends or family utilised the service offered by Thorak Regional Cemetery?	Yes, If yes please provide comments: I vehemently disagree with the flower and ornament policy. I think it is mean spirited and unnecessary.
Q3: How often do you visit Thorak Regional Cemetery?	Weekly
Q4: How would you rate the range of interment options at Thorak Regional Cemetery?	Reasonable
Q5: How would you rate the fees charged for services at Thorak Regional Cemetery?	Reasonable
Q6: What do you like most about Thorak Regional Cemetery? Please provide comments: Cemetery's are difficult to 'like'. Generally visitors to the cemetery suffer a feeling of profound sadness regardless of the span of time since their loved one deceased. I do believe management endeavours to keep the lawns green	
Q7: What do you like least about Thorak Regional Cemetery? Please provide comments: As previously mentioned I think it is disgraceful that I cannot leave a vase of flowers . With water for longevity, at my sons gravesite	
Q8: How do you believe we can improve the facilities and services offered? Please provide comments: There is a product available, a gel like substance that holds moisture without surplus water, this could be available for purchase at the office for flowers.	
Q9: Are you aware of the following services available? Tick the box as a yes:	Full casket burial (Regular and extra depth), Cremations, Plot reservations, Chapel hire, Cremated remain interment (In ground and above ground), Marquee hire, Pre-need plot purchases
Q10: Are there any specific types of burial that you believe the cemetery should cater for?	Respondent skipped this question
Q11: Did you know that Thorak Regional Cemetery operates it's own cremation facility (crematorium)?	Yes
Q12: What aspects of other cemeteries have you liked the most? Please provide a name/place and a quick description.	Other (please specify) Allowed to leave vases with flowers
Q13: Do you have any additional comments you wish to make regarding the Master Plan for Thorak Regional Cemetery?	Respondent skipped this question
Q14: What is your residential Postcode?	

0820

#4

Collector: Web Link (Web Link)

Started: Wednesday, February 12, 2014 7:04:47 PM

Last Modified: Wednesday, February 12, 2014 7:10:33 PM

Time Spent: 00:05:46

IP Address:

Q1: Have you been to Thorak Regional Cemetery?

Yes

Q2: Have you, your friends or family utilised the service offered by Thorak Regional Cemetery?

Yes,

If yes please provide comments:

Use of the room for a wake

Q3: How often do you visit Thorak Regional Cemetery?

Once a year

Q4: How would you rate the range of interment options at Thorak Regional Cemetery?

Don't know

Q5: How would you rate the fees charged for services at Thorak Regional Cemetery?

Don't know

Q6: What do you like most about Thorak Regional Cemetery? Please provide comments:

how well kept the grounds are

Q7: What do you like least about Thorak Regional Cemetery? Please provide comments:

the lack of shade, however I understand there is little the council can do about this

Q8: How do you believe we can improve the facilities and services offered? Please provide comments:

I do not believe there is anything that the council can do at present to improve, however I think a few more shade trees in the future would be appreciated.

Q9: Are you aware of the following services available? Tick the box as a yes:

Plot reservations, Chapel hire,

Cremated remain interment (in ground and above ground),

Pre-need plot purchases

Q10: Are there any specific types of burial that you believe the cemetery should cater for?

Respondent skipped this question

Q11: Did you know that Thorak Regional Cemetery operates it's own cremation facility (crematorium)?

Yes

Q12: What aspects of other cemeteries have you liked the most? Please provide a name/place and a quick description.

Landscaping, Layout, Water Features,

Other (please specify) Cemeteries located interstate NSW

Q13: Do you have any additional comments you wish to make regarding the Master Plan for Thorak Regional Cemetery?

Respondent skipped this question

Q14: What is your residential Postcode?

0820

Q15: Please indicate your age group:

25-34

Thorak Regional Cemetery Master Plan Have Your Say

#5

COMPLETE

Collector: Web Link (Web Link)

Started: Saturday, February 15, 2014 10:59:39 PM

Last Modified: Sunday, February 16, 2014 2:07:48 AM

Time Spent: 03:08:09

IP Address:

PAGE 1: Litchfield Council invites you to help shape the future of the Thorak Regional Cemetery

Q1: Have you been to Thorak Regional Cemetery?	Yes
Q2: Have you, your friends or family utilised the service offered by Thorak Regional Cemetery?	Yes, If yes please provide comments: I have utilised Thoraks services for many years as a funeral service provider, and also as a guest at numerous funerals of my friends and family members.
Q3: How often do you visit Thorak Regional Cemetery?	Funeral services only
Q4: How would you rate the range of interment options at Thorak Regional Cemetery?	Good
Q5: How would you rate the fees charged for services at Thorak Regional Cemetery?	Don't know
Q6: What do you like most about Thorak Regional Cemetery? Please provide comments:	
The new Chapel now easily accomodates the majority of services, with most attendees now being able to sit inside and view the service in air conditioned comfort. Audio visual upgrades have also made celebrating the life of the those who've passed away more compelling and interactive and have added a new depth to the funeral experience, with many bereaved families making good use of these by way of slide show compositions with accompanying digital narratives and music.	
Q7: What do you like least about Thorak Regional Cemetery? Please provide comments:	
Outside speaker system is directional and most times not audible enough at full volume, making hearing the service from outside difficult for those who either choose to remain outside for the service or are outside due to larger attendance numbers than the chapel can cater for. Disable access ramp is only available via the rear doors, I've also noticed people mistime the step down from inside to outside of both side access ways, which could cause an injury if someone fell or rolled an ankle, disable ramps at these access ways would remove that potential liability and give disabled persons alternative access and egress points. Insufficient covered areas for seating/reflection around the burial grounds.	
Q8: How do you believe we can improve the facilities and services offered? Please provide comments:	
One or two potable water fountains/bubblers strategically placed around the burial grounds for hydration. Shaded seating spots for respite and reflection. A mobile and temporary shade/waterproof tent for hire/use during graveside funerals. Internal locking/unlocking mechanisms on all doorways would allow personalised entrance and exit routing of services by funeral directors and families based on circumstantial requests and requirements. Toilets never seem to have working lights/bulbs in them. Concreted and covered open entry garage/delivery area at the rear of the chapel/cremator for transfer vehicles, vans and hearses to offload deceased without getting wet or muddy and, if enclosed, for discretion. I must say that even though it might seem that I am being highly critical, I am also very impressed and delighted at the improvements and renovations that have occurred over the last few years, and its much more enjoyable to use the chapel now for services with these new upgrades, not only for me but the families also. I take great pride in utilising those facilities to the best of their potential to give those who attend services conducted by us the best experience possible and something they can look back on fondly for the rest of their lives.	
Q9: Are you aware of the following services available? Tick the box as a yes:	<input type="checkbox"/> Full casket burial (Regular and extra depth), Cremations, <input type="checkbox"/> Plot reservations, Chapel hire, <input type="checkbox"/> Cremated remain interment (In ground and above ground), <input type="checkbox"/> Pre-need plot purchases

Thorak Regional Cemetery Master Plan Have Your Say

Q10: Are there any specific types of burial that you believe the cemetery should cater for?

Other (please specify)
I think the cemetery should cater for whatever the public need as best they can within their ability and also restraints. Myself personally, I have no special or specific type of burial requirement at this moment in time outside of what is already provided by Thorak cemetery.

Q11: Did you know that Thorak Regional Cemetery operates it's own cremation facility (crematorium)?

Yes

Q12: What aspects of other cemeteries have you liked the most? Please provide a name/place and a quick description.

Atmosphere, Landscaping, Chapels, Layout,
Types of memorials, Water Features,
Other (please specify)
No specific cemetery that I have in mind, but I appreciate each and all of these things whenever I come across them.

Q13: Do you have any additional comments you wish to make regarding the Master Plan for Thorak Regional Cemetery?

I hope that as a young born and bred Darwinian, and as someone who has spent a significant amount of time at Thorak over the years, the Master Plan listens to and takes into account the younger generations ideas, opinions and vision for the future of Thorak as this will become more important over time as the youth of today age. Also, that Thorak continues to work closely with local business involved with the cemetery for outcomes that benefit the community at large by virtue of this partnership. I would also just like to thank all involved in creating this opportunity to contribute to Thorak Regional Cemetery's long-term growth and development, and look forward to being a part of one of Darwin's (and life's) most revered places of humility, commemoration and aesthetics.

Q14: What is your residential Postcode?

0831

Q15: Please indicate your age group:

25-34

Thorak Regional Cemetery Master Plan Have Your Say

#6

COMPLETE

Collector: Web Link (Web Link)

Started: Monday, February 17, 2014 6:56:09 PM

Last Modified: Monday, February 17, 2014 7:00:03 PM

Time Spent: 00:03:54

IP Address:

PAGE 1: Litchfield Council invites you to help shape the future of the Thorak Regional Cemetery

Q1: Have you been to Thorak Regional Cemetery?	Yes
Q2: Have you, your friends or family utilised the service offered by Thorak Regional Cemetery?	Yes, If yes please provide comments: It has been very organised.
Q3: How often do you visit Thorak Regional Cemetery?	Funeral services only
Q4: How would you rate the range of interment options at Thorak Regional Cemetery?	Good
Q5: How would you rate the fees charged for services at Thorak Regional Cemetery?	Poor
Q6: What do you like most about Thorak Regional Cemetery? Please provide comments:	Separate section and exclusive policies for Muslim graves.
Q7: What do you like least about Thorak Regional Cemetery? Please provide comments:	Huge burial costs.
Q8: How do you believe we can improve the facilities and services offered? Please provide comments:	Reducing burial costs and by incorporating the exclusive policies for Muslim graves as suggested to the Cemetery by the Islamic Council of the Northern Territory.
Q9: Are you aware of the following services available? Tick the box as a yes:	Hot reservations
Q10: Are there any specific types of burial that you believe the cemetery should cater for?	Other (please specify) Muslim burials
Q11: Did you know that Thorak Regional Cemetery operates it's own cremation facility (crematorium)?	No
Q12: What aspects of other cemeteries have you liked the most? Please provide a name/place and a quick description.	Atmosphere, Landscaping, Layout, Other (please specify) Demarcation of Muslim graves
Q13: Do you have any additional comments you wish to make regarding the Master Plan for Thorak Regional Cemetery?	No
Q14: What is your residential Postcode?	0810
Q15: Please indicate your age group:	18-24

Thorak Regional Cemetery Master Plan Have Your Say

#7

COMPLETE

Collector: Web Link (Web Link)

Started: Wednesday, February 19, 2014 12:31:37 AM

Last Modified: Wednesday, February 19, 2014 12:46:29 AM

Time Spent: 00:14:52

IP Address:

PAGE 1: Litchfield Council invites you to help shape the future of the Thorak Regional Cemetery

Q1: Have you been to Thorak Regional Cemetery?

Yes

Q2: Have you, your friends or family utilised the service offered by Thorak Regional Cemetery?

Yes

Q3: How often do you visit Thorak Regional Cemetery?

Weekly

Q4: How would you rate the range of interment options at Thorak Regional Cemetery?

Reasonable

Q5: How would you rate the fees charged for services at Thorak Regional Cemetery?

Don't know

Q6: What do you like most about Thorak Regional Cemetery? Please provide comments:

Is a very peaceful place

Q7: What do you like least about Thorak Regional Cemetery? Please provide comments:

Not clear enough to try to find the section

Q8: How do you believe we can improve the facilities and services offered? Please provide comments:

after mowing the lawn should get pick up and tide for the last couples month the place do not look as good as before actually my sister had to rake the lawn around our mum grave area because it look so untidy
also when we had our mum service we been told that we are not allow to have live plant or pot and glasses etc... but now I can see pots and live plant pot in the area which is section D and I know section D headstone is no limited but except what I had mentioned as above.but why glasses vase etc as mentioned allow?

Q9: Are you aware of the following services available? Tick the box as a yes:

Cremations, Chapel hire,

Cremated remain interment (In ground and above ground),

Pre-need plot purchases

Q10: Are there any specific types of burial that you believe the cemetery should cater for?

Respondent skipped this question

Q11: Did you know that Thorak Regional Cemetery operates it's own cremation facility (crematorium)?

Yes

Q12: What aspects of other cemeteries have you liked the most? Please provide a name/place and a quick description.

Respondent skipped this question

Q13: Do you have any additional comments you wish to make regarding the Master Plan for Thorak Regional Cemetery?

Respondent skipped this question

Q14: What is your residential Postcode?

0812

Q15: Please indicate your age group:

55-64

Thorak Regional Cemetery Master Plan Have Your Say

#8

COMPLETE

Collector: Web Link (Web Link)

Started: Friday, February 21, 2014 5:48:43 PM

Last Modified: Friday, February 21, 2014 6:20:40 PM

Time Spent: 00:31:57

IP Address:

PAGE 1: Litchfield Council invites you to help shape the future of the Thorak Regional Cemetery

Q1: Have you been to Thorak Regional Cemetery?	Yes
Q2: Have you, your friends or family utilised the service offered by Thorak Regional Cemetery?	Yes. If yes please provide comments: I am happy with the service provided to my friends family.
Q3: How often do you visit Thorak Regional Cemetery?	Funeral services only
Q4: How would you rate the range of interment options at Thorak Regional Cemetery?	Good
Q5: How would you rate the fees charged for services at Thorak Regional Cemetery?	Reasonable
Q6: What do you like most about Thorak Regional Cemetery? Please provide comments:	Location, maintenance and surrounding areas.
Q7: What do you like least about Thorak Regional Cemetery? Please provide comments:	Should incorporate views of the community members to develop the Cemetery further. There should be some covered resting/prayer places with the cemetery where family members or friends can utilise to offer prayers for the deceased person.
Q8: How do you believe we can improve the facilities and services offered? Please provide comments:	By more public consultation by considering views for various community members rather than imposing views from a religious leader which may not be acceptable to community members
Q9: Are you aware of the following services available? Tick the box as a yes:	Plot reservations, Pre-need plot purchases, Headstone and memorial sales
Q10: Are there any specific types of burial that you believe the cemetery should cater for?	Natural burials, Family columbarium, Other (please specify) cemetery should incorporate views from various religious group who wants to utilise the service. current 'Islamic Policies Regarding Muslim Cemetery' proposed by ICNT require urgent modification before full implementation. Some its rule are based on 'Ohabi' interpretation of Muslim graveyard (probably currently practice only in Saudi Arabia in the world). . The Policy stated among other things thatit is open mistakenly taken as Islamic way 1. Build any form of construction on the grave or decorate the grave 2. To put candles, flowersaround the grave. The above two views are very fundamental interpretation of Quran & Sunnah and not been followed or supported by the Spiritual leaders and majority of the Muslims Communities in the world. There is nothing in the Quran or hadiths that prohibits Muslims to put flowers in the graveyard or any other places to show respect and love to the deceased person
Q11: Did you know that Thorak Regional Cemetery operates it's own cremation facility (crematorium)?	No

Thorak Regional Cemetery Master Plan Have Your Say

Q12: What aspects of other cemeteries have you liked the most? Please provide a name/place and a quick description.

Atmosphere, Landscaping,
Other (please specify)
There should be more open space and shades around the graves.

Q13: Do you have any additional comments you wish to make regarding the Master Plan for Thorak Regional Cemetery?

I understand, Thorak Regional cemetery allocated about 200 lots (out of total 600 lots) for Muslim community members in the Master Plan who do not agree with all clauses outlined in that Policy outlined by ICNT completely.

However, I think these 200 lots should only be allocated to Muslim Community and should be allocated in stages together with other 400 lots (with guidelines already agreed.) Also a guide line still require for the 200 lots under which Muslim community can negotiate with Thorak Regional Cemetery for burial etc.

As a member of ICNT, I expect that ICNT & Thorak Regional Cemetery for its member (who don't agree totally its current policy) under which community member can negotiate with Thorak Cemetery

Q14: What is your residential Postcode?

0810

Q15: Please indicate your age group:

55-64

Thorak Regional Cemetery Master Plan Have Your Say

#9

COMPLETE

Collector: Web Link (Web Link)

Started: Wednesday, February 26, 2014 8:50:37 PM

Last Modified: Wednesday, February 26, 2014 10:55:50 PM

Time Spent: 02:05:13

IP Address:

PAGE 1: Litchfield Council invites you to help shape the future of the Thorak Regional Cemetery

- Q1: Have you been to Thorak Regional Cemetery? Yes
- Q2: Have you, your friends or family utilised the service offered by Thorak Regional Cemetery? Yes
- Q3: How often do you visit Thorak Regional Cemetery? Funeral services only
- Q4: How would you rate the range of interment options at Thorak Regional Cemetery? Good
- Q5: How would you rate the fees charged for services at Thorak Regional Cemetery? Don't know
- Q6: What do you like most about Thorak Regional Cemetery? Please provide comments:
placement
- Q7: What do you like least about Thorak Regional Cemetery? Please provide comments:
getting there
- Q8: How do you believe we can improve the facilities and services offered? Please provide comments:
?
- Q9: Are you aware of the following services available? Tick the box as a yes: Full casket burial (Regular and extra depth), Cremations, Plot reservations
- Q10: Are there any specific types of burial that you believe the cemetery should cater for? Respondent skipped this question
- Q11: Did you know that Thorak Regional Cemetery operates it's own cremation facility (crematorium)? Yes
- Q12: What aspects of other cemeteries have you liked the most? Please provide a name/place and a quick description. Water Features
- Q13: Do you have any additional comments you wish to make regarding the Master Plan for Thorak Regional Cemetery? Respondent skipped this question
- Q14: What is your residential Postcode? 0836
- Q15: Please indicate your age group: 35-44
- Q16: Would you like to be added to our contact list? If so please provide us some information, including your contact details. (Details are held in the strictest confidence.) Respondent skipped this question



Established tree lined roadway

CONSULTANT TEAM

CONSULTANT TEAM

The Thorak Regional Cemetery Master Plan was prepared by

Tony Cox - Director

Michael White - Project Manager

Jessica Hutchings - Landscape Architect

of

CLOUSTON Associates

Landscape Architects • Urban Designers • Landscape Planners

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Web • www.clouston.com.au







This addendum is a result of a review of the Thorak Regional Cemetery 2015 Master Plan. The review was conducted internally to determine the extent of works carried out to date, the practicality of implementing proposed future works and recommend new and updated projects that are consistent with the vision prescribed by the 2015 Master Plan. The updated project list below will inform updates to the Thorak Regional Cemetery asset management plan which was last reviewed in 2018.

These projects maintain connection to the vision and four key strategies provided in the 2015 Master Plan (Pg. 21) that provide the framework for identifying priorities and focusing on effective outcomes.

VISION

Thorak Regional Cemetery will be a valued community asset that is appreciated for its excellent service, quality of grounds and facilities and its long term cultural significance.

4 KEY STRATEGIES

	A PLANNED FUTURE Guiding development through a strategic approach that recognises the long time frame in which the site will be developed and putting in place resource and space allocations for the orderly roll out of new projects.
	CIRCULATION AND ACCESS A framework for connections assists visitors to find their way around the cemetery. Vehicle and pedestrian movement into and through the site needs to be simple, convenient and a positive experience for all visitors.
	COMFORT AND AMENITY Catering for the living recognises that a high level of amenity and excellent facilities are important at all times for families and friends. Initial and subsequent visits should deliver peace, comfort and tranquillity.
	OPERATIONS AND INFRASTRUCTURE Building efficiencies through a targeted works program focused on improved resources and support

The timeframe and importance criteria provided below (page 39 of the 2015 Master plan) have guided this updated project list, noting that immediate projects are scheduled for the 2021/22 financial year. Projects that were slated for immediate action in the 2015 Master plan that have not been achieved but are still valid have been moved to the short term time frame.

TIME FRAME





- Immediate: within 2021/22 financial year
- Short term: within next 5 years
- Medium term: within next 10 years
- Long term: beyond 10 years





- Ongoing: project to be rolled out over several years as the cemetery develops and expands

IMPORTANCE





- Critical: addresses operational, safety and/or amenity issues and will assist with financial position
- Desirable: provides enhanced outcomes in terms of visitor amenity/ experience and/ or operations.
- Discretionary: only applies to the possible new chapel, which would be subject to its own Business Plan.





IMMEDIATE





Project	Importance					Status	Estimated Costs
Irrigation Infrastructure A lawn cemetery in the Darwin climate requires a large amount of water throughout the dry season. Existing irrigation infrastructure is aging. Improved infrastructure will allow for efficiencies in maintenance, reduced labour, water, repairs and maintenance costs, while maintaining a high quality presentation. Staged implementation of an upgrade to fully automatic computer controlled irrigation is required. Master Plan Reference – Pg. 41	Critical	✓		✓	✓	<i>Current Plan</i> Council has received a grant (\$153k) to provide upgrades to existing irrigation and install infrastructure to facilitate the opening of new areas as per the 2015 Master Plan. This is an ongoing operational issue.	\$153,000
Tree planting program This project will develop a tree planting program for the site based on the 2015 Master Plan. It will allow for the strategic planting of trees to accommodate future projects	Critical	✓		✓	✓	<i>New Project</i> Not commenced	\$5,000 - \$10,000





Project	Importance					Status	Estimated Costs
Traffic Management Plan A traffic management plan is required to provide greater detail to the 2015 Master Plan and will inform the detail of future planned projects.	Critical	✓	✓	✓	✓	<i>New Project</i> Not commenced	\$5,000
Family Estate and Family Buildings The family estate and buildings areas are identified in the TRC concept plan as areas for future expansion. These areas will attract a premium price and have the potential to boost income.	Critical	✓		✓		<i>New Project</i> There has been increasing requests for family specific areas. Work is commencing to determine the requirements for these sections. These areas are dependent on the implementation of irrigation upgrades.	\$40,000 after irrigation is installed
Update Concept Plan Map	Critical	✓	✓	✓	✓	<i>New Project</i> An updated Master Plan concept map will be required considering works completed, new projects recommended and updated priorities.	\$5,000 - \$10,000

SHORT TERM





Project	Importance					Status	Estimated Costs
Office Extension & Surrounds Extend office to cater for individual staff offices and family consulting rooms. Car parking is to be reconfigured to improve navigation through to the entrance. The office is to be situated amongst extended shaded gardens to allow families to wait and reflect in a garden setting. Memorial tree planting, family columbariums and memorial gardens could be established at this time if additional expansion is required for cremated remain interments. Master Plan Reference – Pg. 50 Item Q of Concept Plan pg. 24-25	Critical	✓	✓	✓	✓	<i>Current Plan</i> Current office has limited space for clientele and display area. Office layout does not accommodate COVID -19 distancing requirements and requires additional bench space and upgrades. Office building to be extended to allow for separate office and consulting spaces. This can be incorporated into the consolidation of the operations area. Importance upgraded to CRITICAL .	\$600,000

Project	Importance					Status	Estimated Costs
Consolidated Operations Area The maintenance shed and operations area at the rear of the office is at capacity. The position of this area creates an unappealing backdrop for visitors as they first arrive. Provide a new 3 bay shed and wash down area in a consolidated maintenance and operations area at the rear of the crematorium. Associated with this would be a small office / lunch room for staff. Area is to be well screened with landscaping. Allow adequate space for expansion and increased water storage in the form of above ground tanks. 2015 Master Plan Reference – Pg. 42	Critical	✓		✓	✓	<i>Current Plan</i> This project is critical as the current shed and operational area including storage is inadequate. Currently the truck, ute and backhoe are parked outside in the elements. A larger shed and or inclusion of a hoop shade structure will allow for all machinery to be parked and worked on undercover. The area is currently clearly visible to the public. Consideration to be given to adjusting the 2015 Master Plan Concept (pg. 24-25) to move consolidated operations area (item M) to expand in existing cleared area behind current office (Item X). This would ensure that all cemetery staff are housed in adjacent areas and the need for staff facilities would not be duplicated. The rear service road can still be accommodated as well as the rear entry into the crematorium. Grant funding to be sought.	\$300,000
Online Access to Plot Locations for Public Provision of online access to plot information will allow the public to search plots remotely and reduce the need to come into the office to enquire about plot locations. Implementation would ensure TRC is up to date with contemporary practices - see link for example (https://www.cairns.qld.gov.au/facilities-sport-leisure/cemeteries/search).	Critical	✓			✓	<i>New Project</i> Further investigation is required to establish accurate costings. This project will be dependent on the outcome of the current business systems review.	\$20,000

Project	Importance					Status	Estimated Costs
Entry Configuration and Landscaping Create a memorable and attractive entrance with new trees to create a dramatic shaded avenue with mass planted garden beds lining the roads. Screening will be introduced in front of the existing house and the landscape works is to extend to the access road to improve the approach to the site. Removal of the roundabout and rationalise road and regulatory signage. The swale drain is to be diverted to allow for a pull in bay with orientation signage beside the entry road to assist visitors. This would be the first element of the wayfinding strategy for the whole site. 2015 Master Plan Reference – Pg. 45	Desirable	✓	✓	✓	✓	<i>Current Plan</i> Moved from immediate action to short term as some work has been completed and will be gradually implemented into normal operations.	\$100,000
Wayfinding Develop a wayfinding strategy and produce a suite of signs for identifying areas and directing visitors. The signage package will include new entry signs, map panels and simple directional and destination signs. The sign manufacture and install may occur over several years as part of other site works. 2015 Master Plan Reference – Pg. 46	Desirable	✓	✓	✓		<i>Current Plan</i> Moved from immediate action to short term as some work has been completed and will be gradually implemented into normal operations. To be funded through normal operations and grant funding.	\$60,000

Project	Importance					Status	Estimated Costs
Car Parking, Paths and Seating Provide car parking for all occasions and universal access throughout the cemetery. Swale crossings are to be designed for wheelchair accessibility using appropriate and durable materials. The path network is to be extended to include areas as they expand to link highly used areas, predominantly around shade shelters and buildings. Seating should be placed in and around high-profile areas for visitors to rest and reflect. Benches can become a revenue source by marketing memorial seats. Car parking is to be provided throughout the grounds to allow for all occasions. 2015 Master Plan Reference – Pg. 47	Desirable		✓	✓		<i>Current Plan</i> Moved from immediate action to short term to allow for adequate planning.	\$100,000
Back Road Installation of a back road around proposed expansion areas consistent with existing access road.	Desirable	✓	✓		✓	<i>New Project</i> Installation of the back road according to the 2015 Master Plan will facilitate the opening of new sections.	\$300,000





MEDIUM TERM





Project	Importance					Status	Estimated Costs
Irrigation Infrastructure	Critical	✓		✓	✓	<i>New Project</i> New irrigation infrastructure will be needed depending on the speed at which new areas are sold. Maintenance of existing irrigation is ongoing.	\$100,000
Shade Installation Provide shade shelters within large open areas to provide all weather cover for visitors to sit and reflect. Structures are to be built of hard wearing low maintenance materials suitable for the Top End conditions. 2015 Master Plan Reference – Pg. 52	Desirable	✓	✓	✓		<i>Current Plan</i> It is suggested that this could be funded through grants, e.g. the Special Purpose Grant (SPG)	\$60,000
Walk of Memories Retain the existing character of the central pedestrian only road. Replace missing trees and provide memorial gardens along the length of the walkway. Provide accessible path connections to all adjoining areas. This area would be available for memorial benches, family columbariums and interment of cremated remains. 2015 Master Plan Reference – Pg. 49	Desirable	✓	✓	✓	✓	<i>Current Plan</i> Moved from short to medium term. The walk of memories was previously closed to vehicles. Public vehicle access was re-established in 2017. This project is to be informed through the traffic management plan. Importance has been updated to desirable.	\$50,000

Chapel Upgrade Improve the amenity of the building. Improvements are to encourage visitors to stay longer and increase comfort so they can sit and reflect in a peaceful and serene environment. 2015 Master Plan Reference – Pg. 53	Desirable	✓	✓	✓	✓	<i>Current Plan</i> Alice Springs Town Council recently upgraded their Chapel in 2017 and is an example of the potential at the TRC site (see link below). https://wp.architecture.com.au/nt-awards/garden-cemetery/ . Prior to committing to any future upgrades, consideration should be given to the new chapel below. Will most likely only proceed through grant funding.	\$750,000
Periphery Buffer Planting Planting of native trees to the perimeter of the grounds will produce a natural outlook into the future. This area could also be utilised for natural burials and cremation interments. The overburden from graves is to be incrementally placed in a mound along the south western boundary. This area is to be installed and planted incrementally as needed to form an extension of the planting buffer and is to allow for maintenance and operational vehicles between the fence and mound. 2015 Master Plan Reference – Pg. 55	Desirable	✓		✓	✓	<i>Current Plan</i> Moved from long term to medium term. This project can be gradually implemented in line with a tree planting program guided by the 2015 Master Plan. Please refer to 'New Project' in immediate section.	





Palm Garden Revitalisation Replace shade trees previously removed. Upgrade paving and edges to reflect a high quality area. Provide high quality family columbariums among the palms and enhanced ornamental planting beds. Incorporate scattering garden and memorial wall into this area. 2015 Master Plan Reference – Pg. 48 Item X of Concept Plan pg. 24-25	Critical	✓		✓	✓	<i>Current Plan</i> Moved from short term to medium term. This project is to be informed by the tree planting program and can be gradually implemented.	\$40,000
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LONG TERM

Project	Importance					Status	Estimated Costs
Reconfigure Chapel Car Park Strengthen the pedestrian and visual link from the Garden of Angels to the Chapel by providing landscape islands. Eliminate 2-4 carparks directly linking the two areas and providing pathway connections and tree planting. Retain existing grass overflow parking and consider using a grass pave product in the future if grass starts to suffer from compaction. This will ensure a green outlook and link to the Garden of Angels when there are no funeral services whilst retaining car parking capacity. 2015 Master Plan Reference – Pg. 56	Desirable	✓	✓	✓	✓	<i>Current Plan</i> No change to current plan	\$60,000
Second Entry Provision for a new vehicle access that can be utilised when large services are planned. The additional access road would assist with traffic flow primarily as an exit as the site expands and remained locked at other times. 2015 Master Plan Reference – Pg. 52 Item V of Concept Plan pg. 24-25	Discretionary	✓	✓			<i>Current Plan</i> Importance changed to discretionary from desirable.	\$120,000

Project	Importance					Status	Estimated Costs
New Chapel Creation of a distinctive building feature at the termination of the central boulevard. The development is to include: <ul style="list-style-type: none"> • A large 'tropical' style canopy suitable for outdoor services • Wall structures for interment of cremated remains • Car parking for visitors • Shaded garden surrounds 2015 Master Plan Reference – Pg. 58 Item F of Concept Plan pg. 24-25	Desirable	✓	✓	✓	✓	<i>Current Plan</i> Importance changed from discretionary as this will be required due to the increasing population of the Greater Darwin Region. It appears no thought had been given to the location of the existing water supply bores in the 2015 Master Plan. Recommend that the new chapel be moved forward into the designated I expansion area. This will bring it closer to the existing crematoria, provide screening from the existing water tank and water supply bore. The structure would become a feature at the end of the main entry boulevard.	\$1,800,000

COMPLETED OR REMOVED PROJECTS

Project	Importance					Status
Adopt Master Plan as guiding document.	Critical	✓	✓	✓	✓	Current Plan COMPLETE – Master Plan adopted by TRC board on 28 June 2015.
Unused Land EOI Prepare Expression of Interest documents for the long term (100+ years) lease of the excess land on the northern side. The intention is this land could be utilised for speciality forestry or agricultural uses that do not compromise the cemetery operations, whilst also generating an income over many years. 2015 Master Plan Reference – Pg. 43	Desirable	✓			✓	Current Plan To be removed, not required. Based on current interments the area will be required within 20 yrs. Area would require fencing as a minimum to attract investment (Est \$80,000).
Garden of Angels Renewal Create a garden area that reflects the spirit of children. Enhance tree corridors and upgrade paving to allow all weather universal access. Provide designated high quality areas for a children's cremation garden, memorial garden and scattering garden. 2015 Master Plan Reference – Pg. 44	Critical	✓		✓	✓	Current Plan COMPLETE – Ongoing maintenance will continue with tree plantings directed by the development of the tree planting program.

Project	Importance					Status
Tree Planting Structure Tree planting for shade and general amenity should be continued and enhanced throughout the cemetery. 2015 Master Plan Reference – Pg. 51	Desirable	✓	✓	✓		Current Plan Remove from plan as is replaced by the development of a tree planting program in the short term section.



COUNCIL REPORT

Agenda Item Number:	15.03.05
Report Title:	Lease of Council Land Telstra 390 Bronzewing Ave
Author:	Mark Hogan, Project Management, Planning Program Leader
Recommending Officer:	Leon Kruger, General Manager Infrastructure & Operations
Meeting Date:	21/07/2021
Attachments:	A: Telstra Bronzewing Ave Expression of Interest - 20210628

Executive Summary

Council in-principle support is sought to enter into a ground lease agreement in favour of Telstra for a portion of the Council owned land at 390 Bronzewing Avenue, Howard Springs, as detailed in the Expression of Interest letter included at **Attachment A**, and subject to stipulations set out below.

If **endorsed** Council:

1. delegates authority to negotiate the final lease terms to the Chief Executive Officer; and
2. authorises all appropriate lease documents to be signed and common seal affixed by the Mayor and Chief Executive Officer, as required.

Recommendation

THAT Council adopt a position of in-principal support for the Telstra Application to Lease Council Land, subject to the satisfaction of the following stipulations:

1. coverage of all Litchfield Council legal costs is to be borne by Telstra;
2. adequate community consultation, including with adjacent properties, is to be undertaken by Telstra;
3. the tower is to be made available at commercially competitive rates that would be reasonable for the use of telecommunications carriers other than Telstra;
4. the proposed crossover driveway is to be built to the satisfaction of Litchfield Council and is not to impede traffic safety; and
5. no requisite earthworks or structure is to inhibit stormwater flow into the wetlands or create run-off to other adjacent properties.

Background

It is requested that Council provides in-principle support to enter into a lease agreement in favour of Telstra to allow for construction of a non-exclusive easement and 40 metre concrete mobile telecommunications monopole with associated facility.

Providing this support gives Telstra the assurance required to begin the statutory Development Approvals process, and ultimately undertake the financial commitment to deliver the much-needed telecommunications coverage that the local area is currently lacking.

Along with the monopole, Telstra would construct a facility comprising a 22 metre by 20 metre compound surrounded by a 2.4 metre high security fence and a 5 metre firebreak. Access for construction, maintenance and underground services is proposed via a three-metre wide, graded track connecting to Bronzewing Avenue utilising a to-be-constructed crossover.

The lease agreement would see Telstra engage with Litchfield Council for an initial 12 year rental period at \$5,000 per annum plus GST paid to Litchfield Council, indexed to increase at two per cent per annum.

The subject land is situated within the Bronzewing Avenue drainage wetland, in a location characterised by Telstra as a predominantly “grassy section of dry land.” Some minor vegetation is proposed for removal. The site is Zoned CN (Conservation) and an Overlay CNV (Clearing of Native Vegetation) will set the relevant controls on how this is to be undertaken at the Development Application stage.

In-principal support is recommended subject to the satisfaction of the above-noted stipulations regarding coverage of Litchfield Council legal costs being borne by Telstra, the undertaking of adequate community consultation, and that the tower is to be made available at reasonable rates for use by other carriers. It would also be stipulated that the proposed crossover driveway is to be built to the satisfaction of Litchfield Council, and that construction is not to inhibit stormwater flow into the wetlands or create run-off to adjacent properties.

Links with Strategic Plan

Everything You Need - Community Prosperity

This project aligns with Council’s *Strategic Plan 2018-2022*, specifically the section ‘Everything You Need – Community Economic Prosperity’ by fulfilling Council’s stated commitment to “advocate for new and upgraded mobile base stations to ensure all Litchfield residents and businesses have access to efficient telecommunications.”

Legislative and Policy Implications

This in-principal support will lead to Telstra initiating the statutory planning Development Approvals process, as required by Northern Territory legislation through the *Planning Act 1999*.

Risks



Community

Risk is minimal as Council stipulates that appropriate community consultation, including with adjacent properties, is undertaken by Telstra.

Environmental

Risk is minimal as the Development Approvals process to be undertaken allows for statutory enforcement via the Schedule to the Conservation Zone and relevant Overlay.

Community Engagement

Council stipulates that Telstra must undertake adequate community consultation, including with adjacent properties.

12 May 2021

The Manager
Infrastructure and Assets
Litchfield Council
PO Box 446
HUMPTY DOO
NT 0836

Attention: Rodney Jessup

Email: rodney.jessup@litchfield.nt.gov.au

Dear Rodney,

TELSTRA REFERENCE: HOWARD SPRINGS NORTHWEST 355920

**EXPRESSION OF INTEREST FOR A TELSTRA GROUND LEASE AND NON-EXCLUSIVE EASEMENT
AT SECTION 3418 PLAN LT090/60A 390 BRONZEWING AVENUE HOWARD SPRINGS NT 0835**

Service Stream Mobile Communications Pty Ltd ("Servicestream") acts on behalf of Telstra Corporation Limited ("Telstra") to undertake environmental, site acquisition, site design, and various other commercial activities for establishment and management of mobile telecommunication facilities for the Telstra telecommunication network in Australia.

Background

Telstra has in response into public enquiries has carried out a mobile telecommunication coverage review in the greater Howard Spring area. Whilst Telstra looks favourably upon such community enquiries Telstra needs to strike a balance between commercial and community stakeholder interests. As a result, Telstra has determined that the establishment of a new mobile telecommunication facility in one particular location would provide additional benefits to both the wider business community and the local and general public if so established.

Purpose

The purpose of this letter is to gain the written approval in principle of the Litchfield Council being the lawful proprietor of the land to grant a lease to Telstra for the underlying purpose of Telecommunications and Ancillary Infrastructure and to grant to Telstra a non-exclusive access, power and telecommunication easement for the same.

Lease and Easement Land

The proposed lease location is situated on a grassy section of dry land within the Bronzewing Avenue drainage wetland. This is the preferred location of the Litchfield Council staff who Telstra meet onsite. This location is deemed by Telstra to be suitable for the establishment of a proposed mobile telecommunication facility ("Facility") subject to Telstra obtaining the necessary tenure and regulatory approvals acceptable to Telstra in all regards.

The Facility will consist of a 40m concrete monopole and auxiliary equipment and a raised equipment shelter contained within a defined lease area measuring 20m x 22m subject to survey together with the non-exclusive use of the adjacent land for construction and on-going maintenance and operational access and underground utility services in general accordance with Telstra Howard Springs Northwest 355920 Preliminary S108216 Drawings attached.

Tenure

Telstra would look to enter into a lease agreement for the use of a portion of the land. The lease will be on the same terms and conditions to those recently agreed between Litchfield Council and Telstra for the Telstra Herbert North telecommunication facility at Lot 5761 McKinlay Road, Herbert NT 0836. The Facility will also require a non-exclusive easement for access and underground utility services. The non-exclusive easement will be separate to the lease agreement.

Lease Overview:

Lessee	Telstra Corporation Limited ABN 33 051 775 556
Lessor	Litchfield Council ABN: 45 018 934 501 Address: PO Box 446 Humpty Doo N.T. 0836 Phone: +61 8 8983 0600 Fax: +61 8 8983 1165 Email: council@litchfield.nt.gov.au Primarily Contact: Daniel Fletcher – Chief Executive Officer Phone : +61 8 8983 0600
Land	As to portion Certificate of Title Volume 818 Folio 521 being Section 3418 Hundred of Bagot from plan(s) LTO 90/60A. Area under title is 19 hectares 4000 square metres.
Type of Facility	A 40m concrete monopole and auxiliary equipment and a raised equipment shelter contained within a defined lease area measuring 20m x 22m subject to survey together with the non-exclusive use of the adjacent land for construction and on-going maintenance and operational access and underground utility services.
Premises	As to portion Certificate of Title Volume 818 Folio 521 being Section 3418 Hundred of Bagot from plan(s) LTO 90/60A Area under title is 19 hectares 4000 square metres at 390 Bronzewing Ave, Howard Springs NT 0835.

Access to Premises	<p>Telstra will have access to the Premises from the date of the Litchfield Council acceptance of this Expression of Interest letter until the Commencement Date of the lease to undertake geotechnical tests, land inspections and lease surveys.</p> <p>Telstra will have unrestricted access to the Premises 24 hours a day, 7 days a week during the term of the Lease and any holding over period.</p>
Permitted Use	<p>Installation, inspection, maintenance, construction, excavation, replacement, repair, renewal, alteration, upgrade, cleaning, operation, access to and from and removal of the Facility on the Land in accordance with the Lease including the exercise of any rights as set out in the Telecommunications Act 1997.</p>
Term	Twelve (12) years
Commencement Date	1 August 2021
Consecutive Leases(s)	Nil
Rent Commencement Date	<p>The Rent Commencement Date is the earlier of:</p> <ul style="list-style-type: none"> a) the date Telstra substantially commences physical installation of Lessee's Facility on the Premises; and b) a date not later than 24 months from when the Lessee notifies the Lessor in writing that the local authority has issued either an unconditional development approval/planning permit or a development approval/planning permit with conditions acceptable to the Lessee in relation to the construction of the Facility. <p>Where the Rent Commencement Date falls on a day other than the Commencement Date, the amount of Rent payable will be calculated on a pro rata basis, based on the proportion that the period of time from the Rent Commencement Date to the day before the next anniversary of the Commencement Date bears to the relevant lease year in which Rent Commencement Date occurs.</p>

Rent	\$5,000 per annum plus GST (if applicable)
Rent Review	The rent will be increased by 2% per annum on each anniversary of the Commencement Date during the Term and any consecutive lease term.
Payment of Rent	Yearly in advance with the first year's rent to be paid from the Commencement Date. Subsequent rent payments will be made by EFT deposit directly into your nominated account.
Legal & Other Costs	<p>Telstra agrees to pay your legal costs for the negotiation and execution of the leases and reasonable disbursements to an amount not exceeding \$1,500.00</p> <p>Telstra will also pay stamp duty, registration fees (where the law makes this the Lessee's responsibility) and, if the land is subject to a mortgage, any reasonable mortgagee consent fee payable in relation to the Lease.</p>
Lease Documentation	Telstra's standard Lease for this type of Facility and which will apply to this transaction will be forwarded to Council for review and acceptance. Telstra's lawyers will prepare the signing copies of the lease and these will be sent to Council for execution.
Title Dealing	N/A
GST	Unless otherwise stated, all amounts quoted in this Heads of Agreement are exclusive of GST.
Australian Standards	Telstra will install and operate the Facility in accordance with the relevant Australian Standards and regulations.
Insurance	Telstra self-insures for property damage and has a global insurance policy for public liability. The full insurance arrangements applicable to this transaction are contained within the final lease document.

No concurrent or superior lease or other dealing	<p>The Lessor must not:</p> <ul style="list-style-type: none"> a) grant any lease concurrent or superior to the Lease; b) grant any easement over the Premises; c) enter into any other dealing over the Premises (excluding a sale or mortgage) <p>without the Lessee's prior written consent, such consent not to be unreasonably withheld.</p>
Easement for Services	<p>If the local power authority requires an easement to be registered on title, the Lessor will do whatever is necessary to procure the registration of an easement on title.</p>
Telstra's Requirements	<p>This offer is subject to:</p> <p>Telstra's final approval; and</p> <p>Telstra obtaining approval from any statutory authority or other relevant authority to enter into the Lease and construct its Facility.</p>

Easement Overview:

Lessee	<p>Telstra Corporation Limited</p> <p>ABN 33 051 775 556</p>
Lessor	<p>Litchfield Council</p> <p>ABN: 45 018 934 501</p> <p>Address: PO Box 446 Humpty Doo N.T. 0836</p> <p>Phone: +61 8 8983 0600</p> <p>Fax: +61 8 8983 1165</p> <p>Email: council@litchfield.nt.gov.au</p> <p>Primarily Contact: Daniel Fletcher – Chief Executive Officer</p> <p>Phone : +61 8 8983 0600</p>
Land	<p>As to portion Certificate of Title Volume 818 Folio 521 being Section 3418 Hundred of Bagot from plan(s) LTO 90/60A. Area under title is 19 hectares 4000 square metres.</p>

Type of Interest	A non-exclusive easement for access and underground utility services.
Easement Fee	One off payment of \$1 at Commencement Date if so, requested on demand.
Commencement Date	1 August 2021

This Expression of Interest supersedes all previous requests made or implied by either Telstra or Servicestream as agent for Telstra and is valid for 90 days from the date of this letter. This tenure offer is subject to the final acceptance of the offer and any subsequent amendments to this offer by Telstra.

If this tenure proposition is acceptable please confirm Litchfield Council in principle acceptance by email to Brent McLeod at brent.mcleod@servicestream.com.au.

If you have any questions in relation to the content of this letter, please do not hesitate to contact me on 0427 423 214 or email brent.mcleod@servicestream.com.au.

Yours sincerely



Brent McLeod
Property Consultant – Professional Services



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 21 July 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 Administrative Review Committee Meeting Minutes – 24 June 2021

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

17.02 RFT21-261 – Tender for Virginia Road Pavement Reconstruction

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.

17.03 Moving of Confidential Resolutions to Open

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

17.04 Chief Executive Officer's Performance Review

8(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.

18 Close of Meeting