



AGENDA

1st Ordinary Council Meeting

11th Council of Litchfield

WEDNESDAY 29/09/2021

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

COVID-19 Statement of Commitment

The Ordinary Meeting of Council will be open to the public and holds a Statement of Commitment to adhere to:

- Physical distancing measures
- Health and hygiene principles



COUNCIL AGENDA

TABLE OF CONTENTS

1	Acknowledgement of Traditional Owners	1
2	Opening of Meeting.....	1
	2.01 Declaration of Office – Cr Sharp	
3	Electronic Attendance / Apologies and Leave of Absence	1
	3.01 Electronic Attendance	
	3.02 Apologies	
	3.03 Leave of Absence Previously Granted	
	3.0 Leave of Absence Request	
4	Disclosure of Interest	1
	4.01 Elected Members	
	4.02 Staff	
5	Confirmation of Minutes	2 - 10
	5.01 Confirmation of Minutes	
	5.02 Council Action Sheet / Business Arising from Previous Meetings	
6	Petitions.....	11
7	Deputations and Presentations	11
8	Public Questions	11
9	Accepting or Declining Late Items.....	11
10	Notices of Motion	11
11	Mayors Report	11 - 13
	11.01 Mayors Report	
12	Reports from Council Appointed Representatives.....	14
13	Work Team Presentation	14

Nil

14	Officers Reports	14
14.01	Business Excellence	
14.01.01	Litchfield Council Finance Report	15 - 32
14.01.02	People, Performance and Governance Monthly Report – July 2021 and August 2021	33 - 41
14.01.03	Council Cost Index – LGANT Motion	42 - 44
14.02	Council Leadership & Community Services	
14.02.01	Council Representatives Appointment to Committees.....	45 - 86
14.02.02	LGANT Nomination of Delegates and Executive Members....	87 - 88
14.02.03	Special Purpose Grant Acquittal	89 - 91
14.02.04	Palmerston and Litchfield Seniors Association Lifting of Report from the Table - Request for Funding Agreement extension	92 - 96
14.03	Infrastructure & Operations	
14.03.01	Summary Planning and Development Report August 2021	97 - 111
14.03.02	Council Acquisition of Drainage Easement over Lot 52 Horsnell Road - Common Seal request	112 - 116
15	Other Business.....	117
16	Confidential Items	117
16.01	Application of Statutory Charge	
17	Close of Meeting.....	117



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Wednesday 29 September 2021

1. 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.

2. Opening 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.

2.01 Declaration of Office – Councillor Sharp

3. Electronic Attendance / Apologies and Leave of Absence

3.01 Electronic Attendance

3.02 Apologies

3.03 Leave of Absence Previously Granted

3.04 Leave of Absence Request

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.

4.01 Elected Members

4.02 Staff

5. Confirmation of Minutes

5.01 Confirmation of Minutes

- Council Meeting held Wednesday 18 August 2021, 6 pages.

5.02 Council Action Sheet / Business Arising from Previous Meetings



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Meeting

Live streamed on Council's YouTube platform

Wednesday 18 August 2021 at 6:00pm

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

This Ordinary Council Meeting was facilitated via video conferencing due to the direction provided by the Chief Health Officer relating to the COVID restrictions and lockdown of the Greater Darwin region

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.

The Mayor also reminded Councillors that, under Section 161 of the Local Government Act, Litchfield Council is currently under caretaker provisions and the Council's GOV05 Caretaker Policy applies whereby Council will not make any major policy decisions.

As it was the last Ordinary meeting of Council, the Mayor thanked all the members of Council for their dedication to the business of Council and to the Community over the past four years of years. The Mayor wished all the Councillors well in future their activities within the Community. The Mayor thanked the CEO, Executive Leadership Team and staff who continued to provide excellent reports and guidance for the decision-making process. The Mayor also added that Litchfield was very fortunate to have a such a high calibre of staff working for the Community.

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: Mayor Bredhauer

Seconded: Cr Barden

THAT Council accept an apology from Cr Salter.

CARRIED (4-0)-2021/275

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.

MEETING PROCEDURES

Moved: Mayor Bredhauer

Seconded: Cr Sayers-Hunt

THAT Section 4.1.21 Members to stand when speaking be suspended in accordance with part a)ii of that Section, for the duration of this Ordinary Council meeting held via video conferencing.

CARRIED (4-0)-2021/276

5. CONFIRMATION OF MINUTES

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

THAT Council confirm the minutes of the Council Meeting held Wednesday 21 July 2021, 21 pages and 13 pages of the Confidential Section.

CARRIED (4-0)-2021/277

6. BUSINESS ARISING FROM THE MINUTES

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

THAT Council receives and notes the Action List.

Cr Salter attended the meeting at 6:20pm

CARRIED (5-0)-2021/278

7. PRESENTATIONS

Nil.

8. PETITIONS

Nil.

9. PUBLIC QUESTIONS

Nil.

10. ACCEPTING OR DECLINING LATE ITEMS

Nil.

11. NOTICES OF MOTION

Nil.

12. MAYORS REPORT

Moved: Cr Sayers-Hunt

Seconded: Deputy Mayor Simpson

THAT Council receive and note the Mayor's monthly report and to change Palmerston and Rural Seniors to Palmerston and Litchfield Seniors.

CARRIED (5-0)-2021/279

13. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

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

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT Council note the Councillors' verbal report.

CARRIED (5-0)-2021/280

14. WORK TEAM PRESENTATION

Nil.

15. OFFICERS' REPORTS

15.01.01 Litchfield Council 2021 Community Survey

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council receive and note the Litchfield Council 2021 Community Survey Report.

CARRIED (5-0)-2021/281

15.01.02 Tourism and Events Strategy 2021-2024 Action Plan Year One

Moved: Cr Sayers-Hunt
Seconded: Cr Salter

THAT Council receive and note the year one progress of the Tourism and Events Strategy 2021-2024 Action Plan.

CARRIED (5-0)-2021/282

15.01.03 Howard Park and Knuckey Lagoon Recreation Reserves Minutes

Moved: Cr Barden
Seconded: Deputy Mayor Simpson

THAT Council receive and note;

1. the unconfirmed Knuckey Lagoon Recreation Reserve Advisory Committee Minutes of 12 July 2021, at Attachment A; and
2. the unconfirmed Howard Park Recreation Reserve Advisory Committee Minutes of 8 July, 2021, at Attachment B.

CARRIED (5-0)-2021/283

15.01.04 Recreation Reserves Funding Agreements

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council receive and note this report.

CARRIED (5-0)-2021/284

15.02.01 Litchfield Council Finance Report – July 2021

Moved: Cr Salter
Seconded: Deputy Mayor Simpson

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

CARRIED (5-0)-2021/285

15.02.02 Risk Management Audit Committee Minutes

Moved: Cr Barden
Seconded: Cr Sayers-Hunt

THAT Council receive and note the Risk Management Audit Committee minutes from the 3 August 2021 meeting, as at Attachment A.

CARRIED (5-0)-2021/286

15.03.01 July 2021 Summary Planning and Development Report

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT Council:

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

CARRIED (5-0)-2021/287

16. OTHER BUSINESS

16.1 Cr Sayers-Hunt – Note of Thanks

Cr Sayers-Hunt informed Council that she would not be re-standing at the upcoming Local Government election therefore wanted to extend her appreciation to everyone.

Cr Sayers-Hunt thanked the staff, former CEO Kaylene Conrick, current CEO Daniel Fletcher, Executive Assistant Debbie Branson and current and past Executive Team members and all the staff for their professionalism and guidance.

Cr Sayers-Hunt thanked fellow Councillors for their professionalism, dedication and for working towards what is best for the Litchfield Council, the municipality and the wider area.

Cr Sayers-Hunt also acknowledged her wife and daughter for their support.

Cr Sayers-Hunt wished everyone all the best who were recontesting in the election and acknowledged that Council had done well to build their reputation within the Community from the previous Council in 2015 when it was placed in Administration.

Fellow Councillors wished Cr Sayers-Hunt all the best in the future and thanked her for her dedication and performance whilst on Council.

16.2 2021 Regional Telecommunications Review

Deputy Mayor Simpson advised Council that there was an independent online public consultation review available on 24 August 2021 and encouraged everyone to contribute.

17. CONFIDENTIAL ITEMS

Nil.

18. CLOSE OF MEETING

The Chair closed the meeting at 7:58pm.

19. NEXT MEETING

Wednesday 29 September 2021.

MINUTES TO BE CONFIRMED

Wednesday 29 September 2021

.....
Mayor
{To be confirmed}

.....
Chief Executive Officer
Daniel Fletcher

5.02 Council Action Sheet

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	Approval of Drafting Instructions for Litchfield Municipality By-Laws will be sought at the October Ordinary Council 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.
2021/220	Road Opening – Kentish Road, Berry Springs THAT Council: 1. proceed with the road opening process for Kentish Road, across sections 641 and 2398 Hundred of Cavenagh (655 and 579 Kentish Road, Berry Springs) 2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road, as required.	19/05/2021	GMIO	Ongoing - Awaiting documentation from surveyor.
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.

Lease of Council Land Telstra 390 Bronzewing Avenue

THAT Council adopt a position of in-principle support for the Telstra Application to Lease Council Land on 390 Bronzewing Avenue, subject to the satisfaction of the following stipulations:

2021/268	<p>1.coverage of all Litchfield Council legal costs is to be borne by Telstra;</p> <p>2.adequate community consultation, including with adjacent properties, is to be undertaken by Telstra;</p> <p>3.the proposed crossover driveway is to be built to the satisfaction of Litchfield Council and is not to impede traffic safety; and</p> <p>4.no requisite earthworks or structure is to inhibit stormwater flow into the wetlands or create run-off to other adjacent properties.</p>	21/07/2021	GMIO	Ongoing - Negotiations continuing between CEO, Mayor and Telstra's planning representatives.
----------	---	------------	------	--



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Wednesday 29 September 2021

6. Petitions

7. Deputations and Presentations

8. Public Questions

9. Accepting or Declining Late Items

10. Notices of Motion

11. Mayors Report

11.01 Mayor's Report



COUNCIL REPORT

Agenda Item Number:	11.01
Report Title:	Mayor's Monthly Report
Author & Recommending Officer:	Doug Barden, Mayor
Meeting Date:	29/09/2021
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 13 September 2021 to 29 September 2021.

Summary

Date	Event
13 September 2021	NTEC Formal Declaration 2021 Local Government Elections
	ABC Radio Interview
14 September 2021	Berry Springs Seniors AGM
	Councillor Information Session #1
	Mix 104.9 Radio Interview
15 September 2021	Community Forum and Public Question Time
	Special Council Meeting
17 September 2021	Australian Citizenship Ceremony
18 September 2021	Elected Member Induction
21 September 2021	Livingstone Beef Community Reference Group
24 September 2021	Filming 'This is Litchfield'
29 September 2021	ABC Radio Grassroots Program
29 September 2021	Meeting Regarding Coolalinga Central – Premises for Litchfield Council
29 September 2021	Community Forum and Public Question Time

Date	Event
29 September 2021	Ordinary Council Meeting

Recommendation

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



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Wednesday 29 September 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.

12. Reports from Council Appointed Representatives

Nil

13. Work Team Presentation

Nil

14. Officers Reports

14.01 Business Excellence

14.01.01 Litchfield Council Finance Report

14.01.02 People, Performance and Governance Monthly Report – July 2021 and August 2021

14.01.03 Council Cost Index – LGANT Motion

14.02 Council Leadership & Community Services

14.02.01 Council Representatives Appointment to Committees

14.02.02 LGANT Nomination of Delegates and Executive Members

14.02.03 Special Purpose Grant Acquittal

14.02.04 Palmerston and Litchfield Seniors Association Lifting of Report from the Table - Request for Funding Agreement extension

14.03 Infrastructure & Operations

14.03.01 Summary Planning and Development Report August 2021

14.03.02 Council Acquisition of Drainage Easement over Lot 52 Horsnell Road - Common Seal request



COUNCIL REPORT

Agenda Item Number:	14.01.01
Report Title:	Litchfield Council Finance Report
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	29/09/2021
Attachments:	Nil

Executive Summary

Council's Operational Income reflects the full year of rates levied. The surplus position does not include depreciation and is expected to gradually decrease as expenses are incurred over the course of the year.

Rates outstanding have decreased compared to prior month. Rates outstanding are expected to continue decreasing as Council implements initiatives as a result of the rates recovery information previously presented to Council.

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

The 2020/2021 Balance Sheet and Financial Reserves figures are still subject to change as end of financial years is still being finalised.

Recommendation

THAT Council note the Litchfield Council Finance Report for the period ended 31 August 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 the Local Government Act, Council's policies, and Australian Accounting Standards.

Financial Implications

Nil

Risks



Financial

Council's current levels of revenue fall short to fund the required asset renewals expenditure. 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

August 2021

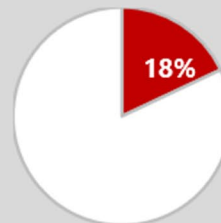
AUGUST 2021

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$0m
Target – 30%



Rates Outstanding

\$2.1m Outstanding
Target– 18% (\$2.1m and less)



Current Cash Investments

\$17.8m

0 of 18

Budgeted Capital Programs

0 of 10

Carry Forward Programs from 2020/21

\$13m

Forecast Cash Reserves June 2022

\$ 12.5m

OPERATIONAL REVENUE

\$17m Budget – 72% Target Achieved

\$ 0.0m

CAPITAL REVENUE

\$2.9m Budget

\$ 1.9m

OPERATIONAL EXPENSES

\$16m Budget – 12% Spent

\$ 0.1m

CAPITAL EXPENSES

\$6.9m Budget

\$ 10.7m

OPERATING SURPLUS

Budget \$1.4m

\$ 0.1m

CAPITAL DEFECIT

Budget (\$3.6m)

RATIOS

0%

Asset Sustainability
Target 30% and more

18%

Rates Outstanding
Target less than 18%

57%

Own Source Revenue
Target 86% and more

7.23

Current Ratio
Target 1 and more

0

Debt Service Ratio
Target less than 1



Not Achieved



Achieved



Budgeted to be Achieved



Achieved



Achieved

CONSOLIDATED FINANCIAL STATEMENTS

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

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

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

CONSOLIDATED OPERATING STATEMENT

	2021/22 Budget	2021/22 YTD Actuals	% of Budget
REVENUE	\$	\$	
Rates	11,720,414	11,744,500	100%
Stat Charges	189,000	46,556	25%
User Charges	1,289,199	322,563	25%
Grants	3,608,882	417,667	12%
Inv Income	249,500	49,139	20%
Other Revenue	485,524	-	0%
TOTAL REVENUE	17,542,519	12,580,426	72%
EXPENSES	\$	\$	
Employee Costs	7,218,475	1,130,727	16%
Auditors Fees	50,000	959	2%
Bad Debts	900	-	0%
Elected Member	307,264	19,483	6%
Cemetery Operations	392,904	51,259	13%
Contractors	4,567,537	254,589	6%
Energy	193,800	9,624	5%
Insurance	311,500	60,226	19%
Maintenance	453,810	74,353	16%
Legal Expenses	82,004	930	1%
Donations and Community Support	130,340	1,069	1%
Computer / IT Costs	346,250	82,494	24%
Parts, Accessories & Consumables	128,500	11,552	9%
Professional Fees	1,343,564	97,739	7%
Sundry	591,105	75,318	13%
TOTAL EXPENSES	16,117,953	1,870,322	12%
RESULT	1,424,566	10,710,104	752%

CONSOLIDATED BALANCE SHEET

The 2020/2021 end of financial year adjustments are still being completed. As a result, the 30 June 21 numbers are still subject to change.

	31-Jul-21	31-Aug-21	Movement
CURRENT ASSETS			
Cash & Cash Equivalents	2,573,880	2,667,714	93,834
Trade and Other Receivables	13,399,042	13,048,677	(350,365)
Other Financial Assets	17,872,808	17,877,730	4,922
Other Current Assets	146,001	165,942	19,941
TOTAL CURRENT ASSETS	33,991,730	33,760,062	(231,688)
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	301,369,855	301,170,526	(199,329)
Other Non-Current Assets	13,477,672	13,318,780	(158,892)
TOTAL NON-CURRENT ASSETS	311,529,583	314,489,307	(358,211)
TOTAL ASSETS	345,521,313	348,249,369	(589,889)
CURRENT LIABILITIES			
Trade and Other Payables	3,130,005	4,048,904	918,899
Current Provisions	602,116	617,897	15,781
TOTAL CURRENT LIABILITIES	3,732,121	4,666,801	934,680
NON-CURRENT LIABILITIES			
Non-Current Provisions	426,288	432,822	6,534
TOTAL NON-CURRENT LIABILITIES	426,288	432,822	6,534
TOTAL LIABILITIES	4,158,409	5,099,622	941,213
NET ASSETS	341,362,904	343,149,746	(1,531,102)
EQUITY			
Accumulated Surplus	29,234,342	27,728,240	(1,506,103)
Asset Revaluation Reserve	294,301,835	294,301,835	-
Other Reserves	21,144,673	21,119,673	(25,000.00)
TOTAL EQUITY	344,680,849	343,149,746	(1,531,103)

OPERATING POSITION BY DEPARTMENT

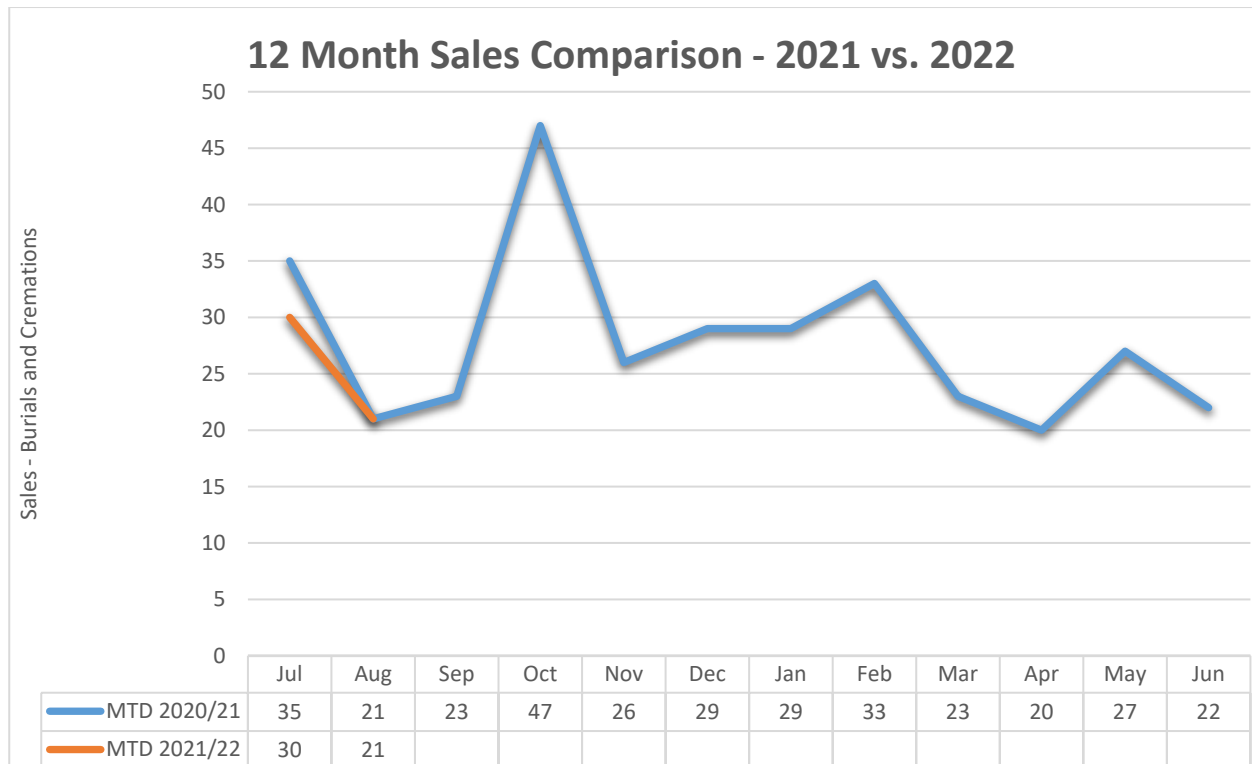
Finance and Waste Management income represents a high % of total year income due to rates and waste charges being levied in full.

	2021/22 Budget	2021/22 YTD Actuals	% of Budget
REVENUE	\$	\$	
Council Leadership	-	-	0%
Corporate	-	-	0%
Information Services	-	-	0%
Finance & Customer Service	9,561,134	8,808,797	92%
Infrastructure & Assets	2,980,594	352,812	12%
Waste Management	3,263,000	3,082,438	94%
Community	88,000	17,403	20%
Community - Library	442,712	223	0%
Mobile Workforce	-	-	-
Regulatory Services	189,500	46,556	25%
Thorak Cemetery	1,017,579	272,196	27%
TOTAL REVENUE	17,542,519	12,580,426	72%
EXPENSES			
Council Leadership	1,327,210	170,429	13%
Corporate	687,753	80,156	12%
Information Services	690,239	90,549	13%
Finance & Customer Service	1,472,618	329,665	22%
Infrastructure & Assets	3,831,662	241,137	6%
Waste Management	3,246,634	285,765	9%
Community	1,539,546	262,724	17%
Community - Library	442,712	59,224	13%
Mobile Workforce	1,328,714	131,450	10%
Regulatory Services	591,802	76,425	13%
Thorak Cemetery	959,062	142,797	15%
TOTAL EXPENSES	16,117,952	1,870,322	12%
OPERATING RESULT	1,424,567	10,710,104	752%

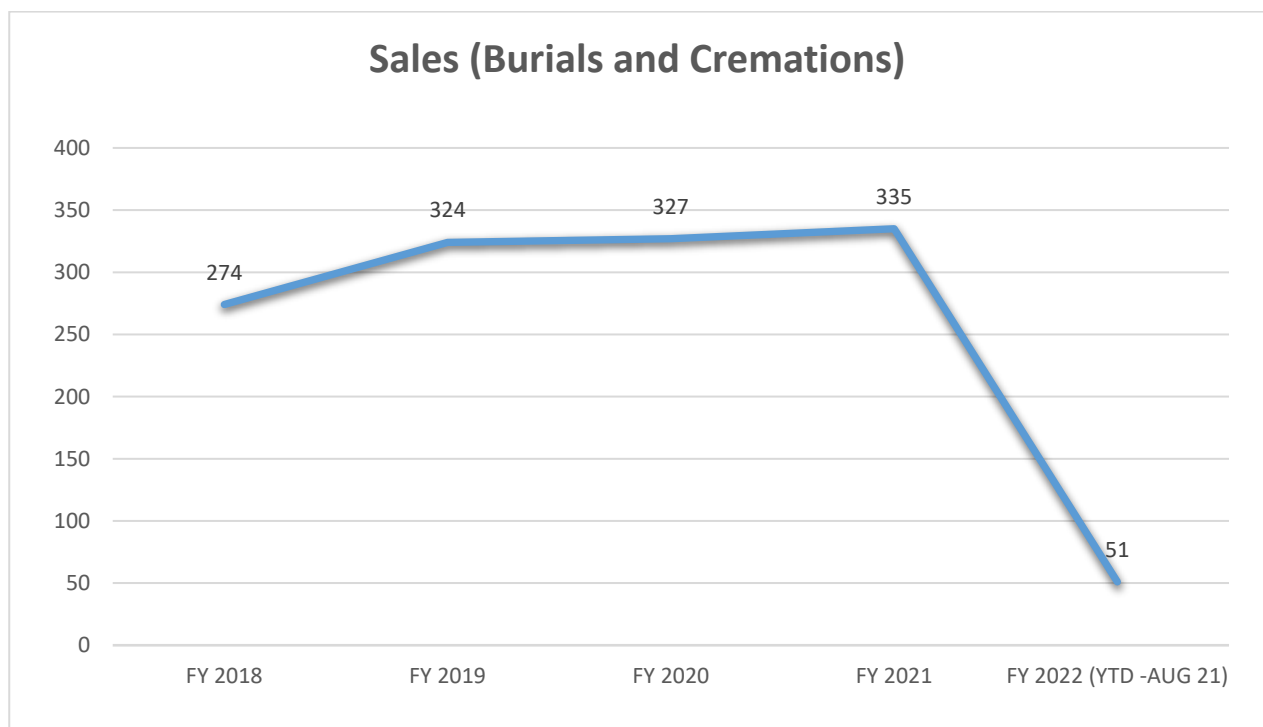
THORAK REGIONAL CEMETERY SALES

To date Thorak Regional Cemetery has completed 21 interments and cremations, equalling to same figures from the same time last year.

Below provides a comparison by month against last year:



Below present a sales comparison over the last 5 years:

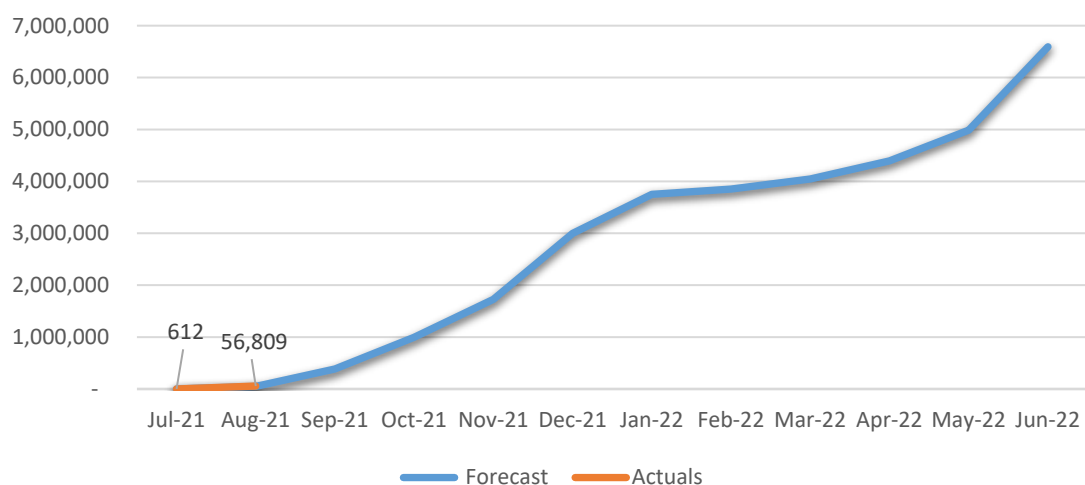


CAPITAL BUDGET POSITION

The table below compares capital revenue and expenditure to budget. All projects are still in the planning stage. Expenses will increase as projects progress.

	2021/22 Budget	2021/22 YTD Actuals	% of Budget
REVENUE			
Council Leadership	0	0	0%
Corporate	0	0	0%
Infrastructure & Assets	2,949,084	63,349	2%
Information Services	0	0	0%
Mobile Workforce	0	0	0%
Community	0	0	0%
Regulatory Services	0	0	0%
Waste Management	0	0	0%
Thorak Cemetery	0	0	0%
TOTAL REVENUE	2,949,084	63,349	2%
EXPENSES			
Infrastructure & Assets	6,446,070	123,847	2%
Information Services	0	0	0%
Mobile Workforce		0	
Community	32,000	0	0%
Regulatory Services	0	23,937	0%
Waste Management	35,000	5,174	15%
Thorak Cemetery	80,000	0	0%
TOTAL EXPENSES	6,593,070	152,958	2%
CAPITAL RESULT	(3,643,986)	(89,609)	2%

Forecast and Actual Capital Expenditure (\$)



2021/2022 CAPITAL PROJECTS

Municipal Plan Program	Budget	Grant Fund		Year to Date Actuals	Budget Spent %	Scheduled Completion Date	Project Stage	On Time	On Budget	Status Update
		Source	Amount \$							
Buildings	1,220,000	LRCI - P2	1,010,870	0	0%	Jun-22	Planning	Yes	Yes	
Drainage Renewal and Upgrades	537,500	R2R	296,845	0	0%	Jun-22	Planning	Yes	Yes	
Vehicle Replacement	313,000			0	0%	Jun-22	Initiation	Yes	Yes	
Shared Pathway Program	20,000			0	0%	Jun-22	Initiation	Yes	Yes	
Pathway Renewal	180,000			0	0%	Jun-22	Planning	Yes	Yes	
Street Lighting Replacement	30,000			0	0%	Jun-22	Initiation	Yes	Yes	
Gravel Surface Renewal	300,000			0	0%	Jun-22	Initiation	Yes	Yes	
Forward Planning & Design	350,000			0	0%	Jun-22	Initiation	Yes	Yes	
Pavement Renewal	760,285	R2R	760,285	305	0%	Dec-21	Delivery	Yes	Yes	
Road Seal Renewal	760,285			0	0%	Jun-22	Planning	Yes	Yes	
Gravel Road Sealing	500,000			0	0%	Jun-22	Initiation	No	Yes	Expect Project completion Nov 2022 with construction proposed for over the Dry Season.
Productive Roads - Mango Roads	300,000			0	0%	Jun-22	In progress	Yes	Yes	
Road Safety Upgrades	1,025,000	Blackspot	485,000	0	0%	Jun 22	Initiation	Yes	Yes	
		R2R	100,000							
Mira Square Development	150,000	LRCI - P2	150,000	0	0.0%	Jun-22	Planning	Yes	Yes	
Thorak Cemetery Asset Renewal	80,000			0	0%	Jun-22	Not Started	Yes	Yes	
Waste Transfer Station Renewal	35,000			0	0%	Jun-22	Not Started	Yes	Yes	
Reserve Building Renewal	20,000			0	0%	Jun-22	Not Started	Yes	Yes	
Reserve Playground	12,000			0	0%	Jun-22	Not Started	Yes	Yes	
Subtotal	6,593,070		2,803,000	305	0.0%					

Carry Forward Projects from 2020/2021

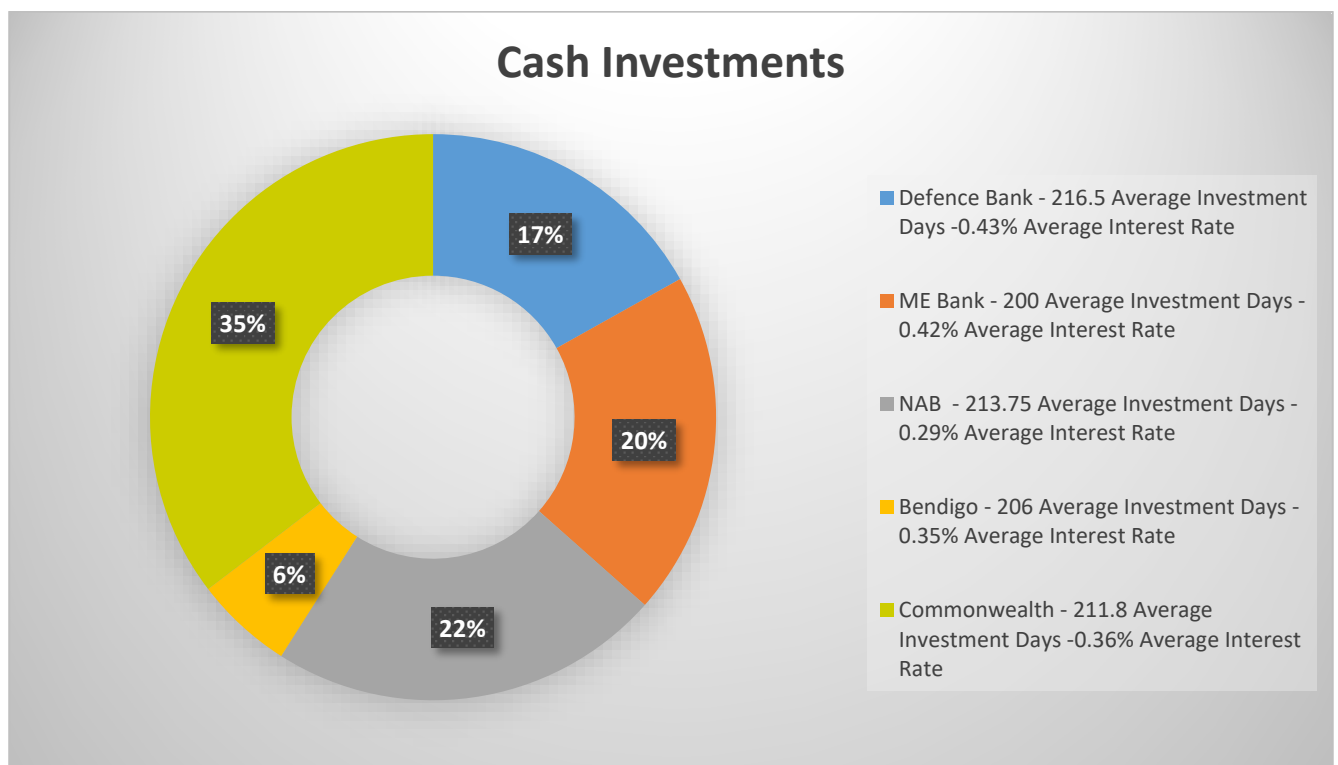
Municipal Plan Program	Budget	Grant Fund		Year to Date Actuals	Budget Spent %	Scheduled Completion Date	Project Stage	On Time	On Budget	Status Update
		Source	Amount \$							
Knuckeys Lagoon Shed	20,000			10,000	50.00%	Dec-21	Delivery	Yes	Yes	
Drainage Renewal and Upgrades	337,192			-	0.00%	Dec-21	Delivery	Yes	Yes	
Pavement Renewal	434,015			478	0.03%	Dec-21	Delivery	Yes	Yes	
Road Safety Upgrades	366,645	R2R	434,015	305	0.08%	Dec-21	Delivery	Yes	Yes	
Road Seal Renewal	53,577	Blackspot	385,000	-	0.00%	Dec-21	Planning	Yes	Yes	
Mira Square development	221,394			478	0.13%	Jan-22	Planning	Yes	Yes	
Dog Pound Upgrade	31,901	LRCI - P2	150,000	23,937	75.04%	Sep-21	Delivery	Yes	Yes	
Townend Road	121,203			6,952	5.74%	Sep-21	Delivery	Yes	Yes	
Waste Vehicle Replacement	127,630	LRCI - P1	121,203	-	0.00%	Jun-22	Planning	Yes	Yes	
Community Hall	150,000	LRCI- P2	150,000	14,834	1.28%	Jan-22	Planning	Yes	Yes	
	1,863,557		1,240,218	56,984	1.30%					

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
23/02/2021	\$1,007,042	196	NAB	0.31%	7/09/2021	\$1,676
22/02/2021	\$1,007,042	218	NAB	0.31%	28/09/2021	\$1,865
9/03/2021	\$1,512,082	210	ME Bank	0.40%	5/10/2021	\$3,480
23/03/2021	\$1,016,435	210	Defence Bank	0.45%	19/10/2021	\$2,632
21/04/2021	\$1,000,000	196	ME Bank	0.45%	3/11/2021	\$2,416
13/05/2021	\$1,000,000	194	ME Bank	0.40%	23/11/2021	\$2,126
20/05/2021	\$1,500,000	201	Commonwealth	0.34%	7/12/2021	\$2,808
20/05/2021	\$1,500,000	215	Commonwealth	0.34%	21/12/2021	\$3,004
1/07/2021	\$1,000,000	203	Commonwealth	0.35%	20/01/2022	\$1,947
2/07/2021	\$1,000,000	206	Bendigo	0.35%	24/01/2022	\$1,975
29/06/2021	\$2,000,000	223	Defence Bank	0.40%	7/02/2022	\$4,888
14/07/2021	\$2,000,000	222	Commonwealth	0.39%	21/02/2022	\$4,744
5/08/2021	\$1,000,000	217	NAB	0.28%	10/03/2022	\$1,665
16/08/2021	\$321,711	218	Commonwealth	0.36%	22/03/2022	\$692
23/08/2021	\$1,000,000	224	NAB	0.27%	4/04/2022	\$1,657
TOTAL INVESTMENTS	17,864,313					\$37,575



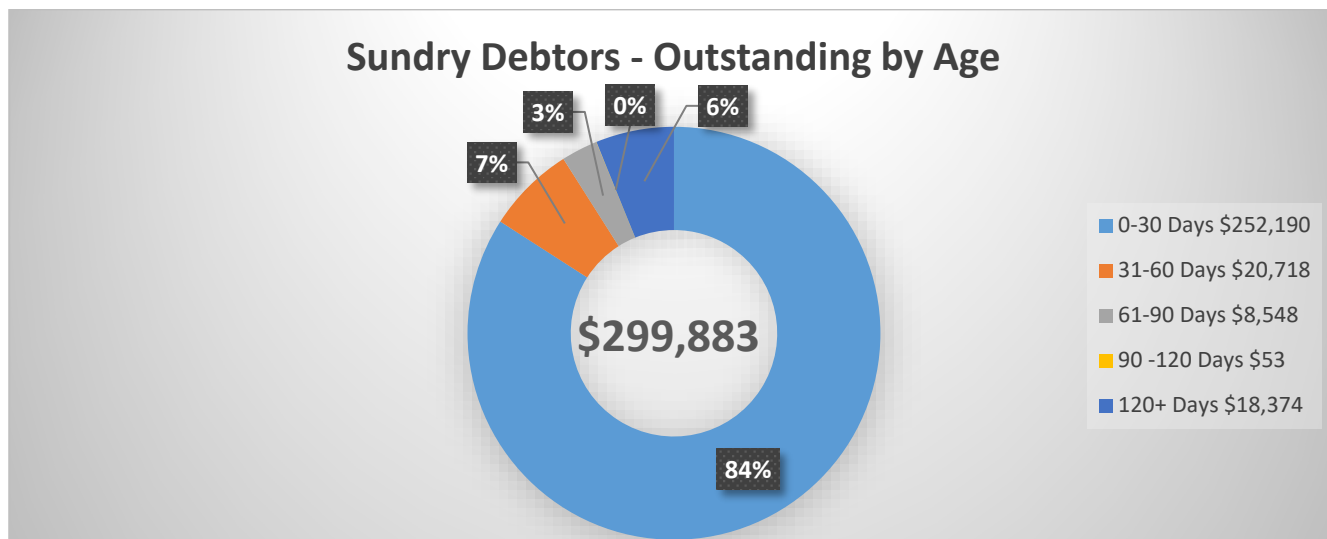
FINANCIAL RESERVES

Table showing forecasted reserve balance. The 2020/2021 Budget Forecast will be updated with actuals once end of financial year adjustment have been completed.

	2020/21 Budget Forecast	2021/2022 Net Movement	2021/22 Budget Balance
Externally Restricted			
Developer Contribution Reserve	82,735	(82,735)	0
Unexpended Grants / Contributions	0	0	0
Unexpended Capital Works	0	0	0
Waste Management Reserve	4,818,776	(228,634)	4,590,142
Total Externally Restricted Reserves	4,901,511	(311,369)	4,509,142
Internally Restricted			
Asset Reserve	8,789,628	(2,015,302)	6,774,326
Thorak Regional Cemetery Reserve	704,514	(21,483)	683,031
Election Reserve	100,000	(54,000)	46,000
Disaster Recovery Reserve	500,000	100,000	600,000
Strategic Initiatives Reserve	500,000	(100,000)	400,000
ICT Reserve	0	100,000	100,000
Total Internally Restricted Reserves	10,594,142	(1,990,785)	8,603,357
TOTAL RESERVES	15,495,653	(2,302,154)	13,193,499

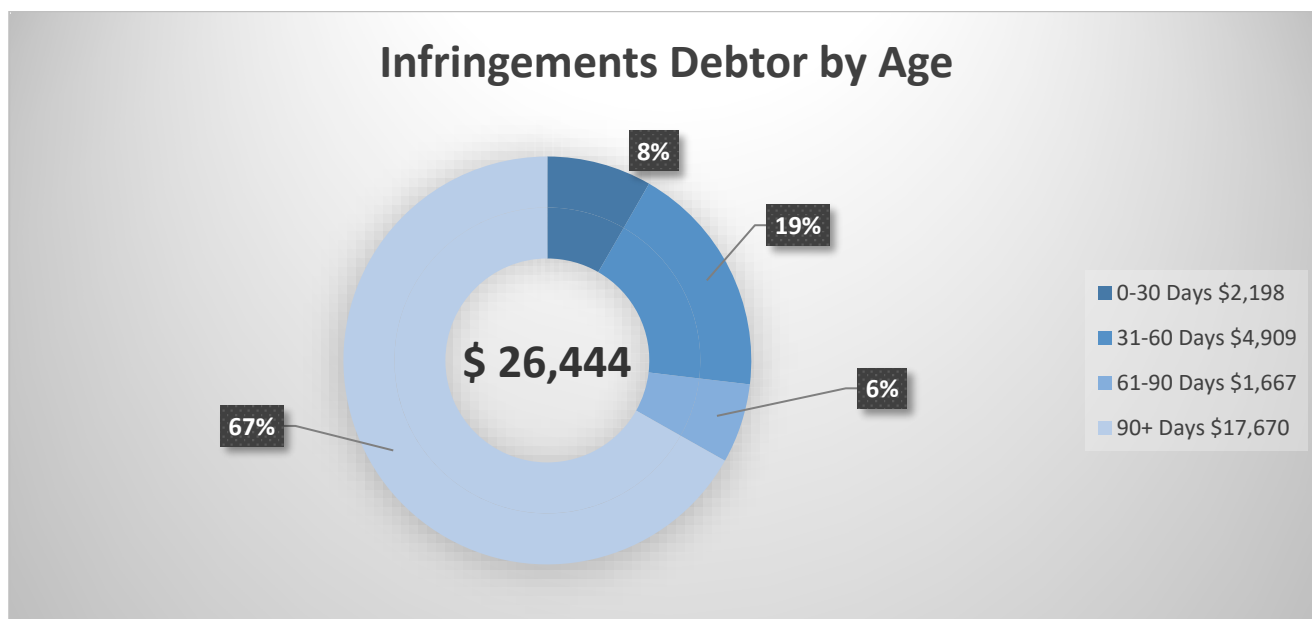
DEBTORS

Total Debtors are \$299,883. \$198,000 relates to recovery of the NT Pensioner concession. \$74,183 relates to Thorak Regional Cemetery funeral providers. These amounts are sitting in 0-30 days and are expected to be received by the end of September. There are three (3) debtors outstanding for more than 90 days. \$18,107 is the on charge of legal fees relating to regulatory services order and Council is currently undertaking legal action to recover this debt. The remaining two total \$320 and are under dispute. Investigation continues and an outcome is expected in September.



FINES AND INFRINGEMENTS

Council has eighty-nine (89) infringements outstanding with a balance of \$26,444, an increase of \$1,324 from July. Eleven (11) have been newly issued, twelve (12) have been sent reminders and sixty-six (66) have been forwarded to Fines Recovery Unit (FRU) and are awaiting payment¹.



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

OUTSTANDING RATES

PRIOR YEAR RATES

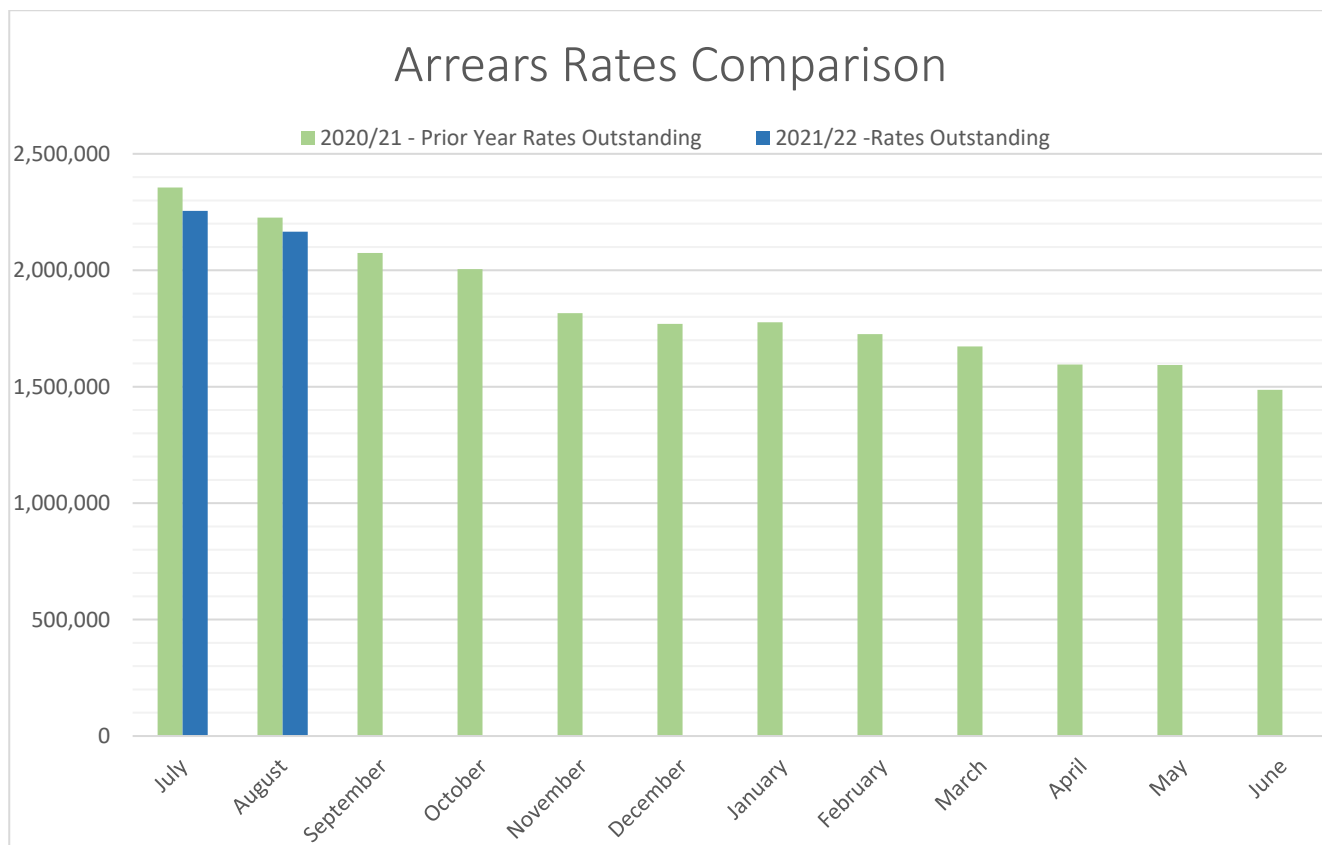
The below table illustrates the split of prior year outstanding rates. Prior year rates are currently \$2.1 million. This is a decrease of 2.8% compared to the same time last year.

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 2021/2022 and 2020/2021 financial years.

	Beginning 2021/22 Prior Years Outstanding (\$)	Previous Month (July 2021) (\$)	Current Month (August 2021) (\$)
COMMERCIAL	71,419	65,444	64,775
GAS PLANT	5	5	5
MINING	123,002	123,382	124,142
NON-RATEABLE GENERAL	9,727	9,463	9,512
NON-RATEABLE WASTE	30,834	31,157	31,353
PASTORAL	0	0	0
RURAL RESIDENTIAL	1,850,245	1,792,710	1,702,789
URBAN RESIDENTIAL	234,916	232,730	233,185
TOTAL	2,320,148	2,254,891	2,165,761
Arrears LESS Legal	2,030,874	1,970,838	1,887,046

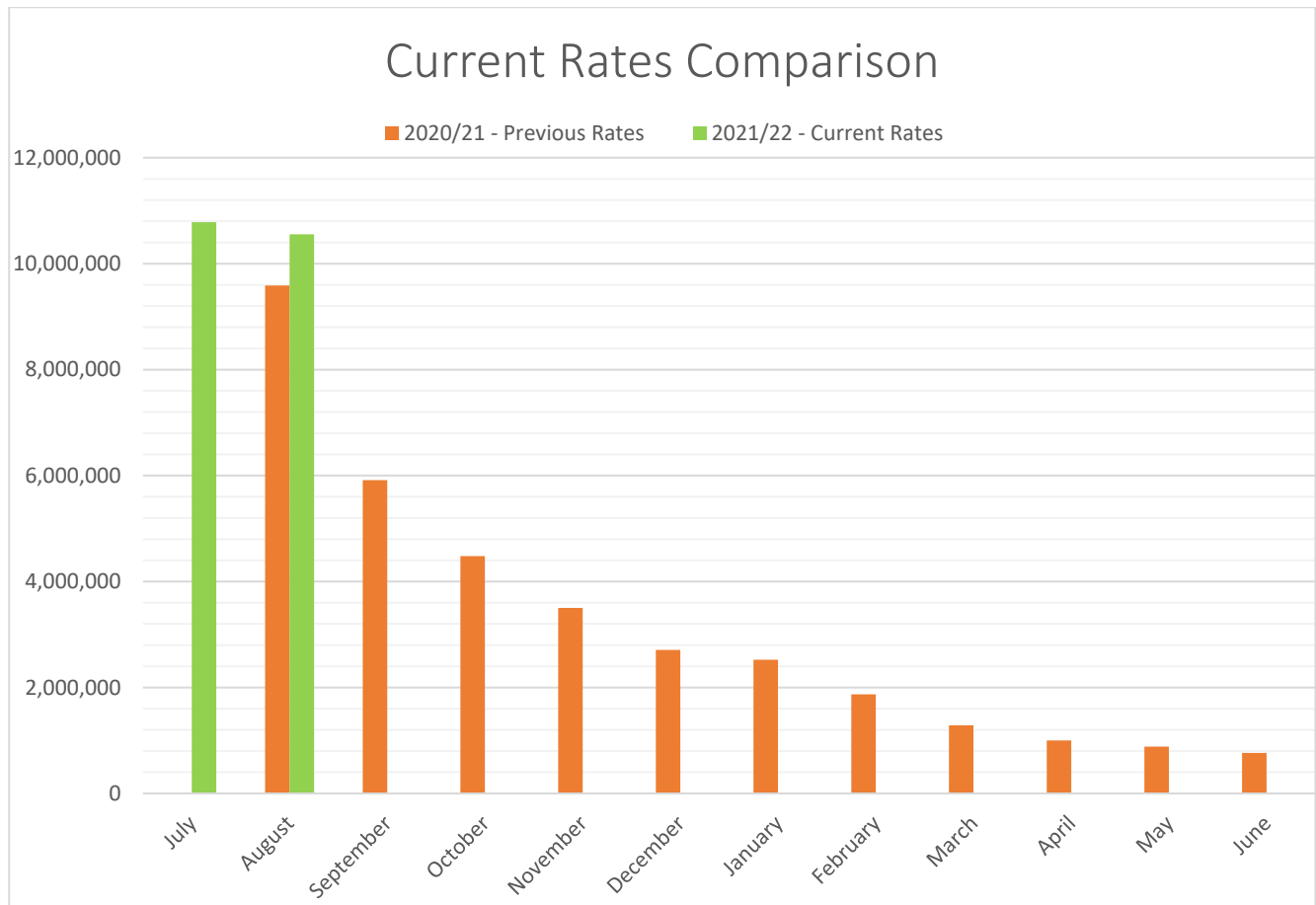
The graph below compares prior year rates between 2020/2021 and 2021/2022 financial years.



CURRENT YEAR RATES

The below table illustrates the split of current year outstanding rates. Current year rates levied total \$11.7m. The below figure of \$10.7m takes into account some accounts that are in credit.

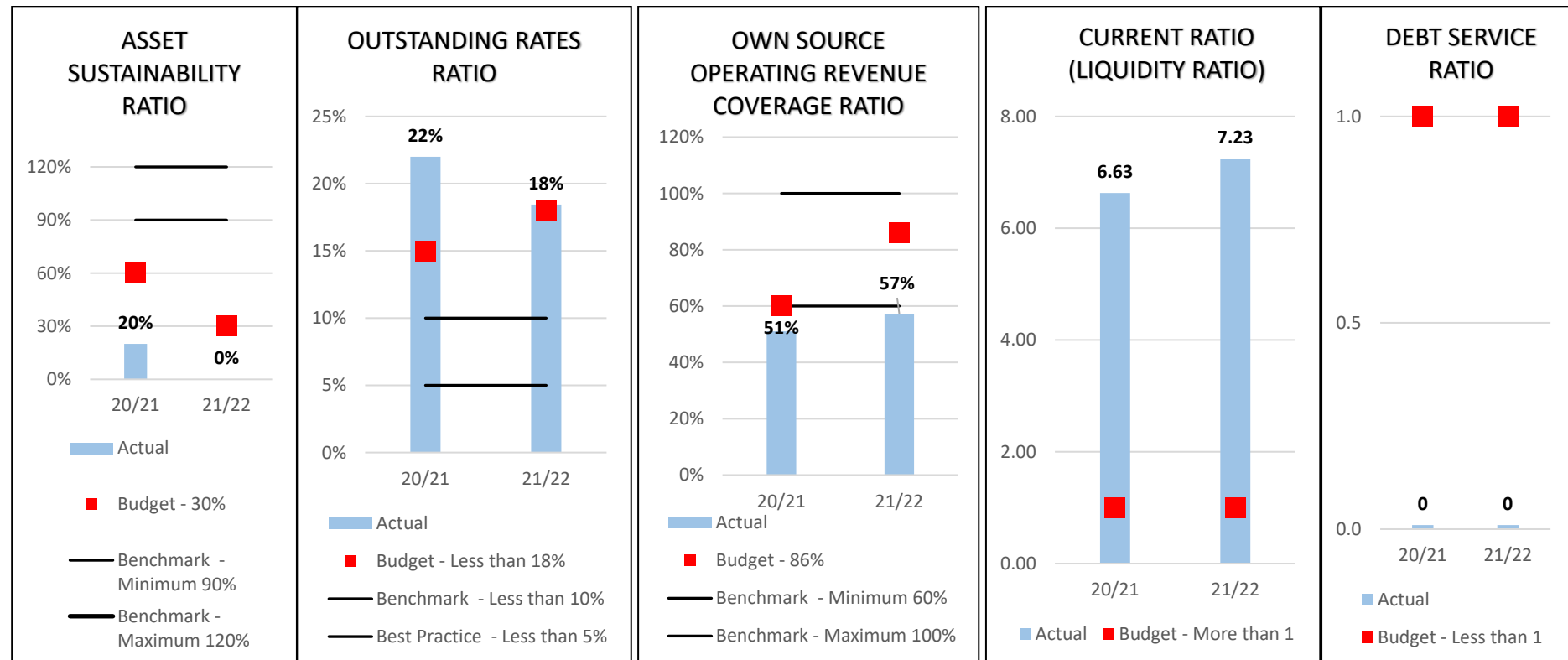
	Previous Month (July 2021) (\$)	Current Month (August 2021) (\$)	Variance (\$)	Due Dates
Instalment 1	3,460,979	3,380,700	(80,279)	30-Sep-21
Instalment 2	3,612,617	3,531,913	(80,704)	30-Nov-21
Instalment 3	3,710,403	3,639,704	(70,699)	28-Feb-22
TOTAL	10,783,999	10,552,317	(231,682)	



Note: 2020/2021 rates were not levied until August 2020 therefore there is no comparative bar for July.

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2021/2022 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.
---	--	---	--	---

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 for the month of August is 0% as most capital projects are in 'planning' and 'project initiation' stages. While this % will increase as expenses are incurred, it is expected that Council will continue to fail to meet 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 18% sits in line with the Municipal Plan target of 18%. 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 58% is just short of the Municipal Plan target of 60%.</p>
Current Ratio (Liquidity Ratio)	<p>A ratio of greater than 1 is required to provide assurance that Council has enough funds to pay its short-term financial commitments.</p> <p>Council's Current Ratio of 7.23 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:	14.01.02
Report Title:	People, Performance and Governance Monthly Report – July 2021 and August 2021
Author	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	29/09/2021
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:

1. note the People and Performance Monthly Report for July 2021; and
2. note the People and Performance Monthly Report for August 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 People, Performance and Governance Monthly Report for July 2021 was not presented at the August Ordinary Council Meeting as Council was in Caretaker mode.

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.

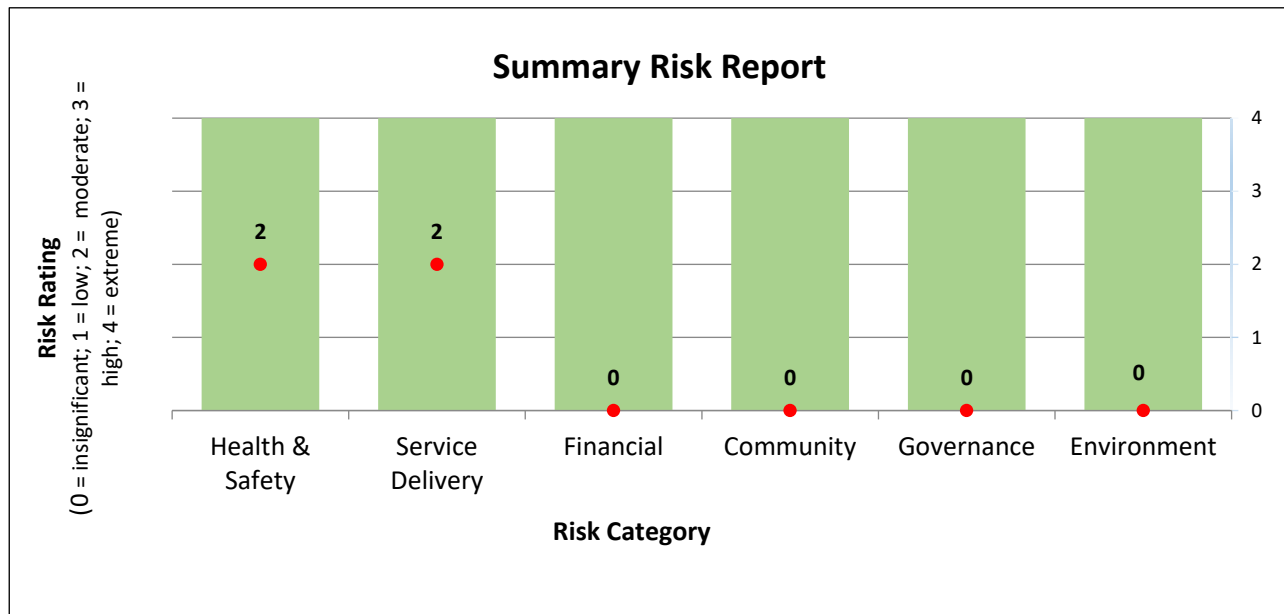
Links with Strategic Plan

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

July 2021

People

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
----------	------------	-----------	---------------------

NIL

External Appointments

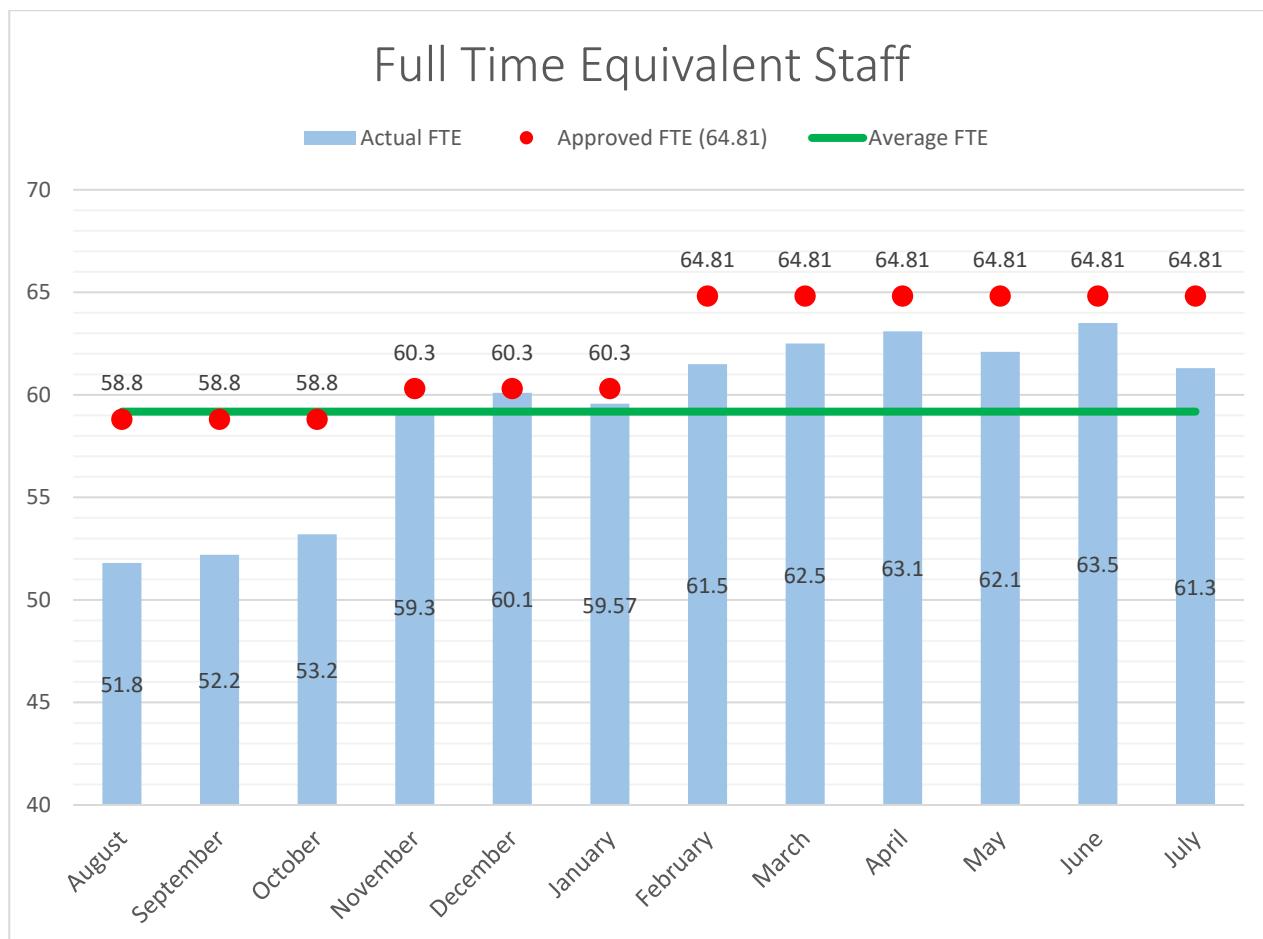
Position	Department	Commenced	Permanent/Temporary
----------	------------	-----------	---------------------

NIL

Employment Separation

Position	Department	Commenced	Permanent/Temporary
Project Support Officer	Infrastructure and Operations	30 July 2021	Fixed-term Contract

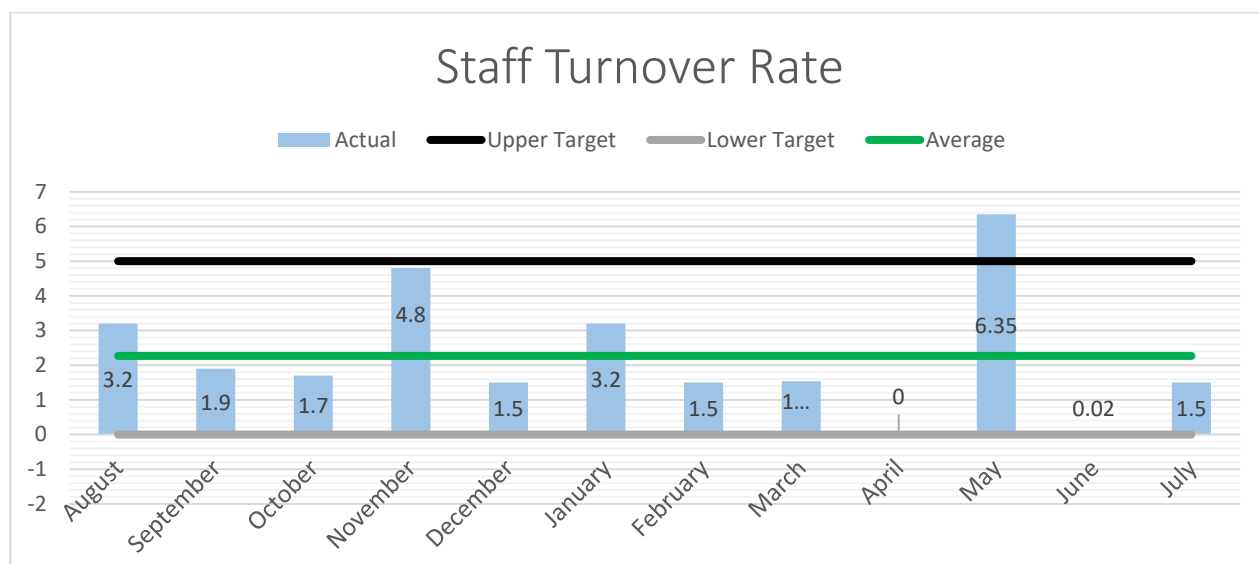
	Approved	Actual	Difference
Full Time Equivalent	49	47	-2
Part-time	5.81	4.3	-1.51
Contract	10	10	0
Total	64.81	61.3	-3.51



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)



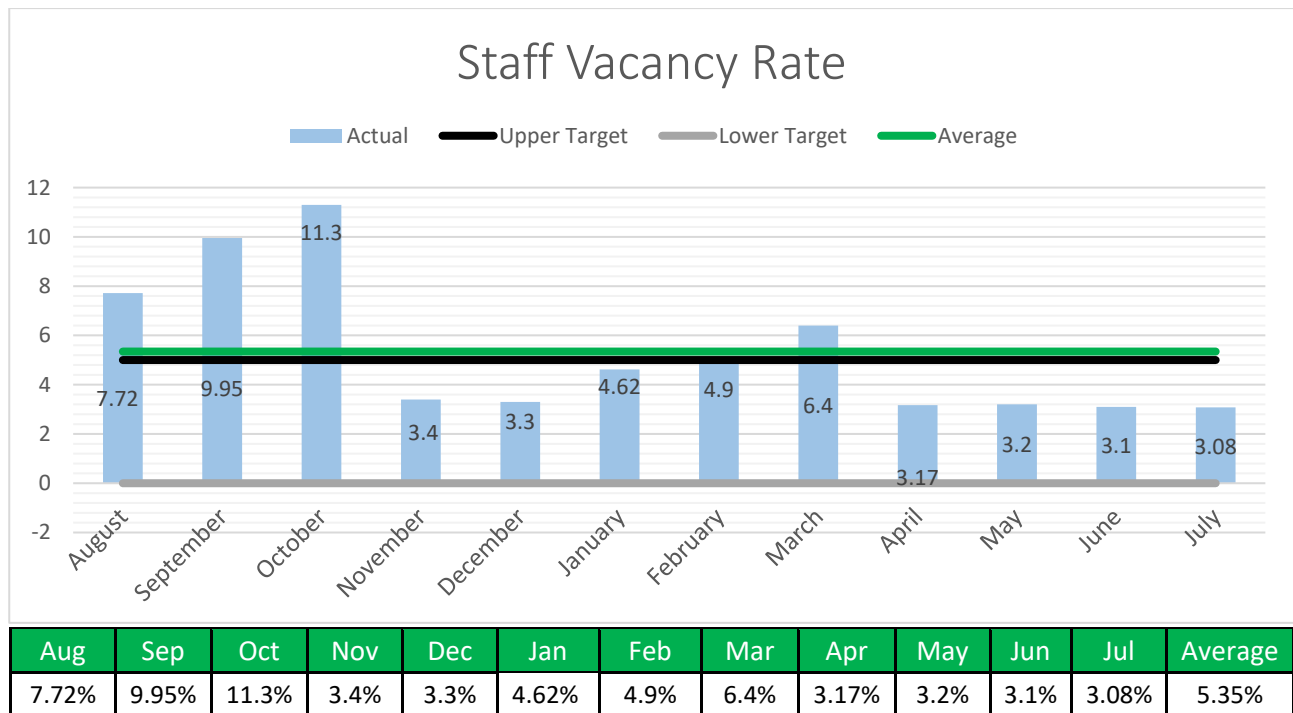
Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Average
3.2%	1.9%	1.7%	4.8%	1.5%	3.2%	1.5%	1.54%	0%	6.35%	0.02%	1.5%	2.28%

Target Average: Between 0% - 5%

Staff Vacancy Rate:

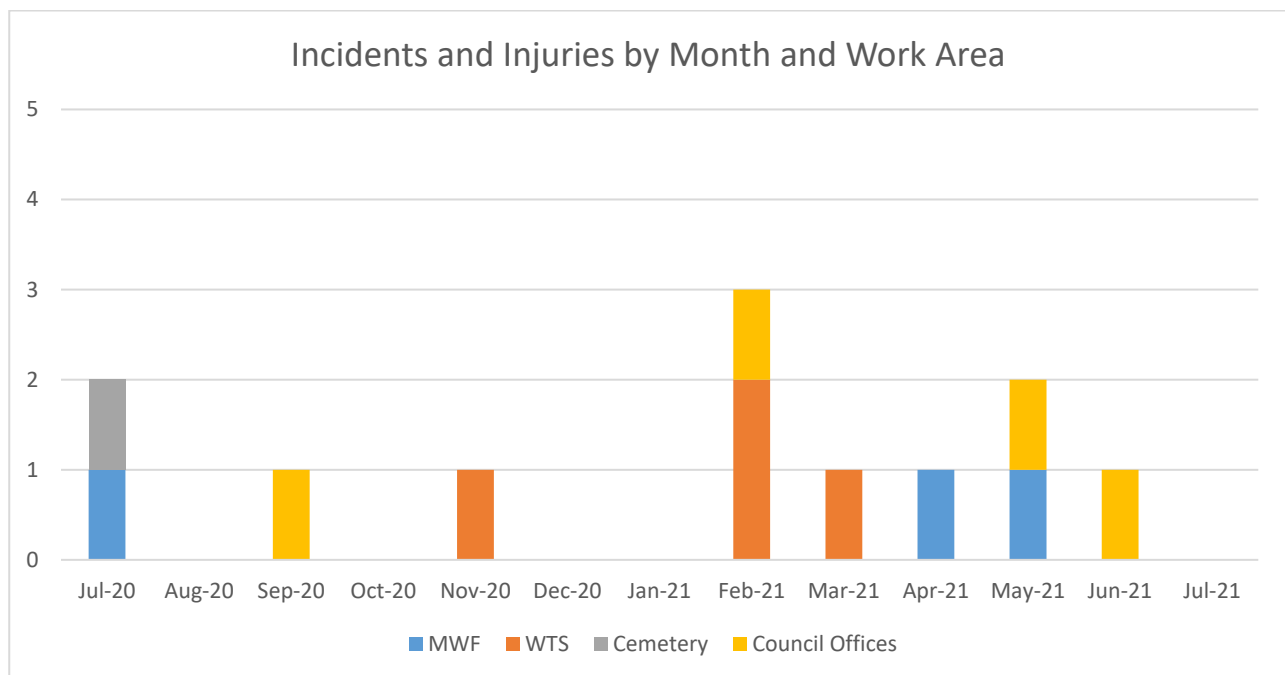
The number of vacant positions during the reporting period.

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



Target: 0% - 5%

Workplace Health and Safety



Zero incidents target was achieved in July 2021.

PEOPLE AND PERFORMANCE MONTHLY REPORT

August 2021

People

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
----------	------------	-----------	---------------------

NIL

External Appointments

Position	Department	Commenced	Permanent/Temporary
----------	------------	-----------	---------------------

Project and Records Officer	Business Excellence	24 August 2021	Fixed-term Contract (6 Months)
-----------------------------	---------------------	----------------	--------------------------------

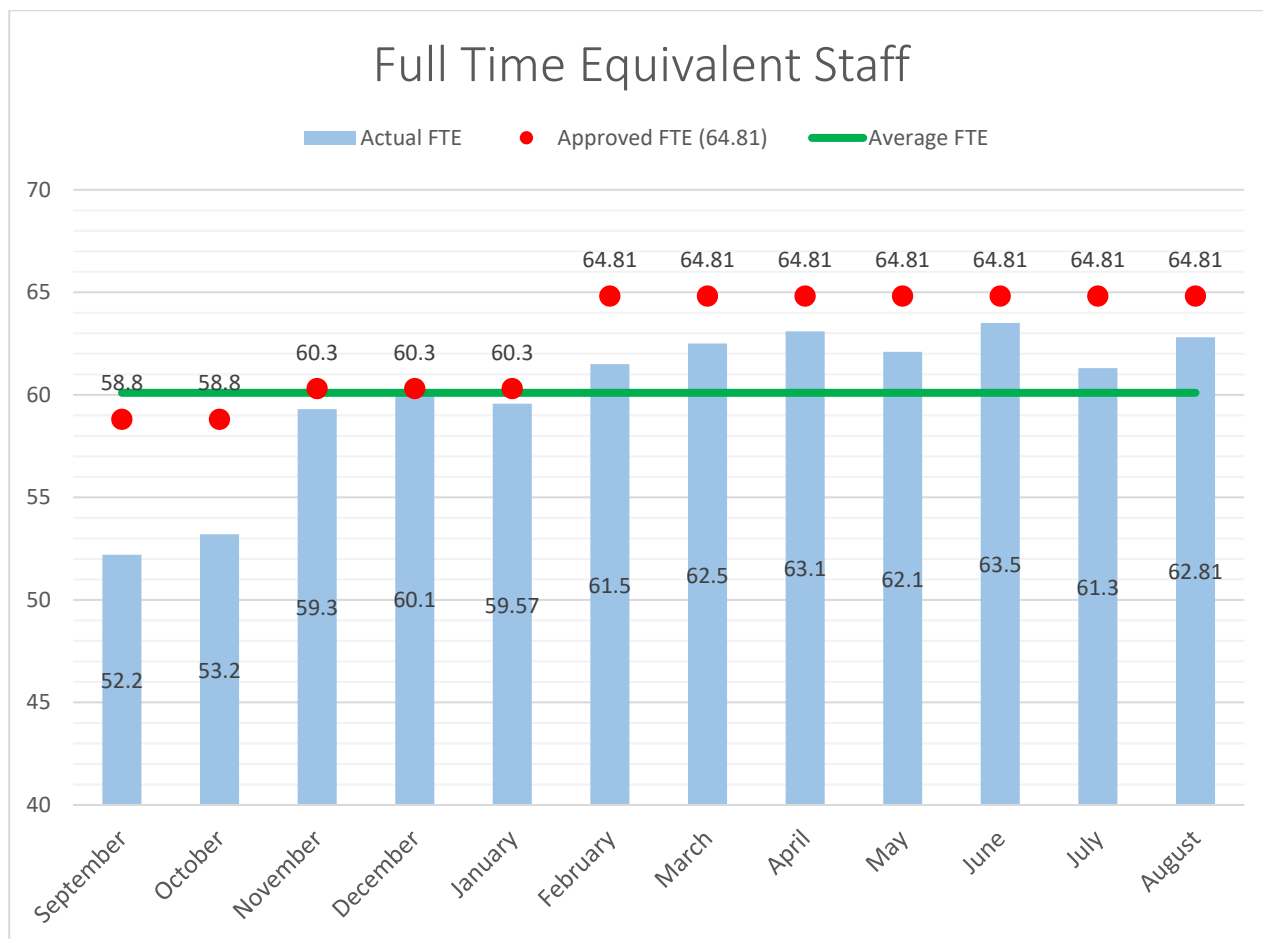
Resource Recovery Program Leader	Infrastructure & Operations	3 August 2021	Permanent
----------------------------------	-----------------------------	---------------	-----------

Employment Separation

Position	Department	Commenced	Permanent/Temporary
----------	------------	-----------	---------------------

NIL

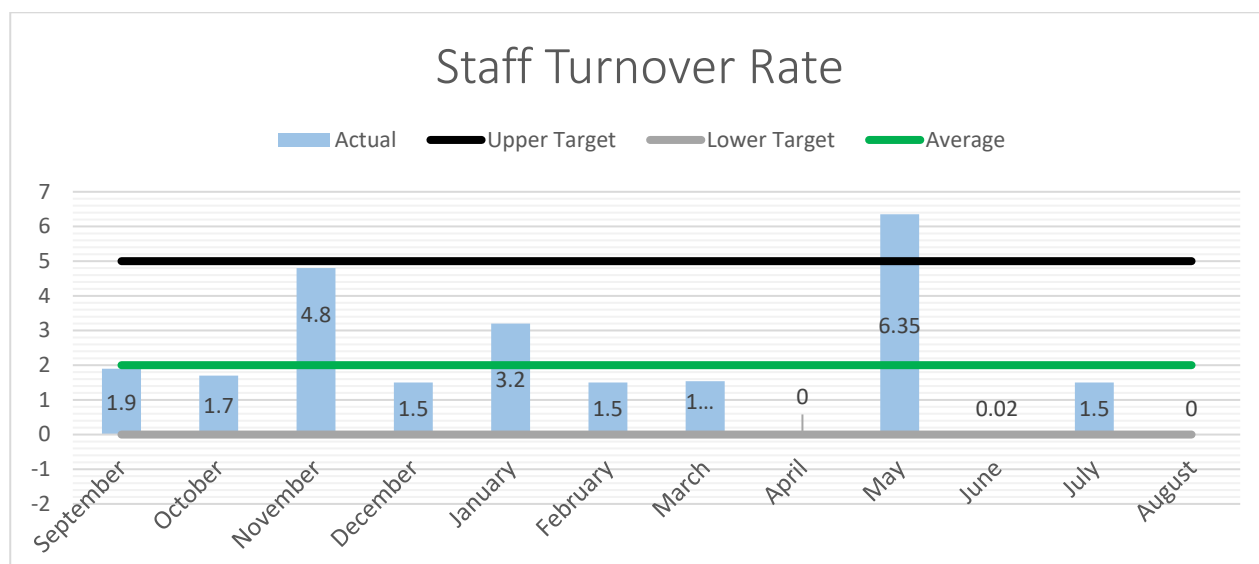
	Approved	Actual	Difference
Full Time Equivalent	49	48	-1
Part-time	5.81	4.5	-0.21
Contract	10	10	0
Total	64.81	62.81	-2



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)



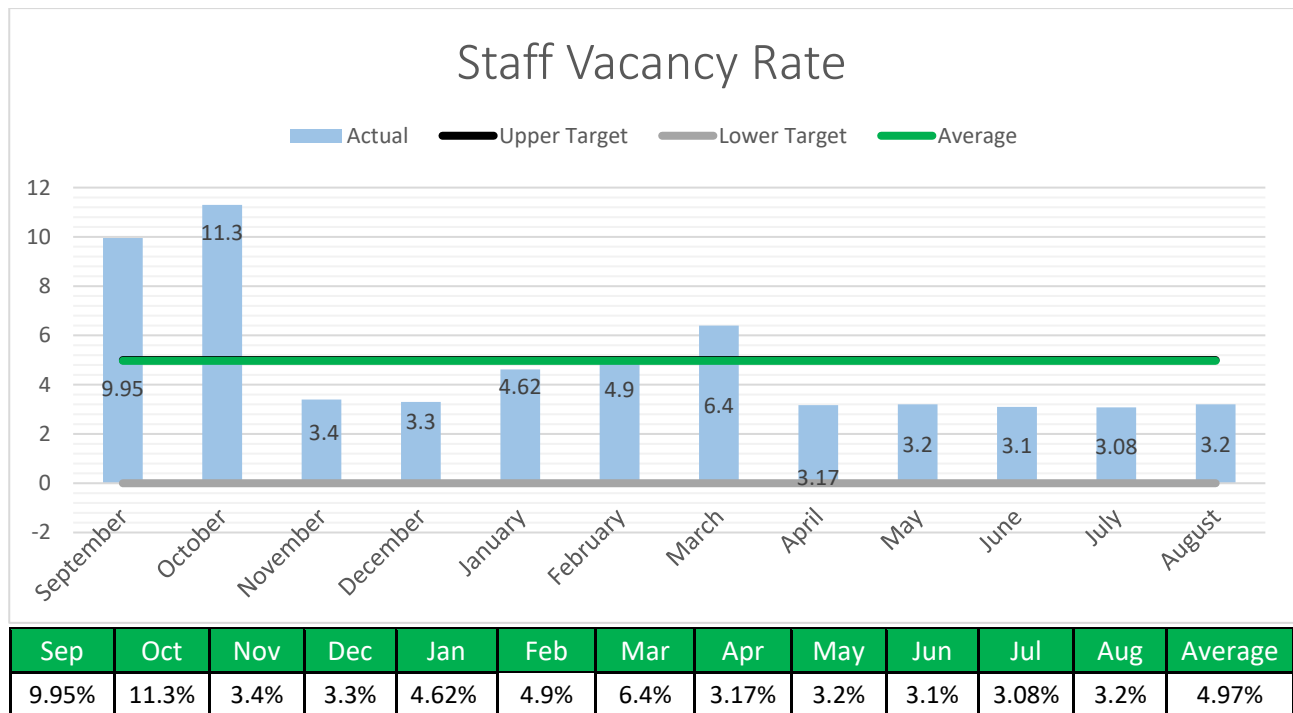
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Average
1.9%	1.7%	4.8%	1.5%	3.2%	1.5%	1.54%	0%	6.35%	0.02%	1.5%	0%	2.0%

Target Average: Between 0% - 5%

Staff Vacancy Rate:

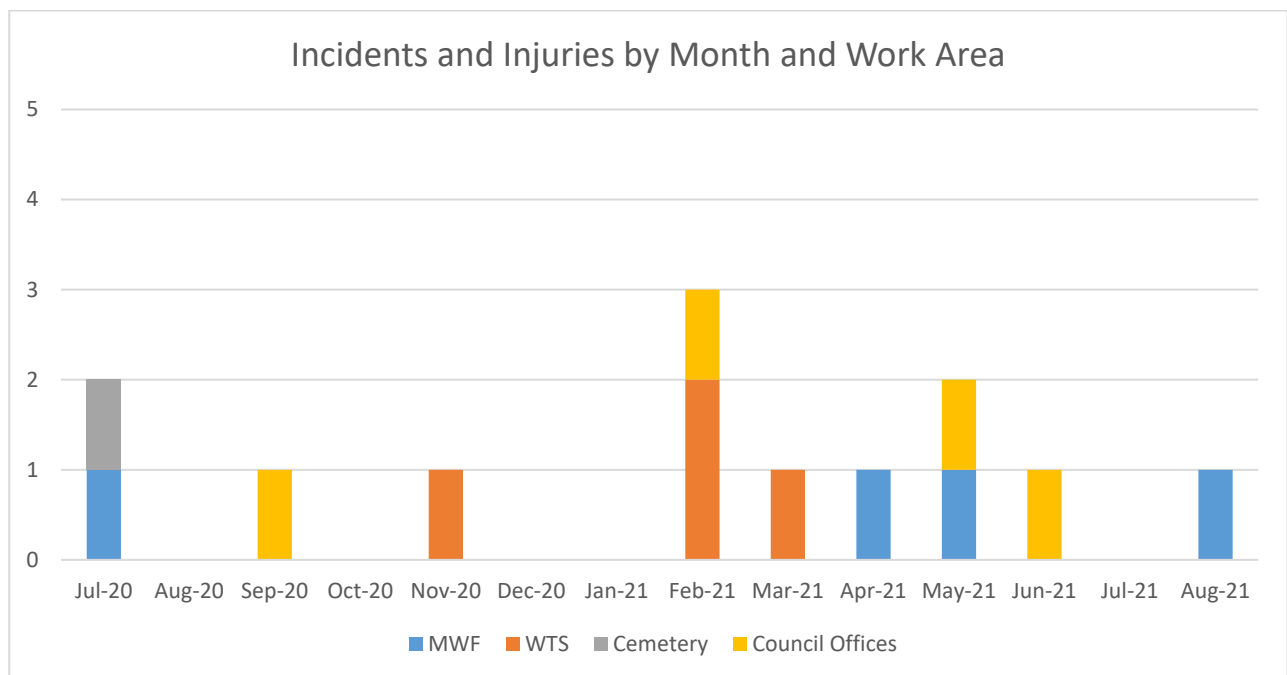
The number of vacant positions during the reporting period.

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



Target: 0% - 5%

Workplace Health and Safety



One incident was reported in August 2021.

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 (2021/2022), 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.

Policy		2021-2022			
Code	Name	Q1	Q2	Q3	Q4
FIN16	Public benefit concessions for commercial ratepayers	Caretaker Period	OCT		
GOV07	Recording of Meetings		OCT		
INF01	Asset management policy		OCT		
REG01	Disposal of Surrendered and Unclaimed Impounded Dogs		OCT		
COR02	Community Engagement Policy		NOV		
EM06	Conflict of Interest		NOV		
COR01	Media Policy		DEC		
FIN11	Related Party Disclosure		DEC		
FIN13	Borrowing		DEC		
FIN14	Investment Policy		DEC		
INF03	Roadside Memorials and Roadside Monuments			JAN	
CEM01	Floral and Ornamental Tributes			JAN	
INF05	Sealing of Roads			FEB	
GOV03	Privacy			FEB	
INF02	Driveway Crossovers			MAR	
CEM02	Rights of Interment				MAY
GOV12	Land Acquisition				MAY



COUNCIL REPORT

Agenda Item Number:	14.01.03
Report Title:	Council Cost Index – LGANT Motion
Author & Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	29/09/2021
Attachments:	Nil

Executive Summary

The purpose of this report is to seek Council's approval to authorise the Chief Executive Officer (CEO) to submit a motion to the Local Government Association of Northern Territory (LGANT) on the Council Cost Index (CCI) being calculated and used to support future budgeting decisions for all Northern Territory councils.

Recommendation

THAT Council approve the Chief Executive Officer to submit the motion of Council Cost Index to the Local Government Association of Northern Territory.

Background

LGANT put out a call for Policy and Action Motions for their General Meeting of 4 November 2021, with motions due for submission by 5 October 2021.

The Local Government Act 2019 requires Council's to prepare an annual Municipal Plan and keep an up-to-date Long-term Financial Plan (LTFP). Budgeting for these plans require the use of cost indexes. Cost indexes underpin decisions relating to revenue and cost inputs used in formulating budgets. The most widely known cost index is the Consumer Price Index (CPI) and is published by the Australian Bureau of Statistics (ABS).

The ABS states the objective of CPI is to measure changes in retail prices of goods and services (basket of goods) consumed by average resident households in a metropolitan area. A standard basket of goods for an average household would comprise of housing, food, health, private transport, education, recreation, and travel to name a few.

In contrast, a local council's 'basket of goods' is more accurately characterised as roads, buildings, and wages. The 'basket of goods' for a local council therefore differs substantially to the 'basket of goods' used in the calculation of the CPI. To mitigate the risk of using a cost index not applicable to local governments, councils in other states use an index called a Council Cost Index (CCI). The CCI is calculated by combining the CPI with the road and bridge construction cost index and the wage price index.

Table 1 in the report provides the weighting placed by different states on the Road and Wage price indexes and the balance on CPI.

The entity or body representing the local governments in other states usually provide the service of modelling and publishing the CCI for their relevant state. The table below shows the weighting placed on non-CPI basket of goods by some states when calculating the CCI.

Table 1: Council Cost Index weighting split between CPI and Non-CPI.

State	CPI weighting	Non-CPI weighting*
Queensland	20%	80%
Tasmania	20%	80%
South Australia	28%	72%
New South Wales	29%	71%

* Non- CPI weighting includes cost of roads, buildings, and wages.

The LGANT started publishing the CCI for the Northern Territory in 2016-17 and discontinued publishing in 2019-20. Should the calculation of the CCI be considered by LGANT, it may impact membership fees for councils in the Northern Territory.

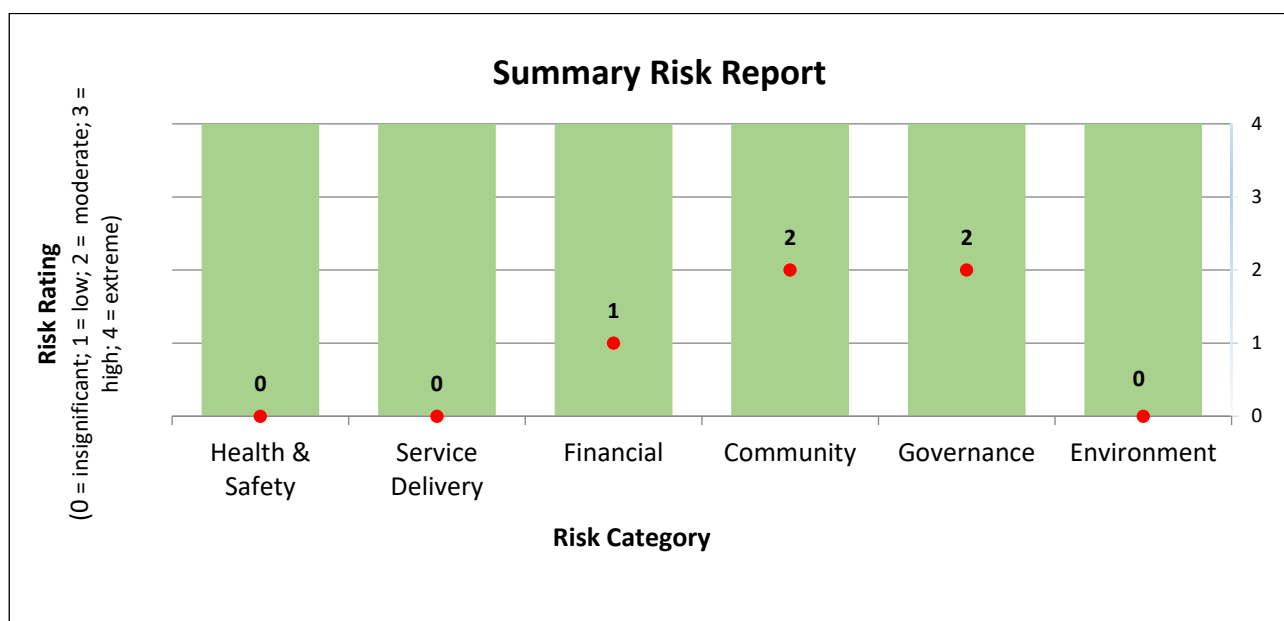
Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Section 200 of the Local Government Act 2019 requires council to prepare and keep and up-to-date long-term financial plan (LTFP). Use of a cost index applicable to the local government in the Northern Territory is important to ensure the forward budget cost estimates used in the LTFP and the municipal plan reflect the actual price movements applicable to the industry in which local governments operate.

Risks



Community

A misunderstanding exists among some community members/groups that the CPI is the most appropriate cost inflation index to use for financial forecasting of Council budgets. This is primarily because the CPI is well-known and the CCI is comparatively less well-known but also not routinely used in the Northern Territory as it has not been available for the past two financial years.

Financial and Governance

The use of the CPI by itself, poses a risk of having an inaccurate budget forecast. Future cost and rate inflations are compared to the CPI which tends to differ compared to the actual cost pressures faced by local governments.

The use of the CPI does not show the true state of finances over a long-term, especially if there are substantial differences between the CPI and the CCI. To mitigate this risk, councils in the Northern Territory should be provided with a CCI as a true reflection of cost inflation faced by local governments.

Community Engagement

Not applicable.



COUNCIL REPORT

Agenda Item Number:	14.02.01
Report Title:	Council Representatives Appointed to Committees
Author and Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	29/09/2021
Attachments:	A. Howard Park Reserve Committee Terms of Reference B. Knuckey Lagoon Reserve Committee Terms of Reference C. FIN09 Risk Management and Audit Committee D. Litchfield Women in Business Network Terms of Reference E. CEO Performance Appraisal and Remuneration Review Committee Terms of Reference F. Administrative Review Committee Terms of Reference G. Litchfield Australia Day Awards Selection Panel Terms of Reference H. FIN07 Grants Donations and Sponsorship

Executive Summary

This report seeks Council's appointment of representatives to Council Committees, internal committees and panels.

Recommendation

THAT Council:

1. adopt the existing Howard Park Reserve Committee Terms of Reference;
2. adopt the existing Knuckey Lagoon Reserve Committee Terms of Reference;
3. adopt the existing FIN09 Risk Management and Audit Committee policy;
4. adopt the proposed CEO Performance Appraisal and Remuneration Review Committee Terms of Reference;
5. adopt the amended Administrative Review Committee Terms of Reference to include an additional Council Member from two to three;
6. adopt the existing Litchfield Women in Business Network Committee Terms of Reference;
7. adopt the proposed Litchfield Australia Day Awards Selection Panel Terms of Reference;
8. adopt the amended FIN07 Grants Donations and Sponsorship policy to include and additional Council Member from two to three;
9. appoints Councillor _____ to the Howard Park Recreation Reserve Advisory Committee;
10. appoints Councillor _____ to the Knuckey Lagoon Recreation Reserve Committee;
11. appoints Councillor _____ and Councillor _____ to the Risk Management and Audit Committee;
12. appoints the Mayor and Councillors to the Litchfield Women in Business Network Committee, and that _____ be appointed as Chair;
13. appoints Mayor Barden and Councillor _____, Councillor _____ and Councillor _____ to the CEO Performance Appraisal and Remuneration Review Committee;

14. appoints Mayor Barden and Councillor _____, Councillor _____ and Councillor _____ to the Administrative Review Committee;
15. appoints the Mayor and Councillors to the Litchfield Australia Day Awards Selection Panel; and
16. appoints Mayor Barden and Councillor _____, Councillor _____ and Councillor _____ to the Community Grants Committee;

Background

There are several Council Committees, advisory committees and panels which require Council representation. These are identified below with appointments to be made at the first ordinary meeting of Council.

In being appointed to a committee by Council, the elected member is representing Council. Time is allocated at each Ordinary Council Meeting for Council appointed representatives to report on their respective committees.

The following tables outline the various appointments required for internal Committees.

Council Committees <i>(as per Local Government Act)</i>	Position available
Howard Park Reserve Committee	1 Ward Councillor as Chairperson
Knuckey Lagoon Reserve Committee	1 Ward Councillor as Chairperson
Risk Management and Audit Committee	2 Council Members as Members
CEO Performance Appraisal and Remuneration Review Committee	Mayor as Chairperson
	3 Council Members as Members
Administrative Review Committee	Mayor as Chairperson
	3 Council Members as Members

Panel/Advisory Committees	Positions available
Litchfield Women in Business Network Committee	1 Council Member as Chairperson
	6 Council Members as Members
Litchfield Australia Day Awards Selection Panel	Mayor as Chairperson
	6 Council Members as Members
Community Grants Committee	Mayor as a Member
	3 Council Members as Members

The below committees have been reviewed internally and it has been identified that membership should increase by one Council Member to allow for better governance:

- CEO Performance Appraisal and Remuneration Review Committee;
- Administrative Review Committee; and
- Community Grants Committee.

The terms of references are presented as per Attachments E, F and H and have been updated in accordance with the recommendations contained in this report.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Section 82 of the Local Government Act 2019 stipulates the appointment of members by Council. Other internal committees and panels are guided by their terms of reference and Council policies.

Risks



Nil identified.

Community Engagement

Not applicable.

Howard Park Recreation Reserve Management Committee

Terms of Reference

Introduction

Litchfield Council recognises the important role played by Committees in the efficient operation and management of Council facilities and the benefits this provides to the community.

These Terms of Reference set out the operating framework for the Howard Park Reserve Committee.

Howard Park Reserve is conveniently located in the hub of Howard Springs and sits on more than 8 hectares of land. Howard Park encompasses grassy picnic areas, a children's playground and wide-open spaces.

Purpose

The purpose of the Committee is to:

- provide advice on the efficient and effective operations of the Reserve;
- provide advice to Council concerning strategic or policy issues relating to the Reserve; and
- enhance communication between Council and the community to ensure that the Reserve meets community expectations and need.

Definitions

For the purpose of these Terms of Reference:

- **Member** means a member of the Committee
- **Council** means the Litchfield Council
- **User-Group** means a group using the facilities of the Recreation Reserve on a regular basis.
- **Reserve** means Howard Park Reserve.

Status

This Committee is a Council Committee under Section 82 of the Local Government Act 2019. It is a Committee appointed by Council for the purpose set out above.



Delegations

The Committee has no delegated authority and cannot incur expenditure or bind Council.

The Committee may make recommendations to the Council. Recommendations of the Committee will be presented to the Council in written form accompanied by a report from the Secretary.

Committee recommendations determined as 'operational', will be dealt with and actioned by the Manager Community Inclusion with any action, or lack thereof, reported to the Committee on a regular basis.

Membership

The Committee shall comprise a minimum of seven members in total made up of:

- One Elected Member - one of the Litchfield Council North Ward Councillors;
- At least four and up to six community members;
- One community representative (not representing a User Group); and
- Council's Community Development Program Leader.

If a community member is also a member of a user group at Howard Park, there is to be a maximum of one member per user group. In addition to the club representatives, the Committee will include at least one community representative who can represent users who utilise the reserve for informal recreational purposes.

The Manager Community Inclusion may from time to time nominate additional staff to attend the Committee. Additional staff invited to attend will not have any voting rights.

Term of Appointment

The Elected Member (Ward Councillor) shall serve on the Committee for the term of Council unless Council decides otherwise.

Committee Members will be appointed for a term of three (3) years.

Selection of Committee Members

Community members will be appointed by Council following a public advertisement process.



Selection will be based on the identified criteria as well as individual merit. Selection criteria will include community members who:

- Are residents in the Litchfield municipality;
- Have community connections in the Litchfield municipality; and
- Can ensure availability for the Committee meetings.

Council will advertise for expressions of interest in the local media, on Council's website, social media, and other appropriate avenues.

Roles and Responsibilities of Members

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

Vacancies

A vacancy on a Committee will be filled through a public advertisement process if there is more than twelve (12 months) of the Committee member's term remaining.

If the remaining Committee members term is less than twelve (12) months, the Committee may nominate a community member to fill the vacancy. The candidate who fills the vacancy is appointed only for the remaining period of the original member's term. The candidate must be formally appointed by Council

All Committee members are required to be formally appointed by Council.



Meetings

The Committee shall meet once in every two (2) calendar months and at least six (6) times within a financial year. A schedule of Committee meetings shall be developed and agreed to by the members at the first meeting after appointment to the Committee.

Chairperson

The Chairperson shall be the Council appointed Ward Councillor, unless otherwise determined by Council resolution.

If the Chairperson is unable to attend a meeting, the Committee shall nominate an acting chair for that meeting.

The Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Committee.

Responsibilities of the Chairperson include:

- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome; and
- Reviewing the draft agenda and minutes before distribution.

Attendance at Meetings

Committee members are expected to attend all meetings, but illness, family matters or other good reasons may result in absences. The Secretary should be contacted to tender apologies, which will be recorded in the Minutes.

Quorum

A quorum shall consist of half of the members, plus one. If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meetings shall lapse.



Secretariat Support

The secretary for meetings will be Council's Community Development Program Leader or delegate appointed by the Manager Community Inclusion.

The Community Development Program Leader will provide secretariat support including the preparation and distribution of agenda and minutes, including the recording of any decisions made by the Committee.

Agenda Papers

Prior to Committee meetings, an agenda is prepared. The agenda will set out the business to be dealt with at the meeting.

The Secretary, in consultation with the Chairperson, will prepare the agenda, however, all Committee members can nominate items of business to be included on the meeting agenda. A call for agenda items will be issued one week prior to the agenda distribution.

The agenda and other documentation necessary for conducting a meeting will be made available to Committee members at least five days before each meeting.

Meeting Protocol

The Committee shall adhere to normal meeting protocols.

Voting

Each member of the Committee is entitled to vote. The method for voting is a show of hands.

Conflict of Interest

A 'conflict of interest' is when a person has to make a decision on an issue in which they have, or are perceived to have, a personal interest or benefit in a specific outcome. The conflicts can often be based around financial matters (pecuniary interest) such as contracts or the terms and conditions of a rental.



Any committee members with a conflict of interest or perceived conflict of interest must declare the interest prior to discussion of the item.

‘Disclosures of Interest’ will be a standing item on the agenda.

Reporting

The Committee will report formally to Council on a quarterly basis via the Manager Community Inclusion.

The Secretary will be responsible for developing the quarterly report which will include any recommendations from the Committee to Council. Council is not bound to accept a recommendation of the Committee.

Amendment

These Terms of Reference may be amended, varied or modified in writing by Council.



Knuckey Lagoon Recreation Reserve Management Committee

Terms of Reference

Introduction

Litchfield Council recognises the important role played by Committees in the efficient operation and management of Council facilities and the benefits this provides to the community.

These Terms of Reference set out the operating framework for the Knuckey Lagoon Reserve Committee.

Knuckey Lagoon is situated in 19 hectares of woodland and wetlands and features nature walks, picnic areas and a World War II heritage site.

Purpose

The purpose of the Committee is to:

- provide advice on the efficient and effective operations of the Reserve;
- provide advice to Council concerning strategic or policy issues relating to Knuckey Lagoon Reserve; and
- enhance communication between Council and the community to ensure that the Reserve meets community expectations and need.

Definitions

For the purpose of these Terms of Reference:

- **Member** means a member of the Committee
- **Council** means the Litchfield Council
- **User-Group** means a group using the facilities of the Recreation Reserve on a regular basis.
- **Reserve** means Knuckey Lagoon Reserve.



Status

This Committee is a Council Committee under Section 82 of the Local Government Act 2019. It is a Committee appointed by Council for the purpose set out above.

Delegations

The Committee has no delegated authority and cannot incur expenditure or bind Council.

The Committee may make recommendations to the Council. Recommendations of the Committee will be presented to the Council in written form accompanied by a report from the Secretary.

Committee recommendations determined as 'operational', will be dealt with and actioned by the Manager Community Inclusion with any action, or lack thereof, reported to the Committee on a regular basis.

Membership

The Committee shall comprise a minimum of seven members in total made up of:

- One Elected Member - one of the Litchfield Council North Ward Councillors;
- At least four and up to six community members;
- One community representative (not representing a User Group); and
- Council's Community Development Program Leader.

If a community member is also a member of a user group at Knuckey Lagoon, there is to be a maximum of one member per user group. In addition to the club representatives, the Committee will include at least one community representative who can represent users who utilise the reserve for informal recreational purposes.

The Manager Community Inclusion may from time to time nominate additional staff to attend the Committee. Additional staff invited to attend will not have any voting rights.

Term of Appointment

The Elected Member (Ward Councillor) shall serve on the Committee for the term of Council unless Council decides otherwise.

Committee Members will be appointed for a term of three (3) years.



Selection of Committee Members

Community members will be appointed by Council following a public advertisement process.

Selection will be based on the identified criteria as well as individual merit. Selection criteria will include community members who:

- Are residents in the Litchfield municipality;
- Have community connections in the Litchfield municipality; and
- Can ensure availability for the Committee meetings.

Council will advertise for expressions of interest in the local media, on Council's website, social media, and other appropriate avenues.

Roles and Responsibilities of Members

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

Vacancies

A vacancy on a Committee will be filled through a public advertisement processes if there is more than twelve (12 months) of the Committee member's term remaining.

If the remaining Committee members term is less than twelve (12) months, the Committee may nominate a community member to fill the vacancy. The candidate who fills the vacancy is appointed only for the remaining period of the original member's term. The candidate must be formally appointed by Council

All Committee members are required to be formally appointed by Council.



Meetings

The Committee shall meet once in every two (2) calendar months and at least six (6) times within a financial year. A schedule of Committee meetings shall be developed and agreed to by the members at the first meeting after appointment to the Committee.

Chairperson

The Chairperson shall be the Council appointed Ward Councillor, unless otherwise determined by Council resolution.

If the Chairperson is unable to attend a meeting, the Committee shall nominate an acting chair for that meeting.

The Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Committee.

Responsibilities of the Chairperson include:

- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome; and
- Reviewing the draft agenda and minutes before distribution.

Attendance at Meetings

Committee members are expected to attend all meetings, but illness, family matters or other good reasons may result in absences. The Secretary should be contacted to tender apologies, which will be recorded in the Minutes.

Quorum

A quorum shall consist of half of the members, plus one. If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meetings shall lapse.

Secretariat Support

The secretary for meetings will be Council's Community Development Program Leader or delegate appointed by the Manager Community Inclusion.



The Community Development Program Leader will provide secretariat support including the preparation and distribution of agenda and minutes, including the recording of any decisions made by the Committee.

Agenda Papers

Prior to Committee meetings, an agenda is prepared. The agenda will set out the business to be dealt with at the meeting.

The Secretary, in consultation with the Chairperson, will prepare the agenda, however, all Committee members can nominate items of business to be included on the meeting agenda. A call for agenda items will be issued one week prior to the agenda distribution.

The agenda and other documentation necessary for conducting a meeting will be made available to Committee members at least five days before each meeting.

Meeting Protocol

The Committee shall adhere to normal meeting protocols.

Voting

Each member of the Committee is entitled to vote. The method for voting is a show of hands.

Conflict of Interest

A 'conflict of interest' is when a person has to make a decision on an issue in which they have, or are perceived to have, a personal interest or benefit in a specific outcome. The conflicts can often be based around financial matters (pecuniary interest) such as contracts or the terms and conditions of a rental.

Any committee members with a conflict of interest or perceived conflict of interest must declare the interest prior to discussion of the item.

'Disclosures of Interest' will be a standing item on the agenda.



Reporting

The Committee will report formally to Council on a quarterly basis via the Manager Community Inclusion

The Secretary will be responsible for developing the quarterly report which will include any recommendations from the Committee to Council. Council is not bound to accept a recommendation of the Committee.

Amendment

These Terms of Reference may be amended, varied or modified in writing by Council.

Risk Management & Audit Committee **FIN09**

Name	FIN09 Risk Management & Audit Committee
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	20/11/2019
Review Date	19/11/2023

1. Purpose

This Policy sets out the terms of reference for the Risk Management and Audit Committee. The Committee is an Advisory Committee established pursuant to Part 5.3 of the Local Government Act.

2. Scope

The Risk Management and Audit Committee is an Advisory Committee of Council responsible for monitoring the compliance by Council with the proper standards of financial management, and compliance by Council with the Local Government (General) Regulations and the Accounting Standards. In addition, the Committee monitors, reviews, and advises the Chief Executive Officer on compliance, risk management and policy matters, and acts as an independent line of reporting by the auditor to Council.

3. Definitions

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

Term	Definition
Committee	This term refers to the Risk Management and Audit Committee.
The Act	The term refers to the most recent Local Government Act of the Northern Territory.
Regulations	This term refers to recent Local Government Regulations in the Northern Territory.

4. Policy Statement**4.1. Membership**

- 4.1.1. The Committee shall consist of at least one independent member and two Elected Members of Council not including the Mayor. The minimum size of the Committee shall be three members.
- 4.1.2. The chairperson of the committee must be an independent member.

4.1.3. The Chief Executive Officer (CEO) shall provide an agenda for each meeting, with the Executive Assistant to the CEO providing secretariat services. The Chief Executive Officer and Chief Financial Officer will be invited to attend each Committee meeting.

4.1.4. Council's external and internal auditors may be invited to attend meetings of the Committee.

4.2. Appointment and Termination of Committee Members

4.2.1. Members of the Committee are appointed by the Council. Appointment to the Committee from among the Elected Members of Council shall be for a period of up to one year, or until the end of the term of the Council. Committee members cease being a member of the committee if they are no longer an elected member of the Council.

4.2.2. Independent member(s) of the Committee shall be appointed for a period of up to four years, commencing part-way through an election cycle, so that their terms overlap each Council election and provide some continuity. Appointees may be reappointed by Council. Independent members can be terminated by the Council subject to the appointment agreement.

4.2.3. The selection process for the independent member (s) should consider the following factors when assessing the applicants:

- Level of understanding of local government and the environment in which they operate;
- Level of knowledge and practical exposure on governance and financial management practices;
- Capacity to dedicate adequate time on the committee;
- Depth of knowledge of regulatory and legislative requirements; and
- Ability to maintain professional relationships with staff, council members and other stakeholders.

4.3. Voting Right of Committee Members

4.3.1. Only members of the Committee are entitled to vote in the Committee meetings. All Committee members have equal voting rights. Unless otherwise required (by the conflict of interest provision in the Act) and each member must vote on every matter that is before the committee for decision.

4.3.2. Where a vote is taken and the result is undecided the chairperson has the casting vote.

4.4. Remuneration Committee Members

4.4.1. The Independent Chair shall be remunerated for the for preparation and attendance at each Committee meeting at the C1 daily rate identified in the Northern Territory Government Remuneration of Board Members as amended from time to time.

4.4.2. Elected members serving on the Committee shall be remunerated as per Council Policy.

4.5. Committee Performance and Review

- 4.5.1. The chairperson, in consultation with the Chief Executive Officer, will initiate a self-assessment review of performance of the committee at least once every four years.
- 4.5.2. The review will be conducted on a self-assessment basis with appropriate input sought from the Chief Executive Officer, the auditors, Elected Members, management and any other relevant stakeholders, as determined by the Chief Executive Officer.

4.6. Quorum

- 4.6.1. The quorum for the transaction of business shall be one independent member and one committee member that is a member of the Council. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all of the authorities, powers and discretions vested in or exercisable by the Committee.

4.7. Meetings

- 4.7.1. Where agenda items are addressed in confidential, this shall be done in compliance with Part 4 Confidential Information and Business of the Local Government (Administration) Regulations.
- 4.7.2. Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and observers, no later than three clear days before the date of the meeting.
- 4.7.3. The committee shall meet a minimum of four time per year as per a meeting schedule set at the last meeting of the previous year to accommodate the reporting and audit cycle.

4.8. Minutes of Meetings

- 4.8.1. The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance are minute and that the minutes otherwise comply with the requirements of all Regulations.
- 4.8.2. Minutes shall be circulated within five days after a meeting to all members of the Committee and to all members of the Council and will (as appropriate) be made available to the public within ten business days after the meeting on the Council's website.
- 4.8.3. The Chief Executive Officer maintains a register of audit report recommendations and action taken to address these recommendations. The Committee considers any follow-up action required pursuant to the report or the implementation of report recommendations.
- 4.8.4. The Chief Executive Officer shall provide sufficient administrative resources to the Committee to enable it to adequately carry out its functions.
- 4.8.5. After meeting, the Committee shall report to Council at the next Council Meeting including the Committee's recommendations and key issues of discussion to council.

4.9. Role of the Committee

4.9.1. Financial Reporting

4.9.1.1. The Committee shall monitor the integrity of the

- annual financial statements of the Council, reviewing significant financial reporting issues and judgements which they contain; and
- the annual report.

4.9.1.2. The Committee shall review and challenge where necessary:

- The consistency of, and/or any changes to, accounting policies;
- The methods used to account for significant or unusual transactions where different approaches are possible;
- Whether the Council has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditor;
- The clarity of disclosure in the Council's financial reports and the context in which statements are made; and
- All material information presented with the financial statements.

4.9.2. Internal Controls and Risk Management Systems

The Committee shall:

- Keep under review the effectiveness of the Council's internal controls and risk management systems; and
- Review and recommend the approval, where appropriate, of any material to be included in the annual report concerning internal controls and risk management.

4.9.3. Whistle Blowing

4.9.3.1. The Committee shall review the Council's arrangements for its employees to raise concerns, in confidence, about possible wrongdoing in financial recording or reporting or other matters. The Committee shall ensure these arrangements allow independent investigations of such matters and appropriate follow-up action.

4.9.3.2. Review the effectiveness of the Fraud Protection Plan established by the Chief Executive Officer pursuant to Section 6(d) of the Local Government (General) Regulations.

4.9.4. Internal Audit

The Committee shall:

4.9.4.1. Monitor and review the effectiveness of the Council's internal audit function in the context of the Council's overall risk management system;

- 4.9.4.2. Consider and make recommendation on the program of the internal audit function and the adequacy of its resources and access to information to enable it to perform its function effectively and in accordance with the relevant professional standards.
- 4.9.4.3. Review all reports on the Council's operations from the internal auditors;
- 4.9.4.4. Review and monitor management's responsiveness to the findings and recommendations of the internal auditor; and
- 4.9.4.5. Where appropriate, meet with an internal auditor as required without management present, to discuss any issues arising from an internal audit that has been conducted. In addition, the Internal Auditor shall be given the right of direct access to the Principle member of the committee.

4.9.5. External Audit

The Committee shall:

- 4.9.5.1. Monitor the supply of non-audit services by the external auditor, taking into account any relevant ethical guidance on the matter;
- 4.9.5.2. Consider and make recommendations to the Council, in relation to the appointment, re-appointment and removal of the Council's external auditor.
- 4.9.5.3. Monitor Council's relationship with the external auditor including, but not limited to:
 - Recommending the approval of the external auditor's remuneration, covering fees for both audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;
 - Recommending the approval of external auditor's terms of engagement,
 - including any engagement letter issues at the commencement of each audit and the scope of the audit;
 - Assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services;
 - Satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business); and
 - Assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall include a report from the external auditor on the Audit Committee's own internal quality procedures);
- 4.9.5.4. Meet the external auditor at least once a year and more often as needed, without management being present; to discuss the external auditor's report and any issues arising from the audit;

- 4.9.5.5. Review and make recommendations on the annual audit plan, and in particular its consistency with the scope of the external audit engagement;
- 4.9.5.6. Review the findings of the audit with the external auditor. This shall include, but not be limited to, the following:
 - A discussion of any major issues which arose during the external audit;
 - Any accounting and audit judgements, and
 - Levels of errors identified during the external audit.
- 4.9.5.7. Review the effectiveness of the external audit;
- 4.9.5.8. Review any representation letter(s) requested by the external auditor before they are signed by management;
- 4.9.5.9. Review the subsequent audit management letter from the external auditor and management's proposed response, by Council, to the external auditor's findings and recommendations in that audit management letter.

4.10. Conflict of Interest

- 4.10.1. Committee members must declare any real or perceived conflicts of interest when joining the committee, annually and at the start of each meeting before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.
- 4.10.2. Where a Committee member is deemed to have a real or perceived conflict of interest, at the chairperson's discretion, it may be appropriate that the person is excused from committee deliberations on the agenda item where a conflict of interest exists, or if necessary excused from the meeting.

4.11. Committee Access to Council Records and Resources

- 4.11.1. The Chief Executive Officer will provide the necessary council records and reports for the audit committee to undertake its role and responsibilities subject to any confidentiality provisions in the Local Government Act or other legislative provisions.
- 4.11.2. With consideration of legal and confidentiality implications, via the Chief Executive Officer the Committee is authorised to:
 - Obtain any information it requires from any employee and/or external party.
 - Discuss any matters with the external auditor, or other external parties.
 - Request the attendance of any employee at committee meetings.
 - Obtain external legal or other professional advice, as considered necessary to meet its responsibilities, contingent on a decision by Council to fund such advice.
- 4.11.3. The audit committee has no authority to procure resources independently of council.

4.12. Review of Terms of Reference

- 4.12.1. Every four years the committee will review its Terms of Reference to ensure it is consistent with the perceived needs to the council. This review will be in consultation with the Chief Executive Officer.
- 4.12.2. The outcome and recommendations will be given to council as part of this policy to consider.
- 4.12.3. While the Committee is required to review these Terms of Reference and make recommendations to Council, it has no power or authority to amend or alter the committee's Terms of Reference.

5. Associated Documents

Litchfield Council Policies

6. References and Legislation

Local Government Act and associated Regulations, Ministerial Guidelines and General Instructions.

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
19/11/2015	Policy Adopted
18/10/2017	Policy reviewed (Decision No. 1718/089) to remove reference to individual member performance review
20/11/2019	Policy updated (Decision No. 1920-097). Public access to meeting, policy review cycle, external auditor meetings.
09/08/2021	Minor administrative changes made, including formatting and new regulation titles. Policy review date to remain the same.



Litchfield Women in Business Network Committee

Terms of Reference

Introduction

The Litchfield Women in Business Network is a network of professional women living or working in the Litchfield municipality or with a close association to the Litchfield municipality.

Litchfield Council recognises the importance of supporting, making connections, promoting businesses and gaining new skills to business success. It has facilitated the establishment of this Network to support women to be successful in business.

A strong and successful business sector contributes to the liveability of the Litchfield municipality to be the Best Place to Live in the Top End.

1. Purpose

The purpose of the Litchfield Women in Business Network is to provide opportunities to collectively share ideas, resources and contacts to support women in business.

The Women in Business Network will assist women make connections, promote their business and gain new skills through sharing of experiences and learnings. This will be done by holding at least three events each annum.

2. Membership

The Litchfield Women in Business Network will be inclusive and open to women operating a business in Litchfield, living in the Litchfield municipality or with a close connection to Litchfield.

3. Women in Business Network Committee

The Litchfield Women in Business Network will be administrated by a Committee comprising:

- Litchfield Council Mayor;
- Councillors; and
- Up to 8 women from the Litchfield community

Guests may be invited to attend Committee Meetings depending on matters on the agenda for discussion.



3.1 Committee Appointments

Expressions of Interest will be called for publicly from women residing in the Litchfield municipality. The Committee may invite or co-opt members as required.

3.2 Term of Appointment

Committee members will be appointed for a term of 24 months.

3.3 Selection of Committee Members

Selection will be based on the identified criteria as well as the individual merit.

Selection criteria will include community members who:

- either own or manage a business in the Litchfield municipality or
- own or manage a business elsewhere but live Litchfield or
- have a close association with the Litchfield municipality.

3.4 Roles and Responsibilities of members

Committee members have a responsibility to:

- attend meetings;
- assist with the planning and staging of events; and
- contribute ideas to achieving the goals and purpose of the Litchfield Women in Business Network.

3.5 Vacancies

A committee vacancy arises if a member resigns in writing. If the term remaining is less than 12 months, the Committee may co-opt a new member.

3.6 Other attendees

Visitors or guests may be invited to attend meetings, or part thereof, to provide input to discussions or upcoming events.

3.7 Meetings

3.7.1 Meeting Schedule

Meetings will be held as required, with a minimum of three per calendar year.



3.7.2 Quorum

A meeting quorum of at least four (4) members is required.

3.7.3 Chairing of Meetings

All meetings will be chaired by the Litchfield Council Mayor.

3.7.4 Secretariat Support

The secretary for meetings will be the Executive Assistant to Mayor and Chief Executive Officer.

3.7.5 Agenda Papers

Agenda and other documentation necessary for conducting a meeting will be made available to Committee members at least five days before each meeting.

Meeting Agenda Papers will be developed by the Litchfield Council's Mayor.

Calls for agenda items will be issued one week prior to the agenda distribution. Committee members may propose agenda items for the meetings to the Executive Assistant for the Mayor's consideration.

3.7.6 Meeting Protocol

The Litchfield Women in Business Network Committee shall adhere to normal meeting protocols.

3.7.7 Voting

Committee recommendations are to be reached by consensus.

4. Conflict of Interest

Any committee members with a conflict of interest or perceived conflict of interest must declare the interest prior to discussion of the item. This will be a standing item on the agenda.

5. Amendment

This Terms of Reference may be amended, varied or modified in writing after the Local Government Election.



Chief Executive Officer Performance Appraisal and Remuneration Review Committee Terms of Reference

Introduction

In accordance with section 59 of the Local Government Act 2019, the principal member's function includes *"to lead the council to undertake regular review of the performance of the CEO"*.

Purpose

The purpose of the Committee is to:

- Conduct a regular review of the CEO's performance against objectives; and
- To consider, in accordance with the CEO's Employment Contract, commensurate remuneration increases as agreed.

Definitions

For the purpose of these Terms of Reference:

- **Member** means a member of the Committee
- **Council** means the Litchfield Council

Status

This Committee is a Council Committee under Section 82 of the Local Government Act 2019. It is a Committee appointed by Council for the purpose set out above.

Delegations

The Committee has no delegated authority and cannot incur expenditure or bind Council.

The Committee may make recommendations to the Council. Recommendations of the Committee will be presented to the Council in written form accompanied by a report from the independent consultant.



Membership

The Committee shall comprise of four members plus an independent facilitator / consultant.

Term of Appointment

The Elected Member (Ward Councillor) shall serve on the Committee for the term of Council unless Council decides otherwise.

Selection of Committee Members

Committee members will be appointed by Council.

Roles and Responsibilities of Members

- To response to correspondence from the independent facilitator / consultant;
- Plan and prepare for designated meetings arranged by the independent facilitator / consultant; and
- Actively participate in the discussion and decision-making process facilitated by the independent facilitator / consultant.

Vacancies

All Committee members are required to be formally appointed by Council.

Meetings

The Committee shall meet once annually. A schedule of Committee meetings shall be developed and agreed to by the Mayor, CEO and independent facilitator / consultant.

Chairperson

The Chairperson shall be the Mayor.

If the Chairperson is unable to attend a meeting, the meeting will be rescheduled.

The Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Committee.

Responsibilities of the Chairperson include:

- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome; and
- Reviewing the draft agenda and minutes before distribution.



Attendance at Meetings

Committee members are expected to attend all meetings, but illness, family matters or other good reasons may result in absences. The Secretary should be contacted to tender apologies, which will be recorded in the Minutes.

Quorum

A quorum shall consist of half of the members, plus one. If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meetings shall lapse.

Secretariat Support

The secretary for meetings will be Mayor & CEO's Executive Assistant.

The Mayor & CEO's Executive Assistant will provide secretariat support including the preparation and distribution of agenda and minutes, including the recording of any decisions made by the Committee.

Agenda Papers

Prior to Committee meetings, an agenda is prepared. The agenda will set out the business to be dealt with at the meeting.

The Mayor & CEO's Executive Assistant, in consultation with the Chairperson, will prepare the agenda, however, all Committee members can nominate items of business to be included on the meeting agenda. A call for agenda items will be issued one week prior to the agenda distribution.

The agenda and other documentation necessary for conducting a meeting will be made available to Committee members at least five days before each meeting.

Meeting Protocol

The Committee shall adhere to normal meeting protocols.

Voting

Each member of the Committee is entitled to vote. The method for voting is a show of hands.



Conflict of Interest

A 'conflict of interest' is when a person has to make a decision on an issue in which they have, or are perceived to have, a personal interest or benefit in a specific outcome. The conflicts can often be based around financial matters (pecuniary interest) such as contracts or the terms and conditions of a rental.

Any committee members with a conflict of interest or perceived conflict of interest must declare the interest prior to discussion of the item.

'Disclosures of Interest' will be a standing item on the agenda.

Amendment

These Terms of Reference may be amended, varied or modified in writing by Council.



ATTACHMENT F

Administrative Review Committee Terms of Reference

Introduction

Section 324(1) of the Local Government Act requires Council to establish an Administrative Review Committee to address reviewable decision applications.

These Terms of Reference set out the operating framework for the Litchfield Council Administrative Review Committee.

Purpose

The purpose of the Committee is to consider applications to review a Council **reviewable decision** as required.

Definitions

For the purpose of these Terms of Reference:

- “Member” means a member of the Committee;
- “Council” means the Litchfield Council; and
- “Reviewable Decision” is one allowed for under Council policy or identified under Section 322 of the Local Government Act.

Status

This Committee is not a Council Committee under Section 54 Local Government Act. It is a Committee appointment by Council for the purpose set out above.

Delegations

The Committee has no delegated authority and cannot incur expenditure or bind Council.

The Committee may make recommendations to the Council. Recommendations of the Committee will be presented to the Council in written form accompanied by a report from the Secretary.

Committee recommendations determined as ‘operational’, will be dealt with and actioned by the Chief Executive Officer with any action or lack thereof reported to the Committee on a regular basis.

**Membership**

Membership of the Committee will be:

- Litchfield Council Mayor;
- 3 Councillors appointed by Council;
- Litchfield Chief Executive Officer; and
- Policy & Governance Program Leader.

Term of Appointment

Committee Members will be appointed for the term of Council unless otherwise decided by Council.

Selection of Committee Members

Councillors shall be appointed by Council immediately following a general election.

Roles and Responsibilities of Members

Inquire into the matters raised by the application to review a Council Reviewable Decision.

Make a recommendation on the application to review a Council Reviewable Decision to:

- Confirm the decision;
- Amend the decision;
- Revoke the decision; or
- Recommend a further decision to mitigate the effect of the decision.

Vacancies

A vacancy of a Councillor shall be filled by Council appointment.

Meetings

The Committee shall meet as required when Council receives an application to review a Council Reviewable Decision.

Chairperson

The Chairperson shall be the Mayor, unless otherwise determined by Council resolution.

If the Chairperson is unable to attend a meeting, the Committee shall nominate an acting chair for that meeting.

The Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Committee.



Responsibilities of the Chairperson include:

- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome; and
- Review the draft agenda and minutes before distribution.

Attendance at Meetings

Committee members are expected to attend all meetings, but illness, family matters or other good reasons may result in absences. The Secretary should be contacted to tender apologies, which will be recorded in the Minutes.

Quorum

A quorum shall consist of half of the members, plus one. If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meetings shall lapse.

Secretariat Support

The secretary for meetings will be Council's Policy and Governance Program Leader or delegate appointed by the Chief Executive Officer.

The Policy and Governance Program Leader will provide secretariat support including the preparation and distribution of agenda and minutes and including the recording of any decisions made by the Committee.

Agenda Papers

Prior to Committee meetings, an agenda is prepared. The agenda will set out the business to be dealt with at the meeting.

The agenda and other documentation necessary for conducting a meeting will be made available to Committee members at least five days before each meeting.

Meeting Protocol

The Committee shall adhere to normal meeting protocols.

Voting

Each member of the Committee is entitled to vote. The method for voting is a show of hands.

Conflict of Interest

A 'conflict of interest' is when a person has to make a decision on an issue in which they have, or are perceived to have, a personal interest or benefit in a specific outcome. The conflicts can often be based around financial matters (pecuniary interest) such as contracts or the terms and conditions of a rental.

Any committee members with a conflict of interest or perceived conflict of interest must declare the interest prior to discussion of the item.

'Disclosures of Interest' will be a standing item on the agenda.

Reporting

The Committee will report formally to Council as required via the Chief Executive Officer.

Amendment

These Terms of Reference may be amended, varied or modified in writing by Council.

Australia Day Awards Panel Terms of Reference

Introduction

Annually Litchfield Council calls for nominations from the community for Australia Day Community Awards. A Council appointed panel assesses all nominations in line with criteria and provides confidential recommendations to Council. Decisions remain confidential and embargoed until after the Award recipients have been announced at the annual Australia Day event. Once the Award recipients have been publicly announced the information is released onto Council's website.

Purpose

The purpose of the Panel is to assess nominations received for:

- the Litchfield Citizen of the Year;
- Litchfield Young Citizen of the Year; and
- Litchfield Community Event of the Year.

Against the following criteria:

Citizen of the Year and Young Citizen of the Year

Citizen of the Year and Young Citizen of the Year recipients are recognised for their outstanding contributions and achievements within the community assessed through the following points:

- How has the person made an outstanding positive contribution to the Litchfield Community?
- How has the person provided an inspirational role model for the community?
- How has the person demonstrated a commitment to enhancing the Litchfield Community?

Community Event of the Year

The Community Event of the Year Award recognises a community event that has made a significant and outstanding contribution within the community assessed through the following points:

- How has the event made an outstanding positive contribution to the Litchfield Community?
- How has the event been inspirational for the community?
- How has the event demonstrated a commitment to enhancing the Litchfield Community?

and make recommendations to Council on the award recipients.



Status

This Panel is a Council committee under Section 82 of the Local Government Act 2019. It is a committee appointed by Council for the purpose set out above.

Delegations

The Panel has no delegated authority and cannot incur expenditure or bind Council.

The Panel may make recommendations to the Council. Recommendations of the Panel will be presented to the Council in written form accompanied by a report from the Secretary.

Membership

The Panel shall comprise a minimum of eight members in total made up of:

- Litchfield Council Mayor (Chair).
- One Councillor, South Ward.
- One Councillor, North Ward.
- One Councillor, Central Ward.
- Manager Communications and Engagement.
- Previous Year Litchfield Citizen of the Year.
- Previous Year Litchfield Young Citizen of the Year.
- Previous Year Litchfield Community Event of the Year.

Term of Appointment

The Elected Members shall serve on the Panel for the term of Council unless Council decides otherwise.

Community Members, being the current year recipients of each award, will be appointed annually.

All Panel members are required to be formally appointed by Council.

Meetings

The Panel shall meet once after the closure of applications to consider the applications based on the established criteria

Quorum

A quorum shall consist of half of the members, plus one. If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meetings shall lapse.

Chairing of Meetings

The Chairperson shall be the Mayor, unless otherwise determined by Council resolution.

If the Chairperson is unable to attend a meeting, the Panel shall nominate an acting chair.

The Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Panel.

Responsibilities of the Chairperson include:

- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a recommendation to Council.

Secretariat Support

The Community Development Officer Program Leader will provide secretariat support including the preparation and distribution of agenda and minutes and including the recording of any decisions made by the Panel.

Agenda Papers

Prior to the Panel meeting an agenda will be prepared. The agenda will set out the nominations received and the criteria against which each nomination is to be assessed.

Agenda and other documentation necessary for conducting a meeting will be made available to Panel members at least five days before each meeting.

Meeting Protocol

The Panel shall adhere to normal meeting protocols.

Voting

Each member of the Panel is entitled to vote. The method for voting is a show of hands.



Conflict of Interest

A 'conflict of interest' is when a person must make a decision on an issue in which they have, or are perceived to have, a personal interest or benefit in a specific outcome. The conflicts can often be based around financial matters (pecuniary interest) such as contracts or the terms and conditions of a rental.

Any Panel member with a conflict of interest or perceived conflict of interest must declare the interest prior to discussion of the item.

'Disclosures of Interest' will be a standing item on the agenda.

Reporting

The Panel will report formally to Council by the December Ordinary Meeting.

The Secretary will be responsible for developing the report which will include the recommendations from the Panel to Council. Council is not bound to accept a recommendation of the Panel.

Amendment

These Terms of Reference may be amended, varied or modified in writing by Council.

Community Grants, Donations and Sponsorships **FIN07**

Name	FIN07 Community Grants, Donations and Sponsorships
Policy Type	Council
Responsible Officer	Manager Community Inclusion
Approval Date	18/03/2020
Review Date	20/03/2024

1. Purpose

This policy outlines Council's role in supporting the community and outlines the method by which support is provided to individuals or incorporated community groups by way of grants, sponsorship and donations. This policy will provide a framework, which will guide the provision of consistent community grants administration and assessment processes across Council.

2. Scope

This policy applies to all applicants of a community grant, sponsorship or donation from Litchfield Council.

3. Definitions

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

Grant	Where Council provides financial or in-kind support to a community organisation carrying out a project or activity benefitting the community, and where the organisation will need to acquit funds provided. Grants will be issued either via the Annual Community Grants or the Community Initiatives programmes.
Donation	Where Council provides a financial payment to fundraising appeals for local, major national or international issues. Donations are made under the Community Initiatives programme, follow the Community Initiatives guidelines and will not require an acquittal.
Sponsorship	Where Council provides financial or in-kind support to a community organisation carrying out a project, activity, or purchase of material goods that contribute to the achievement of Litchfield Council strategic priorities. Annual sponsorships may go over more than one year but will be for a fixed term and will require a council decision to renew. An acquittal in the form of an annual project report is required.

Incorporated Associations	An “incorporated association”: (a) Cannot operate for the profit or gain of its individual members; (b) Contributes to the community in a social, sporting, cultural, environmental or charitable context; and (c) Demonstrates local volunteer involvement
---------------------------	---

4. Policy Statement

Council will provide financial support to not for profit organisations and incorporated community groups that undertake activities and services that benefit the community and to individuals in particular circumstances in line with the objectives of this Policy.

4.1 For all grants, sponsorships and donations the following applies:

- 4.1.1 All grants, donations and sponsorships must benefit the Litchfield Council Municipality or its residents, and applications must identify how it relates to the goals and strategies in the Municipal or Strategic Plans;
- 4.1.2 Guidelines and eligibility for all grants, donations and sponsorships are set out in the Litchfield Council Community Grants Scheme Guidelines;
- 4.1.3 Only one application per organisation per financial year will be considered for the annual community grants and the community initiative grants;
- 4.1.4 Only one application per individual every two years will be considered for the youth development grants;
- 4.1.5 Applications by commercial entities will not be considered; and
- 4.1.6 4.1.7 All grant amounts payable under this Policy are exclusive of Goods and Services Tax (GST). Where the Australian Taxation Office regards a grant payment as subject to GST, and the grant is made to an organisation that is registered or required to be registered for GST, 10% GST will be added to the grant payment.

4.2 Annual Community Grants

- 4.2.1 Eligibility will be outlined in the Community Grants Guidelines;
- 4.2.2 Applications must be made using the Annual Community Grants application form;
- 4.2.3 Applications will only be accepted from incorporated not for profit organisations or community groups;
- 4.2.4 Applications must fall under the categories as outlined in the Community Grant Guidelines with the maximum amount that can be applied for also outlined;
- 4.2.5 Applications will be assessed as per the Litchfield Council Community Grant Scheme Guidelines by the Community Grants Committee;

- 4.2.6 Grants will be awarded by Council decision following the recommendations from the Community Grants Committee;
- 4.2.7 Applicants must agree to sign an Acceptance of Funding Form and raise a tax invoice prior to a cheque being issued or funds being transferred into a bank account; and
- 4.2.8 Applicants must complete an Acquittal Report as outlined in the funding agreement and failure to do so may render the applicant ineligible for future funding.

4.3 Community Initiative Grants

- 4.3.1 Eligibility will be outlined in the Community Grants Guidelines;
- 4.3.2 Are open all year round until allocated funds have been exhausted;
- 4.3.3 Applications must be made using the Community Initiative Grants application form;
- 4.3.4 Applications will only be accepted from incorporated not for profit organisations;
- 4.3.5 Funding will not be granted retrospectively;
- 4.3.6 Applications must fall under the categories as outlined in the Community Grant Guidelines;
- 4.3.7 Applications will be approved under delegation by the CEO; and
- 4.3.8 Funding must be acquitted within three months of receiving the funds and failure to do so may render the applicant ineligible for future funding.

4.4 Youth Development Grants

- 4.4.1 Council recognises the significant costs associated with travelling for sport and recreation competitions as well as other development opportunities;
- 4.4.2 Eligibility will be outlined in the Community Grants Guidelines;
- 4.4.3 Applications must be received prior to event commencement date;
- 4.4.4 The Youth Development Grants are open all year round until allocated funds have been exhausted;
- 4.4.5 Applications must be made using the Youth Development Grants application form;
- 4.4.6 Applicants must be over the age of 18. Applicants under the age of 18 must have a parent or guardian apply on their behalf;
- 4.4.7 Applicants must not have any outstanding debt to Council;
- 4.4.8 Applications will be approved under delegation by the CEO; and
- 4.4.9 Funding must be acquitted within three months of receiving the funds and failure to do so may render the applicant ineligible for future funding.

4.5 Donations

- 4.5.1 Donations can be applied for under the Community Initiative Grants and must meet sections 4.3.1 to 4.3.4;
- 4.5.2 Donations will be approved by Council resolution; and
- 4.5.3 Donations do not require an acquittal.

4.6 Sponsorship

- 4.6.1 A sponsorship agreement will not impose or imply conditions that would limit, or appear to limit, Council's ability to carry out its functions legally, fully and impartially;
- 4.6.2 Sponsorship requests are determined by Council resolutions;
- 4.6.3 May be recurrent, fixed term or once off;
- 4.6.4 Are identified yearly in the Council budget;
- 4.6.5 A sponsorship agreement outlining the full terms and conditions of the agreement will be recorded in writing and signed by both parties; and
- 4.6.6 Recipients of sponsorship must supply an annual report each year including a full financial report as per the timelines set out in the sponsorship agreement.

4.7 Community Grants Committee

- 4.7.1 The Annual Community Grants will be assessed by the Community Grants Committee who will make recommendations to Council for endorsement; and
- 4.7.2 The Committee will comprise General Manager Business Excellence or nominated delegate, the General Manager Infrastructure and Operations or nominated delegate and three elected Councillors as nominated by Council. The Mayor will have an ex-officio role on the Committee.

4.8 Commitment to Funding

- 4.8.1 The Council commits to setting an amount in its budget process dedicated to initiatives governed by this policy.

5. Associated Documents

Litchfield Council Grants Register

6. References and Legislation

Northern Territory Local Government Act

Northern Territory Local Government (General) Regulations

Australian Accounting Standards

Ministerial Guidelines

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
17/9/2015	Approved by Council resolution
7/3/2017	Updated to reflect current policy format and Litchfield Community Grants Scheme guidelines
18/3/2020	Guidelines updated
09/08/2021	Minor administrative changes made, including formatting and new regulation titles. Policy review date to remain the same.



COUNCIL REPORT

Agenda Item Number:	14.02.02
Report Title:	LGANT Nomination of Delegates and Executive Members
Author and Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	29/09/2021
Attachments:	Nil

Executive Summary

This report seeks Council's nomination for Council representatives to attend and vote at the Local Government Association of the Northern Territory (LGANT) General Meetings and Annual General Meeting and seeks nominations from Council for the LGANT Executive.

Recommendation

THAT Council:

1. nominate _____ for the position of President/Vice President-Municipals on the Local Government Association Northern Territory Executive;
2. nominate _____ for the position of Executive Board Member - Municipals on the Local Government Association Northern Territory Executive;
3. appoint Mayor/Councillor..... and Councillor..... as delegates to attend General Meetings, Special General Meetings and Annual General Meetings of Local Government Association Northern Territory and vote on behalf of Council; and
4. notify the Local Government Association Northern Territory of the Council appointments and Executive Members Nominations.

Background

The Local Government Association of the Northern Territory (LGANT) is the peak body representing Local Government councils in the Northern Territory of which Litchfield Council is a member through the payment of an annual subscription. Council's membership with LGANT entitles Councils to vote at the General Meetings and Annual General Meetings. LGANT has requested Council to designate their two representatives.

LGANT has also informed NT councils of vacancies on the LGANT Executive (the "Executive"), because of the recent local government general election and the end of the term of some LGANT executive members.

This report explores the opportunity for Council to nominate a Litchfield elected member to sit on the Executive, as either the Vice President -Municipals or as an Executive Board Member-Municipals. It is worth noting that whilst multiple nominations can be submitted, a council may only hold one position on the LGANT Executive.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

LGANT is established as a body corporate under Section 242 of the *NT Local Government Act* and has a constitution, governance charter, strategic plan and annual budget which form the mainstay of its authority and operations. The Executive meets monthly and has decision-making authority between general meetings, in accordance with the LGANT Constitution and Governance Charter.

As per Section 7 of the LGANT Constitution, councils shall be represented at meetings of the Association by nominated delegates. Under Clause 3 of the LGANT Constitution 'Delegate' means 'a person who is elected and holds the office of Lord Mayor, Mayor, President, Alderman or Councillor of a council who is appointed by virtue of Clause 7 of this constitution'.

Risks



Nil identified.

Community Engagement

Not applicable.



COUNCIL REPORT

Agenda Item Number:	14.02.03
Report Title:	Special Purpose Grant Acquittal
Author:	Diana Leeder, Executive Manager Community Inclusion
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	29/09/2021
Attachments:	A: Acquittal Library Shared Services Framework

Executive Summary

Council received a Special Purpose Grant from the NT Government Department Housing and Community Development on 23 May 2019. A requirement of this grant is that it is partially acquitted as of 30 June each year. This is a requirement to acquit the grant in order to be eligible for future Special Purpose Grants.

Recommendation

THAT Council:

1. receive and notes the Special Purpose Grant Acquittal report; and
2. approve the partial acquittal of the Special Purpose Grant for the Library Shared Services Framework to the value of \$0.00 as of 30 June 2021.

Background

On 23 May 2019 Council received a Special Purpose Grant to the value of \$25,000.00 for a six-month project to plan and design shared library services across the Litchfield and City of Palmerston Councils.

This project commenced in the third quarter of the 2020/2021 year in partnership with the City of Palmerston and is due for completion this month.

The outcome of the project will be a shared services model that is transferable to other local government areas for delivering library services collaboratively and transferable to the delivery of other local government services, with the aim of improving the quality of services delivered, ensuring long-term sustainability and capability of the service at a cost-efficient level.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Council has no policies directly relevant to this matter.

Risks



Governance

Special Purpose Grants provided by the Department of Chief Minister and Cabinet require funding to be fully expended within two years of receipt of funding. Any acquittal provided to the Department requires approval by Council. Failure to acquit the grant within the required timeframe may hinder Council’s eligibility for future funding.

Community Engagement

Not applicable.



DEPARTMENT OF
HOUSING AND COMMUNITY
DEVELOPMENT

Litchfield Council

2020-21 ACQUITTAL OF SPECIAL PURPOSE GRANT

Department of Housing and Community Development

File number:

Purpose of Grant: To support a six month project to plan and design shared library services across the Litchfield and City of Palmerston Councils

Date of Approval of Variation to Grant (if applicable)

21 / 06 / 2021

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2021

Special Purpose Grant	\$25,000
Other income	
Total income	\$25,000

Expenditure (Specify accounts and attach copies of invoices and ledger entries)

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

Total Expenditure	\$0.00
-------------------	--------

Surplus/(Deficit)	\$25,000
-------------------	----------

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

Acquittal prepared by Diana Leeder, Executive Manager Community Inclusion	31/08/2021
---	------------

To be laid before the Council at a meeting held on TBA

CEO or CFO	31/08/2021
------------	------------

DEPARTMENTAL USE ONLY

Grant. amount correct?

YES/NO

Expenditure conforms with purpose

YES/NO

Minutes checked

YES/NO

Balance of funds to be acquitted

\$

Date next acquittal due

/ /

ACQUITTAL ACCEPTED

YES/NO

Prepared by

Comments

Donna Hadfield – Manager Grants Program



COUNCIL REPORT

Agenda Item Number:	14.02.04
Report Title:	Palmerston and Litchfield Seniors Association Lifting of Report from the Table - Request for Funding Agreement extension
Author:	Diana Leeder, Executive Manager Community Inclusion
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	29/09/2021
Attachments:	A: Report 15.01.04 Palmerston and Litchfield Seniors Association Request for funding agreement extension – June 2021

Executive Summary

Council considered report 15.01.04 Palmerston and Litchfield Seniors Association – Request for funding agreement extension at the June 2021 Ordinary Meeting and resolved:

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

Recommendation

THAT Council:

1. lift the item Palmerston and Litchfield Seniors Association – Request for funding agreement extension – June 2021 from the table; and
2. request that an updated report be provided to the October 2021 Ordinary Meeting.

Background

Council has been a gold sponsor of the Palmerston and Litchfield Seniors Association for the past six (6) years. The Association requested an increase in funding and Council felt such a request should be considered by the incoming Council. As not all the information required to assess the request was provided the item was ‘laid on the table’ so that officers could assess the Association’s audited financial statements and programs provided. Laying a motion on the table has the effect of postponing debate on a matter until the item is lifted from the table either at a specified time or at the next ordinary meeting.

A standard template for funding reserve committees was introduced in 2021 and a similar template has been developed for community organisations receiving annual operational funding.

The additional information sought from the Palmerston and Litchfield Seniors Association has been provided and it is recommended that an updated report be provided to Council at the October Ordinary Meeting

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Council has no policies directly relevant to this matter.

Risks



Nil identified.

Community Engagement

Not applicable.

COUNCIL REPORT

Agenda Item Number:	15.01.04
Report Title:	Palmerston and Litchfield Seniors Association – Request for funding agreement extension
Author:	Ellie Cuthbert, Manager Community Inclusion
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	16/06/2021
Attachments:	A: Litchfield Council Gold Sponsorship Investment Package

Executive Summary

This report presents for Council's consideration a request from the Palmerston and Litchfield Seniors Association (PLSA) for a three-year sponsorship agreement, at an increased level, commencing in the 2021/2022 financial year.

Council has a triennial sponsorship memorandum of understanding with the Palmerston and Rural Seniors Committee (PRSC) due to conclude 31 December 2021. The Committee changed its name to the Palmerston and Litchfield Seniors Association (PLSA) Incorporated in March 2019.

Moving to a staged increase in funding through a funding agreement rather than a sponsorship Memorandum of Understanding is considered the best approach.

Recommendation

THAT Council:

1. acknowledge the contribution of the Palmerston and Litchfield Seniors Association in providing social opportunities and celebratory events for seniors living in the Litchfield Municipality;
2. continue to support the Palmerston and Litchfield Seniors Association with a three-year funding agreement 2021 - 2024, commencing with base level funding of \$7,500 per annum for 2021 – 2022;
3. request further information regarding increased activities in the Litchfield area, overall budget and other sources of income to evaluate a potential increase in funding for the second and third years of the agreement.

Background

The Palmerston and Litchfield Seniors Association (PLSA) caters for all seniors in the Palmerston and rural region bounded by the City of Palmerston and Litchfield councils. It has a membership of 246 members, of whom 84 or 34% are Litchfield municipality residents, a reduction in actual members but an increase in the representation within the Association from the previous 30%.

Each year the PLSA holds a fortnight of activities and events, celebrating seniors. The evaluation report provided by PLSA indicated that 935 places were available across all events in 2020 and that there was a high level of satisfaction with all activities.

The PLSA Seniors Fortnight 2021 will be held from 8 to 22 August. Organisers have advised Council that this year's opening event will be held at the Humpty Doo Village Green on 8 August, 2021.

For the past six years Litchfield Council has been a Gold Sponsor of the Palmerston and Rural Seniors Committee (PRSC), providing \$5,000 annually for the first three years and \$7,500 annually since 2019 towards events and the Seniors Fortnight. As part of this sponsorship, Council has the naming rights to a major event of the fortnight. However, in 2020, Seniors Fortnight was held from 9 to 23 August, with no consultation with Council on which major events would be allocated Litchfield Council naming rights. Of the 8 events held, only two were within the Litchfield municipality being the Wetlands cruise and lunch and the Adelaide River War Cemetery tour and lunch (badged as Litchfield Council events). Both the opening and closing events in 2020 were held in Palmerston.

Attached for Council's information is the PLSA Litchfield Gold Sponsorship Investment Package (Attachment A). Council has not received a detailed budget to support the requested increase in funding.

The benefit and value PLSA bring to senior residents in the municipality is recognised. As funding the PLSA is the most direct way in which Council delivers services to seniors it is appropriate for Council to continue to provide funding to the Association. Rather than focus entirely on Seniors fortnight, it would be beneficial for the community and Council if any increase in funding was allocated to improving across the year seniors' activities.

As previously, this year Council again requested more information about sponsorship income and was verbally advised that Litchfield Council is the only Gold Sponsor offer, with City of Palmerston being offered Platinum Sponsorship (\$20,000) and with silver Sponsors and bronze sponsorships also available. It is unclear how these sponsorship packages are structured. Membership fees are set at \$20 per annum and with only 230 financial members this returns \$4,600 so grants and sponsorship are essential to the Association's financial viability. Recently Council requested that the PLSA provide Council with a copy of its audited financial statements for internal use, not publication, to assist in understanding the cash value of any other grants and sponsorship it receives and in evaluating the request for increased funding, however these have not been provided. The request for increased funding cannot be properly assessed without the identified additional information.

Council has been moving towards funding agreements rather than sponsorship arrangements with all its funded organisations. Rather than enter a further memorandum of understanding, formalising a three-year funding agreement with the PLSA, based on assessment of a proposed budget, is consistent with this.

It is proposed that Council continue to support PLSA with a three-year funding agreement, commencing with the base level funding of \$7,500 per annum for 2021 – 2022 and request further information regarding increased activities in the Litchfield area, overall budget and other sources of income to evaluate a potential increase in funding for the second and third years of the agreement.

Council's Community Grants, Donations and Sponsorships Policy (FIN07) states at 4.1.3 that only one application per organisation per financial year will be considered for all grants, sponsorships and donations.

PLSA's will be advised of Council's Community Grants, Donations and Sponsorships Policy (FIN07) which states:

4.1.3 that only one application per organisation per financial year will be considered for the annual community grants and the community initiative grants.

Therefore in accordance with FIN07, if PLSA's application is accepted PLSA will subsequently be ineligible for additional future funding requests over the next three years.

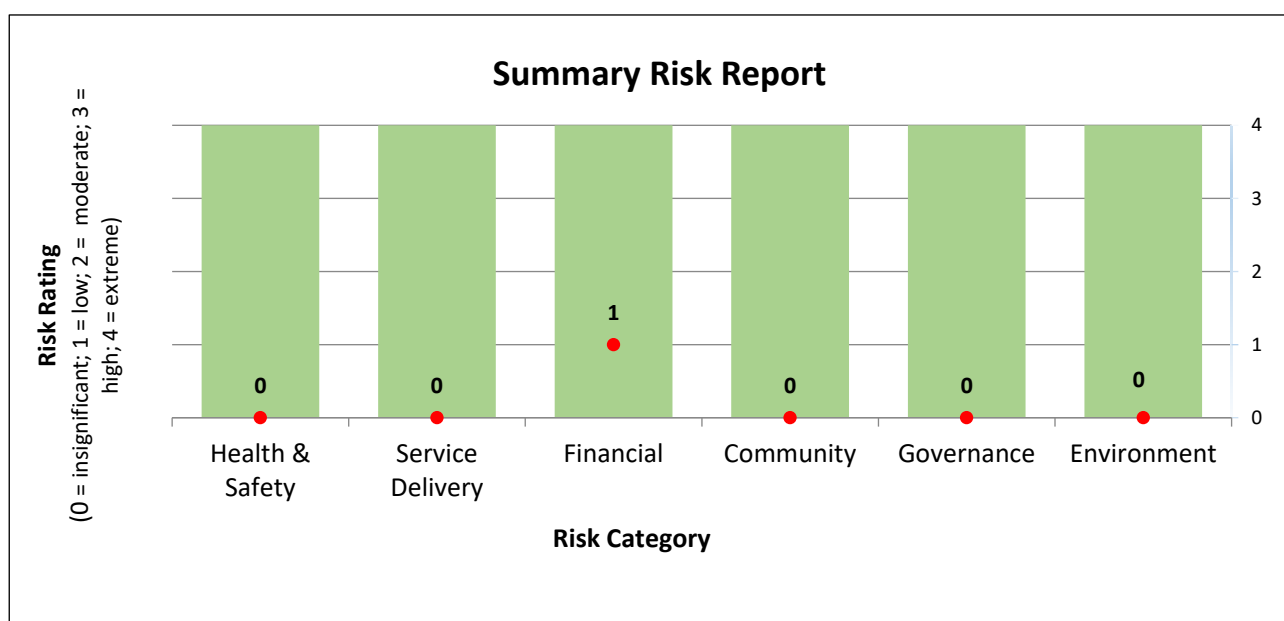
Links with Strategic Plan

A Great Place to Live - Recreation

Legislative and Policy Implications

Nil.

Risks



Continuing the sponsorship will support PLSA in presenting the Seniors Fortnight on an annual basis. The events are conducive for social connection through the types of events offered and by promoting local support services available.

Financial

Council's draft budget includes the current \$7,500 per annum and has not allowed for a potential increase to \$10,000 in 2021/2022.

Community Engagement

Not applicable.



COUNCIL REPORT

Agenda Item Number:	14.03.01
Report Title:	Summary Planning and Development Report August 2021
Author:	Mark Hogan, Project Management Planning Program Leader
Recommending Officer:	Leon Kruger, General Manager Infrastructure & Operations
Meeting Date:	29/09/2021
Attachments:	A: PA2021.0218 75 Goy - Amended Letter of Comment – 24 Aug 21 B: DP2016.0391 185 Cyrus - EoT Letter of Comment – 31 Aug 21 C: PA2021.0230 180 Produce - Letter of Comment – 09 Aug 21 D: PA2021.0226 11 Vereker - Letter of Comment – 25 Aug 21 E: PA2021.0064 3820 Gunn Point - Letter of Comment – 31 Aug 21

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 August to 31 August 2021.

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

Type of Application	No. Applications
Development Applications	5
Mining Applications	1*
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	0
Water Licence Applications	0
Clearances for Development Conditions	1
Stormwater/Driveway Plan Reviews	17
Works Permits	5

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

**Mining licence was not a new licence but a notification of proposed variation to pipeline licence to relocate a section of pipeline approved for the Channel Island Bridge Pipeline Replacement Project.*

Recommendation

THAT Council:

1. receive the Summary Planning and Development Report August 2021; and
2. note for information the responses provided to relevant agencies within Attachments A -E for 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 specific issues being adequately addressed	2
Development applications supported, subject to normal Council conditions	3
Development applications not supported/objectioned to for reasons related to Council issues	0
Development applications objectioned to for reasons not directly related to Council issues	0
Note: *PA2021/216, 75 Goy Road, Girraween as been included as a Development Application subject to specific issues being resolved – it was an application which was objectioned to in the month of July but objection has been withdrawn subject to conditions of an amended proposal received in August. 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 specific issues being adequately addressed

The table below describes the Development Applications that are supported by Council only if the specific issues outlined are adequately addressed.

Application Number, Address, & Attachment Reference	Purpose and Summary	Specific Issues to be Addressed
PA2021/0218 (Amended) 75 Goy Road, Girraween, Hundred of Bagot. Attachment A	Amended Development Application, 450m ² shed with a reduced side and rear setback. Litchfield Council <u>withdraws its objection</u> to the granting of a Permit as the Applicant amended plans to the satisfaction of Council and provided letters of support from all impacted neighbours	Support is only provided if works are consistent with the endorsed plans, which show increased setbacks from the initial plan, onsite stormwater collection tanks, a hedge of screening trees to reduce visual massing, and clear firebreaks.

	which allowed for discretionary assessment of the reduced setback.	
DP2016/0391 185 Cyrus Road / 10 Williams Rd, Berry Springs, Hundred of Ayers. Attachment B	Extension of Time to an existing Development Permit for a Subdivision. Litchfield Council <u>does not object</u> to the granting of an Extension of Time.	Whilst Council is supportive of the Extension of Time, it is noted that the proposed change to the endorsed access road by extending William Road may necessitate the submission of a Variation to Permit to Development Assessment Services at NTGov.

Development Applications supported without special conditions

The table below describes the Development Applications supported / not objected to by Council that have standard conditions only.

Application Number, Address, and Attachment Reference	Purpose and Summary	Reasons for Support/non-Objection
PA2021/0230 180 Produce Road, 35 Akers Road, Humpty Doo Hundred of Strangways Attachment C	Application to subdivide the subject site into two new lots, well in excess of the minimum lot size required. Litchfield Council <u>does not object</u> to the granting of a Permit.	Both lots are well in excess of the minimum lot size required in the schedule to the zone, will adequately address the existing dwellings on the site and the proposed lots are already serviced by existing driveway crossovers.
PA2021/0266 11 Vereker Street, Humpty Doo, Hundred of Strangways Attachment D	Application for a change of use from gym to education. Litchfield Council <u>does not object</u> to the granting of a Permit.	The development is not likely to cause any adverse impacts on Litchfield Council infrastructure or services. The internal (fit-out) nature of the development will not produce any undesired amenity impacts or negatively influence the neighbourhood character of the area.
PA2021/0064 3820 Gunn Point Rd, Koolpinyah NT	61.35m Telecommunications facility with associated antenna and equipment shelters on crown land,	There is not expected to be any negative impacts upon Council infrastructure or amenities as a result of this proposal, which is a

Attachment E	accessed via an NT Government Road.	permissible use consistent with the Zone Agriculture.
---------------------	-------------------------------------	---

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

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

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

No. Building Certification Applications
17

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
5

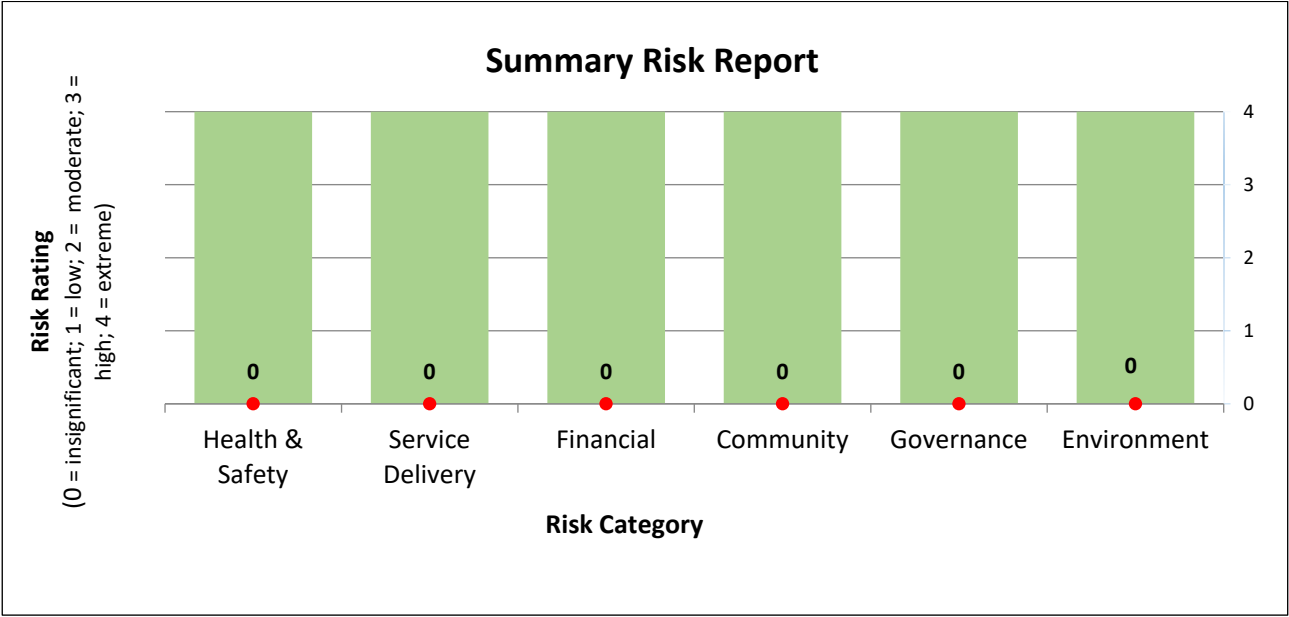
Links with Strategic Plan

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



24 August 2021

Stuart Harris
Development Assessment Services
Department of Infrastructure, Planning and Logistics
Darwin NT 0801
Stuart.Harris@nt.gov.au

Dear Stuart,

RE: Amended Letter of Comment

**PA218/2021, 75 Goy Road, Lot 05931 Hundred of Bagot, Girraween
450m² shed addition to an existing dwelling-single with a reduced side and rear setback**

Thank you for the Amended Development Application concerning the above, which included an update to plans that were referred to Council on 24 August 2021. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

In making its initial decision to object to the development, Council considered the purposes of the Zone Rural Residential and Clause 5.4.3, which require a minimum 10m setback from the proposed shed to the southern and eastern boundaries.

Council withdraws its objection to the granting of a Development Permit and provides the following comments in support of its decision:

In revising its decision, Council considered the amended plans, which increased the intended set-back on the southern boundary from 5.5m to 6m to allow greater clearance for the 4m firebreak after necessary planting. Additionally, the amended proposal indicates an intention to move water tanks from firebreak areas to relocate them at the western edge of the shed.

Council also took into account the written support of neighbours for the development, and the amended landscape plan showing the Applicant's commitment to plant a hedge of *Polyalthia Longifolia* to screen the visual mass of the structure from neighbours.

These factors allow Council to show discretion in withdrawing any objection and accepting a compromised setback.



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

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and/or its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- b) Prior to the endorsement of plans and prior to the commencement of works, a landscape plan to the satisfaction of the consent authority must be submitted to and approved by the consent authority. When approved, the plan will be endorsed and will then form part of the permit. The landscaping plan must be generally in accordance with the landscape concept plan and must include a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, sizes at maturity, and quantities of each plant. All species selected must be to the satisfaction of the consent authority.

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

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

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

Yours faithfully

Mark Hogan
Project Management, Planning Program Leader

31 August 2021

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

RE: Letter of Comment Development Application

DP16/0391, 185 Cyrus Road / 10 Williams Rd, BERRY SPRINGS, Hundred of Ayers

Thank you for the application referred to this office on 12 August 2021 for an extension of time to an existing Development Application (DP16/0391). 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 an extension of time for the Development Permit, and provides the following comments in relation to the application:

- a) An extension of time is considered appropriate as the application was previously granted with Council consent and such developments continue to be supported in the region.
- b) Council understands that progress associated with the initial Development Permit was somewhat belated due to impacts of the economic climate over the past few years, as well as the uncertainty arising from the unforeseeable COVID19 pandemic.
- c) Council notes that support is also provided given new information supplied by the Applicant, particularly with regards to the proposal of an alternative connection road which further warrants an extension of time.
 - i. Council is supportive of the latest proposal indicating an intention to extend William Road to enable the requisite connectivity for the subdivision, which may necessitate the submission of a Variation to Permit to be authorised.
 - ii. Council anticipates an additional timeline of up to nine months may be required from the date of expiration on the current permit to ensure the full road opening process can be addressed for the road proposed over private land.

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

- c) Prior to finalisation of engineering design and specifications for the proposed and affected roads, a Road Safety Audit, prepared by a suitability certified traffic auditor, shall be approved by Litchfield Council.
- d) 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 on 08 8983 0600.

Yours faithfully



Mark Hogan
Project Management, Planning Program Leader



09 August 2021

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

RE: Letter of Comment Development Application

PA2021/0230

**Section 1914 (180) Produce Road, Section 5358 (35) Akers Road, Humpty Doo
Hundred of Strangways**

Thank you for the Development Application referred to this office on 22 July 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 area raised for consideration by the Authority:

Council does not object to the granting of a Development Permit and provides the following comments outlining the reasons for this decision:

- a) The application proposes to subdivide the subject site into two new lots that are well in excess of the minimum lot size required in the schedule to the zone.
- b) The proposed new lots will adequately address the existing dwellings on the subject site and be in compliance with the requirements of the schedule to the zone for one single dwelling on each lot.
- c) The proposed lots are already serviced by existing driveway crossovers.

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

- a) Litchfield Council's Contributions, 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) 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.

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



25 August 2021

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

RE: Letter of Comment Development Application

PA2021/0266

Hun: 695 P: 02560 11 Vereker Street HUMPTY DOO, Hundred of Strangways

Thank you for the Development Application referred to this office on 13 August 2021, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The development is not likely to cause any adverse impacts on Litchfield Council infrastructure or services.
- b) The internal (fit-out) nature of the development will not produce any undesired amenity impacts or negatively influence the neighbourhood character of the area.

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

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

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

Yours faithfully



Mark Hogan
Project Management, Planning Program Leader



31 August 2021

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

RE: Letter of Comment Development Application

PA2021/0064

**N.T. Portion 02626, 3820 Gunn Point Rd, Koolpinyah NT
61.35m Telecommunications facility with associated antenna and equipment shelters**

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

The following issues are raised for consideration by the Authority:

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

- a) There is not expected to be any negative impacts upon Council infrastructure or amenities as a result of this proposal, which is a permissible use consistent with the Zone Agriculture.

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

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and / or its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- b) The crossover / driveway access point to the site must meet the technical standards of Litchfield Council and be provided at nil cost to Council.

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

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

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

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

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

Yours faithfully



Mark Hogan
Project Management, Planning Program Leader



COUNCIL REPORT

Agenda Item Number:	14.03.02
Report Title:	Council Acquisition of Drainage Easement over Lot 52 Horsnell Road – Common Seal request
Author:	Rodney Jessup, Manager Infrastructure and Assets
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	29/09/2021
Attachments:	A: Map detailing drainage easement

Executive Summary

This report seeks Council endorsement for the use of the Common Seal on *Form 51 – Grant of Easement* to be provided to the Land Titles Office.

During detailed design of the upgrades to Horsnell Road (as part of the Mango Roads Project), the stormwater analysis identified that a discharge location was required on the western side of Horsnell Road. Negotiations with a property owner have enabled the acquisition to create a drainage easement providing a drainage relief point.

An agreement was reached with the property owners at Section 52 however to finalise the agreement a Form 51 – Grant of Easement is required to be completed transferring ownership of the easement to Litchfield Council.

It is recommended that Council support this request to formalise the agreement with the property owner and endorse the use of the Common Seal.

Recommendation

THAT Council:

1. approve the use of the Common Seal on *Form 51 – Grant of Easement* relating to Lot 52 Hundred of Strangways (85 Horsnell, Noonamah); and,
2. provide a letter of response to the property owners of Lot 52 Horsnell Road finalising the agreement

Background

The Mango Roads Project is a \$21 Million project jointly funded by the Australian and Northern Territory (NT) Governments, as well as Litchfield Council. The project has seen key sections of road in the Territory's most productive mango growing region upgraded with the aim of improving mango quality and industry productivity.

Delivery of the project commenced in 2020, however works and negotiations with landholders associated with the project have been ongoing for many years.

Horsnell Road was particularly in need of upgrading due to a section where Elizabeth River crosses the causeway which can flood during storm events. When there has been a high volume of rainfall the road can be closed for days, with repairs often required due to flood damage.

During the design process for Horsnell Road the stormwater analysis identified that a discharge location was required on the western side of the Road. It was recommended that a drainage easement be formed along the property boundary of Section 52. As such negotiations with the property owners of Section 52 has enabled the acquisition to create an easement to form a drainage relief point.

To formalise the creation of the easement a Form 51 – Grant of Easement form is to be completed transferring the responsibility of the easement from the property owners to Litchfield Council.

It is recommended that Council formalise the agreement by approving the use of the Common Seal and provide a letter to the property owner finalising the agreement.

Links with Strategic Plan

Everything You Need - Roads and Transport
A Well-Run Council - Good Governance

Legislative and Policy Implications

GOV11 Common Seal
GOV12 Land Acquisition
INF01 Asset Management

Risks



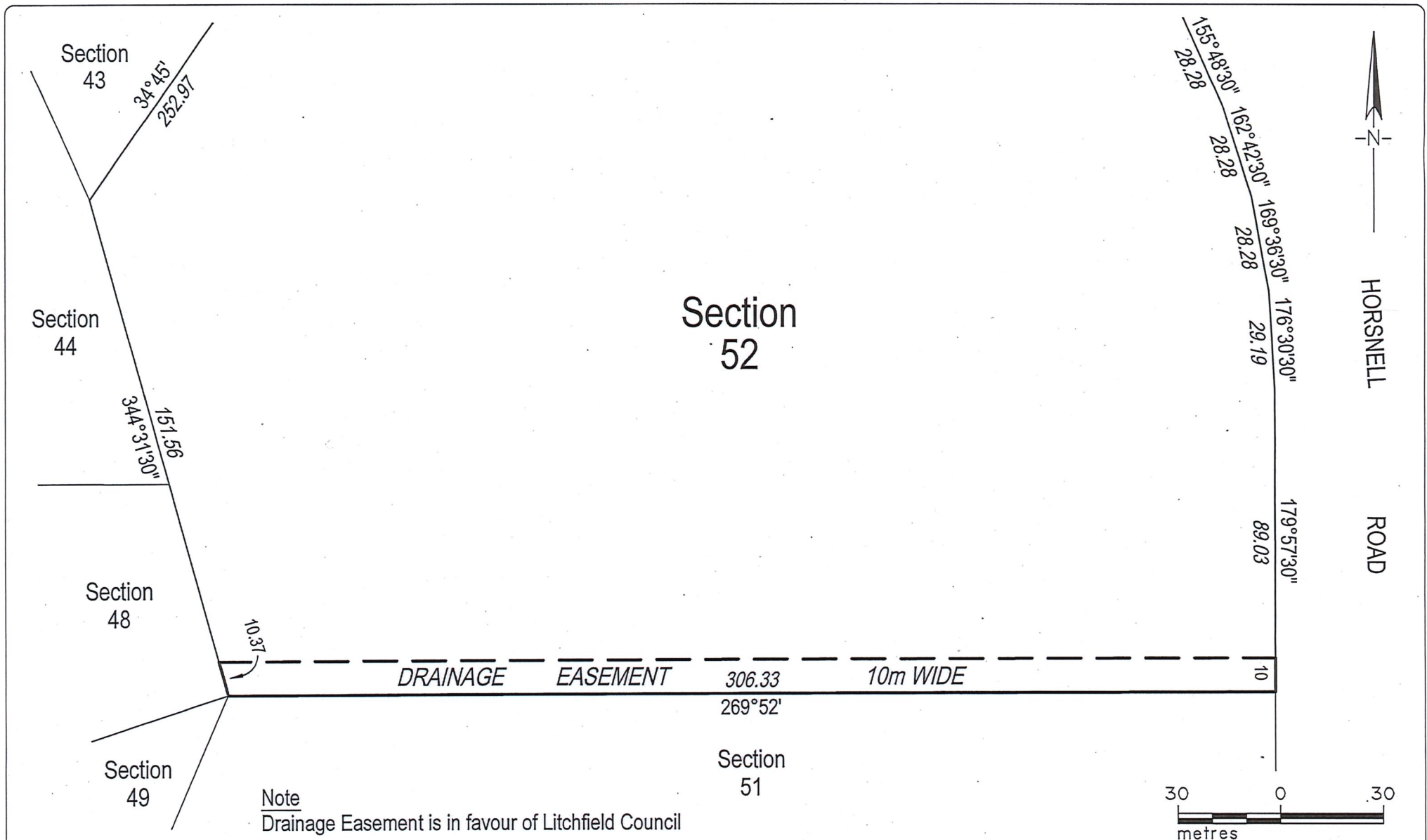
Financial

Financial implications associated with the acquisition, including survey fees and compensation to the property owner will be wholly covered by Council. These funds are covered by the allocated Mango Roads project budget.

Ongoing maintenance costs will be managed in the future through Infrastructure and Operations operational budgets.

Community Engagement

Discussions were held with the affected property owners throughout the process. No further community engagement occurred with non-affected property owners.



eja
earl james & associates

SURVEY & PLANNING
CONSULTANTS
10 HARVEY STREET
DARWIN NT 0801
PH. (08) 8981 2494
FAX. (08) 8981 5205
darwin@eja.com.au

**SECTION 52, HUNDRED OF STRANGWAYS
52 HORSNELL ROAD, NOONAMAH**

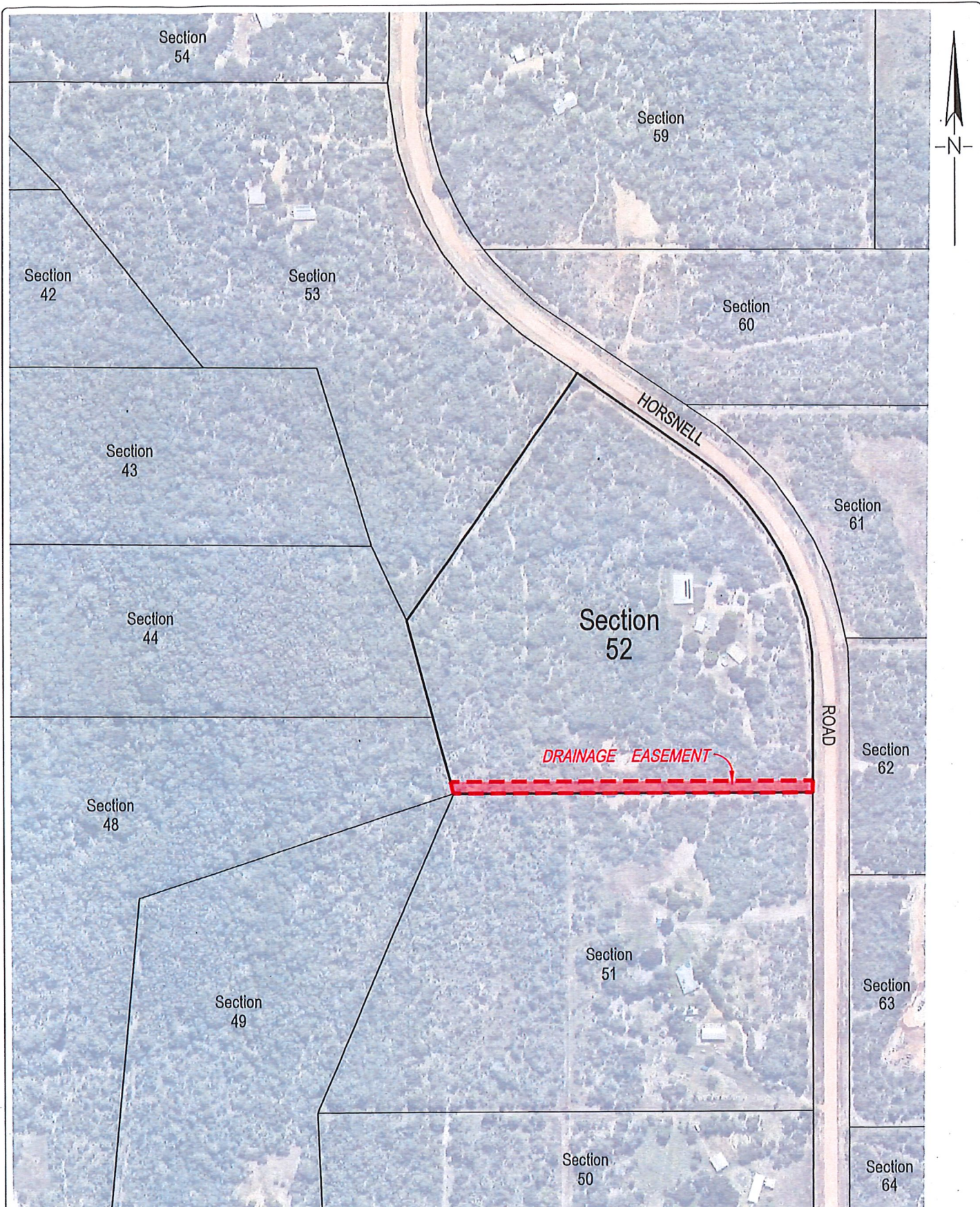
DRAINAGE EASEMENT

Client: **LITCHFIELD COUNCIL**

Licensed Surveyor:
Date:
Drawn by: SH
Date: 16/7/2020
Cad File: 11528-1.DWG

Scale: 1:1500 (A4)
Datum: LTO 83/052

Drawing No:
20/11528/1



Note
 Drainage Easement is in favour of Litchfield Council
 Aerial image obtained from Nearmap, dated 8/5/2020
 Aerial image is shown for background information only



**SURVEY & PLANNING
 CONSULTANTS**
 10 HARVEY STREET
 DARWIN NT 0801
 PH. (08) 8981 2494
 FAX. (08) 8981 5205
 darwin@eja.com.au
 www.eja.com.au

**SECTION 52, HUNDRED OF STRANGWAYS
 85 HORSNELL ROAD, NOONAMAH**

SITE PLAN

Client: LITCHFIELD COUNCIL



Drawn by: SH
 Date: 16/7/2009
 Cad File:
 11528-2.DWG

Scale: 1:3000 (A3)

Datum:

Drawing No:
20/11528/2

COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Wednesday 29 September 2021

15 Other Business

16 Confidential Items

Pursuant to Section 293 (1) of the Local Government Act and Regulation 51 of the Local Government (General) regulations the meeting be closed to the public to consider the following Confidential Items:

16.01 Application of Statutory Charge

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

17 Close of Meeting