



AGENDA

2nd Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 19/10/2021

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

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COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 October 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.

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

- Special Council Meeting held Wednesday 15 September 2021, 7 pages; and
- Ordinary Council Meeting held Wednesday 29 September 2021, 8 pages (Confidential section sent under separate cover).

5.02 Council Action Sheet / Business Arising from Previous Meetings



SPECIAL COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Special Meeting
held in the Council Chambers, Litchfield
on Wednesday 15 September 2021 at 6:00pm

Present	Doug Barden	Mayor
	Andrew Mackay	Councillor Central Ward
	Kevin Harlan	Councillor Central Ward
	Mark Sidey	Councillor South Ward
	Rachael Wright	Councillor North Ward
	Mathew Salter	Councillor North Ward
Staff	Daniel Fletcher	Chief Executive Officer
	Leon Kruger	General Manager Infrastructure & Operations
	Arun Dias	General Manager Business Excellence
	Debbie Branson	Executive Assistant

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

On behalf of Council, the Chief Executive Officer acknowledged the Traditional Custodians of the land on which the Council meet on. The Chief Executive Officer 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.

2. OPENING OF THE MEETING

The Chief Executive Officer opened the meeting and welcomed members of the public.

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

3. GENERAL ELECTION RESULTS

The Chief Executive Officer read the results of the general election for the Litchfield Council that was held on Saturday 28 August 2021 as follows:

Litchfield Council Mayor – Elected Candidate 1 Doug Barden
Litchfield Council Central Ward – Elected Candidate 1 Andrew Mackay
Litchfield Council Central Ward – Elected Candidate 2 Kevin Harlan
Litchfield Council South Ward – Elected Candidate 1 Emma Sharp
Litchfield Council South Ward – Elected Candidate 2 Mark Sidey
Litchfield Council North Ward – Elected Candidate 1 Rachael Wright
Litchfield Council North Ward – Elected Candidate 2 Mathew Salter

4. DECLARATION OF OFFICE – MAYOR BARDEN

Doug Barden made his Declaration of Office as the Mayor, signed the declaration and take the role of the chair.

5. MAYORAL ADDRESS

The Mayor delivered a Mayoral Address to those in attendance.

6. DECLARATION OF OFFICE – CR ANDREW MACKAY

Andrew MacKay made the Declaration of Office as Councillor for the Central Ward and signed the declaration.

7. DECLARATION OF OFFICE – CR KEVIN HARLAN

Kevin Harlan made the Declaration of Office as Councillor for the Central Ward and signed the declaration.

8. DECLARATION OF OFFICE – CR EMMA SHARP

Cr Emma Sharp was an apology and her declaration was deferred to the first Ordinary Council Meeting scheduled for Wednesday 29 September 2021.

9. DECLARATION OF OFFICE – CR MARK SIDEY

Mark Sidey made the Declaration of Office as Councillor for the South Ward and signed the declaration.

10. DECLARATION OF OFFICE – CR RACHAEL WRIGHT

Rachael Wright made the Declaration of Office as Councillor for the North Ward and signed the declaration.

11. DECLARATION OF OFFICE – CR MATHEW SALTER

Mathew Salter made the Declaration of Office as Councillor for the North Ward and signed the declaration.

Moved: Cr Salter
Seconded: Cr Mackay

THAT Council receive and note the correspondence from the Northern Territory Electoral Commission regarding the Statement of Results for the 2021 Local Government Election – Litchfield Council.

CARRIED (6-0) SCM2021 11-001

12. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

12.1 Electronic Attendance

Nil.

12.2 Apologies

Moved: Cr Salter
Seconded: Cr Harlan

THAT Council notes and approves apologies from Cr Sharp.

CARRIED (6-0) SCM2021 11-002

12.3 Leave of Absence Previously Granted

Nil.

12.4 Leave of Absence Request

Nil.

13. 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.

13.1 Elected Members

No disclosures of interest were declared.

13.2 Staff

No disclosures of interest were declared.

14. PRESENTATIONS

Nil.

15. OFFICERS REPORTS

15.01 EM01 Elected Member Policy and Appointment of Deputy Mayor

Moved: Cr Salter
Seconded: Cr Harlan

THAT Council:

1. adopt Council policy EM01 Elected Members, subject to any minor editorial adjustments replacing clause 4.2.3 as follows:
The Deputy Mayor shall be appointed for a period of eight (8) months, on a rotating basis, with the appointment being conducted at the first meeting of Council to be held after each general election and again at the conclusion of each eight-month period thereafter. The method of appointment is to be determined by Council, and voting is to be by a show of hands unless otherwise determined by Council.
2. appoint Councillor Cr Salter as Deputy Mayor for an 8-month period ending at the first ordinary council meeting held in April 2022.

CARRIED (6-0) SCM2021 11-003

15.02 EM04 Casting Vote Policy

Moved: Cr Salter
Seconded: Cr Wright

THAT Council adopt EM04 Casting Vote Policy, subject to any minor editorial adjustments, requiring the Chair of Council Meetings to exercise a casting vote during the event of an equality of votes.

CARRIED (6-0) SCM2021 11-004

15.03 EM02 Code of Conduct for Elected Members Policy

Moved: Cr Wright

Seconded: Cr Harlan

THAT Council:

1. adopt EM02 Code of Conduct for Council Members, subject to any minor editorial adjustments, as presented at Attachment A;
2. sign the '*Code of Conduct for Council Members* - Statement of Commitment; and
3. the *Statement of Commitment* be displayed in the Council Chambers.

CARRIED (6-0) SCM2021 11-005

15.04 Nature and Timing of Council Meetings

Moved: Cr Mackay

Seconded: Cr Harlan

THAT Council:

1. pursuant to Section 90(3)(b) of the Local Government Act, commencing in October 2021 will hold its ordinary monthly meeting on the third Tuesday each month, commencing at 6.00pm;
2. approve the ordinary council meeting for the month of September 2021, be held on Wednesday 29th September 2021, commencing at 6:30pm; and
3. brings forward the December 2021 meeting to the second Tuesday, 7 December 2021, to avoid holding a meeting in the week leading up to Christmas.

CARRIED (6-0) SCM2021 11-006

15.05 Order of Business at Council Meetings

Moved: Mayor Barden

Seconded: Cr Wright

THAT Council adopts the agenda format, outlined in this report as the format for all agendas produced for ordinary Council meetings subject to the monthly Finance Report being the first officers' report.

15.05 Order of Business at Council Meetings (Continued)

AMENDMENT

Moved: Cr Sidey
Seconded: Cr Harlan

THAT Council adopts the agenda format, outlined in this report as the format for all agendas produced for ordinary Council meetings subject to:

1. the monthly Finance Report being the first officers' report; and
2. that the word "written submission" be removed from Item 8.

CARRIED (6-0) SCM2021 11-007

15.06 EM03 Access to Meeting Policy

Moved: Cr Wright
Seconded: Cr Sidey

THAT Council adopt Council Policy EM03 Access to Meeting, subject to any minor editorial adjustments.

CARRIED (6-0) SCM2021 11-008

15.07 Council Office and Opening Times

Moved: Cr Mackay
Seconded: Cr Harlan

THAT Council:

1. designates 7 Bees Creek Road, Bees Creek as Litchfield Council's public office, in accordance with section 47 of the Local Government Act;
2. determines that its "public office" be open to the public from 8:15am to 4:30pm from Monday to Friday, public holidays excluded; and
3. close its public office for the three business days between Christmas and New Year, each year.

CARRIED (6-0) SCM2021 11-009

16. CLOSE OF MEETING

The Chair closed the meeting at 6:42pm.

17. NEXT MEETING

Wednesday 29 September 2021.

MINUTES TO BE CONFIRMED

Wednesday 19 October 2021.

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Daniel Fletcher



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting
held in the Council Chambers, Litchfield
on Wednesday 29 September 2021 at 6:00pm

Present	Doug Barden Mathew Salter Rachel Wright Andrew Mackay Kev Harlan Emma Sharp Mark Sidey	Mayor Deputy Mayor/ Councillor North Ward Councillor North Ward Councillor Central Ward Councillor Central Ward Councillor South Ward Councillor South Ward
Staff	Daniel Fletcher Leon Kruger Arun Dias Diana Leeder Debbie Branson	Chief Executive Officer General Manager Infrastructure & Operations General Manager Business Excellence Executive Manager Community Inclusion Executive Assistant
Public	As per Attendance Register	

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

2. 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 was live streamed to Council's 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 agreed to comply by Council's Recording of Council Meetings Policy.

2.01 Declaration of Office – Cr Sharp

Emma Sharp made the Declaration of Office as Councillor for the South Ward and signed the declaration.

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Nil.

3.2 Apologies

Nil.

3.3 Leave of Absence Previously Granted

Nil.

3.4 Leave of Absence Request

Nil.

4. DISCLOSURE 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.

4.1 Elected Members

No disclosures of interest were declared.

4.2 Staff

No disclosures of interest were declared.

5. CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Cr Sidey
Seconded: Cr Wright

THAT Council confirm the following:

1. Council Meeting minutes held 18 August 2021, 6 pages.

CARRIED (7-0) ORD2021 11-001

5.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Deputy Mayor Salter
Seconded: Cr Harlan

THAT Council receive and note the Action List.

CARRIED (7-0) ORD2021 11-002

2. PETITIONS

Nil.

3. DEPUTATIONS AND PRESENTATIONS

Nil.

4. PUBLIC QUESTIONS

Nil.

5. ACCEPTING OR DECLINING LATE ITEMS

Nil.

6. NOTICES OF MOTION

Nil.

7. MAYORS REPORT

Moved: Deputy Mayor Salter
Seconded: Cr Wright

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

CARRIED (7-0) ORD2021 11-003

8. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Nil.

9. ACCEPTING OR DECLINING LATE ITEMS

Nil.

10. NOTICE OF MOTION

Nil.

13. WORK TEAM PRESENTATION

Nil.

14. OFFICERS' REPORTS

14.01 Business Excellence

14.01.01 Litchfield Council Finance Report

Moved: Deputy Mayor Salter
Seconded: Cr Mackay

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

CARRIED (7-0) ORD2021 11-004

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

Moved: Cr Harlan
Seconded: Cr Wright

THAT Council note the People, Performance and Government monthly report for July 2021 and August 2021.

CARRIED (7-0) ORD2021 11-005

14.01.03 Council Cost Index – LGANT Motion

Moved: Cr Mackay
Seconded: Cr Wright

THAT Council approve the Chief Executive Officer to submit the motion of Council Cost Index to the Local Government Association of the Northern Territory with a proportional increase in membership fees from all participating councils to cover the costs.

CARRIED (7-0) ORD2021 11-006

14.02 Council Leadership & Community Services

14.02.01 Council Representatives Appointed to Committees

Moved: Mayor Barden

Seconded: Cr Harlan

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 *subject to changing item 3.7.3 Chairing of Meetings to read: All meetings will be chaired by an endorsed member of Council;*
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 an additional Council Member from two to three;
9. appoints Cr Salter to the Howard Park Recreation Reserve Advisory Committee;
10. appoints Cr Wright to the Knuckey Lagoon Recreation Reserve Committee;
11. appoints Cr Sidey and Cr Salter to the Risk Management and Audit Committee;
12. appoints the Mayor and Councillors to the Litchfield Women in Business Network Committee, and that Cr Sharp be appointed as Chair;
13. appoints Mayor Barden and Cr Wright, Cr Harlan and Cr Sharp to the CEO Performance Appraisal and Remuneration Review Committee;
14. appoints Mayor Barden and Cr Harlan, Cr Salter and Cr Mackay 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 Cr Harlan, Cr Mackay and Cr Sharp to the Community Grants Committee.

A Division was called

**Those voting in affirmation of the motion: Mayor Barden, Cr Mackay, Cr Wright,
Cr Sharp and Cr Harlan**

Those voting in the negative of the motion Cr Salter and Cr Sidey

CARRIED (5-2) ORD2021 11-007

14.02.02 Local Government Association of the NT Nomination of Delegates and Executive Members

Moved: Mayor Barden
Seconded: Deputy Mayor Salter

THAT Council:

1. nominates Cr Sidey for the position of Vice President-Municipals on the Local Government Association Northern Territory Executive;
2. nominates Cr Sidey for the position of Executive Board Member - Municipals on the Local Government Association Northern Territory Executive;
3. appoints Mayor Barden and Cr Sidey 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. notifies the Local Government Association Northern Territory of the Council appointments and Executive Members Nominations.

CARRIED (7-0) ORD2021 11-008

14.02.03 Special Purpose Grant Acquittal

Moved: Cr Sharp
Seconded: Cr Wright

THAT Council:

1. receive and note 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.

CARRIED (7-0) ORD2021 11-009

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

Moved: Cr Sidey
Seconded: Deputy Mayor Salter

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.

CARRIED (7-0) ORD2021 11-010

14.03 Infrastructure and Operations

14.03.01 Summary Planning and Development Report August 2021

Moved: Cr Wright

Seconded: Cr Harlan

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.

CARRIED (7-0) ORD2021 11-011

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

Moved: Cr Sharp

Seconded: Cr Harlan

THAT Council:

1. approve the use of the Common Seal on *Form 51 0 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.

CARRIED (7-0) ORD2021 11-012

15. OTHER BUSINESS

Nil.

16. CONFIDENTIAL ITEMS

Moved: Cr Harlan

Seconded: Cr Sharp

THAT pursuant to Section 93(2) of the Local Government Act 2019 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.

CARRIED (07-0) ORD2021 11-013

The meeting was closed to the public at 8:03pm.

Moved: Cr Sharp
Seconded: Cr Harlan

THAT pursuant to Section 93(2) of the Local Government Act 2019 and Regulation 51 of the Local Government (General) Regulations the meeting be re-opened to the public.

CARRIED (7-0) ORD2021 11-015

The meeting moved to Open Session at 8:15pm.

16.01 Application of Statutory Charge

Moved: Cr Sidey
Seconded: Cr Mackay

THAT Council:

1. approve the fixation of the common seal with the Mayor and CEO signing all documents relevant to applying the overriding statutory charge on the property mentioned in the report;
2. determines that this report remains confidential; and
3. makes this resolution public.

CARRIED (7-0) ORD2021 11-014

17. CLOSE OF MEETING

The Chair closed the meeting at 8:16pm.

18. NEXT MEETING

Tuesday 19 October 2021.

MINUTES TO BE CONFIRMED

Tuesday 19 October 2021

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Daniel Fletcher

5.02 - Business Arising from the Minutes

In Progress

Ongoing

Completed and to be removed

Resolution Number	Resolution	Meeting Date	Officer	Status
16/0203	<p>Signage, Roadside Vans and Events on Council Land</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 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	Report seeking approval of Drafting Instructions for Litchfield Municipality By-Laws included in October Ordinary Council Meeting agenda.

COVID-19 Response Plan

THAT Council:

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

1920/183

19/03/2020

CEO

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

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.

2021/220

19/05/2021

GMIO

Waiting on documentation from surveyor to apply the seal.

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	Complete. Documents signed under seal 15 September 2021.
2021/268	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: 1. coverage of all Litchfield Council legal costs is to be borne by Telstra; 2. adequate community consultation, including with adjacent properties, is to be undertaken by Telstra; 3. the proposed crossover driveway is to be built to the satisfaction of Litchfield Council and is not to impede traffic safety; and 4. no requisite earthworks or structure is to inhibit stormwater flow into the wetlands or create run-off to other adjacent properties.	21/07/2021	GMIO	Complete, in principle support provided
ORD2021 11-006	Council Cost Index – LGANT Motion THAT Council approve the Chief Executive Officer to submit the motion of Council Cost Index to the Local Government Association of the Northern Territory with a proportional increase in membership fees from all participating councils to cover the costs.	29/09/2021	GMBE	Complete - Proposed Notice of Motion sent to LGANT 4 October 2021.

Council Representatives Appointed to Committees

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 subject to changing item 3.7.3 Chairing of Meetings to read: All meetings will be chaired by an endorsed member of Council;
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 an additional Council Member from two to three;
9. appoints Cr Salter to the Howard Park Recreation Reserve Advisory Committee;
10. appoints Cr Wright to the Knuckey Lagoon Recreation Reserve Committee;
11. appoints Cr Sidey and Cr Salter to the Risk Management and Audit Committee;
12. appoints the Mayor and Councillors to the Litchfield Women in Business Network Committee, and that Cr Sharp be appointed as Chair;
13. appoints Mayor Barden and Cr Wright, Cr Harlan and Cr Sharp to the CEO Performance Appraisal and Remuneration Review Committee;
14. appoints Mayor Barden and Cr Harlan, Cr Salter and Cr Mackay to the Administrative Review Committee;

ORD2021
11-007

29/09/2021

GMBE

Complete - Meetings have been scheduled or will be when required.

15. appoints the Mayor and Councillors to the Litchfield Australia Day Awards Selection Panel; and
16. appoints Mayor Barden and Cr Harlan, Cr Mackay and Cr Sharp to the Community Grants Committee.

Local Government Association of the NT Nomination of Delegates and Executive Members

THAT Council:

1. nominates Cr Sidey for the position of Vice President-Municipals on the Local Government Association Northern Territory Executive;
2. nominates Cr Sidey for the position of Executive Board Member - Municipals on the Local Government Association Northern Territory Executive;
3. appoints Mayor Barden and Cr Sidey 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. notifies the Local Government Association Northern Territory of the Council appointments and Executive Members Nominations.

ORD2021
11-008

29/09/2021

GMBE

Appointments sent to LGANT 30 September 2021.

Special Purpose Grant Acquittal

THAT Council:

1. receive and note 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.

ORD2021
11-009

29/09/2021

CEO

Complete.

**Council Acquisition of Drainage Easement over Lot 52 Horsnell Road –
Common Seal request**

ORD2021 11-012	THAT Council:1. approve the use of the Common Seal on Form 51 0 Grant of Easement relating to Lot 52 Hundred of Strangways (85 Horsnell, Noonamah); and2. provide a letter of response to the property owners of Lot 52 Horsnell Road finalising the agreement.	29/09/2021	GMIO	Complete, documents signed and sealed 1 October 2021
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Application of Statutory Charge

THAT Council:

ORD2021 11-014	1. approve the fixation of the common seal with the Mayor and CEO signing all documents relevant to applying the overriding statutory charge on the property mentioned in the report; 2. determines that this report remains confidential; and 3. makes this resolution public.	29/09/2021	GMBE	Complete, documents signed and sealed 1 October 2021 and lodged on 7 October 2021.
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COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 October 2021

6 Petitions

7 Deputations and Presentations

8 Public Questions

9 Accepting or Declining Late Items

10 Notices of Motion

- 10.01 Selection of Projects for Phase 2 of LRCI and 2020/21 LGPIF Funding
- 10.02 Selection of Projects for Phase 2 of LRCI and 2020/21 LGPIF Funding



NOTICE OF MOTION

Agenda Item Number:	10.01
Report Title:	Rescission - Selection of Projects for Phase 2 of LRCI and 2020/21 LGPIF Funding
Attachments:	Nil

I, Councillor Mark Sidey, give notice that at the next Ordinary Council Meeting on Tuesday 19 October 2021

I will move the following motion:-

MOTION

THAT Motion 2021/136 – 15.3.2 Selection of projects for phase 2 of LRCI and 2020/21 LGPIF funding be rescinded and

1. That all work associated with the “New community room at Council’s main building” cease at the completion of the architectural / engineering drawings phase; and
2. that the project not proceed to tender.

REASON:

I do not agree with the decision made by the previous council and am of the opinion that the funding should be re-purposed to more appropriate projects such as, but not limited to roads and recreation reserve infrastructure renewal / maintenance that will provide benefits to a broader range of community members. I also have concerns that adding to Council’s infrastructure base will place ongoing pressure to raise council income to maintain same.

Date: 12 October, 2021



NOTICE OF MOTION

Agenda Item Number:	10.02
Report Title:	Selection of Projects for Phase 2 of LRCI and 2020/21 LGPIF Funding
Attachments:	Nil

I, Councillor Mark Sidey, give notice that at the next Ordinary Council Meeting on Tuesday 19 October 2021

I will move the following motion:-

MOTION

THAT Council continue with the following projects:

- 1) For the 2021/LGPIF grant:
 - a. Irrigation installation at Thorack Cemetery
 - b. Solar panels installation at Thorack Cemetery
 - c. Solar panels at Humpty Doo waste transfer station; and
- 2) For the LRCI phase 2 grant:
 - a. Mira square project
- 3) Instruct the administration to amend and resubmit LRCI phase 2 project nomination form by 31 October 2021 as allowed for in the funding guidelines with relevant projects to be outlined by a further resolution of Council.

REASON:

Covers off rescinded motion actions (if the Notice of Motion to rescind 2021/136 is successful).

Clarifies Council's instructions to the administration relating to amendment of nomination form for LRCI phase 2.

Date: 12 October, 2021



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 October 2021

11 Mayors Report

11.01 Mayors Report



COUNCIL REPORT

Agenda Item Number:	11.01
Report Title:	Mayor's Monthly Report
Author & Recommending Officer:	Doug Barden, Mayor
Meeting Date:	19/10/2021
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 30 September 2021 to 18 October 2021.

Summary

Date	Event
30 September 2021	Virginia Road Business Owners / Virginia Roadworks
5-6 October 2021	LGANT Elected Member Symposium
6 October 2021	Strategic Discussion & Briefing Session
7 October 2021	NT Administrator – Courtesy Call
9 October 2021	Exercise of Freedom of Entry Parade – Royal Australian Air Force
10 October 2021	Livingston Reserve Meeting
12 October 2021	Monthly meeting – Mayor of Palmerston
	Southport Progress Association Committee Meeting
13 October 2021	Sun Cable – Australia-Asia PowerLink Project4 Update
	Councillor Information Session #3
16 October 2021	Council Workshop
19 October 2021	Community Forum and Public Question Time
19 October 2021	Ordinary Council Meeting

Recommendation

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



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 October 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

Date	Meeting	Representative
18/10/21	Howard Park Reserve Committee Meeting	Cr Salter

RECOMMENDATION

THAT Council note the verbal update provided by the representative of the:

1. Howard Park Reserve Committee Meeting held 18 October 2021.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 October 2021

13 Work Team Presentation

13.01 Strategic Project Advisor

14 Officers Reports

14.01 Business Excellence

- 14.01.01 Finance Report
- 14.01.02 People, Performance and Governance Monthly Report – September
- 14.01.03 Recording of Council Meetings
- 14.01.04 Energy Efficiency & Sustainability Grant Acquittal
- 14.01.05 GOV19 Breach of Code of Conduct
- 14.01.06 GOV13 Acceptable Requests Policy
- 14.01.07 EM03 Access to Meetings

14.02 Council Leadership & Community Services

- 14.02.01 Municipal Plan 2021-2022 Quarterly Report
- 14.02.02 REG01 Disposal of Surrendered and Unclaimed Dogs
- 14.02.03 Palmerston and Litchfield Seniors Association Request for Continuation of Funding
- 14.02.04 LGANT Nomination of Ministerial Committees and Other Committee
- 14.02.05 Local Government Association of the NT – NT Heritage Council Nomination

14.03 Infrastructure & Operations

- 14.03.01 Summary Planning & Development Report September 2021
- 14.03.02 Development Consent Authority Nominations December 2021
- 14.03.03 Pre-Need Burial Plot Sales



COUNCIL REPORT

Agenda Item Number:	13.01
Report Title:	Work Team Presentation – Strategic Project Advisor
Author:	Kylie Hogan, Strategic Project Advisor
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	19/10/2021
Attachments:	Nil

Executive Summary

The purpose of this report is to introduce Council to the various Work Teams within Council and receive a brief presentation.

Recommendation

THAT the Work Team Presentation – Strategic Project Advisor be received and noted.

Background

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

The objectives of the presentation include:

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

Links with Strategic Plan

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

Legislative and Policy Implications

Nil.

Risks



N/A

Community Engagement

N/A



COUNCIL 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:	19/10/2021
Attachments:	Nil

Executive Summary

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 in line with the first instalment falling due at the end of September. 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 2020/21 Balance Sheet and Financial Reserves figures have been updated to reflect the current closing balance however, are subject to change pending Audit sign off.

Recommendation

THAT Council note the Litchfield Council Finance Report for the period ended 30 September 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.

Council's unpaid rates levels are at a low to moderate risk. Measures to reduce the level of unpaid rates commenced in April 2021. Council is investigating other options with a view to table a council report with recommendations in December 2021.

Community Engagement

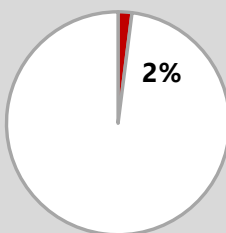
Not applicable

**LITCHFIELD
COUNCIL**



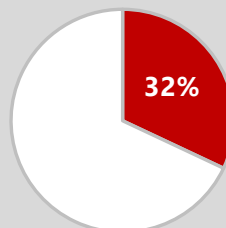
Finance Report September 2021

September 2021 DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$0.3m
Target – 30%



Rates Outstanding

\$3.7m Outstanding
Target– 18% (\$2.1m and less)

Current Cash Investments \$19.5m

0 of 18	Budgeted Capital Programs 2021/22
0 of 11	Carry Forward Programs from 2020/21
0 of 2	Additional Grant funded Project 2021/22
\$13m	Forecast Cash Reserves June 2022

\$ 12.8m

OPERATIONAL REVENUE

\$17m Budget – 73% Target Achieved

\$ 0.0m

CAPITAL REVENUE

\$2.9m Budget

\$ 3.3m

OPERATIONAL EXPENSES

\$16m Budget – 20% Spent

\$ 0.3m

CAPITAL EXPENSES

\$6.9m Budget

\$ 9.6m

OPERATING SURPLUS

Budget \$1.4m

\$ (0.3)m

CAPITAL DEFECIT

Budget (\$3.6m)

RATIOS

2% Asset Sustainability
Target 30% and more

32% Rates Outstanding
Target less than 18%

54% Own Source Revenue
Target 86% and more

9.39 Current Ratio
Target 1 and more

0 Debt Service Ratio
Target less than 1

Not Achieved
Not Achieved
Budgeted to be Achieved
Achieved
Achieved

CONSOLIDATED FINANCIAL STATEMENTS

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

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

CONSOLIDATED OPERATING STATEMENT

	2021/22 Budget	2021/22 YTD Actuals	% of Budget
REVENUE	\$	\$	
Rates	11,720,414	11,742,706	100%
Stat Charges	189,000	79,813	42%
User Charges	1,289,199	556,126	43%
Grants	3,608,882	417,667	12%
Inv Income	249,500	72,811	29%
Other Revenue	485,524	4,545	1%
TOTAL REVENUE	17,542,519	12,873,669	73%
EXPENSES	\$	\$	
Employee Costs	7,218,475	1,696,680	24%
Auditors Fees	50,000	959	2%
Bad Debts	900	-	0%
Elected Member	307,264	35,726	12%
Cemetery Operations	392,904	94,520	24%
Contractors	4,567,537	525,496	12%
Energy	193,800	10,367	5%
Insurance	311,500	354,330	114% ¹
Maintenance	453,810	118,338	26%
Legal Expenses	82,004	4,365	5%
Donations and Community Support	130,340	1,069	1%
Computer / IT Costs	346,250	106,907	31% ²
Parts, Accessories & Consumables	128,500	15,533	12%
Professional Fees	1,343,564	151,693	11%
Sundry	591,105	168,300	28%
TOTAL EXPENSES	16,117,953	3,284,282	20%
RESULT	1,424,566	9,589,387	673%

¹ Exceeds budget due to the inclusion of additional assets and overall increases in the industry

² Includes unbudgeted cost of SQL license for upgraded server software (previously running software unlicensed)

CONSOLIDATED BALANCE SHEET

The 2020/21 end of financial year adjustments have been completed and are pending Audit sign off. As a result, the Balance Sheet numbers are subject to change.

	31-Aug-21	30-Sep-21	Movement
CURRENT ASSETS			
Cash & Cash Equivalents	2,684,799	3,724,611	1,039,812
Trade and Other Receivables	13,840,322	9,431,556	(4,408,766) ³
Other Financial Assets	17,864,313	19,850,228	1,985,915
Other Current Assets	54,309	59,109	4,799
TOTAL CURRENT ASSETS	34,443,743	33,065,504	(1,378,239)
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	295,499,202	295,499,202	-
Other Non-Current Assets	14,669,989	14,858,234	188,246
TOTAL NON-CURRENT ASSETS	310,169,191	310,357,436	188,246
TOTAL ASSETS	344,612,934	343,422,940	(1,189,994)
CURRENT LIABILITIES			
Trade and Other Payables	2,956,464	2,873,506	(82,958)
Current Provisions	646,450	646,450	-
TOTAL CURRENT LIABILITIES	3,602,914	3,519,956	(82,958)
NON-CURRENT LIABILITIES			
Non-Current Provisions	366,057	366,057	-
TOTAL NON-CURRENT LIABILITIES	366,057	366,057	-
TOTAL LIABILITIES	3,968,971	3,886,013	(82,958)
NET ASSETS	340,643,963	339,536,927	(1,107,035)
EQUITY			
Accumulated Surplus	25,080,521	23,973,486	(1,107,036)
Asset Revaluation Reserve	294,301,835	294,301,835	-
Other Reserves	21,261,608	21,261,608	-
TOTAL EQUITY	340,643,963	339,536,927	(1,107,036)

³ Large drop in Trade & Other receivables due to installment 1 Rates payments.

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.

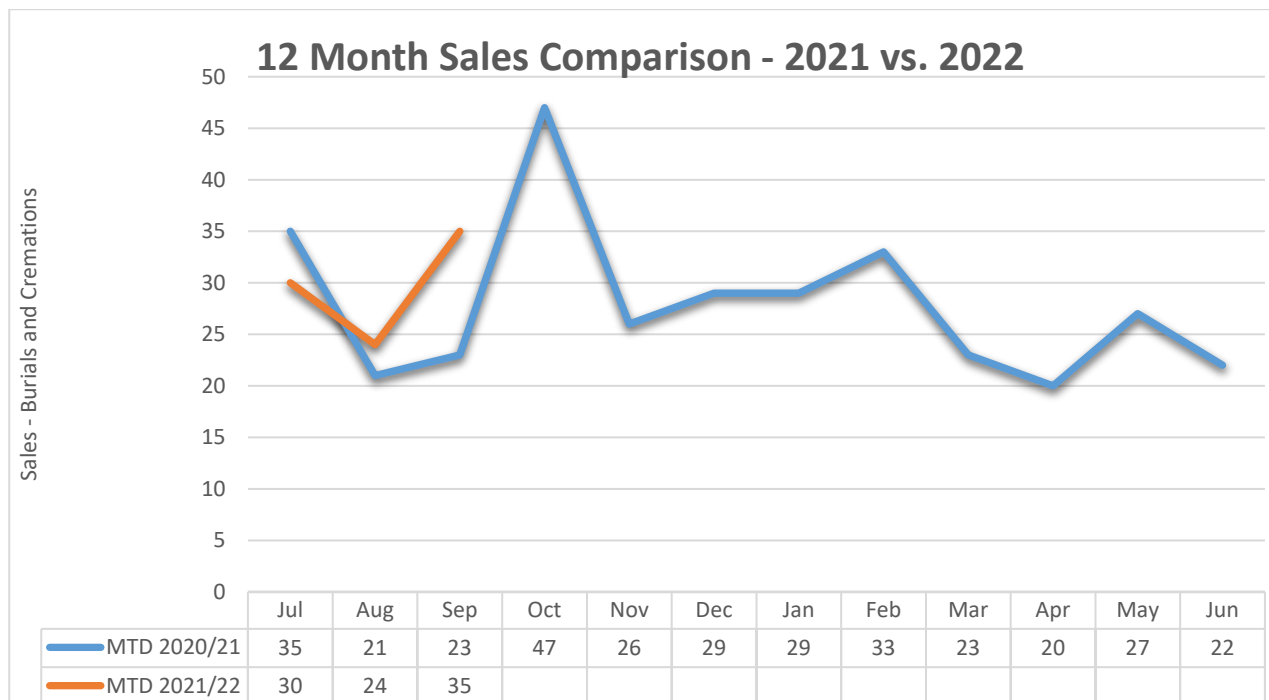
Finance expenses represent a high % of total year expenses due to the recognition of the annual insurance expense in full.

	2021/22 Budget	2021/22 YTD Actuals	% of Budget
REVENUE	\$	\$	
Council Leadership	-	-	0%
Corporate	-	-	0%
Information Services	-	-	0%
Finance & Customer Service	9,561,134	8,830,778	92%
Infrastructure & Assets	2,980,594	356,046	12%
Waste Management	3,263,000	3,101,293	95%
Community	88,000	28,757	33%
Community - Library	442,712	4,945	1%
Mobile Workforce	-	-	-
Regulatory Services	189,500	79,813	42%
Thorak Cemetery	1,017,579	472,037	46%
TOTAL REVENUE	17,542,519	12,873,669	73%
EXPENSES			
Council Leadership	1,327,210	278,582	21%
Corporate	687,753	125,925	18%
Information Services	690,239	138,719	20%
Finance & Customer Service	1,472,618	703,658	48%
Infrastructure & Assets	3,831,662	430,077	11%
Waste Management	3,246,634	608,771	19%
Community	1,539,546	329,403	21%
Community - Library	442,712	131,200	30%
Mobile Workforce	1,328,714	198,883	15%
Regulatory Services	591,802	113,110	19%
Thorak Cemetery	959,062	225,955	24%
TOTAL EXPENSES	16,117,952	3,284,282	20%
OPERATING RESULT	1,424,567	9,589,387	673%

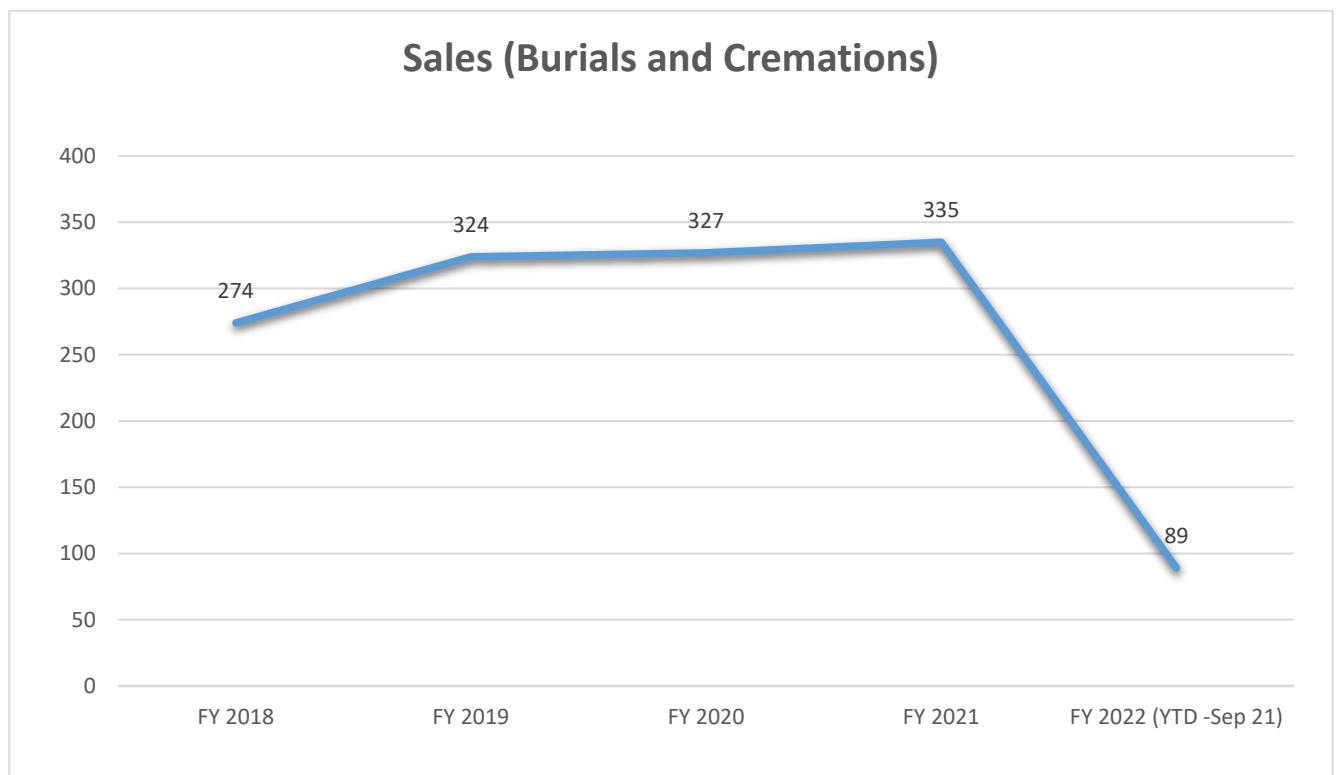
THORAK REGIONAL CEMETERY SALES

To date Thorak Regional Cemetery has completed 89 interments and cremations, an increase of 10 from the same time last year.

Below provides a comparison by month against last year:



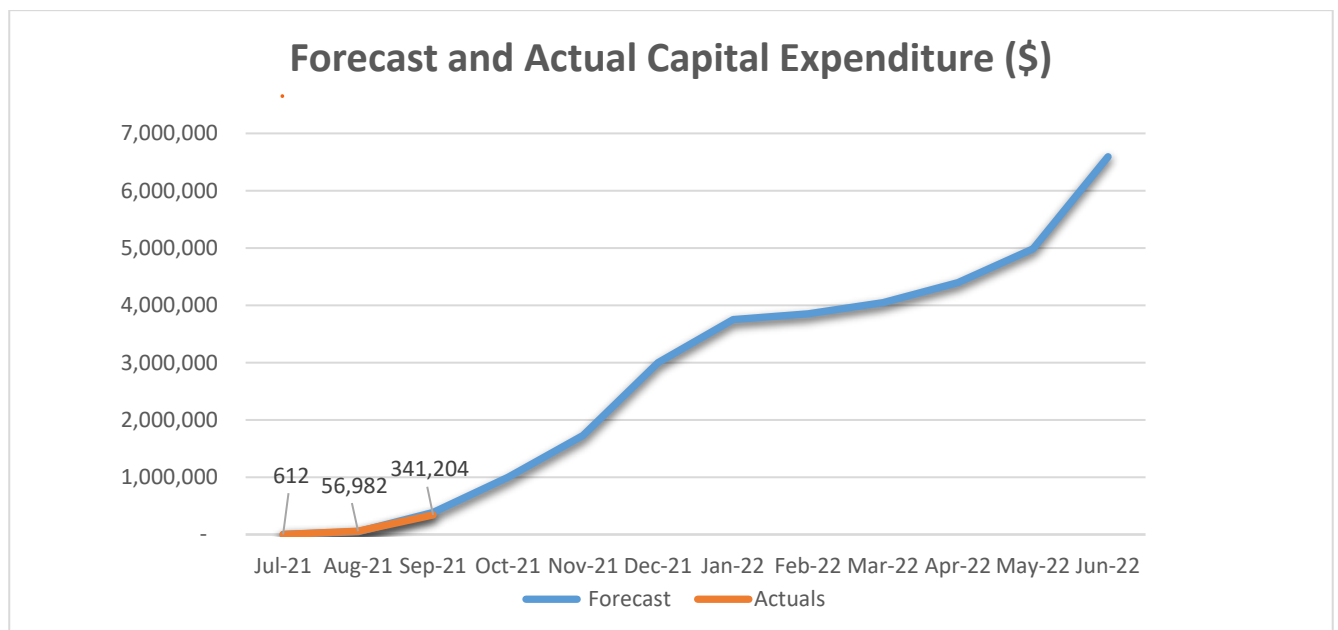
Below present a sales comparison over the last 5 years:



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	190,825	3%
Information Services	0	0	0%
Mobile Workforce		0	0%
Community	32,000	10,000	31%
Regulatory Services	0	23,937	0%
Waste Management	35,000	112,468	321% ⁴
Thorak Cemetery	80,000	3,974	5%
TOTAL EXPENSES	6,593,070	341,204	5%
CAPITAL RESULT	(3,643,986)	(277,855)	8%



⁴ Includes expenses related to carry over projects not included in budget. Will be updated in Budget Review.

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	15,084	1%	Jun-22	Design	Yes	Yes	
Drainage Renewal and Upgrades	537,500	R2R	296,845	310	0%	Jun-22	Design	Yes	Yes	
Vehicle Replacement	313,000			95,115	30%	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	Design	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	Construction	Yes	Yes	
Road Seal Renewal	760,285			0	0%	Jun-22	Design	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			75,954	25%	Jun-22	Construction	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	478	0%	Jun-22	Design	Yes	Yes	
Thorak Cemetery Asset Renewal	80,000			0	0%	Jun-22	Not Started	Yes	Yes	
Waste Transfer Station Renewal	35,000			14,253	41%	Jun-22	Initiation	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	201,498	2.58%					

Carry Forward Projects from 2020/21

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	40%	Dec-21	Construction	Yes	Yes	
Fred's Pass Reserve Infrastructure Upgrade	41,618	Freds Pass Sport and Rec Grant	41,618	-	0%	Oct-21	Design	Yes	Yes	
Drainage Renewal and Upgrades	337,192			-	0%	Dec-21	Construction	Yes	Yes	
Pavement Renewal	434,015	R2R	434,015	305	0%	Dec-21	Construction	Yes	Yes	
Road Safety Upgrades	366,645	Blackspot	385,000	305	0%	Dec-21	Construction	Yes	Yes	
Road Seal Renewal	53,577			(8,908) ⁵	0%	Dec-21	Design	Yes	Yes	
Mira Square development	221,394	LRCI - P2	150,000	478	0%	Jan-22	Design	Yes	Yes	
Dog Pound Upgrade	31,901			23,937	75%	Sep-21	Construction	Yes	Yes	
Townend Road	121,203	LRCI - P1	121,203	12,184	10%	Sep-21	Construction	Yes	Yes	
Waste Vehicle Replacement	127,630			98,214	77%	Jun-22	Initiation	Yes	Yes	
Community Hall	150,000	LRCI- P2	150,000	14,834	1%	Jan-22	Design	Yes	Yes	
	1,905,175		1,281,836	135,732	3.14%					

Additional Grant funded Projects 2021/22

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 \$							
Thorak and Humpty Doo Waste Solar Grant	39,591	LGPIF	39,591	3,974	10%	Dec -21	Construction	Yes	Yes	
Thorak Cemetery - Irrigation Grant	153,805	LGPIF	153,805	-	0%	Dec -21	Construction	Yes	Yes	
	193,396		193,396	3,974	10%					

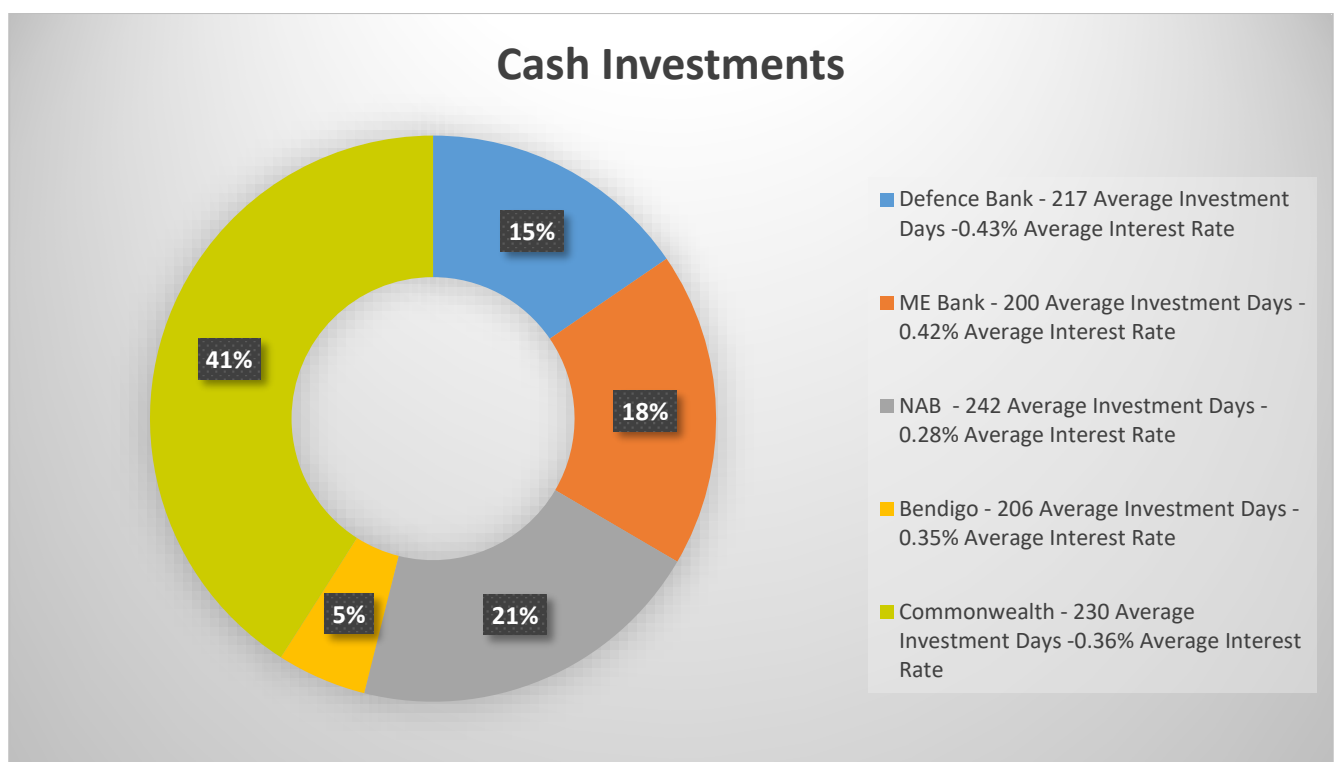
⁵ Reflects a credit processed in 2021/22 relating to an invoice accounted for in 2020/21

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
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
7/09/2021	\$1,000,000	209	Commonwealth	0.35%	4/04/2022	\$2,004
30/09/2021	\$1,000,000	303	NAB	0.28%	29/04/2022	\$2,324
28/09/2021	\$1,000,000	224	NAB	0.29%	10/05/2022	\$1,780
30/09/2021	\$1,000,000	328	Commonwealth	0.39%	24/05/2022	\$3,505
TOTAL INVESTMENTS	19,528,517					\$42,955



FINANCIAL RESERVES

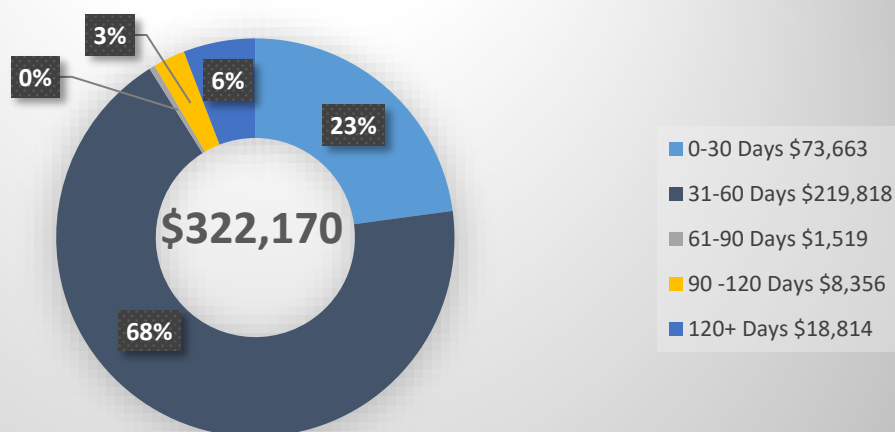
Table showing forecasted reserve balance. The 2020/21 Actuals have been updated to reflect the closing balances however, are still subject to change pending Audit sign off.

	2020/21 Actuals	2021/2022 Net Movement	2021/22 Budget
Externally Restricted			
Developer Contribution Reserve	256,908	(256,908)	0
Unexpended Grants / Contributions	0	0	0
Unexpended Capital Works	641,694	(641,694)	0
Total Externally Restricted Reserves	898,602	(898,602)	0
Internally Restricted			
Asset Reserve	12,154,043	(5,379,717)	6,774,326
Waste Management Reserve	4,840,323	(250,181)	4,590,142
Thorak Regional Cemetery Reserve	941,576	(258,545)	683031
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	19,035,942	(5,842,443)	13,193,499
TOTAL RESERVES	19,934,544	(6,741,045)	13,193,499

DEBTORS

\$198,000 relates to recovery of the NT Pensioner concession. \$73,452 relates to Thorak Regional Cemetery funeral providers. \$7,524 relating to invoice raised for pre-need reservation. These amounts are sitting in 0-60 days and are expected to be received by the end of October. There are eight (8) 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 \$1,538 and are under dispute. Investigation continues and an outcome is expected in October.

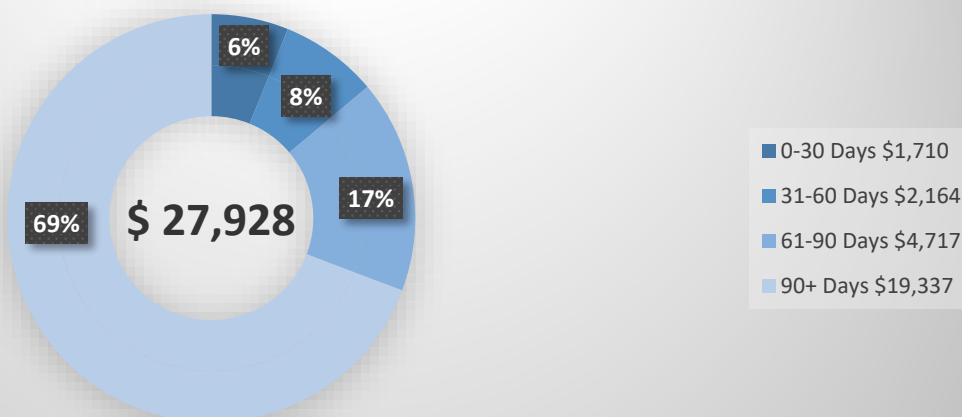
Sundry Debtors - Outstanding by Age



FINES AND INFRINGEMENTS

Council has ninety-one (91) infringements outstanding with a balance of \$27,928, an increase of \$1,484 from August. Five (5) have been newly issued, five (5) have been sent reminders and eighty-four (84) have been forwarded to Fines Recovery Unit (FRU) and are awaiting payment⁶.

Infringements Debtor by Age



⁶ Infringements sent to FRU are expected to exceed 90 days due to the recovery processes

OUTSTANDING RATES

PRIOR YEAR RATES

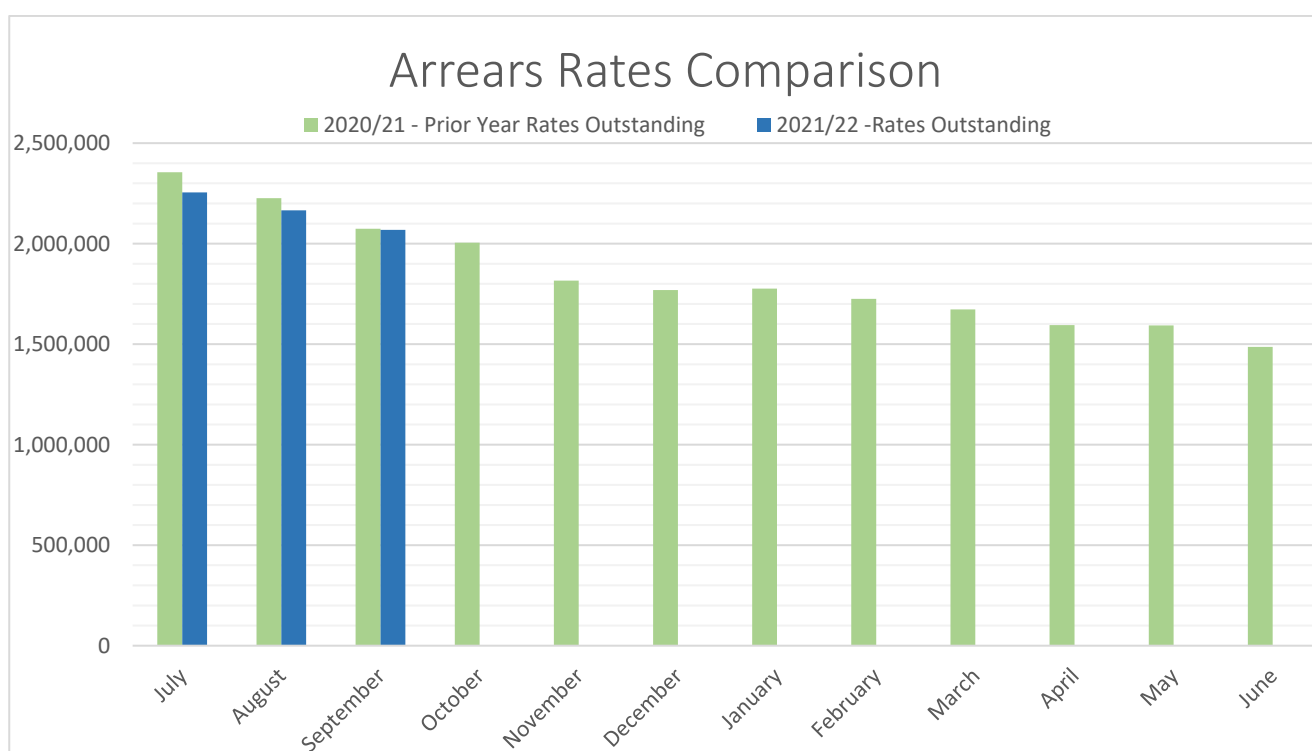
The below table illustrates the split of prior year outstanding rates. Prior year rates are currently \$2 million. This is a decrease of 0.3% compared to the same time last year.

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.

As part of the standard operating procedures, Council applies statutory charges on properties to ensure the first line of defence is in place to recover the outstanding debts. In doing so, Council has achieved minimal success. Provisions under the Local Government Act 2019 empowers Council with further options to recover unpaid rates. These options are currently being scoped and will be tabled with council members in December 2021.

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

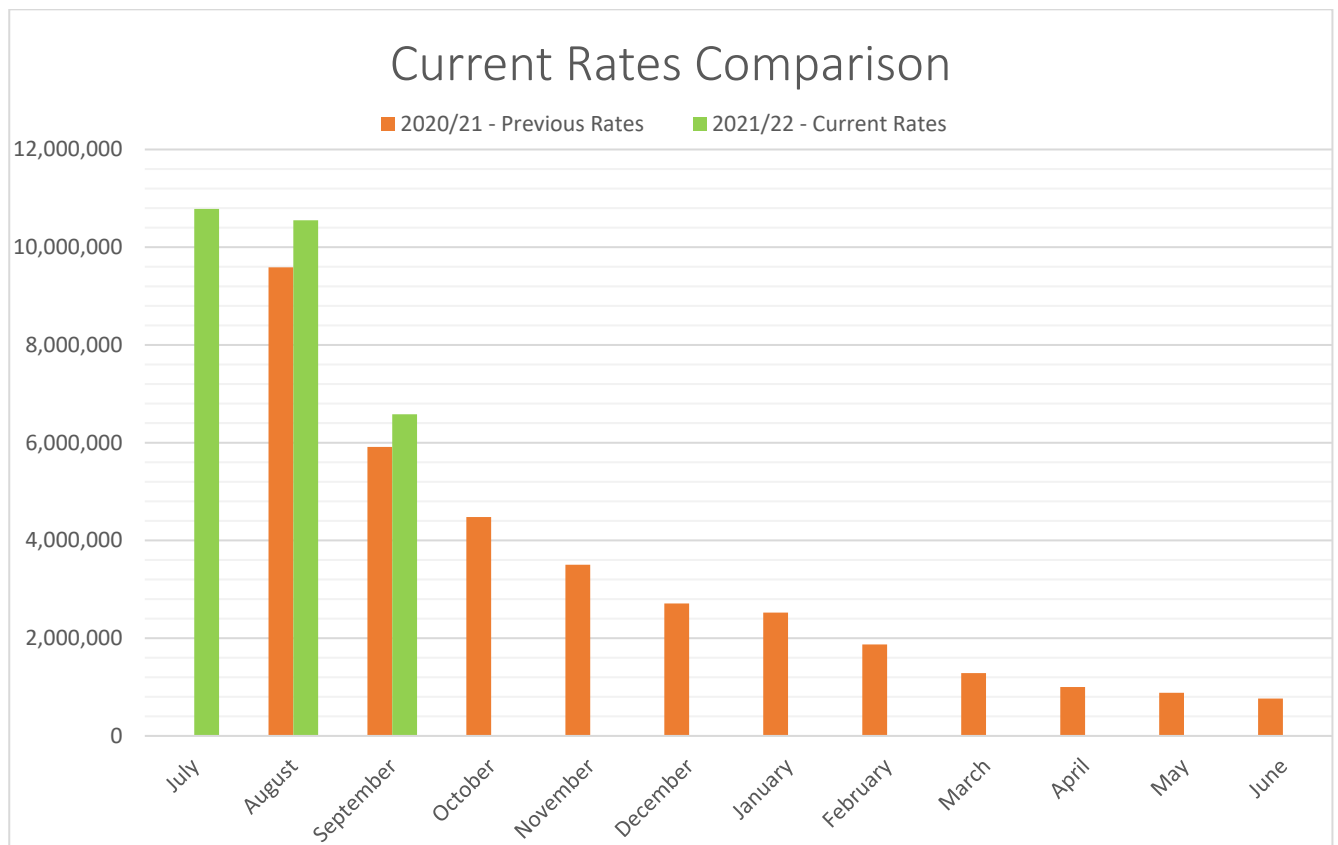
	Beginning 2021/22 Prior Years Outstanding (\$)	Previous Month (August 2021) (\$)	Current Month (September 2021) (\$)
COMMERCIAL	65,444	64,775	64,519
GAS PLANT	5	5	5
MINING	123,382	124,142	124,990
NON-RATEABLE GENERAL	9,463	9,512	9,565
NON-RATEABLE WASTE	31,157	31,353	30,790
PASTORAL	0	0	0
RURAL RESIDENTIAL	1,792,710	1,702,789	1,603,574
URBAN RESIDENTIAL	232,730	233,185	235,337
TOTAL	2,254,891	2,165,761	2,068,780
Arrears LESS Legal	2,030,874	1,887,046	1,792,688



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 \$6.5m takes into account \$297,183 of accounts that are in credit.

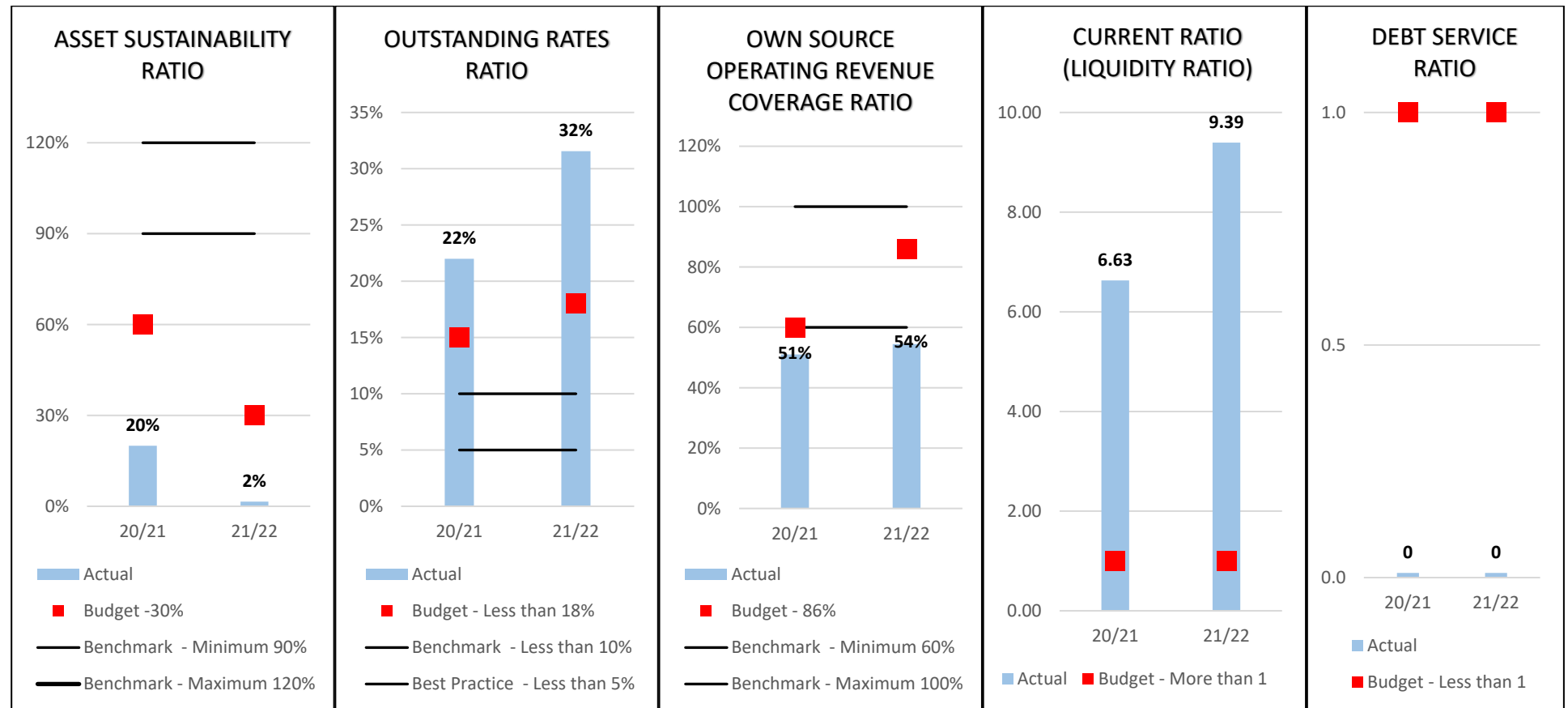
	Previous Month (August 2021) (\$)	Current Month (September 2021) (\$)	Variance (\$)	Due Dates
Instalment 1	3,380,700	1,637,083	(1,743,617)	30-Sep-21
Instalment 2	3,531,913	2,406,337	(1,125,576)	30-Nov-21
Instalment 3	3,639,704	2,539,328	(1,100,376)	28-Feb-22
TOTAL	10,552,317	6,582,748	(3,969,569)	



Note: 2020/21 rates were not levied until August 2020 therefore there is no comparative bar for July.

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2021/22 Municipal Plan includes the following financial KPIs;



Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.
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KPI	Explanation
Asset Sustainability Ratio	<p>A ratio of 90% indicates Council is replacing assets in a timely manner as assets reach their end of useful life. A ratio of less than 90% over the long-term indicates a build-up Infrastructure Backlog*.</p> <p>Council's Asset Sustainability ratio for the month of September is 2% as most capital projects are in 'planning' and 'project initiation' stages. While this percentage 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 \$518 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 32% sits higher than Municipal Plan target of 18%. However, this is high due to instalment one just calling due. It is expected to decrease as payment come in throughout the month.</p> <p>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 54% 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 9.39 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 – September 2021
Author	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	19/10/2021
Attachments:	Nil

Executive Summary

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

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

Recommendation

THAT Council note the People, Performance and Governance Monthly Report for September 2021.

Background

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

The commencement of the *Local Government Act 2019* has brought about many changes to Council policies. Provided below is an ongoing update as Council continues to transition to the new legislation.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Nil

Risks



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

Health & Safety

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

Service Delivery

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

Financial Implications

Nil

Community Engagement

Not applicable.

PEOPLE AND PERFORMANCE MONTHLY REPORT

September 2021

People

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
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NIL

External Appointments

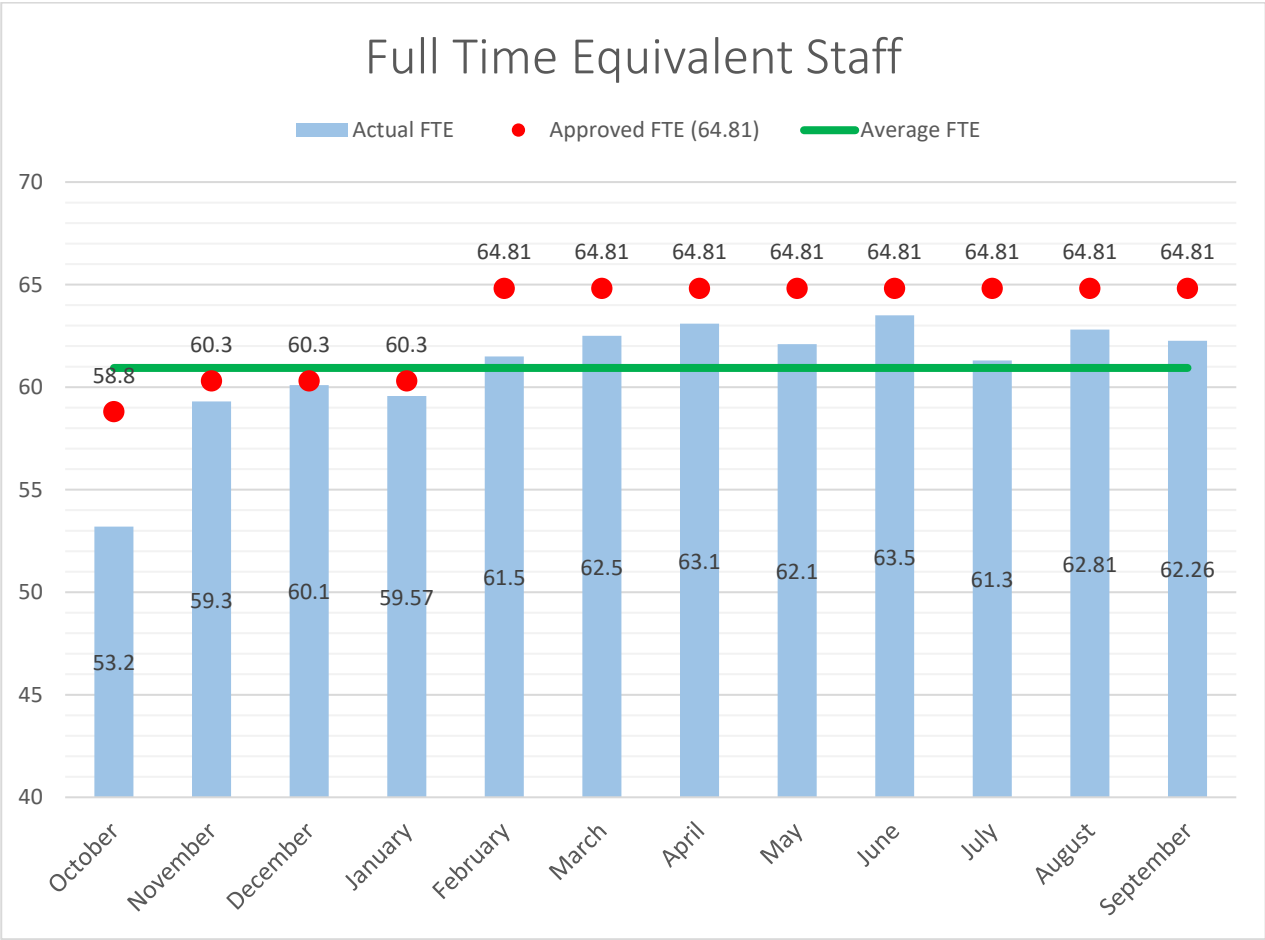
Position	Department	Commenced	Permanent/Temporary
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NIL

Employment Separation

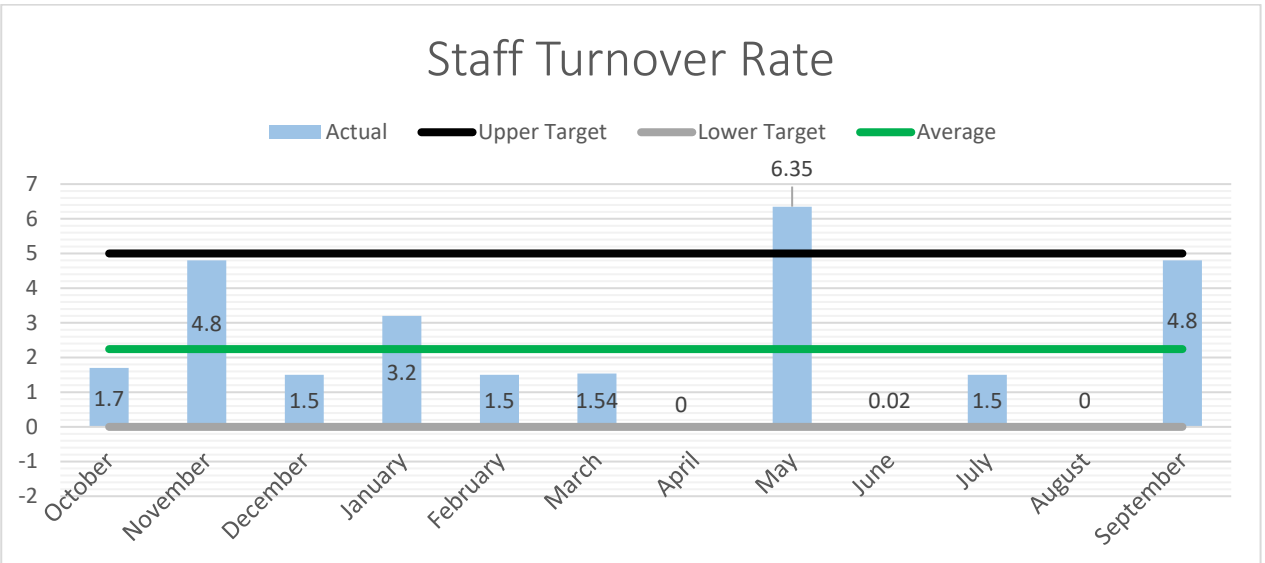
Position	Department	Commenced	Permanent/Temporary
Ranger	Community Inclusion	21 June 2021	Fixed-term Contract
Ranger	Community Inclusion	22 August 2019	Permanent
WTS Plant Operator	Operations and Environment	6 March 2017	Permanent

	Approved	Actual	Difference
Full Time Equivalent	49	47	-2
Part-time	5.81	6.26	-0.45
Contract	10	9	-1
Total	64.81	62.26	-2.55



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)



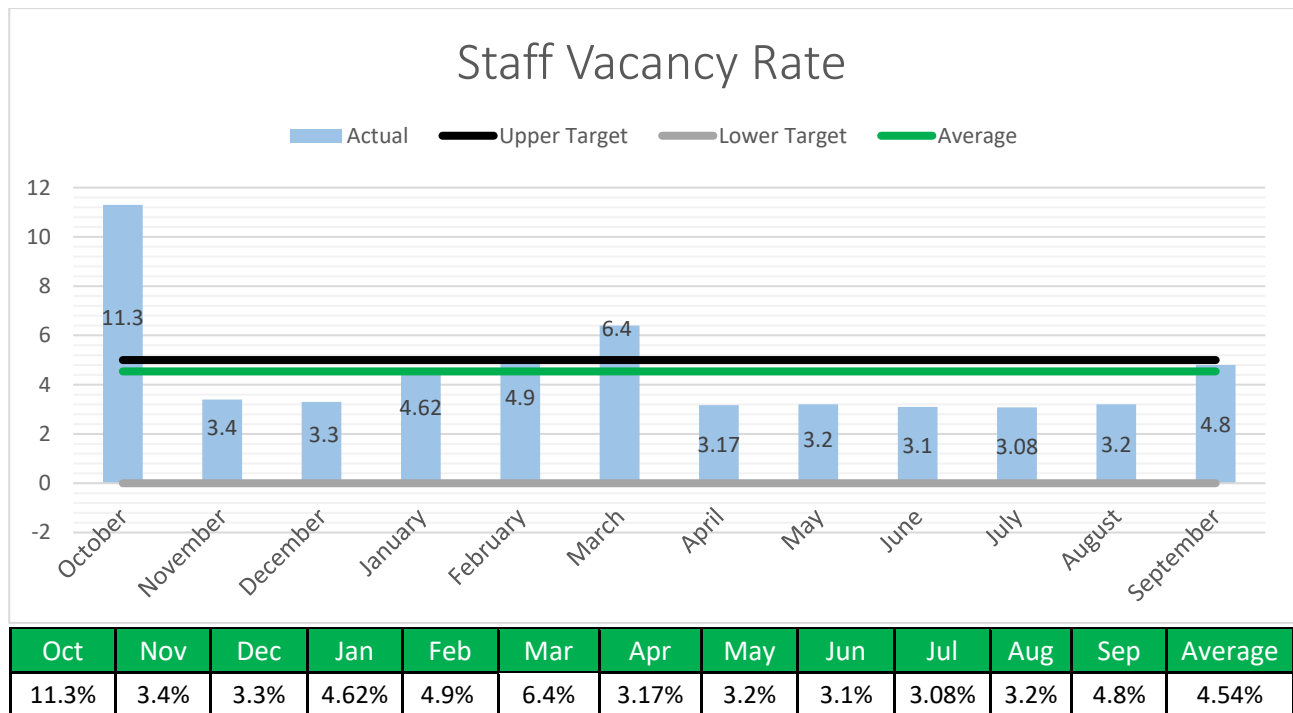
Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Average
1.7%	4.8%	1.5%	3.2%	1.5%	1.54%	0%	6.35%	0.02%	1.5%	0%	4.8%	2.24%

Target Average: Between 0% - 5%

Staff Vacancy Rate:

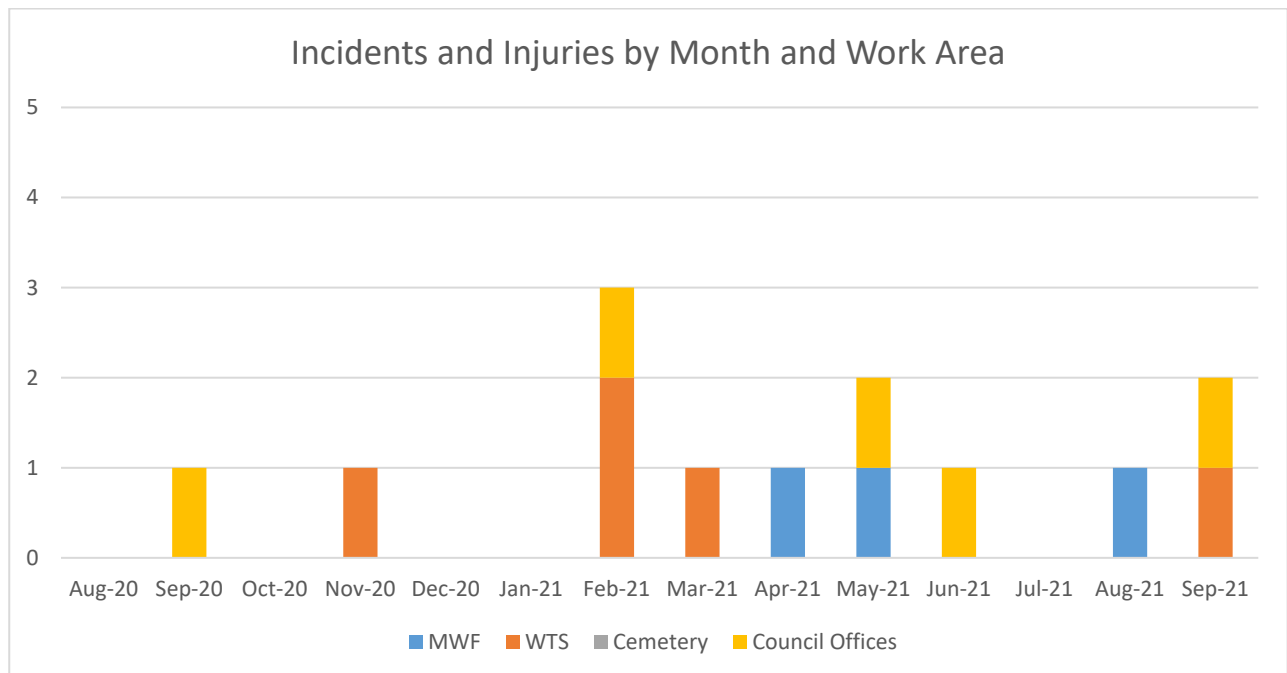
The number of vacant positions during the reporting period.

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



Target: 0% - 5%

Workplace Health and Safety



Two incidents were reported in September 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 schedule of existing policies due for review over the next 2021/2022 period. These policies will be presented to Council in due course.

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:	Recording of Council Meetings
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	19/10/2021
Attachments:	A: DRAFT GOV07 Recording of Meetings Policy

Executive Summary

This report presents to Council the results of the four-month trial of audio-visual recording and live streaming of Ordinary and Special Council Meetings. Further, it presents minor edits to GOV07 Recording of Meetings Policy for Council's consideration.

Recommendation

THAT Council:

1. note the outcome of the four-month trial of audio-visual recording and live streaming of Ordinary and Special Council Meetings;
2. resolve to continue the audio-visual recording and live streaming of Ordinary and Special Council Meetings moving forward; and
3. adopt GOV07 Recording of Meetings Policy (Attachment A).

Background

At the Ordinary Council Meeting (OCM) 17 March 2021, Council resolved:

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

Subsequently, at the 19 May 2021 OCM, Council adopted GOV07 Recording of Council Meetings Policy and commenced a four-month trial of audio-visual recording and live streaming of Ordinary and Special Council Meetings beginning June 2021.

The table below summarises events relating to the audio-visual recording and live streaming of the meeting during the trial period.

Meeting	Comments	Views*
16 June 2021 Ordinary Council Meeting	<p>Live streaming and recording worked as planned.</p> <p>After the meeting, the video was removed from YouTube to edit out the mention of a member of the public by name, then reinstated the day following the meeting.</p>	121
30 June 2021 Special Council Meeting	<p>This was the first livestream with all Councillors attending remotely. The meeting was not live streamed due to complications with authenticating the YouTube account from offsite. Authentication details have now been updated.</p> <p>Further, issues with the offsite internet bandwidth resulted in the recorded file not saving correctly. The recording was eventually recovered and uploaded 20 July 2021. An alternative method of saving the file has been identified to ensure bandwidth does not pose a problem moving forward.</p>	25
21 July 2021 Ordinary Council Meeting	<p>Visual Live streaming and recording worked as planned however, the microphones did not work so streaming occurred without sound. Audio was captured on a mobile device, overlayed onto the visual recording and uploaded to YouTube 15 September 2021.</p> <p>On investigation, the microphone software had become corrupt and required re-loading. This was completed and a testing session now occurs ahead of every meeting to ensure all software and hardware are working appropriately.</p>	20
18 August 2021 Ordinary Council Meeting	<p>Live streaming and recording worked as planned.</p> <p>After the meeting, the video was removed from YouTube to edit out the mention of a member of the public by name, then reinstated the day following the meeting.</p>	71
15 September 2021 Special Council Meeting	<p>Live streaming and recording worked as planned.</p>	114
29 September 2021 Ordinary Council meeting	<p>The Council Chambers computer malfunctioned and there was insufficient time to set up a new computer with the ability to communicate with all other technical components required to live stream.</p> <p>The meeting was visually recorded using a separate computer. Audio was captured on an audio recording device, overlayed onto the visual recording and uploaded to YouTube 7 October 2021.</p> <p>Testing sessions will be moved to earlier in the day to ensure sufficient time to set up new hardware if this occurs in future.</p>	

Further, Draft GOV07 Recording of Meetings Policy (Attachment A) includes minor editorial changes to reflect the operational nature of any decision to remove a recording or upload an edited version of the recording. As such, reference to the Chairperson has been removed from clauses 4.4.2 and 4.4.3 of the policy.

Links with Strategic Plan

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

Legislative and Policy Implications

Recordings and live streaming will be in accordance with GOV07 Recording of Meetings Policy, GOV02 Meeting Procedures and GOV03 Privacy and EM03 Access to Meetings. Recording will be held and archived in line with COR04 Records Policy.

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

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

Risks



Service Delivery

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

Community Engagement

Details of how residents can access both the live streaming and play back of recordings will be advertised on the Council website and noted on the meeting agenda. This will ensure that members of the public that are unable to attend can view the recording following the conclusion of the meeting.

Recording of Meetings **POLICY GOV07**

Name	GOV07 Recording of Meetings
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	19/05/2021 <u>20/10/2021</u> 19/10/2021
Review Date	15/09/2021 <u>17/10/2025</u> 17/10/2025

1. Purpose

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

2. Scope

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

3. Definitions

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

Audio recording	Any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by video cameras, cassette recorders, dictation devices, mobile phones, or DAT recorders, and stored on compact discs, DAT or any other format (such as WAV, MP3, etc).
Visual Recording	Any recording made by any electronic device capable of recording graphics and images. This includes but is not limited to recordings made by video cameras and stored on compact discs, Digital audio tape or any other format (such as WAV, MP3, etc).
Confidential Business	In accordance with the Local Government Act and Local Government (Administration) Regulations 2008, business involving the discussion of confidential information is classified as confidential business.
Preferred Online Platform	A video sharing service that allows users to upload videos and watch videos posted by others including YouTube.
Exceptional Circumstances	Including but not limited to risk to public health and safety, threat of violence or aggression, unlawful conduct by an attendee, defamation, breach of privacy and offensive behaviour.
Technical Malfunction	Any situation whereby either hardware, software, internet, or power required to record meetings is not functioning in the expected manner.

4. Policy Statement**4.1. Recordings**

- 4.1.1 Audio and visual recordings (Recordings) will be made of Ordinary and Special Council meetings (in the absence of technical malfunctions) for the purpose of assisting with the preparation and verification of minutes prior to their confirmation and allowing those not in attendance to view the meeting at a later time/date.
- 4.1.2 Should Council resolve to move into discussion of confidential business the recording will cease. Recording will resume once council resolves to move out of confidential business.
- 4.1.3 The Chairperson may terminate the recording of the meeting in exceptional circumstances.
- 4.1.4 In line with the Copyright Act 1968, livestreams and recordings of Council Meetings remain the property of Litchfield Council. Copying, distribution and altering of any part of the recording is not permitted without the written approval from the CEO.

4.2. Public Notification

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

An audio & visual recording of this meeting is live streamed to Council's preferred online platform and will remain online for public viewing in accordance with Council's Recording of Council Meetings Policy. By attending this meeting, you confirm you have read and agree to comply by Council's Recording of Council Meetings Policy.
- 4.2.2 This advice will be conveyed in the following manner:
- 4.2.3 Displayed on the notice of agenda for meetings of Ordinary and Special Council meetings;
- 4.2.4 Displayed at the entry to Council Chambers or place where the meetings are held; and
- 4.2.5 Verbally by the Chairperson at the commencement of the meeting.
- 4.2.6 Council will endeavour to have the camera focused on the participants of the meeting and not the observers however, Council makes no guarantee that observers will not be inadvertently recorded.
- 4.2.7 Statements by individuals made during the meeting are not necessarily the opinions or statements of the Council.
- 4.2.8 Council does not make any guarantee that comments or opinions by individuals made during the meetings are complete, accurate, reliable, or free from error.
- 4.2.9 Council is not responsible or liable for loss or damage as a result of using or relying on statements and opinions provided in the live streaming or recording of Council meetings.
- 4.2.10 The live streaming of Council meetings does not constitute a legal and formal process of communication of a Council decision or legal advice to any person or entity.

4.3. Storage, Retention and Destruction of Recordings

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

4.4. Access to Recordings

- 4.4.1 Recordings will be made public within one (1) week of the meeting and thereby available to Elected Members, Council Officers, and the general public via Council's preferred online platform.
- 4.4.2 The ~~Chairperson or~~ Chief Executive Officer or their delegate may decide not to upload should exceptional circumstances exist or where comments made could result in Council being liable for loss and damages or other reasons as deemed appropriate.
- 4.4.3 The ~~Chairperson or~~ Chief Executive Officer or their delegate may decide to upload an edited version of the recording, should exceptional circumstances exist or where comments made could result in Council being liable for loss and damages or other reasons as deemed appropriate.

4.5. Recording of meetings by Members of the Public

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

5. Associated Documents

GOV02 Meeting Procedures

COR04 Records Policy

GOV03 Privacy

EM03 Access to Meetings

6. References and Legislation

Northern Territory Local Government Act

Northern Territory Information Act

Copyright Act 1968

7. Review History

Date Reviewed	Description of changes
1920 /10/2021	<u>Updated to reflect uploading/editing as an operational decision to sit with the CEO.</u> <u>Removed the Chairperson.</u>
19/05/2021	Policy amended to include the recording of Council meetings on a trial basis. Policy to be reviewed in September 2021. <u>Updated to include visual recording and live streaming</u>
16/01/2019	Update to conform to Local Government retention and disposal schedule

18/06/2015	Council Reference 15/0009/02 – First approved by Council
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DRAFT



COUNCIL REPORT

Agenda Item Number:	14.01.04
Report Title:	Energy Efficiency and Sustainability Grant Acquittal
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	19/10/2021
Attachments:	A: Energy Efficiency and Sustainability Grant Acquittal

Executive Summary

Council received a grant for \$162,800 from the Department Local Government, Housing and Community Development on 21 June 2019 for the purpose of replacing inefficient streetlights.

This report presents to Council the full acquittal of the Energy Efficiency and Sustainability Grant.

Recommendation

THAT Council receive and note the Energy Efficiency and Sustainability Grant Acquittal.

Background

On 21 June 2019 Council received an Energy Efficiency and Sustainability Grant to the value of \$162,800 to replace inefficient streetlights with LED smart controlled luminaires. Council contributed an additional \$72,750.30 from its streetlight budget over 2019/2020 and 2020/2021.

The grant was to be acquitted within two years with annual acquittals required. Work commenced in the 2019/2020 year with a partial acquittal completed and tabled with Council at the October 2020 Ordinary Council Meeting.

All funds have now been expended and the final acquittal completed (Attachment A).

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Nil

Risks



Governance

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

Community Engagement

Not applicable.

Litchfield Council

Acquittal of Energy Efficiency & Sustainability Grant 2019-20

File Number: HCD2017/01687

Purpose of Grant: To replace inefficient streetlights with LED smart controlled luminaires

Purchases were in accordance with the Northern Territory Buy Local Plan: ☒ Yes ☐ No
(If no please provide an explanation with this acquittal)

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2021

Special Purpose Grant	<u>\$162,800</u>
Other income/council's financial contribution	<u>\$72,750.30</u>
Total income	<u>\$235,550.30</u>
Expenditure (Specify accounts and attach copies of ledger entries) An 'administration fee' is not to be apportioned to the grant for acquittal purposes.	
Total Expenditure	<u>\$235,550.30</u>
Surplus/(Deficit)	<u>\$0</u>

IS THE PROJECT COMPLETE: ☒ Yes ☐ No

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: Bianca Hart

14/09/2021

To be laid before the Council at a meeting held in October.

Manager Corporate Services: B. Hart

14/09/2021

DEPARTMENTAL USE ONLY

Grant amount correct: ☐ Yes ☐ No

Expenditure conforms to purpose: ☐ Yes ☐ No

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

Minutes checked: ☐ Yes ☐ No

Balance of funds to be acquitted: _____

Date next acquittal due: ____/____/____

ACQUITTAL ACCEPTED:

☐ Yes ☐ No

Acquittal checked by: _____

_____/_____/____

Comments:

_____/_____/____

Donna Hadfield, Manager Grants Program



COUNCIL REPORT

Agenda Item Number:	14.01.05
Report Title:	GOV19 Breach of Code of Conduct Policy
Author:	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	19/10/2021
Attachments:	A: Draft GOV19 Breach of Code of Conduct Policy B: GOV19 Breach of Code of Conduct Flowchart Proposed

Executive Summary

This report presents to Council for adoption, draft GOV19 Breach of Code of Conduct Policy.

Recommendation

THAT Council adopt the proposed GOV19 Breach of Code of Conduct Policy, as at Attachment A and Attachment B Flowchart, subject to any minor editorial adjustments.

Background

In accordance with the new Local Government Act 2019, a policy outlining how a contravention of the code of conduct by an elected member must be managed.

The Local Government Act outlines different options for managing an alleged breach of code of conduct. This policy ensures that Council will refer all complaints to a third party to ensure an impartial and fair investigation is conducted (as can be seen in Attachment B).

Given the small size of the Council and the potential for conflict of interests to be identified, management believe the option for a third-party investigation is the better outcome.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Northern Territory Local Government Act 2019.
EM02 Code of Conduct.

Risks



Nil identified.

Community Engagement

Not applicable.



Name	GOV19 Breach of Code of Conduct
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	TBA
Review Date	(four year review cycle)

1. Purpose

This policy outlines the complaints handling process for alleged breaches of the Code of Conduct by a Council member.

2. Scope

This policy applies to all Council members.

3. Definitions

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

Code of Conduct	The Code of Conduct set out in Schedule 1 of the Act
Complainant	The person lodging a complaint (this person can be a council member, a council staff member or a member of the public)
Respondent	The council member who is alleged to have breached the Code of Conduct
LGANT	Local Government Association Northern Territory
ICAC	Independent Commission Against Corruption
Act	Northern Territory Local Government Act 2019

4. Policy Statement

In accordance with Part 7.4 of the Local Government Act 2019 (Act), Council is required to have a policy in relation to a contravention (breach) of the Code of Conduct.

4.1. Complaint

4.1.1. The Act requires that a complaint alleging a breach of a Code of Conduct must:

- (a) be in the approved form (available on the council website); and
- (b) be made within three (3) months of the alleged breach of the Code of Conduct.

- 4.1.2 A Code of Conduct complaint must be lodged with the CEO, who will assess whether or not the complaint complies with the above requirements.
- 4.1.3 Should the complainant be the CEO, then an alternative Council officer will act on behalf of the CEO to carry out the role in accordance with section 4.2.2 and in accordance with Council's Delegation Manual.
- 4.1.4 If it appears that a complaint does not comply with the above requirements, the CEO will notify the complainant of the issues with the form of the complaint as soon as practicable and allow the complainant the opportunity to lodge a revised complaint.
- 4.1.3 If the complaint is of a serious nature and requires a referral to another external body, for example Police or ICAC, the CEO will refer the complaint as soon as practical.

4.2. Notifications

- 4.2.1 When a complaint is received, the CEO will provide notifications to the complainant and the respondent, in accordance with the requirements of the Act and Local Government (General) Regulations 2021.
- 4.2.2 The CEO carries out the role of secretariat in relation to a complaint and communicates with complainant, respondent and any relevant witnesses on behalf of the Council or council panel.

4.3. Referral to LGANT

- 4.3.1 The CEO will refer the matter to LGANT if a complainant council member or respondent has elected to refer the complaint to LGANT under section 124(3) of the Act.
- 4.3.2 A complainant who is not a council member does not have the option to request referral to LGANT.

4.4. Initial consideration by Council

- 4.4.1 The CEO will refer the complaint to the Council for consideration in a confidential session in the next council meeting, unless the complaint has been referred to LGANT in accordance with clause 4.3.1 above.
- 4.4.2 Before the council meeting, the CEO will establish a list of suitable third parties who do not have a conflict of interest and are willing to accept a referral of the matter.
- 4.4.3 The CEO will provide a copy of the complaint and any response from the respondent, the list of suitable third parties and a draft terms of reference for Council's consideration.
- 4.4.4 The complainant, respondent and any council member with a conflict of interest in relation to the complaint are required to leave the meeting room during any discussion, consideration or decision relating to the complaint.

4.5. Referral to third party

- 4.5.1 Council will refer all complaints to an independent third party for advice and recommendation.

4.5.2 The terms of reference will include that the third party is to do the following:

- (a) consider the complaint and discuss with each of the parties.
- (b) explore and follow up avenues for resolution between the parties.
- (c) if resolution is not achievable, then the third party is to:
 - i. ensure natural justice is provided to both parties;
 - ii. interview any witnesses if necessary to form a view;
 - iii. provide a written report to Council by a specified date covering the process, summary of evidence, attempts to resolve and recommendation; and
 - iv. provide a draft decision notice that may be used if council decide to adopt the recommendation.

4.5.3 Any requests for information from council staff members will be appropriately directed and facilitated through the CEO.

4.6. Council process

4.6.1 Upon receiving the advice and any recommendations from the third party, provided the Council is satisfied that each party has been able to put their case and respond to any allegations of the other party, the Council will then decide the complaint.

4.6.2 The Council is not bound by any advice or recommendations received from the third party.

4.7. Decision

4.7.1 Taking into consideration the written complaint, any written submissions and statements, and the report from the third party, the Council will decide the complaint.

4.7.2 The Council can make the following decisions:

- (a) to take no action (and not make a decision about whether the respondent breached the Code of Conduct);
- (b) that the respondent did not breach the Code of Conduct; or
- (c) that the respondent breached the Code of Conduct.

4.7.3 If the complainant is found by the Council to have breached the Code of Conduct, the Council may decide to:

- (a) take no action (if it is evident that appropriate steps have already taken place to address the conduct or the issues has been resolved between the affected parties); or
- (b) either or both of the following:
 - i. issue a reprimand to the respondent (for example, a reprimand may be a formal expression of disapproval in writing in the decision notice);

- ii. recommend that the complainant, respondent or any other person attend training, mediation or counselling by a specified date.

4.8. Decision notice

- 4.8.1 After the Council decides the complaint, the CEO will, as soon as practicable, draft a written decision notice that sets out the following matters:
 - (a) the Council's decision and the reasons for it; and
 - (b) any right the person to whom the notice is to be given has, under the *Local Government Act 2019* or another Act, to apply for a review of the decision, to apply for a consideration of the matter or to appeal the decision.
- 4.8.2 The draft decision notice is to be electronically provided to all members of the council for approval.
- 4.8.3 Within 90 days of receipt of the complaint by the CEO, and as soon as practicable after a decision has been authorised by the council panel, the CEO will provide the authorised decision notice to the complainant and the respondent.
- 4.8.4 The decision notice will set out the decision and the reasons for the decision. It will also state that within 28 days of receiving the notice, either party may apply to LGANT to reconsider the complaint.

4.9. Summary of decision

- 4.9.1 After the expiry of the 28-day appeal period, the CEO will seek advice from LGANT as to whether any of the parties have applied to LGANT for consideration of the complaint under section 126(3) of the Act.
- 4.9.2 If no parties have applied to LGANT for consideration of the complaint, the CEO will prepare a summary of the decision to be reviewed by the Council in the confidential session of the next meeting of the Council.
- 4.9.3 The summary of the decision is to set out the following information:
 - (a) the names of the complainant and respondent;
 - (b) the date of the decision;
 - (c) a concise description of the conduct alleged to have been a breach of the Code of Conduct;
 - (d) if a Code of Conduct was found to be breached – the item(s) of the Code of Conduct that the respondent contravened; or
 - (e) if a Code of Conduct was not found to be breached – that no contravention of the Code of Conduct was established by the Council or council panel; and
 - (f) any actions or recommendations made by the Council.

- 4.9.4 The Council will consider the summary of the decision and, subject to the Council's approval of the information that is to be included, finalise the summary.
- 4.9.5 The approved summary is to be tabled in the open section of the next ordinary council meeting as part of Council's public business papers.

4 Associated Documents

EM02 Elected Members Code of Conduct

Breach of Code of Conduct by Council Member Complaint Form

Delegation Manual

Breach of Code of Conduct Flowchart

5 References and Legislation

Northern Territory Local Government Act 2019

6 Review History

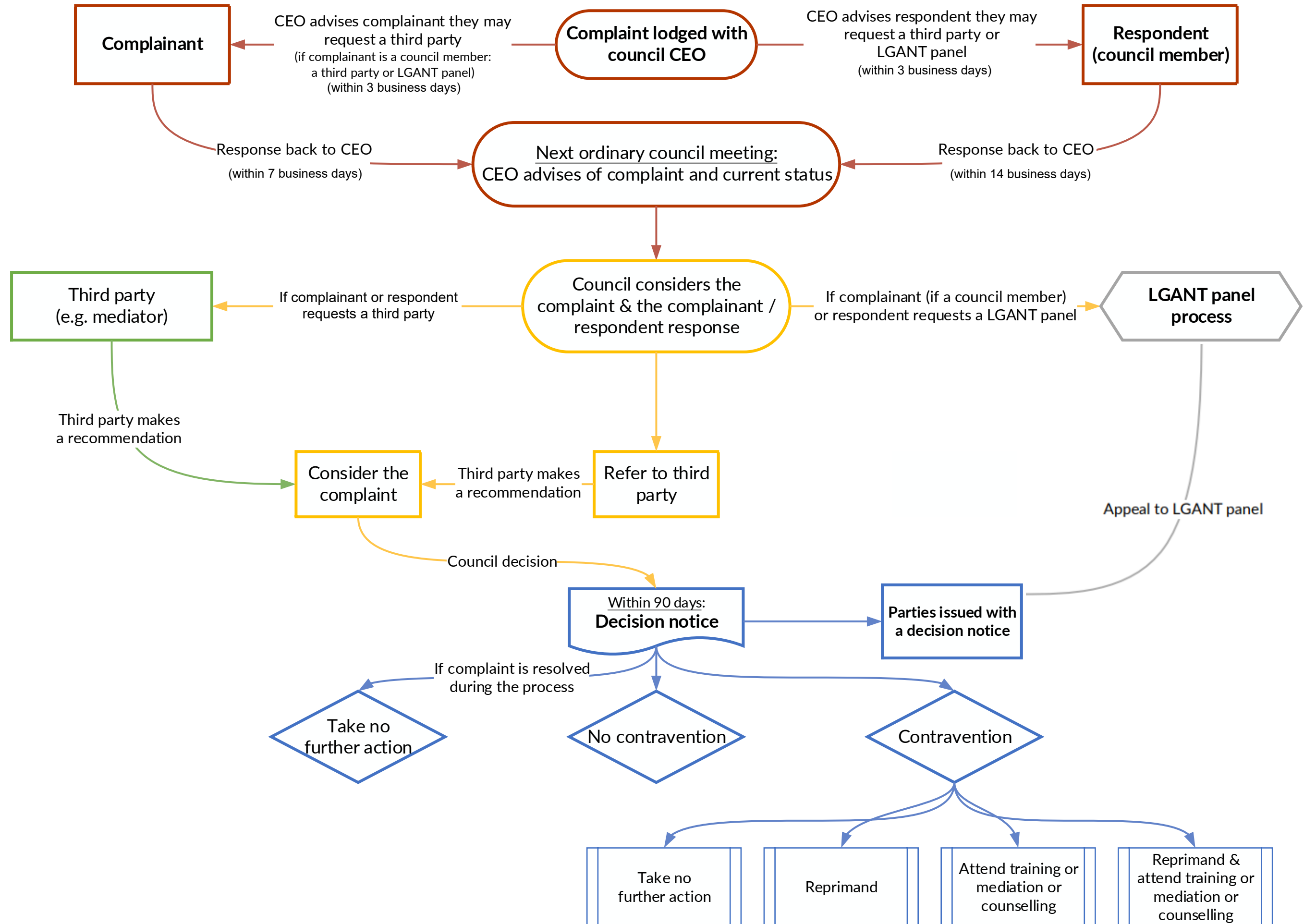
Date Reviewed	Description of changes (Inc Decision No. if applicable)
19/10/2021	New policy as per the Local Government Act 2019

GOV19 Breach of Code of Conduct

Code of Conduct Complaint Flowchart – Council Process

ATTACHMENT B

Note: All complaints are to be considered by Council in closed session





COUNCIL REPORT

Agenda Item Number:	14.01.06
Report Title:	GOV13 Managing Requests to Council Members Policy
Author:	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	19/10/2021
Attachments:	A: GOV13 Managing Requests to Council Members Policy

Executive Summary

This report presents to Council for adoption, draft GOV13 Managing Requests to Council Members Policy.

Recommendation

THAT Council adopt the proposed GOV13 Managing Requests to Council Members Policy, as at Attachment A, subject to any minor editorial adjustments.

Background

As a Council Member there may be times when information, assistance or advice is required from Litchfield Council staff. GOV13 Managing Requests to Council Members Policy outlines how requests are managed and the responsibilities of Council Members and Council staff.

The policy states that requests for information, assistance or advice are to be made to the Chief Executive Officer, General Manager Infrastructure and Operations, and General Manager Business Excellence. This ensures that requests are managed in an orderly way.

In circumstances where members need to liaise with other staff, for example, the CEO's Executive Assistant or Council's Manager Communication and Engagement officer, the policy has allowed for this via specific CEO direction.

Council has existing processes for making operational requests via the snap, send, solve method, including in person, email and telephone. This policy supports these existing processes by encouraging members of the public to contact Council in the first instance.

At times, Council Members will attend the Litchfield Council Office for different reasons. From time-to-time, Council Members may require a meeting with the CEO to discuss council business. To facilitate this process, Council Members can use the external passageway to have direct access to the CEO.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Developed in accordance with the Local Government Act 2019 and existing Council policies.

Risks



Nil identified.

Community Engagement

Not applicable.

Managing Requests to Council Members **POLICY GOV13**

Name	GOV13 Managing Requests to Council Members
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	[Approval Date]
Review Date	[Review Date]

1. Purpose

This policy provides guidance for Council Members to request information they require and to obtain advice from the organisation to assist them to undertake their role as an Elected Member.

The policy covers all requests for assistance, information and advice that a Council Member may require to make decisions, undertake their duties as an Elected Member and understand the processes of council.

2. Scope

Council Members are entitled to seek assistance, information and advice from the council administration to assist them to undertake their role where it directly relates to the discharge of their duties as a Council Member. To ensure the efficient operations of Council, an orderly process for seeking that assistance, information and advice is proposed.

This policy applies to all Council Members and applicable Council officers.

3. Definitions

Nil.

4. Policy Statement**4.1. Council Member Responsibility**

4.1.1 Council Members are welcome to direct requests for assistance, information or advice to the executive officers identified in the table below.

Chief Executive Officer	General Manager Infrastructure & Operations	General Manager Business Excellence
Governance Advocacy Communications & Engagement Inter Government Relations Community Services Libraries Recreation Reserves Regulatory Services	Mobile Workforce Thorak Cemetery Waste Management Planning & Development Roads & Infrastructure Community Facilities Asset Management	ICT Governance Risk Management & Audit Human Resources Workplace Health & Safety Finance Customer Service

- 4.1.2 Requests may be directed to other staff members as per the Chief Executive Officers (CEO) direction.
- 4.1.3 Requests can be made by contacting the appropriate executive by telephone, mail or email.
- 4.1.4 To ensure officers can properly respond to requests, Council Members are asked to outline the nature of the decision to be made for which the Council Member requires assistance, information or advice.
- 4.1.5 Council Members should encourage members of the public to contact Council in the first instance either via the snap, send, solve process or by telephone, mail or email.
- 4.1.6 A Council Member should notify the CEO if they believe an employee has not appropriately responded to a request made under this policy.
- 4.1.7 Any contact outside of this policy may constitute a breach of the Code of Conduct.
- 4.1.8 When attending the Council office in person to meet with an executive officer, Council Members may access the CEO's office via the external passageway.

4.2. Officer Responsibility

- 4.2.1 To assist Council Members in being fully informed in respect to decision making and their role as an Elected Member, Council officers will respond to requests for information or advice or assistance in a timely manner. Officers will:
 - provide professional assistance and accurate information;
 - provide sound and impartial advice to the Council Member;
 - document and record the request in line with Council procedures developed for processing; and
 - provide the CEO with a copy of the action taken in relation to the request including providing a copy of any information or advice.
- 4.2.2 The CEO may provide the copy of the request and the response to all Council Members.
- 4.2.3 No employee shall comment on any other matter outside of their scope unless authorised by the CEO and they are fully briefed on the matter.

4.3. Information which can be sought by a Council Member

Type of Request		Organisational Response
Information	Requests for Information about Council projects/business such as, <ul style="list-style-type: none"> • Project status • CRM status 	The responsible Officer will acknowledge the request and respond in a timely manner
Advice	Requests for advice such as, <ul style="list-style-type: none"> • Legislative interpretation • Legal 	The responsible Officer will acknowledge the request and respond in a timely manner

4.4. Information which cannot be sought by a Council Member

4.4.1 A Council Member cannot seek information:

- that is a record of the Local Government Disciplinary Committee;
- if disclosure of the information by the Council would be contrary to legislation, an order of the court or tribunal;
- that relate to information about a community member or employee that is subject to the privacy legislation; or
- that would be privileged from production in a legal proceeding on the ground of legal professional privilege.

4.5. Council Member Access to Publicly Available Information

4.5.1 A Council Member need not make a request for information under this guideline policy if they are able to obtain the information from publicly available sources.

4.6. Use of Information

4.6.1 A Council Member who obtains access to Council information or advice must continue to conduct themselves in accordance with the Local Government Act and Code of Conduct.

5. Associated Documents

EM01 Elected Members Policy

EM02 Code of Conduct Elected Members Policy

GOV03 Privacy Policy

6. References and Legislation

Northern Territory Local Government Act and Regulations

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
06/04/2020	New Policy
19/10/2021	Policy changed from an Administration policy to a Council policy

DRAFT



COUNCIL REPORT

Agenda Item Number:	14.01.07
Report Title:	EM03 Access to Meetings Policy
Author:	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	19/10/2021
Attachments:	A: EM03 Access to Meetings Policy

Executive Summary

This report presents to Council, EM03 Access to Meetings Policy for adoption. A minor amendment to reduce the number of business days clear of a special or ordinary Council Meeting that the agenda is required to be made available was required.

Recommendation

THAT Council adopt the proposed EM03 Access to Meetings Policy, as at Attachment A, subject to any minor editorial adjustments.

Background

At the Special Council Meeting held 15 September 2021 Council resolved to hold its ordinary monthly meeting on the third Tuesday each month as opposed to the previous meeting cycle of the third Wednesday each month.

Council's EM03 Access to Meetings Policy currently provides at least five (5) business days prior to a Council meeting public notice and access to meeting agendas. Agendas were distributed the Wednesday prior.

Local Government Act NT 2019 - Section 93 Publication of notice states that the notice must be given at least three (3) business days before the date of the meeting.

The changes of scheduled Ordinary Council meetings from Wednesday to Tuesday has implications for the administration to complete agendas and have them distributed in time.

Adjusting EM03 Access to Meetings Policy from five (5) days to four (4) days would provide less time constraints on the administration to prepare agendas.

Practically, this would mean that agendas for Council meetings would be made available on Wednesday by Close of Business, instead of Tuesday Close of Business – which would be necessary to meet the EM03 Access to Meetings Policy.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

The only amendments proposed for the policy are changes to requirement for distribution of meeting papers from five (5) days to four (4) days. This timeframe still exceeds the minimum notice period of at least three (3) business days before the date of the meeting under the Local Government Act 2019.

Risks



Nil identified.

Community Engagement

Not applicable.

Access to Meetings **EM03**

Name	EM03 Access to Meetings
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	15/09/2021 19/10/2021
Review Date	14/09/2025

1. Purpose

Litchfield Council is committed to being an accountable local government including being transparent with decision making. In accordance with the Local Government Act and Local Government (General) Regulations, this policy outlines public access to meetings.

2. Scope

Policies of the Litchfield Council are guided by principles of sustainability, good governance, advocacy, regulation and service provision. More guidance is provided in Council and Administrative policies, procedures and guidelines, the Municipal Plan and other relevant documents.

3. Definitions

Nil.

4. Policy Statement**4.1. Public Notice and Access to Meeting Agendas**

4.1.1. At least ~~five-four~~ (54) business days prior to a Council or Committee meeting (unless it is a Special Meeting), the Chief Executive Officer must give written notice of the meeting to all Council and Committee members setting out the date, time and venue. The notice must be accompanied by the agenda.

4.1.2. At least ~~five-four~~ (54) business days prior to a Council or Committee meeting, the notice and agenda must be available to the public on Council's website and at the Litchfield Council office.

4.1.3. Items on the agenda are to be described accurately.

4.2. Public Access to Meetings

4.2.1. Council encourages public attendance at Council and Committee meetings, and all Council and Committee meetings will be held at venues accessible to the public.

4.2.2. The public will be excluded while confidential business is being discussed as per policy GOV18 Confidential Items.

4.2.3. An informal opportunity for the public to ask questions of Council Members about any items on the agenda is provided for 30 minutes prior to the commencement of the formal meeting.

4.2.4. A formal opportunity for the public to ask questions in writing of Council Members for consideration during a Council meeting is available as per policy GOV17 Public Question Item.

4.2.5. Council meetings are recorded for the purpose of public viewing, as per policy GOV07 Recording of Meetings.

4.3. Access to Meeting Minutes

4.3.1. The CEO must ensure that proper minutes of meetings of a Council or Council Committee are kept.

4.3.2. A copy of the minutes must, within 10 business days after the date of the meeting, be available to the public via the Council's website and the Litchfield Council office.

5. Associated Documents

GOV07 Recording of Meetings

GOV02 Meeting Procedures

GOV17 Public Question Item

GOV18 Confidential Items

6. References and Legislation

Local Government Act 2019, Local Government (General) Regulations 2021.

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
14/12/2015	Decision 15/0186/02 – new policy
20/09/2017	Updated definition of clear days.
15/09/2021	Changes amended in line with new policies adopted: Recording of meetings and Confidential Items
<u>19/10/2021</u>	<u>Change to number of days prior to meeting for agenda availability.</u>



COUNCIL REPORT

Agenda Item Number:	14.02.01
Report Title:	Municipal Plan 2021-2022 Quarterly Performance Review July - September 2021
Author & Recommending Officer	Daniel Fletcher, Chief Executive Officer
Meeting Date:	19/10/2021
Attachments:	A: Municipal Plan 2021-2022 Quarterly Performance Review – Progress on Program Profiles

Executive Summary

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

Recommendation

THAT Council receive the Municipal Plan 2021-22 Quarterly Performance Report for the first quarter ending 30 September 2021.

Background

In accordance with good governance principles this report presents the quarterly performance of the organisation against the Municipal Plan 2021-2022 for July - September 2021.

This report directly assesses the performance of the organisation against the set activities within the endorsed Municipal Plan 2021-2022. Specifically, the report highlights the Key Performance Indicators and measures the progress against these achieved in the quarter and further presents progress against the 'new initiative' projects.

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

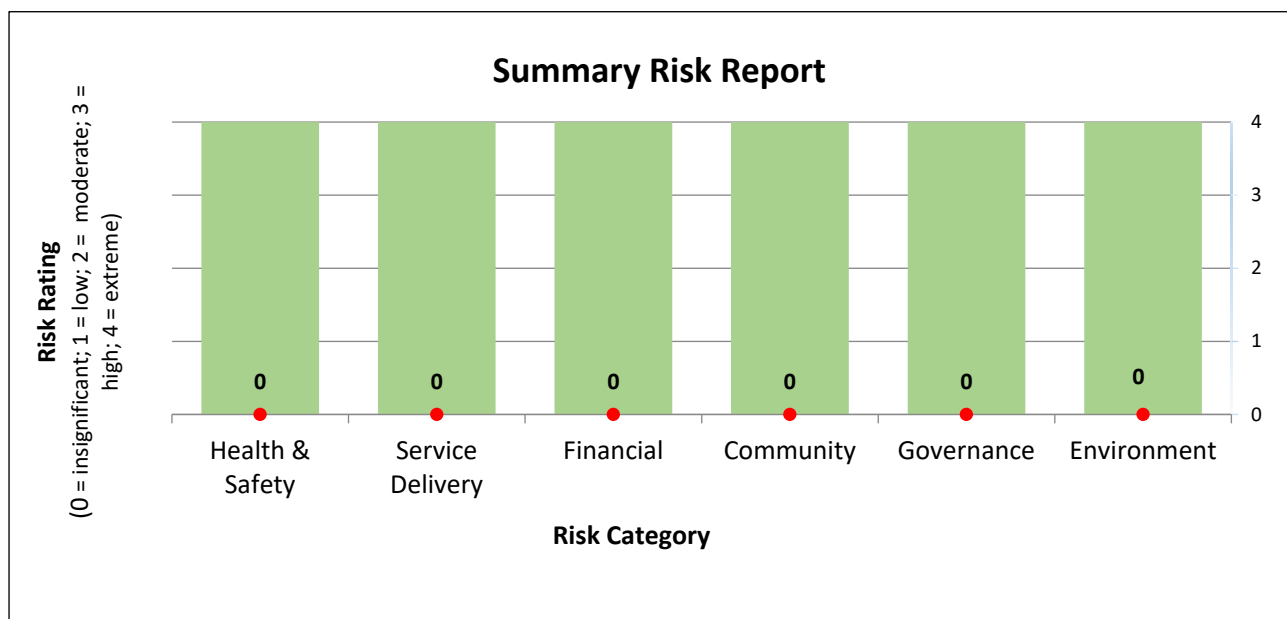
Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

NT Local Government Act (2019)

Risks



Community Engagement

Not applicable.



Quarterly Performance Report:

July - September 2021

Quarter 1 Performance Report 2021-2022

The Best Place to Live in the Top End

Quarter 1 Performance Report 2021-22

Welcome to the new Council and the first quarter performance report for the 2021-22 Municipal Plan / financial year.

From 1 July 2021, our Council continued to be challenged with two COVID-19 lockdown events one in July and one in August. As expected, our people, systems, and processes all worked well. Our staff stepped up to provide continuity of services to the community during these lockdowns.

We have started the new financial year in full speed with many of our \$6.9M capital works projects already underway, again, Council staff need to be commended for their proactive project planning.

Our collaboration with the community continues to be strong and a key focus for Council. Funding agreements with our recreation reserves are in place, projects at the reserves are progressing well such as the storage shed at Knuckeyes Lagoon, main arena lighting at Freds Pass Recreation Reserve and the Library has once again had a successful school holiday program.

Regulatory services continue to be proactive in the community with school education programs, fencing inspections and processing long running regulatory orders for unsightly and unlawful activity on a property in Holtz.

We continue to provide the community with opportunities to contribute to Litchfield being '*the best place to live in the Top End*'. The Going Green Rebate, aimed at reducing landfill, has seen 35 applications received and just under half of the allocated funds expended. The annual community grant program has opened and provides community groups with up to \$5,000 grants for events, projects and / or activities that benefit the Litchfield community.

The first quarter of the new financial year is a busy time for our finance team as they work to finalise the previous year and present the annual financial

statements in the Council's annual report. This will be tabled at a special council meeting in November.

Council continues to be leading the way with our diversity and inclusion initiatives. Recently we have partnered with JobAccess in planning to co-host a Driving Disability Employment Seminar or the first time in Darwin. This campaign receives national attention.

The Mobile Workforce have continued to collect litter and replace vandalised road signs during the dry season. These activities are disappointing to Council and are a waste of ratepayer money.

We will continue to focus our attention on our advocacy projects and lobby the Northern Territory Government for funds to support Freds Pass Sport and Recreation Reserve, comparable to our neighbouring sporting complex at Marrara, and assistance towards transitioning our Library to a more suitable location allowing services to expand for our growing community.

I look forward to the 2021-22 year with our new Council in place.



DANIEL FLETCHER
CHIEF EXECUTIVE OFFICER

Leadership & Community Services

Community Inclusion

Engagement with the recreation reserve management committees was very active in this quarter as we worked with the committees to finalise their twelve-month funding agreements, identify any current issues such as tree limbs down due to wind, playground maintenance as a result of playground audits and so on. All but one of the smaller reserves have returned their signed funding agreements and the final one is expected prior to the next funding release date. Work commenced on the long awaited Knuckey Lagoon storage shed to the delight of regular users groups. The work on Freds Pass Reserve to finalise the projects approved under the \$2.3million NTG grant is almost complete, and the Freds Pass Sport and Recreation Reserve Management Board has worked closely with Council on finalising these projects, the major one being the main arena lighting and some flow on upgrades of electrical work on the reserve. During the July COVID-19 lockdown all the reserve committees managed the closure of facilities to the public well whilst remaining open for permitted exercise activities. The annual community grants program was launched with a well-attended information session in September, and the program continues to be advertised. The Palmerston and Litchfield Seniors Association held the opening and closing events for their Seniors Fortnight program at the Humpty Doo Village Green with positive feedback to Council for making the venue available.

Every month is an active one for the Taminmin Community Library and this quarter was no exception. Successful school holiday programs were run in both school holiday periods, an Open Day in July attracted 300 people to the library, regular seniors events were held and the annual Teddy Bears' Picnic Storytime was held at Humpty Doo Village Green. The CEO featured as a guest storyteller during this period as well.



The annual collection development review showed that since Litchfield Council has taken over the library, the age of the collection has massively improved to fall in line with ALIA standards with 45% of its collection being published in the past 5 years, rising from 12% when Litchfield took over and 39% in the previous year's review. The age of the collection published in the past 10 years has risen from 38% (2018) to 65% (2019-2020) and now stands at 67%. This is important in ensuring the collection houses newer titles is so that information is up to date and correct, the topics are relevant and the topics will be of more interest to the public. Collections will always house titles older than 5 and 10 years due to classic titles and harder to replace titles that are of significance and value, for example, titles relating to First Nation topics and authors.

Regulatory Services

For a couple of months leading up to dog registration renewal period, Council ran an amnesty on unregistered dogs to encourage those who had let their dog registration lapse or needed to update details with Council to come forward. As a result, the dog registrar is now more up to date and a high percentage of registered dogs are now microchipped as required under the by-laws. Council's initiative to roll the cost of micro chipping into the registration fee has been well received. Roaming dogs continued to be a problem but the completion of new pound facilities has made impounding and the management and cleaning of the facility more efficient. The rangers attended the Freds Pass markets before the end of the amnesty period to provide a visual reminder that registration was due on 1 September.



Regulatory Services (continued)

The desexing initiative continues to be popular. Fencing inspections to ensure dogs are properly contained continued during the quarter. The most resource intensive and time-consuming activity was the management of a long running issue with illegal stacking and storing of goods on the verge and road in Holtze that required a number of regulatory orders to be issued which were then subject to decision review through Council and the Northern Territory Civil and Administrative Appeals Tribunal (NTCAT).

Going Green Rebate

On 1 July 2021, Council opened applications for its Going Green Rebate. The program, aimed at reducing landfill by encouraging residents to purchase cloth nappies and reusable sanitary products, is the first of its kind in the Northern Territory, and one that Litchfield Council is proud to pioneer. It provides Litchfield residents with the opportunity to access financial assistance up to a maximum of \$150 to support their use of environmentally friendly alternatives.

Resident uptake of the Going Green Rebate has been steady, with over 35 applications received, and just under half of the funds expended. The community feedback received has been overwhelmingly positive, and applications remain open until the remaining funds are exhausted.

The allocated budget for 2021-22 is \$5K, which will be reviewed following a program evaluation, ahead of the Municipal Plan and Budget Process for 2022-23.

Business Excellence

People, Performance, Governance and Workplace Health and Safety

Through our diversity and inclusion initiatives, we conducted events for all staff to be involved in diversity activities and build awareness. We partnered with JobAccess in planning to co-host a Driving Disability Employment Seminar for the first time in Darwin. This important campaign is receiving national attention.

In August, we launched a revised annual planning and review framework to support a culture of staff engagement. We continued to focus on training and development to support learning and innovation. Since the implementation of our new Learning Management System in August, Council staff have gained immediate access to more than 80,000 high-calibre professionally developed training resources to meet most of their learning and development needs in one easy to access portal.

Each year the College of Engineering, IT and Environment at Charles Darwin University (CDU) hosts an employer careers' expo focussing on Engineering where Government agencies and Companies come onto Casuarina Campus and set up a space to showcase their employment opportunities. We were delighted to be invited by CDU to participate in the Engineers Careers Fair for 2021. Our collaboration with CDU has resulted in placement of talented graduates into customised internship programs.



Corporate Services

The first quarter of the financial year focussed on completing the Annual Financial Audit for 2021-22. The draft Financial Statements are with the Auditor for sign off and will be presented to RMAC in October before being included in the Annual Reports for Council adoption in November.

The Enterprise Resource System (ERP) review project is still in progress. Having completed a gap analysis earlier in the year, Council is in discussion with the current service provider regarding the latest addition of their software to conclude if an upgrade will address the gaps identified. Alternatively, Council may investigate alternative service providers.

Recent changes to the Local Government Act require Councils to complete at least two budget reviews each year. The second quarter of the financial year will focus on the first budget review. Councillors will have the opportunity to provide input at workshops and Briefings prior to the adoption of the Budget Review at the December Ordinary Council Meeting.

Infrastructure & Operations

The overall capital works program is well underway with a better start to the year than in the previous financial year due to proactive project planning and implementation.

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

Infrastructure and Assets

- Virginia Road Pavement Rehabilitation has progressed well. This is a substantial sized project with numerous challenges. The contractor is performing extremely well.
- Power Road - Road Safety Upgrades has also progressed well, with the power pole relocation by Power and Water, the major hurdle in this project now completed.
- Broader use of digital recording and monitoring of Council's Road Assets through Survey 123 has been expanded to manage street sign replacement, assisting in providing a more accurate measure for quantities of signs replace due to vandalism as opposed to general maintenance.

Waste Management

- Several instances of illegal dumping of asbestos containing material have occurred at both Howard Springs and Humpty Doo Waste Transfer Stations. This material has contaminated construction waste stockpiles at both sites, reducing the amount available for processing and thus reducing Council's income. It furthermore significantly increases Council's disposal costs of the contaminated material. Measures have been put in place to scrutinise incoming construction waste with diversion direct to Shoal Bay where necessary. It is however not reasonably practically possible to detect all contaminated asbestos containing material at the gate.
- Line marking at Howard Springs and Humpty Doo Waste Transfer Stations has taken place refreshing the fatigued lines at both sites.
- Despite delays due to COVID 19 the Kubota skid steer in the HDWTS pit has been replaced by a new CAT mini loader providing increased operational efficiencies.

- Mulch sales have now commenced at all three transfer stations at the new price of \$25m³. Whilst sales to date are not as high as with the previous discounted price of \$10 m³ the gradual sale of mulch results in opportunities for the operators to prepare and provide a better product to our customers. The decision to allow residents to now bring clean green waste in for free has been well received.
- Surface gas monitoring of the old landfill sites at Howard Springs and Berry Springs has been completed which will inform how Council will proceed with implementing closure plans, noting that this will facilitate the ongoing development of the sites as transfer stations.

Mobile Workforce

- Six interpretive signs were installed at McMinns Reserve.
- For traffic counters were installed and retrieved which will inform the road hierarchy update and the road asset management plan.
- All mowing of roads were completed as scheduled including Howard Springs, Humpty Doo with Bees Creek having been started. Branches that were overhanging fences and causing issues with our mowers, small regrowth and vegetation obstructing signs were also attended to.
- Signs and guideposts audits were undertaken for non-compliance with 340 signs and 411 guide-posts requiring attention. Of particular concern is that there were 1593 signs/guide-posts vandalised which is an unacceptable waste of rate payer money. The Mobile Work Force have completed the sign installs/repairs as identified in the audits.
- During this dry season every Council owned road has had litter collection completed. Additional collections on arterial roads consisted of 719 bags (estimated to be 2.5 tonne). This does not include additional bulk items not bagged.
- The Mobile Work Force completed a fourth and final mow of Girraween Road which was delayed due to lock down.
- Three land parcels were slashed/ touched up that were in assessable until late July-August.

Quotes have been obtained for clearing as recommended in the Fire Management Plan, awaiting a few more rains to alleviate dust issues.

- Consultation with Bushfires NT and NTFRES has been undertaken, mitigation cool burns are planned for the next quarter.

Thorak Cemetery

- Installation of two new beams took place this quarter.
- Over \$200k of pre-needs plots sold. Year to date income makes up 37% of budgeted total income.
- Total burials for this quarter is 35 (30 for same quarter in 20/21). Total cremations for the this quarter is 53 (48 for same quarter in 20/21).
- 1 Cremation package sold this quarter (1 for the same quarter in 20/21).
- 31 Ash & Burial Plots sold in this quarter (23 in the same quarter in 20/21).
- Chapel hire 14 in this quarter (23 in the same quarter in 20/21)
- Surveying completed of new F section to open up a families area.
- Tender released to provide upgraded and new irrigation infrastructure.

Planning & Development

- Subdivisions on Bees Creek Road, Trippe Road and Cyrus Road have all been through Council's vigorous approval processes and have received approvals to commence construction. These subdivisions see more opportunity for people wanting to move to the Municipality.
- The number of planning applications are consistently high, providing some confidence in the economic stability of the region. Applications have included new telecommunications towers, expansion of businesses and proposed subdivisions.

PROGRESS ON PROGRAM PROFILES

Council Leadership

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Powerful and Effective Advocacy					
Advocacy Submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	1 per qtr	Yes	Not applicable	Mayor and CEO met with Minister for Local Government Hon. Chanston Paech (13 July 2021).
Advocacy Strategy	Current year actions	Complete	Yes	Yes	A dedicated Advocacy page has been developed on Council's website to promote Council's advocacy efforts.
Good Governance					
Elected members training and development	min 1 per qtr	Min 1 pr qtr	Yes	Yes	Council Induction program commenced September 2021.
Supporting local businesses	Hold three Litchfield Women in Business Network events each year	3 events	Yes	Yes	Events scheduled for November, March (International Women's Day) and dry season.
Engaging our community					
Annual Community Survey	Overall Satisfaction	>60%	No	Yes	The 2021 Community Survey results show Council's overall performance was rated 56% good or very good.

Corporate

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Engaging our community					
Community Engagement	Community Engagement Strategy actions: Year 4 (8 Actions) complete	90%	Yes	Yes	Six of the eight actions are complete. These are continuous actions from previous years with two actions under development.
Social Media Management	Increased interaction on Council's Facebook page - post engagement	>8000	Yes	Yes	Post engagement 18,406.
Modern Service Delivery					
Media Monitoring and Management	Media response time	<24 hours	Yes	Yes	Nine media enquiries/tasks.

Human Resources and Work Health and Safety

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Good Governance					
Human Resources Policies, Procedures, Checklists	4 policies reviewed and compliant	Complete	Yes	Not applicable	Policies reviewed.
An engaged and productive workforce	Staff turnover rate	<10%	Yes	Not applicable	2.24% in quarter 1.
	Staff Survey satisfaction	>70%	Yes	Not applicable	Survey will be conducted in February 2022. Results will be published prior to the end of 2021-22 financial year.
Modern Service Delivery					
Number of workplace safety Incidents	Number of reportable incidents	0	Yes	Not applicable	Notifiable incidents arising out the conduct of Council business did not occur during the quarter.
	Lost Time injury	0	No	Not applicable	One claim for workers' compensation was lodged during the quarter which resulted in lost time from work.
	Workers' compensation claims	<3	Yes	Not applicable	One claim for worker's compensation was lodged, but liability had not been determined.

Planning and Development

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Powerful and Effective Advocacy					
Submissions to the NT Government	Comments submitted on applications within required time frame	>90%	Yes	Not applicable	11 applications were received responded to within the allocated timeframes.
Modern Service Delivery					
Approval of plans, reports and construction documentation (days are working days and start from when all information is provided and relevant fees paid.)	Plan reviews for building certification issued within 10 works days	>90%	Yes	Not applicable	58 Building certification plans were reviewed and actioned within timeframes.
	Plan and report reviews for development and subdivision issued within 15 working days	>90%	Yes	Not applicable	5 plans/reports were reviewed and actioned within required timeframes.
	Works Permits issued within 5 days	>90%	Yes	Not applicable	All 27 Works Permit applications were reviewed and actioned with required timeframes.
Subdivision approvals and handover processes	Delivered in accordance with standards	Achieved	Yes	Not applicable	Councils' approval and handover processes have been undertaken in accordance with Council's Standards.

Infrastructure and Assets

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Engaging our community					
Capital Works Program	Affected residents and relevant stakeholders consulted prior to works starting	100%	Yes	Not applicable	All stakeholders and affected residents have been consulted prior to works commencing.
Modern Service Delivery					
Capital Works Program	Programmed works completed within budget	>90%	Yes	Yes	As reported in Monthly Finance Reports.
Grant-funded projects	Completed and acquitted in line with agreement requirements	Complete	Yes	Yes	Current grant funded projects with Blackspot, LRCI and Roads to Recovery funding are on track for completion with their respective time schedules.
Asset Management Plans	All AMPs adopted as per the AMP schedule	Complete	Yes	Yes	The Plant and Fleet Asset Management plan is in draft format. Works continue review of the road asset management plan and programming of the Buildings and Reserves AMP's as per the schedule.
Road Maintenance Program	Potholes patched and repaired – Added to maintenance schedule	<7 days	Yes	Yes	55 no. of potholes were tended to in the period, with major pavement repairs identified from previous periods scheduled.
	Gravel roads graded	2 times per year	Yes	Yes	Maintenance Grades are Programmed for October 2021 and March 2022.
Street Lighting Maintenance	Added to maintenance schedule	<7 days	Yes	Yes	1 fault was detected to a streetlight during the period and was tended to. Council has 318 streetlights.
Productive Mango Roads Project	Kentish Road	Complete	Yes	Yes	Works are programmed to commence in October 2021.

Shared Path Program	Current year program Complete	Yes	Yes	No new works are programmed for this financial year. Feasibility and design to occur for future projects.
Major Road Network disruptions	Emergency response time <24 hours	Yes	Yes	Oil spills on Kennedy Road in July and on Elizabeth Valley Road in August were responded to by Council officers within the required time frames.

Mobile Workforce

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Modern Service Delivery					
Roadside Maintenance	Volume of litter collected	Reducing Trend	Yes	Yes	during this dry season quarter every council owned road has had litter collection completed, additional collections on arterial roads 719 bags > 2.5 tonne estimate, this does not include additional bulk items not bagged.
	Vegetation Slashed and Council Roads Mowed	2 rounds	Yes	Yes	MWF completed a 4th and final cut of Girraween road which was delayed due to lock down.
Weed Management	Weeds managed on Council roads and land in accordance with service levels in weed management program	Complete	Yes	Yes	no weed spraying carried out this quarter due to seasonal conditions. Communication and collaboration with stakeholder's season outcomes and future combined strategic plans are being developed.
Bushfire Management	Council Firebreaks Maintained	Complete	Yes	Yes	3 land parcels were slashed/ touched up that were in assessable until late July-August. Quotes have been obtained for clearing as recommended in the FMP, awaiting a few more rains to alleviate dust issues.
	Firebreaks Widened in accordance with Fire Management Plan	Complete	Yes	Yes	
	Hazard Burns Undertaken in Consultation with Other Authorities	Complete	Yes	Yes	consultation with Bushfires NT and NTFRES has been undertaken, mitigation cool burns are planned for the next quarter.
Road Furniture Maintenance	Signs and Guideposts repaired with Target Timeframes	>90% <24 hours urgent 14 days standard	Yes	Yes	sign audits and orders were undertaken last quarter, MWF have completed 340 sign installs/repairs as identified in the audits. Every guidepost along Council's road network has been checked, works

		completed guide posts installed 411 cut non-compliant 287 straightened bent/vandalised 1593.
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Waste Management

Key Outputs			Measures	Targets	On Time/Target	On Budget	Status	Commentary
Engaging Our Community								
Community Income	Benefit	Fund	Income raised through recycling activities including cash for containers	5% annual increase	Yes	Yes		\$26,350 raised to date. Includes scrap steel and batteries.
Maximise landfill	diversion	from	Residential waste tonnage transferred to Shoal Bay	<7000 tonnes	Yes	Yes		1175 Tonnes to date.
			Commercial waste tonnage transferred to Shoal Bay	<1000 tonnes	Yes	Yes		17 Tonnes to date.
Cyclone Season Preparation			Free residential green waste disposal in November	Complete	Not applicable	Not applicable		The fee for residential deposit of green waste has been removed and Then price of mulch for sale increased from \$10 to \$25 cubic meter.
Modern Service Delivery								
Recycled Materials			Volume of green and wood waste processed for resale	>3,500 cubic metres	Yes	Yes		370 Tonnes received.
			Volume of concrete crushed for resale	>500 cubic metres	No	No		Recent incidents of illegal dumping of asbestos material have contaminated stockpiles at both Howard Springs and Humpty Doo Waste Transfer Stations, reducing the amount available to processing and increasing Council's disposal costs. Greater scrutiny will now be applied to incoming construction waste with diversion direct to Shoal Bay where necessary.
Maximise landfill	diversion	from	Amount of total waste diverted from landfill	>35%	Yes	Yes		This target may be impacted by the need to remove asbestos contaminated material.

	Amount of total waste that is dry recyclables	>15%	Yes	Yes	5% to date.
	Quantity of scrap metal collected and recycled	>1000 tonnes	Yes	Yes	Data for recent processing is yet to be received.
	Quantity of cash for containers collected and recycled	>50 tonnes	Yes	Yes	8.3 Tonnes to date.
	Quantity of electronics collected for Techcollect	>40 tonnes	Yes	Yes	Current data from recent collection is yet to be received.
	Quantity of tyres, batteries and oil collected for recycling	>100 tonnes	Yes	Yes	15 Tonnes to date.
Waste Strategy - Year 4	Landfill closure plans for Howard Springs and Berry Springs Waste Transfer Stations prepared	Increase in data collected	Yes	Yes	Surface gas emission monitoring data collected.
	Amenity upgrades at transfer stations (continues year 5) undertaken	Complete	Yes	Yes	Line marking complete. Security camera update in progress.

Regulatory Services

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Engaging Our Community					
Responsible dog ownership	Number of registered dogs increased	>10%	Yes	Yes	At the end of Quarter 1 (30 Sep 21) there were 4017 registered dogs. An increase of 122 dog registrations from end of Quarter 4 2020-2021. Registered dog increase 2.96%.
	Number impounded dogs reclaimed by owner	>70%	Yes	Yes	During Quarter 1, there were 71 dogs impounded. Breakdown of impounds are: <ul style="list-style-type: none"> - 36 Released to Owner, - 26 Rehomed (PAWS/RSPCA), - 9 Euthanised. Note rehoming groups have been inundated and unable to take uncollected impounds at times. 50 % of Impounded dogs were reclaimed by owner.
	Number of registered dogs de-sexed	>70%	Yes	Not applicable	At 30 Sep 2021 a total of Registered Dogs de-sexed is 2,267. Of the 2,779 registered dogs (512 entire) for the quarter, the percentage of registered desexed dogs is 81.57%.
Animal Management Plan - Year 3	Attendance at community events	2+ events attended	Yes	Not applicable	On 22 Jul 21 Rangers attended the Bring you dog to work event at Parliament House.

					On 28 Aug 21 Rangers manned an information stall at the Freds Pass Markets in the lead up to the new Dog Registration Year.
					The Market stall planned for 21 Aug 21 was cancelled due to COVID 19 Lockdown.
	Dog Awareness Program delivered at schools and childcare	6+ visits	Yes	Not applicable	In the first Quarter there have been 2 school visits (36 students), and one visit to Taminmin College Animal Studies Group (15 students).
	Dogs Day Out event (or similar) delivered, targeting improved awareness, increase registration, general pet owner education	1 event	Yes	Not applicable	COVID 19 has negatively impacted the team's ability to attend community events.
Modern Service Delivery					
Regulatory Services	Investigations completed within 30 works days	>90%	Yes	Not applicable	This Quarter cannot be accurately measured, due to incorrect reporting parameters. These parameters have been updated and will be available for the 2 nd Quarter 21-22 financial year.
	Customer requests actioned in less than two working days	>90%	Yes	Not applicable	This Quarter cannot be accurately measured, due to incorrect reporting parameters. These parameters have been updated and will be available for the 2 nd Quarter 21-22 financial year.

Community Development

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Engaging our community					
Council partnership and support grants	Number of partnerships supported	10	Yes	Yes	Two requested currently pending Council decision.
Servicing community needs at reserves	Funding provided to community reserves	Funding agreements established	Yes	Yes	Agreements developed for one year period.
Good governance					
Grant applications	Grants received by Council acquitted within agreed timeframes	100%	Yes	Yes	Grants - acquitted - library SPG partial acquittal completed; other grants to be acquitted second quarter.
Good governance					
Annual Community Grants Program initiatives	Number of community events and programs supported	12	Yes	Yes	Applications for the 2021 community grants are currently open and close on Friday 22 October. Grants committee meeting has been scheduled.
Represent and advocate for the needs of young people in Litchfield	Participation in Palmerston and Rural Youth Services meeting	Maintain an active membership and attend 80% of meetings	Yes	Yes	Youth network - active membership and attendance averaging 80%.
Australia Day Event	Community participation	>300	Yes	Yes	Preparations underway for the 2022 Australia Day event.
Annual Art Exhibition	Level of community participation	>55 entries	Yes	Yes	Preparations underway for the 2022 Art Exhibition event.

Tourism and Events Strategy	Current years actions	100%	Yes	Yes	Updates made to the Tourism Trail document, 'This is Tourism' video in production.
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Finance

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Good Governance					
Annual Budget / Annual Report / Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	Yes	Yes	Budget Review 1 in progress. Annual Report in progress.
Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete	Yes	Yes	Audit to be presented to RMAC in October and included in Annual Report for Council adoption in November.
	Asset sustainability ratio	>30%	Yes	Yes	Currently 2% with many projects in initiation stage however, expecting to meet target as projects progress throughout the year.
	Current ratio (Liquidity)	>1	Yes	Yes	Currently 9.39. Council is well place to meet its short-term liabilities as they fall due.
	Debt service ratio	>1	Yes	Yes	Council has not debt.
Long term rating strategy	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%	Yes	Yes	Currently 54%. This is expected to increase over the year as additional user charges are received.
Investments	Compliance with policy and statutory requirements, reported monthly	100%	Yes	Yes	All investments have been placed in line with Council policy and legislation.
Modern Service Delivery					
Rates and accounts receivable collection	Rates and annual charges outstanding	<18%	Yes	Yes	The current ratio of 32% is temporarily inflated with the first instalment falling due on the 30 September. This is expected to decrease over the following two months as reminder

							notices are issued and Statutory Charges are applied to prior year outstanding rates.
Front service	counter	customer	Customer rating (very good, good, poor, very poor)	Very good	Yes	Not applicable	60% the 2021 Community Survey of participants rated their front counter customer service experience as good or very good. This is an increase of 14% on the 2020 results.

Information Technology

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status	Commentary
Modern Service Delivery						
Information and communications technology (ICT) managed service contract management	Percentage of Service Desk requests closed against open requests during a period	90%	Yes	Yes	Lodged this quarter Open as of 01/10/2021 Achieved KPI	254 6 94%
Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally	No more than 1 Patch behind latest version	Yes	Yes	Council is currently up to date with all patches and this service is monitored by ICT staff through the managed ICT services contractor.	
Information and Communications Technology Improvement Plan	Annual actions completed	100%	No	Yes	17 action required in FY22	
Information and Communications Technology Audit Actions	Annual actions completed	100%	No	Yes	The Business Continuity Plan is the only action outstanding. It was initially expected that internal IT staff could complete this task however, an external expert will be required. Budget was allocated this year and quotes are being sourced.	
Geographical Information System (GIS)	Age of GIS imagery of populated areas	<1 year	Yes	Yes	Imagery last update in July.	
	Age of NTG downloaded data	<1 week	Yes	Yes	Data downloaded weekly.	

Governance and Risk

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Good Governance					
Local Government Act 2019 compliance	Compliance with legislative requirements of the Department of the Chief Minister and Cabinet	100%	Yes	Not applicable	All policies compliant.
Policy framework	Council policies reviewed before due date	>90%	Yes	Not applicable	Policies reviewed before due date.
Elected members support	Breaches of the code of conduct by elected members	0	Yes	Not applicable	No breaches reported.
Modern Service Delivery					
Risk Management Audit Committee	Number of Risk Management Audit Committee (RMAC) meetings held	4	Yes	Yes	1 meeting held this quarter.
Records managements review and improvements	Volume of records held in storage reduced	By 10% from previous year	Yes	Yes	Work has begun to decrease the volume of records held in storage.

Library Services

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Engaging Our Community					
Visitors to the library	Weekly door count	>400	Yes	Not applicable	The total visitors to the library for the quarter totalled 5,814 an average of 461 visitors per week. This is above target even with Covid-19 lockdown periods occurring during this time.
Promotion of services	Interaction with Library Facebook page	900 likes of Facebook page	Yes	Not applicable	Facebook has recently changed interactions with users. Previously there was the ability to either “like” or “follow” a page. Facebook has removed the “like” option and now the library page only has the “follow” option. The number of followers has always been higher than the “likes” and currently the library Facebook page has 976 followers.
Good Governance					
Shared Service Governance Framework	Governance framework developed	Completed	Yes	Yes	Reported next quarter.
Modern Service Delivery					
Collection Improvements	Number of Annual Returns	>15,800	Yes	Not applicable	The total loans for this quarter total 3,537. This puts the loans just under target, however, a lockdown period occurred during this time which would have affected the number of items being able to be borrowed.
	Age of collection % of collection published in the past five years	>40%	Yes	Yes	The age of the collection that has improved slightly from last quarter with 47% of the collection having been published in the past 5 years, which is keeping the library above the ALIA standard of 40%. This has been

					accomplished through weeding, replacing non-fiction items with more current and relevant resources, and concentrating on new release fiction resources.
Program delivery	Program participation each year	>3200	Yes	Yes	This quarter the library held 51 programs with 685 attendees. Due to Covid-19 lockdown, the library had to cancel 7 programs, including some school holiday programs which would have increased this number and put the library above target for this quarter. As it stands, the target is just under, but January school holiday program usually exceeds the quarterly limit, making up for the other quarter's shortfalls. This quarter, school holidays had a lot of visual arts components, using local businesses; our weekly LEGO League had a collaboration with CDU engineering students to host a special robotics school holiday program; and the regular storytimes had many themes such as NAIDOC, and showcased the local parks and reserves by holding many outdoor storytimes in the dry season, including a special Father's Day storytime with guest story teller CEO Daniel Fletcher.
Library events	Events delivered	>3	Yes	Yes	The library has delivered 2 events this quarter. In August we had both Senior's Month and the Library Open Day. Senior's month consisted of 4 weekly events (one being postponed until September due to Covid-19 lockdown) and consisted of Batik painting, virtual reality, brain gym and an information session about online safety. The

		<p>total attendees of Senior's Month totalled 47.</p> <p>The Library Open Day was a family event where we hired local businesses and supported local organisations for fundraising. The event was designed to attract the community to the library and showcase the services the library provides. The day attracted 300 visitors to the library.</p>
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Thorak Regional Cemetery

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Good Governance					
Servicing community needs and regulatory obligations by keeping cemetery records and maintaining rights of burial	Compliance with legislative requirements	100%	Yes	Yes	All actions are in line with current legislation.
Monthly reporting to the Thorak Cemetery Board	Meet or exceed operational surplus	100%	Yes	Yes	Year to date income makes up 37% of budgeted total income. Total burials for 1st quarter are 35 (30 1st quarter 20/21. Total cremations for the 1st quarter is 53 (48 1st quarter 20/21 FY.
Modern Service Delivery					
Awareness of cemetery profile and public awareness of Thorak services	Information leaflets distributed	Complete	Yes	Yes	Leaflets get distributed to funeral directors annually.
	Fred's Pass Show Display	Complete	Yes	Yes	Show scheduled for May 2022.
Efficient maintenance of grounds and open spaces, including improved mowing, planting, weeding and irrigation regimes	Service level rating from annual community survey	>60%	Yes	Yes	The 2021 Community Survey results show Thorak Cemetery's service satisfaction was rated 94%.

PROGRESS / PROJECT TIMELINE – NEW INITIATIVES

	Concept / Design
	Planning & Preparation
	Delivery
	Complete

New Initiative Name		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Climate Action Plan (Climate Adaptation Strategy)												
2	Long Term Traffic Planning												
3	Urban Landscaping Program												
4	WTS Feasibility Study – Swipe Card and Weighbridge												
5	Reduce Waste to Landfill – Rebate Scheme												
6	Stage 1 - Reconciliation Action Plan												
7	Development of a youth strategy and action plan												



COUNCIL REPORT

Agenda Item Number:	14.02.02
Report Title:	Review of Policy REG01 – Disposal of Surrendered and Unclaimed Impounded Dogs
Author:	Diana Leeder, Executive Manager Community Inclusion
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	19/10/2021
Attachments:	A: Draft REG01 Disposal of Surrendered and Unclaimed Impounded Dogs Policy

Executive Summary

The purpose of this report is to present Policy REG01 Disposal of Surrendered and Unclaimed Impounded Dogs for review.

Recommendation

THAT Council adopt the proposed REG01 Disposal of Surrendered and Unclaimed Impounded Dogs Policy, as at Attachment A, subject to any minor editorial adjustments.

Background

This policy was adopted in October 2017 and is due for review. It was developed to inform members of the public of the outcome where dogs are surrendered or not claimed after impounding. Under Council's by-laws a dog must be held for a minimum of 72 hours before disposal.

Council is committed to minimising euthanasia rates and reducing the number of impounded dogs within the Litchfield municipality. Where possible, Council will return a seized registered dog directly to its owner rather than impounding the dog. All non-registered and unidentified dogs that are seized by Council are taken to the Council pound facility and every effort will be made to identify the owner of the dog.

Surrendered and unclaimed dogs may be disposed of by Council after being impounded for the prescribed period, either by transfer of the dog to a re-homing organisation or by euthanasia. This policy describes the requirements prior to a dog being transferred to a rehoming organisation and the circumstances where euthanasia may be considered acceptable. In cases where euthanasia is required, it will be carried out by a registered veterinarian.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

The only amendments proposed for the policy are the addition of a requirement for a rehoming agency to enter into an agreement with Council and to comply with the conditions of the agreement. These conditions relate to the welfare of the dog and to requirements for microchipping, desexing and vaccinating prior to going to a resident.

Risks



Nil identified.

Community Engagement

Not applicable.

Disposal of Surrendered and Unclaimed Impounded Dogs **REG01**

Name	REG01 Disposal of Surrendered and Unclaimed Impounded Dogs
Policy Type	Council
Responsible Officer	Regulatory Services Manager
Approval Date	19/10/2021
Review Date	17/10/2025

1. Purpose

This Policy provides guidelines for the disposal of surrendered and unclaimed impounded dogs.

2. Scope

This Policy applies to surrendered and unclaimed impounded dogs and is implemented by Regulatory Services staff.

3. Definitions

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

Re-homing organisation	<ul style="list-style-type: none"> An incorporated body that provides services relating to animal welfare
Prescribed period	<ul style="list-style-type: none"> Pursuant to By-law 37(1) dogs must be impounded for a minimum of 72hrs prior to disposal

4. Policy Statement

Council is committed to minimising euthanasia rates and reducing the number of impounded dogs within the Litchfield municipality.

Where possible, Council will return a seized registered dog directly to its owner rather than impounding the dog. All non-registered and unidentified dogs that are seized by Council will be taken to the Council pound facility and every effort will be made to identify the owner of the dog.

Surrendered and unclaimed dogs may be disposed of by Council after being impounded for the prescribed period, either by transfer of the dog to a re-homing organisation or by euthanasia.

4.1. Transfer of dogs to a re-homing organisation

Re-homing organisations must enter into an agreement with Council and comply with the conditions of the agreement.

All dogs that are transferred to a re-homing organisation will be:

- microchipped (or a microchip provided) by Council prior to handover if the dog is not already microchipped;
- de-sexed and vaccinated at the re-homing organisation's expense prior to adoption; and
- provided with free registration to the end of the current annual registration period if adopted by a Litchfield resident.

4.2. Euthanasia

Circumstances where euthanasia may be considered acceptable include, but are not limited to the following:

- Dogs that are surrendered to Council for the purposes of euthanasia;
- Dogs that are vicious, dangerous, feral, unmanageable or likely to cause harm due to their behaviour or temperament;
- Dogs that are diseased as determined by a veterinary surgeon. Diseased dogs that are seized by or surrendered to Council are able to be destroyed prior to the prescribed period has lapsed upon authorisation by the Chief Executive Officer or delegate; or
- Dogs that are unable to be taken by any re-homing organisation after being impounded for the prescribed period.

In cases where euthanasia is required, it will be carried out by a registered veterinarian.

5. Associated Documents

Surrender form

Pound transfer form

Surrendered/unclaimed impounded dog procedure

Euthanasia authorisation form

Transfer of impounded and unclaimed dog's agreement

6. References and Legislation

Litchfield Council (Dog Management) By-law 37

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
18 October 2017	This policy rescinds REGPOLICY/DID/2011/V001 Destruction of Impounded Dogs
20-September 2021	<u>Addition of the requirement of rehoming organisations to enter into an agreement with Council and comply with the conditions of the agreement.</u>



COUNCIL REPORT

Agenda Item Number:	14.02.03
Report Title:	Palmerston and Litchfield Seniors Association – Request for Funding Agreement Extension
Author:	Diana Leeder, Executive Manager Community Inclusion
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	19/10/2021
Attachments:	A: Litchfield Council Gold Sponsorship Investment Package

Executive Summary

This report follows Council's decision at the 29 September 2021 Ordinary Council Meeting to lift this item from the table and incorporate into the report additional information provided as sought by Council. It 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 with any additional funding to be considered during the 2022/23 budget process; and
3. advise the Palmerston and Litchfield Seniors Association that consideration of its application for an increase in funding for the second and third years of the agreement will be based on the provision of a budget identifying the need for such an increase.

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. Attendance at such events is free to members but a charge is applied to non-members.

The PLSA Seniors Fortnight 2021 was held from 8 to 22 August and both opening and closing events were held in the Litchfield municipality at the Humpty Doo Village Green.

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 although consultation with Council around which event was suitable has not always occurred.

Attached for Council's information is the PLSA Litchfield Gold Sponsorship Investment Package (Attachment A) which it is not recommended to support. It is considered more appropriate to move away from the type of 'sponsorship' sought by the Association to more explicitly articulated requirements such as:

- Provision of low or no cost Seniors Fortnight activities annually.
- Provision of low or no cost regular activities accessible to seniors within the municipality.
- Continuation of facilitated access to the Palmerston Volunteer Driver Program by seniors within the Litchfield community, providing the program remains viable.
- Development of other community services that benefit seniors in the Litchfield municipality.

Reporting conditions within the funding agreement require the provision of advice as to how Council's funding has been acknowledged as well as a financial acquittal.

The benefit and value the PLSA brings 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.

Council requested more information about sponsorship income and was verbally advised that Litchfield Council is the only Gold Sponsor, 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. To assist in understanding the Association's viability and its ability to attract funding from other sources 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. This was not available at the time of Council first receiving this report but a copy of the 2019/2020 audited accounts has now been received and considered.

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 consider the application for an increase in funding during the 2022/2023 budget development process.

Council has been moving towards funding agreements rather than sponsorship memoranda of understanding with all its funded organisations to ensure more transparency in accountability for the allocation and utilisation of public funds. It is proposed that the previous approach of a memorandum of understanding between Council and the Association be replaced with a three-year funding agreement, based on assessment of a proposed budget, and the Association is amenable to this approach.

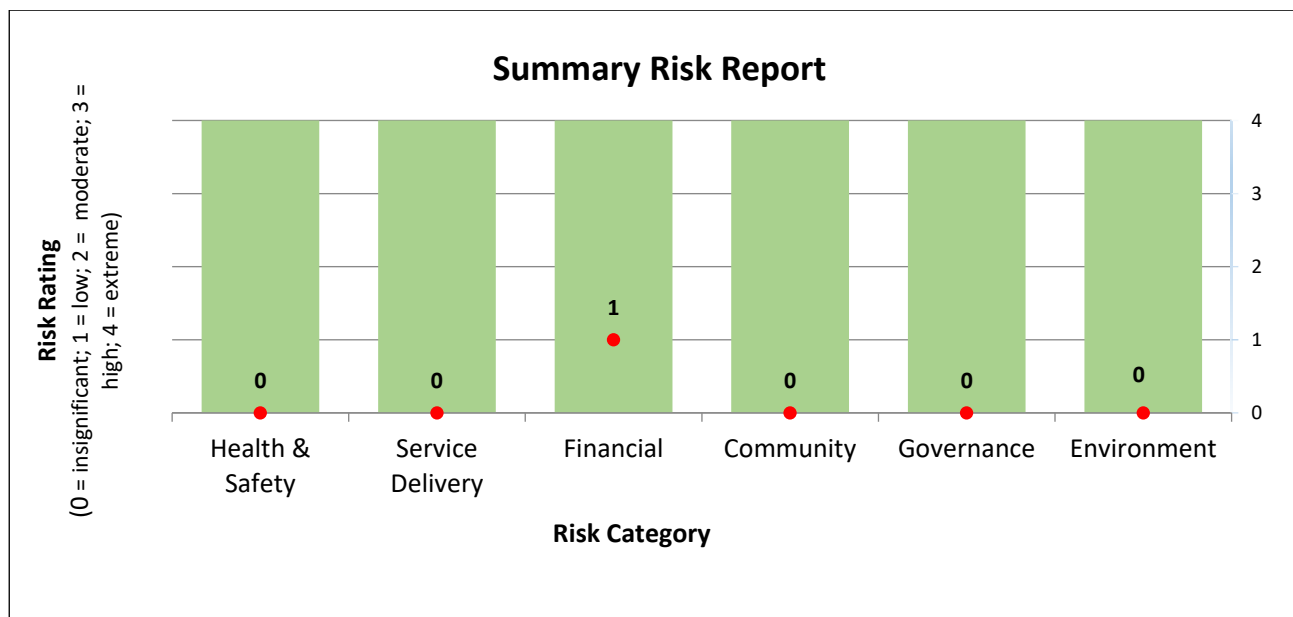
Links with Strategic Plan

A Great Place to Live - Recreation

Legislative and Policy Implications

Policy FIN07 Community Grants, Donations and Sponsorships Policy will need minor amendment to recognise the financial acquittal requirements for those organisations traditionally receiving funding under the 'sponsorship' banner as they move to funding agreements.

Risks



Continuing the sponsorship will support PLSA in presenting the Seniors Fortnight on an annual basis and assist in broadening access to other services by seniors in the municipality. The Seniors Fortnight activities are conducive to social connection through the types of events offered and by promoting local support services available.

Financial

Council's adopted 2021/2022 budget includes the current \$7,500 per annum. An increase in future years would need to be entered in the forward budget register for discussion during the Council's budget workshops and deliberations.

Community Engagement

Not applicable.



PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC.

 *Linking Seniors through
Smart Partnerships*

Litchfield Council

Gold Partnership Investment Package

2021 - 2024

Background

The Palmerston And Litchfield Seniors Association Inc. (PLSA) is very grateful for the support received over many years, supporting seniors from the Litchfield Council region.

The Association has successfully been operating since 1997 and currently has 246 financial members, of whom, 84 are residents from the Litchfield Council region (34.1% of our membership currently), an increase of 4% since 2019.

Milestones

Since our last Gold Partnership Investment Package agreement with the Litchfield Council the PLSA has made several significant changes, improving opportunities for seniors, which includes improved marketing. The Litchfield Council has assisted/supported the PLSA with these achievements. These achievements have included:

- (1) Improved recognition of the Litchfield Council, including the region and its seniors through changing the name of the incorporated Association from "*The Palmerston And Rural Seniors Committee Inc. (PRSC)*" to Palmerston and Litchfield Seniors Association Inc. (PLSA), better reflecting the senior's cohort and the Litchfield Council region.

This name change included the necessity to rewrite both the Association's Constitution and By Laws. The Constitution and our name change required considerable work and the approval of the Department of Attorney General and Justice.

- (2) Replacing the PRSC Committee Member's "red shirts" with new shirts in a teal blue with the new PLSA name embossed on them (logo top left-hand side of cover page) at a cost of \$1,800 (contribution received from Litchfield Council \$1,000).
- (3) The abovementioned changes required the re-working the PLSA governance system. This entailed an audit of every form, policy and document belonging to the Association. This included:

- | | | |
|--|---------------|------------------------|
| a. Administrative Form | AFO1 – AF09 | Position Descriptions; |
| b. Operational Documents | OF01 – OF50 | Forms/Policies; |
| c. Standard Operational Procedures | SOP01 – SOP13 | Guidelines; |
| d. Amendment to the PLSA Strategic Plan; | | |
| e. Amendment to the Organisational Chart; | | |
| f. Amendments to email addresses; | | |
| g. Re-designing and printing of PLSA new letterhead; and | | |
| h. Notifications to legal entities regarding the formal name change; including Governments, Sponsors, Members and Suppliers. | | |

The tasks listed above had a considerable impact regarding the work load by a group of volunteers with no paid staff, particularly the time spent changing documents and notifications.

These initiatives were supported by the Lichfield Council who were very keen to see the PRSC remove the reference to "rural" and reflect the "Litchfield Council and the region thereof" as well as demonstrating our continual growth.

- (4) The PLSA (except 2020) have joined with Litchfield Council, utilising the Council's stall at Freds Pass Show to market the Association to seniors of the region. This initiative demonstrates:
- solidarity between the PLSA and Litchfield Council working together for the betterment of the seniors in the region;
 - PLSA is actively marketing for seniors, soliciting members from within the region;
 - to seniors we are working for seniors in their region; and
 - Increase of regional membership.
- (5) Due to the PLSA's presence in the region, our membership numbers have grown during our current sponsorship agreement.

Whilst the Litchfield Council region seniors' member numbers were higher in 2019 than they are in 2020 (COVID-19 impact), the PLSA applied an increase to the Seniors Fortnight Registration Model in 2020. Previously the PLSA had applied a Registration Model of 30/70 (30% registrations from Litchfield Council seniors and 70% from the City of Palmerston).

However, in 2020 due to continued support of Seniors Fortnight events from the Litchfield Council region, the PLSA applied a Registration Model of 35/65. This increase to 35% of Litchfield Council seniors was premised on the number of seniors registering for Seniors Fortnight events from the region.

- (6) The PLSA has obtained an Australian Business Number (ABN) during the current contract period. This activity has assisted us to access grants from Government previously not available to the PLSA or were only available through a third-party sponsorship which were often cumbersome and difficult to manage.
- (7) The PLSA CONTINUES to raise sufficient funds each year, consequently our members are not required to pay any event fees to attend any Seniors Fortnight events each year.** The PLSA has maintained this policy position since incorporation in November 2014.

Members pay an annual membership fee which is kept to an absolute minimum. It was \$20/member in 2020 and the PLSA will maintain this level of membership fee in 2021.

The PLSA believe that this milestone is very important as there are many senior members who would not otherwise be able to attend many of the Seniors Fortnight events if we were required to charge seniors, the actual cost of events.

Current Initiatives

The Committee continues to grow; building capability, improving governance, expertise and our skill base.

The PLSA is continuing to build its Litchfield Council resident membership base. Initiatives which assist our objective include:

- (1) The re-election of Diane Spicer – Vice President and a Litchfield Council resident;
- (2) The re-election of Helen Lemcke, Lillian Mann and Pam Christian-Jones – Committee Members, who also reside within the Litchfield Council region;

- (3) Continuing to partner with Litchfield Council at the Freds Pass Show, promoting PLSA and benefits of membership to actively grow membership by a further 15% over the next triennium; and
- 4) Regular visits to activities at Taminmin Library.

At the AGM in October 2020 the following people were elected to the PLSA Management Team (Attachment - PLSA Organisational Chart):

- 1) President – Marg Lee
- 2) Vice President – Diane Spicer (L)
- 3) Secretary – Sally Howarth
- 4) Treasurer – Sheryl Sephton
- 5) Public Officer – Neville Driver

The elected General Committee as at the AGM in October 2020 consisted of a further 9 volunteer representatives, noting that there is one (1) vacancy currently. Of the 9 Committee representatives, three (3) are Litchfield Council residents. They are:

- 1) Helen Lemcke (L)
- 2) Lillian Mann (L)
- 3) Pam Christian–Jones (L)

The input from these volunteer people is invaluable and they continue to represent the Litchfield Council region magnificently.

The Committee continues to build its capacity through skills development, improved governance, budget reliability and sustainability as well as developing opportunities for seniors to undertake further events. Ongoing initiatives other than Seniors Fortnight presently includes:

- 1) Continuing partnership with Litchfield Council at Freds Pass Rural Show (Currently under discussion within Litchfield Council for 2021), lifting the profile of seniors through a partnership between the PLSA and Litchfield Council to grow membership by a further 15% during the triennium, 2021 – 2024 Gold Partnership Investment Package.
- 2) Palmerston Community Wheel.
- 3) Palmerston Volunteer Driver Program.
- 4) Improved, sustainable governance.
- 5) Additional trained first aid officers.
- 6) Maintaining relevant raffle licences requirements with Gaming and Licensing.
- 7) Continued to meet statutory obligations in accordance with:
 - Associations Act;
 - Northern Territory WorkSafe Act;
 - Gaming and Licensing Act;
 - Gaming Regulations; and
 - Attorney General – Justice requirements.
- 8) Deliver and administer fundraising activities around Palmerston and Litchfield region to support the Association in addition to grant / sponsorship applications.
- 9) The PLSA has established the date of the 14 July 2021 for the registration of regional members for Seniors Fortnight at the Taminmin.

Item 1 – Freds Pass Rural Show

The Litchfield Council has previously invited the PLSA to join them with the monitoring of their stall at the Freds Pass Rural Show. In regard to 2021, this initiative is currently being discussed within Council. This initiative demonstrates to Litchfield Council seniors that the PLSA and Litchfield Council are working in partnership to promote activities/events for seniors.

During the new agreement, the PLSA is again seeking to continue joint involvement at Freds Pass Show and will have available to seniors the following information:

- PLSA Membership Applications and seniors will be able to join the PLSA whilst at the Freds Pass Show if they desire;
- Applications for NT Seniors Card;
- Applications for Pensioner and Carers Concession Card;
- Events and opportunities for seniors; and
- Marketing material; including recent Newsletters.

These activities will be achieved through PLSA providing representatives from our Committee to join Litchfield Council staff monitoring its stall and this will include our Litchfield Council resident members.

Item 2 – Palmerston Community Wheel (PCW)

This initiative is a joint venture with a Silver Sponsor, Palmerston Shopping Centre. Their Silver Partnership Investment Package has provided us with valuable private funding, allowing PLSA to inject further funding into activities / events for seniors.

To manage this initiative, we have formed a Sub Committee of the PLSA and the Palmerston Shopping Centre (PSC) to manage the program.

The original concept was to allow not for profit organisations to book the PCW in the Palmerston Shopping Centre on a Saturday or Sunday to fund raise for their organisation. This activity would provide additional brand recognition for PLSA and Palmerston Shopping Centre through its pull up banners and brochures.

This initiative was intended to be open to all not-for-profit organisations in the Litchfield Council and City of Palmerston areas eg; Schools, Scouts, Guides etc. The concept was not taken on board by many NFP organisation in early 2019. As such the PLSA now utilises the PCW on a Saturday morning in weeks 1,2,4 and sometime 5 of the months, raising funds and assisting with our budget sustainability for seniors. TEMCHO utilise the PCW on Saturday morning in week 3 of each month.

This activity has now become a corner stone within our fund raising and budgeting process. The PLSA will continue with this activity throughout 2021.

Item 3 – Palmerston Volunteer Driver Program (PVDP)

PLSA has entered into a partnership with the Brennan Electoral Office to operate the Palmerston Volunteer Driver Program.

Many seniors need assistance to get to appointments. Notable improvements have been made with the advent of the Royal Darwin Hospital (RDH) Bus which picks seniors up from Palmerston, takes them to the RDH) / Darwin Private Hospital and returns them.

Whilst this initiative has improved seniors' access to appointments at the RDH and the Darwin Private Hospital, there are still gaps; - particularly for seniors within the Litchfield Council regions who have been the main clients of this service and who need to get to local doctors, optometrists, Palmerston Regional Hospital, physiotherapists and the like. The City of Palmerston provides PLSA with five (5) Disability Permits to assist with the operation of the PVDP service.

The service is administered by the Brennan Electoral Office where all calls are received, bookings made and where volunteer drivers liaise to transport seniors to appointment when they have **no other reasonable** transport available. We currently have three Palmerston volunteer drivers approved and **are currently looking for some regional volunteer drivers who have time to assist the PVDP.**

The volunteer drivers will utilise their vehicle and provide their time at no cost to the PLSA or the seniors. However, the PLSA assists volunteer drivers by contributing to out-of-pocket expenses. This service is available to both members and non-members.

The service to seniors is advertised through the offices of the local MLAs and the Grey Goss. The MLAs supporting this initiative within Litchfield Council and the City of Palmerston are:

Ms Kezia Purick	Electorate of Goyder
Mr Gerard Maley	Electorate of Nelson
Ms Marie – Claire	Electorate of Brennan
Ms Lia Finocchio	Electorate of Spillett
Ms Eva Lawler	Electorate of Drysdale
Mr Mark Turner	Electorate of Blain

Item 4 – Improved Sustainable Governance

Each year, PLSA audit, revise, improve and update our policies, procedures and forms. We continue to strengthen our governance model which in turn improves our Committee's understanding of our operations and provides sustainability and resilience of the Association, maximising opportunities for our members.

We have recently upgraded and approved the Strategic Plan (Attached). In addition, in 2019 we introduced a policy associated with Respectful Intervention which deal with elder abuse and respect.

The purpose of this policy and procedure is to assist seniors at events/activities; whereby the PLSA ensure seniors enjoy a social outing whilst expecting assistance where required through a relationship of trust; ensuring their self-determination and dignity, self-fulfilment, and their well-being is maintained at all times during participation in community events/activities.

Each year we provide our major partners with a qualitative and quantitative Evaluation Report of Seniors Fortnight, a document that not only provides data and opinions of seniors but provides PLSA with an opportunity for continuous improvement. **During 2020 our evaluation data confirmed that the average age of our cohort is 77 years young. The following is an extract is from our Evaluation Report 2020:**

Page 21: - ***“Aging Cohort – The data from our evaluations in 2020 from respondents who provided feedback supports the notion that the PLSA MUST continue with a more sedentary event program as 56.95% of our Seniors membership are aged between 71 and 85 years of age whilst the average age of members is 77 years young.”***

We meet at least annually or when necessary with our major sponsors/partners, endeavouring to ensure that any concerns and additions are taken into account when planning events for the future.

The PLSA has a policy to “*buy local*”. We utilise suppliers for goods and services from local suppliers where ever possible. By way of example:

- (1) Palmerston and Rural Party Hire (Howard Springs) – hire of chairs and table where required
- (2) Arafura Bluewater Charters (Coolalinga) – provision of prizes for raffles
- (3) Didgeridoo Hut and Art Gallery (cnr Arnhem and Stuart Hwy) – provision of raffle prizes
- (4) The Village Green (Humpty Doo) – event location Seniors Fortnight
- (5) Crazy Acres Mango Farm & Café (Berry Springs) – event location Seniors Fortnight

This policy assists the sustainability of local businesses who support the PLSA year after year.

Item 5 – Additional Trainer First Aid Officers

PLSA maintains a minimum of two qualified first aid officers who are Committee Members. There will always be at least one first aid officer at every event or on every bus when transport is utilised. These people also undertake CPR refresher courses annually. We take the health and wellbeing of our seniors seriously when attending events. We are currently ensuring that a further three Committee members complete Basic First Aid which provides the Association with improved coverage for first aid if required.

The PLSA maintains two (2) workplace first aid kits and we take these and the Association’s defibrillating unit to all Seniors Fortnight events.

Item 6 – Gaming and Licensing Requirements

The Public Officer is charged with ensuring that the PLSA maintains all gaming and licensing requirements when conducting lucky card draws, minor and major raffles.

Our governance arrangements include maintaining Gaming Regulations requirements, reporting of raffle winners, income, prize distribution, notification of winners for major raffles in the local newspaper and ensuring we comply with the various other regulations. The Public Officer is also required to obtain Lottery Permits where required.

Item 10 – Statutory Obligations

The Management Team, through our governance structure is responsible for ensuring that we maintain all of our statutory obligations, whether this is work health and safety, reporting or gaming and licensing. We hold current electronic copies of Acts and Regulations as they apply to the Association. The Association takes its responsibilities seriously.

Item 11 – Deliver and Administer Fundraising Activities

The Association’s budget is reviewed annually. Each year we undertake a review as to whether our budgeting and fund raising can meet the needs of our seniors intended programs / events. We

look to the future, ascertaining the types of activities that can be delivered for seniors and match the budget accordingly.

To maintain a sustainable funding; including the meeting of our insurance commitments and account fees requirements, many fund-raising activities are undertaken each year by the PLSA. These include, but are not limited to:

- 1) Bunnings BBQ Palmerston (Silver Sponsor), delivering three (3) BBQs a year;
- 2) Major Raffles x 2 (Dry Season Raffle / Christmas Raffle);
- 3) Working with Cazalys Club Palmerston running raffles during senior's morning teas (2 morning teas in total per month, including bingo on the 4th Thursday of the month);
- 4) Seeking of NT Government grants through Community Benefits Funding and the like;
- 5) Marketing, increasing Partnership Investment Package opportunities from the private sector;
- 6) Major Partnership with Local Government organisations;
- 7) Soliciting donations from generous business houses in the Litchfield and Palmerston region to be utilised as gifts / door prizes for Seniors Fortnight; and
- 8) Annual Membership Fee, introduced in 2016 (\$10pa), currently \$20pa.

Noteworthy – PLSA, since incorporation in November 2014 has delivered a Seniors Fortnight Program each year which has been at nil cost to seniors for the Seniors Fortnight events. The intent is that PLSA will continue to raise sufficient funds through 2021 - 2024 and continue operating the Seniors Fortnight program without levying seniors any event charges.

Litchfield Council

The Litchfield Council contributions have been gratefully received.

It is our desire that the Litchfield Council and PLSA should continue with a three-year triennium contractual arrangement, supporting seniors of the Litchfield Council region. We are currently in the third and final year of our current triennium funding contract and both parties have expressed a desire to renegotiate a further Gold Partnership Investment Package.

New Initiatives

In addition to continuing to conduct events for seniors of the Litchfield Council region, the PLSA would like to continue working with the Litchfield Council relating to the following new initiatives:

- 1) Scheduling of quarterly Association's Management Team and General Committee Meeting at the Litchfield Council Chambers.
- 2) Further liaison with Litchfield Council regarding the naming of Seniors Fortnight events
- 3) Accessing events in adjacent areas to Litchfield Council ie: Corroboree Wetland Billabong Tours.
- 4) Request assistance from the Litchfield Council to fill the remaining vacant position on our General Committee. Our desire is that the vacant position should be filled with a member from the Litchfield Council region.
- 5) Invite the Mayor of the Litchfield Council to attend the PLSA General Committee Meetings each month (except any confidential sessions).
- 6) The PLSA, in addition to having a COVID-19 Safety Plan in place and having been successfully inspected (Attachment - Statement of Commitment), has in accordance with

the Northern Territory Government's latest business requirements appointed a COVID Safety Coordinator.

We have also enrolled three of our Committee Members into the competency HLTINFCOV001 – Comply with infection prevention and control policies and procedures (Nominal Duration 25 hours) under the Government's Free Infection Control Training for NT Businesses.

With regards to Item 1, the PLSA has already scheduled meetings of the Management Team and General Committee for each quarter of 2021 at the Litchfield Council offices. We have conducted two of these meetings at the office in January 2021.

Regarding Item 5, the PLSA has been in email contact with the Mayor regarding the possibility of the Mayor of Litchfield Council (or her/his nominee) attending our General Committee Meetings in 2021. We believe this initiative will benefit both parties.

Stop the Press!

Further to Items 1 through 5, the PLSA is currently negotiating a further two initiatives which will benefit seniors of the region.

- a. The PLSA is currently in negotiations with the Humpty Doo & Rural Golf Club (HDGC) to establish a monthly seniors morning tea at the HDGC. The Club Manager, Megan Coutts is very supportive of this initiative and a tentative date of Wednesday 3 March has been established for the first morning tea.

We intend to have further discussion regarding this matter at our next General Committee Meeting and are currently working through the detail. We intend raise this initiative at our first morning tea at Cazalys on the 28 January 2021. This initiative will place a further regular event in the Litchfield Council region.

- b) Seniors miss the bi-monthly movies since CMAX closed. The PLSA is having a further meeting with Events Cinema next Thursday to ascertain the details of senior's movies and morning tea for our cohort. This initiative is in its early stages, but we believe we can get the initiative up and running.

We are looking to subsidise admissions by 50% for our members. In addition, we hope to successfully negotiate a Seniors Fortnight event at the Events Cinema Yarrowonga in August 2021. **Watch this space!**

Litchfield Council - Partnership

Background

We look forward to continuing in partnership with the Litchfield Council, including the utilisation of The Village Green at Humpty Doo for either the Closing or Opening Ceremony each year. There is still a necessity to work with the Council regarding this venue. The PLSA again in 2020 paid a hire fee, but still needed to supply about 40 chairs and a number of tables to meet our needs for this event.

At the PLSA Opening or Closing Ceremony carers, seniors, guests and entertainers make up notionally 150 people attending. These events are well supported by seniors and give the Litchfield Council an excellent opportunity to promote how Litchfield Council assists seniors.

In addition, the PLSA is looking forward to joining Litchfield Council at the Freds Pass Show during the next three years. This is a positive display and contribution by both organisations regarding the strength and importance of seniors are to our community.

We look forward to continuing to grow our membership from the Litchfield Council region as well as look for opportunities to hold further events in the Council region in coming years. In order to achieve our events for seniors we need to continue to raise funds from our sponsors to ensure that our seniors enjoy events not only during Seniors Fortnight but throughout the year.

What's the deal for the Litchfield Council?

The Association offers the following considerations for the Litchfield Council to provide a 3-year triennium contract, valued at \$10,000/year for 2021 - 2024.

We would welcome an opportunity to discuss our submission further with Council.

Gold Partnership Investment Package

The Association By-Laws allow for only TWO Gold Sponsor

Litchfield Council

The Gold Partnership Investment Package has the following attributes:

- ✓ A Gold Partner will have their business / organisation or individual name advertised over the public address system at Opening and Closing Ceremony.
- ✓ Partner naming rights at two of the Senior Fortnight events in consultation with the Association.
- ✓ Advertisement – Litchfield Council logo printed on all copies of the Seniors Fortnight Program.
- ✓ Advertising – Litchfield Council “pull up banners” and other advertising materials supplied which can be erected by the PLSA at the Opening and Closing Ceremony (The PLSA would like the Litchfield Council to provide us with a seniors “pull up banner” for use at relevant PLSA events on a permanent basis).
- ✓ Advertising – Acknowledgement at Opening and Closing Ceremony that the Litchfield Council is a **Gold Partner** for Seniors Fortnight.
- ✓ Invitation for the Mayor (or their representative) to officiate at and Opening or Closing Ceremony of Seniors Fortnight.
- ✓ Prestige of partnering a major event for seniors of the Litchfield Council region for Seniors Fortnight – demonstrating a commitment and community obligations toward seniors.
- ✓ Demonstration to local business that Litchfield Council support its seniors.
- ✓ Three allocated guest tickets for the Opening and Closing Ceremony.
- ✓ Receive a Certificate of Appreciation from the Association for their Gold Partnership, participating in the Palmerston And Rural Seniors Fortnight.
- ✓ An increase of Litchfield Council region seniors by 15% during the next triennium who will become members of the PLSA.
- ✓ PLSA retain the Litchfield Council logo on all of our “pull up banners” as a Gold Sponsor.
- ✓ Introduction of new initiatives (Page)

NOTE: The Association, in seeking this partnership have enclosed the following documents for consideration:

- Letter - Litchfield Council
- Certificate of Currency - Public Liability Insurance
- PLSA Register of Association Committee Members
- PLSA. Strategic Plan

- PLSA Organisational Chart
- PLSA Certificate of Registration/Incorporation
- Grant / Partnership Summary Information

What's the deal for the PLSA?

- ✓ Contract - 3-year triennium for Gold Partnership Investment Package between Litchfield Council and the Palmerston And Litchfield Seniors Association Inc. (PLSA)
- ✓ Contract value - \$10,000 / annum paid into our account by the 30 June each year.

Note: The PLSA does not ask for any CPI increases, nor charges Litchfield Council GST as we are not registered for GST.

- ✓ The Association will arrange, organise and manage events, including Seniors Fortnight. This will include:
 - ✓ Payment of all Association invoices with regards to Seniors Fortnight
 - ✓ Arrange and manage all events for Seniors Fortnight
 - ✓ Liaise with Local Government in relation to planning Seniors Fortnight
 - ✓ Fund raising to support the Seniors events
 - ✓ Design artwork and have printed programs for Seniors Fortnight
 - ✓ Ensure partners logos are displayed on Seniors Fortnight Program
 - ✓ Manage the registration / bookings process for regional seniors
 - ✓ Manage "waiting lists" for events for regional seniors
 - ✓ Ensure compliance with various Acts and Legislation
 - ✓ Arrange where required bus transport in association with the NT Government
 - ✓ Arrange where required venues in association with the Litchfield Council
 - ✓ Maintain relevant raffle licences, complying with Gaming and Licensing requirements
 - ✓ Maintain all relevant insurances, including Public Liability Insurance (currently \$20M)
 - ✓ Maintain all operational governance and administrative documentation
 - ✓ Maintain First Aid Kit and equipment
 - ✓ Maintain at least two qualified "First Aiders" on the Committee
 - ✓ Ensure "First Aiders" annually upgrade their CPR skills
 - ✓ Maintain all Risk Management requirements
 - ✓ Undertake Risk Management Matrix for all events at Seniors Fortnight and other events
 - ✓ Maintain Association By-Laws
 - ✓ Maintain all policies and compliance with Work Health and Safety requirements
 - ✓ Provide partners with a qualitative and quantitative Evaluation Report annually for Seniors Fortnight
 - ✓ Ensure financial records are managed, annually audited and submitted to relevant agency
 - ✓ Renew annually Raffle Licences with Gaming and Licensing as required
 - ✓ Seek local business support for Seniors Fortnight.

In addition, PLSA will continue to strengthen events and fund raising with its sponsors/partners for seniors by looking for additional opportunities for seniors where ever possible.

WE PRIDE OURSELVES ON THE FACT THAT NO SENIOR HAS EVER BEEN CHARGED FOR ATTENDING ANY EVENT DURING SENIORS FORTNIGHT AND THIS POLICY REMAINS IN PLACE FOR THE TRIENNIUM 2021 - 2024.



COUNCIL REPORT

Agenda Item Number:	14.02.04
Report Title:	Local Government Association of the NT – NT Heritage Council Nomination
Author & Recommending Officer:	Daniel Fletcher
Meeting Date:	19/10/2021
Attachments:	A: LGANT Template Nomination Form

Executive Summary

The Local Government Association NT are calling for nominations to represent LGANT on the NT Heritage Council. The position is by Ministerial appointment and is open to Elected Members.

Recommendation

THAT Council advise the Local Government Association of the Northern Territory that Councillor ... be nominated to represent LGANT on the Northern Territory Heritage Council.

Background

The Northern Territory (NT) Heritage Council has been set up to provide advice to the Northern Territory Government on matters affecting the Territory's cultural and natural heritage.

The NT Heritage Council operates under the [Heritage Act 2011](#). The Act sets out the functions and powers of the NT Heritage Council.

- The NT Heritage Council meets at least four times a year.
- The Act requires that the NT Heritage Council produce an annual report every year.

Members

The NT Heritage Council has 11 members. Six are appointed by the Minister for Arts and Culture and Heritage at their discretion.

The other five are made up of:

- the CEO, or a nominee of the CEO, of the Department of Territory Families, Housing and Communities
- a nominee from the National Trust
- a nominee from the Aboriginal Areas Protection Authority (AAPA)
- a nominee from an organisation representing the interests of local government

- a nominee from an organisation representing the interests of land owners.

At least two of the NT Heritage Council's members must be of Aboriginal descent.

Current members

- Mr Allan McGill AM, chairperson
- Ms Grace Foulds, National Trust of Australia, Northern Territory
- Mr Robert Pocock, Aboriginal Areas Protection Authority
- Mr Damien Ryan, Local Government Association of the NT
- Dr Ilka Schacht
- Mr Stephen Ashford
- Ms Katy Moir
- The Hon Tom Pauling AO QC
- Ms Rachel Perkins
- Mr Randle Walker

Nominations close Friday 26 November 201. Three nominees will be endorsed at the Executive Meeting on 7 December 2021 and sent to the Minister for his consideration.

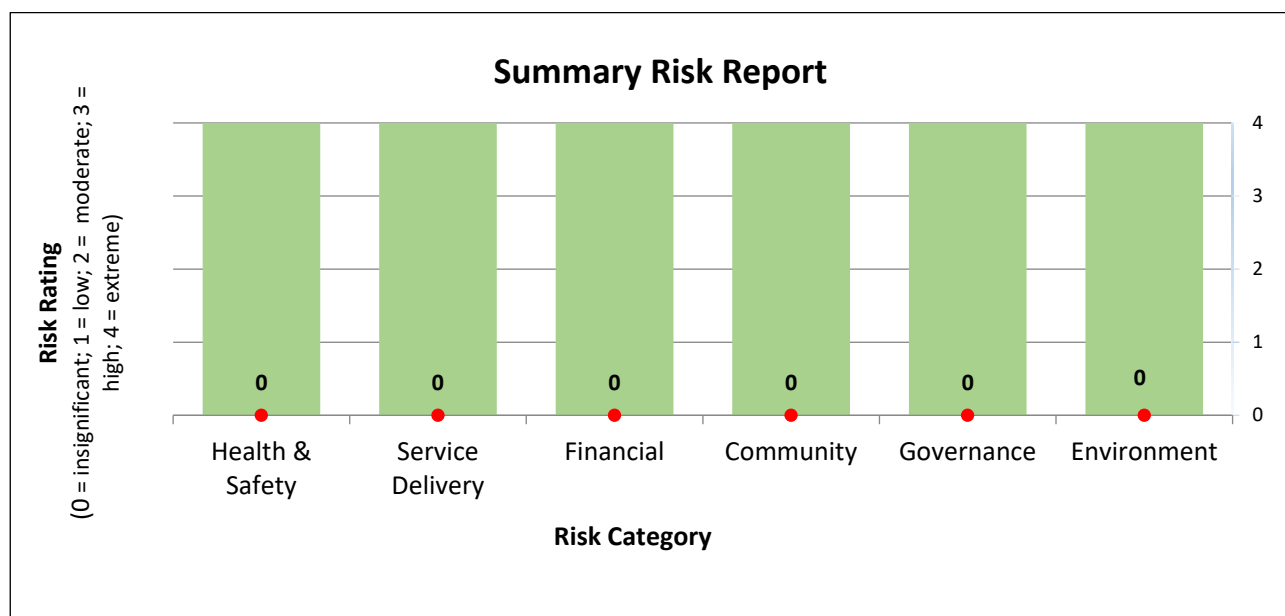
Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Heritage Act 2011.

Risks



Community Engagement

Nil.

LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN
TERRITORY

NOMINATION FORM

NT HERITAGE COUNCIL



COUNCIL NAME:

1. Agreement to be nominated

I, _____ agree to be nominated as a
(name in full)

member of the **NT HERITAGE COUNCIL**.

Signature: _____ Date: _____

2. Council Confirmation of Nomination

I, _____ the Chief Executive Officer

hereby confirm that _____

was approved by resolution of Council to be nominated as a member of the
NT HERITAGE COUNCIL at a meeting held
on / /2021

Signature: _____ Date: _____

3. Nominee's Contact Details

Email address: _____

Phone No: _____

4. Nominee Information

The following information is required to enable the Executive to make an informed decision. If you want to submit further information please attach it to this form.

4.1 What is your current council position? _____

4.2 How long have you held your current council position? _____

4.3 Please list your educational qualifications:

4.4 What experience do you have that is relevant to this committee?

4.6 Apart from your current position what other experience have you had in local government?

5. You agree to supply the Executive with a report on the committee meetings you attend?

I agree ☐ I Disagree ☐

6. Have you read and agree to the Outside Committee procedures

Yes ☐



COUNCIL REPORT

Agenda Item Number:	14.03.01
Report Title:	Summary Planning and Development Report September 2021
Author:	Mark Hogan, Planning & Development Program Leader
Recommending Officer:	Leon Kruger, General Manager Infrastructure & Operations
Meeting Date:	19/10/2021
Attachments:	A: PA2016.0022 - Letter of Comment B: PA2019.0221 Darwin River Hotel - Letter of Comment C: Heritage Survey - Letter of Comment D: Crown Land sale application - Letter of Comment

Executive Summary

The purpose of this report is to provide to Council a summary of planning and development applications received, and comments provided, for the period of 1 September to 30 September 2021.

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

Type of Application	No. Applications
Development Applications	3
Mining Applications	1
Sale, Lease, or Occupation of Crown Land Applications	1
Liquor Licence Applications	0
Water Licence Applications	0
Clearances for Development Conditions	1
Building Certificates (Stormwater/Driveway Plan Reviews)	21
Works Permits	13

Letters of Comment for all application categories (development, mining licence, crown lands, liquor and water licences) are provided at the attachments to this report. **PA2021.5018** is not attached as it is at a confidential draft stage with the Department of Infrastructure, Planning and Logistics.

Recommendation

THAT Council:

1. receive the Summary Planning and Development Report September 2021; and
2. note for information the responses provided to relevant agencies within Attachments A -D 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	1
Development applications supported, subject to normal Council conditions	2
Development applications not supported/objected to for reasons related to Council issues	0
Development applications objected to for reasons not directly related to Council issues	0
Note:	

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
DP2016/0022 667 Reedbeds Road, Darwin River, Lot 9 Hundred of Cavenagh Attachment A	Application for an Extension of Time to an existing Development Application. Council <u>does not object</u> to the EoT application as the development is yet to be finalised and has previous support from Council (originally on 24 March 2016 and at an Extension of Time on 11 June 2019).	Support is only provided should access issues be resolved, including resolution of issues with PWC and Crown Lands regarding the proposed alternative accesses along the north-south or east-west extensions to the existing unsealed access known as "Pipeline Road." Council could then consider accepting management responsibilities of roads officially opened.

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
PA2021/0228 195 Darwin River Rd, Darwin River, Section 02334 Hundred of Cavenagh. Attachment B	Application of a Variation for an additional 8 accommodation units and reception/office space in demountable structures. Council <u>does not object</u> to the granting of a Variation to the Development Permit.	Council supported the previous Development Application, and the Variation is not a significant departure from the initial intent. Council is supportive of economic development. There is no likely impact on Council infrastructure (Darwin River Road is NTGovt owned). Stormwater is no issue on the 15ha+ site.
PA2021/5018 Lands Planning Division, Department of Infrastructure, Planning and Logistics (DIPL). Not Attached, Confidential	Council <u>does not object</u> to the decision to undertake the proposed Planning Scheme Amendment.	Currently operating under confidentiality requirements of DIPL.

Other applications commented upon

The table below describes other applications Council has been provided with the opportunity to submit a letter of comment on, in line with statutory notification processes.

Application Type	Purpose and Summary
Mining Licence (Heritage Survey) Attachment C	DIPL requires due diligence to be undertaken to consider heritage and the environment, prior to gas industry development in the area. Council supports the approach and would welcome any engagement it found suitable to the interests of Council, should a site of significance be discovered.
Crown Land Sale Application –	Council <u>does not object</u> to the sale and conversion of the Crown lease to freehold title for Somerville Foundation Incorporated for the purposes of assisted living. Council supports growth in local

Lot 28 LTO70/004, Hundred of Bagot Attachment D	businesses and charities, and notes that there is a high need within the municipality and surrounds for assisted living servicing the cohorts intended to be addressed on the nominated site.
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ASSESSMENT OF PLANS/REPORTS/DRAWINGS FOR CLEARANCE OF DEVELOPMENT PERMIT CONDITIONS

Council reviews plans, reports, and drawings as part of the process to clear conditions on Development Permits to ensure that the proposals meet Council requirements and will not have adverse effects upon neighbouring properties or Council assets. Examples 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 Certifications – (stormwater / driveways)
21

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 Permits
13

Links with Strategic Plan

A Great Place to Live - Development and Open Space

Legislative and Policy Implications

Not applicable to this report.

Risks



No identified risks applicable to this report.

Community Engagement

Not applicable to this report.



3 September 2021

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

RE: Letter of Comment Extension of time to Development Application

DP2016/0022

Lot 9 (667) Reedbeds Road, Darwin River, Hundred of Cavenagh, Subdivision two lots

Thank you for the application for an extension of time to the existing Development Application noted 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 an Extension of Time to the existing Development Permit with the following comments:

- a) The application is yet to be finalised and has previous support from Council, originally on 24 March 2016 and at an Extension of Time on 11 June 2019, provided conditions are met and the Development Permit is approved.
- b) The application proposes to subdivide the site into two new lots that are well in excess of the minimum lot size required in the subject zone.
- c) The access running north-west from Duddell Road (including any proposed extension of such) identified by the Applicant as "Pipeline Road" (hereafter 'Pipeline Road') is not currently a Gazetted Council Road but rather an unsealed private access within Crown Land which provides entrance and egress to a Power and Water Corporation (PWC) pipeline asset.
- d) Council comments on this application from 24 March 2016 and 11 June 2019 indicated that "Council currently maintains Pipeline Road" and the Council Roads Policy was "under review and may be subject to change." Council's Roads Policy was updated in January 2020 and following now applies:
 - i. The PWC unsealed access known as 'Pipeline Road' is not identified for Private Roads Maintenance and Treatment. It is not a Gazetted road, nor has it been registered with Place Names.

- ii. On request by landowners or as identified by Council, private roads not identified for Private Roads Maintenance and Treatment will be considered for maintenance and management by Council, whereby if accepted for inclusion, all policy requirements will apply.
 - iii. Council can commit to taking over Pipeline Road as an unsealed road and maintaining it as such once the Applicant has completed all development obligations as part of the road opening process. No agreement between Council and the Applicant with regards to the road alignment and extent of road currently exists.
 - iv. Conditions imposed by authorities such as PWC and Crown Land Estate would need to be considered by the Applicant as part of the road opening process in order to properly negotiate the opening of a new road across Crown Land.
 - v. Whilst there are steps in the road opening process that Council is required to assist in the facilitation of, the Applicant is ultimately responsible for undertaking all relevant procedures including the responsibility for covering all associated costs.
- e) As such, Council continues to note that support is only given for the proposal provided that a 30m wide road reserve corridor be dedicated to Council and opened as an unsealed road, with the following requirements:
- i. Whilst Council would undertake actions required of it under the *Local Government Act* to open the road as an unsealed road, a formal agreement must be entered into between Council and the Applicant. This must occur in accordance with Council's Road Opening Agreement, which outlines the responsibilities of the Applicant in relation to the road opening, including the Applicant paying the required Council fee and bearing all costs associated with the road opening.
 - ii. Council would accept from Crown Land Estate and/or other relevant authorities a 30m wide road reserve as negotiated by the Applicant and those authorities.
 - iii. Whilst a new road reserve would be created, Council would accept the road in an unsealed condition. In accepting the road reserve, Council would not accept responsibility for any upgrades required prior to this relating to the assets in the road reserve, nor would Council commit to improving the road (and as such, no road sealing or the like could be expected of it).

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 may be 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.

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



02 September 2021

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

RE: Letter of Comment Variation to Development Permit Application

**Section 02334 Hundred of Cavenagh
Variation to DP19/0308 for an additional 8 accommodation units and reception/office space
in demountable structures to Stages 2 and 3 at the site of the Darwin River Tavern**

Thank you for the Variation to Development Permit Application concerning the above, which was forwarded to this office on 19 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.

The following issues are raised for consideration by the Authority:

Council does not object to the granting of a Variation and provides the following comments:

- a) Council previously supported the Development Application and the Variation is not a significant departure from the initial intent.
- b) Council supports economic development, and the development of appropriate tourism ventures, in the rural area.
- c) There is not expected to be any impact on any Council infrastructure or amenity as a result of the proposal.
 - i. Darwin River Road is an NT Government-owned road and therefore Council is not responsible for access to the site.
 - ii. As the new development proposed is a substantial distance from the property boundaries of the large site, there are not expected to be stormwater drainage concerns for the site.
- d) As the site currently contains substantial commercial facilities and is over 15ha in size, it is expected that waste collection can be appropriately managed on site.



Should the application be approved, the following standard 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) In relation to any Council owned and/or managed road; 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) In relation to any Council owned and/or managed assets; 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 Variation 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



02 September 2021

Crown Land Estate
Department of Infrastructure, Planning and Logistics
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment – Heritage Survey

Proposed Occupation Licence for Heritage Survey - Middle Arm

Thank you for the proposed licence for a heritage survey referred to this office on 20 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 area raised for consideration by the Authority:

Council supports the granting of to the granting of a licence and provides the following comments outlining the reasons for this decision:

- a) Council applauds the Department of Infrastructure, Planning and Logistics (DIPL) for undertaking best-practice due-diligence, which must consider heritage and the environment, prior to gas industry development in the area.
- b) Council supports the principals of heritage surveys, consistent with the *Burra Charter*, to protect sites (natural or otherwise), objects and architecture of aesthetic, historic, scientific, social, and spiritual value.
- c) Where protected sites are discovered and there is an opportunity to make them public for educational or tourism purposes, Litchfield Council would welcome an approach to work with relevant organisations (such as Traditional Owners or WWII Associations) to explore management arrangements to best create value for the wider community.

Should the licence be approved, the following standard notes are recommended for inclusion in any permit issued by the relevant authority:

- a) A *Works Permit* may be required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- b) Litchfield Council's Contributions, Fees and Charges may apply to the above condition. Additional information can be found at www.litchfield.nt.gov.au.

If you require any further discussion in relation to this application, please contact Litchfield Council'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



29 September 2021

Land Transactions, Crown Land Estate
Department of Infrastructure, Planning & Logistics
Floor 5, Energy House, 18-20 Cavenagh Street, Darwin
GPO Box 1680, Darwin, NT 0801

RE: Letter of Comment; Land Transactions, Crown Land Estate

Direct sale application - Lot 28 LTO70/004, Hundred of Bagot

Thank you for the invitation to comment on the direct sale application concerning the land referred to above, which was forwarded to this office on 13 September 2021.

Council does not object to the sale and conversion of the Crown lease to freehold title, and provides the following comments:

- a) Council supports growth in local businesses and charities, and notes that there is a high need within the municipality and surrounds for assisted living servicing the cohorts intended to be addressed by Somerville Foundation Incorporated on the nominated site.
- b) Council notes that there will be a requirement to change the permissible land use of the site to allow the proposed future development to comply with the Northern Territory Planning Scheme. From the correspondence Council has received, it is of the understanding that there is consideration of achieving this either through an exceptional development permit (EDP) or rezoning of the land to a suitable zone.
 - i. Council advises against the use of and EDP as this will only serve as a 'one-off' permit that is restrictive and non-adaptable, which may lead to an administratively burdensome process for future development applications.
 - ii. Council recommends a rezoning of the land through a Planning Scheme Amendment as the preferred option, as this would allow for additional future development as necessary, or the accommodation of any variation to the initial Development Application (should that arise).

Should the application of sale be approved, Council will apply conditions to any subsequent planning application pursuant to the *Planning Act* and Council's responsibility under the



Local Government Act. Though not included in this letter, any Development Permit issued by the consent authority would be expected to comply with Council requirements.

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:	Development Consent Authority Nominations December 2021
Author & Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	19/10/2021
Attachments:	A: Correspondence from Minister for Infrastructure, Planning and Logistic – 2 September 2021 B: DCA Nomination Form

Executive Summary

The Minister for Infrastructure, Planning and Logistics has written to the CEO to inform that the term of the three current community members (local government council nominated members) on the Litchfield Division of the Development Consent Authority expires on 3 December 2021.

The Minister has requested that Council nominate representatives to the Litchfield Division of the Development Consent Authority to fill the three available positions on the Development Consent Authority. The three members consist of three members and one alternate who is to act on behalf of a full-time member when a full-time member is absent or unable. The number of persons to be nominated must be at least one greater than the number of vacancies to be filled. Council is therefore required to nominate four persons for the Minister's consideration in accordance with section 91(2) of the Planning Act 1999.

Recommendation

THAT Council nominate the following persons to the Litchfield Division of the Development Consent Authority:

First Nomination: _____

Second Nomination: _____

Third Nomination: _____

Fourth Nomination: _____

Background

The Development Consent Authority (DCA) makes decisions on planning applications for development and subdivision for the local Council area.

The DCA is made up of members appointed by the Minister for Infrastructure, Planning and Logistics. Section 89 of the NT Planning Act sets out the manner in which Litchfield Council can participate in the DCA.

The term of the three current community members (local government council nominated members) on the Litchfield Division of the DCA expires on 3 December 2021. The Minister for Infrastructure, Planning and Logistics has written to the Chief Executive Officer (Attachment A) to request that Council nominate representatives to the Litchfield Division of the Development Consent Authority to fill the three available positions. The minister has the ultimate authority to select and appoint members on the DCA.

Council's representation on the DCA consists of three members and one alternate member. The alternate member's role is to act on behalf of a full-time member when a full-time member is absent or unable. The number of persons to be nominated by Council must be at least one greater than the number of vacancies to be filled. Council is therefore required to nominate at least four persons for the Minister's consideration in accordance with section 91(2) of the Planning Act 1999.

Members on the DCA may be Councillors or members of the public (but not Council employees) whom the local authority believes will represent the community adequately.

As mentioned in section below with heading Community Engagement, Council invited expressions of interest from the community. The closing date was Friday 24 September 2021 and no submissions have been received by the closing date.

Council representatives on the DCA are tasked to consider all information in an application and all submissions by relevant authorities and the public, against the requirements of the NT Planning Scheme. The representative is not tasked with representing the position in the Council's letter of comment on an application.

Membership of the DCA requires attendance at meetings a minimum of one Friday per month. Members are expected to read details of applications and enforcement items in the few days prior to the hearing and the material can total 300-500 pages. Confidentiality is of the highest importance.

Links with Strategic Plan

Everything You Need - Community Prosperity

Legislative and Policy Implications

The *NT Planning Act* provides for Councils nominating three members and an alternate member to the DCA. The Minister is required to appoint members to the DCA.

Risks



Should Council fail to nominate members to the DCA, the Minister may make appointments as he/she sees fit.

Community Engagement

Council reached out to the community through Facebook on Wednesday 8 September 2021 and invited interested parties to contact Council by email if they were interested to participate as a member of the DCA. The closing date was Friday 24 September 2021 and no submissions have been received by the closing date.



MINISTER FOR INFRASTRUCTURE, PLANNING AND LOGISTICS

Parliament House
State Square
Darwin NT 0800
minister.lawler@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5566
Facsimile: 08 8936 5609

Mr Daniel Fletcher
Chief Executive Officer
Litchfield Council
PO Box 446
HUMPTY DOO NT 0836

Email: daniel.fletcher@litchfield.nt.gov.au


Dear Mr Fletcher

I would ordinarily write to the Mayor on this matter, but given the timing of this correspondence so close to the recent local government elections, I determined it more appropriate to write to you in your capacity as Chief Executive Officer, in this instance.

The term of the three current community members (local government council nominated members) on the Litchfield Division of the Development Consent Authority expires on 3 December 2021.

The three current community members are Councillor Christine Simpson, Deanne Hunt and Councillor Doug Barden (alternate community member). The alternate community member acts for a community member when they are absent or unable.

In accordance with section 91(2) of the *Planning Act 1999*, the number of persons nominated must be at least one greater than the number of vacancies to be filled. Accordingly, could you please nominate four persons you think suitable to appoint as community members.

You are required to include with your nominations a completed registration form (attached) for each nominee.

Community members may be councillors/aldermen, or members of the public with good standing whom the local authority believe will represent the community. An employee of a local authority is not eligible to be appointed as a community member for that local authority.

Please note that pursuant to section 91(3) of the *Planning Act 1999*, if the local government council fails to nominate the number of persons required, I may appoint any person I consider fit.

Please provide your four nominations and completed registration forms to myself at minister.lawler@nt.gov.au with cc to development.consentauthority@nt.gov.au by 25 October 2021.

If you have any questions in relation to this correspondence please contact Ms Dawn Parkes, A/Director Development Assessment Services on 08 8999 6048 or dawn.parkes@nt.gov.au

Yours sincerely

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

EVA LAWLER

- 2 SEP 2021

Community Member of the Development Consent Authority

Registration Form for each Local Government Council nominee

First Name		
Middle name/s		
Surname		
Contact phone number		
Contact email		
Are you an NTG or Commonwealth employee <input type="checkbox"/> YES <input type="checkbox"/> NO	Are you an Australian Citizen <input type="checkbox"/> YES <input type="checkbox"/> NO - Please attach your current working visa	Do you present as Aboriginal or Torres Strait islander <input type="checkbox"/> YES <input type="checkbox"/> NO
Current employment: -		
Qualifications: -		
Please attach to the Council nomination letter and email to Minister.lawler@nt.gov.au with a cc to development.consentauthority@nt.gov.au		



COUNCIL REPORT

Agenda Item Number:	14.03.03
Report Title:	Pre-Need Burial Plot Sales
Author:	David Jan, Manager Operations and Environment
Recommending Officer:	Leon Kruger, GM Infrastructure and Operations
Meeting Date:	19/10/2021
Attachments:	A: Thorak Regional Cemetery Fees and Charges

Executive Summary

This report presents to Council for approval, the ability of Thorak Regional Cemetery customers to purchase an interment plot without the intention to use for interment. Whilst the purchasing of plots without the intention to inter will impact the long-term capacity of the Cemetery, allowing the practice will ensure customer's cultural practices or personal preferences are met.

Recommendation

THAT Council:

1. approve the practice of purchasing cemetery plots without the intention to use for interment with the proviso that an interment fee for the unused plot is paid;
2. request a review of CEM02 Interment Policy to include the provision of purchasing cemetery plots without the intention to use for interment and requirement for an interment fee on those plots; and
3. request staff to present the reviewed CEM02 Interment Policy to Council at its January 2022 meeting.

Background

Officers are recommending that Council confirm the ongoing practice of allowing the purchase of burial plots to allow for extra space. For example, two plots would be purchased for one burial. Additionally, an updated fee structure is recommended to ensure that Council is not financially impacted due to loss of income from the missed interment fees it would have otherwise attracted from these pre purchased sites. The missed interment fee will be charged at the time of burial where the plot becomes unusable. This will ensure that the maximum amount that could be realised from the sale of the plot is collected

Under the current fees and charges structure (Attachment A), Thorak Regional Cemetery (TRC) clients are able to pre-purchase an interment site for future use. Customers pay the relevant Cemetery fee and nominate the person to whom the plot will be assigned. Pre purchased sites can be returned if unused receiving a 75% refund on the fee at the time of purchase.

Interment fees are charged at the time of burial covering the cost of grave preparation and filling. With no clear direction, currently only a single interment fee is charged in cases where an interment uses more than one burial plot.

Fees and charges are set at a level which recognises that once a plot is used, no further income can be obtained from that space despite Council's responsibility to maintain the site in perpetuity.

Historically, clients have been granted permission to purchase an extra plot to allow extra space for cultural reasons and oversized monuments, known as centre burials. This has resulted in 33 plots which will not be used to inter a body, reducing the overall capacity of the site, with approximately half of these sold as pre needs.

Links with Strategic Plan

A Well-Run Council - Modern Service Delivery

Legislative and Policy Implications

Whilst there is an abundance of space available at TRC, thought should be given to the long-term life span of the cemetery. Allowing purchases of cemetery plots not intended for interment reduces the overall capacity of the site and the long-term operational life of the Cemetery.

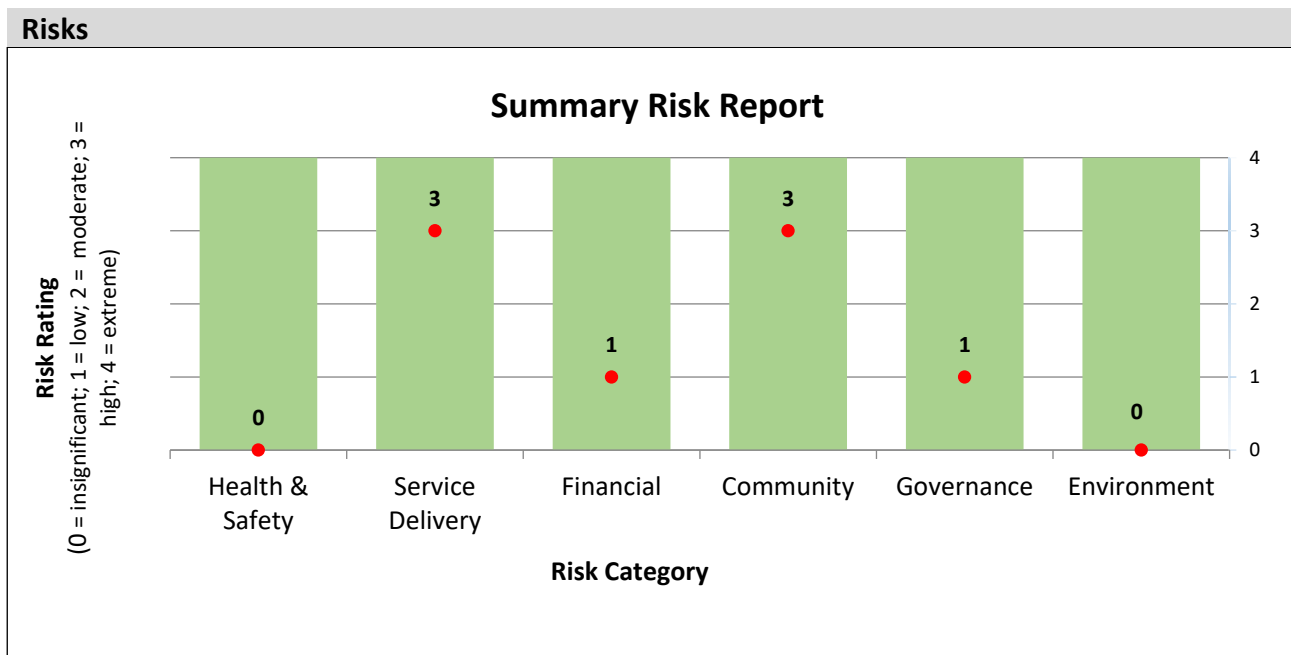
There are currently 33 plots (used and purchased) that are or will be unusable that date back to the early 2000's indicating that demand is not excessive however, it is anticipated that community sentiment would be negative should the option to purchase a plot for extra space be removed.

Centre burials are only requested and allowed in Sections C, D and E which are monument sections.

Policy Impact

CEM03 Memorials policy – no change required

CEM02 Rights of Interment policy – Policy is due for review in May 2022 and should include this policy decision.



Service Delivery

The layout and planning of TRC is designed to accommodate a diverse range of cultural and religious requirements. Restricting the ability to purchase extra space will mean a reduction in the current service level available to TRC clients with some cultures placing a level of significance on the size of monuments erected over grave sites.

Financial

The interment fee lost due to a plot not being used for interment at current prices is \$1,044. Once a plot is sold and occupied Council will receive no further income from that plot.

Community

Removing the capacity to pre purchase a plot that will not be used for interment is likely to generate significant displeasure from those who require this service. If Council proceeds with that course of action, it would be prudent to honour existing pre needs purchases that have indicated centre burials.

Governance

It is anticipated that an updated Cemeteries Act will be enacted by the Northern Territory Government in this term of Council. It is unknown how any changes to the Cemetery Act will impact on Council's responsibility to maximise the life span of TRC. The current Cemeteries Act is silent on this issue.

Community Engagement

This issue has come about due to a memorial request over multiple plots that identifies that one of the plots will not be used. This practice has previously been permitted prior to Council assuming control of Thorak Regional Cemetery. There is no previous documented consultation or Council decision.

THORAK REGIONAL CEMETERY

Fees and Charges 2021-22

Effective from 1 July 2021



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Monday - Friday: After 4.30pm (per staff per hour or part thereof)	6
Cremations after 3:00pm (per hour or part thereof)	6
Burials after 4.00pm (per hour per staff or part thereof)	6
Memorial Permits	6
Memorial Installation Fees via Thorak Staff	6
Other Charges	6
Administration	6
Infant Subsidy	7

Exclusive Right of Interment/ Interment Fees Child Fees apply to aged 8 years and under ¹ For further interments an extra depth fee of \$469 applies to first interment. Second interment fee due at time of second interment. ² Cremated remains interred into an existing occupied grave. ³ Coffins over 750mm wide but less than 1000mm are subjected to extra fees for larger grave preparation. ⁴ Prices include niche front engraving of up to 37 characters, for the first interment only. ⁵ "Niche A" second urn must be correct size to fit limited space. ⁶ Exclusive Right of Burial Fee of \$10 applies as per Section 29 Cemeteries Act				
			Cemetery Fee Including GST \$	Interment Fee Including GST \$
<u>Section A & G – Plaque</u> ^{1, 2, 3, 6} • Adult • Child • Cremated Remains			3,882 2,144	1,044 1,044 281
<u>Section B – Headstone & Plaque</u> ^{1, 2, 3, 6} • Adult • Child • Cremated Remains			5,896 2,937	1,044 1,044 281
<u>**Section Monument B, C, D & E – Monuments</u> ^{1, 2, 3, 6} • Adult • Child • Cremated Remains			7,890 5,223	1,044 1,044 281
<u>Orthodox Section – Monuments</u> ^{1, 2, 3, 6} • Adult • Child • Cremated Remains			7,890 5,223	1,044 1,044 281
<u>Muslim Section (Monuments)</u> ^{3, 6} • Adult • Child <u>Muslim Section (Flat Marker)</u> ^{3, 6} • Adult • Child			7,890 5,223 3,882 2,144	1,044 1,044 1,044 1,044
<u>Baha'i Section – Plaque</u> ^{3, 6} • Adult • Child			3,882 2,144	1,044 1,044
<u>Jewish Section – Monument</u> ^{1, 3, 6} • Adult • Child			7,890 5,223	1,044 1,044
<u>Garden of Angels</u> ^{1, 2, 6} <i>Garden of Angels graves accommodate caskets up to 110cm long by 45cm wide</i> Section A - Plaque only Section B - Headstone and Plaques Children's Cremated Remains Interment Garden Un-Registrable Foetus burial			2,144 2,937 448 456	1,044 1,044 281 255

NOTE: Exclusive Rights reservations issued before the introduction of CEM02 *Rights of interment Policy* 2018 will attract the Cemetery Fee and the Interment Fee at the time of interment.

** Plots pre-purchased in Sections C and D may incur a pre-digging fee to determine if the site is usable in the future due to underground rock formations.

Exclusive Right of Interment/ Interment Fees		Cemetery	Interment Fee
⁴ Prices include niche front engraving of up to 37 characters, for the first interment only. ⁵ "Niche A" second urn must be correct size to fit limited space. ⁶ Exclusive Right of Burial Fee of \$10 applies as per Section 29 Cemeteries Act		Fee Including GST \$	Including GST \$
Exclusive Right of Interment - Cremated Remains ⁶			
• Memorial Palm Garden (single interment only)		448	281
• Memorial Lawn Garden above ground ornamental cylinder only (single interment)			
• Niche Wall		616	281
• Niche Wall (Lower two rows of niche walls)		316	281
• Memorial Beam – B Section		531	281
• Memorial Palm Scattering Garden		144	
• Rock Memorials - no ashes, position only (installation, permit and plaque costs apply)		288	
• Floating Plaques – no ashes, position only (installation, permit and plaque costs apply)			
Courtyard of Tranquility ⁶			
• Row 5,6,7 & 8 (single interment only)		448	281
• Row 1,2,3 & 4 (two interments per plot)		882	281
• Row 1,2,3 & 4 (second interment)			281
Courtyard of Tranquility – Columbarium ^{4, 6}			
Row # 1, 2, 3, 4			
• Niche B (Single)		1,411	281
• Niche A (allows 2 medium sized urns) ⁵ ,		2,390	281
• Niche A (Second urn interment) ⁵			281
• Niche C (Double allows 2 large urns)		2,580	281
• Niche C (Second urn interment)			281
Row # 5			
• Niche B (Single)		1,411	281
• Niche A (allows 2 medium sized urns) ⁵		2,390	281
• Niche A (Second urn interment) ⁵			
Courtyard of Tranquility – Family Tree Cremation Garden ⁶			
• Allows up to twenty ash interments under one tree. Includes first memorial permit fee.		4,071	281
• Interment fee & permit fee for each additional individual cremated remains.			417
Courtyard of Tranquility – Memorial Tree			
Includes the tree, memorial permit fee, concrete plinth and standard plaque		1,453	281
• Additional Plinth, Plaque & permit fee (max 4 per tree)			785

Cremation Services	Fee Including GST
Please see cemetery office staff for Urns, Necklaces and Keepsakes for cremated remains.	
• Adult Cremation	1,667
• Infant Cremation (Coffin size not to exceed 110cm long)	833
• Adult Cremations with Oversized coffins (200kg or heavier)	2,112
• Un-Registrable Foetus Cremation	357
• Incineration of materials	1,082
• Additional Ash Containers	33
• Viewing of Cremation (per cremation)	144
• Packaging and posting of cremated remains	214
• Extended Cremation Service Package – includes coffin, transportation and cremation. (pick-up from Royal Darwin Hospital & Palmerston Regional Hospital Morgues only)	2,980
• Extended Cremation Service Package – Oversized Coffin	3,904
• Extended Cremation Service Package – Infant (Capsule not to exceed 110cm long)	1,544
• Purchase of an assembled capsule	535
• Refrigerated storage of coffin (per night, maximum 5 nights)	45
• Cleaning of Cremator (per hour or part thereof)	214
• Extra Charge on Byron Coffins (extra residue, extra processing)	102

Administrational Changes for Exclusive Rights Names of the intended person/s must be specified at the time of Exclusive Right of Interment purchase.	Fee Including GST \$
<u>Hold on the right to purchase an Exclusive Right of Interment</u> The hold is for a three-month period in line with CEM 02 Interment Rights Policy	203
<u>Extension of Hold</u> The plot is held for an additional three months. Maximum hold time 6 months total.	203
<u>Hold on the right to purchase an Exclusive Right of Interment – Cremated Remains</u> Applicable for all plots for cremated remains.	96
<u>Extension of Hold</u> The plot is held for an additional three months. Maximum hold time 6 months total.	96
Reprint of Exclusive Right Certificate	12
	10
<u>Exclusive Right Certificate (and copies)</u>	241
<u>Transfer of Exclusive Rights of Interment</u> Transfer of Exclusive Right of Burial into another person's name	
<u>Refund of Exclusive Rights</u> Upon proof of purchase, 75% of the fee at time of purchase will be refunded less administration fee and the certificate fee of \$16 pre-1st July 2013, \$10 after 1 st July 2013, \$12 after 1 st July 2021.	

<u>Ministerial Approved Burials</u>	Interment Fee Including GST \$
<u>Second Interment: Section A & G</u> Where the upper surface of coffin is below 750mm from ground level	1,401
<u>Third & subsequent Interment: Section A & G</u> Where the upper surface of coffin is 500mm from ground level	1,401
<u>Second Interment: Section B</u> Where the upper surface of coffin is below 750mm from ground level	1,401
<u>Third & subsequent Interment: Section B</u> Where the upper surface of coffin is 500mm from ground level	1,401
<u>Second Interment: Section C, D & Monument B</u> Where the upper surface of coffin is below 750mm from ground level	1,401
<u>Third & subsequent Interment: Section C, D & Monument B</u> Where the upper surface of coffin is 500mm from ground level (includes excavation)	1,401
<u>Grave Investigation</u> – To ascertain depth per hour per staff member	142

<u>Miscellaneous Charges</u>	Fee Including GST \$
<ul style="list-style-type: none"> • Extra Depth fee / Oversize fee • Exhumations coffins – ground preparation (Ministerial approval required) • Disinterment of Cremated Remains from ground • Removal of Cremated Remains from Columbarium/Niche Wall • Pre-digging of grave • Display Beam Annual Fee • Columbarium replacement granite panel • Grave Shoring (to stabilise the grave sides) 	469 1473 142 142 587 909 509 330
<u>Chapel Services</u> <ul style="list-style-type: none"> • Chapel Hire, includes private family viewing room and Kitchenette (per hour) • Chapel Overtime Fee (per hour or part thereof) • Hire of Viewing room only per hour (does not include cremation viewing) 	419 194 143
<u>Memorial Bench</u> <ul style="list-style-type: none"> • Installation of memorial benches 	593
<u>Non-regular hour service charges</u> Monday - Friday: After 4.30pm (per staff per hour or part thereof) 214 Cremations after 3:00pm (per hour or part thereof) 214 Burials after 4.00pm (per hour per staff or part thereof) 214 After 3hrs has been exceeded (per staff per hour or part thereof)) 285 Weekends: Per hour per staff member 285 Public Holidays: Per hour per staff member 285 (Weekends and public holidays minimum two hours labour)	
<u>Memorial Permits</u> <ul style="list-style-type: none"> • Plaques (Fee is GST Exempt) • Headstones (Fee is GST Exempt) • Monuments (Fee is GST Exempt) • Benches (Fee is GST Exempt) 	143 241 357 219
<u>Memorial Installation Fees via Thorak Staff</u> <ul style="list-style-type: none"> • Plaque • Removal and/or re-installation of memorial plaque 	142 142
<u>Other Charges</u> <ul style="list-style-type: none"> • Outside Service • Marquee Rental 4 x 4 m (includes 20 chairs) • Marquee Rental 6 x 3 m (includes 20 chairs) • Funeral Directors Permit Fee per financial year (Fee is GST Exempt) • Ornamental Memorial options (Urns, necklaces and keepsakes) • Brass Plaques – various sizes and designs • Floating Plaques and Ornamental Cylinders 	330 142 214 1,491 Cost + 60% Cost + 60% Cost + 60%

<u>Administration</u>	Including GST \$
All Litchfield residents / rate payers received a 10% discount on the above quoted prices. - Must show evidence by way of driver's license, rates notice or recent (no older than 90 days) government correspondence with a residential address within the Litchfield Municipality.	10% on fee charged
Refund Administration Fee	\$41

Infant Subsidy

- For burial or cremation costs of children two years and under, including stillborn children. This does not include un-registrable foetus.
- The subsidy will be available up to a maximum of fifty percent (50%) of the interment cost or 50% of the cremation cost or \$900.00 whichever is lesser, at any section of Thorak Regional Cemetery.
- The parent or legal guardian is a resident within the Darwin, Palmerston or Litchfield municipalities.
- The subsidy will be for the interment cost or cremation cost (not both) and will be applicable at the time of service as a one-off only payment. One claim per infant.
- The subsidy will be paid to individual residents only and will not be available to organisations or government agencies carrying out interments or cremations for children in their care.
- The subsidy will only be available on receipt of proof of residence within the Darwin, Palmerston and Litchfield Municipalities. Proof of residence will require photo identification with a current address shown, or a letter or account for utilities service including Power Water (no older than 3-month-old), a current rental agreement, rates notice, or any other identification document as approved by the Cemetery Manager.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 October 2021

15 Other Business

16 Confidential Items

Nil

17 Close of Meeting