



AGENDA

10th Ordinary Council Meeting

11th Council of Litchfield

Tuesday 21 June 2022

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 Forum
will be held from 5:30pm – 6:00pm

Arun Dias
Interim 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 21 June 2022

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 the 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

- Ordinary Council Meeting held Tuesday 17 May 2022, 8 pages.

5.02 Council Action Sheet / Business Arising from Previous Meetings



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting
held in the Council Chambers, Litchfield
on Tuesday 17 May 2022 at 6:05pm

Present	Doug Barden Emma Sharp Rachael Wright Mathew Salter Andrew Mackay Kevin Harlan Mark Sidey	Mayor Deputy Mayor / Councillor South Ward Councillor North Ward Councillor North Ward Councillor Central Ward Councillor Central Ward Councillor South Ward (Electronic Attendance)
Staff	Arun Dias Leon Kruger Nicky McMaster Jessica Eves	Chief Executive Officer General Manager Infrastructure & Operations General Manager Communications & Lifestyle (Electronic Attendance) Executive Assistant
Public	Nil	

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

2. OPENING OF THE MEETING

The Mayor, on behalf of Council acknowledged the passing of Maureen Kohlman a valued member of the Litchfield community, Council provides their condolences to the Kohlman family.

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.

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Council provided permission for the following Councillors to attend the Council Meeting electronically:

- Cr Sidey

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 2019* 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 Wright

Seconded: Cr Harlan

THAT Council confirm the following minutes:

- Special Council meeting held 4 April 2022, 3 Pages
- Special Council Confidential meeting held 4 April 2022, 2 pages
- Ordinary Council meeting held 19 April 2022, 14 pages
- Ordinary Confidential meeting held 19 April 2022, 2 pages
- Special Council meeting held 3 May 2022, 3 pages
- Special Council meeting held 10 May 2022, 3 Pages

CARRIED (7-0) ORD2022 11-103

5.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Cr Wright

Seconded: Cr Mackay

THAT Council receive and note the Action List.

CARRIED (7-0) ORD2022 11-104

6. PETITIONS

Nil.

7. DEPUTATIONS AND PRESENTATIONS

Nil.

8. PUBLIC QUESTIONS

Nil.

9. ACCEPTING OR DECLINING LATE ITEMS

Nil.

10. NOTICES OF MOTION

Nil.

11. MAYORS REPORT

Moved: Mayor Barden
Seconded: Deputy Mayor Sharp

THAT Council receive and note the Mayor's report for the period of 20 April 2022 to 17 May 2022.

CARRIED (7-0) ORD2022 11-105

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Nil.

13. WORK TEAM PRESENTATION

Justin Dunning, Mobile Workforce Program Leader attended electronically and presented to the meeting at 6:20pm.

13.01 Work Team Presentation – Mobile Workforce

Moved: Cr Mackay
Seconded: Deputy Mayor Sharp

THAT Council receive and note the Work Team Mobile Workforce Presentation.

CARRIED (7-0) ORD2022 11-106

Justin Dunning, Mobile Workforce Program Leader left the meeting at 6:40pm.

14. OFFICERS' REPORTS

14.01 Business Excellence

Maxie Smith, Manager Corporate Services attended and presented to the meeting at 6:40pm.

14.01.01 Litchfield Council Finance Report – April 2022

Moved: Cr Mackay
Seconded: Cr Harlan

THAT Council note the Litchfield Council Finance Report for the period ended 30 April 2022.

CARRIED (7-0) ORD2022 11-107

Danny Milincic, Manager People and Performance attended and presented to the meeting at 6:56pm.

14.01.02 People, Performance and Governance Monthly Report – April 2022

Moved: Cr Wright

Seconded: Cr Salter

THAT Council note the People, Performance and Governance Monthly Report for April 2022.

CARRIED (7-0) ORD2022 11-108

14.02 Council Leadership & Community Services

14.02.01 Community Engagement Strategy and Action Plan 2022-2025

Moved: Cr Mackay

Seconded: Cr Wright

THAT Council endorse the Community Engagement Strategy and Action Plan 2022-2025 as in Attachment A.

CARRIED (7-0) ORD2022 11-109

Danny Milincic, Manager People and Performance left the meeting at 7:06pm.

14.02.02 Request for Grant Funding Knuckey Lagoon

Moved: Cr Mackay

Seconded: Cr Salter

THAT Council approve \$3,416.84 be allocated from the Climate Adaptation Strategy development budget towards installing solar panels at Knuckey Lagoon Recreation Reserve.

CARRIED (5-2) ORD2022 11-110

AMENDMENT

Moved: Deputy Mayor Sharp

Seconded: Cr Harlan

THAT Council approve up to \$4,000 be allocated from the Climate Adaptation Strategy development budget towards installing solar panels at Knuckey Lagoon Recreation Reserve, subject to the NT Thai Association providing Litchfield Council's staff with three quotes for the intended works.

LOST (2-5)

Nicky McMaster General Manager Communications & Lifestyle left the meeting at 7:28pm.

Arun Dias, Interim Chief Executive Officer left the meeting at 7:28pm.

Arun Dias, Interim Chief Executive Officer re-joined the meeting at 7:31pm.

14.03 Infrastructure and Operations

14.03.01 Summary Planning and Development Report - April 2022

Moved: Deputy Mayor Sharp

Seconded: Cr Wright

THAT Council:

1. receive the Summary Planning and Development Report April 2022; and
2. note for information the responses provided to relevant agencies within Attachments A-D to this report.

CARRIED (7-0) ORD2022 11-111

David Jan, Manager Operations & Environment attended to present to the meeting at 7:34pm.

Cr Mackay left the meeting at 7:34pm.

Cr Mackay re-joined the meeting at 7:35pm.

14.03.02 CEM01 Floral and Ornamental Tributes

Moved: Deputy Mayor Sharp

Seconded: Cr Harlan

THAT Council adopt CEM01 Floral and Ornamental Tributes policy as presented as Attachment A within the agenda.

CARRIED (7-0) ORD2022 11-112

David Jan, Manager Operations and Environment left the meeting at 7:40pm.

Cr Harlan left the meeting 7:40pm

Cr Harlan re-joined the meeting 7:43pm

14.03.03 LRCI Phase 3 Selection of Road Projects

Moved Cr Mackay

Seconded: Deputy Mayor Sharp

1. THAT Council select the following list of projects to be submitted for grant application for the LRCI Phase 3 program, under the heading "Roads" to the value of \$2,071,858:

Upgrade the following roads from Unsealed to Sealed:

- Aldridge Street Surface
- Collett Street Surface
- Riverside Street Surface

2. That the rest of the projects under the LRCI Phase 3 program to the value of \$295,000 which Council approved at the April 2022 Ordinary Council Meeting, are to take priority and to be completed before the road projects are finalised, as far as practical.

14.03.02 LRCI Phase 3 Selection of Road Projects (Continued)

3. Upon completion of the detailed design for the above projects any surplus funds be used to progress the following projects in order of their priority:
 - a. Construction of a section of Goode Road to the west of Redcliffe Road
 - b. any other roads from unsealed to sealed to be decided at a later date.

CARRIED (7-0) ORD2022 11-113

15. OTHER BUSINESS

15.01 Going Green Rebate

Deputy Mayor Sharp requested that Council provide a report on the costs associated to continue the Going Green Rebate initiative in future budgets, providing residents in the Litchfield Municipality with access to financial assistance in support for using cloth nappies and reusable sanitary items. Considerations on funding available from the Waste Strategy to be included within the report.

15.02 Acknowledgement for the Freds Pass Rural Show

The Mayor and Cr Harlan, on behalf of Council acknowledged and thanked the Freds Pass Rural Show Committee, volunteers, staff and sponsors for their contributions to the successful delivery of Freds Pass Rural Show.

16. CONFIDENTIAL ITEMS

Moved: Deputy Mayor Sharp
Seconded: Cr Harlan

THAT pursuant to Section 99(2) of the *Local Government Act 2019* and Regulation 51(1) of the *Local Government (General) Regulations* the meeting be closed to the public to consider the following Confidential Items:

16.01 Write off of Rates interest and Charges

This item is considered 'confidential' pursuant to Section 99(2) and 293(1) of the *Local Government Act 2019* and Section 51 of the *Local Government (General) Regulations 2021*:

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

16.02 Cross-Referenced Allotments

This item is considered 'confidential' pursuant to Section 99(2) and 293(1) of the *Local Government Act 2019* and Section 51 of the *Local Government (General) Regulations 2021*:

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

16. CONFIDENTIAL ITEMS (Continued)

16.03 Public Benefit Concession Application

This item is considered 'confidential' pursuant to Section 99(2) and 293(1) of the *Local Government Act 2019* and Section 51 of the *Local Government (General) Regulations 2021*:

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

16.04 Breach of Code of Conduct – Progress Report

This item is considered 'confidential' pursuant to Section 99(2) and 293(1) of the *Local Government Act 2019* and Section 51 of the *Local Government (General) Regulations 2021*:

1(c)(iv) subject to subregulation (3) – prejudice the interests of the council or some other person and 1(f) subject to subregulation (2) – information in relation to a complaint of a contravention of the code of conduct.

The meeting was closed to the public at 7:50pm.

CARRIED (7-0) ORD2021 11-114

Moved: Cr Mackay

Seconded: Cr Salter

THAT pursuant to Section 99(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 (5-0) ORD2021 11-119

The meeting moved to Open Session at 8:14pm.

17. CLOSE OF MEETING

The Chair closed the meeting at 8:15pm.

18. NEXT MEETING

Tuesday 21 June 2022.

MINUTES TO BE CONFIRMED

Tuesday 21 June 2022.

.....
Mayor
Doug Barden

.....
Interim Chief Executive Officer
Arun Dias

5.02 - Business Arising from the Minutes

In Progress

Ongoing

Completed and to be removed

Resolution Number	Resolution	Meeting Date	Officer	Status
1920/183	<p>COVID-19 Response Plan</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. delegate to the Chief Executive Officer, pursuant to Section 32 (d) of the Local Government Act 2008 (NT), and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, its powers and functions as set out in sections 47 and of the Local Government Act 2008 (NT) being the power to determine opening times of Council's offices and facilities and the opening times of the Libraries until such time as the Australian Government or Northern Territory Government have declared the emergency has ended; and 2. delegate to the Chief Executive Officer, pursuant to Section 32 of the Local Government Act 2008 (NT), and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, the authority to cancel or amend programs, service levels, budgeted council events and third party events held on council property under license, permit, or any other agreement until such time as the Australian Government or Northern Territory Government have declared the emergency has ended. 	19/03/2020	CEO	<p>Complete</p> <p>The Chief Minister has announced that the Northern Territory's Public Health Emergency Declaration will cease at 11.59pm on 15 June 2022.</p>

11-060	Preparation of Business Case for Kerbside Collection and Associated Waste Operations THAT Council provides in-principle support for the preparation of a business case for kerbside collection which will include investigation into current waste operations with recommendations for improvements/alterations, subject to a Council resolution as part of the next budget review to allocate funding for the preparation of the business case.	16/11/2021	GMIO	In Progress RFQ awarded.
11-074	Drafting Instructions – Litchfield Public Places By-laws THAT Council endorse the draft table of By-law Instructions, at Attachment A, subject to minor editorial changes by the Chief Executive Officer.	14/12/2021	GMCL	Ongoing Draft instructions sent to Division of Local Government and Regional Development and response received that Litchfield Council instructions are in a queue for when a drafter is available.
11-010	Report from Library Shared Services Model Consultancy THAT Council: <ol style="list-style-type: none"> 1. receive and note the Litchfield Council Public Library Services Business case consultancy report from the Atria Group; and 2. agree to the relocation of the library service from Taminmin College to Coolalinga Shopping Centre or an alternative publicly accessible location by the end of financial year of 2022/2023, subject to acceptable relocation quotes, funding arrangements and community feedback. 	18/01/2022	GMCL	Ongoing
11-039	Climate Adaption Strategy and Action Plan THAT Council endorse the draft Climate Adaptation Strategy and Action Plan at Attachment C to this report for community consultation.	15/02/2022	GMCL	Complete Public Consultation closed Friday 15 April 2022. Report tabled in June 2022 Council papers.

Telstra Tower Bronzewing Avenue

THAT Council:

1. receive and note the update in the report;
2. acknowledges the hard work undertaken by the Howard River Park Community Association;
3. note the resident's disappointment with Telstra's community engagement consultancy process;
4. assist Telstra in finding an alternative site and request the interim Chief Executive Officer to investigate the option of terminating the lease with Telstra; and
5. notify the Development Consent Authority of Council's resolution.

11-052

15/03/2022

GMIO

Ongoing

Advised Telstra of Council's resolution. Waiting on Telstra's response regarding a suitable alternate site.

EM06 Conflict of Interest

11-084

THAT the matter lay on the table to allow further review of the recent changes in the legislation as of Friday, 15 April 2022.

19/04/2022

GMBE

Complete

Report being tabled at June 2022 Council Meeting.

Draft Municipal Plan 2022-2023

THAT Council:

1. endorse the Draft Municipal Plan 2022-2023 as provided in Attachment A for the purposes of public exhibition and consultation;
2. advertise the Draft Municipal Plan 2022-2023 as being available for public consideration and invite public submissions during a period of 21 days from 25 April 2022 to 15 May 2022; and
3. authorise the Chief Executive Officer to make minor editorial changes to the documents, as necessary, which will include:
 - inclusion of Mango Roads phase 2 as a priority project in the strategic advocacy focus
 - inclusion of a statement from each Councillor in Your Council and;
 - include the full time employee numbers in the organisation chart.

11-088

19/04/2022

GMBE

Complete

Draft Plan released for public feedback on 25 April 2022.
Draft Plan closes for feedback on 26 May 2022.
Report being tabled at June 2022 Council Meeting.

Litchfield Women in Business Proposal for Incorporation

11-090	THAT Council: 1. support expenditure of the remaining 2021/22 Litchfield Women in Business adopted budget on steps to achieve incorporation; and 2. agree to meet the direct costs of incorporation by payment of invoices up to the remaining budget for 2021/22.	19/04/2022	CEO	In Progress
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Road Opening William Road, Berry Springs

11-094	THAT Council: 1. proceed with the road opening process for William Road, across Lot 2790, Hundred of Cavenagh from the existing William Road to Lot 1603, Hundred of Ayers; and 2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road, as required.	19/04/2022	GMIO	In Progress Road opening process underway.
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Girraween Road Speed Limit Review

11-095	THAT Council: 1. receive and note the report; 2. acknowledge and thank the community for their responses, noting 86.01% were in support of returning the speed limit to 80km/hr; 3. acknowledge and thank the stakeholders for their responses, noting that they were not in support of returning the speed limit to 80km/hr; 4. maintain the existing 70km zone from approximately 300m from the Coolalinga roundabout to the Azure Court intersection; and 5. authorise the Chief Executive Officer to investigate funding opportunities through grants, including Black Spot Funding to undertake works to increase the speed limit to 80km/hr.	19/04/2022	GMIO	Ongoing Grant funding opportunities to be sought to undertake required works.
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Power Road Safety Upgrade

THAT Council:

1. approve the proposed budget increase of \$156,604.63 (excl GST) to enable the completion of the Power Road Safety Upgrade project.
2. reallocates \$156, 604.63 (excl GST) from Municipal Plan Program - Buildings to Power Road Safety Upgrade.
3. Council instruct the Chief Executive Officer to undertake a full investigation into the procurement and contract management process in relation to the awarding of the Power Road contract and subsequent management thereof with scope of the investigation to be agreed with the Mayor.

SCM2022
11-2021

10/05/2022

GMIO

In Progress
Construction underway.

Community Engagement Strategy and Action Plan 2022-2025

ORD2022
11-109

THAT Council endorse the Community Engagement Strategy and Action Plan 2022-2025 as in Attachment A.

17/05/2022

GMCL

Complete

Request for Grant Funding Knuckey Lagoon

ORD2022
11-110

THAT Council approve \$3,416.84 be allocated from the Climate Adaptation Strategy development budget towards installing solar panels at Knuckey Lagoon Recreation Reserve.

17/05/2022

GMCL

Complete
Solar panels have been installed.

CEM01 Floral and Ornamental Tributes

ORD2022
11-112

THAT Council adopt CEM01 Floral and Ornamental Tributes policy as presented as Attachment A within the agenda.

17/05/2022

GMIO

Complete

LRCI Phase 3 Selection of Road Projects

1. THAT Council select the following list of projects to be submitted for grant application for the LRCI Phase 3 program, under the heading "Roads" to the value of \$2,071,858:

Upgrade the following roads from Unsealed to Sealed:

- Aldridge Street Surface
- Collett Street Surface
- Riverside Street Surface

ORD2022
11-113

17/05/2022 GMIO

Ongoing
Application Submitted.

2. That the rest of the projects under the LRCI Phase 3 program to the value of \$295,000 which Council approved at the April 2022 Ordinary Council Meeting, are to take priority and to be completed before the road projects are finalised, as far as practical.

3. Upon completion of the detailed design for the above projects any surplus funds be used to progress the following projects in order of their priority:

- a. Construction of a section of Goode Road to the west of Redcliffe Road
- b. any other roads from unsealed to sealed to be decided at a later date.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 21 June 2022

6 Petitions

7 Deputations and Presentations

8 Public Questions

9 Accepting or Declining Late Items

10 Notices of Motion

11 Mayors Report

11.01 Mayor's Report



COUNCIL REPORT

Agenda Item Number:	11.01
Report Title:	Mayor's Monthly Report
Author & Recommending Officer:	Doug Barden, Mayor
Meeting Date:	21/06/2022
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 18 May 2022 to 21 June 2022.

Summary

Date	Event
20 May 2022	2022 National Volunteer Week Reception
23 May 2022	Meeting - Road Trains & Trucks Parking on Strangways Road
28 May 2022	Meeting - CEO Recruitment
31 May 2022	Meeting - Property Access Goode Road Humpty Doo
31 May 2022	Northern Territory Parliamentary - Friends of Australian Football League
1 June 2022	Media Engagement - Releasing Barramundi into McMinns Lagoon
1 June 2022	Committee Meeting - Risk Management & Audit Committee
2 June 2022	Civil Contractors Federation Industry Update Breakfast
2 June 2022	LGANT Debrief - Sun Cable's Australia-Asia PowerLink Project
4 June 2022	Larrakia Development Corporation 20th Anniversary
7 June 2022	Council Strategic Discussion & Briefing Session
8 June 2022	Media Engagement – ABC Grass Roots
15 June 2022	LGANT Social Media Training
19-21 June 2022	National General Assembly & Regional Forum

Recommendation

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Tuesday 21 June 2022

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
6 June 2022	Howard Park Reserve Committee Meeting	Cr Salter
2 June 2022	Knuckey Lagoon Reserve Committee Meeting	Cr Wright
1 June 2022	Risk Management and Audit Committee Meeting	Cr Sidey Cr Salter

RECOMMENDATION

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

- Howard Park Reserve Committee Meeting held 6 June 2022;
- Knuckey Lagoon Reserve Committee Meeting held 2 June 2022;
- Risk Management and Audit Committee Meeting held 1 June 2022.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 21 June 2022

13 Work Team Presentation

13.01 Work team Presentation – Thorak Cemetery



COUNCIL REPORT

Agenda Item Number:	13.01
Report Title:	Work Team Presentation – Thorak Cemetery
Author:	David Jan, Manager Operations and Environment
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	21/06/2022
Attachments:	Nil

Executive Summary

The purpose of this report is to introduce Council to the various Work Teams within Council and provide a brief presentation on the featured business area.

Recommendation

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

Background

Following its inception in 2021, this year work teams within Council will continue to 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

Performance - An Effective and Efficient Organisation

Progress - Continuity of Services and Facilities

Legislative and Policy Implications

Nil.

Risks



Nil identified.

Community Engagement

Not applicable.









INTRODUCTION Thorak Regional Cemetery

June 2022





 <p><u>Anthony</u> Cemetery & Parks Program Leader</p> <ul style="list-style-type: none"> ▪ Manage Cemetery ▪ Manage Trees parks & roadside ▪ Parks& Playground Maintenance 	 <p><u>Toni</u> Business Support Officer</p> <ul style="list-style-type: none"> ▪ Customer Service and support ▪ Data entry & Permit processing ▪ Fire warden 	 <p><u>Peter</u> Cemetery Grounds Maintenance Officer</p> <ul style="list-style-type: none"> ▪ Cemetery Grounds Maintenance ▪ First Aid Officer 	 <p><u>Lorna</u> Cemetery Grounds Maintenance Officer</p> <ul style="list-style-type: none"> ▪ Cemetery Grounds Maintenance ▪ Health & Wellbeing Representative 	 <p><u>Catt</u> Cemetery Grounds Maintenance Officer</p> <ul style="list-style-type: none"> ▪ Cemetery Grounds Maintenance 	 <p><u>Sarah</u> Cemetery Grounds Maintenance Officer & Relieving Business Support Officer</p> <ul style="list-style-type: none"> ▪ Cemetery Grounds Maintenance ▪ Employee of the Year 2021
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Projects / Priorities

2021/22 Budget

Year to date income exceed operational surplus

2021/22 Capital Expenditure

- Replacement of Polaris ATV with Kubota RTV 900
- Purchase of new Hustler Super Z ride- on mower
- Capital works building improvement

Internal Training

- First Aid training
- Attendance at the ACCA (Australian Cemeteries & Crematorium Association mid-year conference
- Casual Counsellor Online Workshop

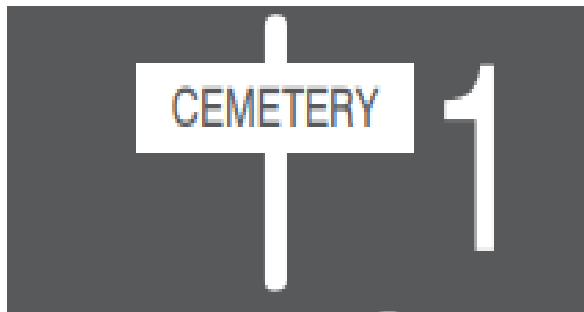
Internal Works Review

- Water tank replacement and Irrigation upgrades
- Solar panel installation completed
- LRCI Phase 3 Funding for CCTV and Wi-Fi
- Development of Family Memorial Section F
- Planting of 40 new trees





➔ Darwin Regions only
active Cemetery



➔ 339 Burials per 2021/22 year
219 Cremations

➔ 339 Burials per year will require the installation
of 4.06 – 50m double sided beam per year

➔ Set on 267,317²m with 161,000²m of lush
lawns, established trees and gardens

➔ 4956 interments & 1028 reserved plots,
563 plots available currently available



➔ Named after Veterinary Surgeon & Property
owner Klaus Thorak whom died at sea between
Darwin and Timor on 26 January 1960



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 21 June 2022

14 Officers Reports

14.01 Business Excellence

- 14.01.01 Litchfield Council Finance Report - May 2022
- 14.01.02 People, Performance & Governance Report - May 2022
- 14.01.03 Proposed Fees & Charges 2022-2023
- 14.01.04 Declaration of Rates & Charges 2022-2023
- 14.01.05 EM05 Council Member Allowances & Support Policy
- 14.01.06 Municipal Plan 2022-23 & Long Term Financial Plan 2023-2032
- 14.01.07 Risk Management & Audit Committee Minutes - 1 June 2022
- 14.01.08 Acquittal & Evaluation of myLitchfield Grant
- 14.01.09 FIN02 Rating Policy
- 14.01.10 FIN04 Financial Reserves Policy
- 14.01.11 EM06 Conflict of Interest Policy

14.02 Council Leadership & Community

- 14.02.01 Howard Park & Knuckey Lagoon Recreation Reserve Committee Minutes
- 14.02.02 Draft Youth Strategy & Action Plan 2022-2025
- 14.02.03 Draft Climate Adaptation Strategy & Action Plan 2022-2025

14.03 Infrastructure & Operations

- 14.03.01 Summary Planning and Development Report - May 2022
- 14.03.02 Waste Transfer Station Swipe Card & Weighbridge Feasibility Study
- 14.03.03 Urban Landscaping Program
- 14.03.04 Public Access to a Portion of Humpty Doo Waste Transfer Station
- 14.03.05 Expiry of Interim Development Control Order 29 & 30



COUNCIL REPORT

Agenda Item Number:	14.01.01
Report Title:	Litchfield Council Finance Report –May 2022
Author:	Maxie Smith, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	21/06/2022
Attachments:	A: Litchfield Council Finance Report – May 2022

Executive Summary

This report presents the Litchfield Council Finance Report for 31 May 2022. All Budget 2021/2022 figures have been updated with budget review information.

Operational Income reflects the entire year of rates levied with grants and other income received progressively throughout the year. As expenses are incurred over the year, the current surplus position will gradually decrease. The current operational position does not include depreciation.

Rates outstanding continues to decrease compared to the same time last year as staff actively work in this space to reduce overall rates debtors. Current actions include calling all ratepayers and employing a new debt collection agency to work on an annual planned debt collection schedule. Outstanding rates will continue to decline as scheduled payments occur and Council implements rates recovery initiatives.

Council's cash position remains strong with a high performance of the current ratio representing enough cash resources to settle any outstanding liabilities beyond the next twelve months. An additional boost to the cash balance is the early receipt of \$2.5 million in Federal Assistance Grants for 2022/2023.

Recommendation

THAT Council note the Litchfield Council Finance Report for 31 May 2022.

Background

Detailed financial information is presented on the following pages.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

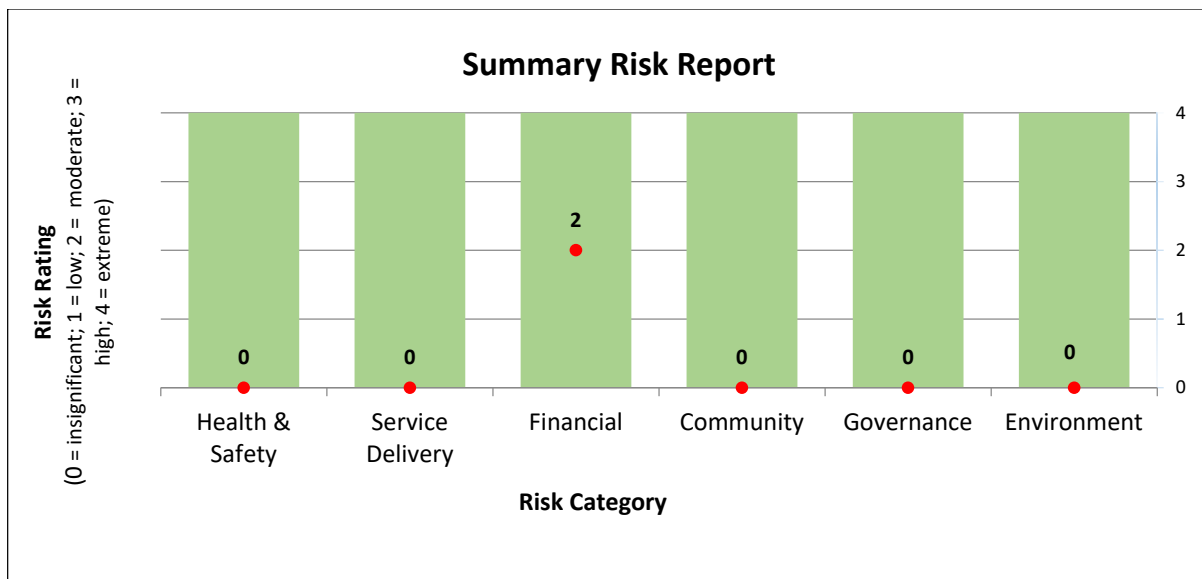
Legislative and Policy Implications

This report complies with the Local Government (General) Regulations 2021, Division 7, Financial Matters, Council's policies, and Australian Accounting Standards.

Financial Implications

Nil

Risks



Financial

The Council's current revenue levels fall short of funding the required asset renewals expenditure. As a result, there are long-term financial sustainability challenges concerning the renewal and upgrade of existing assets, including buildings, roads, and irrigation infrastructure. Therefore, council continues to discuss avenues to increase investment in this area.

Community Engagement

Not applicable.

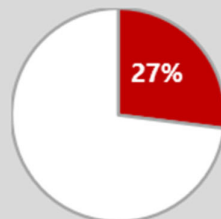
**LITCHFIELD
COUNCIL**



Finance Report

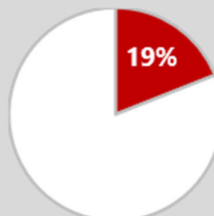
May 2022

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$4.4m
Target – 30%



Rates Outstanding

\$2.17m Outstanding
Target– 18% (\$2.1m and less)

Current Cash Investments \$21.8m

7 of 17

Budgeted Capital
Programs 2021/22

9 of 11

Carry Forward Programs
from 2020/21

3 of 6

Additional Capital
Project 2021/22

\$16.8m

Forecast Cash
Reserves June 2022

\$ 18.7m

OPERATIONAL REVENUE

\$17.8m Budget – 105% Target Achieved

\$ 1.2m

CAPITAL REVENUE

\$2.9m Budget

\$ 13.3m

OPERATIONAL EXPENSES

\$16m Budget – 83% Spent

\$ 4.4m

CAPITAL EXPENSES

\$8.9m Budget

\$ 5.4m

OPERATING SURPLUS

Budget \$1.7m

\$(3.2)m

CAPITAL DEFECIT

Budget (\$6m)

RATIOS

27% Asset Sustainability
Target 30% and more

19% Rates Outstanding
Target less than 18%

51% Own Source Revenue Ratio
Target 86% and more

8.86 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 a similar format as the complete *End of Financial Year* Statements for greater transparency. All Budget 2021/22 figures have been updated with budget review information.

This statement does not include capital revenue which 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	11,834,472.00	11,628,235.70	98%
Stat Charges	248,070.00	198,206.74	80%
User Charges	1,649,600.00	1,760,219.04	107% ¹
Grants	3,645,882.00	4,690,820.00	129% ²
Inv Income	279,266.00	326,207.23	117% ³
Other Revenue	203,614.00	130,516.34	64% ⁴
TOTAL REVENUE	17,860,904.00	18,734,205.05	105%
EXPENSES			
Employee Costs	7,162,224.00	6,418,096.99	90%
Auditors Fees	50,000.00	13,323.50	27%
Bad Debts	2,400.00	-	0%
Elected Member	313,856.00	243,726.76	78%
Election Expense	166,587.00	166,586.98	100%
Cemetery Operations	393,744.00	331,063.06	84%
Contractors	4,214,310.00	3,283,770.07	78%
Energy	185,813.00	171,722.27	92%
Insurance	354,148.00	360,873.55	102%
Maintenance	538,414.00	446,409.43	83%
Legal Expenses	90,000.00	80,781.11	90%
Donations and Community Support	134,400.00	126,977.59	94% ⁵
Computer / IT Costs	422,350.00	369,067.43	87%
Parts, Accessories & Consumables	211,500.00	144,498.65	68%
Professional Fees	1,244,511.00	625,724.57	50%
Sundry	580,042.00	518,008.17	89%
TOTAL EXPENSES	16,064,299.00	13,300,630.13	83%
RESULT	1,796,605.00	5,433,574.92	302%

¹ Increase relates to Thorak charges

² Federal Assistance Grants (FAGS)-22/23 received in advanced.

³ Increase relates to Rates Interest penalty Income & Increase in Interest rates on Investments

⁴ Admin fee from Thorak and Waste will process during year end process.

⁵ Grant payments made to various community organisations.

CONSOLIDATED BALANCE SHEET

	30-Apr-2022 \$	31-May-2022 \$	Movement \$
CURRENT ASSETS			
Cash & Cash Equivalents	3,351,890.57	2,149,304.97	(1,202,585.60) ⁶
Trade and Other Receivables	1,860,387.37	1,505,272.89	(355,114.48) ⁷
Other Financial Assets	20,872,404.30	21,872,404.30	1,000,000.00
Other Current Assets	68,889.26	80,041.88	11,152.62
TOTAL CURRENT ASSETS	26,153,571.50	25,607,024.04	(546,547.46)
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	295,499,201.83	295,499,201.83	0.00
Other Non-Current Assets	9,490,052.14	9,623,229.48	133,177.34 ⁸
TOTAL NON-CURRENT ASSETS	304,989,253.97	305,122,431.31	133,177.34
TOTAL ASSETS	331,142,825.47	330,729,455.35	(413,370.12)
CURRENT LIABILITIES			
Trade and Other Payables	1,968,272.34	2,242,459.60	274,187.26 ⁹
Current Provisions	646,716.00	646,716.00	0.00
TOTAL CURRENT LIABILITIES	2,614,988.34	2,889,175.60	274,187.26
NON-CURRENT LIABILITIES			
Non-Current Provisions	392,920.00	397,877.01	4,957.01
TOTAL NON-CURRENT LIABILITIES	392,920.00	397,877.01	4,957.01
TOTAL LIABILITIES	3,007,908.34	3,287,052.61	279,144.27
NET ASSETS	328,134,917.13	327,442,402.74	(692,514.39)
EQUITY			
Accumulated Surplus	12,571,474.43	11,878,960.04	(692,515.39)
Asset Revaluation Reserve	294,301,834.98	294,301,834.98	0.00
Other Reserves	21,261,607.72	21,261,607.72	0.00
TOTAL EQUITY	328,134,917.13	327,442,402.74	(692,515.39)

⁶ Movement relates to new investment.

⁷ Rates outstanding have decreased compared to the prior month in line with calling all the outstanding ratepayers

⁸ Relates to movement in capital expenses.

⁹ Relates to movement in creditors balance.

OPERATING POSITION BY DEPARTMENT

Finance and Waste Management income represents a high percentage of total yearly income due to rates and waste charges levied in full in July 2021. All Budget 2021/22 figures have been updated with budget review information. Thorak Cemetery's income represents a high percentage related to the increase in Thorak Cemetery services.

	2021/22 Budget \$	2021/22 YTD Actuals \$	% Of Budget
REVENUE			
Council Leadership	16,030.00	20,057.27	125% ¹⁰
Corporate	40,000.00	42,500.00	106%
Information Services	0.00	-	-
Finance & Customer Service	9,733,980.00	9,642,047.68	99%
Infrastructure & Assets	2,663,565.00	3,577,158.14	134% ¹¹
Waste Management	3,292,154.00	3,236,038.52	98%
Community	78,142.00	102,203.16	131% ¹²
Community - Library	443,009.00	412,001.16	93%
Mobile Workforce	0.00	-	-
Regulatory Services	248,570.00	198,706.20	80%
Thorak Cemetery	1,345,454.00	1,503,492.92	112% ¹³
TOTAL REVENUE	17,860,904.00	18,734,205.05	105%
EXPENSES			
Council Leadership	1,286,748.00	1,255,699.59	98% ¹⁴
Corporate	742,118.00	623,410.21	84%
Information Services	651,309.00	496,919.56	76%
Finance & Customer Service	1,528,322.00	1,380,042.95	90%
Infrastructure & Assets	3,538,302.00	2,629,152.38	74%
Waste Management	3,539,860.00	2,637,772.33	75%
Community	1,665,950.00	1,464,280.84	88%
Community - Library	443,009.00	399,543.53	90%
Mobile Workforce	1,172,246.00	1,063,013.56	91%
Regulatory Services	567,630.00	547,958.49	97% ¹⁵
Thorak Cemetery	928,805.00	802,836.69	86%
TOTAL EXPENSES	16,064,299.00	13,300,630.13	83%
OPERATING RESULT	1,796,605.00	5,433,574.92	302%

¹⁰ Extra \$4,000 claim for the Australia Day event.

¹¹ Federal Assistance Grants (FAGS)-2022/23 received in advance.

¹² Increase revenue from cash for cans.

¹³ Increase due to purchase of pre-need exclusive rights.

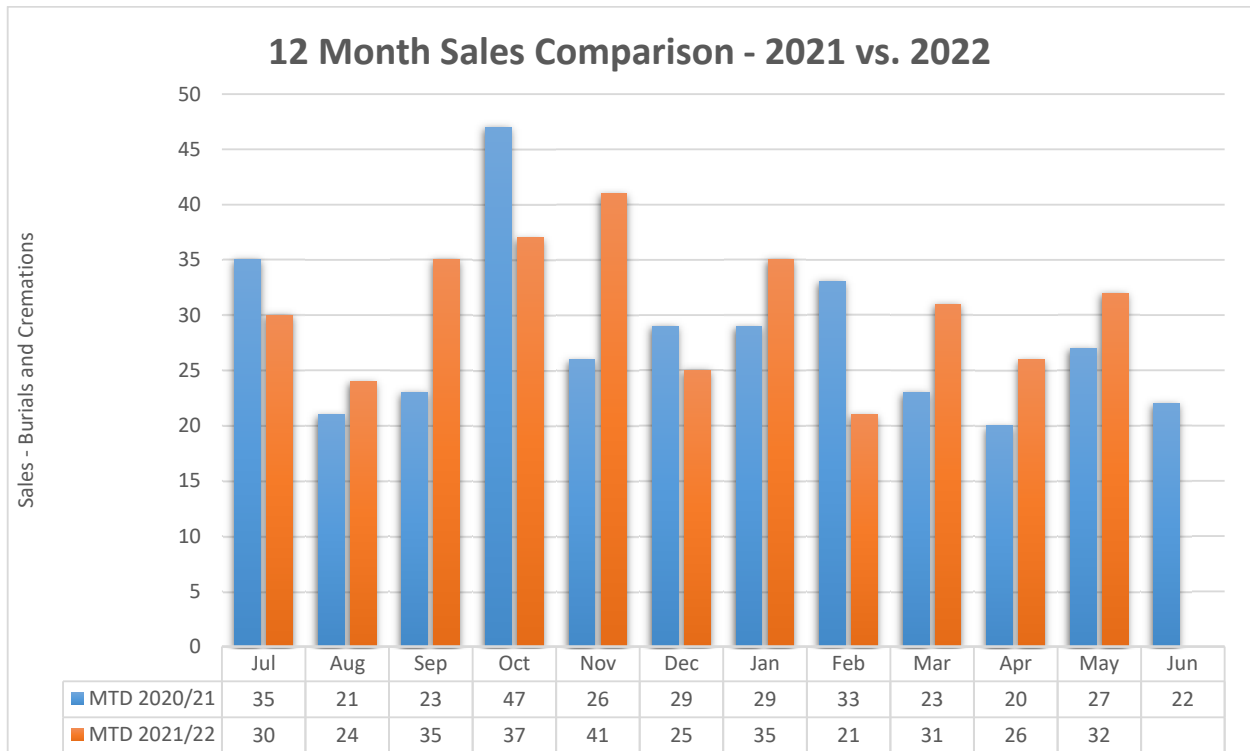
¹⁴ Relates to recent changes in Council Leadership.

¹⁵ Increase in Operational expenses with relates to rehoming, microchips.

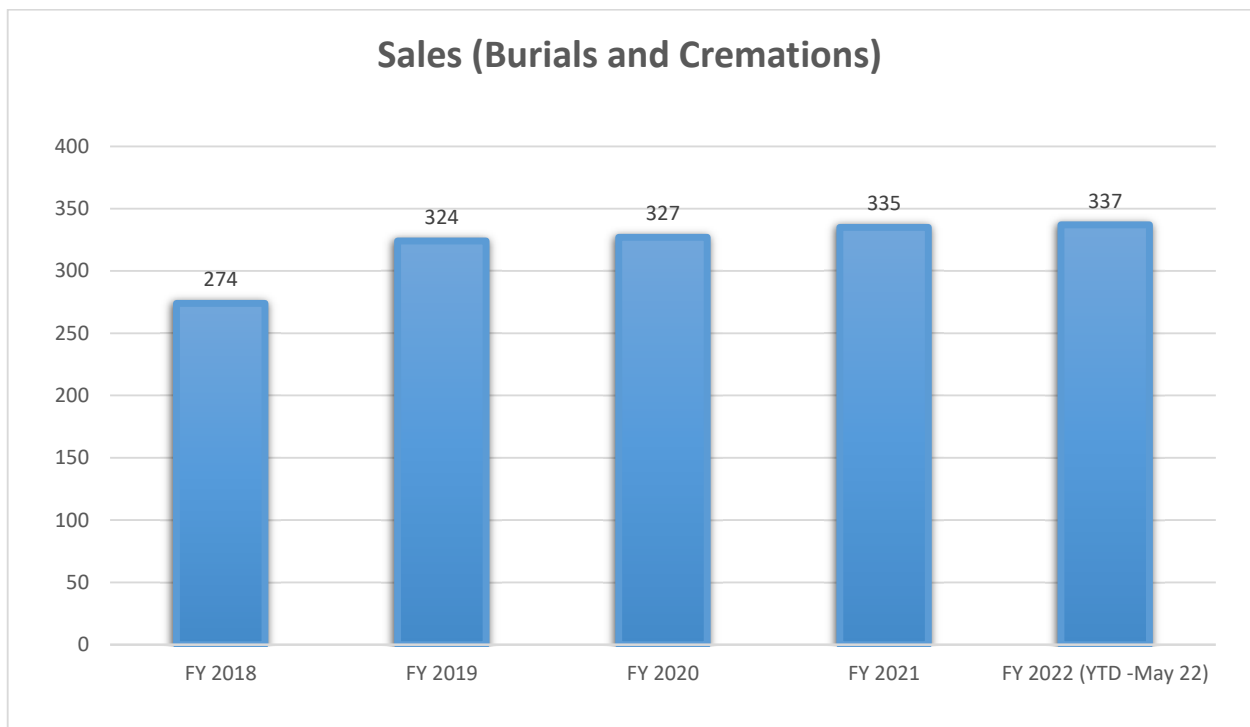
THORAK REGIONAL CEMETERY SALES

To date, Thorak Regional Cemetery has completed 337 interments and cremations, an increase of 24 from the same time last year.

Below is a comparison by month against last year:



Below present, a sales comparison over the last five years, average over the five years including 2022 year to date is 319.4.



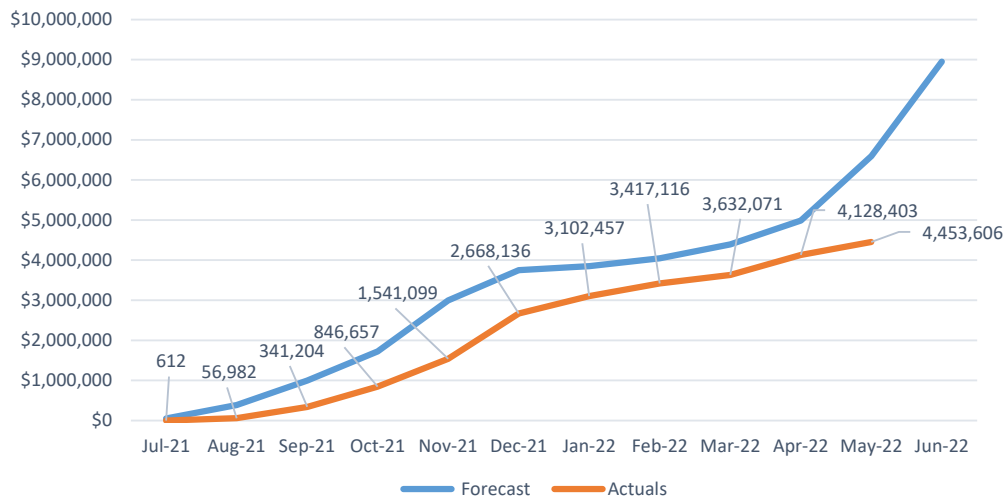
CAPITAL BUDGET POSITION

All Budget 2021/22 figures have been updated with budget review information. The table below compares capital revenue and expenditure to budget. Expenses will increase as projects progress. Forecast of capital expenditure is reduced due to gravel road to seal expected to be completed in next financial year.

	2021/22 Budget \$	2021/22 YTD Actuals \$	% Of Budget
REVENUE			
Council Leadership	0.00	0.00	0%
Corporate	0.00	1,376.46	0%
Infrastructure & Assets	2,946,447.00	1,193,778.00	41%
Information Services	0.00	0.00	0%
Mobile Workforce	0.00	0.00	0%
Community	0.00	0.00	0%
Regulatory Services	0.00	0.00	0%
Waste Management	0.00	35,874.32	0%
Thorak Cemetery	0.00	0.00	0%
TOTAL REVENUE	2,946,447.00	1,231,028.78	42%
EXPENSES			
Infrastructure & Assets	8,055,589.85	3,929,397.60	49%
Information Services	0.00	0.00	0%
Mobile Workforce	25,000.00	0.00	0%
Community	66,618.00	105,613.02	159% ¹⁶
Regulatory Services	71,901.00	63,633.07	89%
Waste Management	392,630.00	163,739.55	42%
Thorak Cemetery	338,396.00	191,223.13	57%
TOTAL EXPENSES	8,950,134.85	4,453,606.37	50%
CAPITAL RESULT	(6,003,688.00)	(3,222,577.59)	54%

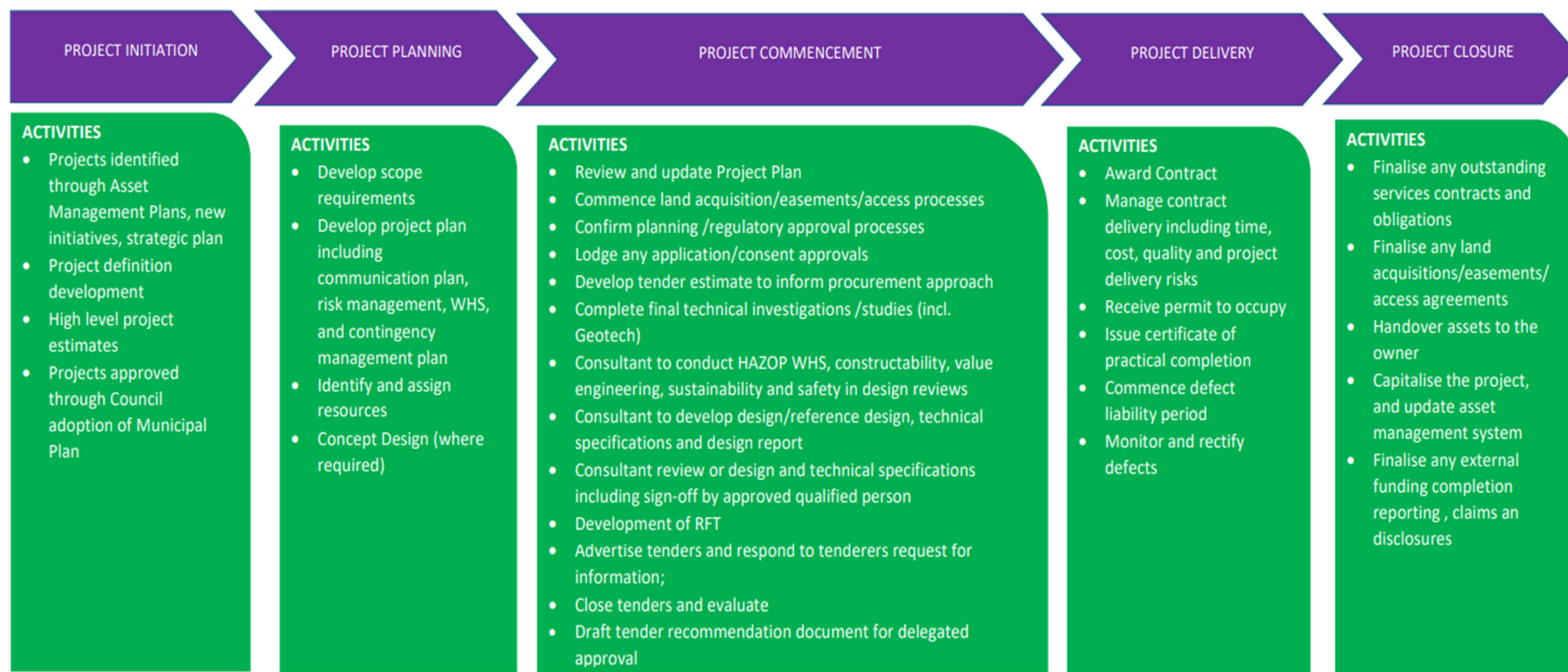
¹⁶ 20/21 Labour Cost WIP Balance transferred to capitalise

Forecast and Actual Capital Expenditure (\$)



Project Stage Descriptions

The below details the different stages of capital progress and the activities related to each step.



2021/2022 CAPITAL PROJECTS

Municipal Plan Program	Updated Budget 21/22 \$	Grant Fund		Year to Date Actuals \$	Budget Spent %	Scheduled Completion Date	Project Stage	On Time	On Budget	Status Update
		Source	Amount \$							
Buildings	113,395.37			1,283.72	1.13%	Jun-22	Planning	No	Yes	Community Building Discontinued. Council office Infrastructure upgrades to be planned.
Drainage Renewal and Upgrades	537,500.00			332,681.82	61.89%	Jun-22	Closure	Yes	Yes	Brougham Road Completed. Stockwell Road Flood Design and modelling complete. Draft report being prepared.
Vehicle Replacement	138,000.00			294,599.05	213.48%	Jun-22	Closure	Yes	Yes	It is expected that overspending on budget will be offset with the disposal of vehicles current and future.(as at 30/04/2022 : \$91,448 sale income generated)
Shared Pathway Program	20,000.00			4,241.41	21.21	Jun-22	Project Planning	No	Yes	RFQ Feasibility study being developed
Pathway Renewal	180,000.00			93,761.84	52.09%	Jun-22	Delivery	Yes	Yes	Project Completed. Shoulder Top up to be done in the coming weeks
Street Lighting Replacement	30,000.00			11,625.00	38.75%	Jun-22	Closure	Yes	Yes	Street Light identification stickers have been purchased
Gravel Surface Renewal	300,000.00			317.93	0.11%	Jun-22	Closure	Yes	Yes	The following roads have been completed. <ul style="list-style-type: none"> • Parkin Road (Livingstone area). • Bees Creek Road. • Keleson Road. • Parkin Road (Fly Creek area).
Forward Planning & Design	350,000.00			0.00	0.00%	Jun-22	Delivery	No	Yes	Guys Creek Road Design - Design phase Elizabeth Valley Road Floodway upgrade to be released Thorngate Road Pavement Rehab - Waiting for agreement between defence and Council Whitewood Road Widening at Wadham Lagoon - Design phase Various arterial roads intersection upgrades - Released Various Pavement Assessment - 40% draft report, quantity estimate for treatments and site inspection notes presented
Pavement Renewal	760,285.00	R2R	760,285.00	875,099.44	115.10%	Dec-21	Closure	Yes	Yes	R2R signs have been installed and will remain in place for a 1-year period. The total budget for this project is \$1,546,115 over two financial years which is made up as follows. \$485,000 from the 2020/2021 budget year, a further \$760,285 from the 2021/2022 budget year as well as \$100,000 in capital works funding for guardrails and \$200,829.96 from operational budget underspends and capital budget savings in the 2020/2021 financial year. The allocation of \$200,829.96 was approved by Council (resolution number 2021/269).
Road Seal Renewal	1,921,154.85	LRCI - P2	1,160,870.00	0.00	0.00%	Jun-22	Delivery	Yes	Yes	Phase 1 Completed. Phase 2 commenced on Sat 04/06/2022.
Gravel Road Sealing	500,000.00			56,493.50	11.30%	Jun-22	Initiation	No	Yes	Project delayed due to complicated design and understanding potential land acquisitions. Expect Project completion Nov 2022 with construction proposed for over the Dry Season. Design phase.

2021/2022 CAPITAL PROJECTS										
Municipal Plan Program	Updated Budget 21/22 \$	Grant Fund		Year to Date Actuals \$	Budget Spent %	Scheduled Completion Date	Project Stage	On Time	On Budget	Status Update
		Source	Amount \$							
Productive Roads - Mango Roads	300,000.00			113,583.65	37.86%	Jun-22	Delivery	Yes	Yes	Kentish Road – Base course preparation is in progress. The contractor is currently installing driveways. Works are scheduled for completion by end June.
Yes	579,545.00	Blackspot	454,545.00	102,810.00	17.74%	Jun 22	Planning	Yes	Yes	Blackspot - Girraween McInns Design Phase
							Closure	Yes	Yes	Guardrails Completed under Pavement Renewals (Virginia Road). Budget reallocation to Pavement Renewals was presented with Budget.
							Delivery	Yes	Yes	School Safety Audit Completed, awaiting final audit.
Mira Square Development	150,000.00	LRCI - P2	150,000.00	0.00	0%	Jun-22	Delivery	No	Yes	<p>Council received correspondence from the Contractor who are committed and stands firm that the construction of the Mira Square Community Building will begin on 15 June 2022. The Contractor has given the below timeline with detail that the external structure has been fully prefabricated.</p> <p>15 to 30 June 2022 Concrete slab will be laid and water tanks positioned.</p> <p>1 to 15 July 2022 Assemble steel structure kit.</p> <p>16 July to 15 August 2022 All plumbing and electrical to be completed.</p> <p>15 to 31 August 2022 Final touches to paperwork. Email to the Litchfield Council final certificates, occupancy certificate ,Section 40 and Certificates from plumber and electrician.</p> <p>31 August 2022 Handover date.</p>
Thorak Cemetery Asset Renewal	80,000.00			20,359.09	25.45%	Jun-22	Closure	Yes	Yes	
Waste Transfer Station Renewal	80,000.00			65,525.25	81.91%	Jun-22	Closure	Yes	Yes	
Reserve Building Renewal	20,000.00			0.00	0.00%	Jun-22	Planning	Yes	Yes	Preliminary works occurring
Subtotal	6,059,880.22		2,525,700.00	1,972,381.70	32.55%					

CARRY FORWARD PROJECT FROM 2020/2021

Municipal Plan Program	Total Life to date Budget (after BR2) \$	Updated Budget 21/22 \$	Grant Fund		Prev. Financial year's Actual \$	Current Year to Date Actuals \$	Total Project Life to Date Actuals \$	Budget Spent %	Scheduled Completion Date	Project Stage	On Time	On Budget	Status Update
			Source	Amount \$									
Knuckeyes Lagoon Shed	50,000.00	25,000.00			25,000.00	27,270.97	52,270.97	104.54%	Dec-21	Closure	Yes	Yes	
Fred's Pass Reserve Infr. Upgrade	2,300,000.00	41,618.00	Freds Pass Sport and Rec Grant	2,044.00	2,258,381.32	78,342.05	2,336,723.37	101.60%	Oct-21	Closure	Yes	No	
Drainage Renewal and Upgrades	598,000.00	337,192.00			54,295.00	403,365.86	457,660.86	76.53%	Dec-21	Closure	Yes	Yes	
Pavement Renewal	785,829.00	734,844.00	R2R	431,196.00	50,985.00	734,844.00	785,829.00	100.00%	Dec-21	Closure	Yes	Yes	
Road Safety Upgrades	763,293.00	615,027.63	Blackspot	396,346.00	148,265.00	279,441.80	427,706.80	56.03%	Dec-21	Closure	No	Yes	Project recommenced under Period Contractor
Road Seal Renewal	945,000.00	53,577.00			478,325.17	412,512.69	890,837.86	94.27%	Dec-21	Closure	No	Yes	
Mira Square development	225,000.00	221,394.00	LRCI - P2	150,000.00	3,606.00	3,067.00	6,673.00	2.97%	Jan-22	Delivery	No	Yes	Project awarded Engineering and offsite structural prefab underway
Dog Pound Upgrade	60,000.00	31,901.00			28,099.12	36,258.07	64,357.19	107.26%	Sep-21	Closure	Yes	No	Overspend due to plumbing issue
Townend Road	1,188,661.00	126,435.00	LRCI - P1	126,435.00	1,056,994.28	190,550.03	1,247,544.31	104.95%	Sep-21	Closure	No	No	20/21 Labour Cost WIP Balance transfer to capitalised has placed budget over \$8556.38
Waste Vehicle Replacement	355,000.00	312,630.00			42,370.00	98,214.30	140,584.30	39.60%	Jun-22	Closure	No	Yes	
Community Hall	100,000.00	100,000.00			0.00	63,437.90	63,437.90	63.44%	Jan-22	Planning	No	Yes	Community Building Discontinued. \$62,749.50 to come from reserves as grant funding has been reallocated to road reseals. Approval Received.
Subtotal	7,370,783.00	2,599,618.63		1,106,021.00	4,146,320.89	2,327,304.67	6,473,625.56	87.83%					

ADDITIONAL CAPITAL PROJECTS 2021/22										
Municipal Plan Program	Updated Budget 21/22 \$	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	39,591.00	LGPIF	39,591.00	39,740.00	100.38%	Dec -21	Closure	Yes	No	Grant acquittal lodged
Thorak Cemetery - Irrigation Grant	153,805.00	LGPIF	153,805.00	81,875.00	53.23%	Dec -21	Delivery	No	Yes	Approval obtained to change the Project Completion date to June 2022, works nearing completion.
Drinking Fountain-Water Fountain McMinns Lagoon	12,240.00	Healthy Lifestyle Grant	12,240.00	4,930.00	40.28%	May-22	Closure	Yes	Yes	Water fountain Installed
Replacement Cage on Ranger Vehicle	40,000.00			27,375.00	68.44%	Mar-22	Closure	Yes	Yes	Cage fitted to vehicle; pending invoice
Two spray Tank units (replacement)	25,000.00			0.00	-		Initiation	Yes	Yes	Quotes being sourced
Humpty Doo Village Green irrigation	20,000.00			0.00	-		Initiation	Yes	Yes	Quotes being sourced
Subtotal	290,636.00		205,636.00	153,920.00	52.96%					

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. To control the credit quality on the entire portfolio, the percentage per individual counterparty is limited to the following S&P Short Term Ratings: 77% at A1+ and 23% at A-2.

Counter Party	Date Invested	Invested Amount	Interest rate	Maturity Date	Days Invested	Institution Totals	% Counter party	Expected return to Maturity Date
Bendigo (S&P A2)	8/10/2021	1,000,000.00	0.30%	7/06/2022	242	4,050,000.00	18.52%	1,989.04
Bendigo (S&P A2)	8/10/2021	1,500,000.00	0.30%	21/06/2022	256			3,156.16
Bendigo (S&P A2)	4/11/2021	550,000.00	0.45%	10/08/2022	279			1,891.85
Bendigo (S&P A2)	2/05/2022	1,000,000.00	2.15%	10/01/2023	253			14,902.74
Commonwealth (S&P A1+)	8/10/2021	1,500,000.00	0.38%	5/07/2022	270	8,822,404.30	40.34%	4,216.44
Commonwealth (S&P A1+)	9/02/2022	2,000,000.00	0.56%	26/10/2022	259			7,947.40
Commonwealth (S&P A1+)	22/02/2022	2,000,000.00	0.61%	8/11/2022	259			8,656.99
Commonwealth (S&P A1+)	5/04/2022	322,404.30	1.25%	13/01/2023	283			3,124.67
Commonwealth (S&P A1+)	11/05/2022	1,000,000.00	2.54%	24/01/2023	258			17,953.97
Commonwealth (S&P A1+)	11/05/2022	1,000,000.00	2.64%	7/02/2023	272			19,673.42
Commonwealth (S&P A1+)	24/05/2022	1,000,000.00	2.62%	21/02/2023	273			19,596.16
Defence Bank (S & P A2)	19/10/2021	1,000,000.00	0.40%	19/07/2022	273	1,000,000.00	4.57%	2,991.78
NAB (S&P A1+)	24/11/2021	1,000,000.00	0.47%	23/08/2022	272	8,000,000.00	36.58%	3,502.47
NAB (S&P A1+)	24/11/2021	1,500,000.00	0.48%	6/09/2022	286			5,641.64
NAB (S&P A1+)	8/12/2021	1,500,000.00	0.57%	20/09/2022	286			6,699.45
NAB (S&P A1+)	21/01/2022	1,000,000.00	0.61%	12/10/2022	264			4,412.05
NAB (S&P A1+)	10/03/2022	1,000,000.00	0.85%	22/11/2022	257			5,984.93
NAB (S&P A1+)	29/04/2022	1,000,000.00	1.79%	6/12/2022	221			10,838.08
NAB (S&P A1+)	29/04/2022	1,000,000.00	1.85%	20/12/2022	235			11,910.96
TOTAL INVESTMENTS		21,872,404.30				21,872,404.30	100%	155,090.20

% of Total Investment Portfolio	A1 & A1+ (max 100%)	77%	A2 (max 60%)	23%	100%
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Total Investments	\$ 21,872,404.30	Total Year to date Investments Earnings	\$ 81,660.24
General Bank Funds	\$2,147,924.97		
Council Till and Petty Cash float	\$ 1,275.00		

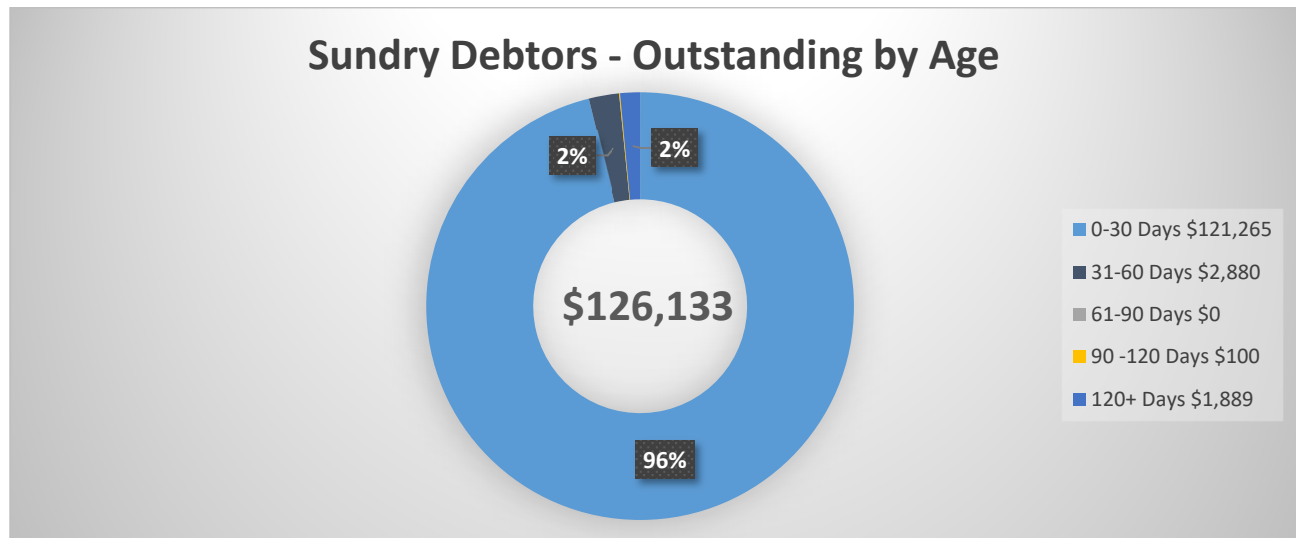
Total all Funds	\$ 24,021,604.27
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FINANCIAL RESERVES

	2020/21 Actuals \$	2021/2022 Net Movement \$	2021/22 Budget \$
Externally Restricted			
Developer Contribution Reserve	256,908.00	(27,443.00)	229,465
Unexpended Grants / Contributions	0.00	0.00	0.00
Unexpended Capital Works	641,694.00	(641,694.00)	0.00
Total Externally Restricted Reserves	898,602.00	(669,137.00)	229,465
Internally Restricted			
Asset Reserve	12,154,043.00	(2,259,894.61)	9,894,148.39
Waste Management Reserve	4,840,323.00	(512,705.66)	4,327,617.34
Thorak Regional Cemetery Reserve	1,009,037.00	271,648.74	1,280,685.74
Election Reserve	100,000.00	0.00	100,000.00
Disaster Recovery Reserve	500,000.00	100,000.00	600,000.00
Strategic Initiatives Reserve	500,000.00	(100,000.00)	400,000.00
ICT Reserve	0.00	0.00	0.00
Total Internally Restricted Reserves	19,103,403.00	(2,500,951.53)	16,602,451.47
TOTAL RESERVES	20,002,005.00	(3,170,088.53)	16,831,916.47

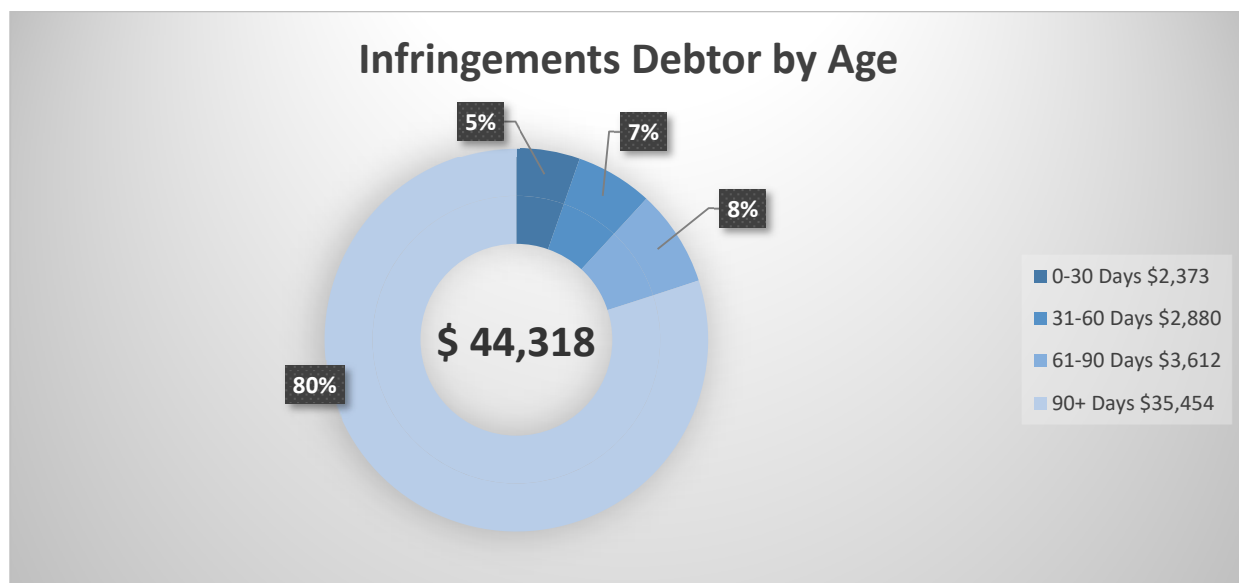
DEBTORS

Total Debtors as of 31 May 2022 is \$126,133. \$57,747 relates to Thorak Regional Cemetery funeral providers and \$50,233 relates to regulatory services order. Currently, \$1,989 amount of debtors outstanding for more than 90 days. \$1,746 are the on charge of legal fees relating to regulatory services order and statutory charges have been placed over the properties, council continues followup to seek payment. The remaining \$243 relates Sundry debtors, follow-up are continuing to settle the outstanding.



FINES AND INFRINGEMENTS

Council has one hundred and seventy-nine (179) infringements outstanding with a balance of \$44,318, an increase of \$983 from April. Eight(8) are newly issued, thirteen (13) have received reminders, and one hundred and fifty-eight (158) are with the Fines Recovery Unit (FRU)¹⁷.



¹⁷ Infringements sent to FRU are expected to exceed 90 days due to the recovery processes

ACCOUNTS PAYABLE REPORT

Cheque No.	Payee	Description	Amount
1296.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 22 (21/22) - Cycle 1 WE 04 May 2022	\$ 53,906.00
1299.454-01	TRAFFICWERX NT PTY LTD	May 2022 - Traffic Control Power Road - Sign Delineation Hire, and Emergency Traffic Control	\$ 67,897.50
1299.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	\$ 40,637.81
1300.2145-01	ACE PAINTING SERVICES NT	Painting Interior of Chapel at Thorak Cemetery	\$ 22,395.00
1299.1693-01	WRM WATER & ENVIRONMENT PTY LTD	Tumbling Waters Road - Flood Assessment	\$ 21,615.00
1301.849-01	WEX AUSTRALIA (PUMA CARD)	Apr 2022 - Litchfield Council Fuel Account for Fleet Vehicles and Machinery	\$ 17,752.84
DD260422	WESTPAC CARDS & DIRECT DEBITS	April 2022 - Credit Card Purchases Litchfield Council Officers	\$ 12,652.43
1301.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Road Repairs - Parkin Road	\$ 11,231.00
1301.1632-01	SADDLEWORLD NT	myLitchfield Voucher Redemption WE 17 May 2022	\$ 9,090.00
1299.1068-01	MR D S BARDEN	April 2022- Elected Members Allowances	\$ 7,849.01
1296.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Patching - Various Locations Litchfield Council Municipality	\$ 7,716.90
1299.170-01	NTRS (NT RECYCLING SOLUTIONS)	April 2022 - Recycling Collected HD, BS and HS Waste Stations & Litchfield Council	\$ 7,692.46
1296.1377-01	MOHOW (K.E ELSEY AND M O'MEARA	Library and Family Services - Youth Strategy Consultation Progress Payment	\$ 7,235.50
1296.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Various Locations Litchfield Council Municipality	\$ 5,500.00
1301.85-01	TELSTRA	Apr 22 -Thorak & Litchfield Council - Internet ,Data and Mobiles	\$ 5,434.29
1296.1632-01	SADDLEWORLD NT	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 5,217.50
1302.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Apr 2022 - Grave Preparation Thorak Cemetery	\$ 5,016.00
1299.953-01	HWL EBSWORTH LAWYERS	Legal Services	\$ 4,969.80
1301.2270-01	TYRECYCLE PTY LTD	Removal of Tyres from HDWTS for Recycling	\$ 4,887.45
1301.268-01	BYRNE CONSULTANTS	RFQ21-297 - Road Safety Upgrades - Girraween Road	\$ 4,884.00
1300.2247-01	OUTSIDESIGN	Landscape Archetectural Services for Thorak Cemetery	\$ 4,232.80
1296.324-01	CLOUSTON ASSOCIATES (AUST.) PTY LTD	Litchfield Council - Street Trees Initiation & Preliminary Survey	\$ 3,899.50
1301.2023-01	CHEMIST WAREHOUSE COOLALINGA CENTRAL	myLitchfield Voucher Redemption WE 17 May 2022	\$ 3,600.00
1296.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 04 May 2022	\$ 3,462.51
1299.1088-01	TALENT PROPELLER	Advertisement- Senior Ranger- Trainee Position	\$ 3,146.00
1301.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 18 May 2022	\$ 2,821.99

Cheque No.	Payee	Description	Amount
1299.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	May- 2022 Grounds Maintenance HDVG	\$ 2,690.00
1301.1976-01	NT NAILS	myLitchfield Voucher Redemption WE 17 May 2022	\$ 2,470.00
1299.498-01	MR M I G SALTER	April 2022- Elected Members Allowances	\$ 2,449.36
1296.2023-01	CHEMIST WAREHOUSE COOLALINGA CENTRAL	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 2,272.50
1299.1439-01	WANDINA CONSULTING	May 2022 - Professional Consultancy Services	\$ 2,200.00
1299.2252-01	MRS E SHARP	April 2022- Elected Members Allowances	\$ 2,136.68
1299.2189-01	AEC GROUP	Final Payment for Workforce Plan	\$ 2,090.00
1296.639-01	CAPTOVATE PTY LTD	Apr 2022- Social Media Planning and Deve	\$ 2,000.00
1301.1981-01	LOVELI ALLURE LASH & BROWS	MyLitchfield Voucher Redemption WE 01 May 2022	\$ 1,930.00
1299.2238-01	MR K R HARLAN	April 2022- Elected Members Allowances	\$ 1,846.74
1296.78-01	POWER & WATER CORPORATION	Mar-Apr 2022 - Water for Litchfield Council Office	\$ 1,749.27
1299.2239-01	MR M SIDEY	April 2022- Elected Members Allowances	\$ 1,706.74
1299.1721-01	MAHER RAUMTEEN SOLICITORS	Legal Services	\$ 1,705.00
1301.1023-01	AUSLINE ENGINEERING	Supply Slasher and Flail Mower Plates	\$ 1,683.00
1301.1141-01	NORTHERN GROUND MAINTENANCE	Mowing Services KLRR May 2022	\$ 1,595.00
1301.1911-01	KERRY'S BODY THERAPY	myLitchfield Voucher Redemption WE 17 May 2022	\$ 1,580.00
1299.1181-01	ODD JOB BOB	Replacement of Cabinet at KLRR	\$ 1,577.13
1299.2249-01	MS R A WRIGHT	April 2022- Elected Members Allowances	\$ 1,566.74
1301.1100-01	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	National General Assembly Registration	\$ 1,539.00
1299.2253-01	MR A MACKAY	April 2022- Elected Members Allowances	\$ 1,516.74
1296.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temp Staff - Rates Recovery Officer WE 01 May 2022	\$ 1,467.35
1301.1918-01	HUMPTY DOO NAILS	myLitchfield Voucher Redemption WE 17 May 2022	\$ 1,420.00
1299.2405-01	CORNER CAFE (CORNERSTONE CHRISTIAN FELLOWSHIP)	Catering Expenses for Morning Tea and Youth Forum	\$ 1,375.00
1299.108-01	DEPARTMENT OF ATTORNEY GENERAL & JUSTICE	Jan - Mar 22 - FRU Fines Enforcement Fee	\$ 1,320.00
1297.2074-01	WALLACE CONSTRUCTIONS	Removal & Re-patch of Corner Particians - Thorak Cemetery	\$ 1,290.30
1299.1471-01	RICOH AUSTRALIA PTY LTD	Mar 2022 - Photocopier Hire for Thorak Cemetery	\$ 1,225.20
1299.1552-01	COMICS NT	Assorted Bulk Purchase Comics for for Taminmin Library Content	\$ 1,225.00

Cheque No.	Payee	Description	Amount
1299.752-01	TOTALLY WORKWEAR PALMERSTON	PPE for Waste Station Employees	\$ 1,220.10
1301.1230-01	TRUE NORTH STRATEGIC COMMUNICATION	Issues Management & Client Liason	\$ 1,152.93
1299.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temp Staff - Rates Recovery Officer WE 12 May 2022	\$ 1,100.51
1299.1807-01	WSP AUSTRALIA	Freds Pass Service Assessment	\$ 1,100.00
1296.1976-01	NT NAILS	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 1,070.00
1296.2392-01	CORNERSTONE CHRISTIAN FELLOWSHIP NT	Hire of Youth Strategy Forum Hall	\$ 1,056.00
1299.1674-01	FRESH START - FOR CLEANING	KLRR Cleaning WE: 08 May 2022	\$ 990.00
1301.347-01	INFORMATION CONSULTANTS P/L	Information Officer Training	\$ 990.00
1299.1372-01	MEDIMOBILE PTY LTD	Flu Vaccination Program -30 Litchfield Council Employees	\$ 973.50
1296.1918-01	HUMPTY DOO NAILS	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 935.00
1299.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Apr 2022 - Additional Alarm Responses	\$ 925.21
1299.132-01	AIRPOWER NT PTY LTD	400hr Service Mower CD 89 YA with Parts and Labour	\$ 913.21
1299.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	\$ 824.94
1296.1911-01	KERRY'S BODY THERAPY	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 810.00
1301.132-01	AIRPOWER NT PTY LTD	RTV 900 CE 25 AJ - 1000km Service	\$ 801.10
1302.926-01	JACANA ENERGY	Apr 2022 - Electricity for KLRR	\$ 786.24
1299.1993-01	EASY GLASS SERVICES	Removal of Broken Glass at Thorak Cemetery	\$ 770.00
1296.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Cat 428F BSWTS Repairs	\$ 748.29
1299.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Waste Services	\$ 727.60
1296.132-01	AIRPOWER NT PTY LTD	Replacement of Spindles on CC44JN	\$ 726.33
1296.1674-01	FRESH START - FOR CLEANING	HPRR Cleaning WE: 29 Apr 2022	\$ 720.00
1296.512-01	SELTHER SHAW PLUMBING PTY LTD	Investigate and Repair Leak	\$ 711.70
1300.2049-01	AJ SECURITY DARWIN	May 2022 - Security Open and Lock Up - Thorak Cemetery Gates	\$ 709.50
1302.455-01	MINI-TANKERS AUSTRALIA PTY LTD	Apr 2022 -Thorak Plant & Equipment Fuel	\$ 688.45
1296.384-01	MS C VERNON	Consultancy Services	\$ 654.50
1301.926-01	JACANA ENERGY	Oct - Feb 22 - Electricity KLRR	\$ 651.40
DD270422	WESTPAC CARDS & DIRECT DEBITS	April 2022 - Credit Card Purchases Litchfield Council Officers	\$ 624.95

Cheque No.	Payee	Description	Amount
1300.1772-01	WATER DYNAMICS PTY LTD	Replacement Irrigation Parts for Thorak Cemetery Irrigation	\$ 624.03
1301.1278-01	SEEK LIMITED	Seek Job Advertisement- Senior and Trainee Rangers	\$ 616.00
1301.1674-01	FRESH START - FOR CLEANING	HPRR Cleaning WE: 13 May 2022	\$ 607.50
1301.1920-01	HUMPTY DOO AMCAL	myLitchfield Voucher Redemption WE 17 May 2022	\$ 597.50
1300.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE 27 April 2022	\$ 562.06
1300.2365-01	FORKLIFT SOLUTIONS PTY LTD	Installation of Replacement Joystick, Knob and Wiring	\$ 547.25
1296.1564-01	FOURIER TECHNOLOGIES PTY LTD	Deployment of Fourier Anti SPAM Solution	\$ 544.50
1301.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Recycled Window Envelopes with Litchfield Council Logo	\$ 521.51
1301.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check - New Litchfield Council Employee	\$ 512.60
1301.2418-01	HUMPTY DOO COMMUNITY GARDEN INC	Community Grant - Open Day / Working Bee	\$ 500.00
1296.1761-01	LEADING EDGE COMPUTERS DARWIN	Replacement HP PC Public User PC	\$ 475.00
1300.1412-01	HAPPIER ENDING FUNERALS	Apr 2022 - Transport Deceased to Thorak Cemetery	\$ 475.00
00413301	LITCHFIELD COUNCIL PETTY CASH	Mar / Apr 2022 - Reimburse LC Petty Cash	\$ 467.50
1296.506-01	TURBO'S TYRES	Service - Ford Ranger CC45FT	\$ 464.59
1301.1552-01	COMICS NT	Assorted Books for Taminmin Library Content	\$ 456.00
1299.1697-01	RSPCA	Impounds April 2022	\$ 455.00
1301.1925-01	CAFE BELLISSIMO	myLitchfield Voucher Redemption WE 17 May 2022	\$ 455.00
1299.2378-01	PACK & SEND DARWIN	May 2022- Courier Service for Taminmin Library	\$ 450.00
1296.752-01	TOTALLY WORKWEAR PALMERSTON	PPE - Safety Boots	\$ 427.00
1299.874-01	VTG WASTE & RECYCLING	Apr 2022 - Waste Collection HDVG	\$ 409.18
1301.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Sep 2022 - Half Year Pest Service for Litchfield Council Office	\$ 406.45
1301.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Catering for Morning Tea for IDAHOBIT Day	\$ 390.00
1296.1920-01	HUMPTY DOO AMCAL	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 347.50
1299.926-01	JACANA ENERGY	Feb - Mar 2022 - Electricity HDVG	\$ 343.40
1296.61-01	GREENTHEMES INDOOR PLANT & HIRE	Apr 2022 - Indoor Plant Hire Litchfield Council Office	\$ 338.50
1301.1988-01	MUMMAS KITCHEN	MyLitchfield Voucher Redemption WE 17 May 2022	\$ 332.50
1301.1962-01	ORGANIC AG PTY LTD	myLitchfield Voucher Redemption WE 17 May 2022	\$ 330.00

Cheque No.	Payee	Description	Amount
1301.2416-01	BOWDEN MCCORMACK LAWYERS & ADVISERS	Legal Services	\$ 330.00
1296.111-01	STICKERS AND STUFF	100 Vinyl Stickers for "MyLitchfield" Promotion	\$ 328.00
1296.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Catering for 12 Pax - Strategic Discussiion	\$ 321.00
1302.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE: 04 May 2022	\$ 278.17
1296.1988-01	MUMMAS KITCHEN	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 252.50
1299.2414-01	TOTAL SPORTS MANAGEMENT PTY LTD	Team Challenge Volleyball Session	\$ 242.00
1296.1941-01	PROFESSIONAIL	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 240.00
1296.1758-01	RAECO (CEI PTY LTD)	Assorted Shelving Solutions for Taminmin Library	\$ 236.48
1297.2089-01	ELGAS LTD	Weekly Gas Delivery Thorak WE: 20 Apr 2022	\$ 234.86
1301.78-01	POWER & WATER CORPORATION	Mar - Apr 2022 - Water HDWTS	\$ 233.21
1301.100-01	NORTHERN TERRITORY PEST & WEED CONTROL	Annual Pest Spray KLRR	\$ 230.00
1296.1962-01	ORGANIC AG PTY LTD	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 210.00
1299.522-01	FARMWORLD NT PTY LTD	MF 5711 Service 2500hours SV 4275 and Parts	\$ 209.60
1299.1566-01	WINC AUSTRALIA PTY LTD	Stationary - Consumables and Fixed Items for Litchfield Council Office	\$ 207.87
1296.508-01	EASA	EAP Counselling Sessions- 1-15 April 2022	\$ 201.80
1301.1253-01	CRAIG BURGDORF	Repairs to CAT 428F HSWTS	\$ 199.65
1299.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	May 2022 - ASSA Monthly Membership	\$ 181.50
1301.2005-01	CREATIVE JEWELLERS STUDIO	myLitchfield Voucher Redemption WE 17 May 2022	\$ 180.00
1301.1923-01	SALTWATER FLOAT SPA	myLitchfield Voucher Redemption WE 17 May 2022	\$ 160.00
1299.78-01	POWER & WATER CORPORATION	Standpipe Water Cards for MWF Crew	\$ 153.27
1300.928-01	RSEA PTY LTD	Safety Boots for Thorak Cemetery Staff	\$ 150.00
1301.2420-01	BERRY SPRINGS PHARMACY	myLitchfield Voucher Redemption WE 17 May 2022	\$ 150.00
1299.1330-01	PAWS DARWIN LTD	May 2022- Impound Transfer	\$ 130.00
1302.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Chapel and Office at Thorak Cemetery	\$ 123.65
1296.1930-01	TROPICULTURE AUSTRALIA	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 120.00
1297.85-01	TELSTRA	Apr 2022 - Telstra Line Rental Thorak Cemetery	\$ 115.44
1296.1923-01	SALTWATER FLOAT SPA	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 110.00

Cheque No.	Payee	Description	Amount
1296.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption Desexing Vouchers	\$ 100.00
1301.1959-01	TACKLEWORLD COOLALINGA	MyLitchfield Voucher Redemption WE: 17 May 2022	\$ 100.00
1301.828-01	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia and Disposal of Surrendered Animal	\$ 100.00
1296.2170-01	BELLS PURE ICE (BPI OPERATIONS PTY	Bagged Ice - Delivered to MWF Site	\$ 96.25
1297.752-01	TOTALLY WORKWEAR PALMERSTON	PPE Workwear for Thorak Staff	\$ 95.00
1301.1910-01	BERRY SPRINGS TAVERN	MyLitchfield Voucher Redemption WE: 17 May 2022	\$ 90.00
1296.623-01	MOUSELLIS & SONS PTY LTD	Rates Refund	\$ 87.64
1301.1915-01	DESIRE SHOP	myLitchfield Voucher Redemption WE 17 May 2022	\$ 85.00
1296.1924-01	JOHNNY'S DINE IN TAKEAWAY	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 75.00
1301.1930-01	TROPICULTURE AUSTRALIA	myLitchfield Voucher Redemption WE 17 May 2022	\$ 75.00
1300.14-01	AUSTRALIA POST	Purchase of Stamps	\$ 70.65
1301.2412-01	LITTLE TIMBA	myLitchfield Voucher Redemption WE 17 May 2022	\$ 60.00
1296.1921-01	HOWARD SPRINGS NEWSAGENCY	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 57.50
1296.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 24 Apr 2022	\$ 47.96
1299.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 01 May 2022	\$ 47.96
1301.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 08 May 2022	\$ 47.96
1301.1939-01	CURL UP & DYE	myLitchfield Voucher Redemption WE 17 May 2022	\$ 45.00
1301.1941-01	PROFESSIONAIL	myLitchfield Voucher Redemption WE 17 May 2022	\$ 45.00
1296.1959-01	TACKLEWORLD COOLALINGA	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 42.50
1301.1912-01	HINNENS CAFE	myLitchfield Voucher Redemption WE 17 May 2022	\$ 42.50
1301.1967-01	BERRY SPRINGS IGA X-PRESS	myLitchfield Voucher Redemption WE 17 May 2022	\$ 40.00
1301.1924-01	JOHNNY'S DINE IN TAKEAWAY	myLitchfield Voucher Redemption WE 17 May 2022	\$ 35.00
1300.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thoak Cemetery Chapel and Office	\$ 34.65
1296.1915-01	DESIRE SHOP	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 30.00
1296.1925-01	CAFE BELLISSIMO	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 30.00
1301.448-01	ALLORA GARDENS NURSERY	myLitchfield Voucher Redemption WE 17 May 2022	\$ 30.00
1301.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Waste Services	\$ 23.66

Cheque No.	Payee	Description	Amount
1296.1910-01	BERRY SPRINGS TAVERN	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 22.50
1296.1919-01	IRONSTONE LAGOON NURSERY	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 20.00
1301.1908-01	PALMERSTON PAINT SUPPLIES	MyLitchfield Voucher Redemption WE: 17 May 2022	\$ 20.00
1301.1950-01	THE TAO HOUSE	myLitchfield Voucher Redemption WE 17 May 2022	\$ 20.00
1296.1952-01	VIRGINIA STORE	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 15.00
1301.1170-01	NT POWERSPORTS	myLitchfield Voucher Redemption WE 17 May 2022	\$ 15.00
1296.1912-01	HINNENS CAFE	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 10.00
1296.1917-01	HOWARD SPRINGS LPO	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 10.00
1296.1926-01	NT POWERSPORTS	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 10.00
1296.2412-01	LITTLE TIMBA	MyLitchfield Voucher Redemption WE: 01 May 2022	\$ 10.00
1299.1926-01	NT POWERSPORTS	MyLitchfield Voucher Redemption WE: 17 May 2022	\$ 10.00
1301.1940-01	BIRDS OF PARADISE FASHION	myLitchfield Voucher Redemption WE 17 May 2022	\$ 10.00
1301.1921-01	HOWARD SPRINGS NEWSAGENCY	myLitchfield Voucher Redemption WE 17 May 2022	\$ 5.00
1301.1952-01	VIRGINIA STORE	MyLitchfield Voucher Redemption WE: 17 May 2022	\$ 5.00
TOTAL			\$ 435,752.80

OUTSTANDING RATES

PRIOR YEAR RATES

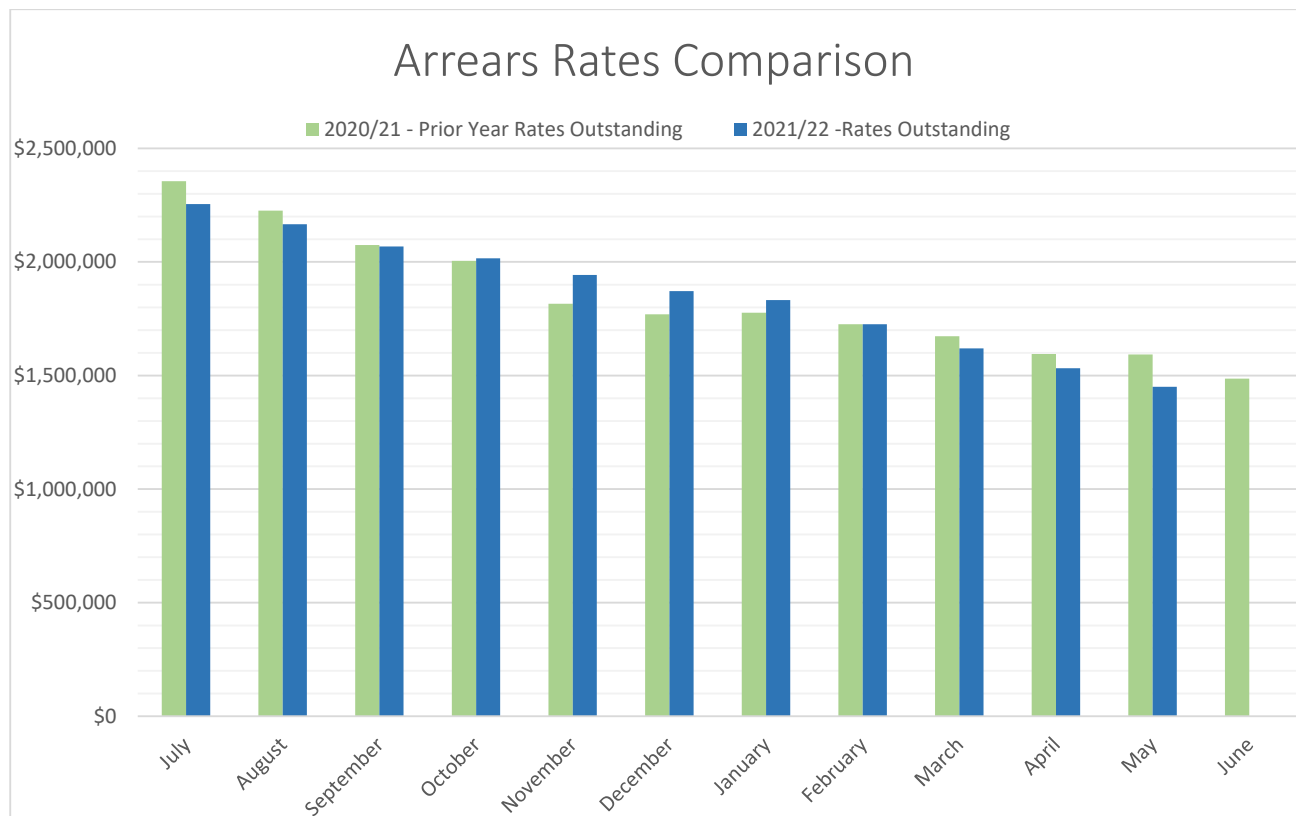
The below table illustrates the split of prior year outstanding rates. Previous years rates outstanding are currently \$1.4 million, 9.8% decrease from the same time last year.

Council is prioritising rates collection and taking steps to promote awareness among ratepayers on obligations and implications of unpaid Rates and Charges, ensuring rates collectible remains at acceptable levels as Council fulfils its Municipal Plan targets to remain financially sustainable.

The table below shows the balance of the prior year rate as at the beginning of the financial year, last month and the current month

	Beginning 2021/22 Prior Years Outstanding (\$)	Previous Month (April 2022) (\$)	Current Month (May 2022) (\$)
COMMERCIAL	65,444.00	51,178.74	46,265.16
GAS PLANT	5.00	19.79	30.23
MINING	123,382.00	12,843.70	121,431.04
HORTICULTURE AGRICULTURE	0.00	64,543.60	64,264.67
NON-RATEABLE GENERAL	9,463.00	9,924.01	23,275.76
NON-RATEABLE WASTE	31,157.00	32,294.38	31,504.12
PASTORAL	0.00	0.00	0.00
RURAL RESIDENTIAL	1,850,245	993,321.78	927,379.26
URBAN RESIDENTIAL	232,730.00	249,505.09	236,282.98
TOTAL	2,254,890.97	1,413,631.09	1,450,433.22
Arrears LESS Legal	2,030,874.00	1,147,924.12	1,206,373.54

The graph below compares prior year rates between 2020/21 and 2021/22 financial years.



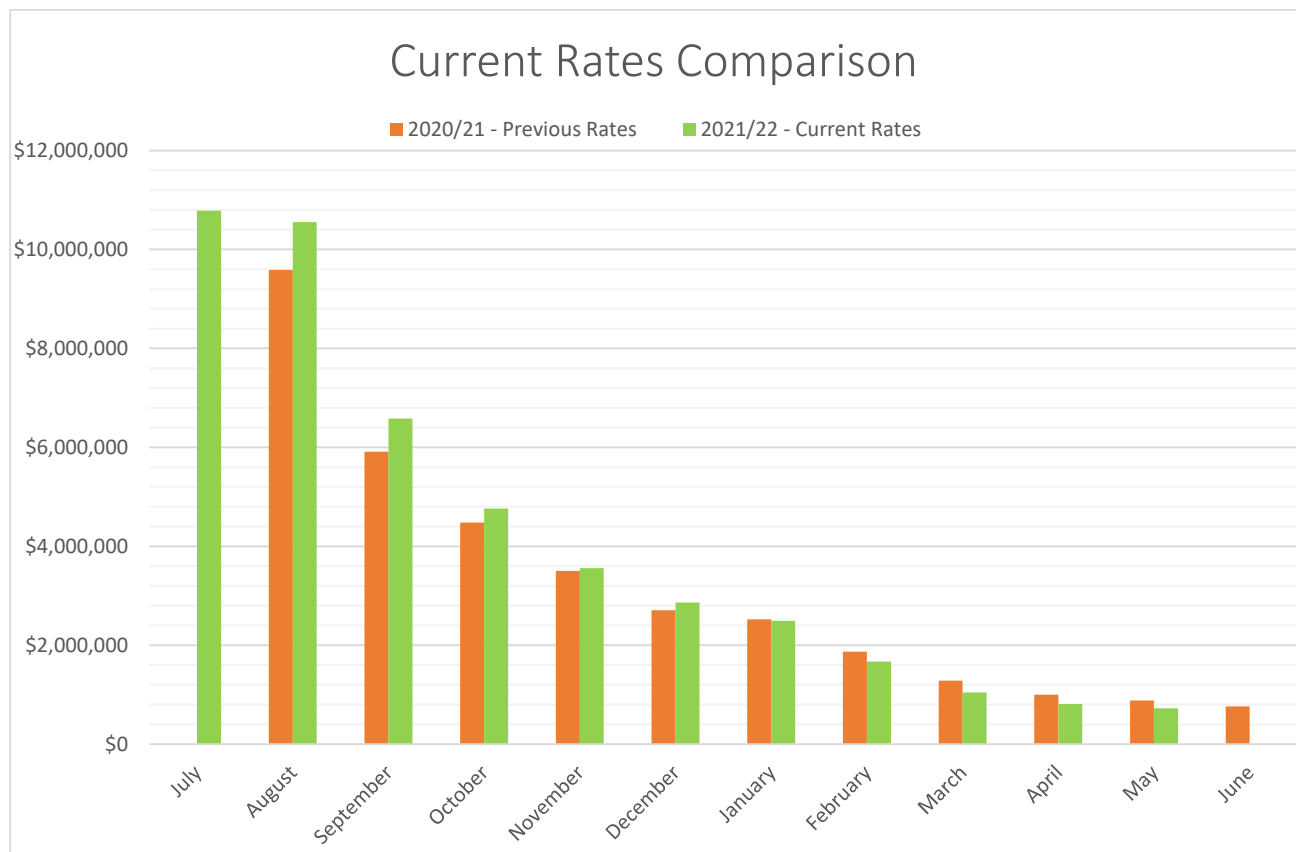
CURRENT YEAR RATES

The below table illustrates the split of current year outstanding rates. Current year rates levied total \$11.7m.

The table below shows the movement in current year rates compared to last month.

	Previous Month (April 2022) (\$)	Current Month (May 2022) (\$)	Variance (\$)	Due Dates
Instalment 1	218,342.15	196,628.16	21,713.99	30-Sep-21
Instalment 2	262,303.39	236,662.00	25,641.39	30-Nov-21
Instalment 3	333,173.89	292,078.09	41,095.80	28-Feb-22
TOTAL	813,819.43	725,368.25	88,451.18	

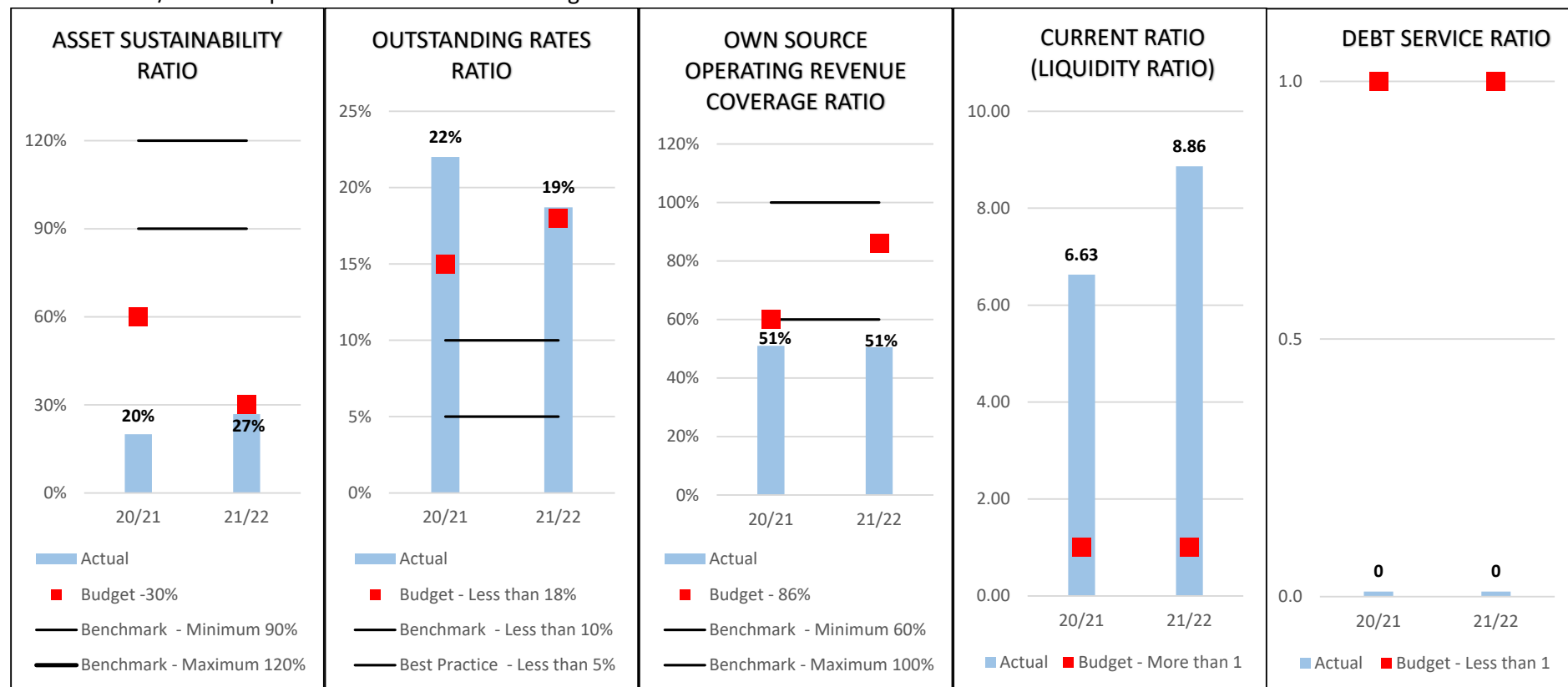
The graph below compares annual rates between 2020/21 and 2021/22.



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 of 27% for the month of May is just short of the Municipal Plan target of 30%. This will expected to increase as most capital projects are in 'Delivery 'stage. While this % will increase as expenses are incurred, it is expected that Council will continue to fail to meet the local government benchmark of 90%. Council's asset base is currently valued at \$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 19% is just short of the Municipal Plan target of 18%. A growing outstanding rates ratio increases liquidity risk and places burden on Council's existing resources. Council will need to manage the risk by prioritising rates debt recovery to see a downward trend in the rates outstanding ratio gradually.</p>
Own Source Revenue Ratio	<p>This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources**. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level.</p> <p>Council's Own Source Operating Revenue Coverage ratio of 51% is just short of the Municipal Plan target of 60% and is expected to decrease as further funding is received throughout the year.</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 10 sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed 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 Report—May 2022
Author:	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, Interim Chief Executive Officer
Meeting Date:	21/06/2022
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 Report for May 2022.

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.

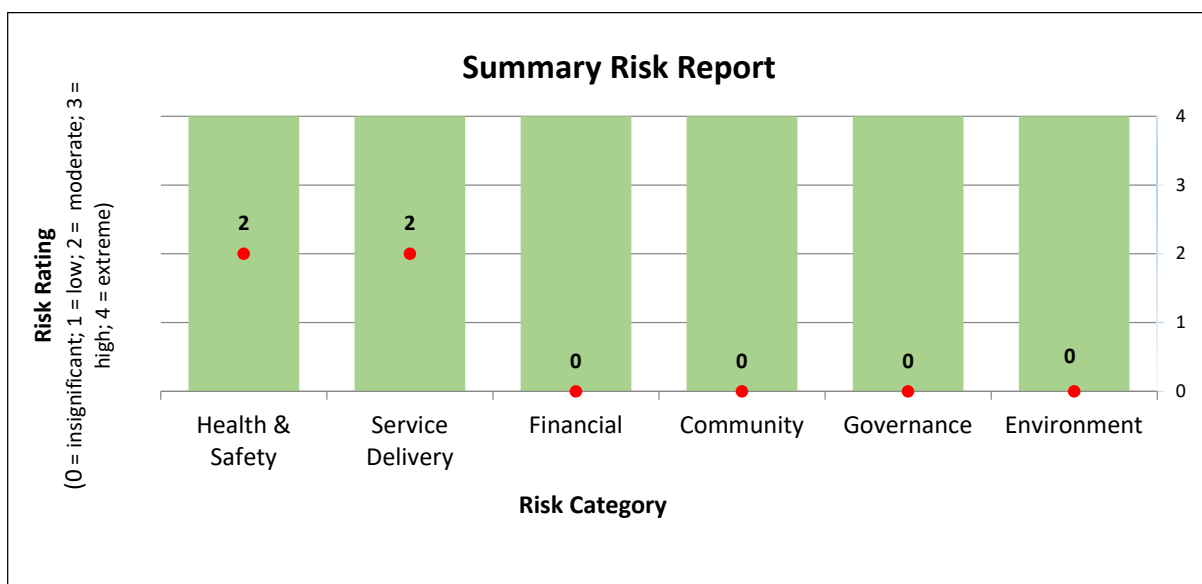
Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Nil

Risks



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.

Community Engagement

Not Applicable.

PEOPLE AND PERFORMANCE MONTHLY REPORT

May 2022

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
Asset Management Officer	Infrastructure and Operation	12 May 2022	Fixed Term Contract

External Appointments

Position	Department	Commenced	Permanent/Temporary
NIL	NIL	NIL	NIL

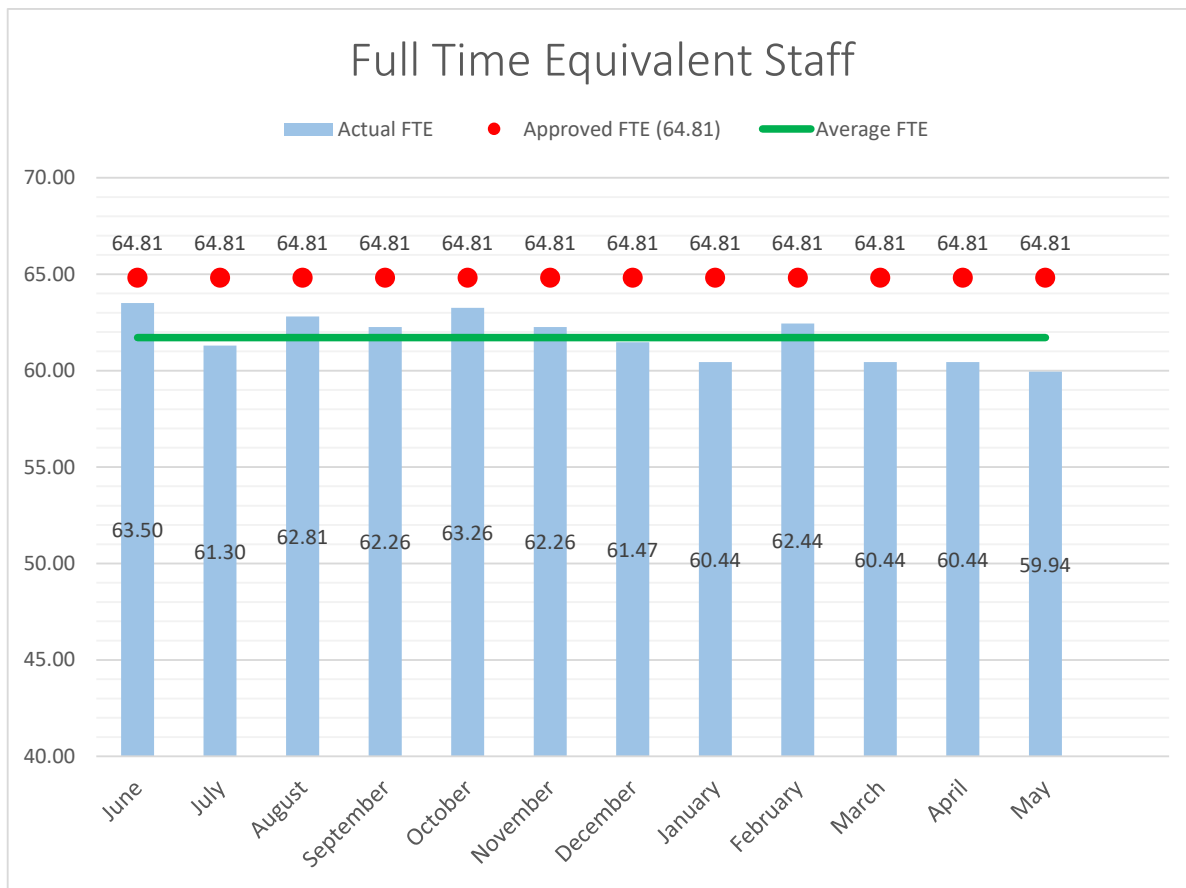
Employment Separation

Position	Department	End date	Permanent/Temporary
Customer Service Officer	Finance	30 May 2022	Fixed Term Contract

	Approved	Actual	Difference
Full Time Equivalent	49	45	-4
Part-time	5.81	5.94	0.13
Contract	10	9	-1
Total	64.81	59.94	-4.87

Recruitment Overview:

Role	In Progress	Completed
Chief Executive Officer	✓	
Trainee Ranger		✓
Senior Ranger		✓
Planning and Development Program Leader	✓	
Works Delivery Program Leader	✓	
Manager Library and Family Services	✓	
Development Engineer	✓	

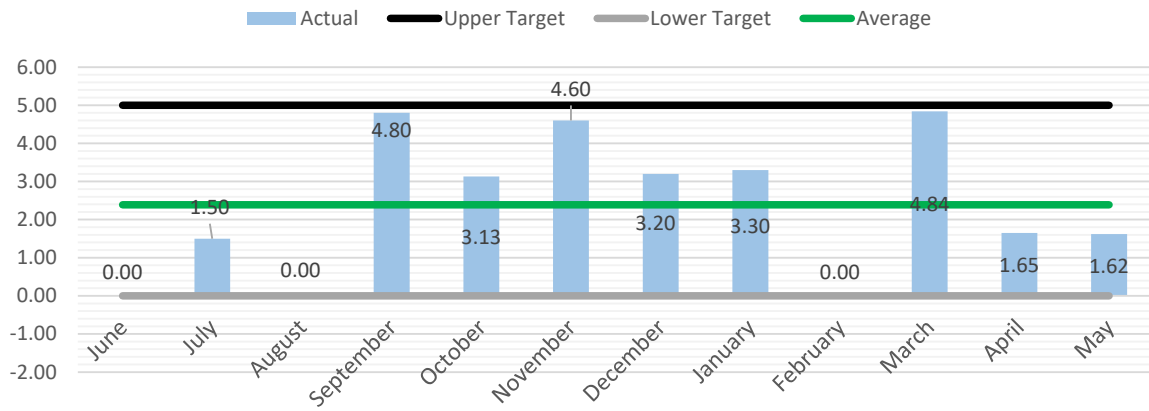


Turnover Rate:

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

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

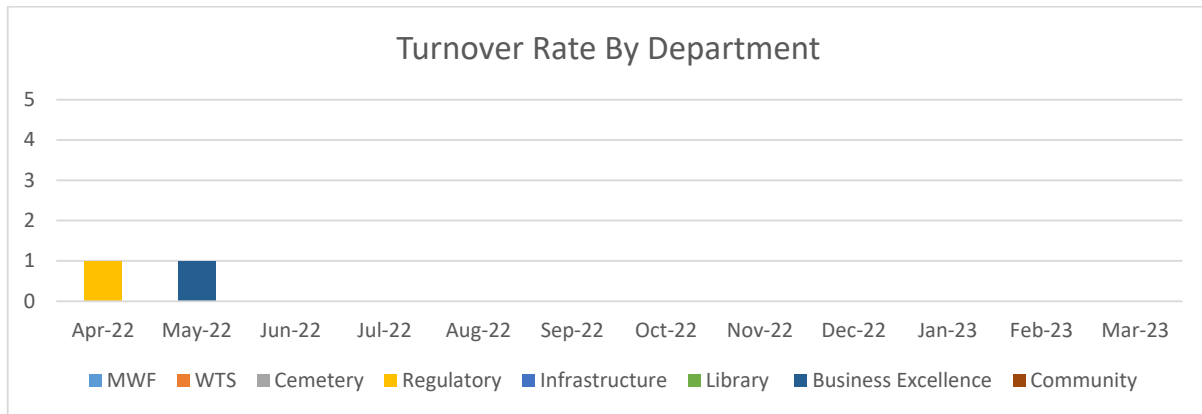
Staff Turnover Rate



Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Average
0%	1.50%	0%	4.80%	3.13%	4.60%	3.20%	3.30%	0%	4.84%	1.65%	1.62%	2.39 %
0	1	0	3	2	3	5	2	0	4	1	1	1.83

Target Average: Between 0% - 5%

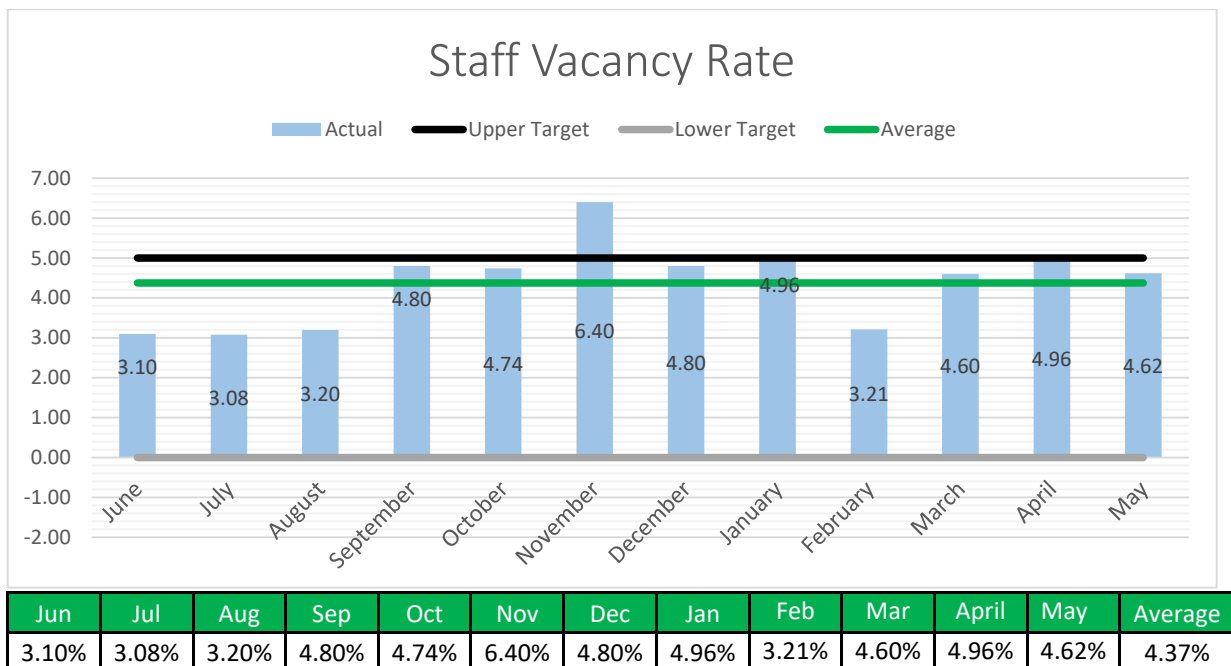
Turnover Rate by Department:



Department	Numbers	Percentage (%)
MWF	0	NA
WTS	0	NA
Cemetery	0	NA
Regulatory	0	NA
Infrastructure	0	NA
Library	0	NA
Business Excellence	1	1.65%
Community	0	NA
Total	1	1.65%

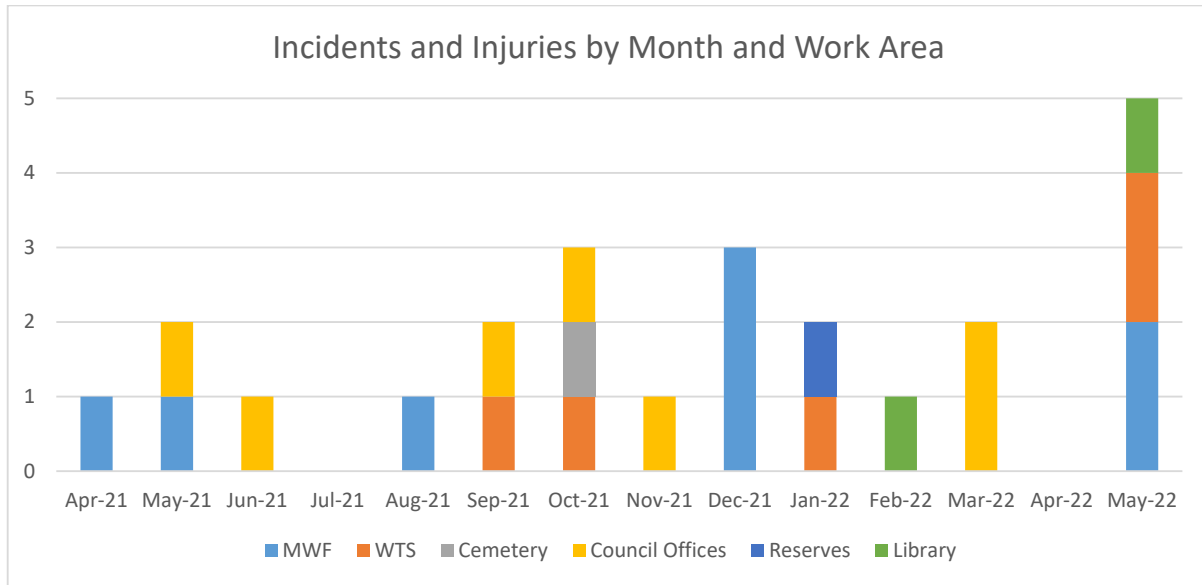
Staff Vacancy Rate:

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:



Incident 1: Near miss at Taminmin Community Library, where a student picked up a chair and sat back down, it appeared the student had fallen off the chair, however this wasn't witnessed by the staff.

Incident 2: There was a break in at the Mobile Workforce Shed, an official report was conducted with police onsite. Security cameras showed the intruder was onsite for about 10 minutes. A list of stolen assets has been compiled.

Incident 3: Mobile Workforce Ute sustained damage due to wet ground conditions.

Incident 4: Employee at Berry Springs Transfer Station strained an ankle when getting into the Backhoe. Worker attended physio and a workers compensation claim has been raised.

Incident 5: Howard Springs Waste Transfer Station tractor sustained damaged due to an unseen obstacle, which resulted in the condenser bracket being bent.

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 a list of existing policies due for review over the next 2021/2022 period. These policies will be presented to Council in due

Policies	
FIN11 Related Party Disclosure	GOV13 Managing Requests to Council Members
FIN13 Borrowing	GOV07 Recording of Council Meetings
INF03 Roadside Memorials and Roadside Monuments	FIN07 Community Grants, Donations and Sponsorships
GOV03 Privacy	EM04 Casting Vote
INF05 Sealing of Roads	EM01 Elected Members
INF02 Driveway Crossovers	EM02 Code of Conduct for Elected Members
GOV12 Land Acquisition Policy	EM05 Council Member Allowances and Support
EM06 Conflict of Interest	GOV05 Caretaker
CEM01 Floral and Ornamental Tributes	COR01 Media
INF01 Asset Management	FIN17 Accountable Forms – Member and CEO
COR02 Community Engagement	CEO Code of Conduct
GOV19 Breach of Code of Conduct	EM03 Access to Meetings
REG01 Disposal of Surrendered and Unclaimed Impounded Dogs	

course. The finalised policies can be seen in green.



COUNCIL REPORT

Agenda Item Number:	14.01.03
Report Title:	Proposed Fees and Charges 2022-2023
Author:	Maxie Smith, Manager Corporate Services
Recommending Officer:	Arun Dias, Interim Chief Executive Officer
Meeting Date:	21/06/2022
Attachments:	A: Litchfield Council Fees and Charges 2022-2023 B: Thorak Regional Cemetery Fees and Charges 2022-2023

Executive Summary

This report presents to Council the Fees and Charges schedules for Litchfield Council and Thorak Regional Cemetery for the financial year 2022-2023 for adoption.

Recommendation

THAT Council:

1. adopt the Litchfield Council Fees and Charges for 2022-2023 as at Attachment A to this report;
2. adopt the Thorak Regional Cemetery Fees and Charges for 2022-2023 as at Attachment B to this report.

Background

Fees and Charges for Litchfield Council and Thorak Regional Cemetery are set annually as part of the Annual Budget process and are the basis for the projected income.

Generally, there has been an increase of 5% for Fees and Charges in line with the Long Term Financial Plan. As discussed during budget workshops and Strategic Briefing Meetings, the below table lists amendments:

Fee/Charge	Change	Reason
Litchfield Council General Increases	Increase 5%	In line with Long Term Financial Plan and CPI
Desexed Dog	No increase	No increase to encourage desexing

Fee/Charge	Change	Reason
Library	No increase	No increase to encourage service use
Waste Disposal	No increase	No increase as increases in December 2021
Thorak Regional Cemetery	Increase 5%	In line with Long Term Financial Plan and CPI

The below administrative changes have been included:

- Regulatory services note 10 – the words ‘to obtain a concession on their rates’, have been removed.
- Regulatory services 'Accepted Concession Card' - DVA (Defence Veterans Affairs) Gold Card included in the list of acceptable cards. Eligible concession cards are, NT Concession Scheme, Pensioner Concession Card, Pensioner & Carer Concession Card and Defence Veterans Affairs Concession Card.
- Cost Recovery Fees Commercial or Residential at Humpty Doo Waste Transfer Station, Tractor Large has been updated to 1.11m – 2.1m.
- Thorak Regional Cemetery – Un-Registrable Foetus burial cemetery fee aligned with Children’s Cremated Remains cemetery fees. Increase 3.2%.
- Thorak Regional Cemetery – Un-Registrable Foetus burial interment aligned with Children’s Cremated Remains Interment. Increase 15.7%.

Links with Strategic Plan

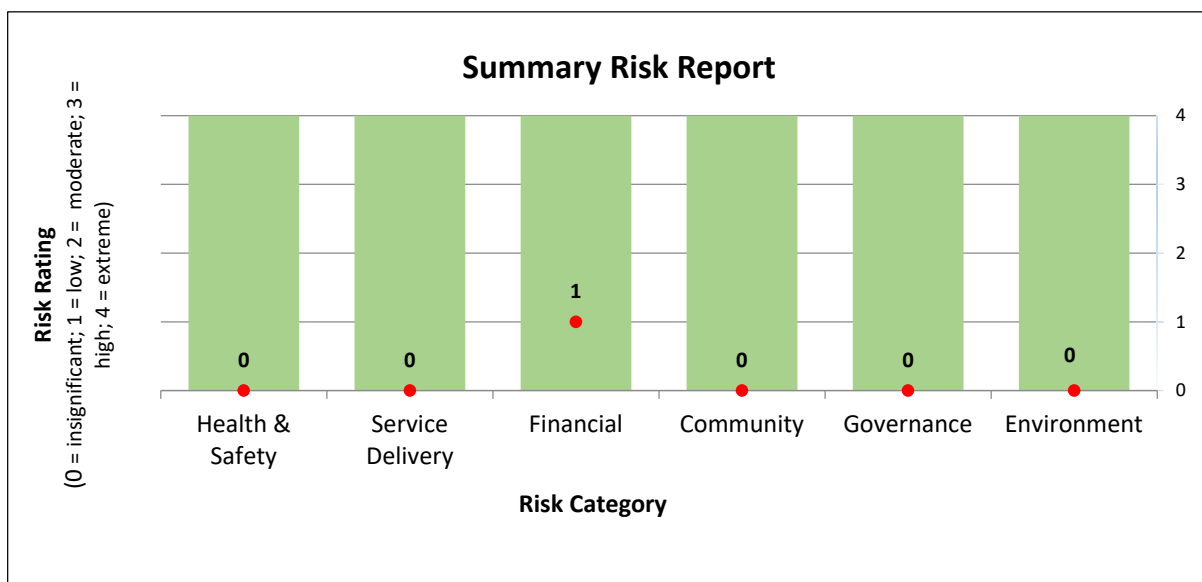
Progress - Continuity of Services and Facilities

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

The *Northern Territory Local Government Act 2019* (the Act) Section 201 requires Council to list fees for services as part of the budget process. The Act allows Council to impose fees under section 289.

Risks



Financial

Fees and Charges are an integral part of Council's income. As such, it is imperative they are set at a rate that underpins sustainable service delivery.

Community Engagement

The Draft Municipal Plan 2022-2023 and Draft Long Term Financial Plan 2023-2032 were open for public comment from 25 April to 26 May 2022 and 4 May to 26 May 2022 respectively. Both plans reference fees and charges set by Council.

LITCHFIELD COUNCIL

Fees and Charges 2022-23

Effective from 1 July 2022

**LITCHFIELD
COUNCIL**



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ADMINISTRATION FEES

Assessment Record Inspection Fee

	\$
Pursuant to Section 152(4) of the Local Government Act, inspection of an assessment record is free of charge at the Councils public office.	No charge

Rates Notice Reprint

Current year rates reprint for any zoning	26.25
Prior year rates reprint for any zoning	31.50

Written Rate Search Fee

A charge for each "Certificate of Liabilities" pursuant to Section 256 of the Local Government Act will be levied for the furnishing of written information of details from the Rate Book. This information will only be supplied upon receipt of the required sum together with the written request in the required format.	84.00
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Freedom of Information (FOI)

FOI - Information Request (non-personal information)	31.50 + 31.50/hour
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Disabled Parking Permits

Parking Permit for Disabled Persons	11.00
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COMMUNITY SERVICES

Howard Park Reserve + Knuckey Lagoon Reserve*

<i>Community Organisations (non-profit)</i>	\$
Room Hire - Casual (per hour)	23.15
Room Hire – Full Day (8 hours)	151.00
Bond for Functions	382.55
Key Deposit	55.10 per key
Oval Hire – Casual (per hour)	12.10
Oval Hire – Full Day (8 hours)	76.05

Commercial / Government

Room Hire - Casual (per hour)	29.75
Room Hire – Full Day (8 hours)	231.50

Permanent Rates (only applicable to Howard Park Reserve)

External Sheds (per annum)	1,157.60
External Buildings (per annum)	1,967.95
Internal Rooms (per annum)	1,157.60

* Long-term user groups of Knuckey Lagoon Reserve will be charged at 50% of normal fee.

Humpty Doo Village Green Reserve

Room Hire - Casual (per hour)	26.25
Room Hire – Half Day (4 hours)	157.50
Room Hire – Full Day (8 hours)	367.50
Room Hire - Full Day (including set up time the day before)	525.00
Bond for Functions	525.00
Outdoor Space (Park) Hire – Casual (per hour)	15.75

Women's Business Network

Attendance to Women's Business Network Functions	34.65
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LIBRARY SERVICES

Photocopying and printing Black and White	\$
A4 single	0.20
A4 double	0.40
A3 single	0.30
A3 double	0.60

Photocopying and printing Colour

A4 single	1.00
A4 double	2.00
A3 single	1.50
A3 double	3.00

Laminating









A4	2.00
A3	4.00

Other Costs

Membership Card Replacement	2.50
Replacement of lost / damaged items (in addition to cost of replacement)	2.20

Note: scanning and usage of public computer is free of charge.

REGULATORY SERVICES

Dog Registration	\$	
Entire Dog Annual Registration (Includes Microchip for new registrations) ^{1,5,7}	91.50	
Entire Dog Annual Concession Registration ^{1,5,7,10}	48.50	
Desexed Dog Annual Registration (Includes Microchip for new registrations) ^{1,5,7}	21.00	
Dog Annual Registration – First year free from Rehoming Organisation ^{1,2,5,7}	No charge	
Declared Dangerous Dog Annual Registration ^{1,5,7}	304.30	
Desexed Dog Annual Concession Registration ^{1,5,7,10}	11.00	
Registered Breeder Annual Registration ^{1,3,5,7}	48.50	
Puppies under 6 months at 1 September 2021 Annual Registration	No charge	
Reciprocal Registration from approved Councils ⁴	No charge	
Working Dog Registration ⁸	No charge	
Assistance Dog Registration ⁹	No charge	
Desexed Dog Lifetime Registration ⁶	105.00	
Desexed Dog Lifetime Concession Registration ⁶	52.50	

¹ Registration period is from 1 September to 31 August. A 50% pro rata applies for all new annual dog registration applications that are received after 1 March each year.

² Rehoming Organisations include PAWS Darwin, RSPCA and Top End Rehoming Group.

³ Registered Breeders must be current members of Dogs NT Breeders.

⁴ Up to 1-year free equivalent registration to end of registration period from City of Darwin, City of Palmerston, Coomalie Council, Wagait Shire Council and Belyuen Community Government Council. ⁵ New registrations received from 1 July to 31 August will receive current and the following registration period.

⁶ Lifetime Registration purchase prior to 30 June 2020 will remain valid.

















⁷ Refunds available on request for deceased animals within 6 months of 1 September.

⁸ Working Dog owners will be required to provide evidence that they are carrying on a business of primary production.

⁹ Assistance Dog owners will be required to provide evidence they have been trained by a recognised assistance dog training institution.

¹⁰ Concession applies to pensioners who are eligible to obtain a concession.

Other Regulatory Service Charges

	\$	
Microchip - not associated with registrations fee	38.85	
Microchip (Concession for Pensioners) – not associated with registration fee	26.25	
Replacement registration tags – per tag	9.45	
Pound Release Fee – per impound	178.50	
Pound daily maintenance fee (first 72 hours)	30.45	
Pound daily maintenance fee (after 72 hours)	60.90	
Dispose of dead animal/dog	120.75	
Surrender Fee - fee per dog	120.75	
Seizure Fee – fee per dog	120.75	
Hire of animal trap - fee per week	24.15	
Hire of animal trap - fee per month	73.50	
Delivery & Pick Up of Animal trap	24.15	
Cage animal trap (<i>bond</i>)	105.00	
Hire Barking collar fee - fee per month	24.15	
Barking collar (<i>bond</i>)	105.00	
Abandoned Vehicle Release Fee	304.50	
Infringement Reminder Letter	Determined by Fines Recovery Funds	
Infringement Penalty Unit	Determined by Fines Recovery Funds	

All Planning & Works Fees

	\$
Administrative Fee for review of Subdivision plans and Clearances (Includes one inspection for each required Construction hold point, one handover inspection at time of Clearance of General Conditions, and two final inspections at time of Release from Defects Liability Period; charged at time of request for Clearance of General Conditions)	2% of estimated Value of Assets (Min \$258.30)
Application Fee for review of: <ul style="list-style-type: none">• Access plans• Stormwater Design plans• Construction and Environmental Management Plans• Traffic Management Plans• Traffic Impact Assessments• Road Safety Audits (Per submission per type of plan/report, charged at time of application)	108.15
Application Fee for Works Permit (charged at time of application)	108.15
Defect Liability Period Bond (Charged prior to issuing Clearance of General Conditions/Works Permit)	5% of estimated Value of Assets (Min \$525)
Outstanding Works Bond (Charged prior to issuing Clearance of General Conditions/Works Permit)	Determined by Council, based on industry rates
Inspection Fee (as required, applies for each inspection except as detailed above under Subdivision Fees; charged prior to issuing clearance)	151.20
Road Openings/Road Closings	2,205.00
Wide Load Permits - Refundable bond Permit Deposit Required before move is undertaken ** Must be paid by MVR permit holder.	2,625.00
Administration Cost (non-refundable) (Inspection fee and damages at cost will be deducted from refundable bond). ** Must be paid by MVR permit holder.	270.10
Charge for replacement of all Litchfield Council assets (includes but is not limited to bitumen/gravel roads, bitumen/concrete/gravel accesses, and excavation; charged at completion of works)	Actual Cost + 30%

WASTE DISPOSAL

Council has three waste transfer stations.

- Humpty Doo Waste Transfer Station (HDWTS)
- Howard Springs Waste Transfer Station (HSWTS)
- Berry Springs Waste Transfer Station (BSWTS)

Litchfield Council Residents [Notes 2, 3, 4]	HDWTS	HSWTS	BSWTS
Uncontaminated Green Waste	Free	Free	Free
Contaminated Green Waste	Free	Free	Free
Contaminated & Unsorted Residential Household Waste	Free	Free	Free
<i>Construction waste</i> Concrete, tiles, bricks, porcelain and terracotta which are clean and uncontaminated (including without steel reinforcing).	Free	Not Accepted	Not Accepted
<i>Construction waste</i> Concrete, tiles, bricks, porcelain and terracotta which are contaminated with steel reinforcing or scrap metal only.	Free		
<i>Construction waste</i> Unsorted and certified free of listed waste substances.	Free		
<i>Construction waste</i> Unsorted and un-certified free of listed waste substances.	Not Accepted		

Non-Litchfield Residents [Notes 1, 2, 4]		HDWTS	HSWTS	BSWTS
Uncontaminated Green Waste - Non-Residents	per tonne (min Charge)	\$ 16.00	Not Accepted	Not Accepted
Unsorted Waste - Non-Residents	per tonne (min Charge)	\$ 20.00		

Sales - All Waste Transfer Stations	HDWTS	HSWTS	BSWTS
Green waste mulch per cubic metre	\$ 25.00	\$ 25.00	\$ 25.00
Green waste mulch per cubic metre (minimum of 30 cubic metres taken in 10 cubic meter instalments by arrangement only)	\$ 15.00	\$ 15.00	N/A
Crushed Concrete per cubic metre	\$ 25.00	\$ 25.00	N/A

Commercial Waste [Notes 1, 2, 3]		HDWTS	HSWTS	BSWTS
Uncontaminated Green Waste	per tonne	\$ 72.00	Not Accepted	Not Accepted
Contaminated Green Waste	per tonne	\$ 180.00		
Contaminated & Unsorted Waste	per tonne	\$ 180.00		
<i>Construction Waste</i> Concrete, tiles, bricks, porcelain and terracotta which are clean and uncontaminated (including without steel reinforcing).	per tonne	\$ 37.00		
<i>Construction Waste</i> Concrete, tiles, bricks, porcelain and terracotta which are contaminated with steel reinforcing or scrap metal only	per tonne	\$ 103.00		
Minimum charge (per load)	per tonne	\$ 20.00		

Cost Recovery Fees Commercial or Residential	HDWTS	HSWTS	BSWTS
Tyres (Each)			
PASSENGER [Note 5]	\$ 8.50	Not Accepted	Not Accepted
PASSENGER CONTAMINATED OR W/RIM [Note 5]	\$ 20.00		
LIGHT TRUCK / 4WD [Note 5]	\$ 15.00		
LIGHT TRUCK / 4WD CONTAMINATED OR W/RIM [Note 5]	\$ 40.00		
TRUCK [Note 5]	\$ 30.00		
TRUCK CONTAMINATED OR W/RIM [Note 5]	\$ 85.00		
SUPER SINGLE	\$ 55.00		
SUPER SINGLE CONTAMINATED OR W/RIM	\$ 165.00		
SOLID SMALL - 0m - 0.35m	\$ 30.00	Not Accepted	Not Accepted
SOLID MEDIUM - 0.36m - 0.50m	\$ 45.00		
SOLID LARGE - 0.51 - 0.65m	\$ 60.00		
SOLID EXTRA LARGE - > 0.65m	\$ 75.00		
RACING SLICKS	\$ 12.00		
TRACTOR SMALL - 0m - 1.10m	\$ 130.00		
TRACTOR LARGE - 1.11m - 2.10m	\$ 205.00		
FORKLIFT SMALL - 0m - 0.35m	\$ 20.00		
FORKLIFT MEDIUM - 0.36m - 0.50m	\$ 35.00	Not Accepted	Not Accepted
FORKLIFT LARGE - 0.51 - 1m	\$ 50.00		
GRADER	\$ 125.00		
MOTORCYCLE	\$ 6.00		
MOTORCYCLE CONTAMINATED OR W/RIM	\$ 18.00		
EARTH MOVER SMALL - 0m - 1.20m	\$ 165.00		
EARTH MOVER MEDIUM - 1.21m - 1.60m	\$ 408.00		
EARTH MOVER LARGE - 1.61m - 2.20m	\$ 812.00		
EARTH MOVER EXTRA LARGE - 2.21m - 2.60m	\$ 1,620.00		
SKID-STEER	\$ 21.00		
Air conditioners: Certified De-gassed [Note 6]	FREE	Not Accepted	Not Accepted
Air conditioners: Not De-gassed	\$ 20.00		
Fridges and Freezers: Certified De-gassed [Note 6]	FREE		
Fridges and Freezers: Not De-gassed	\$ 20.00		
Gas bottles: Top removed and additional hole	FREE		
Gas bottles: complete un-processed	\$ 17.50		
Fire Extinguishers: Discharged and top removed	FREE		
Fire Extinguishers: Complete un-processed	\$ 17.50		

NOTES

1. Commercial material generated within the municipality is assessed on arrival, or through prior arrangement, and is accepted based on site availability for the material being disposed. Management reserves the right to not accept material which is suspected to contain any listed waste not permitted at the waste transfer stations
2. Residents charges and acceptance requires demonstration of residency within Litchfield Municipality and material being presented for disposal. Vehicles and/or trailers are to have <1 tonne capacity, except with prior arrangement. Management reserves the right to class residential waste as commercial if there is reason to believe the material is generated from a business working from a residential property based on quantity and content.
3. Small (<50kg) of residential waste may be accepted from commercial vehicles at the discretion of the Waste Transfer Station staff.
4. Applied for each Ute and trailer load. Trailers are to have a maximum capacity of 1 tonne. All other vehicles will be charged at commercial rates
5. Tyre sizes are determined based on the sizing schedule (Attachment A). Tyres must be clean, unpainted and complete with identifiable tyre size where applicable.
6. Certification must be in the form of a declaration from a qualified trades person that clearly identifies the items that are being certified de-gassed

THORAK REGIONAL CEMETERY

Fees and Charges 2022-23

Effective from 1 July 2022

**LITCHFIELD
COUNCIL**



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Administration Fees

	Charge
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	\$43

Notes

All fees and charges are GST inclusive

Note 1: For further internments an extra depth fee of \$369 applies to first internment. Second interment fee due at time of second internment.

Note 2: Cremated remains interred into an existing occupied grave.

Note 3: Coffins over 750mm wide but less than 1200mm are subjected to extra fees for larger grave preparation.

Note 4: Prices include niche front engraving of name, date, and up to 37 letters.

Note 5: "Niche A" second urn must be correct size to fit limited space

Note 6: Exclusive Right of Burial Fee of \$10 applies as per Section 29 Cemeteries Act

Note 7: Plots pre-purchased in Sections C and D may incur a pre-digging fee to determine if the site is usable due to underground rock formations.

Note 8: All exclusive right of interment for burials and cremations attract an interment fee in addition to the Cemetery Fee, except where otherwise stated.

Note 9: Child fees apply to aged twelve (12) years and under

Note 10: 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.

Exclusive Rights of Interment – Burials^{8, 9, 10}

Names of the intended person/s must be specified at the time of Exclusive Right of Internment purchase.	Charge
Section A & G (Plaque) ^{1, 2, 3, 6}	
Adult	4,076
Child	2,251
Section B (Headstone & Plaque) ^{1, 2, 3, 6}	
Adult	6,191
Child	3,084
**Section Monument B, C, D & E (Monuments) ^{1, 2, 3, 6, 7}	
Adult	8,284
Child	5,484
Orthodox Section (Monuments) ^{1, 2, 3, 6}	
Adult	8,284
Child	5,484
Muslim Section (Monuments) ^{3, 6}	
Adult	8,284
Child	5,484
Muslim Section (Flat Marker) ^{3, 6}	
Adult	4,076
Child	2,251
Baha'i Section (Plaque) ^{3, 6}	
Adult	4,076
Child	2,251
Jewish Section (Monument) ^{1, 3, 6}	
Adult	8,284
Child	5,484
Garden of Angels ^{1, 2, 6}	
<i>Garden of Angels graves accommodate caskets up to 110cm long by 45cm wide</i>	
Section A - Plaque only	2,251
Section B - Headstone and Plaques	3,083
Children's Cremated Remains Interment Garden	470
Un-Registrable Foetus burial	470

Exclusive Rights of Interment – Cremated Remains

Names of the intended person/s must be specified at the time of Exclusive Right of Internment purchase.		Charge
Exclusive Right of Interment - Cremated Remains⁶		
Memorial Palm Garden (single interment only)		470
Memorial Lawn Garden (single interment)		470
Niche Wall		646
Niche Wall (Lower two rows of niche walls)		331
Memorial Beam – B Section		557
Memorial Palm Scattering Garden		151
Rock Memorials - no ashes, position only (installation, permit and plaque costs apply)		302
Floating Plaques – no ashes, position only (installation, permit and plaque costs apply)		302
Courtyard of Tranquillity⁶		
Row 5,6,7 & 8 (single interment only)		470
Row 1,2,3 & 4 (two interments per plot)		926
Row 1,2,3 & 4 (second interment)		Interment fee only
Courtyard of Tranquillity – Columbarium^{4, 6}		
Row # 1, 2, 3, 4		
Niche B (Single)		1,481
Niche A (allows 2 medium sized urns) 5		2,509
Niche A (Second urn interment) 5		Interment fee only
Niche C (Double allows 2 large urns)		2,709
Niche C (Second urn interment)		Interment fee only
Row # 5		
Niche B (Single)		1,481
Niche A (allows 2 medium sized urns) 5		2,509
Niche A (Second urn interment) 5		Interment fee only
Courtyard of Tranquillity – Family Tree Cremation Garden⁶		
Allows up to twenty ash interments under one tree. Includes first memorial permit fee.		4,274
Courtyard of Tranquillity – Memorial Tree⁶		
Includes the tree, memorial permit fee, concrete plinth and standard plaque (Maximum of four per tree)		1,525

Cremation Services

Please see cemetery office staff for urns, necklaces, and keepsakes for cremated remains.		Charge
Adult Cremation		1,750
Infant Cremation (Coffin size not to exceed 110cm long)		874
Adult Cremations with Oversized coffins (200kg or heavier)		2,217
Un-Registrable Foetus Cremation		374
Incineration of materials		1,136
Additional Ash Containers		34
Viewing of Cremation (per cremation)		151
Packaging and posting of cremated remains		224
Extended Cremation Service Package – includes coffin, transportation and cremation. (pick-up from Royal Darwin Hospital & Palmerston Regional Hospital Morgues only)		3,129
Extended Cremation Service Package – Oversized Coffin		4,099
Extended Cremation Service Package – Infant (Capsule not to exceed 110cm long)		1,621
Purchase of an assembled capsule		561
Refrigerated storage of coffin (per night, maximum 5 nights)		47
Cleaning of Cremator (per hour or part thereof)		225
Extra Charge on Byron Coffins (extra residue, extra processing)		107

Interment Fees

	Charge
Burial interment	1,096
Un-Registrable Foetus burial	295
Cremation interment	295
Courtyard of Tranquillity – Family Tree Cremation Garden	
Interment fee & permit fee for each additional individual cremated remains (max 20 per tree)	437
Courtyard of Tranquillity – Memorial Trees	
Additional Plinth, Plaque & permit fee (max 4 per tree)	824

Administrational Charges for Exclusive Rights

Names of the intended person/s must be specified at the time of Exclusive Right of Interment purchase.	Charge
Hold on the right to purchase an Exclusive Right of Interment The hold is for a three-month period in line with CEM 02 Interment Rights Policy	213
Extension of Hold The plot is held for an additional three months. Maximum hold time 6 months total.	213
Hold on the right to purchase an Exclusive Right of Interment – Cremated Remains Applicable for all plots for cremated remains.	100
Extension of Hold The plot is held for an additional three months. Maximum hold time 6 months total.	100
Reprint of Exclusive Right Certificate	12
Transfer of Exclusive Rights of Interment Transfer of Exclusive Right of Burial into another person's name	253
Refund of Exclusive Rights 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 1st July 2013, \$12 after 1st July 2021.	

Ministerial Approved Burials

	Charge
Second Interment: Section A & G Where the upper surface of coffin is below 750mm from ground level	1,471
Third & subsequent Interment: Section A & G Where the upper surface of coffin is 500mm from ground level	1,471
Second Interment: Section B Where the upper surface of coffin is below 750mm from ground level	1,471
Third & subsequent Interment: Section B Where the upper surface of coffin is 500mm from ground level	1,471
Second Interment: Section C, D & Monument B Where the upper surface of coffin is below 750mm from ground level	1,471
Third & subsequent Interment: Section C, D & Monument B Where the upper surface of coffin is 500mm from ground level (includes excavation)	1,471
Grave Investigation To ascertain depth per hour per staff member	149

Miscellaneous Charges

	Charge
Extra Depth fee / Oversize fee	492
Exhumations coffins – ground preparation (Ministerial approval required)	1547
Disinterment of Cremated Remains from ground	149
Removal of Cremated Remains from Columbarium/Niche Wall	149
Pre-digging of grave	616
Display Beam Annual Fee	954
Columbarium replacement granite panel	534
Grave Shoring (to stabilise the grave sides)	346
Chapel Services	
Chapel Hire, includes private family viewing room and Kitchenette (per hour)	439
Chapel Overtime Fee (per hour or part thereof)	203
Hire of Viewing room only per hour (does not include cremation viewing)	150
Non-regular hour service charges	
Monday - Friday: After 4.30pm (per staff per hour or part thereof)	224
Cremations after 3:00pm (per hour or part thereof)	224
Burials after 4.00pm (per hour per staff or part thereof)	224
After 3hrs has been exceeded (per staff per hour or part thereof)	299
Weekends: Per hour per staff member	299
Public Holidays: Per hour per staff member	299
(Weekends and public holidays minimum two hours labour)	
Memorial Permits	
Plaques (Fee is GST Exempt)	150
Headstones (Fee is GST Exempt)	253
Monuments (Fee is GST Exempt)	374
Benches (Fee is GST Exempt)	229
Memorial Installation Fees via Thorak Staff	
Plaque	149
Removal and/or re-installation of memorial plaque	149
Installation of memorial benches	622
Installation of concrete slanting pillow	149
Other Charges	
Outside Service	346
Marquee Rental 4 x 4 m (includes 20 chairs)	149
Marquee Rental 6 x 3 m (includes 20 chairs)	224
Funeral Directors Permit Fee per financial year (Fee is GST Exempt)	1,565
Concrete Slanting Pillow (Supply)	180
Ornamental Memorial options (Urns, necklaces and keepsakes)	cost + 60%
Brass Plaques – various sizes and designs	cost + 60%
Floating Plaques and Ornamental Cylinders	cost + 60%

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. Only one claim per infant allowable.
- 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 REPORT

Agenda Item Number:	14.01.04
Report Title:	Declaration of Rates and Charges 2022-2023
Author:	Maxie Smith, Manager Corporate Services
Recommending Officer:	Arun Dias, Interim Chief Executive Officer
Meeting Date:	21/06/2022
Attachments:	A: Certification of Assessment Record June 2022 B: Declaration of Rates and Charges 2022-2023

Executive Summary

This report presents to Council the proposed Declaration of Rates and Charges for the financial year 2022-2023 and the certification for the assessment record by the Interim Chief Executive Officer (CEO).

The Declaration of Rates and Charges 2022-2023 reflects an increase of 3% for both Commercial and Residential ratepayers, a 500% increase within the Wickham area, and a 3% increase in Waste Charges.

Recommendation

THAT Council:

1. receive and note the Interim Chief Executive Officer's certification of the assessment records in line with Section 29 Local Government (General) Regulations 2021 as at Attachment A - Certification of Assessment Record June 2022 to this report; and
2. pursuant to Section 237 of the *Local Government Act 2019*, declare rates and charges for the financial year ending 30 June 2023 as noted in the Declaration of Rates and Charges 2022-2023 as at Attachment B - Declaration of Rates and Charges 2022-2023 to this report.
3. advertise the Declaration of Rates and Charges in a newspaper circulating generally in the area.

Background

In line with Section 29 of the Local Government (General) Regulations 2021 the CEO must certify to Council that, to the best of the CEO's knowledge, information, and belief, the assessment record is a comprehensive record of all rateable land within the area before the council adopts its budget for the financial year. Certification is presented in Attachment A.

The Declaration of Rates and Charges 2022-2023 presented in Attachment B reflects:

- a 3% increase for both Commercial and Residential ratepayers. This equates to a \$28.44 increase for residential ratepayers;
- a 500% increase within the Wickham area;
- a 3% increase for Waste Charges in line with the Long-term Financial Plan; and
- Interest remains at 17%.

The declaration has been reviewed by legal counsel for accuracy to legislation.

Links with Strategic Plan

Prosperity - Our Economy and Growth

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

In compliance with section 29 of the Local Government (General) Regulations 2021 the CEO must certify to Council that, to the best of the CEO's knowledge, information, and belief, the assessment record is a comprehensive record of all rateable land within the area before the council adopts its budget for the financial year.

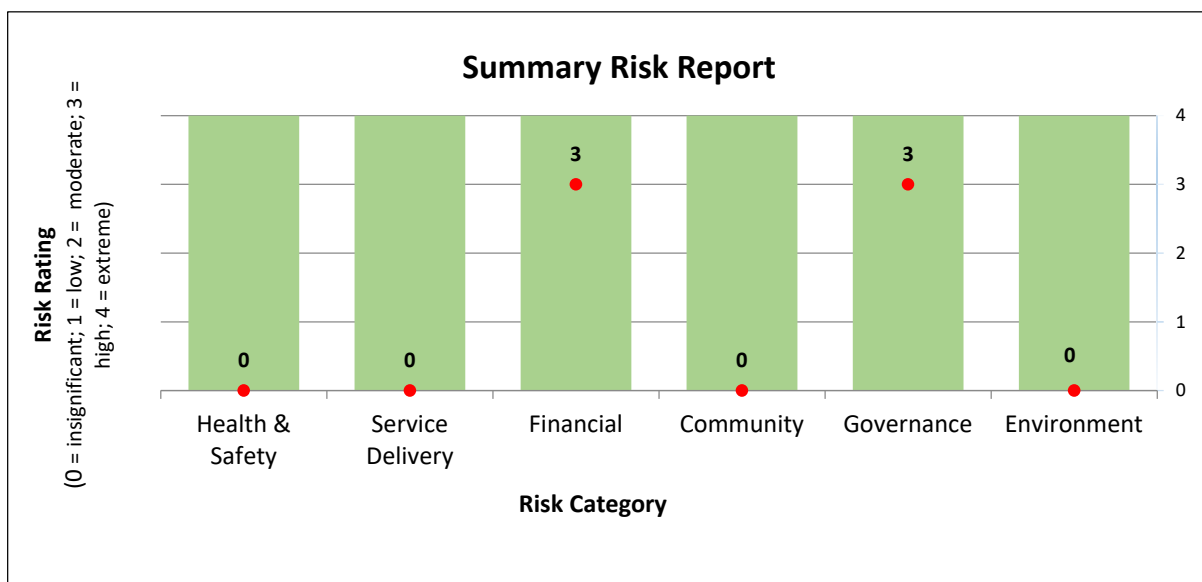
In line with Section 237 of the *Local Government Act 2019* Council must declare rates on or before 30 June in each year.

- (1) A council must, on or before 30 June in the financial year preceding the financial year for which the rates are imposed, declare rates (general rates) on allotments throughout the area to raise the amount the council intends to raise for general purposes for the financial year.
- (2) The council may, at the same time, raise an amount towards a special purpose.
- (3) The declaration must state:
 - (a) the amount:
 - (i) to be raised for general purposes; and
 - (ii) if an amount is to be raised for a special purpose – to be raised for the special purpose; and
 - (b) the basis or bases of the rates; and
 - (c) if the rates are to be payable in instalments – the number of instalments and when the instalments are payable; and
 - (d) the relevant interest rate that accrues on any unpaid rates for the financial year.

According to Section 239 of the *Local Government Act 2019* Council can impose charges on the land for the benefit of land or the occupiers of land within its area.

Policy FIN02 – Rating Policy.

Risks



Financial

Should Council not declare its rates by 30 June 2022, Council would be in breach of legislation leading to financial issues.

Governance

Should Council not declare its rates by 30 June 2022, Council would be in breach of legislation leading to governance issues.

Community Engagement

The Draft Municipal Plan 2022-2023 and Draft Long Term Financial Plan 2023-2032 were open for public comment from 25 April to 26 May 2022 and 4 May to 26 May 2022 respectively. Both plans reference proposed rates and charges to be set by Council.

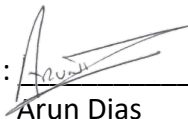


ATTACHMENT A

Certification of Assessment Records
As per section 29 Local Government (General) Regulations 2021

This is to certify that assessments 10000024-10114536 declared pursuant to Section 230 of the *Local Government Act 2019* are recorded in the assessment record and to the best of my knowledge, information, and belief the assessment record is a comprehensive record of all rateable land within the Litchfield Municipality.

Signed: _____



Arun Dias
Interim Chief Executive Officer

Date: 9 June 2022



ATTACHMENT B

LITCHFIELD COUNCIL

DECLARATION OF RATES AND CHARGES 2022/2023

Notice is hereby given pursuant to Section 237 of the *Northern Territory Local Government Act 2019* (Act) that the following rates and charges were declared by Litchfield Council at the council meeting held on 21 June 2022 pursuant to Chapter 11 of the Act in respect of the financial year ending 30 June 2023.

1. RATES

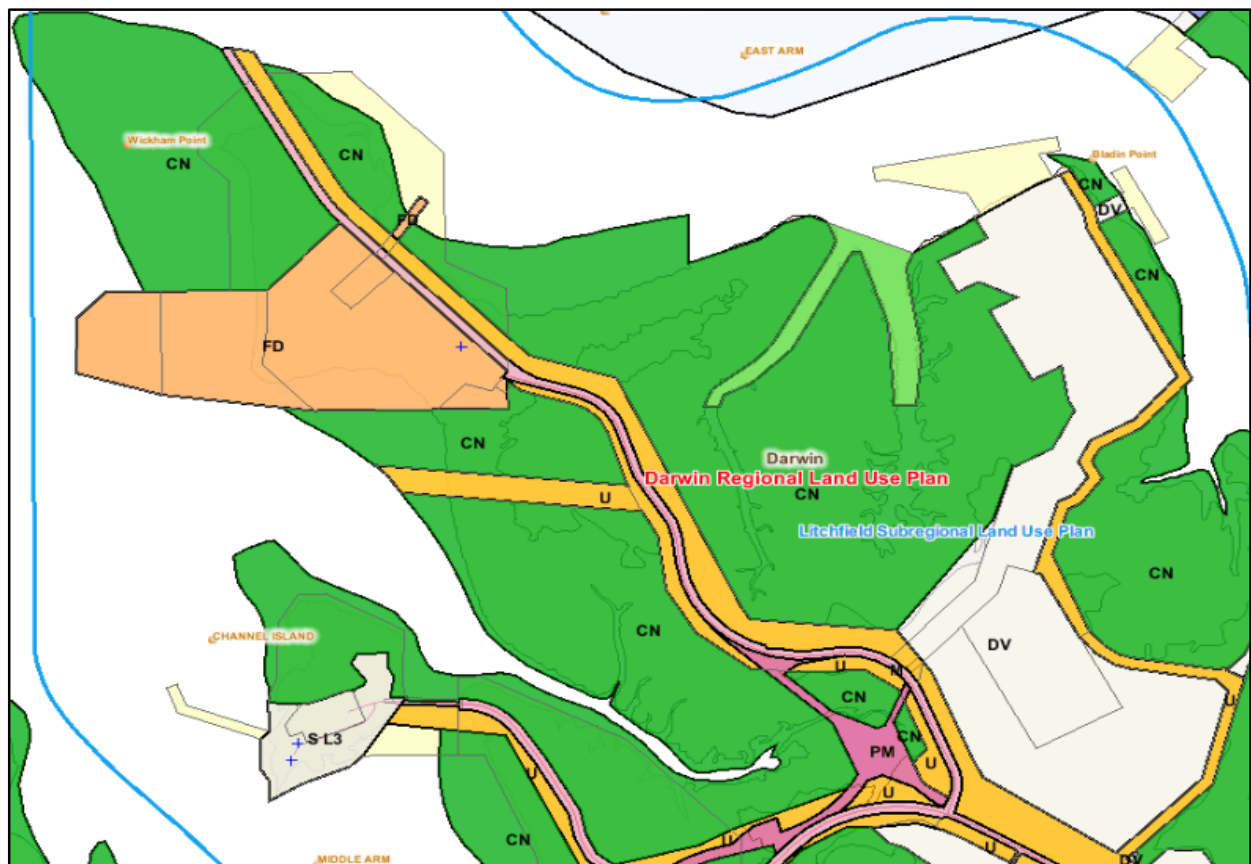
- 1.1 Pursuant to Section 227 of the Act, the Council adopts the Unimproved Capital Value as the basis of the assessed value of allotments within the Litchfield Municipality ("the Council Area").
- 1.2 Pursuant to Section 220 of the Act Council declares that the amount it intends to raise for general purposes by way of rates is \$10,540,756 by the application of a combination of the following fixed charges and differential valuation-based charges with minimum charges being payable:

A. RESIDENTIAL

- i. With respect to every allotment of rateable land within that part of the Council Area zoned SD, MD, MR and SL11 under the *NT Planning Scheme* (other than conditionally rateable land), a fixed charge of \$976.44.
- ii. With respect to every allotment of rateable land within that part of the Council Area zoned H and A under the *NT Planning Scheme* (other than conditionally rateable land), a fixed charge of \$976.44.
- iii. With respect to every allotment of rateable land within the Council Area zoned R, RR, RL, WM, CN, SL14, SL18 and FD under the *NT Planning Scheme* (other than conditionally rateable land) a fixed charge of \$976.44.

B. COMMERCIAL

- i. With respect to every allotment of rateable land within the Council Area other than limited area within Wickham, zoned C, CP, CV, DV, GI, LI, OR, PS, RW, SC, SL1, SL2, SL3, SL4, SL5, SL6, SL7, SL8, SL9, SL10, SL12, SL13, SL15, SL17 and SL23 under the *NT Planning Scheme* (other than conditionally rateable land), a valuation-based charge calculated at a rate of 0.285881% of the unimproved capital value of the land, with the minimum amount payable in the application of that valuation-based charge being \$1,746.62.
- ii. With respect to every allotment of rateable land zoned FD or DV within only the part of the suburb of Wickham, which is shown in the below map, a valuation-based charge calculated at a rate 8.404434% of the unimproved capital value of the land. Any parcels shown in this map which are not wholly located within the boundaries of the map and/or which are not in the suburb of Wickham, are outside the scope of this paragraph.



C. OTHER LAND

With respect to every allotment of rateable land (other than conditionally rateable land) within the Council Area not otherwise described above, a valuation-based charge calculated at a rate of 0.285881% of the unimproved capital value of the land with the minimum amount payable in the application of that valuation-based charge being \$1,746.62.

D. MINING TENEMENTS

With respect to every allotment of conditionally rateable land within the Council Area occupied under a mining tenement, a valuation-based charge calculated at a rate of 0.4726% of the unimproved capital value of the land with the minimum amount payable in the application of that valuation-based charge being \$1,211.71 per Gazette.

E. PASTORAL LEASES

With respect to every allotment of conditionally rateable land within the Council Area comprising a pastoral lease as defined in the *Pastoral Land Act*, a valuation-based charge calculated at a rate of 0.0416% of the unimproved capital value of the land held under the pastoral lease, with the minimum amount payable in the application of that valuation-based charge being \$511.97 per Gazette.

2. CHARGES

Pursuant to Section 239 of the Act, the Council declares a Waste Management Charge:

- i. The purpose for which this Charge is imposed is to enable and assist Council to meet the cost of the waste disposal services, including management and operation of the three waste transfer stations, which Council provides for the benefit of all rateable land within the Council Area, other than the land described in paragraph 2 iv below, and the occupiers of such land.
- ii. The amount to be raised by this Charge is \$3,149,987.
- iii. The amount of the Charge declared is \$391.40 per allotment.
- iv. The Charge will be levied on all rateable land within the Council Area with the exception of allotments within that part of the Council area zoned C, CP, CV, DV, GI, LI, OR, PS, RW, SC, SL1, SL2, SL3, SL4, SL5, SL6, SL7, SL8, SL9, SL10, SL12, SL13, SL15, SL17 and SL23 under the *NT Planning Scheme* and including the allotments identified in B ii above and any properties classified as a Mining Tenement or a Pastoral Lease.

RELEVANT INTEREST RATE

The Council fixes the relevant interest rate for the late payment of rates and charges in accordance with Section 245 of the Act at the rate of 17% per annum which is to be calculated on a daily basis.

PAYMENT

The Council determines that the Rates and Charges declared under this declaration are all due and payable in three (3) approximately equal instalments on the following dates:

- 30 September 2022;
- 30 November 2022; and
- 28 February 2023.

ARUN DIAS
INTERIM CHIEF EXECUTIVE OFFICER
LITCHFIELD COUNCIL



COUNCIL REPORT

Agenda Item Number:	14.01.05
Report Title:	EM05 Council Member Allowances and Support Policy
Author:	Maxie Smith, Manager Corporate Services
Recommending Officer:	Arun Dias, Interim Chief Executive Officer
Meeting Date:	21/06/2022
Attachments:	A: Draft EM05 Council Member Allowances and Support Policy

Executive Summary

This report provides a review of Councils EM05 Council Member Allowances and Support Policy for adoption.

Recommendation

THAT Council adopt policy EM05 Council Member Allowances and Support Policy, as at Attachment A, and authorise the Chief Executive Officer to make any minor editorial adjustments.

Background

Pursuant to the *Local Government Act 2019*, the Local Government (General) Regulations 2021 and Ministerial Guidelines, this policy clarifies the allowances and expenses to be paid to Council Member, professional development and Council approved activities and travel.

The policy has been updated as follows:

- 4.1.4.2 - Number of days aligned with legislation;
- 4.1.4.3 - Removed reference to specific amounts which may change year on year;
- 4.1.6 - Included the specific monthly payment arrangement;
- 6 - Updated the policy with changes to legislation; and
- review date change to 2026.

Links with Strategic Plan

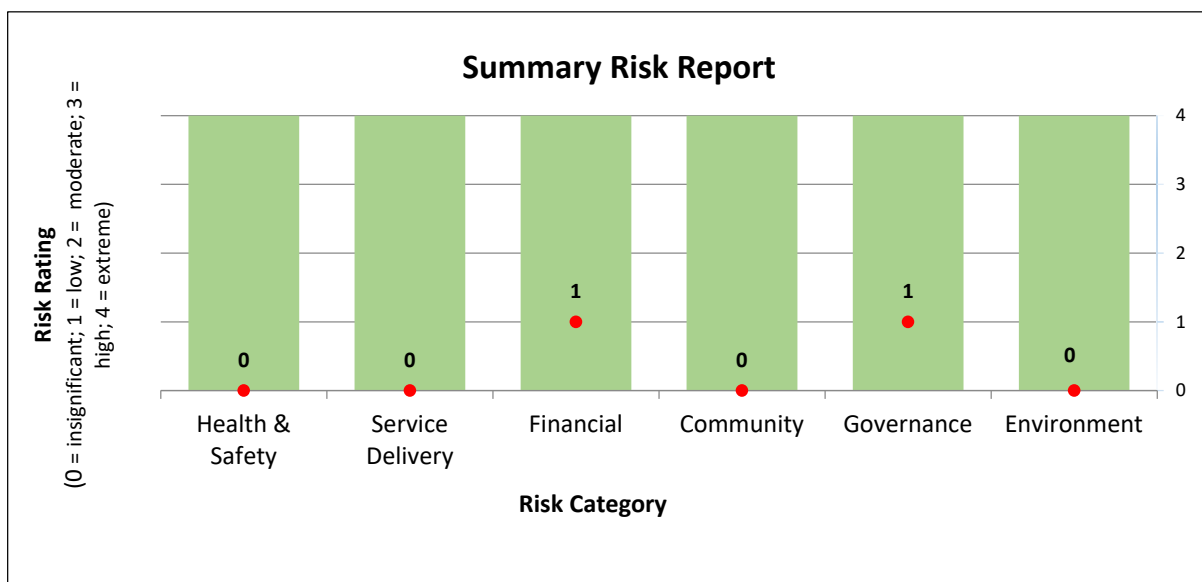
Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Local Government Act 2019, Part 7.1 sections 106 to 109 deals with Council or local government subsidiary allowances and expenses.

Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006.

Risks



Financial

Councils maintain an appetite for planned and within the budget expenditure.

Governance

Compliance with legislative and policy implications is paramount to good governance in the allowance area.

Community Engagement

Not applicable.



**LITCHFIELD
COUNCIL**



Name	EM05 Council Member Allowances and Support
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	21/07/2021
Review Date	21/07/2025 21/07/2026

1. Purpose

Litchfield Council is committed to ensuring Council Members are provided with the support necessary for them to effectively carry out their roles in Council. Pursuant to the Local Government Act 2019, the Local Government (General) Regulations 2021 and Ministerial Guidelines, this policy clarifies the allowances and expenses to be paid to Council Member, professional development and Council approved activities and travel.

2. Scope

This policy applies to Council Members.

3. Definitions

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

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

4. Policy Statement

4.1. Council Member Allowances

- 4.1.1. A Base Allowance is paid to Council Members to cover their time spent in the following activities: agenda study and meeting preparation, attendance at regular Council meetings, attendance at social functions as Council representatives, constituency responsibilities, and Council representation outside of the municipality, including delegations interstate and overseas;
- 4.1.2. An Electoral Allowance is paid to assist members with electoral matters at the discretion of the individual Member;

4.1.3. Professional Development Allowance

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

- I. This allowance is available to all Council Members.
- II. The professional development allowances may be claimed multiple times each year, but the total of those claims must not exceed the amount specified in the Guidelines.
- III. The professional development allowance is to be used to cover the cost of travel to the course/conference, course/conference fees, meals and accommodation for the duration of the course/conference.
- IV. A member may claim a portion of the member's professional development allowance for the costs (including travel, accommodation and meals) in attending any training, mediation or counselling recommended by the council, a council panel, prescribed corporation panel or as ordered by NTCAT as a result of a complaint of a contravention of the code of conduct.
- V. Claims must be made using approved forms.
- VI. Only approved course/conferences that are in line with council policy attract professional development allowances (payable for each day of attendance).
- VII. Membership fees for bodies considered directly beneficial to the role of a Council Member (ie AICD) may be claimed.

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

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

4.1.4. Extra Meeting allowance

4.1.4.1. For a principal member, deputy principal member and acting principal member, this allowance is not paid separately. It is provided for and included in the base allowance.

4.1.4.2. For other Council Members this allowance is paid only after an approved claim has been made within ~~90~~30 days of the extra meeting.

- 4.1.4.3. The amount of the extra meeting allowance is determined by Council resolution as part of the annual budget process ~~and is currently \$140.00~~. This amount is subject to the maximum payable amount, set by the Minister for Local Government.
- 4.1.4.4. In accordance with the Local Government Act Ministerial Guideline 2, only the following meetings will attract the allowance: -
- I. Council Committee Meetings;
 - II. Special Meetings of Council;
 - III. Special Meetings of Council Committees;
 - IV. Council Advisory / Reference Group Meetings;
 - V. Council workshops or briefings;
 - VI. Meetings of external agencies or organisations to which Council has formally appointed a Council Member to represent the Council or a member nominated through or with the Local Government Association of the Northern Territory as a representative;
 - VII. Professional development courses/conferences that have approval and are in line with Council Policy
- 4.1.5. Allowances are set annually by Council as part of budget deliberations.
- 4.1.6. Allowances (apart from Professional Development Allowance) are to be paid from 1 July each year on a monthly basis in arrears on the second Thursday of the month by electronic funds transfer to their nominated account.
- 4.1.7. Where an Council Member is acting as Mayor in the absence of the Mayor for a period of less than 7 days, no compensation will be paid. Where the period is 7 days or longer, the acting Mayor will be paid 100% of the Mayoral Base Allowance instead of their normal base allowance for that period.
- 4.2. Council Member Benefits
- 4.2.1. In order to ensure Council Members are able to have ready access to technology enabling them to perform their roles as efficiently as possible, they are provided with:
- I. A laptop and printer for home use, a single set of toner cartridges and a single ream of paper. All subsequent toner and paper is at the Member's expense;
 - II. A Litchfield Council email address for official use in their role as Council Member, together with calendar facility. A Council Member's calendar shall be available to other Council Members and nominated staff (as appointed by the CEO) in order to facilitate the smooth running of Council operations, and as a record of their activities;
 - III. A mobile internet access device to be used with the laptop provided for Council business or the option to request a reimbursement of up to \$50 monthly for internet access.

- 4.2.2. All ICT equipment remains the property of Litchfield Council. Council Members have full private use. Support provided by Council will be on a “return to Council” basis, with Council IT support staff not being responsible to attend private residences.
- 4.2.3. Council Members shall be provisioned with business cards and name badges for their use.
- 4.2.4. Council will provide postage for official correspondence through its internal mail services. Bulk mailing will not be provided.
- 4.2.5. Use of Council’s photocopying facilities for official business is available for Council Members through prior notice to the Executive Assistant to the Mayor and CEO. Circulars, publications or election material are specifically excluded from this benefit.
- 4.2.6. Council Members will be reimbursed for attendance at all Council endorsed meetings to a maximum of \$85 to cover child care costs associated with their participation. Reimbursement is subject to receipts being provided and are on a per Member rather than per child basis.
- 4.2.7. For any Council Member with a disability, Council may resolve to provide reasonable additional facilities and expenses in order to allow that Member to perform their civic duties.
- 4.2.8. Council members shall not use Council facilities, resources (including staff) for personal reasons including furtherance of their political career.
- 4.2.9. Miscellaneous
 - I. A framed Certificate of Service will be presented in Council meeting for Council Members achieving 10 years of service, with subsequent certificates presented at five yearly intervals
 - II. A history of members elected to office will be appropriately recorded photographically under direction of the CEO.

4.2.10. Mayoral Benefits

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

- I. Mobile Phone;
 - II. An office and administrative and secretarial assistance for official use only;
 - III. Reimbursement for costs associated with attendance and participation at official functions where Council is represented;
 - IV. A fully maintained Council vehicle with private use limited to within the Northern Territory only and a purchase price in accordance with INF09 Fleet Policy.
- 4.2.11. Council Members are not provided with stationary, mobile phones, uniforms or any other materials not provided for within this Policy. These can be purchased at the discretion of Council Members themselves.

4.3. Council Member Travel

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

- 4.3.2. Air travel is to be by the most reasonably economic means available, and shall not include business or first class.
- 4.3.3. Accommodation, meals and associated travel costs are to be covered by prior approval of the CEO.
- 4.3.4. Council will pay in advance any registration fees, accommodation deposits and airline tickets for approved Council Member travel. Where this is not possible, a reimbursement equivalent to the fees or expenses will be paid subject to the provision of receipts.
- 4.3.5. Council Members may be accompanied by a spouse or partner subject to Council not incurring any additional expense.

4.4. Insurance

- 4.4.1. Council Members will receive the benefit of insurance cover to the limit specified in Council's insurance policies for the following:
 - I. Personal Injury whilst on Council business, providing specified benefits for lost income and other expenses arising from permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses. Full details are available from the Director of Corporate Services.
 - II. Professional Indemnity and Public Liability
 - III. Use of private motor vehicle whilst on Council business

4.5. Legal Assistance

- 4.5.1. Legal assistance shall be provided to Council Members in the event of an enquiry, investigation or hearing into the conduct of an Council Member by:
 - I. The office of the Ombudsman
 - II. The Police
 - III. The Director of Public Prosecutions
- 4.5.2. Legal assistance will be provided to Council Members in respect of legal proceedings being taken by or against a Council Member, arising out of or in connection with the Council Member's performance of his or her civic duties or exercise of his or her functions as a Council Member.
- 4.5.3. Council shall reimburse such Council Member, after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis.
- 4.5.4. All legal assistance will be provided subject to the following conditions:
 - I. The amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Council Member on any basis;
 - II. The enquiry, investigation, hearing or proceeding results in a finding substantially in favour of the Council Member;
 - III. The amount of such reimbursement is limited to the equivalent of the fees being charged by Council's solicitors.

4.5.5. Legal Advice

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

5. Associated Documents

EM01 Elected Member Code of Conduct

6. References and Legislation

Northern Territory Local Government Act [2019](#), Regulations, Ministerial Guidelines and General Instructions [and Assembly Members and Statutory Officers \(Remuneration and Other Entitlements\) Act 2006](#)

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
14/12/2015	Policy adopted
15/2/2017	Updated with professional development allowance, LC27 rescinded as a duplicate
15/11/2017	Remove internet allowance and Elected Member (1718/099)
18/07/2018	Include professional development in list for extra meeting allowance, remove gifts and benefits section as covered with EM07
21/10/2020	Professional development allowance amended to include memberships (2021-059)
21/07/2021	Amendments in accordance with Local Government Act 2019 and Regulations

Council Member Allowances and Support **POLICY EM05**

18/01/2022	Mayoral vehicle benefits amended in accordance with INF09 Fleet Policy. Policy Review date to remain as 21/07/2025
<u>05/07/2022</u>	<u>Amendment to remove specific amount from policy and include reference to new legislation. Review date changed to 2026</u>

DRAFT



COUNCIL REPORT

Agenda Item Number:	14.01.06
Report Title:	Municipal Plan 2022-23 and Long Term Financial Plan 2023-2032
Author:	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, Interim Chief Executive Officer
Meeting Date:	21/06/2022
Attachments:	A: Recommended Amendments B: Draft Municipal Plan 2022-23 C: Draft Financial Management Strategy and Long Term Financial Plan 2023-2032

Executive Summary

This report presents to Council the public submissions received on the Draft Municipal Plan 2022-2023 (Municipal Plan) and, Draft Financial Management Strategy and Long Term Financial Plan 2023-2032 (LTFP) and final recommended amendments to the plans.

A summary of public submissions is provided to Council in table 1 of this report and recommended amendments to the plans are listed in Attachment A. The Municipal Plan and LTFP (updated to include recommended amendments) are presented in Attachments B and C.

Recommendation

THAT Council:

1. note submissions received for the Draft Municipal Plan 2022-2023 and Draft Financial Management Strategy and Long Term Financial Plan 2023-2032 and thank all residents for their input;
2. approve amendments to the Draft Municipal Plan 2022-2023 and Draft Financial Management Strategy and Long Term Financial Plan 2023-2032 as listed in Attachment B to this report;
3. authorise the Interim Chief Executive Officer to make necessary editorial changes to the Municipal Plan 2022-2023 and Financial Management Strategy and Long Term Financial Plan 2023-2032 if required;
4. adopt the Municipal Plan 2022-2023 and Financial Management Strategy and Long Term Financial Plan 2023-2032;
5. set aside any surplus/deficit from the 2021-2022 financial year into the Waste Management Reserve, Thorak Regional Cemetery Reserve, and Asset Reserve respectively; and
6. Set the Elected Member allowances for the year 2022-2023 as follows:
 - a) Mayor \$94,887.90 for the year paid on pro rata monthly basis in arrears (base allowance \$75,116.61, electoral allowance \$19,771.29) and subject to individual activity and prior approval a professional development allowance not more than \$3,753.17;

- b) Deputy Mayor \$32,719.85 for the year paid on pro rata monthly basis in arrears (base allowance \$27,776.12, electoral allowance \$4,943.73) and subject to individual activity and prior approval a professional development allowance not more than \$3,753.17; and
- c) Councillors \$18,453.69 for the year paid on pro rata monthly basis in arrears (base allowance \$13,509.96, electoral allowance \$4,943.73), subject to individual activity and prior approval a professional development allowance not more than \$3,753.17 and subject to conditions set out in EM05 Elected Member Benefit and Support Policy, an extra meeting allowance of \$220 per meeting to a maximum of \$9,006.64.

Background

At the Council meeting held on the 19 April 2022, Council approved the Draft Municipal Plan 2022-2023 for public consultation for a period of 21 days, from 25 April to 15 May 2022.

At the Special Council Meeting of 3 May 2022, Council approved the draft LTFP 2022-2023 to 2031-2032 for public consultation for a period of 21 days, from 4 May to 26 May 2022. To be in line with the Draft LTFP, Council also approved the extended closing date of the public consultation period for the Draft Municipal Plan.

Council has received a total of five written submissions and twelve Survey Monkey responses through the consultation period. The submissions only related to the Draft Municipal Plan. No submissions were received for the draft LTFP.

The submissions were provided to Councillors for consideration at the Strategy and Discussion meeting held on 7 June 2022. Table 1 shows a summary of submissions.

Table 1: Summary of submissions

Submission	Category	Number of submissions
Survey Monkey	General, Rates, Waste, Reserves and Budget	12
Written Submission	Rates	1
	Budget	3
	Legislative requirements	1
	Total	17

*Refers to comments about the overall running of Council and not specifically linked to any category of Council services

As detailed in Attachment A, amendments have been recommended as a result of:

- feedback from the Department of Local Government; and
- further internal reviews.

Overall, the amendments result in a higher level of services and reduced rates revenue increases in the long term.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Under Part 3.3 of the *Local Government Act 2019* the Municipal Plan is to contain the following:

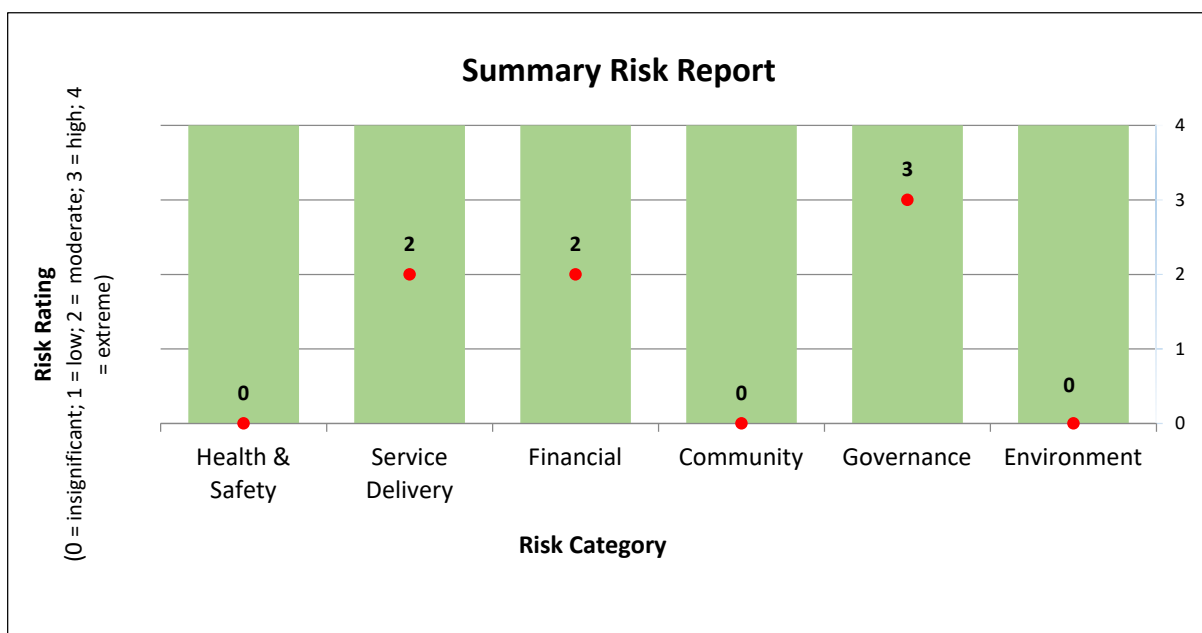
- A service delivery plan for the period to which the municipal plan relates;
- Council's Budget;
- Any long term, community or strategic plan adopted by the Council;
- Council's Long term financial plan; and
- Indicators for judging the standard of Council's performance.

Council's must, by resolution, adopt its municipal plan by 30 June each year. Litchfield Council's Municipal Plan 2022-2023 complies with the above requirements.

Council must adopt a legally compliant budget. The Annual Budget 2022-23 is presented in accordance with Part 10.5, Section 201 of the *Local Government Act 2019*.

Under Part 10.4 of the *Local Government Act 2019* a Council must prepare and keep up to date a long term financial plan and provide a copy of such plan by 30 June in the first financial year to which the plan relates.

Risks



Service Delivery, Financial, Governance

Should Council not adopt its budget by 30 June 2022, Council would be in breach of legislation and legislation is unclear of the impact. The impact could be fines, which triggers a financial risk. Overall, there is a service delivery risk to Council, without approved budget, the operation of Council will not be able to initiate budget specific projects.

Community Engagement

The Draft Municipal Plan 2022-2023 was placed on public exhibition from 25 April to 26 May 2022. The Draft Long Term Financial Plan 2023-2032 was placed on public exhibition from 4 May to 26 May 2022. Public exhibition and consultation period was promoted through the following means:

- Advertisement in the NT News public notice section;
- Posted on Facebook;
 - Post reached 2,029 people
 - 110 people directly interacted with the post (shared, liked)
- Facebook post reminder;
 - Post reached 5,414
 - 118 people directly engaged with the post (shared, liked)
- Dedicated page on Council's website with an online option to provide comment;
- Council's Freds Pass Rural Show stall and;
- Council's Freds Pass Market stalls.

ATTACHMENT A

Number	Proposed Change	Page
1	A revised business unit section that outlines each departments responsibilities will be included in the MP and can be seen below.	15
2	Link to Long Term Financial Plan 2022-32 to be included.	35
3	Link to Council's fees and charges to be included below "Fees and Charges by Department" table.	27
4	Abbreviations to be changed to full wording in graph.	6
5	Local Roads and Community Infrastructure Program Funding is sourced from the Commonwealth Government, wording to be amended.	19
6	Section number 353 to be amended to new section number 108.	25
7	Operating Deficit 2022-2023 amount to be amended to 5,267.	30
8	Page numbers in table to be amended to reflect changes.	42
9	Waste Strategy – Year 4 KPI refers to the decommissioning of the landfill component of the sites, not the transfer station. Wording to be amended to; <i>Decommissioning of landfill component of Howard Springs and Berry Springs Waste Transfer Stations.</i>	37

Revised Business Units (pg 15 of Municipal Plan 2022-2023):

Council Leadership	
Provides strategic leadership, good governance, advocacy and decision-making to achieve corporate outcomes.	
Community and Lifestyle	
Corporate Communications	Advises on and delivers community engagement activities, media management and corporate communications.
Community Development	Supports and resources recreation reserves management committees to provide fit-for- purpose sport and recreational facilities. Develops inspection regimes and maintenance programs for playgrounds and trees on recreation reserves. Manages Council's Community grants Scheme and supports community events and programs.
Library Services	Provides public library services that promote lifelong learning, community connectedness and childhood development through collection development, program delivery and promotion of services.
Regulatory services	Administers and enforces Council's Dog Management By-Laws. Promotes and supports responsible dog ownership through public education and initiatives. Provides information to help manage and control feral dogs. Manages abandoned vehicles.

Infrastructure and Operations	
Infrastructure and Assets	Plans, delivers and manages Council's road network and other infrastructure to ensure the social, cultural and economic success of the Litchfield municipality.
Mobile Workforce	Provides an effective and efficient maintenance service, including weed and bushfire management for Council's road verges, drainage easements, signs, reserves, excised lands and Council facilities.
Planning and Development	Reviews and provides comment on all regional plans, policies, development proposals, and planning applications relevant to the Litchfield municipality. Administers future Council assets, works permits, and proposals for road openings and closures.
Thorak Regional Cemetery	Operate the Thorak Regional Cemetery and Crematorium for the Top End efficiently and effectively in accordance with approved plans, the Northern Territory Cemeteries Act 1952, Cemeteries Regulations, Council policies and community expectations.
Waste Management	Provides an environmentally sustainable, safe and cost-effective waste management system through Council's waste transfer stations and recycling operations.

Business Excellence	
Human Resources and Work Health Safety	Manages the workplace health and safety system and a range of operational, advisory and strategic human resource services that meet statutory requirements and enables Council to attract, develop and retain great staff.
Finance and Customer Service	Provides financial services to help Council make informed decisions and allocate resources efficiently and effectively in the short and long term, while ensuring Council meets its objectives and all statutory and regulatory obligations. Provides timely and quality front counter customer services for residents and visitors and manages rates records in accordance with policy and legislative requirements.
Governance and Risk	Provides and supports best practice governance, statutory compliance, records and risk management for Council.
Information Services	Manages Council's information and communications systems to ensure alignment with business needs and excellent customer service.



Municipal Plan 2022-2023

LITCHFIELD
COUNCIL



DRAFT



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ACKNOWLEDGEMENT OF COUNTRY

We, the Litchfield Council, acknowledge the traditional custodians of this land. We pay our respects to their Elders, past, present and future.

INTRODUCTION

The Municipal Plan is Litchfield Council’s service delivery plan and annual budget for the 2022-2023 financial year. It includes key actions and services (deliverables) for Council to achieve its vision, mission and priorities in the Strategic Plan 2022-2025.

OUR VISION

To be the best place to live in the Top End.

OUR MISSION

To remain focused on delivering the priorities in Council’s Strategic Plan to help us deliver on our vision for Litchfield.

OUR PRIORITIES

People	Community and lifestyle
Progress	Continuity of services and facilities
Prosperity	Our economy and growth
Places	Roads and infrastructure
Performance	An effective and efficient organisation



MAYOR'S MESSAGE

Welcome to the Litchfield Council Municipal Plan and Budget for 2022/2023.

It is my pleasure to present the first Municipal Plan on behalf of the 11th Council of Litchfield. This is a new Council, with a new direction. We will continue to implement changes and make decisions for the community and we thank you for entrusting us with this.

The new Council are continuing to take our time to appreciate decisions made, documents developed and policies that have been put in place and will continue to build on the foundations that have been laid.

The Municipal Plan and Budget identifies projects, services, facilities and infrastructure that Council will deliver, construct and maintain over the next 12 months.

Council understands the challenges that COVID-19 has presented our community over the past two years and we continue to focus on delivering major projects, injecting money into our recreation reserves and improving services.

Council will spend \$6,417,429 on capital works in 2023, including maintenance and upgrade to roads, drainage and safety.

Council's eight Recreation Reserves will receive just over \$1.5 million and Council continues to support community events and organisations with \$130,000.

The Long Term Financial Plan guides Council's financial sustainability over the next ten years. The Plan continues to build on the sound current financial position that Council is in and focuses on the management of our assets and sustainable and efficient delivery of our services.

Council will continue to build strong partnerships with the Northern Territory and Australian Governments and advocate for funding that will benefit our community.

Litchfield is 'the best place to live in the Top End' and the community is at the heart of all we do.

This Council is dedicated to listening to our community and feel this Municipal Plan and Budget aligns with what we have heard. We look forward to partnering with our community and businesses to provide support, services and sustainable growth in Litchfield.

The Draft Municipal Plan and Budget for the next financial year will be available to the public for feedback. Our new Council will listen to your comments during this period of consultation and all comments will be considered in the development of the final document.

Doug Barden
Mayor

The Long Term Financial Plan –
managing our assets and
delivering sustainable services
now and into the future.



LITCHFIELD OVERVIEW

LITCHFIELD PROFILE

Population	25,566 (59.4% Male / 40.6% Female)
Median Age	37 Years
% Couples with Children	30.5%

OUR ECONOMY

Local Jobs	16,839
Local Businesses	1,903
Employed Residents	14,964

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

COUNCIL DATA

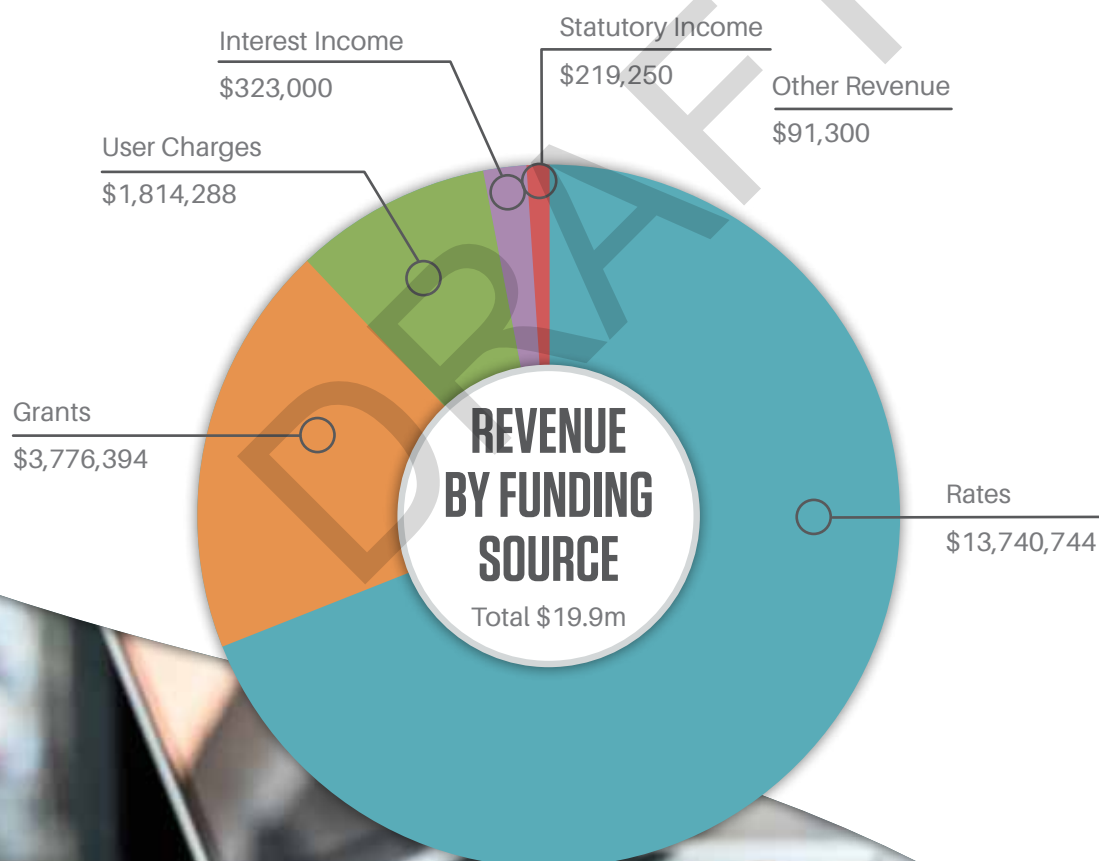
Number of rateable assessments	8,342
Sealed Roads	645km
Unsealed Roads	70km
Pathways	15km
Registered Dogs	3,755
Recreation Reserves	8
Playgrounds	5
Cemeteries	1

BUDGET AT A GLANCE

Council is forecasting a balanced budget, achieved by drawing on funds from financial reserves. Overall, Council keeps operating expenses constrained in line with the Long Term Financial Plan 2022-2023 to 2031-2032.

Budgeted revenue

Rates continue to be the primary source of funding for Council in 2022-2023. Revenue is budgeted to increase by 14% compared to last year's budget, attributable primarily to an increase within the Wickham area, land will attract a higher increase in rates of 500%. Other increase areas compared to the previous year's budget include investment income and user charges.



Council is increasing investment in its Recreation Reserves.

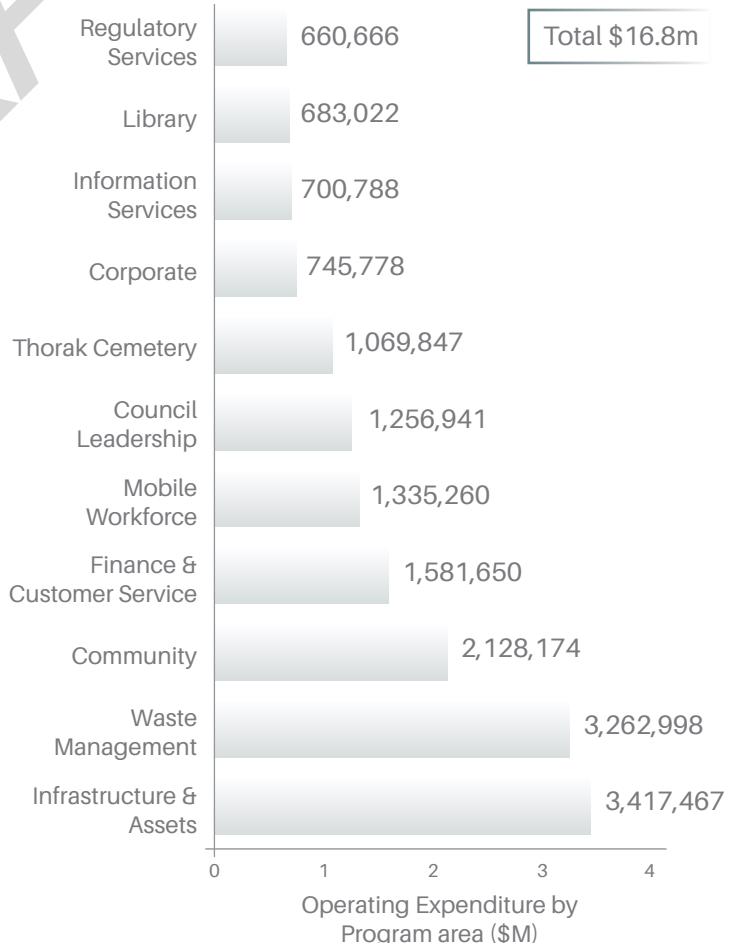
Budgeted operating expenditure

Council has managed to contain expenditure and forecast its operating expenses to increase by only 4% compared to last year's budget, offset by an increase in revenue. Increases related to reserves, additional community facility expenditure, employee costs, increases in insurance, and major maintenance items.

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

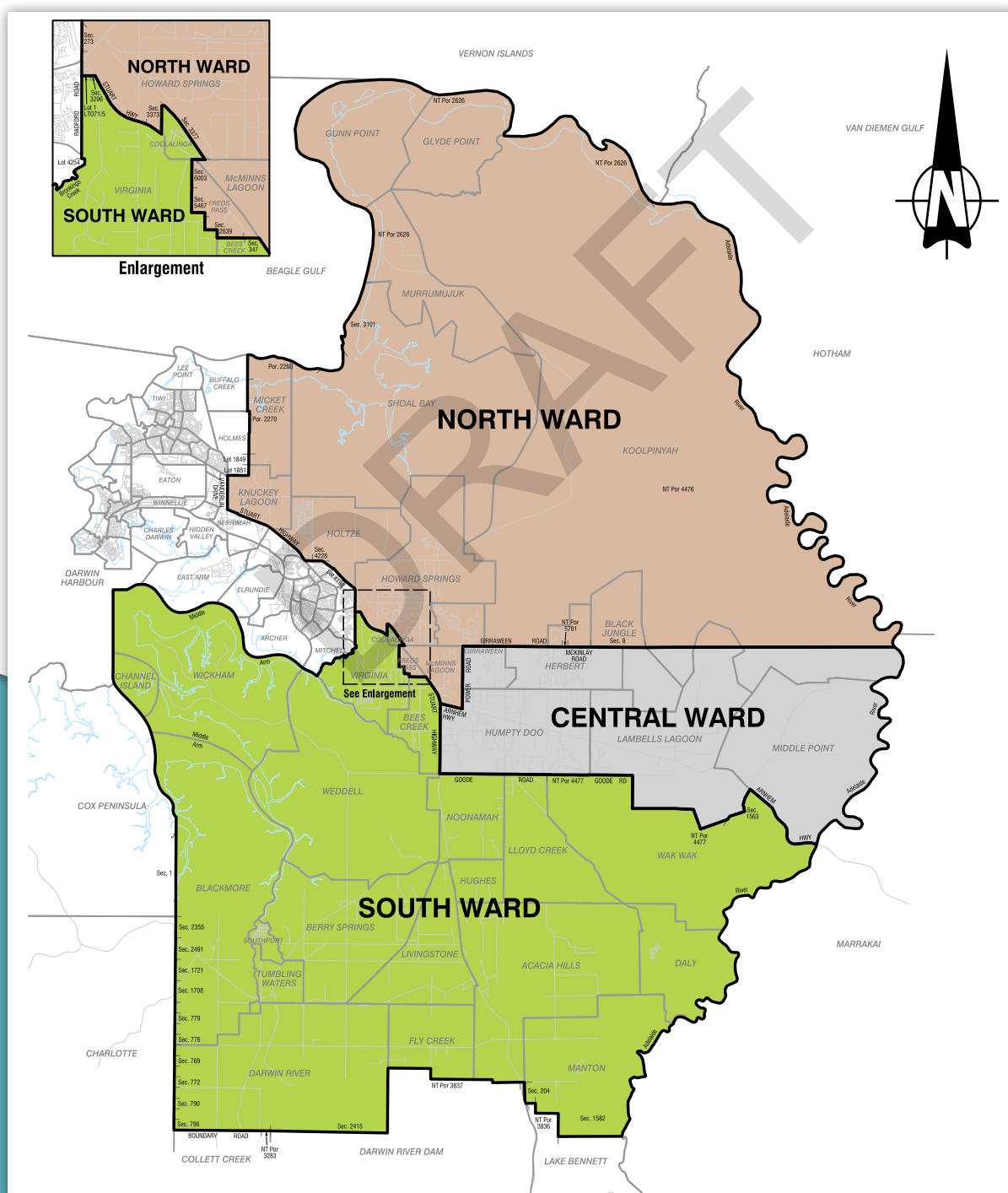
Increases in the Community cost centre bring this budget above \$2 million in 2023. Council is increasing investment in its Recreation Reserves and our organisational partners in this area. Council's budget continues to include library services. Expenditure on library services in 2022-2023 is budgeted at \$683,022, which includes \$244,000 for community facilities. In addition, Council continues to receive an annual Northern Territory Government grant to support this service.

OPERATING EXPENDITURE BY PROGRAM AREA



YOUR COUNCIL

Council consists of the Mayor and six Councillors who were elected in August 2021 for a four-year term expiring in August 2025. There are three electoral wards being Central, North and South. Each ward is represented by two Councillors. The Deputy Mayor is appointed, by Council resolution, for a period of eight months.



MAYOR



"It is important for Council to keep within budget and continue to successfully apply for grants in order to improve our services and facilities."

Doug Barden
0429 875 390
doug.barden@litchfield.nt.gov.au

This Council is dedicated
to listening to our
community...

NORTH WARD COUNCILLORS



"My commitment to the rural area is genuine and passionate. I am willing to be a strong voice for us all. I look forward to being a great asset to Council and our community."

Rachael Wright
0455 660 002
rachael.wright@litchfield.nt.gov.au



"I believe in maintaining our rural lifestyle, which means living within our means, getting good value for money, but importantly, listening to our community."

Mathew Salter
0408 093 838
mathew.salter@litchfield.nt.gov.au

CENTRAL WARD COUNCILLORS



"My primary focus for Council is ensuring good decisions are made by Council to keep Litchfield and the rural areas a great place to live with a focus on the community."

Andrew Mackay
0447 058 877
andrew.mackay@litchfield.nt.gov.au



"I want our Elected Members to be more open, transparent, and accountable. I want to find efficiencies to reduce costs and minimise rate increases where possible."

Kevin Harlan
0429 552 467
kevin.harlan@litchfield.nt.gov.au

SOUTH WARD COUNCILLORS



"My main focus for my tenure on Council is to be the conduit between local government and the rural people to help promote, sustain, and enjoy the rural lifestyle."

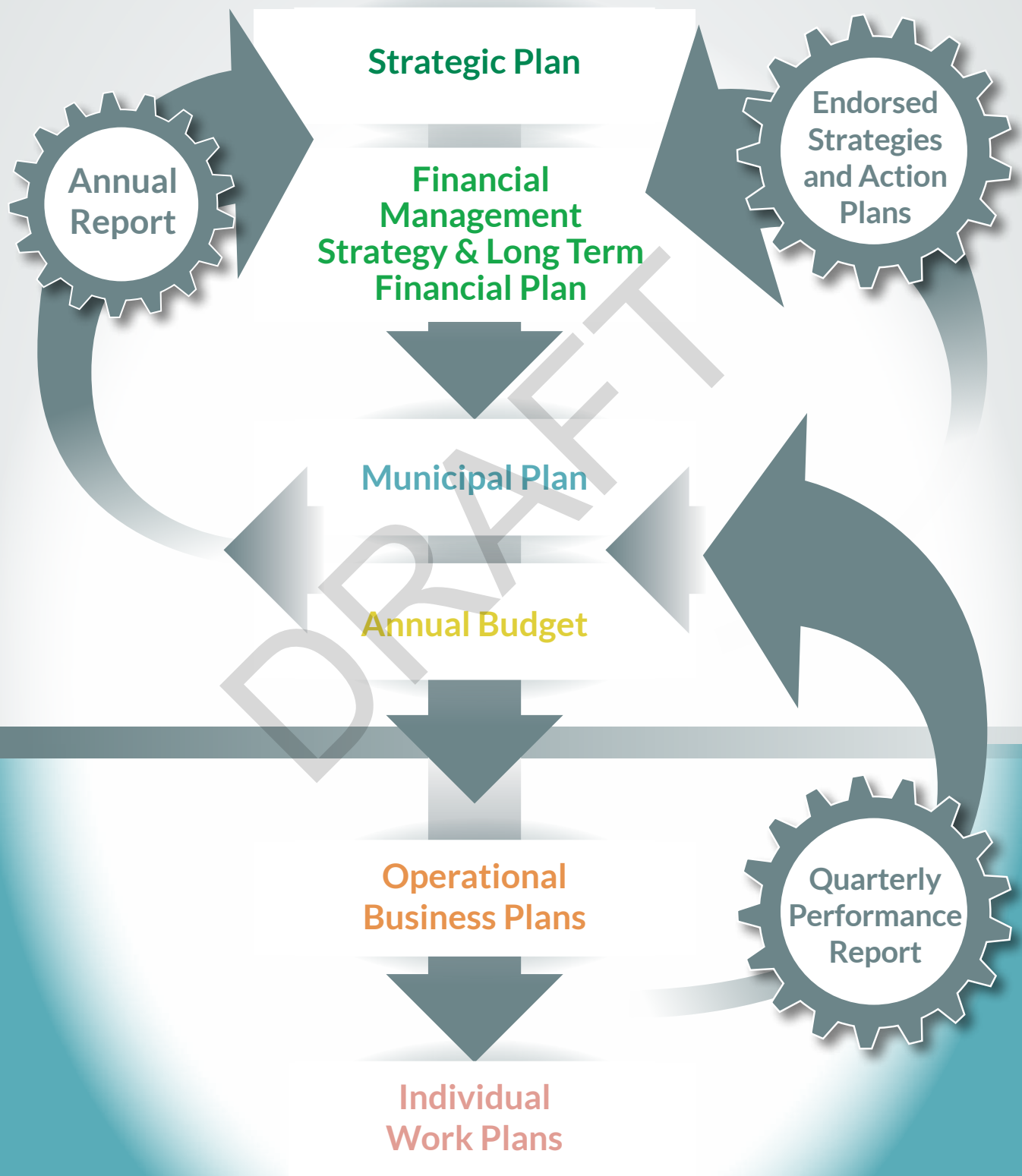
Emma Sharp
0429 270 227
emma.sharp@litchfield.nt.gov.au



"I was elected on a platform of greater transparency, more consultation with constituents and re-focusing Council's direction back to providing core services at the lowest possible cost. I am passionate about the community and am a great believer in keeping rural rural."

Mark Sidey
0407 007 558
mark.sidey@litchfield.nt.gov.au

LITCHFIELD COUNCIL INTEGRATED STRATEGIC PLANNING AND REPORTING FRAMEWORK





COUNCIL PLANS AND STRATEGIES

Council plans articulate the goals and outcomes against which Council will be measured and explains, at an in-depth level, how it will achieve them. Council has the following plans:



- Strategic Plan
- Financial Management Strategy and Long Term Financial Plan 2022-2023 to 2031-2032
- Asset Management Plans
- Waste Strategy
- Sport, Recreation and Open Space Strategy
- Animal Management Plan
- Advocacy Strategy
- Community Engagement Strategy and Action Plan
- Customer Service Charter
- Tourism and Events Strategy and Action Plan
- Social Media Activation Strategy and Action Plan

Further information can be found on Litchfield Council website via [Plans and Publications | Litchfield Council \(nt.gov.au\)](#)

STRATEGIC ADVOCACY FOCUS

Council will continue to advocate to the Northern Territory Government and Australian Government on behalf of the Litchfield community.

Of particular focus in 2022-2023 are the following priority projects.

PROPOSED DEVELOPMENT OF HOLTZE, KOWANDI AND VIRGINIA WEST

The Northern Territory Government has commenced a three-stage planning process to shape the growth of area surrounding Palmerston. This includes the development and expansion of suburbs in Holtze, Kowandi and Virginia West which are in the Litchfield Municipality.

Council supports developments in these areas provided they are in-line with the rural amenity and rural lifestyle. Council will be working with all of the relevant authorities to keep this area Litchfield.

FREDS PASS SPORTS AND RECREATION RESERVE FUNDING

The Fred's Pass Sport and Recreation Reserve caters for 10,000 users per week and requires consistent Government investment of \$5 million per year over a four-year period to upgrade facilities. New sporting facilities are required, particularly for additional sports such as tennis, netball and basketball.

MANGO ROADS

The jointly funded \$21 million Phase 1 Mango Strategic Roads project is getting closer to finalisation with three of the four roads complete and the final works anticipated to be finalised mid-2022. This project is important for the economic prosperity of our region and the safety of the mango industry. Council is developing a business case to assist in lobbying for Northern Territory and Australian Government investment in Phase 2.





COMMUNITY BUILDING

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

Additional projects that are important to Council

The Taminmin Community Library

Assistance from the Northern Territory Government is sought to relocate the library to a more accessible location that would provide increased accessibility and safe community spaces for young people and families and meet the Australian Library and Information Association standards for size and accessibility.

Private Roads maintenance

Addressing outcomes from legacy subdivision approvals.

Water Security

Sustainable economic and environmental management.

Regional Waste Management

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

NEW INITIATIVES

Each year Council delivers new initiatives to ensure continuous improvements in how it delivers services. All initiatives contribute to achieving Council's strategic priorities.

The following table presents the new initiatives to be undertaken in the 2022-2023 financial year.

Initiative	Description	Amount
Roadside upgrades to allow for recreational fishing	Feasibility study for opportunities to upgrade identified roadside areas, popular for recreational fishing.	\$40,000
Agistment of Council controlled land	Business case to investigate opportunities to agist livestock on Council land with a focus on weed management, specifically Gamba Grass.	\$50,000
Signature event	Investigate options for identifying a signature event and delivering the event in Litchfield that will compliment and not compete with existing events.	\$80,000
Council roads on Northern Territory Government and private land	Pilot study to negotiate the ownership of private roads owned by the Northern Territory Government to assist Council in decision making and maintenance or upgrade of these roads.	\$30,000
Total		\$200,000



PROGRAM PROFILES

Council Leadership

Provides strategic leadership, good governance, advocacy and decision-making to achieve corporate outcomes.

Community and Lifestyle

Corporate Communications Advises on and delivers community engagement activities, media management and corporate communications.

Community Development Supports and resources recreation reserves management committees to provide fit-for-purpose sport and recreational facilities.

Develops inspection regimes and maintenance programs for playgrounds and trees on recreation reserves. Manages Council's Community grants Scheme and supports community events and programs.

Library Services Provides public library services that promote lifelong learning, community connectedness and childhood development through collection development, program delivery and promotion of services.

Regulatory services Administers and enforces Council's Dog Management By-Laws. Promotes and supports responsible dog ownership through public education and initiatives. Provides information to help manage and control feral dogs. Manages abandoned vehicles.

Infrastructure and Operations

Infrastructure and Assets Plans, delivers and manages Council's road network and other infrastructure to ensure the social, cultural and economic success of the Litchfield municipality.

Mobile Workforce Provides an effective and efficient maintenance service, including weed and bushfire management for Council's road verges, drainage easements, signs, reserves, excised lands and Council facilities.

Planning and Development Reviews and provides comment on all regional plans, policies, development proposals, and planning applications relevant to the Litchfield municipality. Administers future Council assets, works permits, and proposals for road openings and closures.

Thorak Regional Cemetery Operate the Thorak Regional Cemetery and Crematorium for the Top End efficiently and effectively in accordance with approved plans, the Northern Territory Cemeteries Act 1952, Cemeteries Regulations, Council policies and community expectations.

Waste Management Provides an environmentally sustainable, safe and cost-effective waste management system through Council's waste transfer stations and recycling operations.

Business Excellence

Human Resources and Work Health Safety Manages the workplace health and safety system and a range of operational, advisory and strategic human resource services that meet statutory requirements and enables Council to attract, develop and retain great staff.

Finance and Customer Service Provides financial services to help Council make informed decisions and allocate resources efficiently and effectively in the short and long term, while ensuring Council meets its objectives and all statutory and regulatory obligations.

Provides timely and quality front counter customer services for residents and visitors and manages rates records in accordance with policy and legislative requirements.

Governance and Risk Provides and supports best practice governance, statutory compliance, records and risk management for Council.

Information Services Manages Council's information and communications systems to ensure alignment with business needs and excellent customer service.

OUR PEOPLE

Litchfield Council is dedicated to attracting and retaining a diverse and talented workforce by offering competitive remuneration and fostering an empowering and innovative culture.

The Staffing Plan for 2022-2023 allows for 66.22 full-time equivalent staff across four departments. This is an increase of 1.4 FTE compared to 2021-2022. The increase includes .5 FTE to create a new Sports and Recreation Officer position with the remaining amount being the casual Library Services Officers positions. Council's Enterprise Agreement 2020 provides employees with benefits and conditions including an annual pay increase of 1% or CPI capped at 2% whichever is greater.

ORGANISATION CHART



2022-2023 BUDGET BY DEPARTMENT PROFILE

PROGRAM	Operational Revenue\$	Operational Expense\$	Operational Surplus \$	Capital Income\$	Capital Expense\$	Capital Deficit \$
Council Leadership	-	1,256,941	(1,256,941)	-	-	-
Corporate	-	745,778	(745,778)	-	-	-
Information Services	-	700,788	(700,788)	-	-	-
Finance and Customer Service	11,532,688	1,581,650	9,951,038	-	-	-
Infrastructure and Assets	2,937,012	3,417,467	(480,455)	1,733,429	6,179,429	(4,446,000)
Waste Management	3,308,035	3,262,998	45,036	-	35,000	(35,000)
Community	113,700	2,128,174	(2,014,474)	-	120,000	(120,000)
Library	407,392	683,022	(275,630)	-	-	-
Mobile Workforce	-	1,335,260	(1,335,260)	-	-	-
Regulatory Services	219,750	660,666	(440,916)	-	-	-
Thorak Regional Cemetery	1,446,400	1,069,847	376,553	-	83,000	(83,000)
TOTAL	19,964,977	16,842,592	3,122,385	1,733,429	6,417,429	(4,684,000)

2022-2023 ANNUAL BUDGET

OPERATING REVENUE INCREASED 14%

Council's operational revenue is forecast to increase by 14%. This reflects the overall rates increase for residential properties of 3% or \$0.55 per week. Within the Wickham area, land will attract a higher increase in rates of 500% if it is zoned FD or DV. In addition, waste charges increase by 3% or \$0.22 per week, and fees and charges increase by 5% overall. There are minor increases in investment income as markets normalise after COVID-19 and interest rates rise.

CAPITAL REVENUE REMAINS STABLE

The capital revenue for 2022-2023 includes Blackspot and Roads to Recovery. Whilst Local Roads and Community Infrastructure Program Funding phase three is likely. This income has not been incorporated into the budget as funding has not yet been awarded. Council continues to advocate strongly for grant funding, focusing on renewal rather than new infrastructure.

OPERATIONAL EXPENDITURE INCREASED 4%

Council has managed to contain expenditure and forecast its operating expenses to increase by only 4% compared to last year's budget, offset by an increase in revenue. Increases relate to reserves, additional community facility expenditure, employee costs, increases in insurance, and major maintenance items.

FINANCIAL RESERVES DECREASE BY 11.6%

Council will draw down \$1.5 million from the Asset Reserve to fund the capital works program. While overall transfers from reserves have decreased compared to 2021-2022, continued reliance on financial reserves reflects a need for Council to raise additional revenue to support a sustainable capital works program.

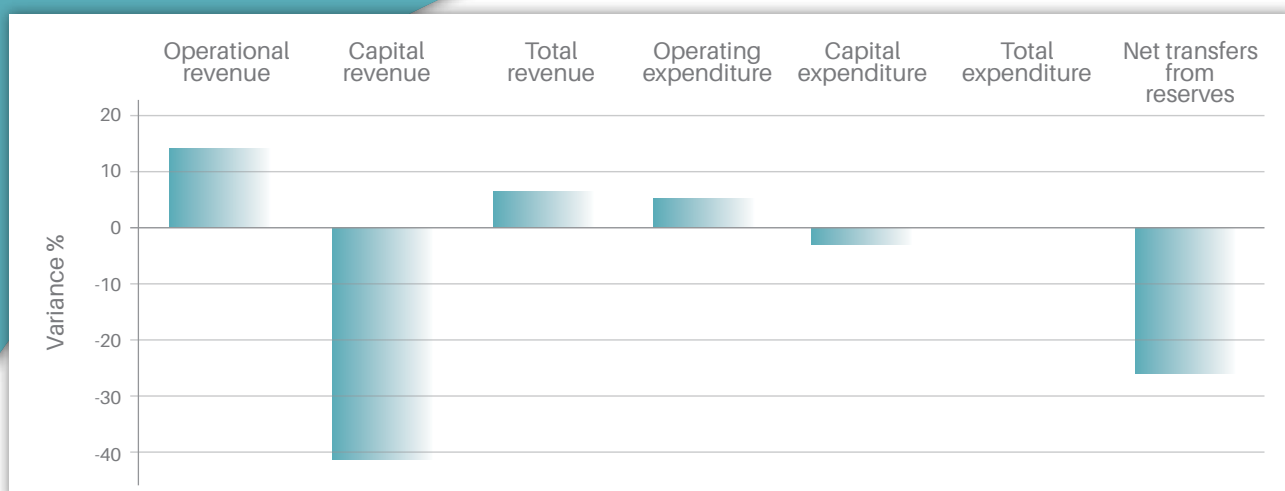
CAPITAL EXPENDITURE DECREASED 3%

The 2022-2023 budget includes \$3.9 million in capital renewal projects, reflecting an asset sustainability ratio of 43%. This is well below both Council's target of 60% and best practice of 90%, highlighting Council's inability to fund a sustainable capital program with the current level of revenue. Council is currently assessing depreciation expense as part of a financial asset revaluation exercise utilising actual asset conditions and anticipates a reduction in depreciation over the next two years as this project is completed.

The \$2.5 million new and upgraded capital investment includes \$1.25 million for sealing gravel roads. Currently, the capital works program does not include Local Roads and Community Infrastructure Program Funding phase three, which will be included as additional capital works once awarded. Council is forecast to receive \$2.3 million in Local Roads and Community Infrastructure Program Funding from the Commonwealth Government into the 2022-2023 capital works program.

ANNUAL BUDGET SUMMARY

	Budget		Variance
	2021-2022 \$	2022-2023 \$	
Operational revenue	17,542,519	19,964,977	14%
Capital revenue	2,949,084	1,733,429	-41%
Total revenue	20,491,603	21,698,406	6%
Operating expenditure	16,117,952	16,842,592	4%
Capital expenditure	6,593,070	6,417,429	-3%
Total expenditure	22,711,022	23,260,021	0
Net transfers from reserves	(2,219,419)	(1,561,615)	-30%



RATING STRATEGY

SOCIAL AND ECONOMIC IMPACT STATEMENT OF RATING STRATEGY

Council has been guided by its Long Term Financial Plan, Strategic Plan and Litchfield's demographic and economic data when setting rates and charges for the 2022-2023 financial year.

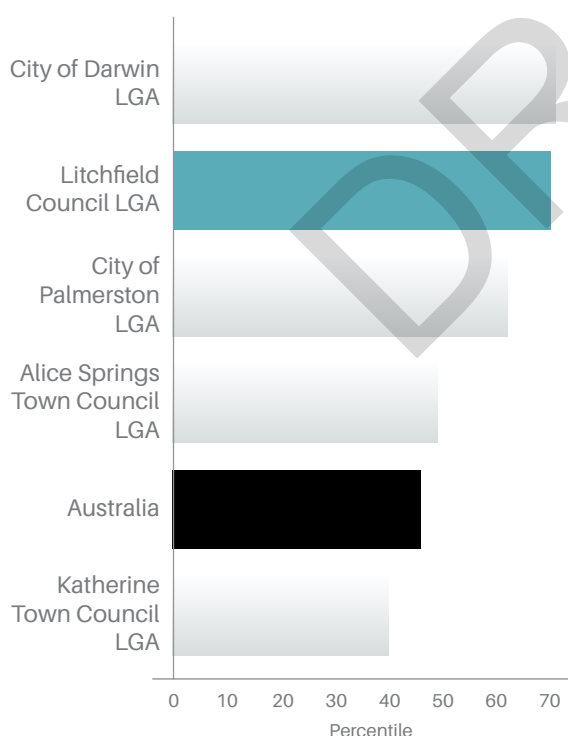
Council's goal is to ensure there are enough funds to maintain and renew assets to meet increasing demand for community infrastructure and services. As part of this process, Council considers the financial capacity of its ratepayers.

The following data informed Council's Decision.

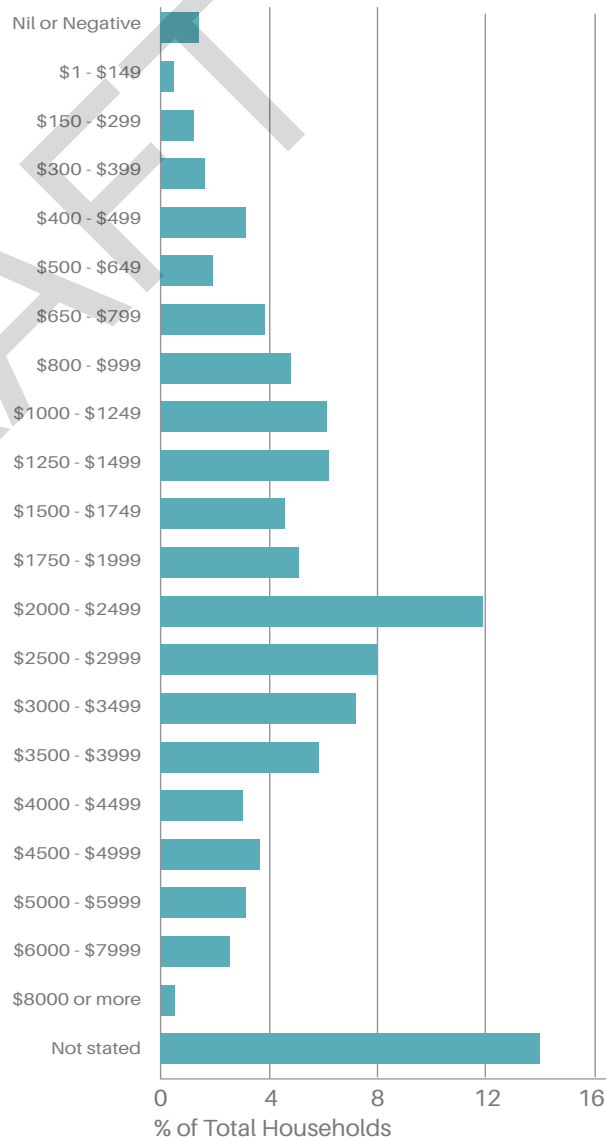
Litchfield Household Data*

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

INDEX OF RELATIVE SOCIO-ECONOMIC DISADVANTAGE*



LITCHFIELD WEEKLY HOUSEHOLD INCOME*



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



PRINCIPLES OF THE REVISED RATING POLICY FIN02

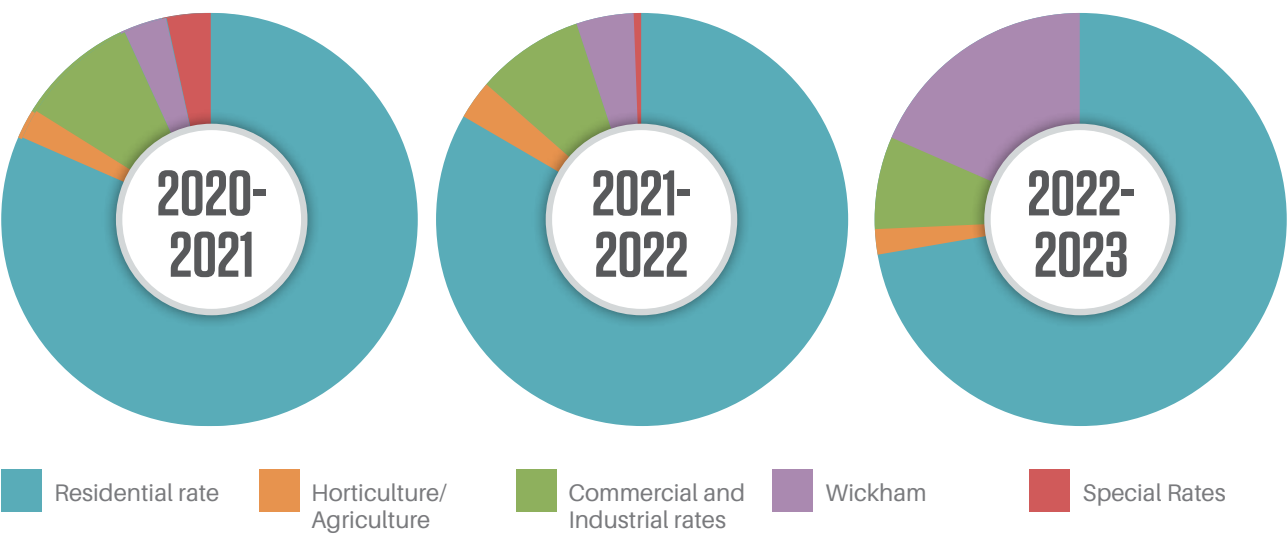
The Rating Policy FIN02 applies the principles of administrative simplicity, policy consistency and equality.

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

As allowed for in the *Local Government Act 2019*, Council will use the unimproved capital value (UCV) to calculate rates for the commercial and within the Wickham area, land zoned FD or DV in 2022-2023. The NT Valuer-General sets the UCV of land. The relevant Northern Territory Government minister sets rates for mining tenements and pastoral leases.

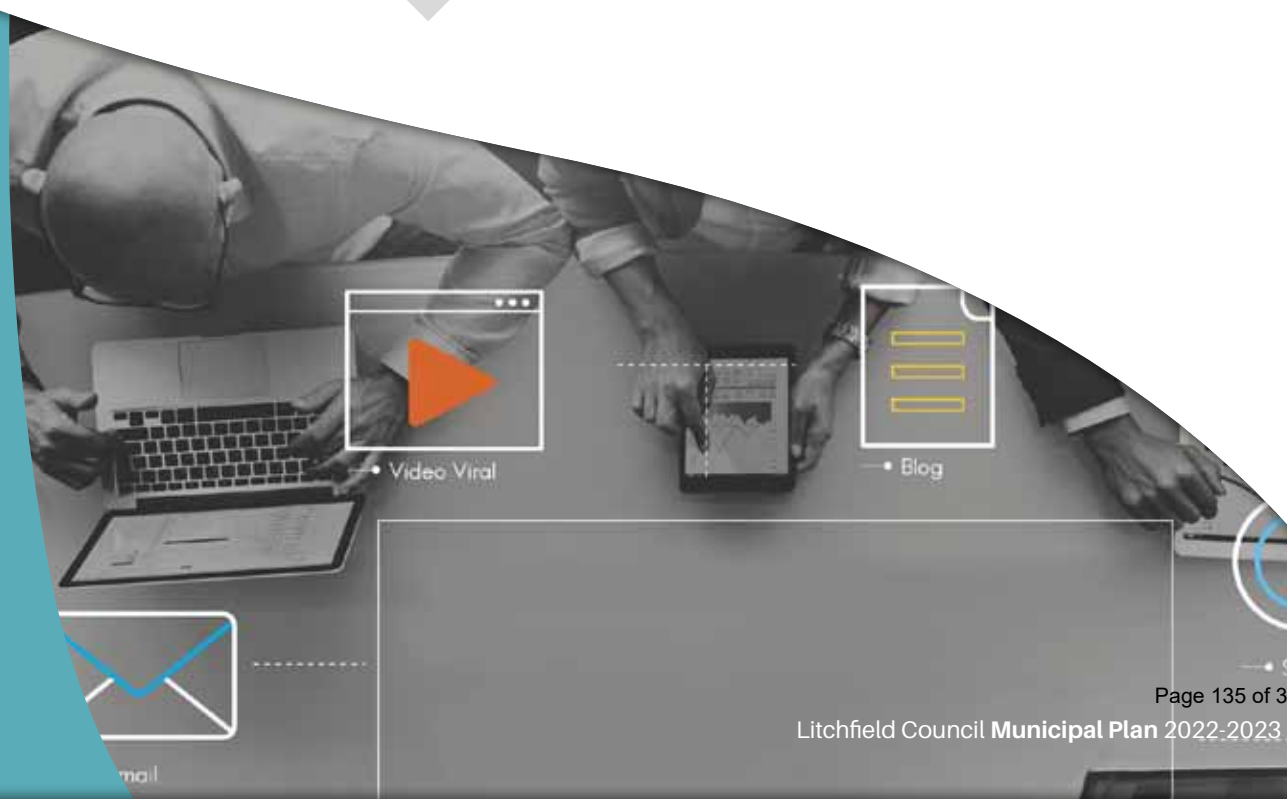
RATE REVENUE

	Budget \$ 2020-2021	Budget \$ 2021-2022	Budget \$ 2022-2023
Residential rate	6,900,977	7,283,817	7,623,067
Horticulture / Agriculture	193,125	265,784	195,288
Commercial and Industrial rates	793,928	743,055	769,029
Wickham	280,286	385,808	1,953,372
Special Rates	297,024	63,349	-
Total	8,465,340	8,741,813	10,540,756



RATING STRUCTURE

Rating category (in line with Policy FIN02)	Planning Zones	No. of properties	Rate 2021-2022	Rate 2022-2023
Fixed Rates				
Residential	R; RR; RL; WM; CN; SL14; SL18; FD; SD; MD; MR; SL11	7,807	\$948	\$976.44
Horticulture/Agriculture	H; A	200	\$948	\$976.44
Valuation- Based				
Allotments of Commercial/ Industrial Land	C; CP; CV; DV; GI; LI; OR; PS; RW; SC; SL1; SL1; SL3; SL4; SL5; SL6; SL7; SL8; SL9; SL10; SL12; SL13; SL15; SL17; SL23	264	0.2777554% Min Charge \$1,695.75	0.285881% Min Charge \$1,746.62
Wickham	FD or DV	3	1.400739%	8.40443%
Mining Tenements	As set by the Minister	64	0.3475% Min Charge \$890.96	0.3475% Min Charge \$890.96
Pastoral Lease	As set by the Minister	4	0.0306% Min Charge \$376.45	0.0306% Min Charge \$376.45
Total Number of Rateable Properties		8,342		
Charge				
Waste Charge		8,048	\$380	\$391.40



RECREATION RESERVES FUNDING SUPPORT

Council has eight recreation reserves across the municipality.

Council supports five reserves by providing operational funding to independent associations to maintain facilities and provide a range of activities. The other three recreation reserves are directly managed under a budget set by Council.

Operating Contribution to Recreation Reserve

Reserve	2021-2022	2022-2023	Increase	
	Adopted Budget \$	Budget (New/Future) \$	\$	%
Berry Springs Reserve	57,398	61,416	4,018	7%
Freds Pass Reserve	652,245	965,245	313,000	48%
Howard Park Reserve	124,000	126,480	2,480	2%
Humpty Doo Village Green	98,313	100,279	1,966	2%
Knuckey Lagoon Reserve	27,645	28,198	553	2%
Livingstone Reserve	50,092	53,598	3,506	7%
McMinns Lagoon Reserve	15,654	23,481	7,827	50%
Mira Square	10,000	10,700	700	7%

In addition to the reserves operational funding, a tree and playground maintenance budget is allocated for Council to maintain these services.

Tree and Playground Maintenance

Reserve	2021-2022	2022-2023	Increase	
	Adopted Budget \$	Budget (New/Future) \$	\$	%
Berry Springs Reserve	10,600	13,600	3,000	28%
Freds Pass Reserve	60,600	60,600	-	0%
Howard Park Reserve	10,000	10,000	-	0%
Humpty Doo Village Green	20,600	23,600	3,000	15%
Knuckey Lagoon Reserve	10,000	10,000	-	0%
Livingstone Reserve	10,600	13,600	3,000	28%
McMinns Lagoon Reserve	10,000	10,000	-	0%
Mira Square	10,000	10,000	-	0%
Total	142,400	151,400		

SPONSORSHIP, GRANTS AND OPERATING SUBSIDIES

The Community Grants Scheme was launched in 2017 in line with the Grants, Donations and Sponsorship Policy FIN07.

The scheme provides a framework for delivering grant funding to the community with clear links to achieving the Strategic Plan 2022-2025 outcomes and Council's vision to be the best place to live in the Top End. The funding supports community groups and organisations to run events, facilities and programs that provide opportunities to connect and to enrich life in local communities. The scheme is 100% funded through money made from recycling of bottles, cans and batteries collected at Council's Waste Transfer Stations.



GRANTS AND DONATIONS

Grants/Donations/ Community Support	2021-2022 Amount \$	2022-2023 Amount \$
TOTAL	130,340	130,000

COUNCIL CONTINUES TO SUPPORT THE FOLLOWING:

Litchfield Women in Business
Fred's Pass Rural Show
Community Grants Scheme
Sponsorships Paid
Anzac Day Activities
Australia Day Activities
Youth Week Forum
Annual Art Exhibition
Palmerston and Litchfield Seniors Association





ELECTED MEMBERS ALLOWANCES

In accordance with Section 108 of the *Local Government Act 2019*, Elected Members' allowances are set annually by Council, guided by a Ministerial Guideline setting maximum allowances payable. There has been no increase in Elected Member allowances for 2022-2023.

Allowance Type	Amount \$		
	Mayor	Deputy Mayor	Councillor
Annual Base allowance	75,116.61	27,776.12	13,509.96
Annual Electoral allowance	19,771.29	4,943.73	4,943.73
Extra meeting allowance	-	-	9,006.64
Professional development allowance	3,753.17	3,753.17	3,753.17
Total Maximum Claimable	98,641.07	36,473.02	31,213.50

ANALYSIS OF THE OPERATING BUDGET

OPERATING REVENUE BY DEPARTMENT

Overall, operating revenue for the 2022-2023 financial year is forecast to increase by \$2,422,458 (14%) compared to the 2021-2022 budget.

Rates have been calculated using fixed rates and rates based on unimproved capital value. Rates increase for residential properties by 3% or \$0.55 per week, and within the Wickham area, land attracting a higher increase in rates of 500% if it is zoned FD or DV.

The waste charges increase by 3% or \$0.22 per week.

Department	2021/22 \$	2022/23 \$	Variance \$
Finance & Customer Service	9,561,134	11,532,688	1,971,554
Infrastructure & Assets	2,980,594	2,937,012	(43,582)
Waste Management	3,263,000	3,308,035	45,035
Community	88,000	113,700	25,700
Library	442,712	407,392	(35,320)
Regulatory Services	189,500	219,750	30,250
Thorak Regional Cemetery	1,017,579	1,446,400	428,821
Total Revenue	17,542,519	19,964,977	2,422,458



...operating revenue is
forecast to increase by 14%...

...operating expenses is
forecast to increase by 4%...

FEES AND CHARGES BY DEPARTMENT

Department	2022-2023 Budget \$
Regulatory Services	219,250
Library	2,500
Thorak Regional Cemetery	1,413,100
Finance & Customer Service	46,000
Community	42,000
Waste Management	98,047
Infrastructure & Assets	138,241
Total	1,959,138

<https://litchfield.nt.gov.au/your-council/council-rates-and-fees/fees-and-charges>

OPERATING EXPENSES BY DEPARTMENT

Council has forecast its operating expenses to increase by 4%, offset by an increase in revenue. Increases related to reserves, additional community facility expenditure, employee costs, increases in insurance, and major maintenance items.

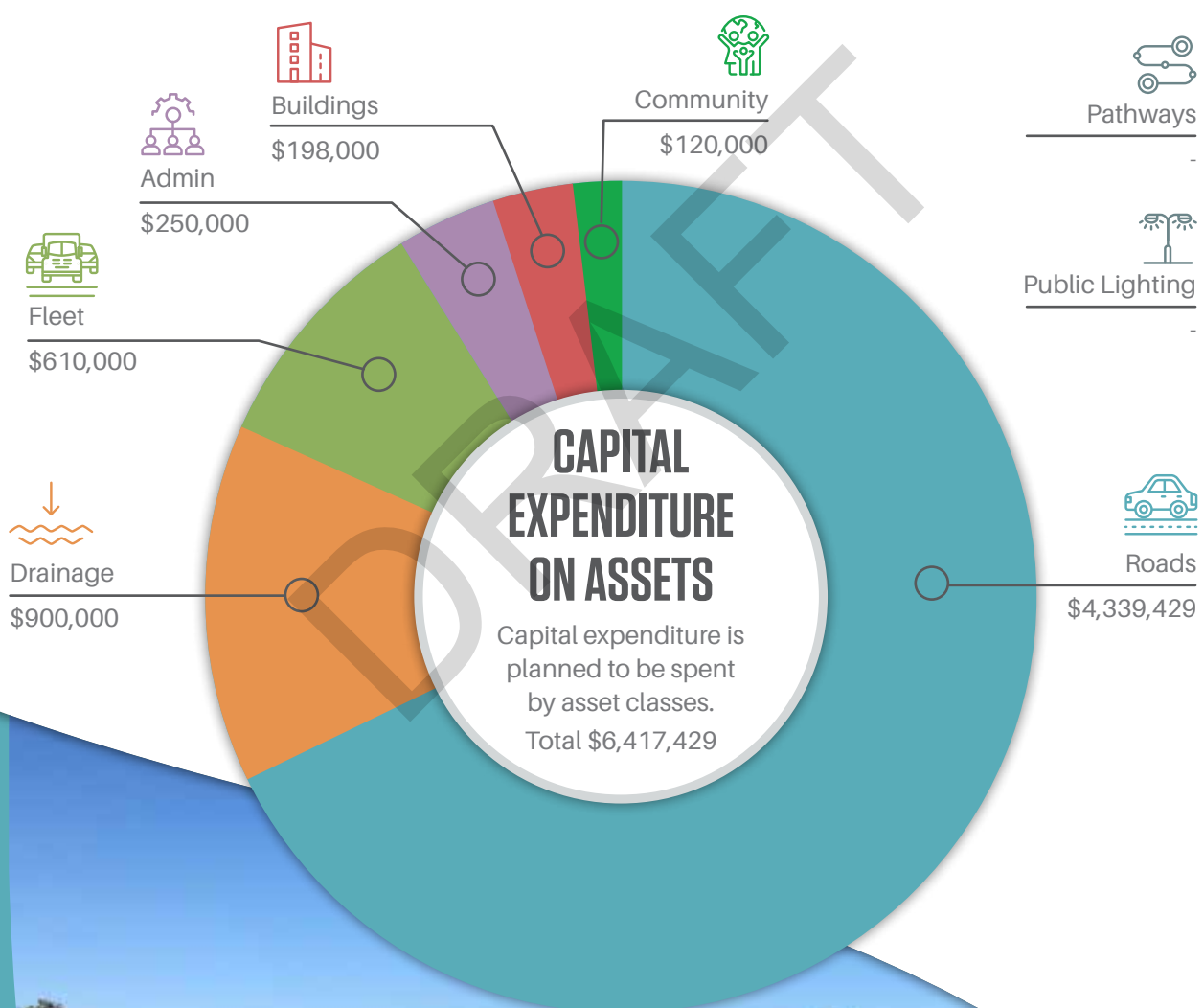
Department	2021-2022 \$	2022-2023 \$	Variance \$
Council Leadership	1,327,210	1,256,941	-70,269
Corporate	687,754	745,778	58,024
Information Services	690,239	700,788	10,549
Finance & Customer Service	1,472,619	1,581,650	109,031
Infrastructure & Assets	3,831,661	3,417,467	-414,194
Waste Management	3,246,634	3,262,998	16,364
Community	1,539,546	2,128,174	588,628
Library	442,712	683,022	240,310
Mobile Workforce	1,328,714	1,335,260	6,546
Regulatory Services	591,802	660,666	68,864
Thorak Cemetery	959,061	1,069,847	110,786
Total Expenses	16,117,952	16,842,592	724,640

ANALYSIS OF THE CAPITAL BUDGET

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

Due to the council's income not funding capital expenditure, the Council is heavily reliant on grant funding, and funds are drawn from the Asset Reserve to fund capital works. As part of the Long Term Financial Plan, Council transfers funds from the Asset Reserve to deliver the capital works.

In 2022-2023 Council expects to draw down \$1.2 million from the Asset Reserve to partly fund the capital works program of \$6.4 million.



CAPITAL EXPENDITURE BY DEPARTMENT

PROGRAMS	COSTS \$
Infrastructure & Assets	
Road Seal Renewal	1,000,000
Gravel Road Sealing	1,250,000
Plant/Vehicle Replacement	610,000
Pavement Renewal	533,429
Road Safety Upgrades	500,000
Drainage Upgrade - Floodways	350,000
Drainage Upgrade - Flood Mitigation	350,000
Gravel Surface Renewal	300,000
Forward Design of Road Projects	250,000
Road Safety - Intersection Upgrades	250,000
Capitalisation of Salaries	306,000
Drainage Renewal	200,000
Road Safety Upgrades - (other)	100,000
Road Safety Upgrades - Shoulder Widening	100,000
Council Administration Building Renewal	80,000
TOTAL	6,179,429
Waste Management	
Waste Transfer Station Renewal	35,000
TOTAL	35,000
Community	
Freds Pass Reserve Asset Renewal	40,000
Reserves Asset Renewal	40,000
Reserve Building Renewal & Compliance	40,000
TOTAL	120,000
Thorak Cemetery	
Thorak Cemetery Asset Renewal	83,000
TOTAL	83,000
Grand Total	6,417,429

BUDGETED STATEMENT OF COMPREHENSIVE INCOME

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

	Actuals 2020-2021 \$'000's	Budget 2021-2022 \$'000's	Budget 2022-2023 \$'000's
Income			
Rates	10,939	11,720	13,741
Statutory Charges	133	189	219
User Charges	1,897	1,289	1,814
Investment Income	429	250	323
Reimbursements	2	-	-
Other Revenue	314	486	91
Grants subsidies and Contributions-Other	6,280	3,609	3,776
Total Income	19,994	17,543	19,965
Expenses			
Employee Costs	6,553	7,218	7,542
Materials, Contracts and Other expenses	7,597	8,899	9,300
Depreciation, amortisation and impairment	13,669	13,660	8,390
Total Expenses	27,819	29,778	25,234
Operating Deficit	(7,825)	(12,236)	(5,267)
Net gain (loss) on disposal or revaluation of assets	(1)	-	-
Amounts received specifically for new or upgraded assets	1,720	2,949	1,733
Physical resources received free of charge	-	3,650	-
Net Deficit	(6,106)	(5,637)	(3,536)

BUDGETED STATEMENT OF FINANCIAL POSITION

This statement provides an estimate of the assets Council will own and the liabilities Council will have as at 30 June 2023.

	Actuals 2020-2021 \$'000's	Budget 2021-2022 \$'000's	Budget 2022-2023 \$'000's
Assets			
Current Assets			
Cash and Cash equivalents	23,823	15,974	12,616
Trade and Other receivables	2,953	3,233	5,145
Other Financial assets	-	-	-
Total Current assets	26,776	19,207	17,761
Non-current Assets			
Infrastructure, property, Plant and equipment	295,499	314,143	311,427
Other non-current assets	5,457	-	743
Total non- current assets	300,956	314,143	312,170
Total Assets	327,732	333,350	329,931
Liabilities			
Current Liabilities			
Trade and Other Payables	5,834	5,346	5,461
Borrowings	14	-	-
Provisions	646	635	636
Total Current Liabilities	6,494	5,981	6,097
Non-current Assets			
Provisions	348	453	454
Total Non-current Liabilities	348	453	454
Total Liabilities	6,842	6,434	6,551
Net Asset	320,890	326,916	323,380
Equity			
Accumulated surplus	6,586	19,421	17,414
Asset revaluation reserve	294,302	294,302	294,302
Other Reserve	20,002	13,193	11,664
Total Equity	320,890	326,916	323,380

BUDGETED STATEMENT OF CASH FLOW

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

	Actuals 2020-2021 \$'000's	Budget 2021-2022 \$'000's	Budget 2022-2023 \$'000's
Cash flows from operating activities			
Receipts			
Rates - general and other	11,060	11,398	12,062
Fees and other charges	2,176	1,799	1,971
Investment receipts	429	453	323
Grants used for operating purposes	6,217	3,609	3,661
Other operating receipts	1,381	411	89
Payments			
Employee costs	(6,903)	(7,218)	(7,529)
Contractual services and materials	(7,210)	(8,899)	(9,198)
Other operating payments			
Net cash provided by operating activities	7,150	1,553	1,379
Cash flows from investing activities			
Receipts			
Amounts specifically for new or upgraded assets	1,365	2,949	1,680
Sale of Replace assets	179	-	-
Net disposal of investment securities	-	-	-
Payments			
Expenditure on renewal/replacement of assets	(9,071)	(6,593)	(6,417)
Net Purchase of investment securities	2,161	-	
Net cash used in investing activities	(5,366)	(3,644)	(4,737)
Cash flows from financing activities			
Receipts			
Proceeds from Bonds & Deposits	454	-	-
Payments			
Repayment of Principal Portion of Lease Liabilities and Bonds & Deposits	(157)	-	-
Net cash used in financing activities	297	-	-
Net Increase in cash held	2,081	(2,091)	(3,358)
Cash and cash equivalents at beginning of period	1,803	18,065	15,974
Cash and cash equivalents at end of period	23,823	15,974	12,616

...financial reserves exist to ensure sufficient funds are set aside for specific purposes as they arise.



BUDGETED STATEMENT OF RESERVES

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

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

In 2022-2023 Council will draw \$1.52 million from financial reserves to fund capital investment. However, Council continues to advocate strongly for grant funding for capital renewals. If successful, less funding from the asset reserve would be required to fund capital investment.

	2021-2022 Budget \$,000	Net Movement \$,000	2022-2023 Budget \$,000
Reserve			
Developer Contribution Reserve	0		0
Unexpended Grants / Contributions	0		0
Unexpended Capital Works	0		0
Total Externally Restricted Reserves	0		0
Internally Restricted			
Asset Reserve	6,774	(1,228)	5,546
Waste Management Reserve	4,590	(230)	4,360
Thorak Regional Cemetery Reserve	683	(25)	658
Election Reserve	46	154	200
Disaster Recovery Reserve	600	(200)	400
Strategic Initiatives Reserve	400		400
ICT Reserve	100		100
Total Internally Restricted Reserves	13,193	(1,529)	11,664
Total Reserves	13,193	(1,529)	11,664

LONG TERM FINANCIAL PLAN

Long Term Financial Plan assumptions

The Litchfield Council Long Term Financial Plan 2022-2023 to 2031-2032 is designed to guide Council's financial sustainability over the next ten years by supporting sound financial decision-making. This year Council has incorporated a Financial Management Strategy document into the Long Term Financial Plan to further consolidate Council's strategy moving forward sustainably.

Sustainability means meeting the community's current needs (eg the community has well-maintained facilities, infrastructure, and services) without compromising the needs of future generations.

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

- operating deficits due to depreciation
- high dependency on external funding
- insufficient own-source revenue
- inadequate income to allocate towards maintaining the existing asset base (refer to asset sustainability ratio)

These challenges are not quickly resolved. Without an increase in revenue and creating efficiencies, these challenges will continue to be present and will require a long-term and disciplined approach to allocating financial resources.

...supporting
sound financial
decision-making...



...improving Litchfield's financial sustainability...

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

- constraining growth in operating costs
- advocate strongly for grants from other levels of government
- allocate unrestricted reserves and grant funding to capital renewal projects until operational income supports investment in new assets
- increase rate income to fund sustainable capital spending.

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

Litchfield Council Long Term Financial Plan 2022-2023 to 2031-2032 can be found on the council's website <https://litchfield.nt.gov.au/your-council/governance/plans-and-publications>.

	<i>Forecast Annual Increment</i>		
	2024	2025	2026-2032
Rates - Residential	5.00%	5.00%	5.00%
Rates - Commercial	5.00%	5.00%	5.00%
Rates - Wickham area, land zoned FD or DV	5.00%	5.00%	5.00%
Waste Increase - No Collection	3.00%	3.00%	3.00%
User Charge	5.00%	5.00%	5.00%
Grants	0.00%	0.00%	0.00%
Employee Cost Index - including superannuation	3.00%	3.00%	3.00%
Materials & Contractors	3.00%	3.00%	3.00%
Overdue rates interest rate	17.00%	17.00%	17.00%
Cash Investment Interest Rate	1.80%	2.00%	2.50%

KEY PERFORMANCE INDICATORS

PEOPLE

KEY OUTPUTS	MEASURES	TARGET	
Community engagement	Community Engagement Strategy and Action Plan 2022-2025 implementation	Year one complete	Manager Communications and Engagement
Council partnership and support grants	Number of partnerships supported	Up by 5% from previous year	
Servicing community needs at reserves	Funding provided to community reserves	Funding agreements established	
Social media management	Increased interaction on Council's Facebook page - page followers	Up by 5%	
Annual Community Grants Program initiatives	Number of community events and programs supported	Up by 5% from previous year	
Community Benefit Fund Income	Income raised through recycling activities including cash for containers	5% annual increase	Manager Operations and Environment
Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7000 tonnes	
	Commercial waste tonnage transferred to Shoal Bay	<1000 tonnes	
Responsible dog ownership	Number of registered dogs increased	>10%	Manager Regulatory Services
	Number impounded dogs reclaimed by owner	>70%	
	Number of registered dogs de-sexed	>70%	
Animal Management Plan - Year 4	Attendance at community events	2+ events attended	
	Dog Awareness Program delivered at schools and childcare	6 + visits	
	Dogs Day Out event (or similar) delivered, targeting improved awareness, increase registration, general pet owner education	1 event	
Visitors to the library	Weekly door count	>400	Manager Library and Family Services
Promotion of services	Interaction with Library Facebook page	>1150	
Lifelong learning/engagement	Number of "Funky Chickens" children's book club members	>210	

KEY PERFORMANCE INDICATORS

PROGRESS

KEY OUTPUTS	MEASURES	TARGET	
Recycled materials	Volume of green waste processed for resale	>3,500 cubic metres	Manager Operations and Environment
	Volume of concrete crushed for resale	>500 cubic metres	
Maximise diversion from landfill	Amount of total waste diverted from landfill	>35%	
	Amount of total waste that is dry recyclables	>15%	
	Quantity of scrap metal collected and recycled	>1000 tonnes	
	Quantity of cash for containers collected and recycled	>50 tonnes	
	Quantity of electronics collected for TechCollect	>40 tonnes	
	Quantity of tyres, batteries and oil collected for recycling	>100 tonnes	
Waste Strategy - Year 4	Decommissioning of landfill component of Howard Springs and Berry Springs Waste Transfer Stations	Increase in data collected	
	Amenity upgrades at transfer stations (continues year 5) undertaken	Complete	
Regulatory service	Investigations completed within 30 working days	>90%	Manager Regulatory Services
	Customer requests actioned in less than two working days	>90%	
Library collection	Number of Annual loans	>15,800	Manager Library and Family Services
Program delivery	Programs provided	>180	
Library events	Events delivered	>3	
Awareness of cemetery profile and public awareness of Thorak services	Information leaflets distributed	Complete	Manager Operations and Environment
	Fred's Pass Show Display	Complete	
Efficient maintenance of grounds and open spaces, including improved mowing, planting, weeding and irrigation regimes at Thorak Regional Cemetery	Service level rating from annual community survey	>60%	

KEY PERFORMANCE INDICATORS

PROSPERITY

KEY OUTPUTS	MEASURES	TARGET	
Advocacy submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	1 per qtr	CEO
Advocacy Strategy	Current year actions	Completed	
Represent and advocate for the needs of young people in Litchfield	Participation in Palmerston and Rural Youth Services meetings	Maintain an active membership and attend 80% of meetings	Manager Library and Family Services
Australia Day Event	Community participation	Up by 5% from previous year	Manager Communications and Engagement
Annual Art Exhibition	Level of community participation	>60 entries	
Tourism and Events Strategy	Actions implemented	25%	
Submissions to the Northern Territory Government	Comments submitted on applications within required timeframe	>90%	Manager Infrastructure and Assets

KEY PERFORMANCE INDICATORS

PLACES

KEY OUTPUTS	MEASURES	TARGET	
Subdivision approvals and handover processes	Delivered in accordance with standards	Achieved	Manager Infrastructure and Assets
Approval of plans, reports and construction documentation (Days are working days and start from when all information is provided and relevant fees paid.)	Plan reviews for building certification issued within 10 working days	>90%	
	Plan and report reviews for development and subdivision issued within 15 working days	>90%	
	Works Permits issued within five days	>90%	
Capital Works Program	Affected residents and relevant stakeholders consulted prior to works starting	100%	Manager Operations and Environment
Capital Works Program	Programmed works completed within budget	>90%	
Grant-funded projects	Completed and acquitted in line with agreement requirements	Complete	
Asset Management Plans	All AMPs adopted as per the AMP schedule	Complete	
Road Maintenance Program	Potholes patched and repaired – Added to maintenance schedule	<7 days	
	Gravel roads graded	> 2 times per year	
Street lighting maintenance	Added to maintenance schedule	<7 days	
Productive Mango Roads Project	Kentish Road	Complete	
Shared Path Program	Current year program completed	Complete	
Major Road Network disruptions	Emergency response time	<24 hours	
Roadside maintenance	Volume of litter collected	Reducing Trend	Manager Operations and Environment
	Vegetation slashed and Council roads mowed	2 rounds	
Weed management	Weeds managed on Council roads and land in accordance with service levels in weed management program	Complete	
Bushfire management	Council firebreaks maintained	Complete	
	Firebreaks widened in accordance with fire management program	Complete	
	Hazard burns undertaken in consultation with other authorities	Complete	
Road furniture maintenance	Signs and guideposts repaired within target timeframes	>90% <24 Hours urgent 14 days standard	

KEY PERFORMANCE INDICATORS

PERFORMANCE

KEY OUTPUTS	MEASURES	TARGET	
Elected members training and development	Min 1 per quarter	min 1 per qtr	CEO
Annual Community Survey	Overall Satisfaction	>60%	
Grant applications	Grants received by Council acquitted within agreed timeframes	100%	Manager Communications and Engagement
Human resources policies, procedures, checklists	4 policies reviewed and compliant	Complete	Manager People and Performance
An engaged and productive workforce	Staff turnover rate	<20%	
	Staff survey satisfaction	>70%	
Number of workplace safety incidents.	Number of reportable incidents	0	
	Lost time injury rate	0	
	Workers' compensation claims	<3	
Information and communications technology (ICT) managed service contract management	Percentage of Service Desk requests closed against open requests during a period	90%	Manager Corporate Services
Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally	No more than 1 patch behind	
Information and Communications Technology Improvement Plan	Annual actions completed	100%	
ICT Security Audit actions	Annual actions completed	100%	
Geographical Information System (GIS)	Age of GIS imagery of populated areas	<1 year	
	Age of NTG downloaded data	<1 week	
Local Government Act 2019 compliance	Local Government and Regional Development, Department of the Chief Minister and Cabinet	100%	Manager People and Performance
Policy framework	Council policies reviewed before due date	>90%	
Elected members support	Breaches of the code of conduct by elected members	0	
Risk Management Audit Committee	Number of Risk Management Audit Committee (RMAC) meetings held	4	
Records management	Number of refresher courses conducted	2	

KEY PERFORMANCE INDICATORS

PERFORMANCE CONT.

KEY OUTPUTS	MEASURES	TARGET	
Funding agreement	Development of new agreement	Completed	Manager Library and Family Services
Servicing community needs and regulatory obligations by keeping cemetery records and maintaining rights of burial	Compliance with legislative requirements	100%	Manager Operations and Environment
Monthly reporting to the Thorak Cemetery Board	Meet or exceed operational surplus	100%	
Media monitoring and management	Media response time	<24 hours	Manager Communications and Engagement
Annual Budget, Annual Report, Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	Manager Corporate Services
Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete	
	Asset sustainability ratio	>60%	
	Renewal Gap Not Funded	<\$1 million	
	Current ratio (Liquidity)	> 1	
	Debt service ratio	> 1	
Long term rating strategy	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%	
Investments	Compliance with policy and statutory requirements, reported monthly	100%	
Rates and accounts receivable collection	Rates and annual charges outstanding	<18%	
Front counter customer experience	Customer rating (very good, good, poor, very poor)	Very good	

LOCAL GOVERNMENT ACT 2019

As per Part 3.3, Section 33 of the *Local Government Act 2019* (Act), Litchfield Council is required to have a municipal plan for its area.

The plan must be adopted by Council prior to 30 June each year, following a public consultation period of 21 days. The plan must be available on Council's website and at its public office.

The table below outlines the required content for the municipal plan.

Municipal Plan		Reference
34(1)(a)(i)	Service delivery plan	12 - 15
34(1)(a)(ii)	Council's budget	18 - 33
34(1)(b)(i)	Any long-term, community or strategic plan adopted by the Council to which it relates	11
34(1)(b)(ii)	Council's Long-term Financial Plan	34 - 35
34(1)(d)	Indicators for judging the standard of Council's performance	36 - 41
Annual Budget		
201(2)(a)	<ul style="list-style-type: none"> i. the council's objectives for the relevant financial year; and ii. the measures the council proposes to take, during the financial year, towards achieving those objectives; and iii. the indicators the council intends to use as a means of assessing its efficiency in achieving its objectives 	36 - 41
201(2)(b)	Contain the projected statement of income and expenditure for the financial year, differentiating between operating and capital expenditure	26 - 30
201(2)(c)	List the council's fees for services and the estimates of revenue from each of those fees	27
201(2)(d)	State the amount to be allocated to the development and maintenance of infrastructure for the financial year	28
201(2)(e)	State the amount the council proposes to raise by way of rates, and set out the rates structure, for the financial year; and	20 - 22
201(2)(f)	Include an assessment of the social and economic effects of its rating policies; and	20 - 22
201(2)(g)	State the allowances for members of the council for the financial year and the amount budgeted to cover payment of those allowances; and	25
201(2)(i)	Include any other information required by any guidelines that the Minister may make or as prescribed by regulation; and	Completed
201(2)(j)	Be in a form required by any guidelines that the Minister may make or as prescribed by regulation.	n/a

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FINANCIAL MANAGEMENT STRATEGY & LONG TERM FINANCIAL PLAN 2022-23 to 2031-32

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Document Control: Contribution to this document was sourced from Litchfield staff and AEC Group Ltd.

Acknowledgement of traditional owners

Litchfield Council respectfully acknowledges the traditional owners of the land that we live and work on and pay our respect to their elders, past, present and future.

Overview

This Long Term Financial Plan (LTFP) is designed to guide decisions regarding the financial sustainability of Litchfield Council over the next ten years by supporting sound financial decision making.

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

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

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

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

The LTFP is based on the following strategies:

- constrain growth in operating costs;
- advocate strongly for grants from other levels of government to fund existing asset renewal;
- allocate unrestricted reserves and grant funding to capital renewal projects until operational income supports investment in new assets; and
- increase own source income to fund sustainable capital renewal spending.

Combining these strategies will gradually improve Litchfield's sustainability over time with the key objective of increasing the level of capital expenditure on asset renewal, which is currently inadequate.

A ten-year Income Statement, Balance Sheet and Cash Flow Statement have been prepared based on a series of assumptions about the movement of each income and expenditure type. This ten-year view provides the context for the annual Municipal Plan and budget process and aligns with councils recently adopted Strategic Plan 2022-2025 (Strategic Plan). The report also provides Financial Performance Indicators' historical and ten-year forecasts and identifies the Council's financial performance targets.

Financial Management Strategy and Long Term Financial Plan Objective

The *Local Government Act 2019* requires Council to prepare and maintain an LTFP. Accordingly, Litchfield Council has developed a ten-year plan to ensure that today's decisions can be assessed for sustainability in the long term.

An LTFP provides a framework to consider:

- The level of funding required to deliver services for the community.
- The financing of new or upgraded assets.
- What income sources are available, and how these may be maximised?

The goal of the Financial Management Strategy (FMS) and LTFP is to visualise financial decisions strategically, ensuring sustainability and inter-generational equity. Sustainability in the context of Litchfield means the community has well-maintained facilities and infrastructure and receives good quality services at a reasonable level of property rates both now and into the future.

The objective of preparing the FMS and LTFP is to provide Council with a strategic framework to guide the development of annual budgets and long term financial plans. The key objective of the FMS and LTFP is to ensure that Council can fund the ongoing delivery of services whilst implementing the priorities identified in the Strategic Plan and beyond.

Financial Management Strategy

The Litchfield Municipality is the heart of the Top End and boasts a diverse, inclusive community with prosperous economic industries. The vast size of our municipality presents Council with some challenges, but our uniqueness makes Litchfield the best place to live in the Top End.

The Litchfield Council Strategic Plan provides the community with our intentions over the next four years and how we will achieve our vision. It defines the Council's vision, mission, strategic priorities and how the community can be involved along the way.

The Strategic Plan identifies opportunities to ensure the Council remains responsive to the community's needs and adapt to changes, including population growth, community demands, and technologies.

Council will continue to develop Litchfield as 'the best place to live, work, and play in the Top End'.

Alignment with Strategic Plan 2022-2025

The following table aligns the Strategic Plan elements with the requirements for the FMS and LTFP:

Strategic Plan Element	FMS and LTFP Strategic Requirement
People	
Our community is at the heart of all we do.	<p>Review income structure to improve the equity in the rate burden, including potential changes in rating structure.</p> <p>Continue developing asset management plans, prioritising asset renewals, and grant opportunities to upgrade current assets.</p> <p>Identification and potential construction of a suitable facility for library services.</p> <p>Upgrade waste transfer stations to all-weather sites that support the sorting and collecting of recyclables (avoidable landfill).</p>
Progress	
The majority of the Council's budget each year provides a very broad range of services and facilities that are valued by our communities.	<p>Council will continue to maintain operational spending to maintain service levels and remain vigilant to community demand and expectation changes. Council may design a catalogue of services that defines efficiency in the range of services and assets Council will provide, the reasonable level of service, and resourcing demand now and into the future to inform the LTFP.</p> <p>Council will continue to improve in the planning and management of assets.</p>
Prosperity	
We will work in partnership with our business community to encourage business success and jobs growth.	<p>Budget 2023 contains funding to explore a Litchfield signature event.</p> <p>The Northern Territory Government has commenced a three-stage planning process to shape the growth of areas surrounding Palmerston. Including the development and expansion of suburbs in Holtze, Kowandi and Virginia West, which are currently in the Litchfield Municipality.</p> <p>Council to seek opportunities for investments to grow and diversify the local economy.</p> <p>Budget 2023 contains funding for a Sport & Recreation Officer to support the requirements of the sport, recreation and open space strategy.</p>

Places

<p>Council has a road network of 645km of sealed roads and 70km of unsealed roads, and \$510m of infrastructure. Building and maintaining this infrastructure takes up a significant portion of Council's annual budget – estimated to exceed \$10m over the term of this Council.</p>	<p>Review of the roads delivery program, informed by a lifecycle management approach to roads.</p> <p>Asset management planning for all assets.</p> <p>A project management framework that enhances the project identification, selection and prioritisation (including support of business case for new and upgraded assets) to ensure capital works are efficient and provide value for money.</p>
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Performance

<p>In partnership with our community and stakeholders, our Council will deliver best value through a focus on sustainable and efficient delivery of corporate and community services.</p>	<p>Council will continue to maintain operational spending to maintain service levels and remain vigilant to community demand and expectation changes.</p> <p>Council will measure its performance through community engagement and an annual community survey.</p> <p>Council will continue improvements in financial governance to enhance the management capability, improve reporting and ensure appropriate accountability for efficient use and management of Councils assets and financials.</p> <p>Council has developed a Workforce Plan to ensure staff are attracted, developed and retained in line with the service demands now and into the future.</p>
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Historical Financial Performance

Table 2-1 outlines actual financial performance indicators for the 2019 to 2021 financial years and Budget 2021-22, compared to LTFP Target Indicators. In addition, green and orange indicators have been included to highlight whether a target has been achieved.

From the results in Table 2-1 and a review of the relevant financial statements (including internal reports), the following pertinent observations can be made:

- Council has historically achieved a significant operating deficit. However, operating deficits are not sustainable for local government bodies as sufficient cash must be generated from operations to fund the capital expenditure necessary for asset renewals, upgrades and augmentation.
- Depreciation as a percentage of total assets at 4.1% (2021-22 Budget) is high compared to the industry benchmark of 1.5% to 2%. Therefore, depreciation measurement requires review as part of the financial asset revaluation cycle.
- Despite reporting significant operating deficits, Council has maintained healthy liquidity. With a cash balance above \$23 million from 2019-20 to 2020-21, the budget for 2021-22 projected the cash balance to decrease to \$16 million. Local government bodies can maintain or increase cash despite reporting operating deficits due to expenditure on capital and net movement reduced against budgets.
- The expenditure/renewal demand ratio in Council's Roads Asset Management Plan (RAMP) indicates that Council is completing insufficient renewals to meet demand. The RAMP indicates renewal demand consistently exceeding \$7 million per year for road assets. LTFP spending for resealing of roughly \$1 million per year and pavement rehabilitation of roughly \$1.3 million per year represents significant underinvestment in road renewal. Council must work toward the renewal demand for roads and other assets to ensure intergenerational equity and future sustainability.
- Council has a moderate reliance upon external operating grants (including the Financial Assistance Grants) to fund recurrent operations. The Council has budgeted to receive 53.9% of total revenue through rates in 2021-22. A standard benchmark for local government is to achieve more than 60% of total revenue through annual rates and charges. However, the capacity for Council to achieve a higher proportion through rates depends on council's rating strategy and a range of constraints, including population, population growth, rurality, size of local economy etc.

Table 2-1. Financial Performance Indicators – Historical (2019-21) and Budget (2021-22)

Financial Performance Indicator	Units	2019-20 Actual	2020-21 Actual	2021-22 Budget	LTFP Target	Comment
Financial Performance						
Net Result	%	-53.00%	-28.10%	-23.30%	>0%	Includes capital revenue
Adjusted underlying result	%	-56.70%	-39.10%	-69.70%	>10%	Excludes capital revenue
Operating Surplus/(Deficit) after Adjustments	\$'000	-9,373	-6,106	-5,636	>5,000	Sufficient cash surplus to fund capital works
Financial Position						
Liquidity	ratio	5.22	4.12	3.21	>1.00	Sufficient cash to manage any revenue shocks. Excessive cash to be invested to maximise return on cash holdings
Capital replacement ratio	ratio	0.39	0.66	0.48	>.90	Capital renewal expenditure to be at greater than 90% of depreciation expense
Current Ratio (Current Assets/Current Liabilities)	%	522.50%	412.30%	321.10%	>100%	Sufficient current assets to meet current liabilities
Revenue Ratios						
Rates Outstanding/Total Rates Levied	%	20.70%	20.30%	20.00%	<12%	
Recurrent Grants/Total Revenue	%	20.10%	19.40%	14.90%	>5%	Measure success in obtaining grant funding
Fees & Charges/Total Revenue	%	10.70%	9.30%	6.10%	>6%	Maintain current fees and charges as a proportion
Rate Revenue/Total Adjusted Revenue (excl capital grants and contributions)	%	73.30%	71.60%	74.20%	>55%	Increase in rates projected
Expense Ratios						
Depreciation/Total Assets	%	4.00%	4.20%	4.10%	2.00%	Review and maintain depreciation to reflect actual consumption of assets
Employee Costs as a % of Total Expenses	%	24.60%	23.60%	24.20%	<30%	Maintain employee costs under 30% of total costs
Capital Expenditure (CAPEX) Ratios						
Capital Expenditure on Renewal & Upgrade/Depreciation	%	53.90%	58.40%	48.30%	>90%	
Capital Expenditure/Rate Revenue	%	66.40%	72.90%	56.30%	>50%	
Renewal Expenditure/Renewal Demand Ratio (%)	%	63.20%	69.30%	31.60%	>90%	Ensure asset renewals are completed as planned within the Asset Management Plan
Renewal Gap = Not Funded	\$'000	2,628	2,347	5,910	<1,000	

Requires Improvement

On Target

Forecast Long Term Financial Plan Performance

Table 2-2 outlines forecast financial performance for the financial years from 2022–23 to 2031-32 and benchmark indicators. Green and orange indicators have been included to highlight whether a target has been achieved.

From the results in Table 2-2 and a comparison with benchmarks, the following relevant observations can be made:

- Councils' financial performance remains below target throughout the LTFP period. Council will continue to explore revenue options and constrain costs through budget efficiencies to improve performance.
- Council maintains a healthy liquidity ratio throughout the LTFP period through controlling operational expenditure and will continue to advocate for grant funding to assist with capital demands.
- Council receives the majority of rate revenue by applying a fixed general rate. Fixed general rates create a regressive tax structure where the ratepayers with the least capacity to pay contribute a greater portion of their household income. In a fixed-rate system, new developments with most likely higher land valuations are rated the same as older development with lower land valuations. It is also likely that new developments require a higher level of service. Council may consider reviewing the current rating system.
- The capital expenditure/renewal demand ratio indicates whether the Council has completed asset renewals sufficient to meet the demand outlined in asset management plans. Litchfield Council currently has two asset management plans, 2019 – 2023 Roads Asset Management Plan (dated October 2019) and 2021 – 2031 Fleet, Plant and Equipment Asset Management Plan (dated October 2021). Council currently has no asset management plans for other asset categories (e.g., buildings and facilities). The Roads Asset Management Plan outlines renewal demand of at least \$7.6 million per year. The current annual budget for resealing of approximately \$0.9-1.0 million per year, and pavement rehabilitation of approximately \$1.3 million per year. This would represent significant underinvestment in road renewal. Council will work toward the renewal demand for roads and other assets to ensure inter-generational equity and future sustainability.

Table 2-2. Financial Performance Indicators – Budget 2022-23 and Forecast (2024-32)

Financial Performance Indicator	Units	2022-23 Budget	2023-32 Forecast Average	LTFP Target	Comment
Financial Performance					
Net Result	%	-16.30%	-11.70%	>0%	Includes capital revenue
Adjusted underlying result	%	-26.40%	-12.50%	>10%	Excludes capital revenue
Operating Surplus/(Deficit) after Adjustments	\$'000	-3,536	-2,981	>5,000	Sufficient cash surplus to fund capital works
Financial Position					
Liquidity	ratio	2.90	2.4	>1.00	Sufficient cash to manage any revenue shocks. Excessive cash to be invested to maximise return on cash holdings.
Capital replacement ratio	ratio	0.76	0.64	>.90	Capital renewal expenditure to be at greater than 90% of depreciation expense
Current Ratio (Current Assets/Current Liabilities)	%	291.30%	239.50%	100%	Sufficient current assets to meet current liabilities
Revenue Ratios					
Rates Outstanding/Total Rates Levied	%	18.00%	10.20%	<12%	
Recurrent Grants/Total Revenue	%	17.40%	14.70%	>5%	Excluding Financial Assistance Grants and Roads to Recovery. Measure success in obtaining grants to fund new assets, or upgrades/augmentation.
Fees & Charges/Total Revenue	%	9.40%	9.80%	>6%	Maintain current fees and charges as a proportion
Rate Revenue/Total Adjusted Revenue (excl capital grants and contributions)	%	77.90%	80.90%	>55%	Increase in rates projected
Expense Ratios					
Depreciation/Total Assets	%	2.50%	3.00%	2.00%	Review and maintain depreciation to reflect actual consumption of assets
Employee Costs as a % of Total Expenses	%	29.90%	30.30%	<30%	Maintain employee costs under 30% of total costs
Capital Expenditure (CAPEX) Ratios					
Capital Expenditure on Renewal & Upgrade/Depreciation	%	76.50%	62.20%	>90%	
Capital Expenditure/Rate Revenue	%	46.70%	36.30%	>50%	
Renewal Expenditure/Renewal Demand Ratio (%)	%	44.10%	48.20%	>90%	Ensure asset renewals are completed as planned within the Asset Management Plan
Renewal Gap = Not Funded	\$'000	4,906	4,398	<1,000	

Requires Improvement

On Target

Emerging Issues

The Impact of Growth

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

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

For the LTFP, no growth in rateable properties has been assumed. However, the Northern Territory Government has commenced a three-stage planning process to shape the growth of areas surrounding Palmerston. Including the development and expansion of suburbs in Holtze, Kowandi and Virginia West, which are in the Litchfield Municipality. Council anticipates that Holtze and Kowandi will start coming online in the next two years and gradually grow the councils' rate base.

Asset Management

Council has an extensive network of infrastructure assets with a current replacement value of \$510 million. Maintaining these assets in good order and renewing them as they age requires substantial yearly expenditure.

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

Rates revenue increases or additional grant funding is required to increase funding available for capital expenditure and reduce the rate at which the capital renewal backlog rises each year.

The Way Ahead – Improving Long Term Sustainability

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

However, Litchfield Council faces several challenges in the long term, including very large operating deficits and inadequate funding for capital expenditure required to maintain its existing asset base. These long-term challenges will require a concerted and disciplined approach to managing financial resources to improve sustainability.

The LTFP aims to improve sustainability by:

1. decreasing the size of the operating deficit; and
2. increasing the funding available for capital expenditure from external sources advocating for sealing Council's unsealed roads; and
3. proactively investigate and lobby for boundary adjustments that benefit Litchfield.

The following strategies are designed to address these challenges.

Constrain Growth in Operating Costs

The major expenditure categories to which this strategy applies are Employee costs, Contractors and Materials. The LTFP assumptions reflect only a three percent growth in operating costs and does not allow for additional staffing.

The LTFP provides a small pool of New Initiative funds of \$200,000 to be allocated to high priority one-off projects and activities each year. Whilst the amount is modest, it does provide a small amount of flexibility in what will otherwise be a constrained budget. Recurrent increases in operating expenditure must be funded from matching income sources or reductions in spending in another part of the budget.

Advocate Strongly for Grants from other levels of government

Council has received substantial grants for one-off capital projects in recent years and continues to advocate strongly for grants relating to works on the road network and recreation reserves. The Local Roads and Community Infrastructure Grant (LRCI) program resulted in \$2.5 million from the Federal Government into Council's capital works over the past two years. Advocacy efforts in this area will lean heavily toward funding for capital renewals. New assets will be considered by exception. However, it is important to note that new assets require ongoing maintenance and long term renewal which will only contribute to the challenge Council faces in generating sufficient income to maintain its asset base.

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

Asset Management

Council has an extensive network of infrastructure assets, and the ongoing maintenance and renewal of these assets is one of its biggest challenges. To ensure that decisions about funding allocation to infrastructure works are sustainable, work will continue to improve the data and analysis of asset condition, valuation, and useful life. The approach is also reflected in the rationalisation of depreciation costs over the term of the LTFP.

Council continues developing and implementing Asset Management Plans, which will provide more reliable data for the projection of costs. Asset Management Plans for roads and vehicles and equipment have been adopted by Council, with other plans in draft form. The current LTFP makes assumptions on asset renewal for some asset classes and includes the cost for significant new and upgraded assets based on the financial capacity of council.

A Capital Works Statement forms part of the below information. It shows councils increasing accumulated renewal gap based on council's current 2019 – 2023 Roads Asset Management Plan and 2021 – 2031 Fleet, Plant and Equipment Asset Management Plan. Current projections estimate that the accumulated renewal gap will grow to \$55 million by 30 June 2023.

Funding Capital Renewal

Council has substantial cash reserves made up of several specific purpose financial reserves. These reserves provide a short-term opportunity to deliver a higher level of capital works but do not represent a long-term solution. Therefore, whilst Council will use financial reserves to fund the renewal of assets, reserves mustn't be completely exhausted to ensure long-term economic sustainability.

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

The current level of rates is insufficient to fund the level of capital expenditure required to maintain the condition of existing assets. Over time, this will lead to either noticeable deterioration of infrastructure assets as projected by the accumulated renewal gap in the Capital Works Statement below or the need to review the level of rates imposed on properties considerably.

Assumptions

The following assumptions were used in preparing the LTFP to provide current service levels.

Operating income and expenditures

	2024	2025	2026-2032
\$'000's	Forecast	Forecast	Forecast
Assumptions			
Rates - Residential	5.00%	5.00%	5.00%
Rates - Commercial	5.00%	5.00%	5.00%
Rates - Gas Plant	5.00%	5.00%	5.00%
Waste Increase - No Collection	3.00%	3.00%	3.00%
User Charge	5.00%	5.00%	5.00%
Grants	0.00%	0.00%	0.00%
Employee Cost Index - including superannuation	3.00%	3.00%	3.00%
Materials & Contractors	3.00%	3.00%	3.00%
Overdue rates interest rate	17.00%	17.00%	17.00%
Cash Investment Interest Rate	1.80%	2.00%	2.50%

Capital Income and Expenditures

The below Capital Works Statement indicated council's capital works expenditure. Furthermore, capital grants have been predicted and limited to reoccurring historical grants that Council has received consistently.

The Capital Works Statement below represents capital works actuals for 2019 to 2021 and forecast figures up to 2032. The renewal gap represents the unfunded portion of the 2019-2023 Roads Asset Management Plan and the 2021-2031 Fleet, Plant and Equipment Asset Management Plan.

Period start		1 Jul 19	1 Jul 20	1 Jul 21	1 Jul 22	1 Jul 23	1 Jul 24	1 Jul 25	1 Jul 26	1 Jul 27	1 Jul 28	1 Jul 29	1 Jul 30	1 Jul 31
Period end		30 Jun 20	30 Jun 21	30 Jun 22	30 Jun 23	30 Jun 24	30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32
Capital Works Statement														
Land	\$'000	2,500	-	-	-	-	-	-	-	-	-	-	-	-
Buildings	\$'000	2,504	1,497	1,355	198	145	145	145	1,045	1,045	145	145	145	145
Plant, machinery and equipment	\$'000	464	204	313	610	340	400	286	143	417	469	312	129	300
Roads	\$'000	1,081	4,922	3,920	4,283	4,678	4,098	4,098	4,098	4,098	4,098	4,198	4,198	4,198
Footpaths and cycleways	\$'000	-	414	200	-	-	148	406	347	109	319	79	79	79
Drainage	\$'000	542	444	538	900	1,300	630	630	630	630	630	630	630	630
Recreational, leisure and community facilities	\$'000	-	-	150	120	120	120	120	120	120	120	120	120	120
Other infrastructure	\$'000	-	497	-	306	306	306	306	306	306	306	306	306	306
Total Capital Works	\$'000	7,091	7,978	6,593	6,417	6,889	5,847	5,991	6,689	6,725	6,087	5,790	5,607	5,778
Represented by:														
Renewal Investment	\$'000	4,518	5,288	2,735	3,867	5,241	4,051	3,937	3,794	4,068	4,120	3,963	3,780	3,951
Upgrade Investment	\$'000	2,573	2,690	3,858	2,550	1,648	1,648	1,648	1,648	1,648	1,648	1,748	1,748	1,748
New Investment	\$'000	-	-	-	-	-	148	406	1,247	1,009	319	79	79	79
Total Capital Works	\$'000	7,091	7,978	6,593	6,417	6,889	5,847	5,991	6,689	6,725	6,087	5,790	5,607	5,778
Renewal Demand	\$'000	7,146	7,635	8,645	8,773	8,520	8,616	8,429	8,315	8,686	8,767	8,546	8,305	8,305
Renewal Gap = Not Funded	\$'000	2,628	2,347	5,910	4,906	3,279	4,565	4,492	4,521	4,618	4,647	4,583	4,525	4,354
Accumulated Renewal Gap	\$'000	2,628	4,975	10,885	15,791	19,070	23,635	28,127	32,648	37,266	41,913	46,496	51,021	55,375

Period start		1 Jul 19	1 Jul 20	1 Jul 21	1 Jul 22	1 Jul 23	1 Jul 24	1 Jul 25	1 Jul 26	1 Jul 27	1 Jul 28	1 Jul 29	1 Jul 30	1 Jul 31
Period end		30 Jun 20	30 Jun 21	30 Jun 22	30 Jun 23	30 Jun 24	30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32
Comprehensive Income Statement														
Revenue from Operating Activities														
Rates and Charges	\$'000	10,685	10,939	11,720	13,741	14,359	15,007	15,685	16,394	17,138	17,916	18,732	19,584	20,479
Grants - Operating (Recurrent)	\$'000	3,558	4,218	3,609	3,776	3,776	3,776	3,776	3,776	3,776	3,776	3,776	3,776	3,776
Grants - Capital (Recurrent)	\$'000	297	2,062	-	-	2,071	1,528	1,528	1,528	1,528	1,528	1,528	1,528	1,528
Grants - Capital (Non-recurrent)	\$'000	408	1,720	2,949	1,733	-	205	205	205	205	205	205	205	205
Contributions (Non monetary)	\$'000	-	-	3,650	-	-	-	-	-	-	-	-	-	-
Reimbursements and Subsidies	\$'000	1	2	-	-	-	-	-	-	-	-	-	-	-
User Charges	\$'000	1,757	1,897	1,289	1,814	1,905	2,000	2,100	2,205	2,315	2,431	2,552	2,680	2,814
Statutory Fees and Fines	\$'000	137	133	189	219	219	219	219	219	219	219	219	219	219
Total Revenue from Operating Activities	\$'000	16,843	20,971	23,406	21,283	22,330	22,735	23,513	24,327	25,181	26,075	27,013	27,992	29,021
Revenue from Outside of Operating Activities														
Interest Revenue	\$'000	690	428	250	323	288	277	384	439	496	542	597	677	775
Other Revenue Outside of Operating Activities	\$'000	154	314	485	92	92	92	92	92	92	92	92	92	92
Total Revenue from Outside Operating Activities	\$'000	844	742	735	415	380	369	476	531	588	634	689	769	867
Total Revenue	\$'000	17,687	21,713	24,141	21,698	22,709	23,104	23,989	24,858	25,769	26,710	27,701	28,761	29,888
Operating Expenses from Ordinary Activities														
Employee Costs	\$'000	(6,644)	(6,553)	(7,218)	(7,542)	(7,768)	(8,001)	(8,241)	(8,489)	(8,743)	(9,006)	(9,276)	(9,554)	(9,841)
Materials & Consumables	\$'000	(7,219)	(7,596)	(8,899)	(9,300)	(9,579)	(9,866)	(10,162)	(10,467)	(10,781)	(11,105)	(11,438)	(11,781)	(12,134)
Depreciation	\$'000	(13,166)	(13,669)	(13,660)	(8,390)	(8,595)	(8,781)	(8,965)	(9,150)	(9,352)	(9,550)	(9,728)	(9,888)	(10,064)
Other Expenses	\$'000	-	-	-	(2)	-	(2)	-	(2)	-	(2)	-	(2)	-
Total Operating Expenses	\$'000	(27,029)	(27,818)	(29,777)	(25,234)	(25,943)	(26,651)	(27,368)	(28,108)	(28,876)	(29,663)	(30,442)	(31,225)	(32,039)
Net Surplus/(Deficit) from Operations	\$'000	(9,342)	(6,105)	(5,636)	(3,536)	(3,233)	(3,548)	(3,379)	(3,249)	(3,107)	(2,953)	(2,740)	(2,464)	(2,151)
Adjustments														
Net Gain/(Loss) on Disposal of Property Plant & Equipment	\$'000	(31)	(1)	-	-	-	-	-	-	-	-	-	-	-
Total Adjustments	\$'000	(31)	(1)	-	-	-	-	-	-	-	-	-	-	-
Operating Surplus/(Deficit) after Adjustments	\$'000	(9,373)	(6,106)	(5,636)	(3,536)	(3,233)	(3,548)	(3,379)	(3,249)	(3,107)	(2,953)	(2,740)	(2,464)	(2,151)
Adjusted Underlying Surplus (Deficit)	\$'000	(9,781)	(7,826)	(12,235)	(5,269)	(3,233)	(3,753)	(3,584)	(3,454)	(3,312)	(3,158)	(2,945)	(2,669)	(2,356)

Period start		1 Jul 19	1 Jul 20	1 Jul 21	1 Jul 22	1 Jul 23	1 Jul 24	1 Jul 25	1 Jul 26	1 Jul 27	1 Jul 28	1 Jul 29	1 Jul 30	1 Jul 31
Period end		30 Jun 20	30 Jun 21	30 Jun 22	30 Jun 23	30 Jun 24	30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32
Balance Sheet														
Current Assets														
Cash and Cash Equivalents	\$'000	23,903	23,823	15,974	12,616	11,014	10,379	9,916	9,066	8,516	8,953	10,068	11,798	13,836
Trade and Other Receivables	\$'000	2,926	2,953	3,233	5,145	5,369	5,576	5,808	6,050	6,286	6,568	6,847	7,137	7,422
Total Current Assets	\$'000	26,829	26,776	19,207	17,761	16,382	15,955	15,723	15,116	14,802	15,522	16,915	18,936	21,258
Non Current Assets														
Property Plant and Equipment	\$'000	2,059	52,650	-	743	1,126	1,526	1,781	2,758	3,946	4,236	4,335	4,235	4,273
Infrastructure Assets	\$'000	299,311	242,837	314,143	311,427	309,337	306,003	302,774	299,337	295,523	291,769	287,732	283,551	279,227
Right-of-Use Assets	\$'000	-	12	-	-	-	-	-	-	-	-	-	-	-
Other Financial Assets	\$'000	4,365	5,457	-	-	-	-	-	-	-	-	-	-	-
Total Non Current Assets	\$'000	305,735	300,956	314,143	312,170	310,463	307,529	304,555	302,095	299,468	296,005	292,067	287,786	283,500
Total Assets	\$'000	332,564	327,732	333,350	329,931	326,846	323,484	320,279	317,211	314,270	311,527	308,982	306,722	304,759
Current Liabilities														
Trade and Other Payables	\$'000	4,497	5,834	5,346	5,461	5,609	5,794	5,967	6,146	6,313	6,521	6,716	6,918	7,106
Current Provisions	\$'000	605	646	635	636	636	638	638	639	639	640	640	641	641
Current Interest Bearing Liabilities	\$'000	33	14	-	-	-	-	-	-	-	-	-	-	-
Total Current Liabilities	\$'000	5,135	6,494	5,981	6,097	6,246	6,431	6,605	6,785	6,952	7,161	7,356	7,559	7,747
Non Current Liabilities														
Non Current Provisions	\$'000	432	348	453	454	454	455	455	456	456	457	457	458	458
Total Non Current Liabilities	\$'000	432	348	453	454	454	455	455	456	456	457	457	458	458
Total Liabilities	\$'000	5,567	6,842	6,434	6,551	6,700	6,886	7,060	7,241	7,408	7,617	7,813	8,017	8,205
Net Assets	\$'000	326,997	320,890	326,916	323,380	320,146	316,598	313,219	309,970	306,862	303,909	301,169	298,705	296,554
Equity														
Accumulated Surplus	\$'000	11,433	6,586	19,421	17,414	15,707	12,772	9,799	7,337	4,710	1,246	(2,692)	(6,973)	(11,259)
Waste Management Reserve	\$'000	4,785	4,840	4,590	4,360	4,329	4,329	4,309	4,309	4,119	3,899	3,759	3,739	3,739
Asset Reserve	\$'000	11,560	12,154	6,774	5,500	4,026	3,413	3,027	2,284	2,018	2,806	4,184	6,021	8,156
Election Reserve	\$'000	100	100	46	46	46	46	46	46	46	46	46	46	46
Disaster Recovery Reserve	\$'000	500	500	600	600	600	600	600	600	600	600	600	600	600
Strategic Initiatives Reserves	\$'000	500	500	400	400	400	400	400	400	400	400	400	400	400
Unexpended Grants Reserve	\$'000	2,372	-	-	-	-	-	-	-	-	-	-	-	-
Thorak Regional Cemetery	\$'000	665	1,009	683	658	636	636	636	592	567	510	470	470	470
Unexpended Capital Works Reserve	\$'000	12	642	-	-	-	-	-	-	-	-	-	-	-
Developer Contribution Reserve - DCP/ICP	\$'000	768	257	100	100	100	100	100	100	100	100	100	100	100
Asset Revaluation Reserve	\$'000	294,302	294,302	294,302	294,302	294,302	294,302	294,302	294,302	294,302	294,302	294,302	294,302	294,302
Total Equity	\$'000	326,997	320,890	326,916	323,380	320,146	316,598	313,219	309,970	306,862	303,909	301,169	298,705	296,554

Period start		1 Jul 19	1 Jul 20	1 Jul 21	1 Jul 22	1 Jul 23	1 Jul 24	1 Jul 25	1 Jul 26	1 Jul 27	1 Jul 28	1 Jul 29	1 Jul 30	1 Jul 31
Period end		30 Jun 20	30 Jun 21	30 Jun 22	30 Jun 23	30 Jun 24	30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32
Cash Flow Statement														
Cash flows from Operating Activities														
Rates and Charges Received	\$'000	10,211	11,060	11,398	12,062	14,169	14,781	15,462	16,161	16,909	17,645	18,464	19,304	20,203
Grants - Operational Received	\$'000	3,919	6,217	3,609	3,661	3,777	3,775	3,776	3,776	3,777	3,775	3,776	3,776	3,777
Grants - Capital Received	\$'000	1,792	1,365	2,949	1,680	2,043	1,760	1,733	1,733	1,733	1,733	1,733	1,733	1,733
Interest Received	\$'000	690	428	453	323	288	277	384	439	496	542	597	677	775
User Fees Received	\$'000	1,941	2,041	1,799	1,759	1,898	1,992	2,092	2,196	2,307	2,421	2,542	2,670	2,804
Statutory Fees and Fines Received	\$'000	139	134	-	212	219	219	219	219	219	219	219	219	219
Other Revenue Received	\$'000	2,136	1,382	411	89	92	92	92	92	92	92	92	92	92
Employee Costs Paid	\$'000	(7,166)	(6,902)	(7,218)	(7,529)	(7,751)	(7,980)	(8,222)	(8,468)	(8,724)	(8,982)	(9,254)	(9,531)	(9,819)
Materials and Consumables Paid	\$'000	(8,299)	(7,210)	(8,899)	(9,198)	(9,447)	(9,703)	(10,008)	(10,309)	(10,633)	(10,921)	(11,264)	(11,602)	(11,968)
Net Cash flows from Operating Activities	\$'000	5,363	8,515	4,502	3,059	5,287	5,212	5,528	5,840	6,175	6,524	6,905	7,337	7,816
Cash flows from Investing Activities														
Payment for Property Plant and Equipment and Infrastructure	\$'000	(5,167)	(9,070)	(6,593)	(6,417)	(6,889)	(5,847)	(5,991)	(6,689)	(6,725)	(6,087)	(5,790)	(5,607)	(5,778)
Proceeds from Property Plant and Equipment and Infrastructure	\$'000	79	179	-	-	-	-	-	-	-	-	-	-	-
Net Cash flows from Investing Activities	\$'000	(5,088)	(8,891)	(6,593)	(6,417)	(6,889)	(5,847)	(5,991)	(6,689)	(6,725)	(6,087)	(5,790)	(5,607)	(5,778)
Cash flows from Financing Activities														
Repayments of Interest Bearing Loans and Borrowings	\$'000	(30)	316	-	-	-	-	-	-	-	-	-	-	-
Repayment of lease liabilities	\$'000	(18)	(20)	-	-	-	-	-	-	-	-	-	-	-
Net Cash flows from Financing Activities	\$'000	(48)	296	-	-	-	-	-	-	-	-	-	-	-
Net Change in Cash Held	\$'000	227	(80)	(2,091)	(3,358)	(1,602)	(635)	(463)	(849)	(550)	437	1,115	1,730	2,038
Cash at Beginning of the Financial Year	\$'000	23,676	23,903	18,065	15,974	12,616	11,014	10,379	9,916	9,066	8,516	8,953	10,068	11,798
Cash at End of the Financial Year	\$'000	23,903	23,823	15,974	12,616	11,014	10,379	9,916	9,066	8,516	8,953	10,068	11,798	13,836



COUNCIL REPORT

Agenda Item Number:	14.01.07
Report Title:	Risk Management Audit Committee Minutes – 1 June 2022
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	21/06/2022
Attachments:	A: RMAC Unconfirmed Minutes 1 June 2022

Executive Summary

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

Recommendation

THAT Council receive and note the Risk Management Audit Committee unconfirmed minutes from 1 June 2022 meeting, as at Attachment A.

Background

In accordance with Section 101(4) of the *Local Government Act 2019*, the minutes for RMAC meetings are required to be tabled at the following Council meeting.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Local Government Act 2019, section 101(4).

Risks



Nil identified.

Community Engagement

Not applicable.

RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting

held in the Council Chambers, Litchfield
on Wednesday, 1 June 2022 at 4.00pm

Present	Garry Lambert Cr Mathew Salter Cr Mark Sidey Mayor Doug Barden	Chairperson (Electronic Attendance) Committee Member Committee Member Ex-Officio
Staff	Arun Dias Leon Kruger Nicky McMaster Maxie Smith Rebecca Taylor Danny Milincic Jessica Eves	Interim Chief Executive Officer General Manager Infrastructure and Operations General Manager Community and Lifestyle Manager Corporate Services Policy and Governance Program Leader Manager People & Performance Executive Support

Presenters

1. OPENING OF THE MEETING

The Chairperson, Garry Lambert opened the Meeting at 4.00pm.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. DISCLOSURES OF INTEREST

No disclosures of interest were declared.

4. CONFIRMATION OF MINUTES

Moved: Cr Sidey

Seconded: Cr Salter

THAT the full minutes of the Risk Management and Audit Committee Meeting held 23 February 2022, 6 pages, be confirmed.

CARRIED (3/0)

5. BUSINESS ARISING FROM THE MINUTES

The Risk Management & Audit Committee reviewed the Action Sheet.

6. PRESENTATIONS

Nil.

7. ACCEPTING OR DECLINING LATE ITEMS

Moved: Cr Salter

Seconded: Cr Sidey

THAT the Risk Management & Audit Committee accept the following late items:

- Item 9.1 - Risk Management and Audit Committee Performance and Review
- Item 9.2 - Review of the Risk Management and Audit Committee Terms of Reference

CARRIED (3/0)

8. OFFICERS REPORTS

8.1 KPMG Audit Plan 2022

Moved: Cr Salter

Seconded: Cr Sidey

THAT the Risk Management & Audit Committee receive and note the KPMG Audit Plan and Strategy for the year ended 30 June 2022.

CARRIED (3/0)

8.2 Long Term Financial Plan Software

Moved: Cr Salter
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee receive and note this report.

CARRIED (3/0)

8.3 Internal Audits and Risk Management Framework

Moved: Cr Sidey
Seconded: Cr Salter

THAT the Risk Management and Audit Committee:

1. Support the proposed changes to the internal audit of Council's Road Inspection Regime; and
2. Receive and note the Risk Management Framework, at Attachment A; and
3. Receive and note the Waste Transfer Station WHS 2018 Audit at Attachment B.

CARRIED (3/0)

9. OTHER BUSINESS

9.1 Risk Management and Audit Committee Performance and Review

Moved: Cr Sidey
Seconded: Cr Salter

THAT as per FIN09 Risk Management and Audit Committee Policy part 4.5. staff prepare a plan for the August 2022 Risk Management and Audit Committee meeting that sets out the direction for an assessment of the committee's performance.

CARRIED (3/0)

9.2 Risk Management and Audit Committee Terms of Reference

Moved: Cr Salter
Seconded: Cr Sidey

THAT as per FIN09 Risk Management and Audit Committee Policy part 4.12. the Risk Management and Audit Committee Terms of Reference is circulated to committee for review, prior to the August 2022 meeting.

CARRIED (3/0)

10. CONFIDENTIAL ITEMS

Moved: Cr Sidey

Seconded: Cr Salter

THAT pursuant to Section 99(2) of the *Local Government Act 2019* and Regulation 51(1) of the *Local Government (General) Regulations* the meeting be closed to the public to consider the following Confidential Items:

10.1 Information and Communications Technology Business Continuity Plan

This item is considered 'confidential' pursuant to Section 99(2) and 293(1) of the *Local Government Act 2019* and Section 51 of the *Local Government (General) Regulations 2021*:

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

10.2 Draft ICT Security Policy

This item is considered 'confidential' pursuant to Section 99(2) and 293(1) of the *Local Government Act 2019* and Section 51 of the *Local Government (General) Regulations 2021*:

1(c)(iii) prejudice the security of the council, its members or staff.

CARRIED (3/0)

The meeting was closed to the public at 4:36pm.

Moved: Cr Sidey

Seconded: Cr Salter

THAT pursuant to Section 99(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 (3/0)

The meeting moved to Open Session at 5:27pm.

13. CLOSE OF MEETING

The Chair closed the meeting at 5:46pm.

MINUTES TO BE CONFIRMED

Wednesday 31 August 2022

.....
Chair
Garry Lambert

unconfirmed



COUNCIL REPORT

Agenda Item Number:	14.01.08
Report Title:	Acquittal and Evaluation of myLitchfield Grant
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Arun Dias, Interim Chief Executive Officer
Meeting Date:	21/06/2022
Attachments:	A: myLitchfield Acquittal

Executive Summary

Council received a grant to the value of \$42,500 from the Northern Territory Government (NTG) to run the myLitchfield program. The myLitchfield program was an expansion of the myDarwin program and was developed to stimulate economic growth.

Recommendation

THAT Council receive and note the report of the acquittal and evaluation of myLitchfield grant.

Background

As part of a Territory wide expansion of the myDarwin program as an economic stimulus response to COVID-19, Council received a second grant from the NTG to launch and implement a discount voucher scheme to support small businesses in the Litchfield Municipality. The funding also provided for the required software licences (\$2,500). Council contributed a further \$20,000 to the program, bringing the total funding for the program to \$62,500.

The program commenced on 21 April 2022 and funds were exhausted in under 6 weeks, finishing on 1 June 2022 as per below results.

Total number of vouchers redeemed	3,710
Average spend per voucher	\$99
Total voucher value redeemed	\$60,000
Total spending generated	\$370,260
Multiplier*	6.2
Total users	6,752
Total Businesses	38

*\$6.20 spent in the Litchfield economy for every \$1 invested into the program

Following the conclusion of the myLitchfield program, a short survey was carried out with participating businesses, with the following results:

- 65% of participating businesses completed the survey;
- 19 businesses advised they benefited from the myLitchfield program whilst four did not; and
- when asked if businesses would register again, all businesses who participated in the survey said yes.

A regular theme of concern that was raised by businesses, was the lack of awareness and promotion around the myLitchfield program. Should there be an opportunity for another round of myLitchfield, an increase of resources would add significant value to the program, allowing increased community engagement and promotion.

The myLitchfield program is considered a success with all available funding spent in under 6 weeks and a total of \$370,260 generated for the Litchfield economy.

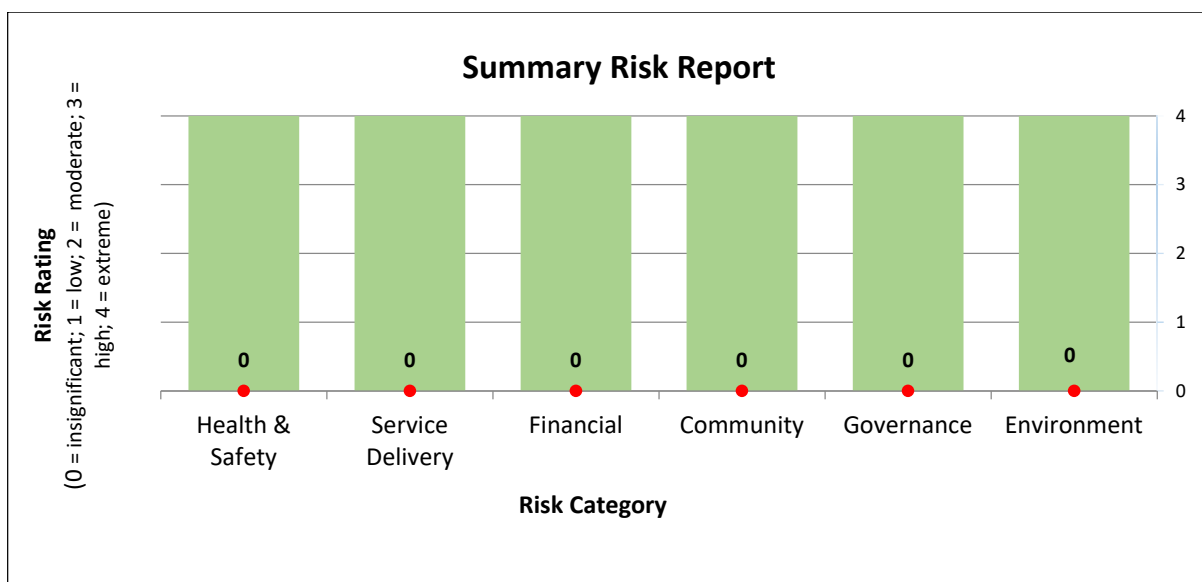
Links with Strategic Plan

People - Our Community is at the Heart of All We Do.

Legislative and Policy Implications

It is a requirement as a grant recipient of the Northern Territory Government, to provide a Grant Acquittal Report which demonstrates that Litchfield Council has met all obligations in respect of discharging the grant in accordance with the Terms and Conditions of the signed Agreement. This report and the acquittal form, at Attachment A, will make up part of the Grant Acquittal Report.

Risks



Nil identified.

Community Engagement

Feedback was sort from participating businesses at the end of the program.

Acquittal Form

Grant Acquittal Form			
Grant Details			
Date of event(s) or activity*	14/04/2022 TO 11/6/22	Financial Year*	2021-2022
Applicant Organisation *	Litchfield Council		
Purpose of Grant*	A grant to launch and implement a discount voucher scheme and support small business in the Litchfield Municipality. This is an extension of myDarwin.		
Total Amount of Approved Grant*	\$42,500.00	GST Amount (if applicable)	n/a
Contact Details			
Contact Name*	Rebecca Taylor		
Postal Address*	PO Box 446, Humpty Doo NT 0836		
Email Contact*	rebecca.taylor@litchfield.nt.gov.au		
Phone Contact*	8983 0600		

Your Organisations Obligations

Every Grant Recipient is required to provide a Grant Acquittal Report which demonstrates that the organisation has met all obligations in respect of discharging the grant in accordance with the Terms and Conditions of the signed Agreement.

Failure to complete all requirements in accordance with the signed Agreement or return of the Grant Acquittal Report and supporting documentation within the timelines above may result in a demand for repayment of the grant and render the responsible organisation ineligible for consideration for any further grants.

Financial Acquittal

As per Section 9 (Funding Acquittal) of signed Grant Agreement

the following are also required for the Financial Acquittal of the Grant;

- (i) A completed acquittal form which provides certification by an office bearer that funds have been used for the agreed purpose of this funding; and
- (ii) A written report detailing the results of the project (to assist in determining the success of the project, issues encountered and planning for future activities); and
- (iii) Details of action taken by the organisation to publicly acknowledge the funding (copies or extracts of public documents acknowledging the sponsorship) are to be supplied with Acquittal Report; and
- (iv) Please attach (ii) and (iii) above plus a detailed statement of income and expenditure to this form.


Note: Grant Funds are to be fully expended and not kept in the organisation's bank account.

Any surplus Grants Funds must be repaid to the Department of the Chief Minister. Any funds repaid from a GST Registered Administering Body/Recipient must include the GST applicable to the refund. A Tax Receipt/Invoice will be provided to the organisation on receipt of the refund. A cheque (payee – Receiver of Territory Monies) for any refund is to be returned to the Department of the Chief Minister within 30 days of the expiry of the Funding Period.

Certification by Authorised Officer

This certification must be completed by the Accountable Officer, Public Officer, President, Chairperson or other Officer with the power and authority.

I hereby certify that the Grant Fund has been used for the purpose for which it was provided in accordance with the Terms and Conditions of the Agreement.

Signed *		Date *	06/06/2022
Name *	Arun Dias		
Position *	Interim Chief Executive Officer	Phone *	8983 0600

Further information

The completed Acquittal Form and attached reports should be emailed, posted or delivered to:

Zena Borg
Department of the Chief Minister
GPO Box 4396
DARWIN NT 0801

11th Floor
NT House
22 Mitchell St
DARWIN

Phone: 8999 7513
Email: zena.borg@nt.gov.au

Office use only^			
Date Acquittal Received		Grant Amount Paid (Exc GST)	\$
Statement of Expenditure received	Y / N	Report attached?	Y / N
Acknowledgement Report Attached	Y / N	Copies of Tax Invoices Attached	Y / N
Unexpended Funds Returned (if applicable) ^			
Amount	\$	Cheque Number	
Signature of Grants Officer		Date	



COUNCIL REPORT

Agenda Item Number:	14.01.09
Report Title:	FIN02 Rating Policy
Author:	Maxie Smith, Manager Corporate Services
Recommending Officer:	Arun Dias, Interim Chief Executive Officer
Meeting Date:	21/06/2022
Attachments:	A: Draft FIN02 Rating Policy

Executive Summary

This report provides a review of Councils FIN02 Rating Policy for adoption.

Recommendation

THAT Council adopt policy FIN02 Rating Policy, as at Attachment A, and authorise the Chief Executive Officer to make any minor editorial adjustments.

Background

The purpose of this policy is to set out Council's approach to rating in the Litchfield Municipality.

Pursuant to the *Local Government Act 2019*, Council adopts the Unimproved Capital Value method as the basis for determining the assessed value of allotments within the Municipality. The Unimproved Capital Value of land is set by the NT Valuer General.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Local Government Act 2019, chapter 11 deals with Rates and charges.

Risks



Financial

Rates are Council's primary source of internal funding and require thorough administration.

Governance

Compliance with legislative and policy implications is paramount to good governance in the high-risk area of rates income.

Community Engagement

Not applicable.



Name	FIN02 Rating Policy
Policy Type	Council
Responsible Officer	General Manager Business Excellence Director Community and Corporate Services
Approval Date	16/09/2020 21/06/2022
Review Date	16/09/2024 16/06/2026

1. Purpose

The purpose of this policy is to set out Council's approach to rating in the Litchfield Municipality.

2. Scope

This policy applies to all properties within the Municipality.

3. Definitions

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

The Act	<i>Northern Territory Local Government Act 2019</i>
NT Planning Scheme	<i>Northern Territory Planning Scheme</i>
Property	Defined as rates assessment in Council's records

4. Policy Statement

4.1. Principles

Rates are a system of taxation and are not reflective of the services, infrastructure or facilities used by any property owner or resident.

Council's Rating policy applies the principles of:

- Administrative simplicity. This principle refers to the costs involved in applying and collecting the tax and how difficult it is to avoid.
- Policy consistency. The principle that rates are internally consistent, and based on transparent, predictable rules that are understandable and acceptable to rate payers.
- Equality for rating is applied to the categories levied as a fixed rate, assuming that these ratepayers have equal capacity to pay and access to Council services, however the principle of equity applies to all other categories.

4.2. Basis for Rates

- 4.2.1 Council applies rates on the basis of [classes of allotments \(including zoning\), in some cases combined with the area within the Municipality in which the allotment is situated](#).
- 4.2.2 Pursuant to the Act, Council adopts the Unimproved Capital Value method as the basis for determining the assessed value of allotments within the Municipality. The Unimproved Capital Value of land is set by the NT Valuer General.

4.3 Rating Categories

For the purpose of rating, Council applies the following rating categories that differentiate properties by planning zones as set under the *NT Planning Scheme*.

RATING CATEGORY	PLANNING ZONE	PROPERTY PARTICULARS
RURAL RESIDENTIAL	Rural Residential	
	Rural Living	
	Rural	
	Water Management	
	Conservation	
	Specific Use – SL14, SL18	
	Future Development	Excluding area highlighted within suburb of Wickham as referred to in “Wickham” category below: Portion 01872 Hundred of Ayers, Portion 01860 Hundred of Ayer
URBAN RESIDENTIAL	Single Dwelling Residential	
	Multiple Dwelling Residential	
	Medium Density Residential	
	Specific Use- SL11	
HORTICULTURE/AGRICULTURE	Horticulture	
	Agriculture	
COMMERCIAL/INDUSTRIAL	Commercial	
	Service Commercial	
	Tourist Commercial	
	Light Industry	
	General Industry	
	Development	Excluding area highlighted within suburb of Wickham as referred to in “Wickham”

RATING CATEGORY	PLANNING ZONE	PROPERTY PARTICULARS
		category below: NT Portion 07002
	Utilities	
	Railway	
	Community Purpose	
	Organised Recreation	
	Public Open Space	
	Caravan Parks	
	Specific Use – SL1, SL3, SL4, SL5, SL6, SL7, SL8, SL9, SL10, SL12, SL13, SL15, SL17, SL23	
GAS PLANT WICKHAM	Future Development, Development	Limited to: Within the area highlighted in the map included in councils Declaration of Rates and Charges—Portion 01872 Hundred of Ayers, Portion 01860 Hundred of Ayers
	Development	Limited to: NT Portion 07002
MINING TENEMENTS	Conditionally rateable land occupied under a mining tenement	
PASTORAL LEASES	Conditionally rateable land comprising a pastoral lease as defined in the <i>Pastoral Land Act</i>	

- 4.3.1 The *NT Planning Scheme* zones in the groups of Other Zones, Recreation Zones and Infrastructure Zones have been associated to rating categories based on the allowed uses on the property in line with the *NT Planning Scheme*.

4.4 Rates Calculation:

- 4.4.1 In accordance with the Act rates are based on differential valuation-based charges calculated as a proportion of the assessed value of each allotment for the following rating categories:
- Commercial/Industrial
 - Gas Plant
 - Mining Tenement
 - Pastoral Leases
- 4.4.2 The Valuation-based charge may be subject to a specified minimum amount.

- 4.4.3 In accordance with the Act rates are based on a fixed rate for the following rating categories:
- Rural Residential
 - Urban Residential
 - Horticulture/Agriculture.

4.5 Special Rates

- 4.5.1 Council levies a special rate in accordance with the Act and in line with Council's INF05 Sealing of Roads policy to defray the cost of sealing a road, or part thereof.
- 4.5.2 The special rate is a fixed charge to a property and may vary based on the planning zone of the property.
- 4.5.3 Where a Special Rate is applied, it will be charged to properties bordering the relevant road or road section that is being sealed.
- 4.5.4 Properties bordering several roads will only be charged once and not for each road to ensure equal application of the Special Rate.
- 4.5.5 Council will consider longer payment timeframes for Special Rates considering the additional financial liability on ratepayers.

4.6 Service Charges

- 4.6.1 Council can declare charges for providing services for the benefit of the land or the occupiers of land.
- 4.6.2 Council charges properties for the cost of waste disposal services, including the management and operation of waste transfer stations.
- 4.6.3 Council's Waste Management charge applies to the following rating categories:
- Rural Residential
 - Urban Residential
 - Horticulture/Agriculture
- 4.6.4 Council will, on request consider the application of the Waste Charge to other properties, where residential use can be identified.

5. Associated Documents

Litchfield Council Municipal Plan

Litchfield Council [Financial Management Strategy &](#) Long Term Financial Plan

6. References and Legislation

Northern Territory Local Government Act [2019, specifically Chapter 11.](#)

Northern Territory Local Government (General) Regulations [2021](#)

Australian Accounting Standards

Ministerial Guidelines

Local Government General Instructions

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
13/12/2017	New Policy, rescinding LC06
February 2020	Review policy project, resulting in new rating categories a realignment from zonings to categories, addition of Special Rate, Service Charge, Principles. Decision Number 1920/146
16/09/2020	Review application of Special Rate for the sealing of roads for properties that have boundary to more than one road. Decision Number 2021/049.
09/08/2021	Minor administrative changes made, including formatting and new regulation titles. Policy review date to remain the same.
26/04/2022	Minor administrative changes made, including formatting and new regulation titles. Policy review date to remain the same.



COUNCIL REPORT

Agenda Item Number:	14.01.10
Report Title:	FIN04 Financial Reserves Policy
Author:	Maxie Smith, Manager Corporate Services
Recommending Officer:	Arun Dias, Interim Chief Executive Officer
Meeting Date:	21/06/2022
Attachments:	A: Draft FIN04 Financial Reserves Policy

Executive Summary

This report provides a review of Councils FIN04 Financial Reserves Policy for adoption.

Recommendation

THAT Council adopt FIN04 Financial Reserves Policy, as at Attachment A, and authorise the Chief Executive Officer to make any minor editorial adjustments.

Background

The purpose of this policy is to ensure sustainable and responsible financial management of Litchfield Council, through consistent identification, administration, and usage of externally and internally restricted reserves.

This policy is being reviewed to:

- remove the Information and Communication Technology Reserve as this reserve does not contain any funds and assets can be funded from Asset Reserve. Changes made in section 4.1.3.
- add a new financial reserve for Cash for Cans. Changes made in section 4.1.3. The income from the cash for cans deposit scheme and old car batteries is used to support community projects and activities which address local needs, strengthen community relationships, build environmental sustainability and enhance the well-being of Litchfield residents. In circumstances identifying a need for financial support outside of this Community Grants Scheme, and provided it is for direct community benefit, the cash for containers funding will be utilised.
- update legislative changes as the Northern Territory Local Government (General) Regulations 2021, section 11 now requires all transfers to or from council reserves by council resolution. Changes made in section 4.3.1.
- reduce the required balance in the Disaster Recovery Reserve to \$400,000 due to a change in the legislative requirements. Changes made in section 4.4.
- other small administrative changes have been made, with track changes.

Links with Strategic Plan

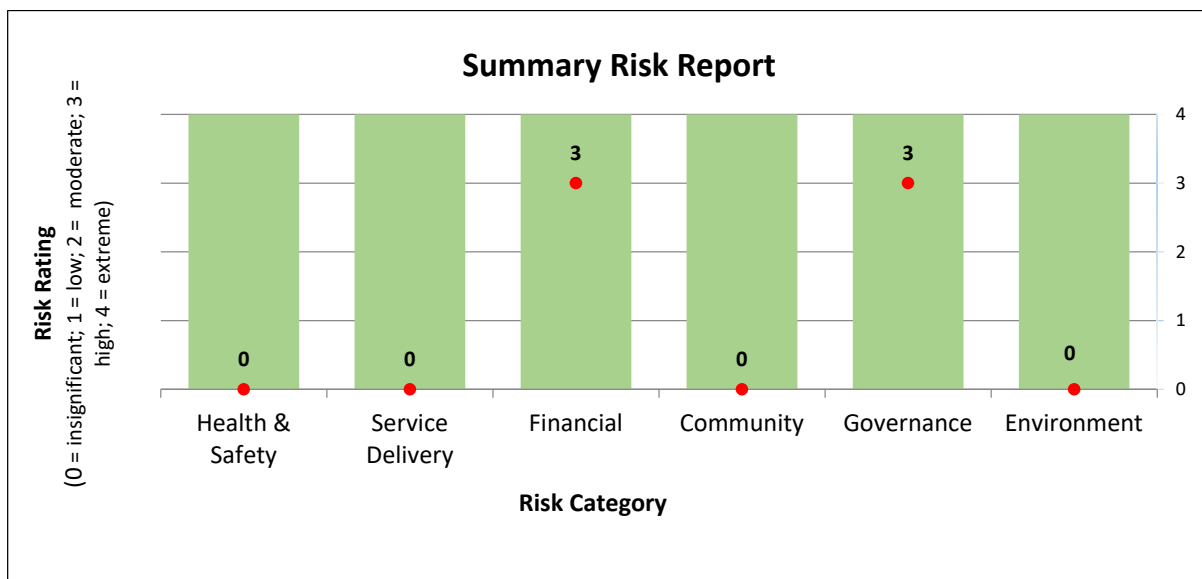
Performance - An Effective and Efficient Organisation

Prosperity - Our Economy and Growth

Legislative and Policy Implications

Northern Territory Local Government (General) Regulations 2021, section 11.

Risks



Financial

Administration of Financial Reserves is extremely important to the sustainability of the council and the application of this policy will assist in proper administration reducing the risk in this area.

Governance

Compliance with legislative and policy implications is paramount to good governance in the high-risk area of financial reserves.

Community Engagement

Not applicable.



Name	FIN04 Financial Reserves
Policy Type	Council
Responsible Officer	Manager Corporate Services
Approval Date	16/06/2021
Review Date	15/06/2025

1. Purpose

To ensure sustainable and responsible financial management of Litchfield Council, through consistent identification, administration and usage of externally and internally restricted reserves.

2. Scope

This policy applies to all funds held in reserve.

3. Definitions

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

Financial Reserves	The term includes Asset Revaluation Reserves under Australian accounting Standards and other reserves as described in this policy.
Asset Revaluation Reserves	Reserves required by the Australian Accounting Standards and are not cash backed reserves.
Internally Restricted Reserves	Reserves established by Council to ensure that sufficient funds are available when required for a specific purpose. These reserves are cash backed.
Externally Restricted Reserves	Reserves that are subject to external restrictions in their purpose. These reserves are cash backed.

4. Policy Statement**4.1 Classification of Financial Reserves****4.1.1 Asset Revaluation Reserves**

This reserve is established under the requirements of the Australian Accounting Standards. It reflects the increments or decrements of fixed asset values as result of an asset revaluation.

4.1.2 Externally Restricted Reserves

The following criteria apply to externally restricted reserves:

- The reserve is subject to legal requirements that govern the use of the funds; or
- The reserve includes funds that have not been utilised for the purpose for which they were received, and an obligation or requirement to return funds to its contributor exist.

The following Council reserves are externally restricted reserves:

Externally Restricted Reserves	
Unexpended Grants and Contributions	This reserve holds the balance of unexpended grants and contributions received from external contributors. The funds are held in this reserve until expensed in line with the funding conditions. External restrictions apply in line with the individual funding agreements and Australian Accounting Standards.
Developer Contribution Reserve	This reserve holds contributions received by Council by developers in line with the Litchfield Council Developer Contribution Plan. Restrictions apply as set out in both the Plan and under provisions outlined in the Planning Act.
Waste Management Reserve	This reserve holds surplus funds generated specifically from the Waste Management Department. <u>In line with legislation requirements of charges being spent for the purposes raised t</u> These reserves will only be expensed on activities relating to Waste Management such as the renewal, replacement or upgrading of existing assets, the establishment of new assets in line with Council's Asset Management Plan, remedial works or strategic development of the Waste Service delivery.

4.1.3 Internally Restricted Reserves

The following criteria apply to internally restricted reserves:

- The reserve is not subject to legal requirements governing the use of the funds; or
- The reserve has been established for a specific internal purpose, however, if that purpose does not eventuate or Council changes its priorities the funding can be diverted to other purposes

The following Council reserves are internally restricted reserves:

Internally Restricted Reserves	
Asset Reserve	The reserve holds funding for renewal, replacement or upgrading of existing assets and/or the establishment of new assets in line with Council's Asset Management Plans.
Unexpended Capital Works Reserve	This reserve holds the balance of unexpended capital works funds that are requested to be carried forward to the following financial year.
Election Reserve	The reserve will fund expenses related to Council Member election including, unplanned By-Elections.
Disaster Recovery Reserve	This reserve will fund expenses occurred due to storms, storm surges, and floods or any other natural disaster. The fund will enable Litchfield Council to recover from these disasters and return to operations.
Strategic Initiatives Reserve	This reserve will fund strategic initiatives for the future development of Litchfield Council in line with the Municipal Plan and the Long Term Financial Plan. Specific initiatives must be identified in order to have funds allocated.
Thorak Regional Cemetery	This reserve holds surplus funds generated by Thorak Regional Cemetery.
Information and Communication Technology Reserve	This reserve will hold funds for activities related to the Information Communication & Technology Department such as the renewal, replacement or upgrading of existing assets and investment in software upgrades and cyber crime protection initiatives.
<u>Cash for Cans Reserve</u>	<u>Income from the cash for cans deposit scheme and old car batteries is used to support community projects and activities which address local needs, strengthen community relationships, build environmental sustainability and enhance the well-being of Litchfield residents. This reserve supports the Community Grants Scheme, and is utilised for</u>

	<u>identified need for financial support outside of the Community Grant Scheme, provided it is for direct community benefit.</u>
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4.2 Establishment of Financial Reserves

Asset Revaluation Reserves	Establishment of the reserve follows the Australian Accounting Standards.
Externally Restricted Reserves	A reserve will be established for any value if there is a legal requirement or a requirement under the Australian Accounting Standards.
Internally Restricted Reserves	The establishment of a new reserve must be authorised by Council and shall not be established for an amount less than \$100,000.

4.3 Transfer of funds in/out of Financial Reserves

For financial management purposes, all reserve transfers must be detailed separately.

Asset Revaluation Reserves	Transfer of funds follow <u>follows</u> the Australian Accounting Standards.
Externally Restricted Reserves	Transfer of funds are <u>is</u> restricted to the relevant legal requirements and accounting standards.
Internally Restricted Reserves	Transfer of funds are <u>is</u> made in line with 4.4 of this policy unless otherwise determined by Council resolution.

4.3.1 All transfers for reserves shall be assessed at least annually during the preparation of the budget and the Long Term Financial Plan. Transfers of reserves made under this policy ~~at the end of the financial year do not~~ require authorisation by Council resolution.

4.3.2 The total of all reserves shall not exceed the current assets less current liabilities held by Council.

4.4 Maintaining Balance of Financial Reserves

Transfers made at the end of the financial year shall be made with consideration to the following.

Thorak Regional Cemetery Reserve	Calculated as Thorak Regional Cemetery surplus/deficit (excluding depreciation), plus capital grant funding, minus capital expenditure
Election Reserve	This reserve shall be maintained at no more than \$200,000
Disaster Recovery Reserve	This reserve shall be maintained at or near \$ 49 00,000
Strategic Initiatives Reserve	This reserve shall be maintained at no more than \$500,000
Information and Communication Technology Reserve	This reserve shall be maintained at no more than \$200,000
Unexpended Capital Reserve	This reserve shall hold the balance of uncompleted capital works approved to carry over from the previous financial year
Asset Reserve	Will receive any surplus reserves once all other reserves have been replenished

4.5 Reporting on Financial Reserves

Council is required under Part 6 (13) (1) (c) of the Local Government (General) Regulations to disclose all reserves set aside for a specific purpose in its annual financial statement. In addition to this, reserves are reported on as follows:

- A detailed statement with movements as part of the annual budget.
- A detailed statement with actual performance compared to annual budget as part of the budget review reports.
- A statement of balances as part of the monthly finance report.

5. Associated Documents

Litchfield Council Policies
 Litchfield Council Municipal Plan
 Litchfield Council Long Term Financial Plan
 Litchfield Council Asset Management Plans
 Litchfield Council Asset Management Policy
 Litchfield Council Subdivisional Guidelines
 Litchfield Council Developer Contributions Plan

6. References and Legislation

Northern Territory Local Government Act 2019

Northern Territory Local Government (General) Regulations [2021, section 11](#)

Australian Accounting Standards

~~Ministerial Guidelines~~

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
17 September 2015	New policy 15/0097/02
13 December 2017	Reviewed
16 June 2021	Reviewed and updated
<u>21 June 2022</u>	<u>Reviewed and updated</u>



COUNCIL REPORT

Agenda Item Number:	14.01.11
Report Title:	EM06 Conflict of Interest
Author:	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, Interim Chief Executive Officer
Meeting Date:	21/06/2022
Attachments:	A: DRAFT EM06 Conflict of Interest

Executive Summary

This report presents to Council the revised EM06 Conflict of Interest Policy for adoption.

Recommendation

THAT Council:

1. resolve the report entitled EM06 Conflict of Interest be taken off the table and considered as the next item of business.
2. adopt the EM06 Conflict of Interest Policy, as at Attachment A, and authorise the Chief Executive Officer to make any minor editorial adjustments.

Background

The EM06 Conflict of Interest Policy, as at Attachment A, was required to be reviewed in accordance with the policy review schedule. Changes included minor administrative amendments and streamlining, and minor amendments in accordance with the *Local Government Act 2019*.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Section 114 of the *Local Government Act 2019*.

Risks



Nil identified.

Community Engagement

Not applicable.


**LITCHFIELD
COUNCIL**


Name	EM06 Conflict of Interest
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	21/06/2022
Review Date	20/06/2026

1. Purpose

Litchfield Council is committed to placing public interests before private interests and avoiding private gain at public expense. This policy details the issue of conflicts of interest and how it is managed.

2. Scope

This policy applies ~~to Litchfield Council Elected Members~~ to members of the Council, the Risk Management Audit Committee and Council Committees.

3. Definitions

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

Conflict of Interest	A conflict of interest occurs when there is a clash between a person's private interest and their public duty. It involves a lack of impartiality, however arising, and whether or not financial gain or loss is involved.
Pecuniary Interest	This is an interest that a person has in a matter because of the reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated. Associated persons include relatives, partners and employers.
Non-Pecuniary Interest	This is any private interest that does not relate to money e.g. arising out of kinship, friendship, membership of an association, society or trade union, or involvement or interest in an activity.
<u>Elected Member</u>	<u>For the purpose of this policy, Elected Member also includes a non elected committee members on the Risk Management Audit Committee and Council Committees.</u>
Personal Benefit	Use of confidential Council information to gain improper advantage.
Improper Use of Undue Influence	The use of a Council position to improperly influence others.

4. Policy Statement

4.1. The community has the right to expect that Elected Members perform their duties in a fair and unbiased way and that the decisions they make are not affected by self-interest or personal gain. Conflicts of interest arise when Elected Members are influenced, or appear to be influenced, by personal interests when doing their jobs. The perception of a conflict of interest can be as damaging as an actual conflict, because it undermines public confidence in the integrity of the organisation involved and its staff.

4.2. Provisions in the *Local Government Act 2019*

4.2.1. As per Section 114(1) of the Local Government Act 2019, a member can have any of the following interests;

a) ~~a direct interest; outlines the responsibilities and authorities related to Conflict of Interest~~

b) ~~—~~

a) ~~—~~

b) an indirect financial interest;

c) an indirect interest by close association;

e) ~~an indirect interest due to conflicting duties.~~

4.2.2. As per Section 114(2) of the Local Government Act 2019, the following is not a conflict of interest;

a) an interest that the member or associate shares in common with the general public or a substantial section of the public;

b) an interest as an elector or ratepayer that the member or associate shares in common with other electors or ratepayers;

a)c) an interest so remote or insignificant that it could not reasonably be regarded as likely to influence a decision.

4.3. Elected Members and Conflict of Interest

4.3.1. Elected Members must act in the public interest and must not take into account personal interests or any other irrelevant considerations. Conflict of interest means a lack of impartiality, however arising and whether or not financial gain or loss is involved.

4.3.2. A conflict of interest arises where an individual has a private or personal interest, perceived or real, which could affect their capacity as an Elected Member to perform their public or professional duties in an impartial manner.

4.3.3. Having a public/professional duty and a private/personal interest does not mean there is automatically a conflict of interest. However, if there is a conflict of interest, how it is dealt with is very important and in doing so, the person concerned must not do anything which they could not justify to the public or which suggests reasonable suspicion of improper conduct or preferential treatment.

4.3.4. Conflicts of interest can be pecuniary or non-pecuniary.

4.4. Pecuniary Interest

~~4.4.1. A “pecuniary interest” means a person has a reasonable expectation of appreciable financial gain or loss for themselves or for another with whom they are associated (see section 73 of the Act).~~

~~4.4.2. Pecuniary interests must be disclosed.~~

~~4.4.3. A person will be considered to have a pecuniary interest if:~~

- ~~a) They, or a person with whom they are associated has a pecuniary interest.~~
- ~~b) Their spouse, defacto partner, relative, partner or employer has a pecuniary interest (relative includes any of the following — parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or an adopted child of the person or the person’s spouse).~~
- ~~c) They, a nominee, partner or employer are a member of a company or other body that has a pecuniary interest.~~
- ~~d) A person is not taken to have a pecuniary interest if:~~
 - ~~i. They are unaware of the relevant pecuniary interest of the spouse, defacto partner, relative, partner, employer or company or other body;~~
 - ~~ii. They are a member of, or employed by, a statutory body or by the Crown;~~
 - ~~or~~
 - ~~iii. They are a member of or a delegate of Council, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.~~
- ~~e) A person does not have a pecuniary interest in a matter if the interest is so remote that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter.~~

4.5. Non-Pecuniary Interest

- ~~4.5.1. A "non-pecuniary interest" is any private or personal interest which does not relate to money (e.g. kinship, friendship, executive membership of an association, society or trade union or involvement or interest in an activity).~~
- ~~4.5.2. Elected Members who are members of clubs should seriously consider whether their club memberships could give rise to conflicts of interest in Council matters that may affect the clubs. The greater the involvement with the club, the greater the likelihood of a real or perceived conflict of interest.~~
- ~~4.5.3. In cases of a non-pecuniary interest, employees should not do anything which they could not justify to the public and should avoid any occasion for reasonable suspicion or the appearance of improper conduct or only partial performance of their public or professional duties.~~
- ~~4.5.4. Options for dealing with a non-pecuniary conflict of interest will depend on the circumstances of the matter and an objective assessment of it. Options can include:~~
- ~~a) Take no action because the conflict is assessed as minor in nature;~~
 - ~~b) Remove themselves as the source of conflict;~~

4.6.4.4. Potential Areas of Conflict**4.6.1.4.4.1. Tendering and Purchasing**

Example: Council has tendered for the provision of professional services. An Elected Member is employed by a company which has tendered for the provision of these services. This may affect, or it may reasonably be suspected that it could affect, their ability to make an unbiased decision when the tender is considered by Council.

4.6.2.4.4.2. Chief Executive Officer (CEO)EO Recruitment

Example: A member of the selection panel has a close relationship with one of the applicants for the job. This conflict of interest could bias, or could reasonably be expected to bias, the decision of the panel.

4.6.3.4.4.3. Gifts and Benefits

Example: A developer seeking a decision by Council in their favour regarding stormwater approvals offers an Elected Member free tickets to a major sporting event. The Elected Member's impartiality when dealing with the supplier could be compromised if the offer was accepted.

4.6.4.4.4.4. Information and Opportunities

Elected Members may have business and professional interests in the local government area they represent. Conflicts can arise if their public positions allow them access to information and opportunities that could be used to advance their personal and business interests.

4.7.4.5. Disclosing Conflicts of Interest

4.7.1.4.5.1. Elected Members who believe they have an interest in a matter, pecuniary or otherwise, must declare that interest in any meetings or discussions where that matter is considered.

4.8.4.6. Disclosures at Meetings

4.8.1.4.6.1. An Elected Member who has a conflict of interest in any matter with which the Council is concerned and who is present at a meeting of the Council at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.

4.8.2.4.6.2. The Elected Member who discloses a conflict of interest must not be present at, or in sight of, the meeting of the Council:

- a) at any time during which the matter is being considered or discussed by the Council, or
- b) at any time during which the Council is voting on any question in relation to the matter.

4.8.3.4.6.3. The attention of Elected Members is drawn to the following criteria to determine the extent of disclosure of the nature of the interest to the meeting necessary to observe statutory requirements of *Section 73-114 of the Local Government Act 2019* and that some detail of the interest be —disclosed and satisfy the requirements of the Act for greater transparency and —accountability in the management and operation of the Council:

- a) The details are sufficient to enable other Elected Members and the public to appreciate in general terms the connection of the person with the matter under consideration.
- b) The disclosure does not reveal sensitive information which is not relevant to the matter before the Council.
- c) The disclosure does not reveal information which may be unnecessarily damaging to the reputation of some person(s) with whom the person disclosing the interest is associated.
- d) The disclosure will not unnecessarily prejudice a sensitive commercial or legal situation.

4.9. Disclosures of interest made at meetings and subsequent actions will be recorded in the minutes of that Council.

4.6.4.

5.

5.1. Deciding If You Have a Conflict of Interest

~~5.1.1. The following questions may help in deciding whether an Elected Member has a conflict of interest or whether their conduct could create the impression that a conflict of interest exists:~~

- ~~a) Do I, a relative, friend or associate stand to gain or lose financially from Council's decision or action on this matter?~~
- ~~b) Do I, a relative, friend or associate stand to gain or lose my/our reputation because of Council's decision or action on this matter?~~
- ~~c) Have I contributed in a private capacity in any way to the matter before Council?~~
- ~~d) Have I made any promises or commitments in relation to the matter?~~
- ~~e) Have I received a benefit or hospitality from someone who stands to gain or lose from Council's decision or action?~~
- ~~f) Am I a member of an association, club or professional organisation, or do I have particular ties and affiliations with organisations or individuals, who stand to gain or lose from Council's consideration of the matter?~~
- ~~g) Could there be benefits for me in the future that could cast doubt on my objectivity?~~
- ~~h) If I participate in assessment or decision making, would I be happy if my colleagues and the public became aware of my association or connection?~~
- ~~i) Would a fair and reasonable person perceive that I was influenced by personal interest in performing my public duty?~~
- ~~j) Do I need to seek advice or discuss the matter with an objective party?~~
- ~~k) Am I confident of my ability to act impartially and in the public interest?~~
- ~~l) Do I understand the possible penalties if I go on with the action?~~

~~Note: The references to "before Council", "Council's consideration", etc. also refer to issues to be dealt with under delegated authority by Council officers.~~

5.2.4.7. Responsibility for Making a Disclosure

~~5.2.1.4.7.1.~~ If an Elected Member is unsure as to whether or not they have a conflict of interest, they should give full written details to the ~~Chief Executive Officer~~[CEO](#) or seek independent legal ~~advice~~. The ~~objective~~ of notification is to protect both Elected Members and Council.

~~5.2.2.~~ The ~~Chief Executive Officer~~ CEO does not have a responsibility to provide a determination on ~~whether or not you an~~ elected member ~~have has~~ a conflict of interest in a matter.

4.7.2.

~~5.2.3.~~ The responsibility for determining whether an Elected Member has a conflict of interest rests with the individual Elected Member, ~~as per Section 74 of the Local Government Act.~~
~~In many cases, only the Elected Member will~~ be aware of the potential for a conflict of ~~interest.~~ Elected Members are encouraged to ~~err~~ on the side of caution by declaring their ~~interest~~ and by not participating in ~~discussion~~ or in decision making if there is any doubt ~~as to their interest in the matter.~~

4.7.3.

~~Complaints Regarding Failure to Disclose an Interest~~

~~Any person may make a complaint that a person has or may have failed to disclose a pecuniary interest. All complaints should be directed to the Chief Executive of the Department of Local Government.~~

6.5. Associated Documents

Nil.

7.6. References and Legislation

Northern Territory *Local Government Act 2019*, ~~Sections 73 & 74~~
~~Litchfield Council policies~~ EM02 Code of Conduct for Elected Members

8.7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
19/11/2015	Decision 15/0181/02 superseded LC25
15/11/2017	Reviewed and adopted by Council with no changes (1718/099)
21/06/2022	Reviewed in accordance with policy review schedule, Changes included minor administrative amendments and streamlining, and minor amendments required in accordance with the <i>Local Government Act 2019</i> .



COUNCIL REPORT

Agenda Item Number:	14.02.01
Report Title:	Howard Park and Knuckey Lagoon Recreation Reserves Committee Minutes
Author:	Kate Townsend, Community Development Officer
Recommending Officer:	Nicky McMaster, General Manager Community and Lifestyle
Meeting Date:	21/06/2022
Attachments:	A: Howard Park Committee Minutes 06062022 Unconfirmed B: Knuckey Lagoon Committee Minutes 02062022 Unconfirmed

Executive Summary

The purpose of this report is to provide the minutes of the Howard Park Recreation Reserve and Knuckey Lagoon Recreation Reserve Committee meetings.

Recommendation

THAT Council:

1. receive and note the unconfirmed Howard Park Committee Minutes of 6 June 2022, at Attachment A; and
2. receive and note the unconfirmed Knuckey Lagoon Committee Minutes of 2 June 2022, at Attachment B.

Background

In accordance with Section 101(4) of the Local Government Act 2019, the minutes for meetings of Council committees are required to be tabled at the following Council meeting. There are no recommendations requiring Council decisions arising from either Committee's minutes.

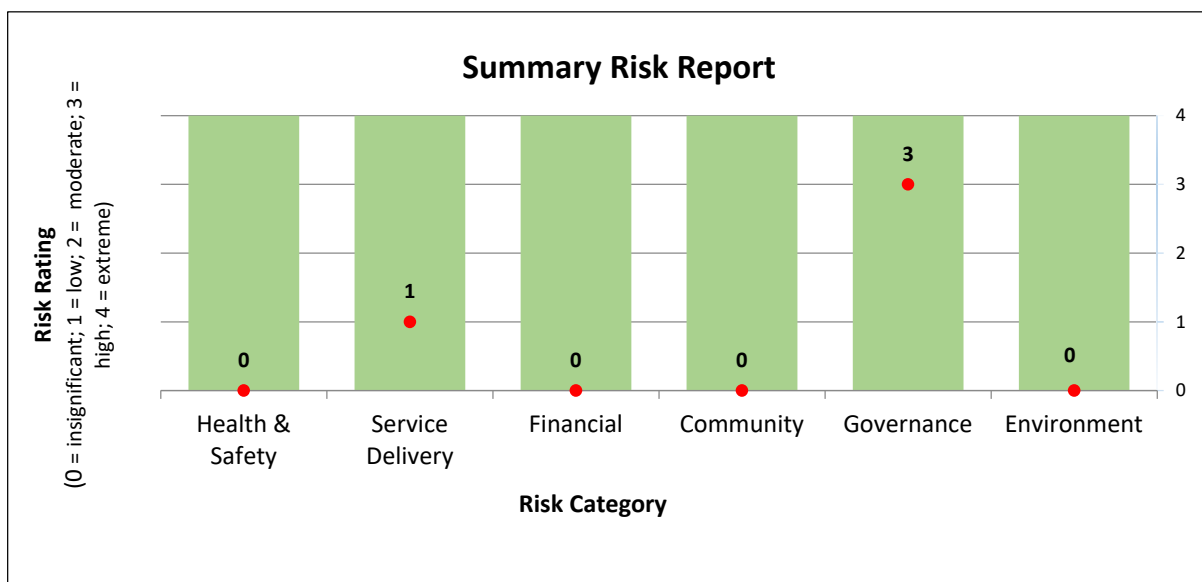
Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Compliance with the Local Government Act 2019.

Risks



Service Delivery

Failure to comply with Council's regulatory obligations could negatively impact on the Council's reputation.

Governance

Failure to provide committee meeting minutes to Council and making them available to the public via Council's website, would place Council's commitment to regulatory compliance at risk.

Community Engagement

Reserve committees, such as Knuckey Lagoon and Howard Park Recreation Reserve committees, provide Council with regular opportunities to engage with the community for the betterment of Councils reserves.

**LITCHFIELD
COUNCIL**



Howard Park Recreation Reserve Management Committee Meeting

MINUTES Monday 6/06/2022

Meeting held commencing 5:15pm
at Howard Hall, Howard Park Recreation Reserve
325 Whitewood Road, Howard Springs

Kate Townsend, Community Development Officer



Howard Park Reserve Committee Meeting

**Meeting at Howard Hall, Howard Park Reserve
on Monday, 06 June 2022 at 5:15pm**

1 Opening of Meeting

5:20 pm

2 Attendees

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Maxine Way	Howard Springs Volunteer Fire Brigade
Fletcher Austin	Resident
Gerard Maley	Resident / local MLA

3 Apologies and Leave of Absence

Gerry Wood	Resident
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4 Acknowledgement of traditional ownership

The Chair acknowledged the traditional custodians of this land on which we met. The Chair paid our respects to the Elders past, present and future for their continuing custodianship of the land and the children of this land across generations.

5 Disclosures of Interest

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

Nil

6 Confirmation of Minutes

That the Committee confirm the minutes of the meeting held on Monday 6 December 2021

Moved: Gerard Rosse

Seconded: Maxine Way

7 Operations Report

Appendix A.

The Chair requested that the options for utilization of funds held in reserve for the site be fully costed in a report submitted to the committee at the next meeting.

8 Business Arising from the Minutes

Gerard Maley to direct the Howard Springs Primary School Principal to contact Litchfield Council via the CDO to discuss afternoon bus arrangements. The outcomes of this discussion will be brought back to the committee.

9 General Business

10 Other Business

Whitewood Hall refurbishment: Fletcher was made aware of an opportunity for up to \$200,000 in grant funding this financial year which Council was not well positioned to apply for. With the recent assignment of a CDO the Committee would like to prepare to apply for Grant when it next becomes available.

11 Next Meeting

Monday 1st of August at 5:15pm Howard Hall, Howard Park Recreation Reserve.

12 Close of Meeting

6:06pm



Howard Park Recreation Reserve

	Annual 2021/22 Budget	2021/22 YTD Actuals	2021/22 YTD Commitments	Variance to Budget [Annual Budget – (YTD Actuals + YTD Commitments)]	% Spent (Actuals + Commitments / Annual Budget)	2020/21 YTD Actuals
Revenue						
User Fees & Charges	\$25,699	\$16,134	-	\$9,566	63%	\$20,482
TOTAL	\$25,699	\$16,134	-	\$9,566	63%	\$20,482
Expenditure						
Operational Expenses	\$104,000	\$78,503	\$3,103	\$22,394	78%	\$89,698
Repairs & Maintenance	\$20,000	\$12,498	\$473	\$7,029	65%	\$18,226
TOTAL	\$124,000	\$91,001	\$3,576	\$29,423	76%	\$107,924
Tree Maintenance – Council Land	\$6,000	\$900	-	\$5,100	15%	\$3,360
TOTAL	\$130,000	\$62,355	\$3,576	\$34,523	73%	\$111,284

HOWARD PARK OPERATION REPORT JUNE 2022

Recreation Reserves Management Committee Meeting



Kate Townsend. Community Development Officer

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UTILIZATION

	Howard Hall	Whitewood Hall	Howard Park Oval
Regular user groups	7	6	3
Casual Bookings	1		

USER GROUPS

Howard Hall

- Sam's Dance Studio
- Core Body Fitness x 2
- Top End Mustangs
- Country Women's Association
- Vincent He – Health and Wellbeing Group
- Development Consent Authority
- Litchfield Orchid Club
- Mums and Bubs

Whitewood Hall

- Palmerston Yoga
- Karuna Yoga
- Vincent He – Health and Wellbeing Group
- Craft Group
- Lodge of Koolpinyah
- Acupuncture
- Linda Patterson, Psychology

Howard Park Oval

- Darwin Cricket Competition
- Red's Baseball Club
- ~~Core Body Fitness~~



STORAGE

Internal Storage	External Storage sheds
Lodge of Koolpinyah	Howard Springs Scouts
Dr James Acupuncture	Darwin Community Arts
Linda Patterson, Psychologist	Reds Baseball
Palmerston Yoga	

We have the new addition of a regular user and storage client who will be operating her business out of Whitewood Hall during the day. This has potential to significantly increase revenue and utilization of the facility.

Core body Fitness have suspended Saturday morning classes on the oval, as the space is quite busy with cricket and NTPFES. They have moved to the school instead and will return during the wet season.

FINANCIAL REPORT

	2020/2021	2021/2022
Revenue	79%	63%
Repairs and Maintenance	91%	67.49%
Operational	86%	81.38%

Revenue is down 14% compared to last financial year; this may be a result of Covid border closures reducing events and activities, as well as isolation and lockdown orders.

There are works ear marked for the remaining R&M budget being cautious to maintain some contingency for immediate works that may arise.



MAINTENANCE

Works completed this period

- Leaking air conditioner in Whitewood Hall repaired
- Potholes in driveway listed for repair
- Toilet door latches vandalized, required replacement
- Extra keys cut for Whitewood Hall
- Box air cons removed
- Bin locks added to skate park
- Frosting on Whitewood Hall windows
- Fluorescent tubes replaced verandah Howard Hall

A preliminary repairs and maintenance log has been created (Appendix A) which lists all the current repairs and maintenance jobs requiring council's attention. As the list exceeds current budget allocation, jobs are prioritized and quoted to action according to need and capacity.

There is substantial abandoned private property and furniture that has accumulated in Whitewood Hall and Caretakers shed. CDO has coordinated with user groups to remove identified property, with the Mobile work force to dispose of anything remaining.

LEASE AGREEMENTS

Program Leader Jessica Watts has returned from Maternity leave and will be pursuing lease agreements with Howard Springs Scouts and NTPFES.

Once these are finalized Council will report back to the Committee.

COMMUNICATION AND PROMOTION

COMMUNITY SURVEY

Council's annual community survey is currently open and seeking responses. Please encourage your community contacts and group members to complete the survey to help council gauge client satisfaction.



MALAK MARKET PLACE

Malak Market Place has decided to take a Year off in 2022. It is currently unclear if pop up markets will be operating, CDO will continue to pursue and report back to the committee.

CRICKET NETS

Gerry Wood and Southern Districts Cricket Club were successful in securing grant funding for the installation of Cricket nets on Howard Park Oval. The proposal is in the final stages of council approval. Work should begin before the next committee meeting to allow for enjoyment this dry season.



VANDALISM AND ANTI-SOCIAL BEHAVIOUR

Unfortunately, all of Council reserves have been struggling with anti-social behavior and vandalism, severely burning up cleaning and repairs and maintenance budgets. More severely though, volunteer and community groups are becoming exasperated with the constant disrespect and senseless damage.

Council would be grateful if committee members can encourage anyone witnessing anti-social behavior on reserves to call the police, take photos/video if safe to do so, then notify council.

TERRITORY DAY

As per usual, the reserve will be closed to the public on Territory Day, with fireworks strictly prohibited on site. A Private Function has been booked for the 1st of July who will have private security and keep the gates shut, except for NTPEFS entering and exiting.



PLANNING AND DEVELOPMENT

ONLINE BOOKING SYSTEM

An online booking system is being investigated by LC to improve efficiencies. This system would allow greater reliability, real time booking, greater clarity on venue availability and adjustments.

Further information will be provided once details are confirmed.

SECURITY/WIFI ACCESS UPGRADES

Council has been successful in securing an LRCI grant which will fund the installation of a CCTV and Wifi at all of Council's reserves in June 2023.

FOOTPATH

Additionally, grant funding from LRCI was also secured to install a footpath between the Reserve exit, playground, and Howard Park Hall. These works will commence in June 2023.

CARETAKERS SHED

Clean up to add as additional hire space as budget will allow

RESIDUAL FUNDS FROM PREVIOUS COMMITTEE

Options are being explored and quoted to utilize the remaining residual funds from the previous management committee. These include:



- **Access control with CCTV**

An access control system would allow to enter halls with a pin code programed only for their booking time. This would integrate with the planned online booking system.

This advancement would drastically improve efficiency of both user groups and Council, eliminating the need to collect keys and leave a \$50 key deposit, as well as reduce the workload of 3 internal departments which currently coordinate reserve bookings.

It is currently difficult for Council to monitor actual usage due to limited ability to monitor user groups, so a system such as this could also potentially increase revenue, as well as security of the buildings.

Council would also avoid the cost of cutting more keys, and rekeying doors.

- **Whitewood Hall Refurbishment**

Currently council's most underutilized facility the small open space area is prohibitive to the general purpose of hall bookings. Almost 40% of the floor space is not utilized due to being small storerooms.

The building is dated, requiring significant work to modernize and make it an attractive events and meeting venue and address carpet beetles.

Recommended stages of work

1. Replace flooring with vinyl
2. Remove internal storeroom walls.
3. Remove front alcove to increase floor space.

- **Masterplan**

As discussed extensively previously, a Masterplan would ensure the cohesive and coordinated future development and improvement of the Reserve. It would give insight for council on effectively maintaining the site to ensure a long future of utilization and engagement.



Maintenance and repairs log

Location	Description	Action Required	Date	Priority Score	Quoted
Oval	Footpath				
Car Park	Potholes	Roads notified	Apr-22	5	Email request to roads
Public Toilets	Latch in ladies and men's toilet faulty	Maintenance contractor	Apr-22	3	\$240
Caretakers shed	Rubbish/fridge's	Removal	Feb-22	2	MWF
Caretakers shed	Diverts in floor	Removal	Mar-22	2	
Whitewood Hall	Carpet being eaten by mites	removal	Mar-22	2	\$30,000
Howard Hall					
Verandah	Lights not working	Tube replacements	Apr-22	5	
Whitewood Hall	5 windows without privacy frosting	Glazer	May-22	3	\$880
Entire Reserve	Excess master key and access keys in circulation	Reissue storeroom keys	May-22		200
Whitewood Hall	Broken tables need replacing	Buy new trestles	Mar-22	4	
Whitewood Hall	Management Committee Filing cabinet	To be removed	May-22	1	MWF
Whitewood Hall	Box Aircons not working and dangerous	Remove and patch	May-22	5	\$4,538
Whitewood Hall	Power point not switching off	Removal/replacement	May-22	2	
Whitewood Hall	Old shelving/chairs	Removal	May-22	2	MWF
Whitewood Hall	Vertical blinds dysfunctional and ugly	Need removal	May-22	2	MWF

LITCHFIELD
COUNCIL



Knuckey Lagoon Recreation Reserve Management Committee Meeting

MINUTES **Monday 2/06/2022**

Meeting held commencing 5:15pm
at Howard Hall, Howard Park Recreation Reserve
325 Whitewood Road, Howard Springs

Kate Townsend, Community Development Officer



MINUTES

Knuckey Lagoon Reserve Committee Meeting

**Held in the Knuckey Lagoon Recreation Reserve
on Thursday 2 June 2022 at 5:45pm**

1 Opening of Meeting

5.48 pm

CDO Kate Townsend to Chair the meeting in the absence of Councilor Wright.

2 Acknowledgement of Traditional Owners

3 Attendees

Lorna Blake	Running Club / Knuckey Lagoon Resident
Neil Grant	Top End Gem & Mineral Club
Kate Townsend	Community Development Officer (CDO)
Tov Tagell	Runners and Walkers Club/Resident

4 Apologies and Leave of Absence

Councillor Rachel Wright
Saramat 'Tou' Ruchkaew NT Thai Association

5 Disclosure of Interest

None disclosed

6 Confirmation of Minutes

3rd February 2022

Moved Lorna Accepted: Kate

7 Monthly Finance Report

Moved: Tov Accepted: Neil

8 Operations Report

Noted: Neil Carried: Tov

9 Business Arising from the Minutes

Issue	Resolution
Members would like to discuss adjusting Meeting starting time to 5.30pm	CDO will facilitate an email discussion to occur with Councillor Wright before the next meeting.
Issues and maintenance	Please email CDO – Kate Townsend, with any maintenance requests or issues as they occur/are identified.
Fallen trees.	CDO to log a job with LC Parks Program Leader
Master switch not working downstairs lights.	CDO to arrange electrical contractor
Basketball Court Surface needs a high-pressure wash	CDO to action if any residual budget left in repairs and maintenance at EOFY
Large wooden tables in disrepair.	User groups to collaborate to resolve before the next meeting. CDO to arrange removal if repairs unable to be carried out as trestle tables are now available.
Fans in downstairs areas	CDO to investigate – may be an issue to discuss with regards to a Masterplan.

10 Other Business

Gem club would like to install a power point in their storage shed downstairs, CDO advised the club would be required to submit a written request to Council through the CDO.

Additionally, have requested a deadlock on their storage door for heightened security, CDO to investigate actioning within current budget.

11 Next Meeting

Next meeting Thursday 4th of August 2022 at time pm Knuckey Lagoon Recreation Reserve.

12 Close of Meeting

6.23 pm

Knuckey Lagoon Recreation Reserve

Operating results as at **30.04.2022** are summarised below.

	Annual 2021/22 Budget	2021/22 YTD Actuals	2021/22 YTD Commitments	Variance to Budget [Annual Budget – (YTD Actuals + YTD Commitments)]	% Spent (Actuals + Commitments / Annual Budget)	2020/21 YTD Actuals
Revenue						
User Fees & Charges	\$6,025	\$4,554	-	\$1,471	76%	\$5,306
TOTAL REVENUE	\$6,025	\$4,554	-	\$1,471	76%	\$5,306
Expenditure						
Operational Expenses	\$19,645	\$14,227	\$1,555	\$3,863	80%	\$16,464
Repairs & Maintenance	\$8,000	\$2,015	\$1,185	\$4,800	40%	\$14,422
TOTAL EXPENDITURE	\$27,645	\$16,242	\$2,740	\$8,663	69%	\$30,886
Tree Maintenance – Council Land	\$10,000	\$4,500	\$1,000	\$4,500	55%	-
TOTAL EXPENDITURE	\$37,645	\$20,742	\$3,740	\$13,163	65%	\$30,886



Knuckey Lagoon Operation Report June 2022

LITCHFIELD
COUNCIL



Kate Townsend, Community Development Officer

26 May 2022



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COMMITTEE TERMS OF REFERENCE

1. Provide advice on the efficient and effective operations of the Reserve
2. Provide advice to Council concerning strategic or policy issues relating to the Reserve
3. Enhance communication between Council and the community to ensure that the Reserve meets community expectations and need.

UTILIZATION

	Knuckey Lagoon Feb – April 2022
Regular user groups	5
Casual Bookings	1

REGULAR USER GROUPS

- Top End Gem Club
- Berrimah Scouts
- ~~Darwin Amateur Radio Club~~
- Darwin Runners and Walkers Club
- NT Thai Association

The Darwin Amateur Radio Club has decided to discontinue their regular booking time as the club moves to mobile activities. We are sad to farewell of the Club as a regular user group, their antennas and equipment have become synonymous with the image of Knuckey Lagoon. We warmly wish them all the very best for the future.

Their upstairs storage area will be vacated and now used as hall storage for tables and chairs + cleaning equipment. The club will continue to book the space on a casual basis. It is currently unclear if you radio club will retain a seat on the committee.



Storage

Internal Storage	External Storage
Top End Gem Club	Berrimah Scouts

Commendation to each of the user groups who have completed big clean ups of their property in the hall. This will make a significant difference to Councils ability to maintain the hall as well as attract more diverse user groups.

Charges for storage facilities will commence on the 1st of July.

FINANCIALS

Figures as of 25th of May*

	2020/2021	2021/2022
User fees	88%	76%
Operational Expenses	101%	85%
Repairs and Maintenance	294%	56%

Revenue is significantly behind last financial year and budgeted projections. This may be due to some covid related disruptions as well as under promotion of the venue.

Works are being scheduled to prioritize remaining R&M over significant works required with remaining budget before EOFY.



MAINTENANCE & REPAIRS

User groups are asked to submit repairs and maintenance requests to the Litchfield Council CDO as they are identified (not at committee meetings). Jobs are then prioritized and actioned according to budget with progress reported at meetings. Please report progress back to your user groups.

1. Fault with Light Switches rectified – Timer was incorrect.
2. Faulty air conditioner unit which was replaced has been removed.
3. Eaves of the outdoor area to be cleaned by MWF in July
4. TV cabinet removed as it was a hazard. Council to mount TV.
5. Parks PL attended to remove fallen trees and branches off walking tracks
6. Floors to be deep cleaned
7. Locksmith attended to replace key barrels after attempted break in

CDO has prepared a Repairs and Maintenance log (Appendix A) which lists, prioritizes, and costs each job reported to Council from contractors and user groups. This allows jobs to be actioned according to need and budget.



COMMUNICATION AND PROMOTION

COMMUNITY SURVEY

Council's annual community survey is currently open and seeking responses. Please encourage your community contacts and group members to complete the survey to help council gauge client satisfaction.



COMMUNITY NOTICE BOARD

User groups are encouraged to submit event notification or invitations to the CDO to be included in the Meeting Communications. Submissions will need to be received 10 days prior to the next meeting to be included.

MEETING MINUTES

Are publicly available on the council website for everyone to observe. Please communicate with your community/group members the activities and outcomes discussed in these meeting to enhance communication and avoid misunderstandings.

STORAGE ROOM

The tables and chairs storage area has been cleaned and organized. Please return all plastic tables and chairs to this space at the conclusion of your booking.

KITCHEN

To allow the space to be kept clean and hygienic to a standard of a high traffic commercial facility council has asked all user groups to not store equipment in the kitchen. Cupboard doors were removed due to water and surface damage, as well as to align with kitchen storage arrangements at Litchfield's other reserves. All changes are aimed to ensure more thorough cleaning can take place.

A reminder: all food must be removed from the fridge each week according to terms and conditions of hire.



SHARED SPACES

Council appreciates user groups keeping private property in storage areas, and the facility generally clutter free to assist cleaning, pest management, and maintenance purposes. Anything left in shared spaces will be assumed to have been abandoned.

SOLAR INSTALLATION

Solar system has been installed on the 25th of May. This project was initiated by the Thai Association and was jointly funded by Litchfield Council and Community Benefit Grants.

KEYS

Thank you for notifying council of key holders, just waiting on reply from scouts.

UPGRADES AND IMPROVEMENTS

ONLINE BOOKING SYSTEM

An online booking system is being investigated by LC to improve efficiencies. This system would allow greater reliability, real time booking, greater clarity on venue availability and adjustments. LC is working hard to make the venue shine for online photos. Further information will be provided to user groups once details are confirmed.

SECURITY/WIFI ACCESS UPGRADES

Council has been successful in securing an RLCI grant which will fund the installation of a CCTV and Wifi at all of Council's reserves in June 2023.

SHED LIGHTING

Again, with the RLCI grant funding, Council was successful in securing funds to provide electricity to the new the sheds. This cost exceeded available funding at the time of construction and is a welcomed addition to making sheds for fit for purpose



APPENDIX A REPAIRS AND MAINTENANCE LOG

Location	Description	Action Required	Date	Priority Score	Quoted
Kitchen	Tiles Missing from kickboard	Replacement	Apr-22	4	\$500
Kitchen	Possum entering building via roller door	Block entry	Apr-22	5	
Kitchen	Electric Urn leaking	Service	Apr-22	2	
Outdoor undercover	Cowwebs and dust in eaves	High pressure clean	Apr-22	4	\$2,300
Outdoor	BBQ's in poor condition	Replacment	Apr-22	3	
Bathrooms	Flooding whenever showers are used	Plumber/contractor	Apr-22	5	
Bathrooms	Taps frequently not turned off completely	change taps	Apr-22	2	
General	Painting tired and chipped	paint	Apr-22	2	\$3,908
Upstairs	Floor damaged from cabinets and shelving	Strip and reseal	Apr-22	1	
Upstairs	TV on floor	To be mounted	Apr-22	5	\$400
Upstairs	Water damage on left hand side	replace tiles, check roof	Apr-22	4	
Stairs	chipped and flaked paint	Needs repaiting	May-22	5	\$1,328
Upstairs	Hole in floor	Needs patching	May-22	5	
Downstairs inside	Built up dirt and grime on floors	Need polishing/deep clean	May-22	3	
Downstairs	Mops and cleaning equipment untidy	Need cupboard	May22	3	
General	Replacement blowers and vacuum cleaner	replacement	Apr-22	2	



COUNCIL REPORT

Agenda Item Number:	14.02.02
Report Title:	Draft Youth Strategy and Action Plan 2022-2025
Author:	Hayley Arkinstall, Manager Library & Family Services
Recommending Officer:	Nicky McMaster, General Manager Community & Lifestyle
Meeting Date:	21/06/2022
Attachments:	A: Community Engagement Youth Voice 2022 B: Community Engagement Stakeholder Consultation C: Online Survey Results D: Draft Youth Strategy and Action Plan 2022-2025

Executive Summary

This report presents to Councillors the development process and the Draft Youth Strategy and Action Plan 2022-2025. The Strategy is to guide Litchfield Council in how to support the young people in the Municipality to grow and develop through advocacy, empowerment, and connection to build a strong, inclusive community.

Recommendation

THAT Council:

1. approves the Draft Youth Strategy and Action Plan 2022-2025 as in Attachment D to be released for public consultation; and
2. authorises the Chief Executive Officer to make minor editorial amendments as required.

Background

In the development of this Strategy, Council undertook comprehensive consultation of key stakeholders across the sector and local young people. The consultation opportunities were a valuable opportunity to hear directly from those impacted, as well as for Litchfield Council to develop local connections and facilitate collaborations.

Community consultation consisted of:

Opportunity	Groups engaged	Number attended
Youth Forum	Students Aged 12-17 Taminmin College, Good Shephard Lutheran College and Sattler Christian College	34

Stakeholder Consultation	Northern Territory Government City of Darwin Council City of Palmerston Council	20
One on one Meetings	City of Darwin Council Community Development team City of Palmerston Council Community Development team NT Youth Round Table	3
Online survey	Community members & residents Stakeholders Youth people Sporting and community groups Teachers, coaches and carers	37

From the consultation it is evident there is strong support for the development of a youth strategy. The community is determined to ensure that while the experience of young people is different in Litchfield, it is by no means a disadvantage. Everyone wants to see young people in Litchfield provided with equitable opportunities to be engaged and successful in their community.

Attachments A-C all form notes and results from the stakeholder engagement and online survey that have contributed to the development of the Draft Youth Strategy and Action Plan 2022-2025 as seen in Attachment D.

A youth strategy for Litchfield is a first step to attracting public funding available to deliver services and improve outcomes for young people from Territory and Federal Government. Litchfield is the only region which does not have a Youth Programs Coordinator, and Youth Action Plan funded by the Northern Territory Government.

The Litchfield community will be invited to comment on the Draft Youth Strategy and Action Plan 2022-2025 with comments received contributing to the development of the final Strategy.

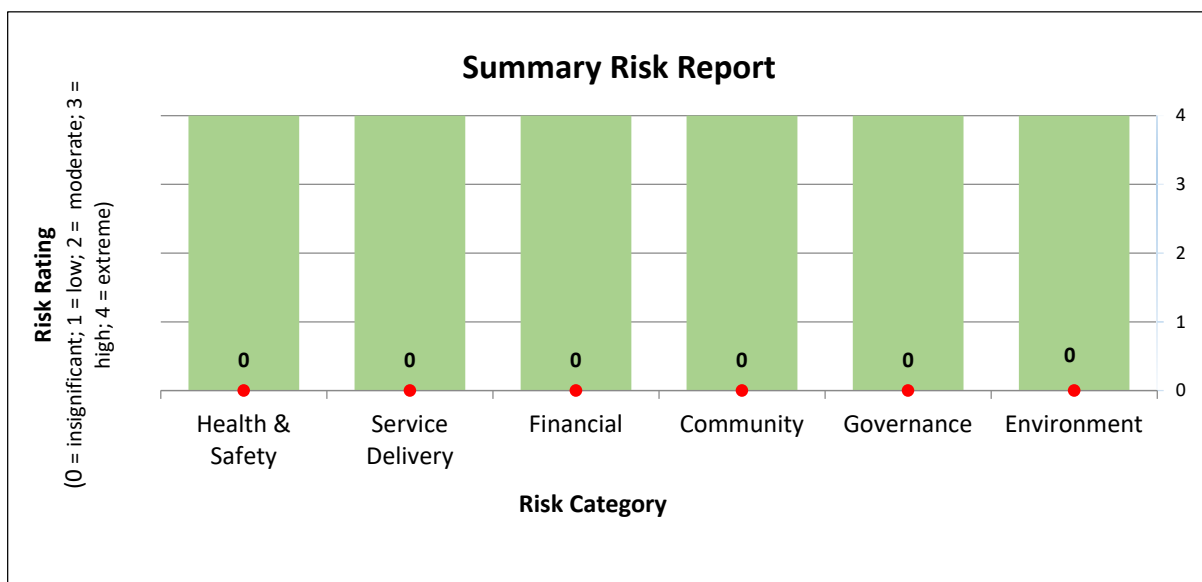
Links with Strategic Plan

Performance - An Effective and Efficient Organisation
People - Our Community is at the Heart of All We Do.

Legislative and Policy Implications

Youth Policy COM01

Risks



There is no risk identified in releasing the Draft Youth Strategy and Action Plan 2022-2025 for community consultation.

Community Engagement

Council will release the Draft Youth Strategy and Action Plan 2022-2025 to the public for comment from Wednesday 22 June 2022 for a period of three weeks.

Litchfield Youth Strategy

Youth Voice 2022 - A forum for Litchfield young people to voice what is important and establish a clear vision for the future experience of young people in Litchfield

Time	Activity
08.30	Doors open, registration begins
08:40 – 8.50	Welcome and information about the day
08.50 – 9.10	Setting the scene - Introduction by forum facilitator, Mo
09.10 – 9.30	Activity 1: Icebreaker – Getting to know you World Café.... What is working well for young people in Litchfield?
09.30 – 10.00	Imagining the future – What do we want to be known for? Activity 3 – Sharing an achievement that made me feel proud & why Activity 4 – Towards a vision for 2025
10.00 – 10.15	Morning Tea
10:15 – 10.45	Activity 3: Making the future – Exploring topics of importance
10.45 – 11.00	Activity 5: Exploring the Solutions – What could we create?
11.00 – 11.30	Activity 5: Creative design – Preparing a solution / resource to demonstrate what would make Litchfield the best place for young people to live in the top end.

11.30 – 11.50	Activity 6: Speed café – An opportunity to visit and prioritise ideas
11.50 – 12.15	Lunch break
12.15 – 1.50 pm	Young Litchfield Leaders in Action – Zesty Productions
1.55 – 2pm	Wrap Up / Participant feedback

Record of event – raw notes.

34 students. A 10-12 students yr 6-10 attended from Taminmin High School, Good Shephard College and Sattler Christian College

All notes are recorded in the words of young people – directly from their notes and directly from their voice in their presence

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<i>How – we held an event for everyone – comes together – so everyone knows each other. There are public and sports places to socialise / learn off each other. Inclusive of other communities – platform to have voices heard. Conserving our bushland / environment.....</i>	<i>7</i>
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1. WORLD CAFÉ – WHAT IS WORKING WELL FOR YOUNG PEOPLE IN LICHFIELD

A. WHAT / WHO CURRENTLY HELPS YOU TO ACHIEVE IN LITCHFIELD

- | | |
|----------------------------------|--|
| ○ Access to resources | ○ Bushland |
| ○ Sporting coaches | ○ Access to resources |
| ○ Family | ○ Shops |
| ○ Freedoms | ○ We see things that adults may not |
| ○ Good teachers | ○ Plants |
| ○ Friends | ○ Competitive swimming |
| ○ Good food | ○ Books |
| ○ Entertainment | ○ Sleep |
| ○ Sports | ○ Bush walking |
| ○ Pressure | ○ Swimming |
| ○ Pets | ○ Bike riding |
| ○ Support | ○ People |
| ○ Community involvement | ○ Plants |
| ○ Role models | ○ My mum because she drives me |
| ○ Good environment | ○ Camping |
| ○ Goal to achieve and aim for | ○ Fun and excitement in my life |
| ○ Others (students) perspectives | ○ Games |
| ○ Mental health support | ○ My teachers |
| ○ Food | ○ Libraries NOT the school libraries |
| ○ Family | ○ Money |
| ○ Friends | ○ Health |
| ○ Gym | ○ Working hard |
| ○ Public stuff that's fun | ○ Exercise |
| ○ Pets | ○ Community making my area clean by picking up |
| ○ Sports | ○ Education |
| ○ Community | ○ Kindness |
| ○ Freedom | ○ Achieving |
| ○ Children | |

A. WHAT HINDERS YOU / THE ISSUES

- | | |
|------------------------------|---|
| ○ Buses | ○ We need a swimming pool (FINA approved) |
| ○ Disruptive students | ○ Clearing bushland |
| ○ Everything is too far away | ○ Transport bike paths |
| ○ Crime | ○ There are no bike paths to school for Virginia and Howard Springs |
| ○ Road quality | ○ Places to take your quad/motorbike |
| ○ Drugs influencing youth | ○ Adults |
| ○ Violence | |

- Teachers
- Price of petrol
- Covid
- Government
- Graffiti
- Classroom not looking nice
- No nature. We need to conserve!
- Traffic
- Loud noises
- Roads flooding
- Nothing in Litchfield
- Distance
- Wildlife protection
- Not as much access as others
- There is not much to do
- No crossings for the roads
- Not having enough time
- Not as many facilities available
- No pool!
- Control dangerous dogs
- Lack of urban
- Jobs
- Safety
- Lack of social activities
- Lack of opportunities

2. IMAGINING THE FUTURE, WHAT DO WE WANT TO BE KNOWN FOR

A. WHAT IS SOMETHING THAT YOU HAVE ACHIEVED THAT MADE YOU FEEL PROUD – SHARE THE MOMENT – AND WHY?

Participants shared stories in table groups of six students. See appendix 1 for detailed notes.

Table groups reports back on the 'WHY' – providing an indication of what personally drives young people – and while individual stories differ, indicators of motivation emerge.

Proud and why – small group discussions detail

- A beehive for my school was a great achievement- Why? Because it was a first of its kind
- Proud of my mate for standing up for myself. Why? Because that is a really hard thing to do
- Finishing a race on sports day. Why? I was proud of my body for pushing through
- For not killing my fish by not feeding them. Why? They are my non-talking friends
- Proud of reading heaps of books.
- Proud of my school for becoming bigger. Why? It is growing to a really big school
- Proud of when I became a school captain. Why? Because I felt good knowing I can make a difference
- Doing a speech in class. Why? For standing up in front of people
- I was getting bullied for my hair, so I died it red
- For coming third in a swimming race. Why? I had never won a medal before
- For eating healthy every day
- Hiking the Larapinta Trail
- Fun. Why? Without it the world would be boring.
- Showing friends and family from distant places our landscapes and natural landmarks. Why? Because we feel a part of the land. Felt a part of something beautiful.
- A good day out fishing/hunting. Why? Because we feel resourceful and skilled
- Whitecard engineering. Why? I was the only girl
- When I won a netball game. Why? Because I don't like to run

- When I participated in the Young Territory Science Competition. I thought I wouldn't do well as I was versing 7,000 kids across the whole of Australia and I got a distinction. Receiving a new achievement to put on my university applications. Why? Because it made me happy. I didn't think I could achieve it.
- Junior Champion of NT billfishing. Why? Becoming the best at something you are passionate about gives you a sense of pride
- I was junior champion of dirt kart racing and I had the most points out of everyone. It made me feel good. Why? I felt I was the best at something I was truly passionate about
- Winning a gymnastics competition. Why? Because I have worked so hard to win and I finally achieved my goal
- Proud of getting best and fairest. Why? Because coach thought I was good
- Doing drills because it was hard and fast
- AFL trophy. Why? Because coach saw me stand out
- Irish dancing trophy
- Academic Award because proud because hard work paid off
- When house team won because she was a leader

WHY (PLENARY SESSION - LARGE GROUP SUMMARY)

- Hard work paid off
- Our coaches and people
- Hard – got easier
- Achieving something passionate about
- Fun – not a boring world
- Never a medal before
- Seeing my mate standing up for themself – really hard to do
- Sticking to something
- Knowing could make a difference
- Being able to improve
- Working as a team – putting aside differences
- Rewarded in the end
- Doing something for yourself
- Efforts – outcome - success
- Helping the community
- Achieve different things – new opps
- Feeling part of something big or important

3. TOWARDS A YOUTH VISION

A large group exercise, where participants were invited to consider a future, where they did more of what makes them proud and worked with Council to make Litchfield the best place to live in the top end.

If there was a celebration with Council, and a banner placed at the entrance of Council to celebrate and acknowledge your achievements What would you want it to say?

EFFORT IS THE OUTCOME TO SUCCESS. WE ARE FUN AND FRIENDLY PEOPLE. WE WORK WITH OTHERS – LIKE GOOD NEIGHBOURS – RESPECTFUL. SENSE OF COMMUNITY. EVERYONE IN IT TOGETHER. WE WERE / ARE INCLUSIVE, WE HELP EACH OTHER TO ACHIEVE EVERYONE’S PERSONAL GOALS. REACH OUT TO PEOPLE IN NEED.

HOW – WE HELD AN EVENT FOR EVERYONE – COMES TOGETHER – SO EVERYONE KNOWS EACH OTHER. THERE ARE PUBLIC AND SPORTS PLACES TO SOCIALISE / LEARN OFF EACH OTHER. INCLUSIVE OF OTHER COMMUNITIES – PLATFORM TO HAVE VOICES HEARD. CONSERVING OUR BUSHLAND / ENVIRONMENT.

4. MAKING THE FUTURE – EXPLORING TOPICS OF IMPORTANCE

Participants worked in 6 table groups of 5 or 6 students per group. Tables were given a ‘TOPIC LENSE’ to brainstorm what they could do to achieve their vision (as above) for Litchfield.

After 15 minutes, students were given the opportunity to visit other tables to hear progress and ad views.

Topics groups

- a. Topic Group: DEVELOPMENT – developing skills and capacity of young people to contribute to their community.
- b. Topic Group VOICE: (two groups) – a voice for young people in decision making and planning
- c. Topic Group: OPPORTUNITIES – opportunities for young people to live, work, play and learn in Litchfield
- d. Topic Group: ADVOCACY – service provisions and service access to young people
- e. Topic Group: OTHER – determined by participants

A. DEVELOPMENT BRAINSTORM (POST IT NOTES)

- Out of school cooking class – free
- *Development – include people in groups from other community’s and culture*
- *A safe place for people to go*
- *A place where people’s questions can be answered*
- *Creating a Camp for help*
- *Leadership and speaking skills*
- *Mentoring helping to make big decision*
- *Good education*
- *Developing sports skills – with optional sport to help release stress and time to talk to someone*
- *When things not going well, to talk over a game of sport*
- *A panic box – write down a worry and put inside – someone will pull out randomly*
- *Underpass*
- *Youth meeting*
- *Having an ideas box for people (especially kids) to put their say in anonymously and council people to read and think about*

B. VOICE BRAINSTORM – GROUP 1 &2

- *Fund raisers for student ideas*
- *Councillors / Litchfield can branch out to students (youth) to seek more ideas*
- *More opportunities for people to speak up*
- *Designated space for youth to sit after school*
- *Good to have interschool conferences 50 microphone voice*
- *Support*
- *Representative for youth voice to be heard*
- *Sense of community*
- *Sense of safety and security*
- *Group chats, websites, quick access*
 - o *A choice of who you tell*
 - o *Security*
 - o *Anonymous*
 - o
 - o *No judgement*
 - o *All inclusive*
- *Smaller stuff, class size discretion to promote smaller voice*
- *Voice between students*
- *Youth centre – build community opportunities to come together*
- *Key idea: Creating a safe environment space for youth voice to speak*

Voice Brainstorm Group 2

- o *Get a better email system with responses from actual people. Complaints not taken seriously*
- o *Active listening from council*
- o *Have a place where people gather to voice their concerns, problems and ideas*
- o *Meetings*
- o *Noticeboard to write notes*
- o *A way in which everyone, not just youth, not just adults, but all majorities and minorities have a safe space where they can submit an idea or issue/resolution to a certified organisation that will access the ideas and the benefits and ramifications for the idea. Whether they submit it to an online forum, a community gathering or hand it to an authoritarian figure to be assessed. No resources shouldn't be a reason against voicing your concerns*
- o *Online*
- o *Stop, listen, speak*
- o *Have a set date to all gather in one area every month*
- o *Video their voice and put it online*
- o *The council could travel throughout the local schools and inform students of ways the students can get their voice out, as well as asking students with things like surveys, putting ideas in a box or other idea collections. Could be discussed in homeroom and final ideas shared with councils.*
- o *Set up an online website where ideas can be posted and if it's good it can be upvoted by people*
- o *Noticeboard*

C. OPPORTUNITIES

More jobs for younger kids

Youth bus services

- Youth only
- All through Darwin and rural

Youth centre – providing library, study, food plus program and BB court, recreation areas, different sections or floors for study, eating and programs Available to anyone up to 25ish

D. ADVOCACY

- Better public transport
- Pedestrian cross and pathways
- Public facilities / showers / toilets
- Indoor sports centre / rec centre
- Pool
- Homeless shelter / campsite
- Youth centre – jobs, services, kingpin?

E. OTHER BRAINSTORM

- | | |
|---|---|
| ○ Voice thingy every 6 months (forum) | ○ Corn maze |
| ○ Teenager's club | ○ Big park |
| ○ Man-made lake not so far from people | ○ Be positive |
| ○ Swimming pools | ○ Arranged sports |
| ○ More things for teens to do in the rural area | ○ Bowling |
| ○ Underpass Stuart Highway | ○ Shopping centre |
| ○ More things to do in the rural | ○ Designated aerosol can area at school |
| ○ Fun – example - Eating contest | ○ Bike and walking paths |
| ○ Marlow's Lagoon needs to be updated | ○ More recreational activities |

5. PRIORITY INITIATIVES

There were four priority initiatives developed from the brainstorm. To identify a project and then develop its details, students were asked to consider

- What would you do to best achieve your vision for Litchfield?
- Why is this important / how does it impact on the lives of young people and their community

Students contributed to one or more of the priority ideas. This was followed by a presentation of projects to the large group. Following presentations, students participated in an informal 'dotocracy' exercise. Not a formal vote, but a values clarification exercise where they were given 3 sticky dots to place on the priority they would choose to work on now. A maximum of 2 dots could be placed on any project.

The result suggested strong interest in contributing to three major areas of activity, that would together provide a space to develop skills, increase opportunities, advocate for safety and increase youth voice into decision making.

- A. A youth centre / space where students can work towards their vision (30 & 11)
 - i. A development and opportunity priority to develop skills and capacity of young people to contribute to their community.

- B. Underpass / bike paths everywhere. (34)
 - i. An advocacy priority to deliver safe transit for students and community between schools, bus terminal and sporting facilities
- C. Community forums and a safe environment for youth voice (18 & 11)
 - i. A youth voice priority to deliver A designated space (on-line and face to face) for young people to express ideas and feelings in a safe environment

6. PROPOSAL DETAILS

UNDERPASS ON STUART HIGHWAY – BIKE PATHS EVERYWHERE.

- Underpass just down from Cooli
- Bike paths in
 - o bees creek
 - o howard springs
 - o humpty doo
 - o Virigan (cooli)
- This is important because without these bike paths and underpasses, kids and adults have to ride / walk on the road which is extremely unsafe. This also creates jobs for young adults wanting to become tradies and engineers

YOUTH CENTRE

YOUTH CENTRE 1 - SKILLS DEVELOPMENT

- o Question room
 - A room where you can ask questions to an adult and find answers
- o Lets talk or write
 - If anyone is worried, they can talk or write a note to our trusted adult or friend, or just an adult who is there so something can be done
- o Cooking class
 - Free of charge and place where people can learn cooking skills and eat the food if don't have this stuff at home
- o Camping skills
 - Where people can learn and to communicate and learn bush skills
- o Youth meeting
 - We gather together to talk about our ideas for the community and future
- o Leadership skills
 - A place where we can learn how to write speeches and find their voice, even talk about themselves

YOUTH CENTRE 2 - FEATURES

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ Homeless shelter ▪ Rec centre ▪ Job/ volunteers ▪ Pool ▪ Creative outlets ▪ Connects people ▪ Learning skills for life ▪ Community garden ▪ Government funding ▪ Facilities, showers, toilets ▪ Buses ▪ Playground / bush theme | <ul style="list-style-type: none"> ▪ Headspace – body & health facilities ▪ Gym ▪ Oval ▪ Stretches ▪ Wifi ▪ Power station ▪ Passes for youth / student ID ▪ Entertainment services ▪ Game night / movie night ▪ Free ▪ Study area |
|--|--|

How – fundamizing

YOUTH VOICE – COMMUNITY FORUMS AND SAFE ENVIRONMENT

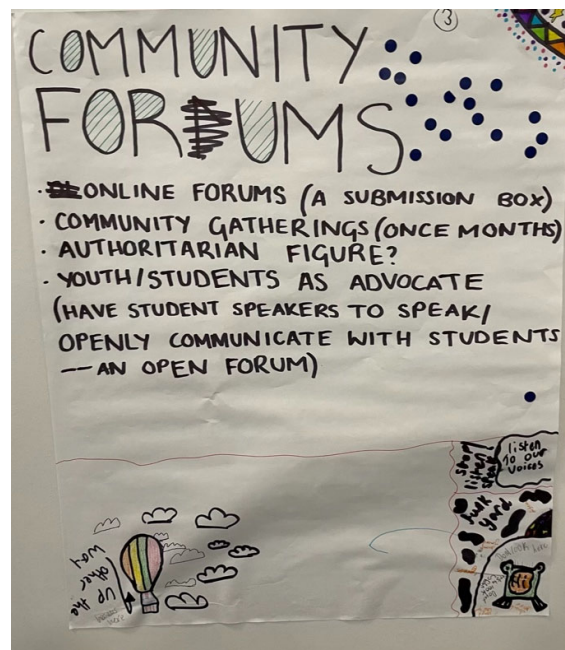
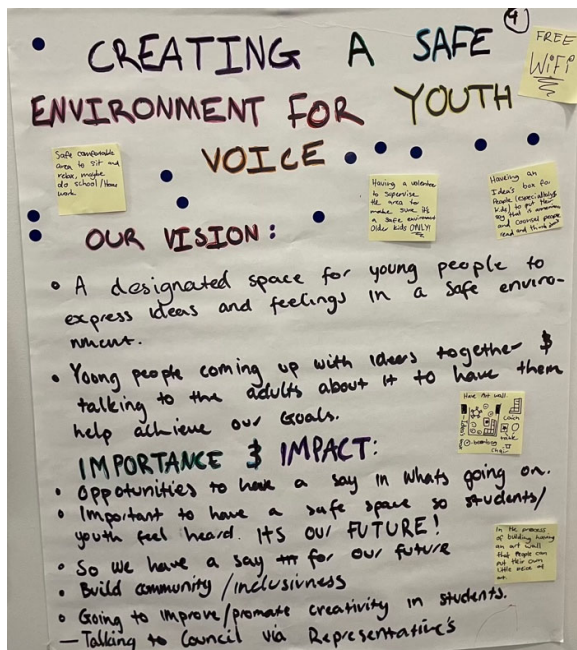
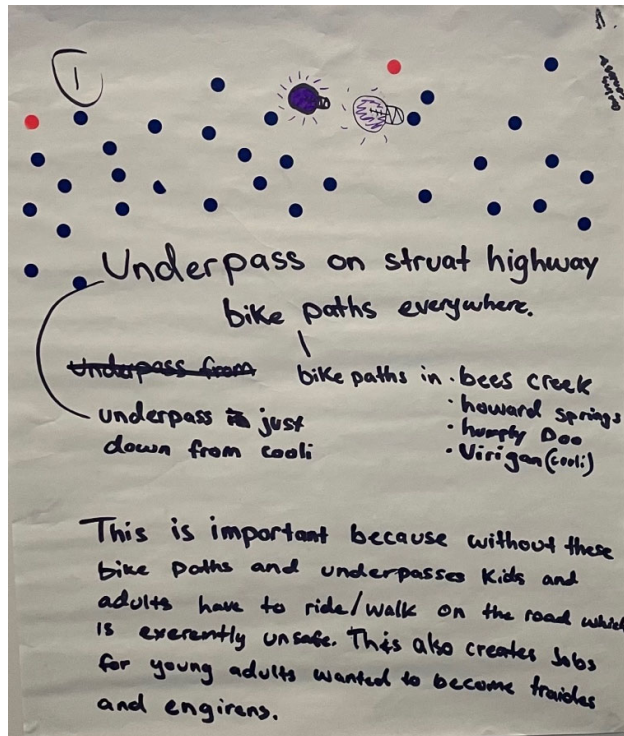
COMMUNITY FORUMS

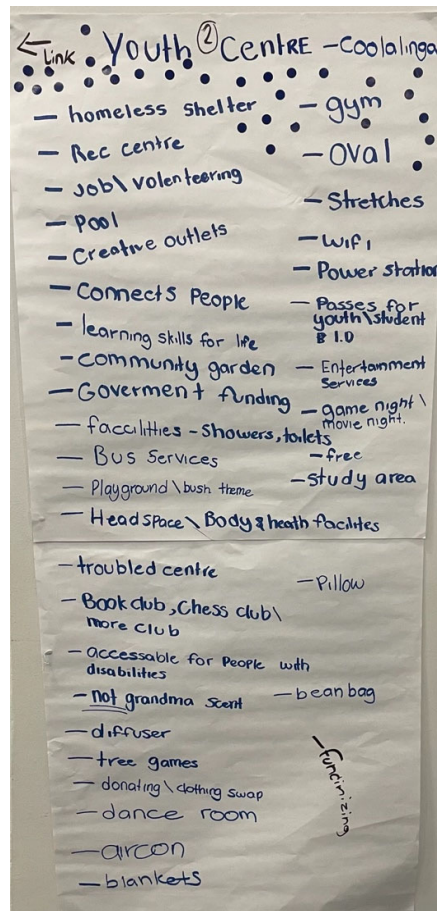
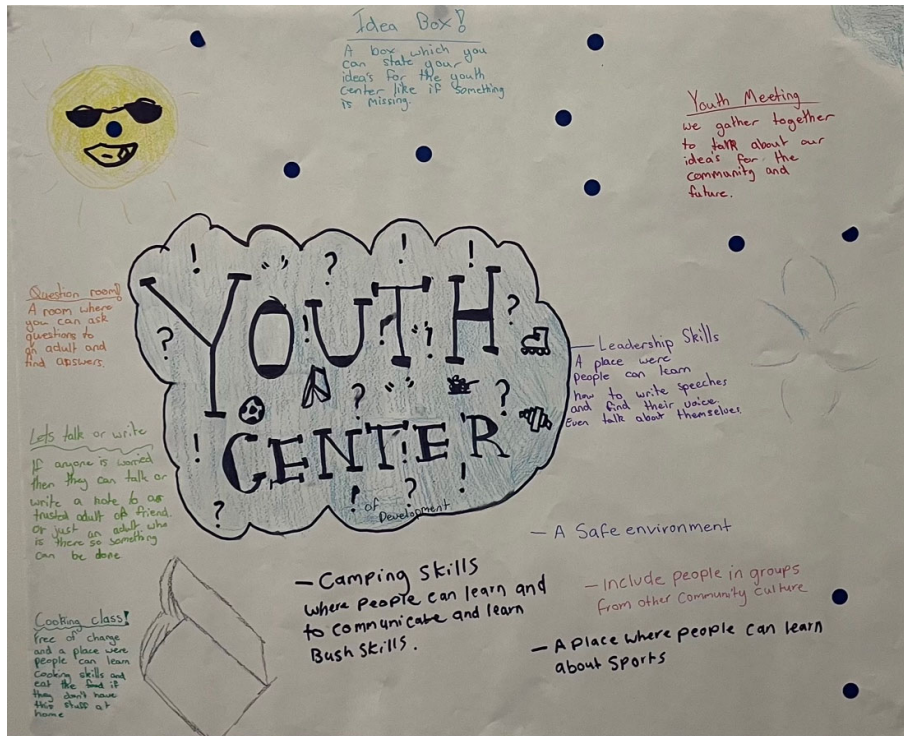
- Online forums (a submission box)
- Community gatherings (once month)
- Authoritarian figure?
- Youth / students as advocate

CREATING A SAFE ENVIRONMENT FOR YOUTH VOICE

- Our vision
 - i. A designated space for young people to express ideas and feelings in a safe environment
 - ii. Young people coming up with ideas together - \$ talking to the adults about it to have them help achieve our goals
- Importance and impact
 - i. Opportunities to have a say in what's going on.
 - ii. Important to have a safe space so students / youth feel heard – IT'S OUR FUTURE!
 - iii. So we have a say for our future
 - iv. Build community / inclusiveness
 - v. Going to improve / promote creativity in students
 - vi. Talking to council via reps
- Features
 - i. Safe comfortable area to sit and relax, maybe do school / homework
 - ii. Having a volunteer to supervise the area to make sure it's a safe environment – older kids ONLY
 - iii. Have art wall / ideas box / beanbag, table and chair / couch

APPENDIX – PROJECT PHOTOS





Litchfield Youth Strategy

Stakeholders consultation – Towards a clear vision on how the Litchfield Youth Strategy can influence the experiences of young people

Time	Activity
10.00	Registration
10.00 – 10.15	Welcome and information about the day Setting the scene - Introduction by forum facilitator, Mo
10.15 -10.30	Getting know each other – something that is working well with young people from your point of view – Qs to be answered in the youth strategy ??
10.30– 10.50	World Café.... What is working well for young people in Litchfield? Sharing an achievement that made me
10.50 – 11.10	Towards a vision for young people – what we have so far Imagining the future – What do we want to be known for? Q – Sharing an achievement that made me feel proud & why Activity Towards a vision for 2025 Vision exercise
11.10 – 11.25	Morning Tea
11.25 – 12.10	Making the future - small group work or large depending on numbers Development – Opportunities – Voice – Advocacy - Other Create – ideas brainstorm
12- 12.30	What would you prioritise to make Litchfield the best place for young people to live in the top end – What could Council do and what could stakeholders do?

SOMETHING THAT IS WORKING WELL WITH YOUTH – FROM YOUR EXPERIENCE

- Listening to youth
- Branding
- Working with young people – Council hire young people
- Using social media and recognising young people's contributions. Giving young people a voice
- Working on a project to develop young people
- School based nurse, school police, attendance, open office to all students. Emergency snacks, available to talk about issues, safe space, Organise activities and NAIDOC, Do it for Dolly, headspace, Supportive Principal
- Looking into employment opportunities and also kids with special needs. Starting the journey before they leave school – connecting to opportunities in the community in real time.
- Respond non-judgemental for drugs and alcohol. Supporting staff to see substance using and abuse as a coping mechanism
- Being open with yp – no forms
- Collaboration within the sector
- Close knit community. CBD is the hub of the community and many youth spaces
- The range of grants / grants for youth informed by young people. Coordinated
- Iron bark provide transport to services
- Create safe non-judgemental place for youth to come – treat them as a person not a number. The way we interact with youth
- Harnessing Community Investment Committee
- Targeting youth programs. Make youth welcome in the space. Making resource available at library for youth.

TOWARDS A STAKEHOLDER VISION

THE WHY – THE SITS BEHIND PRACTICE THAT WE ARE PROUD OF

- Positive programs
- Getting voices heard
- Open to everyone
- Went beyond interactivity – to human connection
- Comfortable with space
- Advocative for themselves in project planning
- Provide confidence to overcome barriers
- Building skills and ability (eg to succeed with strengths)
- Share learning across culture connectivity
- Connection that addresses loneliness
- Opportunities to come together
- Providing confidence and overcoming barriers
- Exceeding expectations
- Flexible enough
- Hearing and informed action
- Being acknowledged
- Rich

VISION - 2025

WE LISTENED – WE ARE OPENING UP COMMUNICATION. YOUNG PEOPLE ARE HAVING THEIR VOICES HEARD AND SHARED IN COUNCILS FOR DEVELOPMENT AND FUTURE PROGRESSION. THERE'S TIMELY AND ACCESSIBLE SERVICES AVAILABLE – MENTAL HEALTH SERVICES. YOUNG PEOPLE ARE CONNECTED TO EACH OTHER AND THEIR COMMUNITY AND ENVIRONMENT – A CONSTANT SAFE PLACE – THERE IS THE REPLICATION (OF GOOD PRACTICE) SERVICE DELIVERY ACROSS REGIONS. THERE IS LESS COMMUNITY STIGMA – MEDIA PLAYED A BIG ROLE IN SHARING THE GOOD NEWS STORIES. INTEGRITY AND COMMITMENT IS PRESENT – MEANING TO DO WHAT ONE SAYS - A VOICE – ANNUALLY TO WHAT WORKS, WHAT DIDN'T AND WHAT NEEDS WORK – TO STICK AND FILTERING THE FINDINGS. WE DON'T LET THE GOOD SHUT DOWN. WE ARE OUT OF OUR COMFORT ZONE TO IMPROVE. WE COLLABORATE AND NETWORK AFTER EVENTS SO THAT WE UNDERSTAND EACH OTHERS WORK – WE HAVE TIME FOR THIS. WE EMPLOY YOUNG PEOPLE TO CREATE CHANGE (EG LEVEL UP). WE SHAKE UP THE GRANTS FROM ADVOCATING TO ACTION. THERE ARE MORE RESOURCES TO ACTION THINGS. THERE ARE SPACES FOR KIDS BY KIDS. MANY EXAMPLES OF LEVEL UP'S – AND EXPANDED INTO BUSINESS AREAS – GRANTS AND SKILLS YOUNG PEOPLE TO MAKE IDEAS SUSTAINABLE. THERE IS OVERALL CONSISTENCY WITH FUNDING AND BETTER PLANNING – SO WE KNOW THE HOOPS, THE LANGUAGE. WE CREATE A FUNDING FOOTPRINT SO WE KNOW HOW WE CAN ACCESS AND USE FUNDS AND CREATE OPPORTUNITIES.

ADVOCACY TABLE

BRAINSTORM

Co-design

- Regular renewals, reflect, make change – be current

For young people by young people

- More young people facilitating programs
- More young people being involved in conversations
- Promoting success

Youth roles in Council

- YAC, traineeships, contractors, internships and social media

Youth space

- Open for suitable hours
- Connect with services, orgs and other young people

- Safe space, no judgement

Rural youth services

- Based in rural areas

Funding

- Youth programs, activities and events

Regular reviews

- Reflect, make change – BE CURRENT

PRIORITY: FOR YOUNG PEOPLE BY YOUNG PEOPLE

What:

- More young people facilitating programs
- More youth roles and opportunities
- More yp involved in conversations
- Youth roles in Council
 - Youth Advisory Committee
 - Traineeships, internships, contractors
 - Consultations
 - Social media
- Communications
 - Social media and word of mouth
 - Outreach role – DIVERSITY from all young people

How:

- Mentoring workshops, training, identifying their interest
- Promoting – opportunities and achievements
- Building relationships and networks

ROLE OF COUNCIL AND STAKEHOLDERS

Partnerships: All levels of government working together

- Community voices
- Everybody at the table – sector workers, young people and government workers
- Co-design

VOICE TABLE

BRAINSTORM

Youth Forums

Younger people in politics

Promote Litchfield Youth Roundtable representative

Diverse ways to provide input (workshop vs online, face to face – suggestion box)

Media / social media and newspaper recognition

Create opportunities to showcase youth + seniors + business etc

“Voice of Youth” volunteer advocates / “group”

Opportunities to maximise use of school leaders – eg promote access / talking to them and inc leaders in feedback

Social media / communication platform – seek funding to employ youth to run it

Establish ongoing Council Youth Committee

ESTABLISH ONGOING COUNCIL YOUTH “COMMITTEE”

Youth to name for ownership (eg consult, vote, choose)

What?

These youth would take responsibility for

- Representing their community / council / areas / schools and diversity
- Communicating and advising with Council
- Engaging with youth (and engaged parties) to seek and share information (eg social media platform)
- Drive youth initiatives in the community
- Supporting youth to help each other develop skills and empowerment

How

- Advocate to Council \$support to establish
- Support funding or business support (eg community investment group) for a budget from you and industry and stakeholders
- Develop an initial plan / goals to guide group
- Council to promote good news story (develop community support and awareness)
- Council to commit ongoing communications and promotion to wider community
- Identify and establish partnerships and stakeholders
- Reach out to other Councils for their learnings and current successful projects
- Community engagement in schools and sporting groups to promote committee and seek youth participants
- An easy, accessible registration / EOI process
- Establish a youth led social media comms space

OPPORTUNITIES TABLE

OPPORTUNITIES BRAINSTORM

Community change projects

Safety

Transport

Pathways to employment

Spaces (youth specific) – mixed ages for shared knowledge and family atmosphere

Co-design

Easy to access

Variety – interest areas

Promotion of Opp

Digital opportunities

Youth activities funding – access to funding – Youth NT funding

OPPORTUNITIES PRIORITY

ACCESSIBILITY AND TRANSPORT

What: lack of transport and safe mobility awareness / absence of services

How to achieve:

- Asset audit and how to strengthen and identify gaps (keeping youth involved)
- Funding
- Promotion of services and co-design with youth
- Consultation between youth, council, gov and rate payers
- Explore alternative transport
- Explore digital activities

Partnerships

NTG, Young people, residents, public transport

CONSULT +ADVOCATE + ACTION

DEVELOPMENT TABLE

BRAINSTORM

- School based traineeships
- Make self-referrals easier
- Reduce barriers to service access
- Link old groups to younger – positive role models
- Orgs supporting capacity of others
- Engaging yp as contractors (and supporting them through the process)
 - Eg as photographers, MC, sports activity providers
- Rural life camping / bush craft / survival skills “club” – rgular offerings in this space
- Camps – skills and leadership
- Strength based
- Orgs supporting other orgs
- Engaging most vulnerable kids ot have a voice
- Leadership skills for young people
- Involve and support parents
- Community / parent upskilling / education

PRIORITY

EACH ONE TEACH ONE

What

- Sustainable leadership skills / peer teaching
- Topics youth are interested in
- Pressure and judgement free, accessibility. Fields of interest.
- Camps, location based skills, funding

How

Partnerships

- Recreation centres, sporting facilities, shows, fishing clubs, horse clubs

Litchfield Council can be the neutral facilitator and lead the process

ONLINE TEAM

PRIORITIES

EDUCATION

Litchfield currently experiences very low graduation and school attendance rates compared to other jurisdictions.

Litchfield Council could:

- facilitate a connection between stakeholders at the school level as well as state and federal to discuss strategies to improve engagement and education outcomes for young people in the municipality.

Stakeholders could:

- attend events put on by council and work with other stakeholders to create and implement solutions

TRANSPORT

Accessibility to services, opportunities, support and peers has been a historical issue for Litchfield Residents

Litchfield Council could:

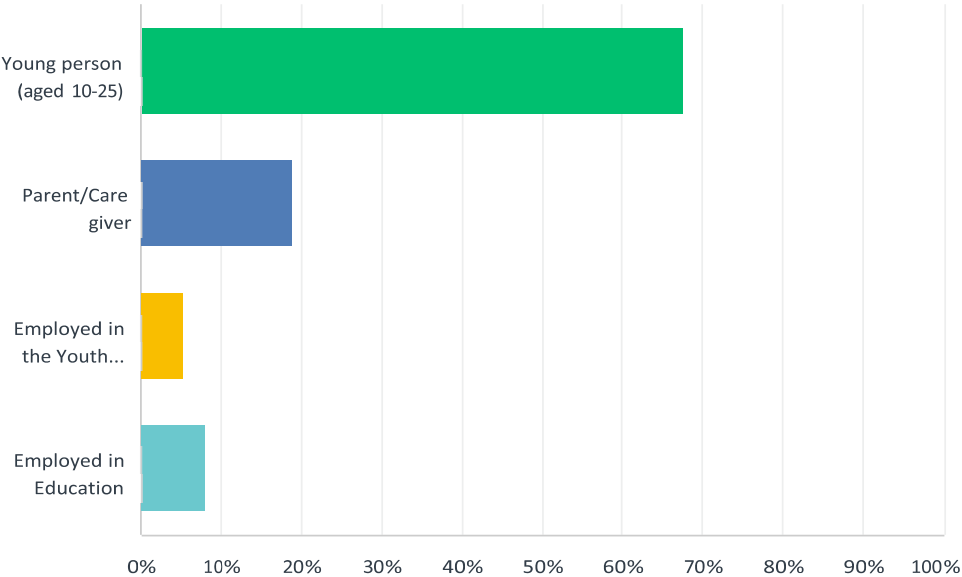
- Apply for grant funding to upgrade foot/bike paths to increase connectivity
- Deliver grant funding to biking orientated groups to refurbish bikes and make them available at low cost, as well as deliver bike maintenance workshops.
- Contract out a flexibus, which transports young people to and from essential services and support
- Activate mobile youth spaces across the municipality with a bus or van to ensure everyone has access. See example [here](#)

Stakeholders could:

- Coordinate mobile service delivery with the mobile youth space to add value and help to attract young people

Q1 Which of the below best describes you?

Answered: 37 Skipped: 0

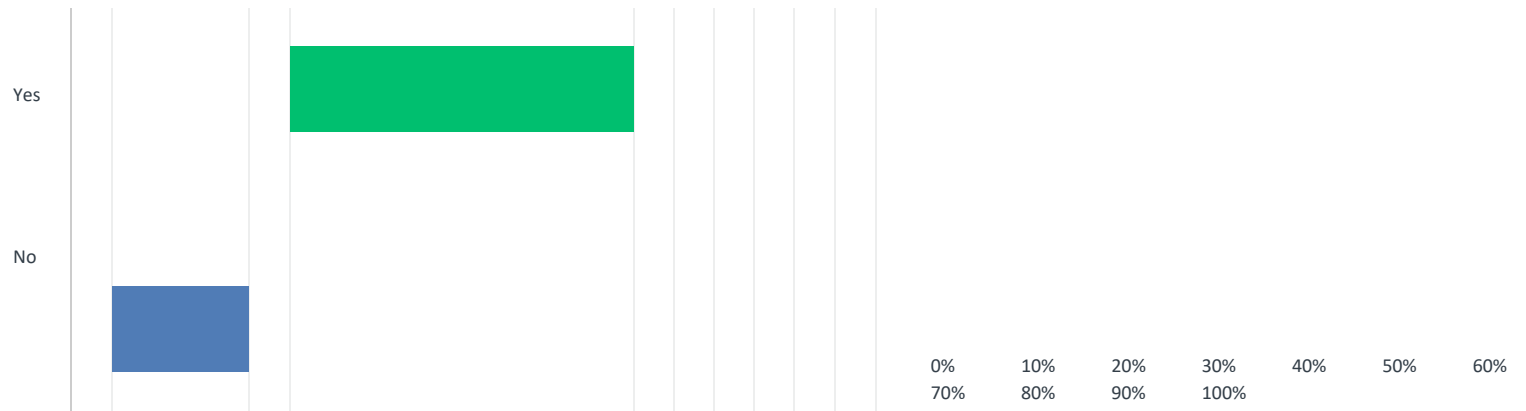


ANSWER CHOICES	RESPONSES	
Young person (aged 10-25)	67.57%	25
Parent/Care giver	18.92%	7
Employed in the Youth Sector	5.41%	2
Employed in Education	8.11%	3

Total Respondents: 37		
#	OTHER (PLEASE SPECIFY)	DATE
1	13	5/23/2022 10:50 AM
2	Aboriginal & Islander Education Worker (AIEW)/Attendance Team	5/9/2022 1:10 PM

Q2 Are you a resident of Litchfield?

Answered: 37 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	72.97%	27
No	27.03%	10
TOTAL		37

Q3 What does Council do well to currently support youth in Litchfield?

Answered: 36 Skipped: 1

#	RESPONSES	DATE
1	Library and sporting.	5/23/2022 4:47 PM
2	Doesn't need to do anything	5/23/2022 4:39 PM
3	the library program	5/23/2022 1:33 PM
4	The council fixes the holes in the bumpy road and the path so people can be safe when riding or driving.	5/23/2022 11:12 AM
5	Litchfield Council keeps the grass and foot paths clean and cut also has national parks including skate park and the play ground. We also are happy and proud about the community services and the animal protecting.	5/23/2022 11:10 AM
6	Litchfield Council does many things to keep the environment safe. They do recycled waste, looking after the water holes, National parks well looked after and good football ovals and many more!.	5/23/2022 11:04 AM
7	Litchfield Council looks after the water holes I also like the trails that you can walk or ride your bike through.	5/23/2022 11:04 AM
8	Litchfield Council give us great bike tracks looking after our great national parks make us awesome playgrounds	5/23/2022 11:02 AM
9	Litchfield Council looks after the national park	5/23/2022 10:56 AM
10	litchfield council fixes broken roads and paths	5/23/2022 10:54 AM
11	Litchfield Council looks after the national park well providing for protection for local waterholes and the natural environment. I also like the bike tracks and walking trails.	5/23/2022 10:51 AM

14.02.02 Attachment C Online Survey Results

12	Parks and looking after the place	5/23/2022 10:51 AM
13	litchfield council looks after the national parks well they look after the roads and mountain bike tracks	5/23/2022 10:50 AM
14	it doesn't	5/23/2022 10:40 AM
15	Promote, develop and encourage the wellbeing of young people in the Municipality	5/19/2022 10:00 AM
16	I don't know the only time I interact with other kids is at school but there are a lot of kids at the library so Pretty good	5/19/2022 9:58 AM
17	Schools. Buses Falls Shops National parks	5/19/2022 8:23 AM
18	Provides the reserves and open spaces.	5/16/2022 3:22 PM
19	Not too much from what I am aware.	5/16/2022 3:01 PM
20	Nothing	5/16/2022 2:11 PM
21	Library Programs only	5/15/2022 2:26 PM
22	Community events	5/14/2022 3:22 PM
23	Sport facilities	5/13/2022 2:50 PM
24	they have bus services, education, entertainment, and good campsites	5/13/2022 2:46 PM
25	skateparks, opportunities from local businesses	5/13/2022 1:59 PM
26	Looks after roads Donates money for any health facilities Looks after litchfield	5/13/2022 1:00 PM
27	Ordering books in the library that appeal to younger people	5/13/2022 12:54 PM

14.02.02 Attachment C Online Survey Results

28	Youth sports	5/13/2022 12:43 PM
29	Making everyone feel included.	5/13/2022 10:23 AM
30	I am unaware about youth support in litchfield	5/12/2022 9:49 AM
31	Good public library and youth events through the public library	5/12/2022 9:48 AM
32	I'm not aware on what Litchfield council offers	5/12/2022 9:46 AM
33	Litchfield is developing its first youth strategy! Thats the best thing it can be doing right now!	5/9/2022 4:12 PM
34	Youth Events and providing activities and services to Youth and their families.	5/9/2022 1:10 PM
35	Provide sporting venues, transport, parks reserves	5/9/2022 10:18 AM
36	Very little	5/6/2022 3:38 PM

Q4 On what matters do you think Council should advocate for youth in Litchfield?

Answered: 36 Skipped: 1

#	RESPONSES	DATE
1	Health and wellness	5/23/2022 4:47 PM
2	Fred's pass	5/23/2022 4:39 PM
3	Access to resources, transport and activities. Wellbeing services and spaces	5/23/2022 1:33 PM
4	They should make more spots in the rural area so people don't have to drive all the way into town	5/23/2022 11:12 AM
5	Provide more space to ride horses and blocks also should have more tracks in bush for the people who ride quad bikes and motorbikes also more playgrounds at schools.	5/23/2022 11:10 AM
6	The council should provide the youth with more parks water parks etc and teach people how to swim and ride.	5/23/2022 11:04 AM
7	More busses, More tracks so you can ride horses or buggys.	5/23/2022 11:04 AM
8	The Council should give us more skate parks and free swimming lessons	5/23/2022 11:02 AM
9	Bike tracks and school	5/23/2022 10:56 AM
10	the council should provide public pools	5/23/2022 10:54 AM
11	The council should provide a community swimming pool with a life guard due to the high youth population. Plus free swimming lessons.	5/23/2022 10:51 AM
12	More schools and funding	5/23/2022 10:51 AM
13	i dont know	5/23/2022 10:50 AM

14.02.02 Attachment C Online Survey Results

14	they dont it is bad	5/23/2022 10:40 AM
15	Group interviews over zoom or face to face should be conducted to understand how living rural impacts them.	5/19/2022 10:00 AM
16	History awaynes a lot of kids don't know the history of the world and think ww2 spifickly the naxis are funny	5/19/2022 9:58 AM
17	To maintain parks and services provided. More facilities needed to prevent youth bordem	5/19/2022 8:23 AM
18	Youth need designated controlled spaces to come together and hang out. To feel safe, included and to provide activities that keep youth engaged. We need better skate parks, a pool, indoor spaces for the wet season, a youth organisation that is present in the rural area.	5/16/2022 3:22 PM
19	Job / Traineeship opportunities Public Transport - very limited services for the Litchfield Municipality	5/16/2022 3:01 PM
20	Employment and training in life skills	5/16/2022 2:11 PM
21	A place to meet, connect youth with support services, link to employment or volunteer services. We need activities to keep kids engaged, skills development and good mental health. Most importantly transport and bike paths, as Youth are very isolated and without ways to get about	5/15/2022 2:26 PM
22	Recreation, safe places to play	5/14/2022 3:22 PM
23	Mental health	5/13/2022 2:50 PM
24	more bus services, more entertainment, and more campsites available	5/13/2022 2:46 PM
25	Bus service from around humpty doo, ymca, access to mental health service	5/13/2022 1:59 PM
26	Council should fix run down roads so then it can prove to car crashes	5/13/2022 1:00 PM
27	More public pools	5/13/2022 12:54 PM
28	We are for the future and we are still developing	5/13/2022 12:43 PM

14.02.02 Attachment C Online Survey Results

29	More youth activities.	5/13/2022 10:23 AM
30	Alcohol and drug related behaviour	5/12/2022 9:49 AM
31	Not enough stuff to do in humpty doo	5/12/2022 9:48 AM
32	Anti drug + drinking within youth.	5/12/2022 9:46 AM
33	job opportunities, upskilling/training, promoting opportunities, connecting young people to their interests and other young people. Creating a sense of community.	5/9/2022 4:12 PM
34	More of these youth services, programs, develop and build a Youth Centre at Coolalinga and service the rural area with youth support services, groups and programs.	5/9/2022 1:10 PM
35	Provide opportunities for youth involvement in decisions making, planning and future employment options	5/9/2022 10:18 AM
36	More sporting activities beyond Freds Pass area. More involvement/connection with schools. After school youth activities. Relocation of Library off school grounds.	5/6/2022 3:38 PM

Q5 What opportunities would you like to see for youth in Litchfield?

Answered: 36 Skipped: 1

#	RESPONSES	DATE
1	Support youth groups and clubs	5/23/2022 4:47 PM
2	Fred's pass, taxi and bus service advocacy to prevent drink driving	5/23/2022 4:39 PM
3	Wellbeing services in a youth drop in centre. Arts and nature and other activities.	5/23/2022 1:33 PM
4	I really want to see more waterfalls to explore.	5/23/2022 11:12 AM
5	Visit the council and see what they do...also see what other people do too so you get an idea on what to do in the future.	5/23/2022 11:10 AM
6	More entertainment and more safety to the youth!.	5/23/2022 11:04 AM
7	A pool	5/23/2022 11:04 AM
8	more water parks in rural areas so we can cool off	5/23/2022 11:02 AM
9	Motocross tracks in the Bush	5/23/2022 10:56 AM
10	nothing	5/23/2022 10:54 AM
11	Improved bike tracks and a skate park.	5/23/2022 10:51 AM
12	More parks a new swimming pool and clean new playground and paths	5/23/2022 10:51 AM
13	more dirt bike tracks	5/23/2022 10:50 AM
14	more sports	5/23/2022 10:40 AM

14.02.02 Attachment C Online Survey Results

15	Community Radio, Youth mentoring programs, camps for troubled youth, volunteering programs	5/19/2022 10:00 AM
16	More operchitys to help others	5/19/2022 9:58 AM
17	Bike track in the hike paths	5/19/2022 8:23 AM
18	Easy access to community spaces that are controlled.	5/16/2022 3:22 PM
19	Employment Public Transport Relevant recreational opportunities, there are the Reserves some of which have playground/skate parks but these are aimed at younger children, there needs to be something that caters to older youths	5/16/2022 3:01 PM
20	Employment and training. More public transport to access council supported facilities	5/16/2022 2:11 PM
21	Meeting place and where services can connect with them, transport around rural area and bike paths. Activities and things to do - or they will move away	5/15/2022 2:26 PM
22	Places to play	5/14/2022 3:22 PM
23	More mental health services	5/13/2022 2:50 PM
24	a variety of youth groups that specialise in different interest.	5/13/2022 2:46 PM
25	Job opportunities	5/13/2022 1:59 PM
26	Idk	5/13/2022 1:00 PM
27	Make it easier for youth to pursue their career/hobbys	5/13/2022 12:54 PM
28	More computer based opportunities	5/13/2022 12:43 PM
29	More places to go have fun.	5/13/2022 10:23 AM
30	More activities, more variety that is easily accessible	5/12/2022 9:49 AM

14.02.02 Attachment C Online Survey Results

31	Maybe a fast food place we can work at closer to us	5/12/2022 9:48 AM
32	More youth activities/events	5/12/2022 9:46 AM
33	Im not a young person - you need to ask them what they'd like to see. Things that I know work, though, are upskill workshops, soft skills...baristas, waiting tables, crafts - things that are achievable, empower and are a creative outlet. Free sports is always popular, and would be helpful to have a central youth hub.	5/9/2022 4:12 PM
34	I would like to see a public pool provided and run by the Litchfield Council made available for all youth and their families to enjoy.	5/9/2022 1:10 PM
35	Planning & Running community events (e.g. School Markets)	5/9/2022 10:18 AM
36	Wider range of sporting groups. After-school drop in program. Employment training opportunities. Youth forums.	5/6/2022 3:38 PM

Q6 What can Council better do to support young people to develop their skills and capacity?

Answered: 35 Skipped: 2

#	RESPONSES	DATE
1	Fund and develop youth sites	5/23/2022 4:47 PM
2	Traineeships	5/23/2022 4:39 PM
3	create more welcoming spaces for them. Not just spaces where they want to vandalise and get attention.	5/23/2022 1:33 PM
4	They should send naughty students to boot camps. they should also make workshops for on the weekends or holidays, swimming lessons.	5/23/2022 11:12 AM
5	Increase internet access	5/23/2022 11:10 AM
6	I believe the Council should help the youth support what their dreams are and give them inspiration.!	5/23/2022 11:04 AM
7	Increase internet access	5/23/2022 11:04 AM
8	I think school should be four day week so we can do more time to do out of school activities	5/23/2022 11:02 AM
9	More safety	5/23/2022 10:56 AM
10	more concert's with famous people	5/23/2022 10:54 AM
11	More entertainment and improved internet access. Possible higher ranger presence to promote safe community. Support local public transport.	5/23/2022 10:51 AM
12	More school funding and some support	5/23/2022 10:51 AM
13	Im not sure	5/23/2022 10:40 AM

14.02.02 Attachment C Online Survey Results

14	Youth mentoring programs	5/19/2022 10:00 AM
15	Give us work shops for a lot of different types of crears	5/19/2022 9:58 AM
16	More variety of clubs for youth to join	5/19/2022 8:23 AM
17	Get more funding to create the spaces and programs that will engage them and decrease boredom and crime.	5/16/2022 3:22 PM
18	Offer more traineeships with Council and collaborate with Litchfield businesses to offer training opportunities, either via School Work Experience or paid work experience.	5/16/2022 3:01 PM
19	Offer incentives for traineeships across council as an organistion and in other local businesses. Facilitate a network of education and employment services to improve school attendance and successful completion.	5/16/2022 2:11 PM
20	Create a youth committee so the kids have a voice in Council	5/15/2022 2:26 PM
21	In-school support. More opportunities for in-school learning for post-school opportunities	5/14/2022 3:22 PM
22	More job opportunities for young people to break into the workforce	5/13/2022 2:50 PM
23	skills, and more safe houses around these areas.	5/13/2022 2:46 PM
24	Activitys	5/13/2022 1:59 PM
25	Teach them while they are young	5/13/2022 1:00 PM
26	Better educational facilities around the Litchfield	5/13/2022 12:54 PM
27	Invest more in youth	5/13/2022 12:43 PM
28	More creative and fun stuff.	5/13/2022 10:23 AM
29	Having more opportunities for activities that aren't far away	5/12/2022 9:49 AM

14.02.02 Attachment C Online Survey Results

30	Give us more stuff to have fun with	5/12/2022 9:48 AM
31	More sporting events	5/12/2022 9:46 AM
32	have a strong presence - and be presented BY young people for young people. Connect with the young people, sector and stakeholders to understand the gaps. ASK and act on the responses.	5/9/2022 4:12 PM
33	To help support and provide programs, activities and events to be made available to youth from public and private sector stakeholders.	5/9/2022 1:10 PM
34	Run free workshops for their needs identified by youth	5/9/2022 10:18 AM
35	As above.	5/6/2022 3:38 PM

Q7 How can Council make sure young people are represented in Council decision making and planning?

Answered: 35 Skipped: 2

#	RESPONSES	DATE
1	Polling and surveys, social media	5/23/2022 4:47 PM
2	Elect Borat	5/23/2022 4:39 PM
3	attend the high schools and primary school- advocate for a youth voice to council	5/23/2022 1:33 PM
4	Go to schools and talk about important things. Have something like brochures informations on plans for the future.	5/23/2022 11:12 AM
5	Have a student council day.	5/23/2022 11:10 AM
6	The Council should let the youth talk.	5/23/2022 11:04 AM
7	Advertise what different schools do for there learning.	5/23/2022 11:04 AM
8	more busses	5/23/2022 11:02 AM
9	Less School an no homewrok	5/23/2022 10:56 AM
10	im not sure	5/23/2022 10:54 AM
11	More competitions so young people can have their say. Visits to schools to inform students of what the council provides.	5/23/2022 10:51 AM
12	Voteing for young leaders	5/23/2022 10:51 AM
13	i dont know	5/23/2022 10:40 AM

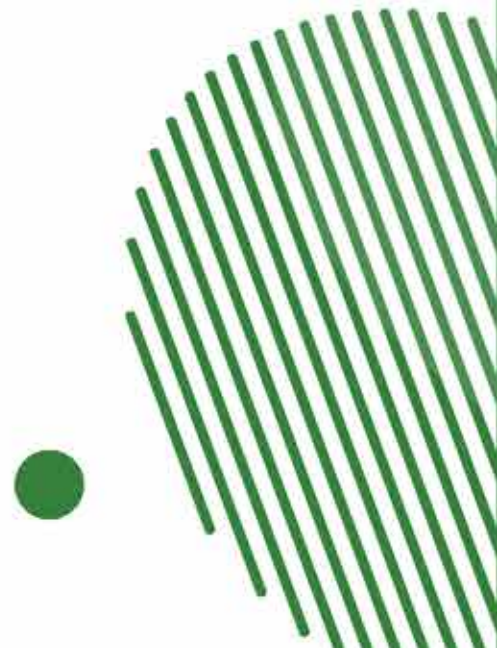
14.02.02 Attachment C Online Survey Results

14	Get the youth involved and undertake community consultation at the schools	5/19/2022 10:00 AM
15	You need to help kids who are on the wrong track get back on the right one	5/19/2022 9:58 AM
16	More youth group meeting for youth opinions	5/19/2022 8:23 AM
17	Request representatives from all the rural schools both students, teachers and also the playgroups and daycares.	5/16/2022 3:22 PM
18	Liaison with all Litchfield Middle/High Schools, Key Speaker at School Assemblies, communications via the schools webpages or Flyers aimed at relevant age outlining how/what they can provide comment/input towards.	5/16/2022 3:01 PM
19	More strategic youth engagement and support for a youth sub committee for council	5/16/2022 2:11 PM
20	A Committee and youth website or social media site (run by youth)	5/15/2022 2:26 PM
21	Invite them	5/14/2022 3:22 PM
22	Youth representative	5/13/2022 2:50 PM
23	they should more openly advertise, like fun information nights to communicate with the young.	5/13/2022 2:46 PM
24	Get young people more involved in doing stuff	5/13/2022 1:59 PM
25	Make more leadership opportunities	5/13/2022 1:00 PM
26	Hire younger workers	5/13/2022 12:54 PM
27	Allow teenagers/young adults to represent themselves	5/13/2022 12:43 PM
28	Have open meetings or go to the schools and ask.	5/13/2022 10:23 AM
29	Allowing them to express their opinions or concerns and have their opinions and concerns discussed and resolved if possible	5/12/2022 9:49 AM

14.02.02 Attachment C Online Survey Results

30	Do more surveys	5/12/2022 9:48 AM
31	Have a group of youth within the council	5/12/2022 9:46 AM
32	Youth Advisory Committees can be useful when needing to gather info on strategic planning, or major projects. You can put a call out for EOIs for specific projects as well. Cast a wider net.	5/9/2022 4:12 PM
33	To invite and to help them to have a say and voice on youth matters of what they would like to see.	5/9/2022 1:10 PM
34	Create positions that youth can be employed to seek out youth/community advice (eg pop up stalls at shops)	5/9/2022 10:18 AM
35	Involvement in forums and engagements via schools.	5/6/2022 3:38 PM

DRAFT



DRAFT

Litchfield Council

Youth Strategy
and Action Plan

2022-2025



Introduction

WHAT

The Litchfield Council *Youth Strategy and Action Plan 2022-2025* has been developed to guide Council on how it will support members of the Litchfield municipality aged 12-25 years to grow and develop through advocacy, empowerment, and connection to build strong foundations for their future.

Litchfield prides itself on the unique rural lifestyle offered, the strength of community and the great natural resources available. This Strategy will ensure the laidback lifestyle, sense of community, and love of nature are maintained.

WHY

Young people represent nearly 18% of the population of Litchfield, with their parents and carers making up an additional 30%. Recognising the unique needs of this demographic will ensure a vibrant and inclusive community, which benefits everyone and helps to achieve Council's vision of "The best place to live in the Top End".

This Strategy is about working together to support the young people and ensure they have equal access to opportunities to live, work, study and play in Litchfield.

HOW

This Strategy's Action Plan will acknowledge the work already done by Council, to facilitate future growth as well as outline how existing resources and partnerships can be enhanced to improve outcomes. As a result, Litchfield Council becomes an attractive funding recipient for Territory and Federal grant opportunities to increase service delivery in the youth space.

Objectives

This strategy has the following objectives:

- 1 Enhance opportunities for young people to live, work, study and play in Litchfield.
- 2 Encourage young people to develop skills and capacity to contribute to the Litchfield community.
- 3 Provide young people the opportunity to have a voice in local decision-making and planning.
- 4 Advocate for young people in Litchfield to State and Federal Government.



Action Plan

Outcome	Strategic partners	What will Council do	Success measures per year
Objective 1 Enhance opportunities for young people to live, work, play and study in Litchfield			
Young people see Litchfield as a vibrant and dynamic place to live, with everything they need.	Community organisations Northern Territory Government Nearby local councils	<ul style="list-style-type: none">Partner with government and non-government organisations who deliver services to young people in Litchfield to increase reach and impactSupport Litchfield sporting and community organisations to deliver programs and events for young people through Community Initiative Grants and Annual Council GrantsInvest in Recreation Reserves to provide facilities for young people to be active and connect with their communityPartner with neighbouring Council's to increase participation opportunities for local young peopleDeliver a Youth Week event each year.	<ul style="list-style-type: none">Promote activities of public/NGO providers in the municipalityParticipation of at least 30 young people in Youth Week ActivitiesIncrease in activities delivered in conjunction with Darwin and Palmerston CouncilFund more than five projects or events yearly which benefit young people held at Litchfield Recreation Reserves through the grants program.
Young People are actively engaged with local Education or Employment opportunities.	State and Federal Government Litchfield Schools Vocational education providers Local Business	<ul style="list-style-type: none">Identify network meeting opportunities to connect with stakeholders and enable sharing of information and resources to improve outcomes in the municipality.	<ul style="list-style-type: none">Investigate sector meeting opportunities and the option of facilitating one meeting per year in Litchfield.
Objective 2 Encourage Young People to develop skills and capacity to contribute to the Litchfield Community			
Young people develop skills and capacity to contribute, in a safe environment.	Community Local community, sporting, and business organisations	<ul style="list-style-type: none">Support young people to develop their education and employment opportunities through CouncilImplement Child Safe policy relating to all Council activities, service providers and affiliatesProvide support and resources to young people in Litchfield to improve their education and employment prospectsFacilitate opportunities for young people to receive education and training to enhance their volunteer capacity of the youth development grantOffer financial assistance associated with travelling for sport and recreation competitions as well as training and development opportunities.	<ul style="list-style-type: none">Council to maintain current traineeship/ internship programWi-Fi and public access computers available at the library and identify Wi-Fi opportunities for Council ReservesInclude the condition of holding a child safe policy into all relevant grant applications, employment, and service contractsYouth Development Grants offered of up to \$500 to offset travel costs for sport and recreation competitionsTaminmin Community Library supporting young people in job seeking and resume writing.
Young people are recognised for their contributions and encouraged to participate.	Australia Day Council	<ul style="list-style-type: none">Grow outcomes relating to the Litchfield Young Person of the Year AwardProvide Youth Development Grants for State, National and International representative opportunities for young people.	<ul style="list-style-type: none">Increased nominations for the Young Citizen of the Year AwardSupport of young people through Youth Development GrantsIdentify events that the Litchfield Young Citizen of the Year can attend and have youth representation.
Objective 3 Provide Young People the opportunity to have a voice in local decision making and planning			
Litchfield Young people are consulted in local decision making and represented at local, state, and federal youth groups.	Northern Territory and Federal Government NTCOSS	<ul style="list-style-type: none">Engage young people in public consultation processes through their schools, sporting clubs and community organisationsAdvocate for local young people to represent Litchfield on regional and state advisory groupsIdentify channels for communication between young people and Council.	<ul style="list-style-type: none">Encourage Litchfield representation at the NT Youth Round TableLitchfield Council will liaise with representative bodies to ensure representation for relevant opportunitiesEncourage Litchfield representation in the NT Youth Voices projectImproved communication between young people and Council.
Objective 4 Advocate for young people in Litchfield to State and Northern Territory Government			
Petition the Territory and Commonwealth Governments for the provision of opportunities that build the capacity of young people.	Palmerston and Rural Youth Services (PARYS) Northern Territory Government	<ul style="list-style-type: none">Lobby Territory and Federal Government for funding for services that cater to young people's physical, mental wellbeing and leadership skills developmentAdvocate for the availability of grant funding from the Northern Territory Government for programs and events in LitchfieldDevelop an active watch list of strategic funding opportunities and capacity to respond.	<ul style="list-style-type: none">Attendance by a council representative to PARYS meetings as well as other relevant networking and advisory groups as invitedAttendance of State and Federal Stakeholders at Litchfield Youth Strategy LaunchProduce a quarterly report on youth funding injections into the region.
Advocate to State and Federal Governments to eliminate barriers for young people to engage and enjoy the rural lifestyle.	State and Federal Government	<ul style="list-style-type: none">Advocate to the Territory and Federal Government for safer connectivity between public transport and nearby facilities, including shared paths.	<ul style="list-style-type: none">Shared path networks progressed as part of the Shared Path PlanContribute to public consultation requests regarding transport in LitchfieldContinued discussions with relevant parties regarding the Coolalinga transit of students to Freds Pass Sport and Recreation Reserve.



COUNCIL REPORT

Agenda Item Number:	14.02.03
Report Title:	Climate Adaptation Strategy and Action Plan
Author and Recommending Officer:	Nicky McMaster, General Manager Community & Lifestyle
Meeting Date:	21/06/2022
Attachments:	A: Climate Adaptation Strategy and Action Plan

Executive Summary

This report presents to Council the Climate Adaptation Strategy and Action Plan 2022-2025 for endorsement.

Recommendation

THAT Council endorses the Climate Adaptation Strategy and Action Plan 2022-2025 as in Attachment A.

Background

In October 2021, Council conducted a survey to consult with Litchfield residents around their expectations of what role Council has regarding climate change. The survey was open for three weeks and received 33 responses. These responses formed the development of the Draft Climate Adaptation Strategy and Action Plan.

The Draft Strategy was released for public consultation 23 February 2022 with the closing date 15 April 2022. A survey was created and advertised on the Council website and Facebook page. No comments were received from the community, however, one comment was received on the Draft Community Engagement Strategy and Action Plan which was open at the same time and Council believes was intended for this Strategy.

When asked 'Do you feel there is anything missing from the Draft Strategy that would assist in Council's community engagement practices?' the respondent answered, 'Green canopy coverage goals and maintaining a 30% canopy cover to reduce heat mitigation'.

This comment has not been considered in the finalisation of the draft; however, it could be considered as an inclusion in the next plan to investigate opportunities this idea could function in future planning such as 320 Arnhem Highway.

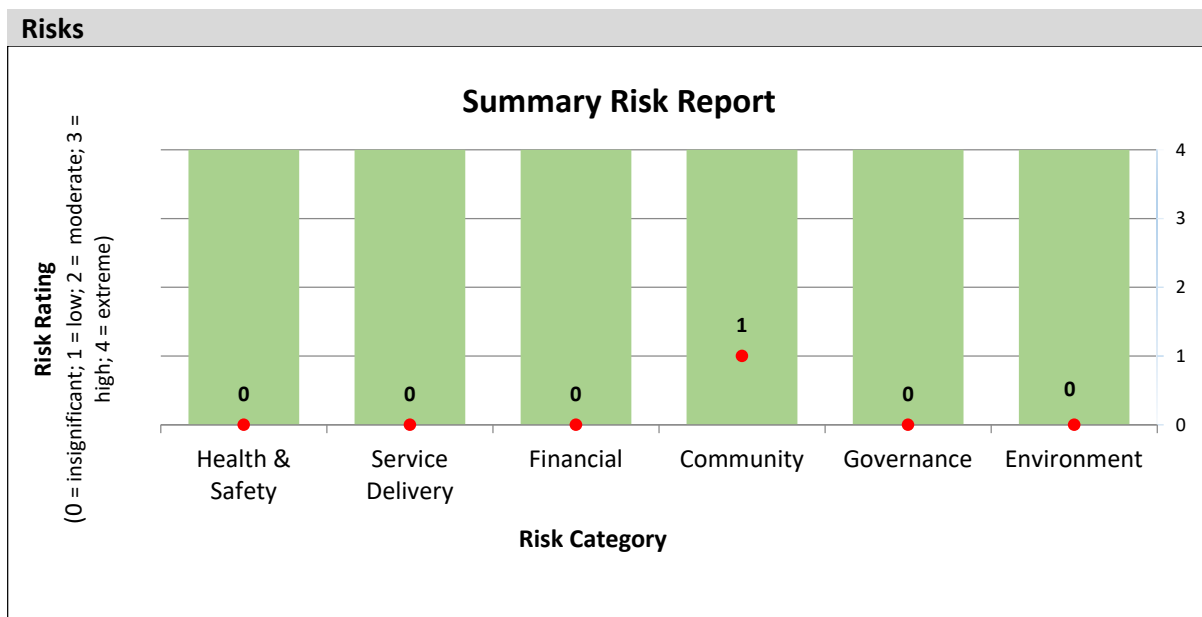
The Climate Adaptation Strategy and Action Plan, in Attachment A, presents existing Council directions around sustainability, responds to issues identified through the survey and incorporates recent feedback from Councillors.

Links with Strategic Plan

Performance – An Effective and Efficient Organisation

Legislative and Policy Implications

Local Government Act (2019) Sections 6 and 24.



Community

There is a low risk identified with not endorsing the Strategy as Council has engaged with the community and set an expectation that this Strategy will be developed.

Community Engagement

In the development of the Draft Climate Adaptation Strategy and Action Plan, Council conducted a survey to consult with Litchfield residents their expectations of Council's role regarding Climate Change. The survey was promoted on Council's website and Facebook page and received 33 responses.

The Draft Strategy was open to the public for comments for a period of two months. A survey was created and promoted on Council's website and Facebook page and received no responses.

Climate Adaptation Strategy and Action Plan 2022-2025

LITCHFIELD
COUNCIL



Litchfield Council acknowledges the Traditional Owners of the land we work on and recognises their continuing connection to land, water and communities. We pay our respects to all Traditional Owners and to the Elders past, present and emerging.

INTRODUCTION

WHAT

The **Litchfield Council Climate Adaptation Strategy and Action Plan 2022 - 2025** guides Council on how it will integrate climate adaptation and mitigation opportunities across Council operations. The Strategy will provide a framework to:

1. Demonstrate Council's understanding of climate risks.
2. Reflect the importance of community feedback and demonstrate how their input has been considered.
3. Provide a best practice approach in all climate adaptation activities.

WHY

Effective, proactive and responsive action by Council increases community confidence in Council, informs decision making and produces informed outcomes. Effective climate adaptation actions contribute to realising our vision of Litchfield as 'the best place to live in the Top End'.

HOW

Council will implement climate adaptation actions that are appropriate for Litchfield municipality and arise from community engagement activities in a timely and effective manner.

OBJECTIVES

The purpose of developing a Climate Adaptation Strategy and Action Plan is to improve the resilience of the local environment, communities, and economies to help withstand the unavoidable impacts of climate change and contribute to the development of a plan for Councils future environmental sustainability.

This Strategy has the following objectives:

1

Enhanced and aligned decision making - develop and foster climate adaptation considerations in all decision making and seek opportunities for innovation.

2

Comprehensive engagement - facilitate and support local, community led community groups in initiatives at a community level that support the development of practical skills to tackle climate change.

3

Innovation appropriate for Litchfield - responding to new initiatives that support residents in implementing climate adaptation actions and improve Council cost efficiencies in the long term and create improved outcomes for residents.

CLIMATE ADAPTATION ACTION PLAN

Objective 1: Enhanced and aligned decision making

Develop and foster climate adaptation considerations in all decision making and seek opportunities for innovation.

What we will do

- Apply the decision-making hierarchy of avoid, reduce, replace and offset to emission creation through carbon intensive activities
- Empower the community to engage with Council by demonstrating how their input has been considered in climate adaptation outcomes and include the next steps for all projects.

Key Actions

Action	Success Measure	Outcome
Unpack complex climate adaptation concepts and processes	Complex information is presented in an easy-to-understand format that encourages input to deliver community led outcomes	Greater involvement by trusted community leaders resulting in productive local actions
Engage in dialogue with local environmental groups, energy providers, local businesses and scientists, as well as established national organisations.	Regular sharing of information to inform Council and individual decision making Participation in the Cities Power Partnership	Provide an evidence base of the effectiveness of climate adaptation actions
Utilise the opportunity of the Annual Report to report back on progress against targets	Provide meaningful reporting on targets set or agreed actions	Transparency around implementation of strategic direction

Objective 2: Comprehensive engagement

Improved understanding, capacity and skill in community-based actions and solutions.

What we will do

- Work with the whole community by providing resources, training, and guidance to help residents effectively participate in waste management, recycling and other climate adaptation actions
- Ensure commitment by Councillors and Council staff to implement climate adaptation actions into daily operations and decision making
- Leverage influence by engaging with Territory and national policies and programs
- Provide ongoing review and evaluation and consider ways to improve existing activities.

Key Actions

Action	Success Measure	Outcome
Establish a community grant category for community led climate adaptation initiatives at a community level.	Number of community groups participating in the grant program Level of engagement from the community in local community led initiatives	An engaged community that actively participates in climate adaptation actions
Connect with relevant organisations to develop and implement green strategies including community gardens.	Number of meetings and workshops and level of attendance. Partnerships developed	Ongoing community engagement in identifying impacts and solutions Collaborative implementation of strategies to improve environmental outcomes Establishment of community gardens on more reserves

Action	Success Measure	Outcome
Continue active implementation of the waste hierarchy in Council's Waste Strategy across all Council operations	Continued diversion of Council waste from landfill to recycling Greater awareness of cost efficiencies through power and water conservation	Reduction in costs of waste management Better efficiencies in watering of Council reserves and properties
Support meetings and workshops to increase awareness of impacts and solutions.	Engagement with local traditional owners and their land management practices Use Council's website and social media to support local networks	Ongoing conversation and community moderation through regular feedback to Council Reconciliation Action Plan (RAP) links with Climate Adaptation Strategy and Action Plan Council website provides a 'one stop shop' that is home to all climate adaptation activities and support material Ability to demonstrate to the community how their participation and input has helped inform and guide climate adaptation outcomes

Objective 3: Innovation appropriate for Litchfield

Responding to new initiatives that support residents in implementing climate adaptation actions and improve Council cost efficiencies in the long term and create improved outcomes for residents

What we will do

- Provide opportunities for residents to improve the level of native vegetation through tree planting
- Advocate to other levels of government for expenditure on climate adaptation issues of concern beyond the scope of council responsibilities
- Adopt strategies designed to reduce impact of Council operations on climate and the environment

Key Actions

Action	Success Measure	Outcome
Support National Tree Day and National School Tree Day with free plants for schools	Number of interactions on social media regarding National Tree Day promotion Number of schools participate in free plant offers from Council	Increased awareness of National Tree Day and improved shade at schools
Minimise water wastage by not watering Council properties and reserves during daylight hours.	Implementation of automated water systems where not currently in place	Improved reserve management and reduction in water usage
Investigate opportunities for all Council buildings including new builds, to be powered by renewable energy, such as solar or battery energy	Number of buildings fitted with renewable energy sources	Reduction in reliance on fossil fuel generated power Reduction in energy costs
Advocate to other levels of Government for climate adaptation actions	Number of issues raised with Northern Territory and Federal Governments in relation to renewable energy, public transport and weed and fire management	Improved outcomes for Litchfield residents
Seek innovative opportunities to reduce Council running costs	Water capture options explored and considered. Energy efficient appliances and practices implemented Energy efficient design incorporated into new Council buildings	Reduction in operational costs



COUNCIL REPORT

Agenda Item Number:	14.03.01
Report Title:	Summary Planning and Development Report May 2022
Author:	James Morgan, Manager Infrastructure and Assets
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	21/06/2022
Attachments:	A: PA2015/0768 Variation to Permit B: PA2022/0133 Independent Dwelling with separate effluent disposal C: PA2022/0134 Independent Dwelling with separate effluent disposal D: PA2022/0126 Independent Dwelling with separate effluent disposal E: PA2022/0146 Undefined Use (Private Airstrip) F: PA2022/0146 Undefined Use (Private Airstrip) Updated

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 May 2022 to 31 May 2022.

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

Type of Application	No. Applications
Development Applications	5
Mining Applications	0
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	0
Water Licence Applications	0
Clearances for Development Conditions	0
Stormwater/Driveway Plan Reviews	15
Works Permits	12

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

Recommendation

THAT Council:

1. receive the Summary Planning and Development Report May 2022; and
2. note for information the responses provided to relevant agencies within Attachments A-E to this report.

Background

DEVELOPMENT APPLICATIONS

The *NT Planning Act* requires that all Development Applications within Council's municipality be advertised to Council for comment. Council assesses whether the application meets Council's requirements for roads, drainage, and waste collection and comments on the expected impact of the proposal on the amenity of Council's residents.

The following is a summary of all Development Applications received and comments provided during the noted period.

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	4
Development applications supported, subject to specific issues being adequately addressed	0
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	1
Note: Additional detail is provided below on all development applications.	

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

Development Applications supported, subject to normal Council conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2015/0768 Sections 1603 and 1607 (185) Cyrus Road, Berry Springs, Hundred of Strangways Attachment A	Subdivision to create 54 lots - Variation to Permit No objections from Council for this variation. The proposed variation to condition 8 of the issued permit provides the preferred access option of Litchfield Council. The proposed variation to remove condition 19 is administrative, however noting Litchfield Council's support for sustainable water solutions such as rainwater collection and storage and protecting groundwater resources.

PA2022/0126 355 (Lot 50) Alverly Road, Noonamah, Hundred of Strangways Attachment B	Dwelling-independent in excess of 80m ² with separate effluent disposal system No objections from Council noted within the application as even though the dwelling is in excess of 80m ² discretion is permitted given the size of the lot.
PA2022/0133 555 (Lot 5568) Whitewood Road, Howard springs, Hundred of Bagot Attachment C	Dwelling-independent with separate effluent disposal system No objection from Council noted within the application.
PA2022/0134 60 Cornelius Circuit, (Lot 05227) Girraween NT, Hundred of Bagot Attachment D	Dwelling-independent with separate effluent disposal system No objection from Council noted within the application.

Development Applications objected to for reasons not directly related to Council issues

The table below describes the Development Applications that are objected to by Council for reasons not directly related to areas of Council authority. Typically, these are reasons related to preservation of amenity of the surrounding neighbourhood and compliance with the NT Planning Scheme.

Application Number, Address, and Attachment Reference	Purpose and Summary	Reasons for Objection
PA2022/0146 600 Strangways Road (Lot 00034), Humpty Doo NT, Hundred of Strangways Attachment E & F	Development application for private airstrip in zone Rural Living (RL)	<p>Council's original comments submitted 26 May 2022, with revised comments submitted 8 June 2022 to include section of Planning Act.</p> <p>Pursuant to Section 49(3) of the <i>NT Planning Act 1999</i>, Council has objected to the development permit for the following reasons.</p> <p>One outcome sought in the zone RL is to ensure activities are of an intensity and nature that is compatible with the character and amenity of the surrounding locality, and the land is capable of supporting the development. There are potential amenity impacts on the neighbours' quiet enjoyment due to unwelcome incidental aerial surveillance as well as noise impacts.</p> <p>Further, there is no demonstrated need for a development of this nature in this location. Noting, MKT Airfield which is only a short drive away and caters for small recreational aircraft.</p>

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.

Received Date	Location	Purpose
03/05/2022	45 Langton Road, Howard Springs	Stormwater Management Plan
03/05/2022	24 Jukes Road, Humpty Doo	Stormwater Management Plan
04/05/2022	40 Kennedy Road, Humpty Doo	Stormwater Management Plan
09/05/2022	245 Daniel Circuit, Herbert	Stormwater Management Plan
10/05/2022	30 Stuckey Court, Howard Springs	Stormwater Management Plan
11/05/2022	345 Redcliffe Road, Humpty Doo	Stormwater Management Plan
11/05/2022	31 Dowling Street, Virginia	Stormwater Management Plan
12/05/2022	50 Evan Road, Herbert	Stormwater Management Plan
13/05/2022	305 Wheewall Road, Berry Springs	Stormwater Management Plan
16/05/2022	125 McMinns Drive, McMinns Lagoon	Stormwater Management Plan
20/05/2022	150 Sayer Road, McMinns Lagoon	Stormwater Management Plan
24/05/2022	96 Risk Road, Humpty Doo	Stormwater Management Plan
24/05/2022	77 Oxford Road, Berry Springs	Stormwater Management Plan
30/05/2022	15 London Road, Virginia	Stormwater Management Plan
31/05/2022	265 Monaghan Road, Lloyd Creek	Stormwater Management Plan

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.

Application Date Received	Proposed Works Start Date	Location of Works Permit Application	Purpose of works
09/05/2022		255 Alphatonia Road, Lambells Lagoon NT	Driveway Application
10/05/2022	17/08/2022	925 Leonino Road, Darwin River NT	PWC – Power Pole Installation
10/05/2022	20/08/2022	60 Livingstone Road, Livingstone NT	PWC – Power line splice maintenance
12/05/2022	24/05/2022	75 Bandicoot Road, Berry Springs NT	PWC – Replace line insulators
13/05/2022	17/05/2022	220 Thorngate Road, Holtze NT	PWC – Old pole base removal verge works
17/05/2022	24/05/2022	30 Samuel Road, Herbert NT	PWC – weld risers and install substation
19/05/2022	20/05/2022	455 Thorngate Road, Holtze NT	Cutting trees and mulching
23/05/2022	01/06/2022	100 Power Road, Humpty Doo NT	PWC – Vegetation maintenance power line
25/05/2022	06/06/2022	43 Spencely Road, Humpty Doo NT	PWC – Psu install and removal
25/05/2022	30/05/2022	180 Madsen Road, Howard Springs NT	Defect works – Wadham Lagoon DIPL
26/05/2022	02/06/2022	29 Makhara Road, Girraween NT	Installing new water service to property
26/05/2022	09/06/2022	3400 Stuart Highway, Acacia Hills NT	PWC – reclosure hardware installation to pole top

Links with Strategic Plan

Prosperity - Our Economy and Growth

Legislative and Policy Implications

Not applicable to this report

Risks



No identified risks applicable to this report.

Community Engagement

Not applicable to this report.



27 May 2022

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

RE: Letter of Comment – Variation to Permit

PA2015/0768
Sections 1603 and 1607 (185) Cyrus Road, Berry Springs, Hundred of Strangways
Subdivision to create 54 lots

Thank you for the Development Application referred to this office on 5 May 2022, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) Under condition 8 of the issued permit, the proposed access arrangements (shown at **attachment A**) are the preferred access option of Litchfield Council, noting the updated plans should be endorsed by Council to form part of the permit
- b) Whilst Litchfield Council supports sustainable water solutions such as rainwater collection and storage, and has preference to protecting valuable groundwater resources, there is no objection to the removal of condition 19.
 - i. This is administrative only as condition 19 related when the Minister for Lands and Planning declared an Interim Development Control Order (IDCO) on 1 July 2016 for the Berry Springs area.
 - ii. Under the IDCO the use and development of land, including for subdivision, could only occur with NT Government consent and subject to confirmation that the proposal does not rely on utilisation of groundwater sourced from the Berry Springs Dolostone Aquifer.
 - iii. The IDCO was in place for two years and has lapsed, effectively removing the condition and its requirements.

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

- a) Revised engineering plans are provided to Litchfield Council for approval detailing the new access point.

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

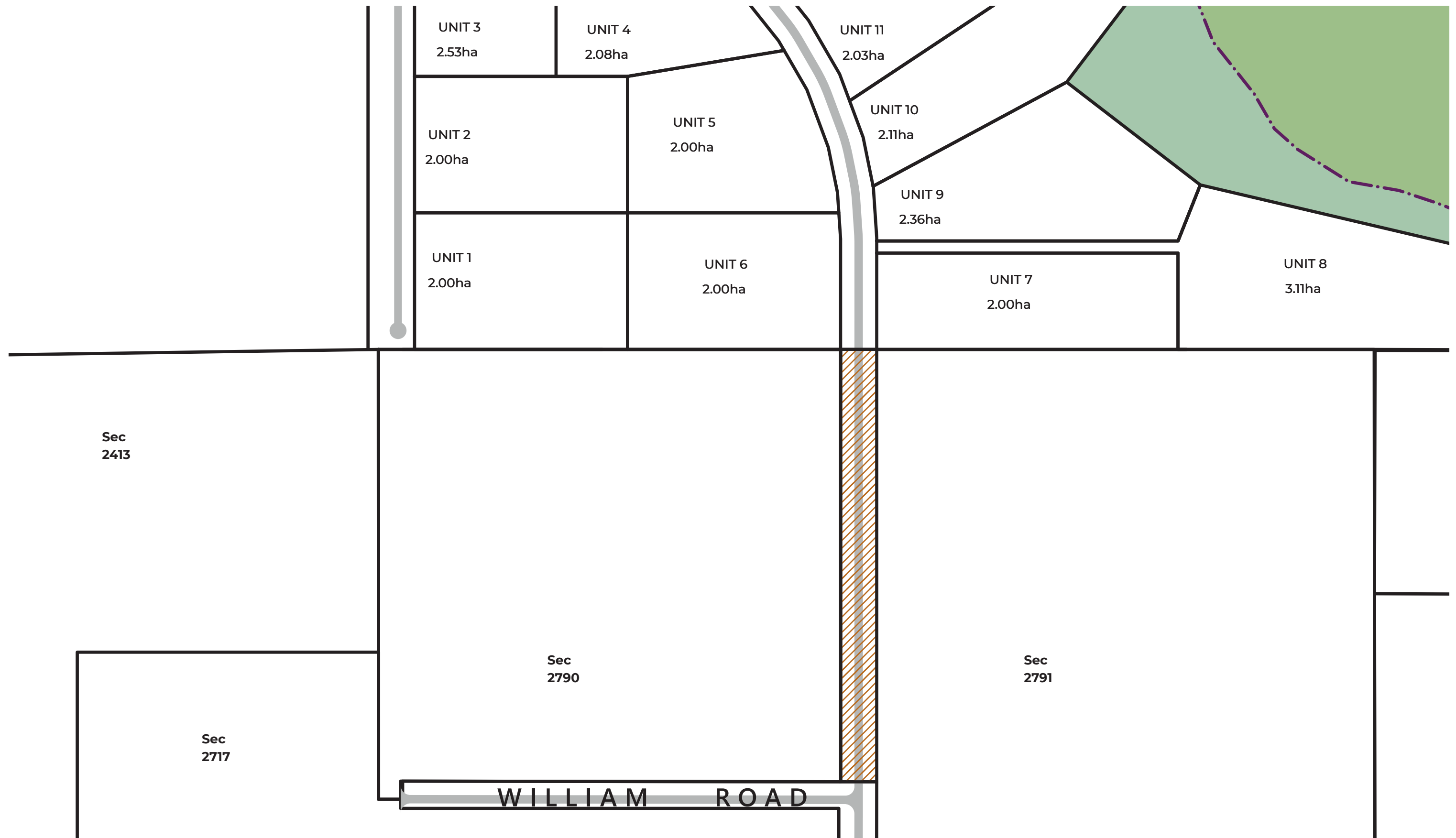
- a) Notwithstanding those that have been satisfied, Litchfield Council expects relevant conditions to the original associated permit to still apply until clearance, and Council's current *Fees and Charges* may apply to such conditions. Additional information can be found at www.litchfield.nt.gov.au
- 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.

Kind Regards,



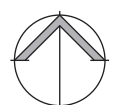
James Morgan
Manager Infrastructure and Assets



- Conservation Zone
- Naturally Constrained Land
- Conservation Zone and Naturally Constrained Land
- Proposed Road

William Road Extension

Sections 1603 & 1607 Hundred of Ayers
Cyrus Road
BERRY SPRINGS



1:3000 @ A3
0 50m



20 May 2022

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

RE: Letter of Comment Development Application – dwelling-independent with separate effluent disposal system

PA2022/0133 – 555 (lot 5568) Whitewood Road, Howard Springs, Hundred of Bagot

Thank you for the Development Application referred to this office on 6 May 2022, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not object to the granting of a Development Permit and can provide the following comments in relation to the application:

- a) The proposed dwelling-independent is within the 80m² maximum allowable floor area to be considered a subordinate use, with the separate effluent disposal system triggering permit requirements.
- b) The site location and area provides sufficient opportunity to accommodate a separate effluent disposal system.
- c) The proposed dwelling-independent on the 2.02ha site has setbacks far in excess of those required in the Zone Rural Living.

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

- a) Any new driveway/crossover is to meet Litchfield Council's requirements. Additional information can be found at www.litchfield.nt.gov.au.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and/or its

discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.

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

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

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

Yours faithfully



Leon Kruger
General Manager Infrastructure and Operations



20 May 2022

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

RE: Letter of Comment Development Application – dwelling-independent with separate effluent disposal system

PA2022/0134 – 60 Cornelius Circuit, (lot 05227) Girraween NT, Hundred of Bagot

Thank you for the Development Application referred to this office on 6 May 2022, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not object to the granting of a Development Permit and can provide the following comments in relation to the application:

- a) The proposed dwelling-independent is within the 80m² maximum allowable floor area to be considered a subordinate use, with the separate effluent disposal system triggering permit requirements.
- b) The site location and area provides sufficient opportunity to accommodate a separate effluent disposal system.
- c) The proposed dwelling-independent on the 2.41ha site has setbacks in excess of those required in the Zone Rural Living.

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

- a) Any new driveway/crossover is to meet Litchfield Council's requirements. Additional information can be found at www.litchfield.nt.gov.au.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and/or its

discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.

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

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

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

Yours faithfully



Leon Kruger
General Manager, Infrastructure and Operations



20 May 2022

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

RE: Letter of Comment Development Application – dwelling-independent in excess of 80m² with separate effluent disposal system

PA2022/0126 – 355 (lot 50) Alverly Road, Noonamah, Hundred of Strangways

Thank you for the Development Application referred to this office on 06 May 2022, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not object to the granting of a Development Permit and can provide the following comments in relation to the application:

- a) Although the dwelling-independent is larger than the 80m² allowed, discretion is permitted. As the dwelling only exceeds the size by approximately 5m² and the lot has a large area of 8.6ha, it is considered a subordinate use.
- b) The site location and area provides sufficient opportunity to accommodate a separate effluent disposal system.
- c) The proposed dwelling-independent has setbacks far in excess of those required in the Zone Rural.

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

- a) Any new driveway/crossover is to meet Litchfield Council's requirements. Additional information can be found at www.litchfield.nt.gov.au.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and/or its

discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.

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

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

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

Yours faithfully



Leon Kruger
General Manager Infrastructure and Operations



26 May 2022

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

RE: Letter of Comment Development Application, Private Airstrip in Zone Rural Living

PA2022/0146 – 600 Strangways Road (lot 00034), Humpty Doo NT, Hundred of Strangways

Thank you for the Development Application referred to this office on 13 May 2022, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) As an 'Undefined Use,' a private airstrip is a use which is *Impact Assessable* within the Zone Rural Living (RL). Such an assessment must adhere to the purpose of the zone RL, which is broadly to provide for a range of rural lifestyle choices and rural activities. One outcome sought in the zone RL is to ensure activities are of an intensity and nature that is compatible with the character and amenity of the surrounding locality, and the land is capable of supporting the development.
 - i. Whilst the subject site is 18.13ha and has requisite land to fit an airstrip, it is not capable of supporting such a use without amenity impacts to a large community of neighbours. As seen at **attachment A**, most of these are on smaller 2-4ha lots. This includes potential amenity impacts on these neighbours' quiet enjoyment due to unwelcome incidental aerial surveillance, as well as noise impacts.
- b) Another objective is to ensure that undefined developments may occur only when they are appropriate in the zone RL, having regard to the purpose of the zone and such matters as the location, nature, scale and intensity of the development.
 - i. There is no demonstrated need for a development of this nature in this location. Being utilised exclusively for private recreation it would not support any agricultural or other business pursuit, and the activity could come at the

expense of the range of neighbouring rural lifestyle choices. The nearby private 'MKT Airfield,' which is only a short 10-15minute drive away, caters to small recreational aircraft such as that which is proposed for use through this development.

- ii. The scale of noise at take-off and landing is an amenity impact which has not been fully addressed at **attachment A**. Whilst there is some demonstration that noise to neighbours in dwellings over 300m away would be within damaging extremes, this only addresses the aircraft whilst on the extent of the runway. It does not address flightpaths where the aircraft is no-longer on the runway but is still within 300m of the ground. Further, this ignores the entitlement neighbours, or their livestock / pets have, to not be exposed to such extremes from the many areas of their properties that are within 300m of the proposal.

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

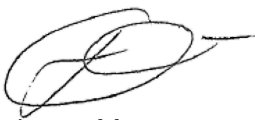
- a) Any new driveway/crossover is to meet Litchfield Council's requirements. Additional information can be found at www.litchfield.nt.gov.au.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and/or its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.

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

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

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

Yours faithfully



James Morgan
Manager, Infrastructure and Operations



7 June 2022

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

RE: (updated) Letter of Comment Development Application, Private Airstrip in Zone RL

PA2022/0146 – 600 Strangways Road (lot 00034), Humpty Doo NT, Hundred of Strangways

Thank you for the Development Application referred to this office on 13 May 2022, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Pursuant to Section 49(3) of the *NT Planning Act 1999*, Council objects to the granting of a Development Permit for the following reasons:

- a) As an 'Undefined Use,' a private airstrip is a use which is *Impact Assessable* within the Zone Rural Living (RL). Such an assessment must adhere to the purpose of the zone RL, which is broadly to provide for a range of rural lifestyle choices and rural activities. One outcome sought in the zone RL is to ensure activities are of an intensity and nature that is compatible with the character and amenity of the surrounding locality, and that the land is capable of supporting the development.
 - i. Whilst the subject site is 18.13ha and has requisite land to fit an airstrip, it is not capable of supporting such a use without amenity impacts to a large community of neighbours. As seen at **attachment A**, most of these are on smaller 2-4ha lots. This includes potential amenity impacts on these neighbours' quiet enjoyment due to unwelcome incidental aerial surveillance, as well as noise impacts.
- b) Another objective is to ensure that undefined developments may occur only when they are appropriate in the zone RL, having regard to the purpose of the zone and such matters as the location, nature, scale and intensity of the development.
 - i. There is no demonstrated need for a development of this nature in this location. Being utilised exclusively for private recreation it would not support any agricultural or other business pursuit, and the activity could come at the

expense of the range of neighbouring rural lifestyle choices. The nearby private 'MKT Airfield,' which is only a short 10-15minute drive away, caters to small recreational aircraft such as that which is proposed for use through this development.

- ii. The scale of noise at take-off and landing is an amenity impact which has not been fully addressed at **attachment A**. Whilst there is some demonstration that noise to neighbours in dwellings over 300m away would be within damaging extremes, this only addresses the aircraft whilst on the extent of the runway. It does not address flightpaths where the aircraft is no-longer on the runway but is still within 300m of the ground. Further, this ignores the entitlement neighbours, or their livestock / pets have, to not be exposed to such extremes from the many areas of their properties that are within 300m of the proposal.

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

- a) Any new driveway/crossover is to meet Litchfield Council's requirements. Additional information can be found at www.litchfield.nt.gov.au.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and/or its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.

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

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

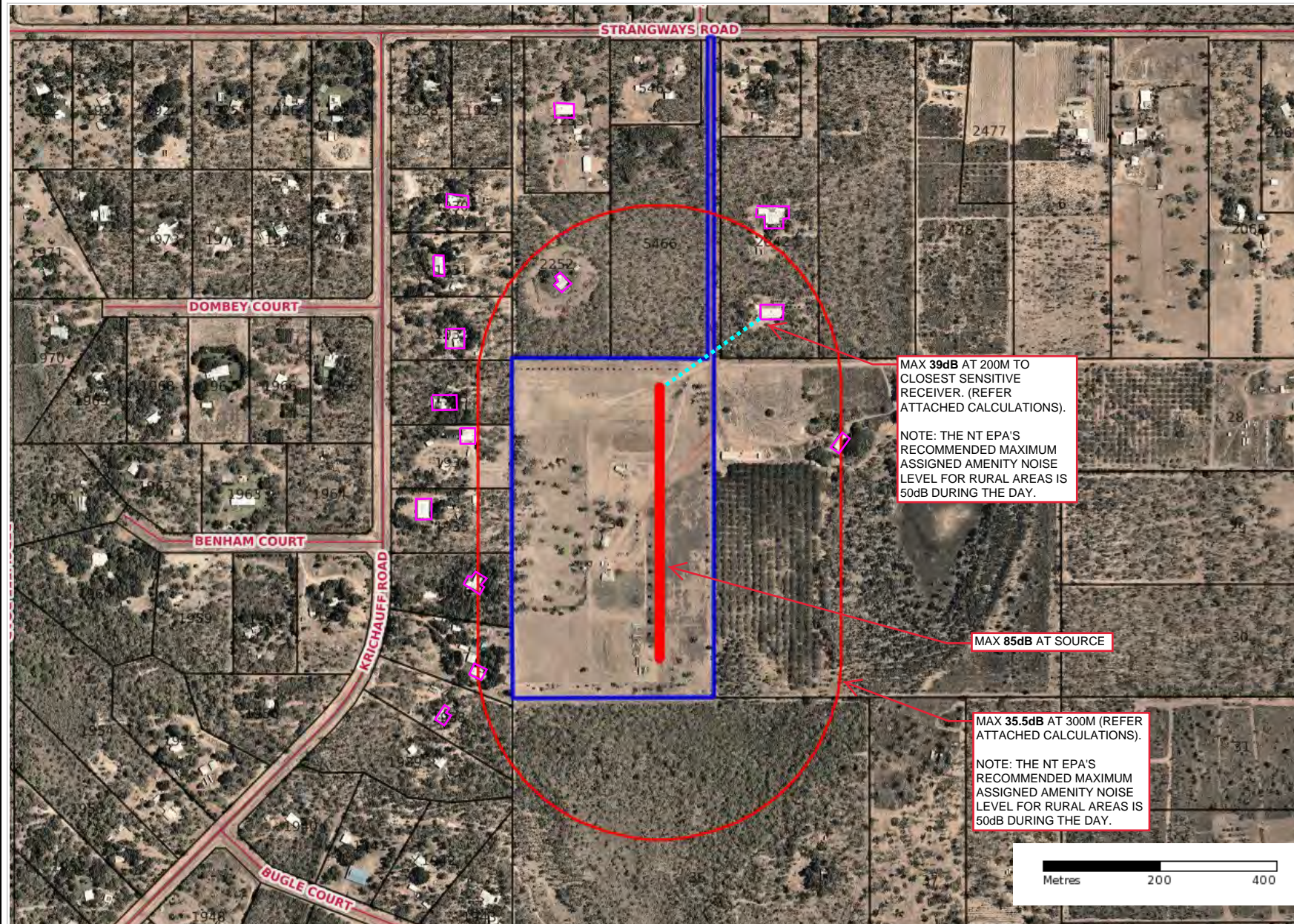
If you require any further discussion in relation to this application, please contact Litchfield Council on 08 8983 0600.

Yours faithfully



James Morgan
Manager, Infrastructure & Assets

300M PRIVATE AIRSTRIP RADIUS TO RESIDENTIAL DWELLINGS



LEGEND

- SUBJECT SITE
- PROPOSED AIRSTRIP
- 300M RADIUS
- DWELLINGS



nrmaps.nt.gov.au

Geospatial Services Branch

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Sound Attenuation – Inverse Square Law

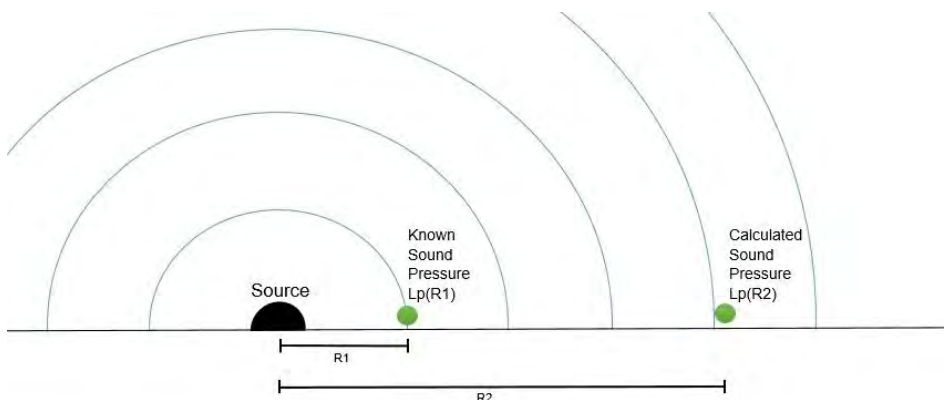


In order to determine an estimate of a sound pressure level at a distance the **Inverse Square Law** can be used. In terms of the **propagation** and **attenuation** of sound, the inverse square law is a principle in physics whereby a **point source** emits a sound wave uniformly in **all** directions (essentially **spherically**), where the intensity of the sound wave energy at any given point away from the source is diminished as a function of the total surface area of the sphere coincident with that point.

To determine the sound attenuation over a distance using the inverse square law, an idealisation needs to be made in which there are **no reflective surfaces or barriers** between the source and the location at which the sound level is being determined.

According to the inverse square law, it can be shown that for each doubling of distance from a point source, the sound pressure level decreases by approximately 6 dB. Examples of point sources could include valves, small pumps and motors.

Calculate the sound attenuation using either metric or imperial units of distance (i.e. metres or feet).



The formula to calculate sound attenuation over distance for a **point source** is:

$$Lp(R2) = Lp(R1) - 20 \cdot \log_{10}(R2/R1)$$

Where:

$Lp(R1)$ = Known sound pressure level at the first location (typically measured data or equipment vendor data)

$Lp(R2)$ = Unknown sound pressure level at the second location

$R1$ = Distance from the noise source to location of known sound pressure level

$R2$ = Distance from noise source to the second location

Known sound pressure level (dB(A))

85

Select Metric or Imperial Units:

- ☒ Metric
☐ Imperial

Distance from source for known sound pressure level (R1) (m)

1.0

Tested sound pressure levels are commonly given at 1m or 3ft (R1)

Distance from source to position R2 (m)

200

Attenuated sound pressure level (dB(A))

39.0

Note: a higher decibel reading than manufactured selected has been used as the source to ensure a worst-case-scenario reading. 85dB is less than equivalent to a heavy truck or a blender or power ride on mower at source at 1m.

Note: 1 is the height of aircraft proposed to be used on the proposed airstrip at 6 runways. This is measured as if standing immediately adjacent.

Note: 2 is a 2 m radius to the nearest residential dwelling as demonstrated on the attached plan.

At 2 m horizontally or vertically from the source the noise of any aircraft would be 39 decibels. This would be equivalent to an office or library, a standard quiet residential area and is generally considered as the lowest limit of urban ambient sound.

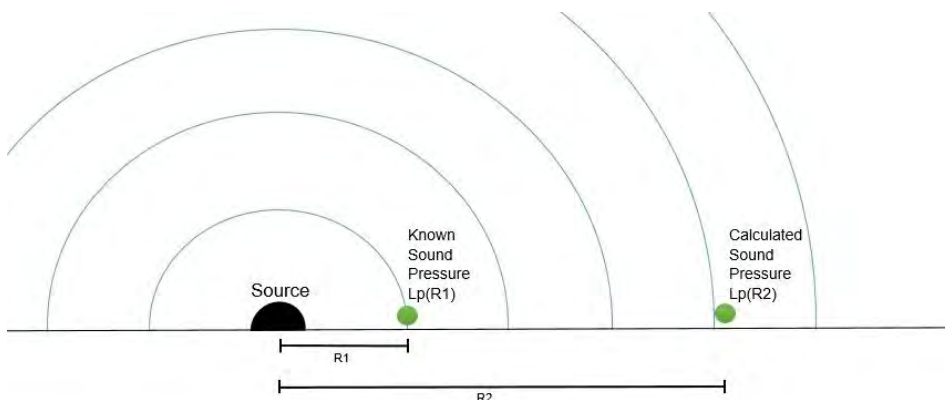
Sound Attenuation – Inverse Square Law

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$R2$ = Distance from noise source to the second location

Known sound pressure level (dB(A))

85

Select Metric or Imperial Units:

- ☒ Metric
☐ Imperial

Distance from source for known sound pressure level (R1) (m)

1.0

Tested sound pressure levels are commonly given at 1m or 3ft (R1)

Distance from source to position R2 (m)

300

Attenuated sound pressure level (dB(A))

35.5

Note: a higher decibel reading than manufactured selected has been used as the source to ensure a worst-case-scenario reading. 85dB is less than equivalent to a heavy truck or a blender or power ride on mower at source at 1m.

Note: 1 is the worst-case volume of the light sports aircraft proposed to be used on the proposed airstrip at 6 hangways and this is measured as if standing immediately adjacent.

Note: 2 is a 300m radius to the majority of the residential dwellings nearby as demonstrated on the attached plan.

At 300m horizontally or vertically from the source the noise of any aircraft would be 36 decibels. This would be equivalent to an office or library, a standard quiet residential area and is generally considered as the lowest limit of urban ambient sound.





COUNCIL REPORT

Agenda Item Number:	14.03.02
Report Title:	Waste Transfer Station Swipe Card and Weighbridge Feasibility Study
Author:	David Jan, Manager Operations and Environment
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	21/06/2022
Attachments:	A: Weighbridge and Swipe-Card Options Analysis for Transfer Stations

Executive Summary

This report provides Council with the results from the Waste Transfer Station swipe card and weighbridge feasibility study that was identified as a new initiative in the 2021-2022 Municipal Plan. This initiative investigated the feasibility of implementing swipe card facilities at all three Council Waste Transfer Stations (WTS) and installation of a weigh bridge at Howard and Berry Springs WTS.

Recommendation

THAT Council receive and note the Waste Transfer Station Swipe Card and Weighbridge Feasibility Study report.

Background

The investigation into the feasibility of establishing a swipe card system linked to a weigh bridge at Council's three Waste Transfer Stations was identified as a new initiative and approved by Council in the 2021-2022 Municipal Plan. The purpose of the study was to examine the benefits of a swipe card and weighbridge combination to:

- maximise the utilisation of existing staffing levels
- facilitate increased recycling by Litchfield Council residents
- reduce the costs associated with both transportation and depositing of waste into landfill
- better regulate incoming waste to ensure compliance with Council's Environmental Protection Licenses, and
- streamline and strengthen cost recovery for waste management.

The results from the study will also inform the next iteration of Council's Waste Strategy which ends in 2023.

The final report (Attachment A) produced the following key findings.

- There is no fully automated weighbridge system available in Australia that would meet the operational needs at Humpty Doo WTS.

- There is no positive business case for installing a weighbridge at Howard Springs WTS.
- Consultants could not identify a swipe card/resident access system that met the needs of Howard Springs WTS.
- There is no positive business case for installing a weighbridge at Berry Springs WTS.
- A resident access system costing approximately \$40,000 could be suited to Berry Springs WTS due to its lower patronage and less need for payments.

Links with Strategic Plan

Progress - Continuity of Services and Facilities

Legislative and Policy Implications

The current waste strategy finishes in 2023. Information from the report will be considered in the development of the next waste strategy.

Risks



This report provides an update on the delivery of a new initiative approved in the 2021-2022 Municipal Plan. There are no risks identified in noting this report as there are no budget implications.

Community Engagement

Not applicable to this report.



Litchfield Council
**Weighbridge and Swipe-Card
Options Analysis for Transfer Stations**
April 2022

Document Check Off and Disclaimer

DATE	DRAFT	AUTHOR	CHECKED
10/03/22	1 st	Linda Schlencker	Thomas Freeman
23/03/22	2 nd	Thomas Freeman	Dr. Shaun Manning
14/04/22	FINAL	Thomas Freeman	Dr. Shaun Manning

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PART 1 EXECUTIVE SUMMARY

Impact Environmental Consulting (IEC) was engaged by Litchfield Council to examine the potential use of swipe card systems linked to weighbridges at the Council's three waste transfer stations. The current staffing and operational requirements at each waste transfer station were reviewed, and the efficacy of upgrading the existing equipment and processes was made at each site. The analysis involved a cost-benefit assessment using a Decision Tree Approach. Any potential savings in labour costs and/or improved system efficiencies were weighed against potential reductions in meeting operational targets and/or added costs. The Decision Tree Approach is a widely used and accepted in industry for conducting process analyses and identifying system improvements.

The waste transfer station at Humpty Doo has an existing weighbridge, so the assessment focused on identifying any cost-benefit from introducing a swipe card system at this site. Firstly, commercially available swipe card systems were reviewed, and systems already in use by some councils were also examined. The assessment concluded that no fully automated weighbridge system was available in Australia that would meet the operational needs at Humpty Doo. An automated system would still need staff nearby to process payments and inspect hazardous loads. There would be fewer opportunities for education and engagement with residents as they enter the site, and automating the weighbridge would not result in an increase in recycling or decrease in waste disposal. The \$70,000 capital cost of automation, along with ongoing calibration and maintenance costs will not realise operational efficiencies. Council is advised to monitor the suppliers for future technological improvements that may meet its needs.

The waste transfer station at Howard Springs does not currently have a weighbridge. The construction of a weighbridge would cost between \$215,000 - \$395,000 (plus ongoing costs) and offers only incremental improvement over the current operation. Council already has good data on all loads entering the site via the gatehouse. A weighbridge would only improve the measurement of recyclables tonnages, as waste is weighed at Shoal Bay. It would not result in an increase in recycling or decrease in waste disposal. No business case for installing a weighbridge at Howard Springs was found.

IEC could not identify a swipe card/resident access system that met the needs of Howard Springs. An automated system costing approximately \$40,000 (plus annual costs of \$6,000-\$15,000 p.a.) would still need staff nearby to process payments and inspect hazardous loads. There would be fewer opportunities for education and engagement with residents as they enter the site. And it would not result in an increase in recycling or decrease in waste disposal.

The waste transfer station at Berry Springs does not currently have a weighbridge. It does however have one employee who splits their time between inspecting vehicles entering the site and managing the waste drop-off locations. Construction of a weighbridge at this site offers some operational improvements, but only with the additional of another permanent gatekeeper who would inspect loads and take payments. Most of the benefits gained by adding a weighbridge are also gained by the simple addition of this extra employee. A weighbridge would only improve the measurement of recyclables tonnages, as non-recyclable waste is weighed at Shoal Bay. It would not result in an increase in recycling or decrease in waste disposal. No business case for installing a weighbridge at Berry Springs was found.

A resident access system costing approximately \$40,000 could be suited to Berry Springs due to its lower patronage and less need for payments. It would allow Council to better enforce resident-only access and provide photographic evidence should hazardous waste enter the site. It would be a good test for the challenges associated with implementing automation at Humpty Doo and Howard Springs.

2.1 WASTE TRANSFER STATION PROFILE

Humpty Doo

Humpty Doo is the largest transfer station operated by Litchfield Council. Users enter the site via a weighbridge and gatehouse where they deposit recyclables at stockpiles or bins and deposit their non-recyclable \ waste onto an undercover tipping floor. A skid steer loader pushes this waste into compactor bins, which a contractor hauls to Shoal Bay.

Table 1 – Humpty Doo Profile

SERVICE	LEVEL
Operators	1 gatekeeper, 1 operator
Plant	1 front end loader, 1 skid steer loader
Domestic Vehicle Numbers (2020-21)	~ 7,200 per month. Up from ~6,000 per month in 2015-16.
Waste Disposal (2021-21) <i>Compactor Bins to Shoal Bay</i>	3,844 tonnes
Resource Recovery (2020-21) <i>Cardboard, dry recyclables, green waste¹, wood waste, concrete, car batteries, scrap metal, waste oil, tyres.</i>	Recovered recyclables 902 tones Green waste 1,085 tonnes

Roughly 18% of waste² delivered to Humpty Doo is by kerbside collection trucks. Many households and businesses engage private kerbside collection contractors on fee for service bases. The use of contractors reduces the numbers of domestic vehicles accessing both Humpty Doo and the other transfer stations.

Howard Springs

The Howard Springs transfer station has an uncovered disposal area. Vehicles enter past a gatehouse where the gatekeeper inspects the loads. Users deposit recyclables at stockpiles or bins, and dispose of their waste into hook-lift transfer bins. Commercial waste is not permitted. Domestic wastes such as concrete, bricks, and tyres are directed to Humpty Doo for disposal.



¹ In 2022 Council modified its green waste charges. Previously it charged \$5 for a load of green waste and sold the finished compost for \$10 per cubic metre. The charge for incoming green waste was removed and the price of compost increased to \$25 per cubic metre.

² Figure provided by David Jan, Manager Operations and Environment Litchfield Council

Table 2 – Howard Springs Profile

SERVICE	LEVEL
Operators	1 gatekeeper, 1 operator
Plant	1 backhoe loader
Domestic Vehicle Numbers (2020-21)	~ 6,500 per month. Up from ~5,100 per month in 2015-16.
Waste disposal (2020-21) <i>Hook lift bins to Shoal Bay</i>	Landfill 1,726 tonnes
Resource recovery (2020-21) <i>Cardboard, dry recyclables, green waste, wood waste, car batteries, scrap metal, waste oil.</i>	Recovered recyclables 425 tonnes Green waste 880 tonnes

The tonnages of waste delivered to Howard Springs is only 40% of that delivered to Humpty Doo. However, the total numbers of vehicles at both sites are similar, with 6,500 vehicles per month at Howard Springs and 7,200 per month at Humpty Doo. The discrepancy in tonnages arises because commercial collection trucks must deliver their waste to Humpty Doo – when this is accounted for, both sites have similar residential usage and tonnages.

Holtze and Kowandi were identified as high priorities for residential infill developments by the NT Government in the Darwin Regional Land Use Plan. With an increase in residential dwellings there will be a larger population and more vehicles will be accessing the Howard Springs transfer station. Usage of the transfer station has already been growing steadily. The number of vehicles increased 27% over the four years between 2015-16 and 2020-21. The driver for changes to the Howard Springs site will primarily be around ensuring the site can handle vehicle movements associated with an increased population.

Berry Springs

Berry Springs has a similar site configuration to Howard Springs. However, it has a lower service level due to its lower level of supervision, absence of an inspection point at the entry, and fewer recycling options for residents. Wastes such as concrete, bricks, and tyres are not accepted.

Table 3 - Berry Springs Service Level

SERVICE	LEVEL
Operators	1 gatekeeper/operator
Plant	1 backhoe loader
Domestic Vehicle Numbers <i>Based on 28 day record, incoming count 26/6/20-26/7/20 extrapolated for 12 months</i>	~ 5,400 per month
Waste disposal (2020-21) <i>Hook lift bins to Shoal Bay</i>	Landfill 1,451 tonnes
Resource recovery (2020-21) <i>Cardboard, dry recyclables, wood waste.</i>	Recovered recyclables 289 tonnes Green waste 16 tonnes

The Berry Springs transfer station receives slightly less waste than Howard Springs. The sole operator splits their time between managing the transfer bins/stockpiles and inspecting vehicles. This lack of constant and comprehensive supervision means many loads are not inspected, wastes streams are sometimes co-mixed, and vehicles entering and exiting the site are measured on an ad-hoc basis. Council uses a traffic counter to estimate vehicle movements once per year.

2.2 PROJECT SCOPE

Council provided the following key questions in the Request for Quote document. They examine whether a swipe card and weighbridge combination can benefit Council's waste transfer stations.

Will a swipe card and weighbridge...

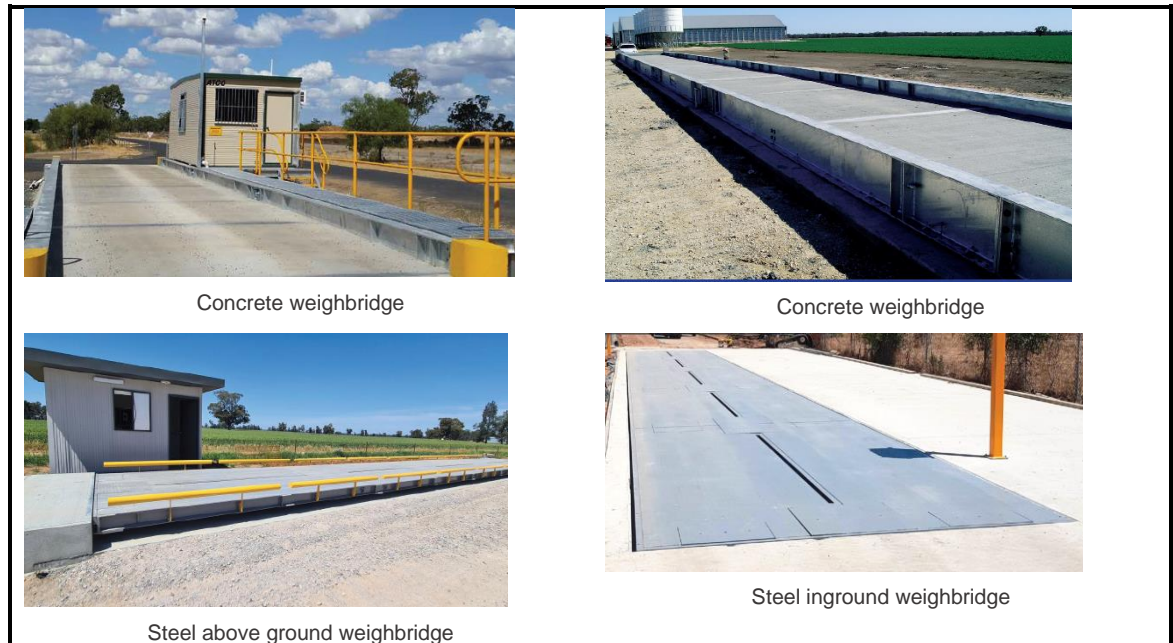
- maximise the utility of existing staffing levels?
- facilitate increased recycling by residents?
- reduce the costs associated with both transportation and depositing of waste into landfill?
- better regulate incoming waste to ensure compliance with Council's Environmental Protection Licenses? and
- streamline and strengthen cost recovery for waste management?

PART 3 SWIPE CARD AND WEIGHBRIDGE OPTIONS

IEC interviewed weighbridge suppliers to determine the considerations when implementing swipe card and weighbridge systems at waste facilities.

3.1 TYPE OF WEIGHBRIDGE

The options for weighbridges include: Steel vs. concrete construction; Above ground vs. inground or semi inground; and Length and width.



3.2 UNMANNED TECHNOLOGY

An unmanned weighbridge would require a Driver Control System (DCS) to enable vehicles to be weighed automatically. Either swipe cards/fobs or numerical PIN codes are used by residents to gain access. Swipe cards/fobs rely on the user remembering the card and requires Council administration of the hardware (card/fob). PIN codes can be easily forgotten, but they can be automatically reset without Council staff involvement.

IEC did not identify any automatic systems that had the ability for residents to self-classify (i.e. load of green waste) and pay for their load. Most automatic systems were designed to streamline commercial waste disposal, where the incoming loads are homogenous and do not require classification or inspection.

The DCS can be combined with additional technology such as license plate recognition, cameras, intercoms, printer stations, RFID cards etc.



3.3 CAMERAS

Regardless of a manned or unmanned solution, cameras can be used for security, to record images of loads, or recognise number plates.



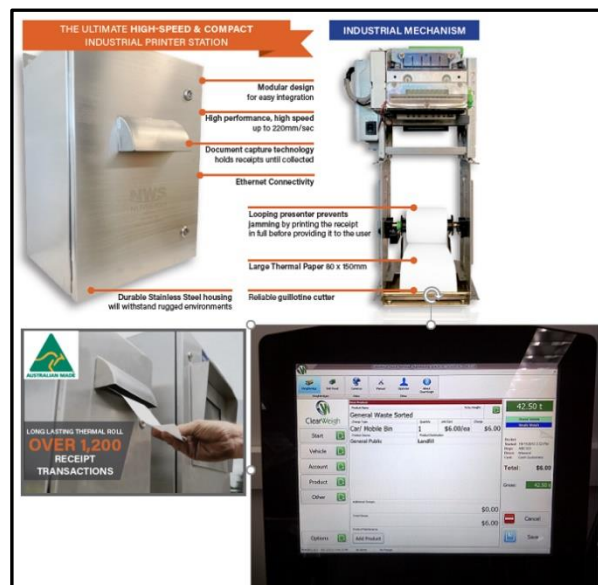
3.4 WEIGHBRIDGE ACCESSORIES

There are numerous optional weighbridge accessories that include boom gates, traffic lights, safety features etc.




3.5 SOFTWARE/HARDWARE OPTIONS

The hardware and software for weighbridges include the computers used to record the load weight and waste classification, and the weighbridge software that runs on the computer. There are various tiers of hardware that range from a simple static PC to a mobile touchscreen tablet. The software is modular, with the basic functionality recording vehicle load weights and waste classification. Additional functionality can be purchased that integrates built in video camera feeds and licence plate recognition to assist in identifying vehicles and scrutinising loads.



3.6 RESIDENT ACCESS OPTION

The Banana Shire Council in Queensland worked with Mandalay to develop a system that enabled residents to access unmanned waste facilities using a four-digit pin. The Resident Access Control (RAC) system operates using a keypad entry, electronic gate, and fixed camera and/or roving cameras. The advantage of a pin code is that Council will not have to issue replacement swipe cards.

	POWER <ul style="list-style-type: none"> > If there is no power to site or the cost is prohibitive > Investigation continue into solar solutions to supply all the power needs to cameras, gates and computers
	COMMUNICATION <ul style="list-style-type: none"> > Mobile connection if site has no internet access > Poor phone coverage in the region in times of emergencies
	SECURITY <ul style="list-style-type: none"> > Fencing and access > Limiting access during unsuitable hours (lack of lighting) > Ensuring reliable HD camera coverage > Guaranteeing safe sites > Prevention of scavenging, theft and vandalism during construction and operations



PART 4 CAPITAL AND OPERATIONAL COSTS

IEC interviewed a range of weighbridge suppliers to obtain costs related to waste management facility weighbridges. The suppliers included Mandalay, NWS NuWeigh, SWIA, and Diversco.

The key options that affect the capital and operational cost of weighbridges and swipe card systems include the:

- Extent of civil works required based on the specific site, based on geotechnical reports;
- Estimated and forecasted vehicle access numbers and vehicle types;
- Size and construction material of the weighbridge (e.g. cement vs. steel);
- Size of the gatehouse (if manned);
- Level of automation (e.g. manned vs. unmanned);
- Level of security and cameras required; and the
- Level of reporting required from software.

Tables 4 and 5 show estimated costs based on information from industry sources.

Table 4 - Weighbridge Capital Expenditure Costs

Item	Low range	High range	Notes
Single weighbridge	\$37,900	\$56,200	Low: 10m x 3.5m Single Deck Concrete Weighbridge, NuWeigh High: 11m x 3.2m Single Deck Steel Weighbridge, NuWeigh
Installation, Commissioning & Legal for Trade Verification	\$ 26,895	\$35,000	Low: NuWeigh estimate High: SWIA estimate
Weighbridge Freight	\$15,000	\$20,000	Diversco estimates
Gatehouse <i>Not required if unmanned</i>	\$9,900	\$22,600	Prices obtained from constructionsales.com.au for a 6 x 3 m office ranging for the basic structure The range was verified with SWIA as a reasonable estimate Does not include freight or slab installation
Civil work	\$60,000	\$100,000	Estimated cost from Diversco based on metro/local prices low range for a 10M weighbridge, high range for a 20M weighbridge
Project Management, documentation and drawings	\$2,500	\$2,500	Diversco estimates
Civil plans	\$4,000	\$4,000	Diversco estimates: Weighbridge foundation design by their engineer is highly recommended and would be based on Geotechnical report provided by Council.
For an unmanned driver control system	\$12,500	\$70,000	Low: single direction unmanned system with no cameras, Diversco High: "all the bells and whistles" addons like boom gates, external printers. The range given from NuWeigh from low to high was \$28,000 up to \$50-70,000
Waste Management Software (unmanned system) including EPA reporting, reports and administration – one off license fee	\$27,490	\$49,890	NuWeigh estimate for low range is for a "perpetual license" for a system excluding cameras, and for the high range includes built in video camera feeds and integrated licence plate recognition assist in identifying vehicles and scrutinising loads + cameras
SUB-TOTAL	\$196,185	\$360,190	
10% Contingency	\$19,619	\$36,019	
TOTAL	\$215,804	\$396,209	
TOTAL (rounded to nearest \$5,000)	\$215,000	\$395,000	

Table 5 - Weighbridge Operational Costs (per year)

Item	Low range \$	High range \$	Notes
Manned weighbridge	\$80,000	\$100,000	Mandalay estimate for weighbridge for staff annual calibration/maintenance
Unmanned weighbridge	\$3,000	\$30,000	Mandalay estimate for management, services and software licensing per year. Calibration services from Advanced Weighing Technology in Darwin.

If a keypad or swipe/fob system is used, there will be additional associated staff and hardware costs in terms of maintaining the register of users and issuing/reissuing fob/swipe cards.

Resident Access System with No Weighbridge

Mandalay's Resident Access Control (RAC) system operates using an access control system, keypad entry and electronic gate. The low range capital expenditure is approximately \$40,000 per site. The high range is up to \$100,000 and includes multiple roving cameras. The ongoing operational costs are between \$6,000 - \$15,000 per year.

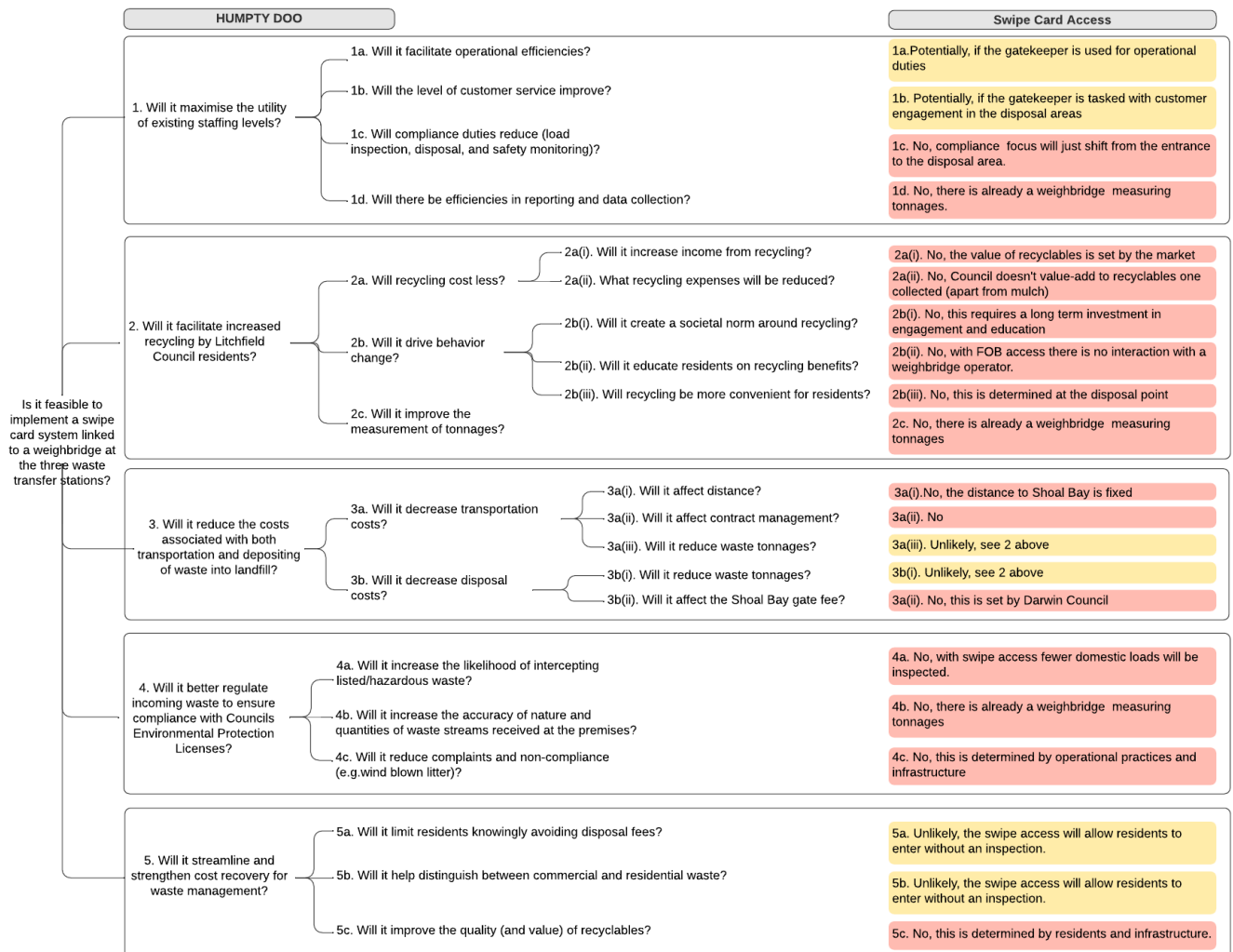
Summary: The capital cost for a weighbridge would be between \$215,000 and \$395,000. The lower end would be a simple concrete deck and a basic gatehouse. The high end includes automated vehicle entry via a swipe and addons like boom gates and external printers. The operational cost for calibration, maintenance and software licencing for the weighbridge would be between \$3,000 and \$30,000.

A basic Resident Access System would have a capital expenditure cost of \$40,000 per site, with operational costs of \$6,000 - \$15,000 per year.

PART 5 BENEFITS

As outlined above, there are many weighbridge, access method and technological options available. There are also many operational considerations in addressing the specific issues at each of the waste facilities. In order to identify the appropriate solutions, it is necessary to break down the processes into logical steps that can be assessed in context and thus allow informed choices to be made. This process can be performed using a “decision tree” approach for each of the sites. The next section contains detailed assessments of the issues, their causes and potential solutions.

5.1 HUMPTY DOO



Humpty Doo already has a weighbridge and gatehouse. Installation of automated swipe card access could free up a staff member to monitor transfer bins, inspect stockpiles, and oversee safe waste disposal. But this comes at the cost of reduced load inspection and data collection. IEC did not identify an equipment supplier that sold a system where residents could self-categorise their waste and make a payment.

Payments are an important feature for Council. The system needs to accept incoming payments from non-residents, and for materials such as tyres, commercial and non-degassed items. Outgoing payments are needed for mulch and crushed concrete. Council would need to have a staff member nearby – not all the time, but most of the time – to quickly solve any payment issues. The gatehouse

is a significant walk from the waste disposal area, and any traffic delays could quickly bank up during busy times. This would cause a return to the status quo with a staff member stationed near the gate.

Swipe cards will not facilitate increased recycling by residents. The main drivers of recycling are costs of collection/processing and behaviour change. A gatekeeper offers directions on where to recycle, which is a form of education. Without one, the recycling rate could decrease.

The swipe card will not reduce the costs associated with transportation and deposition of waste to landfills. Council does not own a landfill. It pays the Shoal Bay gate fee set by Darwin City Council. Council does not own its own trucks. The costs associated with transport are fixed in a multi-year contract.

A swipe card will not improve compliance with Council's Environmental Protection Licence. Fewer loads will be inspected as residents self-categorise. Inspections will occur at the disposal point, placing an additional burden on staff. Hazardous waste, such as asbestos, that was not reported will incur significant clean-up costs.

It would cost \$70,000 to implement an automatic access system at Humpty Doo. This system could quickly pay for itself but only if the operational challenges described above were not present. IEC recommends Council monitor the suppliers for technological improvements that will meet its needs.

Summary: At the time of writing, no fully automated weighbridge system was available in Australia that would meet the operational needs at Humpty Doo. An automated system would still need staff nearby to process payments and inspect hazardous loads. There would be fewer opportunities for education and engagement with residents as they enter the site, and automating the weighbridge would not result in an increase in recycling or decrease in waste disposal. The \$70,000 capital cost will not realise operational efficiencies. Council should monitor the suppliers for technological improvements that will meet its needs.

5.2 HOWARD SPRINGS



A weighbridge installation at Howard Springs would only improve the measurement of recyclables and green waste. Domestic waste is already weighed when it is taken to Shoal Bay for disposal. Commercial and construction waste is not accepted and is directed to Humpty Doo. Recyclables and green waste make up 43% of the tonnages that move through Howard Springs annually. The weighbridge itself will not increase the tonnages of recyclables delivered by residents, which should be the focus for Council. Nor will it drive resident behaviour change.

The weighbridge will not reduce the costs associated with transportation and deposition of waste to landfills. Council does not own a landfill. It pays the Shoal Bay gate fee set by Darwin City Council. Council does not own its own trucks. The costs associated with transport are fixed in a multi-year contract.

A weighbridge would improve compliance with Council's Environmental Protection Licence. Council would have accurate tonnage records of all material entering and exiting the facility. The improvement however would be incremental compared to business as usual. Council already has records of all vehicle loads entering the facility via the gatehouse. Accurate tonnages, from an environmental compliance perspective, is less important than surface and groundwater pollution, windblown litter, and noise and dust generation.

It would cost a minimum of \$215,000 to construct a weighbridge at Howard Springs. IEC could not identify any guaranteed efficiencies that would help recover this cost.

Even without a weighbridge, Council still has the option for a simple resident access system costing \$40,000. Residents would be provided a pin code to open the gate – non-residents would press a button to alert the operator. This would not be an optimum solution for Howard Springs. The system offered for sale does not accept incoming payments. Howard Springs needs to take payments from non-residents as it is close to Palmerston. It also needs to accept payment from mulch sales. Council would need to have a staff member nearby to quickly solve any payment issues. Without a gatekeeper, fewer loads will be inspected and hazardous waste, such as asbestos that is not intercepted, could result in significant clean-up costs.

Summary: Construction of a \$215,000 weighbridge at Howard Springs offers incremental improvement over the business as usual. Council already has good data on all loads entering the site via the gatehouse. A weighbridge would only improve the measurement of recyclables tonnages, as waste is weighed at Shoal Bay. It would not result in an increase in recycling or decrease in waste disposal.

IEC could not identify a resident access system that met the needs of Howard Springs. An automated system costing \$40,000 would still need staff nearby to process payments and inspect hazardous loads. There would be fewer opportunities for education and engagement with residents as they enter the site. And it would not result in an increase in recycling or decrease in waste disposal.

5.3 BERRY SPRINGS



A weighbridge installation at Berry Springs will only improve the measurement of recyclables and green waste. Domestic waste is already weighed when it is taken to Shoal Bay for disposal. Commercial and construction waste is not accepted and is directed to Humpty Doo. Recyclables and green waste make up 17% of the tonnages that move through Berry Springs annually. The weighbridge itself will not increase the tonnages of recyclables delivered by residents, which should be the focus for Council. Nor will it drive resident behaviour change.

The weighbridge will not reduce the costs associated with transportation and deposition of waste to landfills. Council does not own a landfill. It pays the Shoal Bay gate fee set by Darwin City Council. Council does not own its own trucks. The costs associated with transport are fixed in a multi-year contract.

Having a permanent gatekeeper on the weighbridge inspecting loads is the primary compliance improvement over business as usual. A gatekeeper would prevent commercial users from accessing the facility while the gate is unattended. Similarly, those seeking to avoid charges for disposing tyres and hazardous wastes would be directed to Humpty Doo. Council would benefit from improved records of all materials entering and exiting the facility. But accurate tonnages, from an environmental compliance perspective, is less important than surface and groundwater pollution, windblown litter, and noise and dust generation.

Berry Springs may benefit from the introduction of a \$40,000 resident access system. Residents would be provided a pin code that opens the gate – the few non-residents would press a button to alert the operator. Berry Springs is the transfer station with the lowest tonnages, the fewest patrons, and is deepest inside the LGA. Accepting payment is not as crucial as Howard Springs as there are fewer non-residents accessing the facility and only limited mulch sales. Such a system would not increase tonnages of recyclables or drive down the disposal cost. However it would increase the ability of Council to enforce resident-only access and provide photographic evidence should hazardous waste enter the site. Furthermore, it would be a good test case for this report's view on the challenges associated with implementing automation at Humpty Doo and Howard Springs.

Summary: Construction of a \$215,000 weighbridge at Berry Springs offers improvement over the business as usual only because a permanent gatekeeper would inspect loads and take payments – this could be implemented without the weighbridge for the same reasons given for Howard Springs. A weighbridge would only improve the measurement of recyclables tonnages, as non-recyclable waste is weighed at Shoal Bay. It would not result in an increase in recycling or decrease in waste disposal.

A resident access system costing \$40,000 could be suited to Berry Springs due to its lower patronage and less need for payments. It would allow Council to better enforce resident-only access and provide photographic evidence should hazardous waste enter the site. It would be a good test for the challenges associated with implementing automation at Humpty Doo and Howard Springs

5.4 FUTURE CHANGES

Kerbside Collection

Council does not currently offer kerbside collection in the LGA. Many residents have engaged the services of private collectors. The result has been a concentration of tonnages at Humpty Doo – the only facility in the LGA where trucks can deliver their load. This concentration effect would be expected to strengthen should Council seek to provide kerbside collections to urban developments in Holtze and Kowandi. It would be expected that collection trucks take their loads directly to Shoal Bay. This would reduce both the tonnages and the patronage across Humpty Doo and Howard Springs.

This report has detailed how investment in a weighbridge or swipe card access at Howard Springs and Humpty Doo would produce minimal benefit. Should a kerbside collection program be introduced, any benefits would be further reduced.

Charging for Waste Disposal

Charging for waste disposal is an effective two-way tool that recovers service cost directly from users. It also incentivises the additional effort for recycling, which in most councils attracts no charge. If a kerbside collection is not introduced in Holtze and Kowandi, then the number of vehicles using Howard Springs will continue to increase rapidly. Should Council consider a charge for waste disposal, a weighbridge at Howard Springs would have the added benefit of price transparency for residents.

PART 6 OPPORTUNITY COSTS

Opportunity cost is the forgone benefit from an option not chosen. To properly evaluate opportunity costs, the cost and benefit of every option available must be considered and weighed against the others. The scope for this work focused on the potential benefits gained from installing a weighbridge and implementing swipe card procedures. Table 7 displays levers that other councils have used to try and tackle the key scoping questions.

Table 7 – Opportunity Cost

Key Scoping Question	Levers
Maximise the utility of existing staffing levels	EOI to contract out facility operation: Council test the willingness of the market to operate the facilities. If it appears promising then Council can progress to a tender process.
Facilitate increased recycling by residents	<p>Introduce kerbside recycling: Kerbside recycling is a proven way to increase the tonnage diversion from landfill.</p> <p>Implement a charge on unsorted waste: Waste that is pre-sorted for recycling is not charged – unsorted waste attracts a nominal fee. This is a price tool that incentivises recycling and does not punish conscientious residents.</p> <p>Invest in waste education: Develop a waste education strategy to focus Councils resources.</p>
Reduce the costs associated with both transportation and depositing of waste into landfills	Research cost-effective waste haulage: Benchmark Councils waste haulage costs and performance against best practice operations. Implement recommendations in the next contract.
Better regulate incoming waste to ensure compliance with Council's Environmental Protection Licenses	<p>Invest in staff training: Send staff for compliance training on identifying asbestos and other hazardous materials. Test pollution incident response plans with outside auditors and train staff based on results.</p> <p>Install technology to monitor disposal points: Invest in automated cameras to limit unauthorised disposal of hazardous waste.</p>
Streamline and strengthen cost recovery for waste management	Continuous improvement: Empower staff at all levels to make incremental improvements to waste services. E.g. test whether scrap metal process could be improved by sort to aluminium, copper and stainless steel.

PART 7 SUMMARY

1. The capital cost for a weighbridge would be between \$215,000 and \$395,000. The lower end would be a simple concrete deck and a basic gatehouse. The high end includes automated vehicle entry via a swipe and add-ons like boom gates and external printers. The operational cost for calibration, maintenance, and software licensing for the weighbridge would be between \$3,000 and \$30,000 per year. A basic Resident Access System would have a capital expenditure cost of \$40,000 per site, with operational costs of \$6,000 - \$15,000 per year.
2. IEC could not identify a fully automated weighbridge that met the needs of Humpty Doo. An automated system would still need staff nearby to process payments and inspect hazardous loads. There would be fewer opportunities for education and engagement with residents as they enter the site, and an automated weighbridge would not result in an increase in recycling or decrease in waste disposal. The \$70,000 capital cost will not realise operational efficiencies.
3. Construction of a \$215,000 weighbridge at Howard Springs offers incremental improvement over the business as usual. Council already has good data on all loads entering the site via the gatehouse. A weighbridge would only improve the measurement of recyclables tonnages, as waste is weighed at Shoal Bay. It would not result in an increase in recycling or decrease in waste disposal. IEC could not identify a resident access system that met the needs of Howard Springs. An automated system costing \$40,000 would still need staff nearby to process payments and inspect hazardous loads. There would be fewer opportunities for education and engagement with residents as they enter the site. And it would not result in an increase in recycling or decrease in waste disposal.
4. Construction of a \$215,000 weighbridge at Berry Springs offers improvement over the business as usual only because a permanent gatekeeper would inspect loads and take payments – this could be implemented without the weighbridge, as at Howard Springs. A weighbridge would only improve the measurement of recyclables tonnages, as waste is weighed at Shoal Bay. It would not result in an increase in recycling or decrease in waste disposal. A resident access system costing \$40,000 could be suited to Berry Springs due to its lower patronage and less need for payments. It would allow Council to better enforce resident-only access and provide photographic evidence should hazardous waste enter the site. It would be a good test for the challenges associated with implementing automation at Humpty Doo and Howard Springs

Litchfield Council
**Weighbridge and Swipe-Card
Options Analysis for Transfer Stations**
April 2022

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COUNCIL REPORT

Agenda Item Number:	14.03.03
Report Title:	Urban Landscaping Program
Author:	David Jan, Manager Operations and Environment
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	21/06/2022
Attachments:	A: Coolalinga Streetscape Plan B: Whole of life cost assessment for the proposed Coolalinga streetscape plan C: Litchfield Council Street Tree recommended planting list

Executive Summary

This report provides Council with the deliverables from the Urban Landscaping Program that was identified as a new initiative in the 2021-2022 Municipal Plan, the intent of which was to engage a landscape architect to develop urban landscape concept plans for the Coolalinga urban area.

Recommendation

THAT Council receive and note the Urban Landscaping Program report.

Background

The development of an urban landscaping program was identified as a new initiative in the 2021-2022 Municipal Plan. Council has a number of areas that are undergoing increased urbanisation through subdivision developments (e.g. Cnr. Beaumont and Freds Pass Roads in Humpty Doo) and Northern Territory Government planning initiatives such as areas identified as activity centres (Howard Springs, Coolalinga, Humpty Doo and Berry Springs) in the Litchfield Subregional Land Use Plan.

The project scope used the Coolalinga urban area as the focus and required the following deliverables.

1. A detailed street scape plan (Attachment A) for the Coolalinga urban area including
 - a) Planting locations
 - b) Species selection
 - c) Urban furniture recommendations
2. The plan should consider the cost to establish and maintain the proposed infrastructure and plantings (Attachment B).

3. Species selection should be cognisant of best practice urban landscaping and consider the unique conditions and challenges of the Top End (monsoonal rains, cyclones and extended dry seasons).
4. A Litchfield Council Street Tree recommended planting list (Attachment C).

Whilst a detailed streetscape concept plan is provided, no commitment has been made regarding implementation. The whole of life cost assessment provided in Attachment B gives an indication of the cost per tree to implement the proposed plan using external contractors. Consideration however should be given to the role and capacity of the Mobile Work Force into the future with regards to maintenance of higher density urban areas.

The recommended tree planting list provided in Attachment C is in the form of a dynamic excel spreadsheet where weightings can be adjusted depending on the community requirements to prioritise species selection. This recommended street tree list will be included on Council's website to guide residents wishing to plant trees on their verges.

Ultimately this project provides Council with an indication of the requirements for streetscape planting in urban areas. It has delivered a street tree list which is applicable to both high density and rural verges. The streetscape plan and planting list can also be used to inform Council's subdivision requirements ensuring establishment costs for community amenity are met by developers prior to hand over to Council. Additionally, should the Holtze/Kowandi development proceed, deliverables from this project add to the evidence of Litchfield Council's capability to manage such areas.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

There is currently no policy regarding verge management to determine the level of service Council will provide.

Risks



This report provides an update on the delivery of a new initiative approved in the 2021-2022 Municipal Plan. There are no risks identified in noting the report as there are no budget implications.

Community Engagement

Not applicable to this report.

D21-0078
LITCHFIELD COUNCIL STREET TREES
COOLALINGA NORTH

LANDSCAPE WORKS DRAWING SET
ISSUE FOR FINAL
APRIL 2022

NOTE: THIS DOCUMENT IS PRELIMINARY UNLESS VERIFIED.

THE FOLLOWING FORM PART OF THE DOCUMENTATION AND CONSTRUCTION SET.

DRAWING NUMBER	TITLE	SCALE	REVISION
DRAWING NO.	TITLE	SCALE	REV
D21-0078 LA01.01	COVER PAGE	-	B
D21-0078 LA02.01	LANDSCAPE STREET TREE PLAN 1	1:500@A1	B
D21-0078 LA02.02	LANDSCAPE STREET TREE PLAN 2	1:500@A1	B
D21-0078 LA02.03	LANDSCAPE STREET TREE PLAN 3	1:500@A1	B
D21-0078 LA02.04	LANDSCAPE STREET TREE PLAN 4	1:500@A1	B
D21-0078 LA02.05	LANDSCAPE STREET TREE PLAN 5	1:500@A1	B
D21-0078 LA02.06	LANDSCAPE STREET TREE PLAN 6	1:500@A1	B
D21-0078 LA03.01	LANDSCAPE STREET TREE DETAIL SHEET 1	-	B



SITE LOCATION MAP

THE DETAIL SET TO BE READ IN
CONJUNCTION WITH:
• LANDSCAPE WORKS SPECIFICATION
(VOLUME 2 OF 2)
• THE CONTRACT DOCUMENTS

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NOTE: This document is Preliminary unless Verified.

REV	REVISION DESCRIPTION	REVISION DATE	REVIEW	VERIFY
B	FINAL	22.04.2022	AY	TC
A	CLIENT REVIEW	05.04.2022	JC	TC

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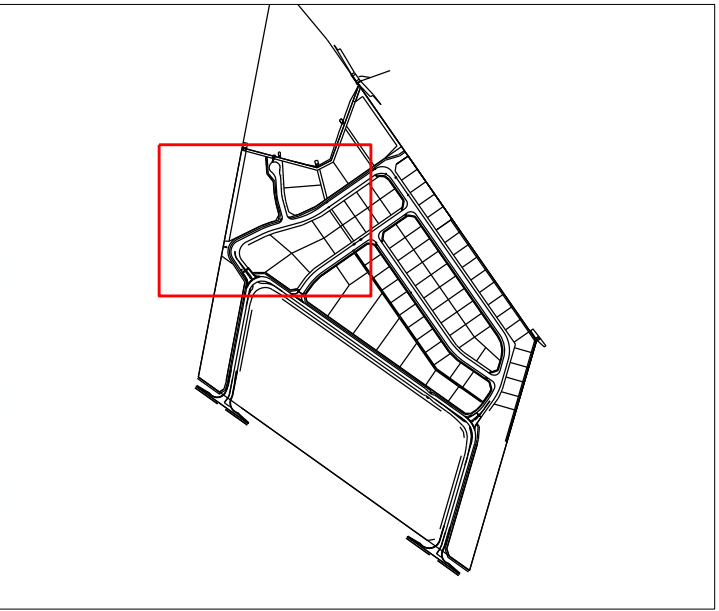
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PROJECT COOLALINGA URBAN AREA STREET TREE DESIGN STAGE 1A LANDSCAPE WORKS	CLIENT LITCHFIELD COUNCIL	SCALE N/A
DRAWING TITLE COVER PAGE	DRAWING NUMBER D21-0078 LA01.01	DRAWN AY
		REVISION B



KEY PLAN

LEGEND

- EXTENT OF WORKS BOUNDARY
- STREET TREE
Refer schedule LA03.01. and detail A/ LA03.01.
- STREET LIGHT
For Information confirm location on site
- SIDE ENTRY PIT
For Information confirm location on site
- PIT HATCH
For Information confirm location on site
- PATHS AND CROSSOVERS
For Information confirm location on site

NOTES:

- All trees supplied must conform with AS 2303:2018
- All street trees to be pruned throughout the maintenance period to encourage a dense, high canopy with clear trunk for sight lines. All pruning to comply with AS4373-2007.
- Root barrier to be installed as detailed A/LA03.01.
- Services and pavement locations to be confirmed onsite prior to commencing works.
- Refer to Planting Schedule on LA03.01. for species and quantities. Numbers shown on drawings take precedence over those scheduled.

Landscape architect or Litchfield Council representative are to approve all street tree setout prior to installation.

- Typically 5m from lightpoles.
- Typically 3m from from Fire Hydrant, stormwater pits and either side of driveways.
- Offset 2.7 from property boundary unless otherwise shown.
- Keep minimum distances from services but not at the expense of pushing tree's too close together or planting a single tree when 2 could have been planted.

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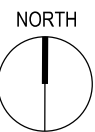
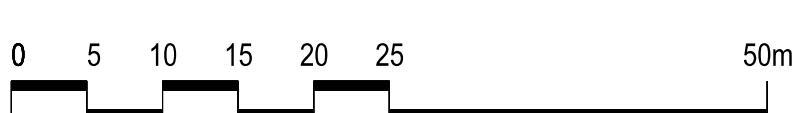
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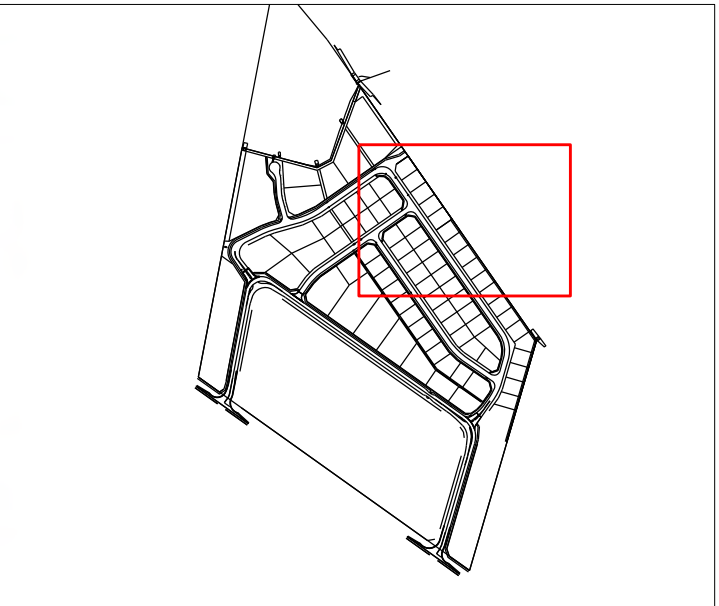
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**CLOUSTON associates**

PROJECT COOLALINGA URBAN AREA STREET TREE DESIGN
STAGE 1A LANDSCAPE WORKS
DRAWING TITLE
LANDSCAPE STREET TREE SHEET 1



CLIENT	LITCHFIELD COUNCIL	SCALE	1:500@A1
DRAWING NUMBER	D21-0078 LA02.01	DRAWN	AY
REVISION	B		



KEY PLAN

LEGEND

- EXTENT OF WORKS BOUNDARY
- (X) STREET TREE
Refer schedule LA03.01. and detail A/ LA03.01.
- STREET LIGHT
For Information confirm location on site
- SIDE ENTRY PIT
For Information confirm location on site
- PIT HATCH
For Information confirm location on site
- ▭ PATHS AND CROSSOVERS
For Information confirm location on site

NOTES:

- All trees supplied must conform with AS 2303:2018
- All street trees to be pruned throughout the maintenance period to encourage a dense, high canopy with clear trunk for sight lines. All pruning to comply with AS4373-2007.
- Root barrier to be installed as detailed A/LA03.01.
- Services and pavement locations to be confirmed onsite prior to commencing works.
- Refer to Planting Schedule on LA03.01. for species and quantities. Numbers shown on drawings take precedence over those scheduled.

Landscape architect or Litchfield Council representative are to approve all street tree setout prior to installation.

- Typically 5m from lightpoles.
- Typically 3m from from Fire Hydrant, stormwater pits and either side of driveways.
- Offset 2.7 from property boundary unless otherwise shown.
- Keep minimum distances from services but not at the expense of pushing tree's too close together or planting a single tree when 2 could have been planted.

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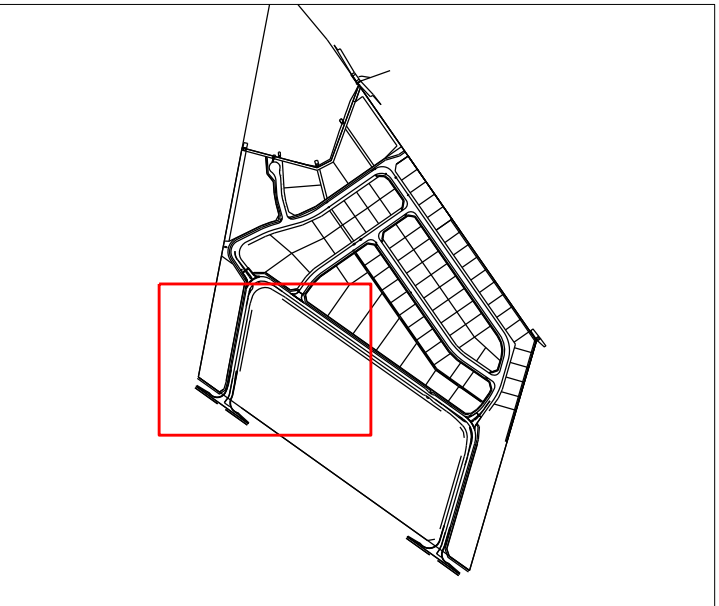
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PROJECT COOLALINGA URBAN AREA STREET TREE DESIGN STAGE 1A LANDSCAPE WORKS		CLIENT LITCHFIELD COUNCIL		SCALE 1:500@A1
DRAWING TITLE LANDSCAPE STREET TREE SHEET 2		DRAWING NUMBER D21-0078 LA02.02	DRAWN AY	REVISION B





KEY PLAN

LEGEND

- EXTENT OF WORKS BOUNDARY
- ⊗ STREET TREE
Refer schedule LA03.01. and detail A/ LA03.01.
- ⊗ STREET LIGHT
For Information confirm location on site
- ⊗ SIDE ENTRY PIT
For Information confirm location on site
- PIT HATCH
For Information confirm location on site
- ▭ PATHS AND CROSSOVERS
For Information confirm location on site

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- Refer to Planting Schedule on LA03.01. for species and quantities. Numbers shown on drawings take precedence over those scheduled.

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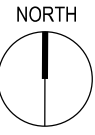
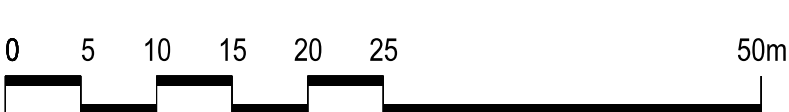
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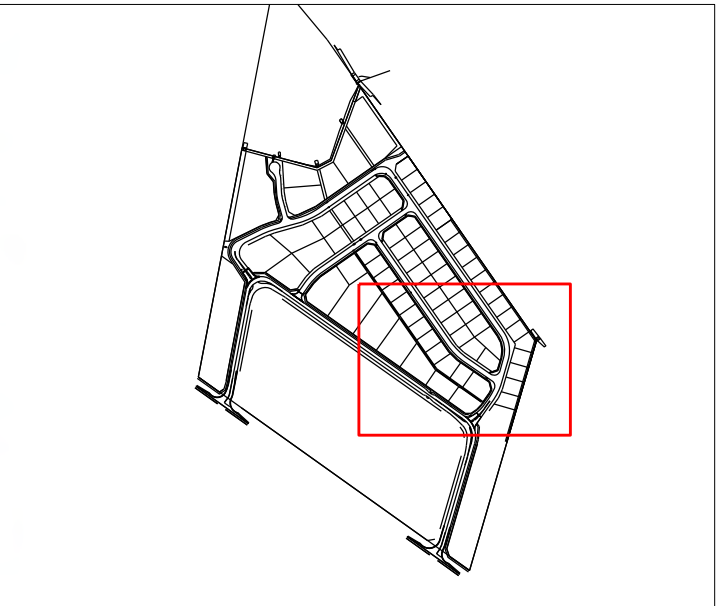


CLOUSTON associates

PROJECT COOLALINGA URBAN AREA STREET TREE DESIGN STAGE 1A LANDSCAPE WORKS
DRAWING TITLE LANDSCAPE STREET TREE SHEET 3

CLIENT LITCHFIELD COUNCIL	SCALE 1:500@A1
DRAWING NUMBER D21-0078 LA02.03	REVISION B





KEY PLAN

LEGEND

- EXTENT OF WORKS BOUNDARY
- ⊗ STREET TREE
Refer schedule LA03.01. and detail A/ LA03.01.
- ⊙ STREET LIGHT
For Information confirm location on site
- ⊖ SIDE ENTRY PIT
For Information confirm location on site
- PIT HATCH
For Information confirm location on site
- ▭ PATHS AND CROSSOVERS
For Information confirm location on site

NOTES:

- All trees supplied must conform with AS 2303:2018
- All street trees to be pruned throughout the maintenance period to encourage a dense, high canopy with clear trunk for sight lines. All pruning to comply with AS4373-2007.
- Root barrier to be installed as detailed A/LA03.01.
- Services and pavement locations to be confirmed onsite prior to commencing works.
- Refer to Planting Schedule on LA03.01. for species and quantities. Numbers shown on drawings take precedence over those scheduled.

Landscape architect or Litchfield Council representative are to approve all street tree setout prior to installation.

- Typically 5m from lightpoles.
- Typically 3m from from Fire Hydrant, stormwater pits and either side of driveways.
- Offset 2.7 from property boundary unless otherwise shown.
- Keep minimum distances from services but not at the expense of pushing tree's too close together or planting a single tree when 2 could have been planted.

NOTE: This document is Preliminary unless Verified.

REV	REVISION DESCRIPTION	REVISION DATE	REVIEW	VERIFY
B	FINAL	22.04.2022	AY	TC
A	CLIENT REVIEW	05.04.2022	JC	TC


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TELEPHONE: (08) 8941 2450

DRAFT



CLOUSTON associates

PROJECT COOLALINGA URBAN AREA STREET TREE DESIGN

STAGE 1A LANDSCAPE WORKS

DRAWING NUMBER

D21-0078 LA02.04

CLIENT

LITCHFIELD COUNCIL

DRAWING NUMBER

D21-0078 LA02.04

SCALE

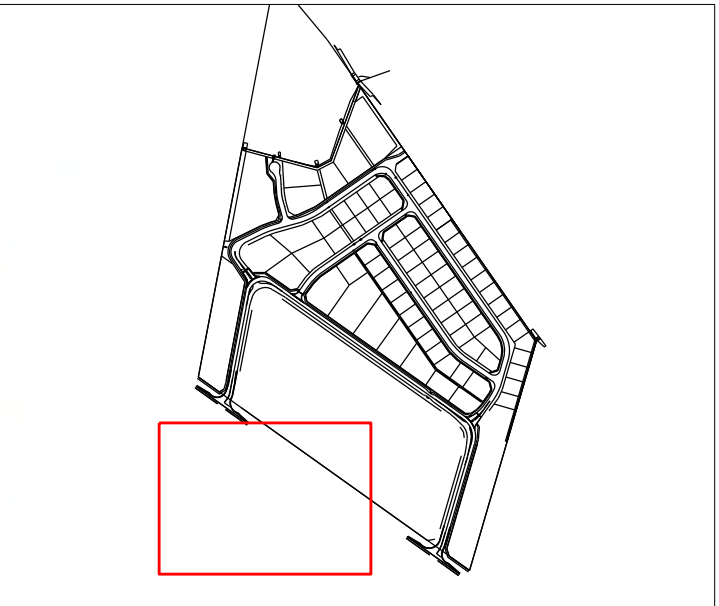
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REVISION

B



KEY PLAN

LEGEND

- EXTENT OF WORKS BOUNDARY
- (x) STREET TREE
Refer schedule LA03.01. and detail A/ LA03.01.
- SL STREET LIGHT
For Information confirm location on site
- SE SIDE ENTRY PIT
For Information confirm location on site
- PH PIT HATCH
For Information confirm location on site
- PATHS AND CROSSOVERS
For Information confirm location on site

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PROJECT COOLALINGA URBAN AREA STREET TREE DESIGN

STAGE 1A LANDSCAPE WORKS

DRAWING TITLE

LANDSCAPE STREET TREE SHEET 5

CLIENT

LITCHFIELD COUNCIL

DRAWING NUMBER

D21-0078 LA02.05

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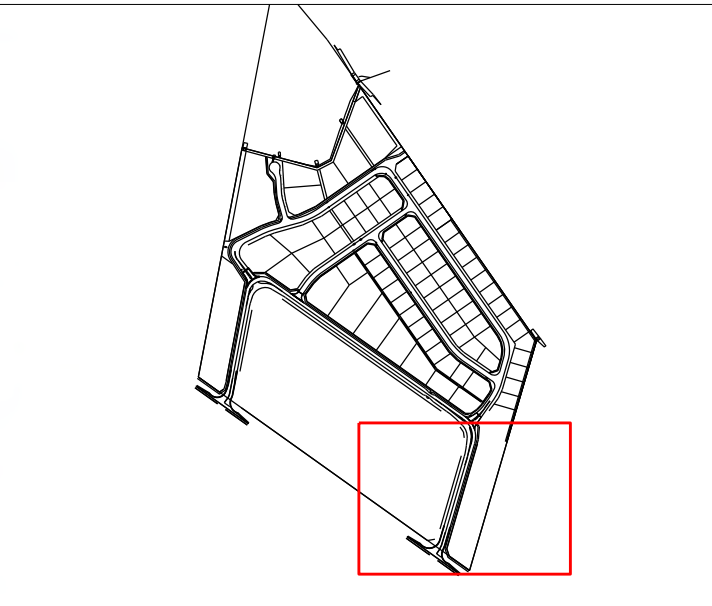
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SCALE

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REVISION

B



KEY PLAN

LEGEND

- EXTENT OF WORKS BOUNDARY
- ⊗ STREET TREE
Refer schedule LA03.01. and detail A/ LA03.01.
- ⊙ STREET LIGHT
For Information confirm location on site
- ⊖ SIDE ENTRY PIT
For Information confirm location on site
- PIT HATCH
For Information confirm location on site
- ⊞ PATHS AND CROSSOVERS
For Information confirm location on site

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CLIENT
LITCHFIELD COUNCIL

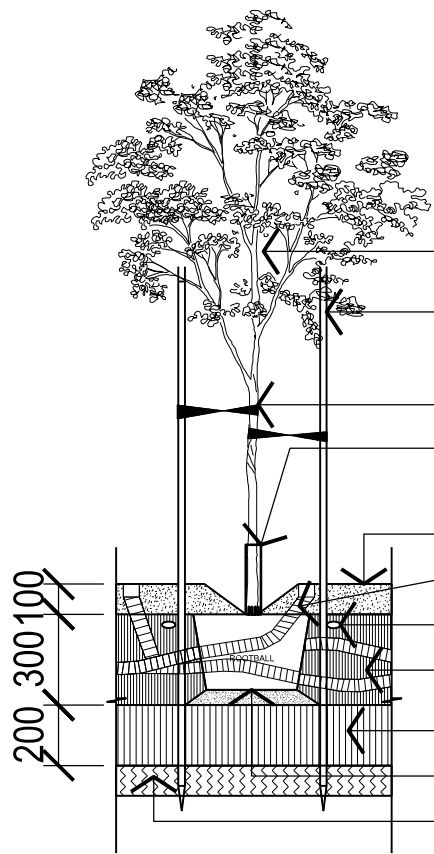
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PROJECT COOLALINGA URBAN AREA STREET TREE DESIGN STAGE 1A LANDSCAPE WORKS	CLIENT LITCHFIELD COUNCIL	SCALE 1:500@A1
DRAWING TITLE LANDSCAPE STREET TREE SHEET 6	DRAWING NUMBER D21-0078 LA02.06	DRAWN AY
	REVISION B	



- Tree set vertical. Tease out base of rootball prior to planting.
- Treated hardwood stake 50 x 50 x 2400mm to be kept clear of rootball. Stake to penetrate min. 200mm into existing subgrade.
- 50mm Propylene ties stappled to stake.
- Sentree sapling trunk protector to all tree's in grass. Install as per manufacturers recommendations.
- Organic mulch as specified 500mm radius around tree (keep clear of base of tree trunk).
- Breather and watering pipe 80mm diameter ag. pipe laid in 2.0m DIA spiral within pit.
- Fertiliser Type A as scheduled. Install as per manufacturers recommendations.
- Topsoil Mix Type A as scheduled. Backfill lightly compacted as specified.
- Topsoil Mix Type B as scheduled. Backfill lightly compacted as specified.
- Position tree on base of sand. Depth of sand will vary to ensure tree sits flush in ground.
- Rip and cultivate subsoil to 100mm depth and incorporate gypsum at the rate of 0.25 kg/m2.

NOTES:
- Tree pits excavated with backhoe to 2000mm x 2000mm, dimensions may vary with minimum 1200mm width and retain pit area of 4.0m2.
- Where trees are within 3m of any infrastructure (path, kerbs etc) a Nylex rootbarrier or equivalent is to be installed at 450mm depth x 2500mm length parallel to infrastructure.

A TYPICAL TREE DETAIL
1:20 @ A1

CONSTRUCTION NOTES

Preliminaries
In conjunction with Council, provide advice to all adjacent landowners of details of works and timing for the works minimum 2 weeks prior to commencement on site.
Work Safety Plans, Work Permits, Traffic Management Plans and all relevant documentation as required by Council to be completed and approved prior to commencement.
Undertake required investigations to confirm all underground service locations in the area of works. Submit soil samples of intended mixes as scheduled along with relevant full horticulture test results demonstrating topsoil mixes are fit for purpose.
Tree supply to be confirmed and approved by Council. All trees to be of good form and true to species. All trees to be in accordance with AS 2303 with particular attention to trunk taper and root system. Markout all tree locations on site and seek approvals from Council.

Preparation
Excavate all tree holes as detailed. Pit sizes may be adjusted to be a rectangular shape if required to give additional clearance to services. Minimum width to be 1400mm.
Install root barriers where required.
Suitable excavated soil may be re-used provided it is tested and approved and complies with project requirements. Excess material to be removed off site.
Place approved topsoil mixes into each pit in layers of maximum 150mm depth and ensure consolidation to minimize future subsidence. Do not compact.
Trees to be fully watered prior to planting and checked for any diseases or damage prior to planting. Place trees central in pits and adjust to ensure correct depth. Backfill with topsoil mixes and water plants and full pit.

Maintenance
All trees are to be maintained for 12 months establishment, including watering, formative pruning as required, remulching surrounds and regular inspections/ treatment for pests and diseases.
Watering to be sufficient to ensure vigorous, stress free growth. Undertake periodic watering that wets the entire tree surrounds with no run-off.
Advice Council where there is evidence of vandalism or theft.

TREE SPECIES FOR STREET

Key	Species	Species	Pot Size	Quantity	Mature Height	Mature Spread
AA	<i>Alstonia actinophylla</i>	Milkwood	25Lt	17	10-20m	10m
AT	<i>Allosyncarpia ternata</i>	Allosyncarpia	25Lt	42	15-30m	10m
CB	<i>Corymbia bella</i>	-	25Lt	25	8-15m	8m
EB	<i>Eucalyptus bigalerita</i>	Northern Salmon Gum	25Lt	24	10-18m	10m
EP	<i>Eucalyptus polycarpa</i>	-	25Lt	22	10-12m	10m
ET	<i>Eucalyptus tintinnans</i>	Hills Salmon Gum	25Lt	23	8-10m	8m
MC	<i>Maranthes corymbosa</i>	Maranthes	25Lt	60	10-20m	10m
ME	<i>Mimusops elengi (NT Native)</i>	-	25Lt	14	10m	10m
MI	<i>Myristica insipida</i>	Wild Nutmeg	25Lt	56	8-12m	8m
PP	<i>Peltophorum pterocarpum</i>	Yellow Flame Tree	25Lt	23	10m	10m
SF	<i>Syzygium forte</i>	White Bush Apple	25Lt	9	12-15m	10m

TOPSOIL SCHEDULE

Type	Soil Mix	Additives	Location
Topsoil Mix A	90:10 Imported topsoil : Fully Composted Organics	Additives as required to meet AS 4419.	Top of tree pits. Refer details.
Topsoil Mix B	90:10 Imported topsoil : River sand	5kg gypsum/m³ mixed through	Bottom of tree pits. Refer details.

FERTILIZER SCHEDULE

Type	Fertilizers
A	8 x 50 gm Green Gorilla Slow Release Fertiliser Planting Tablets with Typhoon Technology 8 'Handfuls' of Green Gorilla Tropical & Hot Climate Soil Conditioner 300gms MicroLive GP Landscape Fertiliser

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CLOUSTON associates

PROJECT: COOLALINGA URBAN AREA STREET TREE DESIGN
STAGE 1A LANDSCAPE WORKS

DRAWING TITLE
LANDSCAPE STREET TREE DETAIL SHEET 1

CLIENT
LITCHFIELD COUNCIL

DRAWING NUMBER
D21-0078 LA03.01

DRAWN
AY

SCALE
1:500@A1

REVISION
B

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LANDSCAPE ARCHITECTS
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Manager Operations & Environment
 Litchfield Council
 7 Bees Creek Road
 FRED'S PASS NT 0822

Attention: Mr David Jan

D21-0078/01/B/FeeLetter
 22.4.22

Dear David,

WHOLE OF LIFE COST ASSESSMENT FOR STREET TREES

We provide below an assessment on the whole of life costs for individual street trees planted within the Council area. The cost assessment advice is based on the following assumptions:

- All trees are good, healthy plants with good root structure and no canopy structural problems,
- All trees were planted utilizing best practice pit and soil preparation,
- Appropriate plant selection has been balanced with long term irrigation requirements,
- Irrigation costs have been excluded. Generally, the street trees are to be planted without automatic irrigation. Supplementary irrigation via trucks would be undertaken during the initial establishment and thereafter it is assumed the irrigation of the trees would be undertaken by the adjoining landowner. The cost of water for the initial establishment in years 1 – 3 would be less than \$10/ tree. The major costs are associated with the truck watering. In subsequent years, the repeat period for water reduces but the volume delivered increases.
- All costs are based on today's costs with no allowance for inflation, and
- The whole of life period of 40 years is based on expected effective life span with consideration of return periods of severe and damaging storms and natural attrition. Many of the selected tree species will have a life span many years beyond 40 years.

ITEM	QTY	UNIT	RATE	COST OVER PERIOD
PHASE 1 – ESTABLISHMENT YEARS 1 - 3				
Formative pruning and general arborist services	3	Item	\$200.00	\$600.00
Mulching surrounds & fertiliser	6	Item	\$100.00	\$600.00
Water by truck (40/ annum)	120	Operations	\$40.00	\$4,800.00
Allowance for replacement of trees (damaged, diseased or vandalised). Allow for 10% replacement over the 3 years.	32	No.	\$120.00	\$3,840.00
Annual Cost/ Tree Total (replacements costs averaged across full complement)				\$2,012.00/ ANNUM
PHASE 2 – GROWTH YEARS 4 - 10				
Formative pruning and general arborist services	7	Item	\$250.00	\$1,750.00
Mulching surrounds & fertiliser	14	Item	\$100.00	\$1,400.00

LANDSCAPE ARCHITECTS • URBAN DESIGNERS • LANDSCAPE PLANNERS • DARWIN
 CROSBIE LORIMER • TONY COX • MARTIN O'DEA • JESSICA CRAWFORD
 CLOUSTON ASSOCIATES (AUSTRALIA) PTY LTD • ABN 52 003 049 616 • ACN 003 049 616



Water by truck (20/ annum)	140	Operations	\$60.00	\$8,400.00
Allowance for replacement of trees (damaged, diseased or vandalised). Allow for 10% replacement over the 7 years.	32	No.	\$120.00	\$3,840.00
Annual Cost/ Tree Total (replacements costs averaged across full compliment)				\$1,652.00
PHASE 3 – YOUTH YEARS 11 - 25				
Annual arborist inspection	15	Item	\$150.00	\$2,250.00
Corrective pruning, hazard reduction and general arborist services	5	Item	\$1,000.00	\$5,000.00
Water by truck (3/ annum)	45	Operations	\$200.00	\$9,000.00
Allowance for replacement of trees (damaged, diseased or vandalised). Allow for 10% replacement over the 15 years.	32	No.	\$120.00	\$3,840.00
Annual Cost/ Tree Total (replacements costs averaged across full compliment)				\$1,084.00
PHASE 4 – MATURITY YEARS 26 - 40				
Annual arborist inspection	15	Item	\$150.00	\$2,250.00
Major tree management activities including hazard reduction, pruning and ground rehabilitation	5	Item	\$2,000.00	\$10,000.00
Annual Cost/ Tree Total				\$817.00

We look forward to working with you on this important project. If you have any queries in relation to our fee proposal please do not hesitate to contact me.

Yours faithfully
CLOUSTON Associates

TONY COX FAILA (PP)
Director
Registered Landscape Architect

SPECIES	COMMON NAME	QUICK ESTABLISH	LARGE SHADED AREA	ATTRACTIVE FOLIAGE/ FLOWER/ TRUNK	DOES NOT ATTRACT BATS/BIRDS	STABLE IN HIGH WINDS	WATER HARDY	LONG LIFESPAN	NON INVASIVE ROOTS	DRY SEASON SHADE	NO MESSY FRUIT/FLOWER/ LEAF/ BRANCH DROP	GROSS SCORE	WEIGHTED SCORE
Adenanthera pavonina	Red Bead Tree	4	3	3	4	3	4	4	3	3	3	34	345
Albizia lebbeck	Native Raintree	4	5	3	4	3	4	4	4	1	3	35	355
Alphitonia excelsa	Red Ash	4	3	3	4	4	4	4	4	3	5	38	395
Allosyncarpia ternata	Allosyncarpia	4	4	3	4	4	4	4	4	5	5	41	410
Alstonia actinophylla	Milkwood	3	4	3	3	5	5	5	4	4	5	41	440
Canarium australianum	Canarium	3	3	1	3	3	4	4	4	1	3	29	320
Calophyllum inophyllum	Beauty Leaf	2	5	1	2	5	4	5	4	5	0	33	365
Carralia brachyata	Carralia	3	2	2	4	3	3	4	4	5	5	35	360
Corymbia bella		4	4	5	3	3	5	5	4	4	3	40	395
Cupaniopsis anarcardiodes	Tuckeroo	4	3	4	5	4	5	5	4	4	5	43	445
Diospyros maritima	Broad leaved Ebony	2	3	3	3	3	5	5	4	5	4	37	385
Eucalyptus bigalerita	Northern Salmon Gum	4	4	5	3	3	5	5	4	4	3	40	395
Eucalyptus polycarpa		4	3	4	3	3	5	5	4	4	3	38	385
Eucalyptus tintinnans	Hills Salmon Gum	4	4	5	3	3	5	5	4	4	3	40	395
Ganophyllum falcatum	Ganophyllum	3	2	1	2	3	4	4	5	5	4	33	345
Maranthes corymbosa	Maranthes	3	4	2	5	3	4	5	4	5	2	37	380
Melaleuca leucadendra	Weeping Paperbark	3	4	3	3	4	4	4	3	3	3	34	355
Millettia pinnata	Pongamia	3	4	3	3	4	4	4	3	3	3	34	355
Mimusops elengi	Mimusop	2	2	3	5	4	4	4	5	4	5	38	405
Myristica insipida		2	3	3	5	4	4	4	4	4	5	38	400
Peltophorum pterocarum	Yellow Flame Tree	4	4	4	5	3	4	4	4	4	4	40	390
Syzigium armstrongii	Small White Bush Apple	4	3	1	2	3	4	4	3	5	5	34	345
Syzigium forte	White Bush Apple	3	3	2	2	3	3	4	4	5	3	32	325
Syzigium nervosum	Red Bush Apple	3	4	2	2	3	3	4	4	5	3	33	330
Tamarindus indicus	Tamarind	3	4	2	5	4	4	5	4	4	2	37	395
Terminalia microcarpa	Terminalia	5	4	4	3	4	4	3	5	1	3	36	360
Xanthostemon crsanthus	Golden Penda	3	0	4	5	3	3	4	2	5	5	34	350
	WEIGHTING (%)	5	5	5	10	20	10	20	10	5	10		

Ratings

Allocation of point scores in the range 0-5 should be in accordance with the following:

5 excellent
4 very good
3 good, better than average
2 acceptable
1 marginally adequate
0 will fail to satisfy required

Weightings

Weightings are adjustable and can be allocated based on the particular situation. The weighting presented here is based on urban area street trees. A different weighting may be applied for revegetation areas, parklands and other situations

Green Highlight

The highlighted trees are proposed for Coolalinga North



COUNCIL REPORT

Agenda Item Number:	14.03.04
Report Title:	Public Access to a Portion of Humpty Doo Waste Transfer Station
Author:	David Jan, Manager Operations and Environment
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	21/06/2022
Attachments:	A: Humpty Doo Waste Transfer Station Environmental Protection License (EPL279) B: Site map C: Photographic evidence from 19 May 2022

Executive Summary

This report provides information relating to the trucks and trailers parking on a portion of land along Strangways Road, which forms part of the Humpty Doo Waste Transfer Station (HDWTS).

Recommendation

THAT Council approve \$45,000 capital investment in budget 2023 from the waste reserve for fencing that will secure the whole of the site associated with EPL279.

Background

This report serves as a follow up to the information provided to Councillors in the 22 April 2022 Bulletin and Briefing Note 23 provided to Councillors on 3 May 2022, regarding trucks and trailers parking on Council land adjacent to the Humpty Doo Waste Transfer station (HDWST).

The site map provided in Attachment B shows that the area in question is part of the land allocated to the HDWTS which is subject to conditions set out in the current Environmental Protection Licenses EPL279. Whilst EPL279 is provided for the collection and transfer of specific listed waste, its existence attracts a higher level of scrutiny from the Environment Protection Authority (EPA) in relation to the management of the site.

Historically local businesses have been parking trucks and trailers on the site for several years. Discussions with the business owners suggest that a previous works manager provided verbal approval and apparently were going to seek a permit. No such permit was ever issued and it is unlikely to secure a permit due to the existence of EPL279. Additionally, it would seem that whilst the arrangement was initially with one company who maintained the area, it expanded into a number of businesses both from within the adjacent industrial area and beyond, without proper regulation. Site inspections (22/04/22 and 19/05/22) have identified several trailers which are

unlicensed and unserviceable (missing wheels, flat tyres, see Attachment C) that appear to have been on the site for an extended time and cannot be moved without repairs, as well as other plant.

Following a complaint from a member of the public, the EPA conducted an inspection of HDWTS and the identified site. The key item of concern for the EPA Officers was the leaking of hydraulic fluid and bitumen from the plant parked on the site at the time and the potential for these contaminants to enter storm and ground water.

Informal advice from the EPA is that Council has a General Environmental Duty to take all measures that are reasonable and practicable to prevent or minimise pollution or environmental harm. EPA officers have provided this verbal advice to Council, along with options in order to maintain a working relationship, not place undue time frames and avoid formal reports against the HDWTS EPL.

Whilst there is nothing restricting Council from allowing the plant to be parked on the site, it is Council's responsibility to ensure there is no environmental harm done. Should Council continue to provide a hard stand area for the use of business in the adjacent industrial area, greater scrutiny will need to be undertaken by Council officers to ensure that any future leaks are detected and rectified immediately. Council will face the prospect of any clean-up costs if the business responsible for any spills or leaks is inconclusive. Attachment C provides photographic evidence of oil and bitumen spillages, taken on 19 May 2022.

It should also be noted that this site has been identified as a future emergency green waste dumping site as a consequence of the green waste generated from the clean-up of Cyclone Marcus.

Moving forward Council has two options.

1. Fence the area restricting access to Council approved vehicles

Initially Council Officers had made an operational decision to fence the site to mitigate any future administrative and regulatory burden on Council as this was considered to be most cost effective. The location of the proposed fence is shown in Attachment B. Quotes received indicate that the cost would be in the vicinity of \$45,000 and a three month leading time is expected.

This will ensure Council has total control over the site in relation to EPL279 conditions and it is available for emergency green waste storage when required. Once fenced no further resources (human or financial) will be required to ensure Council is meeting its obligations.

This action is recommended as it attracts the least risk for Council.

2. Allow unrestricted access to the site and monitor and manage any potential breaches to EPL279

This option would require constant monitoring of the site to ensure leaks and spills are identified and actioned as soon as possible to ensure that clean-up costs are met by the appropriate source and not Council.

EPA Officers have indicated that if the parking of plant is to continue, Council should consider sealing and bunding the area as it has added surface water quality responsibilities relating

to the EPL279 (clause 30 and 31), which such an activity may impact and Council will need to monitor and control.

This is a higher risk option as it will require additional and ongoing staff and financial resources that cannot be quantified due to the uncertain nature of the situation. It also will attract attention from the EPA which may require Council to implement rigorous measures to monitor and maintain the site.

This action is not recommended due to the increased risk to Council regarding compliance with EPL279 and the financial impacts from potential fines resulting from breaches of EPL279 compliance and increased operational requirements needed to monitor ongoing compliance of the site.

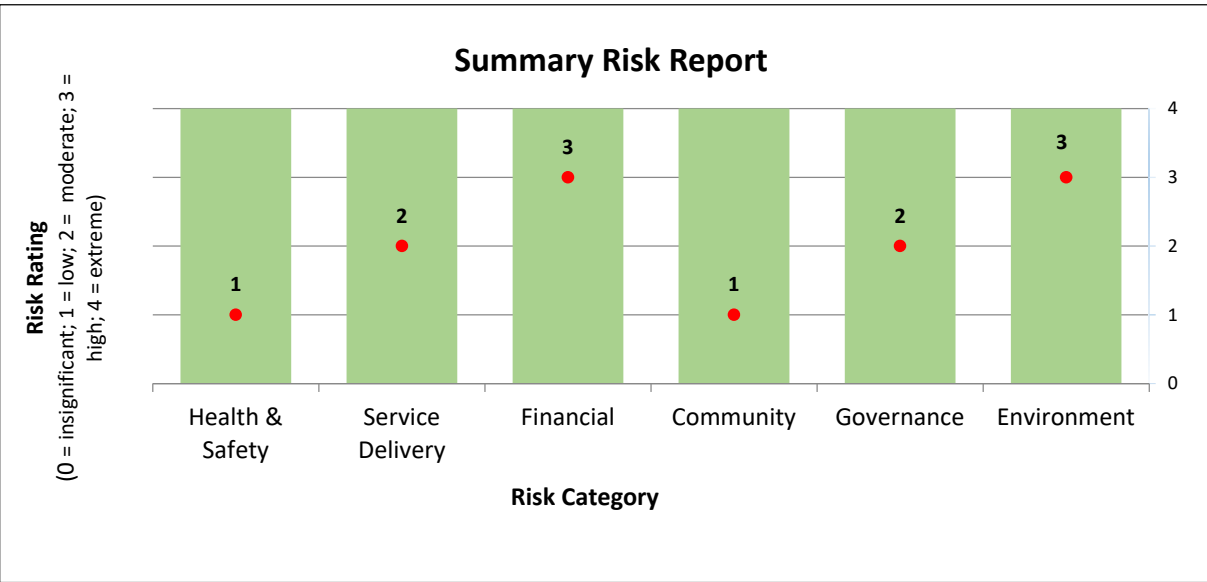
Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Council has a General Environmental Duty to take all measures that are reasonable and practicable to prevent or minimise the pollution or environmental harm. Additionally, clauses 30 and 31 of EPL279 require Council to ensure storm water and ground water are not contaminated within the license area.

Risks



Health and Safety

Allowing unrestricted access would mean that Council has limited oversight over potential contaminants which may be leaked on the site.

Service Delivery

Allowing unrestricted access has the potential to interrupt service if the EPA serves Council with official notice to clean up the site, as this would place an extra burden on the existing staff and operations. Additionally constant monitoring of the site will take away from current operational requirements.

Financial

Whilst a capital outlay of approximately \$45,000 will be required to fence of the area, the capital costs alone to seal and bund the area are significantly more, estimated to be in excess of \$225,000. Additionally, once sealed it becomes a Council asset that will require maintenance and renewal over time, specifically due to the impact that plant of this size has on pavement areas.

Community

There appears to be approximately five businesses utilising the site that will be inconvenienced who are all aware of the situation. Should Council proceed to allow access to the site, consideration should be given to the precedence that is being set with regards to use of Council land by specific commercial entities and any agreements which are entered into that may bind Council into the future.

Governance

Council currently does not have any related by-laws that provide regulatory power to compel users to clean up any leaks or spillages.

Environment

Council has a General Environmental Duty to take all measures that are reasonable and practicable to prevent or minimise the pollution or environmental harm. Additionally, clauses 30 and 31 of EPL279 require Council to ensure storm water and ground water are not contaminated. The EPA takes this clause seriously with Council having previously been served a noticed at Howard Springs Waste Transfer Station due to a hydraulic oil leakage.

Unrestricted access to the site would increase the likelihood of further breaches as Council has no control over the proper repairs and maintenance of the plant using the site.

Community Engagement

Owners of the plant which is stored on the portion of land have been contacted and informed of Councils responsibilities under EPL279 and the extra scrutiny by the EPA following a report from a member of the public regarding the area in question.

ENVIRONMENT PROTECTION LICENCE

(Pursuant to section 34 of the *Waste Management and Pollution Control Act*)

Licensee	LITCHFIELD COUNCIL
Licence Number	EPL279
Registered Business Address	LITCHFIELD COUNCIL 7 Bees Creek Access Freds Pass NT 0836
ABN	45 018 934 501
Premises Address	Section 05020 Hundred of Strangways plan(s) S2015/175 225 STRANGWAYS RD, HUMPTY DOO
Anniversary Date:	01 July
Commencement Date:	01/07/2019
Expiry Date:	30/06/2024
Scheduled Activity	Operating premises , other than a sewage treatment plant, associated with collecting, transporting, storing, re-cycling, treating or disposing of a listed waste (as per Table 1) on a commercial or fee for service basis.
Description	Litchfield Council operates the Humpty Doo Waste Transfer Station to consolidate and manage recyclables and waste prior to further transport to appropriate facilities. The Waste Transfer Station accepts listed waste in the form of tyres, used lead acid batteries (ULABs) and waste mineral oils.

Table 1 - Listed Wastes Authorised to be Handled

Listed Waste	Collection	Transport	Storage	Treatment	Recycling	Disposal
Acidic solutions or acids in solid form	✗	✗	✓	✗	✗	✗
Lead, lead compounds	✗	✗	✓	✗	✗	✗
Tyres	✗	✗	✓	✗	✗	✗
Waste mineral oils unfit for their original intended use	✗	✗	✓	✗	✗	✗

✓ Activity authorised by this licence

✗ Activity not authorised by this licence

ENVIRONMENT PROTECTION LICENCE 279

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ATTACHMENTS

- 1 Attachment 1 - Surface Water Management Plan - Humpty Doo Waste Transfer Station

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INFORMATION ABOUT THIS LICENCE

- This licence does not in any way relieve the licence holder from its obligations to comply with the *Waste Management and Pollution Control Act* (WMPC Act), including the general environmental duty in section 12 of the WMPC Act and the duty to notify of incidents causing or threatening to cause pollution under section 14 of the WMPC Act.

Duration of a licence (section 40, 43 and 45 of the WMPC Act)

- A licence will remain in force until its expiry date or until it is surrendered by the licensee or is suspended or cancelled in accordance with the WMPC Act.
- The licensee must notify the Northern Territory Environment Protection Authority (NT EPA) within 14 days after ceasing to conduct the activity.
- The licensee may, with the approval of the NT EPA, surrender the licence to the NT EPA.

Amendment or Revocation of a licence (section 37 of the WMPC Act)

- The licensee may apply to amend or revoke a condition of this licence.
- A fee applies and the application must be made using the designated form via NT EPA Online.
- The NT EPA may also amend or revoke a condition of this licence as set out in section 38 of the WMPC Act.

Transfer of a licence (section 46 of the WMPC Act)

- The licensee can apply to transfer their licence to another person.

Renewal of a licence (section 40 of the WMPC Act and section 3 of the Regulations)

- The licensee may apply for the renewal of their licence not earlier than 90 days, and not later than 30 days, before their licence expires.
- A fee applies and the application must be made via NT EPA Online.

Public Register

- A copy of environment protection licences and any plans for environmental management, reports, submissions or documents required as a condition of an environment protection licence, will be placed on a register in accordance with section 9 of the WMPC Act.
- A copy of the Annual Return will be placed on the register.
- The NT EPA makes this register freely available from the NT EPA website.

Environment Protection Objectives (Part 4 of the WMPC Act), and Water Quality Standards (section 73 of the *Water Act*)

- An Environment Protection Objective (EPO) is a statutory instrument to establish principles on which:
 - a. environmental quality is to be maintained, enhanced, managed or protected;
 - b. pollution, or environmental harm resulting from pollution, is to be assessed, prevented, reduced, controlled, rectified or cleaned up; and
 - c. effective waste management is to be implemented or evaluated.
- In accordance with section 18 of the WMPC Act a beneficial use, quality standard, criteria or objective declared under section 73 of the *Water Act* and in force is an environment protection objective for the purposes of the WMPC Act.

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- The following EPOs and Beneficial Use Declarations (BUDs) are relevant to this licence:
 - Darwin Harbour Region
 - Darwin Rural Water Control District

Environmental Interests

- This section highlights sensitivity of the surrounding land use and environment associated with the location of the approved activity.
- Sites of Conservation Significance - Howard Sand Plains
- Ramsar Wetland - nil

Cultural Interests

- It is the licensee's responsibility to contact the Aboriginal Areas Protection Authority, appropriate land council or other governing body and ensure that any Authority Certificates required as a result of conducting the licenced activity are obtained and complied with.

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RULES FOR INTERPRETING THE CONDITIONS OF THIS LICENCE

- Where there is a discrepancy between the conditions of this licence and any plan, standard, guideline or other document referred to in this licence, the conditions of this licence prevail to the extent of the inconsistency.
- Any reference to any standard (Australian or international) in this licence means the relevant parts of the current version of that standard.
- A reference to any guideline or code of practice (or to the relevant parts of any guideline or code of practice) in this licence means the current version of the guideline or code of practice.
- Under section 39 of the WMPC Act, any contravention of or failure to comply with this licence by the licensee may be an offence.
- In determining whether the licensee has committed an offence, the licensee may be liable for the conduct of its directors, employees or agents.
- The licensee should ensure that each of its directors, employees, contractors or agents are aware of, and comply with, this licence.
- In this licence, unless the contrary intention appears, words that are defined in the WMPC Act are intended to have the meaning given to them in that Act.

LICENCE CONDITIONS

GENERAL

- 1 The licensee must ensure the contact details recorded in NT EPA Online for this licence are correct at all times.
- 2 The licensee must at all times have a 24 hour emergency contact.
- 3 The licensee must pay the annual fee calculated in accordance with the method prescribed in the Regulations within 50 business days of the anniversary of the commencement date of this licence, for each year or part of a year that this licence is in force.
- 4 The licensee must cause clear and legible signage, in English, to be displayed in a prominent location at each public entrance to the premises that includes the following details:
 - 4.1 environment protection licence number issued under the WMPC Act;
 - 4.2 24 hour emergency contact details;
 - 4.3 days and hours of opening; and
 - 4.4 waste types accepted.
- 5 The licensee must cause a copy of this licence to be available for inspection by any person, in hard copy form, at the premises.
- 6 The licensee must provide to the NT EPA, within 10 business days of a request, a copy of any document, monitoring data or other information in relation to the activity, in the format requested by the NT EPA.
- 7 All notices, reports, documents or other correspondence required to be provided as a condition of this licence, unless otherwise specified as a condition of this licence, must be provided in electronic form by uploading the document via NT EPA Online (or by emailing waste@nt.gov.au).
- 8 The licensee must implement, maintain and follow the document(s) listed in Table 2:

Table 2 - Documents Relevant to Licensed Activity

Reference	Document Title
20190028R01D	Environmental Management Plan Humpty Doo Waste Transfer Station Litchfield Council

- 9 Within 10 business days of any amendment being made to a document listed in Table 2 the licensee must provide the amended document to the NT EPA, along with:
 - 9.1 a tabulated summary of the amendment(s) with document references;
 - 9.2 reasons for the amendment(s); and
 - 9.3 an assessment of environmental risk associated with the amendment(s).
- 10 The NT EPA may require the licensee to revise or amend and resubmit any amended document. Where the NT EPA requires a document to be resubmitted, the licensee must submit it to the NT EPA by the date specified by the NT EPA.

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- 11 The licensee must, for the duration of this licence, implement, maintain and follow a Consultation and Communication Plan which includes a strategy for communicating with persons who are likely to have a real interest in, or be affected by, the activity.
- 12 The licensee must maintain a Complaint Log for all complaints received by the licensee in relation to the activity.
- 13 The licensee must ensure that the Complaint Log includes, for each complaint received by the licensee, the following information:
 - 13.1 the person to whom the complaint was made;
 - 13.2 the person responsible for managing the complaint;
 - 13.3 the date and time the complaint was reported;
 - 13.4 the date and time of the event(s) that led to the complaint;
 - 13.5 the contact details of the complainant if known, or where no details are provided a note to that effect;
 - 13.6 the nature of the complaint;
 - 13.7 the nature of event(s) giving rise to the complaint;
 - 13.8 prevailing weather conditions at the time (where relevant to the complaint);
 - 13.9 the action taken in relation to the complaint, including any follow-up contact with the complainant; and
 - 13.10 if no action was taken, why no action was taken.
- 14 The licensee must implement, maintain and follow an Emergency Response Plan that addresses procedures for responding to emergencies associated with the activity that may cause environmental harm.

EARLY SURRENDER OF LICENCE

- 15 Any reports, records or other information required or able to be provided by the licensee under this licence must be submitted to the NT EPA prior to the licensee surrendering the licence. If the date on which a report, record or other information is required falls after the date the licensee requests to surrender this licence, the licensee must provide the report, record or information as far as possible using data available to the licensee up to and including the date the request to surrender the licence is made.

OPERATIONAL

- 16 The licensee must not collect, transport, store, recycle, treat or dispose of listed waste other than the listed waste specified in Table 1.
- 17 The licensee must ensure that listed waste found at the premises not specified in Table 1 is:
 - 17.1 managed in accordance with the conditions of this licence; and
 - 17.2 not stored for longer than 20 business days.
- 18 The licensee must ensure that all materials that are likely to cause environmental harm are handled and stored in areas with a containment system in accordance with the relevant Australian Standard. Where

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no relevant Australian Standard exists, the containment system must be sized to contain 110% of the volume of the largest container within the area.

- 19 The licensee must ensure any plant and equipment used by the licensee in conducting the activity:
 - 19.1 is reasonably fit for the purpose and use to which it is put;
 - 19.2 is maintained;
 - 19.3 is operated by a person trained to use the plant and equipment; and
 - 19.4 is operated by, or operated by a person accompanied by, a person trained to handle, store or dispose of listed waste in connection with the activity.
- 20 The licensee must ensure that wastewater generated from washing plant and equipment associated with the activity does not cause pollution.
- 21 The licensee must segregate waste received at the premises in clearly designated areas for recycling, re-use or disposal.
- 22 The licensee must segregate waste generated at the premises in clearly designated areas for recycling, re-use or disposal.
- 23 The licensee must ensure that litter:
 - 23.1 is contained within the boundary of the premises;
 - 23.2 is not deposited or allowed to accumulate in stormwater drain(s), water or leachate dam(s); and
 - 23.3 does not accumulate along the boundary of the premises.
- 24 The licensee must not cause or permit waste to be burned.
- 25 The licensee must maintain a log of fires occurring at the premises including the following information:
 - 25.1 the time and date of when the fire was reported;
 - 25.2 the circumstance which ignited the fire;
 - 25.3 the time and date of when the fire ceased and whether it burnt out or was extinguished;
 - 25.4 the location of the fire on the premises (e.g. green waste, putrescible waste);
 - 25.5 prevailing weather conditions;
 - 25.6 observations made in regard to smoke direction and dispersion;
 - 25.7 the amount of waste combusted by the fire; and
 - 25.8 action taken to extinguish the fire.
- 26 The licensee must notify the NT EPA of any fires at the premises by contacting the Pollution Hotline on telephone number 1800 064 567 as soon as practicable after (and in any case, within 24 hours after) first becoming aware of the fire. The licensee must provide the status of the fire and this licence number when contacting the Pollution Hotline.
- 27 The licensee must ensure that all listed waste being transported from the premises is transported by a person licenced under section 30 of the WMPC Act to transport the listed waste.
- 28 The licensee must comply with the National Environment Protection (Movement of Controlled Wastes between States and Territories) Measure.

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DISCHARGES AND EMISSIONS

- 29 The licensee must ensure there is no migration or overflow of a contaminant or waste, which causes or may cause environmental harm, beyond the boundary of the land on which the premises are located. (For the avoidance of doubt, this condition is not intended to authorise the discharge of a contaminant or waste to any land or water which discharge has not been specifically authorised by another condition of this licence.)
- 30 The licensee must not allow a contaminant or waste, which causes or may cause environmental harm, to enter water.
- 31 The licensee must ensure that stormwater does not come into contact with a contaminant or waste, which causes or may cause environmental harm.

MONITORING

- 32 The licensee must conduct surface water monitoring in accordance with the Surface Water Management Plan contained within the Environmental Management Plan listed in Table 2.
- 33 The licensee must ensure the Surface Water Management Plan includes the particulars in Attachment 1.
- 34 The Surface Water Management Plan must be reviewed following the second anniversary of this licence.
- 35 The licensee must ensure that all samples and field environmental data are representative of the conditions at the time of sampling.
- 36 The licensee must ensure that all samples and field environmental data are collected in accordance with recognised Australian Standards and guidelines (such as AS/NZS 5667, ANZECC/ARMCANZ)
- 37 The licensee must ensure that all monitoring samples are analysed at a laboratory with current NATA accreditation or equivalent, for the parameters to be measured.
- 38 The licensee must ensure that, for each sample collected in accordance with the Monitoring Plan or the activity the following information must be recorded and retained:
- 38.1 the date on which the sample was collected;
 - 38.2 the time at which the sample was collected;
 - 38.3 the location, including GPS coordinates, at which the sample was collected;
 - 38.4 the name of the person who collected the sample;
 - 38.5 the chain of custody forms relating to the sample;
 - 38.6 the field measurements (if any) and analytical results (if any) relating to the sample; and
 - 38.7 laboratory quality assurance and quality control documentation.

RECORDING AND REPORTING

- 39 The licensee must maintain records of the nature, quantities and source of waste, other than listed waste, received at the premises in each successive 12 month period following the commencement date of this licence.
- 40 The licensee must keep and maintain records relating to the activity undertaken and the listed waste

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handled by the licensee in each successive 12 month period following the commencement of this licence, which include:

- 40.1 the date of collection;
- 40.2 the source of the listed waste;
- 40.3 the name of the transport company, if not the licensee;
- 40.4 the vehicle registration;
- 40.5 a description of the listed waste;
- 40.6 the quantity of the listed waste;
- 40.7 the final destination of the listed waste; and
- 40.8 whether the listed waste was stored, recycled, treated or disposed of.

- 41 The licensee must retain records relating to waste, including listed waste, as required by the conditions of this licence, for a period of 2 years after the end of the 12 month period to which the record relates.
- 42 The licensee must keep records of all non-compliances with this licence. These records must be adequate to enable the licensee to comply with the non-compliance notification conditions of this licence.
- 43 The licensee must notify the NT EPA of any non-compliance with this licence by completing the Non-Compliance Notification via NT EPA Online (or by emailing waste@nt.gov.au), as soon as practicable after (and in any case within 24 hours after) first becoming aware of the non-compliance.
- 44 The licensee must include in the notification of non-compliance the following information:
 - 44.1 when the non-compliance was detected and by whom;
 - 44.2 the date and time of the non-compliance;
 - 44.3 the actual and potential causes and contributing factors to the non-compliance;
 - 44.4 the risk of environmental harm arising from the non-compliance;
 - 44.5 the action(s) that have or will be undertaken to mitigate any environmental harm arising from the non-compliance;
 - 44.6 corrective actions that have or will be undertaken to ensure the non-compliance does not reoccur;
 - 44.7 if no action was taken, why no action was taken; and
 - 44.8 a date when an incident investigation report will be submitted to the NT EPA.
- 45 The licensee must complete and provide to the NT EPA a Monitoring Report for the Surface Water Management Plan, as prescribed by this licence, within 10 business days after each anniversary date of this licence.
- 46 The licensee must ensure that each Monitoring Report:
 - 46.1 is prepared in accordance with the requirements of the NT EPA 'Guideline for Reporting on Environmental Monitoring';
 - 46.2 includes a tabulation of all monitoring data required as a condition of this licence;

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- 46.3 includes long term trend analysis of monitoring data to demonstrate any environmental impact associated with the activity over a minimum period of three years (where the data is available); and
- 46.4 includes an assessment of environmental impact from the activity.
- 47 The NT EPA may require the licensee to revise or amend and resubmit any Monitoring Report. Where the NT EPA requires the Monitoring Report to be resubmitted, the licensee must submit it to the NT EPA by the date specified by the NT EPA.
- 48 The licensee must submit a completed Annual Return via NT EPA Online within 10 business days after each anniversary date of this licence, which relates to the preceding 12 month period.

END OF LICENCE CONDITIONS

This licence is not valid unless signed below:



Leonie Cooper
Director Environment Authorisations
Delegate of the Northern Territory
Environment Protection Authority
Dated: 08/11/2019

END NOTES

This licence is a renewal and supercedes EPL77-05-HD.

EPL77-05-HD was an amended licence issued on 21 July 2015.

EPL77-04-HD was an amended licence issued on 6 March 2015.

EPL77-03-HD was a licence renewal issued on 28 August 2014.

EPL77-02 was an amendment issued on 28 August 2013.

EPL77-01 was an amendment issued on 27 January 2012.

EPL77 was issued on 1 July 2011.

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DEFINITIONS

All terms in the Licence which are defined in the *Waste Management and Pollution Control Act* have the meaning given in that Act unless otherwise or further defined in this section.

DEFINITION	In this licence, unless a contrary intention appears:
24 hour emergency contact	the phone number of a person who can be contacted at any time and be capable of responding to and providing information about any incident associated with the activity.
Activity	the Scheduled activity as described on the covering page of this licence.
Air	includes any layer of the atmosphere.
Annual fee	yearly fee payable in respect of the activity as specified in the WMPC Act and the Regulations.
Annual Return	an NT EPA prescribed format for demonstrating and reporting compliance with the conditions of this licence and providing information on waste volumes for the preceding 12 month period.
ANZECC/ARMCANZ	Australian and New Zealand Environment and Conservation Council and Agriculture and Resource Management Council of Australia and New Zealand, 2000: National Water Quality Management Strategy: Australian Guidelines for Water Quality Monitoring and Reporting.
Business days	a day not Saturday, Sunday or a public holiday, in the Northern Territory.
Complaint Log	a register of complaints to be maintained by the Licensee that records the details of each complaint received in relation to the activity.
Consultation and Communication Plan	a written plan documenting proposed consultation and communications for the activity before, during and after the activity which includes a strategy for communicating with members of the public who are likely to have a real interest in, or be affected by, the activity.
Contact details	includes the 24 hour emergency contact, and name, position title and phone number of a representative of the licensee who can be contacted about the licence and activity.
Contaminant	a solid, liquid or gas or any combination of such substances and includes: (a) noise, odour, heat and electromagnetic radiation; (b) a prescribed substance or prescribed class of substances; and (c) a substance having a prescribed property or prescribed class of properties.
Discharges	allow a liquid, gas or other substance to flow out from where it has been confined.
Emergency Response Plan	a written plan documenting the licensee's procedures for responding to emergencies caused by, resulting from or associated with the activity and that may cause environmental harm.
Environmental harm	(a) any harm to or adverse effect on the environment; or (b) any potential harm (including the risk of harm and future harm) to or potential adverse effect on the environment, of any degree or duration and includes environmental nuisance.
Environmental nuisance	means:

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	<p>(a) an adverse effect on the amenity of an area that:</p> <ul style="list-style-type: none">(i) is caused by noise, smoke, dust, fumes or odour; and(ii) unreasonably interferes with or is likely to unreasonably interfere with the enjoyment of the area by persons who occupy a place within the area or are otherwise lawfully in the area; or <p>(b) an unsightly or offensive condition caused by contaminants or waste.</p>
Incident	<p>includes:</p> <ul style="list-style-type: none">(a) an accident, emergency or malfunction; and(b) a deliberate action, whether or not that action was taken by the person conducting the activity in the course of which the incident occurred.
Land	<p>includes water and air on, above or under land.</p>
Leachate	<p>any liquid produced by the action of water percolating through waste, and that contains contaminants.</p>
Listed waste	<p>a waste included under Schedule 2 of the Regulations.</p>
Litter	<p>litter, garbage, rubbish, refuse or waste matter, and includes the body of a dead animal.</p>
Maintain	<p>kept in a manner that it does not present or cause a risk of environmental harm or a hazard to persons or property or, for the purposes of documents including plans, a process of reviewing and amending documentation to ensure it is relevant.</p>
Material environmental harm	<p>environmental harm that:</p> <ul style="list-style-type: none">(a) is not trivial or negligible in nature;(b) consists of an environmental nuisance of a high impact or on a wide scale;(c) results, or is likely to result, in not more than \$50,000 or the prescribed amount (whichever is greater) being spent in taking appropriate action to prevent or minimise the environmental harm or rehabilitate the environment; or(d) results in actual or potential loss or damage to the value of not more than \$50,000 or the prescribed amount (whichever is greater).
NATA	<p>National Association of Testing Authorities, Australia.</p>
Non-compliance	<p>failure or refusal to comply, whether by act or omission, with obligations or requirements and includes any exceedance of a licence limit.</p>
Non-compliance notification	<p>an NT EPA prescribed format for notifying the NT EPA of a non-compliance.</p>
NT EPA Online	<p>online system for Environment Protection Licence (EPL), Environment Protection Approval (EPA) and Waste Discharge Licence (WDL) lodgement and maintenance.</p>
Plant and equipment	<p>all material items used in association with the activity, including (but not limited to) storage vessels and containers, pipe work and hosing, vehicles (including vessels), tools, and measuring equipment.</p>
Pollute	<p>(a) emit, discharge, deposit, or disturb, directly or indirectly, a contaminant or waste; or</p> <p>(b) cause, permit, or fail to prevent, directly or indirectly, the emission, discharge, deposition, disturbance or escape of a contaminant or waste.</p>
Pollution	<p>(a) a contaminant or waste that is emitted, discharged, deposited or disturbed or that escapes; or</p>

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(b) a contaminant or waste, effect or phenomenon, that is present in the environment as a consequence of an emission, discharge, deposition, escape or disturbance or a contaminant or waste.

Premises	the premises identified in this licence which includes equipment, plant and structures, whether stationary or portable, and the land on which premises are situated.
Public entrance	access to the premises that is utilised by the public.
Putrescible waste	the component of the waste stream liable to become putrid. For example, organic matter that has the potential to decompose with the formation of malodorous substances, usually refers to vegetative, food and animal products.
Regulations	<i>Waste Management and Pollution Control (Administration) Regulations.</i>
Serious environmental harm	environmental harm that is more serious than material environmental harm and includes environmental harm that: (a) is irreversible or otherwise of a high impact or on a wide scale; (b) damages an aspect of the environment that is of a high conservation value, high cultural value or high community value or is of special significance; (c) results or is likely to result in more than \$50,000 or the prescribed amount (whichever is greater) being spent in taking appropriate action to prevent or minimise the environmental harm or rehabilitate the environment; or (d) results in actual or potential loss or damage to the value of more than \$50,000 or the prescribed amount (whichever is greater).
Solid inert waste	solid waste that has no active chemical or biological properties. These wastes do not undergo environmentally significant physical, chemical or biological transformation.
Stormwater	water flowing over ground surfaces, in natural streams and drains as a direct result of rainfall over a catchment and consists primarily of rainfall runoff.
Waste	(a) a solid, a liquid or a gas; or (b) a mixture of such substances, that is or are left over, surplus or an unwanted by-product from any activity (whether or not the substance is of value) and includes a prescribed substance or class of substances.
Waste transport certificate	the NT EPA waste tracking documentation used to track listed waste being transported interstate as required in accordance with the National Environment Protection (Movement of Controlled Waste Between States and Territories) Measure.
Wastewater	water that contains a contaminant or waste.
Water	includes: (a) surface water, ground water and tidal waters; (b) coastal waters of the Territory, within the meaning of the <i>Coastal Waters (Northern Territory Powers) Act 1980</i> of the Commonwealth; and (c) water containing an impurity.
WMPC Act	the Northern Territory <i>Waste Management and Pollution Control Act</i> .

ATTACHMENT B: HDWTS Site Map



Proposed new fence line







Attachment C: 19 May 2022 Images





COUNCIL REPORT

Agenda Item Number:	14.03.05
Report Title:	Expiry of Interim Development Control Orders 29 and 30
Author:	Diana Leeder
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	21/06/2022
Attachments:	A: Interim Development Control Order 29 B: Interim Development Control Order 30 C: Draft letter of response D: S.285 Local Government Act 2019

Executive Summary

This report provides Councillors with background information on the two Interim Development Control Orders (IDCO) covering advertising signs and domestic livestock that are due to expire on 5 August 2022 and provides a recommendation for Council consideration.

Recommendation

THAT Council:

1. request the reinstatement of Interim Development Control Order 29 for a further two years after its expiry and;
2. request that a permanent amendment be made to the Northern Territory Planning Scheme to reinstate the control of domestic livestock into the Northern Territory Planning Scheme when Interim Development Control Order 30 lapses in August 2022.

Background

Background

In 2020 the NT Planning Scheme (NTPS) was amended to remove control of business and promotional signs and the keeping of domestic livestock from the Scheme. Prior to this, these activities were regulated as planning matters however, the NT Government views these activities as better regulated by local government and the controls were removed from the Planning Scheme.

Transition arrangements were put in place through IDCO's, which continued the planning controls for two years to allow councils time to develop policies going forward. An IDCO cannot be extended however it can be reinstated after it has lapsed.

The removal of signs and domestic livestock from the NTPS was not supported by Litchfield Council at that time. Council feedback in 2020 to the NT Government on the proposed changes to the NT

Planning Scheme was that the removal of these areas from the NTPS unfairly cost-shifts the burden of regulating these areas to rural and remote Councils such as Litchfield without providing any NT Government financial, administrative, or legislative support.

No councils in the Northern Territory have any by-laws or policies for controlling domestic livestock, and no others appear to see any problems arising from the changes to the NTPS so it is likely that the only council where complaints might arise is Litchfield because of the number of properties within the municipality on which non-commercial horse, cattle and pig activities occur in close proximity to neighbours. As such it is unlikely that raising the matter through TOPROC or LGANT would gain much traction.

Planning Controls

Under the 2007 NTPS, outside the municipalities of Darwin, Palmerston, Alice Springs, Katherine or Tennant Creek, business signs and promotion signs on zoned land were controlled by the NTPS to ensure they were of a size and location that minimises detriment to the amenity of the area. The Planning Scheme controls did not cover Darwin, Palmerston, Alice Springs, Katherine or Tennant Creek as there were council by-laws in place in these places.

Business signs and promotion signs include but are not limited to:

- signs on a wall or façade;
- signs erected on poles or pylons that are not part of a building or other structure;
- illuminated signs; and
- signs attached to and protruding from a building.

Under the 2007 NTPS, control of domestic livestock was limited to regulating the keeping, exercising or training, other than as a commercial enterprise, of any of the following:

- horses or other equine animals;
- ox, buffalo or other bovine animals;
- camels; or
- pigs;

Keeping of such livestock was limited to one per unencumbered hectare within the following planning zones: H, A, PS, RL, R, WM and FD. Control was complaint based.

Goats, sheep, poultry, exotic fowl (peacocks etc) and domestic pets were not covered by the planning controls.

Implications - Advertising Signs

Council has resolved to implement by-laws to control advertising signs and developed drafting instructions to that effect. The regulation of signs on private property will be a significant new burden of administration and resourcing and take time to put in place.

The development of by-laws is a complex and time-consuming process and has been recognised by the NT Government as an area requiring Territory-wide coordination and support. Parliamentary

Counsel facilitates the development of consistent and legally robust local government by-laws across the Territory and Council is dependent on the availability of Parliamentary Counsel to enable this to occur. Council has been advised that drafting of its new by-laws is unlikely to commence before the middle of this year.

In addition to by-laws, any policies or signs code that may also be required, will take time and resources to implement appropriately, including undertaking extensive community consultation.

Implications - Domestic Livestock

Council is not in a position to control domestic livestock and respond to complaints of domestic livestock being kept in zones where this is not permitted or in numbers greater than the allowable ratio. It is hard pressed to manage the control of dogs under its dog management by-laws, at a cost of \$600,000 per annum. Control of domestic livestock by Council at the least would require by-laws determining where and under what conditions domestic livestock could be kept and then additional resources in responding to complaints.

Links with Strategic Plan

People - Our Community is at the Heart of All We Do.

Legislative and Policy Implications

Expiry of IDCO 29 and IDCO 30

The two IDCOs 29 and 30 have provided an initial transitional period to allow appropriate preparation time for management of these areas however more time is required before Litchfield Council will have appropriate by-laws for signs control in place.

Domestic Livestock

Without by-laws Council could respond to complaints arising from the keeping of domestic animals through the use of regulatory orders. This is a time consuming, costly and not particularly effective way of dealing with the issue and could require investment in a large animal pound, appropriate vehicles for transportation and additional staff experienced in handling livestock if a regulatory order to remove livestock had to be enforced and/or community expectations around regulation of domestic livestock increased. The greatest number of complaints is likely to relate to the keeping of pigs as these can create nuisance odour.

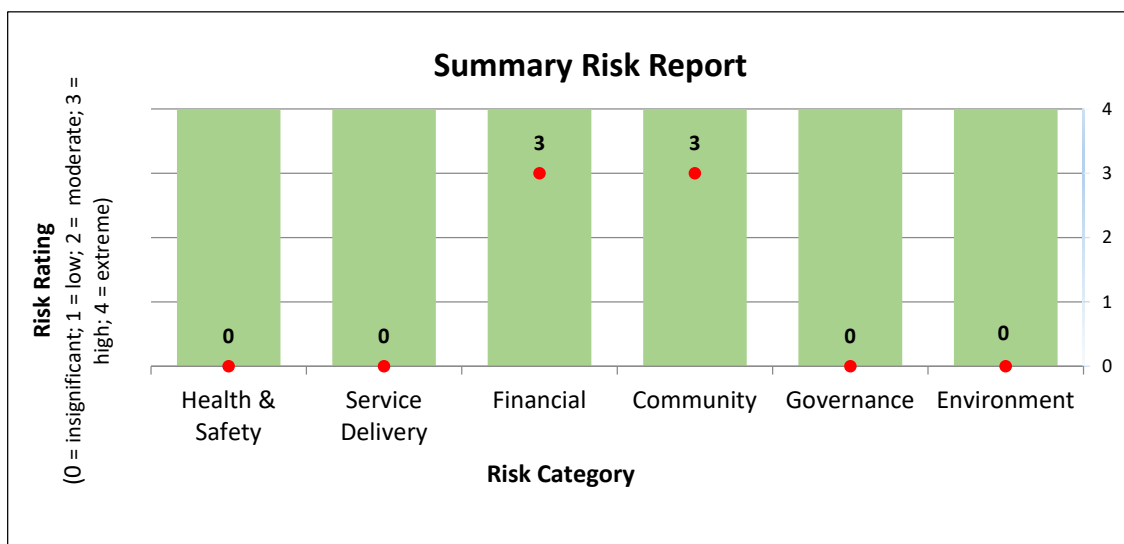
Council's current policy position is that complaints relating to nuisance caused by animals other than dogs, eg. domestic livestock, should be handled by either the Department of Infrastructure, Planning and Logistics as a planning matter, the Northern Territory Environmental Protection Authority (NTEPA) where the complaint relates to noise or odour or the Animal Welfare Unit for animal welfare and cruelty complaints.

The NTEPA's position is that its legislation only states that it 'may' respond to animal nuisance complaints and that its focus is on construction industry and Darwin Harbour complaints so it does not respond to animal nuisance complaints.

NT Local Government Act 2019

Part 13.2 Regulatory Orders; S. 285 - Animals and activities involving animals.

Risks



Financial

The expiry of both IDCO 29 and IDCO 30 carry significant financial and community risks for Council and more time should be sought to determine a long term response to these issues.

Community

Control of domestic livestock carries risks of higher community expectations than Council can afford to meet as well as the risk of the community feeling Council is adding layers of control to the more relaxed lifestyle the community prefers. Should the NT Government not agree to reinstate control of domestic animals into the NTPS, Council should consider developing a policy on the circumstances under which it would respond to complaints about domestic livestock through the use of a regulatory order. The Local Government Act does not require Council to issue a regulatory order – it states that a council *may make an order*. However, aggrieved residents may believe that as Council has the power to issue such an order that it must do so, unless Council has a clear policy on the allocation of resources to such complaints.

Community Engagement

Not applicable to this report.

NORTHERN TERRITORY OF AUSTRALIA

Planning Act 1999

INTERIM DEVELOPMENT CONTROL ORDER (No. 29)

I, Eva Dina Lawler, Minister for Infrastructure, Planning and Logistics, under section 31(1) of the *Planning Act 1999*, having decided that an amendment to the NT Planning Scheme 2020 is to be made in relation to land to which this order applies:

- (a) make, in respect of the land, the interim development control order specified in the Schedule; and
- (b) specify that the order is to remain in force for 24 months from the date on which this instrument is signed.

Dated 3rd July 2020



Minister for Infrastructure, Planning and Logistics

SCHEDULE**INTERIM DEVELOPMENT CONTROL ORDER (NO. 29)**

1. This order is applied to the regulation of **business signs** and **promotion signs** on zoned land in the Northern Territory with exception to land within the municipalities of Alice Springs, Darwin, Palmerston, Katherine and Tennant Creek.
2. **Business** and **promotion signs** are defined in Clause 3 under the former Northern Territory Planning Scheme.
3. The regulation of **business signs** applies to all zoned land in the Northern Territory, and the assessment category is a *permitted use*, subject to compliance with table 1, with exception of the following:

- (a) proposed business signage unable to comply with table 1 parameters;
 - (b) business signage proposed in Zone HT;
 - (c) consent is triggered under an overlay.
- 4. Sub-clauses 3 (a) will refer applications to the assessment category *merit assessable*.
- 5. Sub-clauses 3 (b) will refer applications to assessment category of *impact assessable*.
- 6. Sub-clauses 3 (c) will refer applications to the assessment category of *merit assessable* unless sub-clause 3 (b) applies, where the assessment category is *impact assessable*.
- 7. The regulation of **promotion signs** applies to land zoned CV, CL, CB, C, SC, TC, LI, GI, DV, PS, OR, CP, RD, WM, FD and T in the Northern Territory and are to be assessed under the following assessment categories;
 - (a) *permitted uses*
 - (b) *merit assessable*
 - (c) *impact assessable*
 - (d) *prohibited*
- 8. Sub-clauses 7 (a) applies to land zoned OR.
- 9. Sub-clause 7 (b) applies to land zoned CV, CL, CB, SC, LI, GI, DV, PS, CP, RD, WM, FD and T.
- 10. Sub-clause 7 (c) applies to:
 - (a) land subject to sub-clause 7 (a) and (b), where the proposed promotion sign/s is/are unable to comply with table 1 parameters; and/or
 - (b) consent is triggered under an overlay.
- 11. Sub-clauses 7 (d) applies to all other zones not identified in clause 9 with exception to:
 - (a) if permitted under a specific use zone;
 - (b) if evidence of existing use rights can be established; or
 - (c) a local authority has equivalent local bylaws in place.
- 12. The purpose of this order is to ensure that business signs and promotion signs on zoned land are of a size and location that minimises detriment to the amenity of the area, where a local authority does not have equivalent local bylaws in place.

13. For the purpose of this order, **business signs** and **promotion signs** include but are not limited to:
- (a) signs on a wall or fascia;
 - (b) signs erected on poles or pylons that are not part of a building or other structure;
 - (c) illuminated signs; and
 - (d) signs attached to and protruding from a building.
14. The total area of the **business signs** or **promotion signs** on a site in a zone specified in Column 1 of table 1 is not to exceed the areas specified opposite in column 2 or if the sign is illuminated, column 3.
15. Illuminated signs are to be no closer than 30m to any residential zone.
16. Signs attached to and protruding from a building are to be at least 2.7m above the ground and are not to extend past the edge of any awning adjacent to a road.

Table 1 of Part 1		
Column 1	Column 2	Column 3
Zone	Maximum area of signs on a site	Maximum area of illuminated signs on a site
LR, LMR, MR, HR, HT	1m ²	Prohibited
CL	1.5m ²	Prohibited
CB, C, SC, TC	The lesser of 25% of any one façade or 20m ²	3m ²
LI, GI, DV	The lesser of 25% of any one façade or 30m ²	5m ²
PS, OR, CN, CP, CV	5m ²	Prohibited
RR, RL, RD	1.5m ²	Prohibited
R, H, A, FD, WM	3m ²	Prohibited
T	3m ²	3m ²

NORTHERN TERRITORY OF AUSTRALIA

Planning Act 1999

INTERIM DEVELOPMENT CONTROL ORDER (No. 30)

I, Eva Dina Lawler, Minister for Infrastructure, Planning and Logistics, under section 31(1) of the *Planning Act 1999*, having decided that an amendment to the NT Planning Scheme 2020 is to be made in relation to land to which this order applies:

- (a) make, in respect of the land, the interim development control order specified in the Schedule; and
- (b) specify that the order is to remain in force for 24 months from the date on which this instrument is signed.

Dated 3rd July 2020



Minister for Infrastructure, Planning and Logistics

SCHEDULE**INTERIM DEVELOPMENT CONTROL ORDER (NO. 30)**

1. This order is applied to the regulation of keeping of animals for the purposes of **domestic livestock** on land zoned H, A, P, RL, R, WM and FD in the Northern Territory and the assessment category is *permitted use*, subject to compliance with clauses 5 to 8 with exception of the following:
 - (a) proposed use is unable to comply with Clauses 5 to 8 parameters; and
 - (b) consent is triggered under an overlay.
2. Sub-clauses 1 (a) and (b) will refer applications under the assessment category of *merit assessable*.

3. All zones not identified in Clause 1 for the purposes of **domestic livestock** are *prohibited* with exception to:
 - (a) if permitted under a specific use zone;
 - (b) if evidence of existing use rights can be established; or
 - (c) a local authority has equivalent local bylaws in place.
 4. The keeping of animals for the purposes of domestic livestock is defined in Clause 3 under the former Northern Territory Planning Scheme.
 5. The purpose of the order is to minimise the adverse environmental and amenity impacts associated with **domestic livestock**, where a local authority does not have equivalent local bylaws in place.
 6. Premises for the keeping of animals for the purposes of **domestic livestock** are to be designed and operated so as not to cause any of the following:
 - (a) create risk of pollution of ground and surface waters;
 - (b) contribute to the erosion of the **site** or other land;
 - (c) cause detriment to the **amenity** of the locality by reason of excessive noise, offensive odours, excessive dust or the attraction of flies, vermin or otherwise; or
 - (d) constitute a risk of the spread of infectious disease or other health risk.
 7. Where the premises are for **domestic livestock** there is to be a minimum site area, unencumbered by any other use, of at least 1ha per animal.
 8. Where climatic conditions permit, the site area described in sub-clause 7 is to be maintained with a ground cover of grass or other pasture species.
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ATTACHMENT C

Douglas Lesh
Executive Director Planning
Department of Infrastructure, Planning and Logistics

douglas.lesh@nt.gov.au

Dear Doug

Removal of Regulation of Signs and Domestic Livestock from the NT Planning Scheme

Thank you for your email correspondence dated 22 April, 2022 and for the follow up phone discussion on the implications of the expiry in August 2022 of IDCOs 29 and 30.

In 2020 Council provided feedback on the proposed changes to the NT Planning Scheme to the effect that the removal of these areas from the NTPS unfairly cost shifts the burden of regulating these areas to rural and remote Councils, such as Litchfield, without any financial, administrative, or legislative support proposed by the NT Government. Nevertheless, Council has considered future requirements for these controls over the last two years.

Advertising Signs

Council has resolved to implement by-laws to control advertising signs and developed drafting instructions to that effect. The regulation of signs on private property will be a significant new burden of administration and resourcing and take time to put in place.

The development of by-laws is a complex and time-consuming process that has been recognised by the NT Government as an area requiring Territory-wide coordination and support. Parliamentary Counsel facilitates the development of consistent and legally robust local government by-laws across the Territory and Council is dependent on the availability of Parliamentary Counsel drafters to enable this to occur. Council has been advised that drafting of its new by-laws will not commence before the middle of this year.

In addition to by-laws, any policies or signs code that may also be required, will take time and resources to implement appropriately, including undertaking extensive community consultation.

There will be significant financial and staffing resource requirements in determining an acceptable level of regulation and then implementing this. Council will need to make provision in future Council budgets for the consultation on and implementation of new by-laws and a signs code, which has not been included in preparation of the 2022-23 Municipal Plan (budget). In addition to the financial resources to develop by-laws and a signs code and conduct community consultation, regulation of these areas will require additional staffing for Council at an annual cost of a least \$100,000.

By-laws and a signs code will not be in place when the current IDCO 29 expires, resulting in a situation of no regulation until the by-laws and signs code are developed. Council is concerned about the development of inappropriate signs that detract from the amenity of the neighbourhood in any intervening time between the IDCO 29 expiry and Council finalisation of by-laws/sign codes.

Domestic Livestock

Council has neither plans nor capacity for broadening the scope of its animal management by-laws from dogs to domestic livestock. It is hard pressed to manage the control of dogs under its dog management by-laws, at a cost of \$600,000 per annum. Control of domestic livestock by Council would require by-laws determining where and under what conditions domestic livestock could be kept and then additional resources in responding to complaints. Use of regulatory orders under the Local Government Act is a costly, time consuming and unsatisfactory way of trying to resolve community nuisance issues. This could require investment in a large animal pound, appropriate vehicles for transportation and additional staff experienced in handling livestock if the work required by a regulatory order had to be carried out by Council.

Council's current policy position is that complaints relating to nuisance caused by domestic livestock should be handled by either the Department of Infrastructure, Planning and Logistics as a planning matter, the Northern Territory Environmental Protection Authority where the complaint relates to noise or odour or the Animal Welfare Unit for animal welfare and cruelty complaints.

Whilst Council appreciates that the two IDCOs 29 and 30 have provided an initial transitional period to allow it appropriate time to prepare for management of these areas more time is required before Litchfield Council will have appropriate by-laws for signs control in place.

Council requests the reinstatement of IDCO 29 for a further two years after its expiry to assist in the smooth transition.

Council further requests that a permanent amendment be made to the Northern Territory Planning Scheme to reinstate the control of domestic livestock into the scheme when IDCO 30 lapses in August 2022.

Thank you for the opportunity to respond in advance of the expiry of IDCO 29 and IDCO 30.

Yours sincerely

Arun Dias
Interim Chief Executive Officer

S 285

Animals and activities involving animals

If an animal or an activity involving an animal is, or is likely to become, a hazard or nuisance, the council may make an order requiring the owner or occupier of the land on which the animal is kept or the activity is carried out, to take specified action to remove or mitigate the hazard or nuisance.

Examples for section 0

- 1 The council may require relocation of slaughtering activities to a place where they are less likely to cause offence or a risk to the health of others.*
- 2 The council may require action to reduce the number of cats kept on a property.*
- 3 The council may require action to reduce noise or odours.*
- 4 The council may require the destruction of a dangerous animal that cannot be adequately controlled in its current location.*



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 21 June 2022

15 Other Business

16 Confidential Items

Pursuant to Section 99 (2) of the Local Government Act and Regulation 51(1) of the Local Government (General) Regulations the meeting be closed to the public to consider the following Confidential Items:

16.02.01 Breach of Code of Conduct Complaint

(f) subject to subregulation (2) – information in relation to a complaint of a contravention of the code of conduct.

16.02.02 Breach of Code of Conduct Complaint

(f) subject to subregulation (2) – information in relation to a complaint of a contravention of the code of conduct.

17 Close of Meeting