



AGENDA

7th Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 15/03/2022

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

Daniel Fletcher
Chief Executive Officer

COVID-19 Statement of Commitment

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

- Physical distancing measures
- Health and hygiene principles



COUNCIL AGENDA

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COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 15 March 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 this land across generations.

2. Opening of Meeting

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

3. Electronic Attendance / Apologies and Leave of Absence

- 3.01 Electronic Attendance
- 3.02 Apologies
- 3.03 Leave of Absence Previously Granted
- 3.04 Leave of Absence Request

4. Disclosures of Interest

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

- 4.01 Elected Members
- 4.02 Staff

5. Confirmation of Minutes

5.01 Confirmation of Minutes

- Ordinary Council Meeting held Tuesday 15 February 2022, 10 pages; and
- Confidential Ordinary Council Meeting held Tuesday 15 February 2022, 1 page.

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 15 February 2022 at 6:03pm

Present	Doug Barden Mathew Salter Rachael Wright Andrew Mackay Kevin Harlan Emma Sharp Mark Sidey	Mayor Deputy Mayor / Councillor North Ward Councillor North Ward Councillor Central Ward Councillor Central Ward Councillor South Ward (Electronic Attendance) Councillor South Ward
Staff	Daniel Fletcher Arun Dias Leon Kruger Nicky McMaster Debbie Branson	Chief Executive Officer General Manager Business Excellence General Manager Infrastructure & Operations General Manager Communications & Lifestyle Executive Assistant
Public	As per Attendance Register	

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

2. OPENING OF THE MEETING

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

The Mayor advised that an audio and visual recording of the meeting was live streamed to Council's online platform and will remain online for public viewing in accordance with Council's Recording of Council Meetings Policy. By attending the meeting, those present agreed to comply by Council's Recording of Council Meetings Policy.

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Moved: Deputy Mayor

Seconded: Cr Wright

THAT Council approve Cr Sharp to attend the meeting electronically.

CARRIED (7-0) ORD2022 11-024

3.2 Apologies

Nil.

3.3 Leave of Absence Previously Granted

Nil.

3.4 Leave of Absence Request

Nil.

4. DISCLOSURE OF INTEREST

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

4.1 Elected Members

As per Section 115 of the *Local Government Act 2019*, Cr Wright disclosed an interest in Item 6.1 – Telstra Tower – Bronzewing Avenues and left the meeting whilst the matter was under consideration.

4.2 Staff

No disclosures of interest were declared.

5. CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Deputy Mayor Salter

Seconded: Cr Harlan

THAT Council confirm the following Ordinary Council Meeting minutes held 18 January 2022, 11 pages.

CARRIED (7-0) ORD2022 11-025

5.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Deputy Mayor Salter

Seconded: Cr Wright

THAT Council receive and note the Action List.

CARRIED (7-0) ORD2022 11-026

6. PETITIONS

6.1 Telstra Tower - Bronzewing Avenue

As per Section 115 of the *Local Government Act 2019*, Cr Wright disclosed an interest in Item 6.1 – Telstra Tower – Bronzewing Avenues and left the meeting whilst the matter was under consideration.

Cr Wright left the meeting at 6:09pm

A representative from the Howard Springs Park Community Association addressed Council on the petition in regard to the pending proposal for a Telstra Tower on Bronzewing Avenue

Moved: Cr Harlan

Seconded: Cr Sidey

THAT Council:

1. receive and note the petition in relation to the Telstra Tower on Bronzewing Avenue; and
2. request that the Chief Executive Officer provides a response to the petition received from Howard Springs Park Community Association.

CARRIED (6-0) ORD2022 11-027

Cr Wright returned to the meeting at 6:20pm

7. DEPUTATIONS AND PRESENTATIONS

Nil.

8. PUBLIC QUESTIONS

8.1 Proposed Telsta Tower – Bronzewing

Several residents expressed their concern in relation to the health risks, clearing land around surrounding properties, signage, environmental impacts and community consultation.

9. ACCEPTING OR DECLINING LATE ITEMS

9.1 Late Report – 16.1 Workplace Matter

Moved: Cr Sidey
Seconded: Mayor Barden

THAT the late report item 16.1 Workplace Matter, be accepted and included under Officer's Confidential reports for consideration.

CARRIED (7-0) ORD2021 11-028

10. NOTICES OF MOTION

Nil.

11. MAYORS REPORT

Moved: Mayor Barden
Seconded: Cr Wright

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

CARRIED (7-0) ORD2022 11-029

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

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

Moved: Cr Harlan
Seconded: Cr Mackay

THAT Council note the Councillors' verbal reports.

CARRIED (7-0) ORD2022 11-030

13. WORK TEAM PRESENTATION

13.01 Corporate Services

Moved: Deputy Mayor Salter
Seconded: Cr Wright

THAT Council receive and note the Work Team Corporate Services Presentation.

CARRIED (7-0) ORD2022 11-031

14. OFFICERS' REPORTS

14.01 Business Excellence

Maxie Smith, Manager Corporate Services attended and presented to the meeting at 6:51pm.

14.01.01 Litchfield Council Finance Report – January 2022

Moved: Deputy Mayor Salter
Seconded: Cr Harlan

THAT Council note the Litchfield Council Finance Report for the period ended 31 January 2022.

CARRIED (7-0) ORD2022 11-032

Maxie Smith, Manager Corporate Services left the meeting at 6:59pm.

Danny Milincic, Manager People and Performance attended and presented to the meeting at 6:59pm.

14.01.02 People, Performance and Governance Monthly Report – January 2022

Moved: Cr Wright
Seconded: Cr Harlan

THAT Council note the People, Performance and Government monthly report for January 2022.

CARRIED (7-0) ORD2022 11-033

Danny Milincic, Manager People and Performance left the meeting at 7:11pm.

14.01.03 Council Delegations to Chief Executive Officer

Moved: Cr Harlan
Seconded: Cr Sharp

THAT Council:

1. rescind the adopted resolution numbers 1718/150 and 1718/163 as at Attachment A.
2. delegate to the Chief Executive Officer:
 - a) Pursuant to Section 12 of the Cemeteries Act, delegates to the Chief Executive Officer all its powers and functions under the Cemeteries Act to undertake the care, control and management of the public cemetery known as Thorak Regional Cemetery and located in Litchfield Council's area (Section 269 Local Government Act).
 - b) Pursuant to Section 40 of the Local Government Act, Council delegates to the Chief Executive Officer its powers and functions under the Local Government Act and Local Government Regulations and any other Acts under which Council has powers, duties, authorities and functions.

With the exception of the following:

14.01.03 Council Delegations to Chief Executive Officer (Continued)

- i. Those matters referred to in Section 40(3) of the Local Government Act.
- ii. Section 35 regarding the adoption of the Municipal Plan including the Annual Budget.
- iii. Section 38(2) use of Common Seal.
- iv. Section 54 appointment to fill casual vacancy on Council.
- v. Section 82 establishment of Council Committees.
- vi. The powers, functions and duties under Section Part 6.4, meetings of electors.

Conditions

- I. As per Section 40(4)(b), the power to waive a fee for service is only delegated to the CEO if the waiver will provide a community benefit. Limited to \$5,000.
 - II. Where Council has adopted a Council Policy, delegations are limited as set out in the Policy.
- c) Pursuant to Section 183 of the Local Government Act, Council appoints the Chief Executive Officer as an Authorised person for the purpose of implementing Council's responsibilities under:
The Local Government Act;
Litchfield Council (Dog Management) By-laws;
Northern Territory Traffic Act and associated regulations; and
Northern Territory Control of Roads Act.
 - d) Pursuant to Section 40 of the Local Government Act, Council delegates to the Chief Executive Officer the power and authority to exercise all or any of the powers of Council under the Litchfield Council (Dog Management) By-Laws.
 - e) Pursuant to Section 40 of the Local Government Act, Council limits the power of the Chief Executive Officer to incur financial liabilities on behalf of Council to \$500,000, where provided for in the adopted budget.
 - f) Pursuant to Section 40 of the Local Government Act, Council limits the power of the Chief Executive Officer to enter into a contract on behalf of Council to \$500,000 where provided for in the adopted budget.

CARRIED (6-1) ORD2022 11-034

Maxie Smith, Manager Corporate Services attended and presented to the meeting at 7:15pm.

14.01.04 Rates in Arrears – in excess of two years

Moved: Cr Mackay
Seconded: Cr Harlan

THAT Council receive and note this report.

CARRIED (7-0) ORD2022 11-035

Maxie Smith, Manager Corporate Services left the meeting at 7:23pm.

14.01.05 myLitchfield Discount Program 2022

Moved: Cr Sidey
Seconded: Cr Sharp

THAT Council:

1. acknowledge the funding opportunities provided by the Northern Territory Government;
2. approve the allocation of \$20,000 to the myLitchfield program;
3. authorise the Chief Executive Officer to enter into a Funding Agreement with the Northern Territory Government for the myLitchfield program funding; and
4. note the amendment to the original budget 2021-22 to be done in Budget Review 2.

CARRIED (5-2) ORD2022 11-036

14.02 Council Leadership & Community Services

14.02.01 National General Assembly of Local Government 2022

Moved: Cr Sidey
Seconded: Deputy Mayor Salter

THAT Council lay the matter on the table until the program is available so Council can consider the benefits of those proposing to attend.

CARRIED (7-0) ORD2022 11-037

14.02.02 Litchfield Women in Business Network Committee Minutes

Moved: Cr Wright
Seconded: Deputy Mayor Salter

THAT Council receive and note the unconfirmed Litchfield Women in Business Network Meeting Minutes of 10 January 2022, at Attachment A.

CARRIED (7-0) ORD2022 11-038

Diana Leeder, Executive Manager Community Inclusion attended and presented to the meeting at 7:37pm.

14.02.03 Climate Adaption Strategy and Action Plan

Moved: Cr Sidey
Seconded: Cr Mackay

THAT Council endorse the draft Climate Adaptation Strategy and Action Plan at Attachment C to this report for community consultation.

CARRIED (5-2) ORD2022 11-039

Diana Leeder, Executive Manager Community Inclusion left the meeting at 7:43pm.

14.02.04 Local Government Association of the NT General Meeting – Call for Motions

Moved: Cr Mackay

Seconded: Cr Wright

THAT Council note the Local Government Association of the Northern Territory call for motions.

CARRIED (7-0) ORD2022 11-040

14.03 Infrastructure and Operations

Mark Hogan, Planning & Development Program Leader attended and presented at the meeting at 7:47pm.

14.03.01 Summary Planning and Development Report January 2022

Moved: Cr Harlan

Seconded: Cr Sidey

THAT Council:

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

CARRIED (5-2) ORD2022 11-041

Mark Hogan, Planning & Development Program Leader left the meeting at 7:59pm.

14.03.02 Asbestos Remediation at HDWTS – Budget Allocation

Moved: Cr Mackay

Seconded: Cr Harlan

THAT Council approve an amount of \$350,000 to be allocated from the Waste Reserve to cater for the separation and disposal of contaminated waste at Humpty Doo Waste Transfer Station.

CARRIED (4-3) ORD2022 11-042

14.03.03 Waste Tyre Fee Structure

Moved: Cr Mackay

Seconded: Cr Sharp

THAT Council adopt the updated tyre disposal fees structure and conditions for tyres as detailed in Table 1 of this report.

A Division was called
Those voting in the affirmative Mayor Barden, Deputy Mayor Salter, Cr
Wright, Cr Sharp, Cr Sidey and Cr Mackay
Those voting in the negative Cr Harlan
CARRIED (6-1) ORD2022 11-043

15. OTHER BUSINESS

Nil.

16. CONFIDENTIAL ITEMS

Moved: Cr Sidey
Seconded: Cr Sharp

THAT pursuant to Section 93(2) of the Local Government Act 2019 and Regulation 51 of the Local Government (General) Regulations the meeting be closed to the public to consider the following Confidential Items:

16.01 Workplace Matter

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

- (a) *information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.*

CARRIED (00-0) ORD2022 11-044

The meeting was closed to the public at 8:21pm.

Moved: Cr Harlan
Seconded: Cr Sidey

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

CARRIED (7-0) ORD2022 11-045

The meeting moved to Open Session at 10:27pm.

17. CLOSE OF MEETING

The Chair closed the meeting at 10:27pm.

18. NEXT MEETING

Tuesday 15 March 2022.

MINUTES TO BE CONFIRMED

Tuesday 15 March 2022.

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Daniel Fletcher

Unconfirmed

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

Preparation of Business Case for Kerbside Collection and Associated Waste Operations

11-060	<p>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.</p>	16/11/2021	GMIO	Ongoing RFQ finalised
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Asbestos Contamination Rehabilitation

11-070	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. approve Humpty Doo Waste Transfer Station as the only site to accept construction waste and that Howard Springs and Berry Springs will no longer accept construction waste. 2. approve the removal of the following waste fee. 2.1. separated & Uncontaminated Construction Waste (concrete, tiles, bricks, sand and clean fill soil) - \$60.90 / tonne. 3. approve the inclusion of categories and fees for construction waste that will only be accepted at Humpty Doo Waste Transfer Station as follows: <ol style="list-style-type: none"> 3.1. concrete, tiles, bricks, porcelain and terracotta which are clean and uncontaminated (including without steel reinforcing). <ol style="list-style-type: none"> 3.1.1 commercial - \$37/tonne. 3.1.2 residential – Free with a limit placed on amounts delivered in each instance consistent with green waste arrangements. 3.2. concrete, tiles, bricks, porcelain and terracotta which are contaminated with steel reinforcing or scrap metal only. <ol style="list-style-type: none"> 3.2.1. commercial – \$103/tonne. 3.2.2. residential – Free with a limit placed on amounts delivered in each instance consistent with green waste arrangements. 	14/12/2021	GMIO	<p>Complete</p> <ol style="list-style-type: none"> 1. COMPLETE 2. COMPLETE 3. COMPLETE – Community education material in development. 4. COMPLETE – see resolution 11.042 below

- 3.3. construction waste – Unsorted and certified free of listed waste substances.
- 3.3.1. free and accept only residential, with a limit placed on amounts delivered in each instance consistent with green waste arrangements.
- 3.3.2. no unsorted commercial waste accepted.
- 4. allocate an amount of up to \$350,000 from the waste reserve in Budget Review 1 to cater for the separation and disposal of existing contaminated waste.

Overriding Statutory Charge – Unpaid Rates

11-073	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. approve the fixation of the Common Seal with the Mayor and the Chief Executive Officer signing all documents relevant to applying the overriding statutory charge over the properties listed in Attachment A. 	14/12/2021	GMBE	<p>Completed</p> <p>All Statutory Charges have been lodged.</p>
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Drafting Instructions – Litchfield Public Places By-laws

11-074	<p>THAT Council endorse the draft table of By-law Instructions, at Attachment A, subject to minor editorial changes by the Chief Executive Officer.</p>	14/12/2021	GMCL	<p>Ongoing</p> <p>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.</p>
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Proposed Updated Waste Fees and Charges

11-079	<p>THAT Council</p> <ol style="list-style-type: none"> 1. adopt the updated fees and charges structure and conditions for air conditioners, fridges, freezers, gas bottles and fire extinguishers as 	14/12/2021	GMIO	<p>Complete</p> <ol style="list-style-type: none"> 1. Complete – Community education material in development 2. Complete – See resolution 11.043 below
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detailed in Table 1 of this report 14.03.04 on 14 December 2021;
and

2. request the tyre fee structure to be brought back to Council when updates have been completed.

Girraween Road Speed

THAT Council:

1. receive the information in this report;
2. prior to reinstating the historic 80km/h on Girraween Road between the point where Litchfield Council assumes control over the road to Azure intersection, Council request the Chief Executive Officer provide a report within 90 days which includes relevant information council should consider, including but not limited to:
 - a) consultation outcomes with the community, both broadly as well as specifically the impacted residents, and the Northern Territory Police;
 - b) outcomes from qualified traffic engineer assessment on the risk associated with increasing speed limit;
 - c) consider the advice from its insurers (JLT) on the potential risk to Council of proceeding without seeking further expert advice; and
 - d) determine whether additional actions should be undertaken as a result of the findings from a), b) and c) above; and
3. note the success of guard rails and right-hand turning lane at the Girraween/Hillier road intersection.

11-005

18/01/2022

GMIO

Ongoing

Report to be tabled at the April 2022 Ordinary Council Meeting.

Report from Library Shared Services Model Consultancy

THAT Council:

- | | | | | |
|--------|---|------------|------|----------------|
| 11-010 | <ol style="list-style-type: none">1. receive and note the Litchfield Council Public Library Services Business case consultancy report from the Atria Group; and2. 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 |
|--------|---|------------|------|----------------|

Draft Community Engagement Strategy and Action Plan 2022-2025

- | | | | | |
|--------|--|------------|------|--|
| 11-015 | THAT Council approve the Draft Community Engagement Strategy and Action Plan 2022-2025 to be designed and released for public comment. | 18/01/2022 | GMCL | Ongoing
Dates for consultation to be set to avoid consultation fatigue with other projects out for public comment. |
|--------|--|------------|------|--|

Litchfield Council Draft Strategic Plan 2022-2025 – Public Consultation

- | | | | | |
|--------|--|------------|------|--|
| 11-019 | THAT Council endorse the Litchfield Council Draft Strategic Plan 2022-2025 as provided in Attachment A for the purpose of public exhibition and consultation for 28 days commencing 19 January 2022 and concluding 16 February 2022. | 18/01/2022 | GMCL | Ongoing
Public consultation closes 16 February 2022. |
|--------|--|------------|------|--|

Telstra Tower - Bronzewing Avenue

THAT Council:

- | | | | | |
|--------|--|------------|------|---|
| 11-027 | <ol style="list-style-type: none">1. receive and note the petition in relation to the Telstra Tower on Bronzewing Avenue; and2. request that the Chief Executive Officer provides a response to the petition received from Howard Springs Park Community Association. | 15/02/2022 | GMIO | Complete
CEO provided a response on Friday 4 March. |
|--------|--|------------|------|---|

Council Delegations to Chief Executive Officer

THAT Council:

1. rescind the adopted resolution numbers 1718/150 and 1718/163 as at Attachment A.
2. delegate to the Chief Executive Officer:
 - a) Pursuant to Section 12 of the Cemeteries Act, delegates to the Chief Executive Officer all its powers and functions under the Cemeteries Act to undertake the care, control and management of the public cemetery known as Thorak Regional Cemetery and located in Litchfield Council's area (Section 269 Local Government Act).
 - b) Pursuant to Section 40 of the Local Government Act, Council delegates to the Chief Executive Officer its powers and functions under the Local Government Act and Local Government Regulations and any other Acts under which Council has powers, duties, authorities and functions.

With the exception of the following:

- i. Those matters referred to in Section 40(3) of the Local Government Act.
- ii. Section 35 regarding the adoption of the Municipal Plan including the Annual Budget.
- iii. Section 38(2) use of Common Seal.
- iv. Section 54 appointment to fill casual vacancy on Council.
- v. Section 82 establishment of Council Committees.
- vi. The powers, functions and duties under Section Part 6.4, meetings of electors.

Conditions

11-034

15/02/2022 GMBE **Complete**

- I. As per Section 40(4)(b), the power to waive a fee for service is only delegated to the CEO if the waiver will provide a community benefit. Limited to \$5,000.
 - II. Where Council has adopted a Council Policy, delegations are limited as set out in the Policy.
- c) Pursuant to Section 183 of the Local Government Act, Council appoints the Chief Executive Officer as an Authorised person for the purpose of implementing Council's responsibilities under:
The Local Government Act;
Litchfield Council (Dog Management) By-laws;
Northern Territory Traffic Act and associated regulations;
and
Northern Territory Control of Roads Act.
- d) Pursuant to Section 40 of the Local Government Act, Council delegates to the Chief Executive Officer the power and authority to exercise all or any of the powers of Council under the Litchfield Council (Dog Management) By-Laws.
- e) Pursuant to Section 40 of the Local Government Act, Council limits the power of the Chief Executive Officer to incur financial liabilities on behalf of Council to \$500,000, where provided for in the adopted budget.
- f) Pursuant to Section 40 of the Local Government Act, Council limits the power of the Chief Executive Officer to enter into a contract on behalf of Council to \$500,000 where provided for in the adopted budget.

myLitchfield Discount Program 2022

THAT Council:

11-036	<ol style="list-style-type: none">1. acknowledge the funding opportunities provided by the Northern Territory Government;2. approve the allocation of \$20,000 to the myLitchfield program;3. authorise the Chief Executive Officer to enter into a Funding Agreement with the Northern Territory Government for the myLitchfield program funding; and4. note the amendment to the original budget 2021-22 to be done in Budget Review 2.	15/02/2022	GMBE	Complete Letter sent to Chief Minister on 24 February 2022.
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National General Assembly of Local Government 2022

11-037	THAT Council lay the matter on the table until the program is available so Council can consider the benefits of those proposing to attend.	15/02/2022	CEO	Referred to the April 2022 Ordinary Council Meeting
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Climate Adaption Strategy and Action Plan

11-039	THAT Council endorse the draft Climate Adaptation Strategy and Action Plan at Attachment C to this report for community consultation.	15/02/2022	GMCL	Ongoing Currently open for public consultation
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Asbestos Remediation at HDWTS – Budget Allocation

11-042	THAT Council approve an amount of \$350,000 to be allocated from the Waste Reserve to cater for the separation and disposal of contaminated waste at Humpty Doo Waste Transfer Station.	15/02/2022	GMIO	Complete
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Waste Tyre Fee Structure

11-043	THAT Council adopt the updated tyre disposal fees structure and conditions for tyres as detailed in Table 1 of this report.	15/02/2022	GMIO	Complete
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COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 15 March 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 Mayors Report



COUNCIL REPORT

Agenda Item Number:	11.01
Report Title:	Mayor's Monthly Report
Author & Recommending Officer:	Doug Barden, Mayor
Meeting Date:	15/03/2022
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 16 February 2022 to 15 March 2022.

Summary

Date	Event
16 February 2022	ABC Radio - Grass Roots Program
18 February 2022	Rural Garden Club Meeting
19 February 2022	80th Anniversary USS Peary Service
	City of Darwin - Bombing of Darwin Day
20 February 2022	Bombing of Darwin – Adelaide River Service
21 February 2022	Freds Pass Show volunteers
22 February 2022	Australian Citizenship Ceremony – On Line
	Council Budget Workshop
23 February 2022	Risk Management & Audit Committee Meeting
25 February 2022	Tour of local industry - Hamptons, Manton Dam, Mt Keppler rice farm, Mango farms, etc
1 March 2022	Strategic Plan – Stakeholder Information Session
	Strategic Discussion & Briefing Session
4 March 2022	Tour of HD Regional Recycle Centre

Date	Event
	Pre-opening – Litchfield Council Art Exhibition
	Australian Army 121 st Birthday Cocktail Party
8 March 2022	Mayor of Palmerston Meeting
	Howard Springs Caravan Park
	Litchfield Regional Tourism Meeting
9 March 2022	Minister Lawler – Litchfield Advocacy Projects
	LGANT Smart Councils Information Sharing
11 March 2022	Development Consent Authority Meeting
15 March 2022	Community Forum
	Ordinary Council Meeting

Recommendation

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



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 15 March 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
23-02-2022	Risk Management and Audit Committee Meeting	Deputy Mayor Salter / Cr Sidey

RECOMMENDATION

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

1. Risk Management and Audit Committee Meeting held 23 February 2022.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 15 March 2022

13	Work Team Presentation
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13.01	Community Services
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COUNCIL REPORT

Agenda Item Number:	13.01
Report Title:	Work Team Presentation – Community Services
Author and Recommending Officer:	Nicky McMaster, General Manager Community and Lifestyle
Meeting Date:	15/03/2022
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 – Community Services 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

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

Legislative and Policy Implications

Nil.

Risks



Nil identified.

Community Engagement

Not applicable.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 15 March 2022

14 Officers Reports

14.01 Business Excellence

14.01.01 Litchfield Council Finance Report – February 2022

14.01.02 People Performance and Governance Monthly Report –
February 2022

14.02 Council Leadership & Community

14.02.01 320 Arnhem Highway Consultation Report

14.02.02 Howard Park and Knuckey Lagoon Recreation Reserve
Committee Minutes

14.02.03 Strategic Plan 2022-2025

14.02.04 National General Assembly 2022 Call for Motions

14.02.05 Litchfield Women in Business Network Committee Meeting

14.02.06 Telstra Tower Bronzewing Avenue

14.03 Infrastructure & Operations

14.03.01 Summary Planning and Development Report February 2022

14.03.02 Proposed Community Building Relocation



COUNCIL REPORT

Agenda Item Number:	14.01.01
Report Title:	Litchfield Council Finance Report – February 2022
Author:	Maxie Smith, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	15/03/2022
Attachments:	A: Litchfield Council Finance Report – February 2022

Executive Summary

This report presents the Litchfield Council Finance Report for 28 February 2022.

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 have decreased compared to the prior month with the last instalment date on 28 February. 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.

Recommendation

THAT Council note the Litchfield Council Finance Report for 28 February 2022.

Background

Detailed financial information is presented on the following pages.

Links with Strategic Plan

A Well-Run Council - Good Governance

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**

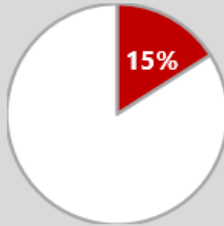


Finance Report

February 2022

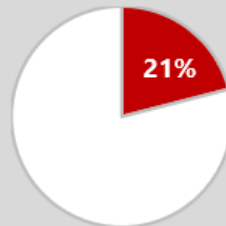
February 2022

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$3.4m
Target – 30%



Rates Outstanding

\$2.5m Outstanding
Target– 18% (\$2.1m and less)



Current Cash Investments

\$20.8m

2 of 18

Budgeted Capital
Programs 2021/22

6 of 11

Carry Forward Programs
from 2020/21

1 of 4

Unbudgeted Capital
Project 2021/22

\$13m

Forecast Cash
Reserves June 2022

\$ 15.3m

OPERATIONAL REVENUE

\$17m Budget – 88% Target Achieved

\$ 1.2m

CAPITAL REVENUE

\$2.9m Budget

\$ 9.6m

OPERATIONAL EXPENSES

\$16m Budget – 60% Spent

\$ 3.4m

CAPITAL EXPENSES

\$6.5m Budget

\$ 5.7m

OPERATING SURPLUS

Budget \$1.4m

\$(2.1)m

CAPITAL DEFECIT

Budget (\$3.6m)

RATIOS

15% Asset Sustainability
Target 30% and more

21% Rates Outstanding
Target less than 18%

52% Own Source Revenue Ratio
Target 86% and more

9.38 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.

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	11,720,414.00	11,827,686.97	101%
Stat Charges	189,000.00	145,385.07	77%
User Charges	1,289,199.00	1,398,691.40	108% ¹
Grants	3,608,882.00	1,693,223.00	47%
Inv Income	249,500.00	227,492.76	91% ²
Other Revenue	485,524.00	72,291.43	15%
TOTAL REVENUE	17,542,519.00	15,364,770.63	88%
EXPENSES			
Employee Costs	7,218,475.00	4,667,206.61	65%
Auditors Fees	50,000.00	3,077.00	6%
Bad Debts	900.00	-	0%
Elected Member	307,264.00	178,982.62	58%
Election Expense	-	166,586.98	0%
Cemetery Operations	392,904.00	249,183.44	63%
Contractors	4,567,537.00	2,281,892.57	50%
Energy	193,800.00	111,046.13	57%
Insurance	311,500.00	354,148.09	114% ³
Maintenance	453,810.00	339,111.04	75% ⁴
Legal Expenses	82,004.00	48,988.31	60%
Donations and Community Support	130,340.00	105,550.34	81% ⁵
Computer / IT Costs	346,250.00	250,243.01	72% ⁶
Parts, Accessories & Consumables	128,500.00	99,226.34	77% ⁷
Professional Fees	1,343,564.00	431,611.65	32%
Sundry	591,105.00	358,479.92	61%
TOTAL EXPENSES	16,117,953.00	9,645,334.05	60%
RESULT	1,424,566.00	5,719,436.58	401%

¹ Increase relates to Thorak revenue

² Increase relates to Rates Interest penalty Income

³ Insurance increases above the budget expectations, budget review required.

⁴ Quarterly payments made for the Council Reserves

⁵ Grant payments made to various community organisations

⁶ Includes unbudgeted cost of SQL license for upgraded server software (previously running software unlicensed)

⁷ Excessive signs need to be replaced; and expenses relates to Regulatory services increased inline with revenue; Budget review required

CONSOLIDATED BALANCE SHEET

	31-Jan-22 \$	28-Feb-22 \$	Movement \$
CURRENT ASSETS			
Cash & Cash Equivalents	1,935,480.87	2,561,092.69	625,611.82
Trade and Other Receivables	4,308,847.75	3,112,385.34	(1,196,462.41) ⁸
Other Financial Assets	20,871,711.08	20,871,711.08	0.00
Other Current Assets	37,850.42	60,988.23	23,137.81
TOTAL CURRENT ASSETS	27,153,890.12	26,606,177.34	(547,712.78)
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	295,499,201.83	295,499,201.83	-
Other Non-Current Assets	8,559,005.71	8,778,765.10	219,759.39 ⁹
TOTAL NON-CURRENT ASSETS	304,058,207.54	304,277,966.93	219,759.39
TOTAL ASSETS	331,212,097.66	330,884,144.27	(327,953.39)
CURRENT LIABILITIES			
Trade and Other Payables	2,026,280.28	2,249,967.05	223,686.77 ¹⁰
Current Provisions	587,309.00	587,309.00	0.00
TOTAL CURRENT LIABILITIES	2,613,589.28	2,837,276.05	223,686.77
NON-CURRENT LIABILITIES			
Non-Current Provisions	406,417.97	406,417.97	0.00
TOTAL NON-CURRENT LIABILITIES	406,417.97	406,417.97	0.00
TOTAL LIABILITIES	3,020,007.25	3,243,694.02	223,686.77
NET ASSETS	328,192,090.41	327,640,450.25	(551,640.16)
EQUITY			
Accumulated Surplus	12,628,647.71	12,077,007.55	(551,641.16)
Asset Revaluation Reserve	294,301,834.98	294,301,834.98	-
Other Reserves	21,261,607.72	21,261,607.72	-
TOTAL EQUITY	328,192,090.41	327,640,450.25	(551,641.16)

⁸ Rates outstanding have decreased compared to the prior month in line with the issue of reminder letters and increase of property sales

⁹ Relates to movement in capital expenses

¹⁰ Relates to movement in unpaid creditor invoices not yet due.

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. Thorak Cemetery income represents a high percentage related to the increase in Thorak Cemetery services in February.

	2021/22 Budget \$	2021/22 YTD Actuals \$	% Of Budget
REVENUE			
Council Leadership	-	16,027.27	0%
Corporate	-	-	0%
Information Services	-	-	0%
Finance & Customer Service	9,561,134.00	9,553,330.41	100%
Infrastructure & Assets	2,980,594.00	722,977.36	24%
Waste Management	3,263,000.00	3,242,365.49	99%
Community	88,000.00	75,037.90	85% ¹¹
Community - Library	442,712.00	409,249.53	92%
Mobile Workforce	-	-	-
Regulatory Services	189,500.00	145,790.98	77% ¹²
Thorak Cemetery	1,017,579.00	1,199,991.69	118% ¹³
TOTAL REVENUE	17,542,519.00	15,364,770.63	88%
EXPENSES			
Council Leadership	1,327,210.00	892,127.92	67%
Corporate	687,753.00	427,268.58	62%
Information Services	690,239.00	355,540.56	52%
Finance & Customer Service	1,472,618.00	1,144,486.85	78% ¹⁴
Infrastructure & Assets	3,831,662.00	1,910,377.93	50%
Waste Management	3,246,634.00	1,871,521.86	58%
Community	1,539,546.00	1,055,937.29	69%
Community - Library	442,712.00	305,825.26	69%
Mobile Workforce	1,328,714.00	732,275.32	55%
Regulatory Services	591,802.00	364,868.14	62%
Thorak Cemetery	959,062.00	585,104.34	61%
TOTAL EXPENSES	16,117,952.00	9,645,334.05	60%
OPERATING RESULT	1,424,567.00	5,719,436.58	401%

¹¹ Increase revenue in cash for cans

¹² Increase revenue from Dog registration, Dog infringements and pound fee

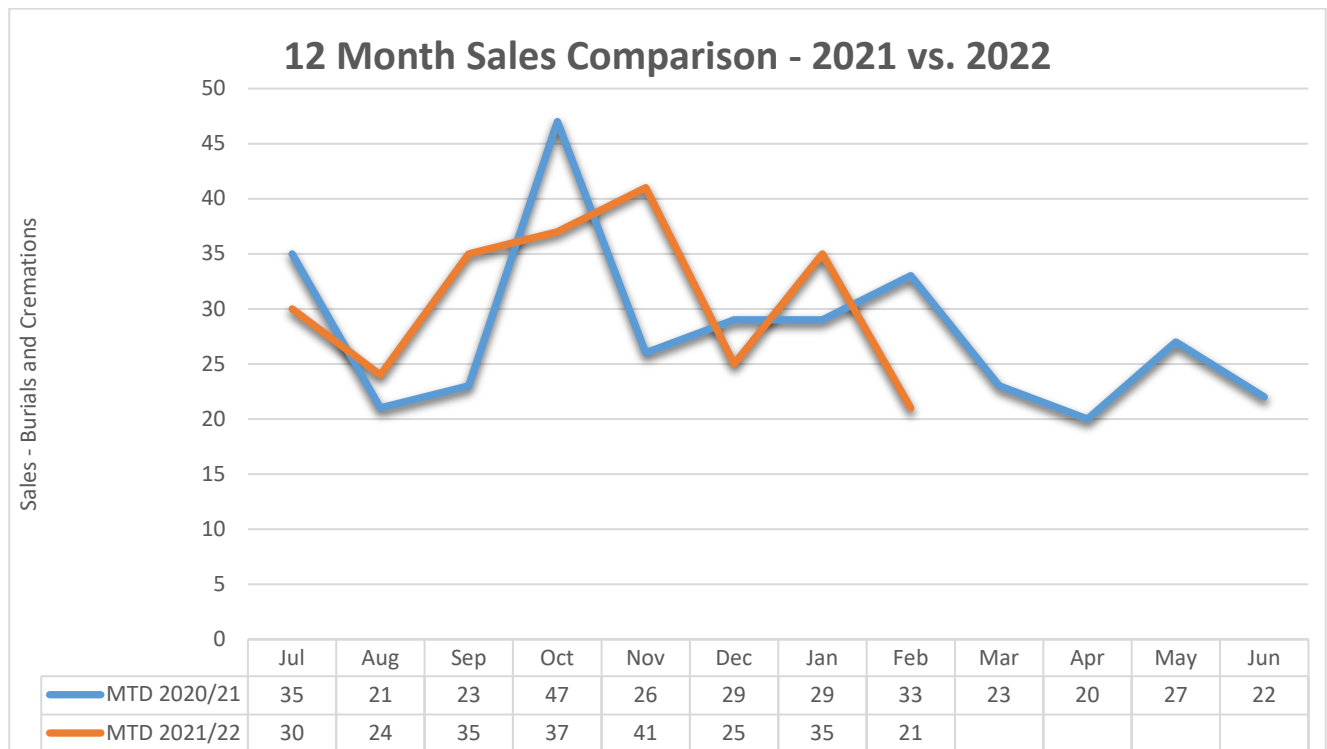
¹³ Increase due to purchase of pre-need exclusive rights

¹⁴ High percentage of total year expenses due to the recognition of the annual insurance expense in full

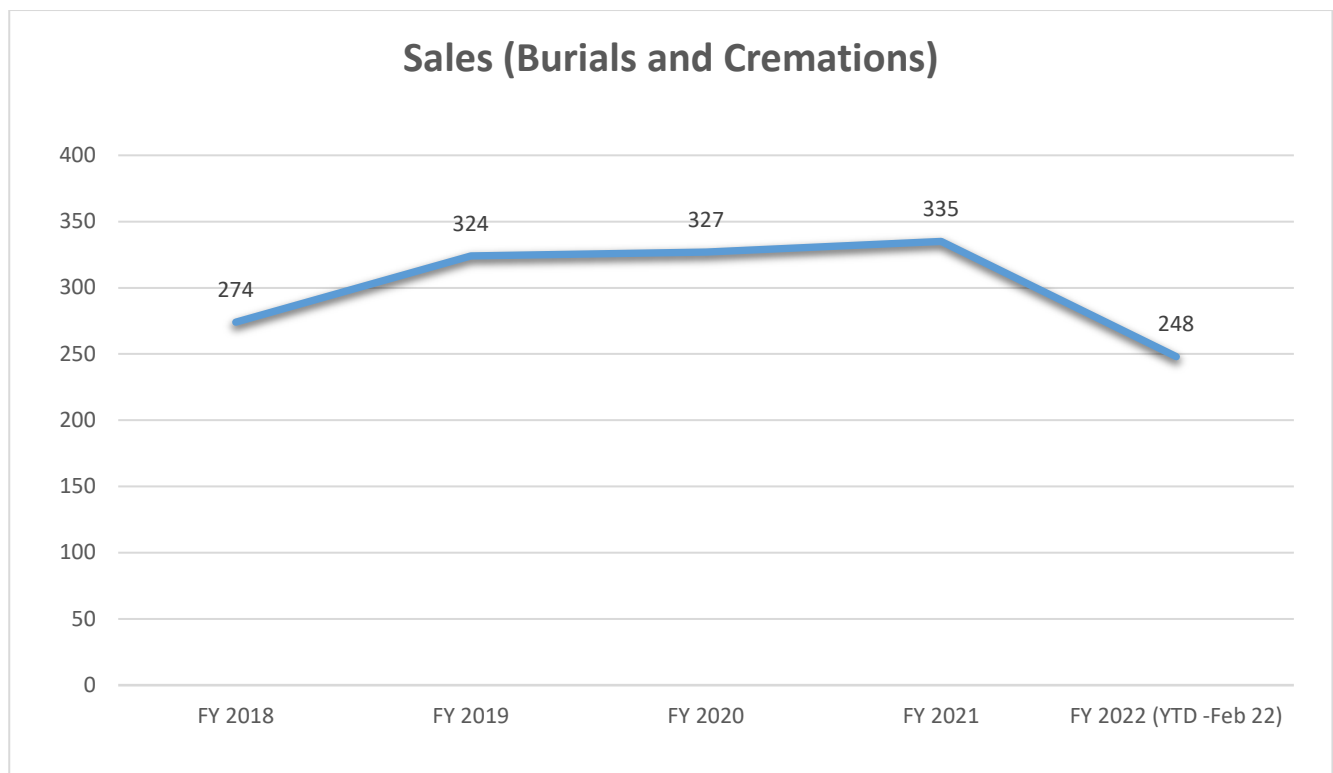
THORAK REGIONAL CEMETERY SALES

To date, Thorak Regional Cemetery has completed 248 interments and cremations, a decrease of 5 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:

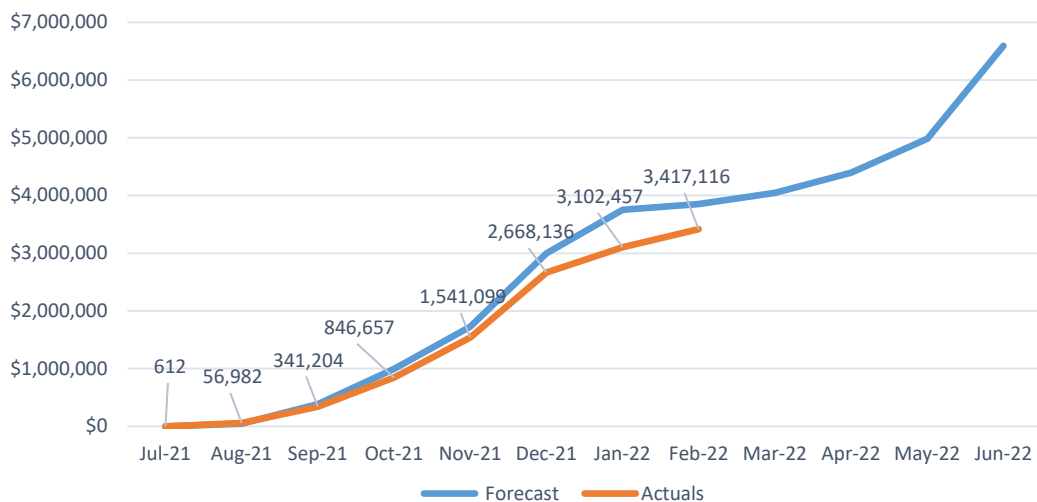


CAPITAL BUDGET POSITION

The table below compares capital revenue and expenditure to budget. Expenses will increase as projects progress.

	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	2,949,084.00	1,185,797.00	40%
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	2,949,084.00	1,223,047.78	41%
EXPENSES			
Infrastructure & Assets	6,446,070.00	3,070,686.16	48%
Information Services	0.00	0.00	0%
Mobile Workforce	0.00	0.00	0%
Community	32,000.00	69,562.58	217% ¹⁵
Regulatory Services	0.00	60,837.00	0%
Waste Management	35,000.00	145,465.54	416% ¹⁶
Thorak Cemetery	80,000.00	70,564.94	88%
TOTAL EXPENSES	6,593,070.00	3,417,116.22	52%
CAPITAL RESULT	(3,643,986.00)	(2,194,068.44)	60%

Forecast and Actual Capital Expenditure (\$)

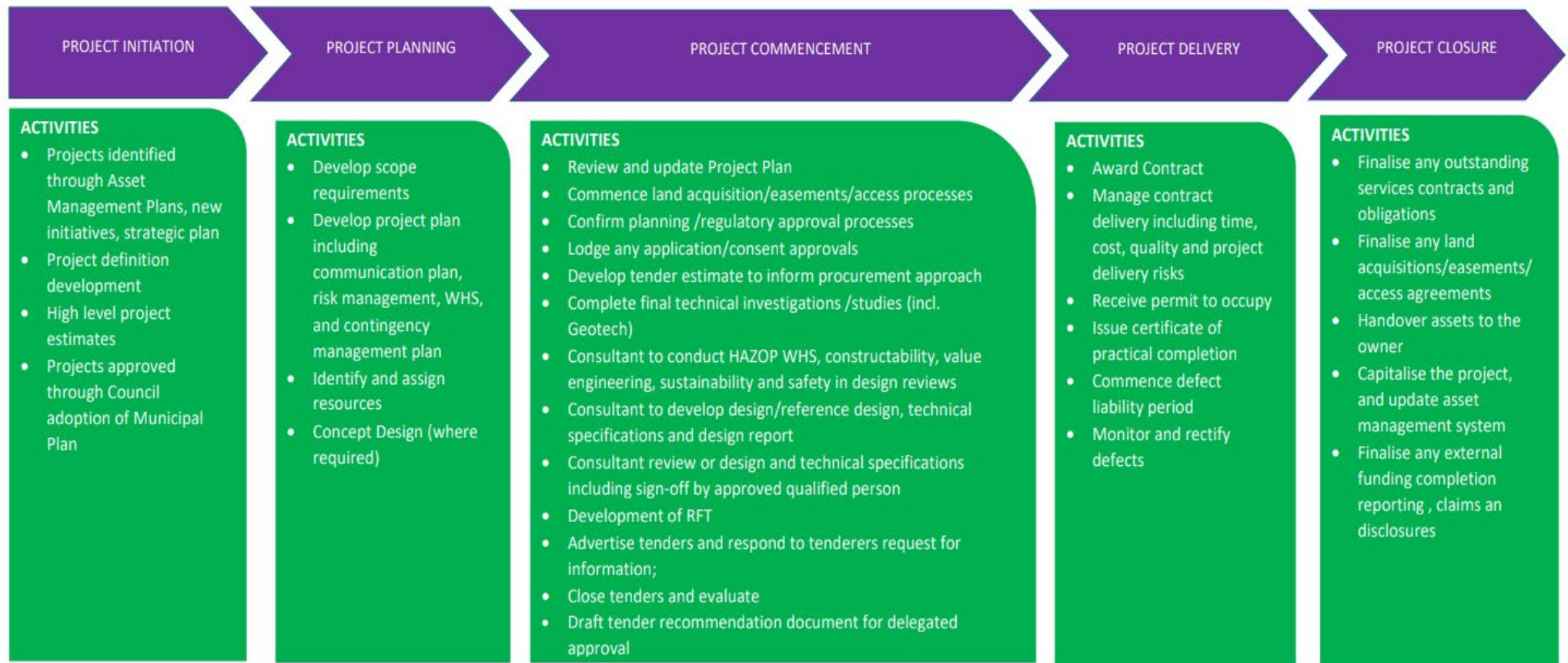


¹⁵ Includes expenses of carry forward projects from 2020/21- refer CARRY FORWARD PROJECT FROM 2020/2021 table

¹⁶ Replacement of vehicle initially budgeted under Infrastructure (\$170,000). Will split in Budget Review

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	Budget \$	Grant Fund		Year to Date Actuals \$	Budget Spent %	Scheduled Completion Date	Project Stage	On Time	On Budget	Status Update
		Source	Amount \$							
Buildings	1,220,000.00	LRCI - P2	1,010,870.00	640.00	0.05%	Jun-22	Commencement	Yes	Yes	Review of New location at Freds Pass Reserve
Drainage Renewal and Upgrades	537,500.00	R2R	296,845.00	332,681.82	61.89%	Jun-22	Closure	Yes	Yes	Brougham Road Completed. Stockwell Road Flood modelling underway
Vehicle Replacement	313,000.00			95,415.37	30.48%	Jun-22	Delivery	Yes	Yes	
Shared Pathway Program	20,000.00			0.00	0.00%	Jun-22	Delivery	Yes	Yes	
Pathway Renewal	180,000.00			93,761.84	52.09%	Jun-22	Delivery	Yes	Yes	Pathway competed. Shoulder pending.
Street Lighting Replacement	30,000.00			11,625.00	38.75%	Jun-22	Delivery	Yes	Yes	Street Light identification stickers have been purchased
Gravel Surface Renewal	300,000.00			309.60	0.10%	Jun-22	Planning	Yes	Yes	Program has been developed with works pending dry season
Forward Planning & Design	350,000.00			0.00	0.00%	Jun-22	Delivery	Yes	Yes	Guys Creek Road Design - Design phase Elizabeth Valley Road Floodway upgrade Thorngate Road Pavement Rehab - Waiting for agreement between defence and Council.
Pavement Renewal	760,285.00	R2R	760,285.00	1,103,767.66	145.18%	Dec-21	Closure	Yes	No	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) and was presented with Budget Review 1, but the budget could not be adjusted as a result of Council not approving Budget Review 1 proposal.
Road Seal Renewal	760,285.00			0.00	0.00%	Jun-22	Delivery	Yes	Yes	Phase 1 Completed Phase 2 Tender released works due to commence, post tender award
Gravel Road Sealing	500,000.00			32,937.50	6.59%	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.
Productive Roads - Mango Roads	300,000.00			85,513.85	28.50%	Jun-22	Delivery	Yes	Yes	
Road Safety Upgrades	1,025,000.00	Blackspot	485,000.00	48,000.00	4.68%	Jun 22	Planning	Yes	Yes	Design Phase

		R2R	100,000.00							Completed under Pavement Renewals (Virginia Road). Budget reallocation to Pavement Renewals was presented with Budget Review 1, but the budget could not be adjusted as a result of Council not approving Budget Review 1 proposal.
Mira Square Development	150,000.00	LRCI - P2	150,000.00	0.00	0%	Jun-22	Delivery	Yes	Yes	
Thorak Cemetery Asset Renewal	80,000.00			23,949.94	29.94%	Jun-22	Delivery	Yes	Yes	

2021/2022 CAPITAL PROJECTS

Municipal Plan Program	Budget \$	Grant Fund		Year to Date Actuals \$	Budget Spent %	Scheduled Completion Date	Project Stage	On Time	On Budget	Status Update
		Source	Amount \$							
Waste Transfer Station Renewal	35,000.00			47,251.24	135%	Jun-22	Delivery	Yes	No	Additional \$45,000 requested in Budget Review
Reserve Building Renewal	20,000.00			0.00	0.00%	Jun-22	Planning	Yes	Yes	
Reserve Playground	12,000.00			0.00	0.00%	Jun-22	Discontinued	Yes	Yes	Operational expense moved to Community Budget- will change in Budget review
Subtotal	6,593,070.00		2,803,000.00	1,875,853.82	28.45%					

CARRY FORWARD PROJECT FROM 2020/2021

Municipal Plan Program	Total Project Budget \$	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	45,000.00			25,000.00	25,000.00	50,000.00	111.11%	Dec-21	Closure	Yes	No	The program was allocated \$45,000 excluding GST under the Community & Business Hub Capital Works, as mentioned in the Municipal plan 2020/2021. After the first failed round of quotations, a report was documented to Council to reallocate funding to the project to allow the project to continue. At the 21 Oct 2020 meeting Council approved the increase of the budget for the completion of the shed at

												the Knuckey Lagoon Reserve from \$45,000 to \$55,000. CARRIED (5-0)-2021/067 therefore the project was within budget.
Fred's Pass Reserve Infrastructure Upgrade	2,300,000.00	Freds Pass Sport and Rec Grant	41,618.00	2,258,381.32	44,562.58	2,302,943.90	100.13%	Oct-21	Closure	Yes	Yes	

CARRY FORWARD PROJECT FROM 2020/2021

Municipal Plan Program	Total Project Budget \$	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 \$									
Drainage Renewal and Upgrades	598,000.00			54,295.00	384,957.51	439,252.51	73.45%	Dec-21	Closure	Yes	Yes	
Pavement Renewal	485,000.00	R2R	434,015.00	50,985.00	434,015.00	485,000.00	100.00%	Dec-21	Closure	Yes	Yes	
Road Safety Upgrades	514,910.00	Blackspot	385,000.00	148,265.00	305,476.35	453,741.35	88.12%	Dec-21	Closure	No	Yes	Outstanding commitment due to project delays
Road Seal Renewal	945,000.00			478,325.17	31,334.82	509,659.99	53.93%	Dec-21	Delivery	No	Yes	80% complete, first seal completed with second seal well underway
Mira Square development	225,000.00	LRCI - P2	150,000.00	3,606.00	477.60	4,083.60	1.81%	Jan-22	Delivery	No	Yes	Delays due to weather and civil repair requirements
Dog Pound Upgrade	60,000.00			28,099.12	33,462.00	61,561.12	102.60%	Sep-21	Closure	Yes	No	Overspend due to plumbing issue
Townend Road	1,183,429.00	LRCI - P1	121,203.00	1,056,994.28	42,177.24	1,099,171.52	92.88%	Sep-21	Delivery	No	Yes	Complete, awaiting final invoices
Waste Vehicle Replacement	170,000.00			42,370.00	98,214.30	140,584.30	82.70%	Jun-22	Delivery	Yes	Yes	
Community Hall	150,000.00	LRCI- P2	150,000.00	0.00	62,665.00	62,665.00	41.78%	Jan-22	Planning	No	Yes	Review of New location at Freds Pass Reserve.
Subtotal	6,676,339.00		1,281,836.00	4,146,320.89	1,462,342.40	5,608,663.29	84.01%					

UNBUDGETED CAPITAL PROJECTS 2021/22

Municipal Plan Program	Budget \$	Grant Fund		Year to Date Actuals \$	Budget Spent %	Scheduled Completion Date	Project Stage	On Time	On Budget	Status Update
		Source	Amount \$							
Thorak and Humpty Doo Waste Solar Grant	39,591.00	LGPIF	39,591.00	39,740.00	100.38%	Dec -21	Closure	Yes	Yes	Grant acquittal lodged
Thorak Cemetery - Irrigation Grant	153,805.00	LGPIF	153,805.00	6,875.00	4.47%	Dec -21	Delivery	No	Yes	Approval obtained to change the Project Completion date to Apr-22 to enable council to

										develop technical specifications, design concepts and associated procurement.
Drinking Fountain-Water Fountain McMinns Lagoon	12,240.00	Healthy Lifestyle Grant	12,240.00	4,930.00	40.28%	May-22	Planning	Yes	Yes	
Replacement Cage on Ranger Vehicle	40,000.00	-	0.00	27,375.00	68.44%	Mar-22	Planning	Yes	Yes	
Subtotal	245,636.00		245,636.00	78,920.00	32.13%					

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: 81% at A1+ and 19% at A-2.

Counter Party	Invested Amount \$	Interest rate	Maturity Date	Days Invested	Institution Totals \$	% Counter party	Expected return to Maturity Date \$
Bendigo (S&P A2)	1,000,000.00	0.30%	7/06/2022	242	3,050,000.00	14.6%	1,989.04
Bendigo (S&P A2)	1,500,000.00	0.30%	21/06/2022	256			3,156.16
Bendigo (S&P A2)	550,000.00	0.45%	10/08/2022	279			1,891.85
Commonwealth (S&P A1+)	321,711.08	0.36%	22/03/2022	218	7,821,711.08	37.5%	691.72
Commonwealth (S&P A1+)	1,000,000.00	0.35%	4/04/2022	209			2,004.11
Commonwealth (S&P A1+)	1,000,000.00	0.39%	24/05/2022	236			2,521.64
Commonwealth (S&P A1+)	1,500,000.00	0.38%	5/07/2022	270			4,216.44
Commonwealth (S&P A1+)	2,000,000.00	0.56%	26/10/2022	259			7,947.40
Commonwealth (S&P A1+)	2,000,000.00	0.61%	8/11/2022	259			8,656.99
Defence Bank (S & P A2)	1,000,000.00	0.40%	19/07/2022	273	1,000,000.00	4.8%	2,991.78
NAB (S&P A1+)	1,000,000.00	0.28%	10/03/2022	217	9,000,000.00	43.1%	1,664.66
NAB (S&P A1+)	1,000,000.00	0.27%	4/04/2022	224			1,656.99
NAB (S&P A1+)	1,000,000.00	0.28%	29/04/2022	211			1,618.63
NAB (S&P A1+)	1,000,000.00	0.29%	10/05/2022	224			1,779.73
NAB (S&P A1+)	1,000,000.00	0.47%	23/08/2022	272			3,502.47
NAB (S&P A1+)	1,500,000.00	0.48%	6/09/2022	286			5,641.64
NAB (S&P A1+)	1,500,000.00	0.57%	20/09/2022	286			6,699.45
NAB (S&P A1+)	1,000,000.00	0.61%	12/10/2022	264			4,412.05
TOTAL INVESTMENTS	20,871,711.08				20,871,711.08	100%	63,042.75

% of Total Investment Portfolio	A1 & A1+ (max 100%)	81%	A2 (max 60%)	19%	100%
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Total Investments	\$ 20,871,711.08	Total Year to date Investments Earnings	\$ 50,638.17
General Bank Funds	\$ 2,559,817.69		
Council Till and Petty Cash float	\$ 1,275.00		

Total all Funds	\$ 23,432,803.77
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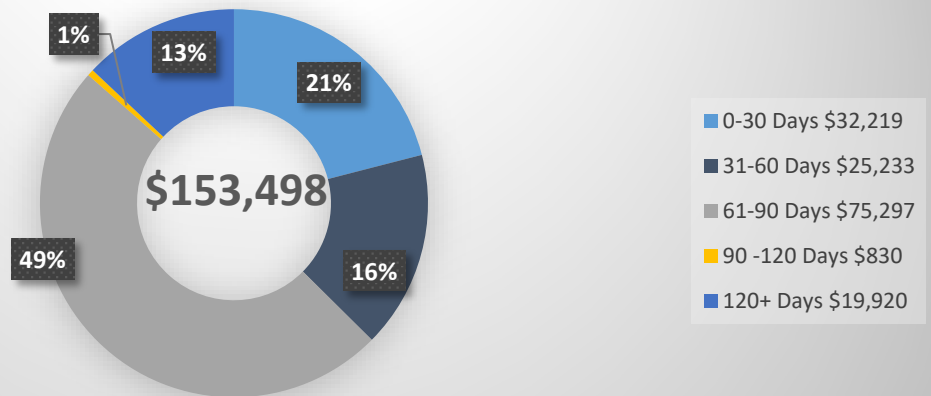
FINANCIAL RESERVES

	2020/21 Actuals \$	2021/2022 Net Movement \$	2021/22 Budget \$
Externally Restricted			
Developer Contribution Reserve	256,908.00	(256,908.00)	0.00
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	(898,602.00)	0.00
Internally Restricted			
Asset Reserve	12,154,043.00	(5,379,717.00)	6,774,326.00
Waste Management Reserve	4,840,323.00	(250,181.00)	4,590,142.00
Thorak Regional Cemetery Reserve	1,009,037.00	(326,006.00)	683,031.00
Election Reserve	100,000.00	(54,000.00)	46,000.00
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	100,000.00	100,000.00
Total Internally Restricted Reserves	19,103,403.00	(5,909,904.00)	13,193,499.00
TOTAL RESERVES	20,002,005.00	(6,808,506.00)	13,193,499.00

DEBTORS

Total Debtors as of 28 February 2022 is \$153,498. \$124,508 relates to Thorak Regional Cemetery funeral providers. Currently, \$20,750 amount of debtors outstanding for more than 90 days. \$18,107 and \$1,746 are the on charge of legal fees relating to regulatory services order. Council continues to seek payment, and statutory charges have been placed over the properties. The remaining \$896 relates Sundry, Recreation and Waste debtors and follow-up are continuing to settle the outstanding.

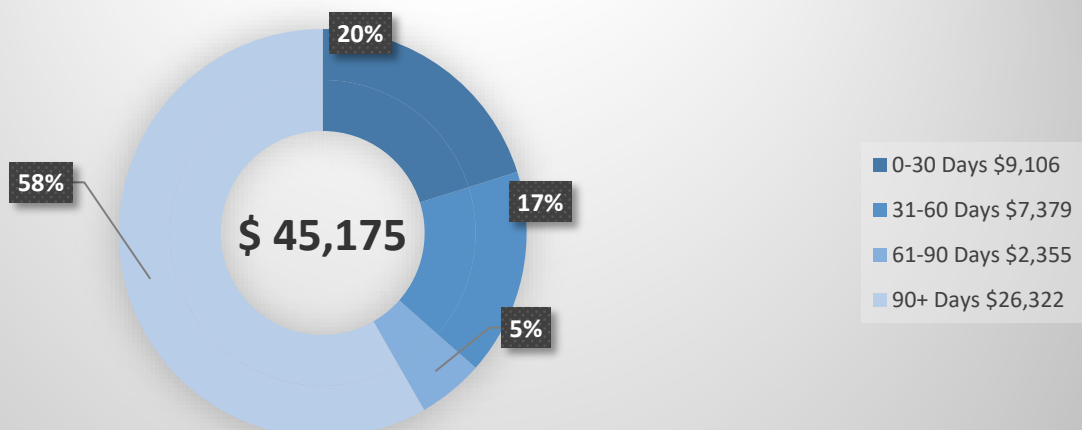
Sundry Debtors - Outstanding by Age



FINES AND INFRINGEMENTS

Council has one hundred and eighty-two (182) infringements outstanding with a balance of \$45,175, an increase of \$7,239 from January. Thirty-seven (37) are newly issued, forty-six (46) have received reminders, and ninety-nine (99) are with the Fines Recovery Unit (FRU)¹⁷.

Infringements Debtor by Age



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

ACCOUNTS PAYABLE REPORT

Cheque No.	Payee	Description	Amount
1273.1583-01	A1 PLANT AND CIVIL	RFT21-261 Virginia Road Pavement Rehabilitation	\$ 127,226.78
1274.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 17 (2021/2022) - Cycle 1	\$ 52,610.00
1269.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 16 (2021/2022) - Cycle 1	\$ 52,582.00
1266.13-01	FREDS PASS RURAL COMMUNITY SHOW INC	Sponsorship of 2022 Freds Pass Rural Show	\$ 45,000.00
1274.514-01	VEOLIA ENVIRONMENTAL SERVICES	Jan 2021 - Waste Transfer from HD, BS and HS Waste Stations to Shoal Bay Receiving Station	\$ 37,484.76
1274.2325-01	CJM ATTACHMENTS PTY LTD	K9 Kube & CJM Attachments for Regulatory Services Vehicle	\$ 30,112.50
1273.1439-01	WANDINA CONSULTING	Professional Services WE 30 Jan 2022	\$ 28,996.00
1273.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Drain Clean & Clear Various Locations Litchfield Council Municipality	\$ 28,028.58
1266.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super P/ment - Cyc 1 Pay 15 WE 26 Jan 2022	\$ 26,224.71
1269.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super P/ment - Cyc 1 Pay 16 WE 09 Feb 2022	\$ 25,577.23
1273.2287-01	DARWIN ENERGY GROUP	RFQ21-5333 Remove Debris from Drains - Various Locations Litchfield Council Municipality	\$ 21,835.00
1274.1583-01	A1 PLANT AND CIVIL	Infront of House Numbers for Virginia Road Properties	\$ 21,162.25
1274.2189-01	AEC GROUP	LTFP Strategy	\$ 15,785.00
1269.1820-01	OMEGA CONCRETING AND CIVIL	Construct Culvert - Leonino Road, Fly Creek	\$ 14,707.00
1273.268-01	BYRNE CONSULTANTS	RFQ21-293 Guys Creek Road Upgrade Design	\$ 14,553.00
1273.1564-01	FOURIER TECHNOLOGIES PTY LTD	Nov 2022 - Managed ICT Services	\$ 13,312.97
1274.849-01	WEX AUSTRALIA (PUMA CARD)	Jan 2022 - Fuel Account for Litchfield Council and Thorak Vehicles and Machinery	\$ 12,910.28
1269.2333-01	CREST PERFORMANCE PTY LTD	Litchfield Council Strategic Plan	\$ 11,841.50
1273.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Management Works at FSPRR	\$ 10,956.00
1274.87-01	TOP END LINEMARKERS PTY LTD	Line Marking - Black Spot - Power Road	\$ 10,479.30
00413298	DEPARTMENT OF ATTORNEY GENERAL & JUSTICE	Lodgement of Statutory Charges x 82	\$ 9,944.00
DD230122	WESTPAC CARDS & DIRECT DEBITS	Jan 2022- Corporate Credit Card Litchfield Council Officers	\$ 9,429.35
1269.170-01	NTRS (NT RECYCLING SOLUTIONS)	Jan 2022 - Recycling Collected from HW, BS and HD Waste Stations	\$ 8,432.63
1269.1068-01	MR D S BARDEN	Jan 2022 - Mayor Allowances	\$ 7,957.33
1274.1324-01	JKW LAW PRACTICE PTY LTD	Preparation of Lease to Telstra and Easements	\$ 6,697.90
1269.132-01	AIRPOWER NT PTY LTD	Replacement Retainer Plate and Blades	\$ 6,011.63
1274.2015-01	SLR CONSULTING AUSTRALIA PTY LTD	Surface Water Monitoring for all Waste Transfer Stations	\$ 5,987.30
1271.1058-01	LOCAL GOVERNMENT PROFESSIONALS AUST	2022 Management Challenge Early Bird Registration	\$ 5,885.00
1275.2247-01	OUTSIDESIGN	Landscape Architectural Services for Thorak Cemetery	\$ 5,032.00

Cheque No.	Payee	Description	Amount
1269.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 09 Feb 2022	\$ 5,004.12
1274.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 23 Feb 2022	\$ 5,004.12
1269.506-01	TURBO'S TYRES	Supply Tyres and Puncture Repairs for MWF Tractors	\$ 4,885.10
1270.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Dec 2021 - Grave Preparation Thorak Cemetery	\$ 4,620.00
1273.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	\$ 4,125.50
1273.2309-01	CORESTAFF NT PTY LTD	Temp Staff - MWF Crew Chem Sprayer WE 24 Jan 2022	\$ 3,626.78
1273.2201-01	C MAC ENGINEERING PTY LTD	Repairs to 30M Transfer Bin at HDWTS	\$ 3,625.60
1273.398-01	DAC ENTERPRISES	Concrete Works Townend Road	\$ 3,541.67
1269.2282-01	COUNTRYWIDE BUILDING	Fence Repairs - Wire and Pickets to Replace Damaged	\$ 3,406.00
1269.409-01	F & J BITUMEN SERVICES PTY LTD	Edge Patching - Various Locations Litchfield Council Municipality	\$ 3,157.00
1273.993-01	ARAFURA TREE SERVICES & CONSULTING	Storm Damage Tree Removal from FSPPR	\$ 3,080.00
1272.1391-01	LEAVING LIGHTLY PTY LTD	Premium Burial Supplies for Thorak Cemetery	\$ 3,019.50
1275.2073-01	AIRCON RESCUE NT PTY LTD	Supply and Install Air Conditioners at HD Waste Transfer Station	\$ 2,950.00
1274.926-01	JACANA ENERGY	Jan 2022 - Electricity for Litchfield Council and BSWTS, HDWTS	\$ 2,856.77
1269.498-01	MR M I G SALTER	Jan 2022 - Deputy Mayor Allowances	\$ 2,776.66
1266.1888-01	HODGKISON	Litchfield Council - New Community Centre	\$ 2,750.00
1273.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Dec - 22 Jan 22 Grounds Maintenance HDVG	\$ 2,610.00
1269.522-01	FARMWORLD NT PTY LTD	Major Service and Parts CE27SH Tractor Repairs	\$ 2,586.96
1273.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temp Staff - Customer Service WE 06 Feb 2022	\$ 2,571.20
1273.953-01	HWL EBSWORTH LAWYERS	Legal Advice on Provisions for the Valuations	\$ 2,534.40
1269.397-01	INSTITUTE OF PUBLIC WORKS ENGINEERING	Pavement Rehabilitation Workshop for Litchfield Council Employees	\$ 2,475.00
1266.1721-01	MAHER RAUMTEEN SOLICITORS	Legal Services	\$ 2,330.42
1269.997-01	KELLEDYJONES LAWYERS	Legal Services	\$ 2,311.65
1274.515-01	JC ELECTRONIC SECURITY PTY LTD	Repairs after Lightning Strike at HSWTS	\$ 2,152.06
1273.2015-01	SLR CONSULTING AUSTRALIA PTY LTD	Sediment Sampling from Storm Water Drains	\$ 2,051.28
1269.2249-01	R A WRIGHT	Jan 2022 - Councillor Allowances	\$ 2,007.81
1269.2252-01	MRS E SHARP	Jan 2022 - Councillor Allowances	\$ 2,007.81
1269.2239-01	MR M SIDEY	Jan 2022 - Councillor Allowances	\$ 2,007.78
1273.78-01	POWER & WATER CORPORATION	Dec - Jan 22 - Water for HSWTS, BSWTS and HDWTS	\$ 1,943.96
1269.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff - Customer Service Officer WE 16 Jan 2022	\$ 1,927.82
1270.2049-01	AJ SECURITY DARWIN	Jan 2022 - Security Open and Lock Up HDVG	\$ 1,914.99

Cheque No.	Payee	Description	Amount
1274.2309-01	CORESTAFF NT PTY LTD	Temp Staff - MWF Weed Sprayer: WE 10 Feb 2022	\$ 1,898.82
1269.2238-01	MR K R HARLAN	Jan 2022 - Councillor Allowances	\$ 1,867.81
1269.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temp Staff - Customer Service - Temp WE 30 Jan 2022	\$ 1,865.24
1269.1674-01	FRESH START - FOR CLEANING	HDVG Clean over Christmas/New Year Period	\$ 1,800.00
1266.2147-01	1300TEMPFENCE	Missing/Damaged Stock - Temp fence panels	\$ 1,775.66
1266.2309-01	CORESTAFF NT PTY LTD	Temp Staff - MWF Crew Chem Sprayer WE 28 Jan 2022	\$ 1,772.23
1273.130-01	MOBILE LOCKSMITHS	Replacement Locks and Keys for HDVG	\$ 1,765.50
1266.512-01	SELTHER SHAW PLUMBING PTY LTD	Repairs to Water Main Lines at HSWTS	\$ 1,686.98
1269.1215-01	TIS MUSIC & EVENTS	Hire & Support for Sound Equipment for Australia Day Community Function	\$ 1,623.00
1274.2073-01	AIRCON RESCUE NT PTY LTD	Air Conditioners Reclaim Gas 98 Units at HDWTS	\$ 1,617.00
1274.1674-01	FRESH START - FOR CLEANING	HPRR Cleaning: WE 14 Feb 2022	\$ 1,597.50
1272.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Removal of Storm Damaged Tree from FSPRR	\$ 1,595.00
1273.1141-01	NORTHERN GROUND MAINTENANCE	Jan 2022 - Mowing Service KLRR	\$ 1,595.00
1273.997-01	KELLEDYJONES LAWYERS	Revision of Documents and Provision of Advice for Cross-Referenced Lots Litchfield Council Municipality	\$ 1,559.25
1269.2253-01	MR A MACKAY	Jan 2022 - Councillor Allowances	\$ 1,537.81
1273.1542-01	CAM INTERIORS	Universal Desk Mounted Screens	\$ 1,446.50
1272.2089-01	ELGAS LTD	Weekly Gas Delivery - WE 27 Jan 2022	\$ 1,434.15
1270.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temp Staff - Thorak Cemetery WE 30 Jan 2022	\$ 1,427.22
1274.78-01	POWER & WATER CORPORATION	Jul - Oct 2021 - Water Supply KLRR	\$ 1,416.51
1269.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Diagnose Fault with HSWTS Cat	\$ 1,328.80
1269.2044-01	CHRIS'S COFFEE	Australia Day Event 2022- Coffee Van	\$ 1,300.00
1266.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - New Litchfield Council Employees	\$ 1,281.50
1269.2309-01	CORESTAFF NT PTY LTD	Temp Staff - MWF Crew Weed Sprayer WE 28 Jan 2022	\$ 1,250.06
1274.815-01	JEFFRESS ADVERTISING	NT News Advertisement - Cavenagh Road	\$ 1,224.85
1269.78-01	POWER & WATER CORPORATION	Dec - Jan 2022 - Water for HPRR Lot 1916	\$ 1,200.09
1266.1294-01	DARWIN LAUNDRIES (CLEAN FUN PTY LTD)	Australia Day Event 2022 - 3m DIY Screen	\$ 1,155.00
1269.187-01	NORSIGN	Replacement Toilet Signage	\$ 1,098.52
1273.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Dec-Jan 2022 - Additional Alarm Response Litchfield Council Officer	\$ 1,068.86
1269.55-01	CHUBB FIRE & SECURITY PTY LTD	Jan-Dec 2022- Alarm Communicator and Monitor Service	\$ 1,058.73
1273.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Jan 2022 - Litchfield Council Archive and Storage	\$ 1,053.07
1266.1836-01	TIP TOP CIRCUS ENTERTAINMENT	Animal Encounters - 2022 Australia Day Community Event Entertainment	\$ 1,050.00

Cheque No.	Payee	Description	Amount
1269.1971-01	PUDAKUL ABORIGINAL CULTURAL TOURS	Art & Basket Weaving Workshop - 2022 Australia Day Community Event Entertainment	\$ 1,030.00
1274.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	\$ 984.42
1274.2023-01	CHEMIST WAREHOUSE COOLALINGA CENTRAL	Bulk Purchase of COVID 19 Test Kits for Litchfield Council Employees	\$ 900.00
1269.1431-01	TRANSFORM ELECTRICAL	Replace LED Lights in Chambers	\$ 880.00
1273.2034-01	MARNIE JAY ART	School Holiday Activity at Taminmin Library	\$ 880.00
1269.1566-01	WINC AUSTRALIA PTY LTD	Stationary - Consumables and Fixed Items for Litchfield Council Office	\$ 871.05
1269.61-01	GREENTHEMES INDOOR PLANT & HIRE	Jan 2022 - Indoor Plant Hire Litchfield Council Office	\$ 853.00
1269.2340-01	BELONG GROUP	Australia Day Event- MC	\$ 847.00
1274.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Jan 2022 - Patrol Service for HDWTS & Litchfield Council Office	\$ 837.32
1275.28-01	RURAL FIRE PROTECTION	Supply & Install Hose Reel	\$ 814.00
1267.2089-01	ELGAS LTD	Weekly Gas Delivery: WE 19 Jan 2022	\$ 794.02
1269.1750-01	PAINT AND CREATE DARWIN	School Holiday Program Activities Taminmin Library	\$ 780.00
1275.926-01	JACANA ENERGY	Jan 2022 - Electricity for Thorak Cemetery	\$ 736.87
1266.738-01	YENZ ENTERTAINMENT	Australia Day 2022 - Community Event Entertainment	\$ 720.00
1273.1088-01	TALENT PROPELLER	Advertisement of Manager Communications	\$ 715.00
1275.1961-01	HUMPTY DOO WELDING AND FABRICATION	Supply and Fit Checker Plates x 2	\$ 693.00
1266.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Assorted Hand Tools	\$ 690.79
1269.1471-01	RICOH AUSTRALIA PTY LTD	Feb 2022 - Hire of Photocopiers - Corporate and Works	\$ 676.91
1266.453-01	PRECISION ENGRAVING	Australia Day 2022 Trophies for Award Winners	\$ 675.00
1274.31-01	TOP END SIGN SALES	Australia Day Signs and Artwork	\$ 671.00
1269.2049-01	AJ SECURITY DARWIN	Jan 2022 - Security Open and Lock Up HPRR	\$ 660.99
1272.1993-01	EASY GLASS SERVICES	Diamond Barrier Security Door for Thorak Cemetery Office	\$ 660.00
1273.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - New Litchfield Council Employees	\$ 621.50
1269.874-01	VTG WASTE & RECYCLING	Waste Collection for HDVG, Litchfield Council, KLRR and HPRR - Jan 2022	\$ 619.62
1273.522-01	FARMWORLD NT PTY LTD	Replacement Parts for Mower Repairs	\$ 610.40
1274.1513-01	WHOLESALE LANYARDS (MARTIAL ARTS)	Library Cards for Taminmin Library	\$ 588.50
1266.1674-01	FRESH START - FOR CLEANING	KLRR Cleaning: WE 19 Jan 2022	\$ 585.00
1273.1697-01	RSPCA	Impounds Surrendered - Unclaimed Dogs	\$ 585.00
1274.1697-01	RSPCA	Impounds Surrendered - Unclaimed Dogs	\$ 585.00
00413297	LITCHFIELD COUNCIL PETTY CASH	Dec- Jan 2022 Litchfield Council Petty Cash	\$ 579.25
1269.2082-01	INKSPOT PALMERSTON (NT INK)	Toner for Mayor's Printer	\$ 558.00

Cheque No.	Payee	Description	Amount
1266.1253-01	CRAIG BURGDORF	Repairs to Cat 428F HSWTS	\$ 556.93
1266.132-01	AIRPOWER NT PTY LTD	Diagnose & Repair to Mower CC44JN	\$ 551.51
1274.2330-01	WILKINSON ENGINEERING PTY LTD	Fabrication of Wear Plates	\$ 550.00
1274.993-01	ARAFURA TREE SERVICES & CONSULTING	Storm Damage Clean up Dougal Road, Humpty Doo	\$ 550.00
1269.1564-01	FOURIER TECHNOLOGIES PTY LTD	Dec & Jan 2022 - SOPHOS Endpoint Protection	\$ 546.74
1267.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	First Aid Training - Thorak Cemetery Staff	\$ 540.00
1274.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Clear Roads Prior to Sealing McGrellekis	\$ 528.00
1269.2337-01	BOSCATO PANEL WORKS	Excess for Insurance Claim # 1 - Bumper Repairs Ford Ranger	\$ 500.00
1274.2337-01	BOSCATO PANEL WORKS	Insurance Claim # 2 Panel Works Door Ford Ranger	\$ 500.00
1273.28-01	RURAL FIRE PROTECTION	6 Monthly Fire Equipment Service HSWTS	\$ 490.60
DD220122	WESTPAC CARDS & DIRECT DEBITS	Jan 2022 - Corporate Credit Card Thorak Cemetery	\$ 479.70
1273.851-01	OFFICEWORKS	Office Furniture	\$ 471.95
1274.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Infringement Books	\$ 469.70
1269.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking - Invoices not issued 2020-2021	\$ 454.05
1266.2045-01	SAYSHA HAM ENTERTAINMENT	Australia Day Event 2022 Vocal Entertainment for Community Event	\$ 450.00
1269.508-01	EASA	EAP Counselling Sessions-16-31 January 2022	\$ 443.96
1275.2089-01	ELGAS LTD	Weekly Gas Delivery: WE 09 Feb 2022	\$ 434.95
1272.455-01	MINI-TANKERS AUSTRALIA PTY LTD	Jan 22- Delivery Fuel to Site for Thorak Machinery	\$ 421.84
1269.367-01	BUNNINGS GROUP LIMITED	Replacement Lawn Mower for Waste Station	\$ 421.26
1273.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Annual Pest Service Litchfield Council Office	\$ 406.45
1274.25-01	LAND TITLES OFFICE	JAN 22 - Land Tittle Searches - Planning	\$ 393.20
1273.1330-01	PAWS DARWIN LTD	Impounds Surrendered - Unclaimed Dogs	\$ 390.00
1273.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - MWF Crews	\$ 381.62
1266.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	ASSA Monthly Membership - Dec 2021	\$ 363.00
1272.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temp Staff - Grounds Person Thorak WE 06 Feb 2022	\$ 356.81
1274.828-01	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia and Disposal of Unclaimed Animal	\$ 345.00
1273.132-01	AIRPOWER NT PTY LTD	Replacement Split Rings to Mowers MWF Machines	\$ 333.37
1269.1396-01	CSE CROSSCOM PTY LTD (T/A COMM8)	Jan 22 - 30x Tracking system Data Access	\$ 330.00
1275.134-01	FIGLEAF POOL PRODUCTS	Microbiological Test - 2021-2022	\$ 328.00
1274.794-01	TOP END R.A.C.E.	Street Light Maintenance - Corner of Whitewood and Hillier Roads	\$ 326.92
1272.941-01	EVERLON BRONZE	Plaque Request for Thorak Cemetery Customer Orders	\$ 303.49

Cheque No.	Payee	Description	Amount
1269.1015-01	NEWSXPRESS HUMPTY DOO	Newspaper Subscription Taminmin Library	\$ 302.72
1273.436-01	DELTA ELECTRICS NT PTY LTD	Call Outs and Inspections at Litchfield Council Office	\$ 286.00
1273.926-01	JACANA ENERGY	Dec- Jan 2022 - Electricity for HPRR	\$ 269.16
1274.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical New Litchfield Council Employees	\$ 256.30
1273.577-01	ARJAYS SALE & SERVICE PTY LTD	Whitewood Road - Repairs to Electric School Sign	\$ 255.75
1273.1471-01	RICOH AUSTRALIA PTY LTD	Feb 2022 - Rental of Photocopier	\$ 246.52
1275.676-01	FINAL TOUCH AUSTRALIA	Ash Pendants and Urns for Thorak Cemetery Customers	\$ 243.68
1274.1143-01	WORKPRO (RISK SOLUTIONS AUSTRALIA	Jan 2022 - Police Checks new Litchfield Council Employees	\$ 242.00
1273.1834-01	CAMBUSH SECURITY SOLUTIONS NT PTY L	Ubiquity Edge Router	\$ 237.60
1274.108-01	DEPARTMENT OF ATTORNEY GENERAL & JUSTICE	Fines Recovery Unit - Recovered Fines for Litchfield Council Unpaid Infringements	\$ 220.00
1273.1566-01	WINC AUSTRALIA PTY LTD	Stationary - Consumables and Fixed Items for Litchfield Council Office	\$ 213.98
1274.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Service for HDWTS 14 Feb - 30 Nov 2022	\$ 212.19
1273.1558-01	NT RETAIL TECHNOLOGY (SILTEC PTY LTD)	Library Barcodes for Library Items Taminmin Library Loan Items	\$ 197.50
1269.752-01	TOTALLY WORKWEAR PALMERSTON	Personal Protection Equipment	\$ 190.00
BP170222	ACMA - AUSTRALIAN COMMUNICATIONS & MEDIA	License Number: 1041657/1 - Fixed/Point to Point Data	\$ 182.00
1269.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	FEB 2022 - ASSA Monthly Membership	\$ 181.50
1269.1181-01	ODD JOB BOB	Labour to Carry Out Maintenance Request at Litchfield Council Office	\$ 169.95
1267.287-01	HARVEY DISTRIBUTORS	Bulk Purchase of Disposable Bin Liners	\$ 166.89
1269.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	Australia Day Event 2022 Volunteer First Aide Officers	\$ 165.00
1274.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Management Works Litchfield Council Municipality	\$ 165.00
1273.980-01	PRACTICAL SAFETY AUSTRALIA PTY LTD	Personal Protection Equipment	\$ 158.40
1270.926-01	JACANA ENERGY	Dec 2021 - Electricity for Thorak Residence	\$ 150.16
1274.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Replacement Bolts for Machines - MWF	\$ 141.35
1266.926-01	JACANA ENERGY	Nov - Dec 2021 - Electricity Lot 1799 HDVG	\$ 137.51
1272.1809-01	RGM MAINTENANCE DARWIN	MVR Inspection	\$ 133.10
1269.790-01	BOBTOW TILT TRAY SERVICES	Removal of Abandoned Vehicle	\$ 132.00
1274.1181-01	ODD JOB BOB	Labour to Carry Out Maintenance Request at Litchfield Council Office	\$ 130.63
1275.85-01	TELSTRA	Feb 2022 - Telstra Line Rental - Thorak Cemetery	\$ 125.00
1272.187-01	NORSIGN	Private Residence Signage	\$ 120.45
1272.928-01	RSEA PTY LTD	PPE - WHS Rehydration Items	\$ 110.88
1273.189-01	H.D. ENTERPRISES P/L (HUMPTY DOO)	Consumable Hardware Items HDVG	\$ 109.52

Cheque No.	Payee	Description	Amount
1269.1220-01	GIRRAWEE VETERINARY HOSPITAL	Redemption of Desexing Vouchers - Litchfield Council Desexing Initiative	\$ 100.00
1269.2343-01	LITCHFIELD COUNCIL ELIGIBLE RESIDENT	Going Green Rebate Litchfield Council Initiative	\$ 100.00
1273.1220-01	GIRRAWEE VETERINARY HOSPITAL	Redemption of Desexing Vouchers - Litchfield Council Desexing Initiative	\$ 100.00
1273.1866-01	NUTRIEN AG SOLUTIONS	Dime Plastic Strapping for Lead Batteries Disposal	\$ 93.50
1269.980-01	PRACTICAL SAFETY AUSTRALIA PTY LTD	Personal Protection Equipment	\$ 88.00
1270.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Chapel and Office at Thorak Cemetery	\$ 88.00
1266.287-01	HARVEY DISTRIBUTORS	Toilet Paper & Hand Towels for KLRR	\$ 83.04
1273.220-01	THE BIG MOWER	Replacement Trimmer Cord for Thorak Line Trimmer	\$ 82.50
1266.2170-01	BELLS PURE ICE (BPI OPERATIONS PTY LTD)	Bagged Ice - Delivered to MWF Site Humpty Doo	\$ 71.50
1274.170-01	NTRS (NT RECYCLING SOLUTIONS)	Jan 2022 - Recycling Collected from Litchfield Council Office	\$ 64.90
1269.2341-01	LITCHFIELD COUNCIL ELIGIBLE RESIDENT	Going Green Rebate Litchfield Council Initiative	\$ 60.13
1275.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Chapel and Office at Thorak Cemetery	\$ 55.00
1269.2345-01	LITCHFIELD COUNCIL ELIGIBLE RESIDENT	Going Green Rebate Litchfield Council Initiative	\$ 50.00
1273.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking: WE 04 Jan 2022	\$ 47.96
1274.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking: WE 11 FEB 2022	\$ 47.96
1270.559-01	BLACKWOODS	Disposable Respirator	\$ 45.84
1274.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items	\$ 41.98
1272.287-01	HARVEY DISTRIBUTORS	Replenish Hand Towels KLRR	\$ 38.60
1269.2346-01	LITCHFIELD COUNCIL ELIGIBLE RESIDENT	Going Green Rebate Litchfield Council Initiative	\$ 33.98
1269.2078-01	HUMPTY DOO NEWSAGENCY	Oct to December 2021 - NT Newspapers Litchfield Council Office	\$ 26.62
1274.1566-01	WINC AUSTRALIA PTY LTD	Stationary - Consumables and Fixed Items for Litchfield Council Office	\$ 24.18
1269.2342-01	LITCHFIELD COUNCIL ELIGIBLE RESIDENT	Going Green Rebate Litchfield Council Initiative	\$ 23.81
1269.1076-01	TDC (NT) PTY LTD - T/AS TERRITORY DEBT COLLECTIONS	Debt Collection Fees - Letters of Demand	\$ 23.10
1269.2344-01	LITCHFIELD COUNCIL ELIGIBLE RESIDENT	Going Green Rebate Litchfield Council Initiative	\$ 19.99
1269.2213-01	LITCHFIELD COUNCIL ELIGIBLE RESIDENT	Going Green Rebate Litchfield Council Initiative	\$ 17.24
		TOTAL	\$ 847,559.64

OUTSTANDING RATES

PRIOR YEAR RATES

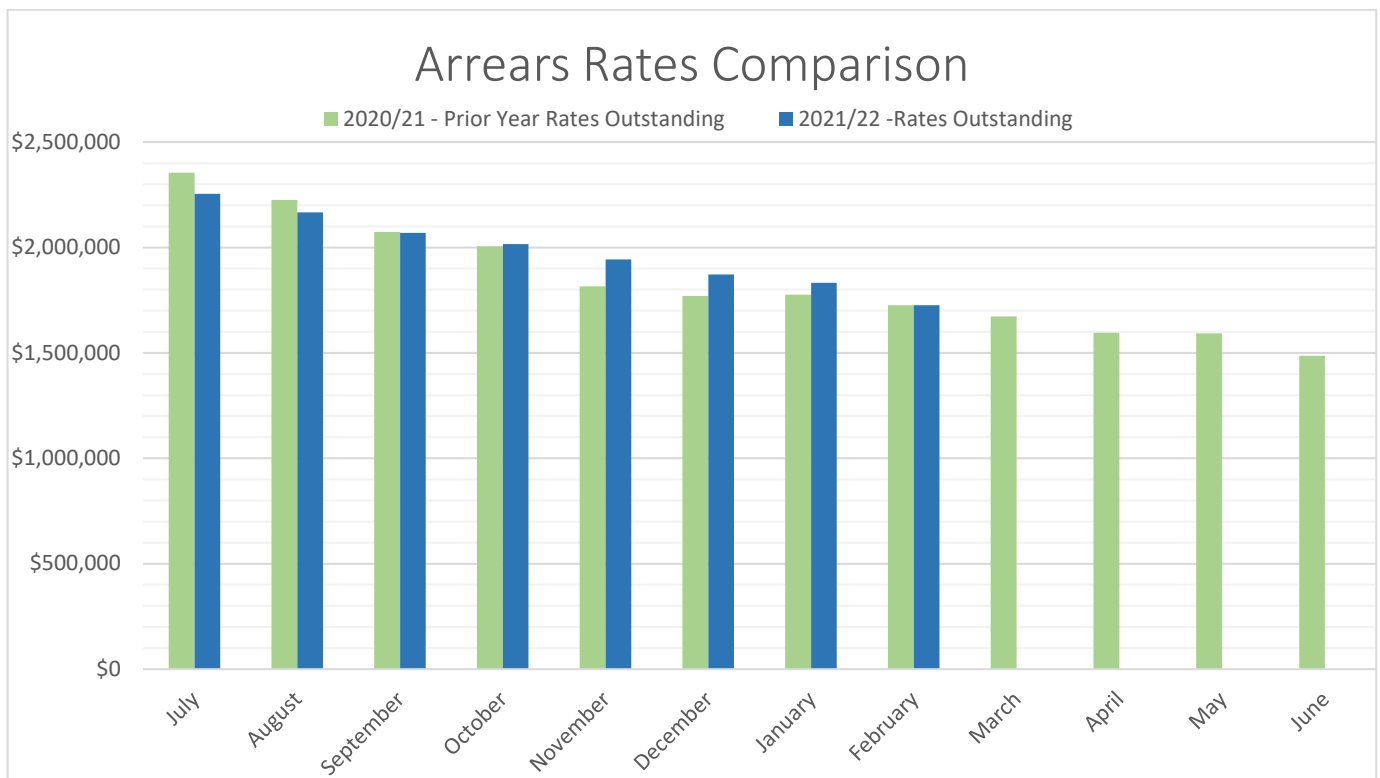
The below table illustrates the split of prior year outstanding rates. Previous years rates outstanding are currently \$1.7 million, equalling to same figures from the same time last year.

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 (January 2022) (\$)	Current Month (February 2022) (\$)
COMMERCIAL	65,444.00	56,338.05	56,318.04
GAS PLANT	5.00	3,643.57	4,835.57
MINING	0.00	66,044.17	65,848.21
HORTICULTURE AGRICULTURE	123,382.00	126,034.35	126,863.97
NON-RATEABLE GENERAL	9,463.00	9,802.21	9,860.74
NON-RATEABLE WASTE	31,157.00	31,686.31	31,807.32
PASTORAL	0.00	0.00	0.00
RURAL RESIDENTIAL	1,792,710.00	1,296,682.90	1,185,436.07
URBAN RESIDENTIAL	232,730.00	241,531.13	244,631.95
TOTAL	2,254,891.00	1,831,762.69	1,725,601.87
Arrears LESS Legal	2,030,874.00	1,554,993.29	1,426,069.23

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



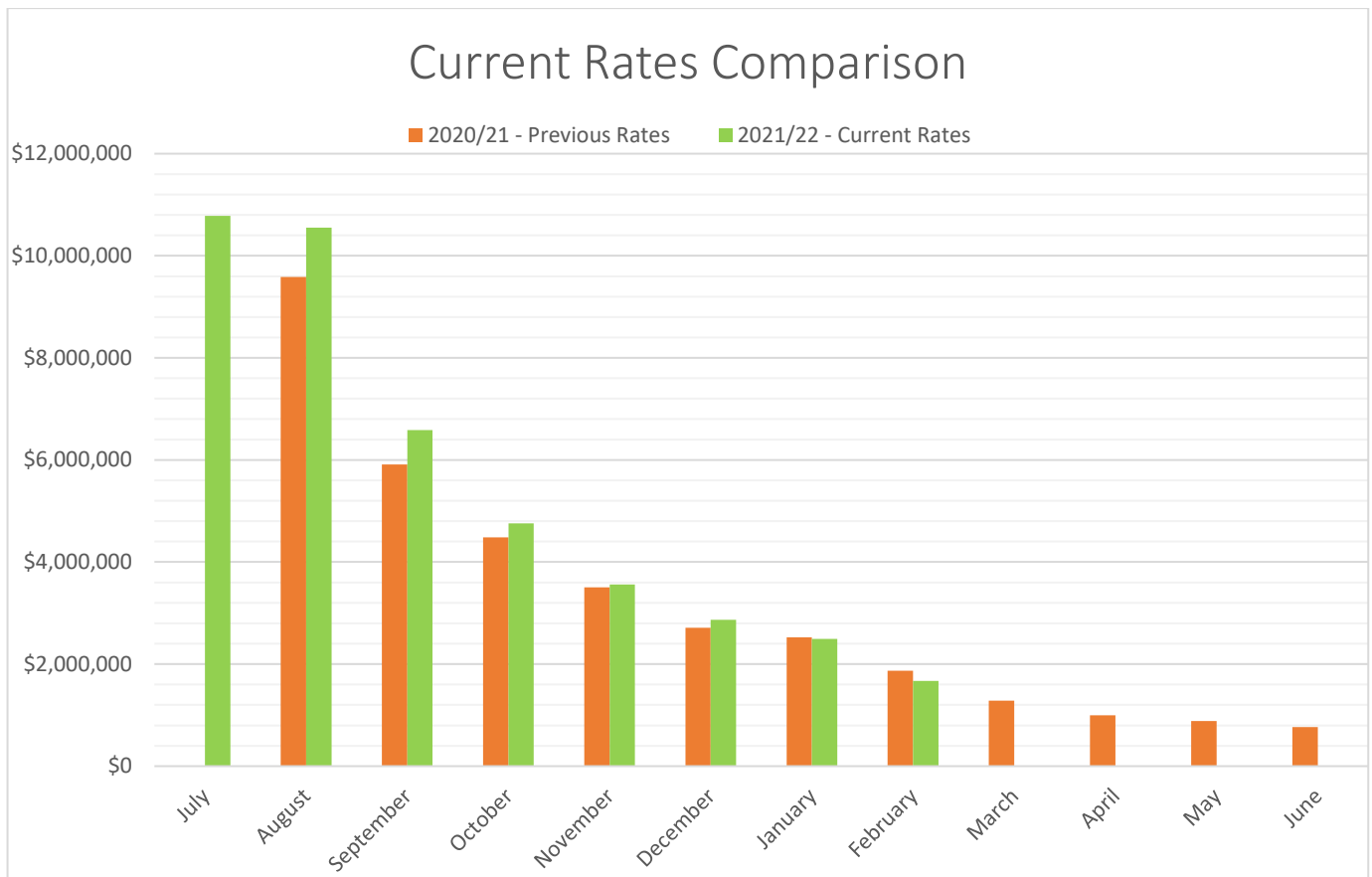
CURRENT YEAR RATES

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 (January 2022) (\$)	Current Month (February 2022) (\$)	Variance (\$)	Due Dates
Instalment 1	388,474.68	346,851.43	41,623.25	30-Sep-21
Instalment 2	501,237.21	431,924.54	69,312.67	30-Nov-21
Instalment 3	1,603,024.17	890,846.48	712,177.69	28-Feb-22
TOTAL	2,492,736.06	1,669,622.45	823,113.61	

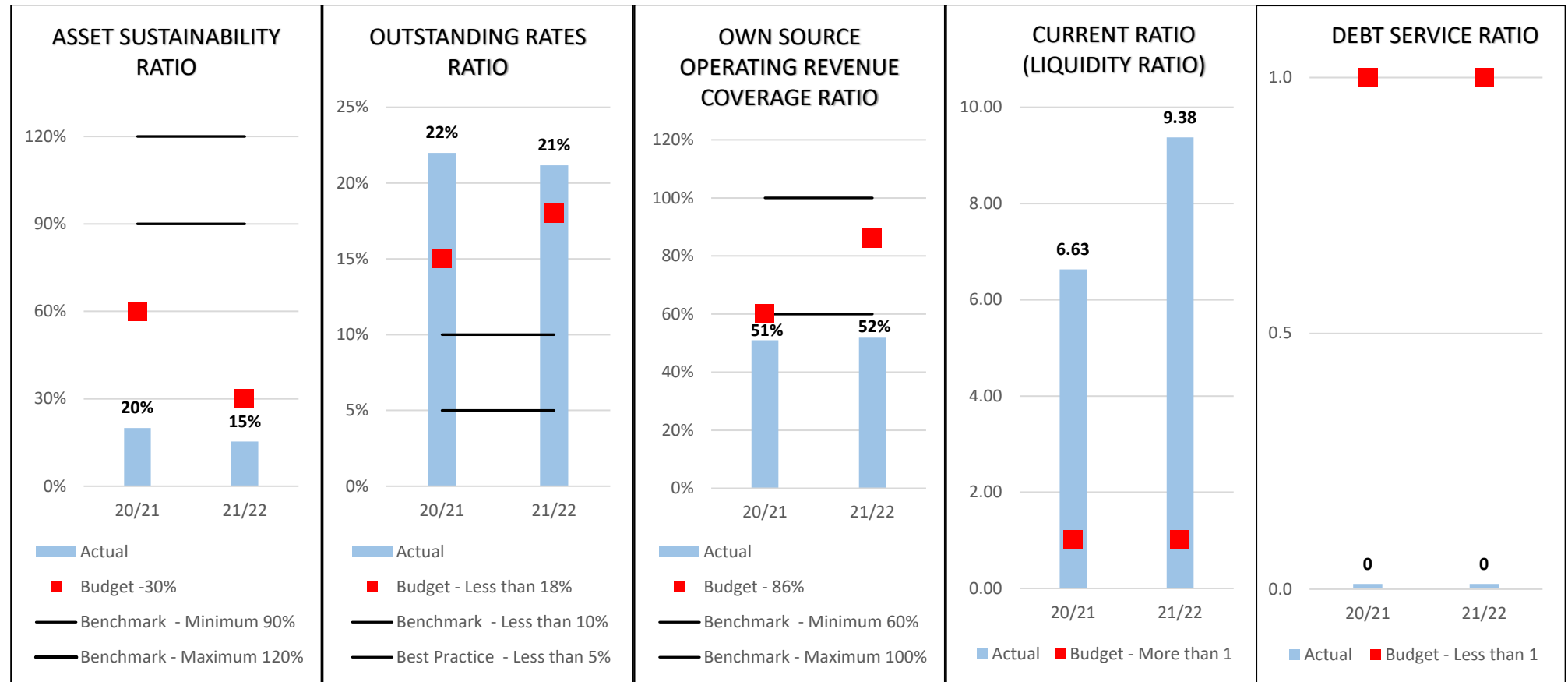
The graph below compares annual rates between 2020/21 and 2021/22.



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 15% for the month of February is 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 21% sits higher than Municipal Plan target of 18% due to the 2nd instalment rates outstanding added to the total outstanding. 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 52% 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 9.38 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 Monthly Report – February 2022
Author:	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	15/03/2022
Attachments:	A: People, Performance and Governance Monthly Report – February 2022

Executive Summary

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

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

Recommendation

THAT Council note the People, Performance and Governance Monthly Report for February 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

A Well-Run Council - Good Governance

Legislative and Policy Implications

Nil

Risks



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

Health & Safety

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

Service Delivery

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

Financial Implications

Nil

Community Engagement

Not applicable.

PEOPLE AND PERFORMANCE MONTHLY REPORT

February 2022

People

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
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External Appointments

Position	Department	Commenced	Permanent/Temporary
Customer Service Trainee	Business Excellence	7 February 2022	Fixed Term Contract
Community Development Officer	Community and Lifestyle	14 February 2022	Fixed Term Contract

Employment Separation

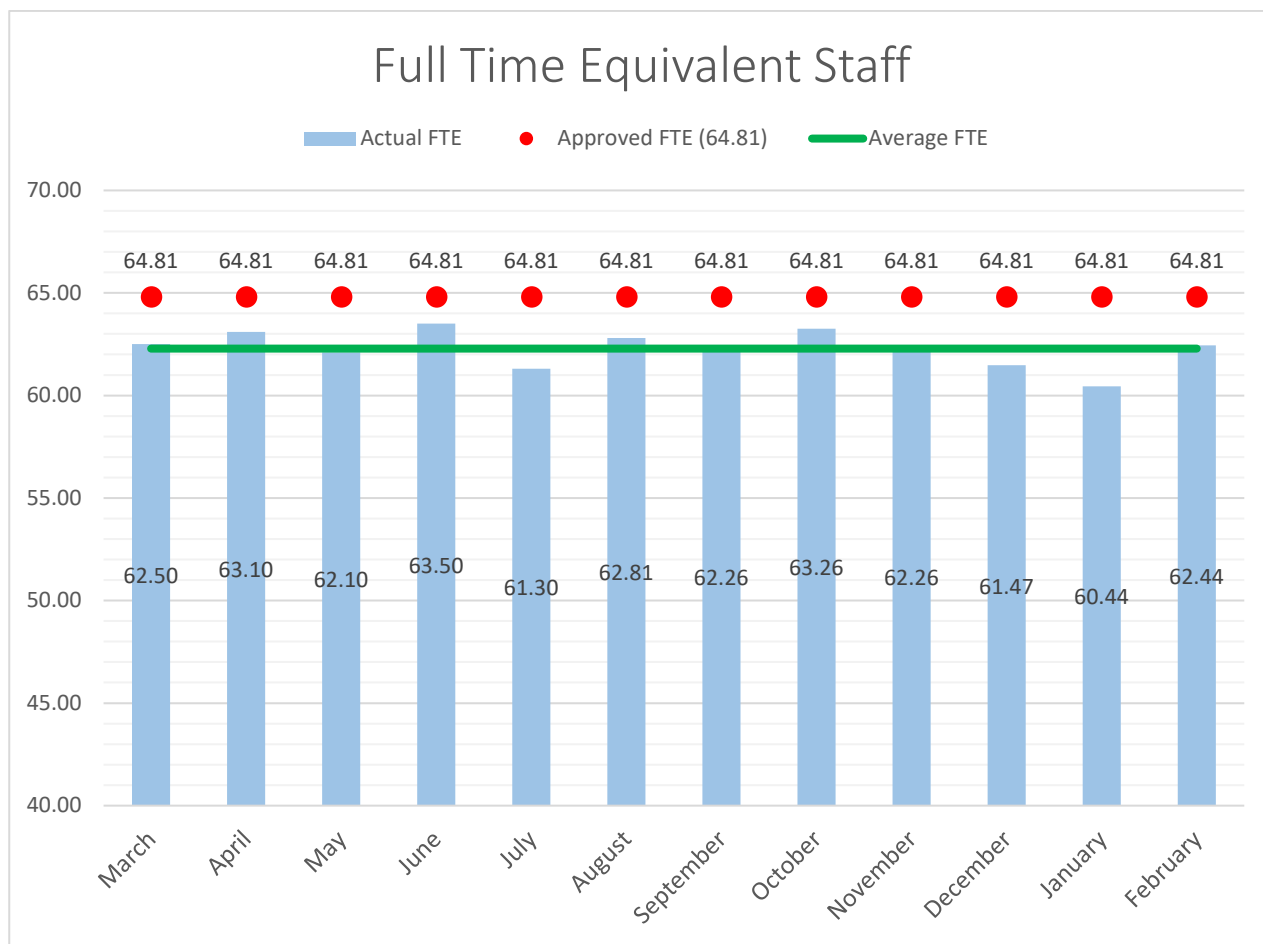
Position	Department	Commenced	Permanent/Temporary
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	Approved	Actual	Difference
Full Time Equivalent	49	49	0
Part-time	5.81	5.44	-0.37
Contract	10	8	-2
Total	64.81	62.44	-2.37

Length of Service (years)	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
0 - 5	51	55	53	51	62
5 - 10	10	20	19	16	19
10 - 15			1	1	1
15 - 20					
20 +	1				
*Total	62	75	73	68	82

* Totals derived from head count, not full time equivalent.

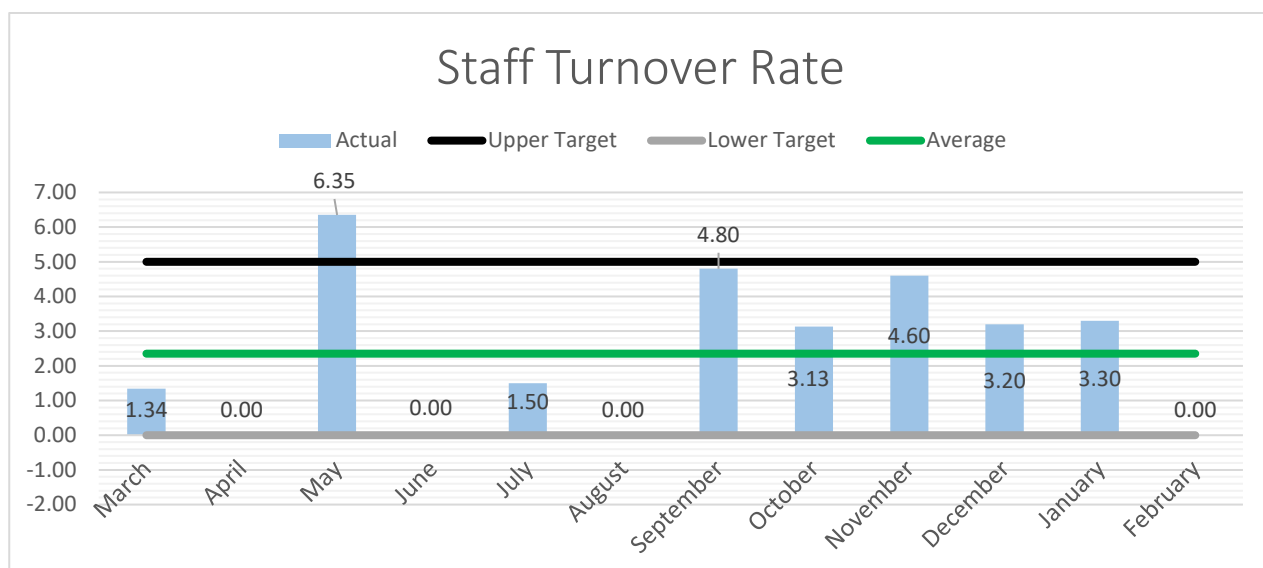
The number of years that employees had been with Council is indicated in the above Length of Service table. A number of factors can affect length of service of employees, including changes in the age profile among workers, as well as changes in the number of hires and separations. The data indicates the number of employees with longer tenure is increasing.



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)



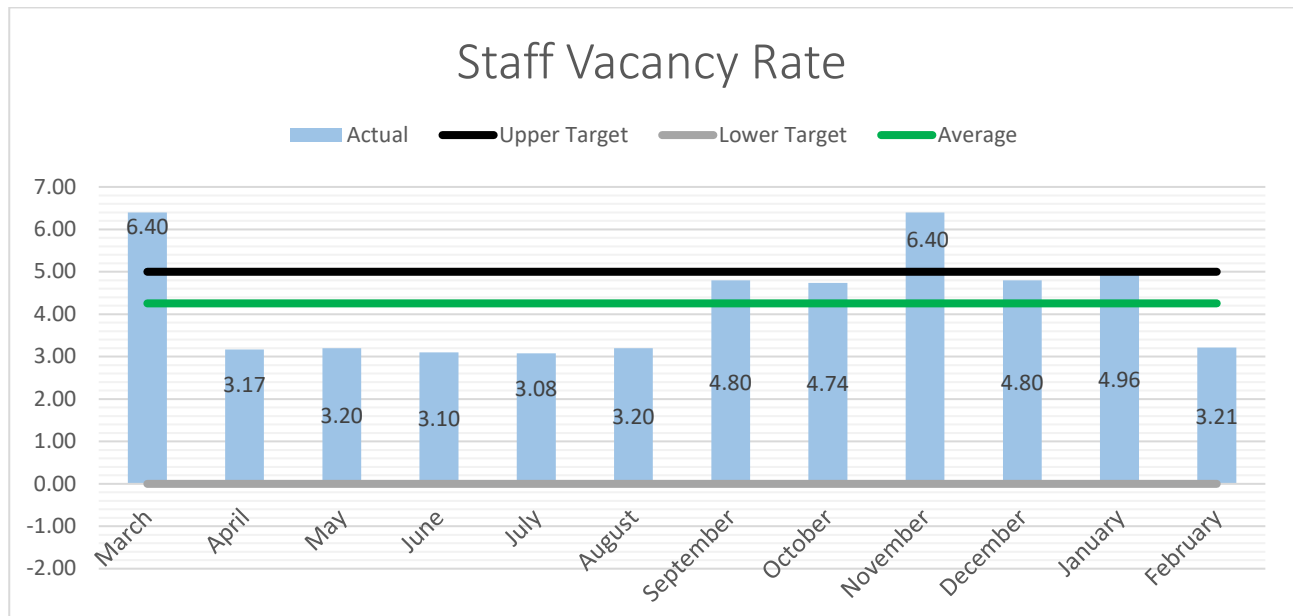
Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Average
1.34%	0%	6.35%	0%	1.50%	0%	4.80%	3.13%	4.60%	3.20%	3.30%	0%	2.35%
1	0	4	0	1	0	3	2	3	5	2	0	1.75

Target Average: Between 0% - 5%

Staff Vacancy Rate:

The number of vacant positions during the reporting period.

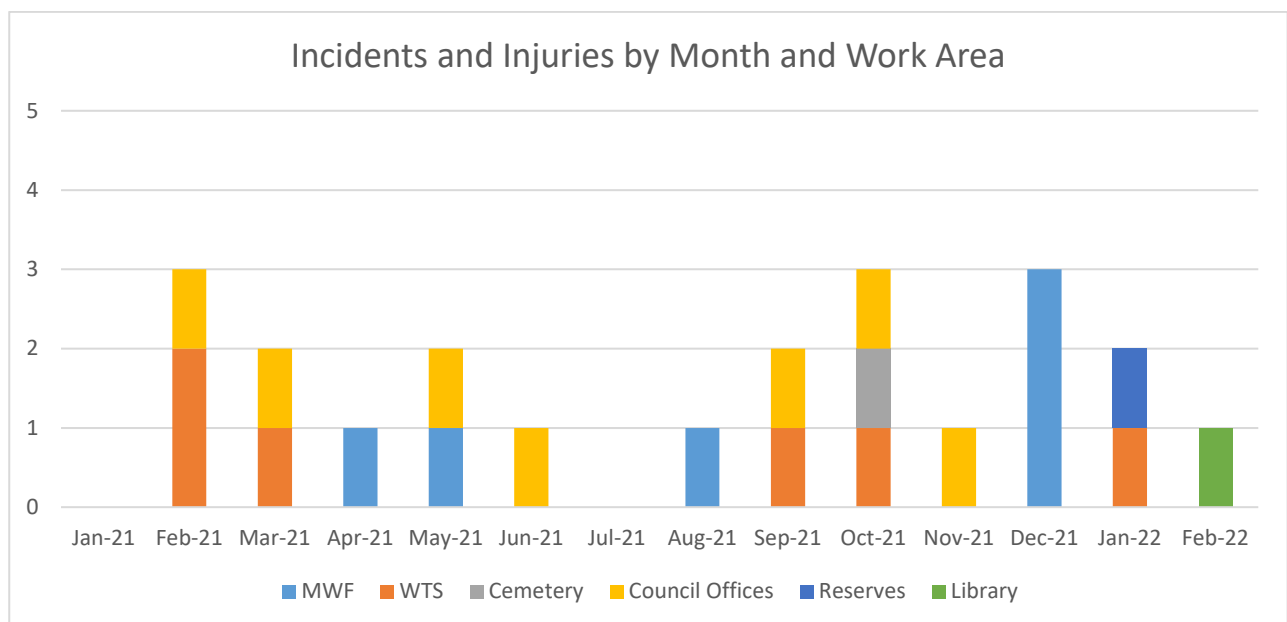
(Vacant positions, divided by total FTE, multiplied by 100)



Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Average
6.40%	3.17%	3.20%	3.10%	3.08%	3.20%	4.80%	4.74%	6.40%	4.80%	4.96%	3.21%	4.26

Target: 0% - 5%

Workplace Health and Safety



A code red announcement from Taminmin College for all people on the premises to lock doors and stay away from windows. Employees and patrons followed instructions and hid between shelving. This occurred during story time with young children, causing some distress to parents. The lockdown went for approximately 15 minutes. This incident was due to student behaviour that caused concern until resolved.

Governance

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

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

Over the next year (2021/2022), Council will continue to transition to the new Act. Below is a list of existing policies due for review over the next 2021/2022 period. These policies will be presented to Council in due course. The finalised policies can be seen in green.

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



COUNCIL REPORT

Agenda Item Number:	14.02.01
Report Title:	320 Arnhem Highway Consultation Report
Author & Recommending Officer:	Nicky McMaster, General Manager Community and Lifestyle
Meeting Date:	15/03/2022
Attachments:	A: 320 Arnhem Highway Consultation Report

Executive Summary

The purpose of this report is to present the results of the community consultation on the 320 Arnhem Highway Masterplan undertaken by consultants Associated Advertising and Promotions.

Recommendation

THAT Council receive and note this report.

Background

In 2020, Litchfield Council began the process of drafting a preliminary Masterplan for 320 Arnhem Highway, Humpty Doo.

Consultants Associated Advertising and Promotions were engaged in 2021 to develop and implement the community engagement to maximise opportunities for community input, and to ensure community concerns and issues were heard and considered as part of the planning process.

The community consultation activities were delivered in a staged process between July and November 2021.

- Over 145 people attended six public consultation stalls
- 299 survey responses received
- 409 visits to the project website
- Community workshop held at Humpty Doo Golf Club
- One on one stakeholder meetings held

Attachment A provides a report identifying demographics, key themes and considerations.

The 320 Arnhem Highway Masterplan consultation will inform the next stages of the project; however, timing of the next stage will be strongly dependent on future grant funding and opportunities.

It is anticipated that the development of 320 Arnhem Highway will be a 10 – 15-year process.

Links with Strategic Plan

A Great Place to Live - Development and Open Space

Legislative and Policy Implications

Nil

Risks



There are no risks identified in receiving and noting this report.

Community Engagement

Consultants Associated Advertising and Promotions were engaged to develop and implement the community engagement for 320 Arnhem Highway Masterplan.

Consultation activities are detailed in attachment A and included, but were not limited to:

- Online project website, including designs and survey
- Public consultation stalls (shopping centres and markets)
- Key stakeholder meetings
- Postcards and posters
- Media
- Social media
- Community workshop
- Stakeholder workshop



ATTACHMENT A



Community Consultation Report 320 Arnhem Highway, Humpty Doo NT

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Project Background	4
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Consultation Activities	7
Your Say Online Survey Results	9
Public Consultations	12
Stakeholder Meetings	13
Community Workshop	14
Key Considerations for a final Masterplan	17
Conclusion	19

Executive Summary

In 2020 Litchfield Council began the process of drafting a Masterplan for 320 Arnhem Highway, Humpty Doo. At present, the site is 7.56ha of under-utilised Council owned land within the Humpty Doo Activity Centre. The site is of strategic importance and is located adjacent to the Humpty Doo Village Centre at the intersection of Arnhem Highway and Freds Pass Road. Litchfield Council engaged AA&P 360 to investigate and understand the local community's position on their future needs and aspirations for the site at 320 Arnhem Highway to inform and develop recommendations for Council's Masterplan.

AA&P 360 developed and implemented a community engagement strategy to maximise opportunities for community input, and to ensure community concerns and issues were heard and considered as part of the planning process. A range of community consultation activities were structured to identify the site's best use for local government, commercial, residential, or tourism developments, and the potential for co-location of services and facilities.

Delivered in two-stages between July - November, the consultation provided diverse opportunities for feedback and engagement, both face to face and online, and connected with a wide range of stakeholders. The consultation included:

- Over 145 people attending six public consultations stands (shopping centres, markets)
- 299 responses received and 409 site visits to the [Your Say website and online survey](#)
- A community workshop held at Humpty Doo Golf Club
- One on one stakeholder meetings.

Throughout the consultations, a number of key themes were noted. These included:

- Mixed responses for a swimming pool for the rural area
- A strong desire to ensure that the rural amenity of Humpty Doo is maintained. The majority of the participants were against residential housing being considered for this site
- Addressing road access and connectivity and existing traffic issues between the site, the shopping centre, and Arnhem Highway needs to be considered a priority
- The site has enormous potential to develop into a tourism hub and position Humpty Doo as the 'Gateway to Kakadu'
- Community-focused facilities and amenities for the people of Humpty Doo and surrounds to use and enjoy should be a priority when considering future development of the site.

The above themes are expanded on in the Key Considerations section of this report.

Overall, the community was very proactive in wanting to engage with and provide feedback and ideas into the future planning of 320 Arnhem Highway.

Project Background

At present, the site is 7.56ha of under-utilised Council owned land within the Humpty Doo Activity Centre. It is of strategic importance and is located adjacent to the Humpty Doo Village Centre at the intersection of Arnhem Highway and Freds Pass Road.

Litchfield Council began the process of drafting a Masterplan for 320 Arnhem Highway, Humpty Doo in 2020. The preliminary Masterplan is currently at concept design stage, and community input has been sought to inform the potential future land use possibilities for the site. The concept designs presented as options in the preliminary Masterplan provided some principal ideas for how the site could potentially be developed and these were utilised during consultation activities as stimuli for “blue-sky thinking”.

Prior to the AA&P 360 community consultation activities, some targeted consultation had been undertaken with key stakeholders such as neighbouring properties and businesses, local MLAs, government departments and agencies, as well as service providers to inform the Masterplan concept designs provided by TropicsNT. The purpose of the stakeholder engagement was to identify and understand opportunities and constraints for the site. These early ideas were mapped out in the concept designs and can be seen at <https://bit.ly/3oxCxYp>.

The site is currently vacant; however, a portion of the site is used for public car parking. The majority of the site (6.46ha) is currently zoned CP (Community Purpose), with a small portion of the land (1.1ha) adjacent to the Arnhem Highway Zoned CN (Conservation). The vegetation in the Zone CN acts as a buffer zone to the traffic, which is screened to the north of the site, with the east of the site also containing significant amounts of vegetation.

The NT Planning Commission has been developing an Area Plan for the Humpty Doo Rural Activity Centre. The purpose of the Area Plan is to undertake the strategic work required to establish which future land uses are preferred, and to guide development in the locality, including on the site at 320 Arnhem Highway. The Area Plan is still in draft stage, and the final outcome of the Masterplan will help inform the final Humpty Doo Area Plan.

The Humpty Doo Area Plan and Arnhem Highway duplication study are also in consultation phases and Litchfield Council is expected to provide the outcomes on the 320 Arnhem Highway to the Department of Lands and Planning (DIPL).

Consultation Strategy

Litchfield Council engaged AA&P 360 to develop and implement a community engagement strategy to maximise opportunities for community input and consultation, and to ensure community concerns and issues were heard and considered as part of the planning process. The final outcome of the consultation is to provide Litchfield Council with a summary of community feedback and key considerations to help guide the development of the final Masterplan for 320 Arnhem Highway.

AA&P 360's community engagement objectives were as follows:

- To report community feedback on the preferred outcomes for the site. This includes any new inputs or responses based on the two concept designs presented within the preliminary masterplan, to enable Litchfield Council to prepare a single final Masterplan for the site that will provide input into the Humpty Doo Rural Activity Centre.
- Build an understanding of stakeholder issues and sensitivities, including impacts on the Humpty Doo Shopping Village and future planning for the Humpty Doo Rural Activity Centre.
- Provide sufficient opportunities and a variety of feedback mechanisms to encourage and allow comments from all stakeholders.
- Seek genuine community and stakeholder engagement and input to help guide the development of a final masterplan 320 Arnhem Highway.

Methodology

The initial consultation period commenced on 29 July 2021; however, it was postponed on 9 August 2021 due to community feedback about consultations taking place during the caretaker period and concern it might impact the election campaign occurring at the time. Consultation was resumed on 11 October 2021 and continued until 12 November 2021.

The following consultation activities occurred during the first stage:

- (1) A public display/community consultation at Humpty Doo Plaza (5 Aug, 4:30pm – 6:30pm)
- (2) A public display/community consultation at Coolalinga Shopping Centre (7 Aug, 9am – 1pm)

Over the two public consultations, AA&P 360 and representatives from Litchfield Council's project team spoke to approximately 55 people. Alongside the public consultation, a [Your Say online survey](#) was published which received over 60 responses as at the end of August.

The second and final consultation period commenced on 11 October and continued until 12 November 2021. The consultation activities that occurred were:

- (1) A public display/community consultation at Humpty Doo Plaza (13 Oct, 4:30pm - 6:30pm)
- (2) A public display/community consultation at Freds Pass Rural Markets (16 Oct, 9:00am - 1:00pm)
- (3) A community workshop at Humpty Doo Golf Course Club (27 Oct, 6:00pm to 8:00pm)
- (4) A public display/community consultation at Coolalinga Shopping Centre (31 Oct, 8:00am - 3:00pm).

Over the four public consultations, AA&P 360 and representatives from Litchfield Council's project team spoke to approximately 90 people. The [Your Say online survey](#) received over 299 responses as of November 12.

Included in both periods of consultation activities were meetings with key stakeholders, public engagement stalls, a public workshop, an online survey, as well as the option to submit an extended submission via email or through an online form. In order to accommodate the varying lifestyle patterns and schedules of the community and diverse stakeholders, AA&P 360 ensured public consultations took place in different locations and at different times. The online 'Your Say' survey provided an opportunity to capture responses from those who could not visit any of the public consultations, as well as providing the opportunity to submit a long form submission.

AA&P 360 reached out to a diverse range of key stakeholders with the offer of one-to-one meetings and requested that information about the consultation and engagement options be disseminated to their networks. Taminmin High school was asked to distribute the survey to their students to try capture feedback from local youth.

Three rural MLAs were contacted with during the consultation process:

- Mr Gerard Maley MLA, Member for Nelson - attended Humpty Doo Shopping Centre consultation and spoke with the consultation team and members of the public. Shared information about the consultation through his newsletter and social networks.
- Ms Kezia Purick MLA, Member for Goyder- shared information about the consultation through her networks.
- Mr Dheran Young MLA, Member for Daly - no response.

One on one meetings were held with:

- Department of Infrastructure Planning and Logistics (14 Sept 2021)
- Darwin Community Arts (2 Nov 2021)

One detailed submission was received from the Northern Territory Government Department of Infrastructure, Planning and Logistics.

Consultation Activities

Activity	Description	Objective	Stakeholder/ Target Audience
Your Say (online)	<p>Online survey platform including check box, short form and long form questions.</p> <p>Hub for all information relating to the consultation periods, as well as relevant supporting documents.</p>	<p>Provide an accessible online survey and response form to capture community and stakeholder feedback on 320 Arnhem Highway preliminary masterplan.</p> <p>Collate and understand the issues, concerns and needs of the community to help inform recommendations for the final Masterplan.</p>	All
Public consultations	<p>Displays and public consultation stands at rural shopping centres and markets, held at multiple different locations and at different times to enable participation from community.</p>	<p>Build awareness of Litchfield Council's consultation for 320 Arnhem Highway.</p> <p>Understand and capture community feedback and needs to help inform recommendations.</p> <p>Encourage broader engagement and participation through the online survey</p>	<p>Residents</p> <p>Community organisations</p>

Key Stakeholder Meetings	Meetings with key stakeholders to gain insights and understanding of the organisation/group/business perspective on the 320 Arnhem Highway preliminary masterplan and future considerations.	Build awareness of Litchfield Council's consultation for 320 Arnhem Highway. Collate stakeholder feedback and understand their needs to help inform recommendations. Encourage broader engagement and participation through the online survey via stakeholder networks.	NT Govt Departments Local MLAs Local Schools Community Organisations
Submissions	Extended/detailed submissions and feedback able to be received, by email and online.	Opportunity for more detailed submissions and feedback to be included as part of the consultations. Enable greater understanding of issues concerns and considerations.	NT Govt Departments Local MLAs Local Schools Community Organisations SME/Businesses Tourism Operators Local residents Broader community
Postcards and Posters	Postcards inserted into GPO Boxes at Humpty Doo and Coolalinga. Posters distributed to stakeholders and key retailers in the Humpty Doo Rural Activity area	Raise awareness of the community consultation and Have Your Say online survey. Build awareness of Litchfield Council's intentions to develop the site. Invite and increase participation in the survey.	SME/businesses Tourism Operators Local residents Broader community

Media	Promote the consultation activities and encourage community participation.	Invite and increase participation in the survey. Inform the consultation opening and closing dates.	All
Social Media	Promote the consultation activities through social media posts across various platforms.	Invite and increase participation in the survey. Inform the consultation opening and closing dates.	All
Consultation Report	Provide a summary of community insights and feedback collated from consultation activities.	Understand community aspirations and ideas for the site. Identify future potential land-use options for the site. Develop summary of key themes to help guide the final 320 Arnhem Highway Masterplan.	Litchfield Council Broader community

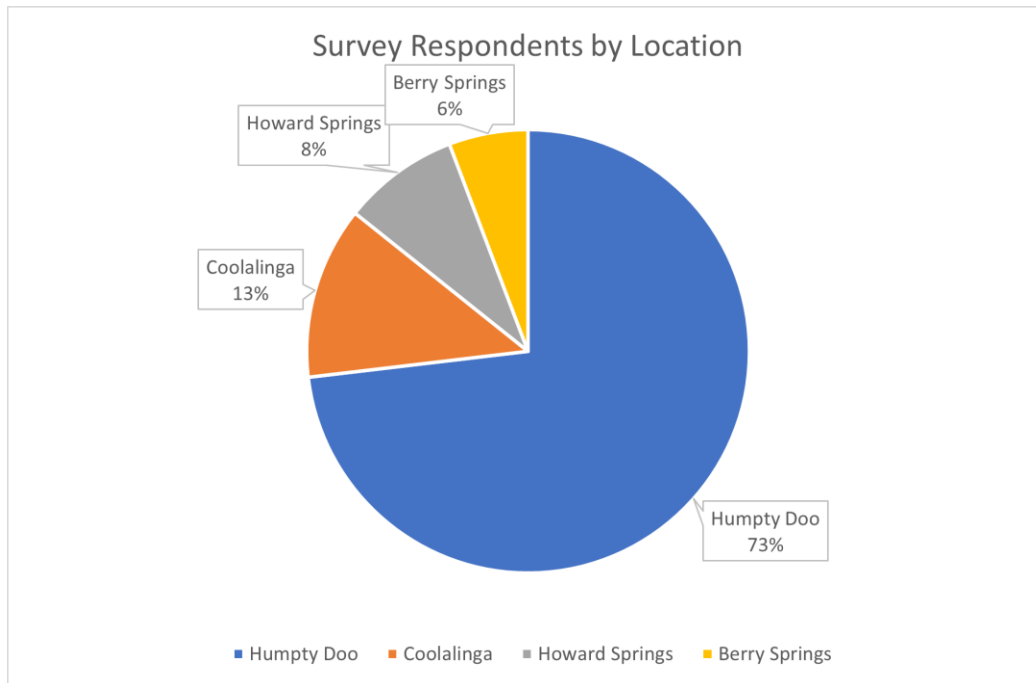
Your Say Online Survey Results

The online survey was provided through Litchfield Council's Your Say platform which was open from 29 July 2021 to 12 November 2021 and received 299 responses and 409 site visits.

The Your Say survey was open to all members of the public. From the 299 responses¹:

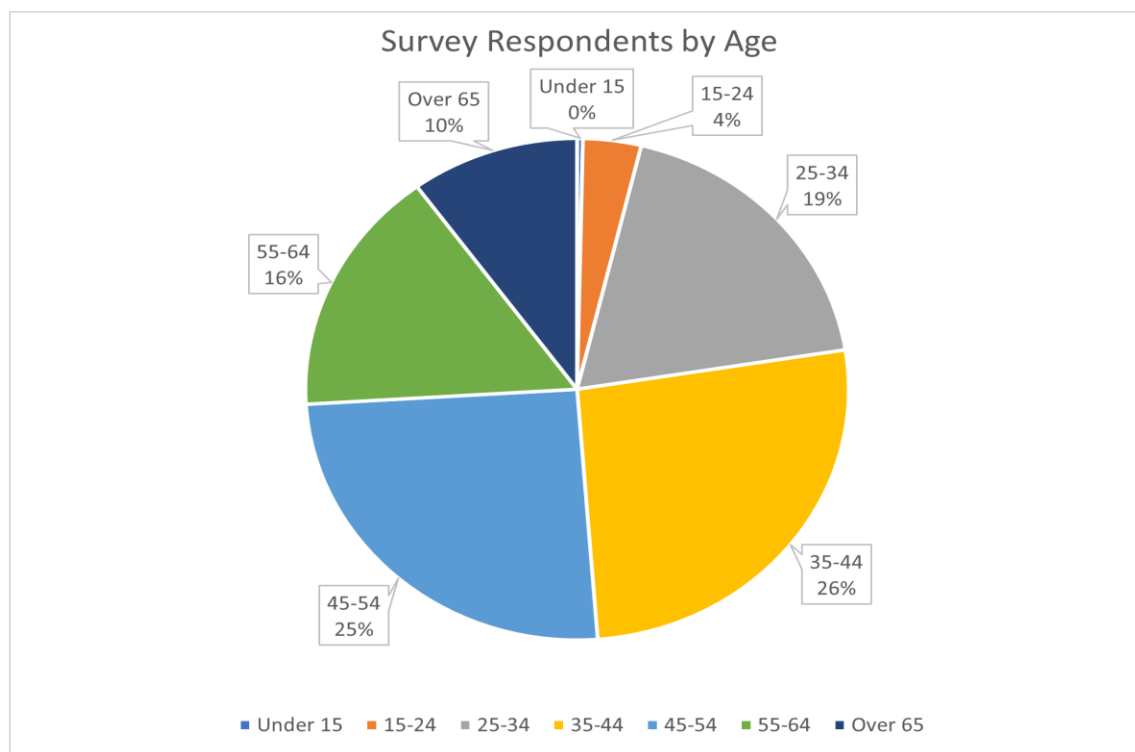
- 215 (74.4%) live in Humpty Doo
- 37 (12.8%) live in Coolalinga
- 25 (8.7%) live in Howard Springs
- 17 (5.9%) live in Berry Springs

¹ Where numbers do not add up to 299 or 100% as a total this is due to not all questions being compulsory for respondents to answer and may have been left blank.



The top three age ranges of respondents were:

- 35-44 years old (26.3%)
- 45-54 years old (25.3%)
- 25-34 years old (18.7%)



Of all survey respondents:

- More than half of respondents (54%) did not believe the current community facilities of the Humpty Doo Area met their needs.
- 61.5% had lived in Humpty Doo for more than ten years, whilst almost 20% had lived in the area for less than five years.
- Almost two-thirds (61%) plan on retiring in the Litchfield Area.

The online survey asked a range of questions aimed at understanding the community's aspirations for the future of the Humpty Doo area, such as feedback on whether the current community facilities were adequate and what factors should influence future development of the site. The survey also provided an opportunity for respondents to leave comments or additional information throughout.

Notably,

- Almost half (48%) believed the Humpty Doo area could improve its local tourism offering with a swimming pool and 29% believed a car/caravan wash could also add value.
- The top three most important social infrastructure priorities were:
 1. More community facilities (pools, playground, sporting facilities (200 votes))
 2. Preservation of green space (178 votes)
 3. Improved public transport (139 votes)
- When asked what type of residential options might be considered appropriate for the site:
 - 53% said there should be no residential housing considered at all
 - 38.6% said they would be happy to consider retirement living options
 - 34.4% said they would be happy to consider aged care/assisted living options.
- 39% of respondents strongly agreed to the following statement, compared to 6.5% who strongly disagree:

As the Humpty Doo population grows, we need to balance opportunities with community space. This could include facilities such as an aquatic centre, local level library, community hall and sporting facilities.

- 26.7% of respondents were neutral to the following statement, compared to 22.9% who agreed and 22.9% who disagreed:

As the Humpty Doo population grows, we need to maximise opportunities for development through increased commercial tourism opportunities and residential living precincts.

- In order of preference, these are the facilities that respondents felt should be considered a priority for future developments in the Humpty Doo area:

1. Swimming Pool (50m)
 2. Improved vehicle and pedestrian connectivity
 3. Standalone library and community space
 4. Commercial tourism outlets
 5. Residential living options
- When asked if they were to use the pool and aquatic facilities, 42.1% felt it to be fair and reasonable they would need to pay to support ongoing maintenance and costs. Compared to 9.5% who thought a community pool should be free. Notably, most respondents at face-to-face consultations who were supportive of a pool commented that it should be a 50m, Olympic-size pool.
 - The survey asked respondents if they would like to have the Litchfield Council administrative office relocated to Humpty Doo as a part of the 320 Arnhem Highway development. The predominate attitude towards relocating the Litchfield Council administrative office was Neutral (44%), with the next being Strongly Disagree (29%). 34% either agreed or strongly agreed.

Public Consultations

The following public displays and consultation activities occurred between 5 August – 31 October 2021:

- 1) Humpty Doo Plaza (5 Aug, 4:30pm – 6:30pm)
- 2) Coolalinga Shopping Centre (7 Aug, 9am – 1pm)
- 3) Humpty Doo Plaza (13 Oct, 4:30pm - 6:30pm)
- 4) Freds Pass Rural Markets (16 Oct, 9:00am - 1:00pm)
- 5) Coolalinga Shopping Centre (31 Oct, 8:00am - 3:00pm).

Over the five public consultations, AA&P 360 and representatives from Litchfield Council's project team spoke to approximately 145 people. Overall, the community were very engaged with the processes and positive about wanting to contribute to what the future of Humpty Doo may include.

A large poster with 'blue sky' ideas was used at the public displays, to encourage people to think broadly about what the site could include in the future, and also help identify and understand what the community felt was needed for the future population of Humpty Doo.

The most consistently raised considerations and issues at public consultations included;

- The concept of **residential housing** was not a popular option to be included for this site, for most. The possibility of aged care housing may be considered, in context of how it interacted with the other elements of the site.

- A **swimming pool** continues to polarise the community. For those against, it was primarily a concern around the cost and how this might impact rates. For those in favour, almost all said that should be a 50 m pool and be a part of other aquatic centre facilities.
- Maintain **green space** in the site design was raised a number of times
- Many people felt that the site held enormous **Tourism** potential that could present economic benefit for the area and local businesses with more restaurants, retailers, a tourism information centre and dedicated short-term parking for boats and trailers, and caravans and campervans.
- Having adequate **parking** at the site was raised a number of times, as currently the vacant block is used as overflow parking for people coming into the Humpty Doo Shopping Village precinct.
- The ability of the site to provide a **multi-use community facility**, such as with sporting facilities and amenities, and a community hall for local sporting clubs and community groups was the most common theme. The concept of a library was also mentioned on multiple occasions. The people of Humpty Doo want to see this site developed with the community in mind.
- Improved **traffic conditions and accessibility** to the site was a commonly mentioned issue for local residents. Many felt that access to the site was already dangerous, and that any development to the area that would bring increased traffic and people to the area, would need to consider road safety and access as a priority.

Many of these are expanded on in the key considerations section of this report.

Stakeholder Meetings

Stakeholders were provided the opportunity for a one-on-one meeting with Litchfield Council and AA&P 360 to contribute to the consultation process. Only two meetings were requested:

Darwin Community Arts - Tuesday 2 November

Attendees: Anna Weekes - Rural Program Manager, Will York - AA&P 360

Current Concerns:

- Currently there isn't a multi-purpose community gathering space for this area.
 - Elderly people don't have a community gathering space other than the library.
- The creative community of the greater Litchfield area does not have a proper gallery/exhibition/performance space.
- There is a lack of cultural appreciation in community spaces, both of traditional ownership and colonial history.

Future considerations:

- A multi-purpose exhibition/performance space for the local creative industry. This can coincide within a larger, multi-purpose community hall. This type of space could be used by artists, art-groups, theatre companies, dance troupes, etc.
- A versatile community space that can be leased by a pop-up business. There are many small businesses in the area that could benefit from this style of 'pop-up' presence. The Council could make some money from it that can be reinvested into the community.

- If there is a community hall, there should be a dedicated cultural hub of colonial and traditional history. Similar to the type of exhibitions that occur at Taminmin Library.

Northern Territory Government Department of Infrastructure, Planning and Logistics – 14 September 2021

Attendees: Chandan Kalase – DIPL Transport and Civil Services, Usman Siddique – DIPL Transport and Civil Services, Emma Struys – DIPL Transport and Civil Services, Fletcher Willis – DIPL Lands Planning, Mark Hogan – Litchfield Council, Natalie Bell – AA&P 360

Mark provided an overview of the purpose and objectives of the 320 Arnhem Highway consultation.

In addition to the feedback provided in their submission, DIPL commented:

- The timeline of the 320 Arnhem Highway consultations taking place now **is** in line with the Arnhem Highway and Humpty Doo Area Plan consultations and can each inform each other.
- The options presented in the draft Masterplan were considered in the context of both transport planning (Fred's Pass Road / Arnhem Highway Duplication) and Strategic Land Use (Humpty Doo Rural Activity Centre).
- The options presented in the draft plan appear to have excessive roads and turnaround points – can this be minimised for better use of the area.
- Aged Care considerations – concerned with proximity to intersections and to an even larger Arnhem Highway (primary arterial road) which is still used for trucks and road trains. DIPL receives a number of complaints from noise and the planned addition of traffic lights will cause extra stopping and extra noise. It would be the developers' responsibilities to noise proof the site.
- Current zoning is CP and small strip of CN. So, depending on final masterplan, will require application for re-zoning.

Community Workshop

Humpty Doo Golf Club – 28 October 2021 (6pm – 8pm).

When asked to comment on key concerns for development of the site, feedback included:

- Residential housing
 - Concerns were raised over the introduction of any type of housing. It was strongly stated that housing in this development takes away from the community feel of the site. It no longer becomes a public space, as it is someone's home and backyard. The site should be airy and open, any type of high-density housing would detract from this feeling.

- Traffic
 - Traffic congestion is a concern. It was felt that the Arnhem Highway, and this site, could not cope with the increased traffic a development would bring, and that this was an already congested area. Traffic in the surrounding streets is also a major problem and should be addressed before developing the site.
- Antisocial behaviour
 - Any development to the area would need to ensure that it does not attract or encourage antisocial behaviour. Mark advised that any type of development would be designed with 'passive surveillance' in order to deter antisocial behaviour and crime occurring in the area.
- Rates
 - Those attending the workshop were keen to understand how future development options at the site might impact rates.

When asked what the site should consider in order to meet the needs of the Humpty Doo community in 10-15 years, the following feedback was provided:

- Tourism
 - The site could become the 'last stop before Kakadu' providing tourism options to cater for people fueling their vehicles, making purchases for their camping trips, and accessing information and permits at a Tourism Information Centre.
 - The group was not supportive of the possibility of a caravan park. The consensus was that the site should cater towards a 'pit-stop' for tourist needs rather than overnight/ accommodation options for campers.
 - It was agreed the site could benefit from long-wheel base parking for boats, caravans, campers and trailers.
 - The group agreed they were supportive of more restaurants and cafes and that these would be well supported in this space.
- Library
 - It was expressed that the library should be built for the future. This included a museum space that would exhibit local history and artefacts. Designers of the library should look towards modern libraries across Australia for ideas.
 - Services should be provided for the elderly population, such as digital literacy classes.
 - Would like to include history of Litchfield/ Humpty Doo collection, a permanent home for local exhibition and displays, including acknowledgement of First Nations people.
- Community Hall / Amphitheater

- There was strong support for a multi-purpose community hall and amphitheatre to meet the needs of diverse community groups/users.
- The creative population of Litchfield requires an exhibition space that is purpose-built and provides an opportunity to provide a space that showcases local arts and crafts
- Local community groups could use the hall as their meeting space, including Scouts, yoga classes, seniors groups, organisations etc.
- Future focused
 - Young people and young voices must be heard when designing the new site with a focus on the needs of the future population and also how the site can be environmentally conscious in its building and maintenance.
 - A suggestion included an Electric Vehicle charging station.
- Swimming Pool
 - The pool received divided feedback from the group – with some supportive of a pool in the area, and others against. It was noted that if there was to be a community pool, it should be a 50m pool and provide swimming lessons, be accredited for competitions and be multi-purpose. As a general consensus, a swimming pool for the rural area would be good; however, it was expressed that community pools are expensive and rarely break-even. Concerns were raised over ongoing funding, and if there would be an entry fee with most expressing, they would be prepared to pay.
 - The group indicated that a recreational aquatic facility/water park may be a better option than a pool for this site – and that should a pool be built, it should be at Fred's Pass which is a well-established sporting hub. This would enable 320 Arnhem Highway be more of a community and tourism space with different facilities and focus to Freds Pass.

Workshop participants were asked to choose their top three possibilities for the site. In order of popularity these were:

1. Community Hall
2. Library
3. Community Park
4. Tourism Centre
5. Swimming Pool

Key Considerations for a final Masterplan

Based on feedback received through the face-to-face consultations, the online survey and submission platform, the key themes and considerations are presented below to help inform and guide the development of a final Masterplan for 320 Arnhem Highway, Humpty Doo.

(1) A swimming pool at 320 Arnhem Highway

The idea of a pool in the rural area continues to polarise local residents, however a majority of people spoken to indicated that they would be in favour of a pool at this site, as long as it was a 50-metre pool. This preference stemmed from both the lack of accredited pools in the area that could be used for swimming carnivals, and the opinion that 25 metres is too small and not worth the money.

Members of the public who were in favour of the pool also noted any type of swimming facility on the site should be multi-purpose and cater to a range of users. Examples included swimming lessons, water aerobics classes and seniors therapy.

Those who were not supportive of a pool for this site, were mostly concerned about an increase in rates and felt that most people in the rural area had their own pool. In order to back up any decision over the pool, Council should develop a feasibility study and determine the construction and on-going costs of a pool. They should also develop a business plan of how it can produce income streams to alleviate the costs. As the swimming pool is a contentious issue, a feasibility study will settle the debate for many residents.

(2) Residential housing options

A number of concerns were raised regarding the idea of residential housing at the site and the majority of those who participated in the consultation activities were not supportive of any housing options. They connected high-density housing with an urbanisation of the Litchfield Council municipality, which they deemed detracted from the rural amenity and lifestyle.

A small portion of respondents were impartial to high-density housing, commenting that the future growth of Humpty Doo would need to be supported with more housing options eventually.

When asked if aged-care residential housing might be considered an appropriate option for the site, most respondents agreed that the rural area needed more aged care and assisted living options for seniors and that they were not against aged care or assisted living options being considered for this site.

(3) Traffic and access

Traffic and access to the site and existing facilities was recorded as a major concern. During consultations members of the public frequently noted that any future development of the site would need to address the current access and road connectivity between the site, the shopping centre, and Arnhem Highway, as

a major arterial road. Many believe that this is an already dangerous intersection that needs to be addressed and consider access to neighbouring highway and streets.

Some younger respondents expressed they would like to see bike paths to and from the site, as many did not own cars and commuted on bicycles. They also stated that the current roads were dangerous for bike-riders. Additionally, a number of respondents noted that there is no cycle path connecting the rural area and Darwin, and that better cycle paths and better cycle connectivity would encourage and allow for growth of the cycling community.

A portion of the site is currently used for parking, and many respondents expressed they would like parking to remain in the Masterplan.

(4) Growing Tourism potential

A majority of the community who took part in the consultations agreed that this site is strategically located and could capitalise on tourism markets by positioning Humpty Doo as the gateway to Kakadu. This idea was sparked by the Tourism Centre land-use option that was included in the preliminary masterplan.

Many respondents who attended face to face consultations expressed support for the site to include infrastructure and services that would encourage tourists (and locals) to make Humpty Doo their last stop to fuel up, do food shopping and stock up on supplies, collect Kakadu permit, browse retail shops and cafés/restaurants.

It was agreed the site could benefit from long-wheel base parking for boats, caravans, campers and trailers. The general consensus was that the site should act as a 'pit-stop' rather than overnight/accommodation options for campers or caravans.

(5) Creating a multi-purpose community space

A majority of the community communicated in both face to face and online feedback that the local Humpty Doo and greater Litchfield area, had inadequate community facilities.

There was strong feedback from almost all respondents that this land-use option is community orientated.

Community infrastructure such as a multi-purpose community hall and a library were largely favoured by the majority of respondents. Many expressed the creative population of the area did not have a proper exhibition or performance space and that a multi-purpose community hall would meet the needs of diverse community groups. Some examples included senior groups, scout troops, yoga instructors, exhibiting artists, theatre companies and other community orientated groups.

Although the Library was a highly favoured land-use option by many, there was a vocal minority who did not agree with relocating the existing Taminmin library, and who did not see the value of investing in a new Library.

A strong number of respondents noted that there must be a responsible outlook to the needs of the future population and also how the site can be environmentally conscious and sustainable. Dedicated allotment of native plants and lots of green space was a commonly mentioned preference.

Conclusion

Following on from these consultations, the next steps will be for Council to develop a final Masterplan for 320 Arnhem Highway, Humpty Doo. Once Litchfield Council has a final masterplan concept, it is recommended that the community be re-engaged to seek feedback and input on the final Masterplan, including proposed timelines.



COUNCIL REPORT

Agenda Item Number:	14.02.02
Report Title:	Howard Park and Knuckey Lagoon Recreation Reserves Committee Minutes
Author and Recommending Officer:	Nicky McMaster, General Manager Community and Lifestyle
Meeting Date:	15/03/2022
Attachments:	A: Howard Park Committee Minutes 07022022 Unconfirmed B: Knuckey Lagoon Committee Minutes 03022022 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 receive and note:

1. the unconfirmed Howard Park Committee Minutes of 3 February 2022, at Attachment A; and
2. the unconfirmed Knuckey Lagoon Committee Minutes of 7 February 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

A Well-Run Council - Good Governance

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.



Howard Park Recreation Reserve Management Committee Meeting

MINUTES **Monday 7/02/2022**

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

Nicky McMaster, Manager Communications and Engagement



Howard Park Reserve Committee Meeting

**Meeting at Howard Hall, Howard Park Reserve
on Monday, 7 February 2022 at 5:15pm**

1 Opening of Meeting

5:20 pm

2 Attendees

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Gerry Wood	Resident
Maxine Way	Howard Springs Volunteer Fire Brigade
Fletcher Austin	Resident
Nicky McMaster	Litchfield Council Manager Communications and Engagement

3 Apologies and Leave of Absence

Sarah Thomas	Litchfield Council Reserves and Community Programs Officer
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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: Maxine Way

Seconded: Gerry Wood

7 Business Arising from the Minutes

That the Committee receives and notes the Action List.

Meeting Date	Action	Responsible	Notes	Status
11/4/2017 18/10/2021 7/02/2022	Leases – NTPFES and Scouts	Council Maxine Gerry	Leases provided and requiring signatures. Following up. Maxine to follow up with NTPFES - Maxine has passed the leases on, and they are awaiting further advice Gerry to follow up with Scouts - Gerry has passed it on, and they are awaiting further advise from the head office No response – need to revisit	Ongoing
17/6/2021 18/10/2021	Pedestrian Access to Reserve	Council and Committee members	Gerard's figures from ADG on costs for walkway. Plans provided and discussed. Plans not correct – Rodney to assess. Council to determine whether funding is available for this project. Invite Rodney to the next meeting to walk through the planned proposal and obtain feedback. Rodney to investigate options, plans and estimates of costs and report back to the next meeting if possible	Ongoing

Meeting Date	Action	Responsible	Notes	Status
7/02/2022			<p>Council spoke with contact.</p> <p>Letter to be sent asking for dates and more variety and increase stalls. Engage in rural local businesses (invite freds pass markets)</p> <p>Suggest to contact sponsors for lights etc.</p> <p>Send draft letter to committee for approval.</p> <p>Two events, May and August.</p> <p>Send letters for confirmation.</p>	
18/10/2021	Whitewood Hall Refurbishment Discussion	Council	Report to Council meeting to get appetite for investigating the refurbishment	Ongoing
7/02/2022			Further discussions needed.	
09/12/2021	Fertilise trees	Gerry Wood	Gerry advised that he will fertilise the reserve trees when the rain comes in consistently.	
7/02/2022			Trees fertilised	
7/02/2022	Masterplan		<p>Identify the need for a masterplan.</p> <p>Investigations to take place on how this can be achieved.</p>	

8 General Business

8.1 Monthly Finance Report

9 Other Business

- The urgent need for clarity on leases and reserve responsibilities
- Keys to be checked, Whitewood Hall keys issued haven't worked
- Facility needs more promotion, tie it in with pop up markets, open day.

10 Next Meeting

Monday 4 April 2022 at 5:15pm Howard Hall, Howard Park Recreation Reserve.

11 Close of Meeting

6:20pm

UNCONFIRMED



Knuckey Lagoon Reserve Committee Meeting

MINUTES **Thursday 3/02/2022**

Meeting held commencing 5:45pm at Knuckey Lagoon,
110 Brandt Road, Knuckey Lagoon.



Knuckey Lagoon Reserve Committee Meeting

**Meeting held at Knuckey Lagoon Reserve
on Thursday, 3 February 2022 at 5:45pm**

1 Opening of Meeting

5:53pm

2 Attendees

Rachael Wright	Litchfield Council North Ward Councillor (Chair)
Russ Swan	Top End Gem & Mineral Club (absent)
Lorna Blake	Resident (observer)
Saramet 'Tou' Ruchkaew	NT Thai Association
Sarah Thomas	Litchfield Council Reserves and Community Programs Officer
Doug Barden	Litchfield Council Mayor (observer)
Gerard Maley	Member for Nelson (observer)

3 Apologies and Leave of Absence

Nicky McMaster General Manager Community and Lifestyle

4 Disclosures of Interest

The Chair advised 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

5 Confirmation of Minutes

That the Committee confirm the minutes of the Meeting held on 9 December 2021.

Moved: Lorna Blake

Seconded: Russ Swan

6 Business Arising from the Minutes

Meeting Date	Action	Action By	Notes	Status
8/7/2021	Tree Maintenance Budgets	Council	Provide feedback to committee regarding the Tree Maintenance budgets. Are they continuing as individual reserve line items or as one large pool of funding for use across all Litchfield Council Reserves.	Complete
21/10/2021			Council advised that the tree budgets are individual across all reserves. They are for Council's Cemetery and Parks Program Leader to conduct audits and maintenance on trees. The funds are not available for the committee.	
9/12/2021			Scouts advised near the flagpole that there are trees that are impacting on their activities. Committee content with the new budget format. Council to review the trees at the flagpole again.	
21/10/2021	Income generating ideas	Committee	Members to think about options to generate income and report back to the next meeting.	Ongoing
9/12/2021			Committee had some ideas: Appropriate dates for activities. Open day next dry.	

Meeting Date	Action	Action By	Notes	Status
3/02/2022			<p>Possible wedding ceremonies – promotional flyer – Council to investigate.</p> <p>Markets - Malak</p> <p>Christmas party for the community.</p> <p>Holiday program.</p> <p>Open Day in June 2022. Committee want Council to drive open day. Each group to visit associated industries re: interest. Food stalls, advertising, flyers, website. Charge businesses to have a stall. Marquee, sound system, kids activities, demonstrations of user group, advertising, seating. Parking to be addressed. Potential fun run or similar.</p>	
21/10/2021	Entrance signs	Council	<p>Investigate the individual signs that were agreed to be on the entrance sign.</p> <p>Look at options to update the entrance, grass etc.</p> <p>Signs on the main roads for the recreation reserve – contact NTG on approval for these.</p>	
9/12/2021			<p>User group signs – Council to investigate preferred standard and report back.</p>	

Meeting Date	Action	Action By	Notes	Status
3/02/2022			Follow up on signs. Examples and options. Signs on McMillans Road. Brandt and Farrar Road signage required. Entrance sign should be updated with a walking trail.	
3/02/2022	Storage		Storage fees for the new shed will commence 1 July. User groups in the shed to remove all items from hall. Gem Club and Radio Club to share shed space.	
9/12/2021	Airconditioning	Council	Aircon was struck by lightning, Council investigating and organising replacement.	Ongoing
3/02/2022	Thai container charges		Discussions to take place.	Ongoing
3/02/2022	Hire etiquette		Email to be sent to all users with checklist reminder for use of the facilities.	
3/02/2022	Solar Panels Grant		Thai association has a grant but a shortfall of approx. \$2700. Tou and Council to discuss.	
3/02/2022	Masterplan		Discussions around extensions, additional storage, improvements.	
3/02/2022	Trees		Trees down around the Reserve. Check with Anthony the regularity of checking the Reserve.	

7 General Business

7.1 Monthly Finance Report – monthly finance report presented and discussed.

8 Next Meeting

Next meeting Thursday 7 April 2022 at 5:45pm Knuckey Lagoon Recreation Reserve.

9 Close of Meeting

The Chair closed the meeting at 6:54 pm

Unconfirmed



COUNCIL REPORT

Agenda Item Number:	14.02.03
Report Title:	Litchfield Council Strategic Plan 2022-2025
Author and Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	15/03/2022
Attachments:	A : Litchfield Council Strategic Plan 2022-2025 B : Community Feedback C : Stakeholder Information Session Feedback

Executive Summary

This report is to present to Council the Strategic Plan 2022-2025, including community and stakeholder feedback on the draft.

Recommendation

THAT Council endorse the Litchfield Council Strategic Plan 2022-2025.

Background

In November 2021, Council agreed to plan, prepare, deliver, and adopt a new strategic plan early in 2022 to inform the development of the 2022/23 Municipal Plan and Budget with the new strategic plan.

In the development of the draft, Council undertook two workshops with an independent facilitator. Feedback was sought from Councillors at various stages of the draft development and the draft was finalised.

In January 2022, Council endorsed the Draft Strategic Plan 2022-2025 for the purpose of public exhibition and consultation for 28 days commencing 19 January 2022 and concluding 16 February 2022.

There were ten responses, nine through the survey and one written via email. Community survey results are table in Attachment B.

A stakeholder information session was held on 1 March 2022, in which three stakeholders attended. Attachment C presents the stakeholder information session feedback.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Local Government Act NT 2019 – Section 35 – Municipal, regional or shire plans

Risks



There are no risks identified in Council endorsing a new Strategic Plan.

Community Engagement

During the public consultation period, the following activities took place:

- Four face to face community information sessions across the municipality
- Information on website and social media
- Survey developed and distributed through social media
- Mentioned on radio during the mayor's interview
- Email sent to the MLAs for their feedback and attendance at a stakeholder session
- Stakeholder information session with 26 stakeholders invited



Strategic Plan 2022-2025





WELCOME TO OUR STRATEGIC PLAN

I am proud to present the Litchfield Council Strategic Plan 2022-2025.

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 it is our uniqueness that makes Litchfield the best place to live in the Top End.

The Litchfield Council Strategic Plan 2022-2025 provides the community with our intentions over the next four years and how we will achieve our vision. It defines Council's vision, mission, strategic priorities and how the community can be involved along the way.

The Plan identifies opportunities to ensure Council remains responsive to the community's needs and can adapt to change including population growth and technologies.

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

Doug Barden
Mayor

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.





YOUR COUNCIL

Mayor – Doug Barden

As Mayor, I feel it is very important for the Councillors, community, and staff to work as a team. To achieve this, I feel strongly about listening and providing direction, while keeping in mind good governance, respect, integrity, and accountability. It is important for Council to keep within budget and continue to successfully apply for grants to improve our services and facilities.

Deputy Mayor and North Ward – Mathew Salter

I believe in maintaining our rural lifestyle, which means living within our means, getting good value for money, but importantly, listening to our community. I am passionate about retaining our unique lifestyle and want to keep rural, rural.

Central Ward – Andrew Mackay

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. I also have a strong interest in roaming dog management, empowering community groups, keeping spending in line with revenue and am committed to being approachable, transparent, and honest.

Central Ward – Kevin Harlan

I would like our Elected Members to be more open, transparent, and accountable. I want to find efficiencies to reduce costs and minimise rate increases where possible. Our rural community can continue to be an active, supportive, and vibrant place to live, if we are all willing to contribute to and participate in maintaining it. Keep rural, rural.

North Ward – Rachael Wright

I am keen to see all demographics of our communities' best interests represented. 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.

South Ward – Emma Sharp

I believe a Councillor should act as a strong advocate, which is a passion I have developed over the past five years in my personal projects. 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.

South Ward – Mark Sidey

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.

LITCHFIELD OVERVIEW

1

Cemetery

1

Library

8,365

Rateable
assessments

1,903

Local
businesses

14,964

Employed
Residents

3

Waste
transfer
stations

8

Recreation
reserves

15kms

Shared paths
including bike
paths

645km

Sealed
roads

5,379

Registered
dogs

5

Playgrounds

25,566

Population

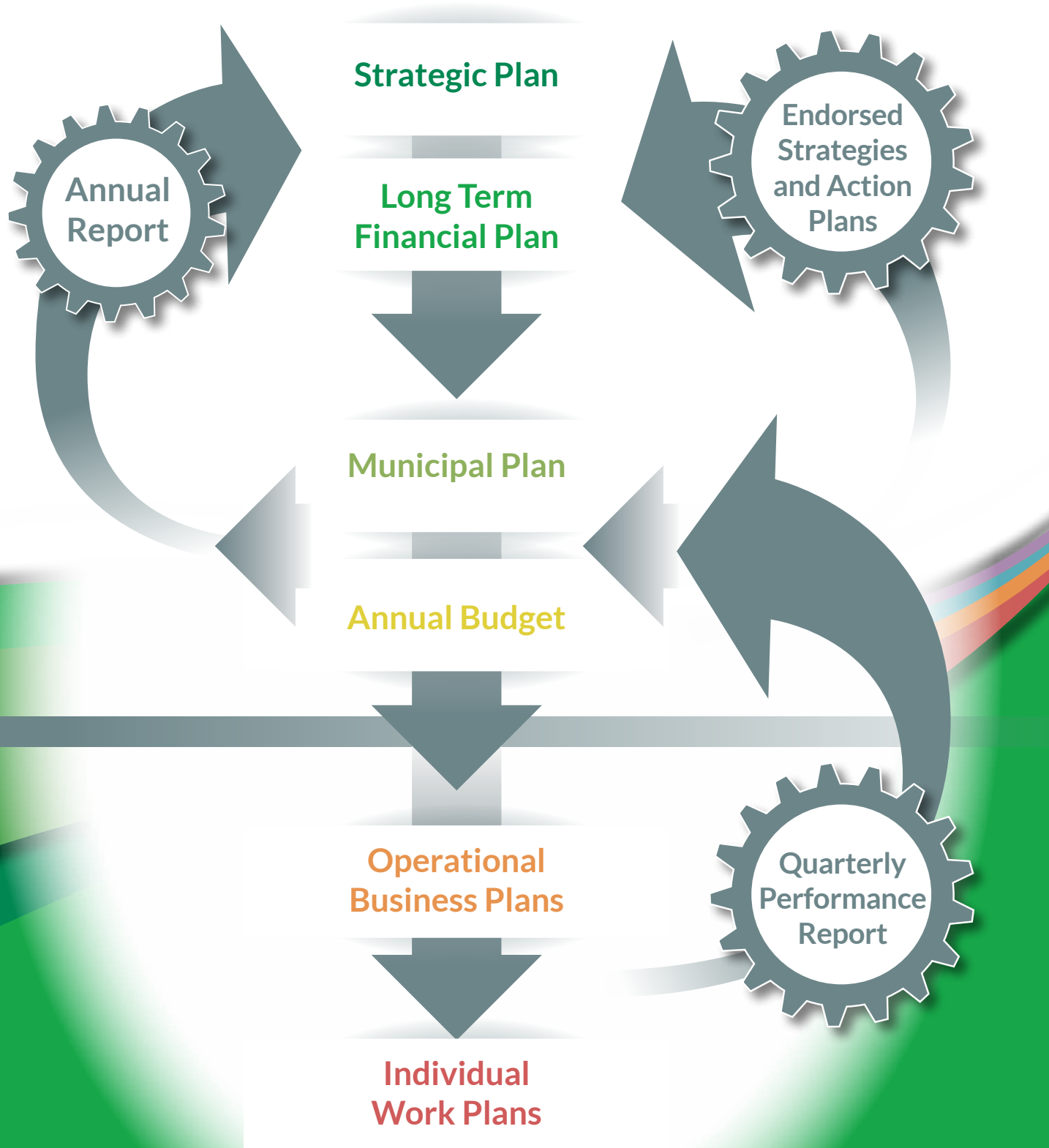
70kms

Unsealed
roads

16,839

Local jobs

LITCHFIELD COUNCIL INTEGRATED STRATEGIC PLANNING AND REPORTING FRAMEWORK





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 –

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

OUR PRIORITIES:

People
Progress
Prosperity
Places
Performance

COMMUNITY AND LIFESTYLE



Our community is at the heart of all we do.

COUNCIL PRIORITIES

- Further develop Recreation Facilities and Reserves and support Reserve Committees
- Ongoing support for not-for-profit groups
- Proactively engage NTG on activity centre planning
- Provide an accessible, family friendly library service
- Proactive involvement in animal management
- Develop by-laws in line with community expectations
- Proactively deliver and encourage Waste Management and recycling
- Proactive weeds management, including a focus on Gamba grass
- Improve Councils communication, education and engagement with community and other key stakeholders

Key supporting plans and strategies

- Sport, recreation and open space strategy
- Animal management plan
- Waste strategy
- Community engagement strategy*
- Weed management plan
- Social media activation strategy*

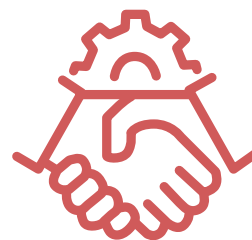
Key services provided

- Services to babies, toddlers, youth and seniors through the Library and events
- Recreation reserve funding and support
- Animal management services including microchipping
- Recycling opportunities and education

WHAT OUR COMMUNITY CAN DO

- Participate in and support local groups, events and initiatives
- Use Council's website and social media to remain informed about issues and opportunities facing our municipality
- Become involved in community engagement initiatives and activities
- Reuse, recycle, repurpose
- Maintain property to increase the appeal of Litchfield and minimise the impact of weeds
- Be a responsible pet owner

CONTINUITY OF SERVICES AND FACILITIES



PROGRESS

The majority of Council's budget each year goes towards providing a very broad range of services and facilities that are valued by our communities.

COUNCIL PRIORITIES

- Council will continue to provide services and facilities at best value for our community
- Council will focus on continuous improvement and regularly review service levels
- Where possible, Council will investigate using technology and data to produce more efficient outcomes for our community

Key supporting plans and strategies

- Municipal Plan
- Long Term Financial Plan
- Customer service charter

Key services provided

- Continuity of services

WHAT OUR COMMUNITY CAN DO

- Provide feedback on Council services



OUR ECONOMY AND GROWTH



WHAT OUR COMMUNITY CAN DO

- shop locally to support our businesses
- create opportunities for traineeships, work experience and apprenticeships



PROSPERITY

We will work in partnership with our business community to encourage business success and jobs growth.

COUNCIL PRIORITIES

- Investigate potential and funding for a Litchfield signature event
- Full year calendar of events for Litchfield municipality
- Proactively encourage buy local
- Encourage local content in Council tenders
- Support appropriate development aligned to the Litchfield Subregional Land Use Plan 2016 and, where possible, incentivise market conditions to increase development
- Encourage small business
- Increased advocacy for improved telecommunications, water security and reticulation
- Proactively investigate and lobby for boundary adjustments that benefit Litchfield
- Support the development of Holtze / Kowandi

Key supporting plans and strategies

- Tourism and events strategy
- Advocacy strategy
- 320 Arnhem Highway masterplan

Key services provided

- Planning and development support
- Cross promotion of small business

ROADS AND INFRASTRUCTURE



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.

COUNCIL PRIORITIES

- Undertake a review of Council's roads delivery program, with an emphasis on advocating for sealing Council's unsealed roads
- Continue to advocate for water security to all our communities and industries
- Maintain community infrastructure where people can connect (community halls and recreation reserves)
- Maintain community infrastructure to meet required standards
- Continue to develop asset management plans that drive efficient infrastructure spend

Key supporting plans and strategies

- Asset management plan – Roads, Cemetery, Plant and Fleet
- Shared path plan

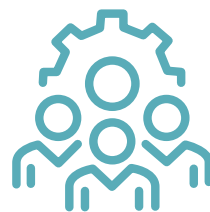
Key services provided

- Road construction and maintenance
- Infrastructure maintenance

WHAT OUR COMMUNITY CAN DO

- Report any issues with roads and infrastructure to Council via Snap, Send, Solve

AN EFFECTIVE AND EFFICIENT ORGANISATION



PERFORMANCE

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.

COUNCIL PRIORITIES

- High level delivery of the Strategic Plan via the annual Municipal Plan and Budget
- Budget performance and financial sustainability
- Customer centric and value for money service provision
- Focus on job satisfaction for staff
- Ongoing business improvement
- Advocate for increased grant funding

Key supporting plans and strategies

- Long term financial plan
- Municipal plan
- Advocacy strategy
- Customer service charter

Key services provided

- Corporate services (finance, human resources, IT)
- Customer focused service
- Targeted advocacy

WHAT OUR COMMUNITY CAN DO

- Participate in our annual community survey



www.litchfield.nt.gov.au



[litchfield.council](https://www.facebook.com/litchfield.council)



council@litchfield.nt.gov.au



08 8983 0600



7 Bees Creek Road,
Freds Pass

Draft Strategic Plan 2022-2025 – Community Feedback

Community Feedback Relevant to the Strategic Plan	Recommended responses for Council to consider	Recommended changes to the Draft Strategic Plan 2022-2025
Incentivise market conditions to increase development. What does this mean? Too complex a notion to include in the plan.	There were discussions during the workshop to include this.	Nil
Proactively investigate and lobby for boundary adjustments that benefit Litchfield. It is important to maintain what we have rather than be expansionist... because we have more to lose than to gain.	There will be many steps involved including viability and Council benefits. After investigations, feasibility, and engagement it will be a decision of Council prior to proceeding with any changes.	Nil
Develop by-laws in line with community expectations. Most people do not want by-laws. They think Council is too big, and bossy. They just want to be left alone.	By-laws are developed to assist with creating a clean and peaceful amenity, making Litchfield the best place to live in the Top End.	Nil
What can you do? Maintain your property to increase the appeal of Litchfield and minimise the impact of weeds. Council telling ratepayers what to do? Remove old cars? Pull down their old chook shed or green house? What next, paint their house?	Property owners have an obligation to ensure their properties are free from weeds such as gamba grass. There were discussions during the workshop to include this.	Nil
With an emphasis on sealing Council's unsealed roads. I think we need to be honest with the electorate and include the word 'advocate'. This is not going to happen overnight. We need funding to seal unsealed roads.	Agreed to include the word advocate and that this is a program that will take many years to complete.	Undertake a review of Council's roads delivery program, with an emphasis on advocating for sealing Council's unsealed roads.
What community can do. I recommend that we change 'unsafe roads' to 'report potholes using snap, send, solve'.	Due to the size of the municipality, Council relies on the community to bring to their attention any damage or issues related to the road network. Snap, send, solve is just one of many ways Council can be informed.	Report any issues with roads and infrastructure to Council

Budget performance and financial sustainability. I am particularly concerned with the weasel words 'financial sustainability'. We need to keep it simple: Rates + Grants = Budget. Enough of borrowing from financial reserves and having senior management say that this is sustainable.	Drawing down from internal reserves is limited to a threshold beyond which it is considered a financial risk. The threshold for financial reserves will be discussed at the third budget workshop.	Nil
Customer centric. This means that council staff understand ratepayer's situation, perceptions, and expectations. I think this is a bit much. To me these are weasel words, and don't accurately reflect who we are.	Council has a customer charter that demonstrates Council's desire to meet the community's needs and expectations. All staff understand the focus on customers and strive to provide high standard service.	Nil
After reading the Strategic Plan Draft for 2022-2025, I noticed a small section which reads, "INVESTIGATE POTENTIAL FUNDING FOR SIGNATURE LITCHFIELD EVENT". May i just say that the Freds Pass Rural Show, IS A SIGNATURE EVENT, that shall be holding its 43rd Show this year. After reading all the Councillors brief editorials and noting what their priorities are, such as, Greater Transparency, Primary Focus, Integrity and Accountability, this is something that needs to be the number one priority. The FREDS PASS RURAL SHOW being the SIGNATURE LITCHFIELD EVENT. Let's not take 43 wonderful traditional Show events and flush it. thank you	Investigations and gap analysis will inform if and how a signature event would be presented in Litchfield. There will not be another rural show.	Nil
The plan is clear and succinct and I like how it focusses on the prosperity and people and not just bloody roads roads roads! We need to talk up Litchfield more and be proud.	Noted	Nil
Include Budget repair	Unsure of intent of this comment	Nil – Captured on page 11 is the priority of Performance, an effective and efficient organisation. This includes budget.

I was surprised to see that at the top of the priorities was "Investigate potential and funding for a Litchfield signature event". Litchfield already has a signature event - the Freds Pass Rural Show!!!!!!!!!! The council organising another big event would be in competition to this great annual event, and 2 big events would dilute the amount of funding and sponsorship that both events received. Council - put your support behind the Freds Pass Rural Show and market it as Litchfield's signature event!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!	Investigations and gap analysis will inform if and how a signature event would be presented in Litchfield. There will not be another rural show.	Nil
Community Feedback not directly relevant to the Strategic Plan	Recommended responses for Council to consider	Recommended changes to the Draft Strategic Plan 2022-2025
More services provisions beyond Coolalinga and Humpty Doo.	This is considered during the feasibility and planning phases of new projects.	Nil
More things for youth....not just young kids please! We need tennis and netball courts too.	Council is currently developing a Youth Strategy and Action Plan identified in the 2021/22 Municipal Plan as a new initiative.	Nil – This is captured on page 9 – Further develop Recreational Facilities and Reserves and support Reserve Committees.
Library needs to be more accessible. Spend some money on it, it's for the community and our vulnerable demographic.... Children and elderly...	Council is investigating options of relocating the Library to enable greater access and provide scope for future development.	Nil – This is captured on page 9 – Provide an accessible, family friendly library service.
I have not seen it to date	N/A	Nil
Get better contractors for the roads, the last ones provided little value / quality for cost	Not relevant to the Strategic Plan	Nil

Litchfield Council Draft Strategic Plan – Facilitated session with key stakeholders

Overview

AA&P 360 was engaged by Litchfield Council to facilitate the stakeholder engagement feedback session on the draft Litchfield Council Strategic Plan, as a part of the community engagement activities seeking input and feedback into Council's proposed strategic plan for 2022 – 2025. Council's current strategic plan is due to expire this year.

The facilitation was held on 1 March 2022 at the Litchfield Council office.

Stakeholder Attendance:

- **Mr Gerard Maley**, Deputy Leader of the Opposition, Shadow Minister for Infrastructure, Planning and Logistics; Multicultural Affairs; Defence Industries; Recreational Fishing; Alcohol Policy; National Resilience
- **Michael Tooler MACMN**, Principal Sattler Christian College
- **Jessica Keirle**, Tourism NT

The stakeholder feedback session was also attended by Litchfield Council representatives and key staff members, in order to be able to provide additional detail and information around the plan, if requested.

General Discussion

Natalie provided an overview of the strategic plan, its objectives and intentions, and explained that the purpose of today's session was to provide high level feedback into the draft plan, identify any gaps that may exist and seek constructive feedback to ensure that the plan would best serve and meet the needs of the Litchfield Community, and deliver on Council's vision for Litchfield to be the best place to live in the Top End.

Mayor Barden explained the document was drafted over a series of workshops and then the draft plan had gone out for wider consultation. Mayor Bardon advised the councilors all contributed to the development of the plan.

Council Priority Areas

The group was asked to comment on and contribute to whether the key priority areas identified would enable Litchfield Council to achieve its vision.

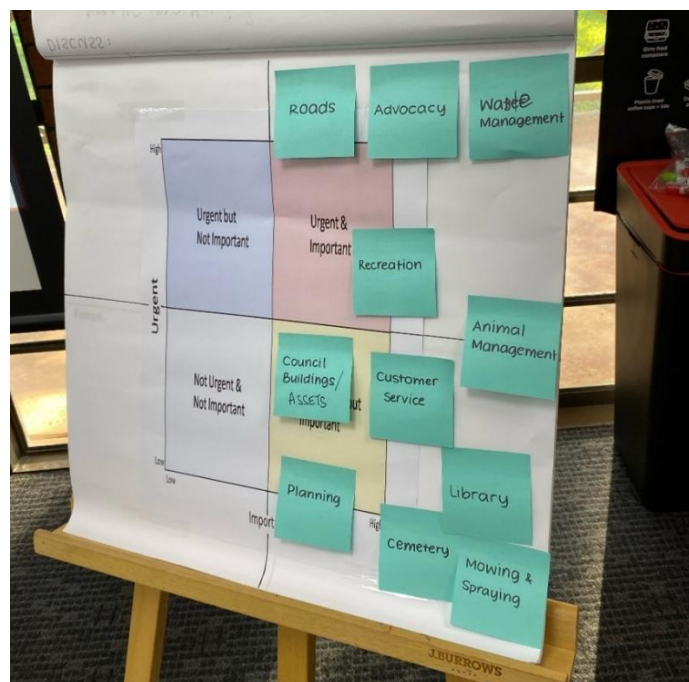
As a starting area for this exercise, the group was asked to place Litchfield Council's eleven key services areas on a matrix assessing the service in priority of Urgent vs Important.

The eleven services identified were:

- Recreation
- Roads
- Library
- Advocacy
- Animal Management
- Customer Service
- Mowing and Spraying
- Planning
- Council Buildings
- Cemetery
- Waste Management

The group workshoped and prioritised the services as per below photo. Summary feedback included:

- Roads, Advocacy, Recreation and Waste Management were the services listed as Urgent and Important in terms of prioritisation.
- It was said that without Advocacy, you will never get Litchfield to be the best place in the Top End.
- For Council Buildings, a discussion was raised over whether it should be changed to 'Council Assets' or 'Council Infrastructure'. As Council Buildings could be confused for referencing solely the Council Office, and not its intended meaning for all buildings owned by Council in the Municipality.



The group then reviewed each specific priority area in the draft strategic plan and stakeholders were asked if they would like to amend, add to, remove or comment on anything in relation to the priority areas.

Stakeholders were also asked for general feedback on the priority areas and how/if they would contribute to achieving Litchfield's vision as *'The best place to live in the Top End'*.

The Strategic Plan identifies the following priority areas:

- Progress
- Prosperity
- People
- Place
- Performance

Recommendations and feedback

Recommended changes to the plan

- Stronger emphasis on the improvement of Telecommunications Infrastructure in the *Prosperity* priority area.
- Including the development of a full year calendar of events in the *Prosperity* priority area, in order to enable broader engagement from high level stakeholders and event partners
- Adding Advocacy for road issues to the *Place* priority area
- Moving *People* to be the first priority area in the document.

Feedback for consideration

- 1) Stronger ownership from Councillors around the proposed strategic plan and robustness of the strategic planning process could assist to create a better understanding and confidence in the intentions of the plan and the capacity of the Council to implement the strategic plan.
- 2) Continue to liaise with NT Government around the strategic plan and its tourism and community impact / potential.
- 3) For future consultations of this nature, consider enlisting support from local MLA Gerard Maley to actively recruit local community stakeholders to participate in consultation activities.



COUNCIL REPORT

Agenda Item Number:	14.02.04
Report Title:	National General Assembly 2022 Call for Motions
Author:	Diana Leeder, Executive Manager Community Inclusion
Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	15/03/2022
Attachments:	Nil

Executive Summary

The Australian Local Government Association (ALGA) Secretariat has called for Councils to identify motions that address the theme of the 2022 National General Assembly (NGA) – “Partners in Progress”. Lobbying for improved telecommunications is a key priority in Council’s 2018 – 22 and 2022 – 25 Strategic Plans. The motion proposed below addresses one of the issues identified by ALGA and is relevant to local government nationally. Improved telecommunications access will reduce the digital divide and allow rural and remote residents to more fully participate in online delivery of key services.

Recommendation

THAT Council submits to the 2022 National General Assembly the following motion:

This National General Assembly calls on the Australian Government to release the *2021 Regional Telecommunications Review: A step change in demand* and to implement its recommendations, to ensure that the digital divide between Australians living in regional, rural and remote areas and those living in metropolitan communities is reduced.

Background

The importance of digital access and inclusion in regional and remote areas has been highlighted by the recent movement online of essential services, such as banking, health, government services, work and education, due to COVID-19. More services moving online brings opportunities for the regional economy so it is imperative that everyone is equally digitally included.

All Australians need affordable access to data and devices and the skills to use them. Improved digital inclusion in regional, rural and remote areas will build more digitally resilient communities.

Without an affordable and reliable internet connection, there is reduced access to information and digital services opportunities to develop key skills as well as reduced communication channels with community, family, individuals, and government.

The principal aims of improved telecommunications are to:

- Reduce the digital divide between the residents of regional and remote communities and those of metropolitan communities
- Build on the success of existing Australian Government initiatives run in partnership with local government such as the Be Connected program, which strengthened national coordination and collaboration across private (telecommunications, technology sector), public (Federal, State and local government), and non-profit organisations to build digital skills, inclusion and participation, enabling older Australians to develop digital skills and confidence online.
- Increasingly services are being delivered through internet and mobile applications often with little or no alternative options (e.g. MyGov, Centrelink, banking, education or work from home etc). Many remote residents have unreliable telecommunications services, raising access issues. This is heightened when government payments are dependent on accessing these services.
- Ensuring digital access by populations in remote communities should be a priority for Government Departments and service providers moving to online and app interfaces.
- Many remote and rural communities are still reliant on 3G network, which is being decommissioned in 2024. Without an affordable and reliable internet connection, there is reduced access to information, digital services, and communication channels with community, family, individuals, and government and reduced opportunities to develop key skills.
- With even more services moving online they bring opportunities for the regional economy and it is imperative that everyone is equally digitally included.
- Due to the pandemic, the ability to access digital health has been shown to be extremely important.
- Beyond healthcare, there is a strong focus on more government and essential services moving online. However, with rapid digitisation during the COVID-19 pandemic, those in regional and remote areas risk being further excluded through an inability to readily access services like MyGov during COVID-19 restrictions due to lower levels of digital inclusion.

With increased digital inclusion comes reduced costs for people in regional and remote areas to access essential services. Investing in closing the digital divide for regional and rural Australians will mean these vital communities will be better able to benefit from the expected growth in the digital economy over the coming years.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Council's strategic plan lists as a priority:

- Lobby for improved telecommunications, water security and reticulation.

Risks



There are no risks related to this report.

Community Engagement

N/A



COUNCIL REPORT

Agenda Item Number:	14.02.05
Report Title:	Litchfield Women in Business Network Committee Minutes
Author & Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	15/03/2022
Attachments:	A: Litchfield Women in Business Network Meeting Minutes 14/02/2022 Unconfirmed

Executive Summary

The purpose of this report is to provide the minutes of the Litchfield Women in Business Network Committee Minutes.

Recommendation

THAT Council receive and note the unconfirmed Litchfield Women in Business Network Meeting Minutes of 14 February 2022, at Attachment A.

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

A Well-Run Council - Good Governance

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

N/A



COMMITTEE MEETING MINUTES

LITCHFIELD WOMEN IN BUSINESS NETWORK COMMITTEE

Committee Meeting Minutes
held in the Council Chambers
on Monday 14 February 2022 at 5:30pm

Committee Members:

Emma Sharp	Councillor (Chair)
Doug Barden	Mayor
Rachael Wright	Councillor
Ute Coyne-Pollig	Bookkeeper
Elaine Mills	EMPM
Celia Coleman	Colemans Contracting
Rana Everett	Everetts Consulting
Becky Kernick	Berry Springs Mechanical
Nicky Clark	Darwin Laundries
Tanya Izod	Cancer Council

Officers

Debbie Branson	Executive Support
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1. OPENING OF THE MEETING

The Chair opened the meeting and welcomed everyone present.

2. APOLOGIES AND LEAVE OF ABSENCE

Mark Sidey – Councillor – apology
Andrew MacKay – Councillor – apology
Kevin Harlan - apology

3. CONFIRMATION OF MINUTES

Moved : Cr Sharp / Seconded : Cr Wright

THAT the minutes of the previous meetings held 10 January 2022 be confirmed.

CARRIED

4. PRESENTATIONS

Angela Tomazos – Director of Policy, Vice President - Business & Professional Women.
Heather Veal, Public Officer – Business & Professional Women.

Daniel Fletcher, CEO Litchfield Council was also present during the presentation for the purpose of providing advice to the Committee Members.

5. ITEMS FOR DECISION / DISCUSSION

5.1 Future of Litchfield in Business Network

Moved: Cr Sharp / Seconded: Tanya Izod

THAT the Litchfield Women in Business Network Committee members brainstorm and formulate questions to survey and seek feedback from the members on the distribution list.

CARRIED

5.2 2022 Litchfield Council Art Exhibition Sponsorship Request

Moved: Cr Sharp / Seconded: Elaine Mills

THAT the Litchfield Women in Business Network sponsor the Female Artist Award at the 2022 Litchfield Council Art Exhibition to the value of \$500.

CARRIED

6. CLOSE OF MEETING

The meeting was closed at 7:20pm.



COUNCIL REPORT

Agenda Item Number:	14.02.06
Report Title:	Telstra Tower Bronzewing Avenue
Author and Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	15/03/2022
Attachments:	A: CEO's Letter of Response to the Petition

Executive Summary

The report is presented to Council in response to a petition received at the Ordinary Council Meeting, 15 February 2022.

Recommendation

THAT Council receive and note this update on the response provided regarding the petition received by Council from the Howard Springs Park Community Association.

Background

See *Attachment A* for a copy of the response provided to the Petition.

On 9 February 2022 Council received a petition titled as follows:

'We petition the honourable Litchfield Council elected members to reverse its decision to lease council land for the purpose of the proposed Telstra tower or any other similar tower at 390 Bronzewing Ave, Howard Springs and to make representations against the applicant in DCA application PA2021/0455/0455 seeking approval to establish the tower.'

The petition was included in the Ordinary Council Meeting held 15 February 2022 when some community members voiced their concerns about the proposed telecommunications facility at 390 Bronzewing Avenue, Howard Springs.

Council resolved the following:

THAT Council:

1. receive and note the petition in relation to the Telstra Tower on Bronzewing Avenue; and
2. request that the Chief Executive Officer provides a response to the petition received from Howard Springs Park Community Association

KEY INFORMATION

1. COUNCIL WORKING WITH THE COMMUNITY AND TELSTRA

Council officers have been working with Telstra (through representatives at Service Stream) to consider moving the location of the proposed tower to a site that is suitable for transmission requirements and palatable to the community members who have concerns.

If this is an attainable resolution, it has the potential to be mutually beneficial.

Whilst some consultation was undertaken at the behest of Council, it is disappointing that Telstra did not undertake this to a level considered appropriate with regards to engaging with the relevant neighbours likely to be most impacted by the visual massing of the development.

2. REVERSING/TERMINATING THE LEASE

Council can, if it chooses to, terminate the signed lease in place with Telstra for the property at 390 Bronzewing Avenue. This is not without risk associated to Council, which includes potential costs and damages.

Terminating the lease is not advised at this time. This reason for this includes:

- The Development Consent Authority (DCA) has not considered the application.
- There are serious legal risks that would be likely outcomes associated with terminating a lease. Council should properly consider these before arbitrarily terminating the lease without seeking agreement to do so with Telstra and/or a suitable reason for terminating the lease.

3. DEVELOPMENT APPLICATION STILL BE CONSIDERED BY DCA.

The DCA is yet to consider the development application. It is considered premature to terminate the lease until the discussions that are underway with Telstra to reconsider the location have been concluded and the DCA has been able to assess the application as a permitted use for this site.

Links with Strategic Plan

A Great Place to Live - Development and Open Space
A Well-Run Council - Powerful and Effective Advocacy
A Well-Run Council - Good Governance

Legislative and Policy Implications

N/A

Risks



Community

The community members through the petition submitted to Council and other representations made have indicated their dissatisfaction with the proposed location and their preference for the proposed development to be located in a more suitable area. Council officers have continued to work with the community members and Telstra to seek a mutually agreeable outcome.

Community Engagement

As this report is for receiving and noting, community engagement is not applicable.



ATTACHMENT A

4 March 2022

Dr Danial Kelly
Kelly & Partners Lawyers
PO Box 40711
CASUARAINA NT 0811

danial.kelly@kellypartners.net

Dear Petitioners

RE: Chief Executive Officer – Letter of Response to Petitioners

**PA2021/0443, 390 Bronzewing Avenue, Howard Springs, Hundred of Bagot
Telecommunications facility with a 41.3m high monopole, associated antennas and
equipment shelters**

*'We **petition** the honourable Litchfield Council elected members to reverse its decision to lease council land for the purpose of the proposed Telstra tower or any other similar tower at 390 Bronzewing Ave, Howard Springs and to make representations against the applicant in DCA application **PA2021/0455/0455*** seeking approval to establish **the** tower.'*

Thank you for submitting your petition to Council voicing your concerns about the proposed telecommunications facility at 390 Bronzewing Avenue, Howard Springs, which was referred to elected members and myself on 09 February 2022.

Council appreciates the efforts undertaken by community members in making representation to Mayor Barden and councillors. This letter carries through a commitment made to those petitioners in attendance at the Ordinary Council Meeting on 15 February 2022 that Council would provide a response.

After receiving the petition, Council officers approached Telstra to review and reconsider alternative sites and explore avenues to discontinue the lease in its current form. It is encouraging that Telstra recognises the concerns of the petitioners and committed on 21 February 2022 in officer level phone conversation with Council to review the preferred site. However, the commercial decision to select appropriate sites does not rest with Council.

Council is sympathetic to the concerns of residents and understands their support for improved telecommunications if the immediate concerns can be resolved. Advocating for improved telecommunications across the municipality is one of the priorities in Council's [Strategic Plan 2018 – 22](#) and also forms a priority in Council's draft 2022 – 25 Strategic Plan.

Council acknowledges the current location proposed by Telstra will have some visual amenity impacts to nearby neighbours, who will be able to see the pole in proximity to their rear boundary fences. The location is consistent with the requirements of Clause 5.4.3 to the *NT Planning Scheme 2020* regarding 'Building Setbacks of Residential Buildings and Ancillary Structures.' Delivering on improved telecommunications can result in inconvenience for some in achieving a better outcome overall.

Development Assessment Services (DAS) at the Department of Infrastructure, Planning and Logistics (DIPL) is tasked with assessing whether the proposed development is 'Permitted,' 'Merit Assessable' or 'Impact Assessable' regarding uses within the Zone CN. Council encourages any impacted community members and stakeholders to make relevant representation through the Development Consent Authority (DCA) when this matter comes forward.

Council understands that some community members would have liked community consultation and believe that this should have been done by Council however, it is not practicable or appropriate for Council to undertake consultations on behalf of external developers.

Council did stipulate prior to the lease that the applicant should undertake adequate community consultation, including with adjacent properties, and this was undertaken at some level. Council has expressed its disappointment to Telstra on the community engagement undertaken however, there is no regulatory tool available to Council to enforce that the consultation the applicant undertook at Council's request was inadequate.

Council acknowledges that many community members have concerns about electromagnetic hypersensitivity, or "EMF radiation." Telstra is required to operate within the Commonwealth Government guidelines regarding this issue.

The petition raises concern that the area may be a registered Aboriginal sacred site. Council is unaware of any such significance located at the site proposed and Telstra will need to consult with the Aboriginal Areas Protection Authority if this is the case.

Council has prepared responses to the petition, including information for consideration on each point, in the table below. It is hoped that this may go some way to clarifying any outstanding issue for petitioners and the community on the matters raised and assisting the community in its continuing representations to decision makers on this matter.

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

Yours sincerely,



Daniel Fletcher
Chief Executive Officer

WRITTEN RESPONSE TO THE PETITION

Development Assessment Services (DAS) at the Department Infrastructure, Planning and Logistics (DIPL) require proponents to investigate three sites, with four being assessed by Telstra in its application. The synopses below each describe the proposed sites and limitations, while the image shown in **figure 1** is extracted from the Planning Report associated with the application. The GPS locations provided in each synopsis can be input into any mapping tool (e.g. 'Google Maps').

SITE A (GPS -12.46164, 131.06725) **390 Bronzewing Avenue**, owner: Litchfield Council drainage reserve – the site is setback ~12m (20m+ to the monopole) from the southern boundary at 30 Wagtail Court to which the monopole will be most visible. The subject site is on predominantly cleared grassland at a ground level that is not considered likely to be subject to regular flood events given it is above a deep and wide drainage culvert which runs some ~30m+ to the north. The proposed designs show no adverse stormwater impacts to neighbouring properties or affects to the function of drainage infrastructure. The site is in a Zone Conservation (CN) in an area that is currently mown and maintained by Council.

SITE B (GPS -12.466380, 131.080059) **445 Gunn Point Road**, owner: Litchfield Council drainage reserve – setback ~107m from 395 Gunn Point Road and ~37m from the road reserve, which makes up its southern frontage, a 50m tall lattice tower was proposed. Telstra indicates the site is in a location outside the preferred transmission area. The site is zoned CN and, as none of the proposed site is cleared, would require minor removal of vegetation.

SITE C (GPS -12.467264, 131.062918) **220 Gunn Point Road**, owner: Crown Conservation Commission – A 50m tall lattice tower was considered at this location, set back in bushland over 20m from the Gunn Point Road frontage, with the road reserve making up the northern boundary. This land is higher, and dryer, than the other sites investigated. Telstra's planning application noted that this location was unsuitable given the area is Zoned Rural Living (RL). Telstra deemed that a planning application for the proposal would not be found to be a permissible use in the zone RL by DAS.

SITE D (GPS -12.467264, 131.071530) **445 Gunn Point Road / 190 Bronzewing Avenue** (rear of), owner: Litchfield Council drainage reserve – nominated in the Telstra planning application as the northern site of 445 Gunn Point Road. It is located approximately 13m from the rear of the neighbouring property boundary at 190 Bronzewing Avenue. In its planning application, Telstra notes this site would require a more imposing 50m

tall lattice tower in a location constrained by heavy flooding in the Wet season and 4x4 only access year around. The site is zoned CN and, as none of the proposed site is cleared, would require extensive removal of vegetation.

Figure 1 – All Candidate Sites Considered and Transmission Area



PETITION SECTION: ISSUES FOR CONSIDERATION		
No.	Item Raised in Petition	Information for Consideration
1	<i>Telstra Corporation are proposing to construct a 41.3m high 5G Tower proposed in Howard River Park by Telstra with associated antennas and equipment shelters on Council reserve at 390 Bronzewing Avenue, Howard Springs NT 0835.</i>	Council respectfully acknowledges that "Howard River Park" is an informal name used by a local Facebook and advocacy group, however for the sake of consistency and accuracy, Council will refer to the site by the reference title of the '390 Bronzewing Avenue drainage reserve.'
2	<i>The proposed site is within 20 metres of the closest family backyards in a conservation zone.</i>	The proposed use meets the requirements of clause 5.4.3 <i>NT Planning Scheme 2020</i> with regard to 'Building Setbacks of Residential Buildings and Ancillary Structures.'
3	<i>Litchfield Council has undertaken no community consultation as to whether the residents of this community want to have this in our backyards.</i>	Council stipulated that, regarding the lease, adequate community consultation including with adjacent properties, is to be undertaken by Telstra. The consultation undertaken by Telstra was a result of Council request. As Council is not the development proponent, it is inappropriate to undertake consultations on behalf of external applicants.
4	<i>The plans indicate that there will be a 3mtre wide access road built off Bronzewing Avenue and a parking facility created to accommodate contractor vehicles. The site for the tower will include 440sqm and an additional 120 sqm for the compound which incorporates a 2.4m high security fence and a 3mtr wide double access gate.</i>	There will not be any new road openings. There is a significant difference between a new road easement and a common driveway, the latter being what is proposed for this site. The total site area for the facility is to be 440sqm, including the outer perimeter of the security fence.
5	<i>There are alternative sites within the proposal that the community would be more willing to accept which are further away from our homes and children and we urge you to assist us with halting the approval of the application until appropriate consultation, consideration and community feedback has been given.</i>	In its 'Letter of Comment' to Development Assessment Services (DAS) and via conversations with Telstra, Council have expressed support for relocation to an alternate site. DAS' requirements state that 3 sites must be investigated. Telstra's planning report notes the investigation of 4 sites, the 3 alternative sites have individual rationales as to why they are less suitable (further away from ideal

		transmission location requiring large and taller infrastructure, areas within Residential uses, and lands more vulnerable to inundation).
6	<i>A large number of peer-reviewed scientific reports demonstrate harm to human health from EMFs.</i>	Council is not the decision maker with regards to this, it is outside of Council's remit to establish the effects of EMF Radiation and Council cannot apply its own interpretation of science. However, it is noted that Telstra must operate within the Commonwealth Government guidelines regarding this issue: https://www.arpansa.gov.au/understanding-radiation/radiation-sources/more-radiation-sources/reducing-exposure-to-mobile-phones/emf-frequently-asked-questions
7	<i>The proposed tower includes plans for a 5G upgrade in the future. Harmful effects of RF-EMF exposure are already proven with over 220 scientists from more than 40 countries having expressed their "serious concerns" regarding the ubiquitous and increasing exposure to EMF generated by electric and wireless devices already before the additional 5G roll-out. They refer to the fact that "numerous recent scientific publications have shown that EMF effects living organisms at levels well below most international and national guidelines". Effects include increased cancer risk, cellular stress, increase in harmful free radicals, genetic damages, structural and functional changes of the reproductive system, learning and memory deficits, neurological disorders, and negative impacts on general well-being in humans. These results support results in human epidemiological studies on RF radiation and brain tumour risk.</i>	Council has no remit to assess electromagnetic hypersensitivity, and Telstra must follow the Commonwealth Government guidelines.
8	<i>No one can guarantee the long-term effects of the EMF Radiation that will emanate from the tower.</i>	Council has no remit to assess electromagnetic hypersensitivity, and Telstra must follow the Commonwealth Government guidelines.
9	<i>One local resident family with a property less than 100 metres from the proposed tower lost their 5 year old son last year to a brain tumour.</i>	Council has no remit to assess electromagnetic hypersensitivity, and Telstra must follow the Commonwealth Government guidelines.
10	<i>Litchfield Council may rescind or vitiate the lease contract with Telstra on the grounds, inter alia, that Telstra has not satisfactorily met Council stipulations as Moved by (then) Cr Sayers-Hunt and Seconded by (then) Cr Barden and CARRIED (4-1)-2021/268 for the in-principle support of that lease, namely:</i> a. <i>Cl 2 "adequate community consultation, including with adjacent properties, is to be undertaken by Telstra; and</i> b. <i>Cl 4 "no requisite earthworks or structure is to inhibit stormwater flow into</i>	Rescinding the lease on the basis that Telstra has not satisfactorily met Council stipulations is not consistent with Council's independent legal advice. Additionally; a. There is no regulatory tool available to Council to rule and enforce that the consultation Telstra undertook at Council's direction was inadequate. b. There are no adverse stormwater management issues identified at the planning stage of the development.

	<i>the wetlands or create run-off to other adjacent properties”.</i>	
11	<i>There is already an Optus tower within the vicinity of the proposed location. The Telecommunications Act (Cth) instructs telcos to share access to infrastructure sites. a. Litchfield Council to ask Telstra if they have explored such legislated remedies.</i>	Council is aware of the <i>Commonwealth Telecommunications Act 1997 (Amnd. 2019)</i> with regards to making towers available to other carriers, however Telstra have noted that there is no transmission point currently located in the area (evidenced by the lack of existing coverage).
12	<i>Comparative contemporary leases (many drafted twenty years ago) are considerably more significant in consideration. A recent application to a South Australian Council netted \$20,000 per annum for similar lease for a portion of Council managed land: D21/98030 REPORT OF: Office of the chief executive officer title: lease over portion of reserve - 68 valley road, hope valley - proposed telecommunications tower - community engagement outcomes.</i>	The agreed lease value and contractual arrangements are exactly commensurate with previous instances of leases for telecommunications facilities on Council land.
13	<i>The DCA in an Alice Springs matter referred a similar application back to Telstra and that installation is being deferred: <https://alicespringsnews.com.au/2020/10/26/phone-tower-objectors-gain-deferral/>.</i>	This tabloid article link from Oct 2020 appears to be broken, a more relevant source would be to review the Oct 2021 NTCAT finding, which notes that the relevant planning clause "does not prevent Telstra's application from being approved" http://www8.austlii.edu.au/cgi-bin/viewdoc/au/cases/nt/NTCAT//2021/43.html
PETITION SECTION: ELECTROMAGNETIC HYPERSENSITIVITY: MCDONALD AND COMCARE		
14	<i>We ask that you take into account the condition of electromagnetic field hypersensitivity ('EMF sensitivity'). As you may be aware, the proposed Telstra Tower, will be an electromagnetic field source if constructed.</i>	Council has no remit to assess electromagnetic hypersensitivity, and Telstra must follow the Commonwealth Government guidelines.
15	<i>We therefore draw to your attention the case of McDonald and Comcare [2013] AATA 105 which is a decision on the subject of EMF sensitivity.</i>	Council has no remit to assess electromagnetic hypersensitivity, and Telstra must follow the Commonwealth Government guidelines.
16	<i>Mr McDonald was an employee at the Commonwealth Scientific and Industrial Research Organisation (CSIRO). He sought compensation from Comcare under the Safety, Rehabilitation and Compensation Act 1988 (Cth) on the ground that he had been injured during the course of his employment.</i>	Council has no remit to assess electromagnetic hypersensitivity, and Telstra must follow the Commonwealth Government guidelines.

17	<p><i>Mr McDonald's claimed injuries were as follows:</i></p> <ul style="list-style-type: none"> <i>a) Aggravation of an electromagnetic hypersensitivity syndrome;</i> <i>b) Chronic Adjustment disorder with depressed moods;</i> <i>c) Permanent impairment which came from the adjustment disorder; and</i> <i>d) Migraines</i> 	Council has no remit to assess electromagnetic hypersensitivity, and Telstra must follow the Commonwealth Government guidelines.
18	<i>Comcare refused Mr McDonald's claim in the first instance and so he made an application to the Administrative Appeals Tribunal for review of the decision.</i>	Council has no remit to assess electromagnetic hypersensitivity, and Telstra must follow the Commonwealth Government guidelines.
19	<p><i>Several experts gave evidence for the purposes of the review, and notably, concerning the subject of EMF sensitivity, the Tribunal stated:</i></p> <ul style="list-style-type: none"> <i>a) 'Dr Cooper gave evidence that the condition of EMF sensitivity is now widely documented in medical literature and has been so for several years. He referred to the World Health Organization's recognition of the condition as comprising "nervous system symptoms like headache, fatigue, stress, sleep disturbances, skin symptoms, prickling burning sensations and rashes, pain and ache in muscles and many other health problems." Also he provided articles on the condition which have appeared in medical literature.'</i>¹ 	Council has no remit to assess electromagnetic hypersensitivity, and Telstra must follow the Commonwealth Government guidelines.
20	<i>Ultimately, the Tribunal was satisfied on the balance of probabilities that Mr McDonald suffered from an aggravation of his sensitivity to EMF and went on to rule in favour of Mr McDonald.</i>	Council has no remit to assess electromagnetic hypersensitivity, and Telstra must follow the Commonwealth Government guidelines.
21	<i>This decision is significant for the purposes of our submissions because it is one of many authorities which recognise the adverse effects that electromagnetic field sources can have on one's health.</i>	Council has no remit to assess electromagnetic hypersensitivity, and Telstra must follow the Commonwealth Government guidelines.
22	<p><i>It can be viewed here:</i></p> <p>http://www.austlii.edu.au/cqi-bin/viewdoc/au/cases/cth/AATA/2013/105.html</p>	Council has no remit to assess electromagnetic hypersensitivity, and Telstra must follow the Commonwealth Government guidelines.
PETITION SECTION: THE LOCATION OF THE PROPOSED TOWER		
23	<p><i>We request that you take into consideration factors associated with the location of the proposed tower that may directly impact locals in the area. For example:</i></p> <ul style="list-style-type: none"> <i>a. There are 41 properties within a 500-metre radius of the location of the proposed tower and therefore it follows that a high number of locals may be exposed to various physical</i> 	<p>Council has no remit to assess electromagnetic hypersensitivity, and Telstra must follow the Commonwealth Government guidelines.</p> <ul style="list-style-type: none"> <i>a. Telstra have noted in discussions that proximity to properties in the service area directly correlates to the best transmission point – moving</i>

	<p><i>and mental health dangers posed by the tower (see for example our submissions on EMF sensitivity above); and</i></p> <p><i>b. The proposed tower may alter the current flow of water into and out of the swamp/marsh area thereby causing flooding and damage to nearby properties.</i></p>	<p>more remotely would not resolve the blackspot.</p> <p>b. At this stage of planning and design, no proposed Telstra tower and associated facility could conceivably cause flooding to impact nearby properties.</p>
PETITION SECTION: ENVIRONMENTAL ISSUES		
24	<p><i>The proposed location conflicts with the objectives of the Environment Protection and Biodiversity Conservation Act 1999 (Cth) as it is within a zoned conservation area wherein there are threatened species of national and environmental significance.</i></p>	DAS at the Department Infrastructure, Planning and Logistics (DIPL) is tasked with this assessment.
25	<p><i>To illustrate, section 3 of the said Act states that its objectives are as follows:</i></p> <p><i>‘(a) to provide for the protection of the environment, especially those aspects of the environment that are matters of national environmental significance; and</i></p> <p><i>(b) to promote ecologically sustainable development through the conservation and ecologically sustainable use of natural resources; and</i></p> <p><i>(c) to promote the conservation of biodiversity; and</i></p> <p><i>(ca) to provide for the protection and conservation of heritage; and</i></p> <p><i>(d) to promote a co-operative approach to the protection and management of the environment involving governments, the community, land-holders and indigenous peoples; and</i></p> <p><i>(e) to assist in the co-operative implementation of Australia’s international environmental responsibilities; and</i></p> <p><i>(f) to recognise the role of indigenous people in the conservation and ecologically sustainable use of Australia’s biodiversity; and</i></p> <p><i>(g) to promote the use of indigenous peoples’ knowledge of biodiversity with the involvement of, and in co-operation with, the owners of the knowledge.’</i></p>	DAS at DIPL is tasked with this assessment.
26	<p><i>A report entitled Biodiversity of the Howard Sand Plains Site of Conservation Significance² by the Northern Territory Environment Protection Authority (hereinafter ‘the Biodiversity Report’), claims:</i></p> <p><i>a. There are 23 listed threatened species and 19 listed migratory species known to dwell in the vicinity of the location of the proposed tower;</i></p> <p><i>b. That ‘the Howard Sand Plains maintain a biodiversity that is of international,</i></p>	DAS at DIPL is tasked with this assessment.

	<p><i>national and Northern Territory significance,’ (page 60); and</i></p> <p><i>c. The Howard Sand Plains has been designated as one of 67 Northern Territory sites of conservation. This is based on the presence of:</i></p> <p><i>a. ‘bladderwort communities (carnivorous plants of genus Utricularia) of global significance;</i></p> <p><i>b. a species of bladderwort (Utricularia dunstaniae) listed as vulnerable to extinction in the Northern Territory;</i></p> <p><i>c. a herb (Typhonium taylori) listed as endangered under Australian and Northern Territory legislation and found nowhere else in the world;</i></p> <p><i>d. the only Northern Territory populations of the endangered Darwin palm (Ptychosperma macarthurii), found on the Howard sand plains; and</i></p> <p><i>e. the vulnerable Howard toadlet (Uperoleia daviesae), a frog found primarily in the Howard sand plains and small areas of sand plain along the adjacent Elizabeth River and nearby drainages.’ (Page 5).</i></p>	
27	<i>To help ensure the future of the abovementioned threatened species, the Biodiversity Report recommends the implementation of an effective protected area as shown in the Figure (referred to on the following page of the petition).</i>	DAS at DIPL is tasked with this assessment.
28	<i>Please note proposals that have the potential to have a significant impact on the environment require referral to the Northern Territory Environment Protection Authority (NT EPA) in accordance with section 48 of the Environment Protection Act 2019 (NT) (the ‘EP Act’) and the Environment Protection Regulations 2020 (NT) (the ‘EP Regulations’).</i>	DAS at DIPL is tasked with this assessment.
PETITION SECTION: CRIMINAL LAW AND TORT LAW		
29	<p><i>In addition, we ask that you take into account that the proposed tower, if constructed, will expose members of the public to radiation from EMR emissions and this may amount to:</i></p> <p><i>a. Criminal assault under the Criminal Code Act 1983 (NT);</i></p> <p><i>b. Trespass to person in the law of tort; and</i></p> <p><i>c. Nuisance in the law of tort.</i></p>	DAS at DIPL is tasked with this assessment. Council has no remit to assess electromagnetic hypersensitivity, and Telstra must follow the Commonwealth Government guidelines.
30	<p><i>For example, EMR emissions fall within the ambit of criminal assault on account of the following provisions:</i></p> <p><i>Section 187(1) of the Criminal Code Act 1983 (NT):</i></p> <p><i>‘In this Code assault means:</i></p> <p><i>a) the direct or indirect application of force to a person without his consent or with his consent if the consent is obtained by force or by means of menaces of any kind or</i></p>	Council has no remit to assess electromagnetic hypersensitivity, and Telstra must follow the Commonwealth Government guidelines.

	<p><i>by fear of harm or by means of false and fraudulent representations as to the nature of the act or by personation; or</i></p> <p><i>b) the attempted or threatened application of such force where the person attempting or threatening it has an actual or apparent present ability to effect his purpose and the purpose is evidenced by bodily movement or threatening words ...’.</i></p> <p><i>and</i></p> <p><i>Section 1 of the Criminal Code Act 1983 (NT):</i></p> <p><i>a. ‘[A]pplication of force and like terms include striking, touching, moving and the application of heat, light, noise, electrical or other energy, gas, odour or any other substance or thing if applied to such a degree as to cause injury or personal discomfort.’</i></p>	
31	<p><i>Should the plans for the tower go ahead, the Howard Springs Park Community Association will retain barrister, Raymond Broomhall of Michael Kirby Chambers, for the purpose of taking legal action against Telstra. Mr Broomhall has a significant track record in stopping towers and he is in high demand both nationally and internationally for his work on electromagnetic radiation issues. Notably, he has devised a 13-step protocol based on the precautionary principle that is being implemented in several countries. He's also an expert on space law and the legal framework that addresses 5G from space.</i></p>	Nil response required.
32	<p><i>The Howard Springs Park Community Association also plans to engage Dr Russel Cooper, a key expert in the McDonald and Comcare [2013] AATA 105 case, to provide expert evidence.</i></p>	Nil response required.
PETITION SECTION: LACK OF EVIDENCE CONCERNING SAFETY OF 5G		
33	<p><i>We note that the proposed tower will include a new headframe mounted at the top of the monopole to accommodate 6 panel antennas for Telstra 4G services and space to accommodate future 5G services. In light of this, we ask that you take into consideration the lack of evidence and longitudinal studies in relation to the safety of enabling future 5G for this tower in such close vicinity to persons who reside in the area. This is especially important because, as mentioned, there are 41 properties within a 500-metre radius of the location of the proposed tower.</i></p>	Council has no remit to assess electromagnetic hypersensitivity, and Telstra must follow the Commonwealth Government guidelines.

PETITION SECTION: POTENTIAL ABORIGINAL SACRED SITE		
34	<i>We also ask that you take into consideration the need to ascertain whether the proposed location is an Aboriginal sacred site.</i>	Council is unaware of any such significance located at the site proposed. It is unlikely that the Telstra development could proceed if there is a registered Aboriginal sacred site at the proposed location. DAS at DIPL is tasked with this assessment.
35	<p><i>A Report entitled Water Resources of the Howard River Region (2008)³ by CSIRO Sustainable Ecosystems indicates that there is strong possibility that the proposed location is an Aboriginal sacred site. On this point, page 4 states:</i></p> <p><i>a. 'The Aboriginal Areas Protection Authority (AAPA) maintains a Register of Aboriginal Sites under the Northern Territory Aboriginal Sacred Sites Act 1989 (NT). The Howard River study area contains places listed on the Register, the overwhelming majority of which are associated with groundwater features. As at 17/10/2007 the Howard River study area contained 30 Recorded Sites and 33 Registered Sites. A map showing the location of these sites is contained within the report (see Figure 37). Many of these places are groundwater features of cultural significance such as river systems, lakes, wetlands and springs. Others, such as camping areas, hunting places and artefact scatters, are indirectly associated with the presence of water although the water source itself may have since disappeared.'</i></p>	Council is unaware of any such significance located at the site proposed. DAS at DIPL is tasked with this assessment.
36	<p><i>Sections 33 and 34 of the Northern Territory Aboriginal Sacred Sites Act 1989 (NT) contain offences concerning sacred sites. These provisions state:</i></p> <p><i>Section 33</i></p> <p><i>'Except in the performance of a function under this Act or otherwise in accordance with this Act (including a certificate or permission or approval under this Act) or the Land Rights Act, a person shall not enter or remain on a sacred site.</i></p> <p><i>Maximum penalty:</i></p> <p><i>In the case of a natural person – 200 penalty units or imprisonment for 12 months. In the case of a body corporate – 1000 penalty units.'</i></p> <p><i>Section 34</i></p> <p><i>'(1) A person shall not carry out work on or use a sacred site.</i></p> <p><i>Maximum penalty: In the case of a natural person – 400 penalty units or imprisonment for 2 years.</i></p> <p><i>In the case of a body corporate – 2000 penalty units.</i></p> <p><i>(2) It is a defence to a prosecution for an offence against subsection (1) if it is proved that the defendant carried out the work on or used the sacred site with, and in accordance with</i></p>	Council is unaware of any such significance located at the site proposed. DAS at DIPL is tasked with this assessment.

	<i>the conditions of, an Authority Certificate or a Minister's Certificate permitting the defendant to do so.'</i>	
37	<i>The petitioners are concerned by the proposed 41.3m high 5G Tower in Howard River Park as outlined in PA2021/0455/0455 and request Council to proceed to oppose the proposal strongly in exercise of the powers given to Council by section 23 of the Local Government Act 1999 (NT).</i>	<p>Council is confident that it is undertaking all relevant duties with diligence noting with regard to point 37 that:</p> <ul style="list-style-type: none"> - Council assumes the use of 'PA2021/0455' is erroneous given the planning application number for the 390 Bronzewing Avenue site (referenced by petitioners as "Howard River Park") is <u>PA2021/0443</u>, - the proposal is for a 41.3m Telstra <u>4G monopole</u>, and - Council is being guided by the <i>NT Local Government Act</i> <u>2019</u>.



COUNCIL REPORT

Agenda Item Number:	14.03.01
Report Title:	Summary Planning and Development Report February 2022
Author:	Mark Hogan, Planning and Development Program Leader
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	15/03/2022
Attachments:	A: PA2021.0245 – Loc Plan. Scheme Amend. B: PA2022.0006 – Loc Darwin River Rd Accommod. C: PA2022.0004 - LoC 155 Sayer Road D: PA2011.233 - LoC Extension of Time E: PA2021.0443 – Loc 390 Bronzewing Ave Telstra Tower F: PA2022.9001 - LoC Liquor Licence

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 February 2022 to 28 February 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	1
Water Licence Applications	0
Clearances for Development Conditions	0
Stormwater/Driveway Plan Reviews	13
Works Permits	9

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 February 2022; and
2. note for information the responses provided to relevant agencies within Attachments A-F 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	1
Development applications not supported/objected to for reasons related to Council issues	0
Development applications objected to for reasons not directly related to Council issues	0
Note: Additional detail is provided below on all development applications.	

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

Development Applications supported, subject to normal Council conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2021/0254 Department of Infrastructure, Planning and Logistics Attachment A	Application to amend the <i>NT Planning Scheme 2020</i> to: <ul style="list-style-type: none"> - introduce an overlay to Part 3; - Omit and replace Parts 4, 5; and, - Amend Schedule 2 No objection from Council as the changes are required to remove, amend, and introduce new development requirements to enable a new section, 5.9 Location Specific Development Requirements, which refers to development areas / types not in the Litchfield municipality.
PA2022/0006 175 Darwin River Road, Darwin River, Hundred of Cavenagh	Construction of demountables - 19 x 4 bedroom with ensuites.

Attachment B	No objections as Council supports economic development, such as appropriate tourism ventures and key worker accommodation, in the rural area. The size of the site and development location will not lead to any negative impacts to neighbours or for Council infrastructure.
PA2022/0004 155 Sayer Road McMinns Lagoon, Hundred of Strangways Attachment C	Outbuilding (verandah) addition and extensions to an existing dwelling-single with a reduced building setback to the side boundary. No objection as the development is appropriate and the minor encroachment into the setback is unavoidable and justified.
DP12/0448 269 Hicks Road, Multiple Sections Girraween and Power Roads, Hundred of Bagot Attachment D	Application for an extension of time for a proposed 85 lot rural residential subdivision. No objection from Council as the proposed extension is in-line with previously approved permits and variations.

Development Applications supported, subject to specific issues being adequately addressed

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

Application Number, Address, and Attachment Reference	Purpose and Summary	Specific Issues to be Addressed
PA2021/0443 390 Bronzewing Avenue, Howard Springs, Hundred of Bagot Attachment E	Telecommunications facility with a 41.3m high monopole, associated antennas and equipment shelters	Council would support any consideration the Applicant may have to resubmit the proposal on an alternate site. Council notes that the Applicant shortlisted three other sites that were investigated for suitability, two of which are on Council land.

LIQUOR LICENCE APPLICATIONS

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

Address and Attachment Reference	Purpose and Summary	Comments Provided
PA2022/9001 Freds Pass Rural Show, Freds Pass Reserve Attachment F	A major event authority liquor licence is request so as to host Freds Pass Rural Show. Dates are from Friday 13 May 2022 to Sunday 15 May.	Council has no objection to a major event authority liquor licence and notes Freds Pass Rural Show Inc's Community Impact Assessment, which describes best practice responsible service of alcohol procedures, along with well-planned security and safety measures.

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.

Approval Date	Location	Purpose
23/02/2022	318 Power Road, Girraween	Driveway Crossover approval
22/02/2022	53 Ringwood Street, Southport	Driveway Crossover approval
25/02/2022	240 Monck Road, Acacia Hills	Stormwater Management Plan approval
23/02/2022	67 Bohn Road, Herbert	Driveway Crossover approval
28/02/2022	5 Bax Road, Humpty Doo	Driveway Crossover approval
23/02/2022	558 Townend Road, Acacia Hills	Driveway Crossover approval
22/02/2022	400 Pioneer Drive, Humpty Doo	Driveway Crossover approval
22/02/2022	10 Walter Road, Acacia Hills	Driveway Crossover approval
21/02/2022	205 Malaplains Road, Berry Springs	Stormwater Management Plan approval
16/02/2022	45 Shell Court, Humpty Doo	Stormwater Management Plan approval
10/02/2022	20 Morgan Road, Virginia	Stormwater Management Plan approval
08/02/2022	184 Marjerrison Drive, Humpty Doo	Stormwater Management Plan approval
08/02/2022	95 London Road, Virginia	Stormwater Management Plan approval

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.

Proposed Works Date	Location of Works Permit Applications	Purpose
22/02/2022	8 Bax Road, Humpty Doo	Driveway Crossover construction
21/02/2022	27 Ridgeview Road, Fly Creek	Install Earthing and Stay (PWC)
21/02/2022	230 Acacia Gap Road, Manton	Transformer Replacement (PWC)
18/02/2022	156 Bronzewing Avenue, Howard Springs	Transformer Replacement (PWC)
18/02/2022	50 Pardalote Way, Howard Springs	Transformer Replacement (PWC)
17/02/2022	85 Horsnell Road, Noonamah	Power Pole Installation (PWC)
14/02/2022	5 Byers Road, Acacia Hills	Bat Guard Installations
08/02/2022	10 Samuel Road, Herbert	Power Pole Transformer Maintenance (PWC)
09/02/2022	255 Alphatonia Road, Lambells Lagoon	Driveway Crossover construction

Links with Strategic Plan

A Great Place to Live - Development and Open Space

Legislative and Policy Implications

Not applicable to this report

Risks



No identified risks applicable to this report

Community Engagement

Not applicable to this report



04 February 2022

Allison Hooper
A/ Project Manager
Lands Planning
Department of Infrastructure, Planning and Logistics
Northern Territory Government

RE: Letter of Comment Proposed Planning Scheme Amendment

PA2021/0254, Amend the NT Planning Scheme 2020 to: Introduce an overlay to Part 3; Omit & replace Parts 4 and 5; Amend Schedule 2

Thank you for the request for comment regarding the proposed Planning Scheme Amendments referred to 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.

Council supports the Amendments which seek to:

Introduce an Overlay to Part 3

It is understood that a new overlay is required to show gateway locations that are identified in the relevant area plans and which are now incorporated in the location specific development requirements.

- a) Council supports this increase to the level of assessment, including the application of additional requirements for the use and development specific to ensure the design of buildings responds to prominent urban environments.

Streamline Assessment Tables in Part 4 in-line with guidance in Part 5

It is noted that the assessment categories for a number of uses is to be reduced and minor consequential changes made to zone outcomes specific to;

- a) Zone Low-Medium Density Residential (LMR)
- b) Central Business (CB)
- c) Commercial(C) and,
- d) Tourist Commercial (TC).

Make Changes to Development Requirements in Part 5

It is recognised that changes due to administrative amendments are required to remove, amend, and introduce new development requirements to enable a new section, 5.9 Location Specific Development Requirements, which does not impact Litchfield Council.

***Alter Schedule 2.2 General Definitions***

Council supports the new general definitions which are proposed in order to support the changes to Part 5 through the Designing Better project.

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

Yours faithfully

Mark Hogan
Planning & Develo~~p~~ment Program Leader



4 February 2022

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

RE: Letter of Comment Development Application

**PA2022/0006, 175 Darwin River Road, Darwin River, Hundred of
Cavenagh Construction of demontables - 19 x 4 bedroom with ensuites**

Thank you for the Development Application referred to this office on 21/01/2022, 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 for the following reasons:

- a) Council supports economic development, such as appropriate tourism ventures and key worker accommodation, in the rural area.
- b) The large site (~16ha per Ilis Mapping) is already appropriately zoned Tourist Commercial (TC) and caters for similar accommodation purposes already.
- c) There are not expected to be any amenity impacts to neighbouring properties given the proposed front and side setbacks (69m and 84m).
- d) Council has no additional conditions to apply as Darwin River Road is an NT Government owned asset;
 - i. Council is not responsible for traffic impacts or driveway crossovers
 - ii. Stormwater drainage would not be discharged to any Council assets
- e) Any proposal to draw water from a bore, whether through existing infrastructure on neighbouring titles or via a new application, would not be in the remit of Council to assess and therefore it is assumed that this would be adequately addressed by the relevant authority.

- f) While Council has not assessed the proposal against the car parking requirements of the NT Planning Scheme, it is expected that all required car parking could be appropriately accommodated on the subject site.

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) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 29.

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

Yours faithfully



Mark Hogan
Planning & Development Program Leader



9 February 2022

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

RE: Letter of Comment Development Application

**PA2022/0004, 155 Sayer Road McMinns Lagoon, Hundred of Strangways
Outbuilding (verandah) addition and extensions to an existing dwelling-single with a reduced
building setback to the side boundary**

Thank you for the Development Application referred to this office on 21/01/2022, 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 for the following reasons:

- a) Although there is a minor encroachment of less than two metres into the southwestern side setback, this is considered reasonable for the proposal due to;
 - i. The location of the existing dwelling, which is on a lot that is an irregular stretched pentagonal shape which is tapered towards the southwest where the dwelling is sited;
 - ii. The alignment of the dwelling's roof pitch means that an alternative, such as being on the north-western extent of the dwelling, would position the proposal with a greater impact on that side's setback;
 - iii. Only part of one protruding room has a minor encroachment within the setback, which provides minimal visual massing from the neighbouring boundary as it presents just the 3.2m edge of the room (plus 2.95m of verandah) rather than the full 11.6m width of the southwestern wall; and,
 - iv. The existing landscaping on both the relevant lot and the neighbouring lot to the south presents extensive mature vegetation, creating a screen which also lessens the visual mass.

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

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

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

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

Yours faithfully



Mark Hogan

Planning and Development Program Leader



18 February 2022

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

RE: Letter of Comment Development Application – Extension of Time 3yrs

**DP12/0448,
269 Hicks Road, Sections 3926, 5020, 5021, 5022, 5040
365, 435, 303A, 303 Girraween Road, Lots 18, 19, 20, 21 & 22 (closed section of Power Road)
Hundred of Bagot
Proposed 85 lot rural residential subdivision**

Thank you for the Variation to a Development Application referred to this office on 15/01/2021 concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not object to the granting of an extension of three years' time for Development Permit for the following reasons:

- a) Council supports the proposed extension in-line with previously approved permits and variations
- b) Council requests conditions consistent with its requirements on earlier applications for development and variation.

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

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

- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 29.

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

Yours faithfully

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

Mark Hogan
Planning and Development Program Leader



11 February 2022

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

RE: Letter of Comment Development Application

**PA2021/0443, 390 Bronzewing Avenue, Howard Springs, Hundred of Bagot
Telecommunications facility with a 41.3m high monopole, associated antennas and
equipment shelters**

Thank you for the Development Application referred to this office on 21/01/2022, 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 for the following reasons:

- a) As the site's driveway crossover and stormwater will be assessed as conditions precedent, Council's only assessable remit at this juncture is the suitability of the telecommunications facility pursuant to clause 5.8.10 of the *NT Planning Scheme 2020*, which has the purpose to:
 - i. *'Ensure the development of a telecommunications facility does not unreasonably detract from the amenity of a locality whilst facilitating the provision of telecommunications infrastructure to meet community expectations and needs.'*
- b) Whilst the site in question will provide some visual amenity impacts to adjacent properties, notably to the south of the site at no.'s 30 and 26 Wagtail Court to which the monopole will be most visible, it is not considered *unreasonable*.
 - i. On balance, the visual amenity impacts to these neighbours does not outweigh the service amenity impacts for the broader Litchfield community. Telecommunications in the area do not meet expectations and needs.
 - ii. Council must be guided by policy; Council's *Strategic Plan 2018-2022* includes a commitment to "advocate for new and upgraded mobile base stations to ensure all Litchfield residents and businesses have access to efficient telecommunications."

- iii. The monopole and associated facility sits within a 12mx10m fenced compound that is well in excess of 20m from the nearest property boundary at lot 4145 (30 Wagtail Court).
- c) Council is disappointed earlier engagement was not undertaken with the community, especially those adjacent to the proposed monopole and associated facility, as Council had twice previously sought this commitment.
 - i. At a site inspection with the Applicant in 2020, Council sought assurances that neighbours would be consulted at the earliest convenience.
 - ii. In separate negotiations to establish a lease agreement for use of Council land within the drainage reserve at 390 Bronzewing Avenue for the purposes of the facility, Council stipulated that *“adequate community consultation, including with adjacent properties, is to be undertaken by Telstra.”*
- d) Council would support any consideration the Applicant may have to resubmit the proposal on an alternate site, though Council notes that the Applicant shortlisted three other sites that were investigated for suitability.
 - i. 190 Bronzewing Avenue (rear of): a site approximately 13m from the neighbouring property boundary at 190 Bronzewing which the Applicant notes would require a more imposing 50m tall lattice tower in a location constrained by flooding and access issues in wet weather.
 - ii. 445 Gunn Point Road (adjacent to 395 Gunn Point Road): a more imposing 50m tall lattice tower was proposed, which the Applicant indicates is in a location outside the preferred transmission area.
 - iii. 220 Gunn Point Road – a 50m tall lattice tower was considered at this location, close to the northern boundary and Gunn Point Road frontage. The Applicant ruled this location as unsuitable, it is Zoned Rural Residential and it was deemed that the proposed use would not be permissible.
- e) The subject site is on predominantly cleared grassland at a ground level that is unlikely to be subject to severe inundation given it is above a drainage culvert which runs some ~30m+ to the north. The site is within a Zone Conservation (CN) in an area that is currently mown and maintained by Council. The proposal is likely to be determined as appropriate in the zone, having regard to the purpose and outcomes of the zone and such matters as the location, nature, scale and intensity of the development.

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

- a) The Applicant must work with any neighbouring property where the monopole may be overbearing to best alleviate amenity impacts due to the visual mass of the structure by providing mutually agreeable solutions such as appropriate screening vegetation / trees, fencing or alternate means to create a shielded sightline.

Should the application be approved, the Council requests the following conditions be included as Conditions Precedent in any Development Permit issued by the consent authority:

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council and plans indicating this are to be submitted to, and site inspections undertaken by, Council as per its requirements.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- c) A Traffic Management Plan for the construction phase of the development shall be submitted to and approved by Litchfield Council. The plan must address traffic control and haulage routes proposed for the development.

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

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

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

Yours faithfully



Mark Hogan
Planning and Development Program Leader
Litchfield Council



03 February 2022

Liquor, Gaming & Racing
Licensing NT
Northern Territory Government
GPO BOX 1154
Darwin NT 0801

RE: Notice of Application for a Major Event Authority Licence

PA2022/9001, Freds Pass Rural Show

Thank you for the Notice of Application for a Major Event Authority Liquor Licence referred to this office on 27 January 2022, regarding 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.

In this instance, a major event authority liquor licence to host Freds Pass Rural Show from Friday 13 May 2022 to Sunday 15 May is not objected to by Litchfield Council.

Liquor Licence Start Day, Date and Time	Liquor Licence End Day, Date and Time
Friday 13 May 2022 1830 hours	Friday 13 May 2022 2330 hours
Saturday 14 May 2022 0900 hours	Saturday 14 May 2022 1230 hours
Sunday 15 May 2022 0900 hours	Sunday 15 May 2022 1600 hours

In support of this application, Council refers to Freds Pass Rural Show Inc's *Community Impact Assessment*, which describes best practice responsible service of alcohol procedures, along with well-planned security and safety measures.

For all liquor licence applications, Council wishes to note the recent investigations and reports into the consumption of alcohol in the Northern Territory and notes support for limiting the harmful use of alcohol in the community.

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

Yours faithfully

Mark Hogan
Planning & Development Program Leader



COUNCIL REPORT

Agenda Item Number:	14.03.02
Report Title:	Proposed Community Building Relocation
Author & Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	15/03/2022
Attachments:	Attachment A – Map of Proposed New Site for Community Building

Executive Summary

This report updates Councillors on progress with the proposed relocation of the still to be constructed community building from 7 Bees Creek Road to Crown land adjacent to Freds Pass Reserve, and proposes Council give in-principle support to the relocation.

Recommendation

THAT Council:

1. note the investigation underway to determine the viability to relocate the proposed community building from 7 Bees Creek Road to the Crown Land adjacent to Fred's Pass Reserve; and
2. resolve to submit a variation to the Commonwealth for LRCI Phase 2 to replace the new community room project with a project to reseal Council roads.

Background

At Budget Workshop 1 on 5 February 2022 Councillors have indicated positive support to relocate the proposed phase 2 LRCI project of a community building to Crown land adjacent the Freds Pass Reserve. The land is utilised by the Reserve for parking and storage as well as by the Smile a Mile Toy Library.

The proposed new site for the community building is shown in Attachment A. The building is proposed to be located on lot number 580. Lot 590 is occupied by the Smile a Mile Toy Library. Lots 580, 590 and 0 are all Crown owned. Council staff are in discussion with the Department of Infrastructure, Planning and Logistics (DIPL) officers regarding the potential transfer of ownership or arranging a long-term lease over these lots.

The proposed relocation will enhance access to and utilisation of the multi-purpose community building, which Council will also utilise for Council meetings. There is an outside possibility that the building could also be designed to be an interim library if sufficient additional grant funding can be identified to change the current design of the community hall.

Council has previously received a positive indication from Bendigo Bank that \$500,000 might be available for a community purpose building on the Reserve. However, a portion of this potential grant might have to be used for the additional cost to relocate the building to Freds Pass. These additional costs include providing additional power and water to Freds Pass, carry out survey of the site including identifying existing services and revised architectural design to suit the new site. It is therefore foreseen at this early stage that additional funds will have to be sourced in order to design and construct a building that will be suitable to attract funding from the Bendigo Bank.

Following Council's initial unofficial support for this proposal a number of steps have been undertaken.

1. Meeting with the Department of Infrastructure, Planning and Logistics (DIPL) officers responsible for applications for crown leases for community purposes to understand the process involved in obtaining a reasonable length crown lease. An application has now been submitted to DIPL to enable the process to commence to obtain a long term lease for these Crown owned land lots.
2. Initial discussions with the Freds Pass Sport and Recreation Reserve Board (the Reserve), which have been very supportive.
3. Contact with the Bendigo Bank has been made to reopen negotiations for the grant.
4. Seeking Commonwealth in-principle approval for the transfer of the community building from phase 2 LRCI to phase 3. The Commonwealth have indicated that a variation request is to be submitted if the Community Building approved under LRCI Phase 2 is to be moved to LRCI Phase 3 and the Community Building is to be replaced by a roads reseal project. They have again reconfirmed that the money already spent on the Community Building will have to be funded by Council if this project is cancelled (i.e. not included in LRCI Phase 2 or Phase 3).
5. Commissioning a review of the water and electrical supply requirements to the proposed site and an estimate of cost involved in bringing both to the standards required. At the time of writing this report it has been confirmed by the consultant that there is insufficient power supply to these new Crown owned lots and a new transformer will have to be installed to supply power to any new infrastructure, including the proposed Community Building. The consultant is busy with a high level cost estimate to install this transformer and associated infrastructure as well as an assessment should the Community Building alternatively be located at the existing Community Hall at Fred's Pass.
6. Discussion with DIPL regarding access off Stuart Highway has been held and the advice by DIPL is that there are no plans in the medium term to upgrade the intersection and service road off Stuart Highway.

Once all the above mentioned loose ends have been clarified a report will be tabled for Council to resolve to move the proposed Community Building to Freds Pass. That will provide the certainty to finalise the list of projects, through a Council resolution, to be submitted to the Commonwealth for LRCI Phase 3. Once these have been finalised then the next steps will be to commence with the design alterations of the Community Building to the new location. This will include a survey of the new site which will include identifying and surveying existing services, as well as a determination of

whether the same building design will fit the new location. These will require the engagement of external consultants.

At the Jan 2021 Ordinary Council meeting Council resolved as follows.

“THAT Council select the following:

1. *for the 2021/22 Local Government Priority Infrastructure Funding grant application*
 - a) *Irrigation installation at Thorak Cemetery*
 - b) *Solar panels installation at Thorak Cemetery*
 - c) *Solar panels installation at Humpty Doo Waste Transfer Station; and*
2. *for the Local Roads and Community Infrastructure Phase 2 grant application:*
 - a) *Mira Square project*
 - b) *New Community Room at Council’s main building.”*

The LRCI Phase 2 grant of \$1,460,870 was allocated to the Community Building at \$1,160,870 and the Mira Square project at \$300,000. It is recommended that the Community Building project gets moved to LRCI Phase 3 and replaced with the next priority projects for road reseals. The benefit of the road reseals is that there is no design work required and Council can therefore complete this project by the June 2022 deadline set by the Commonwealth.

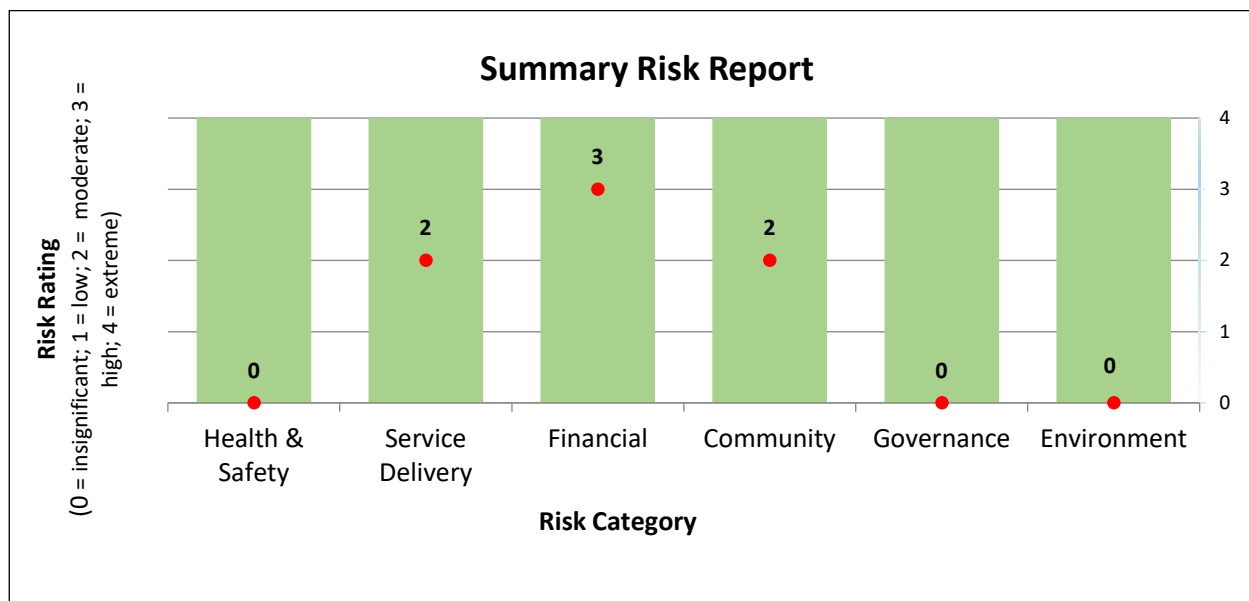
Links with Strategic Plan

A Great Place to Live - Development and Open Space

Legislative and Policy Implications

GOV12 Land Acquisition Policy

Risks



Service Delivery

At this stage there are several loose ends which could jeopardise the delivery of this project. These are discussed above in this report.

Financial

The financial risk to Council in relocating the community building is not well understood at the moment. It is certain that there will be additional cost in relocating the building. It is anticipated that the additional cost could be absorbed through Phase 3 LRCI grant funding. There is also an almost certain risk that the design stage cost already spent, and which was covered through the Phase 2 LRCI grant may have to be funded by Council if the project does not go ahead.

Community

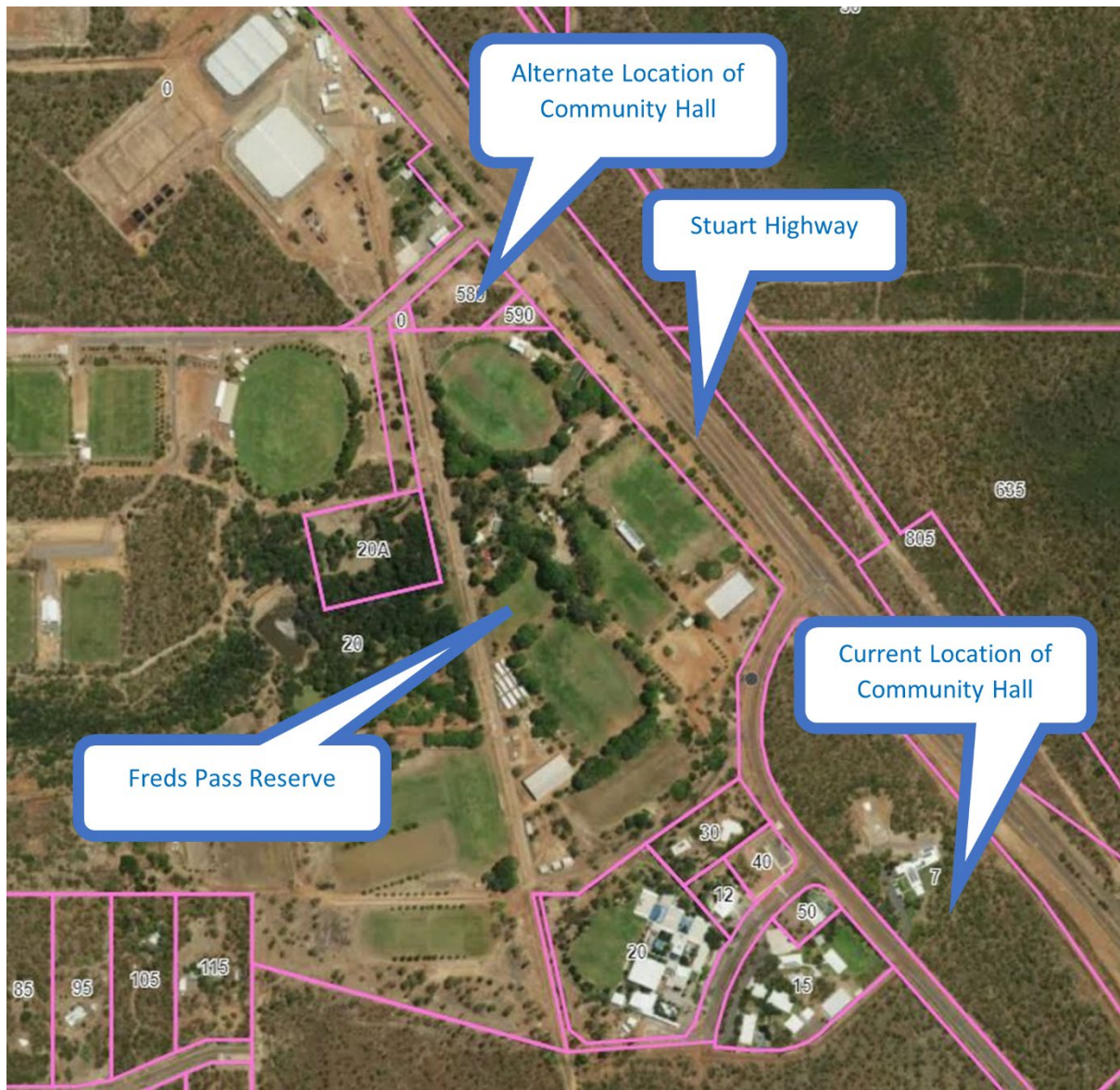
The Smile a Mile Toy Library currently leases site 590 from Crown. At this stage it is unknown what the arrangement of this lease is and what risks there will be to Council if the lease is transferred to Council. It is foreseen that if this parcel of land is transferred or leased to Council then the Toy Library will have to be treated the same as other community groups which would likely include entering into a formal occupancy permit or similar to ensure Council's risks are minimised. There is also the potential for an increased call on Council to meet repairs and maintenance costs of the building occupied by the Toy Library. An option for consideration would be to exclude this parcel of land from negotiation with DIPL.

Community Engagement

At this stage no community engagement has been undertaken except for the discussions with the Freds Pass Board. No discussions with the Toy Library have been held.

ATTACHMENT A

Map of Proposed New Site for Community Building





COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 15 February 2022

15 Other Business

16 Confidential Items

16.01 Tender Award RFT21-285 Maintenance of Pavement, Repairs and New Works
(To be sent under separate cover)

16.02 Breach of Code of Conduct Complaint

17 Close of Meeting