



## COUNCIL MINUTES

---

### LITCHFIELD COUNCIL MEETING

#### Minutes of Meeting

held in the Council Chambers, Litchfield  
on Thursday 28 January 2021 at 6:30pm

---

<b>Present</b>	Maree Bredhauer Christine Simpson Kirsty Sayers-Hunt Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward Councillor East Ward Councillor North Ward
<b>Staff</b>	Daniel Fletcher Leon Kruger Arun Dias Diana Leeder Debbie Branson	Chief Executive Officer General Manager Infrastructure & Operations Acting General Manager Business Excellence Acting Executive Community Services Manager Executive Assistant
<b>Public</b>	As per Attendance List	

---

#### 1. OPENING OF THE MEETING

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

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

#### 2. 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.

**3. APOLOGIES AND LEAVE OF ABSENCE**

Doug Barden - Councillor South Ward

Moved: Cr Salter

Seconded: Deputy Mayor Simpson

THAT Council notes and approves Cr Barden's apology.

**CARRIED (4-0)-2021/119**

**4. DISCLOSURES OF INTEREST**

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

No disclosures of interest were declared.

**5. CONFIRMATION OF MINUTES**

Moved: Cr Sayers-Hunt

Seconded: Deputy Mayor Simpson

THAT Council confirm the minutes of the:

- Special Council Meeting Minutes held 2 December 2020, pages 311 November 2020, pages 3;
- Council Meeting Minutes held 9 December 2020, pages 9; and
- Council Meeting Confidential Minutes held 9 December 2020, pages 2.

**CARRIED (4-0)-2021/120**

**6. BUSINESS ARISING FROM THE MINUTES**

Moved: Cr Sayers-Hunt

Seconded: Deputy Mayor Simpson

THAT Council receives and notes the Action List.

**CARRIED (4-0)-2021/121**

**7. PRESENTATIONS**

Nil.

**8. PETITIONS**

Nil.

**9. PUBLIC QUESTIONS**

**9.1 Mr Mackay – Insurance Premium**

Mr Mackay questioned the 17% increase over budget for the cost of insurance and the increase in expenses in Council managing the Humpty Doo Village Green.

The Chief Executive Officer advised that the insurance fees were costs invoiced by the provider however Council is working to maintain the lowest premiums possible.

The Chief Executive Officer also advised that the costs relating to the Humpty Doo Village Green are associated with Council following the appropriate procurement procedures and processes under legislation and Council policy.

Mayor Bredhauer thanked Mr Mackay for his questions.

**10. ACCEPTING OR DECLINING LATE ITEMS**

Nil.

**11. NOTICES OF MOTION**

Nil.

**12. MAYORS REPORT**

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

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

**CARRIED (4-0)-2021/122**

**13. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES**

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

Moved: Deputy Mayor Simpson  
Seconded: Cr Sayers-Hunt

THAT Council note the Councillors' verbal report.

**CARRIED (4-0)-2021/123**

**14. FINANCE REPORT**

**14.1 Litchfield Council Finance Report – December 2020**

Moved: Cr Sayers-Hunt  
Seconded: Cr Salter

THAT Council note the Litchfield Council Finance Report for the period ended 31 December 2020.

**CARRIED (4-0)-2021/124**

**15. OFFICERS REPORTS**

**15.1 Council Leadership & Community Services**

**15.1.1 Municipal Plan 2020-21 Quarterly Performance Report October – December 2020**

Moved: Cr Salter  
Seconded: Deputy Mayor Simpson

THAT Council receives the Municipal Plan 2020-21 Quarterly Performance Report for the second quarter ending 31 December 2020.

**CARRIED (4-0)-2021/125**

### 15.1.2 LGANT – Neighbourhood Watch NT Nomination

Moved: Deputy Mayor Simpson  
Seconded: Cr Sayers-Hunt

THAT Council advise the Local Government Association of the Northern Territory that Mayor Maree Bredhauer be nominated to represent Local Government Association of the Northern Territory on Neighbourhood Watch Northern Territory.

**CARRIED (4-0)-2021/126**

### 15.1.3 Approach to Regulatory Services

*Diana Leeder, Acting Executive Community Services Manager presented to the meeting at 7:04pm*

Moved: Cr Salter  
Seconded: Deputy Mayor Simpson

THAT Council:

1. receive and note the report on the Approach to Regulatory Services; and
2. adopt the points listed below as the preferred approach to Regulatory Services –
  - focus on dog management through the implementation of the Animal Management Plan and the enforcement of the Litchfield (Animal Management) By-laws;
  - development of an enforcement policy for adoption by Council, as outlined in the Animal Management Plan, and increase enforcement, to deter non-compliance and encourage responsible dog ownership;
  - employment of a temporary Business Support (Animal Management) Officer as a trial 12-month project, funded through registration revenue generation;
  - for animals other than dogs, continue to provide residents with information about appropriate other avenues including civil action and not commence issuing regulatory orders for animal nuisance, due to the time and resource commitment involved to achieve limited success;
  - extend the time frame for removal of abandoned vehicles by Council staff to 14 days to manage community expectations and staff availability; and
  - consider including the provision of microchipping in standard registration fees for a dog when determining the 2021/22 fees and charges.

**CARRIED (4-0)-2021/127**

#### **15.1.4 Southport Progress Association – Lease for Mira Square**

Moved: Cr Sayers-Hunt  
Seconded: Cr Salter

THAT Council:

1. receive and note this report; and
2. authorise the application of the common seal to the lease with Southport Progress Association for Mira Square, as shown in Attachment A to this report, and the signing by the Mayor and the Chief Executive Officer.

**CARRIED (4-0)-2021/128**

#### **15.1.5 Appointment of Committee Member to the Howard Park Reserve Committee**

Moved: Deputy Mayor Simpson  
Seconded: Cr Salter

THAT Council:

1. appoints Mr Gerard Maley to the Howard Park Reserve Committee for a term of three years, commencing 29 January 2021; and
2. writes to Mr Gerard Maley to inform him of Council's decision.

**CARRIED (4-0)-2021/129**

#### **15.1.6 Humpty Doo Village Green – Management of Reserve**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT Council:

1. note this report;
2. approve one-off increase in the current 2020/21 budget for the Humpty Doo Village Green of \$10,000 to allow for the forecasted increase in operational expenditure for the remainder of the 2020/21 year;
3. approves and delegates the Chief Executive Officer the authority to commence negotiations on a formal agreement with the current caretaker for services beyond 16 February 2021;
4. request that a budget of \$40,000 be included in the future budget register for Council consideration in the 2021/22 Budget to fund a Master Plan for the Humpty Doo Village Green.

**CARRIED (4-0)-2021/130**

#### **15.1.7 Draft Litchfield Sport Recreation and Open Space Strategy**

Moved: Deputy Mayor Simpson  
Seconded: Cr Sayers-Hunt

THAT Council:

1. receive and note the draft Sport, Recreation and Open Space Strategy; and
2. endorse the draft Sport, Recreation and Open Space Strategy for public consultation for a period of 21 days commencing 29 January 2021.

**CARRIED (4-0)-2021/131**

*Diana Leeder, Acting Executive Community Services Manager departed at 7:37pm*

#### **15.2 Business Excellence**

*Bianca Hart, Acting Manager Corporate Services presented to the meeting at 7:37pm*

##### **15.2.1 Work Team Presentation - Finance**

Moved: Deputy Mayor Simpson  
Seconded: Cr Sayers-Hunt

THAT the Work Team Presentation – Finance be received and noted.

**CARRIED (4-0)-2021/132**

*Bianca Hart, Acting Manager Corporate Services departed at 7:40pm*

##### **15.2.2 SCALE Funding Extension**

Moved: Cr Sayers-Hunt  
Seconded: Cr Salter

THAT Council note the Northern Territory Governments approval of extension, with all Special Community Assistance and Local Employment grant funding to be fully expended on or before 31 March 2021 and revised date for certification report submission being on or before 15 April 2021.

**CARRIED (4-0)-2021/133**

### **15.2.3 People and Performance Monthly Report**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT Council note the People and Performance Monthly Report for December 2020.

**CARRIED (4-0)-2021/134**

## **15.3 Infrastructure & Operations**

### **15.3.1 Summary Planning and Development Report January 2021**

Moved: Deputy Mayor Simpson  
Seconded: Cr Sayers-Hunt

THAT Council:

1. receives the January 2021 Summary Planning and Development Report, and
2. notes for information the responses provided to relevant agencies within Attachments A-G to this report.

**CARRIED (4-0)-2021/135**

### **15.3.2 Selection of Projects for Phase 2 of LRCI and 2020/21 and LGPIF Funding**

Moved: Deputy Mayor Simpson  
Seconded: Cr Sayers-Hunt

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.

**CARRIED (4-0)-2021/136**

## **16. COMMON SEAL**

Nil.



## **17. OTHER BUSINESS**

### **17.1 Wendy Smith's Resignation**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT the Mayor and Councillors extend their appreciation to Wendy Smith for her contribution in the community within her role as Planning Manager.

**CARRIED (4-0)-2021/137**

## **18. PUBLIC QUESTIONS**

Nil.

## **19. CONFIDENTIAL ITEMS**

Moved: Deputy Mayor Simpson  
Seconded: Cr Salter

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

### **19.1 Administrative Review Committee Meeting Minutes – 24 December 2020**

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

**CARRIED (4-0)-2021/138**

The meeting was closed to the public at 8:04pm.

Moved: Deputy Mayor Simpson  
Seconded: Cr Sayers-Hunt

THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) regulations the meeting be re-opened to the public.

**CARRIED (4-0)-2021/140**

The meeting moved to Open Session at 8:11pm.

## **20. CLOSE OF MEETING**

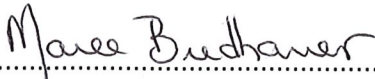
The Chair closed the meeting at 8:12pm.

**21. NEXT MEETING**

Wednesday 17 February 2021.

**MINUTES TO BE CONFIRMED**

Wednesday 17 February 2021

  
.....

Mayor  
Maree Bredhauer

 24-2-21  
.....  
Chief Executive Officer  
Daniel Fletcher