



# AGENDA

## 4<sup>th</sup> Ordinary Council Meeting

### 11<sup>th</sup> Council of Litchfield

### **TUESDAY 14/12/2021**

Meeting to be held commencing 6:00pm  
in Council Chambers at 7 Bees Creek Road, Freds Pass  
[https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89\\_2eg/live](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 14 December 2021

#### **1. Acknowledgement of Traditional Ownership**

Council would like to acknowledge the traditional custodians of this land on which we meet tonight. We pay our respects to the Elders past, present and future for their continuing custodianship of the land and the children of this land across generations.

#### **2. Opening of Meeting**

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

#### **3. Electronic Attendance / Apologies and Leave of Absence**

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

#### **4. Disclosures of Interest**

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

- 4.01 Elected Members
- 4.02 Staff

## **5. Confirmation of Minutes**

### 5.01 Confirmation of Minutes

- Special Council Meeting Minutes held 9 November 2021, 3 pages;
- Ordinary Council Meeting held Tuesday 16 November 2021, 12 pages;  
and
- Ordinary Council Meeting Confidential Section held Tuesday 16 November 2021, 2 pages.

### 5.02 Council Action Sheet / Business Arising from Previous Meetings



## SPECIAL COUNCIL MINUTES

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### LITCHFIELD COUNCIL MEETING

**Minutes of Special Meeting**  
**held in the Council Chambers, Litchfield**  
**on Tuesday 9 November 2021 at 6:26pm**

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|                |                 |   |
|----------------|-----------------|---|
| <b>Present</b> | Doug Barden     | Mayor   |
|                | Andrew Mackay   | Councillor Central Ward (Electronic Attendance) |
|                | Kevin Harlan    | Councillor Central Ward                         |
|                | Mark Sidey      | Councillor South Ward (Electronic Attendance)   |
|                | Emma Sharp      | Councillor South Ward                           |
|                | Rachael Wright  | Councillor North Ward (Electronic Attendance)   |
|                | Mathew Salter   | Councillor North Ward                           |
| <b>Staff</b>   | Daniel Fletcher | Chief Executive Officer                         |
|                | Leon Kruger     | General Manager Infrastructure & Operations     |
|                | Arun Dias       | General Manager Business Excellence             |
|                | Debbie Branson  | Executive Assistant                             |

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#### 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 recording of the meeting will be made for minute taking purposes as authorised by the Chief Executive Officer.

### **3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE**

#### **3.01 Electronic Attendance**

Moved: Cr Harlan  
Seconded: Deputy Mayor Salter

THAT pursuant to GOV02 Council's Meeting Procedures, Council provided permission for the following Councillors to attend the Special Council Meeting electronically:

Cr Andrew Mackay, Cr Rachael Wright and Cr Mark Sidey.

**CARRIED (7-0) SCM2021 11-010**

#### **3.02 Apologies**

Nil.

#### **3.03 Leave of Absence Previously Granted**

Nil.

#### **3.04 Leave of Absence Request**

Nil

### **4. DISCLOSURE OF INTEREST**

#### **4.01 Elected Members**

No disclosures of interest were declared.

#### **4.02 Staff**

No disclosures of interest were declared.

### **5. PUBLIC QUESTIONS**

Nil

## **6. OFFICERS REPORTS**

### **6.01 Draft Litchfield Council Annual Report 2020-21**

Moved: Cr Sidey  
Seconded: Deputy Mayor Salter

THAT Council:

1. receive and endorse the Draft Litchfield Council Annual Report 2020-21;
2. forward a copy of the Litchfield Council Annual Report 2020-21 to the Minister Local Government;
3. publish the Litchfield Council Annual Report 2020-21 on Council's website;
4. publish a notice in the NT News informing the public that copies of the report may be downloaded from Council's website or obtained from Council's Office, Bees Creek Road, Freds Pass;
5. all references to the Litchfield Council Annual Plan for 2021-2022 be removed;
6. that the Key Performance Indicators reflect the same headings as in the Municipal Plan; and
7. authorise the Chief Executive Officer to make minor amendments.

**CARRIED (5-2) SCM2021 11-011**

## **7. CONFIDENTIAL ITEMS**

Nil.

## **8. CLOSE OF MEETING**

The Chair closed the meeting at 6:50pm.

### **MINUTES TO BE CONFIRMED**

Tuesday 14 December 2021.

.....  
Mayor  
Doug Barden

.....  
Chief Executive Officer  
Daniel Fletcher





## COUNCIL MINUTES

### LITCHFIELD COUNCIL MEETING

**Minutes of Ordinary Meeting**  
**held in the Council Chambers, Litchfield**  
**on Tuesday 16 November 2021 at 6:05pm**

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

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#### 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: Cr Sharp

Seconded: Cr Harlan

THAT pursuant to GOV02 Council's Meeting Procedures, Council provided permission for the following Councillors to attend the Ordinary Council Meeting electronically:

Cr Rachael Wright and Cr Mark Sidey.

**CARRIED (7-0) ORD2021 11-039**

#### **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**

**Item 16.1 – Award Period Contract RFT21-284 Sealed Pavement Maintenance – Cr Harlan**

As per Section 115 of the *Local Government Act 2019*, Cr Harlan disclosed an interest in Item 16.1 – Award Period Contract RFT21-284 Sealed Pavement Maintenance and advised he would leave the meeting whilst the matter is under consideration.

#### **4.2 Staff**

No disclosures of interest were declared.

**5. CONFIRMATION OF MINUTES**

**5.1 Confirmation of Minutes**

Moved: Cr Mackay  
Seconded: Cr Wright

THAT Council confirm the Ordinary Council Meeting minutes held 19 October 2021, 10 pages.

**CARRIED (7-0) ORD2021 11-040**

**5.2 Council Action Sheet / Business Arising from Previous Meetings**

Moved: Cr Harlan  
Seconded: Cr Sharp

THAT Council receive and note the Action List.

**CARRIED (7-0) ORD2021 11-041**

**6. PETITIONS**

Nil.

**7. DEPUTATIONS AND PRESENTATIONS**

Nil.

**8. PUBLIC QUESTIONS**

Nil.

**9. ACCEPTING OR DECLINING LATE ITEMS**

Nil.

**10. NOTICES OF MOTION**

Nil.

**11. MAYORS REPORT**

Moved: Cr Sidey  
Seconded: Cr Harlan

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

**CARRIED (7-0) ORD2021 11-042**

## **12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES**

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

Moved: Cr Wright

Seconded: Cr Harlan

THAT Council note the Councillors' verbal reports.

**CARRIED (7-0) ORD2021 11-043**

## **13. WORK TEAM PRESENTATION**

*Paul Wilson, Resource Recovery Program Leader attended and presented to the meeting at 6:18pm*

### **13.01 Waste Management Team Presentation**

Moved: Cr Harlan

Seconded: Cr Sharp

THAT Council receive and note the Work Team Waste Management Presentation.

**CARRIED (7-0) ORD2021 11-044**

*Paul Wilson, Resource Recovery Program Leader left the meeting at 6:23pm*

## **14. OFFICERS' REPORTS**

### **14.01 Business Excellence**

#### **14.01.01 Litchfield Council Finance Report – October 2021**

Moved: Cr Mackay

Seconded: Deputy Mayor Salter

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

**CARRIED (7-0) ORD2021 11-045**

*Danny Milincic, Manager People and Performance attended and presented to the meeting at 6:30pm*

#### **14.01.02 People, Performance and Governance Monthly Report – October 2021**

Moved: Cr Wright

Seconded: Cr Harlan

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

**CARRIED (7-0) ORD2021 11-046**

*Danny Milincic, Manager People and Performance left the meeting at 6:37pm*

**14.01.03 Risk Management Audit Committee Minutes – 26 October 2021**

Moved: Deputy Mayor Salter  
Seconded: Cr Sidey

THAT Council receive and note the Risk Management Audit Committee unconfirmed minutes from 26 October 2021 meeting, as at Attachment A.

**CARRIED (7-0) ORD2021 11-047**

*Danny Milincic, Manager People and Performance attended and presented to the meeting at 6:41pm*

**14.01.04 Pursual of Non-Voters – Litchfield Council Election 2021**

Moved: Cr Sidey

THAT Council:

1. note the Pursual of Non-voters – Litchfield Council Election 2021 report; and
2. notify the Northern Territory Electoral Commission that Litchfield Council does intend to pursue non-voters.

**MOTION LAPSED**

Moved: Mayor Barden  
Seconded: Cr Wright

THAT Council:

1. note the Pursual of Non-voters – Litchfield Council Election 2021 report; and
2. notify the Northern Territory Electoral Commission that Litchfield Council does not intend to pursue non-voters.

**CARRIED (5-2) ORD2021 11-048**

*Danny Milincic, Manager People and Performance left the meeting at 6:50pm*

**14.02 Council Leadership & Community Services**

**14.02.01 Ordinary Council Meeting – December 2021**

Moved: Cr Sidey  
Seconded: Cr Sharp

THAT Council reschedule the Ordinary Council Meeting in December 2021 from Tuesday 7 December 2021 to Tuesday 14 December 2021 at 6:00pm in the Council Chambers.

**CARRIED (7-0) ORD2021 11-049**

*Diana Leeder, Executive Manager Community Inclusion attended and presented to the meeting at 6:52pm*

**14.02.02 Acquittal of Northern Territory Library Special Purpose Grant 2018/19**

Moved: Deputy Mayor Salter  
Seconded: Cr Harlan

THAT Council:

1. receive and note the Special Purpose Grant Acquittal report; and
2. approve the acquittal of the Special Purpose Grant for the Library Shared Services Framework to the value of \$25,000 as of 30 June 2021.

**CARRIED (7-0) ORD2021 11-050**

**14.02.03 Freds Pass Sport and Recreation Board Memorandum of Understanding and Funding Agreement**

Moved: Cr Sharp  
Seconded: Cr Harlan

THAT Council receive and note the report.

**CARRIED (7-0) ORD2021 11-051**

**14.02.04 Progress Report – Reconciliation Action Plan**

Moved: Cr Harlan  
Seconded: Cr Sidey

THAT Council receive and note the Reconciliation Action Plan Progress Report.

**CARRIED (7-0) ORD2021 11-052**

**14.02.05 Freds Pass Rural Show Committee Funding Request**

Moved: Cr Mackay  
Seconded: Mayor Barden

THAT Council:

1. acknowledge the contribution of the Freds Pass Rural Show Inc. as a major event for the Litchfield Municipality, supporting the display of local businesses, community groups and organisations and talent of residents and making a significant contribution to the local economy; and
2. continue to support the Freds Pass Rural Show Inc. with a one-year funding agreement of \$45,000 for the 2022 Show; and
3. any future funding be considered by Council during budget deliberations.

**14.02.05 Freds Pass Rural Show Committee Funding Request (Cont.)**

**AMENDMENT**

Moved: Cr Harlan

Seconded: Cr Sidey

THAT Council:

1. acknowledge the contribution of the Freds Pass Rural Show Inc. as a major event for the Litchfield Municipality, supporting the display of local businesses, community groups and organisations and talent of residents and making a significant contribution to the local economy; and
2. continue to support the Freds Pass Rural Show Inc. with a two-year funding agreement of \$45,000 for the 2022 and 2023 Show; and
3. any future funding be considered by Council during budget deliberations.

**CARRIED (4/3) ORD2021 11-053**

**THE AMENDMENT BECAME THE MOTION**

THAT Council:

1. acknowledge the contribution of the Freds Pass Rural Show Inc. as a major event for the Litchfield Municipality, supporting the display of local businesses, community groups and organisations and talent of residents and making a significant contribution to the local economy; and
2. continue to support the Freds Pass Rural Show Inc. with a two-year funding agreement of \$45,000 for the 2022 and 2023 Show; and
3. any future funding be considered by Council during budget deliberations.

*Diana Leeder, Executive Manager Community Inclusion left the meeting at 7:31pm*

*Nicky McMaster, Manager Communications and Engagement attended and presented to the meeting at 7:31pm*

**14.02.06 Howard Park and Knuckey Lagoon Recreation Reserves Committee Minutes**

*Cr Harlan left the meeting at 7:35pm and returned at 7:38pm*

Moved: Cr Wright

Seconded: Cr Sharp

THAT Council receive and note:

1. the unconfirmed Knuckey Lagoon Committee Minutes of 21 October 2021, at Attach A; and
2. the unconfirmed Howard Park Committee Minutes of 18 October 2021, at Attachment B.

**CARRIED (7-0) ORD2021 11-054**

**14.02.07 COR01 Media Policy**

Moved: Cr Wright  
Seconded: Cr Harlan

THAT Council:

1. adopt the amended COR01 Media Policy; and
2. approve the Chief Executive Officer can make minor amendments.

**CARRIED (7-0) ORD2021 11-055**

**14.02.08 COR02 Community Engagement Policy**

Moved: Cr Sharp  
Seconded: Cr Harlan

THAT Council:

1. adopt the amended COR02 Community Engagement Policy; and
2. approve the Chief Executive Officer to make minor amendments.

**CARRIED (7-0) ORD2021 11-056**

*Nicky McMaster, Manager Communications and Engagement left the meeting at 7:51pm*

**14.03 Infrastructure and Operations**

*Mark Hogan, Planning & Development Program Leader attended and presented to the meeting at 7:52pm*

**14.03.01 Summary Planning and Development Report October 2021**

Moved: Deputy Mayor Salter  
Seconded: Cr Wright

THAT Council:

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

**CARRIED (7-0) ORD2021 11-057**

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



*Rodney Jessup, Manager Infrastructure and Assets attended and presented to the meeting at 8:00pm*

**14.03.02 Fleet, Plant and Equipment Asset Management Plan 2021-2031**

Moved: Cr Mackay  
Seconded: Cr Sidey

THAT Council:

1. adopt the Fleet, Plant and Equipment Asset Management Plan 2021-2031; and
2. approve the Chief Executive Officer to make minor amendments.

**AMENDMENT**

Moved: Deputy Mayor Salter  
Seconded: Cr Harlan

THAT the matter lay on the table for the purpose of seeking further clarification around the document and to be presented at the Ordinary Council Meeting scheduled 14 December 2021.

**MOTION LOST (2-5)**

**THE ORIGINAL MOTION WAS PUT**

THAT Council:

1. adopt the Fleet, Plant and Equipment Asset Management Plan 2021-2031; and
2. approve the Chief Executive Officer to make minor amendments.

**CARRIED (5-2) ORD2021 11-058**

*Rodney Jessup, Manager Infrastructure and Assets left the meeting at 8:14pm*

Mark Hogan, Planning & Development Program Leader attended and presented to the meeting at 8:14pm

**14.03.03 Proposed Place Names – Subdivision 176 Bees Creek Road**

Moved: Cr Mackay  
Seconded: Cr Harlan

THAT Council:

1. support the proposed road names as follows:

|            | Preferred          | Alternate      | Alternate        |
|------------|--------------------|----------------|------------------|
| Road One   | Pencilflower Road  | Savanna Road   | Mimosa Road      |
| Road Two   | Silver Wattle Road | Scarlet Road   | Turkey Bush Road |
| Road Three | Messmate Road      | Sand Palm Road | Stringybark Road |

2. provide a letter of comment to the NT Place Names unit and the NT Place Names Committee detailing the above resolution.

**CARRIED (7-0) ORD2021 11-059**

Mark Hogan, Planning & Development Program Leader left the meeting at 8:20pm

**14.03.04 Preparation of Business Case for Kerbside Collection and Associated Waste Operations**

Moved: Cr Sharp  
Seconded: Cr Harlan

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.

**CARRIED (7-0) ORD2021 11-060**

**15. OTHER BUSINESS**

Cr MacKay left the meeting at 8:33pm and returned at 8:35pm

Cr Harlan questioned the following:

- information on the Litchfield Council website relating to the Litchfield Women in Business Network Committee;
- recording votes for and against;
- works delayed on Power Road;
- an outstanding issue through Snap, Send Solve.

The questions were taken on notice.

## 16. CONFIDENTIAL ITEMS

Moved: Cr Mackay  
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 Award Period Contract – RFT21-284 Sealed Pavement Maintenance

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

**CARRIED (7-0) ORD2021 11-061**

The meeting was closed to the public at 8:38pm.

*Cr Kevin Harlan left the meeting at 8:38pm due to a Disclosure of Interest in Item 16.1 – Award Period Contract – RFT21-284 Sealed Pavement Maintenance.*

*Cr Kevin Harlan returned to the meeting at 8:46pm.*

Moved: Cr Mackay  
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 re-opened to the public.

**CARRIED (7-0) ORD2021 11-063**

The meeting moved to Open Session at 8:46pm.

### 16.01 Award Period Contract RFT21-284 Sealed Pavement Maintenance

THAT Council:

1. receive and note the Tender Evaluation Report for RFT21-284;
2. note that the report contains commercial in-confidence information;
3. award the contract for RFT21-284 Sealed Pavement Maintenance to F & J Bitumen Services Pty Ltd at an estimated value of \$617,329.52 (GST Exclusive);
4. determines that this report remains confidential; and
5. resolve to make the resolution public.

## 17. CLOSE OF MEETING

The Chair closed the meeting at 8:47pm.

**18. NEXT MEETING**

Tuesday 14 December 2021.

**MINUTES TO BE CONFIRMED**

Tuesday 14 December 2021

.....  
Mayor  
Doug Barden

.....  
Chief Executive Officer  
Daniel Fletcher

Unconfirmed



## COUNCIL AGENDA

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### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 14 December 2021

**6      Petitions**

**7      Deputations and Presentations**

**8      Public Questions**

**9      Accepting or Declining Late Items**

**10     Notices of Motion**

**11     Mayors Report**

11.01     Mayors Report



## COUNCIL REPORT

|   |                        |
|---|------------------------|
| <b>Agenda Item Number:</b>                | 11.01                  |
| <b>Report Title:</b>                      | Mayor's Monthly Report |
| <b>Author &amp; Recommending Officer:</b> | Doug Barden, Mayor     |
| <b>Meeting Date:</b>                      | 14/12/2021             |
| <b>Attachments:</b>                       | Nil                    |

### Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 16 November 2021 to 14 December 2021.

### Summary

| Date             | Event  |
|------------------|--|
| 17 November 2021 | NT Farmers – Mango Roads Future Projects                           |
|                  | 2021 Young Territory Author Awards                                 |
| 19 November 2021 | PCA NT Membership meeting  |
|                  | Urban Development Institute of Australia 2021 Gala Dinner          |
| 20 November 2021 | Strategic Plan Workshop  |
| 2 December 2021  | Australia Day Awards Panel Meeting                                 |
| 6 December 2021  | Minister Kate Worden MLA – Litchfield Council Advocacy Projects    |
| 7 December 2021  | Strategic Discussion & Briefing Session                            |
| 9 December 2021  | Knuckey Lagoon Reserve Committee Meeting – Opening of Storage Shed |
| 14 December 2021 | Mayor of Palmerston – Monthly Meeting                              |
|                  | Litchfield Council Ordinary Meeting                                |

## **Recommendation**

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



## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 14 Decmeber 2021

*Council Appointed Representatives* provide a verbal update on activities over the past month relating to the committee meetings to which the Councillor has been formally appointed.

#### 12 Reports from Council Appointed Representatives

| Date        | Meeting  | Representative                                     |
|-------------|--|--|
| 2 December  | Australia Day Awards Selection Panel Meeting     | Full Council                                       |
| 6 December  | Howard Park Reserve Committee Meeting            | Cr Salter  |
| 7 December  | Local Government Association of the NT Executive | Cr Sidey (TBC)                                     |
| 9 December  | Knuckey Lagoon Reserve Committee Meeting         | Cr Wright  |
| 11 December | Community Grants Committee Meeting               | Mayor Barden<br>Cr Harlan<br>Cr Mackay<br>Cr Sharp |

#### RECOMMENDATION

THAT Council note the verbal updates provided by the representatives.





## COUNCIL AGENDA

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### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 14 December 2021

|           |                               |
|-----------|-------------------------------|
| <b>13</b> | <b>Work Team Presentation</b> |
|-----------|-------------------------------|

|       |                      |
|-------|----------------------|
| 13.01 | Planning Development |
|-------|----------------------|



## COUNCIL REPORT

|                              |  |
|------------------------------|--|
| <b>Agenda Item Number:</b>   | 13.01  |
| <b>Report Title:</b>         | Work Team Presentation – Planning Development            |
| <b>Author:</b>               | Mark Hogan, Planning & Development Program Leader        |
| <b>Recommending Officer:</b> | Leon Kruger, General Manager Infrastructure & Operations |
| <b>Meeting Date:</b>         | 14/12/2021   |
| <b>Attachments:</b>          | Nil  |

### Executive Summary

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

### Recommendation

THAT the Work Team Presentation – Planning Development be received and noted.

### Background

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

The objectives of the presentation include:

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

### Links with Strategic Plan

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

### Legislative and Policy Implications

Nil.

Risks



N/A

Community Engagement

N/A



## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 14 December 2021

#### **14 Officers Reports**

##### **14.01 Business Excellence**

14.01.01 Litchfield Council Finance Report

14.01.02 Budget Review 1 – 2021/2022

14.01.03 People, Performance and Governance Monthly Report  
November

14.01.04 Overriding Statutory Charge - Unpaid Rates

##### **14.02 Council Leadership & Community Inclusion**

14.02.01 Drafting Instructions Litchfield Public Places By-laws

14.02.02 McMinns Lagoon Recreation Reserve Additional Funding

14.02.03 Livingstone Recreation Reserve Masterplan

##### **14.03 Infrastructure & Operations**

14.03.01 Summary Planning and Development Report November 2021

14.03.02 Girraween Road Speed Limit Reduction 12-Month Review

14.03.03 Asbestos Contamination Rehabilitation

14.03.04 Proposed Updated Waste Fees and Charges

14.03.05 Proposed Place Names – Subdivision 408 Brougham Road



## COUNCIL REPORT

|                              |  |
|------------------------------|--|
| <b>Agenda Item Number:</b>   | 14.01.01   |
| <b>Report Title:</b>         | Litchfield Council Finance Report – November 2021    |
| <b>Author:</b>               | Maxi Smith, Manager Corporate Services               |
| <b>Recommending Officer:</b> | Arun Dias, General Manager Business Excellence       |
| <b>Meeting Date:</b>         | 14/12/2021   |
| <b>Attachments:</b>          | A: Litchfield Council Finance Report – November 2021 |

### Executive Summary

This report presents the Litchfield Council Finance Report for 30 November 2021.

Operational Income reflects the entire year of rates levied. 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 in line with the second instalment falling due at the end of November. Outstanding rates will continue to decline as instalments fall due 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 notes the Litchfield Council Finance Report for 30 November 2021.

### 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

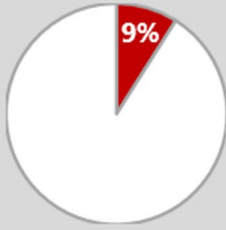
**LITCHFIELD  
COUNCIL**



# Finance Report

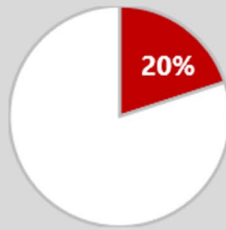
## November 2021

## November 2021 DASHBOARD REPORTING



### Asset Sustainability Ratio

Capital Expenditure  
Actuals \$1.5m  
Target – 30%



### Rates Outstanding

\$2.4m Outstanding  
Target– 18% (\$2.1m and less)

### Current Cash Investments \$23.3m

|         |   |
|---------|---|
| 0 of 18 | Budgeted Capital Programs 2021/22       |
| 3 of 11 | Carry Forward Programs from 2020/21     |
| 1 of 2  | Additional Grant funded Project 2021/22 |
| \$13m   | Forecast Cash Reserves June 2022        |

**\$ 14m**

#### OPERATIONAL REVENUE

\$17m Budget – 81% Target Achieved

**\$ 1.3m**

#### CAPITAL REVENUE

\$2.9m Budget

**\$ 5.6m**

#### OPERATIONAL EXPENSES

\$16m Budget – 35% Spent

**\$ 1.5m**

#### CAPITAL EXPENSES

\$6.9m Budget

**\$ 8.5m**

#### OPERATING SURPLUS

Budget \$1.4m

**\$ (0.2)m**

#### CAPITAL DEFECIT

Budget (\$3.6m)

### RATIOS

**9%** Asset Sustainability  
Target 30% and more

**20%** Rates Outstanding  
Target less than 18%

**53%** Own Source Revenue Ratio  
Target 86% and more

**8.89** 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<br>\$ | 2021/22 YTD Actuals<br>\$ | % of Budget       |
|----------------------------------|----------------------|---------------------------|-------------------|
| <b>REVENUE</b>                   |                      |                           |                   |
| Rates                            | 11,720,414           | 11,776,506                | 100%              |
| Stat Charges                     | 189,000              | 105,543                   | 56%               |
| User Charges                     | 1,289,199            | 879,335                   | 68%               |
| Grants                           | 3,608,882            | 1,238,556                 | 34%               |
| Inv Income                       | 249,500              | 130,032                   | 52%               |
| Other Revenue                    | 485,524              | 39,306                    | 8%                |
| <b>TOTAL REVENUE</b>             | <b>17,542,519</b>    | <b>14,169,278</b>         | <b>81%</b>        |
| <b>EXPENSES</b>                  |                      |                           |                   |
| Employee Costs                   | 7,218,475            | 2,775,079                 | 38%               |
| Auditors Fees                    | 50,000               | 2,953                     | 6%                |
| Bad Debts                        | 900                  | -                         | 0%                |
| Elected Member                   | 307,264              | 112,039                   | 36%               |
| Cemetery Operations              | 392,904              | 140,668                   | 36%               |
| Contractors                      | 4,567,537            | 1,266,817                 | 28%               |
| Energy                           | 193,800              | 61,609                    | 32%               |
| Insurance                        | 311,500              | 354,148                   | 114% <sup>1</sup> |
| Maintenance                      | 453,810              | 209,694                   | 46%               |
| Legal Expenses                   | 82,004               | 7,645                     | 9%                |
| Donations and Community Support  | 130,340              | 11,605                    | 9%                |
| Computer / IT Costs              | 346,250              | 167,212                   | 48% <sup>2</sup>  |
| Parts, Accessories & Consumables | 128,500              | 39,721                    | 31%               |
| Professional Fees                | 1,343,564            | 256,058                   | 19%               |
| Sundry                           | 591,105              | 244,885                   | 41%               |
| <b>TOTAL EXPENSES</b>            | <b>16,117,953</b>    | <b>5,650,133</b>          | <b>35%</b>        |
| <b>RESULT</b>                    | <b>1,424,566</b>     | <b>8,519,146</b>          | <b>598%</b>       |

<sup>1</sup> Exceeds budget due to the inclusion of additional assets and overall increases in the industry.

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

## CONSOLIDATED BALANCE SHEET

|   | 31-Oct-21<br>\$    | 30-Nov-21<br>\$    | Movement<br>\$           |
|---|--------------------|--------------------|--------------------------|
| <b>CURRENT ASSETS</b>                       |                    |                    |                          |
| Cash & Cash Equivalents                     | 1,356,085          | 2,520,934          | 1,164,850                |
| Trade and Other Receivables                 | 7,899,995          | 6,181,243          | (1,718,752) <sup>3</sup> |
| Other Financial Assets                      | 22,321,711         | 23,371,711         | 1,050,000                |
| Other Current Assets                        | 57,795             | 59,664             | 1,868                    |
| <b>TOTAL CURRENT ASSETS</b>                 | <b>31,635,586</b>  | <b>32,133,553</b>  | <b>497,966</b>           |
| <b>NON-CURRENT ASSETS</b>                   |                    |                    |                          |
| Infrastructure, Property, Plant & Equipment | 295,499,202        | 295,499,202        | -                        |
| Other Non-Current Assets                    | 15,363,688         | 16,058,129         | 694,442                  |
| <b>TOTAL NON-CURRENT ASSETS</b>             | <b>310,862,889</b> | <b>311,557,331</b> | <b>694,442</b>           |
| <b>TOTAL ASSETS</b>                         | <b>342,498,476</b> | <b>343,690,884</b> | <b>1,192,408</b>         |
| <b>CURRENT LIABILITIES</b>                  |                    |                    |                          |
| Trade and Other Payables                    | 2,912,228          | 2,967,904          | 55,675                   |
| Current Provisions                          | 646,450            | 646,450            | -                        |
| <b>TOTAL CURRENT LIABILITIES</b>            | <b>3,558,678</b>   | <b>3,614,354</b>   | <b>55,675</b>            |
| <b>NON-CURRENT LIABILITIES</b>              |                    |                    |                          |
| Non-Current Provisions                      | 366,057            | 366,057            | -                        |
| <b>TOTAL NON-CURRENT LIABILITIES</b>        | <b>366,057</b>     | <b>366,057</b>     | <b>-</b>                 |
| <b>TOTAL LIABILITIES</b>                    | <b>3,924,735</b>   | <b>3,980,411</b>   | <b>55,675</b>            |
| <b>NET ASSETS</b>                           | <b>338,573,741</b> | <b>339,710,473</b> | <b>1,136,733</b>         |
| <b>EQUITY</b>                               |                    |                    |                          |
| Accumulated Surplus                         | 23,010,299         | 24,147,032         | 1,136,732                |
| Asset Revaluation Reserve                   | 294,301,835        | 294,301,835        | -                        |
| Other Reserves                              | 21,261,608         | 21,261,608         | -                        |
| <b>TOTAL EQUITY</b>                         | <b>338,573,741</b> | <b>339,710,473</b> | <b>1,136,732</b>         |

<sup>3</sup> Rates outstanding have decreased compared to prior month in line with the second instalment falling due at the end of November

## OPERATING POSITION BY DEPARTMENT

Finance and Waste Management income represents a high % of total yearly income due to rates and waste charges levied in full in July 2021.

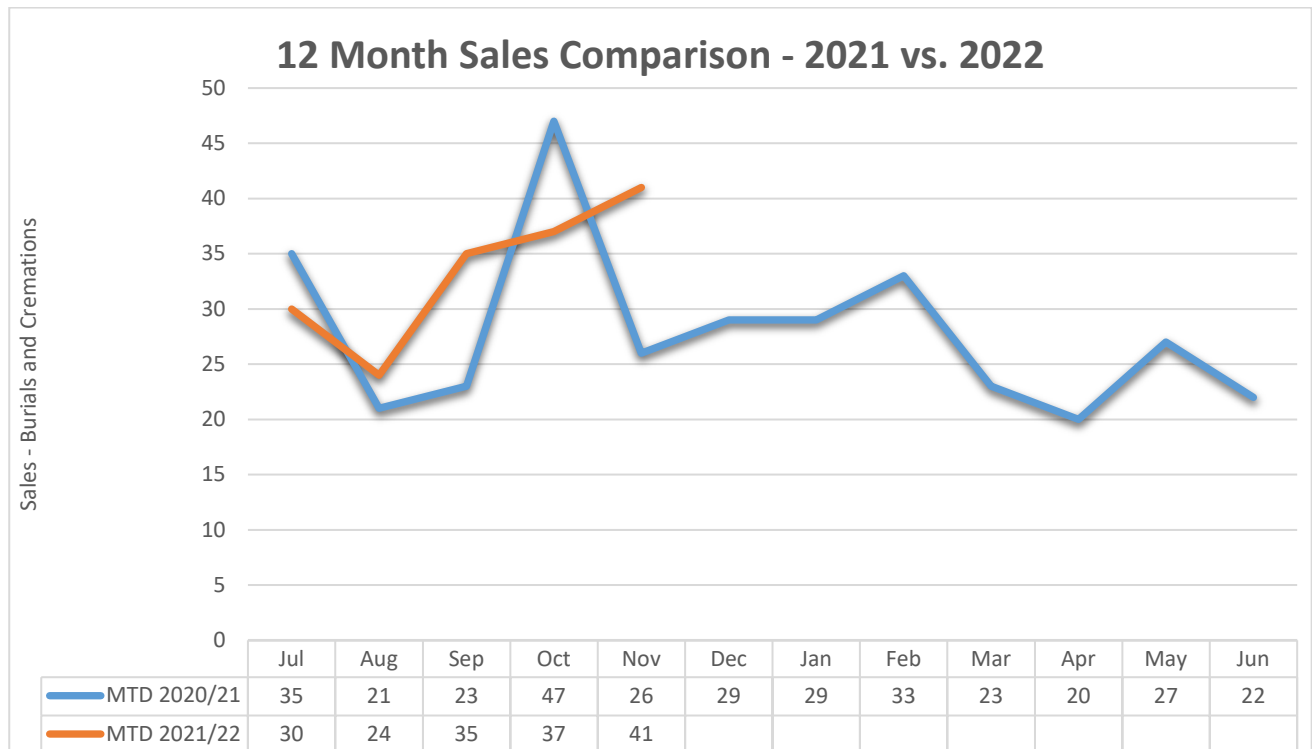
Finance expenses represent a high % of total year expenses due to the recognition of the annual insurance expense in full.

|                            | 2021/22 Budget<br>\$ | 2021/22 YTD Actuals<br>\$ | % of Budget |
|----------------------------|----------------------|---------------------------|-------------|
| <b>REVENUE</b>             |                      |                           |             |
| Council Leadership         | -                    | -                         | 0%          |
| Corporate                  | -                    | -                         | 0%          |
| Information Services       | -                    | -                         | 0%          |
| Finance & Customer Service | 9,561,134            | 8,919,162                 | 93%         |
| Infrastructure & Assets    | 2,980,594            | 780,234                   | 26%         |
| Waste Management           | 3,263,000            | 3,155,565                 | 97%         |
| Community                  | 88,000               | 47,364                    | 54%         |
| Community - Library        | 442,712              | 408,651                   | 92%         |
| Mobile Workforce           | -                    | -                         | -           |
| Regulatory Services        | 189,500              | 105,834                   | 56%         |
| Thorak Cemetery            | 1,017,579            | 752,469                   | 74%         |
| <b>TOTAL REVENUE</b>       | <b>17,542,519</b>    | <b>14,169,278</b>         | <b>81%</b>  |
| <b>EXPENSES</b>            |                      |                           |             |
| Council Leadership         | 1,327,210            | 497,667                   | 37%         |
| Corporate                  | 687,753              | 231,038                   | 34%         |
| Information Services       | 690,239              | 238,315                   | 35%         |
| Finance & Customer Service | 1,472,618            | 863,109                   | 59%         |
| Infrastructure & Assets    | 3,831,662            | 983,291                   | 26%         |
| Waste Management           | 3,246,634            | 1,157,458                 | 36%         |
| Community                  | 1,539,546            | 568,839                   | 37%         |
| Community - Library        | 442,712              | 192,937                   | 44%         |
| Mobile Workforce           | 1,328,714            | 347,828                   | 26%         |
| Regulatory Services        | 591,802              | 217,839                   | 37%         |
| Thorak Cemetery            | 959,062              | 351,811                   | 37%         |
| <b>TOTAL EXPENSES</b>      | <b>16,117,952</b>    | <b>5,650,133</b>          | <b>35%</b>  |
| <b>OPERATING RESULT</b>    | <b>1,424,567</b>     | <b>8,519,146</b>          | <b>598%</b> |

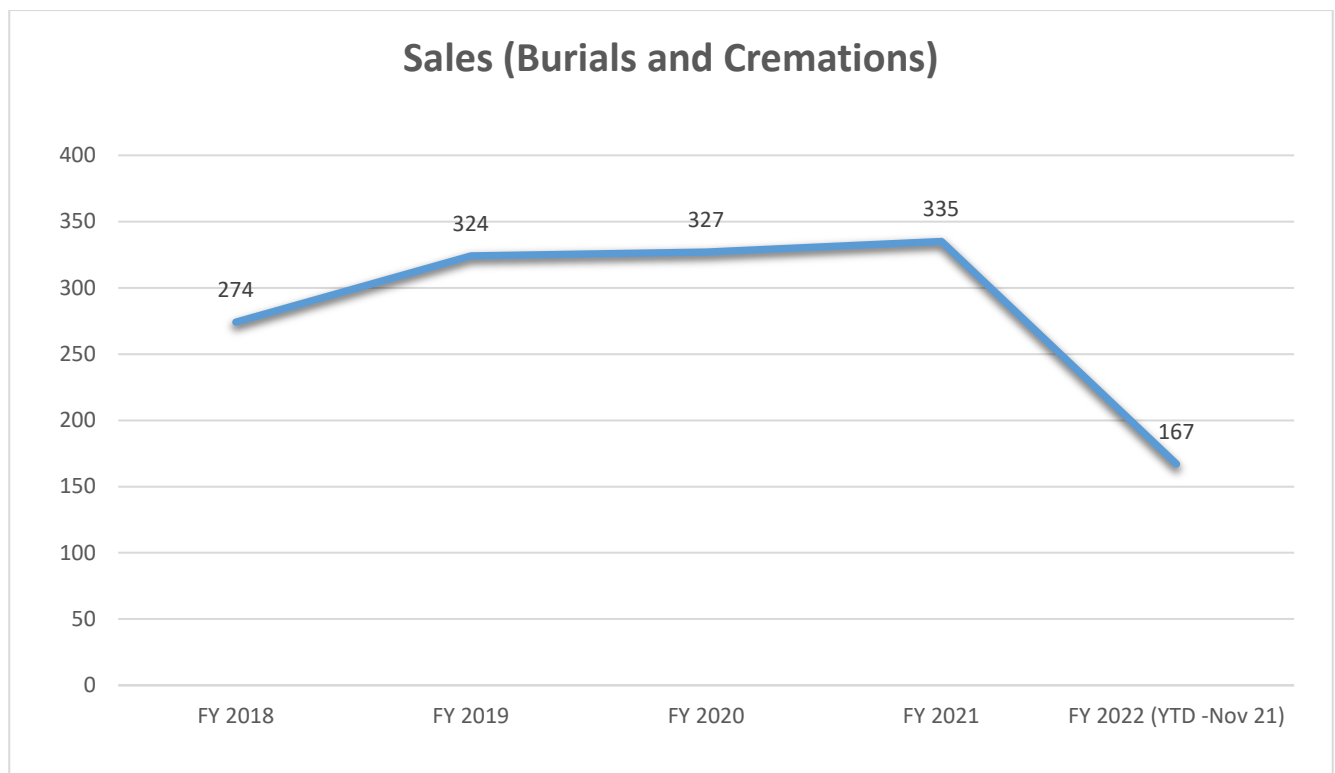
## THORAK REGIONAL CEMETERY SALES

To date, Thorak Regional Cemetery has completed 167 interments and cremations, an increase of 15 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:

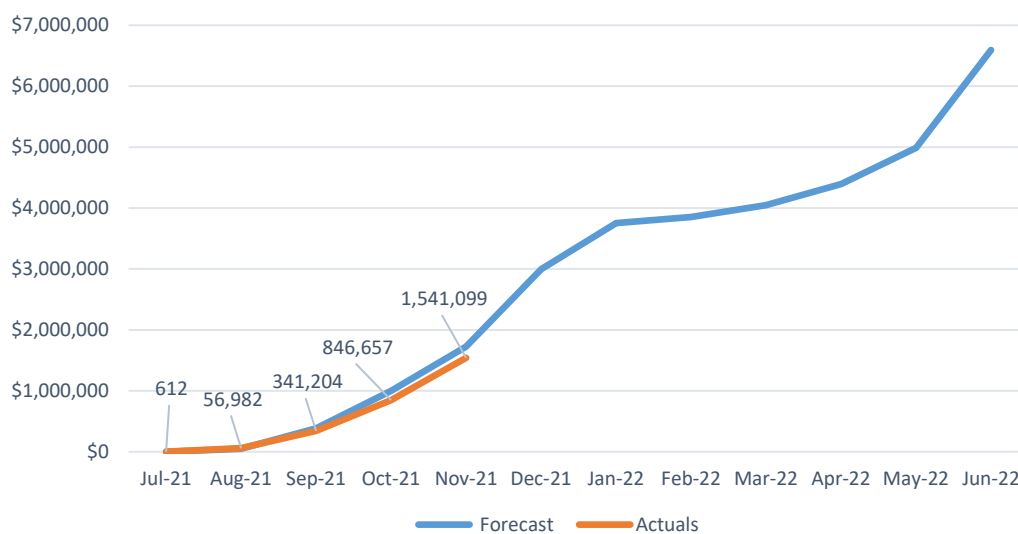


## CAPITAL BUDGET POSITION

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

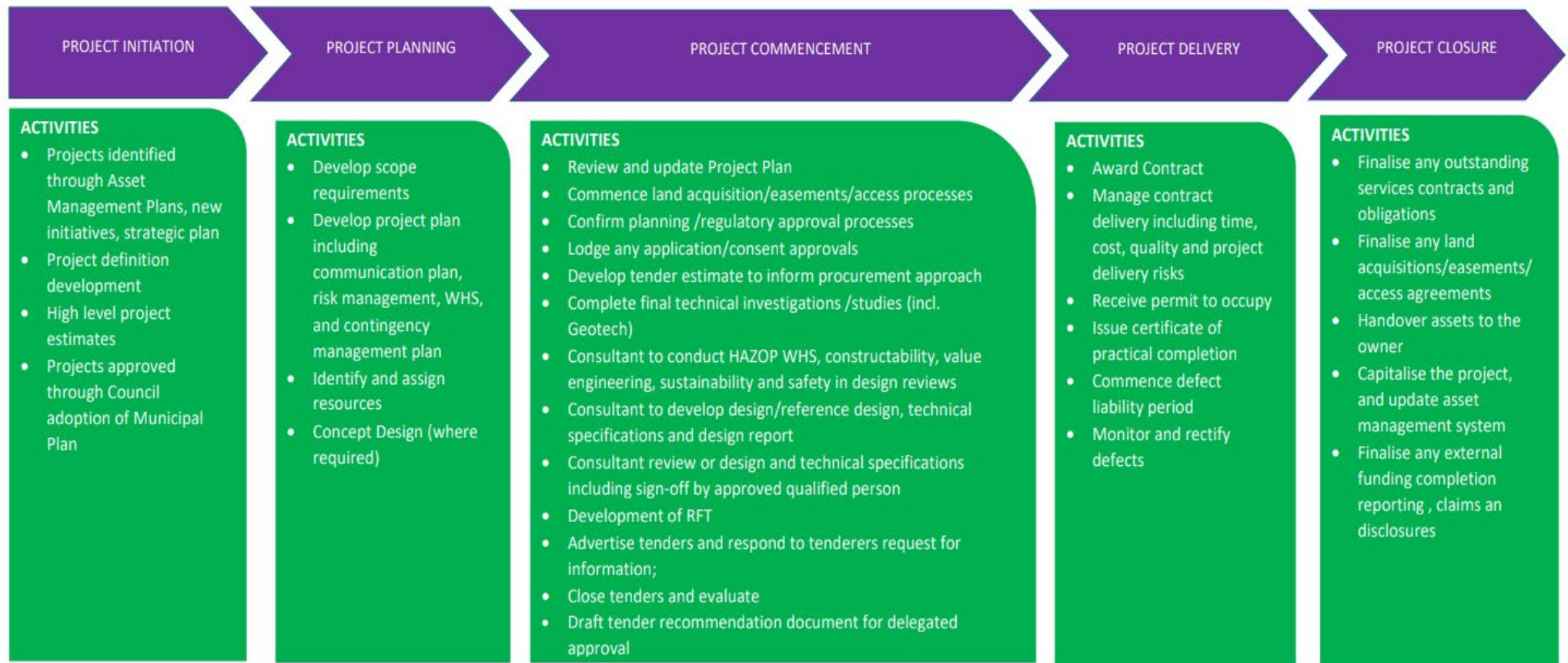
|                         | 2021/22 Budget<br>\$ | 2021/22 YTD Actuals<br>\$ | % of Budget |
|-------------------------|----------------------|---------------------------|-------------|
| <b>REVENUE</b>          |                      |                           |             |
| Council Leadership      | 0                    | 0                         | 0%          |
| Corporate               | 0                    | 252                       | 0%          |
| Infrastructure & Assets | 2,949,084            | 1,317,146                 | 45%         |
| Information Services    | 0                    | 0                         | 0%          |
| Mobile Workforce        | 0                    | 0                         | 0%          |
| Community               | 0                    | 0                         | 0%          |
| Regulatory Services     | 0                    | 0                         | 0%          |
| Waste Management        | 0                    | 0                         | 0%          |
| Thorak Cemetery         | 0                    | 0                         | 0%          |
| <b>TOTAL REVENUE</b>    | <b>2,949,084</b>     | <b>1,317,398</b>          | <b>45%</b>  |
| <b>EXPENSES</b>         |                      |                           |             |
| Infrastructure & Assets | 6,446,070            | 1,278,304                 | 20%         |
| Information Services    | 0                    | 0                         | 0%          |
| Mobile Workforce        | 0                    | 0                         | 0%          |
| Community               | 32,000               | 61,353                    | 192%        |
| Regulatory Services     | 0                    | 33,462                    | 0%          |
| Waste Management        | 35,000               | 132,213                   | 378%        |
| Thorak Cemetery         | 80,000               | 35,766                    | 45%         |
| <b>TOTAL EXPENSES</b>   | <b>6,593,070</b>     | <b>1,541,099</b>          | <b>23%</b>  |
| <b>CAPITAL RESULT</b>   | <b>(3,643,986)</b>   | <b>(223,701)</b>          | <b>6%</b>   |

### Forecast and Actual Capital Expenditure (\$)



## Project Stage Descriptions

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



### 2021/2022 CAPITAL PROJECTS

| Municipal Plan Program         | Budget \$        | Grant Fund |                  | Year to Date Actuals \$ | Budget Spent % | Scheduled Completion Date | Project Stage | On Time | On Budget | Status Update  |
|--------------------------------|------------------|------------|------------------|-------------------------|----------------|---------------------------|---------------|---------|-----------|--|
|                                |                  | Source     | Amount \$        |                         |                |                           |               |         |           |  |
| Buildings                      | 1,220,000        | LRCI - P2  | 1,010,870        | 640                     | 0.05%          | Jun-22                    | Commencement  | Yes     | Yes       |  |
| Drainage Renewal and Upgrades  | 537,500          | R2R        | 296,845          | 310                     | 0.06%          | Jun-22                    | Planning      | Yes     | Yes       |  |
| Vehicle Replacement            | 313,000          |            |                  | 95,415                  | 30%            | Jun-22                    | Delivery      | Yes     | Yes       |  |
| Shared Pathway Program         | 20,000           |            |                  | 0                       | 0%             | Jun-22                    | Delivery      | Yes     | Yes       |  |
| Pathway Renewal                | 180,000          |            |                  | 0                       | 0%             | Jun-22                    | Delivery      | Yes     | Yes       |  |
| Street Lighting Replacement    | 30,000           |            |                  | 11,625                  | 39%            | Jun-22                    | Delivery      | Yes     | Yes       |  |
| Gravel Surface Renewal         | 300,000          |            |                  | 0                       | 0%             | Jun-22                    | Planning      | Yes     | Yes       |  |
| Forward Planning & Design      | 350,000          |            |                  | 0                       | 0%             | Jun-22                    | Delivery      | Yes     | Yes       |  |
| Pavement Renewal               | 760,285          | R2R        | 760,285          | 458,223                 | 60%            | Dec-21                    | Delivery      | Yes     | Yes       |  |
| Road Seal Renewal              | 760,285          |            |                  | 0                       | 0%             | Jun-22                    | Delivery      | Yes     | Yes       |  |
| Gravel Road Sealing            | 500,000          |            |                  | 0                       | 0%             | Jun-22                    | Planning      | No      | Yes       | Expect Project completion Nov 2022 with construction proposed for over the Dry Season. |
| Productive Roads - Mango Roads | 300,000          |            |                  | 79,890                  | 27%            | Jun-22                    | Delivery      | Yes     | Yes       |  |
| Road Safety Upgrades           | 1,025,000        | Blackspot  | 485,000          | 48,000                  | 5%             | Jun 22                    | Planning      | Yes     | Yes       |  |
|                                |                  | R2R        | 100,000          |                         |                |                           |               |         |           |  |
| Mira Square Development        | 150,000          | LRCI - P2  | 150,000          | 0                       | 0%             | Jun-22                    | Delivery      | Yes     | Yes       |  |
| Thorak Cemetery Asset Renewal  | 80,000           |            |                  | 0                       | 0%             | Jun-22                    | Not Started   | Yes     | Yes       |  |
| Waste Transfer Station Renewal | 35,000           |            |                  | 33,999                  | 97%            | Jun-22                    | Not Started   | Yes     | Yes       |  |
| Reserve Building Renewal       | 20,000           |            |                  | 0                       | 0%             | Jun-22                    | Not Started   | Yes     | Yes       |  |
| Reserve Playground             | 12,000           |            |                  | 0                       | 0%             | Jun-22                    | Not Started   | Yes     | Yes       |  |
| <b>Subtotal</b>                | <b>6,593,070</b> |            | <b>2,803,000</b> | <b>728,102</b>          | <b>11%</b>     |                           |               |         |           |  |

### Carry Forward Projects from 2020/21

| Municipal Plan Program                     | Budget \$        | Grant Fund                     |                  | Year to Date Actuals \$ | Budget Spent % | Scheduled Completion Date | Project Stage | On Time | On Budget | Status Update |
|--|------------------|--------------------------------|------------------|-------------------------|----------------|---------------------------|---------------|---------|-----------|---------------|
|  |                  | Source                         | Amount \$        |                         |                |                           |               |         |           |               |
| Knuckeyes Lagoon Shed                      | 20,000           |                                |                  | 25,000                  | 125%           | Dec-21                    | Closure       | Yes     | Yes       |               |
| Fred's Pass Reserve Infrastructure Upgrade | 41,618           | Freds Pass Sport and Rec Grant | 41,618           | 36,353                  | 87%            | Oct-21                    | Closure       | Yes     | Yes       |               |
| Drainage Renewal and Upgrades              | 337,192          |                                |                  | 108,530                 | 32%            | Dec-21                    | Delivery      | Yes     | Yes       |               |
| Pavement Renewal                           | 434,015          | R2R                            | 434,015          | 434,015                 | 100%           | Dec-21                    | Delivery      | Yes     | Yes       |               |
| Road Safety Upgrades                       | 366,645          | Blackspot                      | 385,000          | 16,340                  | 4%             | Dec-21                    | Delivery      | Yes     | Yes       |               |
| Road Seal Renewal                          | 53,577           |                                |                  | 4,774                   | 9%             | Dec-21                    | Delivery      | Yes     | Yes       |               |
| Mira Square development                    | 221,394          | LRCI - P2                      | 150,000          | 478                     | 0%             | Jan-22                    | Delivery      | Yes     | Yes       |               |
| Dog Pound Upgrade                          | 31,901           |                                |                  | 33,462                  | 105%           | Sep-21                    | Closure       | Yes     | Yes       |               |
| Townend Road                               | 121,203          | LRCI - P1                      | 121,203          | 5,232                   | 4%             | Sep-21                    | Delivery      | Yes     | Yes       |               |
| Waste Vehicle Replacement                  | 127,630          |                                |                  | 98,214                  | 77%            | Jun-22                    | Delivery      | Yes     | Yes       |               |
| Community Hall                             | 150,000          | LRCI- P2                       | 150,000          | 14,834                  | 10%            | Jan-22                    | Commencement  | Yes     | Yes       |               |
|  | <b>1,905,175</b> |                                | <b>1,281,836</b> | <b>777,232</b>          | <b>41%</b>     |                           |               |         |           |               |

### Additional Grant funded Projects 2021/22

| Municipal Plan Program                  | Budget \$      | Grant Fund |                | Year to Date Actuals \$ | Budget Spent % | Scheduled Completion Date | Project Stage | On Time | On Budget | Status Update |
|---|----------------|------------|----------------|-------------------------|----------------|---------------------------|---------------|---------|-----------|---------------|
|   |                | Source     | Amount \$      |                         |                |                           |               |         |           |               |
| Thorak and Humpty Doo Waste Solar Grant | 39,591         | LGPIF      | 39,591         | 35,766                  | 90%            | Dec -21                   | Closure       | Yes     | Yes       |               |
| Thorak Cemetery - Irrigation Grant      | 153,805        | LGPIF      | 153,805        | -                       | 0%             | Dec -21                   | Delivery      | Yes     | Yes       |               |
|   | <b>193,396</b> |            | <b>193,396</b> | <b>35,766</b>           | <b>18%</b>     |                           |               |         |           |               |



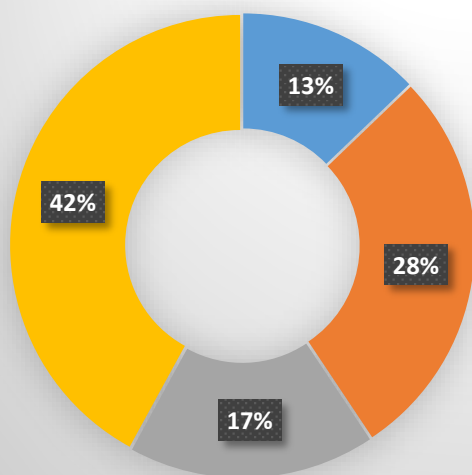
## CASH ON HAND & INVESTMENTS

### Investment Schedule

Council invests cash from its operational and business maxi accounts to ensure Council is receiving the best return on its cash holdings.

| Date Invested            | Invested Amount<br>\$ | Days<br>Invested | Invested with | Interest<br>rate | Due date in<br>order of<br>maturity | Expected return<br>to Maturity Date<br>\$ |
|--------------------------|-----------------------|------------------|---------------|------------------|-------------------------------------|---|
| 20/05/2021               | 1,500,000             | 201              | Commonwealth  | 0.34%            | 07/12/2021                          | 2,808                                     |
| 20/05/2021               | 1,500,000             | 215              | Commonwealth  | 0.34%            | 21/12/2021                          | 3,004                                     |
| 01/07/2021               | 1,000,000             | 203              | Commonwealth  | 0.35%            | 20/01/2022                          | 1,947                                     |
| 02/07/2021               | 1,000,000             | 206              | Bendigo       | 0.35%            | 24/01/2022                          | 1,975                                     |
| 29/06/2021               | 2,000,000             | 223              | Defence Bank  | 0.40%            | 07/02/2022                          | 4,888                                     |
| 14/07/2021               | 2,000,000             | 222              | Commonwealth  | 0.39%            | 21/02/2022                          | 4,744                                     |
| 05/08/2021               | 1,000,000             | 217              | NAB           | 0.28%            | 10/03/2022                          | 1,665                                     |
| 23/08/2021               | 1,000,000             | 224              | NAB           | 0.27%            | 04/04/2022                          | 1,657                                     |
| 07/09/2021               | 1,000,000             | 209              | Commonwealth  | 0.35%            | 04/04/2022                          | 2,004                                     |
| 30/09/2021               | 1,000,000             | 211              | NAB           | 0.28%            | 29/04/2022                          | 1,619                                     |
| 28/09/2021               | 1,000,000             | 224              | NAB           | 0.29%            | 10/05/2022                          | 1,780                                     |
| 30/09/2021               | 1,000,000             | 236              | Commonwealth  | 0.39%            | 24/05/2022                          | 2,522                                     |
| 08/10/2021               | 1,000,000             | 242              | Bendigo       | 0.30%            | 07/06/2022                          | 1,989                                     |
| 08/10/2021               | 1,500,000             | 256              | Bendigo       | 0.30%            | 21/06/2022                          | 3,156                                     |
| 08/10/2021               | 1,500,000             | 270              | Commonwealth  | 0.38%            | 05/07/2022                          | 4,216                                     |
| 19/10/2021               | 1,000,000             | 273              | Defence Bank  | 0.40%            | 19/07/2022                          | 2,992                                     |
| 16/08/2021               | 321,711               | 218              | Commonwealth  | 0.36%            | 22/03/2022                          | 692                                       |
| 04/11/2021               | 550,000               | 279              | Bendigo       | 0.45%            | 10/08/2022                          | 1,892                                     |
| 24/11/2021               | 1,000,000             | 272              | NAB           | 0.47%            | 23/08/2022                          | 3,502                                     |
| 24/11/2021               | 1,500,000             | 286              | NAB           | 0.48%            | 06/09/2022                          | 5,642                                     |
| <b>TOTAL INVESTMENTS</b> | <b>23,371,711</b>     |                  |               |                  |                                     | <b>54,693</b>                             |

### Cash Investments



- Defence Bank - 248 Average Investment Days -0.40% Average Interest Rate
- NAB - 239 Average Investment Days - 0.35% Average Interest Rate
- Bendigo - 245.75 Average Investment Days -0.35% Average Interest Rate
- Commonwealth - 221.75 Average Investment Days -0.36% Average Interest Rate

## FINANCIAL RESERVES

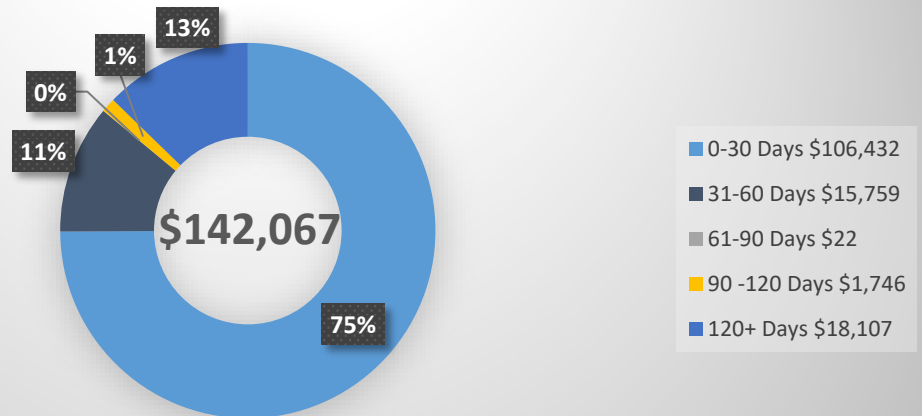
|   | 2020/21 Actuals<br>\$ | 2021/2022<br>Net Movement<br>\$ | 2021/22<br>Budget<br>\$ |
|---|-----------------------|---------------------------------|-------------------------|
| <b>Externally Restricted</b>                |                       |                                 |                         |
| Developer Contribution Reserve              | 256,908               | (256,908)                       | 0                       |
| Unexpended Grants / Contributions           | 0                     | 0                               | 0                       |
| Unexpended Capital Works                    | 641,694               | (641,694)                       | 0                       |
| <b>Total Externally Restricted Reserves</b> | <b>898,602</b>        | <b>(898,602)</b>                | <b>0</b>                |
| <b>Internally Restricted</b>                |                       |                                 |                         |
| Asset Reserve                               | 12,154,043            | (5,379,717)                     | 6,774,326               |
| Waste Management Reserve                    | 4,840,323             | (250,181)                       | 4,590,142               |
| Thorak Regional Cemetery Reserve            | 1,009,037             | (326,006)                       | 683,031                 |
| Election Reserve                            | 100,000               | (54,000)                        | 46,000                  |
| Disaster Recovery Reserve                   | 500,000               | 100,000                         | 600,000                 |
| Strategic Initiatives Reserve               | 500,000               | (100,000)                       | 400,000                 |
| ICT Reserve                                 | 0                     | 100,000                         | 100,000                 |
| <b>Total Internally Restricted Reserves</b> | <b>19,103,403</b>     | <b>(5,909,904)</b>              | <b>13,193,499</b>       |
| <b>TOTAL RESERVES</b>                       | <b>20,002,005</b>     | <b>(6,808,506)</b>              | <b>13,193,499</b>       |

## DEBTORS

Total Debtors as of 30 November 2021 is \$142,976. \$87,722 relates to Thorak Regional Cemetery funeral providers.

Currently, two debtors are outstanding for more than 90 days. In addition, \$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.

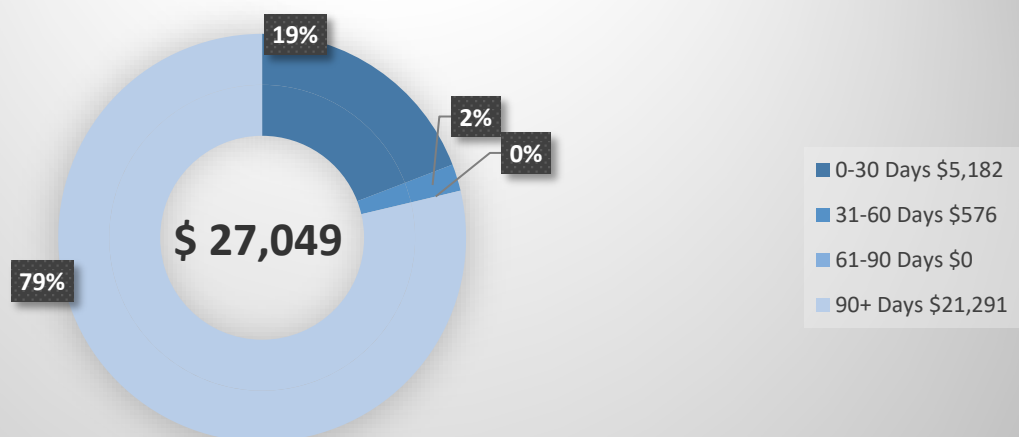
### Sundry Debtors - Outstanding by Age



## FINES AND INFRINGEMENTS

Council has ninety-three (93) infringements outstanding with a balance of \$27,049, an increase of \$3,134 from October. Seven (7) are newly issued, thirteen (13) have received reminders, and seventy-three (73) are with the Fines Recovery Unit (FRU)<sup>4</sup>.

### Infringements Debtor by Age



<sup>4</sup> Infringements sent to FRU are expected to exceed 90 days due to the recovery processes

## OUTSTANDING RATES

### PRIOR YEAR RATES

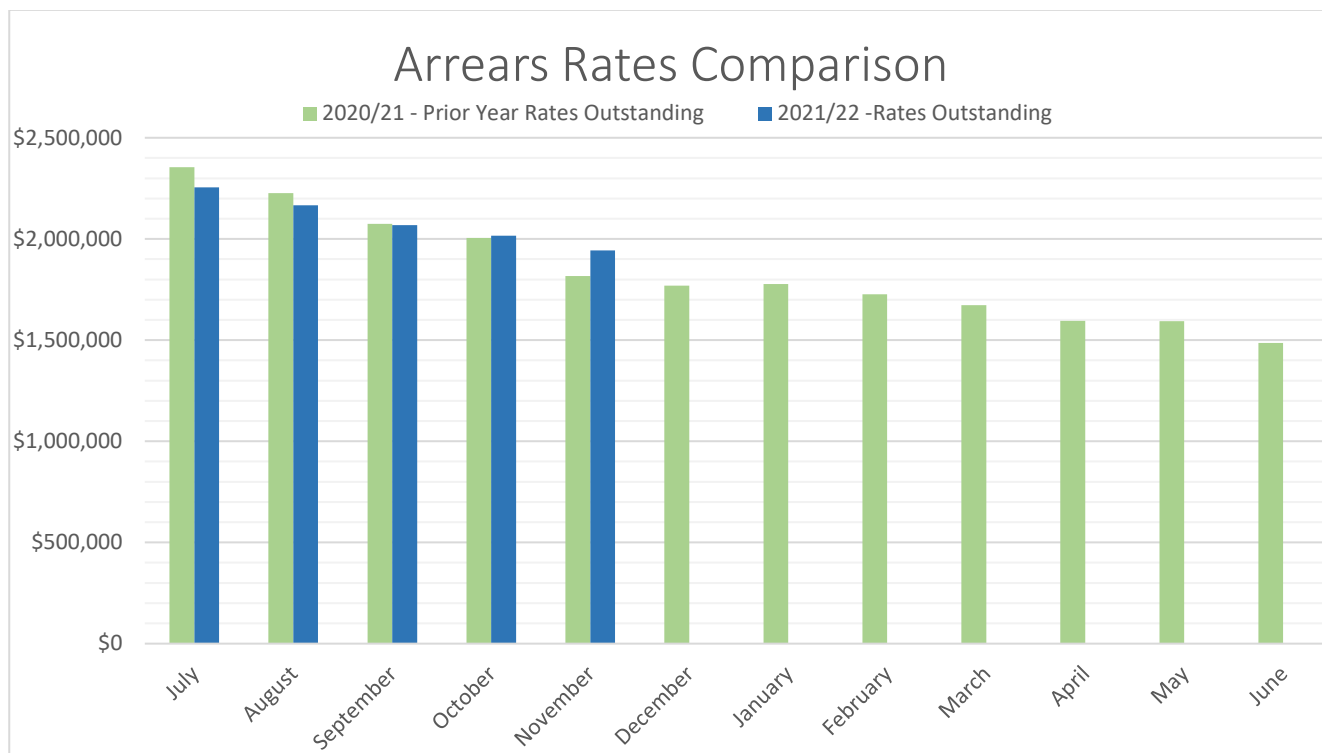
The below table illustrates the split of prior year outstanding rates. Previous years rates are currently \$2 million. The increase of 6.5% compared to last year was due to the COVID related discounts, which included rebates.

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 (October 2021) (\$) | Current Month (November 2021) (\$) |
|---------------------------|--|------------------------------------|------------------------------------|
| COMMERCIAL                | 65,444   | 66,102                             | 63,917                             |
| GAS PLANT                 | 5  | 581                                | 1197                               |
| MINING                    | 123,382  | 126,991                            | 123,665                            |
| NON-RATEABLE GENERAL      | 9,463  | 9,626                              | 9,679                              |
| NON-RATEABLE WASTE        | 31,157   | 31,012                             | 31,225                             |
| PASTORAL                  | 0  | 0                                  | 0                                  |
| RURAL RESIDENTIAL         | 1,792,710                                      | 1,539,752                          | 1,401,120                          |
| URBAN RESIDENTIAL         | 232,730  | 241,917                            | 244,359                            |
| <b>TOTAL</b>              | <b>2,254,891</b>                               | <b>2,015,981</b>                   | <b>1,875,162</b>                   |
| <b>Arrears LESS Legal</b> | <b>2,030,874</b>                               | <b>1,708,831</b>                   | <b>1,574,237</b>                   |

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



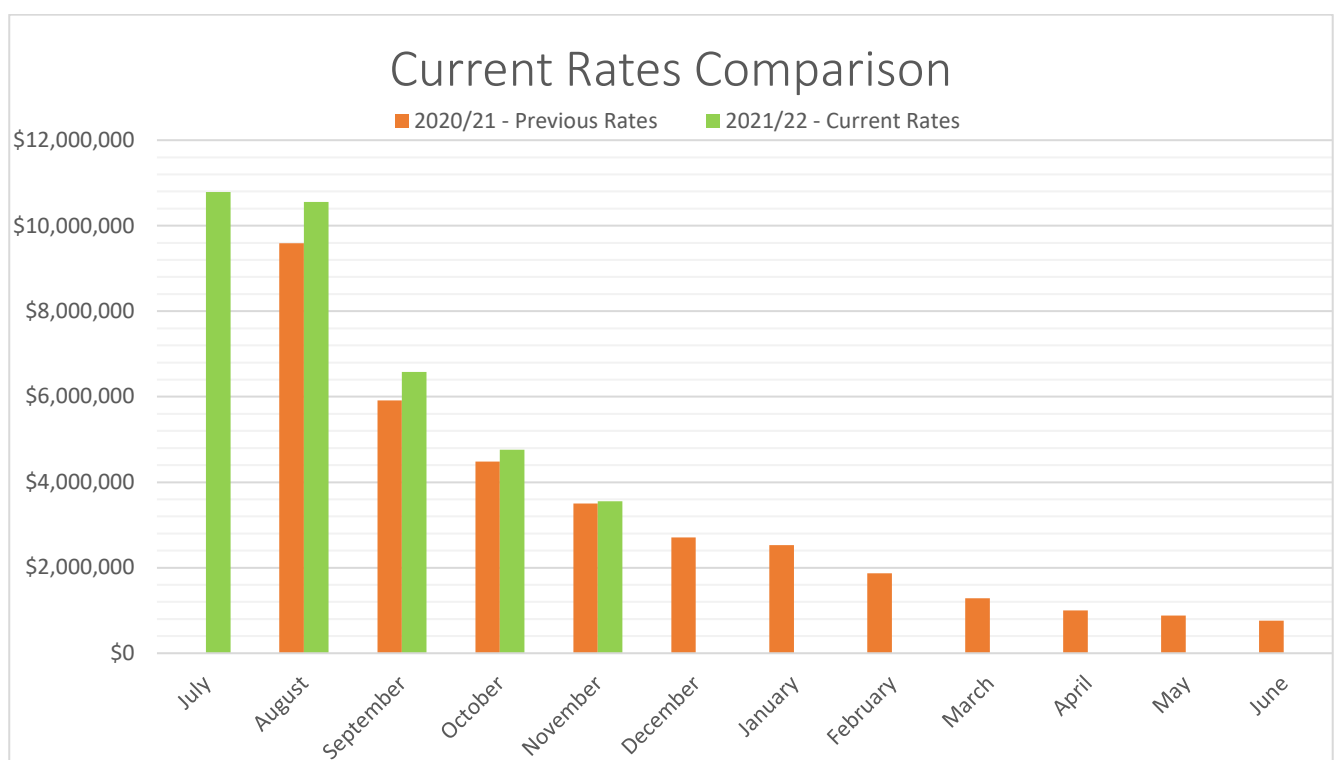
### CURRENT YEAR RATES

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<br>(October 2021)<br>(\$) | Current Month<br>(November 2021)<br>(\$) | Variance (\$)    | Due Dates |
|--------------|--|--|------------------|-----------|
| Instalment 1 | 725,844                                  | 509,368                                  | 216,476          | 30-Sep-21 |
| Instalment 2 | 1,922,896                                | 1,158,256                                | 764,640          | 30-Nov-21 |
| Instalment 3 | 2,109,886                                | 1,890,567                                | 219,319          | 28-Feb-22 |
| <b>TOTAL</b> | <b>4,758,626</b>                         | <b>3,558,191</b>                         | <b>1,200,435</b> |           |

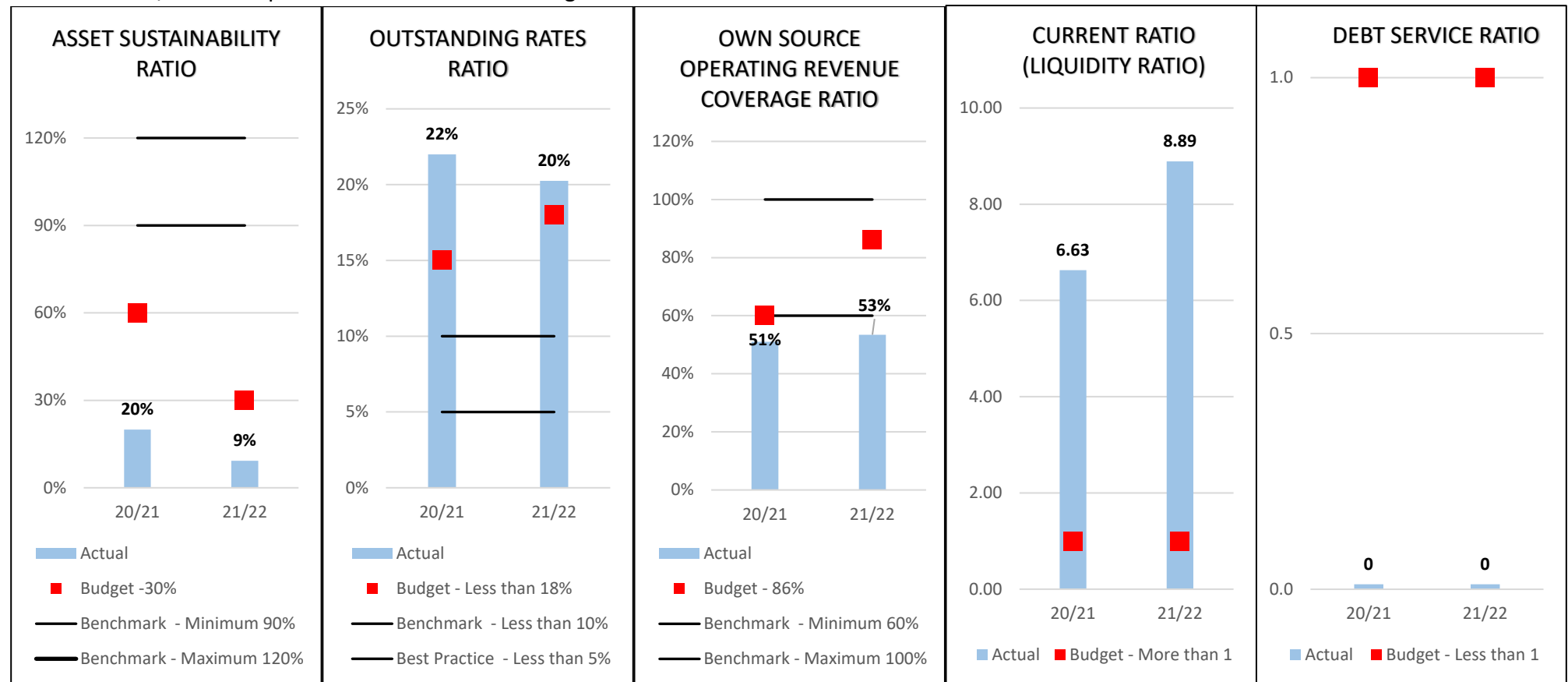
The graph below compares annual rates between 2020/21 and 2021/22.



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. |
|---|--|---|--|---|

| KPI                             | Explanation   |
|---------------------------------|---|
| Asset Sustainability Ratio      | <p>A ratio of 90% indicates Council is replacing assets in a timely manner as assets reach their end of useful life. A ratio of less than 90% over the long-term indicates a build-up Infrastructure Backlog*.</p> <p>Council's Asset Sustainability ratio for the month of November is 9% as most capital projects are in 'planning' and 'project initiation' stages. While this % will increase as expenses are incurred, it is expected that Council will continue to fail to meet the local government benchmark of 90%. Council's asset base is currently valued at \$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 20% sits higher than Municipal Plan target of 18%. A growing outstanding rates ratio increases liquidity risk and places burden on Council's existing resources. Council will need to manage the risk by prioritising rates debt recovery to see a downward trend in the rates outstanding ratio gradually.</p>  |
| Own Source Revenue Ratio        | <p>This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources**. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level.</p> <p>Council's Own Source Operating Revenue Coverage ratio of 54% 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 8.89 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

|                              |  |
|------------------------------|--|
| <b>Agenda Item Number:</b>   | 14.01.02                                       |
| <b>Report Title:</b>         | Budget Review 1 – 2021/2022                    |
| <b>Author:</b>               | Maxie Smith, Manager Corporate Services        |
| <b>Recommending Officer:</b> | Arun Dias, General Manager Business Excellence |
| <b>Meeting Date:</b>         | 14/12/2021                                     |
| <b>Attachments:</b>          | A: Operating Income Statement 2021/2022        |

### Executive Summary

Under the *Local Government Act 2019*, section 203, Council has undertaken a review of the 2021/2022 Original Budget.

The operational surplus has been reduced by \$691,171. This is predominantly related to election expenses initially expected to be expended last year, remediation of illegal dumping at the Waste Transfer Stations and a budget error that resulted in \$297k of income carried forward to this year which was received last year.

Capital expenditure has increased by \$2.2m, with \$1.9m relating to carry over capital and the remainder being grant-funded or previously approved by Council.

Reserves are forecast to close the year at \$15.8m. This is \$2.7m higher than the original budget due to a higher than budget opening balance resulting from carry forward capital projects and better than expected trading by the Waste and Cemetery departments.

### Recommendation

THAT Council:

1. receive and note the Budget Review 1 report for 2021/2022;
2. under Section 203 of the *Local government Act 2019*, amend the 2021/2022 Budget as detailed in the Budget Review 2021/2022 Report, including the:
  - a. decrease in operational surplus of \$691,171;
  - b. decrease in capital surplus of \$1,112,026; and
  - c. additional \$2,639,807 reduction of reserves.



## Background

The following table compares the Original 2021/2022 budget, proposed budget amendments and the 2021/2022 amended budget. Attachment A provides a further breakdown of the operational budget amendments with comments for items with variances larger than 10%.

| <b>Summary Budget Position 2021/22 - Budget Review</b> |  |                                       |                    |             |
|--|--|---------------------------------------|--------------------|-------------|
|  | <b>2021/22<br/>Adopted Budget (\$)</b> | <b>2021/22<br/>Budget Review (\$)</b> | <b>Variance</b>    |             |
| Operating Income                                       | 17,542,519                             | 17,597,302                            | 54,783             | 0%          |
| Operating Expense                                      | 16,117,952                             | 16,863,906                            | 745,954            | 5%          |
| <b>Operating Surplus (Loss)</b>                        | <b>1,424,567</b>                       | <b>733,396</b>                        | <b>(691,171)</b>   | <b>-49%</b> |
| Capital Income   | 2,803,000                              | 3,888,465                             | 1,085,465          | 39%         |
| Capital Expense  | 6,593,070                              | 8,790,562                             | 2,197,492          | 33%         |
| <b>Capital Surplus (Loss)</b>                          | <b>(3,790,070)</b>                     | <b>(4,902,096)</b>                    | <b>(1,112,026)</b> | <b>29%</b>  |
| Financial Reserve Movement                             | 13,193,499                             | 15,833,306                            | 2,639,807          | 20%         |

Council's operational income is forecasted to increase by \$54,783. This includes increases in planning review fees, cemetery pre-paid internments, infringements, and Library grant funding. However, it is offset by a reduction of \$297k, which relates to Mango Roads Special Levy income which was incorrectly carried forward to this year but recognised as income in total in 2021/2022.

Operational expenses are forecasted to increase by \$745,954. While there have been various movements between expense lines, the increase is predominantly attributed to the following:

- \$166k Election costs initially budgeted to be expended in 2020/2021.
- \$350k Remediation for illegal dumping at a waste transfer station (discussed in other Council Papers).
- \$12k Reserves playground maintenance initially budget as capital.
- \$50k Maintenance on Waste Compactor.
- \$40k Insurance.
- \$30k LTFP model and Financial Controls Audit.

The remainder has corresponding offsets in income by an increase in revenue.

While there is a 0.9 increase in FTE (discussed in other Council Papers), overall employee costs have only increased by \$42k due to savings from vacancies in the first four months of the year and the transition to employing Library staff (rather than engaging City of Palmerston Council).

Based on the above, the overall surplus is forecast to decrease by \$691,171 from \$1,424,567 to \$733,396.

The capital budget is forecast to increase from \$6.6m to \$8.8m due to additional grant funding, and 2020/2021 carry forward projects and contributions. The net effect of these changes results in \$1.1m additional funding required from reserves, of which \$1.9m relates to carry over the capital from 2020/2021, which resulted in increased reserves as at the end of 2020/2021.

The below table shows the overall change in movement in reserve balances forecasted for 30 June 2022.

| Summary Financial Reserve Movements 2021/22 - Budget Review |                            |                         |                                  |                                    |                  |
|---|----------------------------|-------------------------|----------------------------------|------------------------------------|------------------|
| RESERVES  | 2020/21<br>Balance<br>(\$) | Net<br>Movement<br>(\$) | Budget Review<br>Balance<br>(\$) | Original Budget<br>Balance<br>(\$) | Variance<br>(\$) |
| Developer Contributions Reserve                             | 256,908                    | (110,178)               | 146,730                          | -                                  | 146,730          |
| Waste Management Reserve                                    | 4,840,323                  | (800,062)               | 4,040,261                        | 4,590,142                          | (549,881)        |
| <b>Total Restricted</b>                                     | <b>5,097,231</b>           | <b>(910,240)</b>        | <b>4,186,991</b>                 | <b>4,590,142</b>                   | <b>(403,151)</b> |
| Unexpended Capital Works                                    | 641,694                    | (641,694)               | -                                | -                                  | -                |
| Asset Reserve   | 12,154,043                 | (2,608,919)             | 9,545,124                        | 6,774,326                          | 2,770,798        |
| Thorak Regional Cemetery                                    | 1,009,037                  | (53,846)                | 955,191                          | 683,031                            | 272,160          |
| Election Reserve  | 100,000                    | (54,000)                | 46,000                           | 46,000                             | -                |
| Disaster Recovery Reserve                                   | 500,000                    | 100,000                 | 600,000                          | 600,000                            | -                |
| Strategic Initiatives Reserve                               | 500,000                    | (100,000)               | 400,000                          | 400,000                            | -                |
| ICT Reserve   | -                          | 100,000                 | 100,000                          | 100,000                            | -                |
| <b>Total Unrestricted</b>                                   | <b>14,904,774</b>          | <b>(3,258,459)</b>      | <b>11,646,315</b>                | <b>8,603,357</b>                   | <b>3,042,958</b> |
| <b>TOTAL</b>  | <b>20,002,005</b>          | <b>(4,168,699)</b>      | <b>15,833,306</b>                | <b>13,193,499</b>                  | <b>2,639,807</b> |

The Original budget for 2021/2022 forecast an overall reduction of \$2.3m from Council's Reserves. The budget review amendments will result in an overall decrease of financial reserves of \$4.2m, with \$1.9m attributed to the carryover capital.

Under the budget review, Reserves are forecasted at \$15.8m. This is \$2.6m higher than the original budget. This relates to the Reserves opening balance being higher than budgeted at the end of 2020/2021. The original budget had a reserves opening balance of \$15.5m; however, from both saving and better than expected performance in Waste and the Cemetery, 2020/2021 reserves balance was \$20m.

### Links with Strategic Plan

A Well-Run Council - Good Governance

### Legislative and Policy Implications

This report is compliant with the *Local Government Act 2019*, section 203, Council's policies and relevant Accounting Standards.

Risks



Financial

Council is managing financial risk through the review of the budget.

Community Engagement

Once adopted, the reviewed budget will be available for the public to view on Council’s website, and a notice will be published in the NT News.

**Litchfield Council**  
Operating Income Statement 2021/22  
Budget Review 1

|                                     | 2021/22 -<br>Adopted Budget<br>(\$) | 2021/22 - Budget<br>Review (\$) | Variance         |  |
|-------------------------------------|-------------------------------------|---------------------------------|------------------|--|
| Grants                              | 3,608,882                           | 3,623,054                       | 14,172           | 0%   |
| Inv Income                          | 249,500                             | 249,500                         | -                | 0%   |
| User Charges                        | 1,289,199                           | 1,565,056                       | 275,857          | 21% Increase in Cemetery pre needs and Subdivision admin fees  |
| Rates                               | 11,720,414                          | 11,793,392                      | 72,978           | 1%   |
| Stat Charges                        | 189,000                             | 205,000                         | 16,000           | 8%   |
| Other Revenue                       | 485,524                             | 161,300                         | (324,224)        | -67% Largest item is reduction of budget by \$297,024 mango roads income accounted for in 2021   |
| <b>Total Income</b>                 | <b>17,542,519</b>                   | <b>17,597,302</b>               | <b>54,783</b>    | 0%   |
| Sundry                              | 591,105                             | 624,970                         | 33,865           | 6%   |
| Computer / IT Costs                 | 346,250                             | 492,720                         | 146,470          | 42% \$5k Laptops & \$136k Fourier Contract mostly offset against employee costs  |
| Employee Costs                      | 7,218,474                           | 7,260,586                       | 42,112           | 1%   |
| Professional Fees                   | 1,343,564                           | 1,618,564                       | 275,000          | 20% LTFP Model - Financial Controls Audit -Remediation of Illegal Dumping \$350k, less new initiatives now split out to departments, mostly in Contractors |
| Parts, accessories & consumables    | 128,500                             | 145,700                         | 17,200           | 13% \$10k additional stock chemicals for mobile workforce due to global shortage and the balance is sign replacement increase                              |
| Cemetery Operations                 | 392,904                             | 410,904                         | 18,000           | 5%   |
| Auditors Fees                       | 50,000                              | 50,000                          | -                | 0%   |
| Contractors                         | 4,567,537                           | 4,466,437                       | (101,100)        | -2%  |
| Legal Expenses                      | 82,004                              | 82,004                          | -                | 0%   |
| Donations and Community Support     | 130,340                             | 142,740                         | 12,400           | 10% Increase to community benefits scheme inline with cash for can's income  |
| Maintenance                         | 453,810                             | 513,310                         | 59,500           | 13% Compactor \$50k, Damaged cage and motor vehicle servicing  |
| Elected Member                      | 307,264                             | 479,842                         | 172,578          | 56% 2021 Local Election Costs  |
| Energy                              | 193,800                             | 221,800                         | 28,000           | 14% Increased street lighting  |
| Insurance                           | 311,500                             | 354,329                         | 42,829           | 14% General increase in premiums across all insurance classes  |
| Bad Debts                           | 900                                 | -                               | (900)            | -100%  |
| <b>Total Expenses</b>               | <b>16,117,952</b>                   | <b>16,863,906</b>               | <b>745,954</b>   | 5%   |
| Net result (Excluding Depreciation) | <b>1,424,567</b>                    | <b>733,396</b>                  | <b>(691,171)</b> | -49%   |



## COUNCIL REPORT

|                              |  |
|------------------------------|--|
| <b>Agenda Item Number:</b>   | 14.01.03   |
| <b>Report Title:</b>         | People, Performance and Governance Monthly Report – November 2021    |
| <b>Author</b>                | Danny Milincic, Manager People and Performance                       |
| <b>Recommending Officer:</b> | Arun Dias, General Manager Business Excellence                       |
| <b>Meeting Date:</b>         | 14/12/2021   |
| <b>Attachments:</b>          | A: People, Performance and Governance Monthly Report – November 2021 |

### 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 November 2021.

### Background

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

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

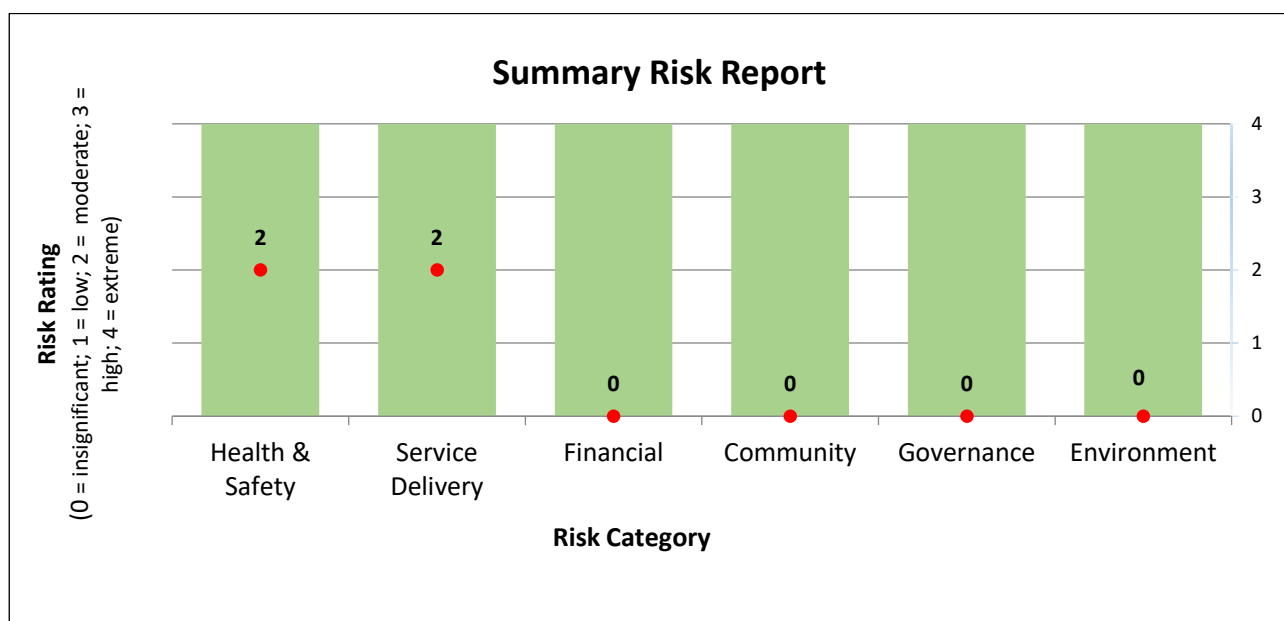
### Links with Strategic Plan

A Well-Run Council - Good Governance

### Legislative and Policy Implications

Nil

## Risks



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

### Health & Safety

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

### Service Delivery

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

## Financial Implications

Nil

## Community Engagement

Not applicable.

# PEOPLE AND PERFORMANCE MONTHLY REPORT

## November 2021

### People

#### Internal Appointments

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

Nil

#### External Appointments

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

|                            |                    |                  |                     |
|----------------------------|--------------------|------------------|---------------------|
| Manager Corporate Services | Corporate Services | 15 November 2021 | Fixed-term Contract |
|----------------------------|--------------------|------------------|---------------------|

#### Employment Separation

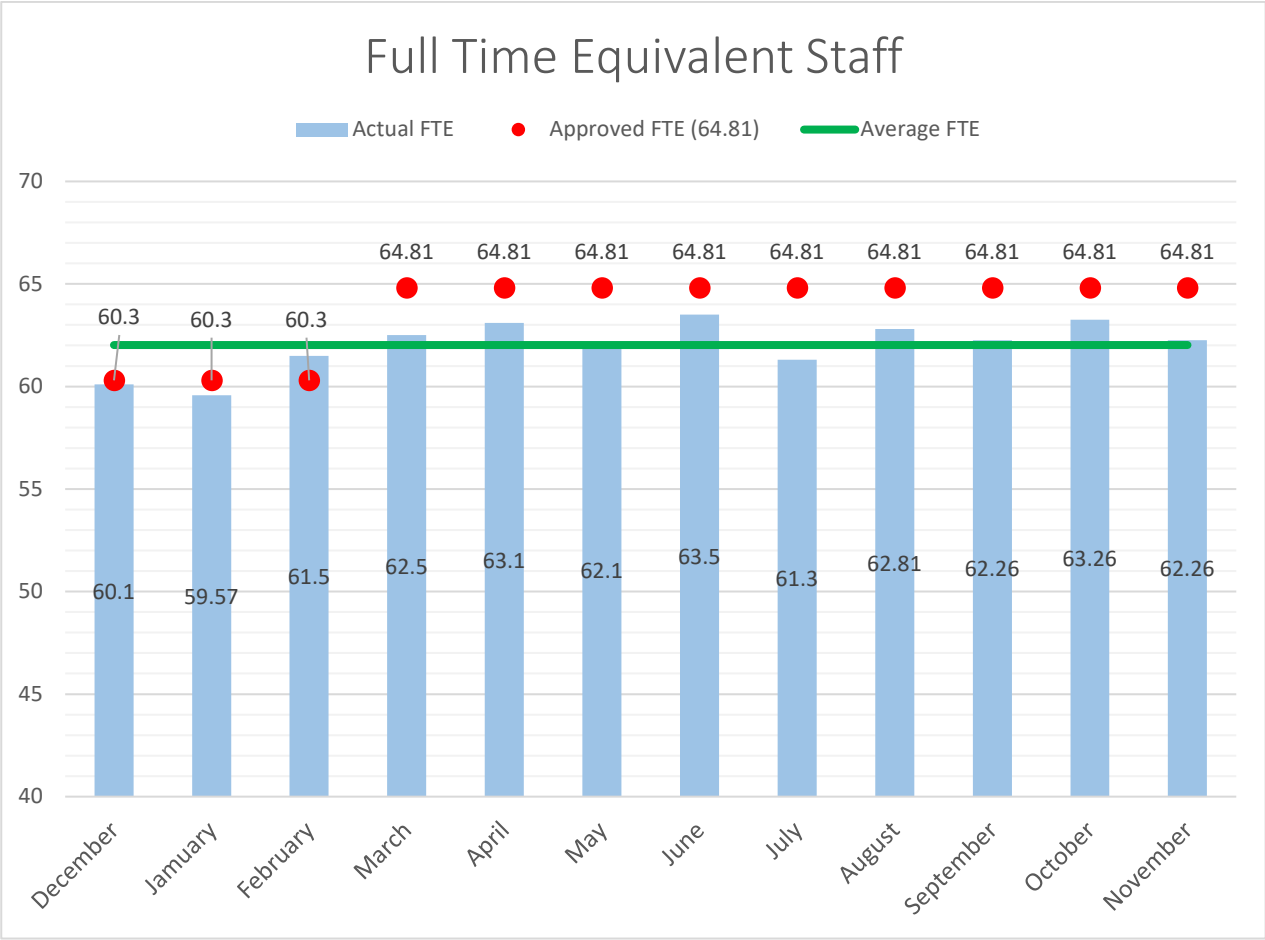
| Position | Department | Commenced | Permanent/Temporary |
|----------|------------|-----------|---------------------|
|----------|------------|-----------|---------------------|

|                            |           |               |                     |
|----------------------------|-----------|---------------|---------------------|
| Strategic Projects Advisor | Executive | 27 April 2021 | Fixed-term Contract |
|----------------------------|-----------|---------------|---------------------|

|                            |                     |                  |                     |
|----------------------------|---------------------|------------------|---------------------|
| Manager Corporate Services | Business Excellence | 25 November 2020 | Fixed-term Contract |
|----------------------------|---------------------|------------------|---------------------|

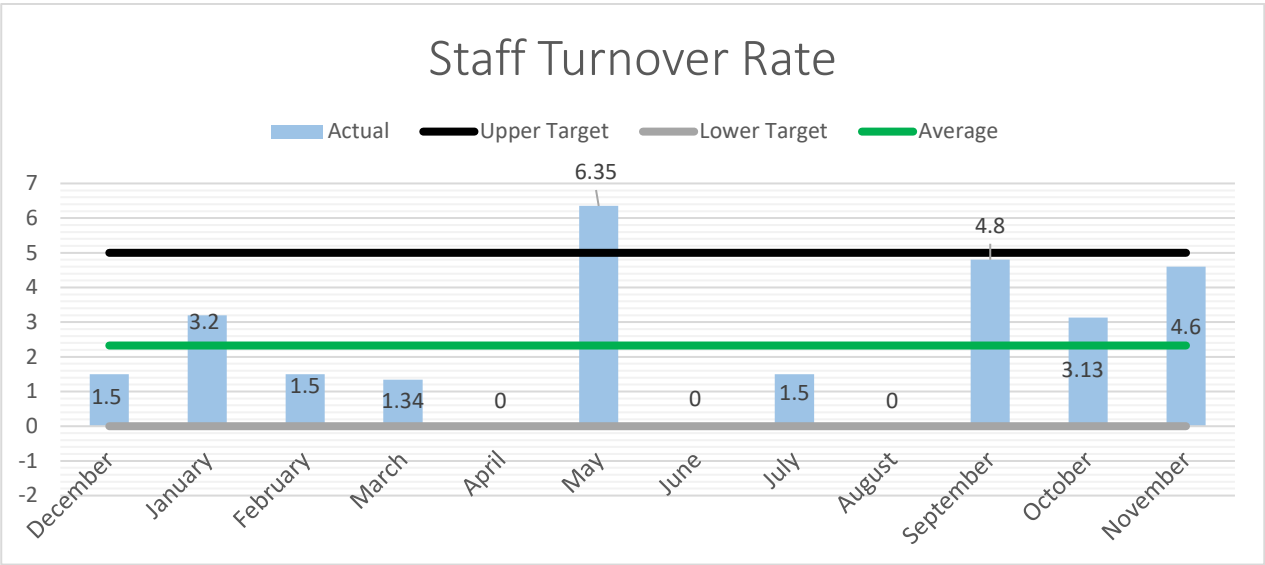
|            |                         |            |           |
|------------|-------------------------|------------|-----------|
| Gatekeeper | Waste Transfer Stations | 7 May 2020 | Permanent |
|------------|-------------------------|------------|-----------|

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



**Turnover Rate:**

The number of staff leaving council employment during the reporting period.  
 (# staff leaving divided by the total number of people employed multiplied by 100)



| Dec  | Jan  | Feb  | Mar   | Apr | May   | Jun | Jul  | Aug | Sep  | Oct   | Nov  | Average |
|------|------|------|-------|-----|-------|-----|------|-----|------|-------|------|---------|
| 1.5% | 3.2% | 1.5% | 1.34% | 0%  | 6.35% | 0%  | 1.5% | 0%  | 4.8% | 3.13% | 4.6% | 2.33%   |

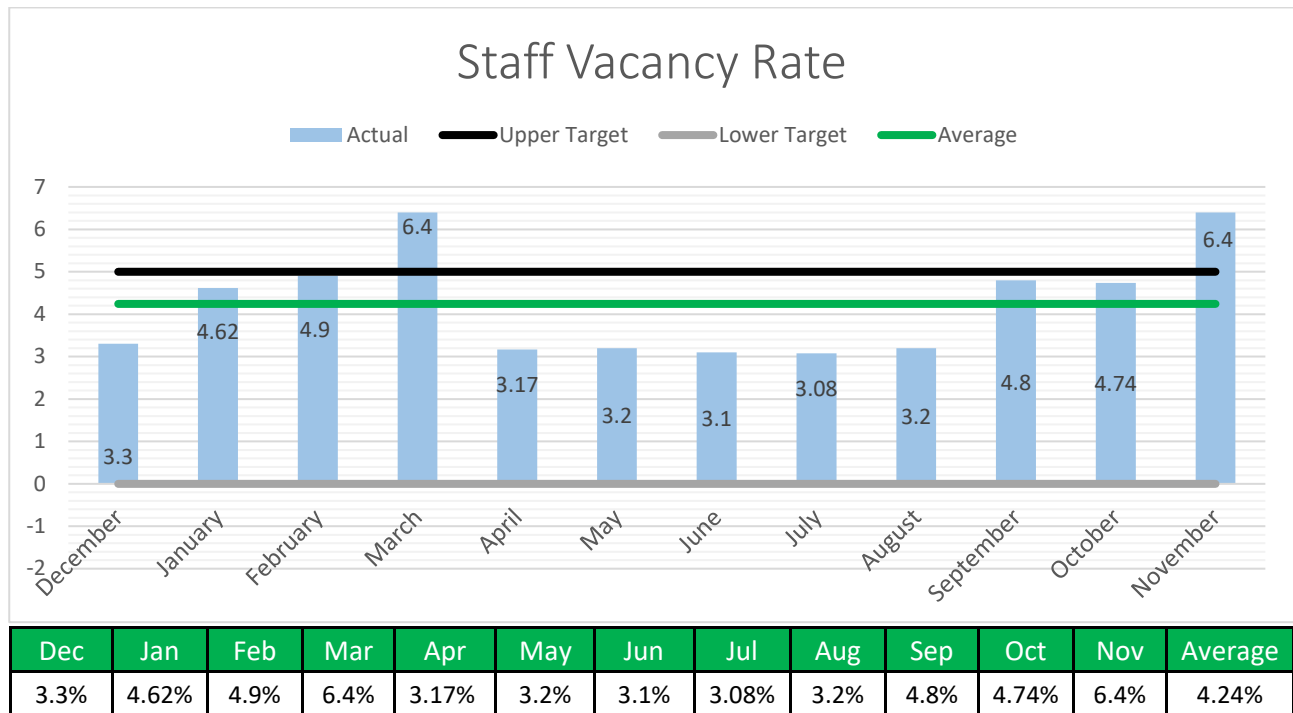
Target Average: Between 0% - 5%



### Staff Vacancy Rate:

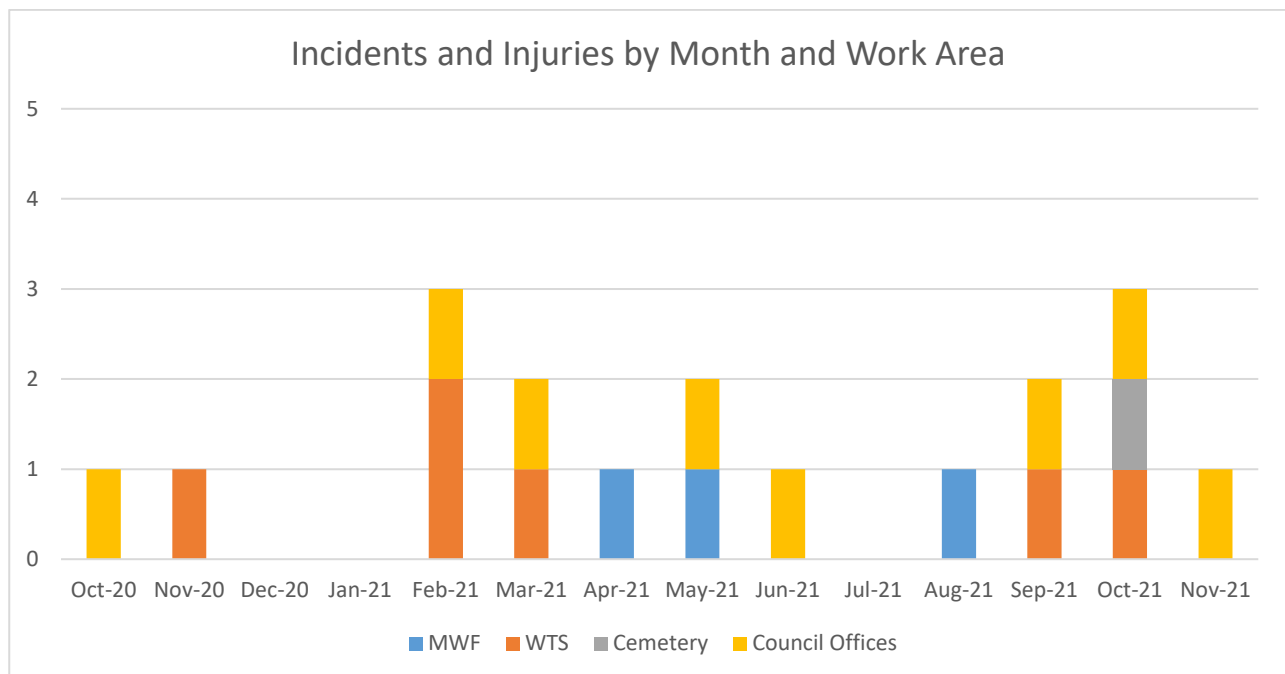
The number of vacant positions during the reporting period.

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



Target: 0% - 5%

### Workplace Health and Safety



One incident was reported in November 2021. An employee in the Regulatory Services Team suffered back strain as a result of a dog handling incident. This incident was not notifiable to NT Work Safe. The worker had clearance to return to full duties.

## **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<br>(Guideline was re-made under section 71(2) of <i>Local Government Act 2008</i> and is continued in force as a transitional arrangement in accordance with section 353 of the <i>Local Government Act 2019</i> .) |
| General Instructions | General Instruction 1: Procurement  |

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

| Policy  | 2021-2022 |    |    |    |
|---|-----------|----|----|----|
|   | Q1        | Q2 | Q3 | Q4 |
| FIN11 Related Party Disclosure                  |           |    |    |    |
| INF01 Asset Management                          |           |    |    |    |
| EM06 Conflict of Interest                       |           |    |    |    |
| COR02 Community Engagement                      |           |    |    |    |
| FIN13 Borrowing                                 |           |    |    |    |
| FIN14 Investment                                |           |    |    |    |
| CEM01 Floral and Ornamental Tributes            |           |    |    |    |
| INF03 Roadside Memorials and Roadside Monuments |           |    |    |    |
| GOV03 Privacy                                   |           |    |    |    |
| INF05 Sealing of Roads                          |           |    |    |    |
| INF02 Driveway Crossovers                       |           |    |    |    |
| CEM02 Right of Interment                        |           |    |    |    |
| GOV12 Land Acquisition Policy                   |           |    |    |    |



## COUNCIL REPORT

|                              |  |
|------------------------------|--|
| <b>Agenda Item Number:</b>   | 14.01.04                                       |
| <b>Report Title:</b>         | Overriding Statutory Charge – Unpaid Rates     |
| <b>Author:</b>               | Maxie Smith, Manager Corporate Services        |
| <b>Recommending Officer:</b> | Arun Dias, General Manager Business Excellence |
| <b>Meeting Date:</b>         | 14/12/2021                                     |
| <b>Attachments:</b>          | A: Assessment List                             |

### Executive Summary

This report seeks Council approval to apply the Common Seal on Overriding Statutory Charges for assessments listed in Attachment A to assist with the recovery of outstanding rates and charges.

### Recommendation

THAT Council:

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.

### Background

Under the *Local Government Act 2019*, section 256, Council may apply for an overriding statutory charge over any property with rates in arrears of more than six (6) months.

The application of an overriding statutory charge over an assessment ensures Council receives payment of rates in arrears as a priority on sale, transfer, or remortgage of land.

A statutory charge must be in place for a minimum of six (6) months prior to Council initiating the sale of land. However, a separate report will be tabled to Council for approval if any property is considered for sale.

The table on the following page shows a summary of the Statutory Charges proposed to be applied for 204 ratable assessments. The detailed list of assessments is included in Attachment A.

Table Summary by Rating Categories:

| Rating category | Number of properties | Rates debt (\$)   |
|-----------------|----------------------|-------------------|
| Residential     | 192                  | 655,228.54        |
| Commercial      | 10                   | 34,744.79         |
| Horticulture    | 2                    | 5,018.42          |
| <b>Total</b>    | <b>204</b>           | <b>694,991.75</b> |

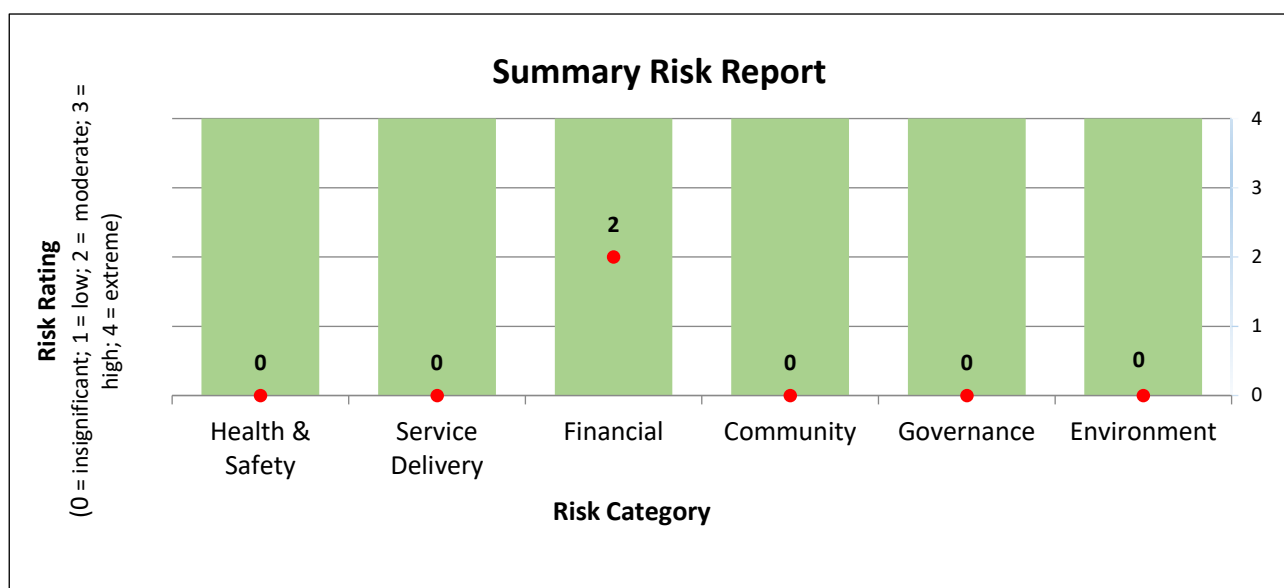
### Links with Strategic Plan

A Well-Run Council - Good Governance

### Legislative and Policy Implications

This report complies with Section 256 of the *Local Government Act 2019* and Council policy.

### Risks



### Financial

The cost of applying each overriding statutory charge is \$176, totalling \$35,904 for the 204 rateable assessments. This is an upfront cost to Council recoverable in line with rates recovery processes. Therefore, there is a moderate risk that the sale amount of the property will not cover the accumulated debt (rates, interest and legal fees).

### Community Engagement

Not applicable.

**ASSESSMENT LIST**

Unpaid Rates – 2 December 2021

| ASSESSMENT | TYPE         | AMOUNT      |
|------------|--------------|-------------|
| 10106649   | Commercial   | \$ 1,959.02 |
| 10055622   | Commercial   | \$ 2,353.77 |
| 10090850   | Commercial   | \$ 2,219.31 |
| 10080026   | Commercial   | \$ 3,078.59 |
| 10076230   | Commercial   | \$ 3,530.60 |
| 10076248   | Commercial   | \$ 3,530.60 |
| 10113421   | Commercial   | \$ 3,530.61 |
| 10015741   | Commercial   | \$ 4,400.05 |
| 10110187   | Commercial   | \$ 4,435.00 |
| 10110153   | Commercial   | \$ 5,707.24 |
| 10034320   | Horticulture | \$ 2,267.83 |
| 10034122   | Horticulture | \$ 2,750.42 |
| 10084788   | Residential  | \$ 1,806.38 |
| 10084580   | Residential  | \$ 1,823.10 |
| 10111417   | Residential  | \$ 1,826.74 |
| 10106284   | Residential  | \$ 1,828.65 |
| 10071397   | Residential  | \$ 1,830.44 |
| 10025120   | Residential  | \$ 1,834.47 |
| 10020055   | Residential  | \$ 1,841.85 |
| 10012730   | Residential  | \$ 1,876.36 |
| 10070795   | Residential  | \$ 1,905.81 |
| 10047074   | Residential  | \$ 1,926.62 |
| 10092484   | Residential  | \$ 1,962.68 |
| 10004281   | Residential  | \$ 1,964.72 |
| 10064848   | Residential  | \$ 1,986.31 |
| 10020527   | Residential  | \$ 1,992.71 |
| 10044550   | Residential  | \$ 2,011.06 |
| 10020840   | Residential  | \$ 2,030.81 |
| 10003176   | Residential  | \$ 2,050.95 |
| 10042539   | Residential  | \$ 2,062.02 |
| 10080125   | Residential  | \$ 2,062.50 |
| 10024461   | Residential  | \$ 2,063.09 |
| 10042752   | Residential  | \$ 2,063.34 |
| 10024123   | Residential  | \$ 2,523.93 |
| 10092476   | Residential  | \$ 2,525.27 |
| 10015790   | Residential  | \$ 2,555.48 |
| 10102465   | Residential  | \$ 2,597.82 |

| ASSESSMENT | TYPE        | AMOUNT      |
|------------|-------------|-------------|
| 10063592   | Residential | \$ 2,071.28 |
| 10092666   | Residential | \$ 2,090.01 |
| 10081743   | Residential | \$ 2,108.32 |
| 10057420   | Residential | \$ 2,121.65 |
| 10084986   | Residential | \$ 2,121.91 |
| 10080984   | Residential | \$ 2,125.10 |
| 10007599   | Residential | \$ 2,130.78 |
| 10051308   | Residential | \$ 2,165.68 |
| 10110393   | Residential | \$ 2,168.80 |
| 10038073   | Residential | \$ 2,177.43 |
| 10011757   | Residential | \$ 2,189.75 |
| 10081438   | Residential | \$ 2,206.31 |
| 10062495   | Residential | \$ 2,219.49 |
| 10041150   | Residential | \$ 2,240.51 |
| 10027381   | Residential | \$ 2,242.36 |
| 10049427   | Residential | \$ 2,246.83 |
| 10083277   | Residential | \$ 2,253.18 |
| 10050557   | Residential | \$ 2,266.69 |
| 10018315   | Residential | \$ 2,269.92 |
| 10028991   | Residential | \$ 2,270.79 |
| 10086775   | Residential | \$ 2,276.13 |
| 10054302   | Residential | \$ 2,276.79 |
| 10039030   | Residential | \$ 2,276.81 |
| 10036507   | Residential | \$ 2,280.76 |
| 10088805   | Residential | \$ 2,282.97 |
| 10021863   | Residential | \$ 2,283.41 |
| 10077063   | Residential | \$ 2,288.97 |
| 10048635   | Residential | \$ 2,291.49 |
| 10042851   | Residential | \$ 2,300.01 |
| 10062594   | Residential | \$ 2,335.04 |
| 10063626   | Residential | \$ 2,338.26 |
| 10112670   | Residential | \$ 2,372.09 |
| 10045110   | Residential | \$ 2,408.07 |
| 10058931   | Residential | \$ 2,427.61 |
| 10070910   | Residential | \$ 2,473.46 |
| 10059475   | Residential | \$ 2,476.50 |
| 10001774   | Residential | \$ 2,491.90 |

| ASSESSMENT | TYPE        | AMOUNT      |
|------------|-------------|-------------|
| 10045243   | Residential | \$ 2,605.27 |
| 10085264   | Residential | \$ 2,618.22 |
| 10030104   | Residential | \$ 2,645.35 |
| 10054112   | Residential | \$ 2,660.30 |
| 10087740   | Residential | \$ 2,700.13 |
| 10062263   | Residential | \$ 2,712.11 |
| 10006419   | Residential | \$ 2,717.16 |
| 10007946   | Residential | \$ 2,717.16 |
| 10051860   | Residential | \$ 2,717.60 |
| 10053601   | Residential | \$ 2,722.71 |
| 10005890   | Residential | \$ 2,741.51 |
| 10069367   | Residential | \$ 2,746.31 |
| 10064509   | Residential | \$ 2,748.48 |
| 10002327   | Residential | \$ 2,751.06 |
| 10009108   | Residential | \$ 2,751.06 |
| 10010312   | Residential | \$ 2,751.06 |
| 10012698   | Residential | \$ 2,751.06 |
| 10015253   | Residential | \$ 2,751.06 |
| 10015279   | Residential | \$ 2,751.06 |
| 10022283   | Residential | \$ 2,751.06 |
| 10025187   | Residential | \$ 2,751.06 |
| 10026748   | Residential | \$ 2,751.06 |
| 10026995   | Residential | \$ 2,751.06 |
| 10027894   | Residential | \$ 2,751.06 |
| 10028223   | Residential | \$ 2,751.06 |
| 10035715   | Residential | \$ 2,751.06 |
| 10043974   | Residential | \$ 2,751.06 |
| 10046928   | Residential | \$ 2,751.06 |
| 10050664   | Residential | \$ 2,751.06 |
| 10051928   | Residential | \$ 2,751.06 |
| 10052090   | Residential | \$ 2,751.06 |
| 10053395   | Residential | \$ 2,751.06 |
| 10059806   | Residential | \$ 2,751.06 |
| 10077170   | Residential | \$ 2,751.06 |
| 10078145   | Residential | \$ 2,751.06 |
| 10083822   | Residential | \$ 2,751.06 |
| 10069524   | Residential | \$ 3,147.33 |
| 10069979   | Residential | \$ 3,187.76 |
| 10039659   | Residential | \$ 3,191.01 |
| 10007615   | Residential | \$ 3,236.12 |

| ASSESSMENT | TYPE        | AMOUNT      |
|------------|-------------|-------------|
| 10041291   | Residential | \$ 2,521.71 |
| 10085009   | Residential | \$ 2,751.06 |
| 10090660   | Residential | \$ 2,751.06 |
| 10100089   | Residential | \$ 2,751.06 |
| 10106946   | Residential | \$ 2,751.06 |
| 10107902   | Residential | \$ 2,751.06 |
| 10048114   | Residential | \$ 2,753.52 |
| 10018356   | Residential | \$ 2,753.52 |
| 10035855   | Residential | \$ 2,753.99 |
| 10026284   | Residential | \$ 2,754.01 |
| 10018364   | Residential | \$ 2,755.71 |
| 10049476   | Residential | \$ 2,758.22 |
| 10052165   | Residential | \$ 2,758.22 |
| 10009926   | Residential | \$ 2,762.44 |
| 10088698   | Residential | \$ 2,762.57 |
| 10005387   | Residential | \$ 2,775.56 |
| 10069318   | Residential | \$ 2,787.92 |
| 10100741   | Residential | \$ 2,792.44 |
| 10079887   | Residential | \$ 2,802.56 |
| 10040962   | Residential | \$ 2,803.88 |
| 10007532   | Residential | \$ 2,810.15 |
| 10064699   | Residential | \$ 2,810.15 |
| 10088466   | Residential | \$ 2,812.70 |
| 10037331   | Residential | \$ 2,832.00 |
| 10055978   | Residential | \$ 2,879.83 |
| 10091403   | Residential | \$ 2,930.77 |
| 10045755   | Residential | \$ 2,931.98 |
| 10075976   | Residential | \$ 2,948.91 |
| 10079986   | Residential | \$ 2,979.31 |
| 10017754   | Residential | \$ 3,001.63 |
| 10014140   | Residential | \$ 3,011.11 |
| 10023059   | Residential | \$ 3,012.73 |
| 10020576   | Residential | \$ 3,013.79 |
| 10055143   | Residential | \$ 3,034.30 |
| 10106912   | Residential | \$ 3,038.54 |
| 10062065   | Residential | \$ 3,047.59 |
| 10005197   | Residential | \$ 3,071.90 |
| 10058493   | Residential | \$ 3,072.62 |
| 10065530   | Residential | \$ 3,077.99 |
| 10070837   | Residential | \$ 3,089.73 |

| ASSESSMENT | TYPE        | AMOUNT      |
|------------|-------------|-------------|
| 10106334   | Residential | \$ 3,311.09 |
| 10070134   | Residential | \$ 3,312.87 |
| 10100253   | Residential | \$ 3,333.50 |
| 10102564   | Residential | \$ 3,408.26 |
| 10083442   | Residential | \$ 3,466.90 |
| 10054021   | Residential | \$ 3,503.39 |
| 10066421   | Residential | \$ 3,520.95 |
| 10039907   | Residential | \$ 3,537.43 |
| 10045599   | Residential | \$ 3,596.93 |
| 10002947   | Residential | \$ 3,632.93 |
| 10040848   | Residential | \$ 3,652.77 |
| 10080307   | Residential | \$ 3,653.49 |
| 10077204   | Residential | \$ 3,659.73 |
| 10039758   | Residential | \$ 3,665.12 |
| 10045730   | Residential | \$ 3,683.53 |
| 10039105   | Residential | \$ 3,714.92 |
| 10079630   | Residential | \$ 3,739.29 |
| 10058923   | Residential | \$ 3,768.88 |
| 10051753   | Residential | \$ 3,771.31 |
| 10023307   | Residential | \$ 3,852.37 |
| 10006914   | Residential | \$ 3,882.23 |
| 10102481   | Residential | \$ 3,957.36 |
| 10085371   | Residential | \$ 4,069.75 |
| 10013050   | Residential | \$ 4,119.65 |
| 10088672   | Residential | \$ 4,208.38 |

| ASSESSMENT | TYPE        | AMOUNT       |
|------------|-------------|--------------|
| 10064731   | Residential | \$ 4,273.92  |
| 10050128   | Residential | \$ 4,337.26  |
| 10059335   | Residential | \$ 4,522.79  |
| 10092823   | Residential | \$ 4,646.77  |
| 10025914   | Residential | \$ 4,831.41  |
| 10004042   | Residential | \$ 4,920.16  |
| 10024669   | Residential | \$ 5,051.02  |
| 10036788   | Residential | \$ 5,185.69  |
| 10008548   | Residential | \$ 5,260.12  |
| 10005239   | Residential | \$ 5,499.24  |
| 10006427   | Residential | \$ 6,054.57  |
| 10079523   | Residential | \$ 6,575.66  |
| 10065720   | Residential | \$ 6,849.20  |
| 10067858   | Residential | \$ 6,959.61  |
| 10026854   | Residential | \$ 6,989.16  |
| 10106904   | Residential | \$ 8,233.05  |
| 10049872   | Residential | \$ 8,683.61  |
| 10043669   | Residential | \$ 8,818.82  |
| 10020782   | Residential | \$ 9,732.19  |
| 10023612   | Residential | \$ 11,609.65 |
| 10088193   | Residential | \$ 12,458.17 |
| 10048171   | Residential | \$ 13,734.96 |
| 10045698   | Residential | \$ 14,440.02 |
| 10044162   | Residential | \$ 14,766.66 |
| 10067007   | Residential | \$ 18,703.42 |



## COUNCIL REPORT

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|                              |  |
|------------------------------|--|
| <b>Agenda Item Number:</b>   | 14.02.01   |
| <b>Report Title:</b>         | Drafting Instructions – Litchfield Public Places By-laws |
| <b>Author:</b>               | Diana Leeder, Executive Manager Community Inclusion      |
| <b>Recommending Officer:</b> | Daniel Fletcher, Chief Executive Officer                 |
| <b>Meeting Date:</b>         | 14/12/2021   |
| <b>Attachments:</b>          | A: Draft Table of By-law Instructions                    |

### Executive Summary

This report seeks Council's endorsement of the draft By-law instructions, at Attachment A.

### Recommendation

THAT Council endorse the draft table of By-law Instructions, at Attachment A, subject to minor editorial changes by the Chief Executive Officer.

### Background

By-laws are used to respond to issues and community need within a local government area. By-laws are subordinate legislation of the NT Local Government Act and complement responsibilities and powers under both state and federal law. Council by-laws apply to activities on government land as well as Council land.

By-laws should be fit for purpose and reflect community standards, expectations and Council operations.

Without by-laws Council needs to rely on the provisions of the local Government Act, such as the issuing of regulatory orders. This is the process used for a current issue with the continual stacking and storing of goods on the verge, creating a nuisance that is a costly and time-consuming process which allows many avenues of appeal against Council actions.

Council currently manages signs on Council controlled roadside verges through the care and control facilities in section 271 of the Local Government Act and as such removes signs, however it has no control over signage on NT controlled roads. Other than removing signs from its road reserves Council has no power to take any further action.

There are Council decisions to develop by-laws for signage, roadside vans or events on Council owned land and Public Place By-laws.



Council currently has comprehensive dog management by-laws administered by a team of three rangers, supported by a business services support officer. The dog management program only operates Monday to Friday and during normal Council hours. Any additional by-laws will bring an expectation of enforcement and require increased staff resources.

The parliamentary counsel is responsible for development of by-laws for all councils in the NT and endeavours where possible to develop model by-laws that can be adapted for individual council circumstances.

In line with existing decisions and current issues the areas identified for potential additional by-laws are:

- stacking and storing of goods in a public place;
- camping without a permit;
- litter including illegal dumping;
- signs in public places (public places to include NTG roads and land);
- restricting access to public facilities; and
- behaviour in a public library.

The attached table provides draft drafting instructions for consideration by Council.

Parliamentary Council recently developed draft by-laws for City of Darwin in which most of the issues identified as Litchfield issues are included. However, those draft by-laws contain a requirement that Council must first issue a Show Cause letter before issuing an enforcement notice and that any infringement notice issued is a reviewable decision under the Local Government Act. City of Darwin has not adopted these by-laws. If by-law decisions were to be reviewable decisions they would be unworkable for a small council like Litchfield.

Council has been advised that if it does not wish by-law infringements to be reviewable decisions it can elect to not have this included. As a result, the proposed drafting instructions include a provision that by-law offences not be considered reviewable decisions.

There will be additional costs associated with the introduction of additional by-laws.

#### **Links with Strategic Plan**

A Well-Run Council - Good Governance

## Legislative and Policy Implications

The Local Government Act (2019) S.275 gives Council the power to make by-laws.  
July 2020 – Council adoption of NT Government Election Signage Policy  
Litchfield Dog Management By-laws (2017).

## Risks



### Service Delivery

There is a community expectation that Council enforces its policies and by-laws. Having by-laws that are not enforced or able to be enforced affects Council's reputation in the community.

### Financial

There are costs associated with regulation of public place activities, whether through by-laws or regulatory orders. Introduction of additional by-laws will require additional regulatory resources.

### Community

Once Council has received any draft by-laws public consultation is required. Section 278 of Local Government Act 2019 spells out the time frames and requirement for public consultation once Council has draft by-laws.

## Community Engagement

Not applicable at this stage.

## Drafting Instructions – Litchfield Public Places By-laws

| Draft By-laws Headings    | Comment   |
|---------------------------|---|
| 1. Stack and store goods  | <p>Create an offence for a person, without an authorisation, to place goods in, on or over public land, or outside premises adjoining public land, whether or not the goods are for sale or cause an obstruction.</p> <p>Allow an authorised person (e.g., a Litchfield Council ranger) to seize goods that are found abandoned on public land and identify the reasonable steps to be taken to enable a person to recover their goods within 14 days.</p> <p>Allow uncollected goods to be sold, destroyed or otherwise disposed of as the Council CEO sees fit after 14 days.</p> |
| 2. Library                | <p>Ability for a library officer to exclude a person from the library.</p> <p>Requirement for children under 10 years old to be supervised at all times by a capable adult or other person who, in the opinion of the library officer, is capable of supervising the child when they are in a public library.</p> <p>Requirement that any person using a public library or inside a public library must comply with the code of conduct</p>   |
| 3. Food vans and the like | Create an offence for a person to conduct a business from a roadside van without a Council permit.  |
| 4. Camping                | Create an offence to camp or sleep in a public place. Include parking a motor vehicle, erecting a tent or other shelter or placing gear or equipment for the purpose of camping or sleeping anytime between sunset and sunrise, except in a designated caravan park or camping area or in accordance with a permit.   |
| 5. Unsightly allotments   | Create an offence not to maintain a property such that it does not become unsightly, overgrown or in a condition that is likely to constitute a danger to health or property – e.g., nuisance, weeds, potential cyclone hazards, harbouring vermin. Allow Council to enter the property to undertake the works after a required time frame and to recover the costs of the works.   |
| 6. Erection of structures | Create an offence for a person to erect or construct a structure or anything else whether temporary or otherwise on footpath, road or public land without a permit.   |
| 7. Access to facilities   | Create an offence to obstruct or intimidate another member of the public from using a public shelter, ablution facility, water supply, barbecue or fireplace.   |
| 8. Litter                 | Create an offence for a person to deposit litter or engage in illegal dumping.  |

| Draft By-laws Headings                              | Comment   |
|---|---|
| 9. Council signs                                    | Create a requirement that a person must comply with any sign erected in a public place by Council. (e.g., no camping; alcohol consumption conditions; no vehicles etc).   |
| 10. Outdoor advertising signs                       | <p>Create an offence to erect an outdoor advertising signs in public places within the municipality without authorisation from Council - outdoor advertising to include signs, writing, images, pictures, symbols, objects or illumination. Outdoor advertising must not cause visual clutter or disorder by having too many signs in one location or by signs obscuring each other. Outdoor advertising should not offend the public because of its design, location or message.</p> <p>Period for existing signs to be compliant.</p> |
| Infringement notices not to be reviewable decisions | Infringement notices under Litchfield Council by-laws not to be reviewable decisions under S18.1 of the Local Government Act.   |



## COUNCIL REPORT

|                              |   |
|------------------------------|---|
| <b>Agenda Item Number:</b>   | 14.02.02  |
| <b>Report Title:</b>         | McMinn's Lagoon Recreation Reserve Additional Funding                 |
| <b>Author:</b>               | Diana Leeder, Executive Manager Community Inclusion                   |
| <b>Recommending Officer:</b> | Daniel Fletcher, Chief Executive Officer                              |
| <b>Meeting Date:</b>         | 14/12/2021  |
| <b>Attachments:</b>          | A: Request for assistance from McMinn's Lagoon Management Association |

### Executive Summary

This report provides Council with a request from the McMinn's Lagoon Management Association for financial assistance in meeting the Association's expenses and presents a recommendation that an immediate additional operational grant of \$5,000 be provided to McMinn's Lagoon Reserve Management Association.

### Recommendation

THAT Council approve an immediate additional operational grant of \$5,000 to McMinn's Lagoon Reserve Management Association.

### Background

Council has eight recreation reserves, five of which are managed by community based incorporated associations and three of which are directly managed by Council, following the dissolution of the original associated management organisations for a variety of reasons. These are generally attributable to the costs of management and the difficulty in attracting volunteers.

Each of the remaining funded reserve management boards has expressed concern at meeting obligations to manage its respective reserve within the available Council funding and the difficulties in generating own source funding, including attracting grants. Examination of the operating expenses and the annual audited financial statements for each reserve clearly indicates a shortfall in funding for these associations to return an annual profit or break even. Only the McMinn's Lagoon Management Association is likely to become insolvent this financial year. The other associations have retained earnings available to buffer operational losses this year.

Council staff are meeting with each management committee to discuss concerns prior to providing a comprehensive report on the sustainable funding of reserve management committees and implementation of the Sport, Recreation and Open Space Strategy to the January Council meeting.

The McMinns Lagoon Management Association has written to Council seeking immediate assistance. The Association will become insolvent within about three months if it continues to draw on its reserves to meet operational funding. There is sufficient funding from increased income from container deposit recycling by the community through the waste transfer stations to meet this and the adjustment can be made at the second budget review.

### Links with Strategic Plan

A Great Place to Live - Recreation

### Legislative and Policy Implications

Council provides funding to all reserve management committees to assist with management and maintenance of the reserves for the benefit of the community.

### Risks



#### Service Delivery

Failing to acknowledge the financial constraints on the McMinns Lagoon Management Association poses a risk of reduced levels of service delivery.

#### Financial

Failure to provide some immediate financial assistance creates a risk that the McMinns Lagoon Management Association will become insolvent this financial year which may result in the association disbanding and the full responsibility reverting to Council.

#### Community

Failure to listen to the genuine concerns of the McMinns Lagoon Management Association could result in lack of confidence that Council will follow through on listening to genuine concerns and reduce the willingness to volunteer.

## Community Engagement

Not applicable.



## COUNCIL REPORT

|                              |   |
|------------------------------|---|
| <b>Agenda Item Number:</b>   | 14.02.03  |
| <b>Report Title:</b>         | Livingstone Recreation Reserve Masterplan                 |
| <b>Author:</b>               | Diana Leeder, Executive Manager Community Inclusion       |
| <b>Recommending Officer:</b> | Daniel Fletcher, Chief Executive Officer                  |
| <b>Meeting Date:</b>         | 14/12/2021  |
| <b>Attachments:</b>          | A: Livingstone Recreation Reserve Master Plan 2021 – 2031 |

### Executive Summary

Livingstone Recreation Reserve Management Committee has provided a copy of the reserve master plan for Council's endorsement.

### Recommendation

THAT Council:

1. receive and note this report titled Livingstone Recreation Reserve Master Plan; and
2. endorse the Livingstone Recreation Reserve Master Plan 2015 – 2025.

### Background

In May 2021, Council was advised that the 2015 – 2025 Livingstone Recreation Reserve Master Plan was not formally adopted by Council although it is aware that developments on the reserve have been in accordance with this. The Livingstone Recreation Reserve Management Committee has since updated the master plan to span 2021 – 2031 and now requests Council endorsement.

The Livingstone Reserve Master Plan has been developed to provide actions that are practical and realistic. Many actions will require further consultation through detailed design and implementation phases.

The priority actions of the Master Plan have been established based on the following principles:

- safety and regulatory compliance;
- necessary repairs to maintain operations;
- upgrades / refurbishments / exclusive requests;
- engage with user groups and community; and
- encourage user groups to locate here.



Beyond this, Council’s adopted Sport Recreation and Open Space Strategy identified a number of priority actions for each of the reserves and the two recommendations given high priority for Livingstone Reserve accord with the master plan submitted for endorsement by Council:

1. Council to endorse the master plan for the site; and
2. develop picnic facilities with the installation of new playground equipment.

The plan identifies additional shade over the new playground equipment as a high priority and picnic facilities are available in its vicinity. Future projects for the reserve are listed in order of high, medium and low priority rather than on a year-by-year basis, in order to achieve these in an orderly manner as and when funds are available.

In the absence of any standard master plan template or guidance from Council as to format or inclusions the document is a good reflection of the committee and community priorities for the reserve. The equine facilities and use by the Livingstone Horse and Pony Club are included within the reserve master plan.

### Links with Strategic Plan

A Great Place to Live - Recreation

### Legislative and Policy Implications

Endorsement of the Livingstone Recreation Reserve Master Plan 2021 – 2031 is in accordance with the Sport Recreation and Open Space Policy.

### Risks



There are no risks for Council in endorsing the Livingstone Recreation Reserve master plan as it has been developed taking risk factors around safety, compliance and community into account and endorsement does not commit Council to any additional expenditure.

## **Community Engagement**

The Livingstone Recreation Reserve Committee has consulted with its users and community in developing the plan and there is no requirement for Council to undertake additional community engagement.

# Livingstone Recreation Reserve



## Master Plan 2021 - 2031

### Introduction

The Livingstone Recreation Reserve (the Reserve) is an organisation run by a volunteer management committee to service a facility for the rural community. The Reserve's management committee are dedicated to maintaining and providing a family friendly environment to the local rural community. The principal activities of the Reserve are the provision, maintenance and improvement of recreation and sporting facilities that can be utilised according to the demands of the community.

The Reserve has been active since 1986, growing with the community and continuously improving the facilities to make a better environment for the local community.

This ten year Master Plan will provide the Reserve a framework for guidance in their aim to enhance the facility and ensure the continued benefit to key user groups as well as the broader local community.

The following process was completed to ensure the Master Plan aligned with the Reserve's relevant strategies, policies and vision. This is a dynamic, working document and is updated regularly to reflect adjusted priorities based on the most current information. The Reserve is a Not-for-Profit organisation that has a responsibility to provide a safe and secure reserve for all to use.

A strong focus of the Master Plan is to ensure that the future direction of the Reserve is based on key elements of sustainable decision making. That is, proposed actions need to be economically viable, technically feasible, environmentally compatible and publicly acceptable.

## Signature Page

The Livingstone Recreation Reserve's ten-year plan has been developed and endorsed by the following Management Committee Members:

| Role             | Member             | Signature |
|------------------|--------------------|-----------|
| Chairperson      | Rob Coward         |           |
| Vice Chairperson | Sally Isberg       |           |
| Secretary        | Sue Coward         |           |
| Treasurer        | Sophia Gibson      |           |
| Public Officer   | Rob Coward         |           |
| Grants Officer   | John Robert Coward |           |
| Committee Member | Judy Hageman       |           |
| Committee Member | Michelle Salmon    |           |
| Committee Member | Narelle Verzeletti |           |
| Committee Member | Jean Baker         |           |
| Committee Member | Anne Daw           |           |
| Committee Member | Keith Gibson       |           |

## **History**

The name "Livingstone" derived from the wartime airstrip, which was named after John D Livingstone, Jnr. On 4 April 1942, Livingstone was wounded during action over Darwin, but flew to the then, newly completed 34 mile airstrip where he crash landed, but died in the resultant inferno. On many of the properties that border the old airstrip, residents are still finding old relics from the wartime era.

Starting out as a small group of enthusiastic residents back in the 1980's with the purpose of developing a recreation ground for the Livingstone community. It was the dedication and support of this small group that was instrumental in getting the original much smaller hall built. The hall has since undergone two veranda extensions to its current footprint.

Friday nights at the Reserve commenced in the corner of the hall with an esky, a table and a BBQ and progressed to a garden shed until it was relocated to its current position.

The Reserve has been the venue for many events over the years including the Sundown to Sunup Music festival, several Rural Fringe festivals, local Balls, family fun days, car boot sales, community cricket matches and more.

Over the years, many user groups have taken advantage of the Reserves excellent facilities including self-defence classes, belly dancing, fitness classes, Zumba, darts, competition billiards, horse & pony club, volunteer bushfire brigade, St. Johns ambulance and bar & bistro.

## **The Site**

An outer rural locality of the city of Darwin and administered by the local government area of Litchfield Municipality of Northern Territory, Livingstone is located approximately 49 kilometres southeast of Darwin.

The Reserve is situated at Lot 2524 Livingstone Road Livingstone and is just off the Stuart Highway approximately 10km from Noonamah and 6km past the Cox Peninsula Road turnoff to Berry Springs. Set amongst 80 hectares of Council owned land with 64 hectares being native bushland and the remaining land being utilised by various user groups.

## Facilities and Structures

- Large undercover public hall
- Bar and Bistro
- Undercover BBQ area 10m x 7.2m with refrigerator
- Amenities including showers and disability access
- Beach volleyball court
- Biggest and best community Children's' playground in the rural area.
- Pool Table
- Equestrian facilities
- Covered viewing area
- Picnic tables
- Caretaker residence
- Bagged ice
- Sports oval
- Handicap access

## Services

|                              |   |
|------------------------------|---|
| Management Committee         | The primary responsibility of the Management Committee is to oversee and administer proper evaluation, maintenance and improvement of the reserve through a cooperative decision making process.  |
| 34 Mile Bar and Bistro       | <p>Licensed bar and kitchen provides meals and drinks on a Friday night and also includes -</p> <ul style="list-style-type: none"> <li>▪ Badge draws</li> <li>▪ Fundraising raffles</li> <li>▪ Live bands</li> <li>▪ Free wifi</li> <li>▪ Bagged ice</li> <li>▪ Kids' Corner with a variety of toys to suit all ages</li> <li>▪ Televisions and big screen entertainment</li> <li>▪ Large children's playground</li> </ul> <p>Open to all members and bona fide guests</p>  |
| Hall Hire                    | <p>The hall is available to hire for functions which includes –</p> <ul style="list-style-type: none"> <li>▪ 100 chairs and tables' setup and ready to use with extra chairs available on request.</li> <li>▪ Pool table</li> <li>▪ Undercover gas BBQ facilities</li> <li>▪ Refrigerator</li> <li>▪ Overnight camping (conditions apply)</li> </ul> <p>The hall is also available for community service groups including – Smile-a-Mile fun bus and sporting groups.</p> <p>The grounds are available for public use at their leisure.</p> |
| Litchfield Horse & Pony Club | Equestrian facilities   |

## Action and implementation

The Master Plan for the Reserve has been developed to provide actions that are practical and realistic. Many actions will require further consultation through detailed design and implementation phases.

The **priority** actions of the Master Plan have been established based on the following principles:

- Safety and regulatory compliance
- Necessary repairs to maintain operations
- Upgrades / refurbishments / exclusive requests
- Engage with user groups and community
- Encourage user groups to locate here

## Project brief

The specific objectives of the project are to:

- Identify the future direction and priorities for the Reserve, its current and future user groups and community.
- identify necessary improvements to the facilities located at the Reserve.
- analyse existing use of the opening Friday nights and user groups.
- identify the key issues for future development of the Reserve including:
  - ensure the continued provision of access for people with a disability.
  - ensuring recommended developments meet the needs of the community.
- prioritise a list of works to be undertaken to improve the facilities and to bring them to an appropriate standard.
- maximise multifunctional use of the facilities and ensure they are fully accessible.
- ensuring recommendations are consistent with Litchfield Council policies and objectives.
- identify funding sources to support the implementation plan.

| <b>Description of Project</b>            | <b>Estimated Cost</b> | <b>Priority</b> | <b>Status</b>             | <b>Benefit of Project</b>   |
|--|-----------------------|-----------------|---------------------------|---|
| Ride on Mower                            | \$15,508              | H               | Ordered                   | To upgrade mower brought in 2014  |
| Kitchen Renovations                      | \$280,000             | H               | In Progress               | Increased demand for services suggests kitchen needs to be increased in size. Has been designed and Drawings completed.<br>Major CBF Grant Failed 2021                              |
| Gamba Control                            | \$22,000              | H               |                           | Need ATV and spray equipment to carry out the eradication of Gamba Grass and general maintenance work around the grounds.   |
| Bore Filtration System                   | \$15,000              | H               | Preliminary Advice Sought | Filter solids from water that are clogging our irrigation system creating lots of maintenance/replacements of sprinklers.   |
| Car Park stage 3 – civil works)          | \$100,000             | H               | Preliminary Drawings Done | Construction of an appropriately designed car park.   |
| Bar Fridge Frontage and shelving upgrade | \$9,850 + GST         | H               | Quoted By FRM 23/02/2021  | Seals not efficient therefore using excess, power and cool room not maintaining proper operating temperatures.  |
| Additional Shade Over Playground         | \$10,000              | H               |                           | Extra shade needed over kids playground.  |
| Sand Arena – Pony Club                   | \$36,000              | H               | Design                    | Multi-discipline sand arena to host club activities.  |
| Solar Electricity                        | \$30,000              | H               |                           | Solar electricity systems take advantage of Australia's supply of sunshine. A solar electricity system should provide between 50 and 90 per cent of the Reserves electricity needs. |
| Workshop/Storage Compound                | \$70,000              | M               | In Progress               | Create new workshop/storage area to store equipment and lockable machinery area for mowers etc. (Listed below stages 1 to 4.)   |



|   |                    |   |                                  |   |
|---|--------------------|---|----------------------------------|---|
| Workshop/Storage Compound- stage 1                                      | Refer above        | M | Completed                        | Lockable Containers for storage   |
| Workshop/Storage Compound- stage 2                                      | Refer above        | M | IW Grant Received                | Roof over storage area has been designed and certified  |
| Workshop/Storage Compound- stage 3                                      | Refer above        | M | IW Grant Received                | Concrete in between containers and ramp up to container openings.   |
| Workshop/Storage Compound- stage 4                                      | Refer above        | M |                                  | Fenced compound to the side to the existing side of containers  |
| Relocation of recycling compound  | \$7000             | M | In Progress                      | Remove existing compound and construct new more environmentally friendly compounds. 1 - Storage 2 - Recycling   |
| Extension of Stables – Pony Club  | \$42,549           | M | Quoted                           | Create 6 extra stables for horses during events.  |
| Tractor & Slasher   | \$40,000           | M | Grant Applied July 2017 (Failed) | To assist with efficient grounds maintenance (Fire Breaks) and Gamba control.   |
| Bench tops in BBQ area  | \$2,500            | M | Quoted 18/2/2021                 | Last stage to get area up and running for public use.   |
| Resurfacing Of Hall Floor   | \$25,000           | M | Investigating                    | Investigate best type of flooring to replenish existing concrete floor  |
| Design and construct shaded beer garden between main hall and BBQ area. | \$30,000           | M | Designing                        | Create shaded seating area for the comfort of the community.  |
| Volleyball court<br>1.Exterior netting<br>2.Full height fencing         | \$4,000<br>\$8,000 | L | To Be Quoted                     | Ongoing repairs, maintenance and improvements to ensure public sporting facilities are in functional safe working condition for community recreational enjoyment. |
| Fencing around caretaker residence                                      | \$15,000           | L |                                  | To provide security and privacy for the Reserve's caretaker.  |

|  |                               |   |           |  |
|--|-------------------------------|---|-----------|--|
| Solar Hot Water System                 | \$8,000<br>(\$7000<br>quoted) | L | Quoted    | Encourage the use of sustainable ecofriendly options. Solar hot water systems take advantage of Australia's supply of sunshine. A solar hot water system should provide between 50 and 90 per cent of the Reserves hot water needs   |
| Backup Generator                       | \$40,000                      | L |           | To provide backup power in an emergency and create a meeting place for local community who don't have power or cooking facilities of which we already have.  |
| Meeting Room/Ablution Block            | \$300,000                     | L | Designed  | Create New ablution facilities to replace our dilapidated existing ones and create new community meeting room.   |
| Oval upgrade stage 1 reform ground     | \$150,000                     | M |           | Existing oval is too small to suit competition sporting user groups. This is vital to encourage future groups to the facility.   |
| Oval upgrade stage 2 irrigation        | \$20,000                      | M |           | To be watered by travelling irrigator  |
| Oval upgrade stage 3                   | \$35,000                      | M |           | Seeding will be cheapest option estimated at \$1.50 a square meter.  |
| Multipurpose outdoor sporting facility | \$500,000                     | L |           | The need for proper future planning to accommodate the Reserve's growing needs and meet demands of increased recreational use, visitors and user groups. Outdoor sporting facilities to meet the demands of the community and could include netball, basketball and tennis courts. |
| COMPLETED PROJECTS                     |                               |   |           |  |
| New signage at front entrance          | \$3500                        |   | Completed | Existing signage is dated, difficult to see. New signage promotes activities of Reserve.   |
| Extension of Washdown Bays – Pony Club | \$5000                        |   | Completed | Provide an area to wash down horses after events.  |

|   |                              |  |                                       |   |
|---|------------------------------|--|---------------------------------------|---|
| Kitchen Equipment<br>1.Combi Oven \$8000-Purchased<br>2.Gas Cooktop and Oven Purchased<br>3.2 Door Display Fridge Purchased | \$8,000<br>\$4,500<br>\$2560 |  | Completed                             | Replace loan equipment so reserve has own appliances in kitchen.  |
| New Playground  | \$70,000                     |  | Govt/Council Grant Completed Dec 2020 | Replacing old playground as its use by date has only a couple more years in it.   |
| New Seesaw  | \$3,345.46                   |  | Completed                             | Extra equipment for new playground.   |
| BBQ area. Replace gas BBQ   | \$300-\$700                  |  | Completed                             | Current BBQ is delapidated and requires replacement.  |
| CCTV Security System Upgrade  | \$10,587                     |  | Completed Grant Biz Secure            | Upgrde of security system   |
| Kitchen upgrade to stainless benches and replace front servery  | \$10,615                     |  | Completed Feb 2019                    | Upgrade to meet health regulations and also for Johnny's to better utilise the kitchen  |
| Security Lighting for The Car Park Area, Hall and Back Veranda  | \$5000                       |  | Completed 2019                        | 2 LED spot lights isntaled on Hall. Providing lighting to car park area.  |
| Deep fryer for the kitchen & installation   | \$5,000<br>\$1,500           |  | Completed                             | Currently the two units are both electic and the kitchen is utilising beyond capacity. Additionally, the two units are small capacity. Installation of a gas high capacity will alleviate electricity capacity and cut the length of time to provide the meals. |

|   |                      |  |   |   |
|---|----------------------|--|---|---|
| Picnic area improvements<br>additional concrete slabs and external<br>picnic tables | \$10,000             |  | Completed<br>(CBF Grant<br>2019)                | Continuous improvements to provide a safe and comfortable<br>picnic area for the community to enjoy the Reserve's facilities.<br>Community Benefits grant won to complete this work   |
| Garden yard cart – towable  | \$350                |  | Completed                                       | To assist with efficient grounds maintenance.   |
| Replace roof to main hall.<br>Main hall electrical rewiring                         | \$54,960<br>\$16,840 |  | Completed                                       | Hall roof is deteriorating due to age and requires replacing.<br>Rewiring would occur during the roof replacement.  |
| Fridge<br>Freezer   | \$1800<br>\$1800     |  | Completed                                       | Storeroom fridge has failed and not viable to repair<br>Kitchen freezer pull out baskets have broken from the freezer<br>walls. Replace with a Westinghouse pair for the kitchen, then<br>put the fridge in kitchen into the storeroom. |
| Meeting Room Drawings and Mapping<br>of underground Services                        | \$9,652              |  | Completed<br>(CBF 2017)                         | Meeting room/abultion block/kitchen drawings and under<br>ground services locations and mapping of.   |
| Weed Sprayer  | \$650                |  | Completed<br>2017<br>(Council<br>Grant)         | 100ltr spray unit to assist with efficient grounds maintenance<br>and gamba control.  |
| 1. Replace Chairs<br>2. Replace Tables  | \$10,000<br>\$2,000  |  | Completed<br>2016/2017                          | To continue to provide a comfortable venue to the<br>community, existing tables and chairs need to be replaced due<br>to age,wear and tear and damage.  |
| Storage – Additional 40ft container   | \$8,000              |  | Completed                                       | More storage will be required for gardening equipment etc.<br>Grant successful for 2 containers and installation  |
| Boundary Fencing (Internal Use Group<br>Area's)                                     | \$15,235             |  | Completed<br>(Governmen<br>t Grant CBF<br>2016) | To meet the insurance requirements for the current Lichfield<br>Horse and Pony Club and additional potential future sporting<br>user groups (Polo Cross)  |

|  |                              |  |                                |   |
|--|------------------------------|--|--------------------------------|---|
| Car Park stage 2 – Planning  | \$500                        |  | Completed 2016                 | Donated by Jess Hutchings. Amended drawing done   |
| Car Park stage 1 – tree removal)   | \$5000                       |  | Completed 2016                 | Mitigation of the risk posed to public safety by falling trees.   |
| Entrance- Replace Signage and Lighting   | \$4000                       |  | Completed 2016                 | To improve the first point of entry.  |
| Hot Water Service- Instantaneous   | \$3000                       |  | Completed 2016                 | Greening Australia- reduction of power usage and increase hot water volume, current 50ltr system is inadequate.   |
| BBQ Area<br>1.Remove Uncoded Structure<br>2. Replace with Coded Structure<br>3. Concreting | \$800<br>\$15,950<br>\$8,360 |  | Completed 2015-2016            | Uncoded cover removed as requested by Council and replaced with coded carport structure.  |
| Bore Site Investigation and Installation   | \$35,000                     |  | Council Project Completed 2015 | Current water supplies from town water and existing bore are inadequate to maintain and landscaped lawns and gardens. Construction of a new bore will improve water efficiency and impact a cost reduction of town water. |
| Kids' Corner   | \$10,000                     |  | Completed 2015                 | Dedicated children's play and recreation are including installation of louvers for weather protection and accredited floor mats.  |
| New Mower (Wright)   | \$16,000                     |  | Brought 2014                   | Cut costs by taking over grass cutting from contractor.   |
| CCTV Security System   | \$14,000                     |  | Completed (Governmen           | Improve public safety and reduce anti-social behaviour and vandalism.   |

|   |                                      |  |                                       |  |
|---|--------------------------------------|--|---------------------------------------|--|
|   |                                      |  | t Grant<br>2013)                      |  |
| Veranda Extension- Eastern Side   | \$80,695<br>Additional<br>by Reserve |  | Completed<br>Government<br>Grant 2013 | Additional floor space for community recreational usage.   |
| Slabs For Picnic Tables (4)   | Donated                              |  | Completed<br>2013                     | To provide outside seating areas.  |
| Irrigation - Driveway/Hall Area   | \$18,700                             |  | Completed<br>2011                     | Help keep surrounding areas green.   |
| Storage<br>1. Remove Uncoded Structure<br>2. Replace with 20 Foot Container | \$800<br>\$8000                      |  | Completed<br>2010 (CBF<br>2010)       | Uncoded storage shed removal requested by Council. More<br>storage required for gardening equipment etc. |
| Western Side Hall Extension   | \$70,000                             |  | 2008/2009                             | To create more under roof seating area.  |

### Projects Completed but Not on Master Plan

|                                  | Prior to<br>2015 |  |
|----------------------------------|------------------|--|
| Topsoil to Western Side Hall     |                  | Supplied and delivered by local contractors at no cost.                            |
| Spray Grass to Western Side Hall |                  | Paid by Livingstone Recreation Reserve   |
| Kid's Indoor Play Area           |                  | Play furniture and safety matting paid for by LRR Christmas Raffle Fundraiser      |
| Hall Mobile Planter Boxes        |                  | Materials supplied by LRR. Built by volunteers (Cost approx. \$1,200 each)         |
| Bar Stools                       |                  | Materials supplied by LRR. Build by Volunteers Timber by Contractor                |
| Bar Upgrade                      |                  | Bar Tops replaced by contractor, tiling by volunteer                               |
| Plastic Water Tank               |                  | Donated by happy hall hirer. Installed by volunteers                               |
| Coming Events Sign               |                  | Materials and sign writing by contractor. Manufactured and installed by volunteers |

|                                     |  |  |
|-------------------------------------|--|--|
| Shad Blinds to Caretakers Residence |  | Paid by LRR and installed by contractor. Cherry picker donated by local businessman.   |
| Hot Water Service                   |  | Paid by LRR and installed by contractor  |
| Gardens Around Hall                 |  | Rocks paid for by LRR. Bobcat and operator donated by local company. Toptail donated. Plants from cuttings and some paid for by LRR. Works carried out by volunteers |

|                                 |               |  |
|---------------------------------|---------------|--|
|                                 | Prior to 2021 |  |
| BBQ Area                        |               | Block wall built by contractor and blocks supplied by LRR  |
| BBQ Area                        |               | Block work paint supplied and painted by sponsor   |
| BBQ Area                        |               | Bench top supports supplied and manufactured by volunteers   |
| BBQ Area                        |               | BBQ donated by Bunnings  |
| Bar Area                        |               | Supply and insulation flush and paint new bulk head above bar area with new lighting and fans by sponsor |
| Caretakers Residence            |               | Complete renovation and fit out. All materials and labour donated by sponsors                            |
| Life Membership Board           |               | Paid for and installed by LRR  |
| Kid's Corner                    |               | Painting by Volunteers   |
| Pool Table                      |               | Re felting supplied and fitted by sponsor  |
| Hall/Kitchen and Ablution Block |               | Completely re painted by sponsor   |
| Kitchen                         |               | Serery window supplied and installed by sponsor  |



## COUNCIL REPORT

|                              |   |
|------------------------------|---|
| <b>Agenda Item Number:</b>   | 14.03.01  |
| <b>Report Title:</b>         | Summary Planning and Development Report November 2021   |
| <b>Author:</b>               | Mark Hogan, Planning & Development Program Leader   |
| <b>Recommending Officer:</b> | Leon Kruger, Director Infrastructure & Operations   |
| <b>Meeting Date:</b>         | 14/12/2021  |
| <b>Attachments:</b>          | A: PA2021.0128 - 123 Menaja Rd Concurrent Subd. Rezone<br>B: PA2021.0384 - 43 Fairweather Cres. Change of Use<br>C: PA2021.0336 - 230 Madsen Rd Concurrent Subd. Rezone<br>D: PA2021.0383 - 155B Lowther Rd Subd. Consolidation<br>E: PA2020.0135 - 176 Bees Creek Rd Variation to Condition<br>F: PA2021.0354 - 1805 Stuart Hwy Service Station<br>G: PA2020.0369 - 3 Butler Place Reduced Parking<br>H: PA2021.9010 - Coolalinga Tavern Variation to 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 November to 30 November 2021.

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

| Type of Application                                   | No. Applications |
|---|------------------|
| Development Applications                              | 7                |
| 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                      | 17               |
| Works Permits   | 6                |

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



## Recommendation

THAT Council:

1. receives the Summary Planning and Development Report November 2021; and
2. notes for information the responses provided to relevant agencies within Attachments A-H 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.

| <b>Council Outcome on Development Applications</b>  | <b>No. Applications</b> |
|---|-------------------------|
| Development applications supported, subject to normal Council conditions                  | 7                       |
| Development applications supported, subject to specific issues being adequately addressed | 0                       |
| Development applications not supported/objected to for reasons related to Council issues  | 0                       |
| Development applications objected to for reasons not directly related to Council issues   | 0                       |
| <b>Note:</b><br>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, amenity, access and stormwater.

**Development Applications supported, subject to normal Council conditions**

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

| <b>Application Number, Address, and Attachment Reference</b>                                       | <b>Purpose</b>  | <b>Summary</b>   |
|--|---|--|
| <b>PA2021/0128</b><br><br>123 Menaja Road & 260 Whitewood Road, Howard Springs<br><br>Attachment A | Concurrent Application for Rezoning and Subdivision. Rezoning is from Zone RL (Rural Living) to Zone RR (Rural Residential) and Zone FD (Future Development); and Subdivision of two lots to create three lots. | Council supports the proposal, which is intended to facilitate subdivision and future development in accordance with the Howard Springs Rural Activity Centre Area Plan. Placing part of the site in Zone FD enables proper process for the future developments intended for the site. |
| <b>PA2021/0384</b><br><br>43 Fairweather Crescent, Coolalinga<br><br>Attachment B                  | Change of Use is within a Zone C (Commercial) seeking to transfer from shop to leisure and recreation (gymnasium).  | Council supports the proposal as the internal (fit-out) nature of the development will not produce any undesired amenity impacts or negatively influence the neighbourhood character of the area. The location within an identified commercial hub avails it of the requisite parking. |
| <b>PA2021/0336</b><br><br>230 Madsen Road, Howard Springs<br><br>Attachment C                      | Concurrent Application for Rezoning and Subdivision from RL (Rural Living) to RR (Rural Residential) to facilitate the subdivision of lots, with a remnant 2.38ha for a future road reserve connecting.         | Council supports the proposal as it is intended to facilitate subdivision to enable future development in accordance with the Howard Springs Rural Activity Centre Area Plan, and the proposed new lot sizes adequately meet the requirements of the NT Planning Scheme.               |

|   |   |  |
|---|---|--|
| <b>PA2021/0383</b><br><br>155 Lowther Road, Bees Creek<br><br>Attachment D    | Subdivide and consolidate a portion of Lot 17 Lowther Road with Lot 24 Lowther Road to address future requirements (such as access) for latter stages of development.   | Council supports the proposal as the proposed changes are intended to facilitate subdivision to enable future development in accordance with the Zone SL18 (Land Subject to Specific Use Zone). There are not expected to be any adverse impacts upon Council infrastructure and amenity as a result of the proposal, provided standard Council requirements are met.  |
| <b>PA2020/0135</b><br><br>176 Bees Creek Road, Bees Creek<br><br>Attachment E | Variation to a Condition of DP21/0054 to undertake minor changes to the previously endorsed so that plans reflect a transfer in ownership between the two proponents, and, to stage the subdivision in accordance with the resulting new plans.   | Council supports the proposal as the changes are administrative only and all of the conditions in DP21/0054 will still apply.  |
| <b>PA2021/0354</b><br><br>1805 Stuart Highway, Noonamah<br><br>Attachment F   | Application for a Service Station and Advertising Sign Refurbishment to revitalise an existing business premises.   | Council supports the proposal as it is consistent with the permitted uses within the Zone C (Commercial).  |
| <b>PA2021/0396</b><br><br>3 Butler Place, Holtze<br><br>Attachment G          | Development Application for an existing motor repair station, vehicle sales and hire, ancillary warehouse and ancillary office, with reduced car parking from 34 (as calculated in the NT Planning Scheme 2020 via Clause 5.2.4.1 'Vehicle Parking Requirements') to the existing 18 bays.<br><br>No development is to occur, the trigger for the application was a compliance investigation into cars parked on a verge. | Council supports the proposal as the business has been operating since the mid-90s, and there is to be no further development. The reduction in parking is considered appropriate as the Applicant has provided significant evidence as to why the standardised formula tabled at Clause 5.2.4.1 for calculating car the parking requirement is arbitrary.<br><br>Additionally, the cars parked on the verge were for advertising purposes only and the business no longer undertakes this practice. |

### **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.

| <b>Address and Attachment Reference</b>   | <b>Purpose</b>  | <b>Summary</b>  |
|---|---|---|
| <b>PA2021/9010</b><br><br>425 Stuart Highway,<br>Coolalinga<br><br>Attachment H | Variation to the Coolalinga Village Tavern Liquor Licence to enable operation on every New Year's Eve until 02:00 the next morning. | Council supports the proposal as the intended varied hours of operation for this once-yearly event bring it in-line with the existing weekend operating hours and conditions. As such, the licensee can demonstrate the ability to operate appropriately within the varied conditions, with safety and care for the health and social environment of patrons and the community. |

## **STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION**

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

| No. Building Certification Applications |
|---|
| 17                                      |

## **WORKS PERMIT APPLICATIONS**

Council reviews Works Permit applications for all works undertaken by external parties within Council's road reserve to ensure the works meet Council requirements and will not have adverse effects upon the public using the road reserve or Council assets. The following table notes the number of Works Permit applications received by Council during the noted period.

| No. Works Permit Applications |
|-------------------------------|
| 6                             |

## **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

## ATTACHMENT A

10 November 2021

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

### **RE: Letter of Comment Concurrent Application for Rezoning and Subdivision**

**PA2021/0128, 123 Menaja Road & 260 Whitewood Road, Howard Springs, Hundred of Bagot**

---

Thank you for the Concurrent Application for rezoning and subdivision referred to this office on 15 October 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.

#### **Council does not object to the Concurrent Application which seeks to;**

- a) Rezone Section 2980 Hundred of Bagot (123 Menaja Road, Howard Springs) from Zone RL (Rural Living) to Zone RR (Rural Residential) and Zone FD (Future Development); and
- b) Subdivide Section 2980 and 2982 Hundred of Bagot (123 Menaja Road and 260 Whitewood Road, Howard Springs) to create three lots.

#### **Council provides the following reasons:**

- a) The proposed amendment is intended to facilitate subdivision and future development in accordance with the Howard Springs Rural Activity Centre Area Plan.
- b) Council supports placing part of the site in Zone FD as the latter staged land uses proposed for the site will be required to seek planning consent. At that time Council would welcome the opportunity to be able to review future developments in order to properly evaluate potential effects upon Council infrastructure and amenity.

- c) The proposed new lot sizes adequately meet the requirements of the NT Planning Scheme.
- d) There are not expected to be any adverse impacts upon Council infrastructure and amenity as a result of the proposal, provided Council requirements are met.

**The noted support is only given provided the following issue(s) are adequately addressed:**

- a) The Applicant must engage early with Council to ensure that any and all infrastructure (such as internal roads) intended to be vested in Council for ownership and maintenance meet Council standards, prior to final sign-off of the subdivision.

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with Litchfield Council's *Developer Contributions Plan for Roads and Drainage*.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access (i.e. driveway/crossovers), pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

- c) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at [www.litchfield.nt.gov.au](http://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 Clause 6.7 of the NT Planning Scheme.



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

## ATTACHMENT B

12 November 2021

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

**RE: Letter of Comment, Change of Use**

**PA2021/0384, 43 Fairweather Crescent, Coolalinga, Hundred of Bagot**

Thank you for the Application referred to this office on 03 November 2021, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The Application for a Change of Use is within a Zone C (Commercial) and seeks to transfer from shop to leisure and recreation (gymnasium). The intended use is consistent with the purposes of the zone and the location at the identified economic hub of Coolalinga Central avails it of the requisite parking to service such a use.
- b) The development is not likely to cause any adverse impacts on Litchfield Council infrastructure or services.
- c) The internal (fit-out) nature of the development will not produce any undesired amenity impacts or negatively influence the neighbourhood character of the area.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at [www.litchfield.nt.gov.au](http://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

A handwritten signature in black ink, appearing to read 'Mark Hogan', written over a horizontal line.

Mark Hogan

Project Management, Planning Program Leader

15 November 2021

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

**RE: Letter of Comment Concurrent Application for Rezoning and Subdivision**

**PA2021/0336, 230 Madsen Road, Howard Springs, Hundred of Bagot**

---

Thank you for the Concurrent Application for rezoning and subdivision referred to this office on 02 November 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.

**Council does not object to the Concurrent Application which seeks to;**

- a) Rezone Section 7880 from RL (Rural Living) to RR (Rural Residential) to facilitate the subdivision of land into 4,000m<sup>2</sup> lots consistent with the intended zoning per the land use plan and area plan; and
- b) Subdivide Section 7880 to create 5 lots – 4 rural residential lots in excess of 4,000m<sup>2</sup> each, fronting and gaining direct access from Madsen Road, and a remnant 2.38ha future development parcel containing part of a future road reserve connecting Madsen and Whitewood Roads, and land to the east.

**Council provides the following reasons:**

- a) The proposed amendment is intended to facilitate subdivision to enable future development in accordance with the Howard Springs Rural Activity Centre Area Plan.
- b) The proposed new lot sizes adequately meet the requirements of the NT Planning Scheme.

- c) There are not expected to be any adverse impacts upon Council infrastructure and amenity as a result of the proposal, provided Council requirements are met.

**The noted support is only given provided the following issue(s) are adequately addressed:**

- a) The Applicant must engage early with Council to ensure that any and all infrastructure intended to be vested in Council for ownership and maintenance meet Council standards, prior to final sign-off of the subdivision.

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with Litchfield Council's *Developer Contributions Plan for Roads and Drainage*.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access (i.e. driveway/crossovers), pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

- c) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at [www.litchfield.nt.gov.au](http://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 Clause 6.7 of the NT Planning Scheme.

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, cursive script.

Mark Hogan  
Planning and Development Program Leader

**ATTACHMENT D**

18 November 2021

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

**RE: Letter of Comment Subdivision and Consolidation****PA2021/0383, 155 Lowther Road, Bees Creek, Hundred of Strangways**

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Thank you for the Concurrent Application for rezoning and subdivision referred to this office on 05 November 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.

**Council does not object to the application which seeks to;**

- a) Subdivide and consolidate a portion of Lot 17 Lowther Road with Lot 24 Lowther road to address future requirements (such as access) for latter stages of development.

**Council provides the following comments:**

- b) The proposed changes are intended to facilitate subdivision to enable future development in accordance with the Zone SL18 (Land Subject to Specific Use Zone).
- c) There are not expected to be any adverse impacts upon Council infrastructure and amenity as a result of the proposal, provided Council requirements are met.

**The noted support is only given provided the following issue(s) are adequately addressed:**

- a) Regarding the creation of a 0.43ha road easement, referred to in plans as 'Lot 2,' the Applicant must engage early with Council to ensure that any and all infrastructure intended to be vested in Council for ownership and maintenance is fully constructed to Council standards prior to transfer of ownership.

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

- a) A monetary contribution may required to be paid to Litchfield Council in accordance with Litchfield Council's *Developer Contributions Plan for Roads and Drainage*.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access (i.e. driveway/crossovers), pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

- c) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at [www.litchfield.nt.gov.au](http://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 Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



Mark Hogan  
Planning and Development Program Leader



**ATTACHMENT E**

22 November 2021

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

**RE: Letter of Comment – Variation to a Condition of DP21/0054**

**PA2020/0135, 176 Bees Creek Road, Bees Creek, Hundred of Strangways**

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Thank you for the Variation to Condition 8 of DP21/0054, which was referred to this office on 09 November 2021. This letter may be tabled at Litchfield Council's next Council Meeting.

Should this letter be varied or not endorsed by Council, you will be advised accordingly.

**Council does not object to the application which seeks;**

- a) To undertake minor changes to the previously endorsed drawings (as approved of in DP21/0054) so that they reflect parcels of land effected by a transfer in ownership between the two parties comprising the development proponents, and,
- b) To stage the subdivision in accordance with the resulting new plans.

**Council provides the following comments:**

- a) The staging does not change the lot arrangements and all of the conditions in DP21/0054 will still apply.
- b) The proposed changes are administrative only and are intended to facilitate the continued development of the subdivision in a form similar to what has previously been approved.
- c) The works carried out under this permit shall be in accordance with the drawings endorsed as part of this permit.

- d) There are not expected to be any adverse impacts upon Council infrastructure and amenity as a result of the proposal, provided Council requirements are met.

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

- a) A monetary contribution may be required to be paid to Litchfield Council in accordance with Litchfield Council's *Developer Contributions Plan for Roads and Drainage*.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access (i.e. driveway/crossovers), pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

- c) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at [www.litchfield.nt.gov.au](http://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 Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



Mark Hogan  
Planning and Development Program Leader

**ATTACHMENT F**

22 November 2021

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

**RE: Letter of Comment – Service Station**

**PA2021/0354, 1805 Stuart Highway Noonamah, Section 03969 Hundred of Strangways**

---

Thank you for the Application referred to this office on 19 November 2021, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The Application for a Service Station and Advertising Sign Refurbishment seeks to revitalise an existing business premises and is consistent with the permitted uses within the Zone C (Commercial).
- b) The premises' co-location with the businesses in the neighbouring Zone TC (Tourist Commercial) will result in a complementary outcome for those ventures.
- c) The development is not likely to cause any adverse impacts on Litchfield Council infrastructure or services, and the existing operation of the business along with the plan for ten parking bays, persons with a disability parking and self-service bays will avail it of the requisite parking.
- d) The commercial nature of the development will not produce any undesired amenity impacts or negatively influence the neighbourhood character of the area.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at [www.litchfield.nt.gov.au](http://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

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

Mark Hogan  
Project Management, Planning Program Leader

**ATTACHMENT G**

30 November 2021

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

**RE: Letter of Comment, Development Application for Motor Repair Station (with reduced car parking requirement)**

**PA2021/0396, 3 Butler Place HOLTZE, Hundred of Bagot**

---

Thank you for the Application referred to this office on 19 October 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.

**Council does not object to the granting of a Development Permit:**

- a) The Development Application is for a motor repair station, vehicle sales and hire, ancillary warehouse and ancillary office, with reduced car parking from 34 (as calculated in the *NT Planning Scheme 2020* via Clause 5.2.4.1 'Vehicle Parking Requirements') to the existing 18 bays.
- b) Discretion may be given for a development with fewer car parking spaces than required by Clause 5.2.4.1, if the Applicant can satisfactorily prove that a reduction is appropriate for the use or development.

**Council provides the following comment(s):**

- a) A reduction in parking is considered appropriate in this circumstance as the Application is for an existing business and the Applicant has provided significant evidence as to why the standardised formula tabled at Clause 5.2.4.1 for calculating car parking requirements is arbitrary.
  - i. The site is already fully developed with a long-term occupation initiated through permits granted in 1996, 1997 and 1998, and the Applicant claims to have not needed additional parking, evidenced by the non-use of an entitlement to on-street parking.

- ii. To increase available parking, the Applicant has cleared a number of bays to the rear of site, that were being used for storage, which leaves a full 18 bays.
- b) Reduced parking is appropriate as the trigger for the current Development Permit was not for a new use (and subsequent increased parking requirements), it was due to Development Assessment Services' (DAS's) inspection of cars parked on the verge between Butler Place and Stuart Highway:
  - i. The Applicant notes that was not due to lack of parking on site as the cars were being used to display the vehicle types available to hire through the business.
  - ii. The Applicant notes that there will no longer be any such use of the verge without approval of the Territory Government, who own and maintain the verge as part of the road corridor.
- c) Reduced parking is appropriate as the formula in Clause 5.2.4.1 employed by DAS to calculate car parking requirements for the proposed land uses is general in nature and not applicable to the specifics of the Applicant's business:
  - i. The key focus of the existing business on site, which there is no proposal to change, is for tyre fittings and battery replacements (with only one mechanic on site) so the standardised formula based on square-metres of mechanical workshop space does not apply.
  - ii. Accordingly, the Applicant notes the number of employees is lower than the standardised calculation, thus inherently limiting both the number of employee cars and volume of parked vehicles to be worked on per day. The Applicant estimates the maximum demand for car parking that could be generated, including employees and customers, is 16 bays. This number, which does not account for on-street parking, is significantly less than that calculated in the formula set out in Clause 5.2.4.1.
- d) The existing business is not likely to generate any other new adverse impacts on Litchfield Council infrastructure or services.

**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](http://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

A handwritten signature in black ink, appearing to read 'Mark Hogan', written over a faint circular stamp.

Mark Hogan  
Planning and Development Program Leader

**ATTACHMENT H**

19 November 2021

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

**RE: Notice of Application for Variation to Liquor Licence no. FLL1048**

**PA2021/9010, 425 Stuart Highway, Coolalinga Village Tavern, Coolalinga**

---

Thank you for the Notice of Application for a Variation to Liquor Licence referred to this office on 10/11/2021, 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.

A Variation to Liquor Licence FLL1048 to enable operation on every New Year's Eve until 02:00 the next morning is not objected to by Litchfield Council.

Council does not consider that the varying of conditions would adversely affect;

- a) the amenity of the neighbourhood of the licenced premises, or,
- b) the health, education, public safety or social conditions in the community of the licensed premises.

Council has assessed the licensee's application and determined that:

- a) The commercial nature of the precinct in which the venue sits diminishes the likelihood of any amenity impacts to the neighbourhood.
- b) The measures proposed by the licensee to protect the safety, health and welfare of people who use the premises, along with the intended varied hours of operation for this once-yearly event bringing that occurrence in-line with the existing weekend operating hours and conditions, demonstrates the licensee's ability to operate appropriately within the varied conditions.



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

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

Mark Hogan  
Planning & Development Program Leader



## COUNCIL REPORT

|                              |  |
|------------------------------|--|
| <b>Agenda Item Number:</b>   | 14.03.02   |
| <b>Report Title:</b>         | Girraween Road Speed Limit Reduction 12-Month Review     |
| <b>Author:</b>               | Rodney Jessup, Manager Infrastructure & Assets           |
| <b>Recommending Officer:</b> | Leon Kruger, General Manager Infrastructure & Operations |
| <b>Meeting Date:</b>         | 14/12/2021   |
| <b>Attachments:</b>          | Nil  |

### Executive Summary

The purpose of this report is to inform Council of findings from the Girraween Road Speed Limit Reduction 12-month Review.

### Recommendation

It is recommended that:

1. the information in this report be received, and
2. the speed limit along Girraween Road remains at 70km/h on the basis that the Girraween Road/Hillier Road intersection upgrade was designed for a 70km/h speed limit and the reduced speed limit has resulted in a safer road for road users.

### Background

The intersection of Girraween Road with Hillier Road was identified as an accident black spot for a number of years with many road accidents causing injury to people requiring admission to hospital. Road crash data identified that this area of Girraween Road has a high prevalence of motor vehicle collisions with speed identified as a key contributing factor.

In 2019 Council was successful in receiving a Black Spot funding grant from the Commonwealth Government to upgrade the intersection of Girraween Road with Hillier Road. The grant submission was supported by a detailed Road Safety Audit (RSA) undertaken by I3 Consultants WA. The RSA recommended that the Girraween Hillier Road intersection be widened to incorporate a channelised right hand turn in lane from Girraween Road into Hillier Road and installation of guard rails around non-frangible items in the road reserve.

Through the design process Council reduced the designated speed of the intersection from 80kph to 70kph based on the following rationale:

- There is a relatively narrow verge on the side of the road with numerous properties accesses, some of which serious accidents have occurred at;

- Most of the property accesses have very limited area for people to get off the road, with narrow culverts and drainage constraints;
- There are several intersections in the area with varying treatments most of which have no turning lanes;
- There is a high volume of traffic in the area at peak periods;
- Road safety audits at other intersections along Girraween Road have identified clear zone concerns. Council was of the view that reducing the speed limit will assist with road safety in terms of both the likelihood of collisions with objects and the consequence of those collisions.

A report was tabled for the introduction of the speed reduction to Council at the 9 December 2020 Ordinary Council Meeting, where it was resolved as follows.

THAT Council:

1. approve reduction of the speed limit from 80kph to 70kph along Girraween Road between the point where Litchfield Council assumes care, control and maintenance of Girraween Road (ie: approx 300m from the roundabout at Coolalinga) to the Azure Court intersection; and
2. request a review of the speed limit on Girraween Road be presented to Council at the December 2021 Council Meeting.

A review of the speed controls introduced has been performed, with details of crash data provided by Road Safety NT, suggesting that since the introduction there have been no serious incidents reported.

NT Police were contacted requesting information on the number of infringement notices that may have been issued during the period since the change, however details are not available.

The site conditions in the speed reduction area continue to be of concern, in particular property access off Girraween Road.

Based on the review completed, the reduction in speed appears to have achieved its intent and it is therefore considered prudent that the speed reduction remains in place.

#### **Links with Strategic Plan**

Everything You Need - Roads and Transport

#### **Legislative and Policy Implications**

Nil.

Risks



Health and Safety

There is no additional risk in keeping the speed limit at 70mk/h along Girraween Road in accordance with the recommendation in this report. There would be significant liability with a decision to increase the speed limit above what the Hillier Road/Girraween Road intersection upgrade was designed for.

Community

Community response to the introduction of the speed reduction was generally negative in the early months of the signs being installed. There were positive responses to the speed reduction as well, particularly from property owners that access their driveways off Girraween Road. The signs have had to be replaced on several occasions due to removal or damage. These responses have since disappeared and it is believed that the speed reduction has been generally accepted.

Publication of this review may revitalise negative responses from some members of the community.

Community Engagement

Nil.



## COUNCIL REPORT

|                              |  |
|------------------------------|--|
| <b>Agenda Item Number:</b>   | 14.03.04   |
| <b>Report Title:</b>         | Asbestos Contamination Rehabilitation                      |
| <b>Author:</b>               | David Jan, Manager Operations and Environment              |
| <b>Recommending Officer:</b> | Leon Kruger, General Manager Infrastructure and Operations |
| <b>Meeting Date:</b>         | 14/12/2021   |
| <b>Attachments:</b>          | Nil  |

### Executive Summary

The purpose of this report is to update Council on the implications of illegal dumping of asbestos at Council waste transfer stations and provide options to mitigate further incidents.

### Recommendation

THAT Council

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:
  - 3.1. Concrete, tiles, bricks, porcelain and terracotta which are clean and uncontaminated (including without steel reinforcing).
    - 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.
    - 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.
  - 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.

### Background

Council has historically accepted all construction and demolition building waste at both Humpty Doo and Howard Springs Waste Transfer Stations (WTS). This material was stockpiled then crushed and sold as driveway base. Waste has been accepted from both commercial and residential sources with no requirement for certification as free from contamination.

Council has Environmental Protection Licences (EPL) for both sites that allow Council to accept certain materials (tyres, waste oils, batteries) for storage prior to transportation to a suitable site for recycling. Acceptance of asbestos containing materials is not permitted at any of Council's WTS. Unfortunately, contaminated material including asbestos is occasionally dumped illegally with building waste. On identification of asbestos containing material the site is isolated, the material is tested by qualified consultants and the suspect material is disposed of using appropriately qualified contractors.

Several instances of illegal dumping of asbestos have occurred at the WTS's which have resulted in the contamination of stockpile sites at both Humpty Doo and Howard Springs. Asbestos at the Howard Springs WTS has been cleared with the site certified clean however, the stockpile at Humpty Doo has been determined unacceptable for crushing and on-selling unless cleaned and certified. Council now needs to dispose of this contaminated material in an appropriate manner, meeting legislative compliance requirements.

It is near to impossible for unqualified persons to visually identify contaminated material, especially when it is mixed with other building waste. Whilst staff have been diligent in inspecting loads, it is easy for asbestos containing material to be hidden underneath piles of other material being deposited by unscrupulous users who are reluctant to take direction from staff.

Several professional organisations have been engaged to:

- Undertake regular air borne particle monitoring, to ensure asbestos fibres have not been released, and
- Apply a binding agent to the asbestos containing material to assist in keeping the area safe from fibre release.

Several options were examined to address the contaminated stockpiles in consultation with the Environmental Protection Authority (EPA) and specialised asbestos removal consultants regarding the best practice removal and disposal of the contaminated material.

1. Disposal of the contaminated material at the Howard Springs Transfer Station. This site is one of two legacy landfill sites in the Council area which has not undergone official closure. The Environmental Protection Authority deemed that due to the lack of data regarding the site and the site requirements for the effective disposal of asbestos containing material, this site was not an option.
2. Directly dispose of the whole contaminated pile at Shoal Bay. It is estimated that there is approximately 2,056 tonne of potentially contaminated material between both sites. A verbal estimate of approximately \$800,000 was provided to transport and dump the material at the Shoal Bay facility.
3. Sort and clean the pile to remove and wash uncontaminated material for further processing once certified as clean as per environmental protection regulations. A quote has been provided (Attachment A) to conduct these works at \$261,538.94 (excl. GST). This will reduce the amount of material which needs to be disposed of significantly, however due to the size

of the piles the exact tonnage and cost is uncertain. A further budget allowance of approximately \$88,000 is required for the transportation and disposal of the remaining contaminated material to the Shoal Bay facility. At an estimated cost of \$350,000 this option is the cheapest and therefore the recommended option.

A budget allocation of \$350,000 has been requested through the budget review process

#### Future waste management options.

Consideration needs to be given to the role of Council in accepting construction waste into the future. Whilst specialised asbestos identification training is being sought for WTS staff, asbestos removal consultants to date have indicated it is difficult even for them to visually identify all asbestos containing material. The only way to be completely certain is to take samples for testing. Therefore, without changing the current practices at the WTS, the risk of contaminated material entering the WTS will remain, with the resultant risk of substantial ongoing cost for Council to clean and dispose contaminated material.

As Council does not operate a landfill there are several options available to mitigate any further contamination.

1. Continue business as usual.

This is not recommended as the risk of further illegal dumping of contaminated waste will remain at the same level. The risk will remain of significant financial cost to Council to manage contaminated material. It will furthermore send a message to those prone to this activity that they will likely get away with the activity.

2. Divert all construction waste to Shoal Bay.

With this option all construction waste will be diverted to Shoal Bay. From a financial and environmental risk perspective this is by far the preferred option. However, this will result in considerable community uproar considering that this service has been in place since the establishment of the landfill and transfer stations.

3. Management of commercial waste.

#### Option A

Accept well sorted commercial construction waste and stop receiving any commercial unsorted construction waste at Humpty Doo WTS. Material that has the potential to contain listed waste is diverted straight to the Shoal Bay facility. This would reduce the availability of waste concrete for crushing and resale, but also reduce the risk of substantial cost to manage contaminated waste.

**OR**

#### Option B

Continue to receive sorted as well as unsorted commercial construction waste with an inspection regime supported by an updated detailed fee structure in relation to the type of material that is acceptable. This may result in an increase in material to landfill. This course of action would ensure consistency with landfill fees at Shoal Bay and transfer costs. This option will marginally reduce the risk of ongoing cost to Council to manage contaminated waste.

4. Accept residential waste at Humpty Doo WTS and not at Howard Springs WTS.

Require all residential construction waste to be deposited at Humpty Doo WTS and therefore discontinue accepting construction waste at Howards Springs WTS. The benefit would be improved operational procedures and reduction in operational cost by consolidation of processing, reduction in mobilisation costs and improving the management of residential versus commercial.

5. Reject non-certified or potentially suspected material.

Continue to undertake stringent checks on residential trailers and utilities entering the Waste Transfer Stations, with non-certified, or potentially suspected contaminated building material turned away to the Shoal Bay facility to be disposed of appropriately.

6. Update the waste stream categories and fee structure.

Update the categories and fee structure of construction waste accepted at Humpty Doo WTS. An updated fee structure will encourage separation prior to disposal at the waste transfer station. Increased signage stating that Council reserves the right to turn away suspect material and providing information on testing options will supplement this. It will result in a reduction in building and construction waste being deposited in our facilities, significantly reducing the risk of asbestos containing material entering the site.

#### Proposed updated waste stream categories and fee structure.

The updated categories and fee structure are suggested to consist of the following:

- a. *Remove the current construction waste line as follows.*

Separated & Uncontaminated Construction Waste (concrete, tiles, bricks, sand and clean fill soil):

- Commercial /Non-residents - \$60.90 (per tonne),
- Residential - Utility or single axle trailer free of charge.

- b. *Add the following:*

Concrete, tiles, bricks, porcelain and terracotta which are clean and uncontaminated (including without steel reinforcing).

- Commercial - \$37/tonne
- Residential – Free with a limit placed on amounts delivered in each instance consistent with green waste arrangements.

- c. *Add the following:*

Concrete, tiles, bricks, porcelain and terracotta which are contaminated with steel reinforcing or scrap metal only.

- Commercial – \$103/tonne
- Residential – Free with a limit placed on amounts delivered in each instance consistent with green waste arrangements.

- d. *Add the following:*

- Construction waste – Unsorted and certified free of listed waste substances.
- Free for and accept only residential, with a limit placed on amounts delivered in each instance consistent with green waste arrangements. No commercial waste accepted.



This updated structure is consistent with the Shoal Bay facility fees and will encourage residents and commercial operators to sort their construction waste prior to bringing to site. Not accepting commercial unsorted construction waste will reduce the transport costs of material going to landfill from Litchfield WTS's.

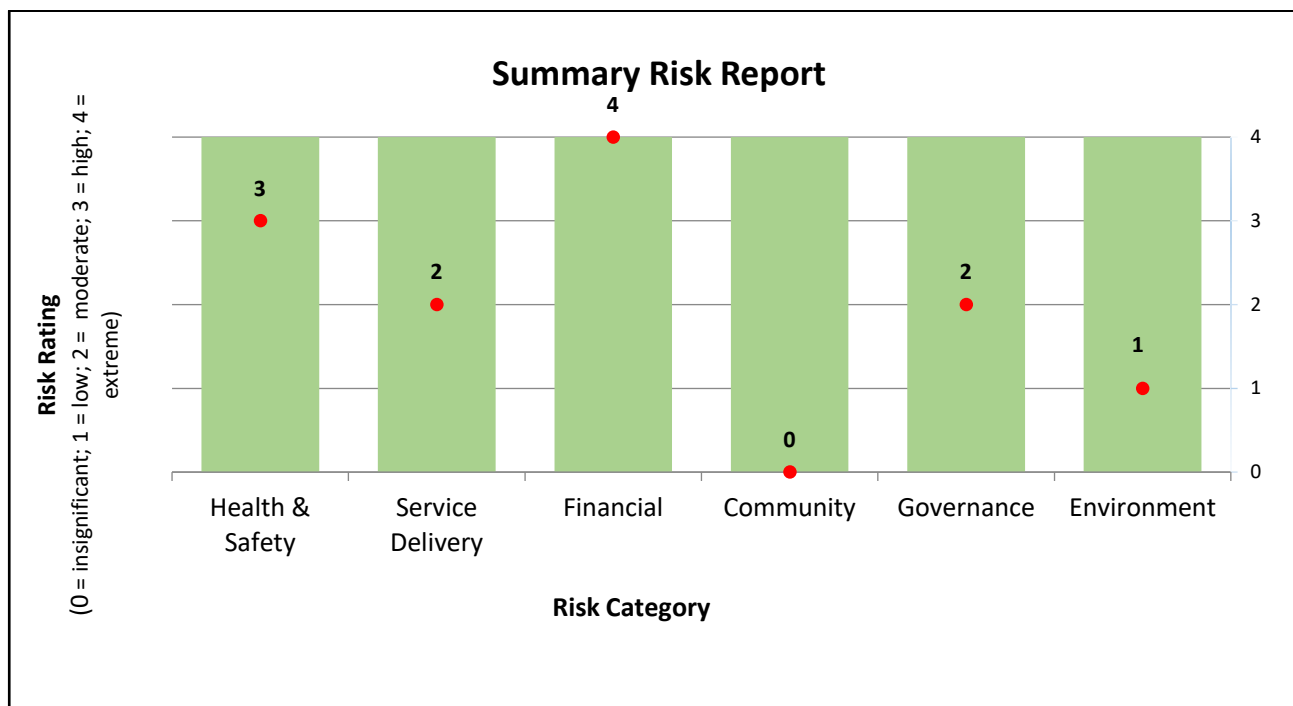
### Links with Strategic Plan

Everything You Need - Waste and Cleanliness

### Legislative and Policy Implications

Council has legislative obligations through *Environmental Protection Act* and its Environmental Protection Licenses for Humpty Doo and Howard Springs Waste Transfer Stations that mandate the types of listed waste that can be accepted.

### Risks



#### Health and Safety

Any occurrence of illegal dumping of asbestos containing material needs to be dealt with as a matter of urgency to ensure the health and safety of both staff and the public. Asbestos identification training is being coordinated for the waste transfer station gate keepers. However asbestos removal consultants to date have indicated it is difficult even for them to visually identify all asbestos containing material. It is also near to impossible to inspect all waste that is delivered. Greater control supported by updated fee structure consistent with the Shoal Bay transfer station and landfill will provide a high certainty of compliance and safety for staff.

### *Service Delivery*

The acceptance of construction and demolition waste has been a service provided by Council over many years. In response to these recent illegal dumping incidents gate keepers have been instructed to use the precautionary principle when accepting material in that if there is any doubt, the material is turned away. This has impacted several residents who expected to be able to dump their construction waste.

### *Financial*

The disposal of asbestos containing material is an expensive exercise as indicated in the verbal quote of approximately \$800,000 for the approximately 2000 tonne at Humpy Doo WTS. Whilst Council continues to accept construction waste (residential or commercial) the financial risk of further breaches remains extreme. The cost of disposal is inherently expensive and ultimately it is rate payers who are paying for the clean-up. Consideration should be given to not accepting construction waste or at least require certification of suspected material prior to depositing at Council facilities. A budget allocation for the treatment of the contaminated material has been requested through budget review.

### *Governance*

Due to asbestos being a listed waste it has specific requirements when being disposed of. Council staff will continue to be stringent at the gate with incoming construction waste. Whilst anecdotally there is only one provider of the asbestos remediation and removal requirements given the quote provided, procurement of this service will require the release of a tender.

### *Environment*

The risk of further illegal deposits of asbestos containing material will be reduced with a more stringent rules approach and revised fees and charges structure. Whilst the risk will remain, overall environmental impact of the activities will be minimal as when discovered it is treated and removed immediately.

## **Community Engagement**

Implementing the updated construction waste categories and fee structure will require a community information and education process to ensure a seamless transition. This will be conducted through Facebook and development of information flyers for distribution at the Council Office and Waste Transfer Stations.



## COUNCIL REPORT

|                              |  |
|------------------------------|--|
| <b>Agenda Item Number:</b>   | 14.03.04   |
| <b>Report Title:</b>         | Proposed Updated Waste Fees and Charges                    |
| <b>Author:</b>               | David Jan, Manager Operations and Environment              |
| <b>Recommending Officer:</b> | Leon Kruger, General Manager Infrastructure and Operations |
| <b>Meeting Date:</b>         | 14/12/2021   |
| <b>Attachments:</b>          |  |

### Executive Summary

To propose an updated fees and charges structure for construction waste, tyres, air conditioners, fridges and freezers, gas bottles and fire extinguishers that will:

- Increase the types of tyres accepted at Council authorised waste transfer stations, contributing to reducing illegal dumping of tyres in the community
- Provide clarity to residents regarding products that require de-gassing prior to deposit at transfer stations
- Ensure that additional disposal charges incurred by Council are covered, and;
- Mitigate the dumping of unauthorised listed waste at Council waste transfer stations.

A separate paper has been prepared for updated construction waste fees and charges.

### Recommendation

THAT Council adopt the updated fees and charges structure and conditions for tyres, air conditioners, fridges, freezers, gas bottles and fire extinguishers as detailed in Table 1 of this report 14.03.04 on 14 December 2021.

### Background

Council has Environmental Protection Licences (EPL) for Humpty Doo and Howard Springs Waste Transfer Stations (WTS) that provide for the limited collection of listed waste at each site. This includes tyres, batteries, waste oil at Humpty Doo and only batteries and waste oil at Howard Springs. Berry Springs WTS does not have an EPL and as such no listed waste is accepted at this site.

Fridges, freezers and air conditioners are currently accepted at all three sites with air conditioners transferred to Humpty Doo for de-gassing prior to recycling.

Gas cylinders and fire extinguishers are currently not accepted at any sites however these are often dumped illegally at all three sites. In these instances, the items are transferred to Humpty Doo for processing prior to recycling.

Updated fees and charges and associated conditions for these items are proposed in Table 1 below that will:

- Increase the types of tyres accepted at Council authorised waste transfer stations, contributing to reducing illegal dumping of tyres in the community
- Allow for the acceptance of gas bottles and fire extinguishers, encouraging appropriate disposal
- Provide clarity to residents regarding products that require de-gassing prior to deposit at transfer stations, otherwise a fee will be charged
- Consolidate the collection point for these items at the Humpty Doo WTS resulting in operational efficiencies
- Ensure that additional disposal charges incurred by Council are covered and mitigate the dumping of unauthorised listed waste at Council waste transfer stations or throughout the Municipality

### Tyres

Arrangements for the collection of waste tyres from the transfer stations have been in limbo since the beginning of 2020 with the previous company entering into receivership. The previous arrangement allowed for only the collection of passenger and smaller four-wheel drive tyres for recycling. Consequently, customers were often turned away with tyres that did not fit this description.

Officers have sourced a new provider to take recycled tyres that will enable Council to accept a greater diversity of tyre sizes, increasing the level of service to the community and potentially mitigating the illegal dumping of tyres throughout the Municipality.

Council will continue to only accept tyres at the Humpty Doo WTS as per the EPL for that site with the pricing structured to ensure cost recovery.

### Air conditioners, Fridges, Freezers, Gas Bottles and Fire Extinguishers

Increased restriction on the recycling of scrap metal products now requires Council to process air conditioners, fridges, freezers, gas bottles and fire extinguishers to remove residual refrigerant, gas or fire retardant in an appropriate manner prior to recycling the metal for reimbursement.

A new pricing structure is proposed that will encourage processing of these items prior to delivery at the transfer station. The charges reflect the cost to Council to process these items prior to recycling. Council is able to accept certified processed items free of charge as Council receives a dividend from the sale of scrap steel which contributes to the community grants scheme.

Additionally, to facilitate operational efficiencies it is proposed to only accept these items at the Humpty Doo Waste Transfer Station.

Air conditioners, fridges and freezers will require certification by a qualified trades person with evidence provided to the gate house upon entry to qualify for 'no charge'. This evidence will accompany the items to the recycling venue.

***Table 1. Proposed Updated Fees***

| Item  | Current Fee                |                 | Proposed Fee               |             |
|---|----------------------------|-----------------|----------------------------|-------------|
|   | Commercial / Non-residents | Residential     | Commercial / Non-residents | Residential |
| <b><i>Tyres</i></b>   |                            |                 |                            |             |
| Tyres ONLY - non-commercial vehicles less than 4.5 tonnes   | Not accepted               | \$8.50 per tyre | REMOVE                     |             |
| Tyres & Rims - non-commercial vehicles less than 4.5 tonnes | Not accepted               | \$15 per tyre   | REMOVE                     |             |
| PASSENGER   |                            |                 | \$8.50                     |             |
| PASSENGER CONTAMINATED OR W/RIM                             |                            |                 | \$20.00                    |             |
| LIGHT TRUCK / 4WD   |                            |                 | \$15.00                    |             |
| LIGHT TRUCK / 4WD CONTAMINATED OR W/RIM                     |                            |                 | \$40.00                    |             |
| TRUCK   |                            |                 | \$30.00                    |             |
| TRUCK CONTAMINATED OR W/RIM                                 |                            |                 | \$85.00                    |             |
| SUPER SINGLE  |                            |                 | \$55.00                    |             |
| SUPER SINGLE CONTAMINATED OR W/RIM                          |                            |                 | \$165.00                   |             |
| SOLID SMALL - 0m - 0.3m                                     |                            |                 | \$30.00                    |             |
| SOLID MEDIUM - 0.3m - 0.45m                                 |                            |                 | \$45.00                    |             |
| SOLID LARGE - 0.45 - 0.6m                                   |                            |                 | \$60.00                    |             |
| SOLID EXTRA LARGE - 0.6m                                    |                            |                 | \$75.00                    |             |
| RACING SLICKS   |                            |                 | \$12.00                    |             |
| TRACTOR SMALL - 0m - 1m                                     |                            |                 | \$130.00                   |             |
| TRACTOR LARGE - 1m - 2m                                     |                            |                 | \$205.00                   |             |
| FORKLIFT SMALL - 0m - 0.3m                                  |                            |                 | \$20.00                    |             |
| FORKLIFT MEDIUM - 0.3m - 0.45m                              |                            |                 | \$35.00                    |             |
| FORKLIFT LARGE - 0.45 - 0.6m                                |                            |                 | \$50.00                    |             |
| GRADER  |                            |                 | \$125.00                   |             |
| MOTORCYCLE  |                            |                 | \$6.00                     |             |
| MOTORCYCLE CONTAMINATED OR W/RIM                            |                            |                 | \$18.00                    |             |
| EARTH MOVER SMALL - 0m - 1m                                 |                            |                 | \$165.00                   |             |
| EARTH MOVER MEDIUM - 1m - 1.5m                              |                            |                 | \$408.00                   |             |
| EARTH MOVER LARGE - 1.5m - 2.0m                             |                            |                 | \$812.00                   |             |
| EARTH MOVER EXTRA LARGE - 2.0m - 2.5m                       |                            |                 | \$1,620.00                 |             |

| Item   | Current Fee                |              | Proposed Fee               |             |
|--|----------------------------|--------------|----------------------------|-------------|
|  | Commercial / Non-residents | Residential  | Commercial / Non-residents | Residential |
| BOBCAT   |                            |              | \$21.00                    |             |
|  |                            |              |                            |             |
| <b>Air conditioners</b>                        |                            |              |                            |             |
| Air conditioners: Certified De-gassed          | Not accepted               | No charge    | No charge                  | No Charge   |
| Air conditioners: Not De-gassed                | Not accepted               | No charge    | \$20.00                    |             |
|  |                            |              |                            |             |
| <b>Fridges and Freezers</b>                    |                            |              |                            |             |
| Fridges: Certified De-gassed                   | Not accepted               | No charge    | No charge                  | No Charge   |
| Fridges: Not De-gassed                         | Not accepted               | No charge    | \$20.00                    |             |
|  |                            |              |                            |             |
| <b>Gas Bottles</b>                             |                            |              |                            |             |
| Gas bottles: Top removed and additional hole   | Not accepted               | No charge    | No charge                  | No Charge   |
| Gas bottles: complete un-processed             | Not accepted               | No charge    | \$17.50                    |             |
|  |                            |              |                            |             |
| <b>Fire Extinguishers</b>                      |                            |              |                            |             |
| Fire Extinguishers: Discharged and top removed | Not accepted               | No charge    | No charge                  | No Charge   |
| Fire Extinguishers: Complete un-processed      | Not accepted               | Not accepted | \$17.50                    |             |

Note that it is proposed that gas bottles and fire extinguishers will from now on be accepted and that these along with air conditioners, fridges and freezers should only be accepted at Humpty Doo WTS. The site is central to the Municipality, has appropriate space available and has an existing EPL and Environmental Management Plan.

Transition to one collection point for these items will allow Council to:

- Source a model for processing these items that keeps costs to a minimum realising operational efficiencies, and
- Facilitate the appropriate disposal of the refrigerant gasses and fire extinguisher contents.

#### Links with Strategic Plan

Everything You Need - Waste and Cleanliness

#### Legislative and Policy Implications

As per the *Local Government Act (2019)* Section 289 “A council may, by resolution impose a fee to be charged for a service.”

## Risks



### Financial

Whilst the financial risk to Council of implementing these proposed fees and charges updates is insignificant, the financial risk of not implementing is moderate to high in that Council will have to take responsibility for the costs involved in processing the items prior to recycling.

### Community

Residents are currently able to deposit items without processing. Placing a charge on these items may generate community animosity. The proposed charges for de-gassing and processing are less expensive than if residents were to engage a trades person to do this themselves. If implemented a period contract will be let to a local business to process items not treated.

### Environment

Some clients may attempt to cut the coolant lines to qualify for 'no charge'. It is recommended to require proof of certification regardless to encourage responsible disposal of refrigerant.

## Community Engagement

Implementing the updated waste categories and fee structure for tyres, air conditioners, fridges, freezers, gas bottles and fire extinguishers will require a community information and education process to ensure a seamless transition. This will be conducted through Facebook and development of information flyers for distribution at the Council Office and Waste Transfer Stations.



## COUNCIL REPORT

|                              |  |
|------------------------------|--|
| <b>Agenda Item Number:</b>   | 14.03.07   |
| <b>Report Title:</b>         | Proposed Place Names – Subdivision 408 Brougham Road, Darwin River |
| <b>Author:</b>               | Mark Hogan, Planning and Development Program Leader                |
| <b>Recommending Officer:</b> | Leon Kruger, General Manager Infrastructure and Operations         |
| <b>Meeting Date:</b>         | 14/12/2021   |
| <b>Attachments:</b>          | A: Map of New Road to be Named                                     |

### Executive Summary

The purpose of this report is to seek Council support for a proposed new road name in a subdivision at 408 Brougham Road, Darwin River, and to enable a submission noting Council's support be provided to the NT Place Names unit and the NT Place Names Committee.

### Recommendation

THAT Council:

1. support the proposed road name as follows;

| Preferred   | Alternative One | Alternative Two |
|-------------|-----------------|-----------------|
| River Rocks | Creekview       | Creekside       |

2. provide a submission to the NT Place Names unit and the NT Place Names Committee detailing the above resolution.

### Background

The developer of a subdivision at 408 Brougham Road, Darwin River, Alderbaran Contracting, is requesting comment from Council, in accordance with Council Policy INF04 Place Names and the NT Place Names Act 1967, to name a new road. The road is in Darwin River, it will run west off Brougham Road, some 600m south of Leonino Road.

The proponent has nominated 'River Rocks' as their preferred name, with 'Creekview' and 'Creekside' the alternate names provided.

These names meet the requirements of NT Place Names Committee, as per the *Guidelines for NT Place Naming*, though the Committee's (non-mandatory) preference for Aboriginal names has not been met. This is due to the proponent's difficulty in ascertaining who the relevant Aboriginal party is in the area, and the risk that endorsement from one party may offend another.



It is recommended that Council support the nominated names as they:

- adequately address the mandatory requirements as per Section 4.2.1 of the *Australian/New Zealand Standard Rural and urban addressing AS/NZS 4819:2011*,
- are consistent with the Australian Standard and principles and guidelines that the Place Names Committee has adopted, and
- are themed based on the local landscape in the location.

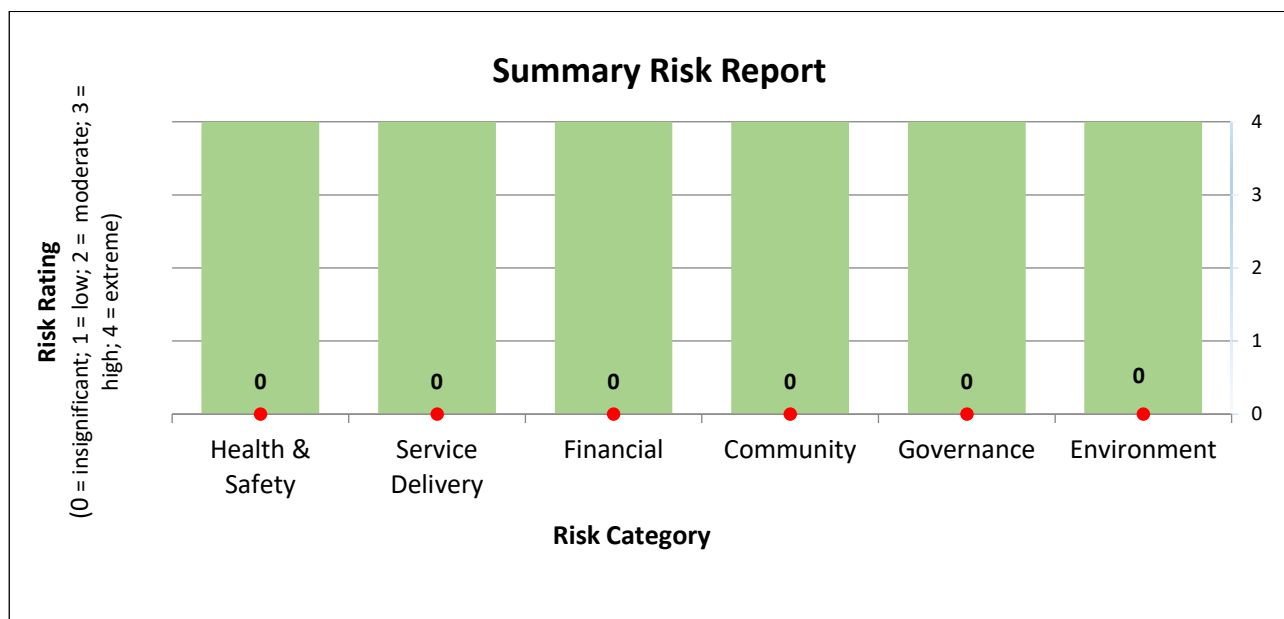
### Links with Strategic Plan

A Great Place to Live - Development and Open Space

### Legislative and Policy Implications

The NT Place Names Act 1967 requires consultation with the local Council prior to the NT Place Names Committee considering a proposed new place name. This report is prepared in compliance with that Act and Council Policy INF04 Place Names, which refers to the NT Place Names Committee's Guidelines for NT Place Naming (formerly known as the Northern Territory Rules of Nomenclature).

### Risks



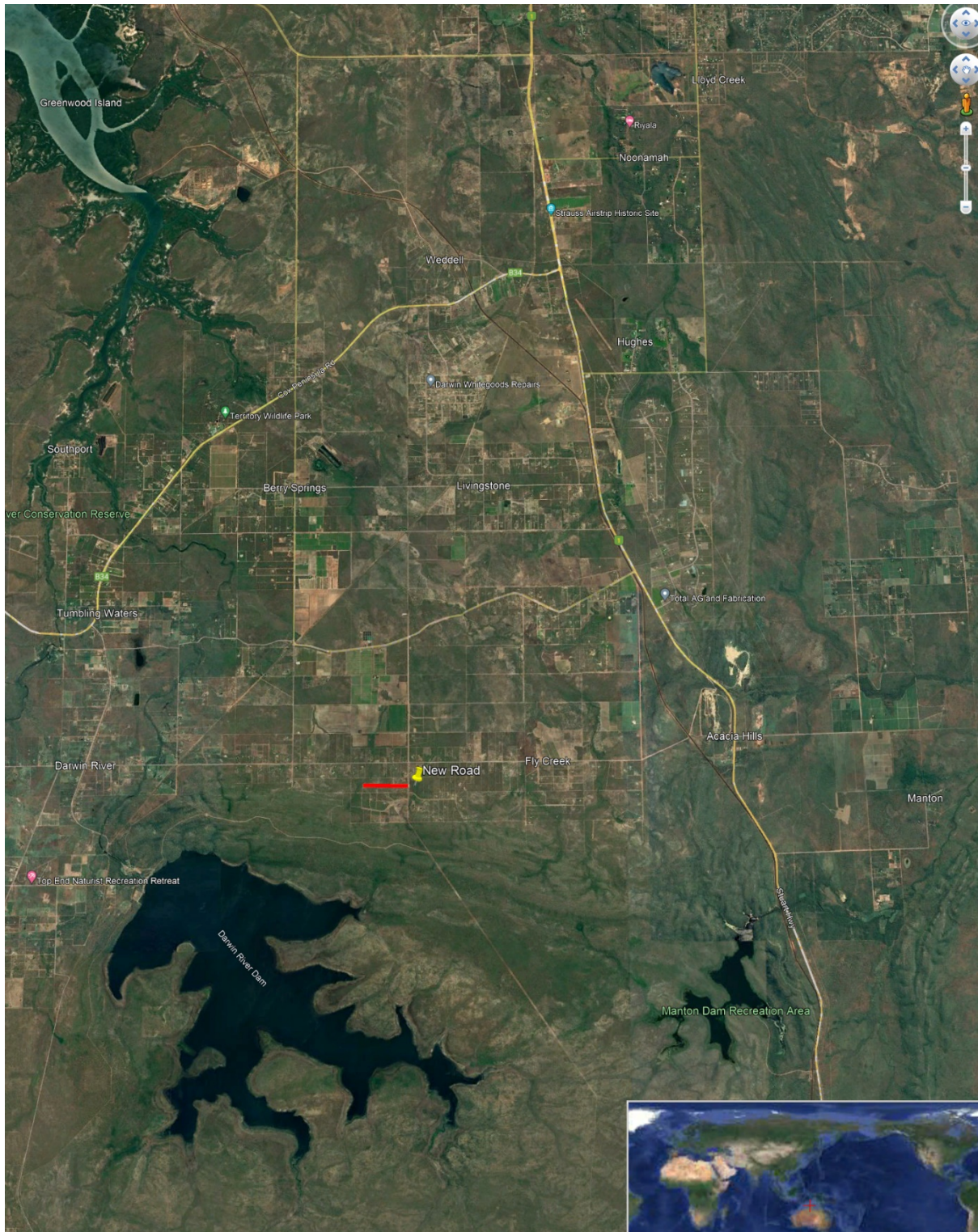
Nil.

### Community Engagement

Not applicable.

## 408 Brougham Road Subdivision

### Proposed Road Name - Maps







# COUNCIL AGENDA

## LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 14 December 2021

### 15 Other Business

### 16 Confidential Items

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

#### 16.01 2022 Australia Day Awards

8(c)(iv) information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.

#### 16.02 2021-22 Annual Community Grants

8(c)(iv) information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.

### 17 Close of Meeting