



# COUNCIL MINUTES

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## LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting  
held in the Council Chambers, Litchfield  
on Tuesday 19 October 2021 at 6:00pm

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<b>Present</b>	Doug Barden Mathew Salter Rachel Wright Andrew Mackay Kevin Harlan Emma Sharp Mark Sidey	Mayor Deputy Mayor / Councillor North Ward Councillor North Ward Councillor Central Ward Councillor Central Ward Councillor South Ward Councillor South Ward
<b>Staff</b>	Daniel Fletcher Leon Kruger Arun Dias Kylie Hogan Diana Leeder Debbie Branson	Chief Executive Officer General Manager Infrastructure & Operations General Manager Business Excellence Strategic Project Advisor Executive Manager Community Inclusion 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**

Nil.

#### **3.2 Apologies**

Nil.

#### **3.3 Leave of Absence Previously Granted**

Nil.

#### **3.4 Leave of Absence Request**

Nil.

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

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

#### **4.1 Elected Members**

No disclosures of interest were declared.

#### **4.2 Staff**

No disclosures of interest were declared.

### **5. CONFIRMATION OF MINUTES**

#### **5.1 Confirmation of Minutes**

Moved: Deputy Mayor Salter

Seconded: Cr Wright

THAT Council confirm the following:

1. Special Council Meeting held 15 September 2021, 7 pages;
2. Ordinary Council Meeting minutes held 29 September, 8 pages; and
3. Ordinary Council Meeting Confidential minutes held 29 September, 1 page.

**CARRIED (7-0) ORD2021 11-016**

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

Moved: Deputy Mayor Salter  
Seconded: Cr Wright

THAT Council receive and note the Action List.

**CARRIED (7-0) ORD2021 11-017**

### **6. PETITIONS**

Nil.

### **7. DEPUTATIONS AND PRESENTATIONS**

Nil.

### **8. PUBLIC QUESTIONS**

Nil.

### **9. ACCEPTING OR DECLINING LATE ITEMS**

#### **9.01 Late Report – Item 14.02.05 Nomination for Appointment to the Berry Springs Water Advisory Committee**

Moved: Cr Harlan  
Seconded: Cr Sharp

THAT the late report item 14.02.05 Nomination for Appointment to the Berry Springs Water Advisory Committee, be accepted and included under Officer's reports 14.02 Council Leadership and Community Service for consideration.

**CARRIED (7-0) ORD2021 11-018**

#### **9.02 Late Report – Item 14.03.04 Suitability of Local Roads and Community Infrastructure Funding New Multipurpose Community Building**

Moved: Cr Wright  
Seconded: Cr Harlan

THAT the late report item 14.03.04 Suitability of Local Roads and Community Infrastructure Funding New Multipurpose Community Building:

1. be accepted; and
2. the Order of Business be amended so that this late report be considered by immediately prior to moving to the next agenda item.

**CARRIED (7-0) ORD2021 11-019**

*Mark Hogan, Planning & Development Program Leader attended and presented to the meeting at 6:11pm*

**14.03.04 Suitability of Local Roads and Community Infrastructure Funding New Multipurpose Community Building**

Moved: Cr Mackay  
Seconded: Cr Sidey

THAT Council note the report titled Suitability of Local Roads and Community Infrastructure Funding New Multipurpose Community Building.

**CARRIED (7-0) ORD2021 11-020**

*Mark Hogan, Planning & Development Program Leader left the meeting at 6:28pm*

**10. NOTICES OF MOTION**

**10.1 Rescission – Selection of Projects for Phase 2 of LRCI and 2020/21 LGPIF**

Moved: Cr Sidey  
Seconded: Deputy Mayor Salter

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

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

**A Division was called**

**Those voting in the affirmative of the motion: Mayor Barden, Deputy Mayor Salter and Cr Sidey**

**Those voting in the negative of the motion: Cr Wright, Cr Sharp, Cr Harlan and Cr Mackay**

**MOTION LOST (3-4)**

**10.2 Selection of Projects for Phase 2 of LRCI and 2020/21 LGPIF**

Cr Sidey withdrew the Notice of Motion.

**11. MAYORS REPORT**

Moved: Mayor Barden  
Seconded: Cr Sidey

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

**CARRIED (7-0) ORD2021 11-021**

**12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES**

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

Moved: Cr Harlan

Seconded: Cr Sharp

THAT Council note the Councillors' verbal reports.

**CARRIED (7-0) ORD2021 11-022**

*Kylie Hogan, Strategic Project Advisor attended and presented to the meeting at 7:05pm*

**13. WORK TEAM PRESENTATION**

**13.01 Strategic Project Advisory**

Moved: Cr Mackay

Seconded: Cr Wright

THAT Council receive and note the Work Team Strategic Project Advisory Presentation.

**CARRIED (7-0) ORD2021 11-023**

*Kylie Hogan, Strategic Project Advisory left the meeting at 7:11pm*

**14. OFFICERS' REPORTS**

**14.01 Business Excellence**

**14.01.01 Litchfield Council Finance Report**

Moved: Deputy Mayor Salter

Seconded: Cr Harlan

THAT Council note the Litchfield Council Finance Report for the period ended 30 September 2021.

**CARRIED (7-0) ORD2021 11-024**

*Danny Milincic, Manager People and Performance attended and presented to the meeting at 7:20pm*

**14.01.02 People, Performance and Governance Monthly Report – September 2021**

Moved: Cr Wright

Seconded: Cr Harlan

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

**CARRIED (7-0) ORD2021 11-025**

*Danny Milincic, Manager People and Performance left the meeting at 7:28pm*

**14.01.03 Recording of Council Meetings**

Moved: Cr Wright  
Seconded: Cr Sidey

THAT Council:

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

**CARRIED (7-0) ORD2021 11-026**

**14.01.04 Energy Efficiency and Sustainability Grant Acquittal**

Moved: Deputy Mayor Salter  
Seconded: Cr Harlan

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

**CARRIED (7-0) ORD2021 11-027**

*Danny Milincic, Manager People and Performance attended and presented to the meeting at 7:20pm*

**14.01.05 GOV19 Breach of Code of Conduct Policy**

Moved: Cr Wright  
Seconded: Cr Sharp

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

**CARRIED (7-0) ORD2021 11-028**

*Danny Milincic, Manager People and Performance left the meeting at 7:28pm*

**14.01.06 GOV13 Managing Requests to Council Members Policy**

Moved: Cr Harlan  
Seconded: Cr Sharp

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

**CARRIED (6-1) ORD2021 11-029**

*Danny Milincic, Manager People and Performance attended and presented to the meeting at 7:49pm*

**14.01.07 EM03 Access to Meeting Policy**

Moved: Cr Mackay

Seconded: Cr Wright

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

**CARRIED (7-0) ORD2021 11-030**

*Danny Milincic, Manager People and Performance left the meeting at 7:52pm*

**14.02 Council Leadership & Community Services**

**14.02.01 Municipal Plan 2021-2022 Quarterly Performance Review July – September 2021**

Moved: Cr Harlan

Seconded: Cr Wright

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

**CARRIED (7-0) ORD2021 11-031**

**14.02.02 Review of Policy REG01 – Disposal of Surrendered and Unclaimed Impounded Dogs**

Moved: Cr Sharp

Seconded: Cr Harlan

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

**CARRIED (7-0) ORD2021 11-032**

**14.02.03 Palmerston and Litchfield Seniors Association – Request for Funding Agreement Extension**

Moved: Cr Wright

Seconded: Cr Sharp

THAT Council:

1. acknowledge the contribution of the Palmerston and Litchfield Seniors Association in providing social opportunities and celebratory events for seniors living in the Litchfield Municipality;
2. continue to support the Palmerston and Litchfield Seniors Association with a three-year funding agreement 2021 - 2024, commencing with base level funding of \$7,500 per annum for 2021 – 2022 with any additional funding to be considered during the 2022/23 budget process; and
3. advise the Palmerston and Litchfield Seniors Association that consideration of its application for an increase in funding for the second and third years of the agreement will be based on the provision of a budget identifying the need for such an increase.

**CARRIED (7-0) ORD2021 11-033**

**14.02.04 Local Government Association of the NT – NT Heritage Council Nomination**

Moved: Cr Mackay

Seconded: Cr Harlan

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

**CARRIED (7-0) ORD2021 11-034**

**14.02.05 Nomination for Appointment to the Berry Springs Water Advisory Committee**

Moved: Cr Sidey

Seconded: Deputy Mayor Salter

THAT Council:

1. nominates Mayor Barden for appointment to the Berry Springs Water Advisory Committee; and
2. note that the nomination has been submitted to the Department of Environment, Parks and Water Security on 15 October 2021.

**CARRIED (7-0) ORD2021 11-035**



**14.03 Infrastructure and Operations**

*Mark Hogan, Planning & Development Program Leader attended and presented to the meeting at 8:30pm*

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

Moved: Cr Mackay  
Seconded: Deputy Mayor Salter

THAT Council:

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

**CARRIED (7-0) ORD2021 11-036**

*Mark Hogan, Planning & Development Program Leader left the meeting at 8:40pm*

**14.03.02 Development Consent Authority Nominations December 2021**

Moved: Mayor Barden  
Seconded: Cr Harlan

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

First Nomination: Cr Wright  
Second Nomination: Mayor Barden  
Third Nomination: Deputy Mayor Salter  
Fourth Nomination: Cr Sharp

**CARRIED (7-0) ORD2021 11-037**

**14.03.03 Pre-Need Burial Plot Sales**

Moved: Deputy Mayor Salter  
Seconded: Cr Harlan

THAT Council:

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

**CARRIED (7-0) ORD2021 11-038**

**15. OTHER BUSINESS**

Nil.

**16. CONFIDENTIAL ITEMS**

Nil.

**17. CLOSE OF MEETING**

The Chair closed the meeting at 8:48pm.

**18. NEXT MEETING**

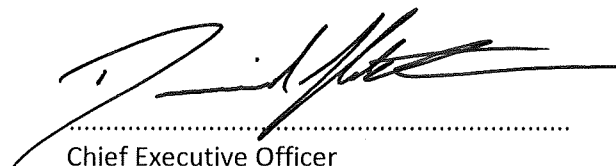
Tuesday 16 November 2021.

**MINUTES TO BE CONFIRMED**

Tuesday 16 November 2021



.....  
Mayor  
Doug Barden



.....  
Chief Executive Officer  
Daniel Fletcher