

# LITCHFIELD COUNCIL



*Community effort is essential*

## **Council Meeting BUSINESS PAPER WEDNESDAY 20/11/2019**

Meeting to be held commencing 6:30pm  
In Council Chambers at 7 Bees Creek Road, Freds Pass

**Daniel Fletcher, Chief Executive Officer**

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to 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.



## LITCHFIELD COUNCIL MEETING

### Notice of Meeting

to be held in the Council Chambers, Litchfield  
on Wednesday 20 November 2019 at 6:30pm

Daniel Fletcher  
Chief Executive Officer

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# COUNCIL AGENDA

## LITCHFIELD COUNCIL MEETING

Wednesday 20 November 2019

### 1. Open of Meeting

#### Audio Disclaimer

An Audio recording of this meeting is being made for minute taking purposes as authorised by the Chief Executive Officer.

### 2. Acknowledgement of Traditional Ownership

Council would like to acknowledge the traditional custodians of this land on which we meet on 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.

### 3. Apologies and Leave of Absence

THAT Council notes and approves:

Leave of Absence	Cr {Insert}	{dates}
Apologies	Cr {Insert}	{date}

### 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.

### 5. Confirmation of Minutes

THAT Council confirm the minutes of the:

- Council Meeting held 16 October 2019, 10 pages;
- Confidential Council Meeting held 16 October 2019, 2 pages; and
- Special Council Meeting held 14 November 2019, 2 pages (to be sent under separate cover)





## LITCHFIELD COUNCIL MEETING

### Minutes of Meeting

held in the Council Chambers, Litchfield

on Wednesday 16 October 2019 at 6:30pm

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<b>Present</b>	Maree Bredhauer Christine Simpson Kirsty Sayers-Hunt Doug Barden Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward Councillor East Ward Councillor South Ward Councillor North Ward
<b>Staff</b>	Daniel Fletcher Nadine Nilon Silke Maynard Wendy Smith Debbie Branson	Chief Executive Officer Director Infrastructure and Operations Director Community & Corporate Services Manager Planning & Development Executive Assistant
<b>Public</b>	Annabel Defina Anthony Dent B Stott J Cole R Lee F Grah G Chapman P Cole Barbara Crane Diana Rickard	Bellamack Roseberry Bees Creek Humpty Doo  Virginia Tumbling Waters Humpty Doo Howard Springs Tumbling Waters

### 1. OPENING OF THE MEETING

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

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

## **2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

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

## **3. APOLOGIES AND LEAVE OF ABSENCE**

Nil.

## **4. DISCLOSURES OF INTEREST**

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

No further disclosures of interest were declared.

## **5. CONFIRMATION OF MINUTES**

Moved: Deputy Mayor Simpson  
Seconded: Cr Salter

THAT the minutes (including the Confidential Minutes) of the Council Meeting held 18 September 2019, 14 pages, be confirmed.

**CARRIED (5-0)-1920/062**

## **6. BUSINESS ARISING FROM THE MINUTES**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT Council receives and notes the Action List.

**CARRIED (5-0)-1920/063**

## **7. PRESENTATIONS**

Nil.

## **8. PETITIONS**

Nil.

## **9. PUBLIC FORUM**

### **9.1 Barbara Crane – Howard Springs**

Ms Crane tabled a letter she had sent to Council and advised she had not received a reply. Ms Crane requested Council to display the waste statistics on their website to help promote recycling within the Community to reduce the amount of waste going to the Darwin landfill.

Mayor Bredhauer thanked Ms Crane for her feedback and appreciated her ongoing dedication to recycling.

### **9.2 Judy Cole – Chair – Freds Pass Recreation Reserve Board**

Mrs Coles expressed her concern in relation to the review process.

Mayor Bredhauer thanked Mrs Cole for her comments.

### **9.3 Diana Rickard – Tumbling Waters**

Mrs Rickard advised that Darwin had voted for a Climate Emergency and asked if Litchfield was going to do the same.

Mayor Bredhauer advised the question would be taken on notice.

### **9.4 Peter Cole – Humpty Doo**

Mr Cole asked what the CEO's qualifications were.

Mayor Bredhauer advised the question would be taken on notice.

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

Nil.

## **11. NOTICES OF MOTION**

Nil.

## **12. MAYORS REPORT**

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

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

**CARRIED (5-0)-1920/064**

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

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

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT Council note the Councillors' verbal report.

**CARRIED (5-0)-1920/065**

### **14. FINANCE REPORT**

#### **14.1 Council Finance Report – September 2019**

Moved: Cr Barden  
Seconded: Cr Salter

THAT Council receives the Litchfield Council Finance report for the period ended 30 September 2019.

**CARRIED (5-0)-1920/066**

### **15. OFFICERS REPORTS**

#### **15.1 Municipal Plan 2019-20 Quarterly Performance Report July – September 2019**

Moved: Cr Barden  
Seconded: Cr Sayers-Hunt

THAT Council receives and notes the Municipal Plan 2019-20 Quarterly Performance Report for the period July to September 2019.

**CARRIED (5-0)-1920/067**

#### **15.2 Dump Point and RV Park Investigation Update**

Moved: Cr Barden  
Seconded: Deputy Mayor Simpson

THAT Council:

1. receives and notes the update on the investigation of a potential site for a dump point and RV-friendly park within the Municipality; and
2. receives a further update report on potential dump point and RV-friendly sites by March 2020.

**CARRIED (5-0)-1920/068**

### **15.3 Risk Management and Audit Committee Minutes September 2019**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT the minutes of the Risk Management and Audit Committee meeting of 3 September 2019 be received and noted.

**CARRIED (5-0)-1920/069**

### **15.4 National Redress Scheme**

Moved: Cr Salter  
Seconded: Deputy Mayor Simpson

THAT Council declares the Litchfield Council's participation in the National Redress Scheme as part of the Northern Territory Government Jurisdiction.

**CARRIED (5-0)-1920/070**

### **15.5 FPSRR Governance Arrangement Review Reference Group**

Moved: Deputy Mayor Simpson  
Seconded: Cr Salter

THAT Council:

1. Establishes the Freds Pass Sport and Recreation Reserve Governance Arrangements Review Reference Group in line with Terms of Reference as attached to this report;
2. Endorses an Expression of Interest process for membership to run in January and February 2020;
3. Appoints Councillor Sayers-Hunt as elected member representative to the Freds Pass Sport and Recreation Reserve Governance Arrangements Review Reference Group; and
4. Writes to the Freds Pass Sport and Recreation Reserve Board thanking them for supporting this review.

**CARRIED (5-0)-1920/071**

### **15.6 Freds Pass Sport and Recreation Reserve Board Observer Role**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT Council:

1. nominates the Chief Executive Officer or delegate to the Freds Pass Sport and Recreation Reserve Board, as observer in accordance with the Board's constitution; and
2. writes to the Freds Pass Sport and Recreation Reserve Board to inform them about the nomination requesting written confirmation of the appointment.

**CARRIED (5-0)-1920/072**

### **15.7 PA2019/0329, a Development Application for a Subdivision to Create Six Lots at Section 1902 and Section 1905 (1000) Channel Island Road, Wickham, Hundred of Ayers**

Moved: Cr Barden  
Seconded: Cr Sayers-Hunt

THAT Council:

1. receive and note the report; and
2. note Attachment A, Council's Letter of Comment for PA2019/0329, a Development Application for a Subdivision to Create Six Lots at Section 1902 and Section 1905 (1000) Channel Island Road, Wickham, Hundred of Ayers.

**CARRIED (5-0)-1920/073**

### **15.8 Proposed Road Opening Richards Road, Blackmore**

Moved: Cr Barden  
Seconded: Cr Salter

THAT Council:

1. proceed with the road opening process for Richards Road across 2335 Cox Peninsula Road, Blackmore and
2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road, as required.

**CARRIED (5-0)-1920/074**

## **15.9 Roads Asset Management Plan**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT Council:

1. adopts the Roads Asset Management Plan and
2. approves the Chief Executive Officer to make minor editorial changes to the Roads Asset Management Plan, if required.

**CARRIED (4-1)-1920/075**

**A division was called**

**Mayor Bredhauer, Cr Barden, Deputy Mayor Simpson, Cr Sayers-Hunt voted in the affirmative**

**Cr Salter voted in the negative**

## **15.10 Summary Planning and Development Report – October 2019**

Moved: Cr Sayers-Hunt  
Seconded: Cr Barden

THAT Council:

1. receive the October 2019 Summary Planning and Development Report; and
2. notes for information the responses provided to relevant agencies within Attachments A-D to this report.

**CARRIED (5-0)-1920/076**

## **15.11 Telstra Proposal to Lease Council Land at 1205 Girraween Road, Herbert for a Mobile Telecommunications Facility**

Moved: Deputy Mayor Simpson  
Seconded: Cr Sayers-Hunt

THAT Council:

1. provides in principle support to enter into a lease in favour of Telstra for a portion of 1205 Girraween Road, Herbert, as detailed in the Tenure Offer included in Attachment A, provided that:
  - a) the offer is amended to include:
    - i. coverage of all Council legal costs by Telstra
    - ii. assurance that the tower would be made available for use by other carriers
  - b) adequate community consultation is undertaken by Telstra;
2. delegates authority to negotiate the final lease terms to the Chief Executive Officer; and

**15.11 Telstra Proposal to Lease Council Land at 1205 Girraween Road, Herbert for a Mobile Telecommunications Facility (continued)**

3. authorises all appropriate lease documents to be signed and common seal affixed by the Mayor and Chief Executive Officer, as required.

**CARRIED (5-0)-1920/077**

**15.12 Mango Roads Project Update**

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT Council:

1. receives and notes the update on the Mango Road project;
2. notes Council as being a partner of the project, alongside the Federal Government and Northern Territory Government;
3. notes the Northern Territory Government as coordinating the project delivery of the Mango Roads project;
4. provides in-principle support to contribute \$3 million to the Mango Roads project;
5. approves the use of up to \$250,000 from the Developer Contribution reserve in 2019/20 to fund the finalisation of designs and other works relating to the project, with any amount utilised being part of Council's \$3 million contribution;
6. request the Finance Manager to include funding of the Mango Roads project in the future budget register for consideration within the 2020/21 budget, at a value to be determined through budget considerations; and
7. write to Minister Canavan and Minister Lawler to express a desire to have the infrastructure bought forward to the 20/21 budget for immediate works.

**CARRIED (4-1)-1920/078**

**A division was called**

**Mayor Bredhauer, Deputy Mayor Simpson, Cr Barden and Cr Sayers-Hunt voted in the affirmative**

**Cr Salter voted in the negative**

**16. COMMON SEAL**

Nil.

**17. OTHER BUSINESS**

Nil.



## **18. PUBLIC QUESTIONS**

### **18.1 Greg Chapman – Tumbling Waters**

Mr Chapman advised sealing the Mango Roads is not only beneficial to the farmers but also the surround residents.

Mayor Bredhauer thanked Mr Chapman for his comments.

## **19. CONFIDENTIAL ITEMS**

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

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

### **19.2 Risk Management and Audit Committee – Appointment of Independent Chairperson**

Regulation 8(c) – information that would, if publicly disclosed, be likely to:

(i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person or

(iv) prejudice the interests of the council or some other person.

### **19.2 Award Contract - RFT19-199 Litchfield Council Reseal Various Roads**

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

**CARRIED (5-0)-1920/079**

The meeting was closed to the public at 7:59pm.

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

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

**CARRIED (5-0)-1920/082**

The meeting moved to Open Session at 8:12pm.

#### **19.1 Award Contract - RFT19-199 Litchfield Council Reseal Various Roads**

THAT Council:

1. receive and note the Tender Evaluation Report for RFT19-199; and
2. award the contract for RFT19-199 Litchfield Council Reseal Various Roads to F & J Bitumen Services Pty Ltd, in accordance with their submitted tender, estimated \$501,958 (GST exclusive);
3. makes this resolution public following notification to all tenderers; and
4. determine that this report remains confidential, as the report contains commercial in-confidence information.

#### **19.2 Risk Management and Audit Committee – Appointment of Independent Chairperson**

THAT Council:

1. notes the expressions of interest for the position of Independent Chairperson for the Litchfield Council Risk Management and Audit Committee;
2. appoints Mr Garry Lambert as the independent chairperson of the Risk Management and Audit Committee for a term of four years until November 2023;
3. writes to the successful applicant informing them of their appointment as the Independent Chairperson of the Litchfield Council Risk Management and Audit Committee;
4. writes to the incumbent Chairperson to express council's gratitude for their time and investment in the role;
5. writes to the remaining applicants thanking them for their EOIs; and
6. makes public the resolution from this report in the open minutes of the Council meeting.

#### **20. CLOSE OF MEETING**

The Chair closed the meeting at 8:12pm.

#### **21. NEXT MEETING**

Wednesday 20 November 2019.

#### **MINUTES TO BE CONFIRMED**

Wednesday 20 November 2019

.....  
Mayor  
Maree Bredhauer

.....  
Chief Executive Officer  
Daniel Fletcher



# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 20 November 2019

### **6. Business Arising from the Minutes**

THAT Council receives and notes the Action List.

Resolution Number	Resolution	Action Officer	Meeting Date	Status
15/0175/02	<b>Meeting Procedures By-Laws</b> THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.	CEO	19-11-15	Council continue to work with Parliamentary Counsel and Department of Housing & Community Develop (LG Division) to progress the By-law.
16/0203	<b>Signage, Roadside Vans and Events on Council Land</b> 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body; 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	DCCS	21-09-16	On hold until Meeting By-Laws are concluded.
17/0036/4	<b>Litchfield Aquatic Facility Needs Analysis Report</b> THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.	CEO	15-02-17	Special Purpose Grant (SPG) for funds to match Council's \$50k allocated in 2018/19 Budget to undertake Feasibility was unsuccessful in both rounds.  Going forward Council has to explore the interest of the Northern Territory Government in this project.
1718/240	<b>Berry Springs Water Advisory Committee - Council Representative</b> THAT Council appoints Councillor Barden as its nominated representative to lodge an Expression of Interest for the Northern Territory Government Department of Environment and Natural Resources Berry Springs Water Advisory Committee.	CEO	16-05-18	Nomination sent in by 30 May 2018. Waiting on confirmation from the department / pending ministerial approval.

1718/267	<p><b>Improving the Productivity of the Mango Industry Project</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. receives and notes the Business Case Improving the Productivity of the Mango Industry in Litchfield Municipality;</li> <li>2. endorses seeking external funding to realise the Improving the Productivity of the Mango Industry Project (the sealing of 15.2kms of the four key mango industry roads), estimated to cost approximately \$20.1m;</li> <li>3. provides in-principle support to contribute up to \$5m to the project. This in-principle support would require a Council resolution and budget allocation, at a later date, to proceed with the project; and</li> <li>4. endorses the Improving the Productivity of the Mango Industry Project, as one of Council's Top 3 Advocacy Projects.</li> </ol>	CEO	27-06-18	<p>Complete.</p> <p>Update report provided at October Council meeting.</p> <ol style="list-style-type: none"> <li>1. No further action</li> <li>2. Funding announced</li> <li>3. Refer November report resolution no. 1920/078</li> </ol>
1819/145	<p><b>Recreation Reserve Leases and Funding Agreements Project</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. notes the update on the development of leases and funding agreements as part of the Recreation Reserves Leases project;</li> <li>2. notes the draft lease agreement;</li> <li>3. approves the fixation of the Common Seal with the Mayor and the CEO signing the lease agreements on behalf of Council, providing no material changes are made to the lease agreement; and</li> <li>4. receives an update report on the progress made with each Reserve Management Committee and other User Groups on Council's Recreation Reserves in signing the lease agreement, no later than the June 2019 Council meeting.</li> </ol>	DCCS	16-01-19	<p>Project has been on hold. Report to update Council on the progress of the lease negotiations will be provided to Council in December.</p>
1920/032	<p><b>Investigation of a Suitable Site for a Dump Point</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. approves an investigation into the development of Litchfield Municipality as an RV friendly destination;</li> <li>2. investigates suitable sites for an RV friendly Park in the Municipality;</li> <li>3. engages with the CMCA to explore the opportunity of becoming partners in an RV Park and dump point, in Litchfield Municipality; and</li> <li>4. prepare a report for the October 2019 meeting outlining what the partnership arrangement could look like, along with the commitment requirement of Litchfield Council and the CMCA.</li> </ol>	DIO	16-10-19	<p>Underway.</p> <p>To be included in report from resolution 1920/068</p>

1920/068	<b>Dump Point and RV Park Investigation Update</b> THAT Council: 1.receive and notes the update on the investigation of a potential site for a dump point and RV-friendly park within the Municipality; and 2.receive a further update report on potential dump point and RV-friendly sites by March 2020.	DIO		Underway
1920/057	<b>Private Roads Policy</b> THAT Council: 1.endorse INF06 Private Roads Policy for a period of public consultation from 11 October 2019 to 8 November 2019, and 2.allow the Chief Executive Officer to make minor editorial changes to INF06 Private Roads Policy, if required.	DIO	18-09-19	Consultation completed 8 November 2019. Report to be presented with outcomes of consultation and Policy.
1920/070	<b>National Redress Scheme</b> THAT Council declares the Litchfield Council's participation in the National Redress Scheme as part of the Northern Territory Government Jurisdiction.	DCCS	16-10-19	Completed. Letter sent to National Redress Scheme 29 October.
1920/071	<b>FPSRR Governance Arrangement Review Reference Group</b> THAT Council: 1.Establishes the Freds Pass Sport and Recreation Reserve Governance Arrangements Review Reference Group in line with Terms of Reference as attached to this report; 2.Endorses an Expression of Interest process for membership to run in January and February 2020; 3.Appoints Councillor Sayers-Hunt as elected member representative to the Freds Pass Sport and Recreation Reserve Governance Arrangements Review Reference Group; and 4.Writes to the Freds Pass Sport and Recreation Reserve Board thanking them for supporting this review.	DCCS	16-10-19	Completed. Letter sent to FPSRR Board 30 October 2019.

## Freds Pass Sport and Recreation Reserve Board Observer Role

1920/072	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1.nominates the Chief Executive Officer or delegate to the Freds Pass Sport and Recreation Reserve Board, as observer in accordance with the Board's constitution; and</li> <li>2.writes to the Freds Pass Sport and Recreation Reserve Board to inform them about the nomination requesting written confirmation of the appointment.</li> </ol>	DCCS	16-10-19	Completed. Letter sent to FPSRR Board 31 October.
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## Proposed Road Opening Richards Road, Blackmore

1920/074	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1.proceed with the road opening process for Richards Road across 2335 Cox Peninsula Road, Blackmore and</li> <li>2.authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road, as required.</li> </ol>	DIO	16-10-19	Underway.
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## Telstra Proposal to Lease Council Land at 1205 Girraween Road, Herbert for a Mobile Telecommunications Facility

1920/077	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1.provides in principle support to enter into a lease in favour of Telstra for a portion of 1205 Girraween Road, Herbert, as detailed in the Tenure Offer included in Attachment A, provided that:               <ol style="list-style-type: none"> <li>a)the offer is amended to include:                   <ol style="list-style-type: none"> <li>i.coverage of all Council legal costs by Telstra</li> <li>ii.assurance that the tower would be made available for use by other carriers</li> </ol> </li> <li>b)adequate community consultation is undertaken by Telstra;</li> </ol> </li> <li>2.delegates authority to negotiate the final lease terms to the Chief Executive Officer; and</li> <li>3.authorises all appropriate lease documents to be signed and common seal affixed by the Mayor and Chief Executive Officer, as required.</li> </ol>	DIO	16-10-19	Telstra have been notified of Council resolution.
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**Mango Roads Project Update**

THAT Council:

1. receives and notes the update on the Mango Road project;
2. notes Council as being a partner of the project, alongside the Federal Government and Northern Territory Government;
3. notes the Northern Territory Government as coordinating the project delivery of the Mango Roads project;
4. provides in-principle support to contribute \$3 million to the Mango Roads project;
5. approves the use of up to \$250,000 from the Developer Contribution reserve in 2019/20 to fund the finalisation of designs and other works relating to the project, with any amount utilised being part of Council's \$3 million contribution;
6. request the Finance Manager to include funding of the Mango Roads project in the future budget register for consideration within the 2020/21 budget, at a value to be determined through budget considerations; and
7. write to Minister Canavan and Minister Lawler to express a desire to have the infrastructure bought forward to the 20/21 budget for immediate works.

1920/078

16-10-19

DIO

DIO continuing project plan development in conjunction with NTG.  
Letters to Ministers have been sent.





# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 20 November 2019

### **7 Presentations**

### **8 Petitions**

- 8.1 Petition to Rezone Land between Middle Arm and Cox Peninsular Roads



## COUNCIL REPORT

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<b>Agenda Item Number:</b>	8.1
<b>Report Title:</b>	Petition to Rezone Land between Middle Arm and Cox Peninsula Roads
<b>Report Number:</b>	19/0047
<b>Meeting Date:</b>	20/11/2019
<b>Attachments:</b>	Attachment A: Petition from Residents to Council

### Purpose

This report presents to Council, for its receipt and acknowledgment, a petition received from residents in support of the rezoning of land between Middle Arm Road and Cox Peninsula Road.

### Summary

A recent review of rates assessments found Future Development zoned properties being incorrectly charged the rural residential fixed rate and waste charge as opposed to the commercial rate as per Council's 2019-2020 Rates Declaration. Many of these properties sit within the petitioned zone between Middle Arm Road and Cox Peninsula Road.

Council wrote to owners of these assessments on 6 September 2019, advising that under the current zones applied by the Northern Territory Planning Scheme, Council's Rates Declaration states these assessments are classified in the Commercial rate category. The letter further advised that a confidential paper was being put to Council at the 18 September 2019 Council Meeting to waive the difference between the Commercial rate and the residential rate and waste charge for the 2019-2020 rateable year.

At the 18 September Council Meeting, Council approved a rates concession under Section 166 of the Local Government Act to adjust the amount levied to \$1,212.00 (2019-2020 fixed rate inclusive of waste charge) for the applicable assessments. It was further resolved that Council writes to effected ratepayers advising that the concession will be applied in good faith due to an anomaly of the rating system and that correct rating will be applied to the assessment in the financial year of 2020-2021.

Revised 2019-2020 Rate Notices were sent in late September once the concession was applied, showing the rated amount adjusted to the 2019-2020 fixed rate inclusive of waste charge.

Council's application of the concession to these assessments was to enable ratepayers adequate time to request a change of their zoning through the planning commission process (if possible) or prepare for the payment of the commercial rate in 2020-2021 rateable year. Also to allow property owners to engage in the review of the rating policy to request a change in rating. The designation of land zones is not a Council function, this is a responsibility of the Northern Territory Government's Department of Infrastructure, Planning and Logistics Northern Territory Planning Scheme.

## **Recommendation**

THAT Council:

1. receives and acknowledges the signed petition from residents seeking rezoning of land between Middle Arm Road and Cox Peninsula Road; and
2. writes to the signatories thanking them for the petition and providing a copy of the Draft Rating Policy seeking their feedback during the public consultation period.

## **Background**

On 23 October 2019, via the Member for Daly's Electorate Office, Council received a petition signed by 28 supportive parties referencing 15 different addresses lobbying Council for the rezoning of blocks between Middle Arm Road and Cox Peninsula Road, namely the removal from Weddell Future Development zoning to Rural Residential zoning.

Whilst Council advises land owners, where appropriate, to pursue the option of rezoning this function is a responsibility of the Northern Territory Government's Department of Infrastructure, Planning and Logistics Northern Territory Planning Scheme. The alignment of zoning to the current and intended future use of the property ensures future rating is applied accordingly.

Council have been undertaking a review of the current Rating Policy and a Draft Rating policy is included in this agenda for Council approval to release for further public consultation.

The Draft Rating Policy, yet to be endorsed by Council or put through the public consultation phase, proposes the consideration of rating Future Development zoned properties as part of the Rural Residential rating category.

If adopted, the policy would eliminate the issue of land in the petition area currently zoned as Future Development being rated a commercial rate and rates in line with other residential properties would be applied.

## **Links with Strategic Plan**

A Well-Run Council - Good Governance

## **Legislative and Policy Implications**

Council's FIN02 Rating Policy is currently under review.

## **Risks**

There is a reputational risk for Council to actively consult with the community and not acknowledge receipt of feedback received.

## **Financial Implications**

If the Draft Rating Policy is approved in its current format, petitioned landowners will be rated as part of the Rural Residential rating category.

## Community Engagement

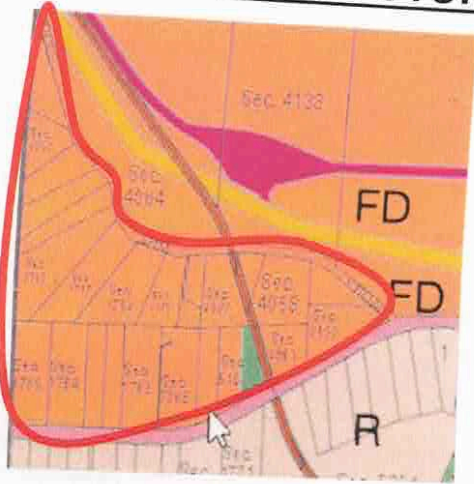
Should Council endorse the recommendations of this report, Direct engagement will be made with the petition signatories to ensure their feedback is sought on the Draft Rating Policy.

**Recommending Officer:** **Silke Maynard, Director Community and Corporate Services**

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

*Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to 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.*

# **LITCHFIELD COUNCIL PETITION REZONING OF MIDDLE ARM RD - COX PENINSULAR RD FROM FUTURE DEVELOPMENT TO RURAL**



Please find signatures below in support of having the blocks between Middle Arm Rd and Cox Peninsula Rd rezoned to Rural and to be removed from Weddell zoning Future Development.

NAME	ADDRESS	SIGNATURE
Lorraine Curtis	Middle Arm	
Peter Curtis	Middle Arm Rd Noonamah	
PETER DOCKING	MIDDLE ARM RD WEDDELL	
Paul Noakes	"	
Wendy Burgemeister	390 Cox Pen	Wendy B.
Tim MYERS	" " "	" "
STUART BELL	" " "	" "
Zane RYNSKI	390 COX PEN	
SITARA BURGEMEISTER	" " "	Wendy B.
Beckie Kernich	450 Cox Peninsula Rd	
Melita Siganto	450 Cox Peninsula Rd	
Jack Moore	450 Cox Peninsula Rd	"
Oscar Siganto	450 Cox Peninsula Rd.	"

Neil Follett	175 Middle Arm Road	<del>Neil Follett</del>
Nadra Copland	175 Middle Arm Road	Nadra
Coral Cameron	185 Middle Arm Road	C Cameron
Mary Chesser	295 Middle Arm Rd	Mary
Mary Chesser	275 Middle Arm Rd	
Travis McMahon	1762 Cox Peninsula Rd	085532 or 7
David Kleining	320 Cox Peninsula	D Kleining
Gladys Docking	260 Cox Peninsula	G Docking
WAYNE SANDERS	300 Cox Peninsula	W Sanders
Mark Price	165 B Middle Arm Rd	M Price
MICHELLE PRICE	165 B MIDDLE ARM RD	Michelle T Price
LANCE CAMERON	185 MIDDLE ARM RD	<del>Lance Cameron</del>
Kirwan Thorbjornson	215 Middle Arm Rd Weddell 0827	K Thorbjornson
Norquist	"	<del>Norquist</del>
Corinne McDevitt	Middle Arm Rd	Corinne McDevitt
ANTHONY McDEVITT	Middle Arm Rd	A McDevitt



# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 20 November 2019

### **9 Public Forum**

### **10 Accepting or Declining Late Items**

### **11 Notices of Motion**

### **12 Mayors Report**

#### **12.1 Mayor's Report**



## COUNCIL REPORT

**Agenda Item Number:** 12.1  
**Report Title:** Mayor's Monthly Report  
**Report Number:** 19/0039  
**Meeting Date:** 20/11/2019  
**Attachments:** Nil

### Purpose

A summary of the Mayor's attendance at meetings and functions representing Council for the period 17 October 2019 to 20 November 2019.

### Summary

Date	Event	Content/Comment
18 October 2019	Territory FM Radio	Regular Radio Interview
	Healthy Living NT	30 Years Celebrations
21 October 2019	LGANT Executive Meeting	Scheduled meeting
23 October 2019	Rating Policy Review Consultation	Meeting with Local Members
	2019 Young Territory Author Awards	Presentation
	Rating Policy Review	Councillor Workshop
25 October 2019	Territory FM Radio	Regular Radio Interview
	Friends of the Library Morning Tea	Regular event
26 October 2019	Freds Pass Markets	Regular Saturday event
27 October 2019	Berry Springs Markets	Regular Sunday event
	Rotary Family Fun Day – Howard Park	Presentation of Prizes
28 October 2019	Litchfield Women in Business Network Committee	Scheduled meeting
29 October 2019	Risk Management & Audit Committee Meeting	Scheduled meeting
30 October 2019	Review of Electoral Boundaries	Councillor Workshop
1 November 2019	Territory FM Radio	Regular Radio Interview



Date	Event	Content/Comment
	Mayor of Palmerston – LGANT Executive Composition	Discussion
4 November 2019	Councillor Briefing	Regular Meeting
5 November 2019	Litchfield Women in Business Morning Tea	Scheduled event
6-8 November 2019	LGANT Alice Springs	Scheduled Mayors Forum & AGM
9 November 2019	Freds Pass Special Meeting and Annual General Meeting	Annual meeting
10 November 2019	Berrimah Scout Group – Knuckey Lagoon	Award Presentation
11 November 2019	Litchfield Women in Business Network Committee Meeting	Scheduled meeting
13 November 2019	ABC Grass Roots Program	Regular monthly program
	2019 NT NRM Awards Gala Dinner	Annual Event
14 November 2019	Minister McCarthy	Strategic Projects & Rating Review Consultation
	Special Council Meeting	Scheduled meeting
	Electoral Review	Councillor Workshop with Consultant
15 November 2019	Territory FM Radio	Regular Radio Interview
16 November 2019	Freds Pass Rural Show AGM	Annual meeting
	The Anglican Parish of Freds Pass	20 Years Celebration
17 November 2019	The Anglican Parish of Freds Pass	Special Thanks Giving
18 November 2019	Litchfield Women in Business – Wellness and Prosperity	Network Event
20 November 2019	Council & Thorak Regional Cemetery Meeting	Scheduled meeting

### Recommendation

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



## LITCHFIELD COUNCIL MEETING

Wednesday 20 November 2019

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

### 13 Verbal Reports from Council Appointed Representatives

Cr Barden	-	Freds Pass Upgrade Reference Group
Cr Simpson	-	Freds Pass Rural Show Committee
Cr Salter	-	Howard Park Reserve Committee
	-	Knuckey Lagoon Reserve Committee
Cr Sayers-Hunt	-	Freds Pass Sport & Recreation Reserve Governance Arrangements Review Reference Group
Mayor Bredhauer	-	Howard East Water Advisory Committee
	-	Litchfield Women in Business Network Committee
	-	Chair - Litchfield Australia Day Event Committee
	-	Local Government Association of the Northern Territory (LGANT)

#### Activity Area Plans

Mayor Bredhauer Cr Simpson	Coolalinga/Freds Pass Rural Activity Centre Area Plan Community Advisory Committee
Mayor Bredhauer Cr Barden	Humpty Doo Rural Activity Centre Area Plan Community Advisory Group

#### RECOMMENDATION

THAT Council note the Councillors' verbal report.



# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 20 November 2019

### **14 Finance Report**

#### 14.1 Litchfield Council Finance Report – October 2019



## COUNCIL REPORT

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<b>Agenda Item Number:</b>	14.1
<b>Report Title:</b>	Litchfield Council Finance Report – October 2019
<b>Report Number:</b>	19/0040
<b>Meeting Date:</b>	20/11/2019
<b>Attachments:</b>	Nil

### Purpose

The purpose of this report is to present the monthly finance report for the period ended 31 October 2019.

### Recommendation

THAT Council receives the Litchfield Council Finance Report for the period ended 31 October 2019.

### Background

Total Revenue of \$12,255,922 for the month of October reflects rates that were levied and recognised at the beginning of the financial year, although actual payment of rates is received in instalments throughout the financial year.

Total YTD Expenses of \$4,405,350 is 29% of the annual budget. Compared to the YTD budget, Council is currently showing an underspent of 27%. This is mainly due to underspends in Waste Management and Infrastructure.

No variances to budget are forecasted for the 2019/20 financial year at this stage.

# Finance Report

## October 2019

**LITCHFIELD  
COUNCIL**



*Community effort is essential*

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## SECTION 1

### CONSOLIDATED FINANCIAL STATEMENTS

The consolidated Financial Statements, including Thorak Regional Cemetery operations, are presented in the same format as the full set of *End of Financial Year Statements*, reported in Litchfield Council's Annual Report, for greater transparency.

The statements include total revenue, both operational and capital but only operational expenditure. Capital expenditure is capitalised as Infrastructure, Property, Plant & Equipment in the Balance Sheet upon completion of the projects.

### CONSOLIDATED OPERATING STATEMENT

	2019/20 Annual Budget	2019/20 YTD Actuals	2019/20 Annual Forecast	Forecast Variance +ve (-ve)	Note
<b>REVENUE</b>					
Rates	10,738,393	10,059,728	10,738,393	0	
Statutory Charges	111,700	84,417	111,700	0	
User Charges	1,208,128	536,925	1,208,128	0	
Grants, Subsidies & Contributions	3,614,416	863,132	3,614,416	0	
Investment Income	694,451	642,821	694,451	0	
Reimbursements	0	0	0	0	
Other Income	71,000	68,899	71,000	0	
<b>TOTAL REVENUE</b>	<b>16,438,088</b>	<b>12,255,922</b>	<b>16,438,088</b>	<b>0</b>	
<b>EXPENSES</b>					
Employee Costs	6,661,948	1,797,056	6,661,948	0	
Auditor Fees	36,600	4,375	36,600	0	
Bad & Doubtful Debts	0	482	0	0	
Elected Member Expenses	242,264	54,241	242,264	0	
Election Expenses	0	0	0	0	
Cemetery Operations	363,300	57,481	363,300	0	
Contractors	4,126,589	1,082,728	4,126,589	0	
Energy	212,800	58,141	212,800	0	
Insurance	366,518	382,875	366,518	0	
Maintenance	674,766	264,279	674,766	0	
Legal Expenses	158,530	14,690	158,530	0	
Donations and Community Support	127,900	53,043	127,900	0	
Computer / IT Costs	369,435	107,993	369,435	0	
Parts, Accessories & Consumables	309,600	135,439	309,600	0	
Professional Services	903,500	218,381	903,500	0	
Sundry	436,700	174,146	436,700	0	
<b>TOTAL EXPENSES</b>	<b>14,990,450</b>	<b>4,405,350</b>	<b>14,990,450</b>	<b>0</b>	
<b>OPERATING RESULT</b>	<b>1,447,638</b>	<b>7,850,572</b>	<b>1,447,638</b>	<b>0</b>	

## CONSOLIDATED BALANCE SHEET at 31 October 2019

	30 September 2019	31 October 2019	Movement
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	4,645,452	4,282,901	-362,551
Trade and Other Receivables	7,346,428	10,654,600	3,308,172
Other Financial Assets	20,496,456	22,522,490	2,026,034
Other Current Assets	240,657	154,202	-86,455
<b>TOTAL CURRENT ASSETS</b>	<b>32,728,993</b>	<b>37,621,191</b>	<b>4,885,200</b>
<b>NON-CURRENT ASSETS</b>			
Infrastructure, Property, Plant & Equipment	309,109,264	309,109,264	0
Other Non-Current Assets	3,739,185	3,739,185	0
<b>TOTAL NON-CURRENT ASSETS</b>	<b>312,848,449</b>	<b>312,848,449</b>	<b>0</b>
<b>TOTAL ASSETS</b>	<b>345,577,442</b>	<b>350,469,640</b>	<b>4,885,200</b>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	254,335	1,413,317	1,158,982
Provisions	582,119	593,955	11,836
<b>TOTAL CURRENT LIABILITIES</b>	<b>836,454</b>	<b>2,007,272</b>	<b>1,170,818</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	397,776	324,770	-73,006
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>397,776</b>	<b>324,770</b>	<b>-73,006</b>
<b>TOTAL LIABILITIES</b>	<b>1,234,230</b>	<b>2,332,042</b>	<b>1,097,812</b>
<b>NET ASSETS</b>	<b>344,343,212</b>	<b>348,137,597</b>	<b>3,787,388</b>
<b>EQUITY</b>			
Accumulated Surplus	25,383,409	25,383,409	-0
Asset Revaluation Reserve	295,859,891	295,859,891	0
Other Reserves	21,676,198	21,676,198	0
<b>TOTAL EQUITY</b>	<b>344,343,212</b>	<b>348,137,597</b>	<b>3,787,388</b>

### **Estimate of Net Cash position and Current ratio**

The current ratio measures the liquidity of an entity. It observes the ability to pay short-term liabilities (debt and payables) with its short-term assets (cash and receivables). If the ratio is less than 1:1 Council is unable to pay its liabilities. Best practice is for the ratio to be between 1.5 and 3.

As identified in Section 5 of this report, Litchfield Council's liquidity KPI is easily met with 31 October 2019 current ratio equalling 39.14

Current ratio = 
$$\frac{\text{Current Assets (less: Provision for Doubtful debt)}}{\text{Current Liabilities}}$$

$$= \frac{32,621,191}{2,007,272} = 16.25$$

Net Cash Position =  $32,621,191 - 2,007,272 = \$30.6 \text{ million}$



## SECTION 2

### OPERATING POSITION BY DEPARTMENT

The 2019/20 rates and charges have been applied to properties and recognised in Council's accounts, which is reflected in both Finance and Waste Management year to date revenue totals.

Overall expenditures year to date is 29% of the annual budget. Some operational expenditures are not evenly spread across the financial year, with major operational road maintenance expenditure to occur close to the end of the financial year.

	2019/20 YTD Budget	2019/20 YTD Actual	2019/20 Annual Budget	2019/20 Annual Forecast	Forecast Variance +ve (-ve)	Note
<b>REVENUE</b>						
Council Leadership	9,996	436	30,000	30,000	0	
Finance & Customer Service	7,584,795	8,391,485	9,045,441	9,045,441	0	
Infrastructure & Assets	884,710	321,689	2,637,492	2,637,492	0	
Planning & Development	40,584	18,995	61,748	61,748	0	
Waste Management	3,020,178	3,005,044	3,178,680	3,178,680	0	
Community	24,668	34,353	74,000	74,000	0	
Community – Library	415,514	726	421,447	421,447	0	
Regulatory Services	69,572	84,737	112,700	112,700	0	
<b>TOTAL REVENUE</b>	<b>12,050,017</b>	<b>11,857,465</b>	<b>15,561,508</b>	<b>15,561,508</b>	<b>0</b>	
<b>EXPENSES</b>						
Council Leadership	443,668	350,104	1,111,896	1,111,896	0	
Corporate	258,216	204,805	645,697	645,697	0	
Information Services	155,581	128,319	513,091	513,091	0	
Finance & Customer Service	810,314	642,025	1,584,930	1,584,930	0	
Infrastructure & Assets	1,085,176	638,146	3,004,297	3,004,297	0	
Planning & Development	230,514	197,562	728,387	728,387	0	
Waste Management	1,000,928	816,763	2,991,436	2,991,436	0	
Community	806,685	635,454	1,442,690	1,442,690	0	
Community – Library	146,650	85,237	421,447	421,447	0	
Mobile Workforce	443,832	217,414	1,287,337	1,287,337	0	
Regulatory Services	156,397	113,406	388,831	388,831	0	
<b>TOTAL EXPENSES</b>	<b>5,537,961</b>	<b>4,029,235</b>	<b>14,120,039</b>	<b>14,120,039</b>	<b>0</b>	
<b>OPERATING RESULT</b>	<b>6,512,056</b>	<b>7,828,230</b>	<b>1,441,469</b>	<b>1,441,469</b>	<b>0</b>	

## NEW INITIATIVES

In addition to Council's year-on-year operating expenses Council resolved to undertake the following New Initiatives in 2019/20. The new initiatives expenditure are included in the operating result above. The table below highlights the expenditure compared to budget at the end of October 2019.

	2019/20 Budget	2019/20 Actuals	2019/20 Forecast	Comments	Status
Tourism Strategy (Visitor Experience Enhancement Program)	30,000	0	30,000	Grant application lodged	On Budget
Shared Path Plan	25,000	0	25,000	RFQ released, projects expected to be awarded and commence in November 2019	On Budget
320 Arnhem Highway Master Plan – Stage 1	30,000	168	30,000	RFQ released, projects expected to be awarded and commence in November 2019	On Budget
Chamber Refurbishment	10,000	8,458	10,000	One table is yet to be purchased	On Budget
New Website Development	45,000	0	45,000	Request for quote sent to five website development organisations	On Budget
Mobile Workforce Review	30,000	0	30,000	Consultant engaged, initial information provided but no cost yet	On Budget
Litchfield Annual Art Exhibition	10,000	0	10,000	Scoping works complete, curator engaged, EOI for artists to be advertised in November	On Budget
Council Chambers Audio / Video Upgrade	30,000	0	30,000	Scope being redefined to suite budget, new quotes to be obtained	On Budget
Community and Business Hub Strategic Business and Concept Plan	40,000	0	40,000	Not yet commenced	On Budget
Waste Management - prepare Disaster Waste Plan	20,000	0	20,000	Scoping brief under development	On Budget
Waste Management - explore incentives and education to boost recycling and food waste management.	20,000	0	20,000	Scoping brief under development	On Budget
Waste Management - Environmental Management Plan for Berry Springs Waste Transfer Station	10,000	0	10,000	Scoping brief under development	On Budget
<b>TOTAL</b>	<b>300,000</b>	<b>8,626</b>	<b>300,000</b>		

## CAPITAL BUDGET POSITION

The table below compares capital revenue and expenditure to budget by the end of October 2019.

	2019/20 Annual Budget	2019/20 YTD Actuals	2019/20 Annual Forecast	Forecast Variance +ve (-ve)	Note
<b>REVENUE</b>					
Infrastructure & Assets	1,344,743	410,989	1,344,743	0	
Planning & Development	140,000	40,107	140,000	0	
Mobile Workforce	35,000	0	35,000	0	
Community	6,000,000	0	6,000,000	0	
Regulatory Services	15,000	0	15,000	0	
Waste Management	50,000	18	50,000	0	
<b>TOTAL REVENUE</b>	<b>7,584,743</b>	<b>451,115</b>	<b>7,584,743</b>	<b>0</b>	
<b>EXPENSES</b>					
Infrastructure & Assets	3,792,000	480,739	3,792,000	0	
Waste Management	525,000	308,968	525,000	0	
Mobile Workforce	175,000	0	175,000	0	
Community	8,500,000	273,955	8,500,000	0	
Regulatory Services	45,000	0	45,000	0	
<b>TOTAL EXPENSES</b>	<b>13,037,000</b>	<b>1,063,662</b>	<b>13,037,000</b>	<b>0</b>	
<b>CAPITAL RESULT</b>	<b>(5,452,257)</b>	<b>(612,547)</b>	<b>(5,452,257)</b>	<b>0</b>	

## CAPITAL PROJECTS 2019/20 – INFRASTRUCTURE & ASSETS

The table below is Council's capital projects for Infrastructure & Assets that are still in progress from previous year and current financial year in accordance with the 2019/20 Budget and Municipal Plan.

Project (Infrastructure & Assets)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment	Status of Variance
<b>Projects carried forward from previous years</b>							
Pavement repairs – Whitewood Road	30/9/2019	<b>2018/19</b> 427,000	426,037 (Life to Date Actual)	427,000	0	Practical completion, finalising invoices	On Budget
Brougham Road flood damage repairs – NDRRA Project	30/06/2020	<b>2018/19</b> 768,529	52,590 (Life to Date Actual)	768,529	0	Tender preparation underway	On Budget
<b>TOTAL</b>		<b>1,195,529</b>	<b>478,627</b>	<b>1,195,529</b>	<b>0</b>		
<b>Projects commencing in 2019/20</b>							
Whitewood Road Footpath Renewal	30/11/2019	110,000	0	110,000	0	Tender preparation underway	On Budget
LED Street Lighting Replacement Program	30/06/2020	60,000	0	60,000	0	LED lights will be purchased by December 2019. The replacement will start in January 2020	On Budget
Smart Controls for LED Lighting	30/06/2020	10,000	0	10,000	0	Along LED replacement program, the smart controls will be installed in 2020	On Budget
Reseal Program	31/12/2019	900,000	174,494	900,000	0	Contract awarded, works commence in November	On Budget
Re-sheeting of Roads	31/05/2020	400,000	157,312	400,000	0	Resheeting complete at Billabong Road. Acacia Gap Road & Tumbling Waters Road	On Budget
Whitstone Road Sealing	31/05/2020	400,000	0	400,000	0	Design underway	On Budget
Hillier Road Guard Rail	31/10/2019	85,000	75,245	85,000	0	Works complete	On Budget
Shoulder Widening of Various Roads	30/11/2019	300,000	0	300,000	0	Program developed, works commence November	On Budget
Stevens Road Pavement Upgrade	30/06/2020	500,000	0	500,000	0	Design underway	On Budget

Project (Infrastructure & Assets)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment	Status of Variance
Whitewood Road Pavement Rehabilitation	31/05/2020	320,000	0	320,000	0	Design underway	On Budget
Girraween and Hillier Road Intersection Upgrade	30/06/2020	398,000	648	398,000	0	Design underway, Black Spot funding received	On Budget
Pioneer Drive / Norm Lane Intersection Upgrade	31/05/2020	300,000	0	300,000	0	Design complete, tender preparation underway	On Budget
Disability Access Automatic Doors - Council Offices	31/12/2019	9,000	0	9,000	0	Quotes underway	On Budget
<b>TOTAL</b>		<b>3,792,000</b>	<b>407,669</b>	<b>3,792,000</b>	<b>0</b>		

## CAPITAL PROJECTS 2019/20 – WASTE MANAGEMENT

The table below is Council's capital projects for Waste Transfer Stations in accordance with the 2019/20 Budget and Municipal Plan.

Project (Waste Expenditure)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment	Status
<b>Projects/Capital Purchases commencing in 2019/20</b>							
Motor Vehicle Replacement	31/03/2020	45,000	0	45,000	0	Berry Springs vehicle requirements to be scoped prior to purchase	On Budget
Howard Springs and Berry Springs Safety Improvements	30/06/2020	140,000	0	140,000	0	Pending outcome of WHS Review	On Budget
Waste Compactor Bin	30/11/2019	40,000	0	40,000	0	Quotes obtained	On Budget
Loader Replacement	30/11/2019	300,000	0	300,000	0	Reviewing standard contract documentation prior to tender	On Budget
<b>TOTAL</b>		<b>525,000</b>	<b>0</b>	<b>525,000</b>	<b>0</b>		

## CAPITAL PROJECTS 2019/20 – MOBILE WORKFORCE

The table below is Council's capital projects for Mobile Workforce that are still in progress from previous year and current financial year in accordance with the 2019/20 Budget and Municipal Plan.

Project (Mobile Workforce Expenditure)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment	Status
<b>Projects carried forward from previous years</b>							
Mobile Workforce Shed	31/10/2019	<b>2018/19 GRANT FUNDED</b>	344,805 <i>(Life to Date Actual)</i>	450,000	(450,000)	Completion October 2019, awaiting final invoices	Outside Budget
<b>TOTAL</b>		<b>0</b>	<b>344,805</b>	<b>450,000</b>	<b>(450,000)</b>		
<b>Projects/Capital Purchases commencing in 2019/20</b>							
Tractor and Slasher Replacement	31/12/2019	140,000	0	140,000	0	Awarded on 3/9/19 to Airpower for Kubota Tractor & Attachments. Expected delivery December.	On Budget
Mower Replacement	31/03/2020	35,000	0	35,000	0	Not commenced	On Budget
<b>TOTAL</b>		<b>175,000</b>	<b>0</b>	<b>175,000</b>	<b>0</b>		

## CAPITAL PROJECTS 2019/20 – REGULATORY SERVICES

The table below is Council's capital projects for Regulatory Services in accordance with the 2019/20 Budget and Municipal Plan.

Project (Regulatory Services Expenditure)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment	Status
<b>Projects/Capital Purchases commencing in 2019/20</b>							
Motor Vehicle Replacement	31/03/2020	45,000	0	45,000	0	Scope beng prepared	On Budget
<b>TOTAL</b>		<b>45,000</b>	<b>0</b>	<b>45,000</b>	<b>0</b>		

## CAPITAL PROJECTS 2019/20 – COMMUNITY & RECREATION RESERVES

The table below is Council's capital projects for Community & Recreation Reserves that are still in progress from previous years and current financial year in accordance with the 2019/20 Budget and Municipal Plan.

Projects (Community & Recreation Reserve Expenditure)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment	Status
<b>Projects commenced in prior years</b>							
Freds Pass Sport Recreation Reserve – Improvements	30/09/2019	<b>2016/17</b> 3,000,000 Grant	2,999,908 (Life to Date Actual)	3,000,000	0	Projects complete, awaiting result of the audited	On Budget
Howard Park Reserve – Irrigation Upgrade	31/10/2019	<b>2017/18</b> 20,000 Grant	19,450 (Life to Date Actual)	20,000	0	Complete, acquittal prepared	On Budget
Howard Park Reserve – Playground Upgrade	31/10/2019	<b>2017/18</b> 81,181 Grant	60,762 (Life to Date Actual)	69,970	11,211	Grant funding of \$69,970 received, works complete & acquittal prepared	On Budget
Humpty Doo Village Green – Furniture Upgrade	30/06/2022	<b>2017/18</b> 33,824 Grant	21,592 (Life to Date Actual)	33,824	0	Kitchen works complete, awaiting certification report for additional work	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Equine Facilities Upgrade)	31/12/2019	<b>2018/19</b> 380,000 Grant	39,750 (Life to Date Actual)	380,000	0	Awaiting Board sign-off of Equine Facilities Masterplan	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Cricket Club Change Rooms)	31/12/2019	<b>2018/19</b> 500,000 Grant	6,084 (Life to Date Actual)	500,000	0	Tender assessment underway, works to commence December	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades	31/12/2019	<b>2018/19</b> 135,000 Grant	5,211 (Life to Date Actual)	135,000	0	Contract awarded, works commence November	On Budget



Projects (Community & Recreation Reserve Expenditure)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment	Status
(Maintenance Shed)							
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Roads and Carpark Upgrade)	31/12/2019	<b>2018/19</b> 760,000 Grant	25,460 (Life to Date Actual)	760,000	0	AFL/Soccer/Rugby road and carpark upgrades design underway	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Building Certification)	31/12/2019	<b>2018/19</b> 115,000 Grant	17,183 (Life to Date Actual)	115,000	0	Building certification underway, with certificates obtained for Lakeview Hall, John Maley Pavilion Stage 2	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Project Management)	31/12/2019	<b>2018/19</b> 110,000 Grant	70,259 (Life to Date Actual)	110,000	0	Ongoing for projects	On Budget
<b>TOTAL</b>		<b>3,101,181</b>	<b>3,265,658</b>	<b>5,123,794</b>	<b>11,211</b>		
<b>Projects/Capital Purchases commencing in 2019/20</b>							
Community and Business Hub	30/06/2020	7,000,000	0	7,000,000	0	Not Commenced, depended on grant funds	On Budget
<b>TOTAL</b>		<b>7,000,000</b>	<b>0</b>	<b>7,000,000</b>	<b>0</b>		

## SECTION 3

### CASH ON HAND & INVESTMENTS

The table below represents a summary of the Cash on Hand & Investments held by Council as at 31 October 2019 and compares the balance as at 30 September 2019.

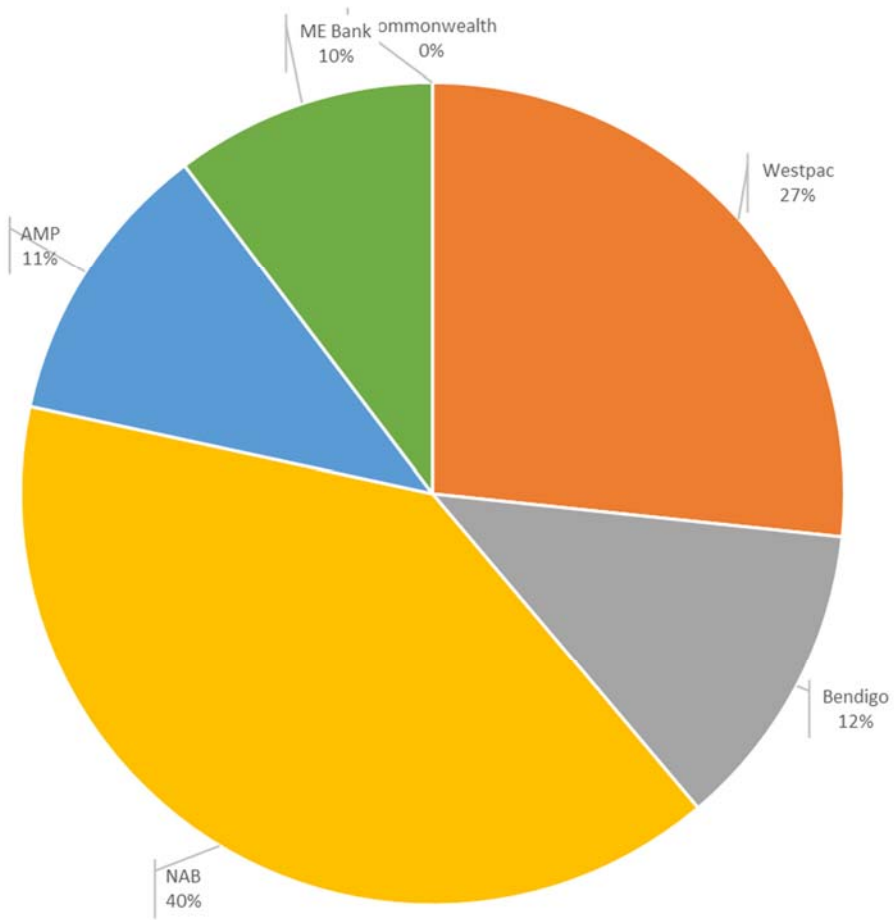
	30 September 2019	31 October 2019	Variance	Comment
Investments (Incl. Trust Account)	20,838,082	23,397,141	2,559,059	Surplus funds have been invested as new term deposits and matured funds for the month were reinvested (principal & interest)
Business Maxi Account	805,556	805,651	95	Interest received
Operating Account	3,452,132	116,871	(3,335,261)	Surplus funds have been invested as new term deposits and payments for the month to creditors and staff have been made
<b>TOTAL</b>	<b>25,095,770</b>	<b>24,319,663</b>	<b>(776,107)</b>	

#### Investment Schedule as at 31 October 2019

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	Days Invested	Invested with	Interest Rate	Due Date	Expected return to Maturity Date
16.01.19	1,015,628	300	NAB	2.75%	12.11.19	22,956
19.02.19	1,016,944	280	AMP	2.80%	26.11.19	21,843
26.02.19	1,000,000	280	ME Bank	2.68%	03.12.19	20,559
07.03.19	1,530,344	278	AMP	2.80%	10.12.19	32,636
24.06.19	207,517	179	AMP	2.25%	20.12.19	2,290
15.05.19	1,100,000	240	NAB	2.34%	10.01.20	16,925
12.06.19	2,000,000	216	Westpac	2.35%	14.01.20	27,814
26.06.19	1,000,000	209	Westpac	2.35%	21.01.20	13,456
27.06.19	1,500,000	223	NAB	1.98%	05.02.20	18,145
13.08.19	341,626	181	Bendigo	1.75%	10.02.20	2,965
19.03.19	1,027,000	337	Westpac	2.63%	19.02.20	24,938
19.07.19	1,000,000	236	NAB	1.96%	11.03.20	12,673
07.08.19	1,000,000	230	NAB	1.77%	24.03.20	11,153
27.08.19	1,535,728	224	Westpac	1.76%	07.04.20	16,588
10.09.19	1,500,000	217	NAB	1.71	14.04.20	15,249
01.10.19	1,500,000	217	NAB	1.65%	05.05.20	14,714
01.10.19	1,000,000	224	NAB	1.64%	12.05.20	10,064
02.10.19	1,022,075	237	Bendigo	1.55%	26.05.20	10,286
15.10.19	1,500,000	231	ME Bank	1.55%	02.06.20	14,714
23.10.19	1,600,279	244	Bendigo	1.50%	23.06.20	16,046
<b>TOTAL INVESTMENTS</b>	<b>23,397,141</b>					<b>323,053</b>

TOTAL FUNDS BY INSTITUTION



## FINANCIAL RESERVES

All movements throughout the year are based on the forecasted results to 30 June 2019.

The results for the 2018/19 Financial Year will be presented to Council in the Annual Report prior to the 15 November 2019.

	<b>Preliminary Balance at 1 July 2018</b>	<b>Transfer To</b>	<b>Transfer From</b>	<b>Net Movement</b>	<b>Balance at 30 June 2019</b>
<b>Externally Restricted Reserves</b>					
Developer Contribution Reserve	842,260	139,701	-80,882	58,819	901,079
Unexpended Grants and Contributions	5,331,520	-	-3,248,119	-3,248,119	2,083,401
<b>Internally Restricted Asset Related Reserves</b>					
Asset Reserve	11,094,709	-	-1,102,105	-1,102,105	9,992,604
<b>Internally Restricted Other Reserves</b>					
Waste Management Reserve	4,603,914	\$289,471	(436,177) *	289,471	4,893,385
Election Reserve	100,000	-	-	0	100,000
Disaster Recovery Reserve	500,000	-	-	0	500,000
Strategic Initiatives Reserve	500,000	-	-90,000	-90,000	410,000
<b>TOTAL</b>	<b>22,972,403</b>	<b>429,172</b>	<b>-4,957,283</b>	<b>-4,528,111</b>	<b>18,444,292</b>

## SECTION 4

### DEBTORS

#### SUNDRY DEBTORS

Total Sundry Debtors as at 31 October 2019 is 21,558 compared to 16,271 at 30 September 2019, an increase of 5,287. This is due to timely posting of recurring invoices such as hall hire bookings.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	5,961	1,274	14	1,471	8,720
Infrastructure	785	(1,092)	0	8,299	7,992
Recreation Reserves	3,328	752	607	160	4,846
<b>TOTAL</b>	<b>10,073</b>	<b>934</b>	<b>620</b>	<b>9,930</b>	<b>21,558</b>
% of total sundry debtors	46.73%	4.33%	2.88%	46.06%	100.00%

#### Action summary of 90 Days and Over Debtors:

Company under Administration – Memo to be forwarded to have this aged debt “written off”	<b>1,471</b>
Company under Administration and Individual unlocatable – Memos to be forwarded to have these aged debts “written off”	<b>8,293</b>
Dispute over charges, resolved, payment pending	<b>160</b>
<b>TOTAL</b>	<b>9,930</b>

**Note: Sundry debtors exclude Rate Debtors and Infringements.**

### FINES AND INFRINGEMENTS

As at 31 October 2019 Council has 82 infringements outstanding with a balance of 22,112 an increase of 1,064 in outstanding infringements compared to 30 September 2019. This is due to new infringements being issued.

	June 2019	July 2019	August 2019	September 2019	October 2019
Number of Infringements outstanding	78	76	80	84	82
Balance of Infringements outstanding	20,855	20,288	20,554	21,048	22,112

Five (5) are newly issued this month, five (5) have been sent with reminder notices, sixty-seven (67) infringements have been sent to the Fines Recovery Unit (FRU), four (4) infringements are on hold, 1 (one) is partially paid.

All infringement courtesy letters have been sent in accordance with Council’s policy.

## OUTSTANDING RATES

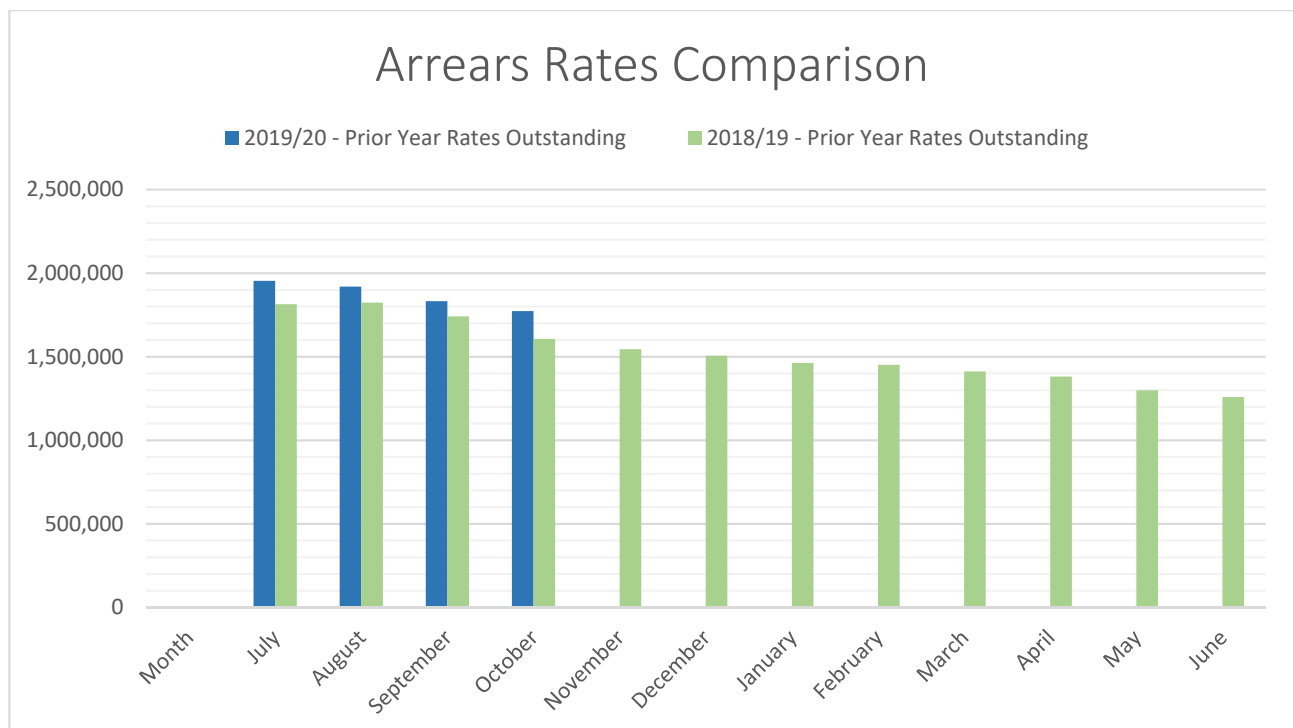
Council's Debt Recovery Policy FIN05 guides the collection of outstanding rates. Recovery of rates continues to be an area of focus with Council's performance in recovering outstanding rates improving each month. Council continues to use the services of the current Debt Collector for rate assessments presently placed with them and has commenced an agreement with another Debt Collection Agency. Rates in arrears have decreased by \$61,138 in the month of October.

### PRIOR YEAR RATES

The below table illustrates the split of prior year outstanding rates:

	Beginning 2019/20 Prior Years Outstanding	Previous Month (September 2019)	Current Month (October 2019)	Monthly Variance
COMMERCIAL	50,725	57,600	57,664	(64)
MINING	58,510	80,475	81,114	639
NON-RATEABLE MINING	7,119	0	0	0
NON-RATEABLE WASTE	19,666	31,396	31,601	205
PASTORAL	0	0	2	2
RURAL RESIDENTIAL	1,688,116	1,602,500	1,542,449	60,051
URBAN RESIDENTIAL	86,445	59,640	59,335	305
<b>TOTAL</b>	<b>1,910,581</b>	<b>1,831,611</b>	<b>1,772,165</b>	<b>61,138</b>

The graph below tracks the prior year's rates owing in the 2019/2020 financial year by month and compares outstanding prior years rates to the same time in the previous financial year 2018/2019.



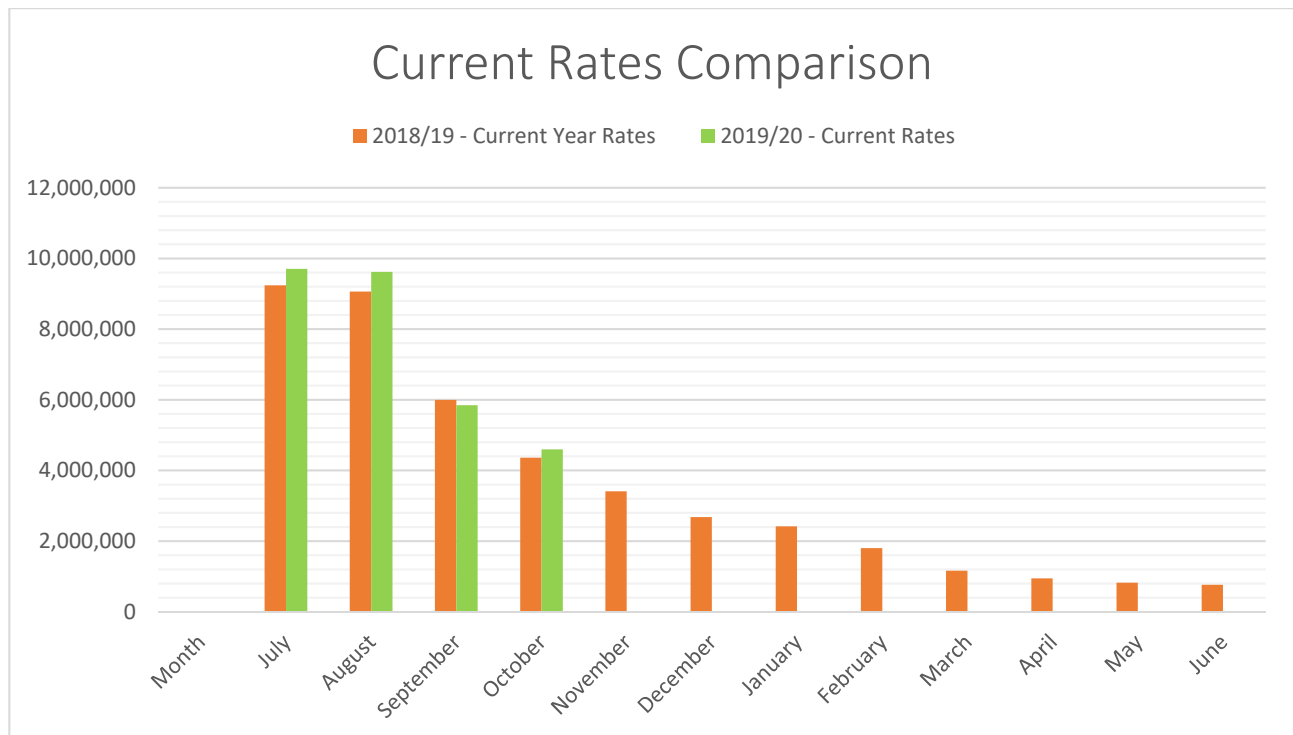
## CURRENT YEAR RATES

The below table illustrates the split of current year outstanding rates:

	Prior Month (September 2019)	Current Month (October 2019)	Variance	Due Dates
Instalment 1	1,329,107	671,271	(657,836)	27/09/2019
Instalment 2	2,209,699	1,891,007	(318,692)	29/11/2019
Instalment 3	2,306,838	2,032,652	(274,186)	28/02/2020
<b>TOTAL</b>	<b>5,845,644</b>	<b>4,594,930</b>	<b>(1,250,714)</b>	

The first instalment of the current year's rates was due and payable 27<sup>th</sup> of September 2019. With a total of \$4,594,930 to be collected for the remainder of the year. Rates and charges collected in the month of October totalled \$1,250,714.










The graph below tracks the current years rates owing for the 2019/20 financial year by month and compares current outstanding rates to the same time in the previous financial year 2018/19.




## SECTION 5


### FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2019/20 Municipal Plan includes a number of KPIs for the Finance area to meet; these are listed and reported on in the table below.

Key Performance Indicator	Target	Status	Comment
Compliance with management, statutory and regulatory budgeting and reporting	100%		All budgeting and reporting are compliant to date
Monthly and annual financial reporting, including audit	Unqualified audit		Audit for 2018-19 finalised.
Current years rates outstanding as at 30 June 2019	<15%		Budgeted at 13.5%.
Prior Years' Rates outstanding as at 30 June 2020	<\$1m		Currently at \$1.8m.
Own source coverage ratio – lowering Council's dependency on government grants and other funding sources.	>60%		Budgeted at 40%.
Liquidity ratio	>1:1		16.24:1 as at 31/10/2019
Current Ratio	>1		16.24:1 as at 31/10/2019
Debt Service Ratio	<1		Forecast is 0%
Asset sustainability ratio	>60%		Budgeted at 39%.

 KPI met

 KPI in progress, on track

 KPI not met



## SECTION 6

### CREDITORS PAID

Creditor accounts paid in October 2019 (excluding staff payments in line with employee contracts) are listed in the table below.

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
Payroll 8	09/10/2019	LC Staff	LC Staff	Payroll Fortnight Ending 09/10/2019	168,012
Payroll 9	23/10/2019	LC Staff	LC Staff	Payroll Fortnight Ending 23/10/2019	140,945
978.114-01	01/10/2019	114	NATIONAL AUSTRALIA BANK LTD	Term Deposit - Maturity Date 12 May 2020	2,500,000
983.1362-01	15/10/2019	1362	MEMBERS EQUITY BANK PTY LTD	Term Deposit - Maturity Date 02 June 2020	1,500,000
979.60-01	03/10/2019	60	FREDS PASS SPORT & RECREATION	2nd Quarter Operational & R & M Payment	174,109
981.1137-01	10/10/2019	1137	ALLAN KING & SONS CONSTRUCTION PTY	Gravel Resheeting - Various Locations Litchfield Council Area	173,043
979.1571-01	03/10/2019	1571	TB CONSTRUCTION (NT) PTY LTD	Structural Frame & Cladding of new MWF Shed	62,400
986.374-01	24/10/2019	374	AUSTRALIAN TAXATION OFFICE (ATO)	PayG withheld Cycle 1 & 2 - Pay 8	56,780
988.1571-01	31/10/2019	1571	TB CONSTRUCTION (NT) PTY LTD	Structural Frame & Cladding, Roofing & Fit Out of new MWF Shed - Part Payment	54,295
DD021019	03/10/2019	73	STATEWIDE SUPERANNUATION PTY LTD	Sep 19 - Cyc 1 & 2 - Pay 5	50,391
986.280-01	24/10/2019	280	CITY OF DARWIN	Sep 19 - Shoal Bay COD Landfill Fees - 3x Waste Transfer Stations	50,227
DD291019	28/10/2019	73	STATEWIDE SUPERANNUATION PTY LTD	Oct 19 - Cyc 1 & 2 - Pay 7 & 8	49,191
988.374-01	31/10/2019	374	AUSTRALIAN TAXATION OFFICE (ATO)	PayG withheld cyc 1 & 2 - Pay 9	45,538
979.374-01	03/10/2019	374	AUSTRALIAN TAXATION OFFICE (ATO)	PayG withheld cyc 1 & 2 - Pay 7	43,870
981.858-01	10/10/2019	858	NTEX - OPTION GROUP (NT) PTY LTD	Double Crush & Screen Cement Waste at HDWTS	32,500
986.8-01	24/10/2019	8	DOWNEREDI WORKS PTY LTD	Edge Patching - Various Locations Litchfield Council Area	30,620
981.827-01	10/10/2019	827	LITCHFIELD GREEN WASTE RECYCLERS	Mulching of Green Waste at HSWTS	27,445
986.514-01	24/10/2019	514	VEOLIA ENVIRONMENTAL SERVICES	Sep 19 - Waste Transfer to Shoal Bay - 3x Waste Transfer Stations	25,324
979.1618-01	03/10/2019	1618	ALL ABOUT DEMOLITION SERVICES NT	Demolition & Removal of Condemned House FPSRR	25,300
979.556-01	03/10/2019	556	CITY OF PALMERSTON	Aug 19 - Provision of Library Services	24,750
988.556-01	31/10/2019	556	CITY OF PALMERSTON	Sep 19 - Provision of Library Services	24,750
979.65-01	03/10/2019	65	HUMPTY DOO VILLAGE GREEN MANAGEMENT	2nd Quarter - Operational & R & M payment	23,122
985.8-01	17/10/2019	8	DOWNEREDI WORKS PTY LTD	Edge Patching - Various Locations Litchfield Council Area	21,242
986.1047-01	24/10/2019	1047	REMOTE AREA TREE SERVICES PTY LTD	Development of Tree Risk Management Plan	17,985

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
986.414-01	24/10/2019	414	TOTAL EXCAVATIONS	Drain & clean under driveway culverts - Various Locations Litchfield Council Area	17,248
988.926-01	31/10/2019	926	JACANA ENERGY	Jul to Sep 19 - Electricity for Streetlights	16,456
986.1137-01	24/10/2019	1137	ALLAN KING & SONS CONSTRUCTION PTY	Maintenance Grades - Various Locations Litchfield Council Area	16,361
979.16-01	03/10/2019	16	BERRY SPRINGS RESERVE	2nd Quarter - Operational & R & M payment	15,322
981.187-01	10/10/2019	187	NORSIGN	Purchase of bulk guide posts for Various Locations Litchfield Council Roads	14,692
986.1609-01	24/10/2019	1609	NT PLUMBING MAINTENANCE SERVICE	Repairs, Maintenance, Upgrades & Certification of Ablutions Block at HPRR	14,370
979.414-01	03/10/2019	414	TOTAL EXCAVATIONS	Drain & clean under driveway culverts - Various Locations Litchfield Council Area	14,256
979.72-01	03/10/2019	72	LIVINGSTONE RESERVE MANAGEMENT BOARD	2nd Quarter - Operational & R & M payment	13,372
986.1099-01	24/10/2019	1099	DAVE'S MINI DIGGA HIRE	Clean culverts & Drains - Various Locations Litchfield Council Area	12,309
988.187-01	31/10/2019	187	NORSIGN	Replacement Street & Traffic signs - various roads in the Litchfield Council area	11,627
985.1465-01	17/10/2019	1465	NEARMAP AUSTRALIA PTY LTD	Subscription to NEARMAP Imagery	11,000
980.290-01	03/10/2019	290	AUSTENG ENGINEERING SOLUTIONS	2019/20 Annual Cremator Service, including replacement parts	9,920
979.1137-01	03/10/2019	1137	ALLAN KING & SONS CONSTRUCTION PTY	Grade, Water & Roll Dirt Roads - Various Locations Litchfield Council Area	9,901
979.1086-01	03/10/2019	1086	KCOM CONSTRUCTIONS	Door alterations & installation of bollards to protect septic tank	8,842
DD250919	09/10/2019	248	WESTPAC CARDS & DIRECT DEBITS	Sep 19 - Litchfield Council Corporate Credit Card Purchases	8,542
985.849-01	17/10/2019	849	WEX AUSTRALIA (PUMA CARD)	Sep 19 - Litchfield Council - Fuel	7,993
981.1065-01	10/10/2019	1065	MRS M H BREDHAUER	Sep 19 - Mayor Allowances	7,918
979.8-01	03/10/2019	8	DOWNERDI WORKS PTY LTD	Edge Patching - Various Locations Litchfield Council Area	7,587
981.1646-01	10/10/2019	1646	TROPPO GARDENS	Council Office Landscape Upgrade - Rear Garden Areas	7,282
988.1564-01	31/10/2019	1564	FOURIER TECHNOLOGIES PTY LTD	Oct 19 - Managed IT Services Agreement	6,633
988.162-01	31/10/2019	162	CIVICA PTY LTD	Dec 19 - Authority Program - Licence Fee	6,260
979.1099-01	03/10/2019	1099	DAVE'S MINI DIGGA HIRE	Drain & clean under driveway culverts - Various Locations Litchfield Council Area	6,252
988.8-01	31/10/2019	8	DOWNERDI WORKS PTY LTD	Edge Patching - Various Locations Litchfield Council Area	6,118
981.170-01	10/10/2019	170	NTRS (NT RECYCLING SOLUTIONS)	Sep 19 - Collect recycling - x 3 WTS & Litchfield Council Office	5,747
985.1564-01	17/10/2019	1564	FOURIER TECHNOLOGIES PTY LTD	Site trip / project coordination & tasks allocated for repairs on site	5,624
986.187-01	24/10/2019	187	NORSIGN	Replacement of Street & Traffic signs - Various Locations Litchfield Council Roads	5,395
988.85-01	31/10/2019	85	TELSTRA	Oct 19 - Phones & Data Fibre Supply - Litchfield Council Office & Taminmin Library	5,363
986.867-01	24/10/2019	867	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff - WTS Gatekeeper WE: 13 Oct 19	5,209
981.1664-01	10/10/2019	1664	WINGS PUBLIC RELATIONS	Strategic Workshop Sessions	5,115
988.1527-01	31/10/2019	1527	FAST CALL PLUMBING	Rectification works to plumbing of NHPC	4,774

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
981.1413-01	10/10/2019	1413	McCLELLAND INDUSTRIES PTY LTD	Oct 19 - Rent for MWF shed at 23 Spencely Rd, Humpty Doo	4,767
985.1677-01	17/10/2019	1677	MRS E EVANGELOU	Refund of Plot - Excluding Ground Maintenance Charges	4,691
988.414-01	31/10/2019	414	TOTAL EXCAVATIONS	Clean culverts & drains - Various Locations Litchfield Council Roads	4,675
979.85-01	03/10/2019	85	TELSTRA	Sep 19 - Phones & Data Fibre Supply - Litchfield Council Office	4,651
986.1420-01	24/10/2019	1420	TRELLEBORG WHEEL SYSTEMS PTY LTD	Replacement of "solid" tyres for Kubota	4,330
979.75-01	03/10/2019	75	MCMINNS LAGOON RESERVE ASSOCIATION	2nd Quarter - Operational & R & M payment	4,179
979.1564-01	03/10/2019	1564	FOURIER TECHNOLOGIES PTY LTD	Deployment of Network & Active Services	3,951
981.8-01	10/10/2019	8	DOWNEREDI WORKS PTY LTD	Edge Patching including Traffic Management - London Rd	3,793
979.770-01	03/10/2019	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff - Development Engineer WE: 15 Sep 19	3,767
988.1253-01	31/10/2019	1253	CRAIG BURGDORF	Radiator repairs to Cat Backhoe at HSWTS	3,696
979.70-01	03/10/2019	70	LOCAL GOVERNMENT ASSOCIATION NT	Procurement Workshop & Symposium Training	3,600
988.1099-01	31/10/2019	1099	DAVE'S MINI DIGGA HIRE	Drain & clean under driveway culverts - Various Locations Litchfield Council Area	3,575
981.1253-01	10/10/2019	1253	CRAIG BURGDORF	250hr Services & replace Struts for Backhoe at HWTS	3,283
989.144-01	31/10/2019	144	ORIGIN	LPG Delivery WE: 10 Oct 19	3,142
979.1038-01	03/10/2019	1038	IWEIGH SOLUTIONS PTY LTD	Install new program on the Iweigh System - Waste Management Receipting Software	3,080
986.522-01	24/10/2019	522	FARMWORLD NT PTY LTD	Service, repairs & parts for Mechtron ATV	3,029
985.809-01	17/10/2019	809	ALLOY & STAINLESS PRODUCTS PTY LTD	Shackles to suit flail blades	2,996
981.512-01	10/10/2019	512	SELTOR SHAW PLUMBING PTY LTD	Locate/Repair Water Leak - Rear of Litchfield Council Office Building	2,882
986.1431-01	24/10/2019	1431	TRANSFORM ELECTRICAL	Relocate Duress Alarm & add additional power outlets	2,834
982.250-01	10/10/2019	250	NT MOTORCYCLE CENTRE	Repairs to Polaris , including labour and parts	2,775
985.1663-01	17/10/2019	1663	HOUSLEY BUILDERS	Rectification Works at Maley Pavilion Stage 1	2,765
987.1496-01	24/10/2019	1496	TEN RIVERS PTY LTD	Fuel Management plan & fire breaks as required	2,702
981.1581-01	10/10/2019	1581	SALARY AUSTRALIA PACKAGING	Salary Sacrifice - Employee Vehicles 09 Oct 19	2,659
986.1581-01	24/10/2019	1581	SALARY AUSTRALIA PACKAGING	Salary Sacrifice - Employee Vehicles 23 Oct 19	2,659
987.144-01	24/10/2019	144	ORIGIN	Sep 19 - LPG Delivery	2,598
988.867-01	31/10/2019	867	ALL ASPECTS & HR RECRUITMENT SERVICE	Temp Staffs - WTS Gatekeepers WE: 20 Oct 19	2,531
985.522-01	17/10/2019	522	FARMWORLD NT PTY LTD	Head plate flats for slashers	2,487
985.1237-01	17/10/2019	1237	THE BOOKSHOP DARWIN	Purchase - Assorted New Books - Taminmin Library	2,472
979.280-01	03/10/2019	280	CITY OF DARWIN	Administration Fees - Streetlight Maintenance	2,361
985.835-01	17/10/2019	835	OUTBACK AUTO NT (ELECTRICS &	Decommission Ford Ranger CC45FS, remove all added components on vehicle	2,357

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
981.851-01	10/10/2019	851	OFFICEWORKS	Purchase & Installation - 2x Electric Corner Workstations/Desks	2,318
988.78-01	31/10/2019	78	POWER & WATER CORPORATION	Sep 19 - Water for HPRR	2,300
986.926-01	24/10/2019	926	JACANA ENERGY	Sep 19 - Electricity for Litchfield Council Office, 3 x WTS & HPRR	2,280
980.926-01	03/10/2019	926	JACANA ENERGY	Aug 19 - Electricity Thorak Cemetery	2,279
981.1064-01	10/10/2019	1064	MRS C M SIMPSON	Sep 19 - Councillor Allowances	2,193
981.1068-01	10/10/2019	1068	MR D S BARDEN	Sept 19 - Councillor Allowances	2,140
987.926-01	24/10/2019	926	JACANA ENERGY	Sep 19 - Electricity Thorak Cemetery	2,124
979.928-01	03/10/2019	928	RSEA PTY LTD	PPE & work uniforms for MWF employees	2,115
984.183-01	17/10/2019	183	CHRIS'S BACKHOE HIRE PTY LTD	Sep 19 - Grave Digging - Thorak Cemetery	2,112
988.1431-01	31/10/2019	1431	TRANSFORM ELECTRICAL	Switchboard safety switch upgrade including materials	2,088
981.1330-01	10/10/2019	1330	PAWS DARWIN LTD	Feb 19 - Pound Transfers for Rehoming & Impounding	2,080
985.770-01	17/10/2019	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff - Development Engineer WE: 06 Oct 19	2,067
00413248	21/10/2019		MISS R A GERDES	Rates Refund - Account in Credit	2,000
981.78-01	10/10/2019	78	POWER & WATER CORPORATION	Sep 19 - Water for Litchfield Council Office	1,909
984.1133-01	17/10/2019	1133	NT WATER FILTERS	Installation of Dual filter system including parts, labour & travel to site	1,902
981.1063-01	10/10/2019	1063	MRS K J SAYERS-HUNT	Sept 19 - Councillor Allowances	1,889
981.1103-01	10/10/2019	1103	HASTINGS DEERING	Radiator for Howard Spring WTS Backhoe	1,858
979.384-01	03/10/2019	384	MS C VERNON	Oct 19 - Consultancy Services - Authority	1,848
986.132-01	24/10/2019	132	AIRPOWER NT PTY LTD	Replacement window for Kubota skid steer	1,791
985.414-01	17/10/2019	414	TOTAL EXCAVATIONS	Widen Fire Breaks & Clean Culverts - Various Locations Litchfield Council Area	1,760
986.1329-01	24/10/2019	1329	ARAFURA TRAFFIC CONTROL	A/H emergency call out Whitewood Rd - Traffic management for vehicle accident	1,753
979.851-01	03/10/2019	851	OFFICEWORKS	Purchase & Installation - 1x Electric Corner Workstation/Desk & 2 PC Mouse	1,656
982.993-01	10/10/2019	993	ARAFURA TREE SERVICES & CONSULTING	Perform hazard reduction, maintenance of burns & pruning at Thorak Cemetery	1,650
00413250	28/10/2019		MARCO BOGGIO VIOLA	Refund of Plot # 341 - No Longer Required	1,617
980.1391-01	03/10/2019	1391	LEAVING LIGHTLY PTY LTD	Freight of 20 Cremation cases to Thorak Cemetery	1,547
981.1088-01	10/10/2019	1088	TALENT PROPELLER	Advertising Media MWF Casual positions	1,535
981.1290-01	10/10/2019	1290	MATCHEZ SUPERANNUATION FUND (M SALTER)	Sep 19 - Councillor Allowances	1,530
986.78-01	24/10/2019	78	POWER & WATER CORPORATION	Sep 19 - Water for HDWTS & HSWTS	1,479
988.806-01	31/10/2019	806	ZIPPY CLEANING & MAINTENANCE SERVICE	Oct 19 - Cleaning of Litchfield Council Office	1,426
985.1471-01	17/10/2019	1471	RICOH AUSTRALIA PTY LTD	Oct 19 - Photocopier Rental Charges - Corporate, Works & Taminmin Library	1,354

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
980.85-01	03/10/2019	85	TELSTRA	Sep 19 - Phones & Data Fibre Supply - Thorak Library	1,214
981.1675-01	10/10/2019	1675	MR P J WARD	Rates Refund - Account in Credit	1,212
986.306-01	24/10/2019	306	BOB KERR TRANSPORT PTY LTD	Rates Refund - Account in Credit	1,192
985.1297-01	17/10/2019	1297	SS AUTO ELECTRICS	Inspect & repair A/C unit on Ford Ranger CC44YL & 3x Tractors	1,188
979.1575-01	03/10/2019	1575	GDS CARPENTRY & CONSTRUCTIONS PTY LTD	Fabricate/Install new compliant steps for new BSWTS Office	1,148
979.560-01	03/10/2019	560	JOBFIT HEALTH GROUP PTY LTD	Fit for Duty Assessment - WTS Gatekeeper	1,135
979.1660-01	03/10/2019	1660	MURRIHY FAMILY SETTLEMENT	Rates Refund - Account in Credit	1,128
986.1471-01	24/10/2019	1471	RICOH AUSTRALIA PTY LTD	Oct 19 - Consumable Charges - Corporate, Works & Taminmin Library	1,105
985.70-01	17/10/2019	70	LOCAL GOVERNMENT ASSOCIATION NT	Purchase - Blank Disabled Parking Permits	1,098
979.359-01	03/10/2019	359	EARTHWORKS TRAINING & ASSESSMENT	Traffic Control Training for MWF Employees	1,000
988.1047-01	31/10/2019	1047	REMOTE AREA TREE SERVICES PTY LTD	Conduct Tree Maintenance for Multiple Tress - Bees Creek Rd	990
979.1654-01	03/10/2019	1654	MRS A C M SULLIVAN	Rates Refund - Account in Credit	987
979.187-01	03/10/2019	187	NORSIGN	Sign prints for 'Community Walk in Sessions'	954
985.56-01	17/10/2019	56	COLEMANS PRINTING PTY LTD	Purchase - Impounding Notice Books of 50 in Triplicate	946
979.867-01	03/10/2019	867	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staffs - WTS Gatekeepers WE: 22 Sep 19	942
979.1656-01	03/10/2019	1656	AUSTRALIAN SECURITY TRAINING PTY LTD	Firearm Training for Employees - License to Sedate	937
985.1527-01	17/10/2019	1527	FAST CALL PLUMBING	Plans & Plumbing status report for NHPC FPSRR	935
979.1253-01	03/10/2019	1253	CRAIG BURGDORF	Install new hood & guards on the backhoe at HSWTS	896
987.130-01	24/10/2019	130	MOBILE LOCKSMITHS	Reprogram old & new vehicle keys	880
985.326-01	17/10/2019	326	EYESIGHT SECURITY P/L	Aug & Sep 19 - Opening & Locking of Gates HPRR	853
986.1274-01	24/10/2019	1274	GRACE RECORD MANAGEMENT (AUSTRALIA)	Sep 19 - Documents Carton Storage	845
979.1181-01	03/10/2019	1181	ODD JOB BOB	Repairs to septic covers at HP Scouts Building	834
985.397-01	17/10/2019	397	INSTITUTE OF PUBLIC WORKS ENGINEERI	Conference Registration - Managing Lower Order Roads	825
989.1686-01	31/10/2019	1686	DUITS ELECTRICAL	Replace 3 Surge Diverters	798
986.820-01	24/10/2019	820	CONSOLIDATED BEARING COMPANY ( CBC )	Super HC wedges for Gates	771
981.51-01	10/10/2019	51	SOUTHERN CROSS PROTECTION	Sep 19 - Security Patrols HDWTS & Litchfield Council Office	768
981.1662-01	10/10/2019	1662	HOWARD RIVER WILDERNESS & FISHING	Rates Refund - Account in Credit	761
981.506-01	10/10/2019	506	TURBO'S TYRES	Supply & fit 2 front tyres for Hino Truck	737
989.941-01	31/10/2019	941	EVERLON BRONZE	Plaques for Thorak Cemetery Customers	733
986.815-01	24/10/2019	815	JEFFRESS ADVERTISING	Rating Policy Review Position Paper Advertisement	729

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
987.100-01	24/10/2019	100	NORTHERN TERRITORY PEST & WEED CONTROL	Annual Inspection/Replenishment of Thorak Cemetery Termite System	722
979.522-01	03/10/2019	522	FARMWORLD NT PTY LTD	Supply & install improve rear suspension system	673
981.1603-01	10/10/2019	1603	TICK OF APPROVAL PTY LTD	Building Certification - Building Occupancy Certificate	660
988.1603-01	31/10/2019	1603	TICK OF APPROVAL PTY LTD	Consultation - Unapproved Buildings	660
986.1115-01	24/10/2019	1115	PRIORITY MANAGEMENT AUSTRALIA	Working Smart - Microsoft Outlook Training - 1 participant	655
979.282-01	03/10/2019	282	ECOFLEX NT PTY LTD (TOP END TYRE)	Collect tyres from Humpty Doo WTS	604
981.1340-01	10/10/2019	1340	THE DRUG DETECTION AGENCY	Aug 19 - Random Drug Testing - 6 participants	591
986.1340-01	24/10/2019	1340	THE DRUG DETECTION AGENCY	Sep 19 - Random Drug Testing - 6 participants	591
979.926-01	03/10/2019	926	JACANA ENERGY	Aug 19 - Electricity - HPRR	584
988.68-01	31/10/2019	68	KERRY'S AUTOMOTIVE GROUP	Service of Holden Colorado Trailblazer CC78NR	571
984.1113-01	17/10/2019	1113	GRAPHICS'LL DO (LEONIE RICHARDS)	Design & artwork for Thorak Cemetery Brochure	561
982.941-01	10/10/2019	941	EVERLON BRONZE	Plaques for Thorak Cemetery Customers	557
988.1617-01	31/10/2019	1617	PRESTIGE AUTOMOTIVE NT PTY LTD	Diagnose faults Hyundai loader air-conditioning unit	556
988.851-01	31/10/2019	851	OFFICEWORKS	Replenish - Stationary - Litchfield Council Office	553
982.817-01	10/10/2019	817	DORMAKABA (TERRITORY SERVICES) - DOOR	Annual service of all Roller Doors	528
989.1253-01	31/10/2019	1253	CRAIG BURGDORF	Check/Repair brake switch JCB including parts & travel to site	521
988.1688-01	31/10/2019	1688	MRS N L AMOS	Rates Refund - Account in Credit	500
985.1674-01	17/10/2019	1674	FRESH START - FOR CLEANING	Cleaning at KLRR WE: 09 Sep 19	495
979.1471-01	03/10/2019	1471	RICOH AUSTRALIA PTY LTD	Aug & Sep 19 - Photocopier Rental Charges Taminmin Library	493
981.36-01	10/10/2019	36	BRIDGE TOYOTA	90,000km Service - Toyota Prado - CCUO11	485
981.56-01	10/10/2019	56	COLEMANS PRINTING PTY LTD	Purchase & Replenish - Business Cards	479
986.1674-01	24/10/2019	1674	FRESH START - FOR CLEANING	Cleaning at KLRR - WE: 16 Oct 19	473
988.1674-01	31/10/2019	1674	FRESH START - FOR CLEANING	Cleaning at KLRR - WE: 23 Oct 19	473
988.367-01	31/10/2019	367	BUNNINGS GROUP LIMITED	Purchase - Disposable hardware items	450
989.1412-01	31/10/2019	1412	HAPPIER ENDINGS	Transportation of Deceased Bodies - Thorak Cemetery	450
979.980-01	03/10/2019	980	PRACTICAL SAFETY AUSTRALIA PTY LTD	Purchase - Full face masks & replacement vents for MWF employees	443
988.671-01	31/10/2019	671	BURSON AUTOMOTIVE PTY LTD	Purchase - Truck wash, rags & other supplies	420
981.1672-01	10/10/2019	1672	MR S H BROWN	Rates Refund - Account in Credit	418
988.100-01	31/10/2019	100	NORTHERN TERRITORY PEST & WEED CONT	Spray for Wasps, ants & spiders - Litchfield Council Office Building	407
981.1665-01	10/10/2019	1665	ELIZABETH ANNE PRELL ATF THE SMITH	Rates Refund - Account in Credit	404

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
986.851-01	24/10/2019	851	OFFICEWORKS	Purchase to replace - 24-inch monitors - Finance Manager Office	400
985.671-01	17/10/2019	671	BURSON AUTOMOTIVE PTY LTD	Purchase to replace - batteries for Hyundai Loader	388
979.1565-01	03/10/2019	1565	HARRISON ELECTRICAL	Repairs to Storage sheds for user groups HPRR	385
984.326-01	17/10/2019	326	EYESIGHT SECURITY P/L	Sep 19 - Security Patrols & Opening & Closing of Gates - Thorak Cemetery	384
981.1076-01	10/10/2019	1076	TDC (NT) PTY LTD - T/AS TERRITORY DEDT COLLECTIONS	Aug & Sep 19 Debt Recovery Fees	382
987.290-01	24/10/2019	290	AUSTENG ENGINEERING SOLUTIONS	Repair - Door bricks, freight & remote support fees	375
985.560-01	17/10/2019	560	JOBFIT HEALTH GROUP PTY LTD	Pre-employment Medical - WTS Plant Operator	356
988.560-01	31/10/2019	560	JOBFIT HEALTH GROUP PTY LTD	Medical Assessment for Employee - Prior to return to Work	356
986.1617-01	24/10/2019	1617	PRESTIGE AUTOMOTIVE NT PTY LTD	Aircon service - Hyundai loader at HDWTS	352
982.128-01	10/10/2019	128	SAGE CONTRACTING PTY LTD	10 M3 of sand fill delivered to Thorak Cemetery	350
979.1352-01	03/10/2019	1352	PRO-TEK T/A KLP TRADING PTY LTD	Repairs to 2 Ipads & new covers	340
982.1609-01	10/10/2019	1609	NT PLUMBING MAINTENANCE SERVICE	Repairs to Septic pipework & pit at NHPC FSPRR	331
979.565-01	03/10/2019	565	CURBY'S (NT) PTY LTD	ID template set-up & production of 8 ID cards	323
981.1237-01	10/10/2019	1237	THE BOOKSHOP DARWIN	Purchase - Assorted New Books - Taminmin Library	312
986.282-01	24/10/2019	282	ECOFLEX NT PTY LTD (TOP END TYRES)	Tyre Collection from Humpty Doo WTS	311
00413244	01/10/2019	74	LITCHFIELD COUNCIL PETTY CASH	Sep 19 - Reimbursement of Litchfield Council Petty Cash Float	304
979.1242-01	03/10/2019	1242	THAT OTHER SPARKY	Replace light fitting on compactor board	297
981.1212-01	10/10/2019	1212	FAIRY JILL'S ENCHANTED ENTERTAINMENT	Library School Holiday Program - Balloon Making	297
985.851-01	17/10/2019	851	OFFICEWORKS	Purchase - Electric Corner Workstation Desk Components	289
981.980-01	10/10/2019	980	PRACTICAL SAFETY AUSTRALIA PTY LTD	Purchase - Full face masks	287
979.790-01	03/10/2019	790	BOBTOW TILT TRAY SERVICES	Towing of Vehicle - Elizabeth Valley Rd & Darwin River Rd to scrap yard	286
984.126-01	17/10/2019	126	WATER DYNAMICS (NT) PTY LTD	Replace - sprinklers & fittings	265
981.1396-01	10/10/2019	1396	CSE CROSSCOM PTY LTD (T/A COMM8)	Oct 19 - Tracking Access	255
980.220-01	03/10/2019	220	THE BIG MOWER	Purchase - Whipper snipper cord & pump primer	253
987.514-01	24/10/2019	514	VEOLIA ENVIRONMENTAL SERVICES	Sep 19 - Waste Collection - Thorak Cemetery	245
986.1566-01	24/10/2019	1566	WINC AUSTRALIA PTY LTD	Replenish - Stationary - Litchfield Council Office	242
981.61-01	10/10/2019	61	GREENTHEMES INDOOR PLANT & HIRE	Sep 19 - Indoor plant hire - Litchfield Council Office	238
987.1053-01	24/10/2019	1053	CSG BUSINESS SOLUTIONS PTY LTD	Sep 19 - Photocopier Hire & Consumables for Thorak Cemetery	227
00413245	04/10/2019	1666	RTM PENSION CONCESSION UNIT	Refund of Concession - Entitlement is now Invalid	225
988.886-01	31/10/2019	886	MR R J FREEMAN	Make safe for recycling gas bottles / fire extinguishers	218

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
986.1681-01	24/10/2019	1681	MS S E BRETT	Barking Collar - Bond Refund	200
986.895-01	24/10/2019	895	AUSTRALIA DAY COUNCIL NT	Attendance at Australia Day Conference - 2x Employees	200
985.790-01	17/10/2019	790	BOBTOW TILT TRAY SERVICES	Pick Up - Tractor from Humpty Doo to Yarrowonga for Repairs	198
988.885-01	31/10/2019	885	HUMPTY DOO DIESEL	Registration inspection - Multiple Vehicles for WTSs	194
979.1113-01	03/10/2019	1113	GRAPHICS'LL DO (LEONIE RICHARDS)	Updated & provide artwork for Waste Strategy Development Plan	193
981.1566-01	10/10/2019	1566	WINC AUSTRALIA PTY LTD	Replenish - Stationary - Litchfield Council Office	191
989.85-01	31/10/2019	85	TELSTRA	Oct 19 - Phones & Data Fibre Supply - Litchfield Council Office & Taminmin Library	189
980.126-01	03/10/2019	126	WATER DYNAMICS (NT) PTY LTD	Pipes & PVC Replacement parts for Irrigation	188
979.855-01	03/10/2019	855	TENDERLINK	Tenderlink Advertisement - Tender for Reseal Litchfield Council Roads	185
981.874-01	10/10/2019	874	VTG WASTE & RECYCLING	Sep 19 - General Waste Collection - Litchfield Council Office & HPRR	184
00413251	30/10/2019	74	LITCHFIELD COUNCIL PETTY CASH	Oct 19 - Reimbursement of Litchfield Council Petty Cash Float	179
987.1686-01	24/10/2019	1686	DUITS ELECTRICAL	Replace faulty GPO & 2 missing fan knobs	174
987.1609-01	24/10/2019	1609	NT PLUMBING MAINTENANCE SERVICE	Repair - Blocked Female Toilet & Replace Leaking Hose	174
DD240919	09/10/2019	248	WESTPAC CARDS & DIRECT DEBITS	Sep 19 - Thorak Cemetery Corporate Credit Card Purchases	173
982.367-01	10/10/2019	367	BUNNINGS GROUP LIMITED	Purchase - Consumable General Maintenance Items	170
984.849-01	17/10/2019	849	WEX AUSTRALIA (PUMA CARD)	Sep 19 - Thorak Cemetery - Fuel	167
981.1186-01	10/10/2019	1186	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Sep 19 - ASSA Membership	165
988.1352-01	31/10/2019	1352	PRO-TEK T/A KLP TRADING PTY LTD	Repairs to iPhone mobile & Replacement Cover	160
981.995-01	10/10/2019	995	WILDKAT HOLDINGS (NT) PTY LTD	Grease & materials for Howard Springs WTS	156
981.1344-01	10/10/2019	1344	PROSEGUR AUSTRALIA PTY LTD	Litchfield Council Banking Collection WE: 20 Sep 19	153
985.1087-01	17/10/2019	1087	TOTAL TOOLS DARWIN	Retractable Air Hose Reel & fittings	149
981.367-01	10/10/2019	367	BUNNINGS GROUP LIMITED	Purchase - Shovel & pliers	136
986.1527-01	24/10/2019	1527	FAST CALL PLUMBING	Disconnect hot water service at NHPC FPSRR	126
985.1609-01	17/10/2019	1609	NT PLUMBING MAINTENANCE SERVICE	Maintenance on Female Toilets HPRR	121
986.1143-01	24/10/2019	1143	WORKPRO (RISK SOLUTIONS AUSTRALIA )	Pre employment Police Check WTS Plant Operator	121
981.1130-01	10/10/2019	1130	MAIR'S ONLY CLEANING	HPRR Cleaning - WE: 01 Oct 19	120
985.565-01	17/10/2019	565	CURBY'S (NT) PTY LTD	Purchase - Name Badges for Employees	119
988.535-01	31/10/2019	535	TOP END WINDSCREENS & TINTING	Install supplied window in Kubota skidsteer	115
986.1428-01	24/10/2019	1428	HANNA'S COOLING PTY LTD	Inspect aircon - Litchfield Council Office Infrastructure Area	110
986.671-01	24/10/2019	671	BURSON AUTOMOTIVE PTY LTD	Oil & consumable hardware supplies for Humpty Doo WTS	110



Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
985.928-01	17/10/2019	928	RSEA PTY LTD	PPE - High vis shirts	110
979.1655-01	03/10/2019	1655	MISS S K KILGOUR	Cat Trap - Bond Refund	100
979.1658-01	03/10/2019	1658	MR J COPLAND	Cat Trap - Bond Refund	100
981.1659-01	10/10/2019	1659	PALMERSTON ZUMBA FITNESS WITH SOPHIE	Library October School Holiday Program Activity	100
981.1668-01	10/10/2019	1668	MR C J BLAND	Cat Trap - Bond Refund	100
985.1641-01	17/10/2019	1641	MISS J A CHAPMAN	Cat Trap - Bond Refund	100
985.1670-01	17/10/2019	1670	MRS K POWELL	Cat Trap - Bond Refund	100
985.1679-01	17/10/2019	1679	MRS C E MITCHELL	Barking Collar - Bond Refund	100
00413246	07/10/2019		MR B MCDONALD	Dog Trap - Bond Refund	100
00413249	28/10/2019		MR WILLIAMS	Dog Trap - Bond Refund	100
985.1640-01	17/10/2019	1640	THE PERTH MINT	2020 Australian Citizenship \$1 coins	95
985.14-01	17/10/2019	14	AUSTRALIA POST	Sep 19 - Parcel Postage Fees	86
979.876-01	03/10/2019	876	NT ICE	Bagged ice delivered for MWF crews	83
981.565-01	10/10/2019	565	CURBY'S (NT) PTY LTD	Purchase - Name Badges for Employees	79
987.1459-01	24/10/2019	1459	TERRITORY SPRINGWATER AU PTY LTD	Supply of Bottled Water for the Foyer & Chapel - Thorak Cemetery	77
985.1344-01	17/10/2019	1344	PROSEGUR AUSTRALIA PTY LTD	Litchfield Council Banking Collection WE: 04 Oct 19	77
986.1344-01	24/10/2019	1344	PROSEGUR AUSTRALIA PTY LTD	Litchfield Council Banking Collection WE: 11 Oct 19	77
988.1344-01	31/10/2019	1344	PROSEGUR AUSTRALIA PTY LTD	Litchfield Council Banking Collection WE: 18 Oct 19	77
979.78-01	03/10/2019	78	POWER & WATER CORPORATION	Jun to Aug 19 - 20A Litchfield Council Office Water	76
988.807-01	31/10/2019	807	TOTALWELD SALES & SERVICE P/L	MiG welding tips and flapper disks	76
982.1459-01	10/10/2019	1459	TERRITORY SPRINGWATER AU PTY LTD	Supply of Bottled Water for the Foyer & Chapel - Thorak Cemetery	66
984.130-01	17/10/2019	130	MOBILE LOCKSMITHS	Key cutting of 2 restrir cited keys	66
979.1245-01	03/10/2019	1245	RURAL RUBBISH REMOVAL	Sep 19 - Rubbish removal from Litchfield Council Office	62
986.1564-01	24/10/2019	1564	FOURIER TECHNOLOGIES PTY LTD	Subscription of Office 365 Business Essentials & Support Services	61
981.1632-01	10/10/2019	1632	SADDLEWORLD NT (MARLLI FAMILY TRUST)	Purchase - Dog Food for Impounded Dogs	52
981.1669-01	10/10/2019	1669	MR J HOARE	Key Return - Bond Refund	50
985.586-01	17/10/2019	586	MR J E DUNNING	Key Return - Bond Refund	50
00413247	21/10/2019		ELLA ATKINS	Litchfield Young Territory Author Award Winner	50
985.108-01	17/10/2019	108	DEPARTMENT OF ATTORNEY GENERAL & JUSTICE	Jul - Sep 19 - Fines recovery enforcement Fees	44

985.1294-01	17/10/2019	1294	CLEAN FUN PTY LTD (DARWIN LAUNDRIES)	Wash/Dry - Fold Table linens & Litchfield Council Office Tea Towels	33
986.1133-01	24/10/2019	1133	NT WATER FILTERS	Supply of Bottled Water for the Foyer & Chapel - Thorak Cemetery	31
981.25-01	10/10/2019	25	LAND TITLES OFFICE	Sep 19 - Land Titles Searches for Planning & Rates	28
987.126-01	24/10/2019	126	WATER DYNAMICS (NT) PTY LTD	Replace - sprinklers & fittings	26
979.1040-01	03/10/2019	1040	SUPERCHEAP AUTO	Chain bar oil	23
979.1661-01	03/10/2019	1661	S D MCPHERSON	Refund - Annual Dog registration - Incorrectly Charged	20
988.1689-01	31/10/2019	1689	MR P N WEBER	Refund - Annual Dog registration - Deceased Dog shortly after Registration	20
985.1566-01	17/10/2019	1566	WINC AUSTRALIA PTY LTD	Unilite Vented Hard Hat Cap White for Firewardens	16
981.443-01	10/10/2019	443	TERRITORY UNIFORMS	Staff Uniform - Litchfield Council Logo Embroidery	15
986.85-01	24/10/2019	85	TELSTRA	SMS Text messaging Service 0437036176	8
985.731-01	17/10/2019	731	VOCUS COMMUNICATIONS (AMCOM PTY LTD)	Nov 19 - Supply of Vocus IP Allocations for Litchfield Council Office	5
<b>Total</b>					<b>5,826,352</b>

**Recommending  
Officer:**

**Silke Maynard, Director Community and Corporate Services**

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

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# COUNCIL AGENDA

## LITCHFIELD COUNCIL MEETING

Wednesday 20 November 2019

### 15 Officers Reports

- 15.1 Order of Business at Council Meetings
- 15.2 CEO Monthly Report
- 15.3 LGANT – NT Heritage Council Nomination
- 15.4 LGANT – NT Grants Commission Nomination
- 15.5 DRAFT FIN09 Risk Management and Audit Committee
- 15.6 Designing Better
- 15.7 GOV01 Policy Framework Review
- 15.8 PA2019/0381, a Planning Scheme Amendment Application for Rezoning from Zone TC (Tourist Commercial) to Zone CP (Community Purpose) at Section 6574 (41) Howard Springs Road, Howard Springs, Hundred of Bagot
- 15.9 November 2019 Summary Planning and Development Report
- 15.10 PA2019/0337, a Concurrent Application to Rezone from Zone R (Rural) to Zone RL (Rural Living) and Subdivide to Create Three Lots at Section 3321 (50) Secrett Road, Knuckey Lagoon, Hundred of Bagot
- 15.11 Planning Reform Stage 3 Consultation – Draft Bill of Amendments to NT Planning Act 1999
- 15.12 Acquittal of Special Purpose Grants
- 15.13 Litchfield Regional Tourism Association Membership Prospectus 2019
- 15.14 Draft Rating Policy FIN02



## COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.1
<b>Report Title:</b>	Order of Business at Council Meetings
<b>Report Number:</b>	19/0041
<b>Meeting Date:</b>	20/11/2019
<b>Attachments:</b>	Nil

### Purpose

This report seeks adoption by Council of an amended format for Council Meeting agendas.

### Summary

At the commencement of the new Council term in July 2017 an ordinary meeting agenda format was adopted.

The current format has been reviewed with one small change; replacing Item 9 – Public Forum with Public Questions and removing Public Questions in the later part of the agenda.

This will allow a way of providing an opportunity for members of the public to ask questions relating to the agenda items before the items are considered by Council.

### Recommendation

THAT Council adopts the agenda format, outlined in this report, as the format for all agendas produced for ordinary Council meetings.

### Background

Section 60 of the Local Government states:

*An ordinary Council meeting may deal with business of any kind but a special meeting may only deal with the business for which the special meeting was convened unless all members are present at the special meeting and unanimously agree to deal with other business.*

Section 4.1.4(1) of Council's Policy GOV02 Meeting Procedures states:

*Order of Business*

*Subject to this Policy, the order of business at an ordinary meeting must be as the council or the committee (as they case may be) determines by resolution.*

The proposed agenda format for ordinary Council meetings is as follows:



## LITCHFIELD COUNCIL MEETING

**Notice of Meeting**  
**to be held in the Council Chambers, Litchfield**  
**on Wednesday {date} at 6:30pm**

Daniel Fletcher  
**Chief Executive Officer**

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Number	Agenda Item	Page
1	Opening of Meeting	
2	Acknowledgement of Traditional Owners	
3	Apologies and Leave of Absence	
4	Disclosures of Interest	
5	Confirmation of Minutes	
6	Business Arising from the Minutes	
7	Presentations	
8	Petitions	
9	Public Questions	
10	Accepting or Declining Late Items	
11	Notices of Motion	
12	Mayors Report	
13	Reports from Council Appointed Representatives	
14	Finance Report	
15	Officers Reports	
16	Common Seal	
17	Other Business	
18	Confidential Items	
19	Close of Meeting	

## Links with Strategic Plan

A Well-Run Council - Good Governance

## Legislative and Policy Implications

Local Government Act, Section 60  
GOV02 Meeting Procedures Policy

## Risks

Nil.

## Financial Implications

Nil.

## Community Engagement

Nil.

**Recommending Officer:** **Daniel Fletcher, Chief Executive Officer**

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# COUNCIL REPORT

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**Agenda Item Number:** 15.2  
**Report Title:** CEO Monthly Report  
**Report Number:** 19/0043  
**Meeting Date:** 20/11/2019  
**Attachments:**

## Purpose

This report provides Council with key staffing information and relevant measure of financial sustainability.

## Summary

To deliver the Municipal Plan 2019/20 Key Performance Indicators it is important that appropriate staffing resources are in place and financial sustainability measures are being met. 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.

## Recommendation

THAT Council receives and notes the Chief Executive Officer's monthly report for October 2019.

## Background

The Litchfield Council strongly values our people, financial sustainability 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, where necessary, contextualise the information for the Council to understand the factors influencing staff and finances.

## Links with Strategic Plan

A Well-Run Council - Good Governance

## Legislative and Policy Implications

Nil

## Risks

Nil

## **Financial Implications**

Nil

## **Community Engagement**

Nil



## CEO MONTHLY REPORT OCTOBER 2019

### People

#### Internal Appointments

Position	Department	Commenced	Permanent/Temporary
Nil			

#### External Appointments

Position	Department	Commenced	Permanent/Temporary
Plant Operator	Waste	14 October 2019	Permanent

#### Resignations / Terminations

Position	Department	Commenced	Permanent/Temporary
Nil			

	Approved	Actual	Difference
Full Time Equivalent	50.5*	47.83	-2.67
Part-time	0.5	2.96	2.46
Contract	7.8	3.50	-4.3
Total	58.8	54.29	-4.51

\*0.5 due to Project Manager Freds Pass Project employed for only 6 months

#### Turnover rate:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
*	*	*	*	*	6.6%	1.7%	1.8%	1.7%	0%		

Target: Between 2% - 5%

Average: 2.36%

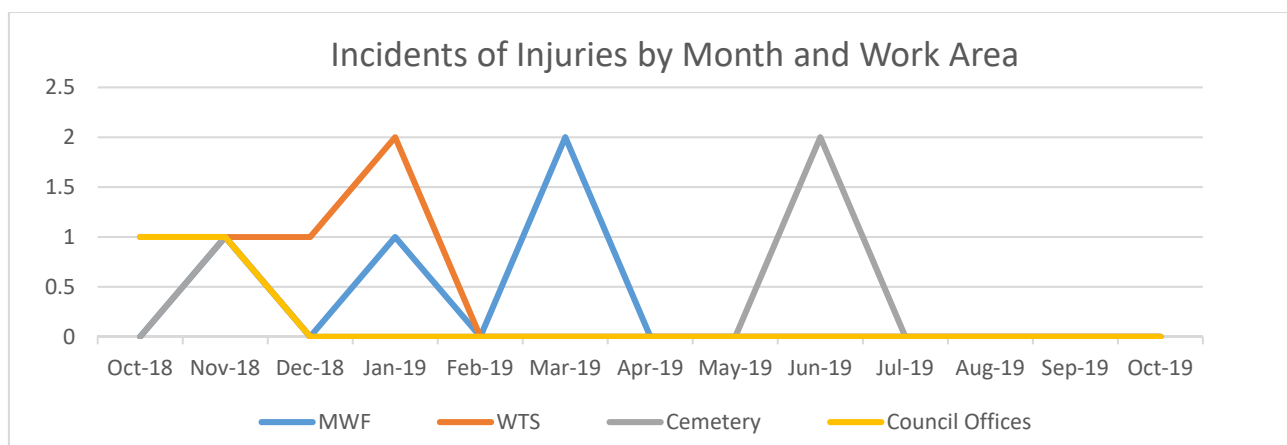
#### Vacancy rate:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
*	*	*	*	*	11.5%	12%	8.9%	6.8%	4.9%		

Target: 0% - 5%

Average: 8.82%

\* Data not available at time of report preparation



Zero workplace incidents were recorded during October 2019.

## Finance

### RELEVANT MEASURES OF FINANCIAL SUSTAINABILITY

Indicator	Previous Actual 18/19	Current Budget 19/20	Target	Forecast				
				20/21	21/22	22/23	23/24	24/25
Operating Surplus Ratio	-50.2%	-51.5%	0-10%	-49.7%	-47.9%	-44.8%	-42.2%	-39.1%
Net Financial Liabilities Ratio	-128.6%	-88.6%	<60%	-81.4%	-74.5%	-69.9%	-67.0%	-65.6%
Asset Sustainability Ratio	17.9%	52%	>60%**	94%*	94%*	85%*	35%	35%
Current Ratio	10.3:1	5.9:1	>1.0:1**	5.6:1	5.3:1	5.1:1	4.9:1	4.9:1
Rates and Annual Charges Outstanding Ratio	22.5%	12.0%	<15%**	11.5%	11.2%	10.8%	10.4%	10.1%
Own Source Revenue Coverage Ratio	48.4%	48%	>40%**	49%	50%	52%	53%	55%

\*Asset Sustainability Ratio over three years amplified due to Mango Strategic Roads project.

\*\* Target as set in Strategic Plan 2018-2022.

Target		
Within Range	Moderate	Outside Range

#### Operating Surplus Ratio

Measures the extent to which revenues raised cover operational expenses only or are available for capital funding purposes or other purposes.

**Calculation:** Net operating result divided by total operating revenue, expressed as a % (excluding capital revenue or expenses).

**Target:** between 0% and 10%

Council's should be aiming to achieve as a minimum a balanced operating position to ensure that revenues received are sufficient to fund operations and capital replacement works.

### **Net Financial Liabilities Ratio**

Measure the extent to which the net financial liabilities of Council can be repaid from operating revenues.

**Calculation:** (total liabilities less current assets) divided by total operating revenue, expressed as a %.

**Target:** Less than 60%

### **Asset Sustainability Ratio**

This ratio reflects the extent to which the assets managed by Council are being replaced as they reach the end of their useful lives. This ratio is calculated by measuring the annual expenditure on the renewal and rehabilitation of Council's assets against the annual depreciation charge. It is a measure of whether Council is reinvesting in existing assets to ensure that they meet required levels of service for the community.

**Calculation:** Capital expenditure on the replacement of infrastructure assets (renewals) divided by depreciation expense, expressed as a %.

**Target:** Greater than 90%

### **Current Ratio**

This ratio presents Council's ability to meet debt payments as they fall due. It should be noted that Council's externally restricted assets will not be available as operating funds and as such can significantly impact Council's ability to meet its liabilities.

**Calculation:** Current assets divided by current liabilities

**Target:** Greater than 1.0:1

### **Rates and Annual Charges Outstanding**

This measure shows the amount of outstanding rates owed to council against the rates incomes received represented as a percentage.

**Calculation:** Rates and Charges outstanding divided by the Rates and Charges Income.

**Target:** Not greater than 5%

Strategic Plan 2018-2022 KPI - Smaller than 15%

### **Own Source Revenue Coverage Ratio**

Indicates Council's ability to fund operational expenditures through funding sourced by its own revenue-raising efforts.

**Calculation:** Total own sourced revenue divided by total operating expenditure including depreciation.

**Target:** >40%

Strategic Plan 2018-2022 KPI - Greater than 60%

#### **Recommending Officer:**

**Daniel Fletcher, Chief Executive Officer**

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## COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.3
<b>Report Title:</b>	LGANT – NT Heritage Council Nomination
<b>Report Number:</b>	19/0044
<b>Meeting Date:</b>	20/11/2019
<b>Attachments:</b>	Attachment A – Procedures for LGANT Representatives Attachment B – Nomination Application

### Purpose

To determine if a Councillor within Litchfield Council would be interested in representing Litchfield on the NT Heritage Council.

### Summary

The Local Government Association NT are calling for nominations to represent LGANT on the NT Heritage Council. The position is by Ministerial appointment and is open to Elected Members.

### Recommendation

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

### Background

The Local Government Association NT are calling for nominations to represent LGANT on the NT Heritage Council. The position is by Ministerial appointment and is open to Elected Members.

The Heritage Council has 11 members. Six are appointed by the Minister at their discretion.

The other five are made up of:

- the CEO, or a nominee of the CEO, of the Department of Tourism, Sport and Culture
- a nominee from the National Trust
- a nominee from the Aboriginal Areas Protection Authority (AAPA)
- a nominee from an organisation representing the interests of local government
- a nominee from an organisation representing the interests of land owners.

At least two of the council's members must be of Aboriginal descent.

Nominations close Friday 6 December 2019. Three nominees will be endorsed at the Executive Meeting on 16 December and sent to the Minister for his consideration.

The current members of the Commission are:

- Wayne Kraft, Chairperson
- Tim Dixon, National Trust of Australia, Northern Territory
- Allison Bitar, Aboriginal Areas Protection Authority
- Damien Ryan, Local Government Association of the NT
- Allan Garraway, Property Council of Australia (NT)
- Alex Nelson
- Karen Martin-Stone
- Dr Ilka Schacht
- Eddie Webber
- Trish Angus

The functions of the Heritage Council are set out in the Heritage Act 2011 <https://legislation.nt.gov.au/Legislation/HERITAGE-ACT-2011>

The Act requires that the Council produce an annual report every year.

The Heritage Council meets four times a year, with one meeting held in Alice Springs over two days in September. The Heritage Council, at their September meeting agreed to two meetings via video conference and one meeting held in Darwin. The meetings are held in September, December, March and June each year. The Darwin meeting will also be held over two days to allow our Alice Springs based members to visit heritage sites in and around Darwin.

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

A Well-Run Council - Good Governance

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

Heritage Act 2011.

#### **Risks**

Nil.

#### **Financial Implications**

In accordance with Council's policy, should the Mayor or Deputy Mayor be nominated and successfully appointed for this position, no remuneration will be afforded. Should a Councillor (not the Mayor or Deputy Mayor) be nominated and successfully appointed, they will be appropriately remunerated in accordance with Council's Elected Member Benefits and Support Policy EM05.

#### **Community Engagement**

Not applicable.

**Recommending  
Officer:**

**Daniel Fletcher, Chief Executive Officer**

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# LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY



## PROCEDURES FOR LGANT REPRESENTATIVES ON COMMITTEES

LGANT representatives on committees are required to provide the Association with regular reports and an annual report for its Annual General Meeting in November of each year.

The Association also requires the minutes of each meeting attended to be emailed to the CEO's Personal Assistant, [elaine.mcleod@lgant.asn.au](mailto:elaine.mcleod@lgant.asn.au).

Representatives are required to supply the Association with contact details such as mobile phone number, email address, postal address and the council they are a member of.

The Association will supply information to nominees of committees, including their Terms of Reference.

If a LGANT representative resigns from a committee, he/she is requested to inform the Association in writing, by letter or email, so that an alternative representative can be nominated to the committee.

*The Association may remove its endorsement of a representative on a committee if that representative fails to deliver regular reports or misses meetings without just cause. It would then be up to the committee to decide whether or not the representative remains on that committee if the representative is without LGANT endorsement.*

LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN  
TERRITORY

NOMINATION FORM  
**NT HERITAGE COUNCIL**



\_\_\_\_\_

**COUNCIL NAME:**

\_\_\_\_\_

**1. Agreement to be nominated**

I, \_\_\_\_\_ agree to be nominated as a  
*(name in full)*

member of the **NT HERITAGE COUNCIL**.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Council Confirmation of Nomination**

I, \_\_\_\_\_ the Chief Executive Officer

hereby confirm that \_\_\_\_\_

was approved by resolution of Council to be nominated as a member of the  
**NT HERITAGE COUNCIL** at a meeting held  
on     /     /2019

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Nominee's Contact Details**

Email address: \_\_\_\_\_

Phone No: \_\_\_\_\_



**4. Nominee Information**

The following information is required to enable the Executive to make an informed decision. If you want to submit further information please attach it to this form.

4.1 What is your current council position? \_\_\_\_\_

4.2 How long have you held your current council position? \_\_\_\_\_

4.3 Please list your educational qualifications:

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4.4 What experience do you have that is relevant to this committee?

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4.6 Apart from your current position what other experience have you had in local government?

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**5. You agree to supply the Executive with a report on the committee meetings you attend?**

I agree ☐ I Disagree ☐

**6. Have you read and agree to the Outside Committee procedures**

Yes ☐



## COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.4
<b>Report Title:</b>	LGANT – NT Grants Commission Nomination
<b>Report Number:</b>	19/0045
<b>Meeting Date:</b>	20/11/2019
<b>Attachments:</b>	Attachment A – Procedures for LGANT Representatives Attachment B – Nomination Application

### Purpose

To determine if a Councillor within Litchfield Council would be interested in representing Litchfield on the NT Grants Commission.

### Summary

The Local Government Association NT have advised all municipal councils that following the resignation of Mayor Damien Ryan from the NT Grants Commission, LGANT is calling for nominations to represent the interest of municipal councils on the Commission.

### Recommendation

THAT Council advise the Local Government Association of the Northern Territory that Councillor ... be nominated to represent Municipal Councils on the Northern Territory Grants Commission.

### Background

The Local Government Association NT have advised all municipal councils that following the resignation of Mayor Damien Ryan from the NT Grants Commission, LGANT is calling for nominations to represent the interest of municipal councils on the Commission.

The history of the Executive decision making for this position is that they nominate elected members.

Nominations close Friday 6 December 2019. Three nominees will be endorsed at the Executive Meeting on 16 December and sent to the Minister for his consideration.

The Local Government Grants Commission Act provides for a Commission of four members, consisting of:

- a Chairman appointed by the Minister;
- the Chief Executive Officer (CEO) of the Agency primarily responsible to the Minister for the administration of the Act, or his delegate; and
- two members appointed by the Minister, one representing the interests of municipal councils and the other representing the interests of regional councils.

The current members of the Commission are:

- Chairman - Dr David Ritchie
- CEO's Delegate - Meeta Ramkumar
- Representing Municipal Councils - Damien Ryan
- Representing Regional Councils - vacant due to resignation
- Deputy Representing Municipal Council - Christine Miller

Deputy Representing Regional Council - vacant due to resignation of main member.

### **Functions**

The Commission makes recommendations to the Federal Minister in respect of the amounts of money to be allocated to local governing bodies from the money provided to the Territory by the Commonwealth under the Local Government (Financial Assistance) Act 1995.

The Commission also makes recommendations on such other matters relating to the finances of local governing bodies as the Northern Territory Minister for Local Government, from time to time, refers to the Commission.

### **Links with Strategic Plan**

A Well-Run Council - Good Governance

### **Legislative and Policy Implications**

The Northern Territory Grants Commission is established as an independent statutory authority under the Local Government Grants Commission Act. Its primary role is to allocate financial assistance grants provided by the Australian Government to Northern Territory local governing bodies in the form of general-purpose grants and local roads grants.

It is a requirement under the Commonwealth's Local Government (Financial Assistance) Act 1995 that there is a local government grants commission in each State and the Northern Territory to make recommendations on the allocation of funding to local governments made under the Act.

### **Risks**

Nil.

### **Financial Implications**

In accordance with Council's policy, should the Mayor or Deputy Mayor be nominated and successfully appointed for this position, no remuneration will be afforded. Should a Councillor (not the Mayor or Deputy Mayor) be nominated and successfully appointed, they will be appropriately remunerated in accordance with Council's Elected Member Benefits and Support Policy EM05.

## Community Engagement

Not applicable.

**Recommending Officer:** Daniel Fletcher, Chief Executive Officer

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

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# LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY



## PROCEDURES FOR LGANT REPRESENTATIVES ON COMMITTEES

LGANT representatives on committees are required to provide the Association with regular reports and an annual report for its Annual General Meeting in November of each year.

The Association also requires the minutes of each meeting attended to be emailed to the CEO's Personal Assistant, [elaine.mcleod@lgant.asn.au](mailto:elaine.mcleod@lgant.asn.au).

Representatives are required to supply the Association with contact details such as mobile phone number, email address, postal address and the council they are a member of.

The Association will supply information to nominees of committees, including their Terms of Reference.

If a LGANT representative resigns from a committee, he/she is requested to inform the Association in writing, by letter or email, so that an alternative representative can be nominated to the committee.

*The Association may remove its endorsement of a representative on a committee if that representative fails to deliver regular reports or misses meetings without just cause. It would then be up to the committee to decide whether or not the representative remains on that committee if the representative is without LGANT endorsement.*

LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN  
TERRITORY

NOMINATION FORM

NORTHERN TERRITORY GRANTS COMMISSION



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COUNCIL NAME:

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1. Agreement to be nominated

I, \_\_\_\_\_ agree to be nominated as a  
(name in full)

member of the **NORTHERN TERRITORY GRANTS COMMISSION**.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Council Confirmation of Nomination

I, \_\_\_\_\_ the Chief Executive Officer

hereby confirm that \_\_\_\_\_

was approved by resolution of Council to be nominated as a member of the  
**NORTHERN TERRITORY GRANTS COMMISSION** at a meeting held on  
/ /2019.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. Nominee's Contact Details

Email address: \_\_\_\_\_

Phone No: \_\_\_\_\_

**4. Nominee Information**

The following information is required to enable the Executive to make an informed decision. A current curriculum vitae can be submitted in lieu of section 3 of the nomination form.

4.1 What is your current council position? \_\_\_\_\_

4.2 How long have you held your current council position? \_\_\_\_\_

4.3 How long have you been involved in local government? \_\_\_\_\_

4.4 Please list your educational qualifications:

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4.5 What experience do you have that is relevant to this committee?

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4.6 Apart from your current position what other roles have you had in the local government sector?

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**5. You agree to supply the Executive with a report on the committee meetings you attend?**

I agree ☐ I Disagree ☐

**6. Have you read and agree to the Outside Committee procedures**

Yes ☐



## COUNCIL REPORT

<b>Agenda Item Number:</b>	15.5
<b>Report Title:</b>	DRAFT FIN09 Risk Management and Audit Committee
<b>Report Number:</b>	19/0046
<b>Meeting Date:</b>	20/11/2019
<b>Attachments:</b>	Attachment A – DRAFT FIN09 Risk Management and Audit Committee

### Purpose

This report presents for Council adoption DRAFT FIN09 Risk Management and Audit Committee policy.

### Summary

The terms of reference for the Risk Management and Audit Committee (RMAC) are provided for in FIN09 Risk Management and Audit Committee policy. Specifically, section 4.12 identifies that they shall be reviewed by RMAC every two years. FIN09 was presented to the RMAC at its 8 October 2019 meeting which resulted in several recommendations which are presented in this report for Council consideration.

The RMAC recommendation is provided below.

*THAT RMAC considers the current terms of reference provided for in FIN09 Risk Management and Audit Committee policy adequate and recommends the following changes:*

- 1. The review of the RMAC referred to in Section 4.5.1. be updated to require a review every four years;*
- 2. Section 4.7.1 is removed;*
- 3. Section 4.9.4.5 be updated to read “Where appropriate, meet with an internal auditor as required without management present, to discuss any issues arising from an internal audit that has been conducted. In addition, the Internal Auditor shall be given the right of direct access to the Principle member of the committee.”; and*
- 4. Section 4.12.1 be updated to reflect that the committee reviews the terms of reference at least once every four years.*

Attachment A provides a DRAFT FIN09 Risk Management and Audit Committee policy with highlighted changes as per the RMAC recommendation.

### Recommendation

THAT Council adopt DRAFT FIN09 Risk Management and Audit Committee policy.



## **Background**

The terms of reference for RMAC are provided for in FIN09 Risk Management and Audit Committee policy. Membership of RMAC comprises an appointed independent Chairperson and two Litchfield Council Elected Members. Specifically, section 4.12 identifies that the terms of reference shall be reviewed by RMAC every two years. FIN09 was presented to the RMAC at its October 2019 meeting for review. The committee made recommendations based on the following information.

### *Section 4.5.1*

Prescribes that a review of the committee performance is conducted once every two years. Given the committee meets quarterly it is recommended that this be updated to once every four years.

### *Section 4.7.1*

This section relates to meetings being conducted in a public place. The recently tabled Local Government Bill allows for Audit committee meetings to be held in private. The current Local Government Act (Section 65) requires Council Committees to be open to the public. The “Explanatory Statement – Serial No. 107” provided by the Minister for Local Government Housing and Community Development states in relation to Clause 99(4) “an audit committee is not required to be open to the public”.

As such it is recommended that this section can be removed now in anticipation of the enactment of the new Local Government Bill 2019. Council will remain compliant with the current Act as duplication of legislation in Council policy is unnecessary.

### *Section 4.9.4.5*

This section allows for meetings between the Chairperson and “the internal auditor” at least once per year. Council does not have a specific internal auditor. As such it is recommended that this section be updated to the statement below.

“Where appropriate, meet with an internal auditor as required without management present, to discuss any issues arising from an internal audit that has been conducted. In addition, the Internal Auditor shall be given the right of direct access to the Principle member of the committee.”

### *Section 4.12.1*

This section requires the RMAC review the terms of reference every two years. Given the committee meets quarterly it is recommended that this be updated to at least once every four years in line with GOV01 Policy Framework.

## **Links with Strategic Plan**

A Well-Run Council - Good Governance

## **Legislative and Policy Implications**

Council is required to have an Audit Committee as per Section 10 of the Local Government (Accounting) Regulations.

## Risks

Nil

## Financial Implications

Nil

## Community Engagement

Nil

### Recommending Officer:

**Silke Maynard, Director Community and Corporate Services**

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

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Name	FIN09 Risk Management & Audit Committee
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	18/10/2017
Review Date	17/10/2021

### 1. Purpose

This Policy sets out the terms of reference for the Risk Management and Audit Committee. The Committee is an Advisory Committee established pursuant to Part 5.2 of the Local Government Act and Section 10 of the Local Government (Accounting) Regulations.

### 2. Scope

The Risk Management and Audit Committee is an Advisory Committee of Council responsible for monitoring the compliance by Council with the proper standards of financial management, and compliance by Council with the Local Government (Accounting) Regulations and the Accounting Standards. In addition, the Committee monitors, reviews, and advises the Chief Executive Officer on compliance, risk management and policy matters, and acts as an independent line of reporting by the auditor to Council.

### 3. Definitions

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

Term	Definition
Committee	This term refers to the Risk Management and Audit Committee.
The Act	The term refers to the most recent Local Government Act of the Northern Territory.
Regulations	This term refers to recent Local Government Regulations in the Northern Territory.

### 4. Policy Statement

#### 4.1. Membership

4.1.1. The Committee shall consist of at least one independent member and two Elected Members of Council not including the Mayor. The minimum size of the Committee shall be three members.

4.1.2. The chairperson of the committee must be an independent member.

4.1.3. The Chief Executive Officer (CEO) shall provide an agenda for each meeting, with the Executive Assistant to the CEO providing secretariat services. The Chief Executive Officer and Chief Financial Officer will be invited to attend each Committee meeting.

4.1.4. Council's external and internal auditors may be invited to attend meetings of the Committee.

#### 4.2. Appointment and Termination of Committee Members

4.2.1. Members of the Committee are appointed by the Council. Appointment to the Committee from among the Elected Members of Council shall be for a period of up to one year, or until the end of the term of the Council. Committee members cease being a member of the committee if they are no longer an elected member of the Council.

4.2.2. Independent member(s) of the Committee shall be appointed for a period of up to four years, commencing part-way through an election cycle, so that their terms overlap each Council election and provide some continuity. Appointees may be reappointed by Council. Independent members can be terminated by the Council subject to the appointment agreement.

4.2.3. The selection process for the independent member (s) should consider the following factors when assessing the applicants:

- Level of understanding of local government and the environment in which they operate;
- Level of knowledge and practical exposure on governance and financial management practices;
- Capacity to dedicate adequate time on the committee;
- Depth of knowledge of regulatory and legislative requirements; and
- Ability to maintain professional relationships with staff, council members and other stakeholders.

#### 4.3. Voting Right of Committee Members

4.3.1. Only members of the Committee are entitled to vote in the Committee meetings. All Committee members have equal voting rights. Unless otherwise required (by the conflict of interest provision in the Act) and each member must vote on every matter that is before the committee for decision.

4.3.2. Where a vote is taken and the result is undecided the chairperson has the casting vote.

#### 4.4. Remuneration Committee Members

4.4.1. The Independent Chair shall be remunerated for the for preparation and attendance at each Committee meeting at the C1 daily rate identified in the Northern Territory Government Remuneration of Board Members as amended from time to time.

4.4.2. Elected members serving on the Committee shall be remunerated as per Council Policy.

#### 4.5. Committee Performance and Review

- 4.5.1. The chairperson, in consultation with the Chief Executive Officer, will initiate a self-assessment review of performance of the committee at least once every two-four years.
- 4.5.2. The review will be conducted on a self-assessment basis with appropriate input sought from the Chief Executive Officer, the auditors, Elected Members, management and any other relevant stakeholders, as determined by the Chief Executive Officer.

#### 4.6. Quorum

- 4.6.1. The quorum for the transaction of business shall be one independent member and one committee member that is a member of the Council. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all of the authorities, powers and discretions vested in or exercisable by the Committee.

#### 4.7. Meetings

~~4.7.1. In accordance with the principles of open, transparent and informed decision making, Committee meetings must be conducted in a place open to the public. Members must be physically present and cannot attend meetings over phone or other devices.~~

~~4.7.2.~~ 4.7.1. Where agenda items are addressed in confidential, this shall be done in compliance with Part 4 Confidential Information and Business of the Local Government (Administration) Regulations.

~~4.7.3.~~ 4.7.2. Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and observers, no later than three clear days before the date of the meeting.

~~4.7.4.~~ 4.7.3. The committee shall meet a minimum of four time per year as per a meeting schedule set at the last meeting of the previous year to accommodate the reporting and audit cycle.

#### 4.8. Minutes of Meetings

- 4.8.1. The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance are minute and that the minutes otherwise comply with the requirements of all Regulations.
- 4.8.2. Minutes shall be circulated within five days after a meeting to all members of the Committee and to all members of the Council and will (as appropriate) be made available to the public within ten business days after the meeting on the Council's website.
- 4.8.3. The Chief Executive Officer maintains a register of audit report recommendations and action taken to address these recommendations. The Committee considers any follow-up action required pursuant to the report or the implementation of report recommendations.

4.8.4. The Chief Executive Officer shall provide sufficient administrative resources to the Committee to enable it to adequately carry out its functions.

4.8.5. After meeting, the Committee shall report to Council at the next Council Meeting including the Committee's recommendations and key issues of discussion to council.

#### 4.9. Role of the Committee

##### 4.9.1. Financial Reporting

4.9.1.1. The Committee shall monitor the integrity of the

- annual financial statements of the Council, reviewing significant financial reporting issues and judgements which they contain; and
- the annual report.

4.9.1.2. The Committee shall review and challenge where necessary:

- The consistency of, and/or any changes to, accounting policies;
- The methods used to account for significant or unusual transactions where different approaches are possible;
- Whether the Council has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditor;
- The clarity of disclosure in the Council's financial reports and the context in which statements are made; and
- All material information presented with the financial statements.

##### 4.9.2. Internal Controls and Risk Management Systems

The Committee shall:

- Keep under review the effectiveness of the Council's internal controls and risk management systems; and
- Review and recommend the approval, where appropriate, of any material to be included in the annual report concerning internal controls and risk management.

##### 4.9.3. Whistle Blowing

4.9.3.1. The Committee shall review the Council's arrangements for its employees to raise concerns, in confidence, about possible wrongdoing in financial recording or reporting or other matters. The Committee shall ensure these arrangements allow independent investigations of such matters and appropriate follow-up action.

4.9.3.2. Review the effectiveness of the Fraud Protection Plan established by the Chief Executive Officer pursuant to Section 10(2) of the Local Government (Accounting) Regulations.

#### 4.9.4. Internal Audit

The Committee shall:

- 4.9.4.1. Monitor and review the effectiveness of the Council's internal audit function in the context of the Council's overall risk management system;
- 4.9.4.2. Consider and make recommendation on the program of the internal audit function and the adequacy of its resources and access to information to enable it to perform its function effectively and in accordance with the relevant professional standards.
- 4.9.4.3. Review all reports on the Council's operations from the internal auditors;
- 4.9.4.4. Review and monitor management's responsiveness to the findings and recommendations of the internal auditor; and
- 4.9.4.5. Where appropriate, meet with an internal auditor as required without management present, to discuss any issues arising from an internal audit that has been conducted. In addition, the Internal Auditor shall be given the right of direct access to the Principle member of the committee.~~Where appropriate, meet the internal auditor at least once a year, without management being present, to discuss any issues arising from the internal auditor carried out. In addition, the internal auditor shall be given the right of direct access to the Principal Member of the Council and to the Presiding Member of the Committee.~~

#### 4.9.5. External Audit

The Committee shall:

- 4.9.5.1. Monitor the supply of non-audit services by the external auditor, taking into account any relevant ethical guidance on the matter;
- 4.9.5.2. Consider and make recommendations to the Council, in relation to the appointment, re-appointment and removal of the Council's external auditor.
- 4.9.5.3. Monitor Council's relationship with the external auditor including, but not limited to:
  - Recommending the approval of the external auditor's remuneration, covering fees for both audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;
  - Recommending the approval of external auditor's terms of engagement,
  - including any engagement letter issues at the commencement of each audit and the scope of the audit;
  - Assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services;

- Satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business); and
  - Assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall include a report from the external auditor on the Audit Committee's own internal quality procedures);
- 4.9.5.4. Meet the external auditor at least once a year and more often as needed, without management being present; to discuss the external auditor's report and any issues arising from the audit;
- 4.9.5.5. Review and make recommendations on the annual audit plan, and in particular its consistency with the scope of the external audit engagement;
- 4.9.5.6. Review the findings of the audit with the external auditor. This shall include, but not be limited to, the following:
- A discussion of any major issues which arose during the external audit;
  - Any accounting and audit judgements, and
  - Levels of errors identified during the external audit.
- 4.9.5.7. Review the effectiveness of the external audit;
- 4.9.5.8. Review any representation letter(s) requested by the external auditor before they are signed by management;
- 4.9.5.9. Review the subsequent audit management letter from the external auditor and management's proposed response, by Council, to the external auditor's findings and recommendations in that audit management letter.

#### 4.10. Conflict of Interest

- 4.10.1. Committee members must declare any real or perceived conflicts of interest when joining the committee, annually and at the start of each meeting before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.
- 4.10.2. Where a Committee member is deemed to have a real or perceived conflict of interest, at the chairperson's discretion, it may be appropriate that the person is excused from committee deliberations on the agenda item where a conflict of interest exists, or if necessary excused from the meeting.

#### 4.11. Committee Access to Council Records and Resources

- 4.11.1. The Chief Executive Officer will provide the necessary council records and reports for the audit committee to undertake its role and responsibilities subject to any confidentiality provisions in the Local Government Act or other legislative provisions.



4.11.2. With consideration of legal and confidentiality implications, via the Chief Executive Officer the Committee is authorised to:

- Obtain any information it requires from any employee and/or external party.
- Discuss any matters with the external auditor, or other external parties.
- Request the attendance of any employee at committee meetings.
- Obtain external legal or other professional advice, as considered necessary to meet its responsibilities, contingent on a decision by Council to fund such advice.

4.11.3. The audit committee has no authority to procure resources independently of council.

#### 4.12. Review of Terms of Reference

4.12.1. Every ~~two~~-four years the committee will review its Terms of Reference to ensure it is consistent with the perceived needs to the council. This review will be in consultation with the Chief Executive Officer.

4.12.2. The outcome and recommendations will be given to council as part of this policy to consider.

4.12.3. While the Committee is required to review these Terms of Reference and make recommendations to Council, it has no power or authority to amend or alter the committee's Terms of Reference.

### 5. Associated Documents

Litchfield Council Policies

### 6. References and Legislation

Local Government Act and associated Regulations, Ministerial Guidelines and General Instructions.

### 7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
18/10/2017	Policy reviewed to remove reference to individual member performance review
19/11/2015	Policy Adopted



## COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.6
<b>Report Title:</b>	Designing Better
<b>Report Number:</b>	19/0059
<b>Meeting Date:</b>	20/11/2019
<b>Attachments:</b>	Attachment A – Letter of Comments on Designing Better Attachment B – Designing Better

### Purpose

This report presents to Council a summary and assessment of the NT Planning Commission (NTPC) document *Designing Better*.

### Summary

The report presents for Council endorsement a Letter of Comment to the NTPC, included as Attachment A, on *Designing Better*, included as Attachment B.

The *Designing Better* document was prepared by the NTPC to present ideas for improving commercial, mixed use, and residential apartment development designs. Council has been asked to provide comments on the design ideas. The design ideas and comments received will inform revised development requirements and/or guidelines in the Northern Territory Planning Scheme.

This report recommends Council support the majority of the proposed design ideas and makes recommendations for further design opportunities.

### Recommendation

THAT Council endorse Attachment A, Council's Letter of Comments on Designing Better for submission to the Northern Territory Planning Commission.

### Background

#### Document Background

The *Designing Better* document proposes a collection of design ideas specific to larger scale apartment buildings and commercial and mixed-use developments. The document confirms that research shows quality design controls can have impacts on crime prevention, liability of homes, health and the environment, and business productivity.

It is understood that the proposed design reforms are based on feedback received during consultation with the community and industry on other planning items. The document details that community feedback has indicated that new buildings are creating poor outcomes for both adjoining neighbours and the streetscape, as well as being out of character with the existing area. Industry feedback has indicated that current planning requirements are sometimes restrictive to

innovation and result in streetscapes and buildings that do not properly relate to one another, as well as resulting in requirements for cost prohibitive designs.

There are four key aims for the project:

- *“Respond to context...and celebrate local and regional differences*
- *Respond to climate...and contribute to the Territory’s built form character*
- *Embrace innovation...through flexible, best practice design solutions and*
- *Make great places...that provide meaningful, vibrant and liveable spaces for people.”*

The document addresses the following design elements:

- Regional context
- Local context and streetscape character
- Front setbacks
- Side and rear setbacks
- Podium management
- Fencing and front boundary treatments
- Ground level commercial frontage
- Landscaping requirements
- Communal open space areas
- Plot ratio
- Building height
- Building articulation
- Balconies and outdoor living
- Building composition

The document analyses the existing state of each of the above topics in terms of current design controls. The design objectives for topic are addressed and options for new controls that may assist in achieving the objectives are discussed.

### Assessment

Building and streetscape design are important factors in an individual’s experience of a place. It is important to create designs that support positive experiences and limit designs that detract from the environment or are prohibitive to positive personal interaction. There is broad agreement on best practice design principles, many of which can be incorporated into NT design guidelines and requirements without being cost prohibitive to developers and owners. Overall, it is recommended that Council can largely support the design ideas, with minor recommendations for further investigation of appropriate requirements/guidelines prior to development of proposals for revisions to the NT Planning Scheme as detailed in the Letter of Comments in Attachment A.

### **Links with Strategic Plan**

A Great Place to Live - Development and Open Space

### **Legislative and Policy Implications**

Should *Designing Better* proposals be considered to have merit, the proposals could eventually be adopted as part of revised NT Planning Scheme requirements or as reference policies to the NT

Planning Scheme. A Planning Scheme Amendment would be required for either change and Council would have additional opportunity to comment on the proposals at that time.

#### **Risks**

Not applicable to this report

#### **Financial Implications**

Not applicable to this report

#### **Community Engagement**

Not applicable to this report

**Recommending Officer:** **Nadine Nilon, Director Infrastructure and Operations**

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

*Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting of 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.*

21 November 2019

Lands Planning  
Department of Infrastructure, Planning and Logistics  
GPO Box 1680  
Darwin NT 0801

### Designing Better

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Thank you for the request for comments on the Designing Better document referred to this office for comment in October 2019.

Council commends the NTPC for the research and work completed to date on best practice design and potential opportunities for design improvements to the current NT planning system.

Council broadly supports the proposed design improvements detailed in Designing Better. As such, this letter of comment focusses on additional modifications or recommendations in response to the current proposals. Where Council's comments are silent on a design idea, support for progression of the proposal to a design requirement and/or guideline for further Council and public comment can be assumed.

#### Requirements versus Guidelines

While Council understands industry concern regarding being too prescriptive and the potential for stifling innovation, the greater concern is a failure to achieve good design outcomes because the better design practice is a guideline rather than a requirement.

In particular, given the NT climate, specifically in the Darwin region, the inclusion of a requirement for trees or awnings in commercial car parks could be considered. In many progressive sunny climates, a minimum number of trees per car parking space is a common requirement, typically varying from a minimum of 1 tree per 10 spaces to an ideal 1 tree per 4 spaces. An alternative option could be to exempt or amend the tree requirement if covered car parking spaces are provided. In the case of a commercial car park, there will always be a responsible owner that would be responsible for ensuring compliance with a Development Permit condition that required a certain number of trees per car parking space.

For other design ideas, if they are desirable, then the additional cost of implementing the requirement could be considered in determining if the proposal becomes a guideline or requirement. Council does not intend for there to be expensive requirements introduced that make development unviable. All development requirements implement some form of trade-off between design and cost and well researched, proven, good design should not be exempt. Unfortunately, if these proven and desired design ideas are more costly and are provided as guidelines rather than requirements, often the guideline will be ignored in favour of the less expensive design. To achieve good design outcomes, requirements are sometimes necessary and preferred to guidelines.

Council recommends that each of the proposals should be carefully evaluated, and where an idea is determined to have particular merit, careful consideration should be given to making that concept a requirement, rather than an option under a guideline.

In addition, prior to finalising the recommendations for design changes, it is recommended that NTPC conduct basic analyses of the cost implications of the design ideas to address concerns of design vs cost.

### Landscaping Considerations

When addressing the landscaping required on a site, it would be beneficial to consider whether the requirement should be for a minimum amount of landscaping or for a maximum amount of non-permeable site coverage. At times, there have been questions as to what features should be counted towards or excluded from a landscaping requirement. Ambiguity can be reduced by requiring a maximum non-permeable site coverage requirement instead of landscaping.

Additionally, when requiring landscaping, consideration should be given to whether the desire is for tree coverage, site greenery, or other forms of landscaping. Mulched beds can be considered landscaping while not providing any additional greenery to a site. The design proposal should consider what is desired and then be specific to that requirement, while also ensuring that the provision is able to be reasonably monitored and enforced.

One of the design proposals is for 2m minimum dimensions for deep soil planting. Advice received by Council during the review of the recent private open space amendment supports this minimum dimension requirement. Further investigation of this requirement for different design locations should be confirmed with suitably qualified landscape architect professionals.

In summary, Council supports the provision of greater clarity regarding the extent and type of landscaping within future refined versions of the design proposals.

### Active Streetscapes

One of the design ideas discussed requirements for street interface transitions in active commercial streetscapes and residential streetscapes. The intent and expected implementation outcome of this idea is unclear. Council looks forward to further development of this idea for future consultation.

It is understood that the intent of this design idea deals with the experience of the streetscape along a single side of the street; however, the streetscape when viewed from the opposing side of the street should also be considered. For example, how commercial streetscapes are viewed at street level both on that side of the street and from residential units on the opposite side of the street.

The proposal to locate parking at the rear of sites rather than along the street frontage is common for good practice design outcomes. However, if this idea is implemented, complementary proposals should be included to ensure that the street frontage remains active, with windows and doors to the commercial spaces that are accessible to the public. Additionally, access into the business, either through awnings from the rear parking area to the front doors or through safe and attractive rear entrances near the car park, should also be required. A negative outcome of such a policy without these considerations could result in businesses that turn their backs on the street or have doors to the street that are always locked in favour of car park entrances.

### Plot Ratio and Density Provisions

It is unclear from the recommendations currently provided whether the adoption of plot ratios would result in the removal of the current density requirements in the relevant tables to Clause

7.1.1 of the NT Planning Scheme. Future consultation on these provisions should make clearer the expectations for the current density tables.

#### Consider Averages rather than Specific Dimension Requirements

The design proposals include several options for changes to the currently specified setback distances. Some of these changes seem to be proposed to allow for additional building variation. However, in many cases, one exact number (ex. 3m setback) has been replaced with another exact number (ex. 5m setback). Often, a reliance on an exact number can result in many similar looking buildings, with little innovation. Sometimes designers are reluctant to propose different options in favour of an option with assured approval.

An alternative to a repetitive design outcome utilised in some jurisdictions is to impose an average requirement across a setback or site, which can encourage the designer to have a wider variation in building design. Council recommends limiting reliance on hard standards and offer options for averages, where possible.

#### Views to/from Private Open Space Areas

Several of the proposed design ideas relate to views, specifically the following:

- 3.8 Fencing and Front Boundary Treatments, bullet point one
  - *Suggest fencing along primary streets be visually transparent above a height of 1.2m or include indentations or other features, such as different materials, colours and landscape planting opportunities.*
- 3.15 Balconies and Outdoor Living, bullet point five
  - *Encourage more solid and mixed permeability balustrade types to lower levels of buildings where unwelcome views from the public domain are more prevalent.*
- 3.15 Balconies and Outdoor Living, bullet point six
  - *Encourage ground level courtyards to be elevated 0.6m where appropriate to improve their sense of privacy and avoid direct overlooking of private space from the street.*

Council supports the protection of private open space areas to keep these areas as private as the occupiers' desire, as long as the design elements utilised are of higher quality (i.e. plastic or shade cloth is not desirable).

There is concern that a recommendation for fencing to be transparent above 1.2m may allow for undesirable views into private open space areas and even into homes. Likewise, if a courtyard is raised, it may actually bring seated residents closer to the eye-level of individuals passing by on the street.

Further, when a transparent fence above 1.2m is paired with a recommendation for ground level courtyards to be raised 0.6m, the outcome could be only 0.6m of screening, which is not appropriate. For balcony areas, it is questioned whether the area remains a true balcony if it starts to become enclosable.

Also, the ability of sites to have appropriate and affordable stormwater drainage to the street, if courtyards are raised above the street level or if balconies have solid balustrades, warrants further investigation.

More detailed consideration of screening requirements, including consideration of how the requirements may work together is recommended for future comment in later consultation stages.

### Small-Scale Mixed-Use Opportunity

Currently, the NT Planning Scheme does not allow for single dwellings in a commercial zone. While the intent behind this provision is understood, this control restricts the ability to be able to have traditional “shop-top” housing in the NT. If a commercial development is on a single lot, the owner is not permitted to have a dwelling on top of the house. Ironically, multiple dwellings on top of the shop would be permitted. This is considered an oversight of the current NT Planning Scheme.

While it is understood that the provision does protect commercial businesses from unreasonable restrictions due to the differing land use types of residential and commercial uses, and while it can prevent commercial zones from being developed with higher order residential uses, it does limit a traditional housing type that could be of benefit in areas where greater residential density is desired. One option to address this issue could be to develop provisions that allow single dwellings on an upper floor if the ground floor is developed for commercial uses.

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

Nadine Nilon  
Director Infrastructure and Operations





The background of the page is a detailed architectural site plan. It features a large, irregularly shaped plot of land with various green spaces, trees, and a central building footprint. The plan includes lines for roads, paths, and property boundaries. A large, dark green area at the top left suggests a wooded or landscaped zone. A central building footprint is shown with a cross-shaped feature, possibly a courtyard or a central atrium. The plan is oriented with a north arrow pointing towards the top right.

# DESIGNING BETTER

Ideas for Improving Mixed Use and  
Residential Apartment Developments



NORTHERN TERRITORY  
**PLANNING  
COMMISSION**



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## Appendix A - Glossary of Terms

## 1.1 About This Project

**Designing Better** is an NT Planning Commission initiative that seeks to enable and promote quality built form outcomes for apartment and mixed use developments across the Territory.

This project draws upon feedback received from the community and industry through other projects and targets a number key design elements for improvement.

The project involves a review of existing standards and also champions best-practice, innovative approaches that make positive contributions to our built environments, the lives of future residents and the broader community.

This project is a key step in a broader suite of planning policy reforms that the Northern Territory Government (NTG) and Northern Territory Planning Commission (NTPC) have embarked upon.

**Planning Reform** is a parallel project led by the NT Government that seeks to provide a clearer, more transparent and accountable planning system through a set of reforms to the *Planning Act 1999*, the NT Planning Scheme and associated administrative processes. This will strengthen the influence of planning and land use policy through the rollout of Area Plans, which are providing greater clarity of land use objectives, design guides and opportunities at a local scale.

The **Designing Better** project will ultimately inform revised development requirements in the Planning Scheme. The improved development requirements will function within the new system and complement locally-specific work from Area Plans.

Combined, **Planning Reform** and **Designing Better** will see the biggest set of reforms in the Territory's planning system since the introduction of the NT Planning Scheme in 2007.

The improvements recommended through the Designing Better project will assist professionals, industry and the public alike in contributing to the Territory's built environment, creating higher standards of design that contribute to the attractiveness, liveability and vitality of development areas whilst protecting amenity and improving safety.

The intent of this document to prescribe how is not to ultimately design a building, but rather to set the stage for good things to happen through acceptable minimum standards and clear objectives.

## 1.2 Using This Document

This document is a working draft and your feedback on the recommendations is welcomed and encouraged. The document has been structured specifically to be as user-friendly and informative as possible.

**Section 2 - Better Buildings by Design** sets out a clear contextual background for the project as well as its key themes and overarching objectives.

- Detailed consideration of specific design elements identified for review under this project along with associated recommendations.

**Section 3 - Design Elements** sets out a detailed review of specific design elements identified for review under this project along with associated recommendations and is structured to include the following:

- An explanatory introduction of the particular element being considered.
- **Objectives** - which identifies the broad intent behind proposed recommendations. There are often more than one objective per topic.
- **Existing Provisions / Issues** - which outlines the current situation and relevant impacts of existing controls on delivered outcomes.
- **How This Could Be Improved** - Nominates and sets out proposed recommended changes to existing controls and practices.

**Section 4 - Recommendations Summary** compiles these recommendations as they apply to each zone along with a broader review of the current situation and is set out in a similar way to Section 3.

The outcomes from this project are likely to inform future changes to the Planning Scheme.

# 1.0 Introduction

## 1.3 How You Can Be Involved

We are currently in Stage 1 of the planning process outlined below. Stage 1 gives you an opportunity to be involved and have your say through:

- talking to planners;
- attending information sessions; or
- making a submission to the NTPC - refer to the Planning Commission website for details at [www.planningcommission.nt.gov.au](http://www.planningcommission.nt.gov.au)

We are seeking input from the general community as well as industry professionals and are interested in hearing your views on the topics covered in this document.

Whether you live in an apartment or not, we are interested to hear your views on what can and should be the minimum acceptable standards for the Northern Territory and what we should promote and encourage in order to get the best quality outcomes for residents, neighbours, businesses and the community at large.



Feedback received by the Planning Commission about the topics discussed in this information paper will inform the the next stage, which may lead to a possible Planning Scheme Amendment.

The Planning Commission will then recommend that the Minister for Infrastructure, Planning and Logistics consider including that amendment in the NT Planning Scheme (NTPS).

If the Minister decides to consider the Planning Commission's recommendation, the proposed Planning Scheme Amendment will be placed on public exhibition and there will be a further opportunity to provide feedback to the Minister on special changes at that stage.

## 2.1 Improving Our Built Environments

Our built environments and the spaces within them are where the majority of us live, work, and play. They are usually the locations of significant life milestones and treasured memories. They offer us protection from the elements and influence the way we relate with others. Built environments are framed and shaped by a range of buildings from different eras working together, with the most successful being those that respond to the landscape, context and climate in a variety of ways.

The range of landform and climatic zones across the NT present different challenges and require varied approaches to building design which in turn influences the broader design of our built environments and creates areas of distinct character. For instance:

- Intense periods of high rainfall and cyclonic winds present significant water management and structural challenges to buildings in the Top End, while the consistent warm temperatures and often intense sunlight encourage year round shade.
- In the Top End, built form traditionally considered capturing the prevailing breezes, allowing for air flow and protection from the sun. Although these techniques are still used in some cases, much of today's examples of the Top End's residential built form, significantly rely on refrigerated air conditioning. Changes to the building code, requiring more robust buildings post Cyclone Tracy (1974) have also had considerable influence on the appearance of built form today.
- Buildings in Central Australia require a different balance of shade, insulation and solar access to manage the larger temperature variation.
- In Alice Springs, the backdrop of the MacDonnell Ranges has added further localised design considerations, which seek to retain views to the Ranges through maintaining sight lines and requiring lower building heights.

Designing Better acknowledges the influence that individual new buildings have on the broader urban environment and seeks to enable positive incremental change by identifying ways in which new buildings can better respond to their specific contextual challenges and how they can embrace the opportunities that their specific context affords.



# 2.0 Better Buildings By Design

## 2.2 Project Origins & Local Context

Designing Better originates from a combination of issues identified in the initial development of Area Plans. This brought to light inconsistencies between the statutory requirements and Area Plans, preventing mixed use development above three stories in Zone C as encouraged through Area Plans in specific cases.

Feedback received from the consultation periods across a range of projects such as Planning Reform and the drafting of Area Plans undertaken by the Planning Commission later expanded the project scope to investigate improvements to the quality of built form outcomes.

The feedback highlighted multiple perspectives about how the current set of planning controls have influenced the outcomes of built form at the neighbourhood scale, particularly within Alice Springs and Darwin's inner and middle suburbs. Key issues identified are as follows.

From the Community, we have heard that new buildings are:

- creating poor outcomes for neighbours;
- creating poor outcomes for the street with the car parking and service infrastructure often dominating ground level street interface;
- disruptive to the established character of an area; and
- not delivering on-site landscaping.

From an Industry perspective, we have heard that current planning controls:

- are confusing to navigate;
- are stifling to design innovation;
- have significant and sometimes prohibitive cost implications;
- result in poor streetscapes with buildings that don't consider their context or relate to one another;
- do not facilitate housing diversity;
- do not provide adequate separation between uses; and
- promote minimum standards rather than aspirational values that allow for flexibility and interpretation.

In attempting to find a balance between community and industry needs, the Planning Commission is tasked with finding common links which consider both perspectives.

## 2.3 National Context

At present, there is a clear trend of improving design standards both internationally and across the country, as cities are competing to attract business, investment and new residents. Projects such as Design WA, Design Guidelines for Regional NSW & Design Guidelines (SA) are examples of projects currently up for public comment. These attempt to improve building design outcomes through a combination of updated controls and best practice design guidelines.

Industry research (as conducted by Design Council (UK) and Ministry of Environment (NZ)) tells us that quality design instruments implemented into Planning Systems have an impact on crime prevention, increase the liveability of homes, have a positive effect on health and the environment, improve education levels and increase business productivity.

As a guide, the Designing Better project has been modelled on the nationally recognised 'Creating Places for People – An Urban Design Protocol for Australian Cities' for its methodology to formulate principles, objectives and procedural conduct.

This nationally adopted protocol aims to assist government in creating productive, sustainable and liveable places for people through leadership and the integration of design excellence. It identifies individual elements of urban design that refer to buildings and their role in the built environment.

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## 2.0 Better Buildings By Design

### 2.4 Key Aims for Designing Better

Through its consideration of community feedback, industry perspectives, specific Northern Territory challenges as well as national and global trends, the NTPC considers the following four key aims essential to the success of this project.

*“Planning controls should encourage and enable residential apartment and mixed use buildings in the Northern Territory to:*

# 1

#### *Respond to context...*

*...and celebrate local and regional differences.”*

Buildings should generally address the street and contribute positively to the vitality of their area. Furthermore they should enable opportunities for social interactions and facilitate engagement between residents and their surroundings.

This project seeks to enable and encourage buildings that respond sensitively to their context by taking cues from their surroundings and its existing characteristics. The range of landscape and built elements that are deployed and combined in a building composition can help anchor a building in its location and help to engender a strong sense of place. To that end, it is important to consider how we can celebrate and enable particular local and regional differences.

How buildings relate with each other is a key component in establishing the character of a streetscape as well as preserving the amenity and outlook of current and future residents. When done well, new and older buildings can sit comfortably together and help create a better level of clarity, certainty of outcome and comfort for all.

# 2

#### *Respond to climate...*

*...and contribute to the Territory’s built form character.”*

The varied and often extreme climate of the Territory poses many challenges to building construction. Responding to these unique climatic circumstances in the pursuit of human comfort and a desire for energy efficient buildings has a strong influence on the micro climates of our built environment and can collectively help to create a distinctive built form character.

This project seeks to enable and encourage buildings that go beyond the minimum standard, positively influence their surroundings and express their climate responsive approaches boldly and for all to see.

In addition to providing access to light and views where applicable buildings should provide opportunities for outdoor living, engaging with nature and the ability to choose passive heating and cooling methods (such as cross-ventilating breezes and solar access where appropriate).

The principles of designing for human comfort should be applied to the design of the building as a whole and also its on-site surrounds. This approach extends beyond the internal design of each apartment and should also include circulation and common areas, as well as the arrival experience for pedestrians and vehicles.

## 3

### *Embrace Innovation...*

*...through flexible, best practice design solutions."*

Good planning provisions should provide firm and clear minimum standards which protect key amenity elements but also set the stage for potential innovative approaches to building design and/or construction.

Design innovation is often generated from a specific site or climatically-responsive approach and can be nurtured by a developer with a bolder vision of what the market might want.

Design innovations should be encouraged and enabled when these innovations align with stated objectives and do not compromise minimum amenity standards.

Many common approaches to human comfort in Australia have been developed for the more populous southern parts of the country and may not necessarily be appropriate for the particular climates of the Northern Territory. An openness to innovative approaches is needed to help ensure that human comfort is successfully incorporated in locally relevant ways into new apartment and mixed use buildings.

## 4

### *Make Great Places...*

*...that provide meaningful, vibrant and liveable spaces for people."*

In addition to their basic function as shelter, buildings physically frame and influence the spaces where people live their lives. Apartment forms can also help share the benefits of a particular location that might otherwise only be enjoyed by a select few.

Apartments in mixed use developments can introduce a whole new tone to an otherwise homogenous commercial - retail area. Increased local densities may create opportunities for new services and amenities for the broader community, such as improved public transport options, new business offerings and more local customers to support existing businesses. Increased populations will also result in more eyes on the street which has safety and surveillance benefits.

This project seeks to promote apartment forms as a key component in continuing to deliver and evolve meaningful, vibrant and liveable places for people across the Territory.

The collective objectives and recommendations of this project all seek to achieve these four overarching aims.

## 3.0 Design Elements

### 3.1 Key Controls & Design Elements

While building design incorporates a broad range of considerations and details, this section of the document focusses on design elements which can be influenced by quantifiable controls and requirements. These include:

- **Regional Context**
- **Local Context & Streetscape Character**
- **Front Setbacks**
- **Side & Rear Setbacks**
- **Podium Management**
- **Fencing & Front Boundary Treatments**
- **Ground Level Commercial Frontage**
- **Landscaping Requirements**
- **Communal Open Space Areas**
- **Plot Ratio**
- **Building Height**
- **Building Articulation**
- **Balconies & Outdoor Living**
- **Building Composition**

These design elements are considered separately in subsequent pages and then are summarised more generally as they relate to the relevant Zone in Section 4.

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## 3.2 Regional Context

The Northern Territory is vast and covers a variety of climatic types. Geographic and climatic differences have implications for how buildings are put together. When these regional differences are identified and embraced, they can continue or help establish a building character for the region and contribute to a region's sense of identity.

While there are a broad range of transitional conditions, generally speaking:

- Southern regions of the Territory have a far broader temperature range and buildings can benefit greatly from solar access through the winter months.
- Northern coastal regions have a narrower temperature range and a wet-dry tropical climate with extended periods of high rainfall and lengthy drought conditions. Solar protection is preferable in these regions and buildings need to account for cyclonic conditions.

### OBJECTIVES:

- To ensure that regional differences are accounted and allowed for within the NTPS.
- To enable and encourage climatic-responsive design that is appropriate to different climatic regions.
- To promote regional building character as an important contributing aspect of a region's sense of identity.

### EXISTING SCHEME PROVISIONS / ISSUES:

- Alice Springs currently has its own specific height and setback provisions within the NTPS.
- General Planning Scheme provisions apply to zones outside of Darwin's CBD, Palmerston, Katherine, Tennant Creek or other regional towns.

### HOW THIS COULD BE IMPROVED:

- Allowances for regional differentiation for key built form elements could be enabled and encouraged through Area Plans and region-specific policies.
- Suggest that many elements of regional character relate to more aesthetic aspects of building design such as colours, materials roof forms etc. and that these aspects can be encouraged in supporting documents to the NTPS, rather than sit in the Planning Scheme itself. (Note: This sort of design guide is outside of the scope of the current project.)

# 3.0 Design Elements

## 3.3 Local Context & Streetscape Character

New apartment and mixed use buildings can play a significant role in helping to establish, continue or change the character of an area while also supporting broader planning initiatives and public domain investments. To do this successfully, new developments should consider their existing and proposed surrounding land uses and how new buildings might respond.

Not all streets are created equal and each has a particular character born of the interplay between built form type and scale, setbacks, landscaping types, parking arrangements, verge width and so on. Good buildings should respond to and enhance the established or emerging streetscape character.

Not all developments can or will generate special contextual responses. However, including the suggestions below is intended to help encourage developers and designers to take cues from their surroundings which may lead to innovative outcomes that may incorporate alternative approaches to the standard provisions.

### OBJECTIVES:

- To encourage buildings to consider and respond to their existing and potential future context.
- To improve the quality and level of detail of supporting information accompanying development applications.
- To encourage buildings to respond to and enhance their street context and character.
- To encourage design innovation.

### EXISTING SCHEME PROVISIONS / ISSUES:

- Section 46 of the (Planning Act 1999) sets out what information must be submitted to support a Development Application. This information is to be in the form of a report or, statement, assessment or description, which generally implies the information is presented in the written form.
- In some cases, Area Plans attempt to identify and respond to local area issues. However, their benefit and influence is hampered by their current status as documents of due regard that do not prevail over the Planning Scheme.

### HOW THIS COULD BE IMPROVED:

- A requirement for a site context analysis would help demonstrate that the applicant/architect has fully interrogated and responded to the local site context as an early step in the designs /development process. Analysis should identify key aspects of the streetscape including existing street trees and neighbouring built form.
- Require a brief architectural statement of response to existing and potential future local context and streetscape character.
- A 3D Model of a proposed development over a certain height could help the consent authority and community easily understand how a proposed development will sit in its context. (NOTE: Clause 6.2.2 (3) of the Planning Scheme already requires a 3D model to be submitted as part of any development application over 3 storeys in Alice Springs.)

Whilst changes to the Planning Act 1999 aren't part of the scope of this project, it is considered that there is scope in the following clauses of section 46 of the Planning Act 1999 to require the following information:

- A site context analysis could be sought under provision (e) as follows:
  - » "a description of the physical characteristics of the land and a detailed assessment demonstrating the land's suitability for the purposes of the proposed development and the effect of development on that land and other land".
- A 3D Model could be sought under provision (h) as follows:
  - » "an assessment of the potential impact on the existing and future amenity of the area in which the land is situated".

## 3.4 Front Setbacks

Front setbacks play a crucial part in setting the tone of how a building relates to the street.

### OBJECTIVES:

- Encourage buildings to orient dwellings and major openings towards the street.
- Encourage front setbacks that contain complementary tree plantings and landscaping that contribute positively to the public domain.

### EXISTING SCHEME PROVISIONS / ISSUES:

- Front setbacks in Zone MR and HR are 7.5m.
- There is no stated front setback for Zone C.
- Front setbacks in MR and HR zones can be dominated by parking, which in turn reduces landscape planting opportunities, street appeal and pedestrian arrival experience.

### HOW THIS COULD BE IMPROVED:

- A general minor reduction of front setback from 7.5m to 6m to Zones MR and HR would provide a small increase in developable area to compensate for changes to side setbacks.
- Retaining nil setbacks permitted in Zone C to facilitate and encourage building interaction with the public domain and also encourage mixed use buildings in Zone C.
- Permit balcony encroachments into the front setback area to encourage apartments to orient towards the street.
- General resident parking not be permitted within front setback area.
- Only visitor parking should be permitted in the front setback of residential buildings and be located outside controlled gates, where possible and provided by a development.
- Enable strategic variations to front setback requirements, if and as supported by a clear and logical Street Context Analysis.
- Resident parking could be encouraged to be located or screened so as not to be visible from the public domain.



Front setbacks filled with carparking do little to contribute positively to the street.



Landscaped front setbacks can contribute positively to the street, whether the area is privately or communally owned.



# 3.0 Design Elements

## 3.5 Side & Rear Setbacks

Side and rear setbacks are an important consideration in both preserving the amenity of existing and future residents as well as creating visual and landscape breaks between buildings.

### OBJECTIVES:

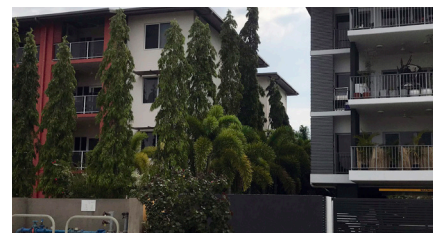
- To encourage meaningful landscape plantings and treatments to side and rear setback areas.
- To preserve minimum amenity outlook of existing and future residents.

### EXISTING SCHEME PROVISIONS/ISSUES:

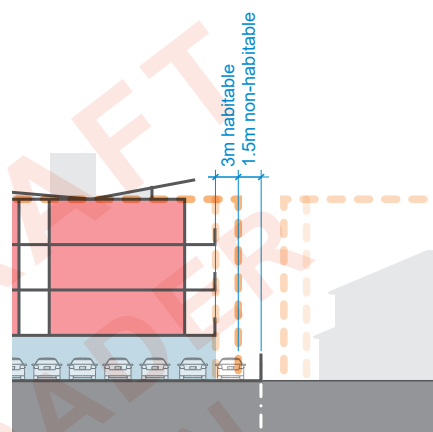
- Currently side and rear setbacks vary between habitable and non-habitable rooms, with non-habitable rooms inherently incentivised through reduced setbacks.
- Clause 8.3 requires a 5m setback, for a non-residential use (e.g. commercial) on any boundary that abuts land in Zones SD, MD, MR and HR.
- Zone CB permits nil side and rear setbacks up to 25m. Above 25m the upper level side and rear setbacks are 6m.

### HOW THIS COULD BE IMPROVED:

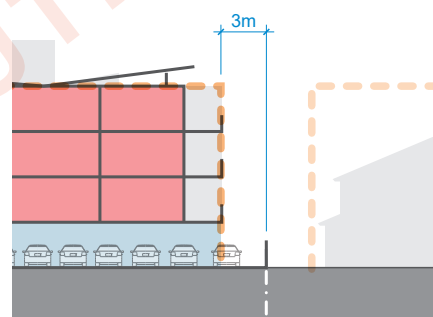
- Simplify setback requirements by not distinguishing between habitable and non-habitable rooms.
- Retain Clause 8.3 requirement for a 5m setback, but clarify that it applies for exclusively non-residential use (e.g. commercial) buildings on any boundary that abuts land in Zones SD, MD, MR and HR. (i.e. standard setbacks apply for the residential components of mixed use developments in Zone C).
- No proposed changes to Zone CB setbacks are suggested at this time.
- Encourage landscape breaks between buildings through more specific landscaping controls (refer to section 4.0 Landscaping Requirements).
- Buildings in Zone C which have two street frontages, where one is an active commercial streetscape and the other is residential streetscape, should give special consideration to how the street interface transitions sensitively to adjacent residential uses. Suggest that the residential setback be applied to a significant portion of the secondary frontage of sites over 1,000m<sup>2</sup>. Suggest that this portion be whichever is the greater of either a minimum 10m or 25% of frontage.



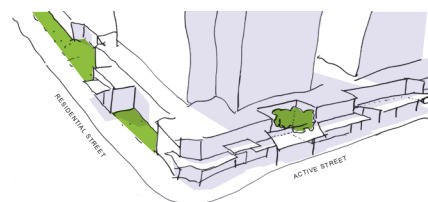
Landscape breaks between buildings can be achieved in narrow spaces with careful species selection.



Existing typical side and rear setback condition.



Proposed typical side and rear setback condition.



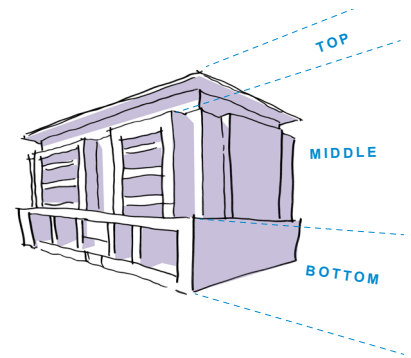
Buildings with two street frontages should help transition from active commercial to residential streetscape characters.

## 3.6 Upper Level Setbacks

Upper level setbacks can be a useful device for reducing the perceived visual bulk of a building and can help set the stage for good building composition to occur.

A common approach to achieve harmonious building composition is by thinking of the building in three broad elements - bottom, middle and top. This approach can be applied equally well to buildings of a range of scales and uses. While, of course, variations to this principle can work - it is a good guiding principle which upper level setback controls can help to reinforce.

Multiple upper level setbacks or angled height planes can be appropriate in specific special locations and circumstances such as where solar access is important or building scale needs to be especially controlled. However, these tapered approaches pose construction efficiency challenges for buildings and can significantly impact the development potential of smaller sites.



Diagrammatic application of the 'bottom, middle, top' building composition principle.

### OBJECTIVES:

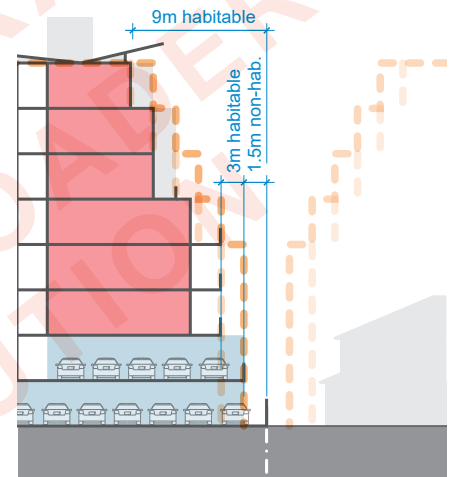
- To help provide appropriate building separation for taller buildings.
- To help reduce perceived bulk of taller buildings.

### EXISTING SCHEME PROVISIONS / ISSUES:

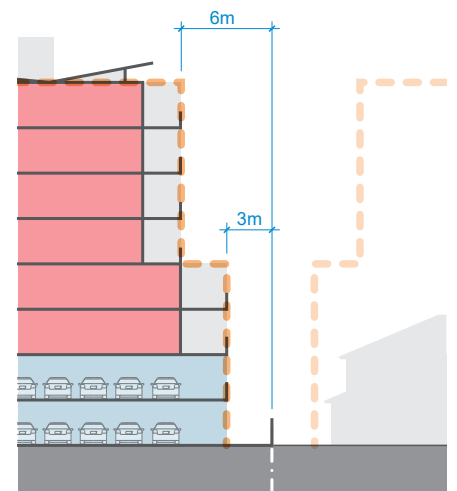
- Zone HR currently has 'wedding cake' or 'ziggurat' style upper level setbacks which step in an additional 1.5m per storey as height increases (to a maximum of 10.5m). This creates construction challenges for developers and on some sites can lead to upper levels which are undevelopable.
- Zone CB permits nil side and rear setbacks up to 25m. Above 25m the upper level side and rear setbacks are 6m.

### HOW THIS COULD BE IMPROVED:

- Recommend a single additional 3m upper level setback above four storeys for zones other than CB where more than 4 storeys is permitted. This additional 3m would thus then provide a 6m side and rear setback (and therefore 12m separation between buildings), which is in line with established setbacks and building separation distances in Zone CB in Darwin City.
- Suggest that unique upper level setback controls for special locations and circumstances can be prepared and managed through Area Plans.



Existing staggered upper level rear setback scenario for Zone HR.



Proposed simplified upper level setback scenario for Zone HR.



# 3.0 Design Elements

## 3.7 Podium Management

Podium levels can be a useful massing device in urban locations. The more generous development envelopes of podium levels helps to facilitate bulkier elements such as above ground parking and retail commercial uses, while enabling more slender forms above.

Podiums can also work well together to create a consistent 'street wall' to give a consistency of scale to the street, even though the overall height of different buildings may vary.

### OBJECTIVES:

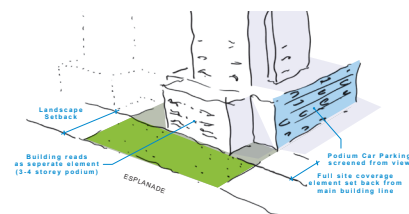
- To facilitate coordinated special podium heights to assist with the creation and reinforcement of character precincts.

### EXISTING SCHEME PROVISIONS / ISSUES:

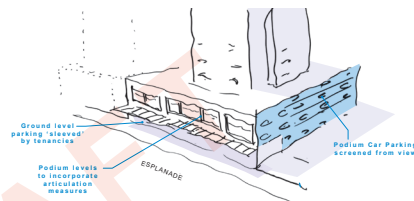
- The maximum permitted podium height of 25m within the CB Zone of Darwin is quite generous (approx. 7-8 storeys) and permits nil setbacks to all sides.
- Podium levels are frequently used to accommodate on-site parking and in some cases this presents poorly to the street.
- Zone C and Zone CB in Palmerston and Katherine do not have any podium controls.

### HOW THIS COULD BE IMPROVED:

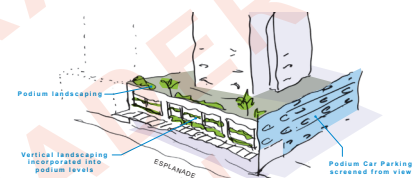
- Recommend incorporation of lower 'human scale' podium heights (two to four storeys) for key streetscapes and precincts within Focus Areas identified by Area Plans.
- Recommend that local variations to podium height be managed through Area Plans, this may include Zone C.
- Encourage buildings to conceal parking behind apartments or tenancies.
- Encourage podium parking levels to incorporate articulation measures (recesses and projections) to avoid the perception of blank, sheer walls.
- Encourage vertical landscaping to be incorporated into podium levels as a climate-responsive alternative approach to screening carparking from view.
- In some circumstances, it may be acceptable to screen podium level parking with architectural treatments.
- Encourage use of varied materials, textures and colours to break up large wall areas.



Buildings are encouraged to conceal podium parking behind apartments or tenancies.



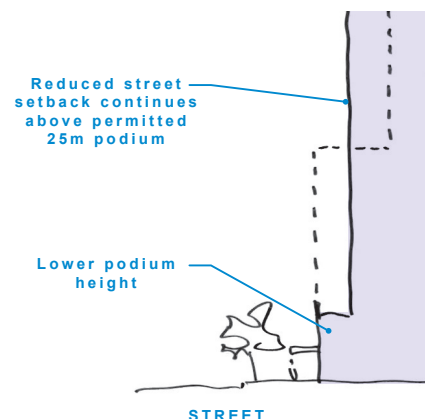
Podium levels are encouraged to incorporate articulation measures.



Landscaping treatments to podium levels are encouraged.



Example of podium parking presenting to the street.



Street setback reductions can provide development incentive for reduced podium potential.

## 3.8 Fencing & Front Boundary Treatments

Fencing and front boundary treatments play an important role in the presentation of a building and the pedestrian experience. Tall, blank walls or fences contribute poorly to the pedestrian experience and can lead to uninviting streetscapes.

### OBJECTIVES:

- To help create a safe and inviting streetscape experience for pedestrians.
- To enhance the visual presentation of buildings.
- To balance safety and security for residents with passive surveillance of the public domain.

### EXISTING SCHEME PROVISIONS / ISSUES:

- Clause 7.4 of the Scheme refers to a minimum solid screen fence requirement for multiple dwelling sites with an interface to Zone SD
- The Community Safety Design Guide is an official referenced document to the Scheme which states in Section 2.0 that Front Fences should be either - Visually permeable (not solid) and less than 1.2m in height for effective street surveillance.
- The Design Guidance to Active Frontages and Provide for Services is another official reference document that focuses on the location of service infrastructure such as hydrants, meters, electrical sub-stations egresses, bus stops and waste collection.
- Fire boosters, bin stores and other required components can create challenges to ground level composition. Guidance on this aspect of a building exists for Zones City in Darwin only.

### HOW THIS COULD BE IMPROVED:

- Suggest fencing along primary streets be visually transparent above a height of 1.2m or include indentations or other features, such as different materials, colours and landscape planting opportunities.
- Suggest improved general guidance in the Planning Scheme and possible incentives for improved integration for all commercial areas of services and bin stores into fencing and facade design.
- Pedestrian entries should be clear and direct (i.e. not require pedestrians to pass through parking areas).
- Some locations are more sensitive to well governed fencing than others. Special fencing / interface controls could also be prepared and managed through Area Plans where particular local context warrants this approach.



Slightly elevated ground level courtyards are encouraged.



Fencing which incorporates soft landscaping elements are encouraged.



Street frontages must accommodate a number of functional components.



Pedestrian entries should be clear and direct.

# 3.0 Design Elements

## 3.9 Ground Level Commercial Frontage

How commercial buildings relate to the street plays an important role in both facilitating trade and ensuring passers-by feel safe and welcome.

This interface is of particular importance in mixed use environments where there is generally a higher level of pedestrian interaction throughout the week, both within and outside business hours.

In car-oriented commercial precincts, the appearance of these environments requires a different approach given their visual dominance on the landscape. Their impact on the precinct can be softened using an integrated approach to landscaping that considers shading for pedestrian and vehicles, facilitates safe pedestrian movement and personal security.

### OBJECTIVES:

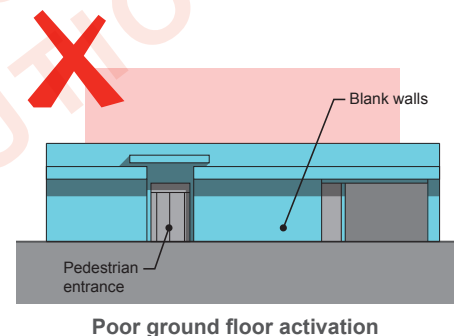
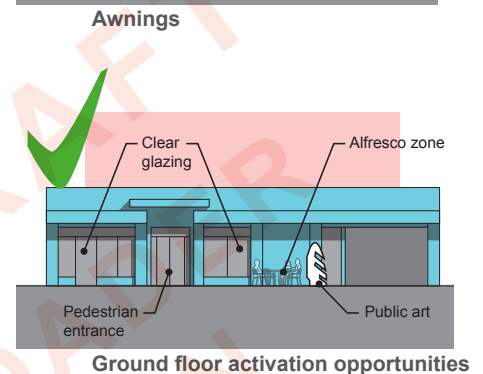
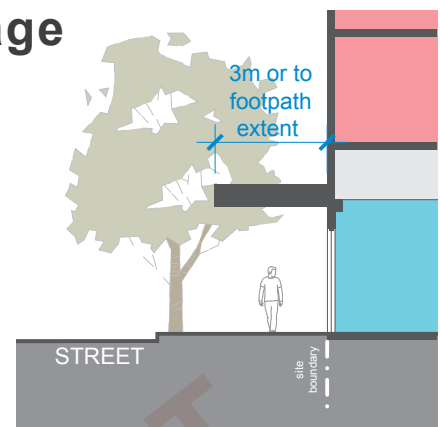
- To ensure that commercial buildings contribute positively to the street and encourage safe, vibrant and active streetscapes.
- To encourage buildings and landscaping to contribute to the shade and shelter for pedestrians.
- To avoid unnecessarily burdensome requirements for buildings in homogenous commercial precincts.
- To facilitate the retention and celebration of local retail character.

### EXISTING SCHEME PROVISIONS / ISSUES:

- Clause 7.9.2 applies to Mixed-Use Apartments in Zone C. Residential buildings require the provision of ground floor commercial occupancies.
- Clause 8.2 promotes site-responsive designs for mixed-use developments in Zone CB, C and HR among others.
- Clause 8.2.3 requires a development subject to Clause 8.2 demonstrate consideration to the Community Safety Design Guide.
- The Community Safety Design Guide refers to ensuring ground level commercial buildings are designed to maximise opportunity to activate frontages and allow clear observation of the streets, plazas and malls.

### HOW THIS COULD BE IMPROVED:

- Additional controls and guidance on activation of ground level frontages be included for Zone C and Zone CB.
- Mixed use developments could be required to demonstrate that 70% of the length of a building fronting a primary street and 40% of the length of a building fronting a secondary street is to be activated through a combination of: clear glass windows; doors to tenancies; alfresco dining areas or courtyards that can be used by tenants and their guests; open space, plazas or public art elements; any other features such as awnings and shade devices that make a positive contribution to the public domain.
- Recommend that Area Plans can incorporate additional commercial frontage guidance for strategic locations where specific outcomes might be required (e.g. historic, fine-grained shopping streets).
- The requirements of service and local authorities will need to be considered in designing the street interface, while also achieving the activation measures mentioned above.
- Suggest awnings be provided to a minimum width of 3m or to footpath extent (subject to local authority requirements).



## 3.10 Landscaping Requirements

While the range of Northern Territory climates have unique challenges for meaningful landscaping, all parts of the Territory can reap the social and climatic benefits of genuine attempts to integrate on-site landscaping into, on and around a building.

At it's best, orientation, shading and on-site landscaping can help cool a building and its environment, create inviting spaces for residents to engage with nature and help visually soften the appearance of a building.

However, on-site landscaping requirements can be tricky to manage through planning controls. Numeric controls for un-built landscape areas can go some way to setting the stage for good landscaping to occur, but requirements for type and scale of vegetation are hard to define and loopholes can often be found.

### OBJECTIVES:

- To help ensure landscape areas are inviting and meaningful to residents.
- To ensure that landscape areas can support established trees and shrubs.
- To deploy landscaping that works with and visually softens the building and is visible from the public domain.
- To promote waterwise planting regimes and the complementary shading effects of established plantings.
- To encourage landscaping designs that provide shaded and sheltered areas for residents.
- To promote landscape designs and species selections that enable solar access in winter for cooler parts of the Territory.

### EXISTING SCHEME PROVISIONS / ISSUES:

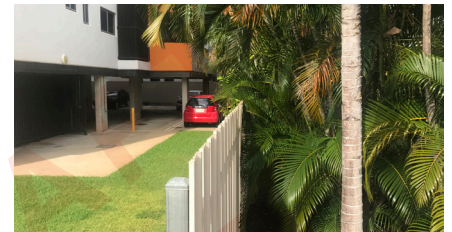
- There is currently a requirement for 30% of the site to be dedicated to landscaping (NTPS Part 4 Clause 7.7).

### HOW THIS COULD BE IMPROVED:

- Retain existing percentage requirement for landscaping.
- 2m minimum dimension to deep soil planting areas within side and rear setback areas.
- Sites with nil setbacks permitted at ground level (i.e. Zone C and CB) should provide deep soil planting areas on top of podium level, but that the minimum dimension for these be reduced to 1m. Plantings in the public realm may also be appropriate in some circumstances subject to Council approval.
- Developments proposing green walls or other vertical landscaping in lieu of deep soil planting areas should be required to demonstrate how the landscaping elements will be maintained and also show renderings of how the building will look without plantings.



Areas to accommodate large trees with established root systems are encouraged.



Simple turfed areas framed by carparks do little for residents and their environs, where smaller, more densely planted areas can achieve far more.



## 3.0 Design Elements

### 3.11 Communal Open Space Areas

Communal open space areas are places that should enhance the on-site amenity of residents. They can include landscaped areas, pools, entertaining areas, gyms and other shared facilities.

These spaces and facilities vary significantly between buildings and can be a point of difference in a competitive market place. However, the provision of these spaces can also become a cost impediment for marginal markets and buildings targeted at a more affordable product, both in terms of up front cost and ongoing maintenance.

The most successful and best-loved private landscape areas are connected to and looked onto by residents.

#### OBJECTIVES:

- Ensure that communal open space areas are inviting and usable spaces.
- Ensure there is flexibility in requirements to reflect case-specific situations.

#### EXISTING SCHEME PROVISIONS / ISSUES:

- Currently 15% of site area is required as Communal Open Space (NTPS Part 4 Clause 7.6.3).

#### HOW THIS COULD BE IMPROVED:

- Additional requirement for 6m minimum dimension to communal open space could facilitate the provision of meaningful and useful space.
- Enabling communal open space area requirement to also count as landscaped area contribution, while maintaining the 15% requirement, could help alleviate the cost burden of communal open spaces.
- Encourage and promote communal open space areas located on podium levels with direct access from apartments.
- Turfed areas which connect only to open undercroft parking provide little amenity to residents, neighbours and passersby. These should be avoided.
- Recommend guidance to encourage a direct relationship of connection and outlook from apartments to communal open space.



Communal landscaped courtyards between buildings are encouraged.

## 3.12 Plot Ratio / Density Controls

Plot ratio is a mathematical relationship between the internal floorspace provided by buildings and the size of the lot. Plot ratio essentially limits development by providing an internal floorspace allowance for the site, but this does not specifically prescribe a maximum number of dwellings.

Plot ratio controls are used to help establish the allowable volume of development within the 'container' of the site's building envelope. The building envelope itself is defined by the site's size, setbacks and permitted height. The final building design can deploy its permitted plot ratio area within the building envelope in any number of ways.

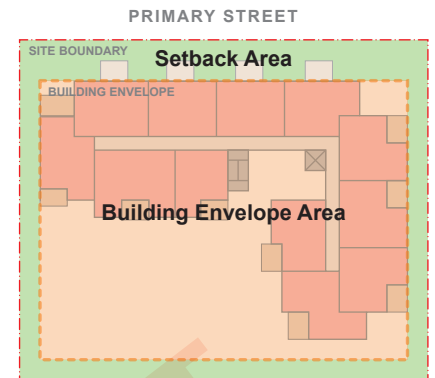
Plot ratio controls can also be useful in helping to encourage more articulated and less bulky buildings.

It is important to remember that in addition to plot ratio and building envelope controls, the number of dwellings that a site can comfortably accommodate varies in relation to a number of factors including:

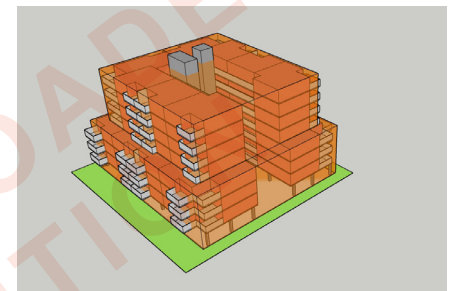
- the overall size of the lot;
- the regularity of lot geometry and key lot dimensions;
- on-site parking requirements;
- built form arrangement minimums for floorplan composition, daylight access, fire safety controls and privacy separation between apartments on the same site.

### EXISTING SCHEME PROVISIONS / ISSUES:

- The achievable site yield for zones other than Zone CB is currently governed by NTPS Part 4 Clause 7.1.1 Residential Density Limitations whereby a site's achievable density is determined by dividing the site area by an estimated average allowance for different dwelling sizes in relation to the height of the building. These controls:
  - » Discourage design innovation by prescribing a maximum number of dwellings for each site that does not account for variations to apartment sizes between building projects or to meet market demand.
  - » Do not account for the design limitations of site geometry and size (i.e. a triangular lot can generally achieve fewer dwellings than a regular lot of the same area).
  - » Discourage (or effectively penalise) the provision of underground car parking.
- There are currently no prescribed dwelling caps for mixed use buildings in Darwin Zone CB (where volumetric controls apply).
- Plot ratio is already defined in the Planning Scheme and does not include:
  - » verandahs, balconies, which encourages their generous provision.
  - » car parking areas or car parking access areas, which encourages or enables above ground parking.
- Zone C currently has a plot ratio control that applies to the commercial component only of a mixed use building.



The building envelope area is shaped by the site setbacks.



The building envelope is a three dimensional volume (defined by setbacks and permitted height) within which development must sit. In this example the building envelope volume is shown as translucent orange, with balconies permitted to encroach outside of the envelope along the street frontage.

## 3.0 Design Elements

### HOW THIS COULD BE IMPROVED:

- Introduction of plot ratio controls to govern the provision of residential dwellings in Zones C, MR and HR. This can help encourage innovative design solutions and allow developers to better respond to market demand through tailored apartment mix and sizes.
- Retain plot ratio controls for commercial component of buildings in Zone C.
- No changes to existing Darwin Zone CB volumetric controls.
- Incentivise and encourage ground level apartments and basement parking by excluding ground level apartments from plot ratio calculations. This will also not penalise or hinder those developments which choose to develop in the common format with ground level occupied by surface parking.
- Exclusion of balcony areas from plot ratio calculations to be retained, so as to continue to encourage their generous provision.
- Plot ratio may be amended in special specific strategic circumstances through Area Plans, but that this should be carefully considered (e.g. permitting additional height, but keeping plot ratio the same may be preferable to encourage more slender or tapered buildings.
- Recommend base residential plot ratio for Zone MR & Zone C be 1.3:1 (Refer Worked Example section).
- Recommend base residential plot ratio for Zone HR be 2.3:1 (Refer Worked Example on page 28).

## 3.12.1 Plot Ratio Explanatory Section

### ESTABLISHING BASE PLOT RATIOS FOR THE NT

The base residential plot ratio for each zone in the Northern Territory has been established by using the **NSW Apartment Design Guide** rule-of-thumb as a starting point. This guide has then been tested against typical lot sizes and adjusted for the NT context.

The NSW rule-of-thumb is intended as a guide for local government planners and a starting point from which to then test and determine final plot ratios that are to be applied for each site or group of sites. The final plot ratio adopted can be influenced by a range of local contextual factors.

It is important to note that elsewhere in Australia, it's typical for the primary development controls (including plot ratio and height) that relate to a site to be governed by specific maps (usually in the local government scheme) or performance based codes. In the Northern Territory however, the underlying zoning of the land currently governs primary building controls (unless otherwise varied through an Area Plan).

The NSW rule-of-thumb recommends taking 70% of the building envelope area, multiplied by the number of storeys and then divided by the site area. Since we are intending to exclude ground level elements from plot ratio, the number of storeys is reduced by one, in this Northern Territory context.

The NT version of the plot ratio rule-of-thumb starting point would then be:

- Building Envelope Area (Site Area - Setback Area) x (Permitted Storeys - 1) x 70%

When this rule-of-thumb formula is applied generically, larger sites have increasingly (and predictably) higher **theoretical floorspace areas** and ratios than smaller sites (since the impact of the setback area reduction as a proportion of the site becomes less).

In practice however, as site area increases, the burden of on-site separation between apartments and other floorplan composition challenges also increases. Therefore the ability to achieve the theoretical plot ratio through floorplan design and building composition actually reduces as sites get larger. (Note: Commercial buildings are far less impacted by these challenges.)

Given the above, a single plot ratio figure can apply for all sites within a zone. The accompanying tables (1 and 2) set out some working calculations in order to help illustrate the relationships between theoretical plot ratio and achievable plot ratio for each zone and how the final proposed plot ratios have been derived. The tables consider three representative lot sizes and sets out three testing scenarios for comparison:

- **Indicative Concept Site Test** - This uses indicative building arrangements for each representative site to demonstrate the inherent requirements for voids and on-site building separation increasing as buildings get larger.
- **Theoretical NT Rule-of-Thumb Test** - This calculates what an indicative plot ratio might be using the equation discussed above. This has been then cross-checked with the figures from the Indicative Concept Site Test to generate a provisional Proposed Plot Ratio.
- **Proposed Plot Ratio** - This sets out what the floorspace allocation would be for these representative sites using the proposed plot ratios.

The proposed plot ratios have been nominated so as to not adversely impact the development potential of the compact lots, while encouraging additional articulation and bulk reduction for all lots.

### BASE PLOT RATIOS IN PRACTICE

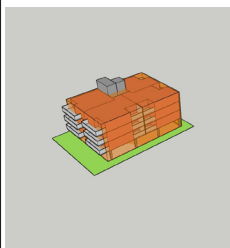
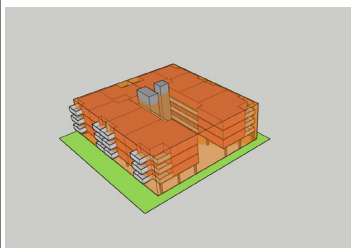
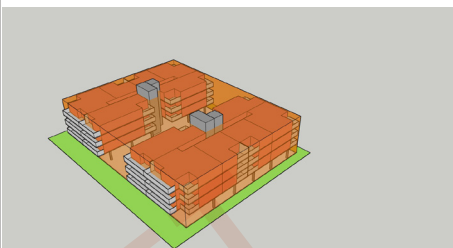
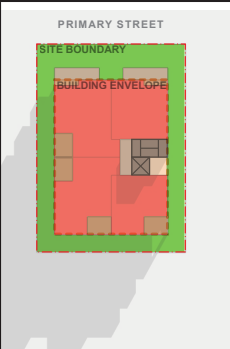
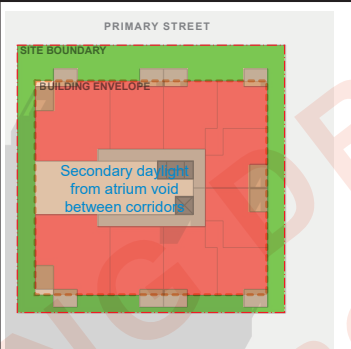
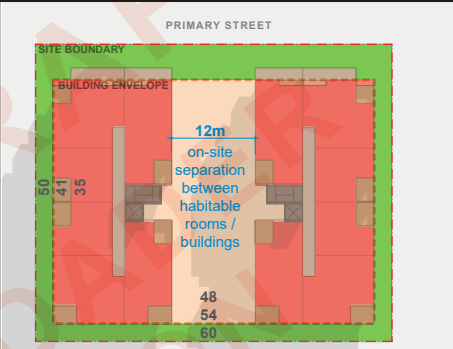
Under the plot ratio approach, a proponent for the development would take their site area and multiply it by the plot ratio for their appropriate zone (or Area Plan). This will then give them their floorspace allocation.

Proponents will need to submit a floorspace summary with their development applications that clearly demonstrate compliance with their floorspace allocation.



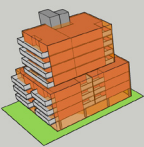
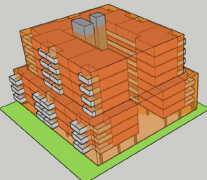
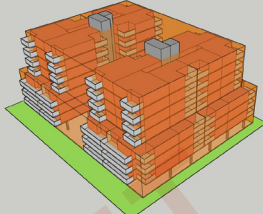
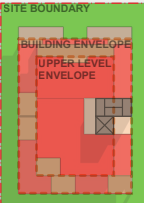
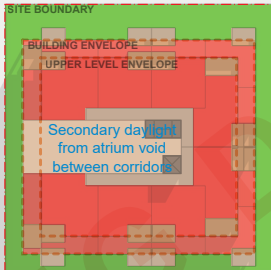
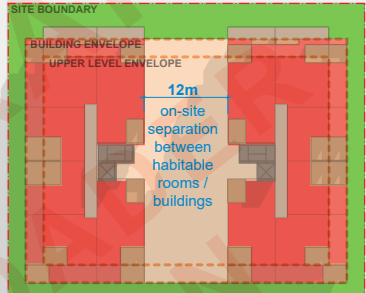
# 3.0 Design Elements

TABLE 1: Schedule of Plot Ratio Site Testing for Zone MR & Zone C

	Compact Site	Medium Site	Larger Site
			
			
Indicative Lot Size	875m <sup>2</sup>	2,025m <sup>2</sup>	3,000m <sup>2</sup>
INDICATIVE CONCEPT SITE TEST			
Indicative Floorspace per level (L1-L3)	390m <sup>2</sup>	988m <sup>2</sup>	1,260m <sup>2</sup>
Total Indicative Floorspace	1,170m <sup>2</sup>	2,964m <sup>2</sup>	3,780m <sup>2</sup>
Indicative Plot Ratio	1.34:1	1.46:1	1.26:1
THEORETICAL NT RULE-OF-THUMB TEST			
Building Envelope Area (L1-L3)	494m <sup>2</sup>	1,326m <sup>2</sup>	2,214m <sup>2</sup>
Theoretical Plot Ratio Area	1,037m <sup>2</sup>	2,785m <sup>2</sup>	4,649m <sup>2</sup>
Theoretical Plot Ratio	1.19:1	1.38:1	1.55:1
PROPOSED PLOT RATIO FOR ZONE MR & ZONE C			
Proposed Plot Ratio	1.3:1	1.3:1	1.3:1
Floorspace Allocation	1,137m <sup>2</sup>	2,632m <sup>2</sup>	3,900m <sup>2</sup>

# Design Elements 3.0

TABLE 2: Schedule of Plot Ratio Site Testing for Zone HR

	Compact Site	Medium Site	Larger Site
			
			
Indicative Lot Size	875m <sup>2</sup>	2,025m <sup>2</sup>	3,000m <sup>2</sup>
INDICATIVE CONCEPT SITE TEST			
Indicative Floorspace per level (L1-L3)	390m <sup>2</sup>	988m <sup>2</sup>	1,260m <sup>2</sup>
Indicative Floorspace per level (L4-L7)	214m <sup>2</sup>	598m <sup>2</sup>	858m <sup>2</sup>
Total Indicative Floorspace	2,026m <sup>2</sup>	5,356m <sup>2</sup>	7,212m <sup>2</sup>
Indicative Plot Ratio	2.32:1	2.64:1	2.40:1
THEORETICAL NT RULE-OF-THUMB TEST			
Building Envelope Area (L1-L3)	494m <sup>2</sup>	1,326m <sup>2</sup>	2,214m <sup>2</sup>
Building Envelope Area (L4-L7)	260m <sup>2</sup>	924m <sup>2</sup>	1,680m <sup>2</sup>
Theoretical Plot Ratio Area	1,765m <sup>2</sup>	5,372m <sup>2</sup>	9,353m <sup>2</sup>
Theoretical Plot Ratio	2.02:1	2.65:1	3.12:1
PROPOSED PLOT RATIO FOR ZONE HR			
Proposed Plot Ratio	2.3:1	2.3:1	2.3:1
Floorspace Allocation	2,013m <sup>2</sup>	4,658m <sup>2</sup>	6,900m <sup>2</sup>

## 3.0 Design Elements

### 3.13 Building Height

The development potential of a site is strongly influenced by its permitted overall height. However, this development potential is also influenced by lot size, lot geometry, site topography, market conditions, proximity to heritage buildings / places and views.

This means that there may be times when a site might not be able to develop to its full height or yield potential that its underlying zoning allows for. This is often the case for smaller infill lots, where site amalgamation may be required to make development to the zoned height feasible.

There may also be valid reasons why additional height might be possible and even desirable. Where additional height is on offer, it may not be taken up on all sites which can be beneficial in terms of creating a more naturally varied feel within a precinct.

#### OBJECTIVES:

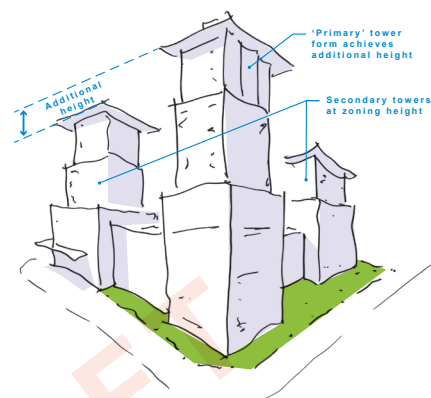
- Ensure a consistent, predictable and fair approach to development height is applied.
- Enable variation to typical building height in special strategic locations.

#### EXISTING SCHEME PROVISIONS / ISSUES:

- The height of buildings is generally governed by its underlying zoning, which can pose difficulties in responding to a local area's particular appetite for development height. Elsewhere in Australia, height is governed separately to land use.
- The height of buildings other than single dwellings is generally governed in terms of storeys, rather than metres above ground. This is considered a good thing in terms of simplicity, but could pose challenges in mixed use environments where a fully commercial use is proposed.

#### HOW THIS COULD BE IMPROVED:

- Permit an additional storey for mixed use buildings in Zone C to align with Zone MR (4 storeys).
- Enable variation (both increase and decrease) to permitted building height through Area Plans without changing the underlying zoning. It is suggested that this variation be subject to performance criteria and recommended plot ratio restrictions.
- Larger sites containing multiple buildings are encouraged to incorporate height variation between buildings, particularly when this variation assists in the built form response to the development's local context. This could be achieved through Area Plans by permitting additional height to apply to a limited number of primary building forms or a particular part of the site.



Larger sites are encouraged to incorporate height variation between buildings.

## 3.14 Building Articulation

Building articulation is often advocated as a desirable characteristic without much explanation of why it is seen as desirable.

While external features such as blades, balconies, screens and other features can contribute to the articulation of a building true building articulation is when a building's perimeter walls are regularly recessed back or projected forward.

This true articulation creates additional corners to the building. When the recession distances are significant (i.e. greater than 1m) then this can be particularly useful in wet-dry tropical design because it enables a higher proportion of rooms to have the potential for windows on at least two different orientations, thereby enabling cross-ventilation.

This principle applies both at the individual apartment and building scale.

The intent behind 'building articulation' controls can have direct lifestyle impacts if applied appropriately.

Articulated corners and sides of buildings also enable amenity views to be maximised across multiple apartments.

### OBJECTIVES:

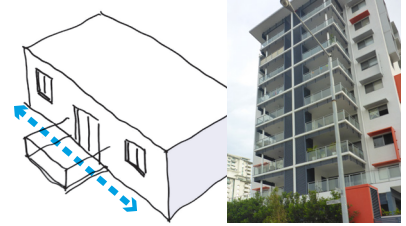
- To encourage well articulated buildings that are visually appealing.
- To avoid flat, monolithic building forms.
- To encourage buildings which enable multiple cross-ventilation opportunities.

### EXISTING SCHEME PROVISIONS / ISSUES:

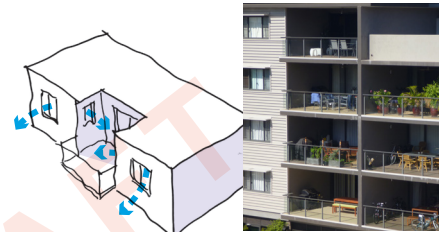
- Clause 7.3.1 increases the setback by 0.5m for every 3m over 18m in length. This encourages buildings to be separated in order to retain a larger building envelope and discourages visual bulk and building massing.
- Clause 7.8 states building should minimise expanses of walls, allow for breeze penetration and circulation and conceal various types of building infrastructure.
- Building articulation can be a difficult concept to define and enforce.

### HOW THIS COULD BE IMPROVED:

- A significant (1m or greater) facade articulation in a building wall could be required at least every 15m of facade length. This could be achieved through recessed balconies or any other form of wall adjustment.
- Development may be required to provide a specific building articulation or setbacks to facilitate the retention of key view corridors, breezeways, landscape elements or other considerations. If required, this can be clearly set out and explained in the relevant Area Plan. Additional policy or design guidance could be drafted to provide further information on how to achieve articulated buildings.



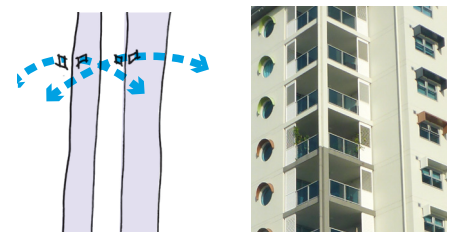
No articulation to typical apartment with external balcony only capturing breeze.



Articulated typical apartment with part-recessed balcony enables two rooms to capture breeze.



No articulation to building corner enables one room / apartment to capture breeze per corner



Articulated corner to building enables more than one room / apartment to capture breeze per corner.

# 3.0 Design Elements

## 3.15 Balconies & Outdoor Living

Balcony and balustrade design can have a big impact on both the liveability of apartments and the appearance of the building as a whole.

The existing control which requires a minimum balcony depth/width dimension of 2.8m is generous and goes a long way to enabling and encouraging outdoor living in apartment forms.

However, the level and permeability of screening of balconies from both sunlight and view from the public domain and other apartments goes a long way to influencing the usability of these balconies.

### OBJECTIVES:

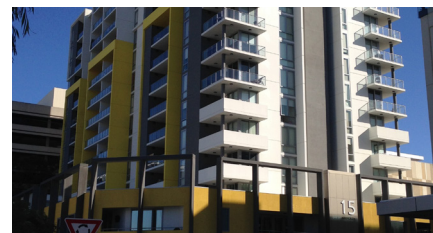
- To provide outdoor living opportunities for apartment residents.
- To encourage balconies to be incorporated into the overall composition and articulation of a building.

### EXISTING SCHEME PROVISIONS / ISSUES:

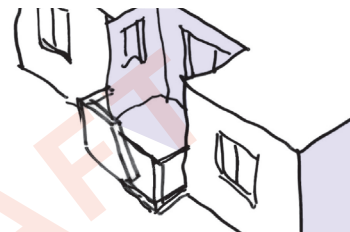
- There is currently a minimum balcony dimension of 2.8m x 4m for balconies. This is a good numeric control for enabling balconies which are appropriately scaled to be useful for outdoor dining and relaxing.

### HOW THIS COULD BE IMPROVED:

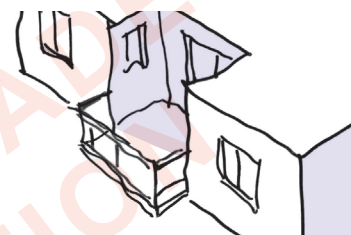
- Exclude balconies from plot area calculations to encourage their generous provision.
- Permit primary balconies to extend into the front setback area by 3m to encourage buildings to orient towards the street.
- Primary balconies should have generous proportions and be located off main living areas.
- Allow and encourage minor balconies (such as those located off bedrooms) with narrower or irregular dimensions to complement the primary balcony area.
- Encourage more solid and mixed permeability balustrade types to lower levels of buildings where unwelcome views from the public domain are more prevalent.
- Encourage ground level courtyards to be elevated 0.6m where appropriate to improve their sense of privacy and avoid direct overlooking of private space from the street.
- Encourage adjustable screens and louvres to balconies to provide adaptable shade and to assist in articulating the building facade.
- Facade treatments should be integrated with the building design and not rely on paint or applied finishes which may deteriorate over time, particularly given local climatic factors.
- Encourage buildings to articulate their perimeter walls meaningfully to maximise / capture cross-ventilation and view-sharing benefits.



Balustrade permeability changes with increased heights and separation from street.



Mixed permeability balustrades provide a balance of views out, while restricting views in.



Fully-glazed balustrades enable maximum views both out and in, which can reduce the perceived usability of the balcony.



Moveable screens and louvres are encouraged, where possible.



## 3.16 Landscaping for Ground Level Car Parking

Ground level surface car parking will remain a feature in developments where underground, undercroft and podium level parking are not achievable, and in particular for suburban sites with a commercial component. These areas should nonetheless provide for safe pedestrian movement and be shaded and landscaped to help reduce the visual impact and surface heat gain from hardscaped surfaces. Surface parking areas typically prioritise vehicle functionality over people movement and street vitality.

The Heat Mitigation Program, which was undertaken in a joint partnership between the NTG and the University of NSW concluded that open parking lots contributed to increasing the ambient temperature to the immediate urban area. In some cases this exceeded 60 °C, however this could be reduced with a range of mitigation measures such as increased greenery and shading.

### OBJECTIVES:

- Reduce the visual impact of ground level parking lots on street
- Reduce surface heat from exposed parking areas
- Encourage landscaping, sleeving and safe pedestrian movement

### EXISTING SCHEME PROVISIONS / ISSUES:

- There are some controls in the Planning Scheme relating to visual screening of parking, including:
  - » 6.2.3 (5) Building Design Requirements within Zone CB in Alice Springs - Ground level car parking areas are to be designed so that they are not visible from the street or public spaces.
  - » 6.3.3 (5) Urban Design Requirements in Central Darwin - All car parking areas are to be screened so that they are not visible from the street or public spaces.
  - » 6.5.3 Parking Layout - be not less than 3m from a road, and the area between the car parking area and the road is to be landscaped with species designed to lessen the visual impact of the car parking area;
- There are some controls in the Planning Scheme that relate to landscaping, including:
  - » 6.12 (a) Landscaping - planting is focused on the area within the street frontage setbacks and communal open space areas and uncovered car parking areas;
  - » 8.2 (m) COMMERCIAL AND OTHER DEVELOPMENT IN ZONES HR, CV, CB, C, SC, TC, OR, CP, FD AND T - provide landscaping to reduce the visual impact and provide shade and screening of open expanses of pavement and car parking;
- There are some controls in the Planning Scheme relating to safety, including:
  - » 8.2 (m) COMMERCIAL AND OTHER DEVELOPMENT IN ZONES HR, CV, CB, C, SC, TC, OR, CP, FD AND T - provide safe and convenient movement of vehicles and pedestrians to and from the site;
- The measures listed above do not relate to the level of shade or pedestrian amenity provided.
- Plans submitted in development applications are often varied after approval.

### HOW THIS COULD BE IMPROVED:

- Require a minimum amount of landscaping (5m<sup>2</sup>) for every 10 car spaces.
- Encourage shading through canopy coverage, and or artificial means.
- Encourage and incentivise basement and podium options for car parking.
- Encourage buildings to screen ground level parking areas through landscaping.
- Encourage ground level parking areas to be located to the side and rear of developments.

# 4.0 Recommendations Summary

## 4.1 Buildings in Zone MR

Zone MR buildings are of particular importance, since they form the most broadly applied zoning for apartment forms. This broad reach has significant ramifications across the Territory, in both greenfield and infill locations and in suburban and regional contexts.

### OBJECTIVES:

- To simplify and improve controls for Zone MR buildings.
- To improve and protect amenity for residents, neighbours and the surrounding streetscape.

### EXISTING SCHEME PROVISIONS / ISSUES:

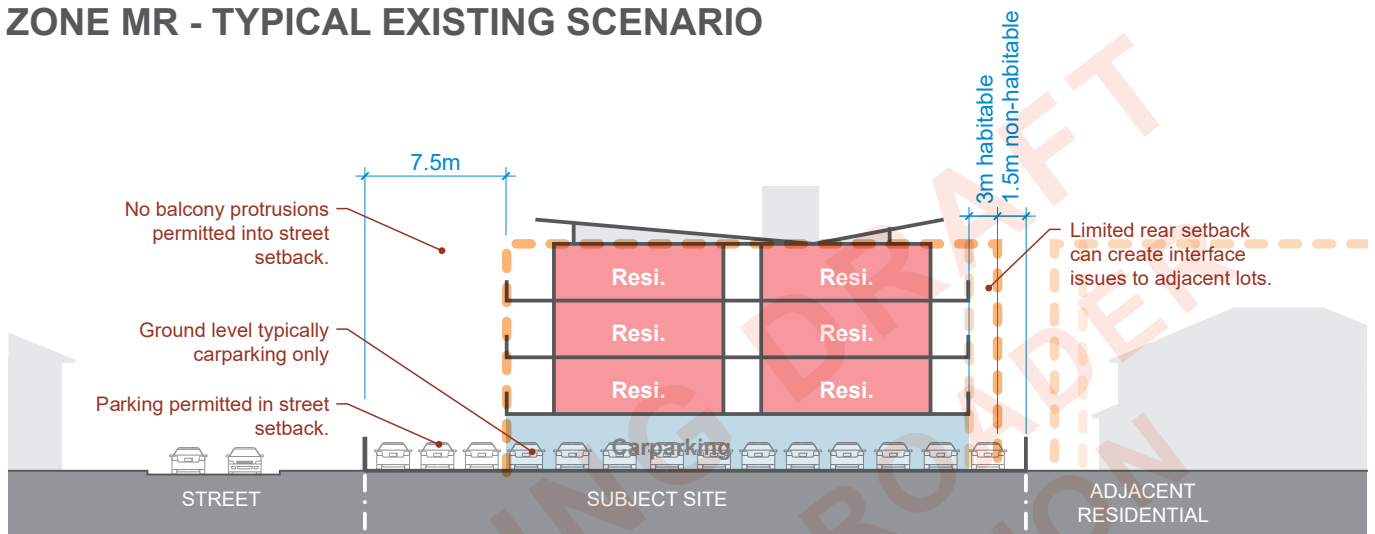
- Large street setbacks push building mass back to centre / rear of site which in turn puts pressure on side and rear boundary interfaces.
- Differential side and rear setbacks for habitable and non-habitable rooms can lead to poor interface outcomes.
- Rear and side setbacks do not allow for minimum acceptable building separations (6m up to 4 storeys and 12m above 4 storeys - as established through this body of work) if neighbours redevelop.
- Full ground level parking is common and creates poor street interface.

### SUMMARY OF POTENTIAL IMPROVEMENTS TO ZONE MR:

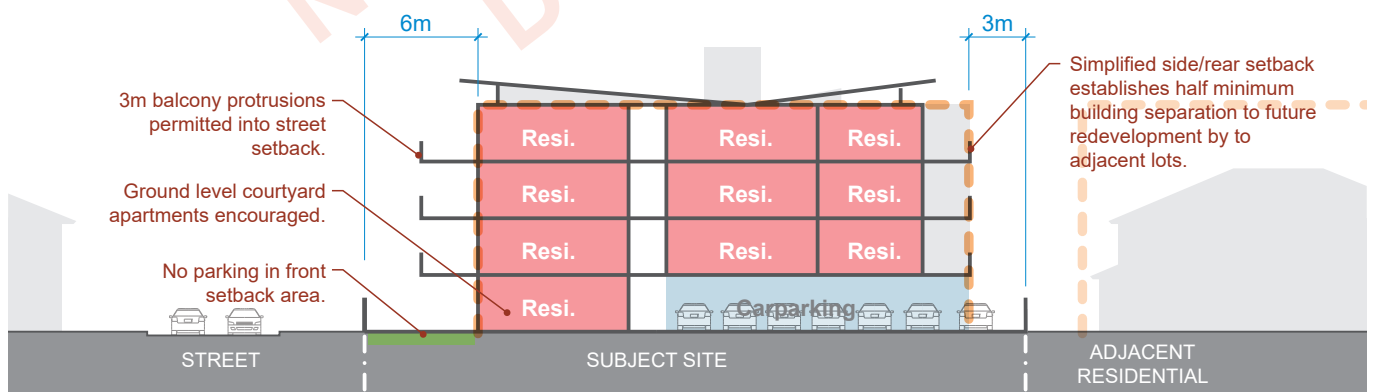
- Building mass brought forward to the street through reduced front setbacks and apartment orientation to street is incentivised through permitted balcony encroachments in to the front setback area.
- Remove 1.5m side and rear setback for non-habitable rooms to provide improved interface to neighbours and equitable future building separation. Retain existing 3m side and rear setback for both habitable and non-habitable rooms.
- Retain existing 2.5m setback to secondary street.
- Resident parking provision prohibited in front setback area to enhance street presentation.
- Ground level apartments incentivised through exclusion from plot ratio calculations, which can in turn help the building contribute more positively to the street.
- Landscaping provisions enhanced to provide minimum deep soil planting dimensions.

# Recommendations Summary 4.0

## ZONE MR - TYPICAL EXISTING SCENARIO



## ZONE MR - POTENTIAL FUTURE SCENARIO





# 4.0 Recommendations Summary

## 4.2 Buildings in Zone HR

Zone HR buildings are less frequently deployed in the Territory than Zone MR. While their geographic distribution might be relatively limited, their scale makes them an important typology to manage carefully. With increased height comes increased potential for relationship impacts to lower scale neighbours, but also additional benefits to the vibrancy of an area and increased financial risk for developers.

Zone HR also allows for some select commercial uses to be incorporated into buildings.

### OBJECTIVES:

- To encourage Zone HR buildings to develop in a timely manner.
- To improve and protect amenity for residents, neighbours and the surrounding streetscape.

### EXISTING SCHEME PROVISIONS / ISSUES:

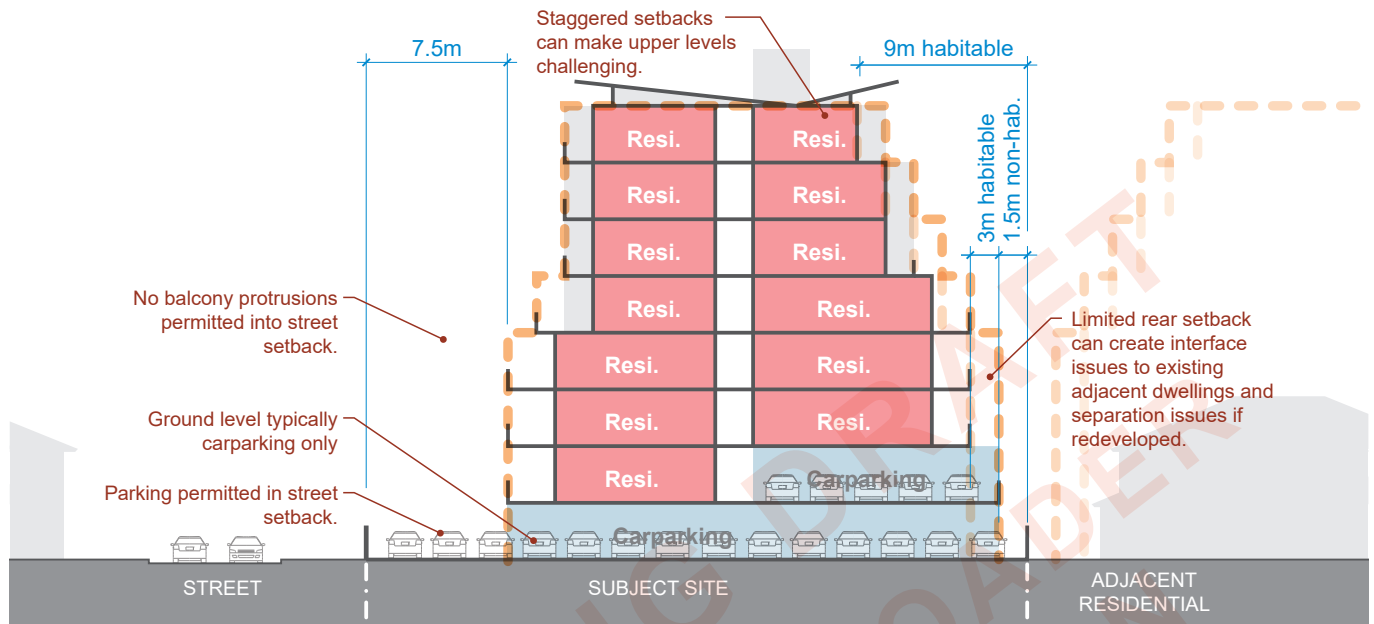
- Large street setbacks push building mass back to centre / rear of site which in turn puts pressure on side and rear boundary interfaces.
- Tiered rear and side setbacks create significant challenges to efficient delivery of upper levels.
- Rear and side setbacks do not allow for minimum acceptable building separations (6m up to 4 storeys and 12m above 4 storeys - as established through this body of work) if neighbours redevelop.

### SUMMARY OF POTENTIAL IMPROVEMENTS TO ZONE HR:

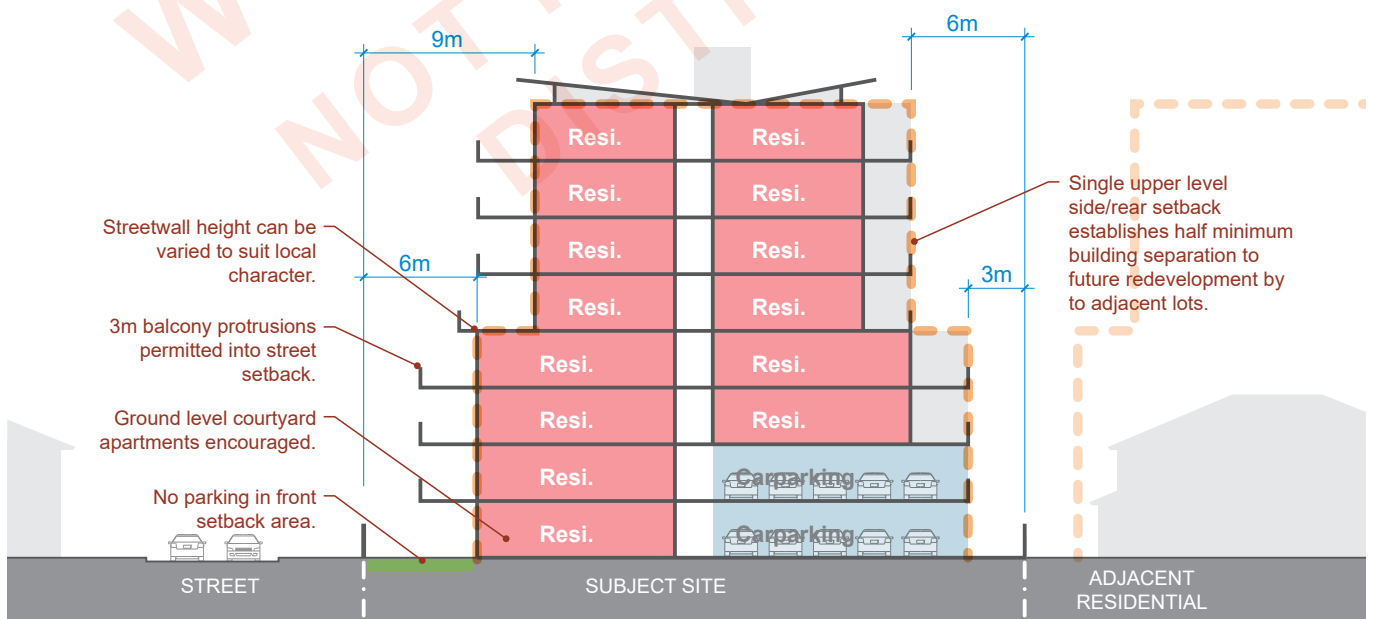
- Building mass brought forward to the street through reduced front setbacks and apartment orientation to street is incentivised through permitted balcony encroachments in to the front setback area.
- Remove 1.5m side and rear setback for non-habitable rooms to provide improved interface to neighbours and equitable future building separation. Retain existing 3m side and rear setback for both habitable and non-habitable rooms.
- Retain existing 2.5m setback to secondary street.
- Single upper level setback easier to manage in construction terms and can lend a consistent streetwall to the streetscape. Note that streetwall height can be tailored to local / regional character.
- Resident parking provision prohibited in front setback area to enhance street presentation.
- Ground level apartments incentivised through exclusion from plot ratio calculations, which can in turn help the building contribute more positively to the street.
- Landscaping provisions enhanced to provide minimum deep soil planting dimensions.

# Recommendations Summary 4.0

## ZONE HR - TYPICAL EXISTING SCENARIO



## ZONE HR - POTENTIAL FUTURE SCENARIO



# 4.0 Recommendations Summary

## 4.3 Mixed Use Buildings in Zone C

Buildings in commercial zones come in a wide range of types and formats that depending on the type and scale of business operating there. In most cases, the provision of plentiful, accessible customer parking is important to both the success of the businesses and the effective management of interactions with surrounding land uses.

A common scenario, particularly in a suburban context, is the provision of customer car parking in front of the building. While this approach assists the functionality of the businesses, it generally lends a poor amenity outlook for potential residential uses within the building.

### OBJECTIVES:

- To facilitate and encourage the provision of residential uses within commercial zones in mixed use buildings.
- To encourage buildings to front the street where possible and appropriate.
- To improve and protect amenity for residents, neighbours and the surrounding streetscape.

### EXISTING SCHEME PROVISIONS / ISSUES:

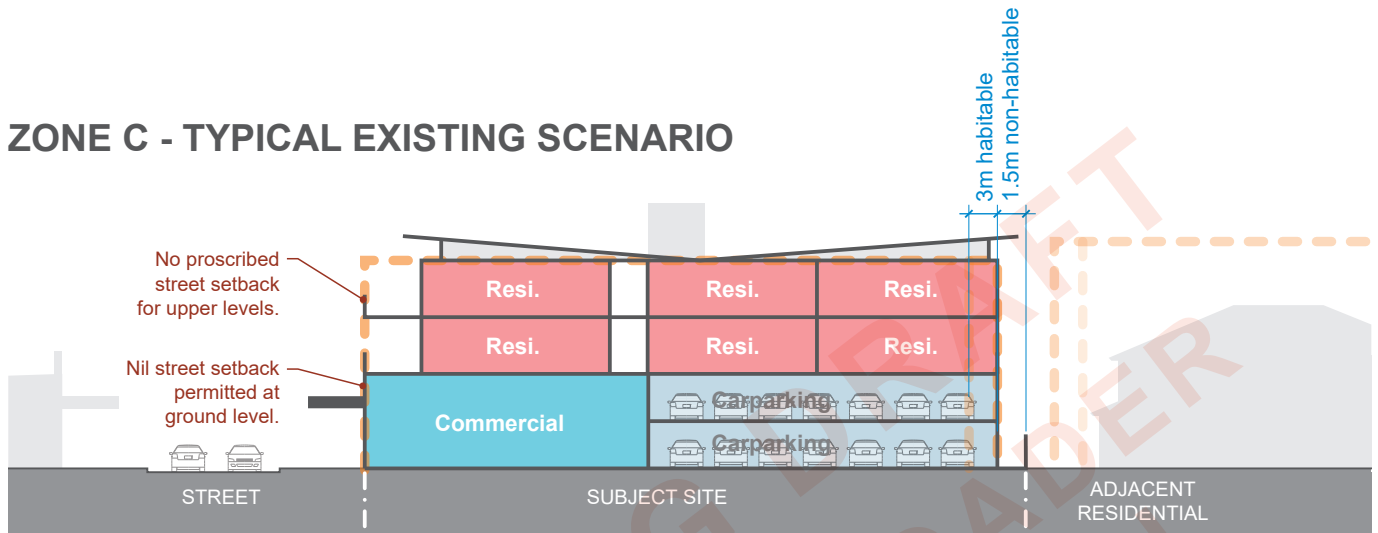
- The maximum height of buildings in Zone C is currently 3 storeys.
- There is currently no stated street setback for commercial zones, due to the range of building types. It is assumed that nil is permitted.
- A plot ratio of 1:1 applies to Zone C, but does not apply to residential buildings other than a hostel.
- There is currently no density or plot ratio control for the residential component of commercial buildings within Zone C.
- Differential rear and side setbacks for habitable and non-habitable rooms can lead to poor interface outcomes.
- Setback to Zone SD interface is to be a minimum of 5m.
- Rear and side setbacks do not allow for minimum acceptable building separations (6m up to 4 storeys and 12m above 4 storeys - as established through this body of work) if neighbours redevelop.

### SUMMARY OF POTENTIAL IMPROVEMENTS TO ZONE C:

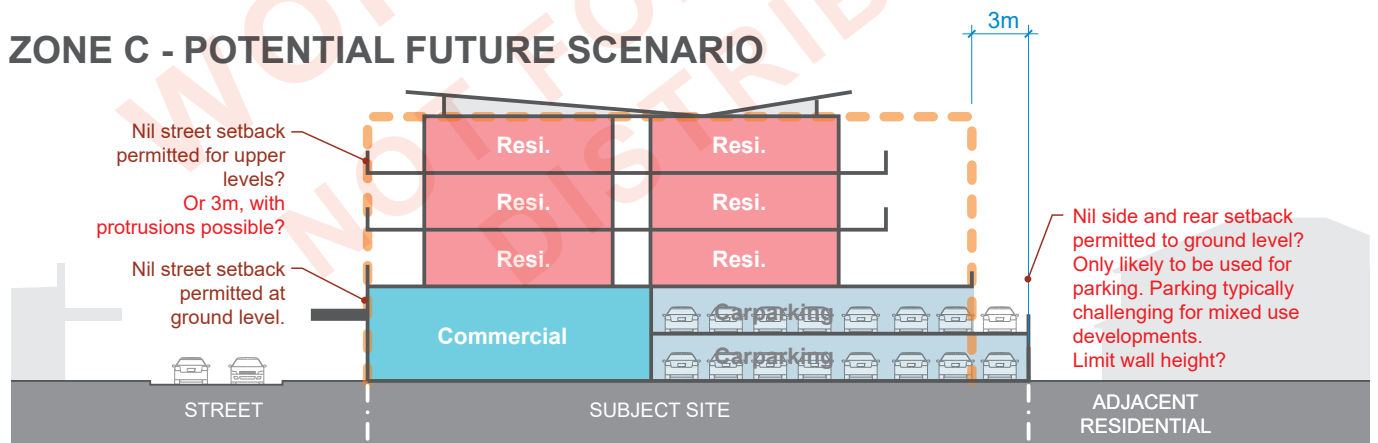
- Additional permitted level for consistency with Zone MR.
- Formalise upper level nil street setback.
- Remove 1.5m side and rear setback for non-habitable rooms to provide improved interface to neighbours and equitable future building separation. Retain existing 3m side and rear setback for both habitable and non-habitable rooms.
- Nil side and rear setback permitted at ground level to facilitate on-site parking.
- Improve guidance for commercial frontages and entrances.
- Improve the visual amenity and reduce the environmental impacts of ground floor car parking areas.

# Recommendations Summary 4.0

## ZONE C - TYPICAL EXISTING SCENARIO



## ZONE C - POTENTIAL FUTURE SCENARIO



# 4.0 Recommendations Summary

## 4.4 Mixed Use Buildings in Zone CB

Zone CB planning controls need to accommodate a broad range of building types and uses including fully commercial buildings as well as mixed use buildings incorporating residential apartments and often a broad range of other uses such as hotels.

Zone CB areas typically comprise larger consolidated areas of the same zoning across multiple street blocks, as opposed to higher density residential zonings which tend to relate to more site-specific attributes. These consolidated Zone CB areas are generally intended to encourage or reinforce a particular vision for that CBD. It is challenging then to simplify the Zone CB across the board, as evidenced by the distinctly different visions for Darwin (encouraging of height) and Alice Springs (more restrained in terms of height and particularly focussed on views).

It is worth noting that the existing controls within the Darwin CB zone for 12m on-site building separations and 6m upper level setbacks have been used as a reference point for promoting 12m as the generally acceptable building separation (and therefore 6m upper level setback) now applied in Zone HR.

### OBJECTIVES:

- Support and facilitate the established visions for individual CBD areas.
- To improve and protect amenity for residents, neighbours and the surrounding streetscape.

### EXISTING SCHEME PROVISIONS / ISSUES:

- There are currently no plot ratio or height restrictions in Darwin's CB Zone, although there are practical limitations due to flight paths.
- There are currently podium and tower volumetric controls in place for Darwin CBD.
- Zone CB in Alice Springs currently permits an 8 storey maximum height to a maximum overall height of 34m, with sites needing to be larger than 2,000m<sup>2</sup> and provide accompanying, explanatory 3d imagery in order to develop over 3 storeys. Buildings are also not to obstruct identified significant viewlines.
- There are currently no controls in Zone CB areas of Palmerston and Katherine relating to building height and urban design.

### SUMMARY OF POTENTIAL IMPROVEMENTS TO ZONE CB:

- Recommended that podium heights can be varied in specific strategic locations through Area Plans.
- Recommend a review of each CBD's controls be undertaken via the Area Planning Process.

## Appendix A - Glossary of Terms

**Zone MR** - Zone Medium Density Residential is applied to areas suitable for medium rise residential development. Zone MR has a permissible density of 117 dwellings per ha and height controls can vary between four to six storeys (Area Plan dependent).

**Zone HR** - Zone High Density Residential is applied to areas suitable for high rise residential developments and has a permissible density - 142 dwellings per ha. Height controls vary however the default limit is eight storeys.

**Zone C** - Zone Commercial can be used for commercial or mixed use (Residential and Commercial) activities and has a permissible density - 75 dwellings per ha. Height controls vary, however the default limit is three storeys.

**Zone CB** - Zone Central Business is not restricted by density controls or prescribed height limits and provides for a diversity of activities including administrative, judicial, professional, office, entertainment, cultural, residential and retail and other business activities.

**Planning Act 1999** - Legislative instrument which provides the framework for Planning throughout the Northern Territory.

**NTPS** - Northern Territory Planning Scheme, administrative instrument of the Planning Act 1999.

**NTPC** - Northern Territory Planning Commission. An independent statutory authority that consults with the community to develop strategic plans and policies for inclusion in the Planning Scheme and advises on significant development proposals.

**Apartment** - The NTPS defines Multiple Dwelling as a building or group of buildings on a site which individually or collectively contain more than one dwelling (including serviced apartments) but does not include an independent unit.

**Mixed Use Development** - Building consisting of Residential and Commercial uses.

**Plot Ratio** - (or Floorspace) is a mathematical relationship between a developments floorspace and the site area (Plot Ratio Area / Site Area).

**Al Fresco Area** - An open outdoor area, which forms part of a building generally used for outdoor dining.

**Building Envelope Area** - The area allocated for the placement of buildings, which is calculated by subtracting the area within the setbacks from the lot area.

**Building Envelope** - The 3D volume defined by setbacks and permitted height in which a building must fit within.

**Boundary Setbacks** - The minimum distance from any surveyed boundary to which a structure may be built.

**Planning Scheme Amendment** - A process involving the application of amending controls within the NTPS.

**Stage** - Stages break up the overall project into specific tasks in a sequence, generally from the projects commencement to completion.

**Built Environment** - Human made surroundings which provide a setting for human activity ranging from buildings to parks.

**Character** - A term used to define a particular theme or style in an urban and/or rural context.

**Streetscape** - The visual elements of a street, including the road, adjoining buildings, sidewalks, street furniture, trees and open spaces, etc, that combine to form the streets character.

**Activity Centre** - Nominated community hubs where people shop, work, meet, relax and often live. They range in size depending on their location and function, from local neighbourhood shopping strips to centres that include universities and major regional shopping malls.

**Planning Reform** - Current Department (DIPL) project designed to improve the planning system through changes to the NTPS and Planning Act 1999.

**Building Mass** - Is an architectural term that refers to a structure in three dimensions. Massing influences the solid form of an enclosed space and defines the exterior shape of the building.

**Primary and Secondary Frontage** - A nominated street setback that is determined by the road hierarchy classification system that is administered by the Department of Infrastructure, Planning and Logistics. This determines front, side and rear setbacks within the NTPS.



## COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.7
<b>Report Title:</b>	GOV01 Policy Framework Review
<b>Report Number:</b>	19/0048
<b>Meeting Date:</b>	20/11/2019
<b>Attachments:</b>	Attachment A – DRAFT GOV01 Policy Framework

### Purpose

To present for Council approval DRAFT GOV01 Policy Framework.

### Summary

Council currently has reviewed GOV01 Policy Framework which provides the framework how policies are created and maintained. A regular review cycle ensures policies remain up to date and relevant.

A policy review schedule has been developed with the aim of distributing the presentation of policies to Council for review over the four-year term. The review of GOV01 Policy Framework has been advanced to facilitate this. DRAFT GOV01 Policy Framework is provided in Attachment A for Council adoption.

Recommended changes are limited to,

1. that policy reviews are conducted “at least every four years” ensuring Council remains flexible and responsive when needed, and
2. Administrative policies are also reviewed “at least every four years” consistent with Council policy reviews.

These changes are highlighted in section 4.5 of Attachment A.

### Recommendation

THAT Council adopt the DRAFT GOV01 Policy Framework.

### Background

GOV01 Policy Framework provides the framework how policies are created and maintained. A regular review cycle ensures policies remain up to date and relevant.

Section 4.5 currently requires policies to be reviewed every four years which will result in each policy being reviewed at least once during a Council term. A policy review schedule has been developed to facilitate this.

The current schedule sees the review of Council policies distributed across the Council term, which ensures they are not presented to Council all at once. It does mean that occasionally policies will

be reviewed more frequently than every four years in order to spread the review load or due to external influences that may impact on the policy and trigger an earlier review (e.g. Legislative changes).

GOV01 Policy Framework was last reviewed by Council at the November 2017 Council meeting. Review of this policy has been advanced to distribute the burden of policy reviews.

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

A Well-Run Council - Good Governance

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

GOV01 Policy Framework provide the community with the confidence that due diligence is followed in the development and review of Council policies.

#### **Risks**

There are no risks in adopting this policy. With the recommended review period being “at least every four years”, Council can remain flexible and responsive where needed.

#### **Financial Implications**

Nil

#### **Community Engagement**

Nil

**Recommending Officer:** **Silke Maynard, Director Community and Corporate Services**

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

*Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to 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.*





Name	GOV01 Policy Framework
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	15/11/2017
Review Date	14/11/2021

### 1. Purpose

This policy provides the framework under which policies are created and maintained at Litchfield Council. It contributes to the consistency, clarity, transparency and accountability of Councils decision making processes and service delivery.

### 2. Scope

This policy applies to all Council and Administrative Policies and Procedures developed and reviewed, which in turn relate to all Litchfield Council councillors and employees.

### 3. Definitions

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

Council Policy	<p>A policy requiring adoption by Council which;</p> <ul style="list-style-type: none"> <li>• is mandatory by legislation</li> <li>• impacts external stakeholders to Council</li> <li>• impacts finances of Council</li> <li>• impact Elected Members themselves, or</li> <li>• provides strategic guidance or direction consistent with councils Strategic and Municipal plans.</li> </ul>
Administrative Policy	<p>A policy adopted by the Chief Executive Officer which governs the conduct of Council Officers in the various internal operations of the organisation including but not limited to;</p> <ul style="list-style-type: none"> <li>• human resources</li> <li>• information technology</li> <li>• records management or</li> <li>• workplace health and safety.</li> </ul>

Procedure	<p>A procedure defines the actions required to apply or implement a policy. It outlines who will do what, the steps they need to take and the forms or documents they need to use.</p> <p>A procedure may just be a few bullet points or instructions. Sometimes they can be forms, checklists or flowcharts.</p>
Guidelines	<p>Guidelines are advisory in nature and provide additional information beyond a policy or procedure that are specific to staff operating in a special circumstance, situation or location.</p> <p>Guidelines are appropriate where a degree of flexibility is required to ensure the efficient and effective operation of a particular work area.</p>
Intranet / Document Management System	<p>The technological system used at any one time for retaining current and archived documents for use by staff and Elected Members.</p>

#### **4. Policy Statement**

4.1. Litchfield Council is committed to delivering good governance and transparency in Council operations. Policies developed under this framework are done according to the following principles:

- 4.1.1. Policies are developed within a holistic and hierarchical policy and procedural framework which logically accommodates all of Council's policies and underlying procedures to guide effective decision-making and service delivery.
- 4.1.2. A policy framework will create a common, consistent and timely process for the development and endorsement of policy and procedures which promotes alignment with the Council's values.
- 4.1.3. A policy framework will establish a common standard for the development of policy and procedure including the collection of adequate information to support implementation and review.
- 4.1.4. A policy framework will establish controls for the management and retention of the Council's policies within the Council's electronic document management system.
- 4.1.5. A policy framework will establish a common standard for policy documents to ensure adequate information is collected to assist implementation and review through the Council's electronic document management system (EDMS).

4.2. The Role of Policies

- 4.2.1. Policies are set by those in authority to approve them and govern the conduct of those who are subject to this authority.
- 4.2.2. Policies adopted by Council govern the conduct of Council Officers, including the Chief Executive Officer, in the operations of Council. As Council is the authority, Council is able to by resolution vary its own policy. Such policies may not override legislation and will not have effect where Council does not have authority provided under the Local Government Act.
- 4.2.3. Policies adopted by the Chief Executive Officer govern the conduct and operations of Council Officers, and do not have authority to bind Elected Members. Such policies may not override legislation and will not have effect where the Chief Executive Officer does not have authority provided either directly or under delegation from Council pursuant to the Local Government Act or other relevant legislation.
- 4.2.4. Policies **empower** or **prohibit**. Where the **process** of an organisational activity is to be specified, this can be documented in subsidiary guidelines and process documents which assist with compliance to the policy and can be altered from time to time as the Chief Executive officer or their delegate determines.

#### 4.3. Policy Areas

- 4.3.1. Council Policies are approved by Council resolution adopting the policy.
- 4.3.2. Administrative Policy are approved by the Chief Executive Officer.
- 4.3.3. It is acknowledged that some policies whilst administrative in nature also fall within the ambit of Council. In these cases, Council adoption will prevail.

#### 4.4. Policy Development and Adoption

- 4.4.1. The Chief Executive Officer is responsible for implementing an appropriate method for the numbering and classification of policies under this framework. Where minor adjustments to the administrative classification of policies is necessary and there are no material changes to the policy itself, the Chief Executive Officer is delegated the authority to make these adjustments.
- 4.4.2. All Council Policies developed under this framework are to be made available to the public via Council's website and in Council offices.
- 4.4.3. All policies are to be developed using the policy template located in the Document Management System and written in plain, concise English.
- 4.4.4. All technical terms used in the policy are to be defined in the Definitions section of the policy.
- 4.4.5. All new and amended policies are to be classified as either a Council Policy or an Administrative Policy.
- 4.4.6. When developing policy, staff are expected to engage appropriately with relevant stakeholders.
- 4.4.7. All new or amended Council Policies are to go before Council for adoption. If required by legislation, or if a policy will have a significant and direct impact on the community, the adoption process will include a public exhibition phase. This phase will include placing an

advertisement in the local paper; making the draft Council Policy available on Council's website and at Council's office; collating and reporting to Council on any public submissions made, and, final adoption by resolution of Council.

4.4.8. All new or amended Administrative Policies are to be endorsed by the relevant Committee and / or Executive Management Team prior to being approved by the Chief Executive Officer.

4.4.9. The CEO shall sign and date all new and reviewed Administrative policies and forward to the Governance and Risk Advisor for inclusion in the policy register. Once signed this becomes the current version of the policy.

#### 4.5. Policy Review

4.5.1. As a minimum, policies are to be reviewed **at least every** four years to ensure they remain relevant.

4.5.2. If there is a change in legislation that then requires an amendment to the relevant policy, this must be undertaken as soon as possible.

4.5.3. The Governance and Risk Advisor will coordinate the annual policy review timetable and contact appropriate officers.

4.5.4. At times, minor amendments to policies may be required due to changes to formatting or organisational structure changes. This does not include changes to content. These can be authorised by the Executive Management Team for Council policies.

#### Approval and Review Summary

Policy Type	Description	Consultation	Approval	Review
Council	Relates to Council's intent regarding a service, functions or activities that have an external / community focus	Key external stakeholders  Public exhibition where required	Recommended by the Executive Management Team  Approved by Council	Term of the Council, unless otherwise stated
Administrative	Relates to an operational issue, focusing on internal functions and activities and intended for use within the organisation	Relevant staff	Endorsed by the Executive Management Team  Approved by the Chief Executive Officer	<b>At least every 3</b> <del>4</del> years unless prompted by a legislative change  or new compliance requirement

#### 4.6. Rescinding Policies

- 4.6.1. A Council Policy can only be rescinded by resolution of Council.
- 4.6.2. An Administrative Policy can only be rescinded by the Chief Executive Officer.
- 4.6.3. If a policy is to be rescinded, a report must be presented to the Executive Management Team outlining the reasons for this recommendation.
- 4.6.4. Once approved, the policy must be removed from where it may be publicly or internally viewed and the Policy Register updated.

#### 4.7. Responsibilities

Governance and Risk Advisor	<ul style="list-style-type: none"> <li>• Maintain a current Council Policies Library on Council's website.</li> <li>• Maintain a current Administrative Policies Library on Council's intranet / document management system.</li> <li>• Maintain an accurate and up-to-date Policy Register.</li> <li>• Notify responsible officers of policies requiring review.</li> <li>• Maintain an archive of all previous versions and rescinded policies.</li> </ul>
Managers	<ul style="list-style-type: none"> <li>• Develop, maintain and review relevant policies as required.</li> <li>• Prepare Council Reports relating to adopting or rescinding a Council Policy.</li> <li>• Organise consulting the public and the public exhibition of policies where required.</li> <li>• Ensure the policy is implemented.</li> <li>• Ensure relevant staff are aware of the policy. Where required, retain signatory evidence that the policy has been read and understood.</li> </ul>

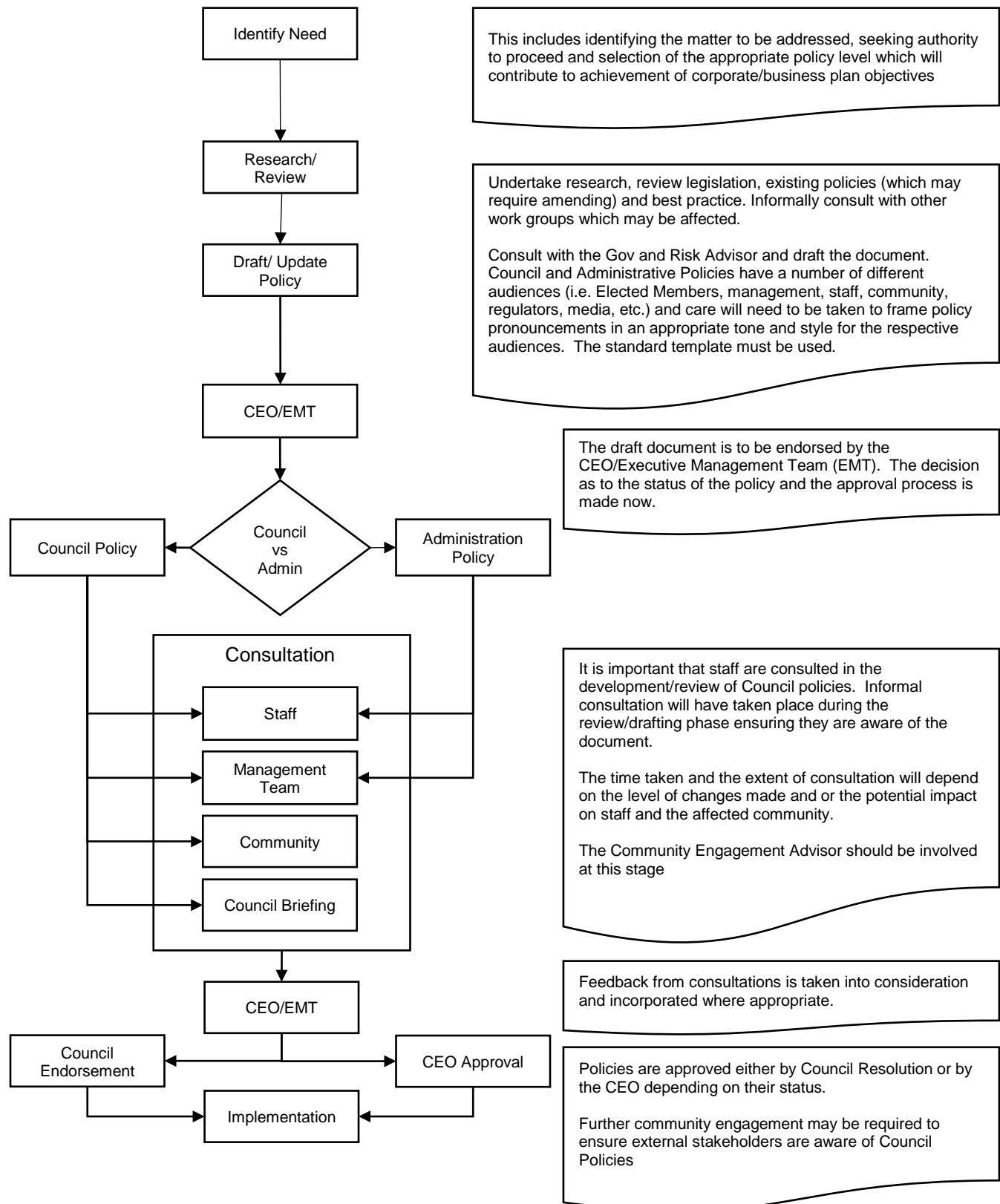
#### 4.8. Classifying Policies

In order to make managing policies, procedures and guidelines in the Policy Register, documents will be given a classifying code and number. The number or next available number to be given to your document, and further advice regarding classifying a document is to be obtained from the Governance and Risk Advisor.

The following table is provided for guidance:

Type of Document	Work Area	Classifier
<b>Policy</b>	Community	COM
	Corporate	COR
	Finance	FIN
	Governance	GOV
	Human Resources	HR
	Infrastructure	INF
	Planning	PLN
	Regulatory	REG
	Thorak Regional Cemetery	CEM
	Work, Health & Safety	WHS
<b>Procedures/Guidelines</b>	Asset Management	AMp
	Community	COMp
	Environment	ENVp
	Finance	FINp
	Governance	GOVp
	Human Resources	HRp
	Infrastructure	INFp
	Mobile Work Force	MWFp
	Planning	PLNp
	Regulatory	REGp
	Thorak Regional Cemetery	CEMp
	Waste Management	WMp
	Work, Health & Safety	WHSp

## Policy Development, Review and Adoption Flowchart



## 5. Associated Documents

Litchfield Council Policies

Policy Template

Procedure Template

## 6. References and Legislation

Northern Territory Local Government Act

## 7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
25/06/2008	LC01 Amended policy – Decision PA08/AP/002
01/10/2009	LC01 Amended Policy – Decision PA09/PR/001
11/10/2012	LC01 Amended Policy – Decision PA12/PR/003
15/10/2015	GOV01 Amended Policy – Change of name
16/11/2016	GOV01 amended policy – Decision 16/0249
15/11/2017	Amended policy – Decision 1718/099





## COUNCIL REPORT

<b>Agenda Item Number:</b>	15.8
<b>Report Title:</b>	PA2019/0381, a Planning Scheme Amendment Application for Rezoning from Zone TC (Tourist Commercial) to Zone CP (Community Purpose) at Section 6574 (41) Howard Springs Road, Howard Springs, Hundred of Bagot
<b>Report Number:</b>	19/0060
<b>Meeting Date:</b>	20/11/2019
<b>Attachments:</b>	Attachment A: Council's letter of comment for PA2019/0381, a Planning Scheme Amendment Application for Rezoning from Zone TC (Tourist Commercial) to Zone CP (Community Purpose) at Section 6574 (41) Howard Springs Road, Howard Springs, Hundred of Bagot – available under separate cover Attachment B: Planning Scheme Amendment Application PA2019/0381 – available under separate cover

### Purpose

The purpose of this report is to provide a summary and assessment to Council of PA2019/0381, a Planning Scheme Amendment Application for Rezoning from Zone TC (Tourist Commercial) to Zone CP (Community Purpose) at Section 6574 (41) Howard Springs Road, Howard Springs, Hundred of Bagot.

### Summary

The report presents for Council endorsement a Letter of Comment to the consent authority (Attachment A) on Planning Scheme Amendment Application PA2019/0381 (Attachment B). The application proposes to rezone the site to support the development of the Palmerston Fire Station.

This report recommends Council support the application as the proposed Zone CP (Community Purpose) is appropriate for the intended future use of the site as a facility for fire and emergency services and as the site is suitably located near other commercial sites and arterial road access and away from residential areas.

### Recommendation

THAT Council:

1. receive and note the report; and
2. endorse Attachment A, Council's Letter of Comment for PA2019/0381, a Planning Scheme Amendment Application for Rezoning from Zone TC (Tourist Commercial) to Zone CP

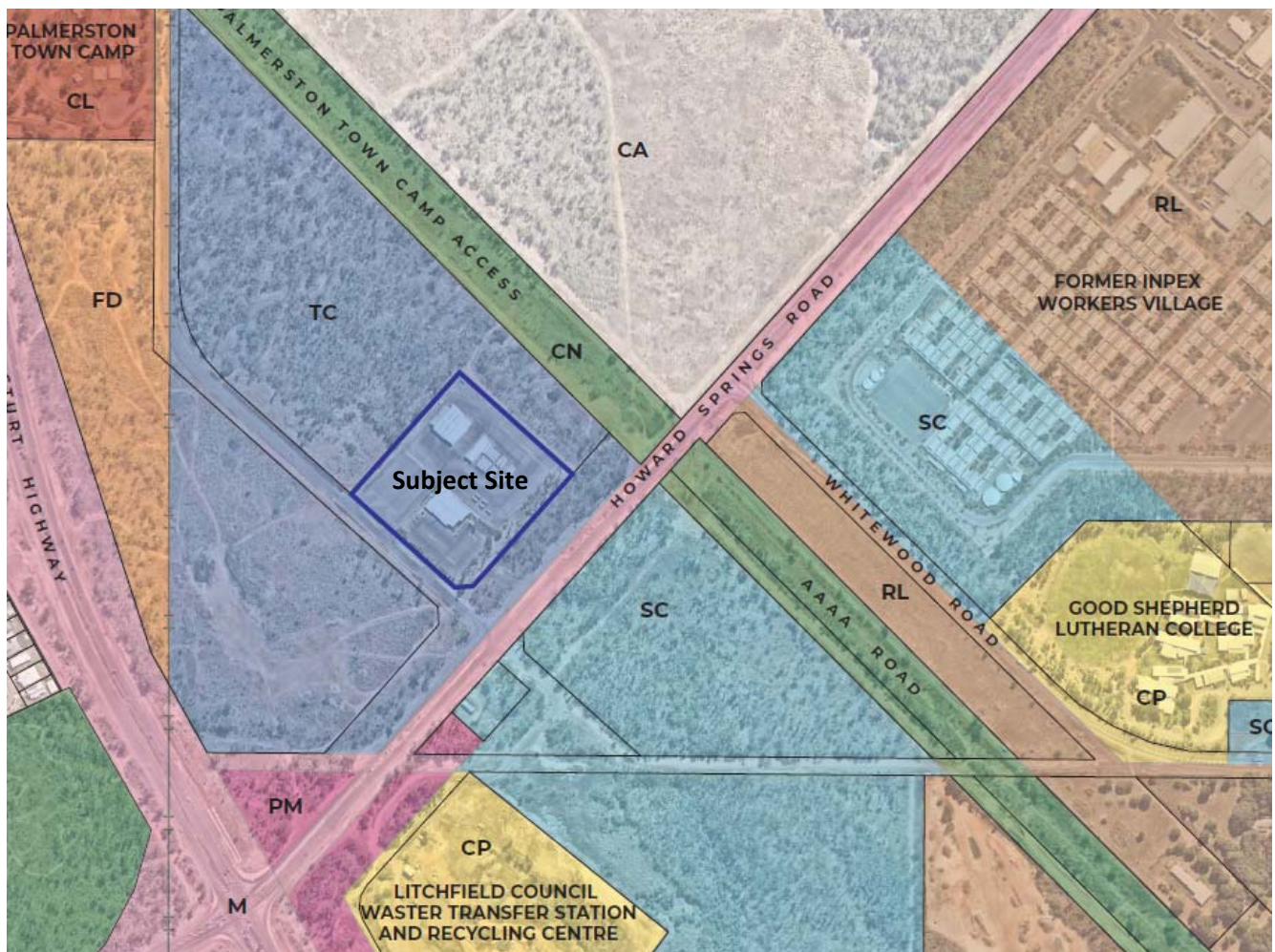
(Community Purpose) at Section 6574 (41) Howard Springs Road, Howard Springs, Hundred of Bagot.

## Background

### Site and Surrounds

The subject site is 41 Howard Springs Road, Howard Springs, a 3.36-hectare site of Crown land on the corner of Howard Springs Road and Narliba Road. The site was previously home to the Inpex bus depot. Site access is taken from Narliba Road, which leads to the Palmerston Town Camp.

The site is currently in Zone TC (Tourist Commercial) and is surrounded to the west and south by other vacant Crown land in the same zone. To the north of the subject site is a 70-metre-wide strip of Crown land in Zone CN (Conservation) and beyond that unzoned land belonging to the Commonwealth. Across Howard Springs Road (which has an 80-metre wide road reserve in this area) is vacant Crown land in Zone SC (Service Commercial). Council's Howard Springs Waste Transfer Station sits to the south of this service commercial land.



Source: PA2019/0381

### Site Development History

The subject site was originally granted an Exceptional Development Permit (EDP) in 2012 to be used as a bus depot, and a further EDP was issued in 2015 for alterations to the bus depot. There is no other past planning history for the subject site.

### Current Proposal

The current application proposes to rezone the subject site from Zone TC (Tourist Commercial) to Zone CP (Community Purpose). The intent is for the site to be the location for the new Palmerston Fire Station, which will be a combined Northern Territory Fire and Rescue Service (NTFRS) and Northern Territory Emergency Services (NTES) facility.

The application states the site is well located to service both Palmerston and the rural area. The subject site has appropriate connections to power, water, and sewer services. The location on a major arterial road with good site access also benefits the use for emergency services.

### Application Assessment

The purpose of Zone TC (Tourist Commercial) is “to provide for uses or development servicing tourism, including commercial and residential activities”.

The purpose of Zone CP (Community Purpose) is to “provide for community services and facilities, whether publicly or privately owned or operated, including facilities for civic and government administration”.

A fire and emergency services station is considered consistent with the purpose of Zone CP (Community Purpose) rather than Zone TC (Tourist Commercial).

The Darwin Regional Land Use Plan and the Litchfield Subregional Land Use Plan both indicate that the site is located in the urban/peri-urban designation, in which residential, commercial, and community facilities are expected to be established to service the local community.

The subject site has convenient access to a major arterial road, which is considered an essential feature of a fire and emergency services site. Furthermore, the site is surrounded by other sites in commercial zones, of which most are vacant, and is located away from residential areas whose amenity could be impacted by emergency vehicles.

Overall, the site is considered suitable to be rezoned to Zone CP (Community Purpose) to support the development of the facility for fire and emergency services.

### Conclusion

It is recommended that Council support the application as the proposed Zone CP (Community Purpose) is appropriate for the intended future use of the site as a facility for fire and emergency services and as the site is suitably located near other commercial sites and arterial road access and away from residential areas.

### **Links with Strategic Plan**

A Great Place to Live - Development and Open Space

### **Legislative and Policy Implications**

Not applicable to this report.

#### **Risks**

Not applicable to this report.

#### **Financial Implications**

Not applicable to this report.

#### **Community Engagement**

Not applicable to this report.

**Recommending Officer:** **Nadine Nilon, Director Infrastructure and Operations**

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

*Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting of 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.*



## COUNCIL REPORT

<b>Agenda Item Number:</b>	15.09
<b>Report Title:</b>	November 2019 Summary Planning and Development Report
<b>Report Number:</b>	19/0061
<b>Meeting Date:</b>	20/11/2019
<b>Attachments:</b>	Attachment A: Letter of Comment on PA2019/0360 – available under separate cover Attachment B: Letter of Comment on PA2019/0372– available under separate cover Attachment C: Letter of Comment on PA2019/0388– available under separate cover Attachment D: Letter of Comment on PA2019/0402– available under separate cover Attachment E: Letter of Comment on Liquor Licence Ref 2019/9007– available under separate cover

### Purpose

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 October 2019 to 1 November 2019.

### Summary

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 supported, subject to normal Council conditions	2
Development Applications objected to for reasons not directly related to Council issues	1
Liquor Licence Applications	1

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

### Recommendation

THAT Council:

1. receives the November 2019 Summary Planning and Development Report; and
2. notes for information the responses provided to relevant agencies within Attachments A-E to this report.

## Background

### **DEVELOPMENT APPLICATIONS**

The *NT Planning Act* requires that all Development Applications within Council's municipality be advertised to Council for comment. Council assesses whether the application meets Council's requirements for roads, drainage, and waste collection and comments on the expected impact of the proposal on the amenity of Council's residents.

The following is a summary of all Development Applications received and comments provided during the noted period.

<b>Council Outcome on Development Applications</b>	<b>No. Applications</b>
Development applications supported, subject to normal Council conditions	2
Development applications supported, subject to specific issues being adequately addressed	0
Development applications not supported/objected to for reasons related to Council issues	0
Development applications objected to for reasons not directly related to Council issues	1
<b>Note:</b> Additional detail is provided below on all development applications.	

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

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

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

<b>Application Number, Address, and Attachment Reference</b>	<b>Purpose and Summary</b>
PA2019/0360  Section 4904 (275) Cox Peninsula Road, Berry Springs, Hundred of Strangways  <b>Attachment A</b>	Clearance of Native Vegetation  The application proposes to clear more than one hectare of land for the purposes of gathering hay. The subject site of the proposed clearing is largely free of any substantial vegetation at this time. The clearing leaves a substantial buffer to a creek on the same property and to the neighbouring railway line. There are not expected to be any negative effects upon Council infrastructure or neighbourhood amenity as a result of the proposal. A stormwater plan is requested to ensure run-off is appropriately directed following any clearing of the site.
PA2019/0372  Section 4010 (38) Corella Avenue, Howard Springs, Hundred of Bagot	Shed Addition with Reduced Side Setback  The application proposes a shed addition with solar panels on the roof and a reduced side

<p><b>Attachment B</b></p>	<p>setback. The required setback is 10m and the proposed setback is 6.3m. The existing shed was previously constructed at 6.3m, which, it is understood, was permitted at the time of construction. Additionally, the subject site is 1.01Ha in size, and, if the site were less than 1Ha, the setback would be 5m instead of 10m. As the proposal is for a shed roof with open work metal mesh walls, and as the proposed setback is in line with a previously approved setback, Council can support the proposal.</p>
<p>PA2019/0388</p> <p>Section 5391 (175) Callistemon Road, Howard Springs, Hundred of Bagot</p> <p><b>Attachment C</b></p>	<p>Telecommunication Upgrade to Existing Telecommunications Facility</p> <p>The application proposes to replacement of existing equipment (antennas and dish) on an existing telecommunications tower and the addition of a new equipment cabinet and ancillary equipment. The proposed changes to the tower are expected to enhance telecommunications services for rural residents. There are not expected to be any negative effects upon the amenity of the surrounding neighbourhood or Council infrastructure as a result of the proposal.</p>

**Development Applications objected to for reasons not directly related to Council issues**

The table below describes the Development Applications that are objected to by Council for reasons not directly related to areas of Council authority. Typically, these are reasons related to preservation of amenity of the surrounding neighbourhood and compliance with the NT Planning Scheme.

Application Number, Address, and Attachment Reference	Purpose and Summary	Reasons for Objection
<p>PA2019/0402</p> <p>Lot 18 (375) Whitewood Road, Howard Springs, Hundred of Bagot</p> <p><b>Attachment D</b></p>	<p>Independent Unit in Excess of 80m<sup>2</sup></p> <p>The subject site contains an existing 3-bedroom dwelling with floor area totalling 114m<sup>2</sup>. The application proposes to construct a new, larger house on the site and proposes that the existing dwelling become an independent unit on the site.</p>	<p>The minimum floor area for an independent unit in the subject zone without a Development Permit is 80m<sup>2</sup>. An independent unit is defined as an “ancillary” dwelling. It is considered that a 3-bedroom house of 114m<sup>2</sup> (more than 40% over the minimum typical requirements) is a full dwelling in its own right and is not able to be considered ancillary to another dwelling on the same site. There is concern that this proposal will result in two full single dwellings on the property.</p>

		<p>Additional dwellings of this scale on a single property are not supported.</p> <p>The Howard Springs Rural Activity Centre Area Plan provides for more intense development within the subject area by supporting rezoning of sites within 1km of the commercial area of the rural activity centre to Zone RR (Rural Residential). Rezoning to Zone RR may allow for a subdivision of the site into two 1 Ha sites, whereupon it would be acceptable for one full single dwelling to be located on each lot, in accordance with the Area Plan provisions.</p>
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#### **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 and Summary</b>	<b>Comments Provided</b>
<p>BWS Liquor Stores at:</p> <p>Section 4771 20 Henning Road Coolalinga, Hundred of Bagot</p> <p>Section 4144 28 Freds Pass Road Humpty Doo, Hundred of Strangways</p> <p><b>Attachment E</b></p>	<p>Permanent Variation to Liquor Licence</p> <p>Woolworths Group Limited has applied to vary the licences for their BWS stores to make the stores independent from Woolworths Supermarket. An impending restructure of Woolworths will place all BWS stores under the Endeavour Drinks company. The condition linking the liquor sales to that of the grocery store is to be removed; all other conditions of the licence will remain unchanged. There are no plans to change the day-to-day operations of the stores.</p>	<p>The change to make the stores independent of the adjacent Woolworths Supermarkets can be supported. However, it is recommended that Licensing NT consider whether it would be appropriate to require that the connecting doors between the supermarkets and the liquor stores be removed/closed. The shops will now be considered two completely separate businesses and it is not common to have individual shops linked internally by doors.</p>



### Links with Strategic Plan

A Great Place to Live - Development and Open Space

### Legislative and Policy Implications

Not applicable to this report

### Risks

Not applicable to this report

### Financial Implications

Not applicable to this report

### Community Engagement

Not applicable to this report

### Recommending Officer:

**Nadine Nilon, Director Infrastructure and Operations**

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

*Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to 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.*



## COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.10
<b>Report Title:</b>	PA2019/0337, a Concurrent Application to Rezone from Zone R (Rural) to Zone RL (Rural Living) and Subdivide to Create Three Lots at Section 3321 (50) Secrett Road, Knuckey Lagoon, Hundred of Bagot
<b>Report Number:</b>	19/0062
<b>Meeting Date:</b>	20/11/2019
<b>Attachments:</b>	Attachment A: Council's letter of comment for PA2019/0337, a Concurrent Application to Rezone from Zone R (Rural) to Zone RL (Rural Living) and Subdivide to Create Three Lots at Section 3321 (50) Secrett Road, Knuckey Lagoon, Hundred of Bagot – available under separate cover Attachment B: Concurrent Application PA2019/0337 – available under separate cover

### Purpose

The purpose of this report is to provide a summary and assessment to Council of PA2019/0337, a Concurrent Application to Rezone from Zone R (Rural) to Zone RL (Rural Living) and Subdivide to Create Three Lots at Section 3321 (50) Secrett Road, Knuckey Lagoon, Hundred of Bagot.

### Summary

The report presents for Council endorsement a Letter of Comment to the consent authority, included as Attachment A, on Concurrent Application PA2019/0337, included as Attachment B.

This report recommends Council support the application as the subject site is suitably located to rezone to allow for smaller lot sizes and as the proposed plan of subdivision is suitable to meet minimum lot sizes required and provides well for future subdivision.

### Recommendation

THAT Council:

1. receive and note the report; and
2. endorse Attachment A, Council's Letter of Comment for PA2019/0337, a Concurrent Application to Rezone from Zone R (Rural) to Zone RL (Rural Living) and Subdivide to Create Three Lots at Section 3321 (50) Secrett Road, Knuckey Lagoon, Hundred of Bagot.

## Background

### Site and Surrounds

The subject site is a 9.54Ha site at 50 Secrett Road, Knuckey Lagoon. The site is currently developed with two dwellings and outbuildings, along with a remnant mango orchard. The subject site is currently in Zone R (Rural), as are the sites to the east and south of the subject site. To the east, the sites are developed by the Darwin Horse and Pony Club and the Lagoon Crocodile Farm. The site to the south is largely vacant land. To the west, and north across Secrett Road, the sites are located in Zone RL (Rural Living). Most of the newly rezoned and subdivided sites to the west are vacant but are expected to house single dwelling rural uses. Sites across Secrett Road are a variety of larger lot sizes and developed with single dwelling rural uses.



Source: NT Atlas and Spatial Directory

### Site Development History

An application for a two-lot subdivision was proposed and refused in 1992 under the former planning regulations. There is no other past planning history for the subject site.

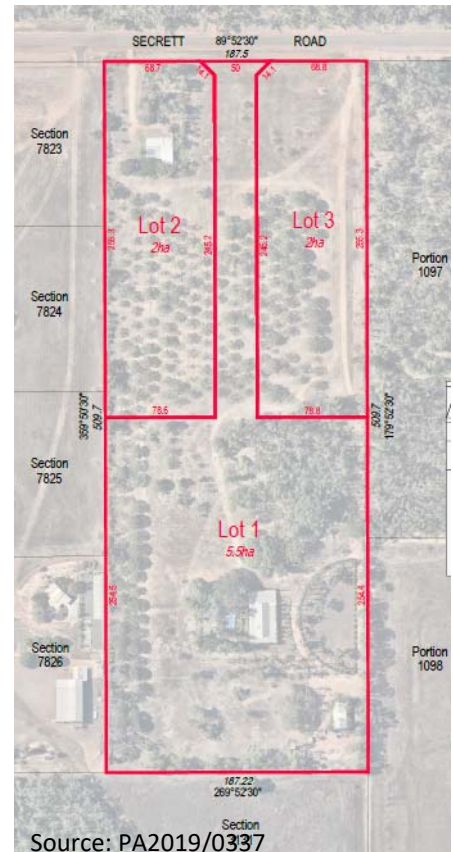
### Current Proposal

The current application proposes to rezone the site from Zone R (Rural), which has an eight-hectare minimum lot size, to Zone RL (Rural Living), which has a minimum two-hectare lot size. The application then proposes to subdivide the 9.54-hectare site into 3 lots, two of which will be two hectares each and one of which will be the remainder parcel. The lot configuration proposes the two smaller lots at the Secrett Road boundary, one each adjacent the eastern and western site boundaries, with an approximately 30m wide corridor down the centre to service the remainder lot.

### Application Assessment

It is considered that the site is suitable for rezoning to Zone RL (Rural Living) for the following reasons:

- The land immediately adjacent the subject site on the west was rezoned from Zone R (Rural) to Zone RL (Rural Living) in 2017 and the 19-hectare site was subsequently subdivided into eight lots of approximately two hectares each.
- The land across Secrett Road is in Zone RL (Rural Living).
- Land along Vanderlin Drive has been developed for urban uses, and good planning practice concentrates more intense development/smaller lots closer to urban uses.



The subject site is considered suitable for a three-lot subdivision as all lots proposed meet the minimum lot size requirements. The proposed configuration makes use of the existing driveway crossovers and the remainder battleaxe for the larger lot to the south is wide enough to accommodate a new road, should further subdivision be proposed for the area in the future.

### Conclusion

It is recommended that Council support the application as the subject site is suitably located to rezone the site to allow for smaller lot sizes and as the proposed plan of subdivision is suitable to meet minimum lot sizes required and provides well for future subdivision.

### **Links with Strategic Plan**

A Great Place to Live - Development and Open Space

### **Legislative and Policy Implications**

Not applicable to this report.

## Risks

Not applicable to this report.

## Financial Implications

Not applicable to this report.

## Community Engagement

Not applicable to this report.

## Recommending Officer: Nadine Nilon, Director Infrastructure and Operations

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

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## COUNCIL REPORT

<b>Agenda Item Number:</b>	15.11
<b>Report Title:</b>	Planning Reform Stage 3 Consultation – Draft Bill of Amendments to NT Planning Act 1999
<b>Report Number:</b>	19/0063
<b>Meeting Date:</b>	20/11/2019
<b>Attachments:</b>	Attachment A – Litchfield Council Comments on Draft Bill of Amendments to NT Planning Act 1999 – available under separate cover Attachment B – Progressing Planning Reform – An Overview – available under separate cover

### Purpose

This report presents to Council proposed amendments to the NT *Planning Act 1999* and requests endorsement of comments in response to the proposed changes.

### Summary

The NT Government is undertaking Stage 3 Consultation on Planning Reform. The current consultation stage presents a Draft Bill of Amendments to the NT *Planning Act 1999* for Council comment.

Some of the proposed changes to the Act directly affect Council's interaction with planning in the Northern Territory, including:

- changes to Council's appointment of Development Consent Authority (DCA) members,
- the process for Council making submissions on planning applications and when Council is invited to NT Planning Commission (NTPC) hearings or DCA meetings on those applications, and
- content of Council's Developer Contribution Plans.

Other changes relate more broadly to how the planning system is structured and how the public interacts with that system.

This report summaries the amendments it is recommended Council support and areas where it is recommended Council raise objections and/or offer alternative or additional amendments for consideration. Attachment A details all proposed changes to the *Planning Act*, the potential effect of those changes, and recommended Council comments in relation to all changes.

### Recommendation

THAT Council:

1. endorses Attachment A – Council Comments on Changes to the *Planning Act 1999*; and
2. authorises the Chief Executive Officer to make minor editorial changes, as necessary.

## Background

### **History**

In November 2017, the NT Government undertook Stage 1 consultation on planning reform. Council participated in the consultation and provided comments on the current planning system. In mid-2018, NTG produced a Directions Paper and details on proposed Phase 1 Priority Reforms for the planning system as Stage 2 consultation on Planning Reform. Council endorsed comments on those documents in August 2018.

### **Current Consultation**

NTG is currently undertaking Stage 3 consultation on the planning reforms and has produced the following four explanatory documents.

- *Progressing Planning Reform – A Snapshot* (a 10-page summary document)
- *Progressing Planning Reform – An Overview* (a more detailed 35-page summary of the proposed changes to the Planning Act 1999 and NT Planning Scheme)
- *Consultation Draft of a Bill of Amendments to the Planning Act 1999* (proposed new Planning Amendment Act 2019)
- *Draft Examples of Possible Changes to the Northern Territory Planning Scheme* (provides example layout and example clauses for revised NT Planning Scheme)

All of the above documents are available at: <https://haveyoursay.nt.gov.au/planningreform> and the overview document is also included as Attachment B to this report to provide a brief summary of the proposed changes to the Act.

Council comment is requested on the Draft Bill of Amendments. Attachment A details all proposed changes included in the Draft Bill of Amendments, the potential effect of those changes, and recommended Council comments in relation to the changes; however, the summary below notes major areas of interest to Council.

### **Changes Directly Affecting Council**

The changes to the Act directly affect Council's interaction with planning in the Northern Territory, include:

- changes to Council's appointment of DCA members,
- the process for Council making submissions on planning applications and when Council is invited to NTPC hearings or DCA meetings on those applications, and
- content of Council's Developer Contribution Plans.

### **Appointment of DCA Members**

Under the current Act, Council nominates two members, plus one alternate member to the DCA. The Minister must appoint those members.

Under the proposed amendment, Council would nominate two full members and the Minister "must consider appointing a person nominated by the local authority but may appoint any person the Minister thinks fit to be a local authority member".

This change means the Minister would not have to appoint any Council selected nominee to the DCA, potentially removing all Council input into DCA members. This change allows all DCA appointees to be nominated by the Minister, potentially creating a political, rather than community or specialist, decision making body. The Territory is a large area and it is submitted that the local Council knows the best representatives of their local area much more than a Minister would be able to do for all Councils in the NT.

If it is believed that Councils may be nominating individuals inappropriate to serve on DCA, the Act could be worded such that, if the Minister chose not to appoint a Council nominated individual, the Minister must:

- a) Advise Council in writing of the reason Council's appointee is considered unsuitable, in order to ensure transparency and
- b) Refer the process back to Council to appoint a new nominee.

It is recommended that Council **strongly object** to this change and **make further recommendations** on the process involved if the Minister chooses not to nominate Council's selected nominee.

#### Restrictions on DCA Members' Employment

There are currently no restrictions on DCA members' employment.

Under the proposed amendments, employees of Council and employees of the Agency administering the Planning Act are not eligible to be on the DCA. This change would affect one of the DCA members for Litchfield, Council's nominee of Council's Manager Planning and Development, who would no longer be eligible for future appointment to the DCA.

Council can consider whether there would be a perception of bias for employees of any agency administering planning applications or from whom formal comments on applications are requested. However, it would logically follow that the provisions be extended to exclude any employees of any service authority to which an application is referred for formal comment from being appointed to a DCA.

As such, restrictions on local authority and Agency employees on DCA can be **supported**, and it is recommended that **Council make further recommendations** that all employees of service authorities also be prohibited from being DCA members.

#### Minutes of DCA Meetings

Currently, DCA members hold votes on DCA items in closed session and the results of the votes of individual members are not recorded.

Under the proposed amendments, minutes of the DCA meetings must record for public view how each member votes on any development application decision. There is concern that this proposal could lead to situations where DCA members feel politically or socially obliged to make a decision, rather than being able to evaluate an application on merit. While the intent of this recommendation is to provide transparency, there is a risk it could lead to politicisation of the DCA, which is undesirable. There is **strong objection** to this change.

#### Changes to Council's Application Submission Process

Currently, all Council comments on applications are considered a submission. If Council makes a submission, a DCA meeting/NTPC hearing must be held and Council must be invited. If Council does



not submit comments, Council is not required to be invited to any DCA meeting/NTPC hearing that is held.

Under the proposed amendments, Council can make a “submission” or lodge a “comment or view” on applications. For DCA meetings, if Council makes a “submission”, Council must be invited to a DCA meeting, but if Council makes a “comment/view”, Council is not required to be invited to a DCA meeting. For NTPC hearings, if Council makes a “submission”, Council must be invited to an NTPC hearing only if NTPC “is satisfied that a hearing would provide further useful information”. If Council makes a “comment/view” and no public submissions are received, no NTPC hearing is required to be held.

Restricting Council’s opportunity to attend a hearing and comment on an application only if Council makes a formal submission to the application is not supported. This approach may limit Council’s ability to understand and provide support or refute community views. Further, there is concern over how the NTPC would determine that “a hearing would provide further useful information”. In several recent hearings, Council has been able to revise comments based on new understanding of the amendment proposed revealed during the hearing and revise comments based on community views. This proposed change is **not supported**.

#### Changes to Developer Contribution Plans (DCP)

The current Act requires DCPs to collect money for infrastructure and subsequently construct that infrastructure. The amendments propose that Councils can construct infrastructure required to service an area, as detailed in a DCP, and subsequently collect funds from new development to cover the costs of the infrastructure constructed. This proposed change can be **supported**.

#### Changes Affecting Planning Process and Community Interaction with Planning

In addition to the above changes that directly affect Council, there are many proposed changes that are focussed more towards making the planning process more easily understood by the local community.

#### NT Planning Scheme

The NT Planning Scheme is proposed to have a new format, with a clearer focus on how the strategic planning documents (ex. *Darwin Regional Land Use Plan*, *Litchfield Subregional Land Use Plan*, *Area Plans*) affect development application proposals. The new Scheme is also likely to have some revised zones with clearer purposes, as well as revised development requirements. It is expected that Council will have the opportunity to comment on a draft revised NT Planning Scheme in March-April of 2020. Overall, the proposed revised framework stated in the Act can be **supported**.

#### Enforcement

There are a range of new provisions in the proposed amendments to better enhance the enforcement abilities for activities against the Act. The new provisions will allow, among other items, the ability for enforcement officers to enter premises, take photos and/or collect items from the property to prove illegal uses, and issue on the spot notices and fines. DCA will have new powers to issue show cause notices and other enforcement actions, as well as enhanced fines. The proposed changes to enforcement can be **supported**.

#### Timeframes

The proposed amendments institute new timeframes intended to ensure that applications do not sit for an unlimited time without decisions. Requests for additional information for deferral of

development applications include a 30-day timeframe (with some opportunity for extension), after which the application can be considered abandoned and terminated if no information is provided. This provision can be **supported**.

For applications for which the Minister is the consent authority, there is a new proposed timeframe of 90 days from the time the Minister receives the report from the NTPC for the Minister to make a decision on the application. While this timeframe can be supported, it is also recommended that additional timeframes be included for how long the applicant must wait for a hearing on the application and how long the NTPC may take after the application to prepare the report for the Minister. Additions of these timeframes, however long, would give more certainty to applicants and allow for applicants to make property decisions without unknown timeframes. This provision is **supported in principle**.

The proposed amendments also include allowing significant development applications to be publicly advertised for a period of 28-days instead of the current 14-days. This will allow the public to have an extended time period to comment on larger development proposals with greater community impact. This proposal can be **supported**.

#### Independence

The proposed amendments include some information on the independence of the NTPC. However, as with Council's previous comments on planning reform, NTPC cannot be independent when NTPC holds the hearing on applications put forward by NTPC, such as Area Plans and Subregional Plan applications. There will always be questions of perceived bias and reluctance to recommend changes to plans originally recommended that body. This provision is **supported in principle**, with **additional changes** to the Act required.

#### Appeals and Review of Decisions

The changes propose to move land in Zone RL (Rural Living) from being classified as a "Rural" zone to being classified as a "Residential" zone. This change is seen as positive for rural residents, as it will allow appeal rights currently only granted to smaller lot size zones.

The changes also propose to greatly increase the types of decisions that can be reviewed by NTCAT. Currently, the only reviewable decision is a refusal of the DCA to issue a permit. The new amendments propose the following to also be reviewable decisions, in order to ensure transparency for the public:

- conditions on a permit,
- request for additional information,
- refusal to grant extension of time,
- refusal to grant certificate for compliance with Exceptional Development Permit, and
- issue enforcement notice, requirements of that notice, or refusal to issue notice.

The changes to the Rural Living zone and reviewable decisions can be **supported**. Council notes that Zone R (Rural) has not been included in the "Residential" zones and remains with Zone A (Agriculture) and Zone H (Horticulture) as "Rural" zones.

These provisions are **supported in principle**.

#### Existing Use Rights

The proposed amendments also include stronger provisions for DCA to be able to determine existing use rights and to issue certification of, and conditions on, those rights. While the idea of clearer direction on existing use rights is supported, the current provision allows DCA to make these decisions but does not give clear criteria on how assessment of existing uses should be measured. It is recommended that criteria for determining existing use rights be developed to give clear direction for DCA members, and the public. This provision is **supported in principle**.

### **Summary**

As noted above, the table included at Attachment A details all proposed changes to the Planning Act, the potential effect of those changes, and proposed Council comments in relation to the changes.

### **Links with Strategic Plan**

A Great Place to Live - Development and Open Space

### **Legislative and Policy Implications**

Changes to the NT Planning Act 1999 will affect the way in which Council responds to planning applications and appoints nominees to the Development Consent Authority, among other areas, as detailed in Attachment A.

### **Risks**

Council's responses are made to support transparency and the interests of Council's residents. The intent of Council's support and opposition to proposals, as detailed in Attachment A, is to have positive benefits for the local community.

### **Financial Implications**

Not applicable to this report.

### **Community Engagement**

Not applicable to this report.

### **Recommending Officer:**

**Nadine Nilon, Director Infrastructure and Operations**

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

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## COUNCIL REPORT

<b>Agenda Item Number:</b>	15.12
<b>Report Title:</b>	Acquittal of Special Purpose Grants
<b>Report Number:</b>	19/0064
<b>Meeting Date:</b>	20/11/2019
<b>Attachments:</b>	A – Acquittal Form Howard Park Reserve Irrigation Upgrade B – Acquittal Form Howard Park Recreation Reserve Playground Upgrades C – Expense listing Howard Park Reserve Irrigation Upgrade D - Expense listing Howard Park Recreation Reserve Playground Upgrades

### Purpose

This report presents for Council approval the Special Purpose Grant acquittal forms for:

- Howard Park Recreation Reserve Irrigation Upgrade; and
- Howard Park Recreation Reserve Playground Upgrades.

### Summary

Council received a Special Purpose Grant from the Northern Territory Government (NTG) Department Local Government, Housing and Community Development on 20 June 2017 for the upgrade to the Irrigation System at Howard Park Reserve. Most works were undertaken in the 2017/18 financial year, with some funds remaining for expended in the 2018/19 financial year. A total of \$20,000 was received in funding with \$20,569.65 spent as at 31 October 2019.

Council received a Special Purpose Grant from the NTG Department Local Government, Housing and Community Development on 11 December 2018 for Howard Park Recreation Reserve Playground Upgrades. Works have commenced in the 2018/19 financial year, with remaining funds to be expended in the 2019/20 financial year. A total of \$69,970.00 was received in funding with \$68,041.34 spent as at 31 October 2019.

### Recommendation

THAT Council approve the acquittals of the Special Purpose Grants for:

- upgrades to the Howard Park Recreation Reserve Irrigation Upgrades to the value of \$20,569.65 as of 31 October 2019; and
- upgrades to the Howard Park Recreation Reserve Playground to the value of \$68,041.34 as of 31 October 2019.

## Background

Special Purpose Grants provided by the Department Housing and Community Development require acquittal once complete. Any acquittal provide to the Department requires Council approval. Attachments A and B are the acquittal forms for the above-mentioned projects.

Further to the partial acquittal forms, the report provides a detailed listing of expenditures to date (Attachments C and D), identifying the works undertaken to date. The works include:

- Upgrades to the irrigation system at the Howard Park Recreation Reserve; and
- Refurbishment of the playground at Howard Park Recreation Reserve.

The Department considers a grant to be fully spent if the remaining amount is less than 10% of the total grant amount or less than \$1000 remaining.

## Links with Strategic Plan

A Well-Run Council - Good Governance

## Legislative and Policy Implications

Nil.

## Risks

Council needs to acquit these grants as at 31 October 2019 to ensure future Special Purpose Grant applications will be considered by Department Housing and Community Services.

## Financial Implications

Nil.

## Community Engagement

Nil.

**Recommending Officer:** Silke Maynard, Director Community and Corporate Services

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

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## Litchfield Council

## 2018-19 ACQUITTAL OF SPECIAL PURPOSE GRANT

Department of Housing and Community Development

File number: 2013/01482

**Purpose of Grant:** Howard Park Recreation Reserve Irrigation Upgrade

Date of Approval of Variation to Grant (if applicable) / /201\_\_

## INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 31 October 2019

Special Purpose Grant	\$20 000.00
Other income	

Total income	<u>\$20 000.00</u>
--------------	--------------------

**Expenditure** (Specify accounts and attach copies of invoices and ledger entries)**An 'administration fee' is not to be apportioned to the grant for acquittal purposes.**


Total Expenditure	<u>\$20,009.65</u>
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Surplus/(Deficit)	<u>\$ (9.65)</u>
-------------------	------------------

We certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by Silke Maynard, Director Community and Corporate Services	07/11/2019
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Laid before the Council at a meeting held on 20/11/2019 **Copy of minutes to be attached following meeting.**

CEO or CFO 	07/11/2019
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**DEPARTMENTAL USE ONLY**

Grant. amount correct?

YES/NO

Expenditure conforms with purpose

YES/NO

Minutes checked

YES/NO

Balance of funds to be acquitted

\$

Date next acquittal due

/ /

ACQUITTAL ACCEPTED

YES/NO

Prepared by

Comments

Donna Hadfield – Manager Grants Program

## Litchfield Council

## 2018-19 ACQUITTAL OF SPECIAL PURPOSE GRANT

Department of Housing and Community Development

File number: HCD 2017/01687

**Purpose of Grant:** reconditioning of the existing playground and establishment of a shade structure at Howard Park Reserve.

Date of Approval of Variation to Grant (if applicable) / /201\_\_

## INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 31 October 2019

Special Purpose Grant	\$69 970.00
Other income	<u>                    </u>

Total income	<u>\$69 970.00</u>
--------------	--------------------

**Expenditure** (Specify accounts and attach copies of invoices and ledger entries)

**An 'administration fee' is not to be apportioned to the grant for acquittal purposes.**

Total Expenditure	<u>\$68,041.34</u>
-------------------	--------------------

Surplus/(Deficit)	<u>\$ 1,928.66</u>
-------------------	--------------------

We certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by Silke Maynard, Director Community and Corporate Services	07/11/2019
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Laid before the Council at a meeting held on 20/11/2019 **Copy of minutes to be attached following meeting.**

CEO or CFO 	07/07/2019
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**DEPARTMENTAL USE ONLY**

Grant. amount correct?

YES/NO

Expenditure conforms with purpose

YES/NO

Minutes checked

YES/NO

Balance of funds to be acquitted

\$

Date next acquittal due

/ /

ACQUITTAL ACCEPTED

YES/NO

Prepared by

.....

Comments

Donna Hadfield – Manager Grants Program

**Work Order**  
**Transaction Listing by Work Order**  
Posting Year: 2018

**ATTACHMENT C**

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c\_wo007      06-Nov-19      3:17:11PM

Work Orders:      **4561**    to    **4561**      Task Code:      **0**      to    **999999**      Classification 1:      **All Records**

Posting Period:      **1**      to    **12**

Work Order      Description

**4561**      Irrigation for Howard Park Reserve - NTG Special Purpose Grant \$20k

Task	Description	Transactions	Committed	Oncost	Actual Val	Total Value	GST
130	Capital Purchase	6	0.00	0.00	20,404.44	20,404.44	2,040.45
15/11/17	12270      PU    165      THINK WATER	Howard Park Recreation Reserve Irrigation Upgrade Pricing as per quote and scope of works Dated 17 M arch 2017 Our Ref:TQ19840 (Issue #:3) **50% Deposi t**					
			6,792.39	0.00	0.00	6,792.39	0.00
15/11/17	12270      PU    165      THINK WATER	Howard Park Recreation Reserve Irrigation Upgrade Pricing as per quote and scope of works Dated 17 M arch 2017 Our Ref:TQ19840 (Issue #:3) **50% on com pletion of project**					
			6,792.39	0.00	0.00	6,792.39	0.00
16/11/17	T1120957      AP    165.01      THINK WATER	Howard Park Recreation Reserve Irrigation Upgrade Pricing as per quote and scope of works Dated 17 M arch 2017 Our Ref:TQ19840 (Issue #:3) **50% Deposi t**					
			(6,792.39)	0.00	6,792.39	0.00	679.24
22/06/18	T1129099      AP    165.01      THINK WATER	Howard Park Recreation Reserve Irrigation Upgrade Pricing as per quote and scope of works Dated 17 M arch 2017 Our Ref:TQ19840 (Issue #:3) **50% on com pletion of project**					
			(135.85)	0.00	27.33	(108.52)	2.73
30/06/18	T1121023      AP    165.01      THINK WATER	Howard Park Recreation Reserve Irrigation Upgrade Pricing as per quote and scope of works Dated 17 M arch 2017 Our Ref:TQ19840 (Issue #:3) **50% on com pletion of project**					
			(6,656.54)	0.00	6,792.36	135.82	679.24



# Work Order

## Transaction Listing by Work Order

Posting Year: 2018

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c_wo007	06-Nov-19	3:17:20PM							
Work Orders:	4561	to	4561	Task Code:	0	to	999999	Classification 1:	All Records
Posting Period:	1	to	12						
Work Order	Description								

4561	Irrigation for Howard Park Reserve - NTG Special Purpose Grant \$20k								
Task	Description			Transactions	Committed	Oncost	Actual Val	Total Value	GST
130	Capital Purchase			6	0.00	0.00	20,404.44	20,404.44	2,040.45
30/06/18	T1121023	AP	165.01	THINK WATER	H/Park Rec Reserve Irrigation Upgrade PO 12270	0.00	0.00	6,792.36	6,792.36 679.24
Total Transactions for Work Order 4561				6	0.00	0.00	20,404.44	20,404.44	2,040.45

GRAND TOTAL				6	0.00	0.00	20,404.44	20,404.44	2,040.45
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# Work Order

## Transaction Listing by Work Order

Posting Year: 2019

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c\_wo007 06-Nov-19 3:18:08PM

Work Orders: 4561 to 4561 Task Code: 0 to 999999 Classification 1: All Records

Posting Period: 1 to 12

Work Order Description

**4561** Irrigation for Howard Park Reserve - NTG Special Purpose Grant \$20k

Task	Description	Transactions	Committed	Oncost	Actual Val	Total Value	GST
130	Capital Purchase	3	0.00	0.00	(3,156.35)	(3,156.35)	(315.64)
26/07/18	CNTI121023 AP 165.01 THINK WATER		0.00	0.00	(6,792.36)	(6,792.36)	(679.24)
03/05/19	16185 PU 1373 CAMS LANDSCAPING AND LANDCAR		2,000.00	0.00	0.00	2,000.00	0.00
12/06/19	1762 AP 1373.01 CAMS LANDSCAPING AND LANDCAR		(2,000.00)	0.00	3,636.01	1,636.01	363.60
<b>Total Transactions for Work Order 4561</b>		<b>3</b>	<b>0.00</b>	<b>0.00</b>	<b>(3,156.35)</b>	<b>(3,156.35)</b>	<b>(315.64)</b>

**GRAND TOTAL** 3 0.00 0.00 (3,156.35) (3,156.35) (315.64)

# Work Order

## Transaction Listing by Work Order

Posting Year: 2020

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c\_wo007 07-Nov-19 2:36:32PM

Work Orders: 4561 to 4561 Task Code: 0 to 999999 Classification 1: All Records

Posting Period: 1 to 12

Work Order Description

4561 Irrigation for Howard Park Reserve - NTG Special Purpose Grant \$20k

Task	Description	Transactions	Committed	Oncost	Actual Val	Total Value	GST
130	Capital Purchase	7	0.00	0.00	2,761.56	2,761.56	205.18
29/07/19	16814 PU 1373 CAMS LANDSCAPING AND LANDCAR	Irrigation troubleshooting and modem upgrade	1,200.00	0.00	0.00	1,200.00	0.00
14/08/19	INV-0034 AP 1373.01 CAMS LANDSCAPING AND LANDCAR	Irrigation troubleshooting and modem upgrade	(1,200.00)	0.00	1,491.70	291.70	149.18
23/09/19	1852/2020	REPAIRS TO WATER MAIN AND BUBBLER	0.00	0.00	709.86	709.86	
28/10/19	17547 PU 1373 CAMS LANDSCAPING AND LANDCAR	Irrigation audit following upgrades	560.00	0.00	0.00	560.00	0.00
04/11/19	17591 PU 1373 CAMS LANDSCAPING AND LANDCAR	irrigation repairs	560.00	0.00	0.00	560.00	0.00
07/11/19	INV-0117 AP 1373.01 CAMS LANDSCAPING AND LANDCAR	irrigation repairs	(560.00)	0.00	560.00	0.00	56.00
07/11/19	17547 PU 1373 CAMS LANDSCAPING AND LANDCAR		(560.00)	0.00	0.00	(560.00)	0.00
Total Transactions for Work Order 4561		7	0.00	0.00	2,761.56	2,761.56	205.18

GRAND TOTAL 7 0.00 0.00 2,761.56 2,761.56 205.18

Work Order  
Transaction Listing by Work Order  
Posting Year: 2019

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c\_wo007      06-Nov-19      1:27:51PM

Work Orders:      **4677**    to    **4677**      Task Code:      **0**      to      **999999**      Classification 1:      **All Records**

Posting Period:      **1**      to      **12**

Work Order      Description

**4677**      Howard Park Reserve - Recondition Existing Playground

Task	Description	Transactions	Committed	Oncost	Actual Val	Total Value	GST
190	Building Capital - Grants	4	0.00	0.00	60,762.26	60,762.26	6,076.23
11/04/19	16037      PU    1554      PTY LTD      RFQ19-193 Howard Park Recreation Reserve Playgroun		58,097.26	0.00	0.00	58,097.26	0.00
11/04/19	16038      PU    1554      PTY LTD      RFQ19-193 Howard Park Recreation Reserve Playgroun		2,665.00	0.00	0.00	2,665.00	0.00
26/06/19	INV911      AP    1554.01      PTY LTD      RFQ19-193 Howard Park Recreation Reserve Playgroun		(2,665.00)	0.00	2,665.00	0.00	266.50
26/06/19	INV912      AP    1554.01      PTY LTD      RFQ19-193 Howard Park Recreation Reserve Playgroun		(58,097.26)	0.00	58,097.26	0.00	5,809.73

**Total Transactions for Work Order 4677**

**4**      0.00      0.00      60,762.26      60,762.26      6,076.23

**GRAND TOTAL**

**4**      0.00      0.00      60,762.26      60,762.26      6,076.23

# Work Order

## Transaction Listing by Work Order

Posting Year: 2020

Double click onto the Work Order Task to access Transaction Detail

Litchfield LIVE

Program - c_wo007	07-Nov-19	2:42:45PM							
Work Orders:	4677	to	4677	Task Code:	0	to	999999	Classification 1:	All Records
Posting Period:	1	to	12						
Work Order	Description								

4677	Howard Park Reserve - Recondition Existing Playground								
Task	Description			Transactions	Committed	Oncost	Actual Val	Total Value	GST
130	Capital Purchase			2	0.00	0.00	7,279.08	7,279.08	727.91
18/09/19	17248	PU	1651	HARDY LANDSCAPING PTY LTD	Playground installation	8,500.00	0.00	0.00	0.00
07/11/19	INV-0794	AP	1651.01	HARDY LANDSCAPING PTY LTD	Playground installation	(8,500.00)	0.00	7,279.08	(1,220.92)
				2	0.00	0.00	7,279.08	7,279.08	727.91
Total Transactions for Work Order 4677				2	0.00	0.00	7,279.08	7,279.08	727.91

GRAND TOTAL			2	0.00	0.00	7,279.08	7,279.08	727.91
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## COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.13
<b>Report Title:</b>	Litchfield Regional Tourism Association Membership Prospectus 2019
<b>Report Number:</b>	19/0066
<b>Meeting Date:</b>	20/11/2019
<b>Attachments:</b>	Attachment A: Membership Prospectus 2019/2020

### Purpose

This report presents for Council approval the Litchfield Regional Tourism Association (LRTA) Membership Prospectus for 2019/2020.

### Summary

The LRTA has invited Council to become an Honorary Government Associate Member of their Association.

There is no payment required, with Council's designated representative not eligible to hold office as a Member of the Committee nor entitled to vote at any meeting.

The benefits of becoming an Honorary Government Associate Member of the LRTA is, full time representation on their website and in their social media promotions.

The LRTA are looking to have representation at consumer and caravan trade shows and have applied for an NT Government Grant for roadside signage around the region.

### Recommendation

THAT Council:

1. accepts the membership invitation for Litchfield Council to become Honorary Government Associate Members of the Litchfield Regional Tourism Association; and
2. approves the Chief Executive Officer to execute the agreement on behalf of the Litchfield Council

### Background

On Friday 4 October 2019, the Mayor, Councillor Barden, the CEO and the Community Engagement Advisor met with Deborah Moyle, Secretary Litchfield Regional Tourism Association.

Ms Moyle gave the group an overview on the LRTA and presented the membership prospectus for 2019/2020.

Council staff believe this membership will provide a strong link with the Litchfield Council Tourism Strategy that is currently under development.

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

A Well-Run Council - Powerful and Effective Advocacy  
A Great Place to Live - Recreation

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

Nil

#### **Risks**

Nil

#### **Financial Implications**

There is no cost for Litchfield Council to becoming an Honorary Government Associate Member.

#### **Community Engagement**

Council will work with the LRTA to contribute photos and wording for display on the LRTA website and social media.

#### **Recommending Officer: Daniel Fletcher, Chief Executive Officer**

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

*Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to 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.*



# litchfield

more than a great national park

Interested in a marketing strategy  
exclusively for our region?

litchfield regional tourism association  
**MEMBERSHIP PROSPECTUS**  
2019/ 2020





Batchelor Oval

## WHO ARE WE?

We are a small group of various tourism-related businesses located in the broad region surrounding Litchfield National Park. After years of collaboration we are now an Incorporated Association, a not-for-profit, non-government organisation funded by members of the Litchfield Regional Tourism Incorporated (the Association: hereafter referred to as LRTA).

The LRTA is very excited to now invite tourism-related businesses to become members of this association and to join us in working collectively, to create a focussed marketing strategy. Developed by the membership of the LRTA, this will benefit us all by increasing visitation and extending the stay of tourists and visitors to the region.

Please read this Membership Prospectus for 2019-2020. We look forward to having you join our group and for you to be a part of this exciting new association of tourism businesses.

**Working collectively to extend visitation and revenue for all of us in this region**

## WE AIM TO:

- Market and promote the region and its members to increase awareness of the Litchfield region as a tourism destination and increase visitor visitation and extended stays;
- Optimise the economic value and sustainability of the tourism economy to the region; and
- Enhance the experience of visitors to the region.

The LRTA seeks to achieve this by representing our members in the areas of:

### • Destination Marketing:

To promote the region and members to potential domestic and international visitors, media and trade; and

To collaborate with various industry bodies and partners to share the Litchfield brand and increase awareness and aid in distribution.

### • Destination Development:

To lobby for the development of infrastructure and services in the Litchfield region to assist with increasing visitation to the area; and

To seek opportunities for members to gain advice about best business practice and developing their enterprise.

... if you believe that your enterprise could benefit from tourists visiting the Litchfield region then we would welcome you as a member

#### CAN I BECOME A MEMBER & HOW WILL I BENEFIT?

Membership is open to any tourism-related business owner/ operator or local businesses involved in providing services to visitors in the broader region surrounding Litchfield National Park.

Our aim is to increase visitation and extend the average stay of visitors to our area, thereby helping businesses like yours.

Whilst Litchfield National Park already attracts thousands of visitors each year, it is not overly obvious to visitors how diverse the range of activities and attractions surround this drawcard. If our region were marketed as a whole, it would encourage more people to visit and add an extra night or two onto their itineraries.

The appeal of the Litchfield region becomes more obvious when you link our businesses and attractions into the equation. To the north there is the Berry Springs Nature Park and the fabulous Territory Wildlife Park.

Travel down the Stuart Highway to the Historic town of Adelaide River, the War Cemetery, Railway Museum and then a scenic drive to the fishing village of Daly River and the Arts Centre.

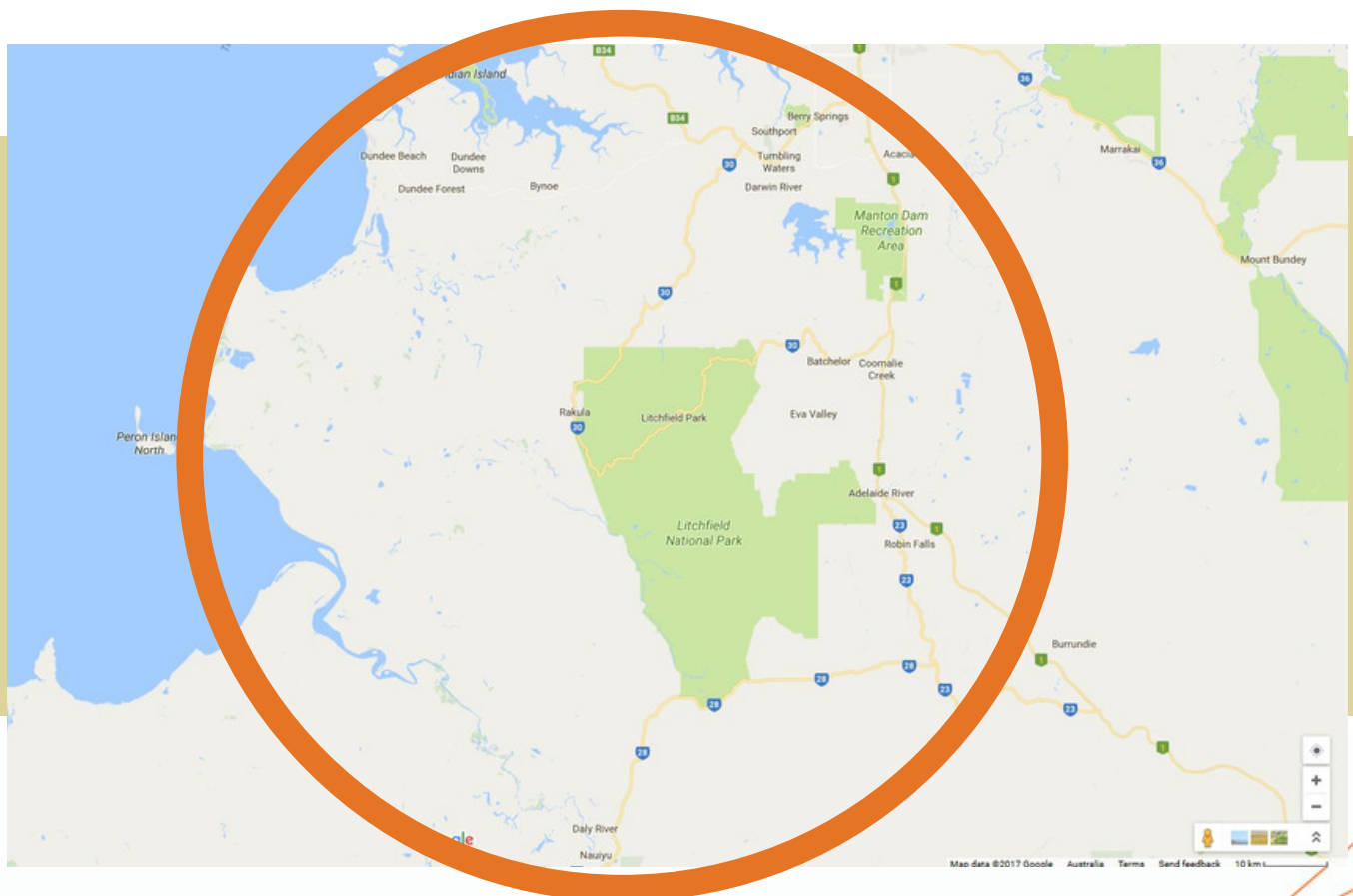
Just east of the Park entrance is the historic township of Batchelor and Rum Jungle, which has a long and varied history dating back to the late 1800s, a Visitor Information Centre and the Batchelor Museum.

To the west, the coastal area of Dundee is a great place to find a variety of hard fighting sport fish.

When you promote this as a whole region, it provides incentive for visitors to stay longer in the region with obvious flow-on effects and benefits to locals.

Whilst we will be creating our own marketing campaigns, website, social media presence etc, we don't intend to work alone but do intend to take a collaborative approach in raising the awareness of the Litchfield region by finding ways to partner with organisations such as Tourism NT, Tourism Top End and any other groups that have the opportunity to increase exposure of the Litchfield Region to the outside world.

We believe that those of us that live, work and have invested here, truly know this region and are best qualified to tell our story. If you believe that your enterprise could benefit from visitors to the Litchfield Region, then we would welcome you as a member.







## BENEFITS OF MEMBERSHIP

You may apply for Full Membership if you operate a tourism business or your business indirectly benefits from tourism.

### Full Membership \$550 including GST receives the following benefits:

1. Visibility on the LRTA website which will be professionally designed to be the essential planning tool for potential visitors to the region. This is the primary digital platform for Litchfield Regional Tourism Association.
2. Individual listing for your enterprise, including your logo and up to 3 images, (1 image for Associate Members), links to your website (essential for your own SEO), contact information and business details.

You may choose to list your enterprise in additional categories (eg. accommodation *and food*) for \$110 per additional category.

3. Listing on the Litchfield Regional Tourism map which will be free to download from the LRTA website.
4. Benefit from enhanced digital marketing of the Litchfield Region generally, including suggested itineraries, maps, attractions, food, accommodation and more.
5. Be included in our Social Media Marketing Schedule. Promote your special events; participate in "Meet a Local" interviews for you or a staff member; advertise your tourism product e.g. special offers, seasonal themes, business updates and news via our social media channels.
6. Regular email updates regarding regional event opportunities, workshops and training events.
7. Eligibility to vote at the LRTA AGM and to nominate for the LRTA Committee.

### Associate Membership \$330 including GST

is available for businesses that indirectly benefit from tourism. These members receive the above benefits *excluding*:

1. The right to vote at meetings or nominate for the LRTA Committee.
2. Multiple listings and multiple images.

## FEES & CHARGES

Annual Membership fees have been set for the 2019/20 financial year and include GST, as follows;

- Full Membership \$550
- Associate Membership \$330

A one-off Joining Fee of \$100 applies to new members. The Joining Fee covers the cost of listing your organisation on our website and collateral. You will not be required to pay the Joining Fee again if your membership is continuous and paid on time.

**SPECIAL OFFER**  
Pay your membership  
by 30 June 2019  
and SAVE \$100



## MEMBER CODE OF ETHICS

Each member of Litchfield Regional Tourism Association shall conduct their business with integrity and in an ethical manner to earn and maintain the confidence of clients, colleagues, employers and the public.

### 1. Members shall pursue and maintain high standards of personal and professional conduct and service, and:

- Comply with the laws of the Northern Territory, Australia and International conventions ratified by Australia, and operate within the spirit of those laws and conventions;
- Ensure that all contracts and/or terms of business are clear, concise and honoured in full unless terminated or modified by mutual agreement;
- Offer and maintain a high standard of service, facilities and cleanliness to the public at all times; and
- Uphold at all times the standing of LRTA and its Code of Ethics, and actively encourage colleagues to do the same.

### 2. In their relationships with clients or employees, members shall:

- Act as faithful agents in both professional and business matters;
- Advise them of any conflict of interest situation as it may occur or as it is perceived; and
- Give professional opinion as objectively as possible when asked to do so and accept responsibility for advice given, actions taken and omissions.

### 3. In contact with others, members shall:

- Protect the safety, health and welfare of employees and the public;
- Respect the confidentiality of information, which comes to them in the course of their duties, and
- Not harm or attempt to harm, maliciously or recklessly, directly or indirectly, the professional reputation of others, and
- Not intentionally convey false or misleading information whether written, spoken or implied, nor conceal any relevant fact in their duty to maintain truth, accuracy and good taste in all advertising and promotion.

## BREACH OF ETHICS

The Litchfield Regional Tourism Association Committee acts as the body to deal with any breach of the Code of Ethics. Complaints must be in writing and must be able to be substantiated.

Members against whom complaints are filed will be given the opportunity to put their case forward. The Committee will deal with such matters in confidence.

A proven breach may result in a warning to a member, and any further transgression or breach of the Code may result in cancellation of membership, without refund and removal of any rights or privileges to which they may have been entitled by virtue of membership.



Trading Name: \_\_\_\_\_

Parent Company (If applicable): \_\_\_\_\_

Key Contact Person: \_\_\_\_\_ Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_ ABN: \_\_\_\_\_

Business Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Admin Email Address: \_\_\_\_\_

Statistic Collection: In your peak season please advise how many staff work at your enterprise:

Full Time \_\_\_\_ Part Time \_\_\_\_ Casual \_\_\_\_ Volunteers \_\_\_\_

SELECT <input checked="" type="checkbox"/>	ITEM	RATE INCL GST	SUB TOTALS
<input type="checkbox"/>	Joining Fee (if paying after 31/07/19)	\$100.00	\$ _____
<input type="checkbox"/>	Full Membership Fee	\$550.00	\$ _____
<input type="checkbox"/>	Associate Membership Fee	\$330.00	\$ _____

AMOUNT PAYING \$ \_\_\_\_\_

### TERMS & CONDITIONS

- Applications for new members will be presented at the next scheduled meeting of the Litchfield Regional Tourism Association (LRTA) Committee.  
Should LRTA require further details about your organisation before approval is given, this will be indicated in writing, or a staff or Committee member will contact you directly by email or telephone.
- Applicants may be required to undergo a familiarisation visit prior to the membership application being presented to the Committee.
- If you operate multiple enterprises/ activities from one location, membership eligibility relates to the category that represents the primary purpose of your business.
- As part of our risk management protocol, we require copies of:
  - Business Name Certificate
  - Current Public Liability Certificate
- Membership year runs 1 July to 30 June.  
Membership renewal notices are sent out in May each year; and
- To vote at any meeting or nominate for Committee you must be a fully paid member at least 2 weeks prior to meeting.

### AGREEMENT

We/ I hereby apply for membership to the Litchfield Regional Tourism Association and in doing so we/ I declare that we/ I have read, understood, acknowledge and accept the rules, Constitution and Code of Ethics of the organisation and acknowledge that membership is not transferable nor are fees refundable.

We/ I understand that our/my application is subject to Litchfield Regional Tourism Association Committee approval and could include a familiarisation visit, where appropriate by a staff or Committee member.

The Committee reserves the right to withdraw the membership of any business/ organisation, which fails to abide by the Code of Ethics and adhere to standard industry professional practises.

Signature ..... Date .....

Print Name .....

Job Title .....

Business Name .....



The LRTA Region and website will be divided into 4 sub-regions. Each sub-region will have 3 categories.

**Full members** receive 1 logo, 3 images and 100 word description.

Full members *may* add additional categories for \$110 per additional category.

These additional listings can be customised with a different set of images/ description.

*Should you wish to create additional listings, please print one of these pages per listing.*

**Associate Members** receive only 1 listing, 1 logo, 1 image and 50 word description.

### Select the sub-region in which you operate

- ☐ Litchfield National Park - National Park boundary plus road north to Finniss River Crossing
- ☐ Northern Litchfield - Peninsula Way, Bynoe, Dundee, north of Acacia to Berry Springs turn off
- ☐ Central Litchfield - Acacia to Crater Lake Road incl. Lake Bennett, Batchelor, Rum Jungle
- ☐ Southern Litchfield - Crater Lake Road South incl. Adelaide River, Douglas Daly, Daly River

### Choose one main category

#### Category - Things to Do

Select one of the following options

- ☐ Attractions & Activities
- ☐ Guided Tours & Charters
- ☐ Shops, Fuel & Services

#### Category - Places to Stay

Select one of the following options

- ☐ Caravan, Camping & Cabins
- ☐ Hotel, Motel & Resorts
- ☐ Specialty & Boutique

#### Category - Where to Eat

Select which meals you offer.

- ☐ Breakfast
- ☐ Lunch
- ☐ Dinner

### Add your images.

Name the images that match this listing. Complete Image Release Form. Photos must be in jpeg or png format.  
Min 2048 x 1536 pixel. Max 10MB. Landscape pictures only with no logo or text on images please.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

### Provide your description

Describe your enterprise, what you do and when you operate. This does not need to include your address or contact details, these will be added separately.

Full membership may use up to 100 words,  
Associate Membership up to 50 words.

### Provide your contact details for the website

Phone:

Email:

Website:

Address:

### Checklist

You are now ready to submit your application and website details. Make sure the following items are included and attached:

- ☐ Membership Application Form completed and signed
- ☐ Membership Fees Paid
- ☐ Business Name Certificate
- ☐ Current Public Liability Certificate
- ☐ Website Listing Information Form
- ☐ Website Description of your product
- ☐ Completed & signed Image Release Form
- ☐ Logo and images.

Email applications to:  
litchfieldtourism@gmail.com





I, \_\_\_\_\_ ("The Image Owner") of  
\_\_\_\_\_ (address)

grant permission to Litchfield Regional Tourism Association ("LRTA") the right to reproduce the image/s described below for use in any or all of the promotional and advertising material of LRTA; and/or provided to any third party, including but not limited to media organisations, government bodies, not-for-profit organisations and LRTA partners, for their use as they see fit. The Images may be used in various media formats including online media, social media, print, newspaper, video, public displays television and electronic means of communication and in any edited form. I waive any rights and claims, present and future, to any fees or royalties or other benefits whatsoever for or in connection with the use of the Images.

If I wish to withdraw permission for Images to be used, I must so inform LRTA in writing. I understand that if I so withdraw permission for the Images to be used, LRTA will cease any future new publication or use of the Images, but for several years the Images may appear in printed and electronic material which has already been produced or disseminated.

### Warranty

The Image Owner warrants that it has the right to grant permission for the uses of the Image as specified above, that the Image does not infringe the rights of any third parties, and if a model release is required, The Image Owner warrants that a model release is available for the Image.

### Miscellaneous

This Agreement may not be amended except in a written document signed by both parties. If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to effect the intent of the parties.

## description of photos

Photo 1. Main Image. Description \_\_\_\_\_

Photo 2. Description \_\_\_\_\_

Photo 3. Description \_\_\_\_\_

## acceptance of agreement

Image Owner Signature: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# litchfield

more than a great national park

*Those of us that live, work and have invested here truly know our region and are best qualified to tell our story... hope you'll join and tell yours.*



## FOR MORE INFORMATION

SUE MORNANE  
RUM JUNGLE  
BUNGALOWS  
08 8976 0555

SHELLY HAITANA  
LITCHFIELD TOURIST  
PARK  
08 8976 0070

SUE WITHAM  
MT BUNDY STATION  
08 8976 7009





<b>Agenda Item Number:</b>	15.14
<b>Report Title:</b>	Draft Rating Policy FIN02
<b>Report Number:</b>	19/0067
<b>Meeting Date:</b>	20/11/2019
<b>Attachments:</b>	A – Rating Policy Review Position Paper Consultation Report B – Draft Rating Policy FIN02 – marked up version C – Draft Rating Policy FIN02 D – Table of impact to properties through Draft Rating Policy FIN02

### Purpose

This report presents to Council the outcome of the community consultation process on Council's Rating Review Position Paper and asks for approval of the Draft Rating Policy FIN02 to be placed on public exhibition.

### Summary

In 2016, Council resolved to undertake a review of its Basis of Rating. After an expert review was undertaken in 2017 Council committed in 2018 to a comprehensive review process involving the community in its decision-making process. The review included three major opportunities for the community to be involved.

1. Community Reference Group (undertaken in February to June 2019);
2. Consultation on Rating Policy Review Position Paper (in September/October 2019); and
3. Consultation on Draft Rating Policy (scheduled for November 2019).

Council's appointed Community Reference Group (CRG) met eight times and developed a report with nine recommendations to Council. Through the CRG recommendations Councillors have developed a Rating Policy Review Position Paper. The paper outlined considered improvements to Council's Rating Policy and asked the community to provide feedback over a five-week consultation period in September/October 2019.

The outcome of the consultation period on the Rating Policy Review Position Paper is presented in this report and in Attachment A to this report.

Council has taken community feedback into consideration and developed the attached Draft Rating Policy FIN02 (Attachment B and C) with the following adjustments made from the previous policy:

- Inclusion of the principles of administrative simplicity, policy consistency and equality for rating categories with a fixed rate and equity for all other categories;
- Removing 'location' as part of the basis of rating, rating only by zoning of properties;
- Establishing the new rating category of 'Horticulture/Agriculture';
- Realigning the applicable Planning Scheme zones to the relevant rating categories;
- Included section on Special Rates in accordance with Council's INF05 Sealing of Roads policy; and
- Included section on Service Charges for the provision of Waste Management.

## Recommendation

THAT Council:

1. notes the Rating Policy Review Position Paper Consultation Report;
2. acknowledges all community members for their involvement in this important consultation process;
3. endorses the Draft Rating Policy FIN02 for public consultation from the 25 November 2019 to 17 January 2020.

## Background

In line with the adopted project plan of the Rating Policy Review Project, after a five-week consultation period on the Rating Policy Review Position Paper, Councillors had a workshop to discuss the submissions and develop a Draft Rating Policy FIN02.

The Rating Policy Review Position Paper Consultation Report in Attachment A highlights the consultation held by Council and the outcomes of the process.

Overall Council has received 104 responses to the survey on YourSay and 77 other submissions via email, letter and notes at Community Walk-in Sessions. All submissions have been provided to Councillors for review and are available on Council's YourSay website for the public (<https://yoursay.litchfield.nt.gov.au/positionpaper>).

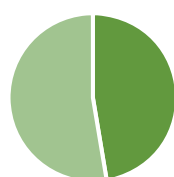
Survey results have been summarised and analysed with the following results for the six questions of the Rating Policy Review Position Paper.

### 1. Principles of Rating

#### 1.1. Summary of submissions through Rating Policy Review Position Paper consultation

The following results on the relevant questions in Council's survey were received:

Council wants to hear your view about the principles of rating?



■ Not Supported ■ Supported

Should Council use the principles of Rating in planning the rating system?



■ Not Supported ■ Supported

Most respondents for the questions on Principles of Rating agreed with the principles of Administrative Simplicity and Policy Consistency but questioned the principles of Equity and Economic Efficiency.

#### 1.2. Recommended amendments to the Draft Rating Policy FIN02

Council recommends the addition of the principles Administrative Simplicity and Policy Consistency as outlined in the Rating Policy Review Position Paper.

Furthermore, Council has recognised the strong community feedback, that residential ratepayers are all equal and that, in the submitters' views, the Unimproved Capital Value of property is no

indicator for the capacity to pay of ratepayers. Therefore, Council recommends adding a statement of Equality applying to rating categories levied a fixed rate, namely Rural Residential, Urban Residential and Horticulture /Agriculture. Yet that the principle of Equity applies to all other rating categories that are rated on the Unimproved Capital Value, namely Commercial/Industrial, Gas Plant, Mining Tenements and Pastoral Leases.

Council recognises that the above is an inconsistent approach that is applied to the rating categories and is not in line with Local Government best practice in rating, but it reflects the submissions received through the community consultation process.

The below changes are reflected in the Draft Rating Policy FIN02 (Attachment B and C):

#### 4.1 Principles:

*Council's Rating policy applies the principles of:*

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

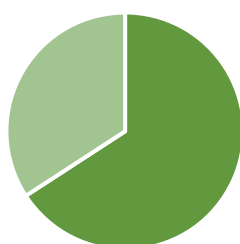
#### 1.3. Impact for rateable properties

With the application of the above principles all rateable properties were reviewed to ensure the policy is applied consistently.

## **2. Rating Categories**

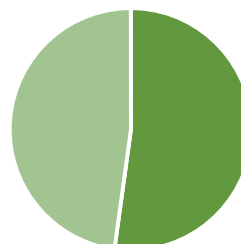
### 2.1. Summary of submissions through Rating Policy Review Position Paper consultation

What do you think of the new rating categories of Horticulture/Agriculture and Rural?



■ Not Supported  
■ Supported

What is your view about rating all properties in urban settings the same way?



■ Not Supported  
■ Supported

Most respondents identified that the properties zoned Horticulture/Agriculture and urban residential zonings might vary in their structure and use but should not be rated differently than other rural residential properties.

## 2.2. Recommended amendments to the Draft Rating Policy FIN02

In recognising the submissions Council notes the responses were mainly focussed on ensuring the applied rate is the same for the rating categories related to residential and horticulture/agriculture uses.

Council still recognises a need to separate the category of Horticulture/Agriculture zoned properties to ensure the rating declaration as set by Council annually shows the support to this sector with the fixed rate applied.

Furthermore, Council has listened to the community clarifying that the properties zoned Single Dwelling, Multiple Dwelling and Medium Density in Coolalinga are not different than other properties in the relevant zoning in other locations. Therefore, the rating category Urban Residential is proposed to be based on zoning and not on location.

Council has further reviewed all other zones of the Planning Scheme and has aligned these to the Rating Categories based on the allowed uses on the property in line with the *NT Planning Scheme*.

The below changes are reflected in the Draft Rating Policy FIN02 (Attachment B and C):

### 4.3 Rating Categories

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

<b>Rating Category</b>	<b>Planning Zone</b>
<b>Rural Residential</b>	<i>Rural Residential</i>
	<i>Rural Living</i>
	<i>Rural</i>
	<i>Water Management</i>
	<i>Conservation</i>
	<i>Specific Use – SL14, SL18</i>
	<i>Future Development</i>
<b>Urban Residential</b>	<i>Single Dwelling Residential</i>
	<i>Multiple Dwelling Residential</i>
	<i>Medium Density Residential</i>
	<i>Specific Use- SL11</i>
<b>Horticulture/Agriculture</b>	<i>Horticulture</i>
	<i>Agriculture</i>

*Extract of table in policy*

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

### 2.3. Impact for rateable properties

Attachment D shows in a table the impact to all rateable properties through the proposed changes in rating categories based on zoning. Based on the rates as declared for the financial year 2019-20 the changes to rating categories would result in:

- 346 properties with a total reduction in rates of \$131,530 and increase of \$11,847 in waste charges;
- 299 properties without any financial impact; and
- 40 properties with a total increase of \$90,592 in rates and a decrease of \$14,360 in waste charges.

Overall, based on the 2019-20 rates declaration the above changes would result in a loss of income to Council of \$40,938.

Some of the increases to rates for individual properties are significant and an offer of rates concession for the first year of introduction should be considered, where appropriate. Concessions can be facilitated under legislation and in line with Council's FIN06 Rates Concession Policy.

## 3. Calculating Rates

### 3.1. Summary of submissions through Rating Policy Review Position Paper consultation

Council wants to hear your view about calculating rates using a combination of a flat rate and a small valuation-based charge?



Most respondents identified that all residential properties should be paying the same fixed rate.

The consultation process highlighted that the majority of residents were unaware that Council had been rating the urban residential properties in Coolalinga a higher fixed rate.

### 3.2. Recommended amendments to the Draft Rating Policy FIN02

Council has considered the public submissions made and recommends continuing with a fixed rate. The below changes reflected in the Draft Rating Policy FIN02 are no change from the current policy, yet clarify the calculation based on the rating categories (Attachment B and C):

#### 4.4 Rates Calculation:

4.4.1 *In accordance with the Act rates are based on differential valuation-based charges calculated as a proportion of the assessed value of each allotment for the following rating categories:*

- *Commercial/Industrial*
- *Gas Plant*
- *Mining Tenement*
- *Pastoral Leases*

4.4.2 *The Valuation-based charge may be subject to a specified minimum amount.*

4.4.3 *In accordance with the Act rates are based on a fixed rate for the following rating categories:*

- *Rural Residential*
- *Urban Residential*
- *Horticulture/Agriculture.*

### 3.3. Impact for rateable properties

The calculation of rates has not changed for any properties based on the above content of the Draft Rating Policy FIN02. Changes to rates as outlined in section 2.3 of this report are related to realignment of Planning Zones to appropriate Rating Categories.

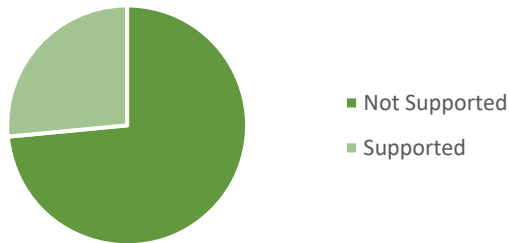
The comments through the consultation period have outlined that all residential properties should pay the same fixed rate.

If Council would decide in its budget deliberations to decrease the current fixed rate for Coolalinga residential properties to the Rural Residential Rate a loss of \$89,280 would be incurred based on 2019-20 rates (loss included in Attachment D and summary above). To balance this loss, Council could increase the fixed rate for the new rating categories of Urban Residential, Rural Residential and Horticulture/Agriculture by \$11.41 per property. This would mean a 1.3% increase to 7,481 rural residential properties.

## 4. Multiple-Dwelling Properties

### 4.1. Summary of submissions through Rating Policy Review Position Paper consultation

Council wants to hear your view about rating multiple-dwelling properties?



Most respondents identified that the usage of the property should not impact the rates applied and that the application of such policy would be too difficult.

### 4.2. Recommended amendments to the Draft Rating Policy FIN02

Council has considered the public submissions made and recommends no changes to the rating policy.

### 4.3. Impact for rateable properties

There is no impact for rateable properties.

## 5. Special Rates

In line with the recommendations made by the Community Reference Group, Council included in its Draft Rating Policy FIN02 the option to rate a Special Rate. This is no change from the current process applied by Council but is now proposed to be clarified and documented in the policy.

The below additions are reflected in the Draft Rating Policy FIN02 (Attachment B and C):

### 4.5 Special Rates

*4.5.1 Council levies a special rate in accordance with the Act and in line with Council's INF05 Sealing of Roads policy to defray the cost of sealing a road, or part thereof, where there is a public benefit.*

*4.5.2 The special rate is a fixed charge to a property and may vary based on the planning zone of the property.*

*4.5.3 Where a Special Rate is applied, it will be charged to properties with direct road access to the relevant road.*

*4.5.4 Council will consider longer payment timeframes for Special Rates considering the additional financial liability on ratepayers.*

## 6. Service Charges

In line with the recommendations made by the Community Reference Group, Council included in its Draft Rating Policy FIN02 the option to apply Service Charges. This is no change from the current process applied by Council but is now proposed to be clarified and documented in the policy.

The below additions are reflected in the Draft Rating Policy FIN02 (Attachment B and C):

### 4.6 Service Charges

4.6.1 Council can declare charges for providing services for the benefit of the land or the occupiers of land.

4.6.2 Council charges properties for the cost of waste disposal services, including the management and operation of waste transfer stations.

4.6.3 Council's Waste Management charge applies to the following rating categories:

- Rural Residential
- Urban Residential
- Horticulture/Agriculture

4.6.4 Council will, on request consider the application of the Waste Charge to other properties, where residential use can be identified.

## Links with Strategic Plan

A Well-Run Council - Good Governance

## Legislative and Policy Implications

Council's presented Draft Rating Policy FIN02 is in line with the current *Local Government Act*.

## Risks

There is a legal risk to Council, if the Rating Policy FIN02 is not in line with legislation or not consistent and unavoidable in its application. To minimise this risk Council will seek the review of the Draft Rating Policy FIN02 by the Department for Local Government Housing and Community Development during the consultation period. Furthermore, once the consultation has been undertaken the policy will be reviewed by legal aid before approval by Council.

There is a reputational risk for Council to change the rating policy without properly consulting with the community. Council is mitigating this risk through a thorough community engagement process.

## Financial Implications

Council has applied \$30,000 budget in the 2019-20 financial year towards the project, of which \$20,126 have been spent on the process so far. The remainder of the budget is forecasted for the engagement on the Draft Rating Policy and finalisation of the policy thereafter.



## Community Engagement

For the proposed eight weeks consultation period, it is recommended to undertake two levels of consultation:

1. consultation with the Community on the Draft Rating Policy FIN02 through a one-page fact sheet, survey on YourSay and messaging through radio, Facebook and website; and
2. consultation with ratepayers with a change of Rating Category via direct contact to explain changes and potential rates concession application processes.

### **Recommending Officer:**

**Silke Maynard, Director Community and Corporate Services**

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

*Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to 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.*

### **Consultation Report for the Rating Policy Review Position Paper**

As per the Rating Policy Review Position Paper Community Engagement Plan, Council commenced the consultation on Monday 2 September 2019, writing to the following stakeholders and providing them with a copy of the Position Paper:

- Gerald McCarthy, Minister for Local Government, Housing and Community Development
- Maree DeLacey, Executive Director, Division of Local Government
- Local Members, for Goyder, Nelson and Daly
- Community Groups
  - o Rotary
  - o Lions
  - o Garden Club
  - o Berry Springs Seniors
  - o Palmerston and Litchfield Seniors
  - o South Port Progress Association
  - o Friends of Taminmin Library
  - o Recreation Reserve Management
  - o Boards and Council Committees.

A dedicated page on **Your Say Litchfield** was developed and housed relevant documents to the Rating Policy Review; the Position Paper, John Comerie Report, CRG Report as well as all the CRG meeting summaries. The Your Say Litchfield page provided the community with an opportunity to have their say online via the survey.

Throughout the five-week consultation process, Council completed the following activities to **promote** and engage with the community:

- Media release distributed to all Top End media outlets
- Weekly radio interviews on Territory FM
- Radio interview on ABC Darwin radio Grass Roots program
- Three radio interview requests on ABC Darwin
- Two Public notices in the NT News
- Flyers and copies of the Position Paper at the Taminmin Community Library
- Flyers placed on Notice boards across the municipality in week one
- Copies of the Position Paper placed at the Council Office front counter
- Content on Council's website under the News and Public Consultation section

Council also promoted the Rating Policy Review Position Paper through its social media medium on Facebook.

The following table provides details of the **Facebook campaign**:

<b>Date</b>	<b>Post</b>	<b>Reach</b>	<b>Shared</b>
4 Sept	Link for Your Say and CWIS dates	333	0
9 Sept	Have you read the position paper	426	2
9 Sept	HD Village Green CWIS	2,700	33
16 Sept	Berry Springs CWIS	4,100	57
18 Sept	Council correcting social media and local members	3,800	122
20 Sept	Link to read the CRG report	323	1
23 Sept	Four more CWIS to attend	1,200	18
3 Oct	Two more CWIS to attend	407	4
7 Oct	After five-weeks, feedback closing today	1,800	22
9 Oct	Message from the Mayor video #1	6,600	297
17 Oct	Message from the Mayor video #2	2,200	79
23 Oct	Message from the Mayor video #3	1,988	77
24 Oct	Media Release: Flat Rate to remain	3,989	216
	<b>TOTAL</b>	<b>23,866</b>	<b>928</b>

The Mayor, Councillors and Council staff attended **eight Community Walk in Sessions (CWIS)**.

The following table provides details of attendance at the CWIS:

<b>Date</b>	<b>Venue</b>	<b>Attendance</b>
9 Sept	HD Village Green	2
14 Sept	Freds Pass Markets	Approx. 10-15
17 Sept	Berry Springs Rec Reserve	Approx. 10-15
17 Sept	Berry Springs Shopping Centre	Approx. 15-20
26 Sept	Coolalinga Shopping Centre	Approx. 10-15
29 Sept	Berry Springs Markets	Approx. 10-15
3 Oct	Howard Springs Hall	2
5 Oct	Freds Pass Markets	Approx. 25-30

## ATTACHMENT A

The official consultation period closed on Monday 7 October 2019, but Council continued to record communication received until the 22 October 2019, before analysing the submissions.

Overall, Council received the following **submissions**:

- 104 responses to the online survey on Your Say Litchfield, and
- 77 other submissions via email, letter and notes at Community Walk-in Sessions.

All submission have been provided to Councillors in their deliberations and are publicly available on Council's Your Say Litchfield page under:  
<https://yoursay.litchfield.nt.gov.au/positionpaper>.

Rating Policy ~~FIN02~~**DRAFT - FIN02**

Name	<del>FIN02</del> <b>DRAFT - FIN02</b> Rating Policy
Policy Type	Council
Responsible Officer	Director Community and Corporate Services
Approval Date	<del>13/12/2017</del> <b>13/12/2017</b>
Review Date	<del>12/12/2021</del> <b>12/12/2021</b>

**1. Purpose**

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

**2. Scope**

This policy applies to all ~~rateable~~ properties within the Municipality.

**3. Definitions**

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

The Act	<i>Local Government Act Northern Territory</i>
NT Planning Scheme	<i>Northern Territory Planning Scheme</i>

**4. Policy Statement****4.1 -Principles**

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

Council's Rating policy applies the principles of:

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

**4.2. Basis for Rates**

4.2.1. Council applies rates on the basis of zoning ~~and location~~.

- 4.2.2. Pursuant to [Section 149 of the Act](#), Council adopts the Unimproved Capital Value method as the basis for determining the assessed value of allotments within the Municipality. The Unimproved Capital Value of land is set by the NT Valuer General.

### 4.3 Rating Categories

[For the purpose of rating Council applies the following rating categories that differentiate properties by planning zones as set under the NT Planning Scheme.](#)

<u>Rating Category</u>	<u>Planning Zone</u>	<u>Property Particulars</u>
<u>Rural Residential</u>	<u>Rural Residential</u>	
	<u>Rural Living</u>	
	<u>Rural</u>	
	<u>Water Management</u>	
	<u>Conservation</u>	
	<u>Specific Use – SL14, SL18</u>	
	<u>Future Development</u>	<u>Excluding: Hun 045 P 01872, Hun 045 P 01860</u>
<u>Urban Residential</u>	<u>Single Dwelling Residential</u>	
	<u>Multiple Dwelling Residential</u>	
	<u>Medium Density Residential</u>	
	<u>Specific Use- SL11</u>	
<u>Horticulture/Agriculture</u>	<u>Horticulture</u>	
	<u>Agriculture</u>	
<u>Commercial/Industrial</u>	<u>Commercial</u>	
	<u>Service Commercial</u>	
	<u>Tourist Commercial</u>	
	<u>Light Industry</u>	
	<u>General Industry</u>	
	<u>Development</u>	<u>Excluding: Hun 000 P 07002</u>
	<u>Utilities</u>	
	<u>Railway</u>	
	<u>Community Purpose</u>	
	<u>Organised Recreation</u>	
	<u>Public Open Space</u>	
	<u>Caravan Parks</u>	

	<a href="#">Specific Use – SL1, SL3, SL4, SL5, SL6, SL7, SL8, SL9, SL10, SL12, SL13, SL15, SL17, SL23</a>	
<a href="#">Gas Plant</a>	<a href="#">Future Development</a>	<a href="#">Limited to: Hun 045 P 01872, Hun 045 P 01860</a>
	<a href="#">Development</a>	<a href="#">Limited to: Hun 000 P 07002</a>
<a href="#">Mining Tenements</a>	<a href="#">Conditionally rateable land occupied under a mining tenement</a>	
<a href="#">Pastoral Leases</a>	<a href="#">Conditionally rateable land comprising a pastoral lease as defined in the <i>Pastoral Land Act</i></a>	

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

#### 4.4 Rates Calculation:

4.4.1 In accordance with ~~section 148(1) of the Local Government Act~~ rates are based on differential valuation-based charges calculated as a proportion of the assessed value of each allotment for the following ~~properties~~rating categories:

- [Commercial/Industrial](#)
- [Gas Plant](#)
- [Mining Tenement](#)
- [Pastoral Leases](#)

~~Central Business, Future Development, Tourist Commercial, Commercial, Service Commercial, Caravan Park, General Industry, Development, Light Industry~~

4.4.2 The Valuation-based charge may be subject to a specified minimum amount.

4.4.3 In accordance with ~~section 148(1) of the Local Government Act~~ rates are based on a fixed rate for the following ~~properties~~rating categories:

- [Rural Residential](#)
- [Urban Residential](#)
- [Horticulture/Agriculture.](#)

~~Rural Residential, Rural Living, Rural, Horticulture, Agriculture, Single Dwelling Residential, Multiple Dwelling Residential, Medium Density Residential, High Density Residential, Community Living, Public~~

~~Open Space, Organised Recreation, Heritage, Restricted Development, Conservation, Community Purpose, Specific Use, Utilities, Mining Tenements and Pastoral Lease~~

~~The Valuation based charge may be subject to a specified minimum amount.~~

#### **4.5 Special Rates**

4.5.1 Council levies a special rate in accordance with the Act and in line with Council's INF05 Sealing of Roads policy to defray the cost of sealing a road, or part thereof, where there is a public benefit.

4.5.2 The special rate is a fixed charge to a property and may vary based on the planning zone of the property.

4.5.3 Where a Special Rate is applied, it will be charged to properties with direct road access to the relevant road.

4.5.4 Council will consider longer payment timeframes for Special Rates considering the additional financial liability on ratepayers.

#### **4.6 Service Charges**

4.6.1 Council can declare charges for providing services for the benefit of the land or the occupiers of land.

4.6.2 Council charges properties for the cost of waste disposal services, including the management and operation of waste transfer stations.

4.6.3 Council's Waste Management charge applies to the following rating categories:

- Rural Residential
- Urban Residential
- Horticulture/Agriculture

4.6.4 Council will, on request consider the application of the Waste Charge to other properties, where residential use can be identified.

### **5. Associated Documents**

Litchfield Council Municipal Plan

Litchfield Council Long Term Financial Plan

### **6. References and Legislation**

Northern Territory Local Government Act

Northern Territory Local Government (Administration) Regulations

Northern Territory Local Government (Accounting) Regulations



Australian Accounting Standards  
Ministerial Guidelines  
Local Government General Instructions

**7. Review History**

Date Reviewed	Description of changes (Inc Decision No. if applicable)
13 December 2017	New Policy, rescinding LC06
<a href="#">November 2019</a>	<a href="#">Review policy project, resulting in new rating categories a realignment from zonings to categories, addition of Special Rate, Service Charge, Principles</a>

Rating Policy **DRAFT - FIN02**

Name	DRAFT - FIN02 Rating Policy
Policy Type	Council
Responsible Officer	Director Community and Corporate Services
Approval Date	[Approval Date]
Review Date	[Review Date]

**1. Purpose**

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

**2. Scope**

This policy applies to all properties within the Municipality.

**3. Definitions**

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

The Act	<i>Local Government Act Northern Territory</i>
NT Planning Scheme	<i>Northern Territory Planning Scheme</i>

**4. Policy Statement****4.1 Principles**

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

Council's Rating policy applies the principles of:

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

**4.2. Basis for Rates**

4.2.1. Council applies rates on the basis of zoning.

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

### 4.3 Rating Categories

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

RATING CATEGORY	PLANNING ZONE	PROPERTY PARTICULARS
<b>RURAL RESIDENTIAL</b>	Rural Residential	
	Rural Living	
	Rural	
	Water Management	
	Conservation	
	Specific Use – SL14, SL18	
	Future Development	Excluding: Hun 045 P 01872, Hun 045 P 01860
<b>URBAN RESIDENTIAL</b>	Single Dwelling Residential	
	Multiple Dwelling Residential	
	Medium Density Residential	
	Specific Use- SL11	
<b>HORTICULTURE/AGRICULTURE</b>	Horticulture	
	Agriculture	
<b>COMMERCIAL/INDUSTRIAL</b>	Commercial	
	Service Commercial	
	Tourist Commercial	
	Light Industry	
	General Industry	
	Development	Excluding: Hun 000 P 07002
	Utilities	
	Railway	
	Community Purpose	
	Organised Recreation	
	Public Open Space	
	Caravan Parks	
	Specific Use – SL1, SL3, SL4, SL5, SL6, SL7, SL8, SL9, SL10, SL12, SL13, SL15, SL17, SL23	
<b>GAS PLANT</b>	Future Development	Limited to: Hun 045 P 01872, Hun 045 P 01860
	Development	Limited to: Hun 000 P 07002

RATING CATEGORY	PLANNING ZONE	PROPERTY PARTICULARS
<b>MINING TENEMENTS</b>	Conditionally rateable land occupied under a mining tenement	
<b>PASTORAL LEASES</b>	Conditionally rateable land comprising a pastoral lease as defined in the <i>Pastoral Land Act</i>	

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

#### 4.4 Rates Calculation:

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

#### 4.5 Special Rates

- 4.5.1 Council levies a special rate in accordance with the *Act* and in line with Council's INF05 Sealing of Roads policy to defray the cost of sealing a road, or part thereof, where there is a public benefit.
- 4.5.2 The special rate is a fixed charge to a property and may vary based on the planning zone of the property.
- 4.5.3 Where a Special Rate is applied, it will be charged to properties with direct road access to the relevant road.

- 4.5.4 Council will consider longer payment timeframes for Special Rates considering the additional financial liability on ratepayers.

#### **4.6 Service Charges**

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

### **5. Associated Documents**

Litchfield Council Municipal Plan

Litchfield Council Long Term Financial Plan

### **6. References and Legislation**

Northern Territory Local Government Act

Northern Territory Local Government (Administration) Regulations

Northern Territory Local Government (Accounting) Regulations

Australian Accounting Standards

Ministerial Guidelines

Local Government General Instructions

### **7. Review History**

<b>Date Reviewed</b>	<b>Description of changes (Inc Decision No. if applicable)</b>
13 December 2017	New Policy, rescinding LC06
November 2019	Review policy project, resulting in new rating categories a realignment from zonings to categories, addition of Special Rate, Service Charge, Principles

**Table of impact to properties through change in Rating Category**

Rating impact	No of Properties	Planning Zone	Current Rating Category	Proposed Rating Category	Reasoning
<b>Reduction in rate</b>	<b>346</b>				
	34	Future Development	Commercial/Industrial	Rural Residential	Permitted uses very limited, once area plans are approved a review can classify properties in line with proposed zoning
	1	Rural	Commercial/Industrial	Rural Residential	Clarification of major zoning on multi zone property
	142	Medium Density Residential	Coolalinga Residential	Urban Residential	Removing location differentiator from category Urban Residential
	144	Multiple Dwelling Residential	Coolalinga Residential	Urban Residential	Removing location differentiator from category Urban Residential
	25	Single Dwelling Residential	Coolalinga Residential	Urban Residential	Removing location differentiator from category Urban Residential
<b>No change in rate</b>	<b>299</b>				
	18	Agriculture	Rural Residential	Horticulture/Agriculture	New category of Horticulture/ Agriculture
	189	Horticulture	Rural Residential	Horticulture/Agriculture	New category of Horticulture/ Agriculture
	66	Multiple Dwelling Residential	Rural Residential	Urban Residential	Removing location differentiator from category Urban Residential
	6	Single Dwelling Residential	Rural Residential	Urban Residential	Removing location differentiator from category Urban Residential
	20	Specific Use – SL11	Rural Residential	Urban Residential	Permitted uses align with Single Dwelling Residential
<b>Increase in rate</b>	<b>40</b>				
	1	Caravan Park	Rural Residential	Commercial/Industrial	Permitted uses align with commercial zones
	1	Commercial	Rural Residential	Commercial/Industrial	Clarification of major zoning on multi zone property
	4	Community Purposes	Rural Residential	Commercial/Industrial	Permitted uses do not align with residential /rural zones
	1	Development	Rural Residential	Commercial/Industrial	Clarification of major zoning on multi zone property

## ATTACHMENT D

Rating impact	No of Properties	Planning Zone	Current Rating Category	Proposed Rating Category	Reasoning
	3	Organised Recreation	Rural Residential	Commercial/Industrial	Permitted uses do not align with residential /rural zones
	1	Public Open Space	Rural Residential	Commercial/Industrial	Permitted uses do not align with residential /rural zones
	9	Railway	Rural Residential	Commercial/Industrial	Permitted uses align with commercial zones
	10	Specific Use – SL1, SL3, SL4, SL5, SL6, SL7, SL8, SL9, SL10, SL12, SL13, SL15, SL17, SL23	Rural Residential	Commercial/Industrial	Permitted uses align with commercial zones
	1	Tourist Commercial	Rural Residential	Commercial/Industrial	Clarification of major zoning on multi zone property
	8	Utilities	Rural Residential	Commercial/Industrial	Permitted uses do not align with residential /rural zones
	1	Utilities	Coolalinga Residential	Commercial/Industrial	Permitted uses do not align with residential /rural zones
<b>-\$40,938</b>	<b>685</b>	<b>TOTAL</b>			



# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 20 November 2019

### 16 Common Seal

### 17 Other Business

### 18 Public Questions

### 19 Confidential Items

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

#### 19.1 Proposed Update to Litchfield Subregional Land Use Plan for Gunn Point Peninsula

*Regulation 8(e) – information provided to the council on condition that it be kept confidential.*

### 20 Close of Meeting