

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 11/12/2019

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 11 December 2019 at 6:30pm

Daniel Fletcher
Chief Executive Officer

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 11 December 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}	{dates}

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 Wednesday, 20 November 2019, 11 pages; and
Confidential Council Meeting held Wednesday 20 November 2019, 1 page.



LITCHFIELD COUNCIL MEETING

Minutes of Meeting

held in the Council Chambers, Litchfield

on Wednesday 20 November 2019 at 6:30pm

Present	Maree Bredhauer	Mayor
	Christine Simpson	Deputy Mayor / Councillor Central Ward
	Kirsty Sayers-Hunt	Councillor East Ward
	Doug Barden	Councillor South Ward
	Mathew Salter	Councillor North Ward
Staff	Daniel Fletcher	Chief Executive Officer
	Nadine Nilon	Director Infrastructure and Operations
	Silke Maynard	Director Community & Corporate Services
	Wendy Smith	Manager Planning & Development
	Debbie Branson	Executive Assistant
Public	Peter Curtis	Noonamah
	Lorraine Curtis	Noonamah
	Larry Cameron	Noonamah
	Rob Lee	NT Government
	Wendy Burgemeister	Berry Springs

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: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

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, 3 pages.

CARRIED (5-0)-1920/084

CHANGE THE ORDER OF BUSINESS

Moved: Cr Sayers-Hunt
Seconded: Cr Barden

THAT Council alter the Order of Business which includes:

1. bring forward item 18 Public Questions incorporate into item 9 Public Forum and further;
2. 15.14 Draft Rating Policy FIN02 to be dealt with prior to the other officers' reports.

CARRIED (5-0)-1920/085

6. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Salter
Seconded: Cr Barden

THAT Council receives and notes the Action List.

CARRIED (5-0)-1920/086

7. PRESENTATIONS

Nil.

8. PETITIONS

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

Moved: Cr Barden
Seconded: Cr Sayers-Hunt

THAT Council:

1. receives and acknowledges the signed petition from residents seeking rezoning of land between Middle Arm Road and Cox Peninsula Road;
2. notes that the petition has 8 valid signatories in the line with GOV02 Council policy; and
3. 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.

CARRIED (5-0)-1920/087

9. PUBLIC FORUM / QUESTIONS

9.1 Peter Curtis – Noonamah

Mr Curtis advised that he had initiated the petition to remove the blocks between Middle Arm Road and Cox Peninsula Road from Weddell zoning Future Development. As a resident from Middle Arm Road, Mr Curtis expressed his disappointment with the current zoning and that home owners are no longer able to subdivide their properties. Mr Curtis also questioned the progress on the future development of Weddell.

The CEO thanked Mr Curtis for the petition and advised that Council recently provided a remission for the rates to the effected properties. The CEO added that the Council will further consider how best to approach the zoning situation, within their limitations. The CEO offered Mr Curtis a meeting with the Planning Manager to discuss in detail the planning complications in relation

to the future development zone which the Northern Territory Government are responsible for administering.

9.2 Wendy Burgemeister - Berry Springs

Ms Burgemeister, a long-term resident of Cox Peninsular Road and advised she that was unaware owners could no longer sub divide their properties. Ms Burgemeister also advised that she had received abuse from landowners whilst riding her horses with her dogs.

10. ACCEPTING OR DECLINING LATE ITEMS

10.1 Late Report – 15.15 Acquittal of Special Purpose Grants

Moved: Cr Sayers-Hunt
Seconded: Cr Salter

THAT the late report item 15.15 Acquittal of Special Purpose Grants, be accepted and included under Officer's reports for consideration.

CARRIED (5-0)-1920/088

11. NOTICES OF MOTION

Nil.

12. MAYORS REPORT

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

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

CARRIED (5-0)-1920/089

13. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

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

Moved: Cr Sayers-Hunt
Seconded: Cr Barden

THAT Council note the Councillors' verbal report.

CARRIED (5-0)-1920/090

14. FINANCE REPORT

14.1 Council Finance Report – October 2019

Moved: Cr Barden
Seconded: Cr Salter

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

CARRIED (5-0)-1920/091

15. OFFICERS REPORT

15.14 Draft Rating Policy FIN02

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

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.

CARRIED (5-0)-1920/092

15.1 Order of Business at Council Meetings

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

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

AMENDMENT

Moved: Cr Barden
Seconded: Cr Salter

THAT Council changes Item 9 from Public Forum to Public Questions within the agenda format produced for Ordinary Council meetings.

**THE AMENDMENT BECAME THE MOTION
CARRIED (5-0)-1920/093**

15.2 CEO Monthly Report

Moved: Cr Barden
Seconded: Cr Sayers-Hunt

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

CARRIED (5-0)-1920/094

15.3 LGANT – NT Heritage Council Nomination

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council thanks the Local Government Association of the Northern Territory for the opportunity to put forward a nomination however on this occasion the Council declined to nominate a Councillor to the Northern Territory Heritage Council.

CARRIED (5-0)-1920/095

15.4 LGANT – NT Grants Commission Nomination

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council thanks the Local Government Association of the Northern Territory for the opportunity to put forward a nomination however on this occasion the Council declined to nominate a Councillor to the Northern Territory Grants Commission.

CARRIED (5-0)-1920/096

15.5 DRAFT FIN09 Risk Management and Audit Committee

Moved: Cr Sayers-Hunt
Seconded: Cr Salter

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

CARRIED (5-0)-1920/097

15.6 Designing Better

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

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

CARRIED (5-0)-1920/098

15.7 GOV01 Policy Framework Review

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council adopt the DRAFT GOV01 Policy Framework.

CARRIED (3-2)-1920/099

A division was called

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

Cr Barden and Cr Salter voted in the negative

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

Moved: Cr Barden
Seconded: Deputy Mayor Simpson

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.

CARRIED (5-0)-1920/100

15.9 November 2019 Summary Planning and Development Report

Moved: Cr Salter
Seconded: Cr Barden

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.

CARRIED (5-0)-1920/101

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

Moved: Cr Salter
Seconded: Deputy Mayor Simpson

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.

CARRIED (5-0)-1920/102

15.11 Planning Reform Stage 3 Consultation – Draft Bill of Amendments to NT Planning Act 1999

Moved: Cr Salter
Seconded: Deputy Mayor Simpson

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.

CARRIED (5-0)-1920/103

15.12 Acquittal of Special Purpose Grants

Moved: Cr Barden
Seconded: Deputy Mayor Simpson

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.

CARRIED (5-0)-1920/104

15.13 Litchfield Regional Tourism Association Membership Prospectus 2019

Moved: Deputy Mayor Simpson
Seconded: Cr Barden

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.

CARRIED (4-1)-1920/105

15.15 Acquittal of Special Purpose Grants

Moved: Cr Barden
Seconded: Cr Salter

THAT Council:

1. Receives and notes the Acquittal of Special Purpose Grants report; and
2. Approves the acquittal of the Special Purpose Grants for the construction of the Mobile Workforce Shed at the Humpty Doo Waste Transfer Station to the value of \$433,494.62 as at 19 November 2019.

CARRIED (5-0)-1920/106

16. COMMON SEAL

Nil.

17. OTHER BUSINESS

17.1 Freds Pass Sport & Recreation Board Annual General Meeting

Update provided by Cr Salter.

19. CONFIDENTIAL ITEMS

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

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

CARRIED (5-0)-1920/107

The meeting was closed to the public at 8:14pm.

Moved: Cr Barden
Seconded: Cr Salter

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

CARRIED (5-0)-1920/109

The meeting moved to Open Session at 8:24pm.

20. CLOSE OF MEETING

The Chair closed the meeting at 8:24pm.

21. NEXT MEETING

Wednesday 11 December 2019.

MINUTES TO BE CONFIRMED

Wednesday 11 December 2019

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher

Unconfirmed

Resolution Number	Resolution	Action Officer	Meeting Date	Status
15/0175/02	Meeting Procedures By-Laws 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	Signage, Roadside Vans and Events on Council Land 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	Litchfield Aquatic Facility Needs Analysis Report 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	Berry Springs Water Advisory Committee - Council Representative 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	Appointments are on hold due to a legal issue relating to the Water Act 1992 and the number of water advisory committees that can operated in a water control district. Waiting on further advice from NT Government.

1718/267	<p>Improving the Productivity of the Mango Industry Project</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. receives and notes the Business Case Improving the Productivity of the Mango Industry in Litchfield Municipality; 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; 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 4. endorses the Improving the Productivity of the Mango Industry Project, as one of Council's Top 3 Advocacy Projects. 	CEO	27-06-18	<p>Complete.</p> <p>Update report provided at October Council meeting.</p> <ol style="list-style-type: none"> 1. No further action 2. Funding announced 3. Refer November report resolution no. 1920/078
1819/145	<p>Recreation Reserve Leases and Funding Agreements Project</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. notes the update on the development of leases and funding agreements as part of the Recreation Reserves Leases project; 2. notes the draft lease agreement; 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 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. 	DCCS	16-01-19	<p>Report to update Council on the progress of the lease negotiations and Funding Agreements will be provided to Council in January 2020.</p>
1920/032	<p>Investigation of a Suitable Site for a Dump Point</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. approves an investigation into the development of Litchfield Municipality as an RV friendly destination; 2. investigates suitable sites for an RV friendly Park in the Municipality; 3. engages with the CMCA to explore the opportunity of becoming partners in an RV Park and dump point, in Litchfield Municipality; and 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. 	DIO	16-10-19	<p>Underway.</p> <p>To be included in report from resolution 1920/068</p>

1920/068	Dump Point and RV Park Investigation Update 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	Private Roads Policy 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.
1920/071	FPSRR Governance Arrangement Review Reference Group 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	1. Terms of Reference distributed to Freds Pass Sport and Recreation Reserve Board. 2. EOI's planned for January/February 2020. 3. Completed - Freds Pass Sport and Recreation Reserve Board advised of Cr Sayers-Hunt's appointment. 4. Completed - Letter sent to FPSRR Board 30 October 2019.
1920/074	Proposed Road Opening Richards Road, Blackmore 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.	DIO	16-10-19	Underway.

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

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

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

1920/077

DIO

16-10-19

Telstra have been notified of Council resolution.

Mango Roads Project Update

THAT Council:

1.receive 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.

Petition to Rezone Land between Middle Arm and Cox Peninsular Roads					
1920/087	<p>THAT Council:</p> <p>1.receives and acknowledges the signed petition from residents seeking rezoning of land between Middle Arm Road and Cox Peninsula Road;</p> <p>2.notes that the petition has 8 valid signatories in the line with GOV02 Council policy; and</p> <p>3.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.</p>	20-11-19	DCCS	Completed. Letters sent.	
Draft Rating Policy FIN02					
1920/092	<p>THAT Council:</p> <p>1.notes the Rating Policy Review Position Paper Consultation Report;</p> <p>2.acknowledges all community members for their involvement in this important consultation process;</p> <p>3.endorses the Draft Rating Policy FIN02 for public consultation from the 25 November 2019 to 17 January 2020.</p>	20-11-19	DCCS	Consutlation initiated.	
Acquittal of Special Purpose Grants					
1920/104	<p>THAT Council approve the acquittals of the Special Purpose Grants for:</p> <ul style="list-style-type: none"> •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. 	20-11-19	DCCS	Completed. Acquittals sent.	
Litchfield Regional Tourism Association Membership Prospectus 2019					
1920/105	<p>THAT Council:</p> <p>1.accepts the membership invitation for Litchfield Council to become Honorary Government Associate Members of the Litchfield Regional Tourism Association; and</p> <p>2.approves the Chief Executive Officer to execute the agreement on behalf of the Litchfield Council.</p>	20-11-19	CEO	Application submitted.	

Acquittal of Special Purpose Grants

1920/106	<p>THAT Council:</p> <p>1.Receives and notes the Acquittal of Special Purpose Grants report; and</p> <p>2.Approves the acquittal of the Special Purpose Grants for the construction of the Mobile Workforce Shed at the Humpty Doo Waste Transfer Station to the value of \$433,494.62 as at 19 November 2019.</p>	20-11-19	DCCS	Completed. Acquittals sent.
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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 11 December 2019

7 Presentations

8 Petitions

9 Public Questions

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
Author:	Maree Bredhauer
Recommending Officer	Maree Bredhauer
Report Number:	19/0070
Meeting Date:	11/12/2019
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 21 November 2019 to 11 December 2019.

Summary

Date	Event	Content/Comment
21 October 2019	sySTEMic Collaboration	Final Student Presentation
22 October 2019	Territory FM Radio	Regular Radio Interview
23 October 2019	2019 Friends of the Library	Poetry Book Launch
	Rural Community Carols by Candlelight Committee	Annual Event
26 November 2019	Top End Gem & Mineral Club	Presentation – Life membership certificate
26 November 2019	Australia Day Event 2020 Committee Meeting	Preparation of the Annual Event
	Labasheeda Park Volunteer Bushfire Brigade Headquarters	Christmas Party
27 November 2019	NT Farmers	
28 November 2019	Rotary Club of Darwin Sunrise	Paramedic of the Year – NT Excellence Awards 2019
29 November 2019	Territory FM Radio	Regular Radio Interview
	Consul of the Republic of Indonesia - Indonesia Beautiful	Fashion Show Annual event
4 December 2019	Lord Mayor's Climate Emergency Roundtable	Scheduled meeting
5 December 2019	TOPROC	Scheduled meeting

Date	Event	Content/Comment
	Chief Ministers 2019 Christmas Reception	Annual event
6 December 2019	Girraween Primary School Awards Assembly	End of year event
6 December 2019	Territory FM Radio	Regular Radio Interview
	Henbury School Christmas Lunch	Annual fundraising event
11 December 2019	St Francis of Assisi Catholic Primary School Graduation and Awards Ceremony	End of year event

Recommendation

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



LITCHFIELD COUNCIL MEETING

Wednesday 11 December 2019

Council Appointed Representatives provide a verbal update on meetings that have taken place 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

LITCHFIELD COUNCIL MEETING

Wednesday 11 December 2019

14 Finance Report

14.1 Litchfield Council Finance Report – November 2019



COUNCIL REPORT

Agenda Item Number:	14.1
Report Title:	Litchfield Council Finance Report – November 2019
Author:	Silke Maynard, Director Community & Corporate Services
Recommending Officer	Silke Maynard, Director Community & Corporate Services
Report Number:	19/0079
Meeting Date:	11/12/2019
Attachments:	Nil

Executive Summary

Total Revenue of \$12,881,162 for the month of November reflects rates that were levied and recognised at the beginning of the financial year, payment of rates is received in instalments throughout the financial year.

Total YTD Expenses of \$4,918,815 is 29% of the annual budget.

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

Recommendation

THAT Council receives the Litchfield Council Finance Report for the period ended 30 November 2019.

Background

Detailed financial information presented in following pages.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Financial Reporting in line with *Local Government (Accounting) Regulations* and relevant Council policies.

Risks

Nil.

Financial Implications

Nil.

Community Engagement

Not applicable.

Finance Report

November 2019



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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 at 30 November 2019

	2019/20 Annual Budget	2019/20 YTD Actuals	2019/20 Annual Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Rates	10,738,393	10,189,220	10,738,393	0	
Statutory Charges	111,700	93,901	111,700	0	
User Charges	1,208,128	698,705	1,208,128	0	
Grants, Subsidies & Contributions	3,614,416	1,181,044	3,614,416	0	
Investment Income	694,451	648,779	694,451	0	
Reimbursements	0	0	0	0	
Other Income	71,000	69,513	71,000	0	
TOTAL REVENUE	16,438,088	12,881,162	16,438,088	0	
EXPENSES					
Employee Costs	6,661,948	2,251,828	6,661,948	0	
Auditor Fees	36,600	12,794	36,600	0	
Bad & Doubtful Debts	0	482	0	0	
Elected Member Expenses	242,264	72,479	242,264	0	
Election Expenses	0	0	0	0	
Cemetery Operations	363,300	72,849	363,300	0	
Contractors	4,126,589	1,370,302	4,126,589	0	
Energy	212,800	72,119	212,800	0	
Insurance	366,518	383,274	366,518	0	
Maintenance	674,766	303,360	674,766	0	
Legal Expenses	158,530	80,455	158,530	0	
Donations and Community Support	127,900	55,708	127,900	0	
Computer / IT Costs	369,435	122,287	369,435	0	
Parts, Accessories & Consumables	309,600	151,300	309,600	0	
Professional Services	903,500	202,893	903,500	0	
Sundry	436,700	213,191	436,700	0	
TOTAL EXPENSES	14,990,450	5,365,322	14,990,450	0	
OPERATING RESULT	1,447,638	7,515,840	1,447,638	0	

CONSOLIDATED BALANCE SHEET at 30 November 2019

	31-Oct-19	30-Nov-19	Movement
CURRENT ASSETS			
Cash & Cash Equivalents	4,282,901	2,127,725	-2,155,176
Trade and Other Receivables	10,654,600	5,010,661	-5,643,939
Other Financial Assets	22,522,490	24,022,943	1,500,453
Other Current Assets	154,202	172,902	18,700
TOTAL CURRENT ASSETS	37,614,193	31,334,232	-6,279,961
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	309,111,798	309,111,798	0
Other Non-Current Assets	3,739,185	3,739,185	0
TOTAL NON-CURRENT ASSETS	312,850,983	312,850,983	0
TOTAL ASSETS	350,465,176	344,185,215	-6,279,961
CURRENT LIABILITIES			
Trade and Other Payables	1,413,317	1,043,125	-370,192
Current Provisions	593,955	541,247	-52,708
TOTAL CURRENT LIABILITIES	2,007,272	1,584,372	-422,900
NON-CURRENT LIABILITIES			
Non-Current Provisions	324,770	438,000	113,230
TOTAL NON-CURRENT LIABILITIES	324,770	438,000	113,230
TOTAL LIABILITIES	2,332,042	2,022,372	-309,670
NET ASSETS	348,133,134	342,162,842	-5,970,292
EQUITY			
Accumulated Surplus	28,991,914	23,021,622	-5,970,292
Asset Revaluation Reserve	295,859,891	295,859,891	0
Other Reserves	23,281,329	23,281,329	0
TOTAL EQUITY	348,133,134	342,162,842	-5,970,292

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 30 November 2019 current ratio equalling 15.47

$$\begin{aligned}
 \text{Current ratio} &= \frac{\text{Current Assets (less: Provision for Doubtful debt)}}{\text{Current Liabilities}} \\
 &= \frac{31,276,423}{2,022,372} = 15.47
 \end{aligned}$$

$$\text{Net Cash Position} = 31,334,432 - 2,022,372 = \$29.3 \text{ million}$$

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 Budget	YTD Actual	2019/20 Annual Budget	2019/20 Annual Forecast	Forecast Variance +ve (-ve)	Note
REVENUE						
Council Leadership	12,495	436	30,000	30,000	0	
Finance & Customer Service	7,716,262	8,520,608	9,045,441	9,045,441	0	
Infrastructure & Assets	1,103,677	637,453	2,637,492	2,637,492	0	
Planning & Development	43,230	24,682	61,748	61,748	0	
Waste Management	3,039,990	3,022,192	3,178,680	3,178,680	0	
Community	30,835	99,455	74,000	74,000	0	
Community – Library	416,256	726	421,447	421,447	0	
Regulatory Services	81,565	94,221	112,700	112,700	0	
TOTAL REVENUE	12,444,310	12,399,773	15,561,508	15,561,508	0	
EXPENSES						
Council Leadership	533,134	405,207	1,111,896	1,111,896	0	
Corporate	304,843	241,189	645,697	645,697	0	
Information Services	209,330	155,988	513,091	513,091	0	
Finance & Customer Service	904,688	768,359	1,584,930	1,584,930	0	
Infrastructure & Assets	1,420,045	896,766	3,004,297	3,004,297	0	
Planning & Development	284,105	239,763	728,387	728,387	0	
Waste Management	1,251,730	1,020,870	2,991,436	2,991,436	0	
Community	860,574	668,896	1,442,690	1,442,690	0	
Community – Library	176,275	109,858	421,447	421,447	0	
Mobile Workforce	565,015	271,112	1,287,337	1,287,337	0	
Regulatory Services	185,505	140,807	388,831	388,831	0	
TOTAL EXPENSES	6,695,244	4,918,815	14,120,039	14,120,039	0	
OPERATING RESULT	5,749,066	7,480,958	1,441,469	1,441,469	0	

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 expenditures are included in the operating result above. The table below highlights the expenditure compared to budget at the end of November 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	168	25,000	Project awarded and commenced	On Budget
320 Arnhem Highway Master Plan – Stage 1	30,000	168	30,000	Project awarded and commenced	On Budget
Chamber Refurbishment	10,000	8,458	10,000	Furniture purchases to be completed in early 2020	On Budget
New Website Development	45,000	0	45,000	Quotes under assessment	On Budget
Mobile Workforce Review	30,000	0	30,000	Review underway	On Budget
Litchfield Annual Art Exhibition	10,000	670	10,000	Entry for artists opened 2 December	On Budget
Council Chambers Audio / Video Upgrade	30,000	0	30,000	Scope being created and additional 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
TOTAL	300,000	9,464	300,000		

CAPITAL BUDGET POSITION

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

	2019/20 Annual Budget	2019/20 YTD Actuals	2019/20 Annual Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Infrastructure & Assets	1,344,743	704,299	1,344,743	0	
Planning & Development	140,000	46,792	140,000	0	
Mobile Workforce	35,000	34,987	35,000	0	
Community	6,000,000	0	6,000,000	0	
Regulatory Services	15,000	0	15,000	0	
Waste Management	50,000	22	50,000	0	
TOTAL REVENUE	7,584,743	786,100	7,584,743	0	
EXPENSES					
Infrastructure & Assets	3,792,000	482,077	3,792,000	0	
Waste Management	525,000	397,636	525,000	0	
Mobile Workforce	175,000	0	175,000	0	
Community	8,500,000	1,397,369	8,500,000	0	
Regulatory Services	45,000	0	45,000	0	
TOTAL EXPENSES	13,037,000	2,277,082	13,037,000	0	
CAPITAL RESULT	(5,452,257)	(1,490,982)	(5,452,257)	0	

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
Projects carried forward from previous years							
Pavement repairs – Whitewood Road	30/9/2019	2018/19 427,000	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	2018/19 768,529	52,590 (Life to Date Actual)	768,529	0	Design & documentation being finalised	On Budget
TOTAL		1,195,529	478,627	1,195,529	0		
Projects commencing in 2019/20							
Whitewood Road Footpath Renewal	30/11/2019	110,000	393	110,000	0	Tender assessment 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	Works complete, final reinstatement of line marking underway and awaiting final invoices	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, finalising invoices	On Budget

Project (Infrastructure & Assets)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment	Status of Variance
Shoulder Widening of Various Roads	30/11/2019	300,000	4,041	300,000	0	Widening pavement works complete, line marking & sealing works underway	On Budget
Stevens Road Pavement Upgrade	30/06/2020	500,000	0	500,000	0	Design underway	On Budget
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
TOTAL		3,792,000	412,133	3,792,000	0		

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
Projects/Capital Purchases commencing in 2019/20							
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	Localbuy tender closed, assessment underway	On Budget
TOTAL		525,000	0	525,000	0		

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
Projects carried forward from previous years							
Mobile Workforce Shed	31/10/2019	2018/19 Grant	433,495 (Life to Date Actual)	450,000	(450,000)	Completed October 2019	Outside Budget*
TOTAL		0	433,495	450,000	(450,000)		
Projects/Capital Purchases commencing in 2019/20							
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
TOTAL		175,000	0	175,000	0		

*Mobile Workforce Shed was grant funded in prior year and is therefore showing outside the budget. This is not an overspent.

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
Projects/Capital Purchases commencing in 2019/20							
Motor Vehicle Replacement	31/03/2020	45,000	0	45,000	0	Scope beng prepared	On Budget
TOTAL		45,000	0	45,000	0		

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
Projects commenced in prior years							
Freds Pass Sport Recreation Reserve – Improvements	30/09/2019	2016/17 3,000,000 Grant	2,999,908 (Life to Date Actual)	3,000,000	0	Projects complete, acquittal being finalised	On Budget
Howard Park Reserve – Irrigation Upgrade	31/10/2019	2017/18 20,000 Grant	20,010 (Life to Date Actual)	20,000	0	Complete, and acquittted	On Budget
Howard Park Reserve – Playground Upgrade	31/10/2019	2017/18 81,181 Grant	68,041 (Life to Date Actual)	69,970	11,211	Complete, and acquittted	On Budget
Humpty Doo Village Green – Furniture Upgrade	30/06/2022	2017/18 33,824 Grant	21,592 (Life to Date Actual)	33,824	0	Kitchen works complete, awaiting quotes for certification work	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Equine Facilities Upgrade)	31/12/2019	2018/19 380,000 Grant	39,750 (Life to Date Actual)	380,000	0	Board has signed-off on Equine Facilities Masterplan, scoping for priority works underway	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Cricket Club Change Rooms)	31/12/2019	2018/19 500,000 Grant	6,084 (Life to Date Actual)	500,000	0	Tender awarded, works to commence December	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Maintenance Shed)	31/12/2019	2018/19 135,000 Grant	5,211 (Life to Date Actual)	135,000	0	Tender awarded, works commenced early December	On Budget

Projects (Community & Recreation Reserve Expenditure)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment	Status
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Roads and Carpark Upgrade)	31/12/2019	2018/19 760,000 Grant	25,460 (Life to Date Actual)	760,000	0	AFL/Soccer/Rugby road and carpark upgrades design finalised	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Building Certification)	31/12/2019	2018/19 115,000 Grant	50,908 (Life to Date Actual)	115,000	0	Building certification underway, with certificates obtained for Lakeview Hall, John Maley Pavilion Stage 1	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Project Management)	31/12/2019	2018/19 110,000 Grant	70,259 (Life to Date Actual)	110,000	0	Ongoing for projects	On Budget
TOTAL		5,135,005	3,307,223	5,123,794	11,211		
Projects/Capital Purchases commencing in 2019/20							
Community and Business Hub	30/06/2020	7,000,000	0	7,000,000	0	Not Commenced, depended on grant funds	On Budget
TOTAL		7,000,000	0	7,000,000	0		

SECTION 3

CASH ON HAND & INVESTMENTS

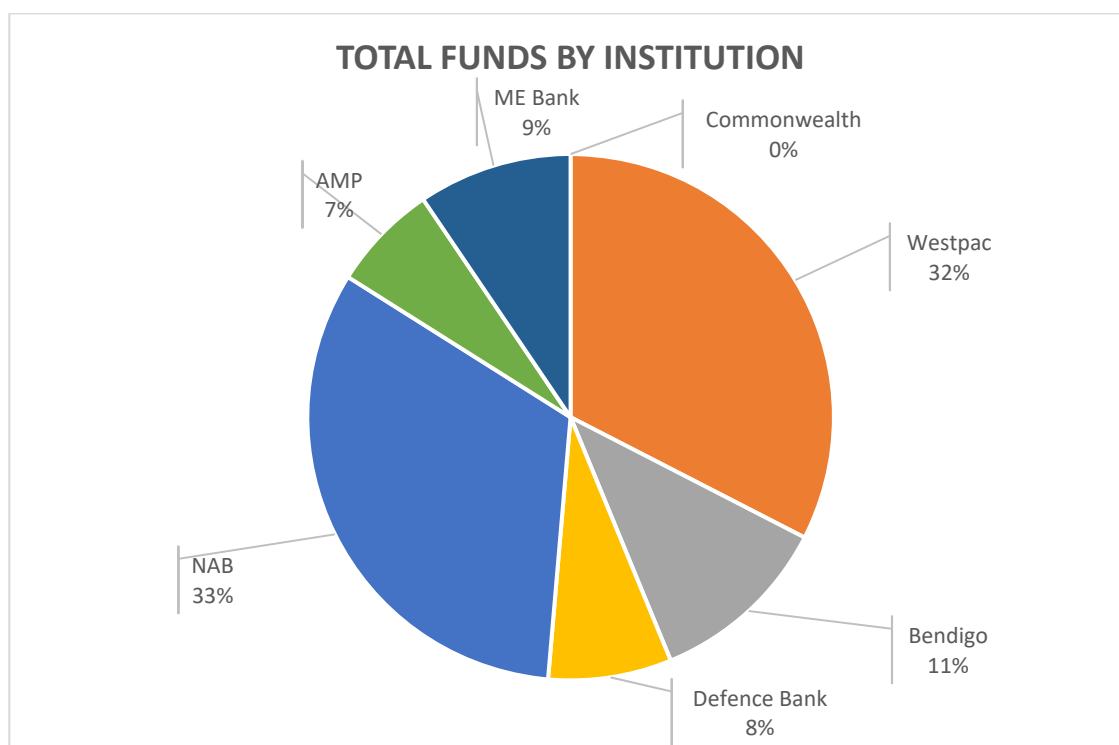
The table below represents a summary of the Cash on Hand & Investments held by Council as at 30 November 2019 and compares the balance as at 31 October 2019.

	31 October 2019	30 November 2019	Variance	Comment
Investments (Incl. Trust Account)	23,397,141	24,364,569	967,428	Surplus funds have been invested as new term deposits and matured funds for the month were reinvested (principal & interest)
Business Maxi Account	805,651	805,715	64	Interest received
Operating Account	116,871	1,226,768	1,109,897	Surplus funds available in the bank due to some grant funding, funds will be looked at to be invested in December 2019
TOTAL	24,319,663	26,397,052	2,077,389	

Investment Schedule as at 30 November 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
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
12.11.19	1,000,000	238	Westpac	1.60%	07.07.20	10,433
27.11.19	1,000,000	230	Defence Bank	1.65%	14.07.20	10,397
28.11.19	1,000,000	236	Defence Bank	1.65%	21.07.20	10,668
TOTAL INVESTMENTS	24,364,569					309,752



FINANCIAL RESERVES

All movements throughout the year are based on the forecasted results to 30 June 2020.

	Preliminary Balance at 1 July 2019	Transfer To	Transfer From	Net Movement	Balance at 30 June 2020
Externally Restricted Reserves					
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
Internally Restricted Asset Related Reserves					
Asset Reserve	11,094,709	-	-1,102,105	-1,102,105	9,992,604
Internally Restricted Other Reserves					
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
TOTAL	22,972,403	429,172	-4,957,283	-4,528,111	18,444,292

SECTION 4

DEBTORS

SUNDRY DEBTORS

Total Sundry Debtors as at 30 November 2019 is 15,073 compared to 21,588 at 31 October 2019, a decrease of 6,515. This is due to invoices being paid before the due dates.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	1,361	393	-30	1,472	3,196
Infrastructure		-377	-765	8,299	7,157
Recreation Reserves	2,056	1,214		310	3,580
TOTAL	3,417	1,214	-795	10,081	13,933
% of total sundry debtors	25%	9%	-6%	72%	100.00%

Action summary of 90 Days and Over Debtors:

Company under Administration – Memo approved to have this aged debt “written off”, to be actioned in December 2019	1,472
Company under Administration – Memo approved to have this aged debt “written off”, to be actioned in December 2019	8,299
Payment Pending	310
TOTAL	10,081

FINES AND INFRINGEMENTS

As at 30 November 2019 Council has 77 infringements outstanding with a balance of 19,290, a decrease of 2,822 compared to 31 October 2019. This is due to paid infringements.

	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019
Number of Infringements outstanding	78	76	80	84	82	77
Balance of Infringements outstanding	20,855	20,288	20,554	21,048	22,112	19,290

Two (2) have been sent with a courtesy letter, three (3) have been sent with reminder notices, one (1) has been sent to Fines Recovery Unit, sixty-five (65) infringements are with Fines Recovery Unit (FRU) waiting for payment, four (4) infringements are on hold and two (2) are partially paid.

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

OUTSTANDING RATES

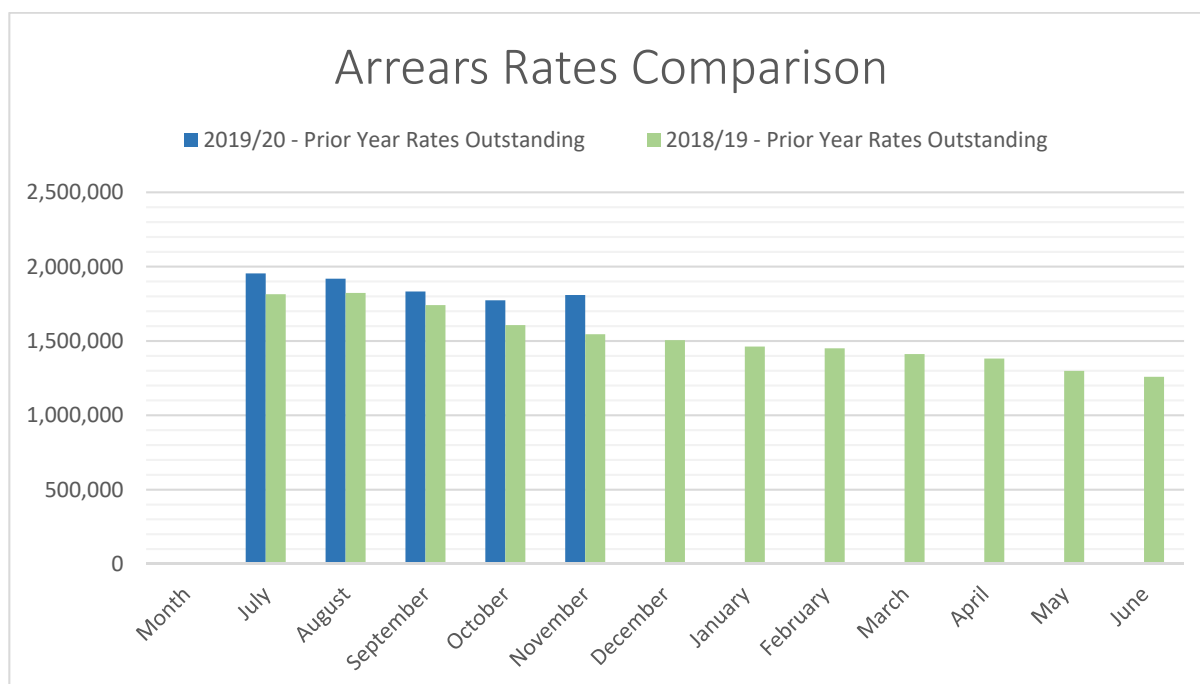
Council's Debt Recovery Policy FIN05 guides the collection of outstanding rates. Recovery of rates continues to be an area of focus with Council's performance in recovering outstanding rates improving each month. Council continues to use the services of the current Debt Collector for rate assessments presently placed with them and a further 91 assessments sent through to them mid-November. Rates in arrears have increased by \$36,119 in the month of November due to legal costs being added for debt collection commissions due to commencement of legal actions plus interest accrued.

PRIOR YEAR RATES

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

	Beginning 2019/20 Prior Years Outstanding	Previous Month (October 2019)	Current Month (November 2019)	Monthly Variance
COMMERCIAL	50,725	57,664	61,339	3,675
GAS PLANT			573	573
MINING	58,510	81,114	83,814	2,700
NON-RATEABLE MINING	7,119	0	0	0
NON-RATEABLE WASTE	19,666	31,601	33,031	1,430
PASTORAL	0	2	0	0
RURAL RESIDENTIAL	1,688,116	1,542,449	1,564,913	22,464
URBAN RESIDENTIAL	86,445	59,335	64,612	5,277
TOTAL	1,910,581	1,772,165	1,808,282	36,119

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.



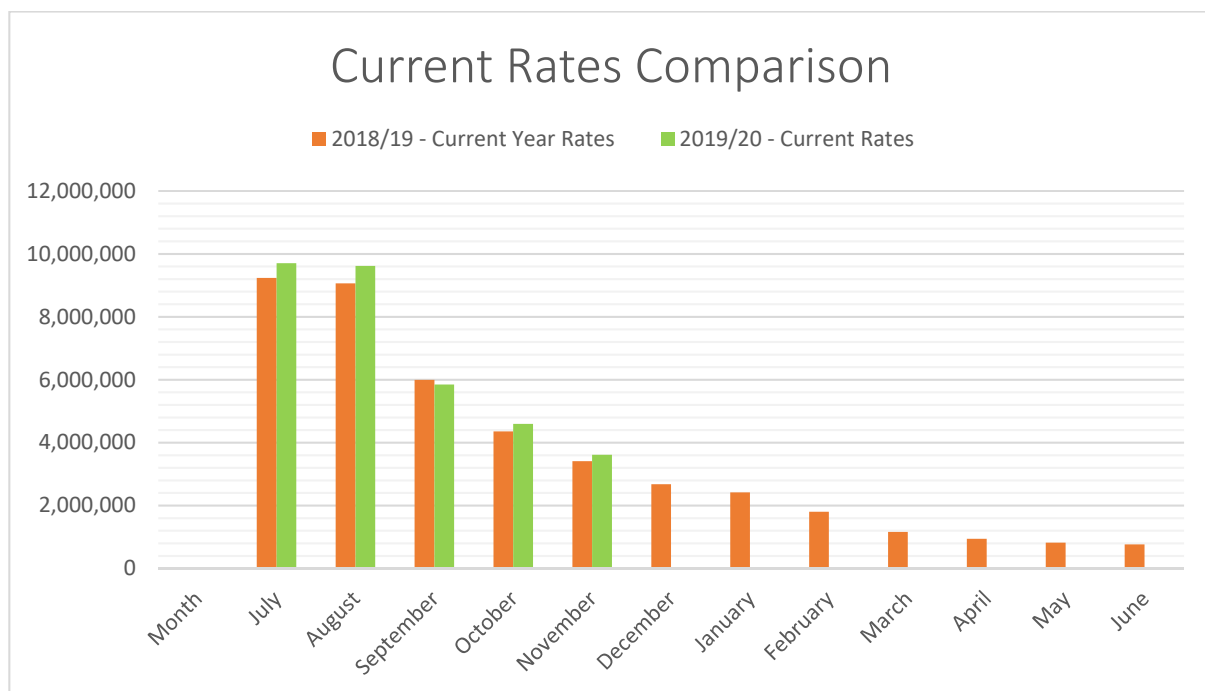
CURRENT YEAR RATES

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

	Prior Month (October 2019)	Current Month (November 2019)	Variance	Due Dates
Instalment 1	671,271	506,096	(165,175)	27/09/2019
Instalment 2	1,891,007	1,221,998	(669,009)	29/11/2019
Instalment 3	2,032,652	1,887,412	(145,240)	28/02/2020
TOTAL	4,594,930	3,615,506	(979,424)	

The second instalment of the current year's rates was due and payable 29 November 2019. With a total of \$3,615,506 to be collected for the remainder of the year. Rates and charges collected in the month of November totalled \$978,614.










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		15.47:1 as at 30/11/2019
Current Ratio	>1		15.47:1 as at 30/11/2019
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 November 2019 (excluding staff payments in line with employee contracts) are listed in the table below.

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
Payroll 10	06-11-19	LC STAFF	LC STAFF	Payroll Week Ending 6/11/19	139,025
Payroll 11	20-11-19	LC STAFF	LC STAFF	Payroll Week Ending 20/11/19	139,565
Payroll 12	26-11-19	LC STAFF	LC STAFF	Payroll Week Ending 26/11/19	4,906
996.1387-01	27/11/2019	1387	DEFENCE BANK LIMITED	Term Deposit - Maturity Date 27 Nov 2019	1,000,000
997.1387-01	28/11/2019	1387	DEFENCE BANK LIMITED	Term Deposit - Maturity Date 21 July 2020	1,000,000
DD121119	12/11/2019	248	WESTPAC	Term Deposit - Maturity Date 07 July 2020	1,000,000
997.1571-01	28/11/2019	1571	TB CONSTRUCTION (NT) PTY LTD	Mobile Work Force Shed - Final Invoice	97,559
990.577-01	07/11/2019	577	ARJAYS SALE & SERVICE PTY LTD	Hillier Road Guard Rail - Supply & Installation	82,770
997.280-01	28/11/2019	280	CITY OF DARWIN	Oct 19 - Shoal Bay COD Landfill Fees - 3x Waste Transfer Stations	51,830
997.374-01	28/11/2019	374	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Withheld - Pay 11, Cycle 1 & 2	50,674
992.374-01	14/11/2019	374	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Withheld - Pay 10, Cycle 1 & 2	47,252
994.409-01	21/11/2019	409	F & J BITUMEN SERVICES PTY LTD	Profiling, Cleaning & Traffic Management - Thorngate Rd.	46,154
DD211119	21/11/2019	73	STATEWIDE SUPERANNUATION PTY LTD	Nov 19 - Pay 9 & 10 - Cyc 1 & 2	45,121
992.87-01	14/11/2019	87	TOP END LINEMARKERS PTY LTD	Line Marking, including traffic control - Girraween Rd.	29,558
994.1076-01	21/11/2019	1076	TDC (NT) PTY LTD	Oct & Nov 19 - Debt Recovery Fees	27,481
997.556-01	28/11/2019	556	CITY OF PALMERSTON	Oct 19 - Provision of Library Services	24,750
994.514-01	21/11/2019	514	VEOLIA ENVIRONMENTAL SERVICES	Oct 19 - Waste Transfer to Shoal Bay - 3x Waste Transfer Stations	20,192
997.592-01	28/11/2019	592	LATITUDE 12 PTY LTD	WHS Review	19,312
992.409-01	14/11/2019	409	F & J BITUMEN SERVICES PTY LTD	Repair Crack Sealing, including traffic control - Wells Creek Rd.	18,600
994.525-01	21/11/2019	525	ACTIVE TREE SERVICES	Tree maintenance - Various Locations Litchfield Council Area	18,466
992.1099-01	14/11/2019	1099	DAVE'S MINI DIGGA HIRE	Clean Culverts & Drains - Various Locations Litchfield Council Area	13,398

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
990.1076-01	07/11/2019	1076	TDC (NT) PTY LTD	Aug & Sep 19 - Debt Recovery Fees	13,327
994.1680-01	21/11/2019	1680	DMAK PLUMBING & GAS FITTING PTY LTD	Plumbing Works - FPSRR - Maley Pavilion Stage 1	9,191
992.414-01	14/11/2019	414	TOTAL EXCAVATIONS	Remove Silt/Sand - Floodway Access - Acacia Gap Rd.	8,976
990.1099-01	07/11/2019	1099	DAVE'S MINI DIGGA HIRE	Clean Culverts & Drains - Various Locations Litchfield Council Area	8,470
990.1651-01	07/11/2019	1651	HARDY LANDSCAPING PTY LTD	Playground Installation - HPRR	8,007
994.971-01	21/11/2019	971	MUGAVIN CONTRACTING PTY LTD	Remove/Replace Broken Headwalls - Various Locations Litchfield Council Area	8,000
997.849-01	28/11/2019	849	WEX AUSTRALIA (PUMA CARD)	Oct 19 - Litchfield Council - Fuel	7,999
990.1065-01	07/11/2019	1065	MRS M H BREDHAUER	Oct 19 - Mayor Allowances	7,918
990.414-01	07/11/2019	414	TOTAL EXCAVATIONS	Clean out Pipes & Culverts - Various Locations Litchfield Council Area	7,359
997.414-01	28/11/2019	414	TOTAL EXCAVATIONS	Clean out Pipes & Culverts - Various Locations Litchfield Council Area	7,348
997.1664-01	28/11/2019	1664	WINGS PUBLIC RELATIONS	Provision of Communication plan & advice	7,150
991.183-01	07/11/2019	183	CHRIS'S BACKHOE HIRE PTY LTD	Pre-Digging Graves Section C6 - Thorak Cemetery	7,128
997.1564-01	28/11/2019	1564	FOURIER TECHNOLOGIES PTY LTD	Nov 19 - Managed IT Services Agreement	6,694
992.1320-01	14/11/2019	1320	RUSSELL KENNEDY LAWYERS	Professional Services Advice	6,537
992.1047-01	14/11/2019	1047	REMOTE AREA TREE SERVICES PTY LTD	Tree Risk Management Plan	6,411
DD231019	14/11/2019	248	WESTPAC CARDS & DIRECT DEBITS	Oct 19 - Litchfield Council Corporate Credit Card Purchases	6,379
990.187-01	07/11/2019	187	NORSIGN	Replacement Signs - Various Locations Litchfield Council Area	6,363
992.1685-01	14/11/2019	1685	ASSET CONSTRUCTION	Structural Works - NHPC (Noonamah Horse & Pony Club)	6,204
997.1099-01	28/11/2019	1099	DAVE'S MINI DIGGA HIRE	Clean Culverts & Drains - Various Locations Litchfield Council Area	5,566
994.78-01	21/11/2019	78	POWER & WATER CORPORATION	Jul - Oct 19 - Water KLRR, HPRR, HDWTS & HSWTS	5,354
992.170-01	14/11/2019	170	NTRS (NT RECYCLING SOLUTIONS)	Oct 19 - Collect Recycling Waste - 3x Waste Transfer Stations	5,233
994.612-01	21/11/2019	612	CREMASCO CIVIL PTY LTD	Supply & Install Barriers & Bollards - Smythe Rd.	5,000
994.1099-01	21/11/2019	1099	DAVE'S MINI DIGGA HIRE	Clean Culverts & Drains - Various Locations Litchfield Council Area	4,257
994.1047-01	21/11/2019	1047	REMOTE AREA TREE SERVICES PTY LTD	Urgent Tree Works at FPSRR	3,960
997.268-01	28/11/2019	268	BYRNE CONSULTANTS	Intersection Upgrades - Pioneer Rd. & Norm Rd.	3,835

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
992.958-01	14/11/2019	958	MAINTAIN AV	Relocate old screen & install new including wiring - Thorak Cemetery Chapel	3,824
990.8-01	07/11/2019	8	DOWNERDI WORKS PTY LTD	Pothole Patching - Various Locations Litchfield Council Area	3,824
997.690-01	28/11/2019	690	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Repair & Service - Waste Transfer Stations Vehicles & Machines	3,540
994.1363-01	21/11/2019	1363	PAUL MAHER SOLICITORS	Sep & Oct 19 - Professional Fees	3,301
992.1141-01	14/11/2019	1141	NORTHERN GROUND MAINTENANCE	Sep 19 - Grounds Maintenance - KLRR	3,190
992.14-01	14/11/2019	14	AUSTRALIA POST	Postage & Handling - Dog Registration Renewal Reminder Notices	3,169
990.867-01	07/11/2019	867	ALL ASPECTS RECRUITMENT & HR SERVIC	Temp Staffs - WTS Gatekeepers WE: 27 Oct 19	3,139
992.1638-01	14/11/2019	1638	STRUCTUAL ENGINEERING CONSULTANTS	Structural Design - The Cottage - FPSRR	3,080
992.1527-01	14/11/2019	1527	FAST CALL PLUMBING	Rectify Plumbing Works - NHPC (Noonamah Horse & Pony Club)	2,998
990.1023-01	07/11/2019	1023	AUSLINE ENGINEERING	Remove & Replace PTO Clutch Packs - Massey Ferguson Tractor (SV3869)	2,965
998.926-01	28/11/2019	926	JACANA ENERGY	Oct 19 - Electricity - Thorak Cemetery	2,942
990.1290-01	07/11/2019	1290	MATCHEZ SUPERANNUATION FUND (M SALTER)	Oct 19 - Councillor Allowances	2,940
995.144-01	21/11/2019	144	ORIGIN	LPG Delivery - Thorak Cemetery - WE: 06 Nov 19	2,906
990.1502-01	07/11/2019	1502	NEWS CORP AUSTRALIA	Advertising for Independent RMAC (Risk Management Audit Committee)	2,870
990.1064-01	07/11/2019	1064	MRS C M SIMPSON	Oct 19 - Deputy Mayor Allowances	2,762
990.1581-01	07/11/2019	1581	SALARY PACKAGING AUSTRALIA	Salary Sacrifice - Employee Vehicles - 06 Nov 19	2,659
994.1581-01	21/11/2019	1581	SALARY PACKAGING AUSTRALIA	Salary Sacrifice - Employee Vehicles - 20 Nov 19	2,659
994.193-01	21/11/2019	193	IRWIN CONSULT	Structural Engineering Assessment of Maley Pavilion Stage 1	2,640
994.528-01	21/11/2019	528	HSS NT PTY LTD	Supply 3x Container Pre-Cast Footing Blocks	2,541
992.384-01	14/11/2019	384	MS C VERNON	Nov 19 - Consultancy Services - Authority	2,416
994.867-01	21/11/2019	867	ALL ASPECTS RECRUITMENT & HR SERVIC	Temp Staffs - WTS Gatekeepers WE: 06 Oct 19	2,341
990.525-01	07/11/2019	525	ACTIVE TREE SERVICES	Tree Maintenance -Various Locations Litchfield Council Area	2,329
990.1068-01	07/11/2019	1068	MR D S BARDEN	Oct 19 - Councillor Allowances	2,280

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
992.867-01	14/11/2019	867	ALL ASPECTS RECRUITMENT & HR SERVIC	Temp Staffs - WTS Gatekeepers WE: 03 Nov 19	2,140
998.1678-01	28/11/2019	1678	SURGETECH SYSTEMS	Supply - 3 x Novaris SD1-200-275 Surge Diverters - Thorak Cemetery	2,134
990.1527-01	07/11/2019	1527	FAST CALL PLUMBING	Plumbing Works - NHPC (Noonamah Horse & Pony Club)	1,985
992.1637-01	14/11/2019	1637	CAROL'S DRAFTING SERVICE	Drafting of Plans - The Cottage - FPSRR	1,925
992.443-01	14/11/2019	443	TERRITORY UNIFORMS	Purchase - Regulatory Services Rangers Uniforms	1,804
995.31-01	21/11/2019	31	TOP END SIGN SALES	Replace - Sign Map - Thorak Cemetery	1,744
990.1063-01	07/11/2019	1063	MRS K J SAYERS- HUNT	Oct 19 - Councillor Allowances	1,739
992.78-01	14/11/2019	78	POWER & WATER CORPORATION	Oct 19 - Water - Litchfield Council Office	1,715
990.87-01	07/11/2019	87	TOP END LINEMARKERS PTY LTD	Reinstate Edge Line after Reseal - Mocatto Rd.	1,646
992.81-01	14/11/2019	81	RHO SURVEYS	Survey - Location of Fence Perimeter Adjoining Litchfield Council Office	1,612
992.1157-01	14/11/2019	1157	RICHMOND WHEEL & CASTOR	Supply - 3x Bay Wide Pallet Racking - MWF shed	1,586
997.1088-01	28/11/2019	1088	TALENT PROPELLER	Advertising & Response Management - EA to Director of Infrastructure & Operations	1,535
992.8-01	14/11/2019	8	DOWNERDI WORKS PTY LTD	Road Patching - Various Locations Litchfield Council Area	1,529
994.1316-01	21/11/2019	1316	MRS E FULLER	Rates Refund - Account in Credit	1,500
992.1664-01	14/11/2019	1664	WINGS PUBLIC RELATIONS	Provision of Additional Strategic Communications	1,430
997.806-01	28/11/2019	806	ZIPPY CLEANING & MAINTENANCE SERVIC	Dec 19 - Cleaning - Litchfield Council Office	1,426
994.187-01	21/11/2019	187	NORSIGN	Signage, Brackets & Other fixtures - MWF Shed Fit Out	1,363
994.1471-01	21/11/2019	1471	RICOH AUSTRALIA PTY LTD	Nov 19 - Photocopier Rental Charges - DCCS, DIO & Taminmin Library	1,330
992.1564-01	14/11/2019	1564	FOURIER TECHNOLOGIES PTY LTD	Purchase - Cat6A Cablesx 2m - Server	1,329
997.1394-01	28/11/2019	1394	DIAL BEFORE YOU DIG SA/NT INC	Subscription - 2019/20 Annual Charge	1,294
997.599-01	28/11/2019	599	WELDING & MAINTENANCE SERVICES NT (PTY LTD)	Repairs - Compactor Bin	1,200
997.98-01	28/11/2019	98	ALL RURAL MECHANICAL	Service - Holden Colorado Crew Cab (CC08CS)	1,167
991.144-01	07/11/2019	144	ORIGIN	LPG Delivery - Thorak Cemetery - WE: 21 Oct 19	1,114
997.1396-01	28/11/2019	1396	CSE CROSSCOM PTY LTD (T/A COMM8)	Subscription - Annual Software Support Tracking System 2019/20 Annual Charge	1,100

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
992.202-01	14/11/2019	202	MR I SUMMERS	Oct 19 - Risk Management & Audit Committee	1,055
992.1330-01	14/11/2019	1330	PAWS DARWIN LTD	July 19 - Pound Transfers & Impound fees	975
992.90-01	14/11/2019	90	INDUSTRIAL POWER SWEEPING	Road Sweeping - Various Locations Litchfield Council Area	963
992.1701-01	14/11/2019	1701	MR M J NAN	Rates Refund - Account in Credit	950
994.1527-01	21/11/2019	1527	FAST CALL PLUMBING	Plumbing Plans - The Cottage - FPSRR	935
997.988-01	28/11/2019	988	FENCE MASTERS (NT) PTY LTD	Repair - Fencing after Break-in - HDWTS	924
997.78-01	28/11/2019	78	POWER & WATER CORPORATION	Oct 19 - Standpipe Water for Litchfield Council MWF Crews (Swipe 401D3)	915
993.676-01	14/11/2019	676	FINAL TOUCH AUSTRALIA	Purchase - Ornamental Urns for Thorak Cemetery Customers	897
991.1424-01	07/11/2019	1424	RURAL FIRE PROTECTION	Purchase - Fire Blankets & Fire Extinguisher	890
992.111-01	14/11/2019	111	STICKERS AND STUFF	Purchase - Printed Taminmin Library Bags	877
990.1231-01	07/11/2019	1231	CROWN EQUIPMENT PTY LTD	Service - Annual 2019/20 - Forklift (CC91VA) - HDWTS	867
992.326-01	14/11/2019	326	EYESIGHT SECURITY P/L	Sep & Oct 19 - Opening & Locking of Gates - HPRR	853
997.326-01	28/11/2019	326	EYESIGHT SECURITY P/L	Nov 19 - Opening & Locking of Gates - HPRR	853
997.1674-01	28/11/2019	1674	FRESH START - FOR CLEANING	Cleaning - KLRR - WE: 13 Nov 19	810
993.1412-01	14/11/2019	1412	HAPPIER ENDINGS	Transportation of Deceased Bodies - WE: 28 Nov 19 - Thorak Cemetery	800
994.414-01	21/11/2019	414	TOTAL EXCAVATIONS	Clean Out Culverts - Various Locations Litchfield Council Area	792
992.51-01	14/11/2019	51	SOUTHERN CROSS PROTECTION	Oct 19 - Security Patrols - Litchfield Council Office & HDWTS	768
997.1671-01	28/11/2019	1671	TOTAL SECURITY & WINDOWS	Purchase - Window Guard - Tractor (SV4275)	747
990.36-01	07/11/2019	36	BRIDGE TOYOTA	Service - Annual 2019/20 - Hilux (CC30CQ	735
997.1502-01	28/11/2019	1502	NEWS CORP AUSTRALIA	Advertising - Plant Operator & Manager Infrastructure & Assets Positions	734
995.220-01	21/11/2019	220	THE BIG MOWER	Purchase - Bike Handle Brush Cutter	719
990.926-01	07/11/2019	926	JACANA ENERGY	Sep 19 - Electricity - HPRR	715
997.1710-01	28/11/2019	1710	TREND CORPORATE	Purchase - Corporate Ties & Scarves	682
994.1699-01	21/11/2019	1699	MISS A G WORSNOP	Oct 19 - Art Curator Fees	670
992.1690-01	14/11/2019	1690	DAMN STRAIGHT FENCING	Remove - Damaged Fence & Reinstallation - Girraween Rd.	660
997.1113-01	28/11/2019	1113	GRAPHICS'LL DO (LEONIE RICHARDS)	Design, Layout & Artwork - Rating Policy review	660

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
990.1115-01	07/11/2019	1115	PRIORITY MANAGEMENT AUSTRALIA	Microsoft Outlook Training - Litchfield Council Employees	655
992.515-01	14/11/2019	515	JC ELECTRONIC SECURITY PTY LTD	Re-Mount - Ubiquity Device on the Light Pole	650
998.849-01	28/11/2019	849	WEX AUSTRALIA (PUMA CARD)	Oct 19 - Thorak Cemetery - Fuel	646
997.367-01	28/11/2019	367	BUNNINGS GROUP LIMITED	Purchase - Assorted Hardware Consumable Items	644
992.1373-01	14/11/2019	1373	CAMS LANDSCAPING AND LANDCARE	Irrigation Repairs - HPRR	616
990.1564-01	07/11/2019	1564	FOURIER TECHNOLOGIES PTY LTD	Purchase - Cyber Power UPS Tower	602
992.359-01	14/11/2019	359	EARTHWORKS TRAINING & ASSESMENT	Traffic Management Training - Outdoor Litchfield Council Employees	600
994.1704-01	21/11/2019	1704	MR L C AH TOY	Rates Refund - Account in Credit	584
997.1171-01	28/11/2019	1171	BRANDIT NT	Purchase - "Your Say" Magnets	528
991.1695-01	07/11/2019	1695	FULL MOBILE MECHANICS - MICHAEL RILEY	Repair - JCB	521
994.616-01	21/11/2019	616	PALMERSTON & RURAL PARTY HIRE	Hire Equipment - Wellness & Prosperity LWIB Function	518
994.1708-01	21/11/2019	1708	DARWIN RURAL CHURCHES CAROLS BY	Community Grant - Rural Churches Carols by Candlelight	500
997.1712-01	28/11/2019	1712	HUMPTY DOO VOLUNTEER FIRE BRIGADE INC	Community Grant - Annual Community Santa Clause Run	500
00413253	14/11/2019		MS ROSEMARY GREEN	Community Initiative Grant - Rugby Youth Champions	500
993.941-01	14/11/2019	941	EVERLON BRONZE	Purchase - Plaques for Thorak Cemetery Customers	488
994.560-01	21/11/2019	560	JOBFIT HEALTH GROUP PTY LTD	Pre- Employment Medical Assessment - Finance Manager	479
990.1674-01	07/11/2019	1674	FRESH START - FOR CLEANING	Cleaning at HPRR WE: 05 Nov 19	473
994.1674-01	21/11/2019	1674	FRESH START - FOR CLEANING	Cleaning at KLRR WE: 06 Nov 19	473
992.851-01	14/11/2019	851	OFFICEWORKS	Replenish - Stationary - Litchfield Council Office	462
997.1464-01	28/11/2019	1464	PROJECT BUILDING CERTIFIERS Pty Ltd	Carry Out - Mandatory Final Inspection & Branch File	460
998.290-01	28/11/2019	290	AUSTENG ENGINEERING SOLUTIONS	Remote Support - Cremator Program - Thorak Cemetery	452
998.1412-01	28/11/2019	1412	HAPPIER ENDINGS	Transportation of Deceased Bodies - WE: 14 Nov 19 - Thorak Cemetery	450
995.1008-01	21/11/2019	1008	OUTBACK BATTERIES P/L	UHF CB Radio	439
994.132-01	21/11/2019	132	AIRPOWER NT PTY LTD	Replace - Front Glass Door for Bobcat	436

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
997.560-01	28/11/2019	560	JOBFIT HEALTH GROUP PTY LTD	Pre- Employment Medical Assessment -Manager Infrastrucure & Assets	428
998.806-01	28/11/2019	806	ZIPPY CLEANING & MAINTENANCE SERVIC	Dec 19 - Cleaning - Thorak Cemetery Chapel & Office	426
997.1274-01	28/11/2019	1274	GRACE RECORD MANAGEMENT (AUSTRALIA)	Nov 19 - Archive Carton Storage	422
997.980-01	28/11/2019	980	PRACTICAL SAFETY AUSTRALIA PTY LTD	Purchase - Heavy Duty Gloves & Chrome Apron	405
997.1424-01	28/11/2019	1424	RURAL FIRE PROTECTION	Service & Maintenance - Fire Equipment	393
991.326-01	07/11/2019	326	EYESIGHT SECURITY P/L	Oct 19 - Unlocking & Locking Gates - Thorak Cemetery	384
998.326-01	28/11/2019	326	EYESIGHT SECURITY P/L	Nov 19 - Unlocking & Locking Gates - Thorak Cemetery	384
994.663-01	21/11/2019	663	ACCESS HARDWARE (NT) PTY LTD	Purchase - Consumable Hardware Items	382
997.855-01	28/11/2019	855	TENDERLINK	Tenderlink Advertisement - Tender	369
994.926-01	21/11/2019	926	JACANA ENERGY	Jul to Oct 19 - Electricity - KLRR	345
997.68-01	28/11/2019	68	KERRY'S AUTOMOTIVE GROUP	Service - Holden Colorado (CC68LC)	342
992.1614-01	14/11/2019	1614	QUACK PEST CONTROL	Termite Inspection - NHPC & The Cottage FPSRR	330
994.1558-01	21/11/2019	1558	NT RETAIL TECHNOLOGY	Purchase - Pre - Printed Labels	326
994.1617-01	21/11/2019	1617	PRESTIGE AUTOMOTIVE NT PTY LTD	Repair - Wires to Rear View Camera - Kubota	325
994.282-01	21/11/2019	282	ECOFLEX NT PTY LTD (TOP END TYRES)	Remove - Tyre Rims - HDWTS	312
992.752-01	14/11/2019	752	TOTALLY WORKWEAR PALMERSTON	Purchase - Safety Gloves & Other PPE Safety Gear	310
992.886-01	14/11/2019	886	MR R J FREEMAN	Remove - Tyre Rims - HDWTS	293
998.941-01	28/11/2019	941	EVERLON BRONZE	Purchahse - Plaques for Thorak Cemetery Customers	286
994.940-01	21/11/2019	940	ABG PTY LTD	Registration Checks - Hino Truck & Kubota Mower	275
997.815-01	28/11/2019	815	JEFFRESS ADVERTISING	NT News Advertisement: Tender	274
997.56-01	28/11/2019	56	COLEMANS PRINTING PTY LTD	Purchahse - Business Cards - Elected Members	264
994.443-01	21/11/2019	443	TERRITORY UNIFORMS	Purchase - Customer Service Officers Uniforms	258
998.1053-01	28/11/2019	1053	CSG BUSINESS SOLUTIONS PTY LTD	Oct 19 - Photocopier Rental Charges - Thorak Cemetery	258
992.1396-01	14/11/2019	1396	CSE CROSSCOM PTY LTD (T/A COMM8)	Nov 19 - Tracking System Data Access	255

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
994.671-01	21/11/2019	671	BURSON AUTOMOTIVE PTY LTD (COOLALINGA)	Purchase - Oil & Handwash 3x Waste Transfer Stations	248
990.61-01	07/11/2019	61	GREENTHEMES INDOOR PLANT & HIRE	Oct 19 - Indoor Plant Hire - Litchfield Council Office	238
995.287-01	21/11/2019	287	HARVEY DISTRIBUTORS	Purchase - Disposable Cleaning Products	230
994.851-01	21/11/2019	851	OFFICEWORKS	Replenish - Stationary - Litchfield Council Office	219
992.506-01	14/11/2019	506	TURBO'S TYRES	Supply & Fit Tyre - Trailer	198
995.514-01	21/11/2019	514	VEOLIA ENVIRONMENTAL SERVICES	Oct 19 - Waste Collection - Thorak Cemetery	196
00413255	18/11/2019		MRS C NUNES	Refund - Marquee not installed on the Day - Thorak Cemetery	194
994.1008-01	21/11/2019	1008	OUTBACK BATTERIES P/L	Replace - Battery for Kubota Mower	189
997.1711-01	28/11/2019	1711	LOCAL GOVERNMENT MANAGERS AUSTRALIA	2019/20 Membership - CEO	189
992.874-01	14/11/2019	874	VTG WASTE & RECYCLING	Oct 19 - Waste Collection - Litchfield Council Office	184
990.1186-01	07/11/2019	1186	ADVANCED SAFETY SYSTEMS AUSTRALIA P	Oct 19 - ASSA Subscription	165
DD241019	14/11/2019	248	WESTPAC CARDS & DIRECT DEBITS	Oct 19 - Thorak Cemetery Corporate Credit Card Purchases	162
994.995-01	21/11/2019	995	WILDKAT HOLDINGS (NT) PTY LTD	Purchase - Grease & Consumables - HSWTS	156
994.790-01	21/11/2019	790	BOBTOW TILT TRAY SERVICES	Relocate - BSWTS Ute to Litchfield Council Yard	154
997.535-01	28/11/2019	535	TOP END WINDSCREENS & TINTING	Fit Windscreen - Kubota	135
992.1697-01	14/11/2019	1697	RSPCA	Oct 19 - Transfer Dogs for Re- Homing	130
997.1143-01	28/11/2019	1143	WORKPRO (RISK SOLUTIONS AUSTRALIA	Pre-Employment Police Checks- Finance Manager & Manager Infrastructure & Assets	121
994.1705-01	21/11/2019	1705	LITTLE MISS V BEESWAX WERAPS	Beeswax Wraps - LWIB Gifts	120
997.876-01	28/11/2019	876	NT ICE	30 bags of ice - MWF crews - delivered to site	116
997.926-01	28/11/2019	926	JACANA ENERGY	Oct 19 - Electricity - Spencely Rd. - MWF Units, HDWTS & BSWTS	115
991.752-01	07/11/2019	752	TOTALLY WORKWEAR PALMERSTON	Purchase - PPE Bowguard & Clear Visors	110
997.1431-01	28/11/2019	1431	TRANSFORM ELECTRICAL	Inspect Water Cooler & Provide Report	110
990.25-01	07/11/2019	25	LAND TITLES OFFICE	Oct 19 - Land Titles Office Searches - Rates & Planning	109
990.1694-01	07/11/2019	1694	GRD GROUP NT PTY LTD	Animal Trap - Bond Refund	105

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
994.1555-01	21/11/2019	1555	N & K COURIERS TRANSPORT & LOGISTICS	Nov 19 - Collection & Delivery of Books	105
992.1566-01	14/11/2019	1566	WINC AUSTRALIA PTY LTD	Replenish - Stationary - Litchfield Council Office	100
990.1696-01	07/11/2019	1696	MR G Williams	Animal Trap - Bond refund	100
993.14-01	14/11/2019	14	AUSTRALIA POST	Purchase - Box of Stamps	100
997.1687-01	28/11/2019	1687	MR P R FAUSTMANN	Animal Trap - Bond Refund	100
997.1713-01	28/11/2019	1713	MRS B K JOHNS	Animal Trap - Bond Refund	100
00413252	01/11/2019		MR C STINTON	Animal Trap - Bond Refund	100
992.1274-01	14/11/2019	1274	GRACE RECORD MANAGEMENT (AUSTRALIA)	Sep 19 - Archive Carton Storage	94
995.1459-01	21/11/2019	1459	TERRITORY SPRINGWATER AU PTY LTD	Supply of Bottled Water for the Foyer & Chapel - Thorak Cemetery	88
997.1237-01	28/11/2019	1237	THE BOOKSHOP DARWIN	Purchase - Selection of Storytime Books - Taminmin Library	84
990.1245-01	07/11/2019	1245	RURAL RUBBISH REMOVAL	Oct 19 - Rubbish Removal KLRR	77
991.1459-01	07/11/2019	1459	TERRITORY SPRINGWATER AU PTY LTD	Supply of Bottled Water for the Foyer & Chapel - Thorak Cemetery	77
990.1344-01	07/11/2019	1344	PROSEGUR AUSTRALIA PTY LTD	Litchfield Council Banking Collection WE: 25 Oct 19	77
992.1344-01	14/11/2019	1344	PROSEGUR AUSTRALIA PTY LTD	Litchfield Council Banking Collection WE: 01 Nov 19	77
997.1344-01	28/11/2019	1344	PROSEGUR AUSTRALIA PTY LTD	Litchfield Council Banking Collection WE: 15 Nov 19	77
992.1076-01	14/11/2019	1076	TDC (NT) PTY LTD	Debt Recovery Dees- NTCAT Order - Ass# 10024198	75
994.565-01	21/11/2019	565	CURBY'S (NT) PTY LTD	Green Glass Award - Young Territory Author	69
994.506-01	21/11/2019	506	TURBO'S TYRES	Puncture repairs	68
997.565-01	28/11/2019	565	CURBY'S (NT) PTY LTD	Name Badges with Acrylic Overlays	59
997.1328-01	28/11/2019	1328	COOLALINGA CENTRAL	Venue Hire - Community Walk in Sessions	55
995.250-01	21/11/2019	250	NT MOTORCYCLE CENTRE	Purchase - Filter Intake for Polaris	52
990.1692-01	07/11/2019	1692	MISS J WALLACE	Key Return - Bond Refund	50
994.1706-01	21/11/2019	1706	HAND PAINTED HUMPTY DOO	Hand Painted Wine Glasses - Corporate Gifts LWIB	50
00413254	14/11/2019		ST FRANCIS OF ASSISI CATHOLIC PRIMA	Community Initiative Grant - Student Services Award	50
995.1319-01	21/11/2019	1319	MOWER WORLD DARWIN	Purchase: Chemical Spraying Seal Kit	50

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
997.851-01	28/11/2019	851	OFFICEWORKS	Purchase: COMSOL Male Display Port to Female VGA A	44
994.1344-01	21/11/2019	1344	PROSEGUR AUSTRALIA PTY LTD	Litchfield Council Banking Collection WE: 08 Oct 19	38
997.1566-01	28/11/2019	1566	WINC AUSTRALIA PTY LTD	Replenish - Stationary - Litchfield Council Office	32
994.1133-01	21/11/2019	1133	NT WATER FILTERS	Supply of Bottled Water for Litchfield Council Foyer	31
994.85-01	21/11/2019	85	TELSTRA	SMS Text Message Service 0437 036176	9
994.731-01	21/11/2019	731	VOCUS COMMUNICATIONS (AMCOM PTY LTD)	Dec 19 - Supply of Vocus IP Allocations - Litchfield Council Office	5
Total					4,202,079



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 11 December 2019

15 Officers Reports

- 15.1 December 2019 Summary Planning and Development Report
- 15.2 PA2019/0332, a Planning Scheme Amendment Application to Amend the NT Planning Scheme to Introduce Planning Policy for the Regulation of Sex Work Services
- 15.3 PA2019/0439, a Planning Scheme Amendment Application to Change Car Parking Rates in Central Darwin and Require End of Trip Facilities in the NT Planning Scheme
- 15.4 CEO's Monthly Report
- 15.5 Tree Risk Management Plan
- 15.6 Appointment of Committee Member to the Knuckey Lagoon Recreation Reserve Committee



COUNCIL REPORT

Agenda Item Number:	15.1
Report Title:	December 2019 Summary Planning and Development Report
Author:	Wendy Smith, Manager Planning and Development
Recommending Officer:	Nadine Nilon, Director Infrastructure and Operations
Report Number:	19/0072
Meeting Date:	11/12/2019
Attachments:	Attachment A: Letter of Comment on PA2019/430 Attachment B: Letter of Comment on Liquor Licence Ref 2019/9010 Attachment C: Letter of Comment on Liquor Licence Ref 2019/9011 Attachment D: Letter of Comment on Liquor Licence Ref 2019/9012

Executive Summary

This report provides Council a summary of planning and development applications received, and comments provided, for the period of 2 November 2019 to 29 November 2019. In addition to the items detailed in the following table, Planning Scheme Amendment applications and significant development applications may be included as separate reports in this Council agenda. Letters of comment for the noted applications are provided for information in the attachments to this report.

Type of Application	No. Applications
Development Applications	1
Mining Applications	0
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	3
Water Licence Applications	0

Recommendation

THAT Council:

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

Background

DEVELOPMENT APPLICATIONS

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

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

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

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

Development Applications supported, subject to specific issues being adequately addressed

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

Application Number, Address, and Attachment Reference	Purpose and Summary	Specific Issues to be Addressed
PA2019/0430 Section 3277 (901) Stuart Highway, Holtze, Hundred of Bagot	Alterations and Additions to an Existing Holiday Resort (including Gaming Room) The application proposes to change a portion of the dining area into a gaming room.	The proposed development is not expected to have a negative effect upon the amenity of the surrounding neighbourhood or Council infrastructure. As the proposal is for substantial changes to the venue to support a gaming room, which requires approval from Licensing NT, support is provided for the development changes provided that appropriate approvals for gaming are obtained.

LIQUOR LICENCE APPLICATIONS

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

Address and Attachment Reference	Purpose and Summary	Comments Provided
2019/9010	Special Event Authority Liquor Licence – Australia Day Ute Run	In this instance, a special event authority liquor licence for the Australia Day Ute Run, to serve alcohol from 10:00am to 23:59pm

Section 5368 (1801) Stuart Highway, Noonamah, Hundred of Strangways	The Noonamah Tavern has asked for a licence to serve alcohol within an area on the rodeo and tavern grounds on Australia during an event for their ute run.	on Sunday 26 January 2020 at the Noonamah Tavern is supported as a one-off special event.
2019/9011 Section 1849 (70) Challoner Circuit, Humpty Doo, Hundred of Strangways	Special Event Authority Licence – Build-Up Cabaret Darwin Community Arts has requested a special event authority licence to serve alcohol during a community performance event at the Taminmin College gym on 7 December 2019.	A special event authority liquor licence for the Build-Up Cabaret event for Darwin Community Arts is supported.
2019/9012 Section 5368 (1801) Stuart Highway, Noonamah, Hundred of Strangways	Special Event Authority Liquor Licence – Noonamah Tavern Rodeo The Noonamah Tavern has requested a special licence to serve alcohol during the scheduled rodeo events in 2020 – 9 May, 11 July, and 12 September.	In this instance, a special event authority liquor licence for the 2020 Noonamah Rodeo schedule is supported, as it is a long-standing community event that has received similar approvals over past years, with no concerns raised to Council.

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



14 November 2019

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

RE: Letter of Comment Development Application

PA2019/0430

**Section 3277 (901) Stuart Highway, Holtze, Hundred of Bagot
Alterations and Additions to an Existing Holiday Resort (including Gaming Room)**

Thank you for the Development Application referred to this office on 01/11/2019, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council supports the granting of a Development Permit for the following reasons:

- a) The proposed development is not expected to have a negative effect upon the amenity of the surrounding neighbourhood.
- b) The proposed development is not expected to have a negative effect upon Council infrastructure.

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

- a) As the proposal is for substantial changes to the venue to support a gaming room, which requires approval from Licensing NT, support is provided for the development changes provided that appropriate approvals for gaming are obtained.

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

- a) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.nt.gov.au.

- b) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations



14 November 2019

Licensing NT
Department of the Attorney-General and Justice
Northern Territory Government
GPO BOX 1154
Darwin NT 0801

RE: Application for a Special Event Authority Liquor Licence

2019/9010

**Section 5368 (1801) Stuart Highway, Noonamah, Hundred of Strangways
Liquor Licence Noonamah Tavern Australia Day Ute Run - Special Event Authority
Liquor Licence**

Thank you for the Special Event Authority Liquor License application referred to this office on 08/11/2019, regarding the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

In this instance, a special event authority liquor licence for the Australia Day Ute Run, to serve alcohol from 10:00am to 23:59pm on Sunday 26 January 2020 at the Noonamah Tavern is supported by Litchfield Council as a one off special event.

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

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

Yours faithfully

Wendy Smith
Manager Planning and Development



20 November 2019

Licensing NT
Department of the Attorney-General and Justice
Northern Territory Government
GPO BOX 1154
Darwin NT 0801

RE: Application for a Special Event Authority Liquor Licence

2019/9011

**Section 1849 (70) Challoner Circuit, Humpty Doo, Hundred of Strangways
Liquor Licence Special Event Authority Licence for a Build-Up Cabaret**

Thank you for the Special Event Authority Liquor Licence application referred to this office on 18/11/2019, regarding the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

In this instance, a special event authority liquor licence for a Build-Up Cabaret event provided by Darwin Community Arts is supported by Litchfield Council.

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

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

Yours faithfully

Wendy Smith
Manager Planning and Development



25 November 2019

Licensing NT
Department of the Attorney-General and Justice
Northern Territory Government
GPO BOX 1154
Darwin NT 0801

RE: Application for a Special Event Authority Liquor Licence

2019/9012

**Section 5368 (1801) Stuart Highway, Noonamah, Hundred of Strangways
Special Event Authority Liquor Licence for Noonamah Tavern Rodeo**

Thank you for the Special Event Authority Liquor License application referred to this office on 18/11/2019, regarding the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

In this instance, a special event authority liquor licence for the 2020 Noonamah Rodeo schedule is supported by Litchfield Council, as it is a long-standing community event that has received similar approvals over past years, with no concerns raised to Council.

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

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

Yours faithfully

Wendy Smith
Manager Planning and Development



COUNCIL REPORT

Agenda Item Number:	15.2
Report Title:	PA2019/0332, a Planning Scheme Amendment Application to Amend the NT Planning Scheme to Introduce Planning Policy for the Regulation of Sex Work Services
Author:	Wendy Smith, Manager Planning and Development
Recommending Officer:	Nadine Nilon, Director Infrastructure and Operations
Report Number:	19/0073
Meeting Date:	11/12/2019
Attachments:	Attachment A: Council's Letter of Comment for PA2019/0332, a Planning Scheme Amendment Application to Amend the NT Planning Scheme to Introduce Planning Policy for the Regulation of Sex Work Services. Attachment B: Planning Scheme Amendment Application PA2019/0332.

Executive Summary

The purpose of this report is to provide a summary and assessment to Council of PA2019/0332, a Planning Scheme Amendment Application to amend the NT Planning Scheme to introduce planning policy for the regulation of sex work services.

This report recommends that Council endorse the letter contained in Attachment A, including detailed comments on the application, included as Attachment B, including areas where support can be provided, areas where objections are lodged, and areas where amendments are recommended.

Recommendation

THAT Council:

1. receive and note the report; and
2. endorse Attachment A, Council's Letter of Comment for PA2019/0332, a Planning Scheme Amendment Application to amend the NT Planning Scheme to introduce planning policy for the regulation of sex work services.

Background

Overview

The NT Government has introduced the *Sex Industry Bill 2019* in the Legislative Assembly to decriminalise the sex industry in the NT. Full decriminalisation, as proposed in the bill, will result

in a requirement for sex industry businesses to be regulated by laws that apply to other businesses.

As a result, this application has been proposed by the NT Department of Attorney General and Justice to introduce regulations related to sex work into the NT Planning Scheme.

Current Proposal

The application proposes to introduce regulations related to two types of sex work:

- home occupation and
- commercial sex services premises.

A home occupation related to sex work is proposed to be defined as “a sex services business consisting of up to two sex workers who reside in the dwelling plus support staff”.

Proposed restrictions related to home occupation sex work include the following:

A premises may be used for sex work by the resident provided:

- a) the premises is not located next to or adjoining an already established kindergarten, pre-school, primary school, secondary school (whether it be a middle, senior or combined secondary school), approved child care service, or premises whose sole use is that of a place of worship;*
- b) in Zone SD (Single Dwelling Residential) and MD (Multiple Dwelling Residential) sufficient car parking is available on-site for the client of each resident engaging in sex work; and*
- c) no signs, other devices or markings that indicate that the premises is used for the purpose of engaging in sex work.*

It is proposed that home occupation sex work be allowed and could occur legally in all zones (except as noted below), including all residential areas, without notification to the public or approvals required, provided that it met the requirements detailed in the above section.

As home occupation sex work is defined as occurring within a dwelling, it would be necessary to have a dwelling on the site for home occupation sex work to legally occur. It is noted that caretaker’s residences and independent units are dwellings and that home occupation sex work would be permitted from those dwellings, including caretaker’s residences in community purpose, public open space, organised recreation zones, industrial, and conservation zones.

Home occupation sex work would require a development application and associated public exhibition for a 14-day period if proposed in Zone DV (Development), Zone HT (Heritage), and Zone WM (Water Management).

Home occupation sex work would be prohibited in Zone RD (Restricted Development).

A commercial sex service premises is proposed to be defined as “a premises from which a sex services business operates and that business engages more than 2 sex workers”.

Proposed restrictions related to commercial sex service premises include the following:

1. *The purpose of this clause is to ensure that commercial sex service premises are established and operated in a manner that does not detract from the amenity of the locality.*
2. *A premises may be used as a commercial sex service premises provided:*
 - a. *the premises is not located next to or adjoining an already established kindergarten, pre-school, primary school, secondary school (whether it be a middle, senior or combined secondary school), approved child care service, or premises whose sole use is that of a place of worship; and*
 - b. *signage is limited to the name of venue, hours of operation and contact details, with other devices and markings to be discrete.*
3. *The consent authority must not consent to a development that is not in accordance with subclause 2(a).*

Additionally, a commercial sex service premises will be required to provide a minimum number of car parking spaces of 2 for every bedroom, plus 1 for each support staff in all areas except Zone CB in Darwin where the requirement is for 2 car parking spaces for every bedroom.

It is proposed that commercial sex service premises not require any approvals or public notification if established in Zone LI (Light Industry), Zone GI (General Industry), and Zone DV (Development).

A development application and associated public exhibition for a 14-day period would be required for commercial sex service premises in Zone CB (Central Business) and Zone C (Commercial)

Commercial sex service premises would be prohibited in all other zones.

Unzoned Land

Should there be any unzoned land, it is proposed that sex work could occur without requiring any applications or public notification.

Currently, there is one parcel of unzoned land in Litchfield municipality, a 70.6Ha parcel of Crown land adjacent the harbour in Wickham.

Land in Marrakai immediately adjacent to land in Litchfield municipality is unzoned.

Additionally, there is land owned by the Commonwealth (typically Department of Defence land) that is currently exempt from the NT Planning Scheme requirements. No approvals or notification are currently required for any development on this land. However, should any of the Commonwealth-owned land be sold to private owners, the land would move from being exempt from NT Planning Scheme requirements to become unzoned land.

Application Assessment

When assessing this proposed amendment, it is essential to note that Council is not commenting on the legalisation of sex work but is commenting on proposed regulations related to undertaking that work legally within the community.

Notwithstanding, there are a variety of concerns with the proposed amendment, including potential for significant impact upon the amenity of existing residents that it is not felt the amendment adequately addresses.

Attachment A to this report summaries the areas of the amendment it is recommended Council support and areas where it is recommended Council object and/or offer alternative or additional amendments for consideration.

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.

12 December 2019

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

RE: Letter of Comment Planning Scheme Amendment Application

**PA2019/0332
Planning Scheme Amendment to
Introduce New Planning Policy that would
Regulate the Establishment of Sex Services Businesses**

Thank you for the Planning Scheme Amendment Application referred to this office on 15/11/2019, concerning the above.

Council provides the following comments in relation to the application for the Minister's consideration.

Council acknowledges the proposed changes for the sex industry should the *Sex Industry Bill 2019* be formally enacted and that subsequent amendments to the NT Planning Scheme may be required. Council has reviewed the amendments presented in the proposal from the NT Department of Attorney General and Justice. This letter summarises the amendments Council supports and amendments to which Council raises objections and/or offers alternative or additional amendments for consideration.

In assessing any proposed change to the regulations within the NT Planning Scheme, Council considers the intent of the changes and reviews whether the proposed change is the best method of accomplishing the stated intent. For some of the proposed amendments related to sex work, the application is unclear on the intent or reason for the proposed change. Where applicable, areas of uncertainty are noted in the following points.

Home Occupation Sex Work Definition

- 1) Where home occupation sex work is considered a suitable use, Council supports the limitation to no more than two sex workers.
- 2) A portion of the definition for home occupation sex work includes limitations for "up to two sex workers who reside in the dwelling". To ensure protection of the amenity of a residential area, it is expected that sex workers would be a known quantity to the home occupation business and be a legitimate resident of that premises, rather than a temporary worker. Council would support additional requirements for ensuring committed residency to a dwelling for home occupation sex work. Workers intending to be in the NT for only a short time period, rather than true residents of the Territory,

should be restricted from operating from a home occupation sex work premises in residential areas.

- 3) A further portion of the definition for home occupation sex work includes the note “plus support staff”. No further definition is given of support staff. It is unclear the extent of claims such a business could have to “support staff” and to how many additional employees “support staff” could extend. It is assumed that support staff is a reference to security, though it could also apply to administrative and/or managerial staff.

It is recommended that support staff be limited to only one additional employee present at the business at any one time. It is not expected that this limitation would be an obstacle to businesses wishing to operate as home occupations, as for the business to operate as a home occupation without variations, any support staff present would likely be limited due to the maximum area of 30m² permitted.

Location

- 4) The application has not detailed any particular reason why a sex work business should not be located next to or adjoining the specifically restricted businesses detailed in the proposed amendment. It appears to be the only use in the NT Planning Scheme that restricts specific other uses from being located in specific locations.

From the list of established uses from which sex work is restricted from being located next door, being primarily childcare and schools, it is assumed that the use is proposed to be restricted near uses frequented by children.

If the restrictions adjacent these uses are necessary, it is recommended that other places frequented by children should also be included in the restricted areas, including, but not necessarily limited to:

- Home-occupation childcare businesses/home based child care centres;
- Community centre;
- Parks and playgrounds, extending to all land in Zone PS (Public Open Space) and Zone OR (Organised Recreation) which specifically provide land for recreational activities; and
- Land in Zone CP (Community Purpose), which specifically provides for land for community services and facilities and allows such uses as schools, community centres, and places of worship as permitted uses.

Council understands that such restrictions as outlined above for areas where children commonly congregate and places of worship are common in NSW where sex work is also fully legalised.

In addition, it is unclear why such restrictions would not be extended to all residential uses, as the number of children residing in or frequently visiting any particular residential property is not restricted by anything in the NT Planning Scheme.

Council would also support the restrictions being amended from being located adjacent to the above facilities to being adjacent to and located within a specified radius of the proposed sex work business, a minimum of a 50m radius is recommended. If the use is affected by being located next door, it would realistically also apply across the street and in a nearby vicinity.

- 5) The restriction on location is proposed to apply for an “already established” use. This can be understood to be applicable for uses that require consent, as it is easy to determine when such uses were established, and as it is expected that the business owners would always require permission prior to formally establishing such a use.

However, for uses that are currently permitted without consent, allowing a business to establish that would infringe upon the neighbouring owners’ potential ability to set up a permitted use on their own property is not supported. As proposed, the rights and activities of one landowner would infringe upon the rights and activities of the neighbouring land owner within the same zone. This ability to detract from a neighbour’s full enjoyment of all rights associated with their property is not supported by Council.

In particular, this would apply to certain zones of land, such as the aforementioned Zone CP (Community Purpose), Zone PS (Public Open Space), and Zone OR (Organised Recreation). If a place of worship, childcare business, or school, owns land in Zone CP with the intent of developing that land for the noted business, it is not supported for a home occupation sex work business to be able to set up next door to such a location and thus potentially infringe upon the ability of that owner to successfully conduct a permitted activity on their own land.

- 6) Home occupation sex work is defined as operating from a dwelling. It is understood that home occupation uses become essentially an ancillary use to the dwelling itself. Therefore, wherever a dwelling is approved, and a home occupation is permitted, home occupation sex work could occur, provided the other noted requirements are met.

Council has concerns over the suitability of home occupation sex work as an ancillary use to caretaker’s residences. Caretaker’s residences are by definition already an ancillary use of the land. Caretaker’s residences are able to be constructed in many zones, including industrial, public open space, organised recreation, community purpose, and conservation zones, all of which do not typically contain other residences. In the case of Zone CP (Community Purpose), under the current proposal, a caretaker’s residence is a permitted use and home occupation sex work could occur out of that caretaker’s residence without any consent.

To address the concerns over home occupation sex work being ancillary to a caretaker’s residence that is itself ancillary to the intended use of the land, Council recommends that home occupation sex work be prohibited from caretaker’s residences in all zones where caretaker’s residences are permitted or discretionary uses.

- 7) Zone CV (Caravan Parks), Zone HT (Heritage), Zone RD (Restricted Development) and Zone WM (Water Management) allow single dwellings as permitted uses, but within these zones single dwellings are typically ancillary to the primary purpose of the zone for caravan park, heritage, airport, and water management uses. As such, it is recommended that home occupation sex work be a prohibited use in those zones.
- 8) Council objects to the restriction on location next to an established “premises whose sole use is that of a place of worship”. It is very common for places of worship to offer their facilities for use by other community groups and organisations, particularly in

areas where other community centre uses are scarce. It is recommended that the words “premises whose sole use is that of” be removed from the wording of this provision.

- 9) For commercial sex service premises, other jurisdictions have location restrictions that restrict the location of a new adult entertainment or sex services premise within a specified radius of other existing approved sex services premises. Such restrictions are supported to avoid creating a district that would be likely to negatively affect the amenity of the existing residences and businesses in the area. In line with some regulations noted in NSW, a minimum radius of 75 metres is recommended.
- 10) For commercial sex service premises, Council has concerns over whether the allowance of the businesses within Zone DV (Development) fits the purpose of the zone as currently noted in the NT Planning Scheme.

For Zone DV (Development), the purpose of the zone is to provide for major strategic industries, including gas based, road, rail or port related industries and the zones provides for developments of strategic importance to the future economic development of the Territory. It is further understood that the intent of this zone is to provide large-scale properties for heavy industry that is typically out-size for a typical light or general industry zone. It is difficult to see how either home occupation sex work or commercial sex services premises would fit the purpose of the zone to support major strategic industry of strategic importance to the future economic development of the Territory.

It is recommended that both home occupation sex work and commercial sex services premises be prohibited in Zone DV (Development).

- 11) For both Zone LI (Light Industry) and Zone GI (General Industry), Council has concerns over whether the allowance of the businesses within those zones fits the purpose of the zones as currently noted in the NT Planning Scheme.

For both zones, the purpose of the zones is to provide for industry uses; offices and shops are to be limited to those businesses expected to provide services to the industrial businesses and uses inappropriate in a commercial zone.

It is difficult to see how home based sex work and commercial sex service premises provide direct services to support the industrial businesses (not the workers), noting in particular that commercial sex services premises are recommended as consent uses in commercial zones and thus cannot be considered to be uses “inappropriate in a commercial zone”.

Car Parking

- 12) For home occupation sex work in Zone SD (Single Dwelling Residential) and Zone MD (Multiple Dwelling Residential), sufficient car parking is required on-site for clients. While Council applauds the consideration of car parking requirements, it is unclear why this home occupation has been singled out to require car parking on-site.

Under the NT Planning Scheme, no other home occupation requires parking on-site for clients. For example, home occupations for massage or beauty therapy require clients to visit the residential premises but do not require on-site car parking for clients.

Further, particularly for multiple dwelling residential uses, it may be undesirable for other residents to have the clients of home occupation sex work parking within their car parking area. Security is discussed in more detail below; however, should the client engage in anti-social behaviour that requires security, it would be a threat to the other residents of the multiple dwelling complex for the client to have access to the residential parking area. This access would be of particular concern where car parking spaces for the residential uses are all located behind locked gates.

Council objects to the requirement for on-site car parking within the existing residential car parking area for home occupation sex work in Zone MD (Multiple Dwelling Residential).

- 13) For commercial sex service premises, Council supports the proposed numbers of car parking spaces required. However, it is recommended that the term “bedroom” be amended to “consulting room” to more appropriately address the potential services offered. This would further reduce ambiguity for Development Consent Authority in the future for determining which rooms are utilised by the business for business services.
- 14) In the introduction to the proposed amendment, the potential for harm to sex workers is noted as a concern. It is understood that some jurisdictions in NSW, for commercial sex service premises, there are requirements for car parking for workers and car parking for clients to be provided in separate areas with different access points, along with security lighting, to better ensure the security of workers. Council would consider support for such requirements to be included in the NT Planning Scheme.

Signs

- 15) For home occupation sex work, no sign is permitted. No information is provided with the amendment as to the reason behind this requirement, as it is different from all other uses within the NT Planning Scheme. If the use is a legal use, it is unclear why signs are restricted rather than leaving it up to the individual home occupation to determine whether a sign is suitable. In some instances in residential areas, it may be desirable to have a sign to ensure clients do not mistakenly attempt to access a neighbouring residence. More information on the considerations around this restriction are required for Council to be able to provide full assessment of the proposal.

Should it be determined that signs be permitted for home occupation sex work, it is recommended that they be restricted to the same requirements as for commercial sex service premises, in addition to the standard size restriction for home occupations.

- 16) For commercial sex service premises, Council has no comments on the proposals related to signs other than question the criteria against which the Development Consent Authority would determine whether a sign’s “other devices and markings” are “discrete”. This terminology is vague and open to interpretation and it is unclear how it would be able to be reasonably enforced by the Development Consent Authority.

It may be useful to note what types of “other devices and markings” would not be considered appropriate, with such wording as “must not include explicit phrasing or images” or similar.

Amenity

- 17) There are an unlimited number of potential businesses that could be home occupations. Currently in the NT Planning Scheme, the only other business type that has any restrictions in relation to home occupation is a limit on the number of children to be cared for as a home occupation.

The application indicates that the intent of the amendment is to ensure that due regard to the general amenity of the location is given to legitimate businesses. The application as a whole would benefit from further discussion of how the proposed specific regulations related to home occupation sex work would ensure that general amenity of the area is not negatively affected by that home occupation.

For reference, the NT Planning Scheme indicates “*amenity* in relation to a locality or building, means any quality, condition or factor that makes or contributes to making the locality or building harmonious, pleasant or enjoyable”.

Council objects to the designation of home occupation sex work as a permitted use within the NT Planning Scheme and recommends that it is a consent use in all zones. Given the potential for negative impacts, including any perception of negative impacts, upon the amenity of the neighbouring community, notification and opportunity for comment should be provided.

Should home occupation sex work become a discretionary, rather than permitted, use, then there must be requirements in the NT Planning Scheme against which the Development Consent Authority can measure the suitability of the use in a particular location and for which the Development Consent Authority may be able to issue enforcement provisions.

For example, in NSW, home occupation sex work must not involve “interference with the amenity of the neighbourhood by reason of the emission of noise, or traffic generation or otherwise”. Inclusion of similar provisions in the NT Planning Scheme is supported.

- 18) Council objects to home occupation sex work being a permitted use in any zone where security is employed on the premises. There are no other uses detailed in the NT Planning Scheme that would reasonably be expected to employ security that are permitted or discretionary in a residential zone.

If the use is considered dangerous and requires security to protect workers, then there is the potential of disturbances impacting on the immediately surrounding community. A security presence, while supported as an intended deterrent to anti-social activity, by its very nature expects and provides a perception of the likelihood of anti-social behaviour.

Amenity, as defined by the NT Planning Scheme, “means any quality, condition or factor that makes or contributes to making the locality or building harmonious, pleasant or enjoyable”. The expectation of antisocial behaviour for a home occupation use, as evidenced by the need for security presence, has a negative impact on amenity and does not contribute to making a locality harmonious, pleasant or enjoyable.

As such, Council further recommends that home occupation sex work that employs security be prohibited in the following zones:

- Zone SD (Single Dwelling Residential)
- Zone MD (Multiple Dwelling Residential)
- Zone MR (Medium Density Residential)
- Zone HR (High Density Residential)
- Zone RR (Rural Residential)
- Zone RL (Rural Living)
- Zone R (Rural)
- Zone CV (Caravans)

Amendments to Clause 12.1 Aboriginal Community Living Areas/Permitted Use in Zone T (Township)

19) As there are no Aboriginal Community Living Areas or land in Zone T (Township) within Litchfield Municipality, Council has no comment on the proposed changes related to those areas.

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

NORTHERN TERRITORY OF AUSTRALIA
PROPOSAL TO AMEND NT PLANNING SCHEME
PA2019/0332

The Minister for Infrastructure, Planning and Logistics has accepted an application for exhibition. The application proposes to amend the NT Planning Scheme by introducing new planning rules that would regulate the establishment of sex services businesses.

The applicant for this proposal is the Department of Attorney General and Justice, and the applicant is proposing that planning policy be amended to allow sex work in the following situations:

Home Occupation

This means that sex work can be undertaken by up to two sex workers who reside in a dwelling. It is proposed that this activity would occur without consent in all zones (except for in Zones DV, HT and WM, where consent would be required), but would be prohibited:

- in Zone RD (Restricted Development); and
- if the premises is located next to or adjoining a:
 - kindergarten;
 - preschool, primary school or secondary school;
 - child care centre (including a home based child care centre); or
 - a premises that is primarily used as a place of worship.

Commercial Sex Service Premises

This means a premises used by three or more sex workers as a commercial business. Such a business premises can be lawfully established:

- without consent in industrial zones;
- with consent in Zone CB (Central Business) and Zone C (Commercial); but
- would be prohibited:
 - if the premises is located next to or adjoining a kindergarten, preschool, primary school or secondary school, a child care centre (including a home based child care centre) or a premises that is primarily used as a place of worship; and
 - on land in all other zones.

Unzoned land

This proposal will only apply to localities where town planning controls apply. This means that:

- planning will not regulate the establishment of sex services business in places such as Adelaide River and Mataranka, or any unzoned location where clause 12.1 (Aboriginal Community Living Area) does not apply; and
- sex work can occur without consent in these locations.

A copy of the application that explains the proposed planning scheme amendment in more detail is at page 3 of this document. Text shown in red within the application indicates a change to the wording of clauses contained within the NT Planning Scheme.

Period of Exhibition and Lodging a Submission

The exhibition period is from Friday 15 November 2019 to Friday 13 December 2019.

Written submissions about the proposed planning scheme amendment are to be received by 11.59pm on Friday 13 December 2019 and addressed to:

NT Planning Commission
GPO Box 1680
DARWIN NT 0801; or

Email: planning.ntg@nt.gov.au; or

Fax: (08) 8999 7189; or

Hand delivered to a Department of Infrastructure, Planning and Logistics office at:

- Alice Springs – Greenwell Building, 50 Bath Street, Alice Springs;
- Darwin – Energy House, 18 – 20 Cavenagh Street, Darwin City; and
- Katherine – Government Centre, First Floor, First Street, Katherine.

For more information please contact Lands Planning on telephone (08) 8999 8963.

Applicant

The Northern Territory of Australia through the Department of the Attorney-General and Justice.

Background

In 1992, the Northern Territory Legislative Assembly acknowledged the presence of the sex industry and that criminalisation of the industry failed to either eliminate it, or protect sex workers or members of the general public. In doing so, the Legislative Assembly passed the *Prostitution Regulation Act 1992* to decriminalise certain aspects of the sex industry and establish a regulatory regime overseen by police.

Since commencement of the *Prostitution Regulation Act 1992*, a number of reviews have identified shortcomings with the way the sex industry is regulated in the Northern Territory, particularly in relation to worker safety and the different business models for providing of sex services that exist outside of those permitted under the *Prostitution Regulation Act 1992*. The partial criminalised framework established under the *Prostitution Regulation Act 1992* prevents sex workers working legitimately except under certain strict circumstances (either on their own or through an agency) which restricts workers accessing support, exposing them to risk of harm that other workers are not exposed to. That framework also stigmatises workers which places barriers when workers seek assistance from authorities, including police.

Acknowledging these ongoing issues, Government has introduced the Sex Industry Bill 2019 in the Legislative Assembly to repeal the *Prostitution Regulation Act 1992*, decriminalise the industry in its entirety, and establish a framework that enhances worker health and safety and brings the industry within the scope of laws that apply to all other businesses, including laws that relate to land planning and use.

The amendments in this application seek to support the framework established under the Sex Industry Bill 2019, by applying the Northern Territory Planning Scheme to sex industry businesses that operate out of premises.

While individual sex workers and agencies can currently operate out of various premises throughout the Northern Territory, they do so without specific consideration of the Planning Scheme. Most neighbours of those businesses (large or small) are often not aware that their neighbour is involved in the sex industry, which means, by and large, that most industry participants are having regard to the impact their business may have on the general amenity of the locality. However the Planning Scheme does not currently contemplate those businesses, which means that planning considerations (such as general amenity) are coincidental factors.

Full decriminalisation of the industry, however, means that the general laws that apply to other businesses will also apply to the sex industry. In order for the Planning Scheme to properly cover the various business models of the industry, a number of minor amendments are necessary to ensure that due regard to the general amenity of their location is given to legitimate businesses.

The proposed amendments seek to achieve this through clarifying where a business may be located based on its scale of operation, and the general community amenity considerations the Development Consent Authority may have in regard to those business operations.

1. General Definitions

a) *Introduction new definitions to clause 3*

Introduce new definitions as outlined in red as follows:

“sex worker” means a person who performs sex work

“sex work” means the provision by a person of services that involve the person participating in sexual activity with another person in return for payment or reward

“sex services business” means a business that provides for or arranges sex work

“commercial sex service premises” means a premises from which a sex services business operates and that business engages more than 2 sex workers.

2. Changes to support Independent Operators

a) *Amendment to the definition of home occupation*

Expand the definition of home occupation as follows:

“home occupation” means an occupation or profession which is carried on in a **dwelling** or on the **site** of a **dwelling** by a person resident in the **dwelling**, and may include:

(a) the caring for up to five children including children who reside in the **dwelling**; or

(b) a sex services business consisting of up to two sex workers who reside in the dwelling plus support staff.

b) *Amendments to clause 7.10.7 (Home Occupation)*

Amend clause 7.10.7 as outlined in red below:

1. The purpose of this clause is to ensure that **home occupations** are established and operated in a manner that does not detract from the residential **amenity** of the locality.

2. A **dwelling** may be used for the purpose of a **home occupation** where:

(a) the occupation or profession is carried out only by persons residing in the **dwelling**;

(b) the total of the **floor area** of the **dwelling** plus the other areas of the **site** that are used for the **home occupation** (including areas used temporarily) does not exceed 30m²;

(c) no greater demand or load is imposed on the services provided by a public utility organisation than that which is ordinarily required in the locality;

(d) no sign is displayed, other than a **business sign** that is not more than 0.5m² in area;

(e) no goods or equipment are visible from outside the **site**; and

(f) not more than one vehicle kept on the **site** is used for the purpose of the **home occupation**.

3. A premises may be used for sex work by the resident provided:

- (a) the premises is not located next to or adjoining an already established kindergarten, pre-school, primary school, secondary school (whether it be a middle, senior or combined secondary school), approved child care service, or premises whose sole use is that of a place of worship;
- (b) in Zone SD (Single Dwelling Residential) and MD (Multiple Dwelling Residential) sufficient car parking is available on-site for the client of each resident engaging in sex work; and
- (c) no signs, other devices or markings that indicate that the premises is used for the purpose of engaging in sex work.

4. The consent authority may approve an application for a **home occupation** that is not in accordance with sub-clause 2 only if it is satisfied the proposed **home occupation** is appropriate **for** the **site** having regard to the potential impact of the **home occupation** on the residential **amenity** of adjoining and nearby property.

5. The consent authority must not **consent** to a development that is not in accordance with subclause 3(a).

c) *Amendments to clause 12.1 (Aboriginal Community Living Areas)*

Amend clause 12.1 as outlined in red below:

1. The purpose of this clause is to provide for the orderly and proper planning of the identified communities.
2. This clause applies only to the parcels of land specified in Schedule 4, which are Aboriginal community living areas within the meaning of Part 8 of the *Pastoral Land Act*.
3. The land may be used or developed without **consent** for any purpose that is necessary for, or ancillary to, community life including the following:
 - (a) **community centre**;
 - (b) **dwelling**;
 - (c) **plant nursery**;
 - (d) **child care centre**;
 - (e) **place of worship**;
 - (f) **shop**;
 - (g) **hospital**;
 - (h) **medical clinic**;
 - (i) **office**;
 - (j) **veterinary clinic**;
 - (k) **education establishment**;
 - (l) the keeping of poultry;
 - (m) the growing of crops, fruits, vegetables, pasture and the like;
 - (n) **home occupation, subject to clause 7.10.7**
4. The land is not to be used or developed without **consent** for any other purpose, including the keeping of livestock.

3. Changes to support Commercial Operators

a) Amendments to Part 3 – Zoning Tables

Introduce “Commercial sex service premises” to all zoning tables.

Prohibit “Commercial sex service premises” in Zone SD (Single Dwelling Residential), Zone MD (Multiple Dwelling Residential), Zone MR (Medium Density Residential), Zone HR (High Density Residential), Zone SC (Service Commercial), Zone TC (Tourist Commercial) Zone CV (Caravans), Zone CL (Community Living), Zone PS (Public Open Space), Zone OR (Organised Recreation), Zone CP (Community Purposes) Zone A (Agriculture), Zone H (Horticulture), Zone RR (Rural Residential), Zone RL (Rural Living), Zone R (Rural), Zone FD (Future Development), Zone RD (Restricted Development), Zone WM (Water Management), Zone HT (Heritage) and Zone CN (Conservation).

List “Commercial sex service premises” as a discretionary use in Zone C (Commercial) and Zone CB (Central Business).

List “Commercial sex service premises” as a permitted use in all other zones.

b) Amendment to the table to clause 6.5.1 – Parking Requirements

After **community centre**, insert the following:

Use or development	Minimum number of car parking spaces required	Minimum number of car parking spaces required in Zone CB in Darwin
Commercial sex service premises	2 for every bedroom, plus 1 for each support staff	2 for every bedroom

c) Introduction new General Provision to Part 4 – General Performance Criteria

After clause 6.17, introduce the following:

6.18 Commercial sex service premises

1. The purpose of this clause is to ensure that **commercial sex service premises** are established and operated in a manner that does not detract from the amenity of the locality.
2. A premises may be used as a **commercial sex service premises** provided:
 - (a) the premises is not located next to or adjoining an already established kindergarten, pre-school, primary school, secondary school (whether it be a middle, senior or combined secondary school), approved child care service, or premises whose sole use is that of a place of worship; and
 - (b) signage is limited to the name of venue, hours of operation and contact details, with other devices and markings to be discrete.
3. The consent authority must not **consent** to a development that is not in accordance with subclause 2(a).

d) *Amendments to clause 12.1 (Aboriginal Community Living Areas)*

Amend clause 12.1 as outlined in red below:

1. The purpose of this clause is to provide for the orderly and proper planning of the identified communities.
2. This clause applies only to the parcels of land specified in Schedule 4, which are Aboriginal community living areas within the meaning of Part 8 of the *Pastoral Land Act*.
3. The land may be used or developed without **consent** for any purpose that is necessary for, or ancillary to, community life including the following:
 - (a) **community centre**;
 - (b) **dwelling**;
 - (c) **plant nursery**;
 - (d) **child care centre**;
 - (e) **place of worship**;
 - (f) **shop**;
 - (g) **hospital**;
 - (h) **medical clinic**;
 - (i) **office**;
 - (j) **veterinary clinic**;
 - (k) **education establishment**;
 - (l) the keeping of poultry;
 - (m) the growing of crops, fruits, vegetables, pasture and the like;
 - (n) home occupation, subject to clause 7.10.7
4. The land is not to be used or developed without **consent** for any other purpose, including the keeping of livestock.
5. An application for a **commercial sex services premises** is to comply with the requirements of clause 6.18.



COUNCIL REPORT

Agenda Item Number:	15.03
Report Title:	PA2019/0439, a Planning Scheme Amendment Application to Change Car Parking Rates in Central Darwin and Require End of Trip Facilities in the NT Planning Scheme
Author:	Wendy Smith, Manager Planning and Development
Recommending Officer:	Nadine Nilon, Director Infrastructure and Operations
Report Number:	19/0074
Meeting Date:	11/12/2019
Attachments:	Attachment A: Council's letter of comment for PA2019/0439, a Planning Scheme Amendment Application to Change Car Parking Rates in Central Darwin and Require End of Trip Facilities in the NT Planning Scheme. Attachment B: Planning Scheme Amendment Application PA2019/0439.

Executive Summary

The purpose of this report is to provide a summary and assessment to Council of PA2019/0439, a Planning Scheme Amendment Application to amend the NT Planning Scheme to introduce reduced car parking rates and criteria to inform a reduction in parking requirements within Zone CB (Central Business) in Darwin and to include provisions to require end of trip facilities in the NT Planning Scheme more broadly.

While the changes to the car parking rates in Central Darwin does not affect Litchfield Council, the proposals related to end of trip facilities are applicable to land in this municipality.

This report recommends that Council endorse the letter provided in Attachment A, supporting the application in principle, with comments provided on areas where minor amendments could be considered to clarify and strengthen the intent of the amendment.

Recommendation

THAT Council:

1. receives and notes the report; and
2. endorses Attachment A, Council's Letter of Comment for PA2019/0439, a Planning Scheme Amendment Application to introduce reduced car parking rates and criteria to inform a reduction in parking requirements within Zone CB (Central Business) in Darwin and to include provisions to require end of trip facilities in the NT Planning Scheme more broadly.

Background

Overview

The proposed amendments, particularly in terms of car parking rates for Zone CB (Central Business) in Darwin, result from a recent Darwin CBD car parking study that showed:

- *“there is currently an oversupply of off-street car parking spaces in the CBD;*
- *the CBD acts as a mixed-use center where a person will use one car park then walk to visit multiple locations; and*
- *since the introduction of the current NT Planning Scheme in 2007, the consent authority has regularly reduced or waived the current car parking requirements for non-residential uses, and an oversupply still exists.”*

The proposed amendments provide consistency among car parking rates for different uses in the CBD and reduce rates in line with the recent study recommendations.

Part of noting the need for reduced car parking rates is acknowledging the high rates of cycling in the Northern Territory and the benefits of encouraging cycling as an alternative mode of transport. To support cycling, this amendment also proposes new regulations to be included in the NT Planning Scheme to require end of trip facilities, such as bicycle racks, showers, and lockers, for non-residential development in the following zones:

- Zone HR (High Density Residential),
- Zone CB (Central Business),
- Zone C (Commercial),
- Zone SC (Service Commercial), and
- Zone TC (Tourist Commercial).

As the reduced car parking provisions apply only to land in Zone CB (Central Business) in Darwin, this change is not relevant to Litchfield Council. This proposed change will not be discussed further in this report and it is not proposed to provide any comments on that change to the consent authority.

However, there is land in Zone C (Commercial), Zone SC (Service Commercial), and Zone TC (Tourist Commercial) in Litchfield Council, and there is potential for future land in Zone HR (High Density Residential) and Zone CB (Central Business). Therefore, this report will focus on the changes proposed for those zones. Those proposed changes are detailed in Attachment B in Section 5. Proposed Amendment to Clause 6.0 (General Performance Criteria).

Current Proposal

All new buildings in the following zones:

- Zone HR (High Density Residential),
- Zone CB (Central Business),
- Zone C (Commercial),
- Zone SC (Service Commercial), and
- Zone TC (Tourist Commercial)

must provide bicycle parking and shower/changing facilities in accordance with the following table.

Development type	Minimum number of bicycle parking spaces required	Minimum number of showers required
non-residential buildings	1 space per 300m ² net floor area	1 shower for every 5 bicycle parking spaces required by this clause, to a maximum of 12 showers for each building
hostel, hotel, motel	1 space for every 3 guest rooms	1 shower for every 10 bicycle parking spaces required by this clause (rounded up), to a maximum of 5 showers for each building
serviced apartments	1 space for every 3 dwellings	1 shower for every 10 bicycle parking spaces required by this clause (rounded up), to a maximum of 5 showers for each building
multiple dwellings	1 space for every 3 dwellings	Not applicable

There are a number of locational requirements for the bicycle parking spaces, which are designed to ensure the spaces are easily accessible and protected. A secure locker is also required for every bicycle parking space required.

Shower and changing facilities must be secure, lockable and located close to the bicycle parking. One change room or direct access to a communal change room must be provided per shower. Separate male and female facilities must be provided where more than one shower is provided.

Application Assessment

Overall, the application introduces requirements for bicycle parking and end of trip facilities that are expected to encourage alternative modes of transport and reduce reliance on private vehicles for transportation.

The amendments related to the locational requirements for bicycle parking and requirements for secure and lockable showers, changing facilities, and secure lockers can be supported.

Clarification is requested on whether the shower facilities proposed are for use by employees only or the general public. It is recommended that showers be available for employees only and minor amendments are proposed to address the matter.

It is also recommended that additional opportunity be included for the Development Consent Authority to vary the requirements where the provision of facilities could be an economic hindrance to a very small development and where the provision of facilities in isolated areas where the requirement for such facilities is unlikely to be warranted at the rate proposed.

Finally, it is recommended that while the ratios proposed appear to work well for smaller developments, for larger shopping centres or multiple dwelling complexes, the rates may be disproportionate to the use expected and should be reviewed.

Conclusion

It is recommended that Council support the application in principle, with comments provided on areas where minor amendments could be considered to clarify and strengthen the intent of the amendment.

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.

12 December 2019

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

RE: Letter of Comment Planning Scheme Amendment Application

**PA2019/0439
Proposal to amend the NT Planning Scheme
to introduce reduced car parking rates and criteria to inform a reduction in parking
requirements within Zone CB (Central Business) in Darwin and to include provisions to
require end of trip facilities in the NT Planning Scheme more broadly**

Thank you for the Planning Scheme Amendment Application referred to this office on 15/11/2019, concerning the above.

Council provides the following comments in relation to the application for the Minister's consideration.

1. As the portion of the proposed amendment to reduce car parking rates in Darwin is outside of Litchfield Council's municipality, no comments are provided on those matters.
2. Council supports the intention to increase the provision of bicycle parking and end of trip facilities.
3. Council supports the locational requirements for bicycle parking noted in proposed Clause 6.18 (3).
4. Council supports the requirement for secure and lockable showers, changing facilities, and secure lockers.
5. However, Council recommends that showers be designed such that adequate space for changing facilities could be included per shower, rather than communal change room facilities. Communal change facilities could be a deterrent to individuals utilising the cycling and shower facilities when viable private options are available.
6. Council also requests the amendment be clarified to confirm whether the intention is for the shower and changing facilities (as noted in 6.18 (4)) are proposed to be for employees or the general public.

Council considers that the use of such facilities as provided by developers should be limited to provision for employees only. Ensuring these private facilities are available only for employees would increase security in an area where individuals are vulnerable.

Should the proposal be intended for the showers to be available to the general public, further clarification on how the site would operate would be required. It is considered that while a developer may choose to provide shower facilities for the general public, the developer should not be required by the NT Planning Scheme to do so, due to the difficulties in regulating the use of such a space.

7. The proposed amendment in Clause 6.18 (7) is unclear. As noted above, if lockers, showers, and changing facilities are only to be provided for employees, and no other site users, perhaps this clause should be parallel to Clause 6.18 (4) and state that it is referencing "All new **residential** buildings".
8. Clause 6.18 (4) references "in Zones HR, CB, C, SC, TC". However, Clause 6.18 only applies to those zones, so it is not necessary to repeat the zones in section (4) of the clause.
9. For proposed Clause 6.18 (8), the only options given to the Development Consent Authority (DCA) to vary provision of facilities is if alternative facilities are available. However, there may be some instances where it is reasonable to vary the provision of any facilities. In particular, the provision of showers/changing rooms/lockers could be quite costly for a small development. Additionally, if there are areas where the likelihood of use of these facilities is quite low, the cost may also outweigh the requirement for provision.

For example, a tourist-oriented retail development over 1,501m² at the Tourist Commercial site on the Stuart Highway in Acacia Hills would require the provision of:

- 6 covered bicycle parking spaces,
- 6 secure lockers,
- One male shower,
- One female shower,
- One male changeroom, and
- One female changeroom.

The above would be quite costly for a development that is only accessible from a highway with a 130km/hr speed limit that regularly carries heavy vehicle traffic.

While the above is only provided as an example, there are many similar sites in the Territory where similar development could occur. The current provisions would not allow the DCA to vary the requirement unless there were alternative facilities. In isolated areas, or in areas where there is existing development that has not been subject to these requirements, those alternative facilities are unlikely to exist.

It is recommended that wording be crafted to allow the DCA to vary these requirements in areas where, due to the logistics and safety of cycling, the rates of cycling are likely too low and such facilities are unlikely to be warranted or warranted at a reduced rate.

Additionally, the DCA should be able to consider the reasonableness of requiring the installation of a shower and changeroom by the proprietor of a new 100m² shop with one bicycle parking space. The costs and logistics of those features could have significant impacts upon the financial viability of a venture for a feature that may never be used. This concern could be addressed through the ability to vary the provisions or by not requiring the facilities for buildings with a net floor area less than 100m².

10. While Council supports the proposed rates of bicycle parking in the Table to Clause 6.18 for smaller sites, it is considered that the rates perhaps become unreasonable as floor areas increase.

Under the proposed rates, the average small to medium sized shop would each require 2 to 3 bicycle parking spaces. That rate does not seem unreasonable if cycling is to be encouraged.

However, for larger shopping centres and high density multiple dwelling complexes, the proposed rates become quite large and will likely take up a significant amount of space on the site.

For example, Coolalinga Central shopping centre would require 67 bicycle parking spaces, Casuarina shopping centre would require 200 bicycle parking spaces, and the average high rise residential building would require 40 bicycle parking spaces. At a minimum, the amount of space required for bicycle parking would be equivalent to that required for 11, 20, and 4 additional car parking spaces, respectively.

For residential buildings, it may be desirable for each unit to have space to have a lockable area for bike storage that would need to be incorporated into private space provided to that unit, which would increase the floor area required even further.

In these instances, the ratios required may be disproportionate to the use expected and it is recommended that the rates for buildings over a certain size be reviewed.

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

NORTHERN TERRITORY OF AUSTRALIA
PROPOSAL TO AMEND NT PLANNING SCHEME
PA2019/0439

The Minister for Infrastructure, Planning and Logistics has accepted an application to amend the NT Planning Scheme made by the Department of Infrastructure, Planning and Logistics for exhibition.

The application seeks to:

1. Introduce definitions for non-residential buildings and end of trip facilities.
2. Reduce car parking requirements for non-residential buildings within Zone CB (Central Business) in Darwin, and
3. Introduce a requirement for end of trip facilities in new non-residential buildings in Zones HR (High Density Residential), CB (Central Business), C (Commercial), SC (Service Commercial) and TC (Tourist Commercial).

An explanation of the proposed amendments is attached.

Period of Exhibition and Lodging a Submission

The exhibition period is from 15 November 2019 to 13 December 2019.

Written submissions about the proposed planning scheme amendment are to be received by 11.59pm on 13 December 2019 and addressed to:

NT Planning Commission
GPO Box 1680
DARWIN NT 0801; or

Email: planning.ntg@nt.gov.au; or

On line: <https://www.ntlis.nt.gov.au/planning/lta.dar.list>; or

Fax: (08) 8999 7189; or

Hand delivered to Lands Planning, Level 1 Energy House, 18-20 Cavenagh Street, Darwin.

For more information please contact Richard Lloyd, Development Assessment Services on telephone (08) 8999 7108.

1. Introduction

The proposed amendments principally stem from the findings of a recent Darwin CBD Car Parking Study (Tonkin 2019), which show that:

- there is currently an oversupply of off-street car parking spaces in the CBD;
- the CBD acts as a mixed-use center where a person will use one car park then walk to visit multiple locations; and
- since the introduction of the current NT Planning Scheme in 2007, the consent authority has regularly reduced or waived the current car parking requirements for non-residential uses, and an oversupply still exists.

The amendments seek to reduce car parking rates and increase consistency between car parking requirements for non-residential uses within Zone CB in Darwin, making it easier to change the use of spaces within existing buildings in particular. The amendments also seek to require end of trip facilities in new non-residential buildings in Zones HR, CB, C, SC and TC, and provide definitions of non-residential buildings and end of trip facilities.

The Darwin CBD Car Parking Study recommended introduction of a standard non-residential car parking rate within Zone CB in Darwin, at a suggested rate of 1.5 to 2 car parks per 100m² of net floor area.

The proposed changes reduce the car parking rates shown in the Table to Clause 6.5.1 (Parking Requirements) for non-residential uses to 2 car parks per 100m² (or approximately by a third where the rate is not calculated by floor area).

Additionally, a new sub-clause is proposed under Clause 6.5.2 (Reduction in Parking Requirements), which introduces criteria to allow for the approval of further parking reductions for non-residential uses within Zone CB in Darwin. It also allows for motorcycle parking spaces to be counted as a car parking reduction in certain circumstances.

A new clause is also proposed to clause 6.0 (General Performance Criteria) to require end of trip facilities in new non-residential buildings in Zones HR, CB, C, SC and TC, and the definitions of non-residential buildings and end of trip facilities and are to be added to clause 3.0 (Definitions).

No changes are proposed to car parking requirements for residential uses as they are not considered overly onerous and parking spaces are usually considered an asset to a residential use.

2. Proposed Amendments to Clause 3.0 (Definitions)

Two new definitions are introduced:

end of trip facilities means secure bicycle storage, showers, changing rooms, lockers and other facilities that support cycling and other active modes of transport.

non-residential building means a building that is not a **residential building** or a non-habitable structure such as a shed, carport or garage.

3. Proposed Amendments to Table to Clause 6.5.1 (Parking Requirements)

Table To Clause 6.5.1		
COLUMN 1	COLUMN 2	COLUMN 3
Use or Development	Minimum Number of Car Parking Spaces Required	Minimum Number of Car Parking Spaces Required Within Zone CB in Darwin
abattoir	1 for every 100m ² of net floor area other than offices plus 4 for every 100m ² of net floor area of office	
animal boarding	1 for every employee <u>plus</u> 4	
home based visitor accommodation	1 for every guest room plus 2 for the dwelling	1 for every guest room plus 2 for the dwelling
caravan park	1.1 for every caravan , cabin, mobile home or tent site	
caretaker's residence	1	1
child care centre	1 for every employee plus 1 for every 20 children	2 for every 100m ² of net floor area
community centre	5 for every 100m ² of net floor area	2 for every 100m ² of net floor area
education establishment	For a primary or secondary school: 1 for every classroom <u>plus</u> 2 additional spaces <u>plus</u> an area for setting down and picking up passengers For a tertiary education establishment : 1 for every classroom <u>plus</u> 1 for every 6 students <u>plus</u> 2 additional spaces For a kindergarten: see child care centre For other education establishments : 2 for every 100m ² of net floor area	2 for every 100m ² of net floor area

Table To Clause 6.5.1		
COLUMN 1	COLUMN 2	COLUMN 3
Use or Development	Minimum Number of Car Parking Spaces Required	Minimum Number of Car Parking Spaces Required Within Zone CB in Darwin
general industry	1 for every 100m ² of net floor area other than offices plus 4 for every 100m ² of net floor area of office plus 1 for every 250m ² used as outdoor storage	
home based child care centre	1 for every non-resident employee in addition to those spaces required for the dwelling	2 for every 100m ² of net floor area
hospital	1 for every 4 patient beds plus 4 for every 100m ² of net floor area used for administrative purposes plus for a medical clinic 4 for every consulting room	1 for every 4 5 patient beds plus 4 2 for every 100m ² of net floor area used for administrative purposes plus for a medical clinic 4 2.5 for every consulting room
hostel	1 for every 5 persons plus 1 for every staff member plus 1	1 for every 10 persons plus 1 for every staff member plus 1
hotel	16 for every 100m ² of net floor area used as a lounge bar or beer garden plus 50 for every 100m ² of net floor area used as a bar plus 10 for a drive-in bottle shop (if any) for cars being served or awaiting service plus 1 for every guest suite or bedroom plus 3 for every 100m ² used for dining	16 2 for every 100m ² of net floor area plus 0.4 for every guest suite or bedroom
independent unit	1 per bedroom to a maximum of 2	1 per bedroom to a maximum of 2

Table To Clause 6.5.1		
COLUMN 1	COLUMN 2	COLUMN 3
Use or Development	Minimum Number of Car Parking Spaces Required	Minimum Number of Car Parking Spaces Required Within Zone CB in Darwin
leisure and recreation	Indoor spectator facilities including cinema or theatre 1 for every 4 seats Racquet court games 4 for every court <u>plus</u> For indoor spectator facilities (if any) 1 for every 4 seats Lawn bowls 20 spaces per green Golf course 4 per hole <u>plus</u> 5 for every 100m ² of net floor area used as a club house otherwise than specified above, 10 for every 100m ² of net floor area <u>plus</u> requirement for indoor spectator facilities (if any) 1 for every 4 seats	3 2 for every 100m ² of net floor area
licensed club	10 for every 100m ² of net floor area used as a lounge area or beer garden <u>plus</u> 20 for every 100m ² of net floor area used as a bar <u>plus</u> 3 for every 100m ² of net floor area used for dining	3 2 for every 100m ² of net floor area
light industry	2 for every 100m ² of net floor area other than offices <u>plus</u> 4 for every 100m ² of net floor area of office <u>plus</u> 1 for every 250m ² used as outdoor storage	
medical clinic	4 for every consulting room	4 2.5 for every consulting room
medical consulting rooms	3 for every consulting room <u>plus</u> 1 additional space (in addition to the 2 spaces required for the dwelling)	3 2 for every consulting room <u>plus</u> 1 additional space (in addition to the 2 spaces required for the dwelling)
motel	1 for every guest suite or bedroom plus 16 for every 100m ² of net floor area used as a lounge bar or beer garden <u>plus</u> 3 for every 100m ² of net floor area used for dining	0.4 for every guest suite or bedroom <u>plus</u> 3 2 for every 100m ² of net floor area of all other areas
motor body works	6 for every 100m ² of net floor area	3 2 for every 100m ² of net floor area
motor repair station	6 for every 100m ² of net floor area	3 2 for every 100m ² of net floor area

Table To Clause 6.5.1

COLUMN 1	COLUMN 2	COLUMN 3
Use or Development	Minimum Number of Car Parking Spaces Required	Minimum Number of Car Parking Spaces Required Within Zone CB in Darwin
multiple dwellings	2 per dwelling	1 per bed-sitter and one bedroom dwelling 1.5 per two bedroom dwelling 1.7 per three bedroom dwelling 2 per dwelling with four or more bedrooms
office (not elsewhere referred to in this table)	2.5 for every 100m ² of net floor area	3.2 for every 100m ² of net floor area
passenger terminal	5 for every 100m ² of net floor area or as many car spaces as can be provided on 25% of the site area whichever results in the greater number of spaces (calculated exclusive of areas used for taxi stands or bus loading purposes)	3.2 for every 100m ² of net floor area
place of worship	5 for every 100m ² of net floor area	2 for every 100m ² of net floor area
plant nursery	2 for every 100m ² of net floor area plus 1 for every 250m ² used as outdoor nursery	2 for every 100m ² of net floor area plus 1 for every 250m ² used as outdoor nursery
recycling depot	1 for every 100m ² of net floor area other than offices plus 4 for every 100m ² of net floor area of office plus 1 for every 250m ² used as outdoor storage	
restaurant	6 for every 100m ² of net floor area and any alfresco dining areas plus 10 for drive-through (if any) for cars being served or awaiting service	3.2 for every 100m ² of net floor area and any alfresco dining areas
rural industry	1 for every 100m ² of net floor area other than offices plus 4 for every 100m ² of net floor area of office plus 1 for every 250m ² used as outdoor storage	
service station	2 for every 100m ² of net floor area or 5 whichever is the greater (not including parking serving bowzers) —	2 for every 100m ² of net floor area or 5 whichever is the greater (not including parking serving bowzers)

Table To Clause 6.5.1		
COLUMN 1	COLUMN 2	COLUMN 3
Use or Development	Minimum Number of Car Parking Spaces Required	Minimum Number of Car Parking Spaces Required Within Zone CB in Darwin
serviced apartments	1 for every dwelling plus 3 for every 100m ² of net floor area not within a dwelling	1 for every dwelling plus 3 2 for every 100m ² of net floor area not within a dwelling
shop	6 for every 100m ² of net floor area	3 2 for every 100m ² of net floor area
showroom sales	4 for every 100m ² of net floor area plus 1 for every 250m ² used as outdoor storage	4 2 for every 100m ² of net floor area plus 1 for every 250m ² used as outdoor storage
single dwelling	2	2
stables	1 for every stall	
supporting accommodation	1 for every 4 beds plus 4 for every 100m ² of net floor area used for administrative purposes	1 for every 4 beds plus 4 2 for every 100m ² of net floor area used for administrative purposes
transport terminal	1 for every 100m ² of net floor area other than offices plus 4 for every 100m ² of net floor area of office plus 1 for every 200m ² used as outdoor storage	
vehicle sales and hire	4 for every 100m ² of net floor area of office plus 1 for every 200m ² used for vehicle display	4 2 for every 100m ² of net floor area of office plus 1 for every 200m ² used for vehicle display
veterinary clinic	4 for every 100m ² of net floor area	4 2 for every 100m ² of net floor area
warehouse	1 for every 100m ² of net floor area other than offices plus 4 for every 100m ² of net floor area of office plus 1 for every 250m ² used as outdoor storage	3 2 for every 100m ² of net floor area

4. Proposed Amendments to Clause 6.5.2 (Reduction in Parking Requirements)

6.5.2A Reduction in Parking Requirements **outside of Zone CB in Darwin**

1. The purpose of this clause is to provide for a use or development with fewer car parking spaces than required by clause 6.5.1 **outside of Zone CB in Darwin**.
2. The consent authority may approve a use or development with fewer car parking spaces than **the minimum number of car parking spaces** required by **column 2 of the table to** clause 6.5.1 if it is satisfied that a reduction is appropriate for the use or development, having considered all the following matters:
 - (a) the zoning of the land, the use or development or proposed use or development of the land and the possible future use or development of the land;
 - (b) the provision of car parking spaces in the vicinity of the land; and
 - (c) the availability of public transport in the vicinity of the land; or
 - (d) the use or development relates to a heritage place and the Minister responsible for the administration of the Heritage Act supports the reduced provision of car parking spaces in the interest of preserving the significance of the heritage place.

6.5.2B Reduction in Parking Requirements **within Zone CB in Darwin**

1. The purpose of this clause is to provide for a use or development with fewer car parking spaces than required by clause 6.5.1 **within Zone CB in Darwin**.
2. The consent authority may approve a reduction to the minimum number of car parking spaces required for a use or development within Zone CB in Darwin under column 3 of table to clause 6.5.1 in accordance with the table to this clause. In using this table to calculate a reduction, only one reduction percentage is permitted per category.
3. An application to reduce car parking requirements through the inclusion of vertical landscaping under category 5 of the table to this clause must demonstrate:
 - (a) vertical landscaping (such as green walls, living walls or vertical gardens) that are lushly vegetated, well-integrated with the overall building design and publically visible on the external building façade(s) fronting key pedestrian thoroughfares, major public spaces and/or main entrance areas;
 - (b) the suitability of the plants to be used in the landscaping;
 - (c) sufficient soil depth to accommodate the proposed types of plants;
 - (d) how the landscaping will be practically maintained for the lifetime of the development; and
 - (e) suitable management of drainage.
4. The consent authority may also approve a reduction of 1 car parking space for every 3 motorcycle parking spaces proposed for a use or development within Zone CB in Darwin, but only in instances where 1 motorcycle parking space is provided for every 25 (or more) proposed car parking spaces.

Table to Clause 6.5.2B		
Category		Reduction permitted
1	Access to alternative transport options	
(a)	The development is located within 200m walking distance of a public bus stop that provides access to: <ul style="list-style-type: none"> • five or more bus routes, or • a bus route with a minimum 15 minute frequency during morning and afternoon peak hours Monday to Friday 	20%
(b)	The development is located within 400m walking distance of a public bus stop that provides access to: <ul style="list-style-type: none"> • five or more bus routes, or • a bus route with a minimum 15 minute frequency during morning and afternoon peak hours Monday to Friday 	10%
(c)	The development is located within 200m of a dedicated off-road bicycle path or on-road bicycle lane.	5%
2	Use of shared parking areas	
(a)	The development consists of two or more non-residential uses that have different day / night peak parking times and these uses share a parking area on the site.	10%
(b)	The development is within 200m walking distance of an existing, publically accessible car park with a combined total of 100 car parking spaces or more.	10%
(c)	The development is within 400m walking distance of an existing publically accessible car park with a combined total of 100 car parking spaces or more.	5%
3	Improved car parking design outcomes	
(a)	All car parking on the site is provided in an underground parking area.	15%
4	Preservation of a heritage place	
(a)	The use or development relates to a heritage place and the Minister responsible for the administration of the Heritage Act supports the reduced provision of car parking spaces in the interest of preserving the significance of the heritage place. The development is for a change of use or extension approved by the Minister responsible for the administration of the	As determined by the Minister responsible for the administration of the Heritage Act
5	Inclusion of vertical landscaping	
(a)	Vertical landscaping that meets the criteria of sub clause 3 covers an area of 75% or more of the site area	25%
(b)	Vertical landscaping that meets the criteria of sub clause 3 covers an area of between 50-75% of the site area	20%
(c)	Vertical landscaping that meets the criteria of sub clause 3 covers an area of between 25-50% of the site area	15%
(d)	Vertical landscaping that meets the criteria of sub clause 3 covers an area of between 10-25% of the site area	10%
<i>Note: only one reduction is permitted per category.</i>		

5. Proposed Amendment to Clause 6.0 (General Performance Criteria)

6.18 End of trip facilities in Zones HR, CB, C, SC, and TC

1. The purpose of this clause is to ensure that new commercial and high density residential buildings provide sufficient safe, quality and convenient **end of trip facilities** to enable active travel choices by residents, visitors, workers and customers for the proposed use of the site.
2. All new buildings in Zones HR, CB, C, SC, and TC should provide bicycle parking facilities with a number of bicycle parking spaces calculated at the rate specified in the table to this clause (rounded up to the nearest whole number).
3. All bicycle parking facilities and associated bicycle parking devices should be designed in accordance with *Australian Standard AS2890.3 - Bicycle Parking Facilities* and must:
 - (a) be located in a convenient and safe location and not require access via steps;
 - (b) be protected from the weather;
 - (c) enable the wheels and frame of a bicycle to be locked to the device without damaging the bicycle;
 - (d) be located outside pedestrian movement paths;
 - (e) be easily accessible from the road;
 - (f) be arranged so that parking and manoeuvring will not damage adjacent bicycles;
 - (g) be protected from manoeuvring motor vehicles and opening car doors;
 - (h) be as close as possible to the cyclist's ultimate destination;
 - (i) be well lit by appropriate existing or new lighting; and
 - (j) be sympathetic in design, material and colour to compliment the surrounding environment.
4. All new **non-residential buildings** in Zones HR, CB, C, SC, and TC should provide shower and changing facilities with the number of showers calculated at the rate specified in the table to this clause.
5. Shower and changing facilities must be secure facilities capable of being locked, and should:
 - (a) be located as close as practical to the associated bicycle parking facilities;
 - (b) provide one change room or direct access to a communal change room per shower; and
 - (c) provide for separate male and female facilities where more than one shower is provided.
6. A secure locker should be provided for every bicycle parking space required by this clause, and should be:
 - (a) of suitable volume and dimensions to allow storage of clothing, cycling helmets and other personal items;
 - (b) well-ventilated, secure and lockable; and
 - (c) located close to shower and changing facilities.
7. Lockers, showers and changing facilities should be provided for employees at hostel, hotel, motel and serviced apartments. The showers and changing facilities should be provided at the rate specified in the table to this clause. These facilities are not necessary for multiple dwellings.

8. The consent authority may approve a development with fewer bicycle parking spaces, lockers and/or showers and changing facilities than required by this clause if it is satisfied that adequate alternatives to these facilities are provided (on or off the site), having regard to whether:
- (a) the alternative facilities provide the same function and can accommodate the same number of bicycles and/or users required by the clause;
 - (b) access to the alternative facilities is safe and convenient for users;
 - (c) the alternative facilities are sheltered and secure; and
 - (d) the size and layout of alternative storage areas allows for safe and comfortable storage and access to bicycles and/or personal items.

Table to Clause 6.18		
Development type	Minimum number of bicycle parking spaces required	Minimum number of showers required
non-residential buildings	1 space per 300m ² net floor area	1 shower for every 5 bicycle parking spaces required by this clause, to a maximum of 12 showers for each building
hostel, hotel, motel	1 space for every 3 guest rooms	1 shower for every 10 bicycle parking spaces required by this clause (rounded up), to a maximum of 5 showers for each building
serviced apartments	1 space for every 3 dwellings	1 shower for every 10 bicycle parking spaces required by this clause (rounded up), to a maximum of 5 showers for each building
multiple dwellings	1 space for every 3 dwellings	Not applicable



COUNCIL REPORT

Agenda Item Number:	15.4
Report Title:	CEO's Monthly Report
Author:	Daniel Fletcher
Recommending Officer	Daniel Fletcher
Report Number:	19/0071
Meeting Date:	11/12/2019
Attachments:	Nil

Executive Summary

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 November 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
Finance Project Officer	Finance	4 November 2019	Temporary
Asset Management Officer	Infrastructure and Assets	18 November 2019	Temporary
Manager Finance	Finance	22 November 2019	Permanent
6 x Plant Operator	Waste	26 October 2019	Casual

Resignations / Terminations

Position	Department	Commenced	Permanent/Temporary
Asset Management Officer	Infrastructure and Assets	19 July 2017	Permanent
Records Management Officer	Governance and Risk	3 September 2019	Permanent

	Approved	Actual	Difference
Full Time Equivalent	50.5*	46.8	-2.67
Part-time	0.5	2.86	2.46
Contract	7.8	2.19	-4.3
Total	58.8	51.85	-6.95

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

Turnover rate:

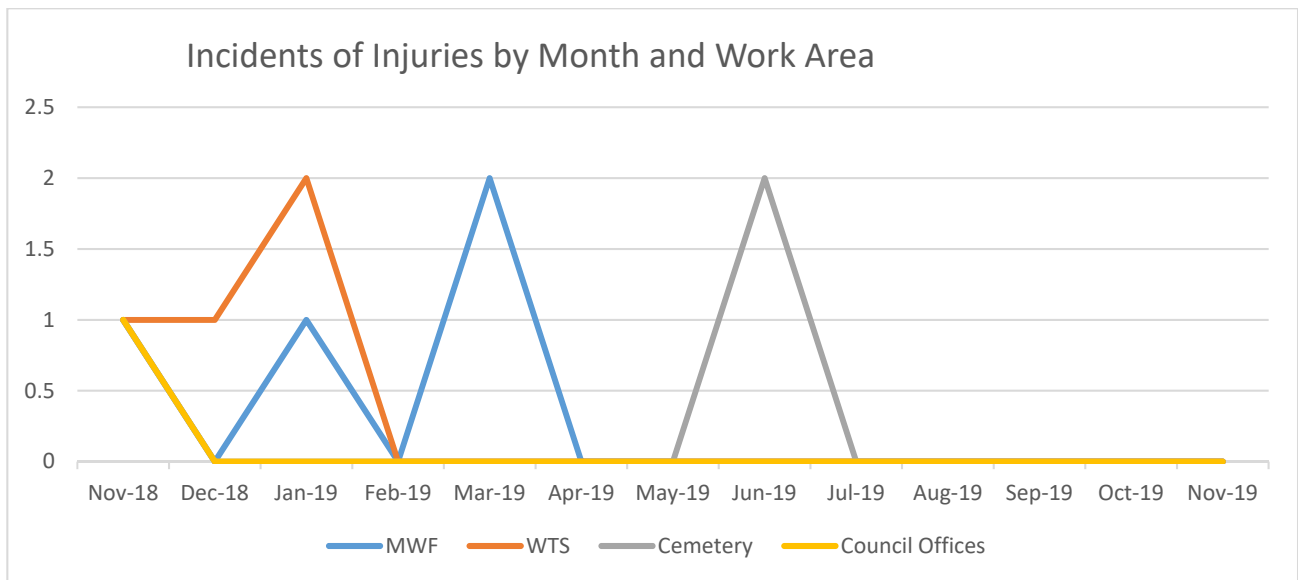
Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
6.60%	1.70%	1.80%	1.70%	0%	3.80%		2.60%

Target: Between 2% - 5%

Vacancy rate:

Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
11.50%	12%	8.90%	6.80%	4.90%	1.40%		7.58%

Target: 0% - 5%



Zero workplace incidents were recorded during November 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%



COUNCIL REPORT

Agenda Item Number:	15.5
Report Title:	Tree Risk Management Plan
Author:	Jessica Watts, Community Development Officer
Recommending Officer	Silke Maynard, Director Community and Corporate Services
Report Number:	19/0075
Meeting Date:	11/12/2019
Attachments:	Attachment A Tree Risk Management Plan Attachment B Tree Risk Management Plan Inspection Zones

Executive Summary

This report presents the Tree Risk Management Plan for Council noting.

At its November 2017 meeting, Council received a report outlining the importance of establishing an appropriate tree inspection regime for the municipality. Following this report Council allocated \$30,000 for the development of a Tree Risk Management Plan in the 2018-19 Budget.

A Tree Risk Management Plan provides a systematic process for scheduling and inspecting trees and enables the prioritisation of works based on risk.

Through a request for quote process Council engaged Remote Area Tree Services in May 2019 who have developed the Litchfield Council Tree Risk Management Plan (Attachment A).

Recommendation

THAT Council receives and notes the Tree Risk Management Plan.

Background

The Tree Risk Management Plan has the following objectives:

- Implement a program of proactive tree assessment to reduce the risks associated with Council managed trees;
- Use a target-based risk assessment method to prioritise resource allocation for tree inspections;
- Identify an auditing process to monitor the quality of tree inspections and ensure consistency between tree assessors;
- Identify a feedback process to continually improve risk zone classifications; and
- Integrate tree risk management with other municipal programs such as tree planting, emergency response, and tree pruning and maintenance.

Following consultation with officers and key stakeholders from the recreation reserves, inspection zones within the Litchfield Council municipality have been mapped (Attachment B). These zones were developed based on pedestrian and vehicle usage using desktop GIS mapping and inspections. The outcome is four (4) zones that outline the inspection and monitoring requirements of trees within the municipality.

The plan has identified the following seven recommended actions that will need to be addressed:

1. Confirm the use of a tree risk assessment methodology (TRAQ or QTRA) and determine the accepted risk threshold.

As recommended in the plan the Tree Risk Assessment Qualification (TRAQ) will be adopted. TRAQ is a qualitative tree risk assessment method which was released in 2011 by the International Society for Arboriculture (ISA). It provides a systematic and defensible approach to the management of risk associated with trees to a reasonable level.

A risk threshold for Council has been established with the set inspection zones as detailed in the relevant maps.

2. Quantify resources required to implement the management plan (e.g. staff / consultant resources to implement, monitor and maintain, hardware, software).

Inspections and tree maintenance will be managed through contractors.

Resources for the establishment of software and tree planting programs have not been identified yet and will be referred to the budget process.

3. Undertake a pilot program. This will enable the efficient collection of tree data through on ground trial / error. Pilot programs usually involve 1-2 weeks of data collection depending on the scale of the program.

This will be undertaken once resources are established.

4. Refine inspection methodology, zoning, hardware and software requirements.

As mentioned above the hardware and software requirements have not been investigated at this stage. Inspection methodologies can be refined once the initial inspections have been undertaken in 2020, this process can be included in the inspection contract with qualified arborists.

5. Commence tree inspections as per finalised zoning and inspection frequencies Table 4 of the plan.

Council has undertaken a comprehensive tree risk assessment in 2018 after Cyclone Marcus. The works identified in this assessment have been undertaken or are currently underway. The first inspection in line with the inspection schedule for high use areas would have been due in 2019. With the wet season imminent the first inspection should be scheduled for the beginning of the second quarter of 2020.

6. **Ongoing management and maintenance of tree inventory database. All works should be updated in the Council tree inventory database as they occur.**

As mentioned above the hardware and software requirements have not been investigated at this stage.

7. **Ongoing inspections** as per zoning and inspection frequencies Table 4 of the plan.

Links with Strategic Plan

A Beautiful and Safe Natural Environment - Natural Environment

A Great Place to Live - Recreation

Legislative and Policy Implications

Council has a legal obligation for safety of public open space under Council's control and management.

Risks

Council need to undertake regular tree assessments to ensure the minimisation of the risk of failing trees. This will ensure Council will have sufficient insurance cover should an incident occur.

Financial Implications

Indicative costings to carry out inspection schedule recommended in TRMP suggest the zone 1 (high use) required annual inspections will cost between \$9,000 to \$12,000.

The cost for software or database establishment is unknown at this stage.

Council's 2019-20 budget has allocations for tree management for all recreation reserves, Thorak Cemetery and road reserves. As Council has only taken over the management of trees there is no reliable data yet for the frequency of works and related cost. In 2018-19 Council has spent \$247,579 on tree maintenance across all areas of open space and road reserves.

Community Engagement

In September 2019 Council consulted with each of the Recreation Reserve Committees, who all provided input for the respective reserves zoning maps.

Council will continue to work with each of the Reserve Committees to ensure the appropriate scheduling of works are undertaken.



In association with
Homewood Consulting Pty. Ltd.

Tree Risk Management Plan

for

Litchfield Council

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21 October 2019

Executive Summary

Litchfield Council has commissioned Remote Area Tree Services (RATS) in association with Homewood Pty Ltd to provide a target-based tree risk management plan.

Inspection zones within the Litchfield Council municipality have been mapped based on pedestrian and vehicle usage using desktop GIS mapping, and supported by internal Council consultation. Inspection zones have also been further refined through field testing.

Given the rural nature of the area, four inspection zones have been designated from high usage (Zone 1) to very low target usage (Zone 4). Recommended tree inspection types and frequencies vary for each inspection zone.

A target-based tree risk management plan will allow for an optimal tree inspection regime to be implemented and ensure that risks posed to the general public are managed at an acceptable level.



Figure 1: Humpty Doo Reserve, a high-use reserve within the Litchfield municipality

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1. Introduction

The municipality of Litchfield has a population over 25,000 people across an area of 3,100 km². The majority (80%) of the population live in the central districts including McMinns Lagoon, Coolalinga and Howard Springs (Litchfield Council Community Profile, 12 June 2019).

1.1 Tree Risk Management Plans

Mature trees in urban environments provide aesthetic, social, health, economic and environmental benefits (McPherson 2007, Moore 2009) but also present a risk of causing harm (injury, death, property damage, disruption of activities). The risk of being injured or killed by a tree is very low; in the United Kingdom for example three people per year are killed by trees in public places which equates to 1 death per 10 million trees in high use areas (Stewart et al. 2013).

People have a range of attitudes towards trees and the risks associated with them (Helliwell 1990). When a tree causes a fatality or a serious injury the associated media coverage commonly increases the public's perception of the risk posed by trees (Stewart et al. 2013). Australia has become an increasingly litigious society which is focused on political attribution of responsibility for identifying and managing tree risks (Davidson & Kirkpatrick 2014). In some circumstances elevated perceptions of tree risk and fear of litigation has led to disproportionate levels of tree risk management (Ball & Watt 2013).

Local government authorities (LGA) have the responsibility for maintaining the safety of large tree populations and are also required to address their residents' perceptions of the risk posed by trees (Figure 2). To optimise the use of resources for tree risk mitigation and attend to public fears a tree risk management plan is required (Pokorny 2003, Tree Management Office 2013).



Figure 2: Homewood Consulting Pty Ltd assessing a whole tree failure in the nature strip outside a childcare centre. Proactive tree risk assessment could have identified this risk and mitigated it before the tree failed.

1.2 Tree Risk Management Plan Objectives

A tree risk management plan provides a proactive and systematic approach to the allocation of resources required to inspect trees. The Litchfield Council - Tree Risk Management Plan has been developed to facilitate achievement of the following objectives:

- Implement a program of proactive tree assessment which effectively reduces the risks associated with Council managed trees for residents and visitors to Litchfield Council.

- Use a target-based risk assessment method to prioritise resource allocation for tree inspections.
- Implement an auditing process to monitor the quality of tree inspections and ensure consistency between tree assessors.
- Implement a feedback process to continually improve risk zone classifications.
- Integrate tree risk management with other municipal programs such as tree planting, emergency response and tree pruning and maintenance.

1.3 What is Tree Risk Assessment?

The objective of tree risk assessment is to identify the part of the tree (whole tree, large branch or small branch) most likely to fail and prescribe works which reduces the risk caused by the failure to an acceptable level.

Arborists use a variety of risk assessment methods to evaluate the risk presented by trees (Norris 2007). A common element in all these methods is the evaluation of damage potential, target value and failure potential.

1.3.1 Failure Potential

The failure potential is attributed to the part of the tree which is most likely to fail (Figure 3). Tree parts include:

- Whole tree, failure at root plate / lower trunk failure.
- Major branch, failure at the major branch unions and deadwood.
- Small branch, failure at the minor branch unions and deadwood.

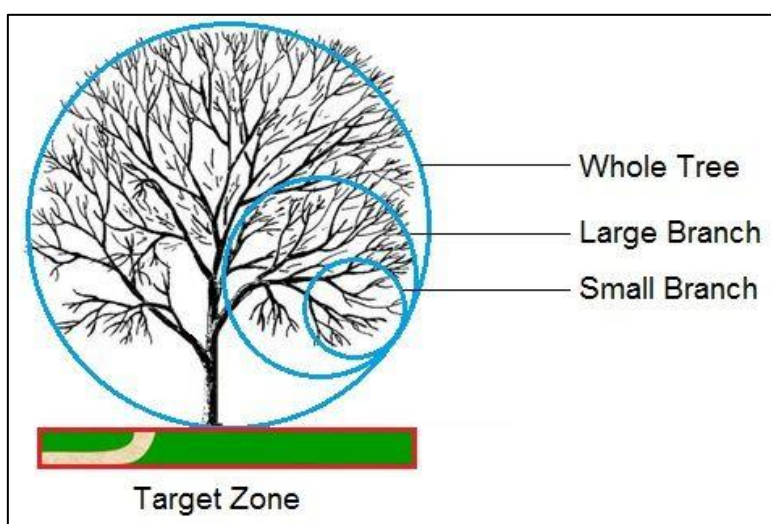


Figure 3: Tree risk assessment identifies the part of the tree which is most likely fail.

The potential for failure considers the tree part that is most likely to fail under normal weather conditions. The time period in which failure potential is likely to occur is considered within tree risk assessment methodologies (see Unqualified Council staff may be able to identify tree hazards during their regular day to day work. Council staff undertaking unscheduled identification of tree hazards must have experience in the field of parks, natural resource management or similar; and must have undertaken informal tree hazard identification training e.g. participated in a workshop run by a suitably qualified arborist to identify obvious defects such as trees that have up-rooted and have fallen / failed or are in imminent danger of falling, trees that have a major branch or canopy

failure. The purpose of the workshop is to ensure hazards that present an immediate risk are effectively identified and managed. Subsequent walkover, drive-by or individual tree assessments must be undertaken by a qualified arborist.

Recommend Inspection Types and Frequencies).

To evaluate the failure potential the tree assessor must assess for defects in relation to the species and health of the tree. Tree assessors must have suitable knowledge and experience to undertake this work (see Assessors Qualifications).

1.3.2 Target Value

The target value is attributed to the object that is most likely to be hit, injured and damaged in the event of a tree failure. Targets include people and property which could be injured, damaged, or disrupted by a tree failure.

Over the last decade the use of target led tree risk assessment methods has become increasingly widespread within arboriculture (Stewart et al. 2013). For LGAs which have the responsibility for managing large tree populations, target-based risk assessment is a valuable mechanism for the prioritisation of resources.

1.3.3 Tree Structure

Probability of failure rating is directly related to the structure of the tree. Structural defects include decayed wood, cracks, root problems, weak branch unions, cankers, poor tree architecture and deadwood (Pokorny, 2003, Dunster, 2013).

If a tree has sound structure it is generally assessed as having a low probability of failure; when a tree exhibits structural defects the probability of failure is increased.

1.3.4 Tree Health

Healthy trees have functional canopies and root systems which are able to produce resources (carbohydrates) through the process of photosynthesis. Healthy trees have sufficient resources to allocate to reactive wood growth which can strengthen structural defects and reduce the probability of failure (Mattheck & Breloer 1994, Waring 1998).

In comparison, trees in poor condition or poor health are less likely to have resources available to invest in reactive wood growth, which may increase the likelihood of structural failure.

1.3.5 Tree Species

Species is also an important consideration when assessing probability of failure because tree species vary in their ability to sustain structural defects. Assessment of the probability of failure requires an understanding of the failure modes of individual tree species (Lonsdale 1999, Smiley et al. 2006).

Certain species are recognised as being “problematic”. For example, *Khaya senegalensis* (African Mahogany), originally from Central and West Africa has been a popular street tree in the Northern Territory since the 1950’s. However, it tends to produce a large heavy canopy that can be hazardous if not proactively managed.

2. Inspection Zones

Assigning inspection zones to land is a useful way to manage large tree populations, through guiding tree inspection methodologies and frequencies.

Land managed by Litchfield Council has been zoned using a desktop GIS model, supported by internal Council consultation. Inspection zones have also been further refined through field testing. Inspection zones have been categorised primarily based on pedestrian and vehicle usage ranging from high usage (Zone 1) to very low usage (Zone 4).

To ensure consistency in the application of inspection zones throughout Litchfield Council, descriptors for each zone are provided in Section 2.1.

Whilst some areas managed by Litchfield are easily demarcated and zoned (such as Coolalinga Central), other areas such as Freds Pass Reserve have multiple zones due to variable usage.

Freds Pass Reserve is utilised by over 20 community groups / social organisations. An estimated 316,000 people visit the reserve each year (30,000 annual show, 78,000 weekly market, 208,000 general use). In contrast this reserve has bushland areas that are rarely accessed. The following images highlight the complexity around Freds Pass Reserve.



Figure 4 – Freds Pass Reserve is used for a multitude of purposes across 13 ha



Figure 5 – This aerial image of Freds Pass Reserve (Nearmap 2019) shows areas of both high use (e.g. sports fields) and low use (e.g. bushland)



Figure 6: *Khaya senegalensis* scattered along a high use / main thoroughfare within Freds Pass Reserve

2.1 Zone Descriptions

Descriptions for each zone are provided in the section below. For a summary of inspection zones and associated inspection methodologies and frequencies refer to Appendix 1 on page 27.

Table 1: Overview of Inspection Zones

Inspection Zone No.	Inspection Zone Category	Usage
Zone 1	High	High usage areas
Zone 2	Moderate	Moderate usage areas
Zone 3	Low	Low usage areas
Zone 4	Very Low	Very low usage areas

2.1.1 Zone 1:

These areas are subject to the highest levels of pedestrian or vehicle flow within Litchfield, such as high-density urban areas and high use parks.

Areas included within **Zone 1** will be guided by the following:

- High pedestrian flow (> 8 per hour / > 61,000 per year).
- High vehicle flow (> 20 per hour / > 480 per day).
- High value targets (> \$25,000) such as buildings, power cables etc. that will be damaged in the event of tree failure.

Types of areas that should be considered for **Zone 1** inclusion:

- Emergency access routes, medical and emergency facilities and shelters, equal access areas.
- Main thoroughfares: Principal feeder streets, areas surrounding schools/educational buildings
- Urban road reserves (e.g. 40-50km zones, areas with footpaths, blocks up to 0.5 hectares).
- Permanent structures, playgrounds, and sports fields within high-use reserves and public areas.
- Individual trees or neighbourhoods with high-risk tree characteristics such as:
 - high density of large diameter, mature, or “problematic” tree species (e.g. *Khaya senegalensis*), standing dead trees or those with very poor condition class ratings (>15cm DBH), severely storm-damaged trees (>15cm DBH).

Example localities include, Coolalinga Central, Humpty Doo Reserve, Howard Park Reserve and some areas within Berry Springs and Freds Pass Reserve.

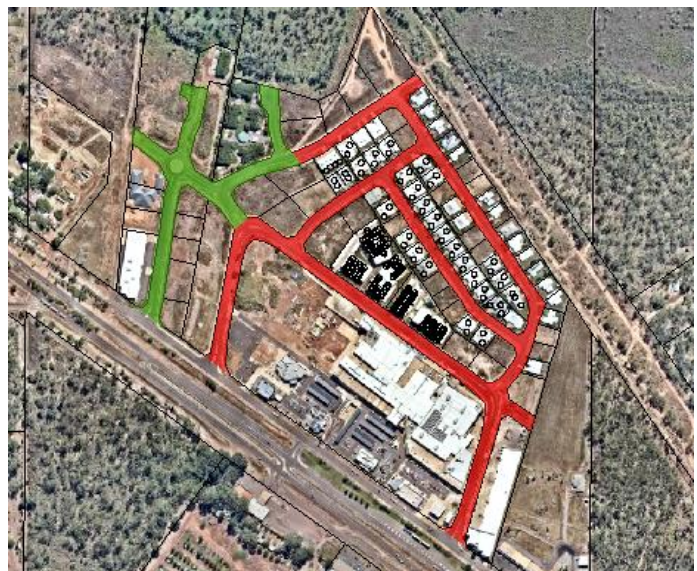


Figure 7 – Zone 1 (red) within Coolalinga Central (red) (Nearmap 2019)

2.1.2 Zone 2:

Zone 2 areas have moderate levels of traffic and pedestrian flow, such as local roads and moderate use parks. These areas are subject to irregular use and will be guided by the following:

- Moderate pedestrian flow (2 – 8 per hour / 17,000 to 70,000 per year).
- Moderate vehicle flow (2 – 20 vehicles per hour / 48 - 480 vehicles per day).
- Moderate value targets (\$2,500 to \$25,000) such as buildings, outdoor furniture etc, that will be damaged in the event of failure.

Types of areas that should be considered for **Zone 2** inclusion:

- Secondary thoroughfares: including congested and visually obstructed intersections.
- Moderate-density residential road reserves (e.g. 60-70km zones, blocks up to 5 hectares).
- Permanent structures and playgrounds within moderate use reserves.
- Parking lots and bus stops adjacent to moderate-use areas.

Example localities include, some areas of Berry Springs Reserve and McMinns Lagoon Reserve, and localities such as Herbert and Bees Creek.

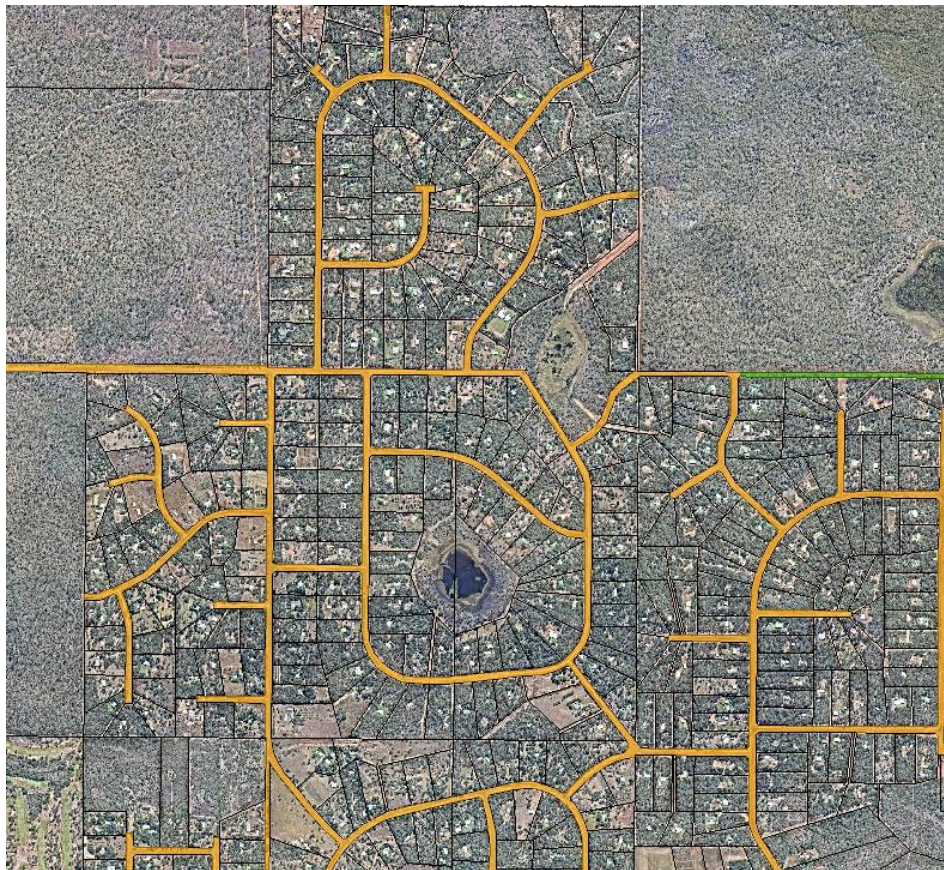


Figure 8 – Zone 2 (orange) local road reserves within the locality of Herbert (Nearmap 2019)

2.1.3 Zone 3:

Zone 3 areas have low and localised traffic and pedestrian flow. These areas are low use and will be guided by the following:

- Low pedestrian flow (1 per day - 1 per hour / 365 to 8,760 per year).
- Low vehicle flow (average of 5 - 47 vehicles per day).
- Low value targets (\$1,000 to \$10,000) such as low value buildings, sheds, recreational facilities etc. that will be damaged in the event of failure.

Types of areas that should be considered for **Zone 3** inclusion:

- Public areas with dispersed recreation (e.g. walking trails within reserves).
- Rural road reserves (e.g. agricultural areas, industrial areas, 80km + zones).

Example areas include, road reserves in the localities of Tumbling Water, Acacia Hills and Livingstone, and McMinns Lagoon Reserve walking trails.

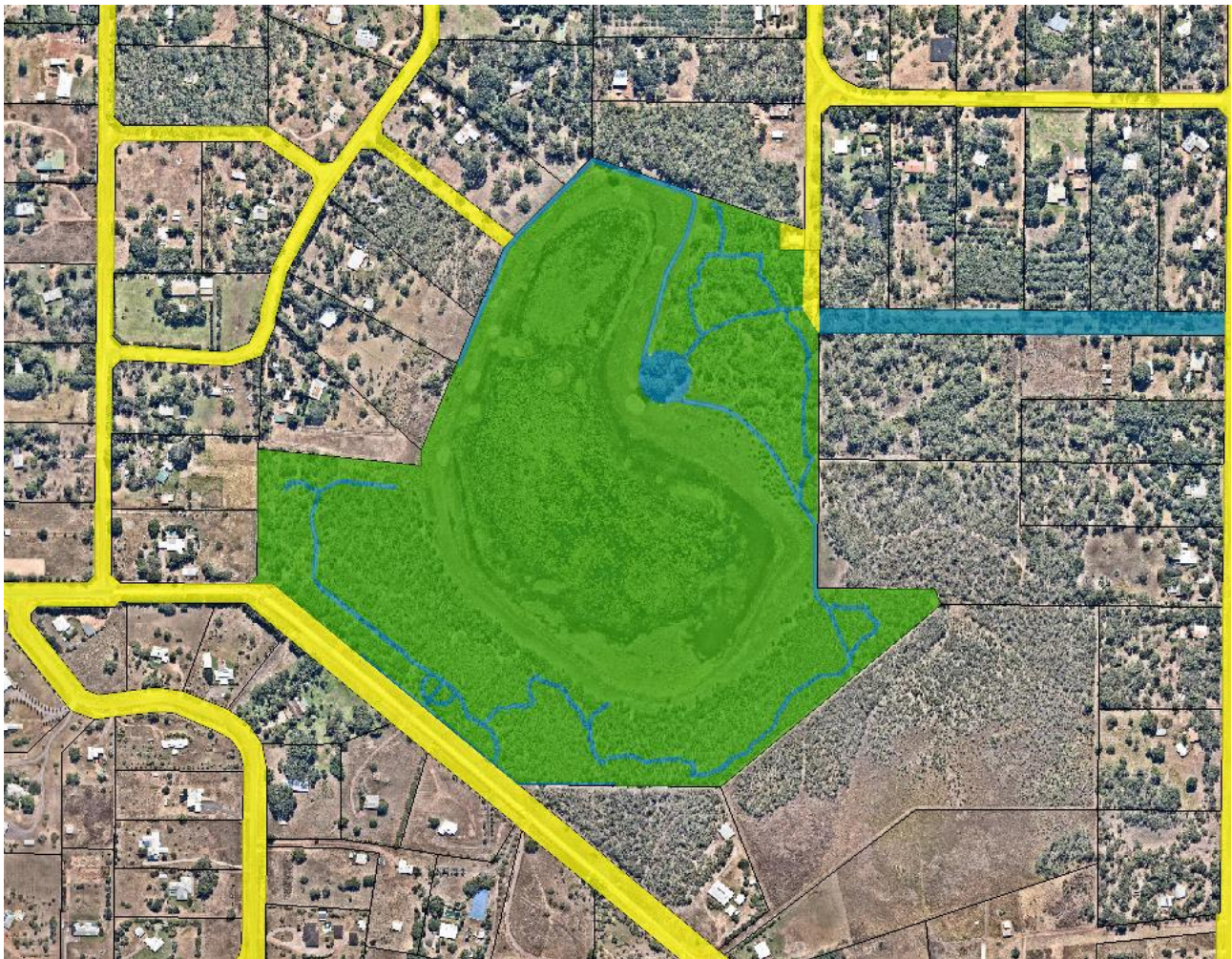


Figure 9: Walking trails within McMinns Lagoon Reserve are Zone 3 (blue) (Nearmap 2019)

2.1.4 Zone 4:

Zone 4 areas are very low use, mostly comprised of bushland or unmanaged / unmown areas. There areas are infrequently accessed and will be guided by the following:

- Very low pedestrian flow (< 1 per day / < 365 per year).
- Very low vehicle flow (less than 5 vehicles per day).
- Very low value targets (less than \$1,000) such as sheds, fences etc, that will be damaged in the event of failure.

Areas that should be considered for **Zone 4** inclusion:

- Riparian zones, and peripheral areas with limited use or access (e.g. fire breaks and 4WD tracks).
- Bushland areas within reserves.
- Council managed (and maintained) drainage land.
- Developing or recently developed areas with newly planted trees.
- Inaccessible drainage land.
- Rural road reserves (4WD tracks, no through roads in agricultural areas).

Example areas include, bushland areas within Knuckey Reserve, and Freds Pass Reserve, Girraween Road Drainage Reserve.



Figure 10: Bushland areas within Knuckey Reserve are Zone 4 (green) (Nearmap 2019)

2.2 Multi Zone Example

Freds Pass Reserve is a good example of a Council managed area that has all four zones due to variable land usage. This reserve has been broken down as follows:

- Zone 1 (red) – includes the hub of the site including key recreational facilities, sporting fields, thoroughfares and market site.
- Zone 2 (yellow) – includes the moderate use recreational areas that are generally not thoroughfares and are accessed purely for their purpose e.g. AFL, cricket, polo.
- Zone 3 (blue) – includes areas where recreation is dispersed and vegetation is dense e.g. archery, paintball.
- Zone 4 (green) – includes bushland areas that are rarely accessed

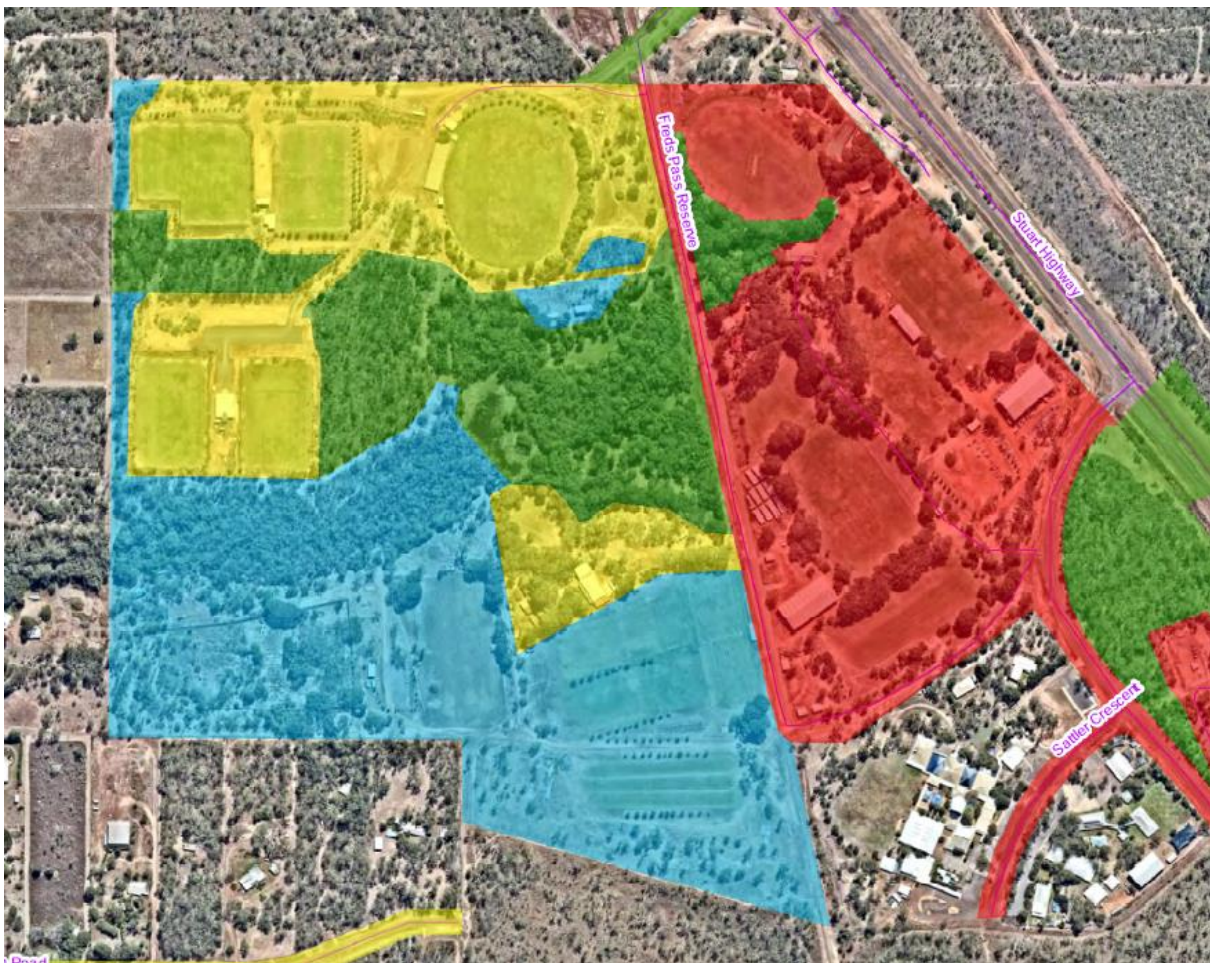


Figure 11: Freds Pass Reserve has been assigned all four zones due to variable usage across the site

2.3 Mapping Methodology

2.3.1 Base Map

ArcGIS 10.2 was used to create an inspection zone base map. The methods used to create the base map are described below (Table 3).

Table 2: Methods used to create inspection zones base map

Feature Type	Method	Details
Roads	Use cadastral information to create a road layer. Manually create polygons where necessary to ensure all Litchfield managed roads are included. Identify road types using Litchfield Council road data.	Use aerial images to create polygons for zone demarcation based on inspection zone descriptors.
Parks and Public Space	Use cadastral information to create parks layer. Identify playgrounds, buildings, carparks and footpaths with use of aerial photography, previously mapped paths and Litchfield Council GIS data.	Use aerial images to create polygons for zone demarcation based on inspection zone descriptors. Buffer 3m around mapped paths. Buffer at least 10m around recreational facilities, buildings, etc.

2.3.2 Consultation

To ensure inspection zone mapping for each reserve is consistent with existing on-ground usage internal consultation was undertaken with the Council staff. Draft inspection zones for each reserve were updated based on Council staff knowledge.

In addition, the caretaker and board of management for each reserve was consulted prior to the finalisation of the inspection zones.

2.3.3 Field Testing

Some inspections zones, particularly in reserves, have also been further refined through field testing. Field testing involved observation of the site occupancy by pedestrians, vehicles and built form across multiple locations within the Litchfield Council.

The site occupancy recorded in the field is then compared to the base map and where there were inconsistencies the inspection zone value will be revaluated.

3. Tree Risk Assessment Types and Methods

3.1 Assessment Methods

Arborists' use a diverse range of tree risk assessment methods (Norris 2007) and a specific method is not advocated. Regardless of the tree risk assessment method used, defining the level of acceptable risk and maintaining consistency between assessors is important.

Undertaking a training program can assist in ensuring all tree assessors are competent and help maintain consistency between them.

The following tree risk assessment methods are both target based and notable for offering training programs and licensed user accreditation:

- Quantified Tree Risk Assessment (QTRA).
- Tree Risk Assessment Qualification (TRAQ).

3.1.1 Recommended method

TRAQ is the recommended assessment method for use as part of this plan. TRAQ is a qualitative tree risk assessment method which was released in 2011 by the International Society for Arboriculture (ISA). It provides a systematic and defensible approach to the management of risk associated with trees to a reasonable level. Arborists become qualified in the use of TRAQ through robust instructor led training and accreditation, the qualification is maintained every five years.

As part of the TRAQ model, ISA has developed a Best Management Practice (BMP) Manual (v2). The BMP Manual is a tool to guide a consistent approach to tree risk assessment and evaluation, and the application of recommended measures to achieve an acceptable level of risk.

3.2 Defining Acceptable Levels of Risk

All trees within striking range of a target present some level of risk. Defining an acceptable level of risk is an important prerequisite to undertaking tree risk assessments. Depending on the assessment method used, levels of risk are either defined using qualitative (categories) or quantitative (percentages, probabilities) information.

TRAQ is a qualitative method and uses categories (i.e. Low, Moderate, High and Extreme) which are derived from a risk rating matrix. An acceptable risk threshold needs to be determined by the responsible authority to guide tree management and priorities. For example, where an accepted risk threshold of **Moderate** is determined, works would be required to mitigate the risk of all trees that are assessed with a **High** risk rating.

Risk thresholds may vary dependant on the inspection zone. An example of this is where there is a reduced tolerance to **Moderate** risk level trees in proximity to schools, whereas this level of risk would be accepted in parks.

3.3 Assessment Types

There is a range of tree assessment types which can be applied to management of tree populations (Dunster et al. 2013). These include the followings techniques:

3.3.1 Drive-by Assessments

These are the least detailed tree inspection method where trees are inspected visually from within a vehicle. This will generally only identify trees with major obvious faults or advanced decline from one viewing plane (i.e. the back of the tree cannot be observed whilst travelling along a road).

Drive-by assessments are an effective method of surveying large tree populations where it is acceptable to have a low quantity of data captured for each tree (Rooney et al 2015). Given the rural nature of the Litchfield municipality, drive-by inspections are an effective method of inspection for trees located in Zone 2 to 3. This is dependent on the land use type, with drive-by assessments applicable only to road reserves in Zones 2.

Drive-by assessments can be used in Zone 2 as an effective screening method to help determine which trees require a higher level of inspection. For example, a drive-by assessment of a Zone 2 road may identify a section where all the trees are in poor health and holding large sections of deadwood; in this circumstance a walkover inspection of this area may be instigated, and a section updated to Zone 1 for future assessments.

Following tropical cyclones and severe storms broad scale drive-by assessments should be undertaken to identify trees with high failure potential. Tree inspections should be integrated with other urban forestry and risk mitigation works (Integrated Tree Management).

3.3.2 Walkover Assessments

The walkover method entails visually inspecting all trees within a designated area but only capturing and recording data for those trees posing a risk or requiring works.

In Litchfield Council, walkover assessments are applicable to Zone 2 and 3. Walkover assessments are useful in areas with large tree populations such as low use sections of parks or trees along moderate or low use roads.

Walkover assessments are an effective method of identifying trees with a high failure potential but also minimising expenditure on high volume data collection.

3.3.3 Individual Tree Assessments

This is the next most intensive and detailed inspection method, where every individual tree is visually assessed. Data including a photograph is captured for each tree. Individual tree assessments are used for tree populations in high occupancy areas such as the CBD or outside hospitals and schools. In Litchfield Council, individual tree assessments are applicable to Zone 1 and Zone 2.

In addition to undertaking a risk assessment, data on the health and structure of the tree is collected. Collecting tree health and structure data allows for long term monitoring of the condition of trees and provides the opportunity to undertake phased risk mitigation works.

3.3.4 Diagnostic Tests

This style of inspection is the most intensive available. This level of inspection is generally reserved for significant trees which have a cultural, heritage, aesthetic or ecological significance or for trees in high use areas where observable faults require additional information.

Diagnostic testing result as a recommendation from individual tree assessments and include works such as aerial (climbing) inspections, non-destructive decay testing and root crown investigations.

3.3.5 Quantity of Data Capture and Cost

Tree assessment types vary in the amount of data captured per tree. The less information captured the lower the cost per tree assessed (Figure 12). Increasing the quantity of data capture has the benefit of improving the detection rate of structural defects. For a broad scale tree risk management plan to be effective in mitigating tree risk and optimising resource allocation it is necessary to apply tree assessment methods which are appropriate to the inspection zone.

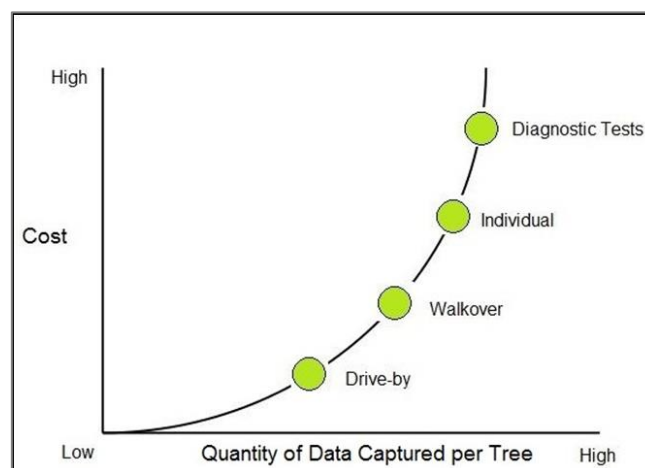


Figure 12: Cost vs quantity of data captured per tree for each assessment type

3.4 Data Collection and Management

It is envisaged that all tree assessments conducted by Council will be captured digitally and stored within Litchfield Council's existing databases.

3.4.1 Software

Adoption of specifically designed tree inventory software is recommended to allow for the efficient management and reporting of captured tree data and works. Any tree inventory software adopted must be able to fully integrate into Litchfield's existing databases.

Software should be spatial, multi-relational, interactive, easily maintained and allow for mass updating. Web-based software is valuable as it allows for live view and data to be maintained on-ground. In addition, to ensure Litchfield's tree population is accurately reflected, data should be maintained on a regular basis, e.g. monthly, subsequent to tree works or removal, by a dedicated Council staff member.

The database should allow for two data sets:

1. Drive-by and Walkover Assessments
2. Individual Tree Assessments

Data structure for Drive-by and Walkover Assessments	Feature class Polyline / Polygon
Data structure for Individual Tree Assessments	Feature class Point
Parent - Tree	Location Botanical name
Child 1 - Inspections	Dimensions Trunk diameter Condition Recommended works Risk Assessment Digital Photograph

3.4.2 Hardware

The hardware used to capture the data is not considered a critical component of this document, however it should consider the following:

- Ruggedised
- Lightweight
- Long battery life
- Mobile internet connection
- Ability to integrate and connect with Litchfield Council's systems and databases

3.4.3 Assessment Tools for Drive-by and Walkover Assessments

The following information must be collected for each drive-by or walkover assessment.

- Date of assessment.
- Name of assessor.
- Name of road or park being assessed.
- Area or segment assessed (e.g. road or park polygon).

For example, a walkover assessment conducted within a park would need to record what area the inspector had assessed. If during this inspection an individual tree of concern was identified, then an Individual Tree Assessment would be conducted. It may also be useful to track the route walked / driven. Figure 13 shows this information spatially.

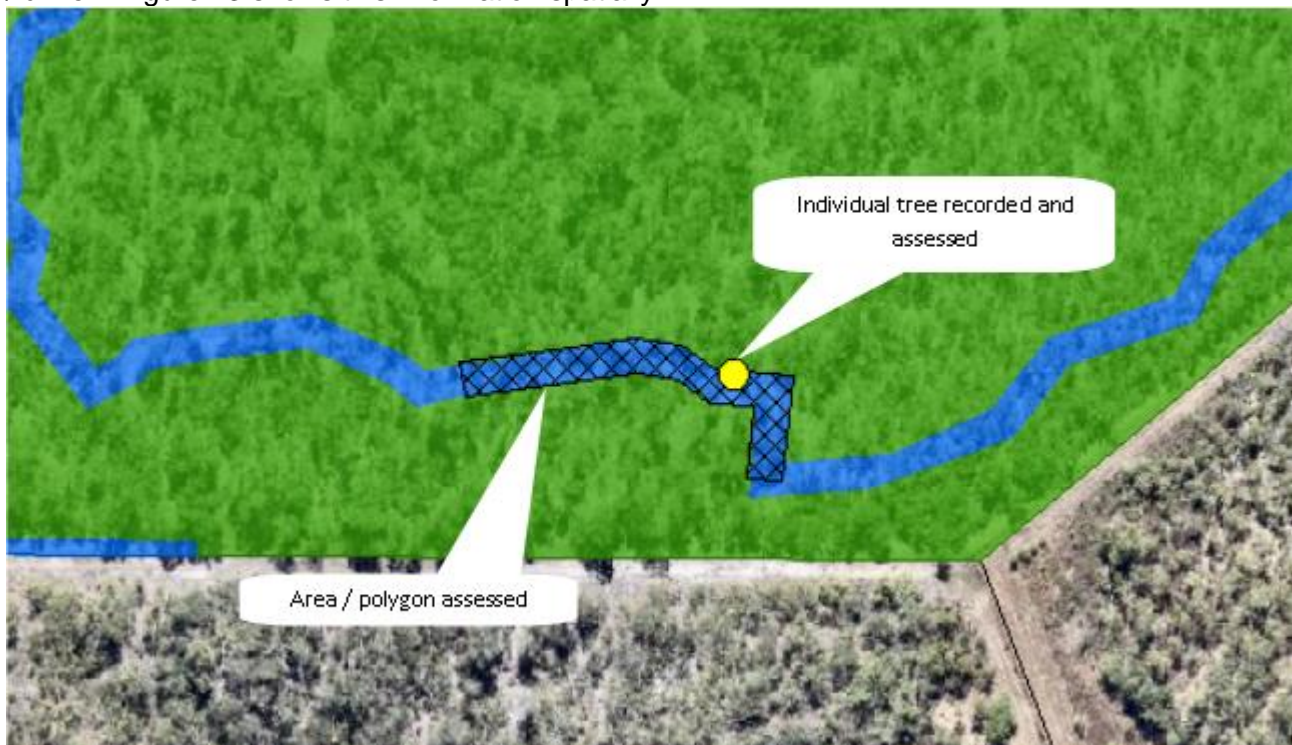


Figure 13: Example of spatial data for a Zone 3 (blue) walkover assessment in a reserve, where an individual tree has also been recorded as part of the assessment.

3.4.4 Assessment Tools for Individual Tree Assessments

When an individual tree assessment is conducted, the following information should be recorded.

Table 3. Individual Tree Data Collection Fields

Data Collection Field	Data Descriptions	Entry Type
Asset ID	Unique Number Auto generate on creation	Auto
GIS Ref	Automatic capture using DGPS Easting/Northing, Lat/Long	Auto
Street Planted	Street or park that the tree is planted in	Field entry
Property Address	Address of the closest adjacent property	Auto
Nature Strip Width	<1, 1-2, 2-4, 4+, centre median, parkland etc	Field entry
Botanical Name	Genus and species of the surveyed tree	Field entry
Common Name	Common Name of the surveyed tree	Post process
Digital Photography	Image of tree	Field entry
inspection Zone	1, 2, 3, 4	Auto Field entry update
Tree Condition		
Tree Age	Young Semi mature Mature Over mature-senescent	Field entry
DBH	Trunk diameter estimated	Field entry
Height	Tree height estimated	Field entry
Width	Tree width estimated	Field entry
Health	Good Fair Poor Very Poor Dead	Field entry
Structure	Good Fair Poor Very poor Failed	Field entry
Powerlines	High Voltage Low Voltage Aerial Bundled Cable (HV) Aerial Bundled Cable (LV) Service Wire Other None	Field entry
ULE	0 years 1 to 5 years 5 to 10 years 10 to 20 years	Field entry

Data Collection Field	Data Descriptions	Entry Type
	20+ years	
Tree Risk Rating		
Failure Potential	Risk assessment model QTRA or TRAQ	Field entry
Failure Size	Risk assessment model QTRA or TRAQ	Field entry
Target Rating	Risk assessment model QTRA or TRAQ	Field entry
Risk Score	Automatically calculated in the field	Auto entry
Works Required	Canopy lift Formative prune Dead wood removal Risk reduction - Category 1, 2, 3 Clearance pruning Co-dominant management Remove tree Exclude targets No works required	Field entry
Works Priority	Urgent Very High High Moderate Low None	Field entry
Defects	Identification of health or structural defects	Field entry
Comments	Additional comments are recorded if required.	Field entry

3.4.5 Assessors Qualifications

Effective tree risk assessment requires the assessor to be suitably qualified and experienced. The following level of qualification and experience is recommended for tree assessors undertaking risk assessments for Litchfield Council:

- Diploma of Horticulture (Arboriculture), AQF Level 5.
- During the course of obtaining their diploma the tree assessor must have completed the unit of competency AHCARB501A – Assess Trees.
- A minimum of 3 years' experience at an arboricultural consultancy which has included tree risk assessment.
- Where a tree risk assessment method with a licensed user accreditation is used then the tree assessor must hold this certification (e.g. QTRA, TRAQ).

3.4.6 Unscheduled Hazard Identification

Unqualified^[1] Council staff may be able to identify tree hazards during their regular day to day work. Council staff undertaking unscheduled identification of tree hazards must have experience in the field of parks, natural resource management or similar; and must have undertaken informal tree

^[1] Unqualified in the field of arboriculture

hazard identification training e.g. participated in a workshop run by a suitably qualified arborist to identify obvious defects such as trees that have up-rooted and have fallen / failed or are in imminent danger of falling, trees that have a major branch or canopy failure. The purpose of the workshop is to ensure hazards that present an immediate risk are effectively identified and managed. Subsequent walkover, drive-by or individual tree assessments must be undertaken by a qualified arborist.

3.4.7 Recommend Inspection Types and Frequencies

The use of a target-based risk assessment method provides a mechanism to optimise the allocation of resources for tree inspection to produce the best outcomes in terms of tree risk mitigation and expenditure.

More frequent and detailed tree inspections should be undertaken in inspection zones which have a high occupancy by people, vehicular traffic and built form. In comparison, fewer resources should be allocated to inspection zones which have a low occupancy. In low occupancy inspection zones less frequent and detailed tree inspection methods are applicable.

For the Litchfield Council recommended tree assessment methods and frequencies are provided for each inspection zone (Table 1).

Table 4: Recommended assessment types and frequencies for each inspection zone in the Litchfield Council.

Inspection Zone No.	Inspection Zone Category	Assessment Type	Frequency of Inspection
1	High	Individual tree assessment	Annual
2	Moderate	Walkover assessment Drive-by assessment (road reserves only)	2 years
3	Low	Walkover assessment Drive-by assessment	5 years
4	Very Low	Reactive ONLY	N/A

As shown in Table 5, it is envisaged that each year of the program will focus on assessing different inspection zones. This is largely dependent on resources.

Table 5: An example of the assessment requirements for the first eight years of the program

	Zone 1	Zone 2	Zone 3	Zone 4
Year 1	x			Reactive only
Year 2	x	x		
Year 3	x		x	
Year 4	x	x		
Year 5	x			
Year 6	x	x		
Year 7	x			
Year 8			x	

3.4.8 Reactive Works

From time to time, reactive works may be requested in any of the zones, either as a result of a community request or a severe weather event.

For Emergency Response procedures see Section 5.3.

To allow queries to be dealt with efficiently, it would be useful to standardise information collected at the first point of contact via customer care staff e.g. standard form / process.

Where a member of the community reports a tree failure or hazard actions and timeframes are recommended below (Table 6).

Table 6: Recommended response timeframes

Action	Details	Timeframe	
		Zone 1 and 2	Zone 3 and 4
Verbal response	A follow up phone call may be necessary to determine the hazard involved and keep the customer informed. Where a complaint is made within either Zone 1 or 2, useful information may also be able to be sourced from the tree inventory (once established) e.g. species, size, previous works, defects etc, to assist with the management of the query.	Within 24 hours	Within 5 days
Site visit	A site visit should be undertaken by an appropriate Council staff member to undertake initial hazard identification (refer to section 3.4.6). Where necessary, a qualified arborist may also be required, subject to the location, size or significance of the tree. This site visit, including the action required (if any) to resolve the complaint or hazard should be documented either in the tree inventory database or in a Council consultation management database.	Within 48 hours from original request	Within 5 days from original request
Tree works	Once a tree risk methodology is adopted, timeframes for undertaking recommended works could be determined based on Council accepted risk thresholds. Timeframes for undertaking tree works will differ based on the level of risk determined by the assessment. For example, where there is a high level of risk works must be completed within 3 months, where there is a low or very low level of risk, works will only be completed if resources allow.	As per arborist recommendations or accepted risk thresholds	

4. Monitoring and Improvements

4.1 Auditing

Assessment of risk can vary widely between individual tree assessors (Norris 2007).

To ensure there is consistency in identification of tree defects and evaluating probability of failure the following auditing measures are recommended:

- Auditing of risk assessments is undertaken by a senior arborist within the contracted arboricultural consultancy.
- In the initial 6 months of implementing the tree risk management plan, 5% of risk assessments should be audited on a fortnightly basis (twice a month).
- In subsequent years 5% of risk assessments are audited every 6 - 12 months.

In addition, benchmarks or case studies are an effective way of ensuring tree risk assessment maintains scientific rigor (Stewart et al 2013). Tree risk assessors should be provided with examples by which to calibrate their assessments.

4.2 Feedback

Measures should be undertaken to ensure continual improvement of the inspection zones and refine the inspection zone categories and descriptions.

The following feedback processes are recommended:

- Tree risk assessors should evaluate the inspection zone whilst undertaking tree risk assessments. For this to occur, tree assessors must be familiar with inspection zone descriptors (Section 9) and the categorised inspection zone must auto-populate in the field collection form.
- Whilst undertaking a risk assessment, tree assessors should evaluate whether the existing inspection zone is representative of the observed target occupancy. Where they disagree with the existing zoning, then this field can be updated on site.
- The onsite inspection zone should then be compared against the mapped inspection zone using spatial systems to identify areas of difference. In addition, mapping of zones can be improved through analysing the 'target rating' of individual tree data as assessed on the ground.
- Where mapped zones are consistently different from the onsite data, the senior arborist / arboricultural team leader or an independent consultant should review the mapping of the zones in that area.

5. Integrated Tree Management

5.1 Tree Planting Program

Tree species differ in their ability to compartmentalise decay (Shigo & Marx 1977), tolerance to root damage (Matheny & Clark 1998) and propensity to form bark inclusions and other structural defects (Lonsdale 1999). Species which have a tendency to produce trees that have a poor structure at maturity should be identified and excluded from the planting schedule.

The quality of nursery stock and planting technique can have significant consequences on the development of tree root systems and therefore their structural stability. Planting of new trees

should be undertaken by suitably qualified arborists in accordance with Australian Standards (AS 2303-2015 Tree stock for landscape use).

5.2 Tree Pruning and Maintenance Program

Routine pruning of trees for clearance from roads, footpaths, buildings or overhead services should be integrated within the tree risk assessment program. Undertaking canopy maintenance and risk management works simultaneously will reduce the expense associated with tree management.

The following procedures are recommended for trees which are subject to regular canopy maintenance pruning:

- Tree risk assessment is undertaken prior to commencement of the pruning cycle.
- Tree risk management works which fall outside of the parameters of normal canopy maintenance are identified; such works could include tree removal, co-dominant stem reduction and risk reduction pruning.
- Canopy maintenance works are undertaken at the same time as undertaking tree risk management works.

5.3 Emergency Response Program

High winds experienced during storms can severely damage trees, causing damage to trunks, branches and causing root plate failures (Escobedo et al. 2013). Following severe storms and tropical cyclones, risk assessment of trees should be integrated into existing emergency response procedures.

The following processes are recommended:

- Following a high wind event (greater than 6 on the Beaufort Wind Scale), broad-scale hazard identification should be undertaken. As per Section 3.4.6, initial hazard identification that forms part of emergency response may be undertaken by an unqualified Council staff member to identify tree defects which pose an immediate risk.
- During this hazard identification, areas that have been significantly impacted may be identified for a subsequent walkover or drive-by inspection. All subsequent inspections must be undertaken by a qualified arborist and should be prioritised by inspection zone e.g. Zone 1 should be prioritised.
- Following severe storms and tropical cyclones (sustained winds greater than 7, or gusts greater than 9 on the Beaufort Wind Scale), a walkover or drive-by inspection must be undertaken by a qualified arborist within all areas of Zone 1.

5.4 Events

Where either major scheduled or one-off events are held, trees should have been assessed within the previous three months, with any recommended works undertaken within timeframes provided.

It is recommended that scheduled assessments, as per Table 4, align with major events. For example, Fred's Pass Rural Show is held annually in mid-May, ideally assessments within Zone 1 should be scheduled to occur from mid-February to April each year.

With either major scheduled or one-off events, where tree inspections have not occurred within the three months prior, a walkover inspection by a qualified arborist is recommended before the event takes place.

6. Recommendations

Once zoning is finalised, the following actions are recommended to implement the Litchfield Council - Tree Risk Management Plan:

1. Confirm the use of a tree risk assessment methodology (TRAQ or QTRA) and determine the accepted risk threshold.
2. Quantify resources required to implement the management plan (e.g. staff / consultant resources to implement, monitor and maintain, hardware, software).
3. Undertake a pilot program. This will enable the efficient collection of tree data through on ground trial / error. Pilot programs usually involve 1-2 weeks of data collection depending on the scale of the program.
4. Refine inspection methodology, zoning, hardware and software requirements.
5. Commence tree inspections as per finalised zoning and inspection frequencies Table 4.
6. Ongoing management and maintenance of tree inventory database. All works should be updated in the Council tree inventory database as they occur.
7. Ongoing inspections as per zoning and inspection frequencies Table 4.

7. References

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Appendix 1. Summary of Zones and Inspection Frequency

Table 7: Summary of Zones and Inspection Frequency

Inspection Zone No.	Inspection Zone Category	Usage	Description	Inspection Method	Inspection Frequency
Zone 1	High	High use areas with an average target occupancy of more than: <ul style="list-style-type: none"> 8 people per hour, or 20 vehicles per hour. 	<ul style="list-style-type: none"> Main thoroughfares, emergency access routes, medical & emergency facilities High use recreation areas - near playgrounds, picnic areas, permanent structures, some areas surrounding schools and community facilities. Neighbourhoods with a high number of 'problematic' trees. High density urban areas (40-50km zones / footpaths, blocks up to 0.5 hectare). Road types generally include Urban Local, and some Rural Arterial and Rural Local roads. 	Individual tree assessments	Annual
Zone 2	Moderate	Moderate-use areas with an average target occupancy of: <ul style="list-style-type: none"> 2-8 pedestrians per hour, or 2 – 20 vehicles per hour. 	<ul style="list-style-type: none"> Moderate use reserves, playgrounds, parking lots, bus stops, Secondary thoroughfares, bus stops, parking lots, and some areas surrounding schools and community facilities, Moderate-density residential road reserves (e.g. 60-70km zones, blocks up to 5ha). Road types generally include Urban Local , Rural Arterial or Rural Collector roads. 	Walkover assessment Drive-by assessment (road reserves only)	2 years
Zone 3	Low	Low-use areas with an average target occupancy of: <ul style="list-style-type: none"> 1 person per hour to 1 person per day, or 1 vehicle per hour to 5 vehicles per day. 	<ul style="list-style-type: none"> Rural road reserves (e.g. agricultural and industrial areas, 80+km zones). Road types generally include Rural Local roads. Public areas with dispersed recreation, walking trails within reserves. 	Walkover assessment Drive-by assessment	5 years
Zone 4	Very Low	Very-low use or inaccessible areas with an average target occupancy of less than: <ul style="list-style-type: none"> 1 person per day, or 5 vehicles per day. 	<ul style="list-style-type: none"> Bushland areas within reserves. Council maintained drainage easements, fire breaks, inaccessible land, riparian zones, open areas with limited access or use. Developing or recently developed areas with young trees. Rural road reserves (e.g. 4WD / dirt tracks, no through roads, historic roads, proposed roads). Road types generally include Rural Local roads. 	Reactive ONLY	NA



In association with
Homewood Consulting Pty. Ltd.

Tree Inspection Zones

for

Litchfield Council

Prepared by

Remote Area Tree Services

PO Box 1300
Coolalinga, NT 0839

Prepared For

Natalie Dreibergs

Manager Infrastructure and Assets

PO Box 446
Humpty Doo, NT 0836

Consulting Arborist

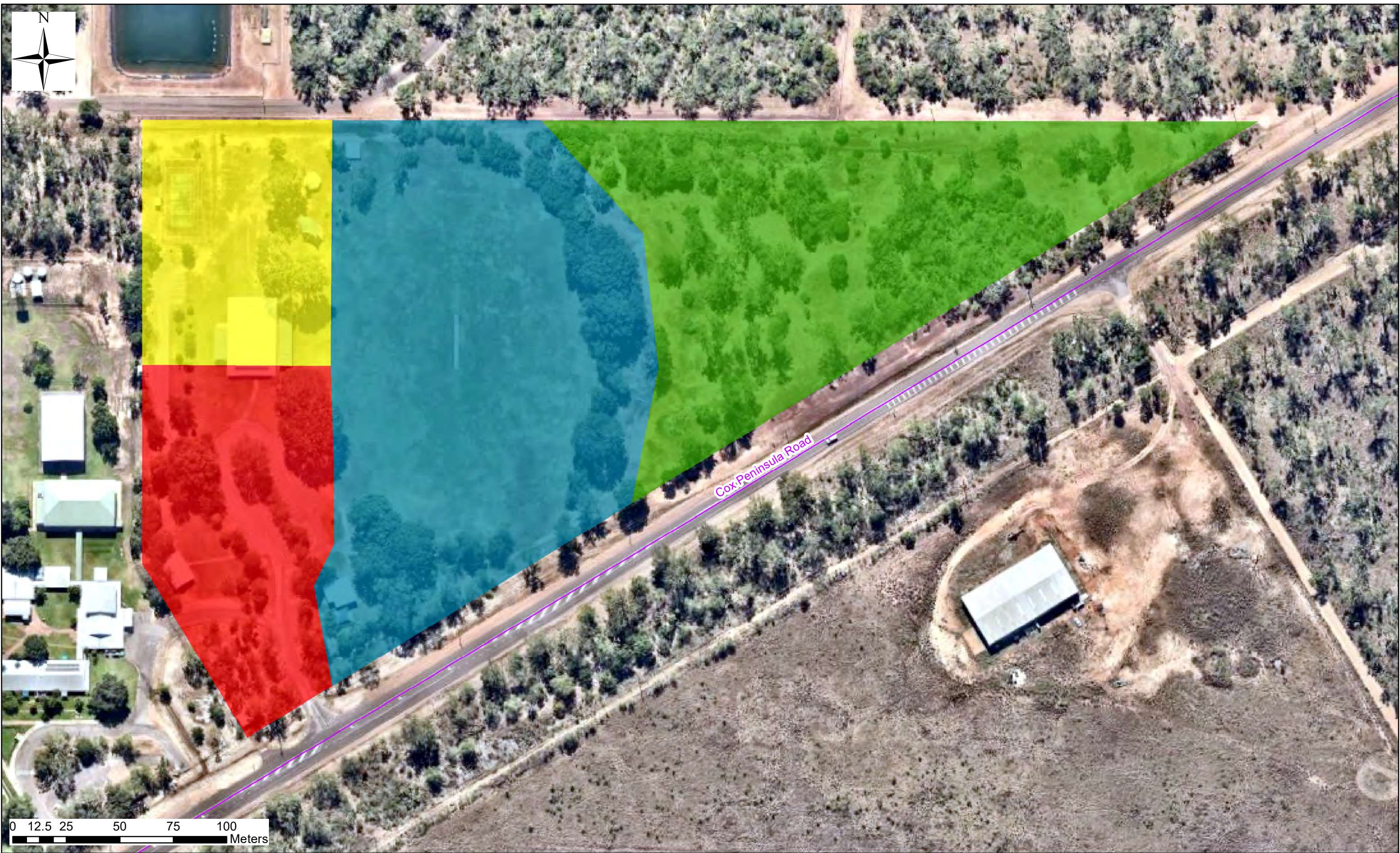
Charlotte Blakey

Graduate Certificate in Arboriculture
Graduate Diploma Environmental Science

2 November 2019

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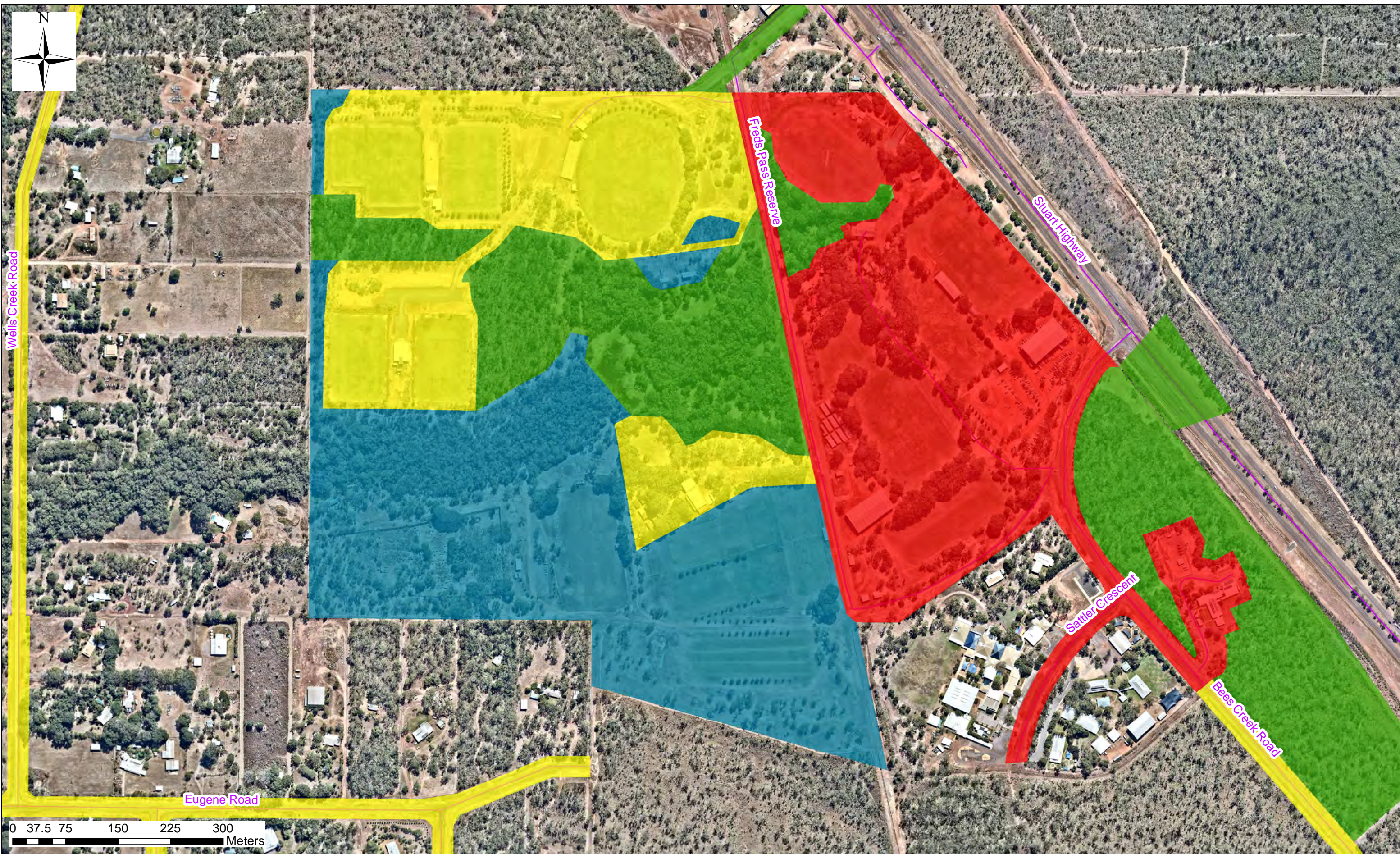
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Inspection Zones:

- | | | | | | | | |
|--|---|---|---|---|---|---|---|
|  | 1 |  | 2 |  | 3 |  | 4 |
|--|---|---|---|---|---|---|---|

Litchfield Council: Tree Risk Management: Inspection Zones
Berry Springs Reserve





Litchfield Council: Tree Risk Management: Inspection Zones

Freds Pass Reserve

Legend

Inspection Zones:

- 1
- 2
- 3
- 4





Legend

Inspection Zones:



Litchfield Council: Tree Risk Management: Inspection Zones **Howard Park Reserve**





Legend

Inspection Zones:

- 1
- 2
- 3
- 4

Litchfield Council: Tree Risk Management: Inspection Zones

Humpty Doo Village Green





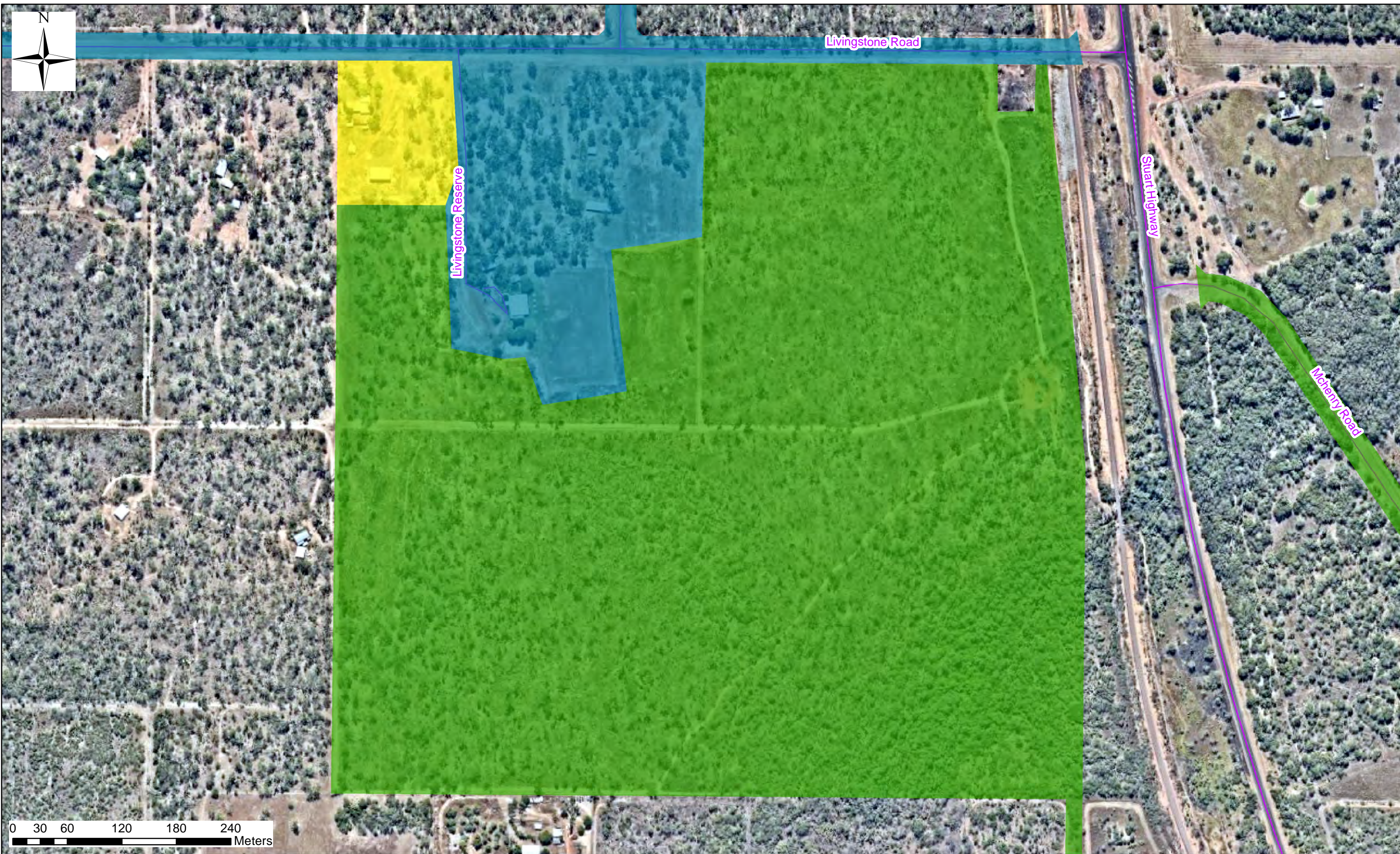
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- 2
- 3
- 4

Litchfield Council: Tree Risk Management: Inspection Zones
Knuckey Reserve





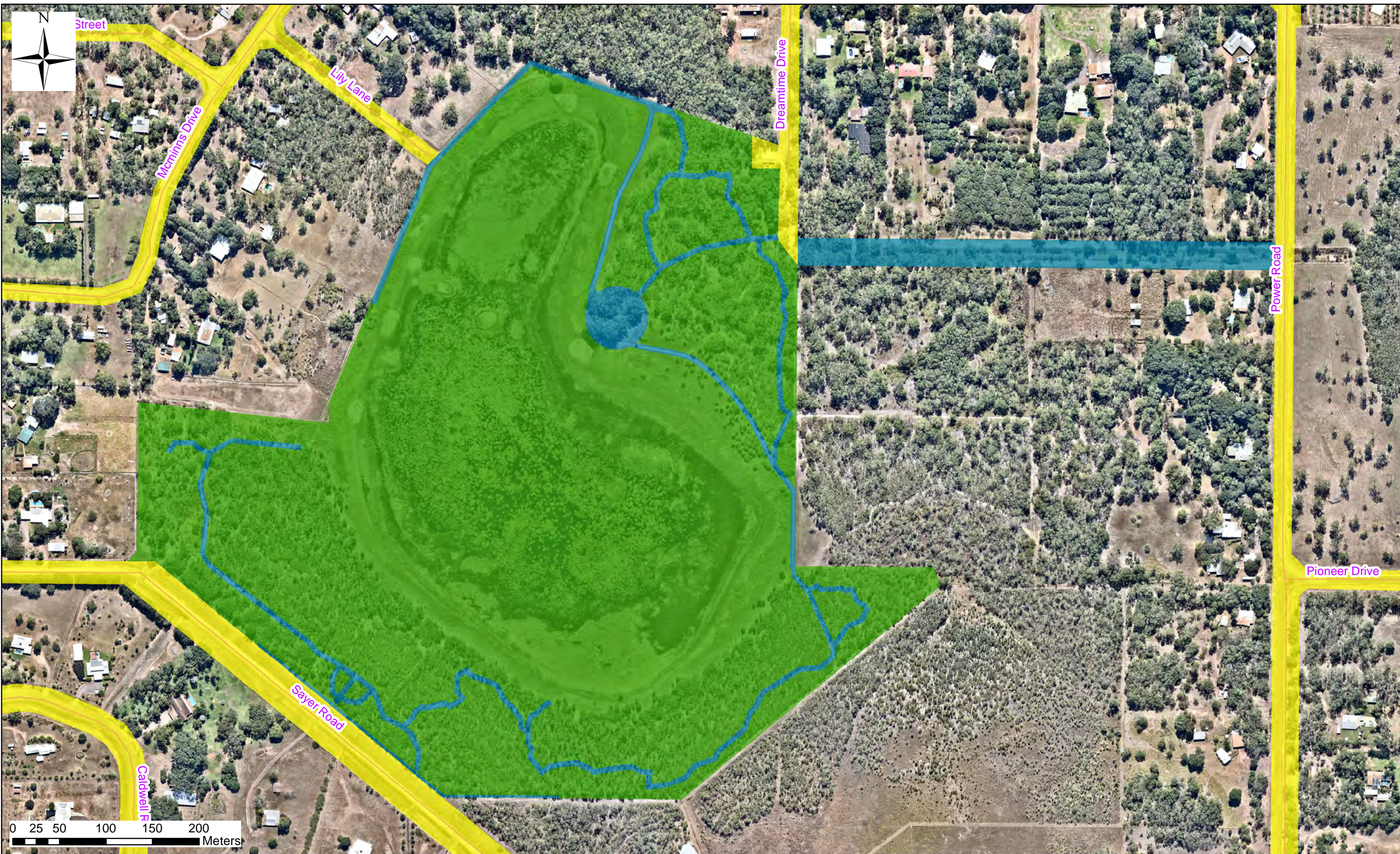
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Inspection Zones:



Litchfield Council: Tree Risk Management: Inspection Zones **Livingstone Reserve**





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Inspection Zones:



Litchfield Council: Tree Risk Management: Inspection Zones **McMinns Lagoon Reserve**





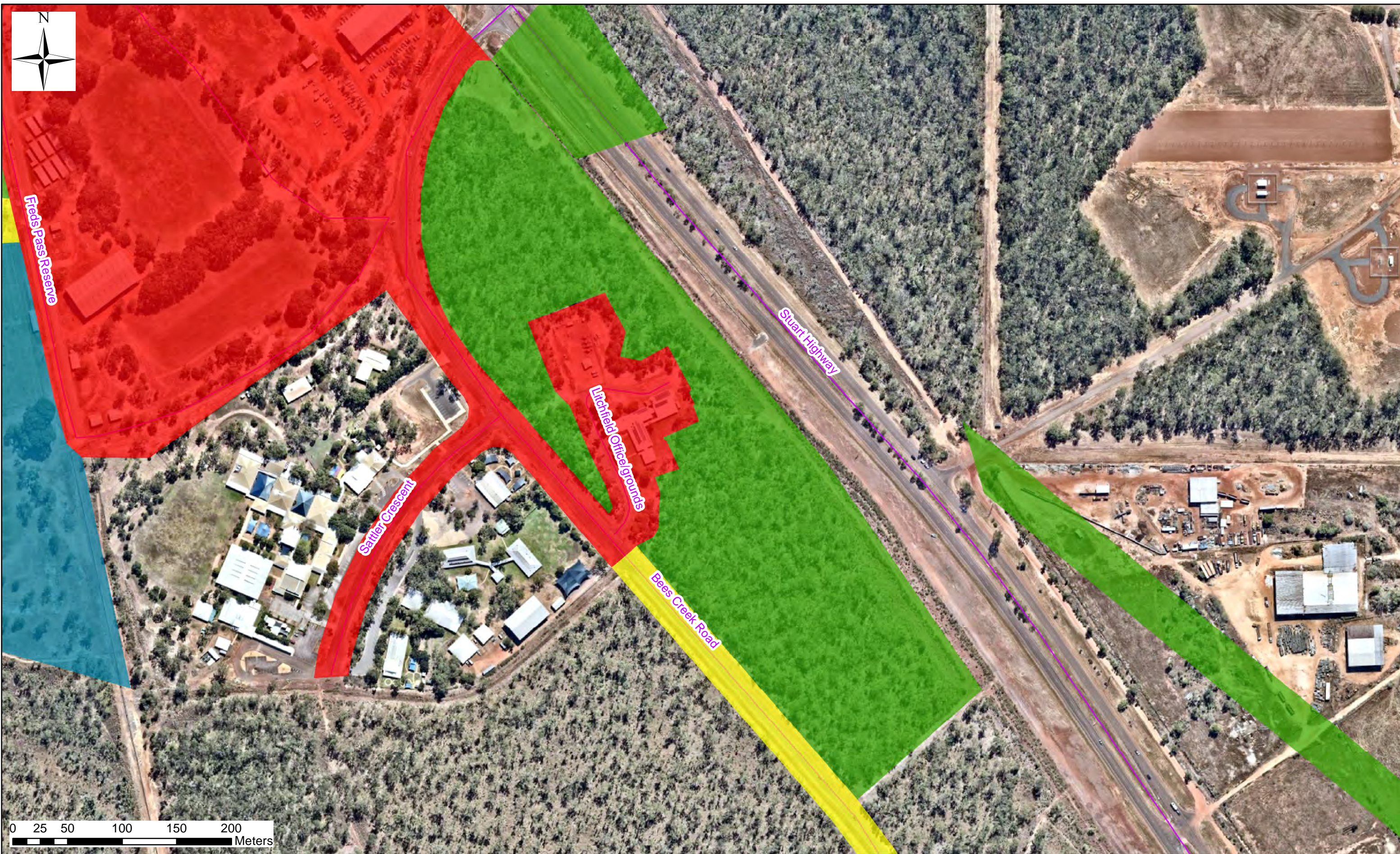
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Litchfield Council: Tree Risk Management: Inspection Zones
Thorak Regional Cemetery





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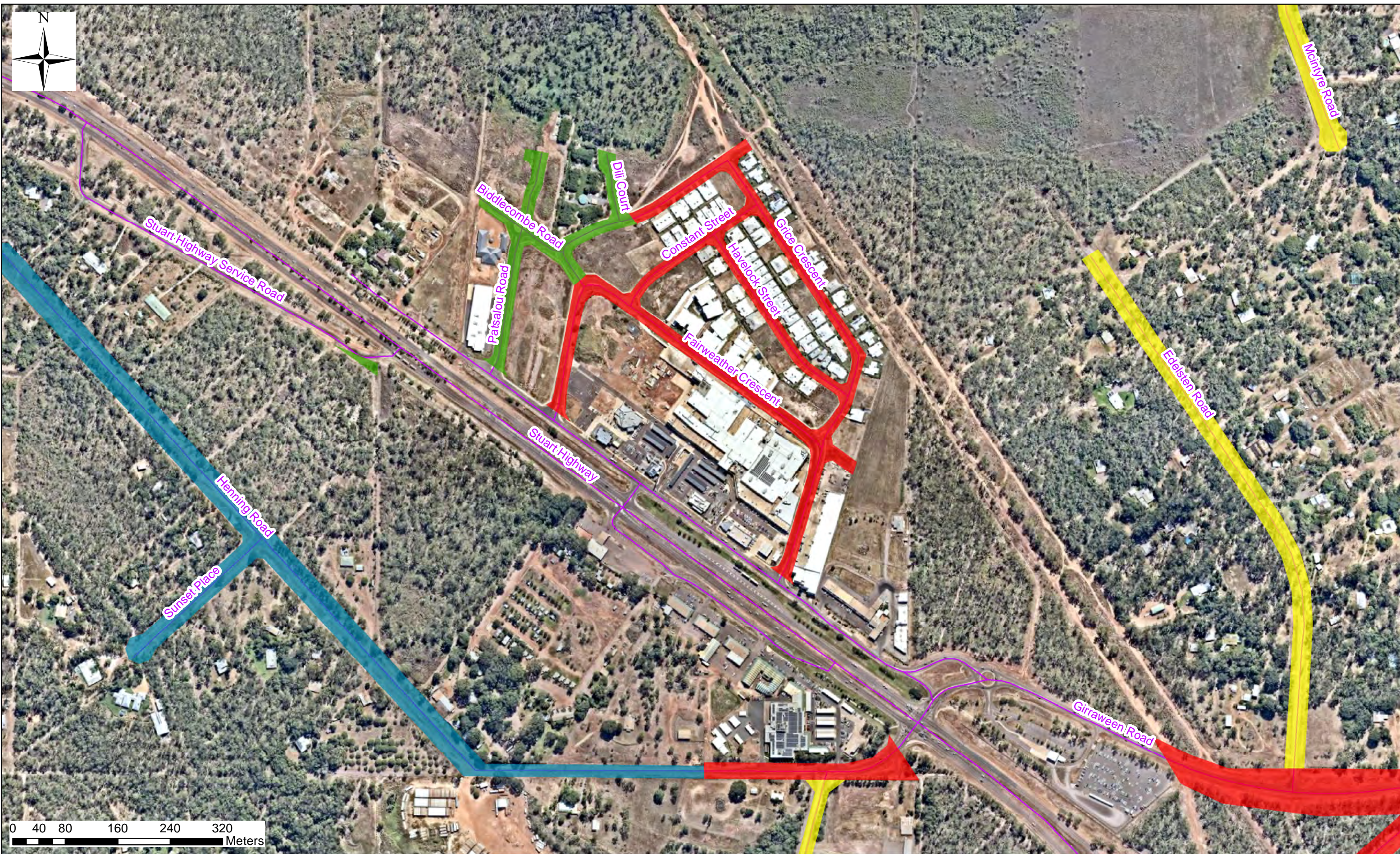
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Litchfield Council: Tree Risk Management: Inspection Zones

Litchfield Council Offices





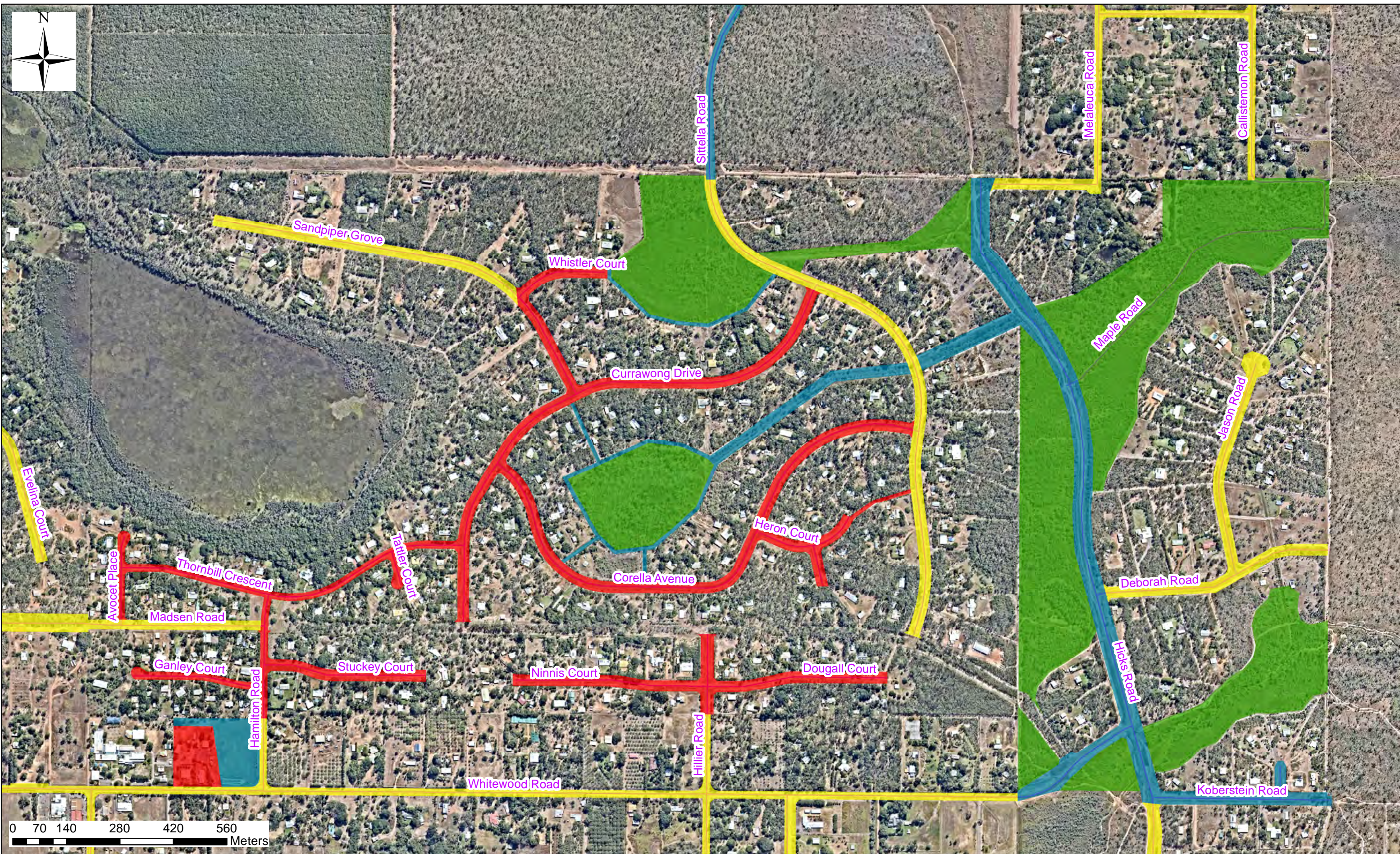
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Litchfield Council: Tree Risk Management: Inspection Zones **Road Reserve - Coolalinga**





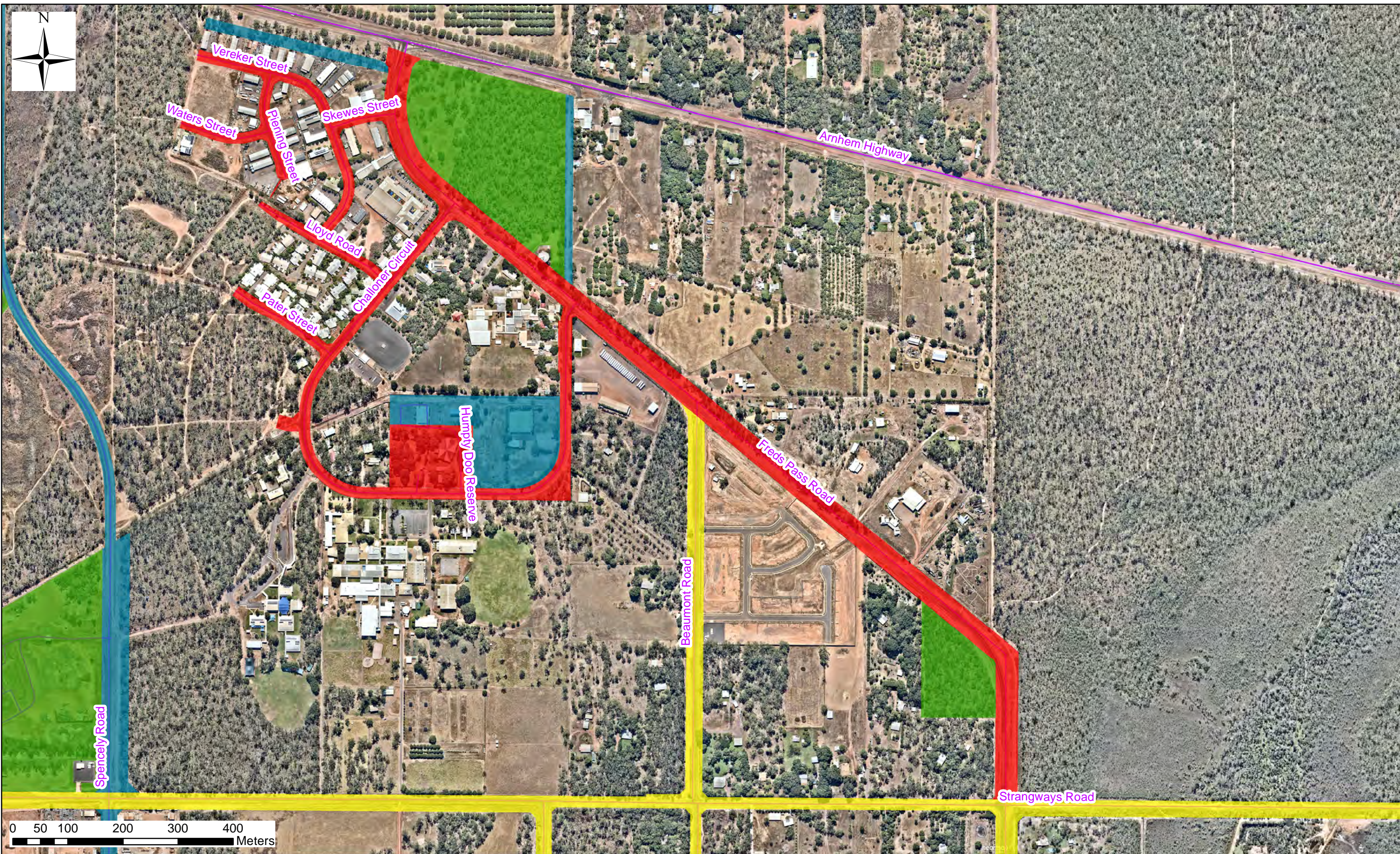
Litchfield Council: Tree Risk Management: Inspection Zones

Road Reserve - Howard Springs

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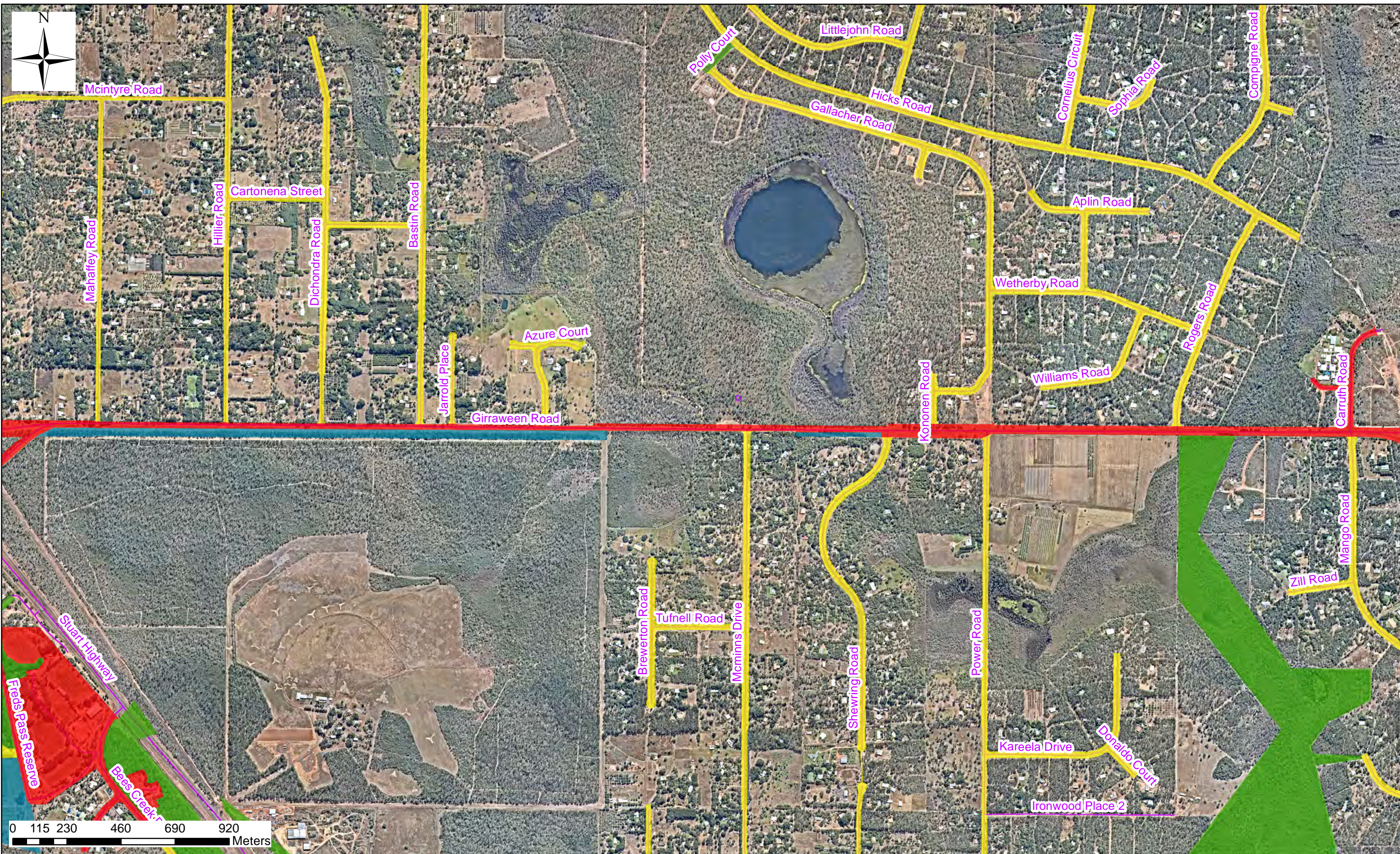


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Inspection Zones:





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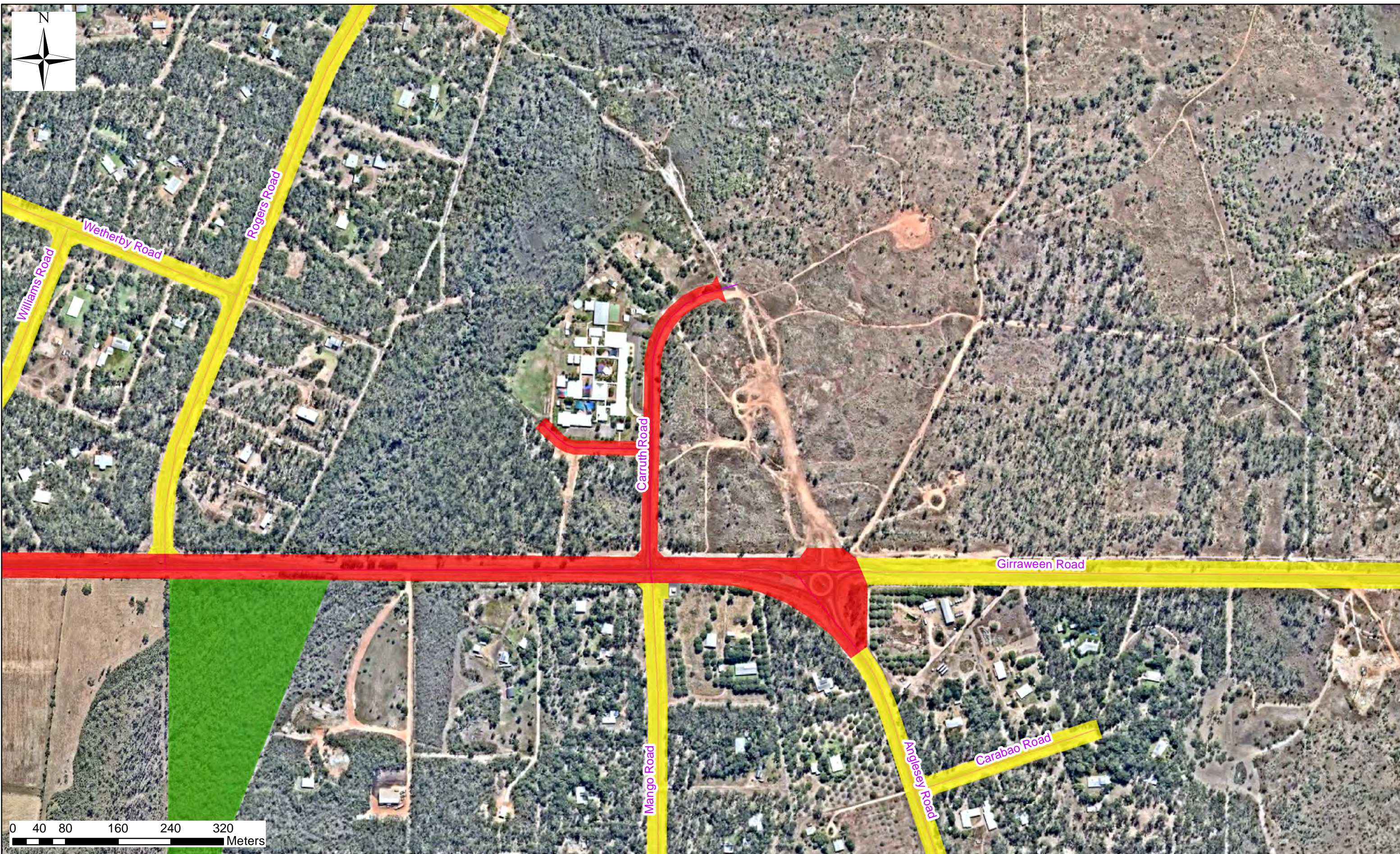
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Litchfield Council: Tree Risk Management: Inspection Zones

Road Reserve - Girraween Road





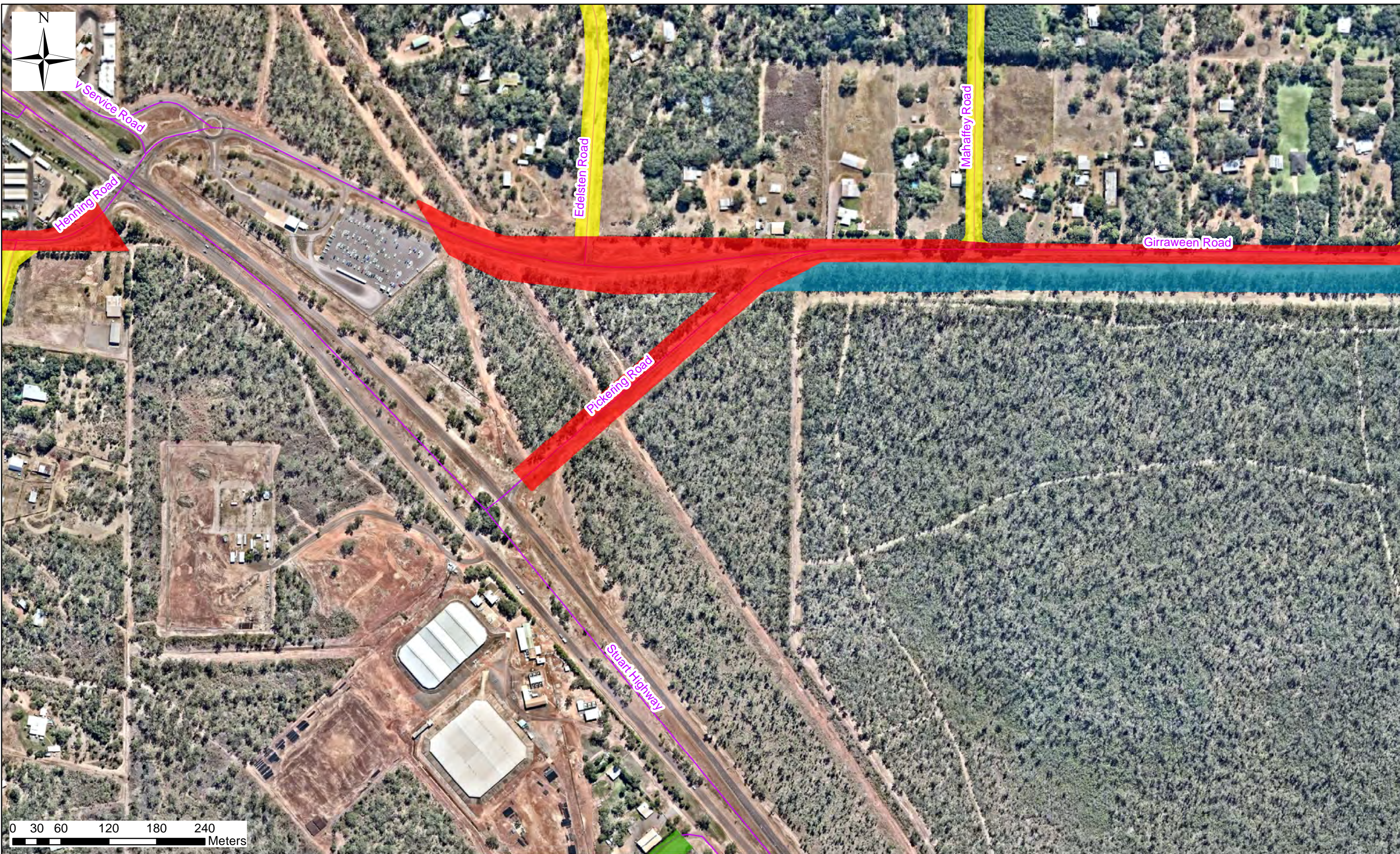
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Inspection Zones:



Litchfield Council: Tree Risk Management: Inspection Zones **Road Reserve - Girraween Road intersection (East)**





Legend

Inspection Zones:



Litchfield Council: Tree Risk Management: Inspection Zones **Road Reserve - Girraween Road intersection (West)**





COUNCIL REPORT

Agenda Item Number:	15.6
Report Title:	Appointment of Committee Member to the Knuckey Lagoon Recreation Reserve Committee
Author:	Jessica Watts, Community Development Officer
Recommending Officer	Silke Maynard, Director Community and Corporate Services
Report Number:	19/0076
Meeting Date:	11/12/2019
Attachments:	Nil

Executive Summary

This report presents a nomination for the Knuckey Lagoon Recreation Reserve Committee for Council's consideration.

Council established the Knuckey Lagoon Recreation Reserve Committee, as an advisory committee to Council, (under Council's control) in 2017 and appointed community members to the Committee.

Recently the Top End Gem Club, who is a long-term user group of the reserve held their AGM and has nominated a new representative for the Reserve Committee. Russ Swan, the new Chairperson of the Top End Gem Club, seeks to be a representative at the meetings, replacing Frances Ricketts.

Recommendation

THAT Council

1. appoints Russ Swan to the Knuckey Lagoon Recreation Reserve Committee for a term of three years, commencing 12 December 2019;
2. writes to Mr Swan to inform him of Council's decision; and
3. writes to Frances Ricketts to thank her for her commitment to the reserve and committee.

Background

On 20 November 2017 Council resolved to establish the Knuckey Lagoon Recreation Reserve Committee as a Council Committee. Terms of Reference were further updated, and new members appointed.

The role of the committee is to:

- To provide advice and make recommendations to Council on the future direction and development of Knuckey Lagoon Recreation Reserve;
- To oversee the operational management of the Reserve;
- To inform and involve all key stakeholders to promote partnerships addressing community need;
- To comply with all relevant Council policies relating to the care, protection and management of Knuckey Lagoon Recreation Reserve;

- To promote effective co-operation and communication with all user groups; and
- To prioritise and submit recommendations for Council's consideration as part of its annual capital works program and grant opportunities.

As per the Terms of Reference for the Committee:

- The Committee has no delegated authority and cannot incur expenditure or bind Council.
- The Committee may make recommendations to the Council. Recommendations of the Committee will be presented to the Council in written form accompanied by a report from the Secretary.
- Committee recommendations determined as 'operational', will be dealt with and actioned by the Director Community and Corporate Services with any action or lack thereof, reported to the Committee on a regular basis.

In accordance with the Terms of Reference, all Committee members are required to be formally appointed by Council for a term of three years. Currently there are four members, plus Council's Community Development Officer, and Cr Salter as the Chair. All current members have one and a half years of their appointed term remaining.

According to the Terms of Reference, the committee shall comprise a minimum of seven members, with at least four and up to six community members.

Links with Strategic Plan

A Great Place to Live - Recreation

Legislative and Policy Implications

Nil

Risks

Nil

Financial Implications

Nil

Community Engagement

Nil



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 11 December 2019

16 Common Seal

17 Other Business

18 Public Questions

19 Confidential Items

20 Close of Meeting