

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 19/07/2017

Meeting to be held commencing 6:00pm
In Council Chambers at 7 Bees Creek Road, Freds Pass

Kaylene Conrick, 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, 19 July 2017 at 6:00pm**

Kaylene Conrick
Chief Executive Officer

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.

Audio Disclaimer

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

Acknowledgement of Traditional Ownership

It is acknowledged that the meeting is held on the land of the traditional owners and Council respect the Elders past and present for their continuing custodianship of the land and the children of this land across generations.

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 19 July 2017

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.

Acknowledgement

The Mayor acknowledges that the meeting is held on the land of the traditional owners and pays her respect to the Elders past and present for their continuing custodianship of the land and the children of this land across generations.

2. Apologise and Leave of Absence

3. Confirmation of Minutes

1. THAT the full minutes of the Council Meeting held 21 June 2017, 13 pages, be confirmed.
- 2, THAT the minutes of the Special Council Meeting held 5 July 2017, 7 pages, be confirmed.

Minutes were sent to Councillors under separate cover and available to the public on council's website www.council@litchfield.nt.gov.au or in hard copy upon request.

4. Business Arising from the Minutes

Attached for Council information is the Action Sheet

Action Sheet

Resolution Number	Resolution	Action Officer	Meeting Date	Comments to Council
17/0116/4	Recreational Reserve Tree Audits THAT Council requests that a further report be provided on the financial and risk implications of tree management on Recreational Reserves in 2017.	Silke Maynard	21-06-17	
17/0116/3	Recreational Reserve Tree Audits THAT Council reviews all current lease agreements over Council-owned land regarding tree management responsibilities.	Silke Maynard	21-06-17	
17/0116/2	Recreational Reserve Tree Audits THAT Council allocate funds to conduct a quantified tree risk assessment on Freds Pass Reserve in the financial year 2017/18.	Silke Maynard	21-06-17	
17/0115	Community Grants Scheme 2016/17 THAT Council approves the allocation of Community Grants totalling \$22,500, comprising the following:\$3,000 to Berry Springs Primary School for the project 'Recycling Warriors';\$5,000 to Berry Springs Recreation Reserve for the events Territory Day and Berry Springs Car Show;\$2,500 to Darwin Animal Rescue Group for the project 'cats desexing vouchers';\$3,400 to Litchfield Horse and Pony Club for the purchase of a mower;\$2,557 to Litchfield Polocrosse Club for the project of upgrading the oval at Livingstone Reserve;\$2,470 to Southern Districts Cricket Club for the purchase of first aids kits and gazebos;\$2,724 to WildCare for the project 'Bunt your Barbed Wire';\$500 to Howard Springs Primary School for the project 'Writers day out' and\$349 to Humpty Doo Scouts for the purchase of a personal locator beacon.	Silke Maynard	21-06-17	Complete - Presentation held 29 June 2017
17/0112/3	Road Improvements – Carveth & Williams Road THAT Council reaffirms its commitment to working with residents and other stakeholders to undertake the sealing of Carveth and William Road project.	David Kingston	21-06-17	Ongoing
17/0112/2	Road Improvements – Carveth & Williams Road THAT Council writes and thanks Mr Adam Body, Mr Jeff Skeggs and Ms Judy Bartolo for writing to Council and outlining their concerns.	David Kingston	21-06-17	Letter being sent this week
17/0111/2	Library Services Needs Study THAT Council endorses the Library Needs Study Scope as outlined in this report.	Kaylene Conrick	21-06-17	
17/0111/1	Library Services Needs Study THAT Council signs the <i>Letter of Agreement</i> from the Northern Territory Department of Education for the \$50,000 Community Library Grant to undertake a Library Needs Study.	Kaylene Conrick	21-06-17	Complete - agreement signed and sent 22 June 2017
17/0109/3	Nomination Howard Park Reserve Committee THAT Council writes and thanks the retiring committee members for their contribution to the Howard Park Reserve Committee.	Silke Maynard	21-06-17	
17/0109/2	Nomination Howard Park Reserve Committee THAT Council reappoints Gerry Wood, Mary De Palma and Bronte Way to the Howard Park Reserve Committee for a further term of twelve months, commencing 21 June 2017.	Silke Maynard	21-06-17	

Action Sheet

17/0109/1	Nomination Howard Park Reserve Committee THAT Council: appoints Gerard Maley and Stephen McWilliams to the Howard Park Reserve Committee for a term of twelve months commencing 21 June 2017.	Silke Maynard	21-06-17	
17/0105/4	Draft Municipal Plan 2017/18 and Draft Long Term Financial Plan THAT Council considers the business case for the sealing of Carveth and William Roads as soon as it is completed with the opportunity to bring forward the project from 2018/19 financial year should Council determine. The business case will include full costs estimates, developer contributions, special rate charge and Council contribution, as well as timing and road design.	David Kingston	21-06-17	Awaiting discussions with subdivision developer
17/0105/3	Draft Municipal Plan 2017/18 and Draft Long Term Financial Plan THAT Council agrees to prioritise the development of a business case working with the Cyrus Road Developer and Residents to expedite this project.	David Kingston	21-06-17	As above
17/0105/2	Draft Municipal Plan 2017/18 and Draft Long Term Financial Plan THAT Council reaffirm its commitment to undertake the sealing of Carveth and William Roads.	David Kingston	21-06-17	Ongoing
17/0103/3	Community Event on Council Land THAT Council acknowledges that this permission is once off and does not guarantee access to the site for future events.	Silke Maynard	21-06-17	
17/0103/2	Community Event on Council Land THAT Council delegates to the Chief Executive Officer or her delegate to sign-off on the documentation outline above, to provide the appropriate permission.	Silke Maynard	21-06-17	
17/0103/01	Community Event on Council Land THAT Council agrees to provide the Humpty Doo Scouts with permission to hold a one-off community event in 2017 on 320 Arnhem Highway, Humpty Doo providing the Event Organiser satisfactory meets Council requirements to ensure the safety of the people at the event and the general community affected by the event, including: An Event Plan incorporating a site plan; A Traffic Management Plan, including a car parking diagram; A risk Management Plan, including current public liability insurance certificate; and Any other documentation requested by Council	Silke Maynard	21-06-17	
17/0068/02	Carveth and William Road Upgrade THAT COUNCIL: Request Council officers explore upgrade options and identify funding options for the proposed upgrade work to Carveth Road and William Road, Berry Springs	David Kingston	19-04-17	An update report will be presented to Council 2 Aug 2017
17/0051/05	Queens Baton Relay THAT Council contact NT Tourism and Culture Minister for special grant funding to cover all costs of the Queens Baton Relay and explore opportunities for lasting community benefit.	Silke Maynard	15-03-17	Funding for the asset expenditure of \$30,000 has been approved, officers will apply for grant funding for the event cost when an opportunity arises

Action Sheet

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	Kaylene Conrick	15-02-17	Council will continue to advocate for funding to undertake a feasibility study in 2018/19
17/0030/8	Flooding Issue - Stockwell Road Blackmore THAT Council receive a report no later than June 2017 Council Meeting, on the Private Road Policy	David Kingston	15-02-17	Report to 19 July meeting
17/0030/7	Flooding Issue - Stockwell Road Blackmore THAT Council review Private Road Policy LC29 as matter of urgency	David Kingston	15-02-17	Report to 19 July meeting
16/0252/01	Rating Strategy THAT Council undertakes a review of Council's rating system.	Kaylene Conrick	16-11-16	Initial Rating Review has been presented to Councillors, further work will be undertaken with the new elected Council in 2017 including extensive community consultation
16/0234	Improvements Berry Springs Waste Transfer Site THAT Council undertakes the following safety works at the Berry Springs waste transfer site to improve public and staff safety at the estimated costs outlined below: Video surveillance \$9,882.40 1km of new fence & gates \$44,297.00 Installation of waste performance boards \$6,000.00 Improved facilities for staff \$10,000.00 TOTAL \$70,179.40	David Kingston	19-10-16	Video surveillance, fence, gates and waste boards installed; improved facilities to be determined once waste strategy is complete
16/0209	Road Opening - Centre Road - Access to Freds Pass Reserve THAT Council: 1. approve proceeding with the road opening process for a new access road through Freds Pass Reserve; 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 new access road.	David Kingston	21-09-16	Gazette notice to be published, PWC to be paid, and paperwork to be finalised for PWC land
16/0208	Reconstruction of Finn Road THAT Council: 1. endorse the funding applications for \$4,500,000 to the NT Government Regional Economic Infrastructure Fund for the reconstruction of Finn Road at an estimated total cost of \$4,650,000; and 2. allocate \$250,000 (cash in kind) from its 2016/17 approved budget towards the project should its application be successful comprising: General Consultancy \$80,000 Project Management (in kind) \$150,000 Infrastructure Reserve \$20,000 TOTAL \$250,000	David Kingston	21-09-16	An application to the Federal Government Building Better Regions Fund has been lodged to match NTG Funding - outcome expected by July 2017

Action Sheet

16/0203	<p>Signage, Roadside Vans and Events on Council Land THAT Council:</p> <ol style="list-style-type: none"> 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. 	Silke Maynard	21-09-16	Work to commence (by-law preparation) in 2017/18 financial year in accordance with Council's resolution
15/0175/02	<p>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.</p>	Kaylene Conrick	19-11-15	Drafting instructions under development by Division of Local Government, Department of Housing & Community Development
15/0032/02	<p>Questionnaire (2017 Community Survey) Council prepare a plan and budget for conducting a comprehensive, formal survey of residents regarding Council performance, service expectations and priorities, and regional planning, which will come back for Council consideration.</p>	Kaylene Conrick	23-07-15	Complete and report available on Council's website



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 19 July 2017

5 Conflict of Interest

6 Presentations

7 Petitions

8 Public Forum

9 Accepting or Declining Late Items

10 Notices of Motion

- 10.1 Dump Point(s) in Litchfield
- 10.2 Blackspot Road Funding NT 2017/18
- 10.3 Australian Citizenship Legislation Amendment

NOTICE OF MOTION



COUNCIL MEETING DATE:

Wednesday, 19 July 2017

TOPIC:

Dump Point(s) in Litchfield to Service Caravaners

BACKGROUND:

A Dump Point is a place for caravaners to dispose of grey and black water, as well as sewage waste. Dump Points are important; this is the most environmentally friendly method of emptying waste from a caravan. Dump Points can be public or private facilities. An example of a private facility, is a Dump Point located within a caravan park. Some caravan parks permit travellers to use their caravan dump facilities whilst others provide these facilities only to travellers staying on premises. Some local government authorities have established public Dump Points for travellers, as part of supporting and encouraging caravaners to their destination.

The National Public Toilet Map <https://toiletmap.gov.au/> provides information on publicly available facilities including toilets, showers and caravan dump points. The only publicly listed caravan dump point in the Greater Darwin Region, including Litchfield Municipality, is located at the Greyhound Race Track in Winnellie.

In early 2013, as a member of the public, I spoke at a Litchfield Council meeting about the issue of travellers only able to use one Dump Point once they reached Litchfield/ outer Darwin unless they were booked into a Caravan park. The Dump Point being located in Winnellie. I believe Council at the time thought it a reasonable idea, however nothing much happened in a formal sense.

Since being elected to Council in November 2015, I have continued to advocate for at least one Dump Point to be added to the Litchfield Municipality in the interests of tourism. There are several reasons why this is a good idea. Our current Strategic Plan 2016-2020 has four priority areas;

- Everything You Need
- A Great Place to Live
- A Beautiful Natural Environment; and
- A Vibrant Economy

Travellers are tourists. Tourists contributed to a vibrant economy. The convenience of well-placed Dump Points encourages caravaners. In the absence of Dump Points, illegal 'dumping' in the bush may occur.

It is my understanding that Dump Points are not dependent on sewerage servicing and can be accommodated by a septic drainage system to health department standards. I also understand that Council has made enquiries of Power Water and that a Dump Point built within the boundary of the Humpty Doo Waste Transfer Station, may be a possibility.

NOTICE OF MOTION

**LITCHFIELD
COUNCIL**



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Over the past 20 months Council has focused on establishing strong governance and ensuring financial sustainability. We have undertaken several long-term planning projects and have others on the horizon.

In the interest of developing a stronger tourism industry for the Top End and further contributing to a more vibrant Litchfield economy, I believe that Council should work on installing a public Dump Point at the Humpty Doo Transfer Station. From my private research and discussions with Government Departments, I consider that there is interest in the idea of more dump points to be available in the greater Darwin, Litchfield and beyond area.

There is one Dump Point being installed Acacia now, which will encourage tourists to stop, use facilities, purchase goods etc. The expected cost is around \$6000. This installation is expected to be a sound business decision.

OBJECTIVE:

To install a public Caravan Dump Point in the Litchfield Municipality.

NOTICE OF MOTION:

THAT Council receive a report by the November 2017 meeting on the viability of establishing a Dump point in the Litchfield municipality, possibly at the HDWTS.

Cr Christine Osborn

7 July 2017

NOTE: NOTICES OF MOTION MUST BE RECEIVED BY THE CHIEF EXECUTIVE OFFICER 5 CLEAR DAYS PRIOR TO THE MEETING AT WHICH THE MOTION IS TO BE MOVED.

For office use only

Date Received:

Agenda to be included: Wednesday, 19 July 2017

NOTICE OF MOTION



COUNCIL MEETING DATE:

Wednesday, 19 July 2017

TOPIC:

Blackspot Road Funding in the NT 2017/2018

BACKGROUND:

- The Federal Government will spend \$684.5 million on the Black Spot Road Funding programme from 2013–14 to 2020–21
- In 2017 / 2018 Budget \$85 million allocated to the programme
- NT is only receiving \$1.2 million for the Territory under the Black Spot Programme's 2017-18 funding round
- Only 2 projects in remote / rural NT totaling \$494,304
- No projects being delivered in Litchfield

2017-18 BLACK SPOT PROJECTS – NORTHERN TERRITORY

Project Name	Treatment	Australian Government Funding	Other Contribution	Total Estimated Cost	Local Government Area
Chung Wah Terrace Emery Avenue GRAY	Channelised left turn treatment, and two-staged crossing with correct vehicle storage capacity and angle of sightline at the refuge	\$392,000	\$100,000 (NT Government)	\$492,000	Palmerston
Trower Road Alawa Crescent, Styles Street, Iris Street ALAWA	Construct channelised right turn at Alawa Crescent intersection, and ban right turns at Styles Street and Iris Street	\$276,000	\$100,000 (NT Government)	\$376,000	Darwin
Anyula Street Robinson Road BORROLOOLA	Construct 2.0 metre wide footpath, formalise drainage, improve road condition	\$194,304		\$194,304	Roper Gulf
Gorge Road Between Morris Road and Two-Mile Creek bridge LANSDOWNE	Widen shoulder, improve signage, provide edgelines, install RRPMs and guide posts	\$300,000	\$300,000 (Council)	\$600,000	Katherine

NT Data

- THE NT ROAD TOLL IS at least 3X THE NATIONAL RATE
- 75% of NT roads are unsealed
- 71% of crashes are in rule / remote areas
- 67 per cent of serious injuries were from overturned and run off road crashes in rural and remote regions
- The NT road network spans a vast 1.3 million square kilometres
- NT has more than 36,000 km of roads, more than 220 bridges, thousands of river and creek crossings, 55 roadside rest areas, 131 truck parking bays and 260 km of urban shared paths

NOTICE OF MOTION

**LITCHFIELD
COUNCIL**

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Within Litchfield

- 614.1 Kms of Sealed Roads
- 108.5 Kms of Unsealed Roads
- 24,000 residents, fastest growing and fourth largest municipality in the NT

OBJECTIVE:

Raise awareness of road issues within the municipality and the inequity of the Black Spot Road funding in the NT and in particular, Litchfield

NOTICE OF MOTION:

THAT Council:

1. acknowledge the inequity of the Black Spot Road funding in the NT and in particular, Litchfield in the current Federal Budget;
2. writes to all NT Federal Members outlining the concerns of Council regarding the inequity of the Black Spot Road funding in the NT and in particular, Litchfield; and
3. writes to LGANT and the NT Government Minister for Infrastructure seeking support to lobby the Federal Government prior to the next Federal Budget for a needs based allocation of Black Spot Road Funding for the NT.

Kirsty Hunt – East Ward Councillor

12 July 2017

NOTE: NOTICES OF MOTION MUST BE RECEIVED BY THE CHIEF EXECUTIVE OFFICER 5 CLEAR DAYS PRIOR TO THE MEETING AT WHICH THE MOTION IS TO BE MOVED.

Date Received: 12 July 2017

For office use only

Agenda to be included: Wednesday, 19 July 2017

NOTICE OF MOTION

COUNCIL MEETING DATE:

Wednesday, 19 July 2017

TOPIC:

Australian Citizenship Legislation Amendment (Strengthening the Requirements for Australian Citizenship and Other Measures) Bill 2017

BACKGROUND:

This Council presides over a number of citizenship ceremonies every year. These ceremonies are occasions where new citizens make commitments to Australia's laws and values. Council has an interest in and is committed to Australia's citizenship laws continuing to be open to people who want to pledge their allegiance to Australia.

OBJECTIVE:

Provide community leadership on the proposed changes to Australian Citizenship Legislation

NOTICE OF MOTION:

THAT Council:

1. believes everyone living in Australia should sign up to our laws and our values;
2. opposes the citizenship changes to delay to prospective citizens pledging allegiance to Australia through extended residency requirements, as it only further isolates individuals from Australian society. The existing requirement is four years and there is no advantage for Australia in delaying people making a commitment of allegiance to Australia;
3. notes that the existing citizenship test is already in English, and is committed to encouraging immigrants attain English language levels that allow them to take full advantage of the opportunities and benefits available to all members of the Australian community;
4. rejects the Government's stand requiring 'university level' English as it believes it sends a message to every single Australian who doesn't have university entrance qualifications

NOTICE OF MOTION

LITCHFIELD
COUNCIL



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that the Australian Government, if given the choice, would prefer those Australians were not here;

5. seeks the Government to withdraw this Bill, and the proposed changes in the *Australian Citizenship Legislation Amendment (Strengthening the Requirements for Australian Citizenship and Other Measures) Bill 2017* to residency requirements and the English language test mean; and
6. writes to the Hon Peter Dutton Minister for Immigration and Border Protection advising of Council's concerns with the proposed changes.

Kirsty Hunt – East Ward Councillor

12 July 2017

NOTE: NOTICES OF MOTION MUST BE RECEIVED BY THE CHIEF EXECUTIVE OFFICER 5 CLEAR DAYS PRIOR TO THE MEETING AT WHICH THE MOTION IS TO BE MOVED.

For office use only

Date Received: 12 July 2017

Agenda to be included: Wednesday, 19 July 2017



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 19 July 2017

11 Mayors Report

The Mayor presents a verbal report on monthly activities.

12 Reports from Council Appointed Representatives

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

Council has appointed the following Councillors to the following external Committees:

Cr Barden - AACo Community Reference Group

Cr Wright - Howard Park Reserve Committee

- Knuckey Lagoon Reserve Committee

Cr Osborn - Freds Pass Sport & Recreation Management Board



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 19 July 2017

13 Finance Report

13.1 Finance Report June 2017



COUNCIL REPORT

Agenda Item Number: 13.1
Report Title: Council Finance Report – June 2017
Meeting Date: 19/07/2017
Attachments:

Purpose

The purpose of this report is to present the monthly finance report for the period ended 30 June 2017. The Finance Report for June 2017 is attached.

Recommendation

THAT Council receives the Litchfield Council Finance report for the period ended 30 June 2017.

Background

The actual and forecast amounts reported in June 2017 Finance Report vary slightly to previous month.

Total Revenue received for the year ended 30 June 2017 is \$2,140,513 less than budget. The reduction is mainly due to:

1. the Freds Pass Sport and Recreation Reserve Infrastructure Upgrade grant totalling \$3,000,000 received and recognised in the 2015/16 financial year, not the 2016/17 year as budgeted; and
2. a reduction of \$723,376 Roads to Recovery funding for this financial year as a result of the Road Reseal Program costing less than budget.

However, the reduction in total revenue has been offset by the receipt of 50% of the 2017/18 Federal Assistance Grant (FAG) received in June 2017. This 2017/18 FAGs prepayment was announced as part of the Federal Budget for 2017/18.

Total Expenses expected for the year ended 30 June 2017 are \$739,422 less than budget. These savings are mainly associated with

1. disposal fees paid to the Darwin City Council Shoal Bay facility and the transportation of waste to Shoal Bay from all three waste transfer stations; and
2. other operational savings across all departments.

Year to date expenses are currently tracking at 93% of forecast. This is due to invoices for work performed prior to 30 June 2017 yet to be paid. These outstanding invoices will be processed and paid by mid-July 2017 in time to finalise the 2016/17 Audited Financial Statements.

Finance Report

June 2017

**LITCHFIELD
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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

	2016/17 Budget	2016/17 YTD Actual	2016/17 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Rates	9,492,370	9,823,746	9,823,746	331,376	
Statutory Charges	41,500	36,922	36,922	(4,578)	1
User Charges	1,192,860	1,168,381	1,168,381	(24,479)	2
Grants, subsidies & contributions	10,835,755	8,051,285	8,051,285	(2,784,470)	3
Investment Income	505,000	801,743	801,743	296,743	4
Reimbursements	0	15,217	15,217	15,217	
Other Income	0	29,678	29,678	29,678	
TOTAL REVENUE	22,067,485	19,926,972	19,926,972	(2,140,513)	
EXPENSES					
Employee Costs	5,650,888	5,200,765	5,476,642	174,245	
Auditor Fees	39,000	27,603	42,851	(3,851)	
Bad and doubtful Debts	-	13,628	13,628	(13,628)	5
Elected Member Expenses	250,691	203,298	219,512	31,179	
Election Expenses	-	-	-	-	
Cemetery Operations	309,600	268,822	284,670	24,930	
Contractors	4,925,650	4,181,393	4,491,518	434,132	6
Energy	192,800	145,493	146,393	46,407	
Insurance	226,633	220,386	222,985	3,648	
Maintenance	486,950	508,384	520,196	(33,246)	7
Legal Expenses	138,000	147,970	147,970	(9,970)	8
Donations and Community Support	108,000	99,318	99,318	8,682	
Computer / IT Costs	272,500	261,135	263,392	9,108	
Parts, accessories & consumables	215,500	198,268	213,759	1,741	
Professional Services	675,700	442,063	631,858	43,842	9
Sundry	367,330	323,724	345,129	22,201	
TOTAL EXPENSES	13,859,242	12,242,246	13,119,820	739,422	
RESULT	8,208,243	7,684,726	6,807,152	1,401,091	

Note 1 – Regulatory Services forecasts a reduction in expected fees and charges to be received from dog infringements.

Note 2 - Majority variance as a result of forecast reduction in Thorak Cemetery's expected income from burials.

Note 3 - Forecast reduction mainly due to the Freds Pass Reserve Infrastructure Upgrade grant totalling \$3,000,000 received and recognised in the 2015/16 financial year, not the 2016/17 year as budgeted. In addition, there will be a reduction of \$723,376 Roads to Recovery funding for this financial year as a result of the Road Reseal Program costing less than budget. Council receives this funding quarterly on program submissions.

Note 4 - Forecast increase as a result of accumulated interest received both from investments and late rate payments.

Note 5 - Additional expenditure not previously budgeted, as a result of animal infringements no longer recoverable. The procedures have now been corrected to ensure this does not happen into the future.

Note 6 – Forecast savings of \$434,132 due to reduction across all department areas and mainly associated with Darwin City Council Shoal Bay disposal fees and the transportation of waste to Shoal Bay from all three waste transfer stations and concrete waste crushing.

Note 7 – Streetlighting maintenance costs of \$62,056 has been paid to Jacana Energy once receiving the grant from the Northern Territory Government. Streetlighting maintenance costs are to be paid by all Councils commencing 1 January 2018.

Note 8 - Increase in debt collection costs as a result of additional legal charges amounting to \$75,000 from 100 rate payers referred to NTCAT small claims court. This is offset against legal charges on-costed to the specific rate payer.

Note 9 - Additional expenditure not previously budgeted as a result of 2015/16 valuations of properties from Department of Lands & Planning costs (on-charged to Council) totalling \$64,970 and inclusion of \$10,000 under Community forecast expenses to reflect the total amount to be spent on the Aquatic Facility Community Needs Analysis of \$40,000. Additional expenditure of \$50,000 is transferred from forecast of employee costs due to contracted services with City of Palmerston for use of the Director of Community and Corporate Services.

CONSOLIDATED OPERATING STATEMENT COUNCIL/THORAK CEMETERY SEPARATION

The relationship between the Consolidated Financial Statements of Litchfield Council and Thorak Regional Cemetery's Finance Report is summarised below.

	2016/17 Budget	2016/17 YTD Actual	2016/17 Forecast	Forecast Variance
REVENUE				
Operational - Council	12,815,178	15,285,858	15,285,858	2,470,680
Capital – Council*	8,409,857	3,858,076	3,858,076	(4,551,781)
Operational - Thorak	842,450	783,038	783,038	(59,412)
Capital – Thorak*	0	0	0	0
TOTAL REVENUE	22,067,485	19,926,972	19,926,972	(2,140,513)
EXPENSES				
Council	12,981,383	11,487,796	12,346,507	634,876
Thorak	877,859	754,450	773,313	104,546
TOTAL EXPENSE	13,859,242	12,242,246	13,119,820	739,422
RESULT	8,208,243	7,684,726	6,807,152	1,401,091

* Please note, the capital income amounts exclude the proceeds on sale of assets as these amounts are offset against the written down value of each asset recognised in the Balance Sheet.

CONSOLIDATED BALANCE SHEET at 30 June 2017

	31 May 2017	30 June 2017	Movement +ve (-ve)
CURRENT ASSETS			
Cash & Cash Equivalents	772,434	1,887,018	1,114,584
Trade and Other Receivables	2,374,727	1,931,008	(443,719)
Other Financial Assets	19,551,718	19,605,369	53,651
TOTAL CURRENT ASSETS	22,698,879	23,423,396	724,516
NON CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	267,049,343	266,360,207	(689,136)
Other Non-Current Assets	6,856,805	7,033,044	176,239
TOTAL NON CURRENT ASSETS	273,906,148	273,393,251	(512,897)
TOTAL ASSETS	296,605,027	296,816,647	211,620
CURRENT LIABILITIES			
Trade and Other Payables	1,035,875	1,297,371	261,496
Provisions	582,717	617,504	34,787
TOTAL CURRENT LIABILITIES	1,618,592	1,914,875	296,283
NON CURRENT LIABILITIES			
Provisions	316,338	316,480	142
TOTAL NON CURRENT LIABILITIES	316,338	316,480	142
TOTAL LIABILITIES	1,934,930	2,231,355	296,425
NET ASSETS	294,670,097	294,585,292	(84,805)
EQUITY			
Accumulated Surplus	36,945,749	36,860,944	(84,805)
Asset Revaluation Reserve	243,311,730	243,311,730	-
Other Reserves	14,412,618	14,412,618	-
TOTAL EQUITY	294,670,097	294,585,292	(84,805)

Cash and equivalents have increased by \$1,114,584 due to the maturity and redemption of a managed investment.

Trade and Other Receivables balance has reduced by \$443,719 from 31 May 2017 due to the collection of rates and general accounts receivable.

Other Financial Assets, i.e. Investments has increased by \$53,651 as a result reinvested interest.

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 June 2017 current ratio equalling 12.23.

$$\begin{aligned}\text{Current ratio} &= \frac{\text{Current Assets (less: Provision for Doubtful debt)}}{\text{Current Liabilities}} \\ &= \frac{23,423,396}{1,914,875} = 12.23\end{aligned}$$

$$\text{Net Cash Position} = 23,423,396 - 1,914,875 = \$21.5 \text{ million}$$

SECTION 2

OPERATING POSITION BY DEPARTMENT

The 2016/17 rates and charges have been applied to properties which is reflected in both Finance and Waste Management year to date revenue totals.

	2016/17 Budget	2016/17 YTD Actual	2016/17 Forecast	Forecast Variance +ve (-ve)
REVENUE				
Council Leadership	0	51,117	51,117	51,117
Finance	7,492,434	8,291,349	8,291,349	798,915
Information Services	37,909	22,491	22,491	(15,418)
Works	2,372,391	3,811,624	3,811,624	1,439,233
Planning	41,000	45,161	45,161	4,161
Waste Management	2,826,844	2,946,899	2,946,899	120,055
Community	1,100	78,642	78,642	77,542
Mobile Workforce	0	456	456	456
Regulatory Services	43,500	38,119	38,119	(5,381)
TOTAL REVENUE	12,815,178	15,285,858	15,285,858	2,470,680
EXPENSES				
Council Leadership	923,742	798,219	844,574	79,168
Corporate	420,850	344,386	354,823	66,027
Information Services	463,841	447,748	448,697	15,144
Finance	1,200,920	1,282,826	1,421,293	(220,373)
Works	3,381,699	2,956,745	3,204,318	177,381
Planning	807,192	595,677	700,674	106,518
Waste Management	2,824,048	2,245,709	2,460,704	363,344
Community	1,282,230	1,345,722	1,346,037	(63,807)
Mobile Workforce	1,240,314	1,087,791	1,169,390	70,924
Regulatory Services	436,547	382,973	395,997	40,550
TOTAL EXPENSES	12,981,383	11,487,796	12,346,507	634,876
OPERATING RESULT	(166,205)	3,798,062	2,939,351	3,105,556















Forecast variances include:


- Department of Education granted Litchfield Council \$50,000 to undertake a Library services feasibility study, grant monies were receipted in June 2017.
- Federal Government Financial Assistance (FAG) higher than budgeted \$107,691, comprising \$91,190 roads grant (Works) and \$16,501 general purpose grant (Finance);
- 50% of the Federal Government Financial Assistance (FAG) grant for 2017/18 was prepaid in the 2016/17 financial year. This grant comprised of \$1,271,332 roads grant (Works) and \$248,026 general purpose grant (Finance);
- Revenue from user group at Howard Park \$52,403 greater than budget (Community);
- 2015/16 cost of valuations of properties from Department of Lands & Planning costs (on-charged to Council) not budgeted for totalling \$64,970.

- Increase in forecast for debt collection costs, including an additional NTCAT legal charge of \$75,000. This is offset against legal charges on-costed to the specific rate payer.
- Streetlighting maintenance costs of \$62,056 has been paid to Jacana Energy once receiving the grant from the Northern Territory Government. Streetlighting maintenance costs are to be paid by all Councils commencing 1 January 2018.
- Overall savings of \$363,344 mainly attributed to costs associated with the Darwin City Council Shoal Bay disposal fees and the transportation of waste to Shoal Bay from all three waste transfer stations and concrete waste crushing; and
- Inclusion of \$10,000 in Community forecast expenses to reflect the total amount to be spent on the Aquatic Facility Community Needs Analysis of \$40,000. This project is fully funded by NT Government Department of Sport & Recreation.

NEW INITIATIVES

In addition to Council's year-on-year operating expenses Council resolved to undertake the following New Initiatives in 2016/17. The new initiatives expenditure is included in the operating result above. The table below highlights the expenditure compared to budget to the end of June 2017.

	2016/17 Budget	2016/17 YTD Actuals	2016/17 Forecast	Comments
Free Micro-chipping	6,000	5,050	5,050	 Completed.
Feral Dog Management Program	40,000	31,850	31,850	 Completed.
Animal Management Initiative	30,000	16,358	16,358	 Completed.
Southport Mira Square Centre	20,000	-	5,000	 This project has not proceeded as the land transfer is yet to occur. Council allocated \$5,000 to Southport Progress Association for the purchase of a weather proof Community Notice Board.
Freds Pass Show Donation	40,000	40,000	40,000	 Completed for 2016/17
Aquatic Facility Study	40,000	40,000	40,000	 Completed.
Schools Community Service Award	2,000	2,000	2,000	 Completed for 2016/17
Palmerston & Rural Seniors Group	5,000	5,000	5,000	 Completed for 2016/17
Women in Business Network	12,000	6,611	6,611	 Completed for 2016/17
Additional Community Support	10,000	10,000	10,000	 Completed for 2016/17
IT System – clean for space reduction	12,000	10,808	10,808	 In finalisation
IT Improvement Plan	25,000	9,800	9,800	 In finalisation
Developer Contribution Plan Review	160,000	33,427	119,880	 Update to Development Guidelines completed. Developer Contribution Plan Review in progress.
Road Formation for Battle-axe Roads	50,000	565	40,365	 Private Road – to upgrade to Council Standard – Awaiting invoice to be paid mid-July 2017.

	2016/17 Budget	2016/17 YTD Actuals	2016/17 Forecast	Comments
Waste Management Plan	50,000	28,805	56,305	 In final stages - Awaiting invoice to be paid mid-July 2017.
Additional operator at Berry Springs WTS	81,950	-	-	 Awaiting conclusion of the Waste Management Strategy.
Council Office – maintenance of roof & poles	18,000	16,710	16,710	 Completed.
Mobile Work Force Study/Design of new shed	40,000	-	12,990	 Work has commenced to scope this project - Awaiting invoice to be paid mid-July 2017.
TOTAL	641,950	256,984	428,727	
 - On Budget  - Watch Budget  - Outside Budget				

Please note, the following two initiatives from 2016/17 will continue into the 2017/18 financial year:

- Developer Contribution Plan Review is still currently in progress, scheduled to be finalised in 2017/18;
- Mobile Work Force Shed Project is in progress, scheduled to be finalised by end-of- July 2017 to ensure sufficient time for the design and construction of the Mobile Work Force Shed.

CAPITAL POSITION

The table below compares capital revenue and expenditure to budget to the end of June 2017.

	2016/17 Budget	2016/17 YTD Actuals	2016/17 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Finance	9,500	-	9,500	-	(*)
Works	4,753,656	3,098,438	3,098,438	(1,655,218)	1
Waste Management	419,700	429,092	439,050	19,350	(*)
Community	3,000,000	20,000	20,000	(2,980,000)	2
Planning	293,000	214,483	214,483	(78,517)	3
Mobile Workforce	80,000	300,654	300,654	220,654	4
Regulatory Services	11,000	17,244	17,244	6,244	
TOTAL REVENUE	8,566,856	4,079,911	4,099,369	(4,467,487)	
EXPENSES					
Finance	35,000	-	35,000	-	(**)
Planning	48,000	38,102	38,102	9,898	
Regulatory Services	48,000	42,937	42,937	5,063	
Community	3,075,000	1,521,786	3,633,756	(558,756)	5
Works	5,460,628	4,992,327	6,864,847	(1,404,219)	6
Waste Mgt	280,000	285,830	319,504	(39,504)	7
Mobile Workforce	176,000	151,113	151,113	24,887	
TOTAL EXPENSES	9,122,628	7,032,095	11,085,259	(1,962,631)	

CAPITAL RESULT	(555,772)	(2,952,184)	(6,985,890)	(6,430,118)	
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(*) These motor vehicles and plant were disposed of prior to 30 June 2017, the proceeds are expected to be banked into Council's bank account mid-July 2017.

(**) The purchase of the Director of Community and Corporate Services motor vehicle is still in progress. The vehicle will arrive mid-July 2017.

Note 1

(A) Freds Pass Road Upgrade grant totalling \$1,220,500 was included in 2016/17 budget. An amount of \$500,000 was received and recognised in the 2015/16 financial year, \$250,000 received and recognised in the 2016/17 financial year and the remainder will be received on completion of the project, therefore in the 2017/18 financial year.

(B) Additional revenue of \$30,751 for Road Levies were invoiced with the Rate Instalment Notices for the Brougham, Byers and Manton Valley Roads properties as approved by Council at the September 2016 Council Meeting.

(C) As highlighted in Capital Projects 2016/17 below, savings of \$854,603 is made in the Road Reseal Program. Majority of the funding for the Road Reseal Program was using Roads to Recovery Funding with the remaining funded by Developer Contributions. Therefore, the savings will result in Council rolling over the additional Roads to Recovery funding of \$723,376 to the 2017/18 financial year to future Capital Works Projects with the balance remaining in the Developer Contributions Reserve.

(D) Additional proceeds from vehicle replacements within Works of \$7,907.

Both (A), (B), (C) and (D) has resulted in forecast capital revenue reduced by \$1,655,218 in 2016/17.

Note 2

Freds Pass Reserve Infrastructure Upgrade grant totalling \$3,000,000 was included in 2016/17 budget, however the total amount of \$3,000,000 was received and recognised in the 2015/16 financial year. Also, Council received a \$20,000 NTG Special Purpose grant for the upgrade of irrigation at Howard Park Reserve. Therefore, Council's forecast for grant revenue is reduced by \$2,980,000 in 2016/17.

Note 3

Developer Contributions received to 30 June 2017 was \$78,517 under budget, these developments are still in progress and Council will expect to receive these contributions in the 2017/18 financial year.

Note 4

Council has been successful in obtaining and received a special purpose grant of \$225,000 towards the construction of a purpose-built depot for the Mobile Workforce at the Humpty Doo Waste Transfer Station. The variance of \$4,346 was due to a reduction to budget in proceeds received from the disposal of motor vehicles and other plant.

Note 5

Grant funding for the Recreational Reserve Capital Projects (outlined below) was received in prior financial years. The capital project expenditure was not budgeted for in 2016/17 financial year, therefore Council's forecast for Recreational Reserve Capital Project expenditure increases by \$558,756.

- Berry Springs Reserve Caretakers Dwelling	\$204,991
- Howard Park Reserve – Scout Hall Upgrade	\$119,043
- Livingstone Reserve – Pony Club	\$204,322
- Berry Springs Tree Removal	\$30,400

All these projects are now complete and the remainder of the forecast compared to actual will transfer into the 2017/18 financial year for the completed of Freds Pass Reserve Capital Upgrade.

Note 6

Grant funding for the Capital Works Projects (outlined below) was received in 2015/16 financial year. The capital works expenditure was not budgeted for in 2016/17 financial year, increasing the forecast expenditure by \$2,645,000:

- Anzac Parade Upgrade	\$1,800,000	Stage 2 - In progress
- Freds Pass / Krichauff Road Intersection	\$815,000	Completed
- Elizabeth Valley Bridge Design	\$30,000	Completed

The Freds Pass / Krichauff Road Intersection project total forecast expenditure is \$1,127,190, increased from \$915,000 as previously forecast (\$815,000 from 2015/16 and \$100,000 from 2016/17). Projecting an overspend of \$212,190.

Overall capital projects are better off by \$1,422,974. This is highlighted in Capital Projects 2016/17 below.

The forecast for Works expenditure (\$6,864,847) includes capital projects of \$6,781,378 and motor vehicle replacements of \$83,469.

Note 7

Additional expenditure for safety works totalling \$70,179 at the Berry Springs Waste Transfer Station Site (Council Report Number 16/0234) to improve public and staff safety as outlined below:

- Video Surveillance	\$9,882
- Fencing & Gates	\$44,297
- Installation of Waste Performance Boards	\$6,000
- Improved staff facilities	\$10,000










The actual expenditure for Berry Springs Waste Transfer Station Site totalling \$68,074 is allocated as follows:


- Video Surveillance	\$9,484
- Fencing & Gates	\$48,860
- Installation of Waste Performance Boards	\$6,390
- Surveying for fencing	\$3,340
- Improved staff facilities	\$10,000

CAPITAL PROJECTS 2016/17 - WORKS


The table below summarises Council's capital works program for the 2016/17 financial year in accordance with the budget and Municipal Plan. Council is continuing to work towards completing projects from 2015/16 financial year and the 2016/17 works program is underway.

The overall savings from Capital Works to date is \$1,422,974.

Infrastructure Expenditure	Estimated Date of Completion	2016/17 Budget	2016/17 YTD Actuals	2016/17 Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2015/16						
Anzac Parade Upgrade	30/09/2017	<u>2015/16</u> 1,800,000	1,063,230	1,800,000	(1,800,000)	 Stage 2 - In progress
Freds Pass Road Upgrade	31/12/2017	1,220,500	84,750	1,220,500	-	 Variation on Design in progress
Freds Pass Road / Krichauff Road Intersection	Completed	<u>2016/17</u> 100,000 <u>2015/16</u> 815,000	1,112,190	1,112,190	(1,012,190)	 Completed
Elizabeth Valley Bridge Design	Completed	<u>2015/16</u> 30,000	13,775	13,775	(13,775)	 Completed
Projects commencing in 2016/17						
Road Reseal Program	Completed	2,624,128	1,769,525	1,769,525	854,603	 Completed
Cycle Path Works	Completed	230,000	66,060	66,060	163,940	 Completed
Shoulder Widening	Completed	300,000	292,429	292,429	7,571	 Completed
Freds Pass Road Shoulder Widening	Completed	180,000	71,234	71,234	108,766	 Completed
Leonino Road Culvert Extension	Completed	400,000	304,672	304,672	95,328	 Completed
Ringwood Street Culvert	Completed	50,000	27,632	27,632	22,368	 Completed
Survey & Design of Southport Roads	Completed	50,000	45,460	45,460	4,540	 Completed
Geotechnical Investigations	Completed	60,000	21,420	21,420	38,580	 Completed
Wig Wag Warning Lighting	Completed	150,000	22,722	22,722	127,278	 Completed
Finn Road Upgrade	30/06/2018	-	13,759	13,759	(13,759)	 \$1.5m Road Upgrade Grant from NTG – awaiting signed agreement
TOTAL		5,364,628	4,908,858	6,781,378	(1,416,750)	

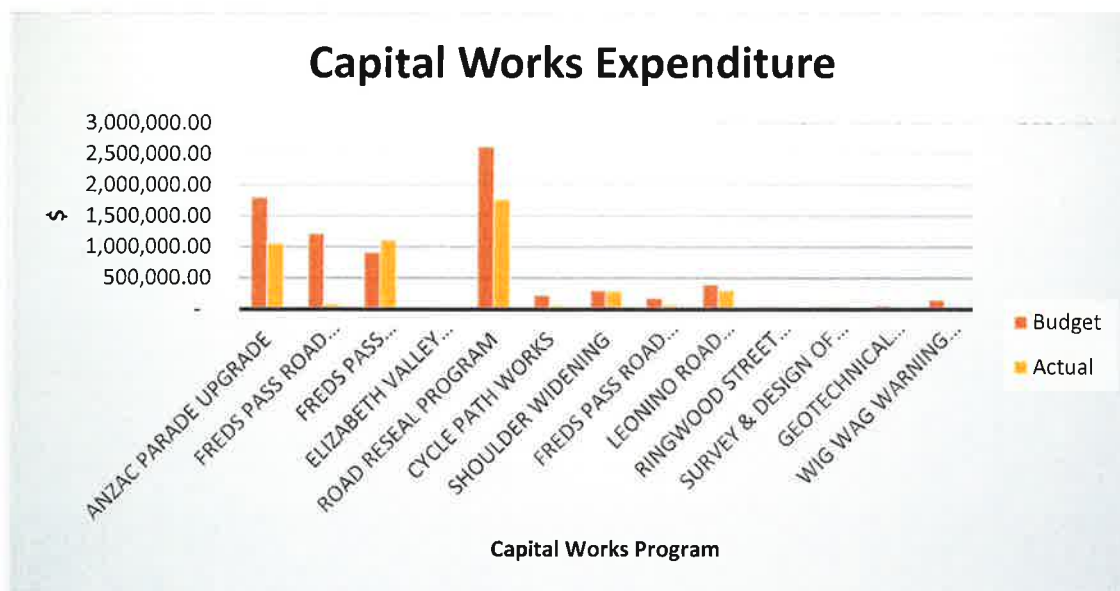
 - On Budget

 - Watch Budget

 - Outside Budget

Forecast Variance

Capital revenue and expenses have been reviewed to the end of June 2017. The forecast for the Road Reseal Program has been reduced by \$854,603 as a result of the timing of Council's tender process in conjunction with Department of Infrastructure. No other major changes have been made to the forecast result as reported last month.



CAPITAL PROJECTS 2016/17 – RECREATION RESERVES

The table below is a new inclusion to summarise Council's capital projects for Recreation Reserves for the 2016/17 financial year in accordance with the Budget and Municipal Plan.

Council has now completed all projects from 2015/16 financial year and the 2016/17 works program is well underway.

Recreation Reserve Expenditure	Estimated Date of Completion	2016/17 Budget	2016/17 YTD Actuals	2016/17 Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2015/16						
HPR – Scout Hall Roof Replacement	Completed	<u>2015/16</u> 125,095	119,043	119,043	(119,043)	Completed
LR – Pony Club Improvements	Completed	<u>2015/16</u> 195,500	204,322	204,322	(204,322)	Completed
BSR – Tree Removal	Completed	<u>2015/16</u> 40,000	30,400	30,400	(30,400)	Completed
Projects commenced in 2016/17						
BSR – Caretakers Building	Completed	<u>2016/17</u> 25,000 <u>2015/16</u> 209,455	229,991	229,991	(204,991)	Completed
FPR - Improvements	31/12/2017	3,000,000	937,260	3,000,000	-	In Progress
All Reserves – Building Certifications	Ongoing	50,000	770	50,000	-	This budget was re-allocated for the assessment of Trees at Council Reserves.
TOTAL		3,075,000	1,521,786	3,633,756	(558,756)	



- On Budget



- Watch Budget



- Outside Budget

SECTION 3

CASH ON HAND & INVESTMENTS

The table below represents a summary of the Cash on Hand & Investments held by Council at 30 June 2017 and compares the balance to the balance at 31 May 2017.

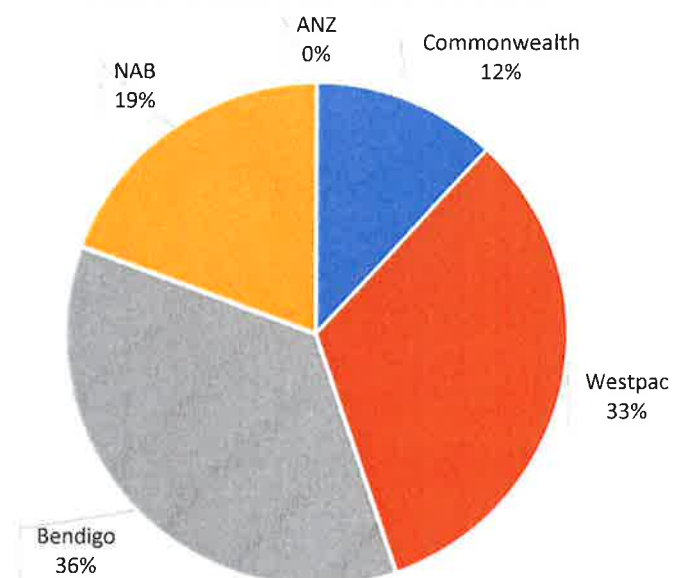
	31 MAY 2017	30 JUNE 2017	VARIANCE	COMMENT
Investments (Incl. Trust Account)	19,104,477	19,156,505	52,028	Interest Reinvested into Term Deposits at maturity.
Business Maxi Account	1,363	1,701,779	1,700,416	Sufficient monies available to pay all July expenditure ie. Insurance premiums.
Operating Account	768,081	146,444	(621,637)	Transferred to Maxi Account to achieve a higher return.
TOTAL	19,873,921	21,004,729	1,130,808	

Investments

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

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Due Date	Expected return to Maturity Date
16/08/2016	1,550,000	365	Westpac	3.00%	16/08/2017	46,500
20/02/2017	1,044,927	182	NAB	2.57%	21/08/2017	13,390
26/08/2016	1,000,000	365	CBA	3.00%	26/08/2017	30,000
21/09/2016	1,500,000	365	CBA	3.00%	21/09/2017	45,000
23/03/2017	1,522,761	210	NAB	2.57%	16/10/2017	22,516
24/02/2017	1,000,000	270	Westpac	2.60%	24/11/2017	19,233
04/12/2016	1,226,128	365	Bendigo	2.75%	04/12/2017	33,719
19/12/2016	1,040,000	365	Bendigo	2.80%	14/12/2017	29,120
30/03/2017	1,500,000	365	NAB	2.58%	30/03/2018	38,700
27/03/2017	1,000,000	365	Bendigo	2.65%	27/03/2018	26,500
28/03/2017	1,000,000	365	Bendigo	2.65%	27/03/2018	26,500
26/05/2017	1,545,533	365	Bendigo	2.65%	20/05/2018	40,957
16/06/2017	2,500,000	365	Westpac	2.55%	16/06/2018	63,750
16/06/2017	1,500,000	365	Bendigo	2.80%	10/06/2018	42,000
17/06/2017	227,003	365	Bendigo	2.75%	17/06/2018	6,243
30/06/2017	1		Bendigo			Minimum balances in savings account to holding investments
30/06/2017	152		ANZ			
TOTAL INVESTMENTS	19,156,505					484,127

TOTAL FUNDS BY INSTITUTION



FINANCIAL RESERVES

No movement from 30 June 2016.

	Balance at 1 July 2016	Transfer TO	Transfer FROM	Net Movement	Balance at 31 May 2017
Property Reserve	508,902	-	-	-	508,902
Plant and Equipment Reserve	137,446	-	-	-	137,446
Infrastructure Reserve	2,334,793	-	-	-	2,334,793
Developer Contribution Reserve	855,766	-	-	-	855,766
Waste Management Reserve	3,344,062	-	-	-	3,344,062
Election Reserve	25,044	-	-	-	25,044
Disaster Recovery Reserve	790,388	-	-	-	790,388
Strategic Initiatives Reserve	1,374,139	-	-	-	1,374,139
Unexpended Grants and Contributions	4,850,050	-	-	-	4,850,050
TOTAL	14,220,590	-	-	-	14,220,590

SECTION 4

DEBTORS

SUNDRY DEBTORS

Total Sundry Debtors at 30 June 2017 is \$48,505 compared to \$46,517 at 31 May 2017, an increase of \$1,988. This is mainly due to Planning invoicing a developer.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	\$4,233	\$3,815	\$0	\$1,462	\$9,510
Infrastructure	\$2,441	\$0	\$0	\$31,753	\$34,194
Recreation Reserves	\$1,310	\$1,321	\$940	\$1,230	\$4,801
TOTAL	\$7,984	\$5,136	\$940	\$34,445	\$48,505
% of total sundry debtors	16.5%	10.6%	1.9%	71.0%	

Action summary of 90 Days Debtors:

Company under Administration – further advice regarding payment status to be received from Administrators	\$5,907
Planning Development – awaiting payment prior to clearance	\$20,821
Debtor sent to Debt Collectors	\$2,301
Debtor on Payment Plan	\$2,592
Contact has been made with debtor awaiting payment	\$132
Contact has been made with debtor awaiting payment	\$500
Debtors to be sent a reminder invoice	\$962
Debtors to be sent a reminder invoice	\$80
Debtors to be sent a reminder invoice	\$800
Debtors to be sent a reminder invoice	\$350
TOTAL	\$34,445

Please note, Sundry debtors exclude rate debtors and infringements.

FINES AND INFRINGEMENTS

At 30 June 2017 Council has 99 infringements outstanding with a balance of \$29,775, an increase of \$2,717 in outstanding infringements at 31 May 2017.

	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017
Number of Infringements outstanding	78	74	66	74	88	94	88	93	91	99
Balance of Infringements outstanding	\$28,986	\$27,809	\$23,715	\$25,013	\$29,275	\$32,091	\$26,729	\$29,336	\$27,058	\$29,775

Eighty-seven (87) infringements have been sent to the Fines Recovery Unit (FRU), three (3) infringements have been sent a reminder letter, one (1) infringement has been placed on-hold under dispute and eight (8) infringement notices falls within the 14-day payment period.

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

OUTSTANDING RATES

The table below is a summary of current year rates raised, collected and outstanding as at 30 June 2017.

	Rates Raised	Rates Collected	Outstanding	% Outstanding
2016/2017	\$9,646,262	\$8,814,844	\$831,418	8.6%

Points to note:

- Total current year outstanding rates has reduced by 1.0% compared to last month.
- 50% of Council's ratepayers paid all their rates upfront with the others choosing payment by instalments.
- \$205,865 remains outstanding from Instalment 1 notices, which were due 31 August 2016. This has reduced by \$27,874 compared to last month.
- \$266,093 remains outstanding from Instalment 2 notices, which were due 30 November 2016. This has reduced by \$30,571 compared to last month.
- \$359,460 remains outstanding from Instalment 3 notices, which were due 28 February 2017. This has reduced by \$38,868 compared to last month.

The below table illustrates the split of outstanding rates:

	PRIOR YEAR ARREARS	INSTALMENT 1	INSTALMENT 2	INSTALMENT 3	BALANCE
COMMERCIAL	\$14,666	\$4,248	\$7,010	\$7,823	\$33,747
MINING	\$36,899	\$3,994	\$3,994	\$5,287	\$50,174
NON-RATEABLE MINING	\$515	\$ -	\$ -	\$ -	\$515
NON-RATEABLE WASTE	\$19,614	\$761	\$761	\$761	\$21,898
GENERAL	\$1,223,465	\$179,850	\$235,073	\$323,284	\$1,961,673
URBAN RESIDENTIAL	\$56,996	\$17,011	\$19,255	\$22,304	\$115,566
TOTAL	\$1,352,156	\$205,865	\$266,093	\$359,460	\$2,183,574

Council's Debt Recovery Policy FIN05 guides the collection of outstanding rates. Recovery of rates continues to be an area of attention with Council's performance in recovering outstanding rates improving each month. The following summaries Council's action:

- Initial Rates Notices sent in late July 2016 with the second instalment reminder notice sent in late August 2016.
- Letters of Demand sent to ratepayers with outstanding rates from prior years on 13 January 2017.
- Reminder notices for the third instalment sent in late January 2017.
- Since the last instalment due date, 28 February 2017, all prior years outstanding rates not on suitable payment plans, are in the process of being sent to the Debt Collection Agency.
- Finally, another round of *Letters of Demand* have been sent to all ratepayers with current year outstanding rates. These assessments will be referred to the Territory Debt Collection Agency if rates are still outstanding after the due date of first instalment, on 31 August 2017.

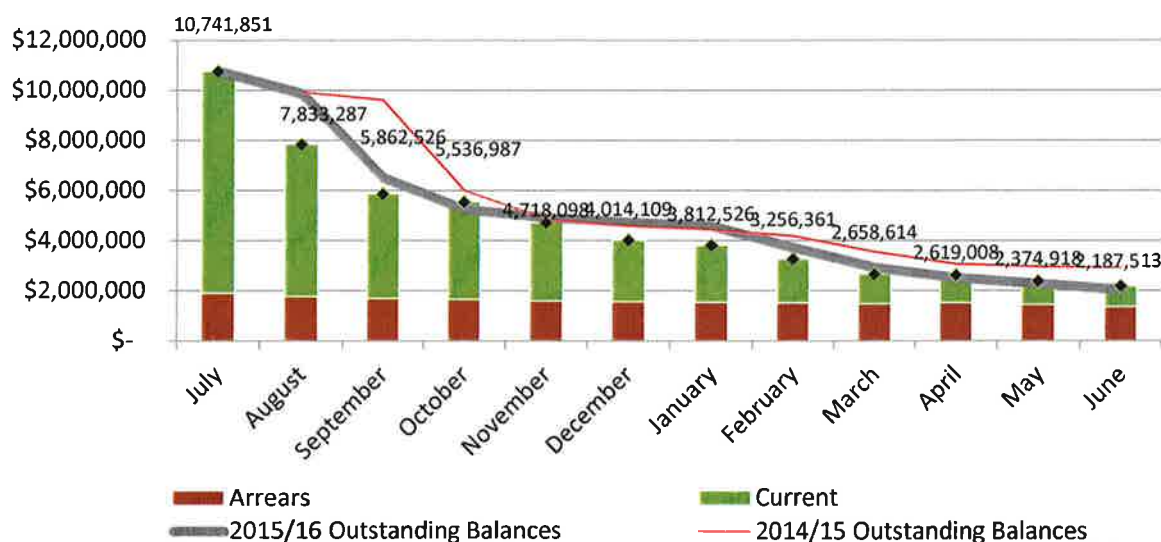
With the exclusion of \$75,000 the value of prior year arrears rates collected during June was \$90,974, the total prior years outstanding rates and charges as at 31 May 2017 is \$1,352,156.

A Special Rate was struck in the 2009/10 financial year to generate the \$3,000,000 to fund the infrastructure upgrade at the Humpty Doo Waste Transfer Station. In the 2016/17 financial year the

\$3,000,000 funding will be reached. Outstanding rates for the Waste Transfer Station Special Rate as at 30 June is \$86,096.

The graph below tracks the total rates owing for the 2016/17 financial year by month and compare outstanding rates to the same time in the previous two financial years i.e. 2014/15 and 2015/16.

Rates and Charges Outstanding Balance as at 30 June 2017








Note




A significant reduction in rates owing at 31 August 2016 when compared to the same time last year is due to the change in due date of the first instalment to 31 August compared to 30 September.

SECTION 5

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2016/17 Municipal Plan includes a number of KPI's 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%		Council has implemented a Regulatory Compliance Checklist.
Prior year rates arrears	<5%		See comments above
Current years rates outstanding as at 28 February 2017	<5%		Currently 8.6% - These will be referred to TDC after 31 August 2017
Rates to operating expense ratio	60-70%		
Liquidity ratio	>1:1		Current Ratio equals 12.23

-  KPI met
-  KPI in progress, on track
-  KPI not met

SECTION 6

CREDITORS PAID

Creditor accounts paid in June 2017 are listed in below.

Cheque No.	Chq Date	Payee	Description	Amount
Payroll 25	7/06/2017	LC Staff	Payroll Fortnight ending 07/06/2017	\$129,900.76
Payroll 26	21/06/2017	LC Staff	Payroll Fortnight ending 21/06/2017	\$138,118.31
789.273-01	15/06/2017	BENDIGO BANK (INVESTMENTS)	12 Months Investment @ 2.8%	\$1,500,000.00
787.1126-01	08/06/2017	TS Constructions NT	Freds Pass Reserve Upgrade - Ablution Works	\$65,673.05
790.280-01	22/06/2017	CITY OF DARWIN	May 17 - Shoal Bay Weigh Bridge Charges	\$50,197.68
DD260617	23/06/2017	STATEWIDE SUPERANNUATION PTY LTD	Jun 17 - Superannuation	\$44,459.37
787.971-01	08/06/2017	MUGAVIN CONTRACTING PTY LTD	Repair and replace broken headwalls/road culvert	\$30,450.00
787.930-01	08/06/2017	COLEMAN'S CONTRACTING & EARTHMOVING	Rip, reform & recompact road / Road Grade	\$27,982.57
790.409-01	22/06/2017	F & J BITUMEN SERVICES PTY LTD	RFT 127 - Pothole & Edge patching	\$21,455.67
787.414-01	08/06/2017	TOTAL EXCAVATIONS	Repair driveway & road shoulder / clean culverts	\$21,143.80
790.971-01	22/06/2017	MUGAVIN CONTRACTING PTY LTD	Install 10 precast slotted kerb / Replace headwalls	\$19,355.00
787.556-01	08/06/2017	CITY OF PALMERSTON	Service Agreement - Finance Services 9/4	\$18,475.60
788.514-01	15/06/2017	VEOLIA ENVIRONMENTAL SERVICES	May 17 - RFT103 Transfer of waste to Shoal Bay	\$17,422.64
790.930-01	22/06/2017	COLEMAN'S CONTRACTING & EARTHMOVING	Grade roads / Resheet sections of damaged road	\$17,002.00
787.1029-01	08/06/2017	BG GROUP NT PTY LTD	Freds Pass Reserve Centre road upgrade	\$15,972.00
790.843-01	22/06/2017	PROJECT PLUMBING (DAME PTY LTD)	Maintenance bond refund PA2013/0100	\$15,798.18
790.849-01	22/06/2017	WEX AUSTRALIA (PUMA CARD)	May 17 - Fuel account	\$15,259.27
790.87-01	22/06/2017	TOP END LINEMARKERS PTY LTD	Road line marking	\$13,045.58
787.187-01	08/06/2017	NORSIGN	80 Signs - Litchfield Specials VIP 750m	\$12,827.10
787.1225-01	08/06/2017	ACT Industrial	New cans & bottles bins for Waste Transfer	\$11,979.00
787.1099-01	08/06/2017	DAVE'S MINI DIGGA HIRE	Clean out drains / repairs to culvert	\$8,800.00
790.1099-01	22/06/2017	DAVE'S MINI DIGGA HIRE	Cut drain & remove excess soil	\$8,745.00
788.414-01	15/06/2017	TOTAL EXCAVATIONS	Repair driveway & road shoulder / clean culverts	\$8,327.40
787.1065-01	08/06/2017	Mrs M H BREDHAUER	May 17 - Mayor Allowances	\$7,747.71
791.1047-01	29/06/2017	REMOTE AREA TREE SERVICES PTY LTD	Freds Pass Reserve - Remove dead wood	\$7,634.00
790.926-01	22/06/2017	JACANA ENERGY	LC, KLR, HPR, TC, HDWTS + HSWTS Power	\$7,462.15
787.409-01	08/06/2017	F & J BITUMEN SERVICES PTY LTD	RFT 127 - Pothole & Edge Patching	\$7,238.22
787.956-01	08/06/2017	IRONWOOD CONSULTING	May 17 - Freds Pass Res. Upgrade - Manage	\$7,012.50

787.515-01	08/06/2017	JC ELECTRONIC SECURITY PTY LTD	Replace stolen cameras at HDWTS	\$6,942.67
790.596-01	22/06/2017	AREA9 IT SOLUTIONS - HARDWARE	May 17 - IT support & assistance	\$6,699.00
787.72-01	08/06/2017	LIVINGSTONE RESERVE MANAGEMENT BOARD	Refund for repairs to bore pump - Insured	\$6,044.98
787.176-01	08/06/2017	ASAP TREE SERVICE	Remove dead tree & cut back trees	\$5,885.00
791.1251-01	29/06/2017	Tactical Coach	Two Half-Day Training - Leadership Team	\$5,808.00
790.612-01	22/06/2017	CREMASCO CIVIL PTY LTD	Vehicle movement barrier & gate	\$5,318.98
788.132-01	15/06/2017	AIRPOWER NT PTY LTD	Mower Deck for Zero Turn Kubota/Mower parts	\$5,200.84
791.1230-01	29/06/2017	True North Strategic Communication	2017 Community Survey	\$5,197.50
791.85-01	29/06/2017	TELSTRA	Jun 17 - Cemetery phone account	\$5,192.91
00413052	29/06/2017	BERRY SPRINGS RESERVE	Grant - Territory Day & Berry Springs Car Show	\$5,000.00
787.268-01	08/06/2017	BYRNE CONSULTANTS	Road drainage upgrade	\$4,697.00
790.180-01	22/06/2017	AURECON AUSTRALIA P/L	V 1 - Revise development guidelines 23.9	\$4,582.88
790.78-01	22/06/2017	POWER & WATER CORPORATION	Howard Park Reserve / HSWTS Water & Swipe	\$4,511.16
788.1099-01	15/06/2017	DAVE'S MINI DIGGA HIRE	Clean drain & remove excess soil	\$4,125.00
788.170-01	15/06/2017	NT RECYCLING SOLUTIONS (NTRS)	May 17 - Empty BSWTS recycle bins	\$4,031.50
791.1063-01	29/06/2017	Miss K J HUNT	20% Allowances Withheld, Sep 16 to May 17	\$3,934.57
791.176-01	29/06/2017	ASAP TREE SERVICE	Cut back trees for road & mower clearance	\$3,591.00
790.414-01	22/06/2017	TOTAL EXCAVATIONS	Repair road wash out	\$3,517.80
790.1053-01	22/06/2017	CSG BUSINESS SOLUTIONS PTY LTD	May 17 - Monthly rental charges for Photocopier	\$3,505.73
788.1076-01	15/06/2017	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	10% Commission on Rates paid	\$3,504.05
DD270617	27/06/2017	WESTPAC CARDS & DIRECT DEBITS	Jun 17 C/Card	\$3,491.26
787.11-01	08/06/2017	LINTIN GEOTECHNICAL	Road density & compaction testing	\$3,430.63
00413055	29/06/2017	LITCHFIELD HORSE & PONY CLUB INC	Community Grant - Purchase of a mower	\$3,400.00
790.864-01	22/06/2017	ALLMINE HOLDINGS (NT) PTY LTD	Fix hydraulic tensioner on Bobcat at H/D	\$3,287.00
788.144-01	15/06/2017	ORIGIN	LP Gas delivery	\$3,154.35
00413053	29/06/2017	Berry Springs Primary School	Community Grant - Recycling Warriors	\$3,000.00
787.1232-01	08/06/2017	Fusion Exhibition & Hire Services	Hire of marquee & equipment - Freds Pass	\$2,953.61
787.806-01	08/06/2017	ZIPPY CLEANING & MAINTENANCE SERVICES	May 17 - Cleaning services of Thorak Office	\$2,844.88
00413058	29/06/2017	WILDCARE INCORPORATED	Community Grant - Bunt your Barbed Wire	\$2,724.00
787.1062-01	08/06/2017	Mrs L WRIGHT	May 17 - Deputy Mayor Allowances	\$2,704.37
787.1113-01	08/06/2017	Graphics'll Do (Leonie Richards)	Design and layout work for the Municipal	\$2,651.00
00413056	29/06/2017	LITCHFIELD POLOCROSSE CLUB	Community Grant - Upgrading of oval	\$2,557.00
791.690-01	29/06/2017	TOTAL HYDRAULIC CONNECTIONS (NT) PTY	Repair hydraulic leaks on tractor	\$2,542.65
00413054	29/06/2017	DARWIN ANIMAL RESCUE GROUP INC.	Community Grant - Cats de-sexing voucher	\$2,500.00

788.183-01	15/06/2017	CHRIS'S BACKHOE HIRE PTY LTD	May 17 - Grave digging	\$2,486.00
00413057	29/06/2017	SOUTHERN DISTRICT CRICKET CLUB	Community Grant - Gazebo & First Aid Kit	\$2,470.00
791.596-01	29/06/2017	AREA9 IT SOLUTIONS - HARDWARE	Apr 17 - IT support & assistance	\$2,464.00
787.1068-01	08/06/2017	Mr D S BARDEN	Reimbursement of Accommodation - Waste	\$2,416.82
788.290-01	15/06/2017	AUSTENG ENGINEERING SOLUTIONS	Cremator repairs	\$2,387.00
790.514-01	22/06/2017	VEOLIA ENVIRONMENTAL SERVICES	May 17 - Transfer of waste to Shoal Bay	\$2,262.13
787.1064-01	08/06/2017	Mrs C M OSBORN	May 17 - Councillors Allowances	\$2,247.04
787.384-01	08/06/2017	Ms C VERNON	May 17 - Authority Consulting	\$2,194.50
791.994-01	29/06/2017	Mr W LI	Reimbursement for Road Safety Audits Training	\$2,145.00
788.1141-01	15/06/2017	Northern Ground Maintenance	May 17 - Lawn mowing at Howard Reserve	\$1,844.70
787.1063-01	08/06/2017	Miss K J HUNT	May 17 - Councillors Allowances	\$1,797.63
787.1160-01	08/06/2017	Arnhem Pumps & Irrigation Supplies	Repair irrigation - Howard Park Reserve	\$1,744.00
788.78-01	15/06/2017	POWER & WATER CORPORATION	LC Water account 19/4 to 17/5/17	\$1,656.24
791.1076-01	29/06/2017	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	10% Commission on Rates paid	\$1,574.10
791.522-01	29/06/2017	FARMWORLD NT PTY LTD	Overflow bottle for tractor / Parts for Tractor	\$1,529.80
791.34-01	29/06/2017	DARWIN HUMAN RESOURCE & COMPUTER AC	Emerging team leader course	\$1,495.00
791.599-01	29/06/2017	WELDING & MAINTENANCE SERVICES NT	Fabricate catch hopper for new bins	\$1,480.00
788.906-01	15/06/2017	WARD KELLER PTY LTD (LAWYERS)	Letter Re: Dangerous Trees	\$1,465.09
788.596-01	15/06/2017	AREA9 IT SOLUTIONS - HARDWARE	May 17 - IT support & assistance	\$1,463.00
788.385-01	15/06/2017	Mr D B MILNE	UV Water Filter Replacement	\$1,455.00
791.162-01	29/06/2017	CIVICA PTY LTD	Managed Services and Support - Sept/Jun 2017	\$1,452.55
787.1076-01	08/06/2017	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	10% Commission on Rates paid	\$1,392.53
790.522-01	22/06/2017	FARMWORLD NT PTY LTD	Overflow bottle for tractor / Fuel Tank for Tractor	\$1,363.50
791.506-01	29/06/2017	TURBO'S TYRES	6 jockey wheel tubes	\$1,344.10
788.1248-01	15/06/2017	Copytime	Posters & flyers for Freds Pass Show	\$1,331.00
788.971-01	15/06/2017	MUGAVIN CONTRACTING PTY LTD	Clear fence lines - Fire breaks	\$1,320.00
790.119-01	22/06/2017	SHADE & PLAY PTY LTD	Erect new pole for cameras at Howard Springs	\$1,260.00
788.1115-01	15/06/2017	PRIORITY MANAGEMENT AUSTRALIA	Course - Working Smart with Outlook	\$1,190.00
787.98-01	08/06/2017	ALL RURAL MECHANICAL	20,000km service & rectify fuel problems	\$1,119.85
791.450-01	29/06/2017	HUMPTY DOO VETERINARY HOSPITAL PTY	LC de-sexing voucher	\$1,100.00
791.1242-01	29/06/2017	That Other Sparky	Replace keyed 240 volt switches on compa	\$990.00
790.22-01	22/06/2017	IRON MOUNTAIN AUSTRALIA PTY LTD	May 17 - Record Management	\$978.51
790.90-01	22/06/2017	INDUSTRIAL POWER SWEEPING	Sweep roads & footpaths	\$962.50
787.690-01	08/06/2017	TOTAL HYDRAULIC CONNECTIONS (NT) PTY	Compactor oil cooler repairs	\$931.44

788.249-01	15/06/2017	TERRITORY RURAL	1 X 205lt drum Agrarians UTTF	\$902.00
788.801-01	15/06/2017	KING DIESEL & MAINTENANCE PTY LTD	Service Nissan Navarra including Air-con	\$889.90
790.867-01	22/06/2017	ALL ASPECTS RECRUITMENT & HR SERVICES	Casual Waste Transfer Station Staff W/E	\$889.20
791.508-01	29/06/2017	EASA	May 17 - EAP Counselling Sessions	\$832.48
788.815-01	15/06/2017	JEFFRESS ADVERTISING	Public tender ad	\$813.67
790.997-01	22/06/2017	KELLEDYJONES LAWYERS	Review of Rates Declaration 2017/18	\$808.50
791.1264-01	29/06/2017	DARWIN LARGE ANIMAL MOBILE VET SERVICE	LC de-sexing vouchers	\$800.00
788.389-01	15/06/2017	LITCHFIELD VET HOSPITAL	De-sexing Initiative voucher # 66	\$800.00
788.907-01	15/06/2017	QUACK PEST CONTROL	Termite treatment - Livingstone Pony Club	\$792.00
787.282-01	08/06/2017	TOP END TYRE RECYCLING (Ecoflex)	Tyre Disposal from HDWTS	\$791.02
787.326-01	08/06/2017	EYESIGHT SECURITY P/L	May 17 - Security and patrol at Thorak Cemetery	\$769.56
787.896-01	08/06/2017	E E MUIR & SONS PTY LTD	Chemical pump kits for 20lt drums & spray	\$765.60
788.126-01	15/06/2017	WATER DYNAMICS (NT) PTY LTD	Irrigation components	\$758.43
787.90-01	08/06/2017	INDUSTRIAL POWER SWEEPING	Sweep Footpaths	\$742.50
790.97-01	22/06/2017	CLEANAWAY	May 17 - Weekly clearance of bin at cemetery	\$720.28
788.3-01	15/06/2017	COMM8 (COMBINED COMMUNICATIONS)	Jun 17 - Tracking System Data Access	\$717.20
788.51-01	15/06/2017	SOUTHERN CROSS PROTECTION	May 17 - Security services of Litchfield	\$711.93
790.439-01	22/06/2017	LIVING WATER UNITING CHURCH	Cost of hiring the Function Room	\$704.00
790.1130-01	22/06/2017	Mair's Only Cleaning	Caretaking at Howard Park Reserve 19/6/17	\$700.00
790.1211-01	22/06/2017	Mr G S MAYO	After hours pound cleaning 18/3 to 3/6/17	\$630.00
790.389-01	22/06/2017	LITCHFIELD VET HOSPITAL	De-sexing vouchers	\$600.00
787.599-01	08/06/2017	WELDING & MAINTENANCE SERVICES NT	Supply and fit safety bar across compact	\$600.00
791.132-01	29/06/2017	AIRPOWER NT PTY LTD	Inspect and diagnose deck issue on mower	\$579.15
790.1103-01	22/06/2017	HASTING DEERING	Service for Backhoe at BSWTS	\$550.54
B-Pay168	16/06/2017	TELSTRA	Sensis advertising	\$541.20
790.1064-01	22/06/2017	Mrs C M OSBORN	Reimbursement for payment of mortgage ad	\$525.00
787.1103-01	08/06/2017	HASTING DEERING	Inspect engine - bad oil sample on backhoe	\$512.30
787.867-01	08/06/2017	ALL ASPECTS RECRUITMENT & HR SERVICES	Casual staff for Waste Transfer Station	\$502.10
00413059	29/06/2017	HOWARD SPRINGS PRIMARY SCHOOL	Community Grant - Writers Day Out	\$500.00
791.867-01	29/06/2017	ALL ASPECTS RECRUITMENT & HR SERVICES	Temp. Placement for Gatekeeper W/E 18/6/17	\$472.56
788.98-01	15/06/2017	ALL RURAL MECHANICAL	Service Waste Holden Colorado	\$454.10
788.867-01	15/06/2017	ALL ASPECTS RECRUITMENT & HR SERVICES	Casual labour for gate keeper W/E 4/6/17	\$452.87
787.150-01	08/06/2017	HIDDEN VALLEY FORD	15,000 km service on ute	\$452.80
788.36-01	15/06/2017	BRIDGE TOYOTA	30,000km Service Toyota Prado	\$452.40
788.102-01	15/06/2017	CHARLES DARWIN UNIVERSITY	Development Training for the Rates Office	\$450.00
790.1207-01	22/06/2017	Unique Industries (Auto Tech)	30,000Km Service for Ford Ranger	\$450.00

788.796-01	15/06/2017	DURAKILL PEST CONTROL	Cockroach, ant & spider treatment - LC Of	\$440.00
790.1008-01	22/06/2017	OUTBACK BATTERIES P/L	1 X tractor battery	\$391.50
791.282-01	29/06/2017	TOP END TYRE RECYCLING (Ecoflex)	Disposal of tyres from Waste Transfer Station	\$387.27
788.874-01	15/06/2017	FIN BINS (VTG Waste & Recycling)	May17 LC Rubbish removal	\$376.67
788.828-01	15/06/2017	HOWARD SPRINGS VETERINARY CLINIC	Re-imburement for de-sexing voucher	\$367.70
791.796-01	29/06/2017	DURAKILL PEST CONTROL	Spray for ants etc at H/Doo & H/Springs	\$352.00
00413060	29/06/2017	HUMPTY DOO SCOUTS	Community Grant - Personal locator beacon	\$349.00
787.596-01	08/06/2017	AREA9 IT SOLUTIONS - HARDWARE	250GB Hard Drive x 2	\$343.46
790.886-01	22/06/2017	Mr R J FREEMAN	Remove tyres from rims & make safe gas bottle	\$332.50
791.886-01	29/06/2017	Mr R J FREEMAN	Remove tyres from rims & make safe gas bottle	\$332.50
791.1232-01	29/06/2017	Fusion Exhibition & Hire Services	Equipment hire for Woofstock	\$319.00
790.455-01	22/06/2017	MINI-TANKERS AUSTRALIA PTY LTD	Refuel Diesel Truck & Equipment	\$318.31
791.134-01	29/06/2017	FIGLEAF POOL PRODUCTS	Water testing - Thorak Cemetery	\$313.80
790.367-01	22/06/2017	BUNNINGS GROUP LIMITED	May 17 - Hardware account	\$311.75
788.690-01	15/06/2017	TOTAL HYDRAULIC CONNECTIONS (NT) PTY	Repair hose on Hyundai loader	\$308.18
788.14-01	15/06/2017	AUSTRALIA POST	Postage Stamps	\$300.00
791.78-01	29/06/2017	POWER & WATER CORPORATION	May 17 - HDWTS Water	\$295.13
788.282-01	15/06/2017	TOP END TYRE RECYCLING (Ecoflex)	Remove old tyres from Humpty Doo WTS	\$278.58
788.1186-01	15/06/2017	Advanced Safety Systems Australia P	Jun 17 - ASSA Membership	\$273.90
DD220617	23/06/2017	SE RENTALS PTY LTD	Jun 17 - Cemetery copier lease	\$260.79
791.3-01	29/06/2017	COMM8 (COMBINED COMMUNICATIONS	Feb 17 - Tracking System Data Access	\$255.20
788.652-01	15/06/2017	ANIMAL CARE EQUIP. & SERVICES (AUST)	Citronella Spray Shield	\$253.80
787.1252-01	08/06/2017	Peter Shepard Carpentry	Supply & install gutter bracket	\$247.50
787.995-01	08/06/2017	WILDCAT HOLDINGS (NT) PTY LTD	Grease and parts for Howard Springs WTS	\$243.89
791.443-01	29/06/2017	TERRITORY UNIFORMS	Litchfield Council branded polo shirts	\$238.14
00413048	09/06/2017	Litchfield Council Petty Cash	P/Cash Reimbursement	\$237.40
787.61-01	08/06/2017	GREENTHEMES INDOOR PLANT & HIRE	Indoor plant hire - July Indoor plant hire	\$233.50
790.995-01	22/06/2017	WILDCAT HOLDINGS (NT) PTY LTD	Hydraulic oil & 12v battery	\$227.55
790.187-01	22/06/2017	NORSIGN	50km an hour signs	\$227.32
790.560-01	22/06/2017	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical	\$224.40
00413049	26/06/2017	Litchfield Council Petty Cash	Replace stolen change float at HDWTS	\$200.00
788.220-01	15/06/2017	THE BIG MOWER	Whipper Snipper cord	\$199.55
790.1142-01	22/06/2017	OfficeMax Australia Ltd	Stationery & hand towels	\$194.46
788.1243-01	15/06/2017	Mobile Electrics (NT) Pty Ltd	Parts & repairs to LG fridge	\$191.95
790.616-01	22/06/2017	PALMERSTON & RURAL PARTY HIRE	Litchfield Women in Business Network	\$184.40
788.187-01	15/06/2017	NORSIGN	RFT 125 - speed limit signs	\$181.81
788.92-01	15/06/2017	ST JOHN AMBULANCE AUSTRALIA (NT) Inc	First Aid Training Course	\$180.00

790.577-01	22/06/2017	ARJAYS SALE & SERVICE PTY LTD	Service speed check sign	\$165.00
790.855-01	22/06/2017	TENDERLINK	Public Tender Advertising	\$165.00
788.599-01	15/06/2017	WELDING & MAINTENANCE SERVICES NT	Welding repairs to compactor bin	\$160.00
788.790-01	15/06/2017	BOBTOW TILT TRAY SERVICES	Transport abandoned vehicle	\$154.00
787.941-01	08/06/2017	EVERLON BRONZE	Plaque - 120 x 150mm	\$147.40
787.886-01	08/06/2017	Mr R J FREEMAN	Make safe gas bottles	\$140.00
790.1173-01	22/06/2017	Hughes Nursery	5 x Native Plants	\$125.00
788.1142-01	15/06/2017	OfficeMax Australia Ltd	Stationery	\$115.61
790.790-01	22/06/2017	BOBTOW TILT TRAY SERVICES	Transport abandoned vehicle	\$110.00
787.78-01	08/06/2017	POWER & WATER CORPORATION	Water - MWF Swipe, CD 1779	\$105.83
787.389-01	08/06/2017	LITCHFIELD VET HOSPITAL	Re-imbursement of De-sexing Voucher #055	\$100.00
791.389-01	29/06/2017	LITCHFIELD VET HOSPITAL	LC desexing voucher #89	\$100.00
790.1031-01	22/06/2017	LP AIRCONDITIONING PTY LTD	Clean 3 split system air conditioners at	\$99.00
790.130-01	22/06/2017	MOBILE LOCKSMITHS	3 Restricted keys - Cemetery Chapel	\$99.00
790.876-01	22/06/2017	NT ICE	30 bags of ice	\$99.00
787.1242-01	08/06/2017	That Other Sparky	Install new electrical motor on compactor	\$99.00
790.56-01	22/06/2017	COLEMANS PRINTING PTY LTD	Customer Enquiries Business Cards	\$93.50
B-Pay167	07/06/2017	RTM MOTOR VEHICLE REGISTRY - MVR	Trailer rego - TG8510	\$91.05
787.1133-01	08/06/2017	NT Water Filters	May 17 - Bottled water for foyer	\$83.20
788.108-01	15/06/2017	RTM DEPT. OF ATTORNEY GENERAL & JUS	Steel plate stencils	\$79.75
790.189-01	22/06/2017	HD ENTERPRISES P/L (HD PUMP SALES)	Pop up sprinklers	\$72.85
787.1245-01	08/06/2017	Rural Rubbish Removal	May 17 - Rubbish removal, Knuckey Lagoon	\$66.00
788.1143-01	15/06/2017	WorkPro (Risk Solutions Australia	May 17 - National police Check	\$60.50
790.30-01	22/06/2017	TERRITORY SPRINGWATER PTY LTD	5 x 15 Litre Water Bottles	\$52.50
790.300-01	22/06/2017	DARWIN OFFICE TECHNOLOGY P/L	May 17 - Thorak Photocopier Charges	\$45.05
788.990-01	15/06/2017	A. NOBLE & SON LTD.	Turn buckles for General bins	\$44.96
788.30-01	15/06/2017	TERRITORY SPRINGWATER PTY LTD	4 x 15Litre bottled water	\$42.00
790.851-01	22/06/2017	OFFICEWORKS	Rexel Retractable ID Card Holder	\$40.72
787.1146-01	08/06/2017	Australian Institute of Animal	Annual Membership P/E 1/7/2018	\$30.00
790.132-01	22/06/2017	AIRPOWER NT PTY LTD	2 Pins and snap rings & throttle bearing	\$29.47
790.608-01	22/06/2017	HITACHI CONSTRUCTION MACHINERY	Oil Filter for Generator	\$11.90
787.1142-01	08/06/2017	OfficeMax Australia Ltd	Stationery	\$8.18
787.189-01	08/06/2017	HD ENTERPRISES P/L (HD PUMP SALES)	Irrigation bits	\$4.66
TOTAL				\$2,480,175.24

CREDIT CARD TRANSACTIONS

Credit card transactions for June 2017 are listed in the table below.

STAFF MEMBER	COST CODE	DETAILS	GROSS	GST
Kaylene	3000.355.528	iPhone LCD Replacement - CEO	\$130.00	\$14.56
Conrick	W4450.301	Strategy & Risk for SMEs Webinar Series	\$160.20	\$14.50
Chief	W4084.302	Travel Insurance - LGANT Nov Flights A/S CEO	\$12.00	\$1.09
Executive	W4084.302	Car Rental - CEO LGCOG Adelaide Hills	\$253.14	\$23.01
Officer	W4084.302	Qantas - LGANT Nov Flights A/S CEO	\$592.60	\$53.88
	3121.355.638	Amnet Internet Connection	\$60.16	\$5.47
	W4084.302	6 x Taxi Fares - Mayor & CEO National General Assembly - Canberra	\$94.31	\$8.57
	3130.350.500	Placemaking Book - Corporate Library	\$49.99	\$4.54
Deborah	3020.375.527	Bunnings - Mail Box	\$87.17	\$7.93
Branson	3130.350.500	Chamber of Commerce Refund - Mayor	\$(70.00)	\$(6.36)
Executive	3020.330.620	Chambers - Incidentals	\$3.95	\$0.36
Assistant	3020.330.500	Office Works - Stationery	\$25.62	\$2.33
	3020.330.620	Coles - Milk for Chambers	\$8.40	\$ -
	3020.330.644	LWIB Function - Mayor	\$15.30	\$ -
	3020.330.644	LWIB Function - Cr Hunt	\$20.30	\$ -
	3020.330.644	LWIB Function - Cr Osborn	\$15.30	\$ -
	3020.330.644	LWIB Function - Cr Wright	\$20.30	\$ -
	3700.350.602	Facebook Ads - De-sexing Initiative, Draft plan, Community Survey, LG Elections	\$115.57	\$10.51
	3020.340.674	Coles express - Survey Prizes	\$500.00	\$50.00
	3020.340.674	Coles express - Survey Prizes	\$250.00	\$25.00
	W4450.301	Life App Survey	\$165.00	\$15.00
	3020.340.674	WW Petrol - Survey Prizes	\$250.00	\$25.00
	3020.330.620	Kmart - Tablecloths	\$69.30	\$6.30
	3130.350.600	Post Office - Stamps	\$19.00	\$1.73
	3020.330.500	Vision6 - Councillors Bulletin	\$9.90	\$0.90
Justin	W4178.123	Gas struts for tractor	\$165.00	\$15.00
Dunning	W4175.123	Gas struts for tractor	\$165.00	\$15.00
MWF	3800.350.515	Ice blocks for MWF staff	\$18.00	\$1.64
Manager	W4181.123	Gas struts for tractor	\$110.00	\$10.00
Glen Byrnes	3410.310.644	Platter for 10 year Waste Reference Group meeting	\$78.00	\$7.09
Waste	3410.350.515	Staff amenities - Cleaning products	\$28.15	\$2.56
Manager	3410.350.515	Staff amenities - UHT milk	\$21.60	\$ -
Total			\$3,443.26	\$315.61

Recommending Officer: Silke Reinhardt, Director Community and Corporate Services

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

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



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 19 July 2017

14 Officers Reports

- 14.1 Executive Services Quarterly Report – Apr-Jun 2017
- 14.2 Community & Corporate Quarterly Report – Apr-Jun 2017
- 14.3 Infrastructure & Operations Quarterly Report – Apr-Jun 2017
- 14.4 Adoption of Development and Subdivision Standards
- 14.5 Freds Pass Reserve Centre Road Upgrade
- 14.6 Construction of Mobile Workforce Shed
- 14.7 Private Road Policy Review
- 14.8 July 2017 Summary Planning and Mining Report
- 14.9 Planning Scheme Amendment Application
- 14.10 GOV05 Caretaker Policy
- 14.11 Implementation of New Dog By-laws
- 14.12 Thorak Cemetery Fees



COUNCIL REPORT

Agenda Item Number:	14.1
Report Title:	Executive Services Quarterly Report Apr - Jun 2017
Meeting Date:	19/07/2017
Attachments:	Nil

Purpose

The quarterly monthly Executive Services report, for the period of April to June 2017, is presented to Council for noting.

Summary

The Executive Services report is provided for the three months ending June 2017 and covers broadly the activities carried out in the Executive Services Department.

Recommendations

THAT Council receives the Executive Services quarterly report for the period April to June 2017.

Background

Executive Services comprises the Office of the Mayor and the Office of the Chief Executive Officer (CEO) and includes the following key activities: strategic planning and reporting, human resources, community engagement, government relationships and public relations. The Division also provides support to the elected members.

The Executive Services Department currently consists of four staff; the CEO, Executive Assistant to CEO and Mayor, Community Engagement Advisor and Human Resource Advisor.

1 Elected Members

This section provides an overview of Councillors attendance and activities during the quarter.

COUNCIL MEETING ATTENDANCE	HELD	ATTENDED	TOTAL	2016/17
Mayor	3	3	12	12
Councillor Barden	3	3	12	12
Councillor Wright	3	3	11	11
Councillor Hunt	3	2	8	8
Councillor Osborn	3	3	12	12

SPECIAL COUNCIL MEETING ATTENDANCE	HELD	ATTENDED	TOTAL	2016/17
Mayor	1	1	5	5
Councillor Barden	1	1	5	5
Councillor Wright	1	1	5	5
Councillor Hunt	1	1	4	4
Councillor Osborn	1	1	5	5

COUNCIL RESOLUTIONS	THIS PERIOD	2016/17
Resolutions of Council	63	254

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING ATTENDANCE	HELD	ATTENDED	TOTAL	2016/17
Independent Chairperson	1	1	3	3
Councillor Hunt	1	1	3	3
Councillor Wight	1	1	2	2

Next Risk & Audit Committee scheduled 8 August 2017

THORAK REGIONAL CEMETERY BOARD MEETING ATTENDANCE	HELD	ATTENDED	TOTAL	2016/17
Mayor	3	3	12	12
Councillor Barden	3	3	12	12
Councillor Wright	3	3	11	11
Councilor Hunt	3	2	8	8
Councillor Osborn	3	3	12	12

CONFERENCES, TRAINING AND DEVELOPMENT	EVENT	DATES	2016/17 IN \$
Mayor	Litchfield Women in Business Network – Morning Tee Under the Mango Tree	25/06/2017	\$20.30
	2017 National General Assembly, Canberra	17-20/06/2017	\$1,254.00
	LGANT Dinner, Palmerston	05/04/2017	\$75.00
	2017 Waste Conference, Toowoomba	02-04/05/2017	\$2,007.00
Cr Osborn	Litchfield Women in Business Network – Morning Tee Under the Mango Tree	25/06/2017	\$15.30
	LGANT Dinner, Palmerston	05/04/2017	\$75.00

Cr Barden	2017 Waste Conference, Toowoomba	02-04/05/2017	\$2,007.00
	LGANT Dinner, Plamerston	05/04/2017	\$75.00
Cr Hunt	Litchfield Women in Business Network – Morning Tee Under the Mango Tree	25/06/2017	\$20.30

2 Council Registers

This section gives an update on entries to various registers maintained by the CEO according to relevant legislation or Council policy.

REGISTER OF INTERESTS	NEW THIS PERIOD	TOTAL
ELECTED MEMBER	0	2
STAFF	0	0

REVIEWABLE DECISIONS	RECEIVED	SUCCESSFUL	UNSUCCESSFUL	2016/17
Reject correction of assessment	0	0	0	0
Regulatory order	0	0	0	0
Suppress a person's name or address	0	0	0	0

USE OF COMMON SEAL	DATE	RESOLUTION
Change of Name – Litchfield Council	24/04/2017	17/0071
Capital Grant Funding Agreement	22/05/2017	17/0085
Extinguishment of Easement Form 53	22/05/2017	17/0086
Dog Management By-laws	23/05/2017	17/0113
TOTAL FOR YEAR		10

GIFTS AND BENEFITS REGISTER	NEW THIS PERIOD	TOTAL
ELECTED MEMBER	1	5
STAFF	2	13

INFORMATION ACT REQUESTS	RECEIVED	DECIDED	APPEALED	COMPLETED
Sec 18 Access to Government Information	0	0	0	0
Sec 31 Access to Personal Information	0	0	0	0
TOTAL FOR QUARTER	0	0	0	0
TOTAL FOR YEAR	1	1	0	1

CIVIC EVENTS	DATE	LOCATION	PERSONS	TOTAL
Litchfield Council Community Grants Awards Evening	29/06/2017	Council	30	
TOTAL FOR QUARTER				1
TOTAL FOR YEAR				3

CITIZENSHIP CEREMONIES	DATE	LOCATION	NUMBER OF PEOPLE	NUMBER OF CEREMONIES
Australian Citizenship Ceremony	10/04/2017	Council	9	
Australian Citizenship Ceremony	23/06/2017	Council	5	
TOTAL FOR QUARTER			14	2
TOTAL FOR YEAR			43	4

3 Public Relations

MEDIA -ENQUIRIES & RESPONSES	DATE
Facebook - Commonwealth Games Event Schedule released	4-Apr-2017
All media - Community Grants Scheme Media Release	4-Apr-2017
Facebook - Community Grants Scheme	4-Apr-2017
ABC Radio - NTG pool fencing	4-May-2017
Facebook - 2017 Community Survey	8-May-2017
Facebook - Dog de-sexing initiative	9-May-2017
Facebook - 2017 NT Local Government Elections	9-May-2017
Facebook - 2017/18 Draft Municipal Plan	10-May-2017
The Sun Mayors Column - Dog de-sexing initiative	11-Apr-2017
ABC News Online - Illegal rubbish dumping	20-Apr-2017
NT News - Illegal rubbish dumping	24-Apr-2017
All media - 2017/18 Budget Media Release	11-May-2017
ABC Radio - ATV Park	11-May-2017
Facebook - Draft Development and Subdivision Standards	19-May-2017

The Sun Mayors Column - Freds Pass Show, Rates declaration, Development and Subdivision Standards	23-May-2017
NT News - Coolalinga Village Tavern public hearing	25-May-2017
Facebook - Litchfield Women in Business Network	31-May-2017
NT News - 2017/18 Budget	6-Jun-2017
ABC Radio - Road signage on NTG roads	26-Jun-2017
All media – Morning tea under the mango tree media release	28-Jun-2017
TOTAL FOR THE QUARTER	20
TOTAL FOR THE YEAR	48

4 Policy Development

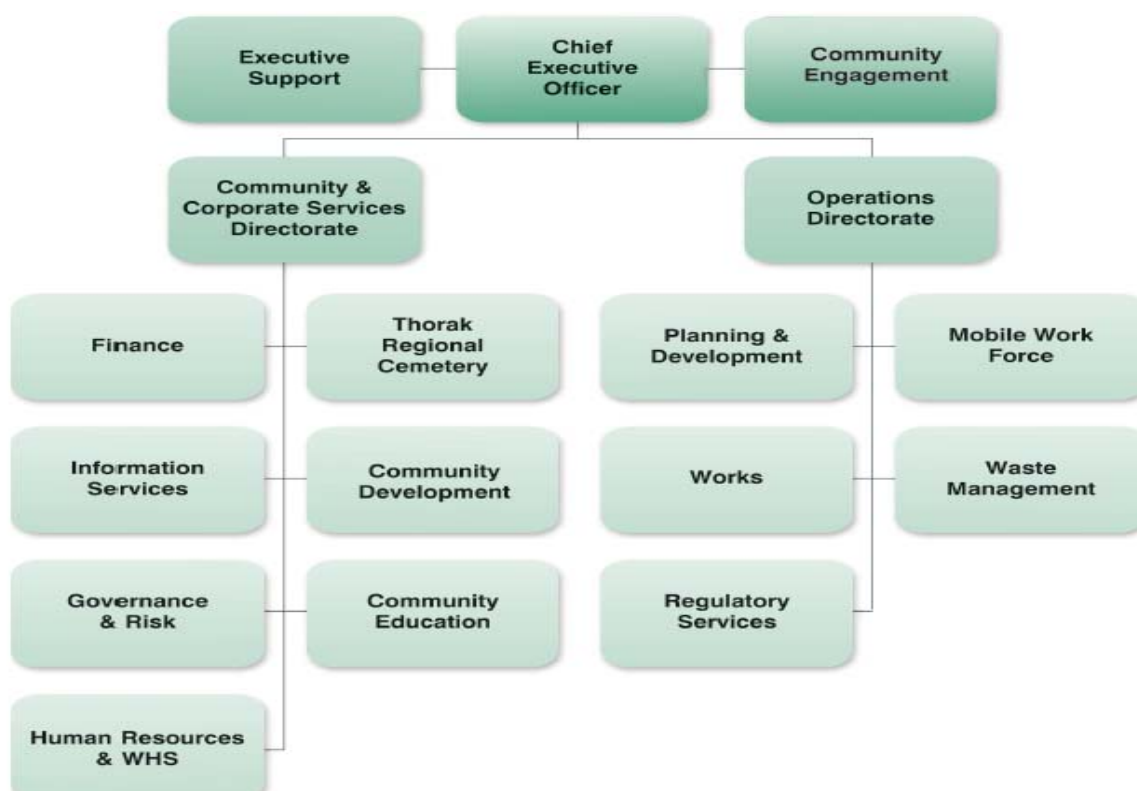
Two types of policies are maintained – Council Policies requiring approval by Council, and Administrative Policies requiring approval by the Chief Executive officer.

REVIEWED POLICY	TYPE	APPROVED
FIN03 Procurement Policy	Council	1
TOTAL FOR THIS QUARTER		1
TOTAL FOR YEAR		6
NEW POLICY	TYPE	APPROVED
COR01 Media Policy		
FIN26 Related Party Disclosure		
TOTAL FOR QUARTER		2
TOTAL FOR YEAR		2

2016/2017 STAFFING PLAN

	FINANCIAL YEAR		
DIRECTORATE	BUDGET 2016/17 FTE	Current	Headcount
Community & Corporate Services	18		
Infrastructure & Operations	32.47		
Office of the Chief Executive	3		
Total full Time Equivalent Staff	53.47	48	53

ESTABLISHMENT STRUCTURE



POSITION STATUS	PERMANENT	CASUAL/PART TIME	TOTAL	GENDER %
Male	22	5	27	51%
Female	22	4	26	49%
Total Headcount			53	100%

TRAINING

APR - JUN

Category	Number
Corporate Training	1 Leadership Development Training & Disc Profile for Management Team
Short Professional Development Courses	9
On-going Professional Development Courses	6
Workplace Safety Related Training	1

TITSTAFF TURNOVER RATE

Performance Indicator in Municipal Plan –
Less Than 20%

Year to Date: **7.5%** which represents a total of 4 employees.

Within Q2 2017: **1.9%** which represents 1 employee.

RFT 119 of 2014-2015 – Maintenance of Existing road network and Construction of New roads and Associated works, was extened for a further 12 months from the 1/3/2017. This is the final extention and will go back to open tender in 2018

TENDERS	VALUE	NUMBER	WINNER	RESOLUTION
CONSTRUCTION OF NEW ABLUTION BLOCK AT FRED'S PASS RESERVE – 23/1/17	\$248,183	T16-145	TIMBER AND STEEL CONSTRUCTION	Within the CEO's delegation
CONSTRUCTION OF RETAINING WALL ON WHITEWOOD RD	\$50,125	T17-146	STERLING PROPERTY	Within the Directors delegation
SHOULDER REPAIRS TO VARIOUS ROADS - 23/2/17	\$194,880	T17-147	ALDEBARAN CONTRACTING	Within the CEO's delegation

TENDERS	VALUE	NUMBER	WINNER	RESOLUTION
ELECTRICAL SERVICES UPGRADE FRED'S PASS RESERVE – PACKAGE 10	\$138,995	T17-150	NT ELECTRICAL GROUP	Within the CEO's Delegation
ELECTRICAL SERVICES UPGRADE FRED'S PASS RESERVE – PACKAGE 6, 9 & 12	\$122,817	T17-151	NT ELECTRICAL GROUP	Within the CEO's delegation
ANZAC PARADE – PAVEMENT STRENGTHENING AND WIDENING	\$500,684	T17-153	ALLAN KING & SONS	17/0087

Steering Committee Meetings within the Quarter

8 May 2017

29 May 2017

14 June 2017 (Special)

Functions within the Quarter

Morning Tea Under the Mango Tree – Sunday 25 June 2017 – approximately 30 people in attendance

Links with Strategic Plan

Priority # 1 – Everything you need

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report

Risks

There are no identifiable risks

Financial Implications

Not applicable

Community Engagement

Not applicable

Recommending Officer: Kaylene Conrick, Chief Executive Officer

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

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



COUNCIL REPORT

Agenda Item Number:	14.3
Report Title:	Community and Corporate Services Quarterly Report April - June 2017
Meeting Date:	19/07/2017
Attachments:	Nil

Purpose

This report presents to Council the Community and Corporate Services Directorate quarterly report for April - June 2017.

Summary

This report provides Council with an update of work conducted by the Directorate of Community and Corporate Services in the areas of Finance, Rates, Human Resources and Work Health & Safety, Information Technology, Community Development and Governance and Risk.

Recommendation

That Council receives and notes the Community and Corporate Services quarterly report for April – June 2017.

Background

The Community and Corporate Services Division provides financial and general corporate support to other areas of Council as well as the broader Community through the management of Council owned Community Recreation Reserves.

Finance

For the period of April to June the Finance Team have:

- Actively assisted with the finalisation of Litchfield Council Municipal Plan and Budget for 2017/18
- Finalised the Fees and Charges 2017/18 for Litchfield Council and Thorak Regional Cemetery
- Attended to Council's Auditors onsite for a week undertaking preliminary work in preparation for completing the 2016/17 Audited Financial Statements
- Performed a detailed review of all program areas in April to provide an accurate forecast to 30 June 2017
- Continued anniversary performance reviews, and

- Continued to implement improvements to the monthly financial reports presented to Council.

2016-17 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance with management, statutory and regulatory budgeting and reporting	100%	Achieved	Full compliance.
Prior year rates arrears – how effective we are in recovering rates debts	<5%	Not Achieved	To date, this is at 8.6%
Current years rates outstanding as at 28 February 2017	<5%	Not Achieved	To date, this is at 8.6%
Rates to operating expenses ratio – ability to cover expenses through rates collected	60-70%	Achieved	2016/17 Forecast is at 74%
Liquidity ratio – ability to pay debts when they are due	>1:1	Achieved	Current Ratio equals 12.23

Rates

The collection of outstanding rates continues to be a focus for the Finance Team. Council's Debt Recovery Policy FIN05 guides the collection of outstanding rates.

The following summaries Council's action:

- Initial Rates Notices sent in late July 2016 with the second instalment reminder notice sent in late August 2016.
- Letters of Demand sent to ratepayers with outstanding rates from prior years on 13 January 2017.
- Reminder notices for the third instalment sent in late January 2017.
- Since the last instalment due date, 28 February 2017, all prior years outstanding rates not on suitable payment plans, are in the process of being sent to the Debt Collection Agency.
- Finally, another round of *Letters of Demand* have been sent to all ratepayers with current year outstanding rates. These assessments will be referred to the Territory Debt Collection Agency if rates are still outstanding after the due date of first instalment, on 31 August 2017.

The overdue rates collection process currently has 342 rates debtors with a balance of \$1,138,667 with the Territory Debt Collectors (TDC) and awaiting payment. Next week will see 26 of these rates debtors attending their court hearings with Northern Territory Civil Administration Tribunal (NT CAT).

The below table illustrates the split of outstanding rates:

	PRIOR YEAR ARREARS	INSTALMENT 1	INSTALMENT 2	INSTALMENT 3	BALANCE
COMMERCIAL	\$14,666	\$4,248	\$7,010	\$7,823	\$33,747
MINING	\$36,899	\$3,994	\$3,994	\$5,287	\$50,174
NON-RATEABLE MINING	\$515	\$ -	\$ -	\$ -	\$515
NON-RATEABLE WASTE	\$19,614	\$761	\$761	\$761	\$21,898
GENERAL	\$1,223,465	\$179,850	\$235,073	\$323,284	\$1,961,673
URBAN RESIDENTIAL	\$56,996	\$17,011	\$19,255	\$22,304	\$115,566
TOTAL	\$1,352,156	\$205,865	\$266,093	\$359,460	\$2,183,574

Rates in arrears have reduced by \$126,270 or 8.6% when compared to the same time last year. The value of prior year arrears rates collected during the quarter was \$298,188, the total prior years outstanding rates and charges as at 30 June 2017 is \$1,352,156.

The 2017/18 Rates has been declared by Council at the Special Council Meeting on Wednesday, 5 July 2017.

Rates notices along with a rates newsletter will be posted out at the end of July 2017.

Grants Status

Litchfield Council Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
NTG Dept Sport & Rec	Freds Pass Reserve	Facility Upgrades	\$3,000,000.0 0	30/12/2017	In progress
NT Environment Protection Authority	Litchfield Council	Waste Education Flier Grant	\$10,000.00	30/12/2017	Awaiting outcome of Waste Management Strategy
NTG Dept Local Govt Special Purpose	Humpty Doo Waste Transfer Station	Mobile Workforce Shed	\$225,000.00	30/06/2018	To commence in 2017/2018
NTG Dept Local Govt Special Purpose	Howard Park Reserve	Howard Park Reserve irrigation	\$20,000.00	30/06/2019	In progress
NT Environment Protection Authority	Litchfield Council	Container Deposit Scheme Infrastructure	\$10,890.00	30/06/2017	<i>Completed and acquitted</i>

Reserve Management Board Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
NTG	Berry Springs	Replace old existing shades on either side of the hall	\$25,609.10	30/05/2017	Completed
NTG	Berry Springs	Replace roof and ridge screws, apply paint to hall	\$16,235.00	30/06/2017	Completed
Immediate Works Grant	Humpty Doo Bowls Club	Taylor Made Shades	\$17,010.00	30/06/17	Completed
Immediate Works Grant	Humpty Doo Bowls Club	Argos Painting	\$8,900.00	30/06/17	Completed
Immediate Works Grant	Humpty Doo Bowls Club	Darwin River Diggers	\$45,790.90	31/07/17	In progress
Quick Response Grant	Humpty Doo Bowls Club	Works	\$8,098.80	30/06/17	Completed
Immediate Works Grant	Freds Pass Reserve	Cottage Roof Repair	\$15,929.00	30/06/2017	In progress
Immediate Works Grant	Freds Pass Reserve	Tree Lopping	\$9,000.00	30/06/2017	In progress
CBF	Freds Pass Reserve	In conjunction with Playgroup NT – Playground equipment upgrade	\$199,000.00	30/08/2017	In progress
Small community Grant	Livingstone	Design Meeting Rooms	\$9,000.00	31/12/17	In Progress
Immediate Works Grant	Livingstone	Re-roof and upgrade electrical in original hall	\$49,999.60	31/12/17	In Progress

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
CBF	McMinns	Banners for Major Day Out	\$2,500.00	31/10/2017	In progress

Human Resources / Work Health and Safety

Please see below a summary of key activities that occurred in the HR space within the quarter:

- Conclusion of the negotiation process for the Litchfield Council Enterprise Agreement 2017 and lodgement of the final draft with the Fair Work Commission for approval
- Implementation and back paying of the annual salary increase to staff
- Coordinated a Professional Development training for Managers and the Executive Management
- Coordinated the Annual Flu Vaccinations program for staff
- Concluded the Recruitment process for the Thorak Regional Cemetery Manager Position
- Coordinated the recruitment process for the Asset Management Officer position.
- Coordinated the recruitment process for a Casual Customer Service Officer
- Coordinated the Monthly LIFE APP Survey – an Employee Engagement Tool.
- Coordinated the process for a Workplace Student Placement program
- Co-ordinated the performance review process for eligible staff and issued Step Increase letters thereafter accordingly.
- Co-ordinated a number of corporate and professional development training for staff.
- Attended to Council's HR related enquires

Currently working on the following projects:

- Mapping out processes for Annual Skin Cancer checks and Hepatitis vaccinations
- Updating Council's HR policies
- Advertising the Part-time Admin. positions for the Directors and coordinating the recruitment process
- Coordinating a values and behaviours workshop with all staff to set Council's values
- Organising professional development training recommended from performance reviews and organising corporate training for all staff

What is planned over the next quarter:

- Approval and Launch of the Litchfield Council Enterprise Agreement 2017
- Continuation of the Bi-Monthly LIFE APP Surveys
- Induction and On-boarding of the Asset Management Officer
- Recruitment, Induction and On-boarding of the Part-time Admin Assistants for the Directors

- Recruitment of Casual Customer Service Officers for the Finance team
- Ongoing awareness campaign to staff that satisfactory performance encompasses achieving work targets and exhibiting the right behaviours i.e. Council Values
- Organising Lunch Talks by EASA to staff on the available annual Counselling Services from EASA
- Sourcing and Organising professional development trainings for staff as recommended from performance appraisals

Work Health and Safety

Throughout the quarter, toolbox meetings were held monthly by the three outdoor work areas namely: Mobile Work Force, Waste Transfer Stations and Thorak Regional Cemetery. Discussions at the toolbox meetings bordered on safe work methods and practices, Incidents and corrective/preventive actions, Council policies, work plans, safety strategies etc.

Worker's Compensation

No worker's compensation claim was processed within the quarter and the ongoing treatment approved by our insurers (**GIO**) for the employee who suffered a sprained knuckle in September last year was concluded.

Incident Report

This quarter, there were no notifiable incidents pursuant to Part 3 of the Work Health and Safety Act 2011 ('WHS Act').

The two improvement notices served in March pursuant to Part 10 section 191 of the WHS Act (improvement notices) have been actioned in compliance with specified timelines and towards the next inspection.

For the focus areas below, no occurrence was recorded.

S/N	Incident	Count	Work Area	Impact
1	Workplace Fatalities	None	N/A	Nil
2	Near Misses	None	N/A	Nil
3	Minor injuries	None	N/A	Nil
4	Workplace Injury claims	No new claims were processed this quarter.	N/A	Nil
5	Equipment Damage	None	N/A	Nil

Information Technology

During the previous three months, the Information Services Department has undertaken a number of activities including:

- IT Improvement Plan (on going) – Council initiative. The winning contractor has almost completed work with a draft due in July. ICT Infrastructure Roadmap will be included with the Plan.
- System Clean (on going) – Council initiative. Memory purchased. Vendors contacted. Licence check 90% complete. All quotations received. Project on hold till the ICT Infrastructure Roadmap is drafted.
- 68 of the 72 properties owned by 'Litchfield Shire Council' have been name changed to 'Litchfield Council'. 30 original paper titles converted to Digital titles. 4 Paper titles that were kept by Dept of Lands since 1988 could not be found by NTG staff. Working with Land titles Office on the process to convert these remaining 4 to Digital and name change. This will ensure no paper titles exist for the 72 properties and that the name change matches the Local Government Act of 2008.
- Records Storage. 36 month agreement for the storage of Records for 2017-2020. Quotes obtained from 3 suitable contractors. Decision to be made soon.

Information Services has continued supporting the Infrastructure & Operations Division in working on updates to the Asset Register.

2016-17 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Timely Resolution of technology issues	<20%	Achieved	On track.
Staff using records management system	>80%	In Progress	Processes in Litchfield Council to be mapped and assessed and implemented. Draft Disposal scheme for Local government received and with NT Archives for final approval before use at Litchfield Council. Proposed Business Classification Schemes presented to Litchfield Council Records Committee for assessment.

Community Development

Work is to commence on the development of occupancy leases for Berry Springs, Livingstone, Humpty Doo Village Green and McMinns Lagoon Reserves.

The works associated with the \$3m Freds Pass Recreation Reserve Upgrade are progressing well. The completion date has been extended to 31 December 2017.

Meetings:

Livingstone Reserve – second Monday of every month
Humpty Doo Village Green – third Tuesday of every month
Berry Springs Reserve – second Wednesday of every month
McMinns – every second month, dates to be confirmed

2016-17 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Grants acquitted within agreed timeframes	100%	Achieved	
Recreation reserves operate under leases where applicable	100%	Not Achieved	Freds Pass Reserve has a current lease with Litchfield Council the remainder are yet to be prepared.

Governance and Risk

Work in this program area has increased with the return full time of the Governance and Risk Advisor.

Risk Management & Audit Committee (RMAC)

Due to scheduling issues there will be no further meetings scheduled for this financial year. This means that only 3 meetings will have been held and the target of 4 will not be met. Meetings have been scheduled for August, October and December with a workplan identified below.

Minutes and agendas for all RMAC meetings for the past three years are available on Councils website.

<i>Meeting</i>	<i>Items for discussion</i>
8 August 2017	<ul style="list-style-type: none">• Review Council's Risk Register• Endorse Councils Risk Management Framework• Review Audit Committee performance
10 October 2017	<ul style="list-style-type: none">• Review 2016/2017 financial statements• Review Council response to auditor's interim management letter
5 December 2017	<ul style="list-style-type: none">• Review Council response to auditor's management letter• Consider following year internal audits• Review FIN09 Risk Management and Audit Committee Policy

Risk Registers & Risk Management Framework

The DRAFT Risk Management Framework is near completion and awaiting feedback from management. This will be presented at the August RMAC meeting.

Work continues on strategic risk registers for work areas. The table below provides the status of registers for the program areas. Completed registers will be presented to the RMAC.

Program Area	Status
Planning	In progress to be completed by 24 July 2017
Works	In progress to be completed by 24 July 2017
MWF	Complete
Waste Management	Complete
Reg Services	Complete.
Finance	In progress to be completed by 24 July 2017
Info Services	Complete. Strategic risks updated into Master Document
Community Services	In progress to be completed by 24 August 2017
HR & WHS	In progress to be completed by 24 July 2017
Governance	Complete, Need to review business continuity risks.
Thorak Cemetery	In progress to be completed by 24 July 2017
Council Leadership	Mostly complete

Freedom of Information (FOI)

Information Commission FOI training was attended by the Governance and Risk Advisor. The Draft FOI Manual will be available for staff in the July and staff training will be conducted based on information received from the Information Commission training attended.

Document Management

Work is progressing on the archiving arrangements for Council documents.

The Records Management Working group has met twice with key actions from the meetings being,

- the development of a consultants brief to progress the update to the Council Business Classification Scheme (BCS).
- an assessment of the compliance capability of Authority to act as part of Councils Electronic Document Records Management System (EDRMS)
- recommendations to the Executive Team regarding the Council folder structure
- progress on improving workflows for incoming mail

Council Policy Framework

Full review of the status of Council policies has been carried out and policy register updated

Monthly Managers Meetings

Meetings have been held for January, February and March 2017. Items discussed include,

- records management and disposal
- communication
- Litchfield Council Long Term Financial Plan
- A presentation from JLT Insurance Brokers (James Sheridan)

- Performance Management tool kit
- Draft Media policy
- Meeting procedure
- Chain of command when requesting assistance from other directorates

Council By-laws

Draft Dog Management by-laws have been finalised by Parliamentary Counsel and approved by Council. A request has been sent to the Minister for Housing and Community Development for gazettal of the by-laws. Drafting instructions for Meeting Procedure By-laws are under construction

2016-17 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance with legislative requirements as per Compliance Checklist (DLG)	100%	Achieved	Checklist completed. Further follow up and review of items next financial year.
Risk Management Audit Committee Meetings	4 Meetings	Not Achieved	3 meetings to date. No more meetings planned for 2016/2017
Internal Audits conducted as defined in the Internal Audit Program	3 Audits	Not Achieved	Procurement completed. This target will not be achieved
Governance & Risk Management Framework	100%	Achieved	Risk registers developed. Framework will be complete.

Thorak Regional Cemetery

Burials were significantly down compared to the same period last year, (see Table 1) with cremation numbers remaining steady. As the death rate for the Darwin region remained constant, the drop in burials may be due to the general trend toward cremations, with our opposition picking up the bulk of these cremations. The chapel hire was also down. Most chapel hire is associated with cremations, however the majority of cremations held in this quarter were unattended with no service.

Pre-need ash interment numbers were up, with other services remaining similar to last year.

The Litchfield residence usage of the cemetery services remained the same as did the majority of usage by Darwin residents. This is shown in Table 2.

Table 1. Comparison of services provided from May to June 2017 and the same time last year.

Number of:	May-June 2016	May-June 2017
Cremations	28	27
Burials	36	20
Memorial Permits	35	33
Ash Interments	4	3
Ex Rights Pre-need	2	2
Ex Rights Pre-need Ashes	2	8
Ex Rights Reservations	6	2
Chapel Hire	28	13
Pre-need Cremations	0	0

Table 2. Number of cremations and burial by municipality.

Municipality	Cremations	% of Total	Burials	% of Total
Litchfield	3	11%	3	15%
Palmerston	1	3.7%	4	20%
Darwin	21	78%	12	60%
Other	2	7.3%	1	5%

During this quarter the following occurred:

- A tree assessment of dying trees was undertaken. We are still waiting for the results from DPI. Most of the trees have recovered.
- The cremator had the internal brick work replaced.
- The Garden of Remembrance maintenance contract was awarded to a private company. This has reduced the cemetery income by \$27,000 per year.
- A section of the vacant land next to the main cemetery was leased to a construction company for the storage of sand for one month. As well as a weekly rent the cemetery also received 3 loads of sand and an upgrade to the service road used by contractor trucks.
- Due to the intense maintenance done by staff last year, there were no major irrigation issues in this quarter.
- A procedure for the removal of unauthorised memorials and ornaments was created and implementation begun. This will be carried out section by section. Section B was completed with minimal feedback from cemetery users.
- A schedule to change the staffing levels for ground staff from 4 down to 3 persons began. It is currently in the consultation period. Staff are upset and will be fighting to keep the staffing levels at 4.
- There have been no reportable incidents.

2016-17 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance with Cemetery Regulations	100%	Achieved	
Achievement of Operational Budget	100%	Achieved	Operational budget was achieved due to operating savings throughout Thorak's expenditure.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not Applicable to this report

Risks

Not Applicable to this report

Financial Implications

Not Applicable to this report

Community Engagement

Not Applicable to this report

Recommending Officer: **Silke Reinhardt, Director of Community and Corporate Services**

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

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



COUNCIL REPORT

Agenda Item Number:	14.3
Report Title:	Infrastructure and Operations Quarterly Report Apr-Jun 2017
Meeting Date:	19/07/2017
Attachments:	

Purpose

This is the Quarterly Report for the period of April to June 2017 for activities carried out by the Infrastructure and Operations Division.

Summary

The April to June 2017 period for the Infrastructure and Works Directorate saw work continue from the previous period along with the commencement of several new initiatives. Notable activities were:

- **Infrastructure** – Anzac Parade Tender awarded on 01/06/2017
- **Waste** – annual waste tonnage to Shoal Bay less than 10,000 tonnes
- **Mobile workforce** – Spraying completed, inspections commencing to identify areas that need to be re-done due to wet conditions the first time these areas were scheduled for mowing.
- **Planning** – The Development Standards were placed on public exhibition from 20 May 2017 to 16 June 2017 and are proposed to be adopted in July 2017.
- **Regulatory Services** – Animal management by-laws adopted by Council.

Recommendation

THAT Council receives and notes the Directorate of Infrastructure and Operations Quarterly Report for April to June 2017.

Background

The Infrastructure and Operations Directorate is responsible for the following services:

- construction and maintenance of civil infrastructure owned by Council
- waste management
- regulatory services
- statutory and strategic planning services, including environment and education

The Infrastructure and Operations team comprises the Director Infrastructure and Operations and a team of 29 FTE staff.

Infrastructure - Works

Gravel Roads:

- Two grading rounds have been completed in this quarter.
- Re-sheeting has been done for the following roads / road sections:
 - Warren Road, Lambells Lagoon
 - A section of Parkin Road South
- A section of Brougham Road has been ripped & reformed after the large wet season.

Sealed Roads:

- 64 tonne of patch has been used for potholes and edge patching throughout the municipality.
- Remedial shoulder works have been completed on Samuel Road, Therese Road and a section of Girraween Road.
- Installation of Bollards: Bollards and appropriate signage have been installed at Elizabeth River crossing on Bees Creek Road to stop through traffic after numerous complaints.
- Installation of Kerbing: Gap kerbing has been installed on Virginia Road, Whitewood Road, Corpus Road, Rogers Road, Shewring Road, Kundook Place and Westall Road.
- Driveway repairs: Approximately 21 driveway accesses have been repaired, this is ongoing.
- Table drains: were cleaned out removing built up silt at approximately 44 locations, this is ongoing.
- Driveway Culvert cleanouts. Approximately 34 driveway access culverts have been desilted, this is ongoing.
- Cross road Culvert cleanout. Approximately 13 cross road culverts have been desilted this is ongoing.
- Headwall repairs. Approximately six damaged headwalls have been repaired or replaced.

Major Projects

1. Projects:

- RFT 153 – Anzac Parade – Pavement Strengthening and Widening – Tender was awarded to Allan King & Sons on 01/06/2017.

Key Performance Indicators

Potholes repairs maximum dimension below 300mm, within 5 days	Achieved 100%
Isolated Pavement failures when damage is below 100mm.	Achieved 100%
Emergency Response to be mobilised from the moment that Council takes appropriate notice, within 1 hour.	No request received

Planning

Statutory Planning

Statutory planning involves planning for development in accordance with the requirements of the NT Planning Scheme. Statutory planning activities include review of all applications for development

within the municipality, including subdivisions and making comment. The following table indicates activities carried out during the quarter.

Application Type	Received	Annual Total
Animal Boarding	0	0
Change of Use	2	2
Clearing of Native Vegetation	3	4
Consolidation	0	0
Educational Establishment	0	0
Excavation and Fill	3	3
Extension of time	0	1
Home Occupancy/Contracting	0	0
Independent Unit	0	1
Industry	0	0
Medical Centre	0	1
Multiple Dwelling	0	3
Office	0	0
Other	2	9
Restaurant	1	3
Service Station	0	0
Shed	1	6
Shop	0	0
Shop and Office	0	0
Shop, Office and Restaurant	0	0
Showroom Sales	0	0
Single Dwelling	1	1
Subdivision	3	8
Subdivision and Consolidation	2	6
Undefined Use	0	0
Unit Title Subdivision	1	1
Variation	0	1
Warehouse	2	4
Total	21	56

Notable statutory planning issues during the quarter were:

- Applications for new development of an additional drive through restaurant (KFC) at the new Coolalinga Central Shopping Centre.
- Change of Use from showroom sales to medical clinic proposed at 43 Fairweather Crescent for a Danila Dilba indigenous health clinic. Council did not support this application due to parking concerns and the Development Consent Authority refused this application on the basis of those same concerns.

Strategic Planning

Strategic Planning involves long-term planning to give guidance for future development. Strategic planning activities primarily serve to amend the NT Planning Scheme. This category primarily includes rezoning applications, but also includes Area Plans, Concurrent Applications and other amendments to the NT Planning Scheme policies and principles. The following table indicates activities carried out in this area during this quarter.

Application Type	Received	Annual Total
Rezoning	0	1
Planning Scheme Amendment	1	2
Concurrent Application	0	0
Other	0	0
Total	0	3

Notable strategic planning issues during the quarter were:

- One planning scheme amendment was received this quarter in regards to amendments to the NT Planning Scheme clause for requirements for private open space for single dwellings.
- Lichfield Council continues to work closely with the NT Planning Commission and the Howard Springs Rural Activity Centre Community Action Group on the Area Plan for Howard Springs. No updates have been provided for this quarter.
- Information sessions and workshops regarding the Coolalinga Rural Activity Centre were held in May – June 2017. The Planning and Development unit attended multiple sessions trying to understand what the community's interests and concerns were. These sessions mainly discussed current transport issues and proposed solutions with the community.

Mining Leases and Permits

Mining Leases and Permits are managed under the Mining Act, and Council is offered the opportunity to make submissions. Activities in this area over the past quarter are provided in the table below.

Application Type	Received	Annual Total
Mining Lease	2	10
Mining Permit	3	7
Other	0	3
Total	5	20

Other notable planning and development matters:

- Road closure to a section of Freds Pass Road. The road closure was required to install a cross road culvert under the street for stormwater drainage.
- Application for liquor licence at "The Meathouse – Coolalinga". This is a variation to the originally proposed application, the variation requests to extend the current application to include patrons seated in an outside dining area.
- Application for liquor licence at Coolalinga Tavern approved with a closing time of 1am, originally the proposed closing time was 2am.

Key Planning Performance Indicators

Provide planning assessment in accordance within Council technical requirements and within specified timeframes. Achieved 100%

Facilitate communication between constituents and Development Assessment Services so public concerns can be appropriately assessed. Achieved 100%

Waste

Council maintains waste transfer stations at Howard Springs, Humpty Doo and Berry Springs. The following table provides an overview of waste received at these stations.

Waste Types	Howard Springs	Humpty Doo	Berry Springs	Quarter Total	Annual 2016/17
Land Fill Waste Shoal Bay (t)	458.69	1111.6	412.94	1983.23	8687.81
Batteries (t)	5.43	19.66	2.2	27.29	108.66
Recyclables	0	0	0	0	0
Cardboard (m ³)	255	360	219	834	4148
Cardboard (t)	7.69	9.94	6.78	24.41	131.38
Co-mingle (m ³)	41.852	79.308	26.872	148.032	966.232
Co-mingle (t)	35.478	64.294	23.14	122.912	221.712
Construction Waste (tonnes)	0	131.73	0	131.73	457.16
Domestic vehicle (vehicles)	16180	17891	0	34071	139779
Green waste ute or trailer (m ³)	484	323	0	807	4174
Green waste commercial (t)	0	66.58	0	66.58	300.6
Mulch Sales (m ³)	711	502	165	1378	4311
Non-Litchfield Residents (users)	14	30	0	44	195
Shoal Bay Deliveries (trucks)	62	110	49	221	965
Scrap Metal (t)	62	157.86	88	307.86	1188.79
Used Oil (litres)	6300	4600	0	10900	53893
White Goods (tonnes)	9	22.16	0	31.16	105.3
Wood Mulch Sold (m ³)	4	58	0	62	271.5
Air conditioners	0	2.46	0	2.46	12.68
Crushed Concrete (t)	0	21	0	21	616.5
Tyres	0	149	0	149	1273
Tyres from EPA grant	0	0	0	0	114

Comparative Analysis

Waste Types	2014/15	2015/16	2016/17	Comparison with 2015/16
Landfill waste Shoal Bay (t)	9,200	9,408.02	8,687.81	8.3% Decrease
Batteries (Pallets)	78	100.33	108.66	8.3% Increase
Recyclables	0	0	0	NA
Cardboard (t)	174	173.73	131.38	24.3% Decrease
Co-mingle (t)	276	119.25	221.71	Significant Increase
Mulch sales (m3)	5422	3885.5	4,311	Fully Sold
Scrap metal (t)	845	1,219.42	1,188.79	39% Increase
Used oil (L)	3,6243	5,1154	53,893	5.3% Increase
White goods (t)	179	108.6	105.3	3% Decrease

Key Waste Performance Indicators

Waste tonnage to Shoal Bay less than 10,000 tonnes – 100% Achieved.

Mobile Workforce

This quarter MWF has been concentrating on the slashing and weed spraying program, also attending to the maintenance of signs and guide posts and litter collection - as required or when the weather is not favourable for slashing and spraying.

Litter Collection

Completed litter collection along 200km of Council's arterial roads with some bulk collections on council lands and road network.

Signs and Guide Posts

The scope is generally on vegetation management at this time of year. The MWF team have installed signs that have been knocked down or deemed non-compliant. During this quarter 145 signs and 350 guide posts have been installed or repaired.

Mowing and Slashing

All roads on round two completed including mowing road reserves, easements and firebreaks. Inspections will commence in the coming weeks identifying and attending to areas that may have been missed due to the ground being too wet.

Spraying

From April to May roadside furniture and culvert spraying of classified weeds was completed. Due to the seeding maturing and the wind picking up spraying has now come to an end. During this quarter 30,000 litres of mixed chemical has been used.

Other Tasks

Scheduled plant and vehicle servicing was undertaken.

A variety of odd jobs from the CRM system and internal requests.

Key Performance Indicators

Slashing and spraying	On target
Litter collection (as required)	Achieved
Signs	90% achieved

Regulatory Services

Regulatory Services includes the management of domestic dogs within the municipality, investigating complaints, micro-chipping dogs and providing education and assistance to dog owners in an effort to encourage both compliance and responsible dog ownership.

A total of 99 dogs were impounded for the quarter with 65 of those being released to their owners, 22 transferred to PAWS Darwin and 6 to the RSPCA for re-homing.

There are currently 5,704 dogs on Council's database, with a total of 198 new dogs added for the quarter.

Other Regulatory Services activities include dealing with abandoned vehicles, feral dog management, removal of deceased domestic dogs from public areas and less frequent issues such as wandering animals (other than dogs).

Metric	Apr-Jun 2016	Jan-Mar 2017	Apr-Jun 2017	Total 2016/17
Dogs at large	85	117	95	399
Dog menacing animals	4	6	2	13
Dogs attacking animals	22	23	10	69
Lost Dogs	44	50	28	154
Dogs menacing people	10	8	10	31
Dog attacking person	4	2	1	3
Nuisance barking	7	9	16	43
Trap requests	13	6	6	19
Other	9	5	4	15
Feral dogs	9	2	1	7
Total	207	228	173	756

Highlights for the quarter include:

- Presentation of the 'Dog Awareness for Kids' school education program to the year 1 and 2 students at Sattler Christian College by Council Rangers;
- Council's de-sexing initiative which provided 99 dog owners with \$100 vouchers to contribute towards the cost of de-sexing their dogs;
- Rangers attended 'Woofstock' – A Festival for Dogs, providing free micro-chipping for dogs that live in the Litchfield municipality and engaging with many dog owners; and
- Rangers were in attendance at the Fred's Pass Show, giving out free micro-chipping vouchers and speaking with people about a range of animal management issues.

Key Performance Indicators

Increase in number of animals micro-chipped, 50% increase required	Achieved
Customer requests within five working days, 90% required	100% Compliance
Public education program, developed	Completed
Feral dog management program, implemented	Completed
Decrease in number of dogs at large	Target met this quarter

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Not application to this report.

Risks

Not application to this report.

Financial Implications

Not application to this report.

Community Engagement

Throughout the reporting period, Council staff engaged with residents and businesses through a range of forums and as required to fulfil official duties. Records of communication are held by Council officers.

Recommending Officer:

David Kingston, Director Infrastructure and Operations

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

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



COUNCIL REPORT

Agenda Item Number:	14.4
Report Title:	Adoption of Development and Subdivision Standards
Meeting Date:	19/07/2017
Attachments:	Litchfield Council Development and Subdivision Standards Litchfield Council Form F - Value of Assets Spreadsheet

Purpose

This report presents the Litchfield Council Development and Subdivision Standards for adoption by Council.

Summary

The Development and Subdivision Standards are being presented to Council for adoption.

Once adopted, the new Development and Subdivision Standards will be enforceable.

Recommendation

THAT Council:

1. Adopts the Litchfield Council Development and Subdivision Standards.
2. Authorises the Chief Executive Officer to approve minor amendments to the Standards as may be needed from time to time.

Background

A review of the current Litchfield Council Planning - Development Guidelines determined that there were some areas within the Guidelines that were in some cases unclear and not presented in a user-friendly format. Additionally, since the establishment of the existing guidelines, there are now new development realities that are not covered by the existing document, such as Council ownership and management for street lights and public open space areas.

The new Standards:

- Accurately capture Council's current requirements and practices,
- Are presented in a user-friendly format, and
- Address all areas of Council responsibility, including existing and new asset classes, such as waste, street lights, and public open space.

The draft of the Litchfield Council Development and Subdivision Standards was released for public comment on 16 May 2017 for a period of 28 days, with submissions closing on 16 June 2017. A total of five submissions were received, including four submissions from local engineering professionals. The main areas of comment included:

- Queries regarding development approval process

- Specification of plans and reports required for detailed design,
- Review of swept paths and design vehicles,
- Urban drainage network requirements,
- Clarification of specifications for table drains and box culverts, and
- Tree species and planting requirements for verges.

Comments of support were received on the proposed specifications for the width of urban road carriageways and streetscape designs.

The public submissions were considered and minor clarifications were made to relevant sections of the Development and Subdivision Standards as necessary. The final version of the document is attached to this report.

Links with Strategic Plan

Priority # 1 – Everything you need

Priority # 2 – A great place to live

Priority # 3 – A beautiful natural environment

Legislative and Policy Implications

The Development and Subdivision Standards will replace the current Litchfield Council Planning and Development Guidelines.

Risks

Nil.

Financial Implications

The preparation of the Development and Subdivision Standards is part of the initiative to update Council's Developer Contribution Plan, which included a total budget of \$160,000. Of that amount, \$70,530.82 has been committed to the Development and Subdivision Standards.

Community Engagement

The period for public comment for the proposed Development and Subdivision Standards was advertised in the NT News, on Council's website and Facebook page. Emails requesting public comments were also sent directly to members of the local development community with whom Council frequently works.

**Recommending
Officer:**

David Kingston, Director Infrastructure and Operations

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

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DP Number	Address	Suburb

Applicant's Details	
Full Name:	
Phone/Mobile:	
Company/Organisation Name:	
Company/Organisation ABN:	
Postal Address:	
Email:	

Subtotals		Total Value of Assets
		\$0
Road	\$0	
Shoulder	\$0	
Kerb & Gutter	\$0	
Driveway Surface	\$0	
Driveway Culvert & Invert	\$0	
Cross Road Culvert	\$0	
Table Drain	\$0	
Underground Drain	\$0	
Drop Structure	\$0	
Guideposts	\$0	
Signs	\$0	
Lighting	\$0	
Street and Park Furniture	\$0	
Footpath	\$0	
Subtotal	\$0	
Project Management, Labour, Administration (30%)	\$0	



Development and Subdivision Standards

20 July 2017

REVISION TABLE

Document Control		
Revision	Date	Revision Details/Status
A	20/07/2017	Final

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- WORKS WITHIN A ROAD RESERVE PERMIT – WORKS ASSOCIATED WITH A DEVELOPMENT PERMIT
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1 INTRODUCTION

1.1 Overview

The Litchfield Council – Development and Subdivision Standards (Standards) provide developers and stakeholders (engineers, planners, contractors etc.) with the minimum standards acceptable to Litchfield Council for development and subdivision design, construction, and maintenance of land within Litchfield municipality.

The Standards set out the design and approval process and the design criteria and technical requirements for all aspects of development and subdivision managed by Council within Litchfield municipality.

Litchfield Council - Development and Subdivision Standards



Figure-1: Structure of the Standards

1.2 Use of the Standards

The developer shall inform themselves fully of all circumstances and conditions relating to the information provided in these Standards and read them in conjunction with relevant legislation.

A developer who has any doubts as to the meaning of any part of the Standards shall seek clarification from Council.

Council reserves the right to vary the Standards for a specific development or subdivision where Council deems the variation to be reasonable or required due to specific site conditions.

Council may amend these Standards, at the discretion of the Director, by publication of a written amendment to these Standards. The latest version of these Standards shall be held on the Litchfield Council website.

Although care has been taken in preparing the information contained in the Standards, Council has no liability for or in connection with any indirect, economic, special or consequential loss or damage including without limitation; loss of actual or anticipated profit or revenue, business interruption or shutdown, loss of production, delay costs, loss of opportunity, income or rent, financial and holding costs in connection with these Standards and their use.

1.3 Key Terminology

1.3.1 Urban Areas and Rural Areas

For the purposes of these Standards, the following definitions apply:

Urban areas include:

- Residential areas where the median lot size for single dwelling developments is $\leq 4,000\text{m}^2$ and/or that include multiple dwelling developments.
- Industrial and commercial precincts.

Rural areas include:

- Residential areas where the median lot size is $> 4,000\text{m}^2$, not including multiple dwelling developments.
- Large scale industrial or commercial ventures located amongst larger lot rural residential development (i.e. mango farms).

1.3.2 Commonly Used Terms/Abbreviations and Definitions

Table 1: Commonly Used Terms/Abbreviations and Definitions

Term/Abbreviation	Definition
ALD	Averaged Leased Dimension
ARI	Average Recurrence Interval
Approved	The approval given by Litchfield Council
Building Certifier	An individual registered with the Northern Territory Building Practitioners Board as a Building Practitioner in accordance with the NT <i>Building Act</i>

Term/Abbreviation	Definition
Clearance of General Conditions	Clearance of Council conditions included as general conditions on a Development Permit
Council	For these Standards, Council shall refer to a Council officer employed by Litchfield Council
Council's email address	council@litchfield.nt.gov.au
CPTED	Crime Prevention Through Environmental Design
DAS	Development Assessment Services (assessment section of the Department of Infrastructure, Planning and Logistics)
DCA	Development Consent Authority
DIPL	Department of Infrastructure, Planning and Logistics
Developer	The person or company responsible for the land to be developed or subdivided
Development Application	A formal plan and documentation identifying the proposed development lodged with Development Assessment Services. The plans and documentation should contain sufficient information to assess the merits and compliance of the proposal with the NT Planning Scheme and these Standards.
Development Permit (DP)	Documentation issued by a consent authority of the NT Government. The Development Permit will have various conditions specified, which may be to the satisfaction of the Council and service authorities. These conditions must be complied with either prior to or during construction or through the life of the development.
Defects Liability Period (DLP)	A 24-month period from the initial handover of assets to Council wherein the Developer will be responsible for the rectification of any defects
Director	Litchfield Council's Director Infrastructure and Operations or equivalent
Drainage Easement	Under General Rights within the NT <i>Law of Property Act 2000</i> for drainage easement, Council has the right to break the surface of, dig, open up and use the land under easement to construct, lay down, take up, use, maintain, repair, relay or inspect drains or drainage pipes for the purpose of draining stormwater and to enter the land under easement at any time (with or without a vehicle or equipment) to do so

Term/Abbreviation	Definition
Drainage Reserve	A parcel of land owned by Council where the sole use is for stormwater drainage
Driveway Crossover	The point of access to a property within the road reserve, ceasing at the property boundary
Environment	The natural and built environment and all aspects of surroundings including physical, biological, and aesthetic aspects
ESA	Equivalent Standard Axle
Minister	Minister for Infrastructure, Planning and Logistics or equivalent
NEMA	US National Electrical Manufacturers Association
NT EPA	Northern Territory Environmental Protection Authority
NTG	Northern Territory Government
Nominated Developer's Representative	The person appointed to represent the Developer. For the purposes of these Standards, once a Developer's Representative has been nominated, that individual may be referred to as the Developer.
Services	Includes water, sewerage, power, gas, or telecommunications, whether below, on, or above ground
Standards	The Litchfield Council – Subdivision and Development Standards
Pollution	An incident where there is a leak, spill, or escape of harmful substances to the environment
WSUD	Water Sensitive Urban Design

2 DESIGN AND APPROVAL PROCESS

2.1 Overview of Development and Subdivision in Litchfield Council

For new developments and subdivisions, Litchfield Council is primarily responsible for approving design of road reserves and works within Council owned road reserves (including landscaping, footpaths, cycle paths, and lighting), stormwater drainage, and waste management.

The Northern Territory Government is responsible for approval of all developments and subdivisions requiring Development Applications, with input provided by various agencies and service authorities on topics of their responsibility. Litchfield Council is one such agency and provides advice on the above areas of Council responsibility as well as comments on the potential effect upon the amenity of the municipality as a result of development and subdivision.

In the Northern Territory, developments not requiring Development Applications may require certification by a registered Building Certifier. For these developments, the certifier should seek approval from Council for compliance with Council requirements in relation to the above areas of Council responsibility.

2.1.1 Communication with Council

For each development or subdivision, the Developer will be required to submit to Council a *Nominated Developer's Representative Form*. This form is used to nominate a single point of contact for the duration of the development process. It is important that Council liaise with just one person for each development to ensure the orderly control and flow of information throughout the development process. Once the *Nominated Developer's Representative Form* has been accepted, Council will communicate only with the Nominated Developer's Representative. If the Developer wishes to change the nominated contact during the course of the development, a new form must be submitted to Council.

All requests to Council should be submitted in writing to Council's email address – council@litchfield.nt.gov.au or at Council's front counter. Submissions to other Council email addresses, or verbal requests, will not be accepted.

Typically, Council will take 10 working days, once all required documents are submitted and required invoices are paid, to provide comment on each individual submission to Council.

2.1.2 Fees and Charges

Fees and charges may apply at various stages during the development and subdivision process. These fees are set annually by Council and can be found on Council's website – www.litchfield.nt.gov.au. Fees for subdivisions shall be paid prior to commencement of the

Defects Liability Period. Fees for all other developments shall be paid as the fee is incurred. Developer Contribution Plan Fees are set by the *Developer Contribution Plan* and are separate to Council's other fees and charges.

2.2 Development and Subdivision Process

The following chart outlines the application and construction process for developments and subdivisions in Litchfield municipality.

For developments requiring a Development Application, Sections 2.2.1 – 2.2.7 should be followed.

For developments not requiring a Development Application, Sections 2.2.5 – 2.2.6 should be followed.

For subdivisions, Sections 2.2.1 – 2.2.8 should be followed.



Figure-2: Application and Construction Process

2.2.1 Pre-Application Stage

It is recommended that Developers meet with Council to discuss a proposed development or subdivision prior to submitting an application to the Northern Territory Government's Development Assessment Services (DAS). In this meeting, Council will confirm the development process and discuss Council's requirements for both application assessment and construction. Meetings should be arranged by emailing or calling Council's Planning and Development division.

2.2.2 Development Application Process

Developers are required to lodge Development Applications with DAS and DAS will advertise the application to Council. Council will assess the application, which may include conducting a site visit, and will provide a Letter of Comment to DAS. The letter may also be provided for information at the next Council meeting.

Should additional information be required by Council in order to make an adequate assessment of the application, a request for the information will be provided in the Letter of Comment to DAS. If additional information is provided to DAS by the party submitting the application, Council will conduct a revised assessment of the application and provide additional comments.

DAS will coordinate the Development Application assessment process and the consent authority (either the Litchfield division of the Development Consent Authority, their delegated appointee, or the Minister) will make a decision on the application.

Should an application be refused, the development process will end at this point.

2.2.3 Development Permit Issued

If the Development Application is approved, a Development Permit will be issued by the Northern Territory Government.

The Development Permit may contain conditions to which the development or subdivision must comply.

Some conditions may require clearances to be sought from Council.

Conditions Precedent are conditions that must be satisfied prior to endorsement of plans and/or prior to commencement of works on site.

General Conditions are conditions that must be satisfied either during the construction process or by finalisation of the development.

2.2.4 Clearance of Conditions Precedent

If a Developer wishes to clear a Condition Precedent subject to Council satisfaction, the Developer should submit a request to Council including the following items:

- *Clearance Application*
- All plans/reports required to satisfy the relevant conditions
- *Conditions Precedent – Plan/Report Review Application*, if applicable to conditions being cleared

If Council fees are applicable for the review of the information submitted, Council will issue an invoice to the Developer and review of the information will commence once the invoice is paid.

Upon notification to Council by the Developer of the receipt number for the paid invoice, or upon receipt of the request if no invoice is required, Council will organise a preliminary meeting with the Developer and will commence review of the information submitted. Should Council require additional information to satisfy the condition, the Developer will be notified.

Once Council is satisfied that the conditions have been met to Council's standards, Council will issue a Letter of Clearance of Conditions Precedent.

Due to the nature of Conditions Precedent, there may be a necessity to seek a series of clearances for different Conditions Precedent on the same application. This situation will be identified during the preliminary meeting.

2.2.4.1 Preliminary Meeting

The purpose of the preliminary meeting is to confirm a joint understanding of all requirements to satisfy Council's standards throughout the development and subdivision process.

Following this meeting, the Developer will be expected to complete and return a *Nominated Developer's Representative Form* to Council and Council will issue the Developer an Information Pack containing all potential forms, applications, and permits, as well as a breakdown of the various fees and charges required for the development.

2.2.5 Detailed Design Stage

Prior to the commencement of works, the Developer shall have all required engineering works, whether driveway access, road, or stormwater drainage works, approved by Council.

Developers should note that even if no Development Permit is required for the development, prior to finalising building certification for a development, the Building Certifier is required to seek approval of driveway access and stormwater drainage works with Council. As these features can greatly alter the overall development layout, it is required that the Developer engage with Council prior to commencement of any works on site to ensure ultimate approval of the driveway access and stormwater drainage.

For approval of engineering works, the Developer may utilise Council's Standard Drawings or engage a professional engineer to complete detailed design drawings. The drawings must be submitted to Council for approval using the *Detailed Design Stage – Plan/Report Review Application*. The Developer is required to submit to Council endorsed drawings from DAS at the time of the first submission of the drawings to Council; Council will not review detailed design drawings until all Conditions Precedent on the Development Permit requiring completion "prior to endorsement of plans" are signed off by the relevant authority and the drawings are endorsed by DAS.

Through the development of the detailed designs, the Developer shall work with Council to ensure the best outcome for the municipality, for both the new assets proposed as part of the development and Council's existing road reserves and other assets. As such, Council may identify during the design stage that public consultation with the community is necessary, particularly with residents adjacent areas where works are to be undertaken. Consultation of an appropriate level shall be agreed upon by the Developer and Council and undertaken by both parties as appropriate. The need for consultation activities should be incorporated into the Developer's construction timeline and continually updated in line with the remainder of the construction schedule; Council shall be kept informed of any changes to the consultation schedule. If the consultation refers to works within the road reserve, documentation confirming that this consultation has been successfully carried out will be required upon submission of a *Works within a Road Reserve Permit – Works Associated with a Development Permit*.

If there are Council fees applicable for review of the information submitted, Council will issue an invoice to the Developer. Upon notification to Council by the Developer of the receipt number for the paid invoice, or upon receiving the request if no invoice is required, Council will organise a preliminary meeting with the Developer, if no preliminary meeting was previously required at a Conditions Precedent stage. Details of the preliminary meeting are contained in Section 2.2.4.1.

Council will review the drawings for adherence to these Standards and provide comments to the Developer. If the Developer has proposed any variations to the Standards, it is incumbent upon the Developer to draw Council's attention to those variations. If amendments are required, the above design stage process will be repeated (including administration of additional fees as applicable) until the drawings meet all Council requirements and can be approved. Approved drawings will be stamped and signed by Council.

All approvals will expire if construction work has not commenced within one year of the date of Council's approval or if the Developer has not, a minimum of 10 days prior to the expiry date, sought written approval from Council to extend the approval past one year.

Council may require minor adjustments to the approved drawings if Council requirements have changed between the approval period and construction period. These adjustments are intended to encompass features that are not overly burdensome to the Developer in terms of time or cost or would not require a substantial design change.

It is important to note that for any approval granted, the Developer or engineer retains full responsibility for the correctness, accuracy, and suitability of the design, drawings, and documents provided.

2.2.6 Construction Stage

No construction works (including earthworks) shall commence until all of the following conditions have been met:

- All relevant drawings and specifications have been approved by Council.
- All Conditions Precedent on the Development Permit noted as requiring completion "prior to commencement of works" must be signed off by the relevant authority.
- If works are to take place within Council's road reserve, a *Works within a Road Reserve Permit – Works Associated with a Development Permit* must be submitted to and approved by Council.

Construction works should be completed in accordance with the requirements of these Standards, project specifications and endorsed drawings, including adherence to all required hold points as addressed in the following sections. Throughout the construction stage, in particular at all hold points, inspections will be required. To book an inspection with Council, the Developer shall submit an *Inspection Application* to Council a minimum of 48 hours in advance of the desired inspection time.

All inspections will be undertaken in conjunction with the Developer. Council will provide a copy of inspection notes agreed upon by both Council and the Developer at the conclusion of the inspection. A formal report will be issued after each inspection hold point and Council will notify the Developer whether or not works may proceed on the site or if rectification works are required.

Fees may apply to the inspection stage, as detailed in Council's Fees and Charges.

2.2.6.1 Works within a Council Road Reserve

Where works are to be carried out within an existing Council road reserve, a *Works within a Road Reserve Permit – Works Associated with a Development Permit* shall be submitted and approved. The permit holder shall be the party responsible for overall control of the development or subdivision.

To obtain this permit, the following documentation must be provided for Council's approval:

- Detailed drawings of disturbances to the road reserve
- Approved "For-Construction" drawings for the proposed works.

- Traffic Management Plan and/or Traffic Control Guidance Plan.
- Detailed construction schedule.
- Copy of the site supervisor's White Card.
- Public liability insurance certificate, for an amount not less than \$10,000,000, for the party responsible for overall control of the site.
- Workers compensation insurance certificate for the party responsible for overall control of the site.
- Proof of public consultation, if required by and agreed upon with Council.

The permit holder shall be the party responsible for the overall control of the development or subdivision. The permit request should nominate the time period requested for the works. The time period may be amended by the permit holder, with Council approval, upon submission of appropriate extenuating circumstances.

The permit and should specifically detail all works to be undertaken within Council's road reserve and dimensioned plans illustrating all works to be undertaken, including demolition and vegetation removal, shall form part of the permit.

Traffic Management Plans and/or Traffic Control Guidance Plans shall comply with AS 1742.3 and shall be issued by a person with Level 1 Work Zone Traffic Management Accreditation. These plans shall clearly document any changing nature or location of the works throughout the permit period.

The permit request shall include a detailed construction schedule for each portion of works to be undertaken; this schedule shall be kept updated, with any revisions provided to Council, throughout the time period of works being undertaken in Council's road reserve.

The permit request shall outline the nature of any Council road closure, for any length of time, and shall identify whether any trees or shrubs, signs, structures, or other features within the road reserve are to be removed, either temporarily or permanently.

If Council identifies that the Developer shall carry out public consultation related to works within the road reserve, documentation confirming that this consultation has been successfully carried out will be required.

Failure to adhere to the permit conditions will result in violation of the permit and the permit will be suspended or revoked with a requirement for immediate cessation of works.

Council's standard assessment time for a *Works within a Road Reserve Permit – Works Associated with a Development Permit* is 5 days after all required documentation is submitted to Council and payment is received. Works cannot commence until approval is granted by Council. The Developer should be aware of the required timing and plan accordingly.

2.2.6.2 Naming of Roads

Should new roads be created as part of the subdivision, approval for proposed road names is required from the NT Place Names Committee. Prior to issuing approval for a road name within Litchfield municipality, the Place Names Committee must seek the view of Council.

Any proposed road name must be reviewed and accepted at a Council meeting. Council supports the Place Names Committee's guidelines for naming of places and naming rules and will review the proposed name in line with those directives. The Developer shall submit the proposed road name and supporting information as noted in the Place Names Committee directives in writing to Council.

To avoid delays in the naming process, it is recommended that the Developer seek Council's approval a minimum of 8 weeks prior to submission of the proposed road name to the Place Names Committee.

2.2.7 Clearance of General Conditions

After all works required by Council are completed, the Developer shall request clearance of general conditions from Council.

For a development without subdivision, the Developer shall submit the following documents to Council:

- *Clearance Application*.
- As-Constructed drawings in PDF format and/or Council's Standard Drawings, if applicable.
- *Inspection Application*, if applicable.

For a subdivision, the Developer shall submit the following documents to Council:

- *Clearance Application*.
- As-Constructed drawings in PDF format.
- As-Constructed drawings in AutoCAD format (if coordinates are not included on *Value of Assets Spreadsheet*)
- *Inspection Application*, if applicable.
- *Value of Assets Spreadsheet*
- Proposed Cadastral Survey Plan, including all easements

Council will review the Development Permit and the associated materials submitted for compliance with conditions relevant to Council.

Council requires engineering drawings to confirm the design and location of Council's new assets and to confirm stormwater drainage arrangements. For minor developments where driveway crossovers are the only new Council asset, the Developer can submit a dimensioned plan illustrating the driveway location and Council's Standard Drawings for the driveway, as well as Council's approved stormwater drainage plan. For all other developments, Council requires detailed As-Constructed drawings with asset information georeferenced for the site.

For most developments and subdivisions, an inspection will be required. Thus, an inspection request can be submitted at the same time as the request for clearance of General Conditions. If the Developer is unsure whether or not an inspection is required, the Developer should seek confirmation from Council. Council must receive the inspection request a minimum of 48 hours in advance of the desired inspection time.

Should any issues with or defects in the works be identified, Council will notify the Developer in the inspection report and the Developer shall undertake all necessary steps for rectification of works prior to clearance being issued.

Should no inspection be required, Council will review the General Conditions and provide comments as applicable.

Once Council approves the Value of Assets information, Council will issue final invoices. For developments without subdivision, the Developer will be invoiced for any outstanding inspection fees and a Development Contribution Plan Fee, if applicable. For subdivisions, the Developer will be invoiced for the following:

- Development Contribution Plan Fee,
- Administration Fee,
- Fees for additional inspections undertaken due to failure to meet hold point requirements,

- Maintenance Bond to cover the Defects Liability Period, and
- Outstanding Works/Defects Bond, if applicable.

Once payments for all invoices are made, the Developer is responsible for submitting the receipt or receipt number for the paid invoice to Council. Council will then issue a Letter of Clearance of General Conditions.

For developments not including subdivisions, this point will be the conclusion of the Development Process.

2.2.7.1 Value of Assets

The purpose of the *Value of Assets Spreadsheet* is to record the total cost of all new and affected assets received by Council as part of the subdivision. The calculations are based on the cost to Council for replacement of the asset.

2.2.7.2 Developer Contribution Plan Fees

Council collects a Developer Contribution Plan Fee for roads and drainage. Refer to Council's *Developer Contribution Plan* for more information.

2.2.7.3 Administration Fees

An Administration Fee is payable for all subdivisions to cover administrative activities undertaken by Council during the planning and development process for the subdivision. The fee is a percentage of the total Value of Assets received by Council, set each year as part of Council's standard Fees and Charges.

2.2.7.4 Additional Inspection Fees for Subdivisions

Council's Administration Fees are calculated to cover one inspection per required hold point. During the construction process, if the works fail any required hold point, an additional inspection will be required once rectification works have been undertaken. These fees for additional inspections will be tabulated and charged at the conclusion of the subdivision.

2.2.7.5 Maintenance Bond

The Developer provides the Maintenance Bond as a security for Council during the Defects Liability Period (DLP). The intent is that at the conclusion of the DLP, the Developer will have the opportunity to correct any defects identified prior to final handover of the assets to Council. Should the Developer not provide appropriate rectification of the identified defects to Council's satisfaction, Council may use the Maintenance Bond to rectify the defects.

The Maintenance Bond is calculated at a percentage of the total Value of Assets received by Council and is set each year as part of Council's standard Fees and Charges. Council will accept cash, cheque, or a bank guarantee for the Maintenance Bond; credit cards cannot be accepted for this bond.

At the conclusion of the DLP, if all works are completed to Council's satisfaction, the Maintenance Bond will be returned to the Developer (see section 2.2.8 – Defects Liability Period).

2.2.7.6 Outstanding Works/Defects Bond Agreement

At the discretion of Council, the Developer may be required to provide an additional bond for any works not completed by the Developer to Council's satisfaction prior to commencement of the DLP. Acceptable outstanding works will typically be limited to insufficient grass cover, although other outstanding works may qualify for a bond. Provision of the Outstanding Works/Defects Bond will allow the Developer to finalise the subdivision prior to completing the outstanding works.

The Outstanding Works/Defects Bond requires submission and approval of an *Outstanding Works/Defects Bond Agreement* to Council. The Outstanding Works/Defects Bond will be of an amount mutually agreed by both parties but will nominally be calculated at the cost of Council completing the outstanding works. However, in the event of inability of both parties to reach an agreement, Council has the discretion to engage a quantity surveyor to estimate the value of the outstanding works. If a quantity surveyor is engaged, the cost of engaging the quantity surveyor will be further added to the bond. Council will accept cash, cheque, or a bank guarantee for the Outstanding Works/Defects Bond; credit cards cannot be accepted for this bond.

Once the outstanding works are completed to Council's satisfaction, the Outstanding Works/Defects Bond will be returned to the Developer.

2.2.8 Defects Liability Period

When the Letter of Clearance of General Conditions is issued for a subdivision, the subdivision will enter a 24-month Defects Liability Period (DLP). Throughout the DLP and at the conclusion of the 24-month period, Council will inspect the works for defects. Typically, the Developer will only be asked to rectify the defects at the conclusion of the DLP; however, if an identified defect is deemed to be a safety hazard or considered to create on-going maintenance issues for Council, rectification works may be required immediately.

When the DLP is due to expire, the Developer shall submit an *Inspection Application* to Council. Council will then undertake a final inspection of the subdivision. Should the inspection identify any defects, other than normal wear and tear or vandalism, the Developer will be notified and asked to rectify the defects within a timeframe agreed upon between the Developer and Council; it is expected that this timeframe will typically be three months.

If, in the opinion of Council, the defects are not appropriately rectified, Council may draw on applicable bonds and undertake rectification works.

When all works are determined to be completed and all defects determined to be rectified to Council's satisfaction, the subdivision will be issued a Letter of Release from Defects Liability Period and any remaining funds in the Maintenance Bond will be returned to the Developer.

2.3 General Design Requirements

The following section provides details for the Developer on requirements of Council for development of detailed designs for developments and subdivisions in Litchfield municipality.

2.3.1 Use of Qualified Consultants

All design work of assets to be gifted to Council and for works to be approved by Council shall be undertaken by a suitably qualified engineer or other professional, unless otherwise advised by Council.

2.3.2 Engineering Survey Requirements

All surveys shall be undertaken by a certified surveyor and shall comply with the provisions of this section. All survey marks/levels relevant to the design submission shall be shown on the plans.

Permanent reference points shall be established within the proposed or existing road reserves at spacing not greater than one kilometre or as required by Council.

2.3.2.1 Units of Measurement

The following units shall be adopted:

- Linear measurements shall be in metres (m)
- Vertical measurements shall be in metres (m)

2.3.2.2 Vertical Control

All levels are to be provided in Australian Height Datum (AHD) to two decimals, unless specified otherwise by Council. The Developer shall adopt or establish a reliable benchmark by application of appropriate survey procedures from reliable survey stations.

2.3.2.3 Horizontal Control

The following points shall be adopted:

- The horizontal control to two decimals, unless specified otherwise by Council, for each project shall be based on the existing survey stations.
- The contractor shall establish reliable horizontal control where none exist.
- Plans shall show the distance from the centre line of the proposed or existing road to the road reserve boundary at all road tangent points and intersections.
- The centre line shall be pegged at 25m intervals on straight sections and 12.5m intervals on curves, tangent points, and the intersection of road centre lines. Chainage is to be commenced at the intersection of road centre lines. Offset recovery pegs are to be placed left and right of the centre line at no greater than 100m intervals, at tangents and secant points.
- Boundaries of the subdivision shall be clearly pegged to avoid disputes between landowners.

Where any unacceptable discrepancies exist in control marks due to soil settlement, inundation, disturbance or other factors, a discrepancy report will be prepared by the Developer and referred to Council.

A sufficient number of benchmarks – surveyed in three coordinates in GDA94 – MGA Zone52 projection: Eastings, Northings, and Height (AHD) – to enable the works to be set out accurately in accordance with the Standard Drawings shall be provided.

2.3.3 Detailed Engineering Drawing Requirements

The Developer must provide a complete set of legible detailed engineering drawings with supporting specifications and reports for each development or subdivision.

The following requirements are applicable to development and subdivision plans:

- For detailed design review, the drawings shall be provided in PDF format. For subdivisions, As-Constructed drawings shall be provided in AutoCAD or coordinates shall be provided by the Developer on the *Value of Assets Spreadsheet*.
- Drafting standards must comply with the provisions of Australian Standard 'Technical Drawing General Principles' AS1100.101-1992 or superior.
- The drawings must show sufficient detail to allow Council to accurately ascertain the feasibility of the design and compliance with Council's Standards in all areas and to allow contractors to confidently construct the works.
- All engineering drawings must include a scale and north arrow and must be legible on A3 print.
- The drawings shall show the location of the site in relation to existing named roads.
- Where land is developed in stages, each stage must include a drawing showing how that particular stage relates to the project as a whole. The drawing must clearly define the boundaries or limits of the subdivision.

- Although Council does not control reticulated services (sewer, water, gas, power, and telecommunications), this information is required to be shown on plans to prevent conflict with Council infrastructure. All network utility services, including easements, must be located at offsets shown on Council's Standard Drawings, unless an alternative location has been approved by Council.
- Council appreciates that a variety of services and infrastructure is required to be located within Council's road reserve. However, Council seeks to minimise impacts upon the road reserve, and the amenity of the municipality, as much as possible. Therefore, the Developer shall provide a demolition and vegetation removal plan illustrating any required disturbances within the road reserve.

2.3.3.1 Development Drawing Requirements

The set of drawings shall include the following items, unless confirmed otherwise by Council:

- General notes.
- General details.
- Site plan.
- Driveway access plan.
- Bulk earthworks plan.
- Demolition and vegetation removal within Council's road reserve plan.
- Stormwater management plan, including drainage easement arrangement plan and existing and proposed contours, including finished surface contours and key levels.
- Cross sections.
- Traffic sign and line-marking arrangement plan.
- Street light design.
- Bus route and bus stop plan.
- Staging plan.

2.3.3.2 Subdivision Drawing Requirements

The set of drawings shall include the following items, unless confirmed otherwise by Council:

- General notes.
- General details.
- Site plan with road works and drainage layout.
- Driveway access plan.
- Bulk earthworks plan.
- Demolition and vegetation removal within Council's road reserve plan.
- Stormwater management plan, including drainage easement arrangement plan and existing and proposed contours, including finished surface contours and key levels.
- Pavement design.
- Cross sections.
- Longitudinal sections.
- Intersection setout plan.
- Traffic sign and line-marking arrangement plan.
- Street light design.
- Bus route and bus stop plan.
- Public open space master plan.
- Staging plan.

2.3.4 Driveway Access Plan Requirements

When new driveways are proposed for a development, a driveway access plan will be required. The driveway access plan may be combined with other required drawings, subject to all plan requirements continuing to be met. Following the initial approval of the driveway access plan at the Condition Precedent stage, additional information is required at the detailed design stage.

At the clearance of Condition Precedent stage, the plan illustrating the new driveway access shall:

- Be dimensioned and drawn to scale.
- Include a north arrow.
- Clearly demonstrate the location of all driveway access points to the site, including dimensions from the property boundaries.
- Identify the type of crossover.
- Be in accordance with these Standards, including Standard Drawings, for sizes and technical specifications.
- Illustrate any potential obstacles and all services, existing and proposed, (e.g. power poles, stormwater pits, sewer pits, and trees) near the vicinity of the works and distances from these obstacles and/or services to the proposed driveway.
- Show dimensions between each driveway access if multiple driveways are proposed.
- Show the distance from the edge of the driveway to any intersection or any other driveway within 100m of that driveway.

At the detailed design stage, the plan illustrating the new driveway access shall include all of the above information required at Condition Precedent stage, plus the following:

- Show the proposed material type, material thickness/preparation, and width of all driveways.

2.3.5 Stormwater Management Plan Requirements

For most developments and subdivisions within Litchfield municipality, a stormwater management plan will be required. Following the initial approval of the stormwater management plan at the Condition Precedent stage, additional information is required at the detailed design stage.

At the clearance of Condition Precedent stage, the stormwater management plan shall:

- Be dimensioned and drawn to scale.
- Include a north arrow.
- Be prepared by a suitably qualified professional engineer.
- Include details of site levels (e.g. indicative levels or contour lines). Both existing site levels and designed site levels are required. Contour lines should be provided at an appropriate height difference to clearly show how the existing land and the developed land rises and falls. Typically, a contour height difference of 0.2 m for existing levels and 0.1 m for design levels will be acceptable; however, Council may require greater detail to be shown.
- Show direction of stormwater flow.
- Show details of surfaces across the lot (e.g. paved, concreted, bituminised, grassed, gravelled and asphalted etc.).
- Show how the stormwater is collected to the extent of the lot boundaries, including all proposed stormwater infrastructure (e.g. open channels, underground pipe, pits, concrete invert, detention and/or detention basins, kerb and gutters, etc.).
- Show all proposed drainage easements and responsibility for each.

At the detailed design stage, the stormwater management plan shall include all of the above information required at Condition Precedent stage, plus the following:

- Show the flood level lines (ARI 100) defining the areas of inundation.
- Include hydrologic calculations.
- Be in accordance with these Standards for sizes and technical specifications.
- Show cross-sections of the proposed stormwater infrastructure features.
- Show the location and details of the point of discharge. If an underground connection is used, the Developer shall use the NT Department of Infrastructure, Planning and Logistic's (DIPL) standard drawing for connection details. Where DIPL's Standard Drawings are not applicable, design criteria for stormwater connections shall comply with Australian Standards and best industry practices and must be designed by a professional engineer.

2.3.6 Operational Environmental Management Plan

For potentially environmentally sensitive uses, such as motor repair stations and service stations, Litchfield Council may request an Operational Environmental Management Plan (OEMP) for the management and operation of the use. The use must at all times be conducted in accordance with the plan. The OEMP shall:

- Be prepared by an independent qualified professional person and/or organization.
- Include overall environmental objectives for the operation of the use and techniques for their achievement.
- Include procedures to ensure that no significant adverse environmental impacts occur as result of the use.
- Include proposed monitoring systems.
- Identify all possible risks of operational failure and response measures to be implemented.
- Include day to day management requirements for the use, including waste management.

2.3.7 Traffic Impact Assessment

For developments and subdivisions determined by Council to result in a significant change to the existing traffic flow in the area, Council may require a Traffic Impact Assessment be completed that shall:

- Be prepared by a traffic engineer registered with Engineers Australia.
- Clearly reference all the source of data used in the report and analysis software used.
- Be undertaken in accordance with Austroads Guideline: Guide to Traffic Management – Part 12: Traffic Impacts of Developments.

2.3.8 Traffic Management Plan

For all developments and subdivisions that will result in work being undertaken on or disruptions to the normal traffic flow within Council road reserves, a Traffic Management Plan (TMP) will be required. The TMP shall:

- Be prepared by a person who holds a valid WZ1 certificate, and include the certificate number.
- Be prepared in accordance with Austroads Guidelines standard format.
- Include a risk analysis matrix.
- Include the traffic control diagram.

2.3.9 Road Safety Audit

For developments and subdivisions where Council has identified potential concerns with the proposed road design or impact upon the existing road design as a result of the new development, a Road Safety Audit (RSA) may be required. The RSA shall:

- Be prepared by an independent certified road safety auditor and include the certificate number of the auditor.
- Reference all risks identified in the report in accordance with relevant Austroads Guidelines and/or Australian Standards.
- Include photos and/or site plan for each identified risk.
- Include a risk analysis matrix and recommended remediation method.
- Include developer's responses to each recommended remediation method including a timeframe.

2.3.10 Demolition and Vegetation Removal Plan

For developments and subdivisions where disturbances from the movement and use of plant, equipment, and materials are required to Council's road reserve, the disturbances shall be minimised as much as possible. Disturbances within Council's road reserve shall be documented to and approved by Council through a Demolition and Vegetation Removal Plan, which shall include:

- The use of road shoulders and verges to support heavy vehicle turning movements, including turning circles.
- The removal of any trees or shrubs, which may be illustrated as clusters of vegetation unless there are individual trees standing alone.
- The removal or temporary relocation of any fixed structures, including signs, whether or not the structure is live/serviceable.
- The placement of temporary fencing or barriers other than flagging.
- Any earthworks not shown on the bulk earthworks plan, such as:
 - Trenches, illustrating width and depth,
 - Creation of temporary hardstands or laydown areas for either materials laydown or machinery access and operation, and
 - Stockpiles of soil or construction materials.

3 ROADS AND PATHWAYS

3.1 Design Criteria

This section sets out the standards required by Council for the design and construction of roads and pathways in urban, rural, and industrial/commercial developments and subdivisions. The following standards are to be used:

- This Litchfield Council – Development and Subdivision Standards, which includes Standard Drawings as well as relevant Council policies.
- Austroads Guidelines including:
 - Guide to Road Design
 - Guide to Traffic Management
 - Guide to Pavement Technology
- Relevant Australian Standards.
- Department of Infrastructure, Planning and Logistics (DIPL) standards and specifications.

The Litchfield Council – Development and Subdivision Standards, including Standard Drawings, take precedence over all other guidelines and standards. These Standards are designed with consideration for the environment, safety, and future maintenance requirements. When Council documents do not cover the works to be constructed, then other designs may be adopted with the approval of Council.

Design outside of these Standards may be considered if supporting documentation is provided that addresses Council's concerns for the environment, safety, and future maintenance, including all engineering aspects of the design and risk analysis. This assessment shall be included in the design report submitted with the initial plans. It is recommended that the applicant organise a meeting with Council prior to developing any designs that are not adequately covered by Council's documents.

3.2 Road Hierarchy

The Developer shall take into account the general context of the surrounding area. The proposed roads must be adequate to the surrounding environment and infrastructure.

A road hierarchy is to be established for the proposed development that adheres to Council's Standards.

The allocation of road hierarchy will depend on the road's intended use and functionality, which will then determine the design requirements in accordance with Council's Standards.

Table 2 provides information for determination of road hierarchy.

Table 2: Road Hierarchy

Road Class	Function
Arterial	Primarily traffic movement function. Primary network of strategic links between important centres in a city, town or rural area. No direct access to abutting properties is permitted.
Distributor	Combined traffic movement and access function. Connects arterial roads to areas of development and distributes traffic to local street systems. Limited direct access may be permitted to abutting properties.
Collector	Provides access between Local roads/streets and Distributor roads. Direct access is permitted to abutting properties.
Local	Used primarily for direct access to abutting properties.

3.3 Road Cross Sections

All road designs must be developed with the objectives of providing roads to the standard widths required by Council complete with stormwater drainage and services corridors. Urban roads must additionally consider the need for on street parking, shade street trees, pedestrian footpaths and shared pathways, bus stops and appropriate disabled access to these facilities.

Table 3 indicates minimum widths for each road type. Refer to Council's Standard Drawings for each road type. Council reserves the right to make appropriate adjustments to individual items where a larger road reserve is provided. Refer to Council's Standard Drawings LC-200 and LC-201 for details.

Table 3: Minimum Road Cross Section Widths

Development Area			Road Hierarchy	Road Reserve Width (m)	Carriageway Width (m)	Landscaped Verge Width* (m)	Footpath Width* (m)
Rural Area			Distributor Collector Local	30	10	10	N/A
Urban Area	Residential	All Areas	Distributor	22	10	4	2
		Single dwelling lots $\leq 1,000\text{m}^2$ and/or multiple dwelling lots	Collector Local	20	10.4**	3	1.8
		Single dwelling lots $> 1,000\text{m}^2$ to $\leq 4,000\text{m}^2$	Collector Local	20	8	4.2	1.8
	Industrial/Commercial		Distributor	22	10	4	2
			Collector Local	22	10.4**	4	1.8
	<p>*Required on both sides of the road.</p> <p>**Intention is to provide an on-street car parking lane 2.5m in width.</p>						

3.4 Design Speed

The Developer must consider the speed environment when designing a new subdivision and make recommendations of appropriate treatments.

The design of roads within the subdivision shall conform to the following desirable operating speed requirements. The minimum design speed for road design is to be 10km/h above the operating speed.

Table 4: Maximum Design Speeds

Development Area		Road Hierarchy	Maximum Desirable Operating Speed* (km/h)
Rural Area		Collector, Local	80
		Distributor, Arterial	As advised
Urban Area	Residential	Arterial, Distributor	As Advised
		Collector	60
		Local	50
	Industrial/ Commercial	Arterial, Distributor	As advised
		Collector	60
		Local	50
*As defined in Austroads Guideline: Guide to Road Design – Part 3 “Geometric Design”			

The following should be considered and included as required:

- A 50km/h default speed limit applies to built up areas within the Northern Territory.
- A master plan shall be provided showing the proposed speed limits on all new roads.

A Traffic Impact Assessment may be required for developments or subdivisions where Council has concerns about the ability of the existing network to accommodate the increased traffic from the proposed development or subdivision. Community consultation at the Developer’s expense may be required under these circumstances.

The Traffic Impact Assessment shall nominate all required traffic measures to provide a safe thoroughfare for traffic. All upgrades required as a result of the new development must be constructed by the Developer at the time the road is built, at no cost to Council.

A Road Safety Audit (RSA) will be required for subdivisions or developments where Council identifies potential concerns with the proposed design.

3.5 Design Vehicle

Roads are to be designed to accommodate the maximum vehicle configuration that is likely to utilise the roads. Design vehicles are to adhere to the Austroads Guideline: Austroads Design Vehicles and Turning Path Templates Guide.

Design vehicle turning paths templates shall be applied to ensure that:

- The outside edge of the swept path remains within the paved area.
- A minimum clearance of 0.6m shall be provided between the inside swept path and face of kerb or pavement edge.
- A minimum clearance of 0.6m shall be provided between the outside swept path to objects such as road furniture (e.g. traffic islands) and utility poles.
- A minimum clearance of 2m is to be provided between the outside swept paths of any adjacent vehicles.

The 0.6m offset may not be required for local streets in urban areas, where space is restricted for local access/minor roads in rural areas where the shoulder is partly sealed. In that case, the Developer shall seek written approval from Council. Nevertheless, the vehicle swept path shall not cross the centreline of a rural road.

In situations where space is restricted and turning speed is low, Council may approve the swept path of the design vehicle to encroach into a verge or traffic island with the wheel paths remaining on the pavement. This may occur when designing for a large bus to use a local street or when checking that a design layout can accommodate an occasional vehicle larger than the design vehicle.

However, in both cases, while restrictive intersection geometry may be desired to meet traffic management and environmental objectives on local roads, it is necessary to check the layout using the next larger design vehicle template to ensure that occasional use by vehicles larger than the chosen design vehicle is viable.

The above are the minimum requirements for design of intersections; however, Council reserves the right to nominate superior design requirements if deemed appropriate due to specific site and development features.

An interconnected street network is encouraged throughout the municipality. Cul-de-sacs are not encouraged, especially within urban areas. However, where such a design cannot be avoided, minimum radii shall be 9m for urban residential streets and 15m for industrial and commercial streets.

3.5.1 Rural Intersections

Intersections must be designed according to the Council Approved Standard Intersections Type 1, 2, and 3, in accordance with the Standard Drawings, as follows:

Table 5: Rural Road Intersection Types

Intersection Type	Local	Collector	Arterial
Local	Type 1	Type 1/Type 2*	Type 3
Collector	Type 1/Type 2*	Type 2	Type 3
*To be assessed case by case			

3.5.2 Urban intersections

Table 6: Urban Road Intersection Types

Intersection Type	Local	Collector	Distributor
Residential Local	12.5m Single Unit Truck/Bus	12.5m Single Unit Truck/Bus	19m Single Articulated Truck
Residential Collector	12.5m Single Unit Truck/Bus	19m Single Articulated Truck	19m Single Articulated Truck
Industrial/ Commercial Local/Collector/ Distributor	19m Single Articulated Truck	19m Single Articulated Truck	19m Single Articulated Truck
*To be assessed case by case			

3.6 Road Geometry

3.6.1 Pavement Crossfall

Two way crossfall is preferred for all roads as per Council's Standard Drawings. However, one way cross fall may be permitted when specific conditions are met and will be approved at the discretion of Council.

In rural areas, pavement crossfall and superelevation shall be designed in accordance with Austroads Guidelines.

In urban areas, pavement crossfall shall be designed with consideration of the following design requirements:

- A nominal 3% crossfall.
- Two way cross fall is preferred. One way cross fall may be permitted when the adjacent property is a dedicated drainage reserve or public reserve with specifically designed stormwater infrastructure to cater for the stormwater. All medians shall be designed with appropriate crossfall to accommodate stormwater drainage.
- Drainage from all properties on the high side of a one way cross fall road must be connected to Council's underground system and all internal flows must be collected internally and discharged at this point.
- One way crossfall is not permitted where private properties are adjacent to the low side.
- Superelevation must be in accordance with Austroads Guidelines.

3.6.2 Verges

Verge widths are specified in Section 3.3, Table 3.

The verge gradient is indicated on Council's Standard Drawings.

When designing verges, the following factors should be considered:

- Driveways, signs, street furniture, landscaping, and footpaths.
- Bus stop locations and design.

- All services are to be located in accordance with Council's Standard Drawings.
- In rural areas, cut and fill batters may be extended into the lot where the design cross section cannot be contained within the road reserve. In these cases, the batter slope should not exceed 1 in 4 unless, in special cases, geotechnical testing indicates that steeper slopes are sustainable and maintainable.

3.6.3 Gradients and Radii

Roads are to be designed to provide grades in accordance with Table 7 and with consideration for the natural/existing ground and conditions and best practice lot layout. Grades are to comply with the object and intent of the *Disability Discrimination Act 1992* and the requirement and provisions of relevant standards.

Table 7: General Maximum and Minimum Longitudinal Grades

Grade Percentage, Location		Residential		Industrial/ Commercial
		Local	Collector/Distributor	All Roads
Desirable Maximum %		10	8	6
Absolute Maximum %		12	10	8
Desirable Minimum %		1.00	1.00	1.00
Absolute Minimum %	Straight alignment down to 60m radius bends	0.50	0.50	0.50
	All kerb returns and kerbs in the cul-de-sac head	0.75	0.75	0.75

The developer shall seek written approval from Council to design under the absolute values. These considerations will be approved only in special cases and must be addressed in the design report.

3.7 Pavement Design

Pavement design should be in accordance with these Standards, Austroads Guidelines: Guide to Pavement Technology and NT Government Standard Specification for Roadworks, unless otherwise specified. The Developer shall submit pavement design calculations for Council's approval prior to commencing construction. Refer to NT Government Roadworks Specifications for testing standards and requirements.

3.7.1 Pavement Design Loading

The Developer shall undertake an analysis of design traffic and is responsible for determining design traffic loadings and appropriate pavement structure. The minimum requirements for design loading and wearing course according to the road classification are shown in Table 8.

Table 8: Minimum Requirements for Design Loading and Wearing Course

Road Classification	Minimum Design Loading (ESA)	
	Residential	Industrial/Commercial
Rural – Arterial/Collector	5.0×10^5	-
Rural – Local	5.0×10^4	-
Urban – Arterial	1.0×10^6	5.0×10^6
Urban – Collector	5.0×10^5	1.0×10^6
Urban – Local	5.0×10^4	5.0×10^5

Assessment of construction traffic shall include consideration of subdivision staging and construction vehicles and associated access for construction of infrastructure for new stages of development and construction vehicles through completed stages.

The minimum pavement design life is 40 years.

3.7.2 Wearing Surface

The minimum wearing surfaces on Litchfield Council roads are specified in the following tables. It is the responsibility of the Developer to provide a wearing surface design that accommodates the design loading, including construction traffic.

Table 9: Minimum Wearing Surface for Rural Areas

Asset Type	Minimum Wearing Surface Design
All Rural Road Types	Prime and single seal coat with 14/20mm aggregate (50/50 mix)
Intersections	Prime and single seal coat with 14/20mm aggregate (50/50 mix)
Cul-de-sac	Prime and 40mm compacted thickness asphalt to the end of the tangent point
Driveways	Prime and single seal coat with 10mm aggregate

Table 10: Minimum Wearing Surface for Urban Areas

Asset Type	Minimum Wearing Surface Design
Arterial and Collectors	Prime and 40mm compacted thickness asphalt
Local Roads	Prime and 25mm compacted thickness asphalt
Intersections	Prime and 40mm compacted thickness asphalt to the end of tapers
Cul-de-sac	Prime and 25mm compacted thickness asphalt

Table 11: Minimum Wearing Surface for Industrial/Commercial Areas

Asset Type	Minimum Wearing Surface Design
All road types and intersections	Prime and 40mm compacted thickness asphalt

3.7.3 Pavement Composition

The minimum pavement composition shall adhere to Table 12.

Table 12: Minimum Pavement Composition

Layer	Minimum Compacted Thickness	Material*	Compaction
Base	200mm	Type 2 naturally occurring gravel or fine crushed rock – FCR	100% MMDD
Sub-Base (where applicable)	200mm	Type 2 naturally occurring gravel or fine crushed rock - FCR	98% MMDD
Sub-Grade	150mm	In Situ	95% MMDD
*Refer to NT Government Standard Specification for Roadworks for requirements for conformance testing for each material.			

Council prefers to receive the pavement material from a quarry certified by the NT EPA. Should the Developer choose to import pavement material from another source, a waste classification report, prepared by a qualified environmental scientist or geotechnical engineer shall be submitted for Council approval prior to transport of the material to the site.

3.8 Lot Truncation

Lot truncation is required at all corner blocks and shall be designed in accordance with Austroads Guideline: Guide to Road Design – Part 3 “Geometric Design”. The minimum truncation is 5m by 5m but may be required to be increased to allow for intersection sight distances, verge width, and footpath installation.

3.9 School Sites

Council considers that parking, set down and pick up at school sites is a core requirement of the school design and shall be accommodated on the school site. The design of subdivision roads abutting school sites must incorporate provision for safe routes to schools and crossing facilities as required.

3.10 Bus Routes and Bus Stops

Where the NT Government Public Transport Division requires bus routes and bus stops, the Developer shall provide an approved master plan developed at the planning stage in liaison with the Public Transport Division. This plan must show the ultimate and interim locations of proposed bus routes, nominated sheltered bus stops, and/or where bus stops include other types of street furniture (e.g. bus shelters, seats, bins, timetable totems, etc.).

3.11 Traffic Control Devices

3.11.1 Traffic Signs and Line Marking

All warning, regulatory, and direction signs are to conform to current Australian road rules and current versions of the Australian Standards, including:

- Austroads Guide to Traffic Management.
- AS 1742.1 and 1742.2 Manual of Uniform Traffic Control Devices.
- Design for Access and Mobility (AS 1428 Parts 1 & 2).
- Other relevant publications and standards.

A Sign and Line Marking Plan is required and must indicate:

- The location and type of street name signs.
- All regulatory signs including speed signs where the default speed limit does not apply.
- All other hazard, warning and advisory signs.
- Line marking and pavement markers.
- Bicycle and shared path signage and line marking.

3.11.2 Street Name Signs

Council’s Standard Drawings are to be used for the design of street name signs. The preferred location for street name signs is on the through road adjacent to the centreline of the intersecting road. Refer to Section 2.2.6.2 and Council policy “TS03 Place Names Policy” for further details on naming of new roads.

In addition, Litchfield Council’s special intersection sign shall be used at each intersection in conjunction with the street name signs.

3.12 Service Conduits

Service conduits shall be designed and constructed by suitably qualified individuals. Service conduits includes communication, irrigation, and electrical cables or pipes under roadways, footpaths, access strips, and elsewhere as required. Design of these services is to be in consultation with the appropriate authority or as directed by Council. Conduits shall be constructed at the time of subdivision construction.

All conduit locations are to be marked on As-Constructed drawings and on site. Installation of conduits shall not adversely impact the pavement compaction.

3.13 Kerbing

The choice of kerbing is dependent on the road use and stormwater requirements. All designs must comply with Australian Standards and Council's Standard Drawings.

Barrier kerb and gutter shall be used in the following urban areas:

- Residential distributors,
- Residential areas with single dwelling lots $\leq 1,000\text{m}^2$ in area and/or multiple dwelling lots,
- Industrial and commercial areas.

Layback kerb and gutter shall be used in the following urban areas:

- Residential areas with single dwelling lots $> 1,000\text{m}^2$ to $\leq 4,000\text{m}^2$ in area.

Gap kerbing shall be used in the following rural areas:

- At intersections.

3.14 Driveway Crossovers

All driveway crossovers must be designed and constructed in accordance with Council's Standard Drawings.

Council will determine the acceptable location or relocation of all driveway crossovers in accordance with the following criteria:

- The driveway location shall be positioned in consultation with Austroads Guidelines and is subject to Council approval.
- One driveway access may serve a maximum of 2 lots.
- Driveways shall be located to have minimal impact to on-street parking.
- Driveway locations must take into consideration the location of other services, including stormwater infrastructure, streetlights, and other service pits that may exist in the verge. Any changes to infrastructure to accommodate driveways are to be approved by and at no cost to Council. The alteration must also be approved by the authority that owns the service infrastructure.
- Where footpaths exist, the material of that section of the driveway must be the same as the footpath.
- Council will only maintain one driveway crossover per lot. However, a second driveway crossover may be permitted subject to Council's approval. Construction and maintenance of a second driveway will be at the owner's expense.
- Should a reinforced concrete box culvert be used as driveway crossover, the culvert must be 450mm x 450mm or larger.

- Should a concrete invert be used as driveway crossover, the approach to the invert shall have maximum gradient of 1:10 (Vertical:Horizontal).

Table 13 and Table 14 summarise Council's driveway requirements.

Table 13: Driveway Crossover in Urban Areas

Land Use and Access Type	Width	Driveway Material
Residential single access	3.5m	100mm broom finished concrete, SL82 mesh, 25MPa
Residential shared access	6.0m	150mm broom finished concrete, SL82 mesh, 25MPa
Industrial/Commercial*	6.0m	200mm broom finished concrete, SL82 mesh, 25MPa
*Wider driveways may be approved by Council subject to consideration of vehicle design and/or development requirements.		

Table 14: Driveway Crossover in Rural Areas

Land Use and Access Type	Width	Driveway Material
Residential single access	4.0m (4.88m*)	Prime and single coat seal 10mm nominal aggregate. 150mm Type 2 gravel base compacted to 100% MMDD. 150mm subgrade compacted to 95% MMDD** Or 150mm broom finished concrete, SL82 mesh, 25MPa
Residential shared access	8.0m (9.76m*)	
Industrial/Commercial	8.0m (9.76m*)	200mm broom finished concrete (with invert profile or finished surface as applicable to driveway type), reinforced with SL82 mesh, 25MPa
*Wider width is required where the driveway must accommodate a box culvert. **Gravel driveway crossovers for lots accessed from a gravel road may be approved by Council.		

3.15 Access for New Lots

Council prefers each new lot to have individual, unconstrained access.

Council does not support additional accesses for new lot(s) where an existing right-of-way currently serves a single lot.

Council does not support new right-of-way access arrangements where the right-of-way provides access for multiple lots.

However, upon review of individual circumstances, Council may support additional accesses for new lot(s) where an existing right-of-way currently serves multiple lots.

Council does not support adjacent battleaxe access design for new lots and Council will not approve driveway access for lots designed with two or more adjacent battleaxes.

Where single battleaxe designs are proposed in urban subdivisions, Council prefers the battleaxe width to be a minimum of 10m. Where single battleaxe designs are proposed in rural subdivisions, Council prefers the battleaxe width to be a minimum of 15m.

3.16 Pathways

In urban areas, pathway design and construction must comply with Council's Standard Drawings. All pedestrian accesses must meet or exceed Australian Standards for access and mobility.

3.16.1 Footpaths

Footpaths with Litchfield municipality are to be made of concrete with a minimum compressive strength of 25MPa, broom finish, 100mm minimum thickness and SL82 reinforcement. Footpaths must be provided within the road reserve in accordance with the table in Section 3.3.

Grading of footpaths and shared paths is to be designed in accordance with relevant disabled access legislation and standards, including AS 1428 Design for Mobility and Access.

3.16.2 Shared Paths and Cycle Paths

The need for any form of shared path, cycle path, or on-road cyclist facility is to be determined by Council, in discussion with the Developer, prior to preparation of the construction drawings. Specifications for construction will be determined based on the requirements of the individual path.

3.16.3 Laneways

Laneways solely for pedestrian movement are prohibited within Litchfield municipality

3.17 Street Furniture

To enhance public amenity, the Developer shall ensure that adequate street furniture is placed at appropriate sites within the streetscape of a new development or subdivision. Such places may be at bus stops, near shops, or at busy pathway intersections. Items may include seating, rubbish bins, bollards, signs, and shelters.

In general, street furniture shall be provided in accordance with the following requirements:

- Items should be robust and vandal proof, built of durable materials, and, in the case of seating, either placed under shade trees or built from materials that do not overheat (e.g. aluminium).
- The colour palette of proposed street furniture is to be submitted and approved by Council.
- All seating is to have a concrete pad under each seat with a clearance of 1200mm from the front extremity of the seat and 1200mm each from the sides and back for wheelchair access. Paved access shall be provided between seats and adjoining footpaths and streets.
- All furniture installation is to conform to the relevant local and national building codes.

3.18 Hold Points

Hold points are points in the construction process where an inspection and clearance from Council is required prior to the Developer moving forward with the works.

Council must attend every hold point and is responsible for reviewing all information submitted by the Developer.

The Developer must give 48 hours advance written notice to Council by submitting an inspection request form to council@litchfield.nt.gov.au.

The following sections outline the required hold points.

3.18.1 Urban Areas - Roads

Table 15: Road Construction Hold Points – Urban Areas

Hold Point	Developer Shall Provide	Council Will Review
Road Works		
1. Once sub-grade is completed	<ul style="list-style-type: none">• Certified geotechnical report.• Conformance test report in accordance with NTG roadworks specifications.	<ul style="list-style-type: none">• Grades.• Compaction.• Formation.
2. Once sub-base is completed	<ul style="list-style-type: none">• Certified geotechnical report.• Conformance test report in accordance with NTG roadworks specifications.	<ul style="list-style-type: none">• Grades.• Compaction.• Formation.
3. Once base-course is completed	<ul style="list-style-type: none">• Certified geo-technical report.• Conformance test report in accordance with NTG roadworks specifications.	<ul style="list-style-type: none">• Grades.• Compaction.• Formation.
Sealing		
1. Prior to sealing or asphaltting	<ul style="list-style-type: none">• Conformance test report in accordance with NTG roadworks specifications.• Design for asphalt mix.	<ul style="list-style-type: none">• Pavement dry back.• Ball penetration.• ALD for aggregate.• Proposed application rate and/or asphalt design (note that this information is required prior sealing).

3.18.2 Rural Areas - Roads

Table 16: Road Construction Hold Points - Rural Areas

Hold Point	Developer Shall Provide	Council Will Review
Road Works		
1. Once sub-grade is completed	<ul style="list-style-type: none"> • Certified geotechnical report. • Conformance test report in accordance with NTG roadworks specifications. 	<ul style="list-style-type: none"> • Grades. • Compaction. • Formation.
2. Once sub-base is completed	<ul style="list-style-type: none"> • Certified geo-technical report. • Conformance test report in accordance with NTG roadworks specifications. 	<ul style="list-style-type: none"> • Grades. • Compaction. • Formation.
3. Once base-course is completed	<ul style="list-style-type: none"> • Certified geo-technical report. • Conformance test report in accordance with NTG roadworks specifications. 	<ul style="list-style-type: none"> • Grades. • Compaction. • Formation.
Sealing		
1. Prior to Sealing or Asphaltting	<ul style="list-style-type: none"> • Conformance test report in accordance with NTG roadworks specifications. • Design for asphalt mix. 	<ul style="list-style-type: none"> • Pavement dry back. • Ball penetration. • ALD for aggregate. • Proposed application rate and/or asphalt design (note that this information is required prior sealing).

3.18.3 Driveway Crossovers

Table 17: Driveway Crossover Construction Hold Points

Hold Point	Developer Shall Provide	At Inspection, Council Will Review
Concrete Invert		
1. Prior to pouring the concrete	<ul style="list-style-type: none"> Adequate site access. 	<ul style="list-style-type: none"> Subgrade compaction. Installation of reinforcement steel. Thickness and width of the driveway.
Concrete Flat		
1. Prior to pouring the concrete	<ul style="list-style-type: none"> Adequate site access. 	<ul style="list-style-type: none"> Subgrade compaction. Installation of reinforcement steel. Thickness and width of the driveway.
Driveway with Box Culvert		
1. Prior to pouring the concrete for the bottom slab	<ul style="list-style-type: none"> Adequate site access. 	<ul style="list-style-type: none"> Subgrade compaction. Installation of reinforcement steel. Thickness and width of the slab.
2. Prior to pouring the concrete for headwalls and wingwalls	<ul style="list-style-type: none"> Adequate site access. 	<ul style="list-style-type: none"> Installation of reinforcement mesh. Dimensions and thickness.
3. After the installation of culverts, prior to backfill	<ul style="list-style-type: none"> Adequate site access. Adequate visibility for the culvert, headwalls and wingwalls. 	<ul style="list-style-type: none"> Culvert joints. Headwall and wingwall joints. Alignment of the culvert.
4. After the backfill, prior to sealing	<ul style="list-style-type: none"> Conformance test for base-course material in accordance with NTG guidelines Undertake proof-roll using adequate vehicles in accordance with NTG roadworks specifications. 	<ul style="list-style-type: none"> Check compaction of base-course Check formations and grades Proposed application rate and/or asphalt design (note that this information is required prior sealing).
Rural Flat Driveway		
1. Prior to sealing or asphaltting	<ul style="list-style-type: none"> Conformance tests for Base-course material in accordance with NTG guidelines Undertake proof-roll using adequate vehicles in accordance with NTG roadworks specifications. 	<ul style="list-style-type: none"> Check compaction of base-course Check formations and grades Proposed application rate and/or asphalt design (note that this information is required prior sealing).

4 STORMWATER DRAINAGE

4.1 Design Criteria

This section sets out the standards required by Council for the design and construction of stormwater drainage systems in urban, rural, and industrial/commercial developments and subdivisions. The following standards are to be used:

- This Litchfield Council – Development and Subdivision Standards, which includes Standard Drawings as well as relevant Council policies.
- Austroads Guidelines, including Guide to Road Design – Part 5: Drainage.
- Australian Rainfall and Runoff.
- Queensland Urban Drainage Manual.
- Relevant Australian Standards.

The Litchfield Council – Development and Subdivision Standards, including Standard Drawings, take precedence over all other guidelines and standards. These Standards are designed with consideration for the environment, safety, and future maintenance requirements. When Council documents do not cover the works to be constructed, then other designs may be adopted with the approval of Council.

Design outside of these Standards may be considered if supporting documentation is provided that addresses Council's concerns for the environment, safety, and future maintenance, including all engineering aspects of the design and risk analysis. This assessment shall be included in the design report submitted with the initial plans. It is recommended that the applicant organise a meeting with Council prior to developing any designs that are not adequately covered by Council's documents.

To avoid mosquito breeding and associated issues, the Developer shall provide Council with evidence that all drainage systems and associated structures have been designed in consultation with the NT EPA and the NT Department of Health – Medical Entomology Section.

4.2 Hydrology

For all developments that will have impacts on upstream or downstream flow, and for all subdivisions, hydrological calculations will be required.

Council requires Fraction Impervious, Coefficient of Runoff, and Time of Concentration design parameters to be used to develop Intensity Frequency Duration (IFD). IFDs shall be derived in accordance with the Australian Rainfall and Runoff database for the particular catchment and shall be used to determine design flow rates. Flow rates will be used to design the drainage system for minor and major storm events.

4.2.1 Fraction Impervious

Hydraulic calculations shall be based on fraction impervious parameters in Table 18.

Table 18: Fraction Impervious Parameters

Item	Land Use	Fraction Impervious
1	Normal Residential Lot $\leq 1,000\text{m}^2$	0.60
2	Normal Residential Lot $> 1,000\text{m}^2$	0.40
3	Normal Residential Lot including half road	0.65
4	Road Reserve	0.85
5	Medium Density Residential Lots	0.85
6	High Density Residential Lots	0.90
7	Commercial Areas	1.00
8	Industrial Areas	0.90
9	Community Purpose Areas	0.70
10	Public Recreational Areas	0.50
11	Parkland, Public Reserve	0.10

4.2.2 Coefficient of Runoff

The Coefficient of Runoff shall be determined in accordance with the Australian Rainfall Runoff Standards. Full details of coefficients used shall be provided in calculation documents.

The effects of the fraction impervious areas on the coefficient of runoff “C” shall be consistent with Table 19.

Table 19: Coefficient of Runoff

Fraction Impervious	C for ARI 5	C for ARI 20	C for ARI 100
0.0 – 0.10	0.41	0.46	0.52
0.20	0.46	0.51	0.58
0.30	0.51	0.56	0.65
0.40	0.56	0.62	0.71
0.50	0.61	0.67	0.77
0.60	0.66	0.73	0.83
0.70	0.71	0.78	0.89
0.80	0.76	0.84	0.96
0.90	0.81	0.89	1.00
1.00	0.86	0.95	1.00

4.2.3 Time of Concentration

Time of concentration must be calculated as the time required for stormwater runoff to flow from the most remote part of the catchment to the point of interest or as the time taken from the start of rainfall until all the catchment is simultaneously contributing to the point of interest. Care should be exercised in adopting a time of concentration that is reasonable for the upper reaches of the drainage system within the developed catchment.

The general maximum time of concentration in urban areas shall be 20 minutes, unless justification is provided to the contrary. Similarly, a minimum time of concentration of 5 minutes can be used for an urban standard lots.

The time of concentration in rural areas shall be calculated in accordance with Australian Rainfall Runoff. Where the flow path traverses areas having different flow characteristics or various surface types, the flow-time of each portion of the flow path shall be calculated separately.

4.3 Major and Minor Drainage System

Development and subdivision design must address major and minor storm events through appropriate development of major and minor stormwater drainage systems, as applicable to the individual project. These systems must be designed to control and carry all storm flows in accordance with the determined hydrologic calculations and Average Recurrence Interval (ARI).

Drainage systems must be calculated by a method that complies with current Australian hydrologic engineering practice and calculations for both major and minor drainage systems must be provided to Council. In the absence of more appropriate methods, the Rational Method can be used to determine peak flows when catchments are not greater than 500Ha in urban developments and 25km² on rural developments.

To achieve the requirements for the Major Drainage System, it may be necessary to upgrade the capacity of the Minor Drainage System above the initial criteria.

4.3.1 Major Drainage System

This system caters for a ARI100 storm event.

4.3.2 Minor Drainage System

This system caters for a ARI 5 or ARI 20 storm event, as applicable.

4.4 Adjacent Catchments and Drainage Networks

Drainage systems are designed to consider all ultimate upstream and downstream characteristics to achieve a total system that does not adversely affect existing systems or properties within the stream flow path and catchment.

All post-development flows shall be equal to or less than pre-development flows, to minimise the risk of flooding downstream due to a development or subdivision. The drainage system design aim is to maintain the characteristics of the pre-existing catchment by detaining and/or controlling storm flows or dispersing concentrated catchment outflows. The methods used, and the degree of outflow attenuation required, must be dependent on the magnitude of development and subdivision storm flows and the downstream watercourse characteristics.

Consideration shall be given to the impact of the proposed drainage system on existing drains, buildings, and downstream catchments.

Where a new development or subdivision is located at the upstream end of a catchment in common with existing developed land for which there is no master drainage plan, the existing Council drainage system may not have sufficient capacity to carry the design flows generated by the new development. In these circumstances, the Developer is to prepare and submit an overall drainage plan, which should examine the complete downstream drainage network and determine the maximum quantity of stormwater runoff that can be discharged into the existing network. The drainage plan shall be designed to cater for the ultimate flow from the upstream catchment.

If the capacity of the existing network is exceeded, then the surplus water shall be managed within the new development or subdivision, or the existing network shall be upgraded to the satisfaction of and at no cost to Council.

For staged developments, the trunk drainage system shall be constructed from the downstream end of the catchment at the time of development, regardless of where the actual development works commence.

The drainage easement and/or reserves downstream from the project area shall be incorporated into the design where flows are generated from the project area.

4.5 General Drainage Infrastructure

Some types of drainage infrastructure occur in both urban and rural areas of the municipality. Design specifications for these types of drainage infrastructure are detailed in the following sections.

For all drainage infrastructure, appropriate safety measures shall be provided to protect the public from being trapped during flooding. Accordingly, risk assessment of the drainage system shall be provided as part of the stormwater management plan and any safety measures identified shall be included within the design at no cost to Council. Warning signs are to be installed where required.

4.5.1 Roads

Roads are primarily to cater for vehicular and pedestrian traffic, as well as providing access to abutting properties. Road reserves may be used to convey stormwater drainage; however, road carriageways are not to be considered as primary drains or floodways. Public amenity, usability, risk, and safety are to be paramount considerations in drainage design.

Road reserves within Litchfield municipality must be designed to cater for ARI 100 storm events.

Stormwater flow shall not exceed a maximum overtopping depth of 150mm above the crown of the road, nor shall Depth x Velocity exceed 0.32.

Where the depth of flow particularly within road reserves can be effectively reduced by the introduction of more underground drainage and/or capture points, then these features will be required.

4.5.2 Detention Basins

Council discourages the use of detention basins where other stormwater drainage methods are possible. However, where another drainage infrastructure measure is not available, detention basins may be permitted and are recommended in combination with other WSUD features. Public amenity, usability, risk, and safety are to be paramount considerations in drainage design.

Detention basins must be designed to cater for ARI 100 storm events.

Stormwater flow depth in detention basins that abut a road shall not rise above subgrade level. For detention basins that do not abut a road, a 150mm freeboard from the top of batter shall be maintained at all times.

In addition, all batters shall be constructed with a maximum 1:4 (vertical:horizontal) slope. If a property fence is to be installed on private property adjacent to batters of Council's table drain, Council requires a minimum 1.5m offset between the top of the batter and the property fence.

With the exception of natural ornamental lakes and wetlands, all other detention basins are to be designed to detain water only during storm conditions and for no more than 7 days. To avoid mosquito breeding and associated issues, all drainage systems and associated structures shall be designed in consultation with the NT Environmental Protection Authority (NT EPA) and NT Department of Health – Medical Entomology Section.

4.6 Urban Drainage

Stormwater drainage in urban areas is required to be collected within the lot and connected underground into Council's stormwater drainage system of pipes, pits, drains, and the road network.

Drainage in urban areas shall be designed to cater for ARI 5 storm events.

Drainage shall not be directed from one lot to another lot in any form of discharge.

Council prefers to maintain native vegetation and avoid clear cutting of sites wherever possible. Where regrading of the lot can be easily achieved (less than 5% cross slope), the lot shall be graded towards the adjacent road reserve, open space, or drainage reserves. In other cases, runoff shall be captured within the lot and conveyed underground into Council's drainage system.

Sediment and erosion control measures shall be put in place on all lots until the lots are fully developed and landscaped.

4.6.1 Pipes

All pipes must meet the following requirements:

- The minimum pipe diameter for a drain located within the road reserve is 375mm or a size that caters for an ARI 5 storm event, whichever is larger.
- The minimum pipe strength is Class 2 reinforced concrete pipe or equivalent.
- Sealed joints are to be used for all drainage lines – external bands or rubber ring joints.

4.6.2 Pits

All pits must be designed to cater for an ARI 5 storm event.

All pit designs must be in accordance with Council's Standard Drawings. However, regardless of standard details, internal dimensions for all drainage pits shall be in accordance with AS3500.3.2 and work health requirements for access into drainage structures.

All access covers and grates are to be Class D AS3996. Alternatives, including precast concrete inlet structures, may be used subject to approval by Council.

Grates are to be avoided as they are susceptible to being blocked; if they are included, then an alternative means for the flow to enter the system must be incorporated in the design. Cyclists, pedestrians, and vehicles must also be able to safely traverse the system.

All pits deemed to be at high-risk of vehicles driving over the pits must be designed to withstand the expected loads.

4.6.2.1 Side Entry Pits

Side entry pits are to be designed with the following criteria:

- May be either side entry or combined grated/side entry. Grated entry shall only be installed if no other options are available.
- Placed at low points located immediately upstream from intersections on the side road of the intersection.
- Placed on the upstream sides of pedestrian crossings to limit the flow to 500mm maximum width for the minor design storm in these locations.
- Include the use of deflectors within the gutter.
- Each drainage structure shall have a minimum fall across the bottom as indicated in Council's Standard Drawings.
- Spacing and size designed to ensure minimum flow widths and depths as specified are achieved.
- Located to avoid conflict with driveways on all new lots.
 - To avoid such conflicts, an overall plan shall be produced prior to commencement of works that shall show the nominated location for driveways in each new lot.
 - Where a conflict occurs, any stormwater pit relocations shall be undertaken by the Developer at no cost to Council.

- The clearance between the kerb invert and the underside of the lid, or lid support, where applicable, shall be a maximum of 100mm. Where the inlet clearance is greater than 100mm, a 12mm diameter bar shall be placed across the opening for safety purposes.
- Should a pre-cast pit be used, 3% stabilised sand is required for backfill.

4.6.2.2 Junction Pits or Manholes

Junction pits and manholes are to be designed with the following criteria:

- When side entry pits are not suitable, junction pits or manholes are to be constructed at all pipe junctions and where pipes change direction, diameter, or grades.
- The maximum distance between junction pits, manholes, and/or side entry pits is to be 90m. Closer spacing may be required at the discretion of Council.
- These features are discouraged within the trafficked part of the road reserve.

4.6.2.3 Letterbox Pits

Letterbox pits are to be designed with the following criteria:

- Letterbox pits are to be constructed within the invert of open drains or at low points in open space reserves to contain stormwater flows.
- Appropriate erosion control measures, such as stone pitching, must be included.
- Appropriate safety measures must also be included, considering flow velocity at the pit, height of the pit opening etc.
- The clearance between the kerb invert and the underside of lid, or lid support, where applicable, shall be a maximum of 100mm. Where the inlet clearance is greater than 100mm, a 12mm diameter bar shall be placed across the opening for safety purposes.

4.6.2.4 Underground (Blind) Pits

Underground or blind pits or junction chambers are not acceptable. All pits or chambers shall extend to and allow access from the surface.

4.6.2.5 Grated Inlet Pits

Grated inlet pits are not acceptable within the carriageway on Council's road reserve or within Council-owned or private car parking areas. The use of grated inlet pits in other areas shall require approval of Council. Within Council land, appropriate safety measures (e.g. padlocks) shall be incorporated into the design and shall be approved by Council.

4.6.2.6 Bandage Joints

Bandage joints are to be designed with the following criteria:

- Bandage joints are not acceptable for pipe joints on straight runs or at deflections.
 - Manufactured splayed joints are to be utilised for pipe deflections.
 - Pipes may be laid on curves subject to pipe manufacturer's recommendations and Council approval on the jointing.
- Bandage joints may only be used for pipe connections where a proprietary product is not available.
 - The diameter of the joining pipe must be no more than one third that of the main drainage pipe.
 - A pit/inspection opening must be located within 5m of the joint on either of the lines.

4.6.3 CCTV Inspections

CCTV inspections that can confirm the absence of defects are required for all new underground stormwater drainage systems. Additionally, CCTV inspections will be required for existing underground stormwater drainage systems where Council has concerns that the existing stormwater infrastructure may be impacted by the new drainage system.

The cost of inspecting the system will be the responsibility of the Developer. In the event that there are defects within the system as a result of the new development or subdivision, the Developer will be required to undertake all necessary rectification works.

Identification of defects will be dependent on the results of onsite inspections and the certified construction report. The Developer shall arrange with Council a suitable time for the inspection and the Developer must ensure the pipes are clean and accessible for the inspection.

4.6.4 Subsoil Drainage and Groundwater

4.6.4.1 Subsoil Drainage

Subsoil drains are to be provided to all road infrastructure in urban areas, including roundabouts and islands, to protect road pavements from the effects of groundwater seepage and are to be located and constructed as per Council's Standard Drawings.

The Developer shall be responsible for undertaking a detailed investigation of the site to determine the scope of subsurface drainage works required.

Where necessary, subsoil drainage shall also be incorporated into new lots, verges, pathways, drainage reserves, and open space to ensure adequate protection of buildings, structures, and public amenities from groundwater.

4.6.4.2 Seepage

A large part of the available land for development within the municipality is low lying and susceptible to groundwater influences. Groundwater level must be taken into consideration for drainage and all other aspects of sustainable design for the development or subdivision.

If groundwater seepage problems occur in the developed area within the stipulated Defects Liability Period, the Developer is responsible for carrying out remediation works to ensure that each lot remains suitable for its intended use.

Any failure resulting from high wet season groundwater levels shall be reinstated, together with any additional subsoil drainage required, by the Developer at no cost to Council.

4.6.5 Urban Drainage Easements

All attempts should be made to manage stormwater drainage flows within Council's road reserve corridor and associated underground drainage system. The use of drainage easements is not encouraged within urban areas.

Should a drainage easement be determined to be required, the minimum easement width is to be 3.0m for pipe diameters of 450mm or less and depths up to 1.5m. An increase in easement width shall be provided for larger pipes and depths as advised by Council.

In situations where the new development or subdivision is at the upstream end of privately owned land, arrangements are to be made by the Developer with the owner of the downstream land to provide drainage rights and easements as required over the route of the drain and to construct or upgrade the drainage system as required to the satisfaction of, and at no cost to, Council. These easements shall be in favour of, and at no cost to, Council.

In urban areas, Council will not take possession or accept drainage at the rear of the lot nor will it accept responsibility for easements over the drainage system.

4.7 Rural Drainage

Stormwater drainage in rural areas is to sheet flow across the lot into Council's stormwater drainage system of open drainage channels (which may be within the road reserve), floodways, and natural water bodies.

Drainage within individual lots shall be designed to cater for ARI 5 storm events. Other drainage infrastructure in rural areas may be required to cater for higher ARI storm events, as detailed in the following sections.

Council prefers to maintain native vegetation and avoid clear cutting of sites wherever possible.

Sediment and erosion control measures shall be put in place on all lots until the lots are fully developed and landscaped.

4.7.1 Table Drains

Table drains are open channel drains within Council's road reserve that collect and control all storm flows without significant damage to road pavements and ancillary structures, property accesses, watercourses, and all constructed drains and ancillary structures.

Grassed table drains are preferred; concrete table drains are not encouraged within rural areas and must be approved by Council.

Table drains should be designed to cater for ARI 5 storm events.

Table drains are to comply with the following requirements:

- Table drains shall be trapezoidal in shape, with batter slopes not exceeding 1:4 (vertical:horizontal); however, 1:6 is desirable where this slope can be achieved.
- All batters and disturbed areas shall be compacted to 90% MMDD. Topsoil and establishment of grass is required with a minimum of 80% cover.
- If a property fence is to be installed on private property adjacent to batters of Council's table drain, Council requires a minimum 1.5m offset between the top of the batter and the property fence.
- A minimum 200mm freeboard (measured from top of drain batter) shall be achieved. Freeboard shall be increased on bends to account for dynamic effects.
- Depth and velocity limits shall not exceed 0.32.
- Drop structures shall be implemented on grassed table drains to control velocities to less than 1.0m/s.
- The longitudinal slope for grassed table drains shall be between 0.6% and 1%.
- Scour protection will be required at changes of direction, at drop structures, and at the inlets and outlets to pipe or culvert structures.

4.7.2 Culverts

Box culverts are required to convey stormwater drainage under roads and driveways in the rural area and shall be designed in accordance with Council's Standard Drawings. Pipes are not accepted in rural areas.

Culverts are to be designed with the following criteria:

- Cross road culverts are to be designed to cater for ARI 20 storm events.
- Culverts under driveway crossovers are to be designed to cater for ARI 5 storm events.

- Where the road side table drain limits the size of culvert, the absolute minimum height of culvert permitted is 450mm.
- Appropriate protection measures for both upstream and downstream flows are to be installed.
- Culvert headwalls and wingwalls are to be designed with a clear zone width in accordance with Austroads Guidelines: Guide to Road Design – Part 5: Roadside Design Safety and Barriers.

4.7.3 Floodways

Where a natural low point exists within an existing or proposed new road, a floodway may be required to manage stormwater drainage flows across this point.

Floodways are to be designed to cater for ARI 100 storm events.

Floodways are to be designed with the following criteria:

- The floodway shall have an appropriate pavement strengthening method approved by Council.
- Appropriate upstream and downstream protection measures must be constructed.
- Concrete margins are required at both the upstream and downstream edge of pavement and seepholes are required to be installed only on the downstream margin.
- Stormwater flow may not exceed a maximum overtopping depth of 150mm above the crown of the road, nor shall Depth x Velocity exceed 0.32.
- Warning sign(s) for floodways, including depth markers and “Water Over Road” signs, are to be installed where required.

4.7.4 Rural Drainage Easements

All attempts should be made to manage stormwater drainage flows within Council’s road reserve corridor and associated table drains. The use of drainage easements is not encouraged within rural areas.

Should a drainage easement be determined to be required, the width is to be determined by the storm flow for which the drainage easement caters.

Where a direct connection between the proposed new development or subdivision and Council’s existing drainage system is not available within Council’s road reserve, a drainage easement may be permitted across a private lot to connect to Council’s drainage system.

In situations where the new development or subdivision is at the upstream end of privately owned land, arrangements are to be made by the Developer with the owner of the downstream land to provide drainage rights and easements as required over the route of the drain and to construct or upgrade the drainage system as required to the satisfaction of, and at no cost to, Council. These easements shall be in favour of, and at no cost to, Council.

In rural areas, rear lot drainage may be permitted in special circumstances and must be approved by Council.

Drainage easements are to be designed to cater for ARI 100 storm events.

4.7.5 Drainage Reserves

Drainage reserves are parcels of land owned by Council where the sole use is for stormwater drainage. While there are some legacy parcels within the municipality, Council does not encourage this form of drainage for new developments and subdivisions.

Should drainage reserves be approved by Council, the reserve must be designed to ensure public safety and amenity is maintained as a priority.

Drainage reserves must be designed to cater for ARI 100 storm events.

Drainage reserves must contain vegetation and cannot be lined with impervious surfaces.

4.7.6 Natural Watercourses

Council's stormwater drainage system may include natural watercourses, lagoons, perched swamps, and similar natural features. Generally, these features must be retained in their natural state in order to maintain the existing catchment outflow characteristics and groundwater aquifer inflow characteristics. However, where works are required to manage stormwater drainage in these areas, the methods must be approved by Council and the relevant NT Government Department.

4.8 Potentially Hazardous Land Uses

Land uses that deal with substances that may be potentially harmful to the natural environment if captured in stormwater runoff should have an Operational Environmental Management Plan (OEMP) in place to manage normal operation and emergency situations. Typically, the OEMP will be a requirement of a Development Permit issued for the site. Example land uses include, but are not limited to, service stations and motor repair stations.

For these land uses, the Developer shall ensure that stormwater quality does not adversely affect Council's assets, including the stormwater drainage system, by employing water treatment and filtration principles where possible and minimising the impacts of erosion and sediment on the environment.

4.9 Water Sensitive Urban Design (WSUD)

WSUD is a holistic approach to the planning and design of urban development that aims to minimise the impacts of urban developments on the natural water cycle and protect the health of aquatic ecosystems. WSUD promotes the integration of stormwater, groundwater, water supply and wastewater management and is supported by the following principles:

- Reduce both the peak flow and total volume of stormwater runoff.
- Control pollution and minimise effect on downstream waterways and the environment.
- Collect stormwater and reuse (stormwater harvesting).
- Protect and enhance natural water systems (creeks and rivers etc.).
- Treat urban stormwater to meet water quality objectives prior to reuse and/or discharge to public infrastructure and/or natural waterways.
- Match the natural water runoff regimes as closely as possible (where appropriate).
- Reduce potable water demand through water efficient fittings and appliances, rainwater harvesting and wastewater reuse.
- Minimise wastewater generation and treat wastewater to a standard suitable for effluent reuse opportunities.
- Integrate stormwater management into the landscape, creating multiple use corridors that maximise the visual and recreational amenity of urban development.

Should WSUD requirements be identified during the assessment of the development by any party, the Developer should describe the proposed features, addressing how the WSUD targets will be achieved. Council will evaluate the information and approve any WSUD features as part of the detailed design process.

The following guidelines and strategy reports in their current form should be consulted in preparing a WSUD strategy suitable for the intended development or subdivision:

- NT EPA – A Stormwater Strategy for the Darwin Harbour Region.
- Department of Environment and Natural Resource – Darwin Harbour Water Quality Protection Plan.
- ANZECC Guidelines for Fresh and Marine Water Quality.
- Australian Guidelines for Urban Stormwater Management (ANZECC, 2000).

Compensating basins, detention basins, nutrient stripping basins, gross pollutant traps, sedimentation and erosion control, and silt basins are to be considered for incorporation where possible. These are to be designed in accordance with Australian Rainfall and Runoff and other relevant publications and are to be sited to suit the requirements of the drainage system. Council may require additional restrictions on stormwater quantity discharge, including reducing peak flows to the developed state from a catchment.

All WSUD elements that may hold water for periods of time shall be designed and located so as to ensure the safety of the public (especially children) and to restrict mosquito breeding and the impact of mosquitos on residents.

Stormwater harvesting through detention and reuse should be considered for all new developments, in particular, to irrigate reserves and open spaces. Applications of third pipe and bores are to be considered in the WSUD strategy. Where harvesting is not proposed, reasons for its omission shall be discussed in the WSUD strategy and shall be subject to the approval of Council.

Stormwater from new developments and subdivisions is to be managed within the development or subdivision boundary. Therefore, all WSUD treatments must be within the development or subdivision boundary.

Water quality is important for Council and should be suitably addressed by a qualified water quality professional.

4.10 Hold Points – Drainage

Hold points are points in the construction process where an inspection and clearance from Council is required prior to the Developer moving forward with the works.

Council must attend every hold point and is responsible for reviewing all information submitted by the Developer.

The Developer must give 48 hours advance written notice to Council by submitting an inspection request form to council@litchfield.nt.gov.au.

The following sections set out the required hold points.

4.10.1 Urban Areas

Table 20: Drainage Construction Hold Points – Urban Areas

Hold Point	Developer Shall Provide	Council Will Review
Underground Stormwater Infrastructure		
1. Prior to trench/culvert backfilling	<ul style="list-style-type: none"> Adequate site access. Adequate visibility for the pipe and bedding material. 	<ul style="list-style-type: none"> Trench formation and joint sealing in accordance with approved specifications. Bedding material in accordance with approved specifications. Trench depth and pipe cover. The conditions of the pipe to pipe joint and the pipe to pit joint. Integrity of the pipe and pit and the alignment of the pipes. Invert level of the pipe and pit.
2. After subsoil drainage laid and prior to backfill	<ul style="list-style-type: none"> Adequate site access. 	<ul style="list-style-type: none"> Soil types, bedding material, and pipe conditions in accordance with approved specifications.

4.10.2 Rural Areas

Table 21: Drainage Construction Hold Points – Rural Areas

Hold Point	Developer Shall Provide	Council Will Review
Culvert/Stormwater Infrastructure		
1. Prior to trench/culvert backfilling	<ul style="list-style-type: none"> Adequate site access. 	<ul style="list-style-type: none"> Trench formation and joint sealing in accordance with approved specifications.

5 LANDSCAPING

5.1 Design Criteria

This section sets out the standards required by Council for the design and construction of landscaping of roads and pathways, as well as public open spaces, in urban, rural, and industrial/commercial developments and subdivisions. Landscaping works are to conform to the following publications unless specified otherwise:

- This Litchfield Council – Development and Subdivision Standards, which includes standards drawings as well as relevant Council policies.
- AS/NZS 3500 Plumbing and drainage.
- AS 4419 Soils for landscaping and garden use.
- NT Government Standard Specifications for Roadworks – Section 16 Landscaping.

5.2 Landscaping in Road Reserves

All road verges shall contain grass in accordance with these Standards. Additionally, road verges in urban areas shall contain trees evenly spaced along the verge, with the exact spacing between trees determined at the detailed design stage, in conjunction with Council, based on the mature canopy size of the selected tree species. Where there are existing trees within road reserves, the Developer shall provide a design that avoids removal of the trees to the greatest extent possible.

Trees shall not be planted:

- Within 5m of a light pole or side entry pit,
- Within 1.5m of a fire hydrant,
- On the truncation of private land or within the tangent points of any intersection.
- Where the location will ultimately obscure traffic signs, signals, or other essential roadside features.

5.3 Landscaping in Public Open Spaces

Within public open spaces, a range of plants shall be used to create high quality spaces, with an appropriate balance and mix of upper canopy trees to provide shade, shrubs, and grass, and with existing trees retained where possible.

The designated locations of proposed new landscaping materials shall be agreed with Council at the time of public open space design, depending upon the specific requirements of the space.

The Developer shall coordinate with Council to create an approved species list prior to installing any new plants. The timing of the landscape works is critical to the achievement of a successful open space area and approved plant material will need to be ordered well in advance.

Near play equipment and seating areas, as well as along pathways, shade trees shall be grouped and provided for visual amenity and physical comfort.

Planting of trees and shrubs shall address the principles of Crime Prevention Through Environmental Design (CPTED).

African mahogany trees are not appropriate shade trees and where these trees already exist near a proposed playground and/or seating area, the trees shall be removed in accordance with any statutory requirements.

Existing native trees shall be a minimum of 3m, but may require greater distances, from built infrastructure and trenches in accordance with Australian Standard AS4970-2009 Protection of Trees on Development Sites.

5.4 Topsoil

Topsoil may be from the subject site or imported to the subject site. Should topsoil be imported to the site, Council prefers to receive the topsoil from a quarry certified by the NT EPA. Should the Developer choose to import topsoil from another source, a waste classification report, prepared by a qualified environmental scientist or geotechnical engineer shall be submitted for Council approval prior to transport of the topsoil to the site.

The Developer shall strip the existing topsoil and either stockpile the soil at the location nominated in the Erosion and Sediment Control Plan or windrow the soil beside the road formation. To the maximum degree practicable, topsoil should not be mixed with subsoil during the stripping and stockpiling procedure.

The top 50mm of soil should be stockpiled separately and re-spread as the top layer. However, if the soil contains excessive weed seed, this top 50mm layer may need to be buried or otherwise treated to prevent the spread of weeds.

As it is desirable to retain the viable seed content of the soil, stockpiling should consist of long low mounds no greater than 1m to 1.5m in height. For seed viability, stripped topsoil should be used as soon as possible and preferably should not be stockpiled for more than 12 months. Long-term stockpiles may need to be mulched or temporarily vegetated to prevent weed infestation and loss of material.

Soils may need adjustment with a combination of fertilisers and ameliorants to improve both the short and long term success of vegetation establishment. Fertilisers must be applied in accordance with manufacturer's recommendations, or site specific specialist advice.

Prior to the application of the topsoil, the Developer shall lightly rip the finished earthworks to a depth of 50-100mm, ensuring ripping operations occur along the contour.

The topsoil shall be spread to a lightly compacted (i.e. firm) depth of about 40mm to 60mm where the slope exceeds 1:6 (vertical:horizontal) and 75mm elsewhere. Where it is desirable to re-establish the entrapped seed content of the soil, the topsoil should be re-spread in the reverse sequence to its removal so that the original upper 50mm soil layer is returned to the surface.

If existing stripped topsoil is limited, the Developer shall import clean, weed free topsoil as required. Imported topsoil shall conform generally to AS4419 Soils for Landscaping and Garden Use and shall meet the following requirements:

- Be free draining,
- Be red brown or black sandy loam,
- Contain no grass or weed growth,
- Have maximum stone size of 50mm.

The Developer shall utilise a pad foot roller (not vibrating) to complete one pass over the topsoil area to introduce surface roughness.

The placing of topsoil shall consider the appropriate time of the year for local weather conditions. The Developer shall re-spread stripped topsoil or spread imported topsoil prior to 30th of September of each year to allow the best opportunity for germination of seeds.

5.5 Grass

The Developer shall grass the site prior to 30th of September of each year to allow the best opportunity for germination of seeds.

The developer shall establish and maintain all grassed areas during the Defects Liability Period and shall reseed areas that fail to germinate and propagate after 28 days.

The developer shall ensure that an even strike of grass grows at an acceptable rate. The developer is advised to undertake soil testing to identify properties of topsoil and subsoil and any subsequent deficiencies for the intended grass species. Soils should be adjusted with a combination of fertilisers and ameliorants to improve both short and long term success of their re-vegetation.

The developer shall maintain and mow the grass to a maximum height of 150mm in rural areas and 70mm in urban areas.

5.5.1 Grass Seed Mix

Grass seed mix shall be applied as per the following table:

Table 22: Grass Seed Mix

Water Regime	Seed Type	Percentage by Weight	Mixture Application Rate
Dry grassland areas	Cynadon dictylon (Couch)	30	Minimum 300 kg per hectare
	Paspalum notatum pensicola	35	
	Paspalum notatum Argentina*	35	
*If Paspalum notatum Argentina is not available at the time of construction, Cynodon dactylon Bermuda/couch can be substituted.			

5.5.2 Grass Cover

The Developer shall meet Council's required grass cover rate, as detailed in the following table and the following schematic drawings illustrating 1%, 5%, 10%, 20%, 40%, 60%, and 80% grass cover.

Table 23: Grass Cover Rates

Location		Grassing Extent	Grass Cover Rate (minimum)
Urban Areas	Verges	On all verges.	100%
	Other Disturbed Areas of Site	All disturbed areas that may or will scour, plus 500mm past the affected area.	100%
	Public Open Spaces	As specified in approved For-Construction drawings.	100%
Rural Areas	Verges	On all verges.	80%
	Road Shoulders	Minimum 500mm clearance to seal. Minimum 500mm wide on shoulder. The finished level of the topsoil must be the same as the shoulder with a 4% slope away from the seal edge as per Council's Standard Drawings.	80%
	Table Drains	On both sides of the drain (invert of the drain to be assessed by the Developer's engineer) plus extend to either side of the top of the drain.	80%
	Other Disturbed Areas of Site	All disturbed areas that may or will scour, plus 500mm past the affected area.	80%

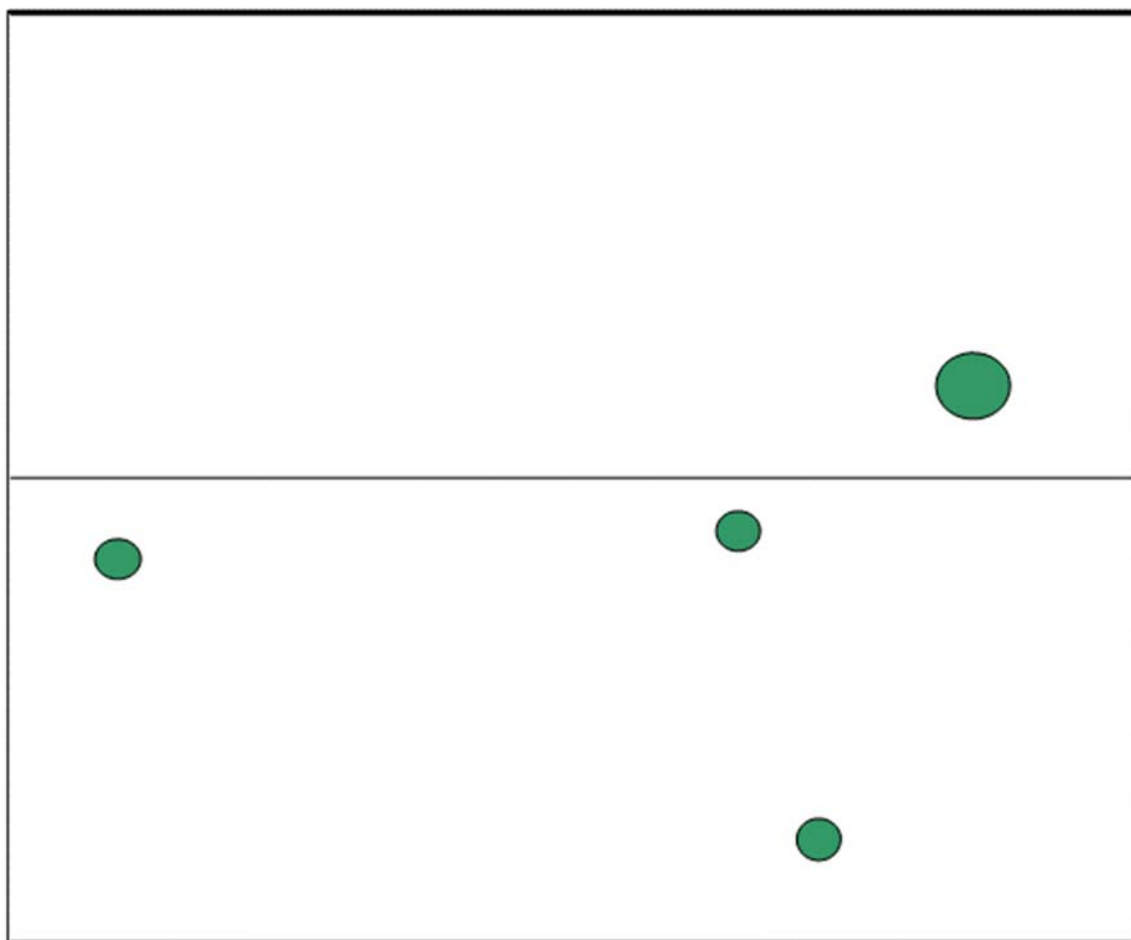


Figure-3: Schematic of 1% Grass Cover

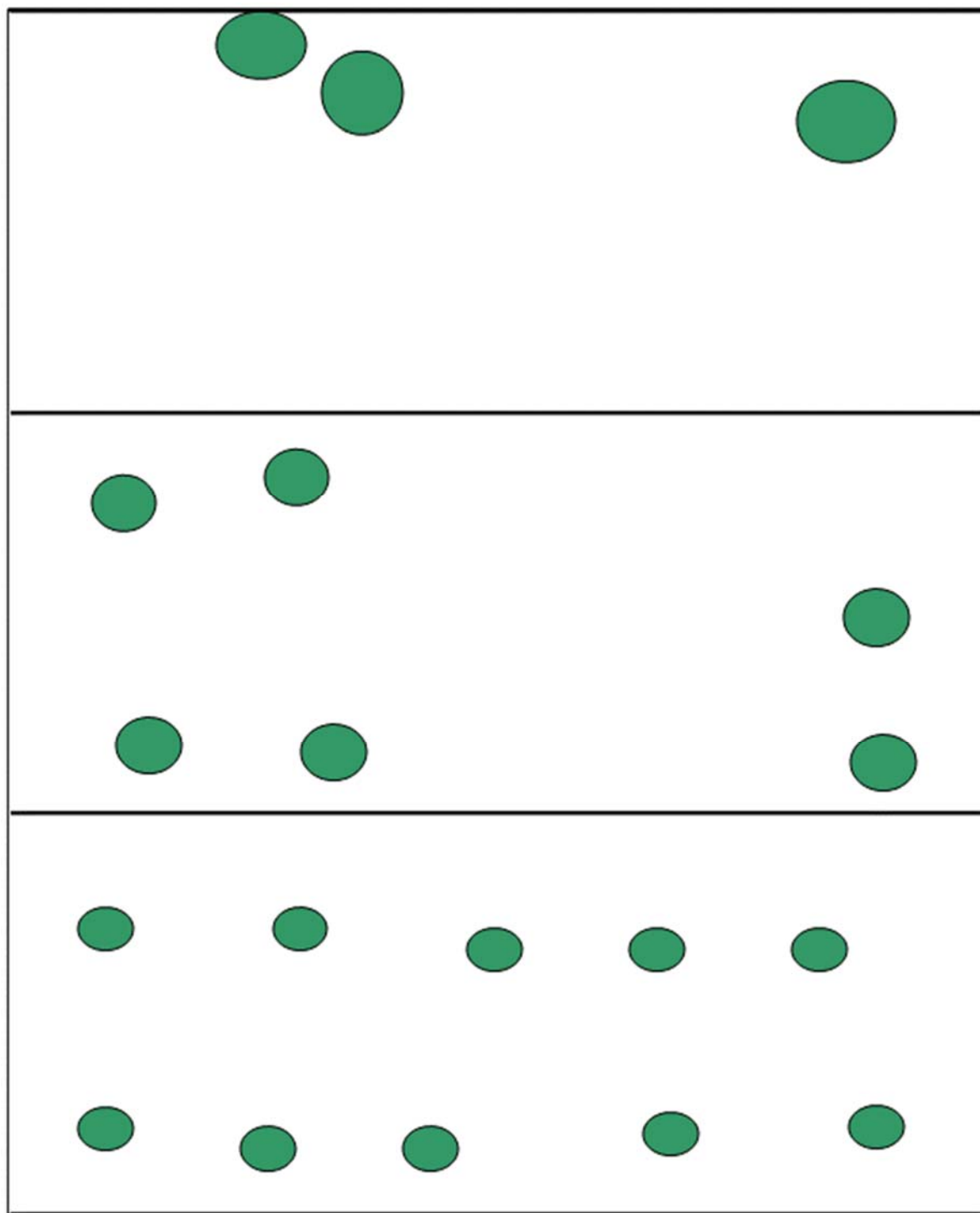


Figure-4: Schematic of 5% Grass Cover

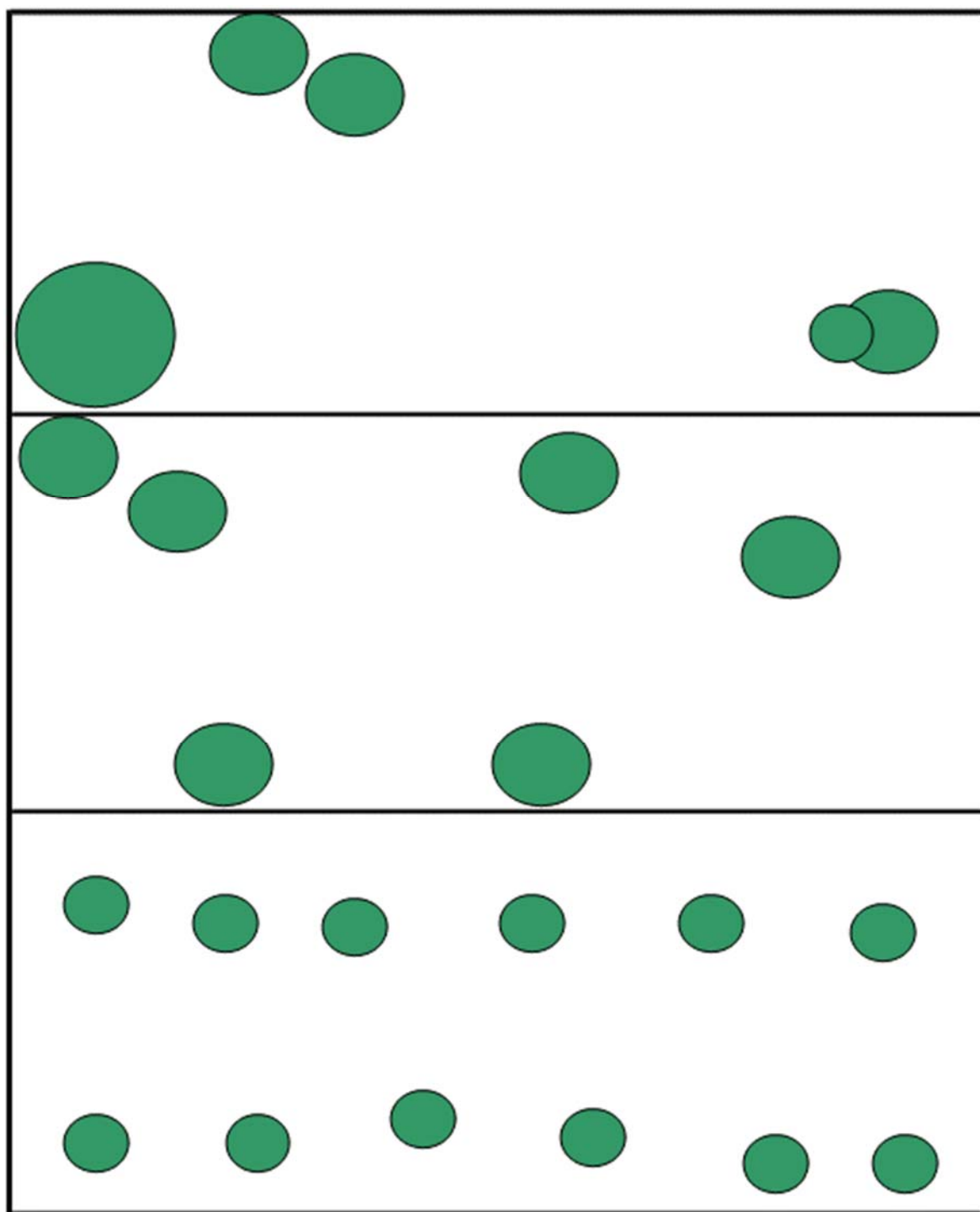


Figure-5: Schematic of 10% Grass Cover

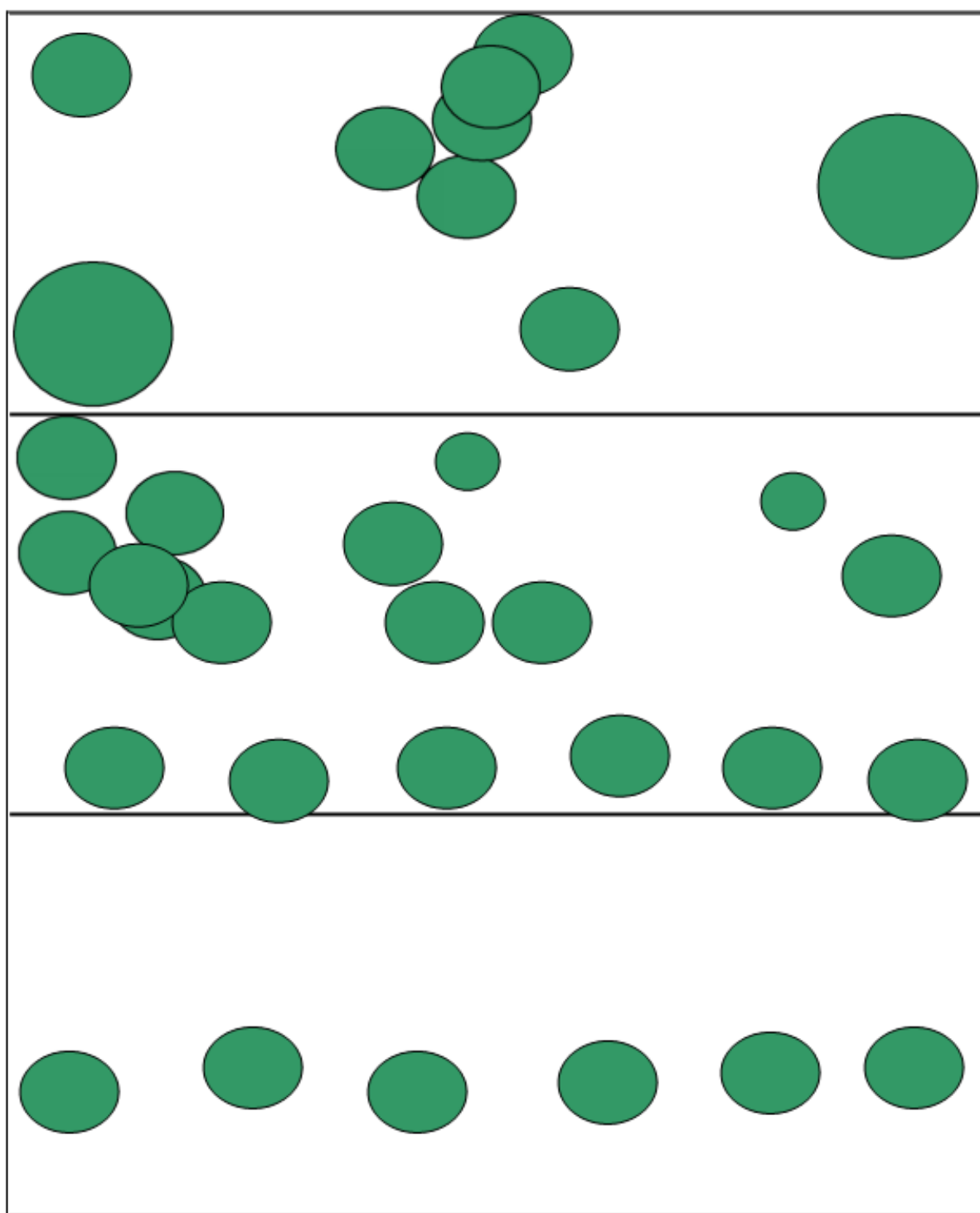


Figure-6: Schematic of 20% Grass Cover

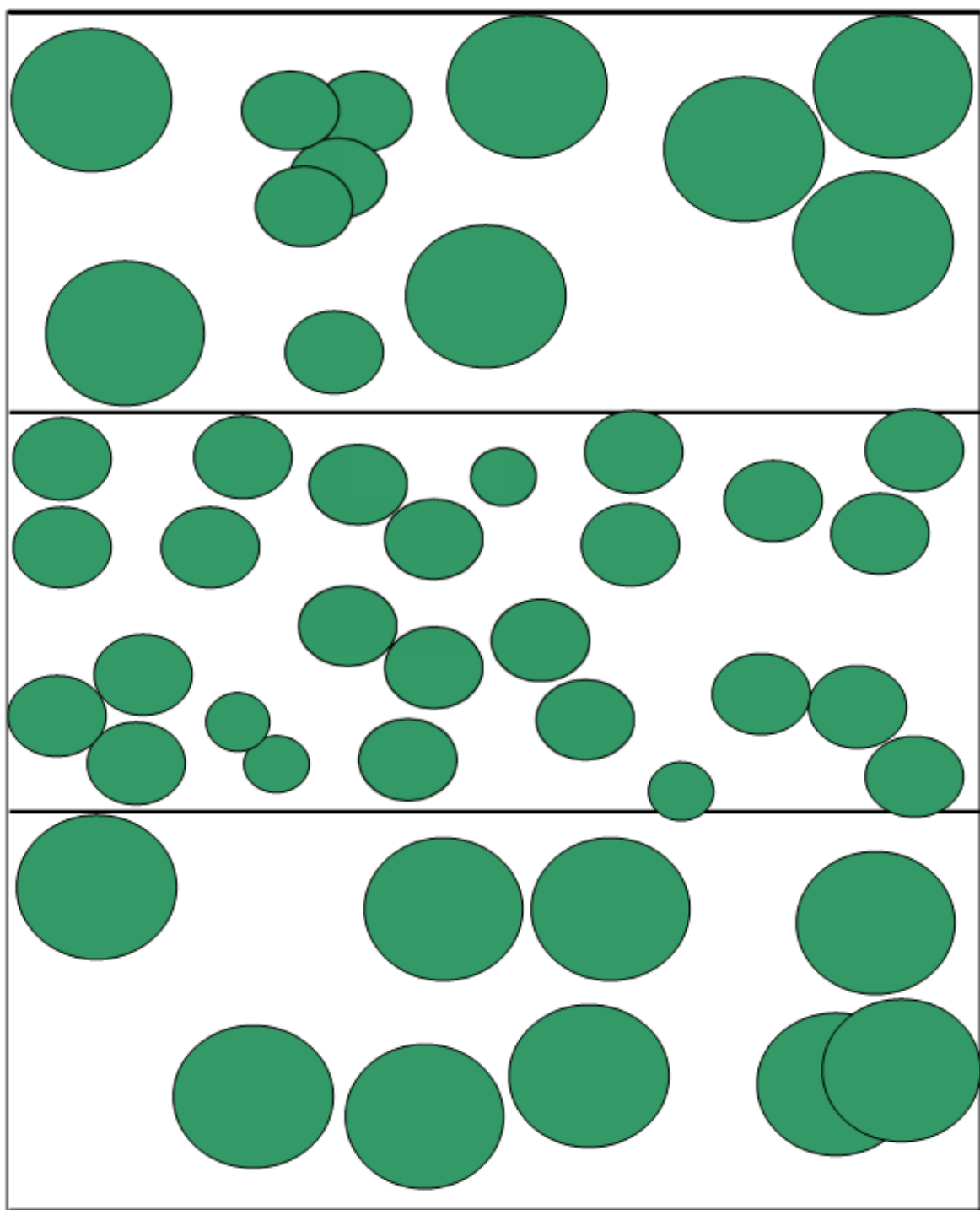


Figure-7: Schematic of 40% Grass Cover

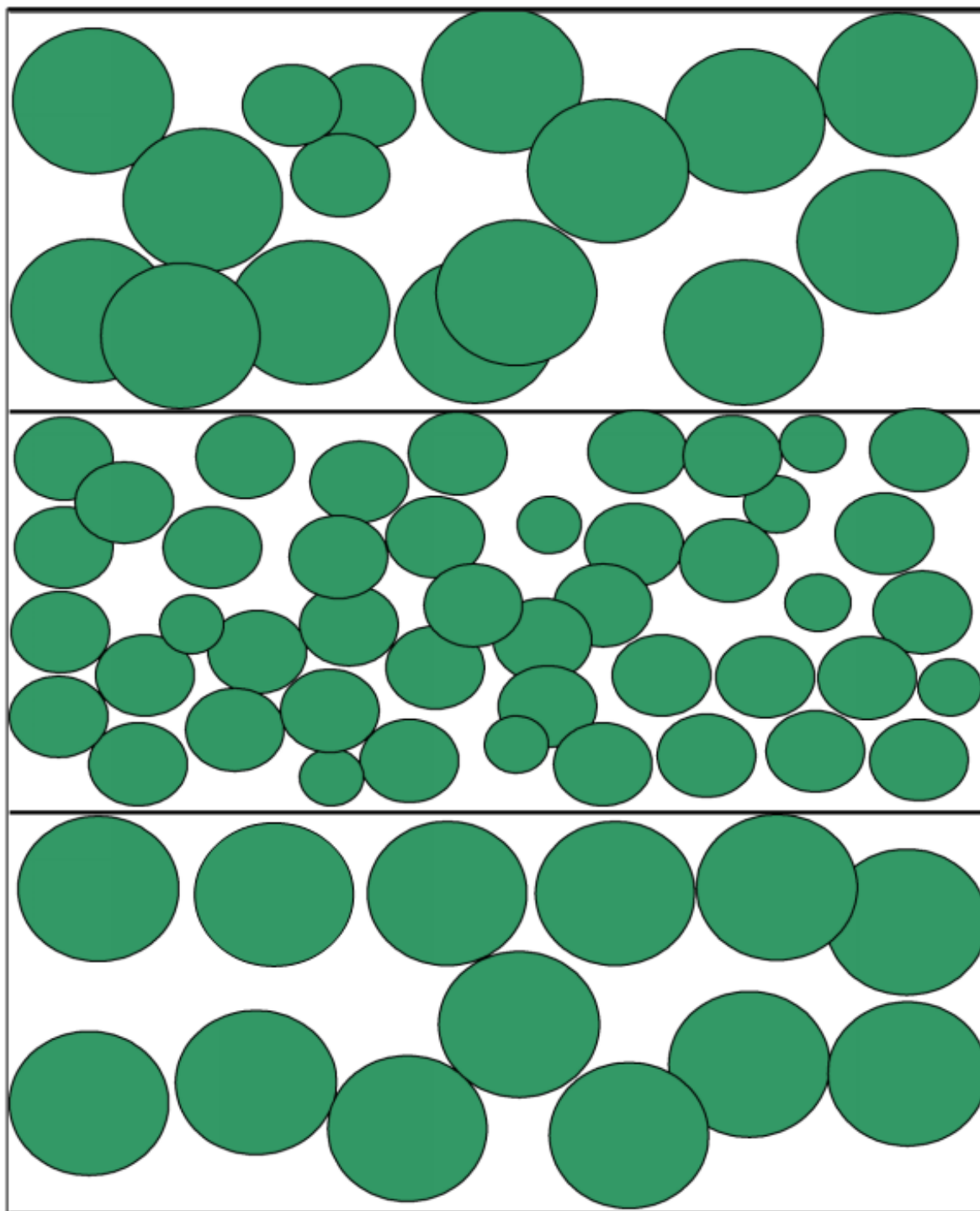


Figure-8: Schematic of 60% Grass Cover

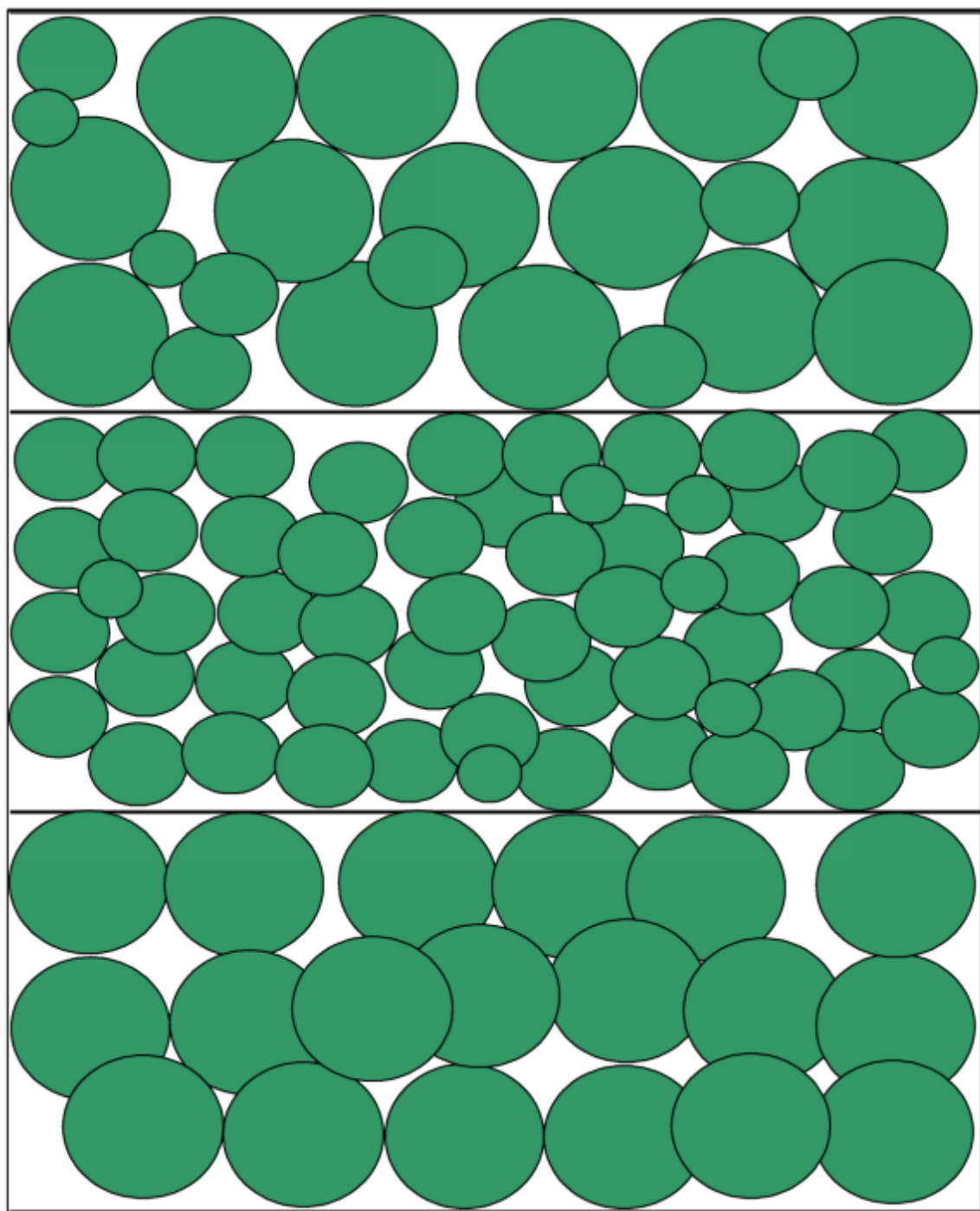


Figure-9: Schematic of 80% Grass Cover

5.5.2.1 Open Unlined Drains

For open unlined drains, grass cover is not required on the invert of any open unlined grading if the longitudinal gradient is 0.5% or less, as illustrated in the following image, as it is unlikely that erosion will occur at that gradient.

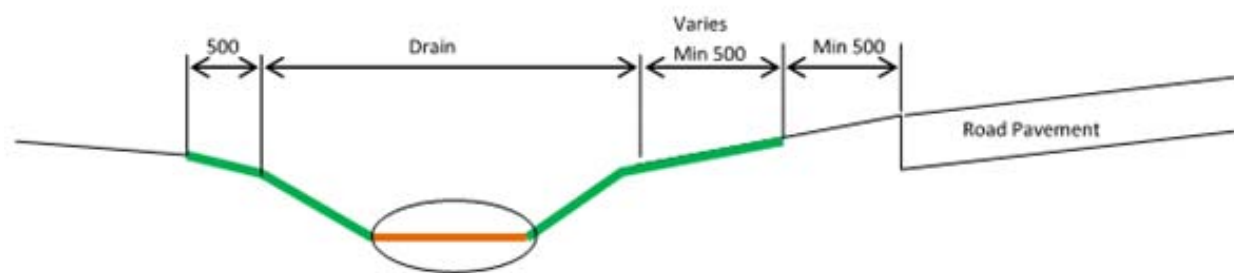


Figure-10: Schematic of Open Unlined Drain with Longitudinal Grade < 0.5%

5.6 Trees

Within verges in urban areas and as specified within public open spaces, the Developer is required to provide trees that have the following characteristics:

- Sturdy and well hardened trunks and/or stems,
- A well-developed and vigorous root system,
- A minimum of three months in their container,
- Obviously sound, healthy, and vigorous, and
- Free from insect pests, plant diseases, sun scalds, fresh abrasions of the bark, or other disfigurements.

5.6.1 Planting Requirements

The Developer shall accurately set out the locations for trees to be planted in accordance with Council's approved drawings.

- The Developer shall not use chemicals on site for plant treatment. Containerised plants shall be well watered prior to despatch from the nursery and shall remain in the containers until required for planting. Trees that are not immediately planted shall be stood upright on level ground, protected and maintained in good condition.
- From the time of planting through the successful completion of the Defect Liability Period, the Developer shall immediately remove any dead, dying or diseased trees from the site and replace with new trees of approved species.
- The Developer shall maintain the integrity of the tree root zone and the surrounding earth mould and shall place fertiliser in the hole adjacent to, but not in contact with, the root zone of the tree. Fertiliser shall be utilised in accordance with NT Government Standard Specification – Section 16 Landscaping.
- The Developer shall backfill the hole so that the tree is contained firmly in the ground in a vertical position and shall water the backfill material immediately after surface fertilisation to ensure no air voids or loose material surround the plant root zone.
- The Developer shall maintain appropriate moisture levels at each planting area to promote healthy growth during the Defects Liability Period. The Developer shall also undertake weeding and pruning activities as required to maintain trees in a healthy condition.

- The Developer shall supply organic mulch that is free from weeds, seeds, sticks, stones, insects, diseases, and other deleterious matter in a 100mm thick compacted layer for a 500mm radius from the main trunk with a gap of 50mm retained between the main trunk and the mulch.
- Where trees are located less than 3m from built infrastructure (roads, pathways, shelters, buildings, underground services etc.), root barriers will be required.

5.6.2 Approved Tree Species

The Developer is required to select trees for road verges in urban areas from Council's approved tree species, found in the following table. However, an alternative tree species may be approved by Council, pending review of a species analysis report prepared by a qualified landscape architect at no cost to Council. As some trees may be more appropriate for specific spaces within the road reserve, the selected tree and location within the road reserve shall be confirmed by Council.

Table 24: Approved Tree Species for Road Verges in Urban Areas

Approved Tree Species for Road Verges in Urban Areas		
Botanical name	Common Name	Notes
<i>Adansonia gregorii</i>	Boab	Tropical Australian native
<i>Adenanthera pavonina</i>	Red Bead Tree	NT native
<i>Albizia lebbbeck</i>	Siris	NT native
<i>Allosyncarpia ternata</i>	An-binik	Tropical Australian native
<i>Alphitonia excelsa</i>	Red Ash	NT native
<i>Alstonia actinophylla</i>	Milkwood	NT native
<i>Aidia racemose</i>	Archer Cherry	Tropical Australian native
<i>Asteromyrtus magnifica</i>	Asteromyrtus	NT native
<i>Asteromyrtus symphyocarpa</i>	Liniment Tree	Tropical Australian native
<i>Brachychiton diversifolius</i>	Kurrajong	Tropical Australian native
<i>Buchanania arborescens</i>	Jam Jam	Tropical Australian native
<i>Calophyllum inophyllum</i>	Indian Doomba Oil	Tropical Australian native
<i>Calophyllum sil</i>	Alligatorbark	Tropical Australian native
<i>Casuarina equisetifolia</i>	Horsetail Sheoak	NT native
<i>Callitris intratropica</i>	Northern Cypress Pine	Tropical Australian native
<i>Carallia brachiate</i>	Bush Current	Tropical Australian native
<i>Cerbera odollam</i>	Othallanga	Exotic
<i>Corymbia bella</i>	Ghost Gum	NT native
<i>Corymbia ptychocarpa</i>	Swamp Bloodwood	NT native
<i>Cupaniopsis anacardioides</i>	Tuckeroo	NT native
<i>Denhamia obscura</i>	Denhamia	NT native
<i>Eucalyptus alba</i>	Salmon Gum	NT native
<i>Eucalyptus herbertiana</i>	Herbert's Gum	NT native
<i>Eucalyptus phoenicea</i>	Scarlet Gum	NT native
<i>Euodia elleryana</i>	Pink Doughwood	NT native
<i>Ficus opposita</i>	Sandpaper Fig	NT native
<i>Ficus platypoda</i>	Rock Fig Tree	NT native

Approved Tree Species for Road Verges in Urban Areas		
Botanical name	Common Name	Notes
<i>Ficus virens</i>	Mountain Fig	NT native
<i>Flacourtia indica</i>	Governors Plum	Tropical Australian native
<i>Ganophyllum falcatum</i>	Scaly Bark Ash	NT native
<i>Grevillea pteridifolia</i>	Fern-Leaved Grevillea	NT native
<i>Horsfieldia australiana</i>	Cape Nutmeg	NT native
<i>Leptospermum longifolium</i>	Whitewood	NT native
<i>Leptospermum madidum</i>	Weeping Tea Tree	NT native
<i>Maranthes corymbosa</i>	Sea Bean	NT native
<i>Melaleuca argentea</i>	Silver-Leaved Paperbark	NT native
<i>Melaleuca cajuputi</i>	White Samet	NT native
<i>Melaleuca leucadendra</i>	Paperbark	NT native
<i>Melaleuca minutifolia</i>	Tea Tree	Tropical Australian native
<i>Melaleuca viridiflora</i>	Broad-leaved Tea	NT native
<i>Millettia pinnata</i>	Indian Beech	NT native
<i>Mimusops elengi</i>	Red Coondoo	NT native
<i>Myristica insipida</i>	Australian Nutmeg	NT native
<i>Peltophorum pterocarpum</i>	Yellow Poinciana	NT native
<i>Planchonia careya</i>	Cocky Apple	NT native
<i>Petalostigma pubescens</i>	Quinine Bush	NT native
<i>Plumeria obtusa</i>	Singapore Graveyard Flower	Exotic
<i>Polyalthia australis</i>	Cape Canary Beech	NT native
<i>Pongamia pinnata</i>	Indian Beech	NT native
<i>Pterocarpus indicus</i>	Burmese Rosewood	Exotic
<i>Pterocarpus indicus 'Pendula'</i>	Burmese Rosewood	Exotic
<i>Samanea saman</i>	French Tamarind	Exotic
<i>Saraca indica</i>	Ashoka	Exotic
<i>Saraca thaipingensis</i>	Yellow Ashoka	Exotic
<i>Sesbania grandiflora</i>	Australian Corkwood	Exotic
<i>Sterculia quadrifida</i>	Orange Fruited Sterculia	NT native
<i>Syzygium armstrongii</i>	White Bush Apple	NT native
<i>Syzygium eucalyptoides</i> <i>sspeucalyptoides</i>	Wild Apple	NT native
<i>Syzygium fibrosum</i>	Small Red Apple	Tropical Australian native
<i>Syzygium forte</i>	Watergum	NT native
<i>Syzygium nervosum</i>	Daly River Satinash	NT native
<i>Syzygium suborbiculare</i>	Rolypoly Satinash	NT native
<i>Tabebuia argentea</i>	Silver Trumpet	Exotic
<i>Tabebuia pallida</i>	Cuban Pink Trumpet	Exotic
<i>Tabebuia rosea</i>	Rosy Trumpet	Exotic
<i>Tamarindus indica</i>	Tamarind	Tropical Australian native
<i>Terminalia microcarpa</i>	Damson Plum	NT native
<i>Terminalia ferdinandiana</i>	Kakadu Plum Seed	NT native

Approved Tree Species for Road Verges in Urban Areas		
Botanical name	Common Name	Notes
<i>Terminalia platyphylla</i>	Wild Plum	NT native
<i>Terminalia sericocarpa</i>	Bandicoot	NT native
<i>Timonius timon</i>	Tim-Tim	NT native
<i>Wrightia pubescens</i>	Mentaos	NT native
<i>Xanthostemon paradoxus</i>	Bridal	NT native

5.7 Irrigation

Within Council road reserves, irrigation systems are not required and will not be owned or maintained by Council.

Within public open space areas, requirements for irrigation shall be confirmed with Council on a case-by-case basis at the detailed design stage.

5.8 Control of Weeds

The developer shall ensure all areas disturbed as a result of the development or subdivision are weed free prior to Clearance of General Conditions, and for subdivisions, these areas shall remain weed free for the duration of the Defects Liability Period. Weeds are to be identified as declared weeds listed under the NT *Weeds Management Act 2001* or as otherwise agreed between the Developer and Council.

6 WASTE

Council is responsible for ensuring that suitable waste collection methods are provided within the boundaries of the subject site for development within the municipality.

For smaller residential developments, it is expected that waste will be collected, stored, and transported to Council's waste transfer stations by the residents.

For industrial and commercial lots and for residential lots with four or more dwellings, it may be desirable for the site users to contract with a waste collection company to collect waste from the site. For these uses, the Developer is to provide a dedicated waste bin collection area on the site that must be reasonably sized for the development. The collection area should consider both general waste and recycling collection. All bins must be individually accessible. For residential units, the collection area should provide space for 240 litres each, per dwelling, per week for general waste and recyclables for each residential dwelling. Bins for residential lots with more than four units shall not be permitted to be lined on Council's road reserve for collection.

The Developer is to ensure that there is a sufficient space for a garbage truck to enter and exit the site in a forward gear. Council may ask that the vehicle swept path be provided to demonstrate compliance with this requirement.

7 LIGHTING

7.1 Overview

Council owns and maintains lighting within road reserves and public open spaces owned by Council.

In 2016, ownership of street lighting within Council's road reserve was transferred to Council from Power and Water Corporation (PWC). Responsibility for asset maintenance and replacement activities becomes Council's responsibility on 1 January 2018.

The Developer is to provide lighting of streets, traffic management treatments, parks, walkways, footpaths, shared paths, and public areas within the proposed development or subdivision in accordance with current Australian Standards for illumination and the requirements of Council and PWC for equipment, materials, installation and other issues.

Council prefers that urban areas have street lighting to suit the urban uses while rural areas should retail low level lighting where possible.

Provision of new street lights may not be restricted to roads only within the development or subdivision but may be extended to include existing roads providing access to or affected by the proposed development or subdivision.

Council is responsible for the operating costs of lighting of streets and public areas only after the works have been placed under Defects Liability Period by Council and the Developer has arranged to have the works transferred into Council's name.

In the case of lighting located on Council property or land to be transferred to Council, such as a park created under a subdivision, the lighting for the space is to be separately metered. The meter is to be registered in Council's name as soon as the works are placed under Defects Liability Period.

Council will review and approve a lighting design on the basis that the designer certifies that the lighting design complies with these Standards, PWC requirements and Australian Standards. Approval of lighting design documentation by Council does not absolve the designer from compliance with these Standards, PWC requirements or Australian Standards.

7.2 Design and Approval

Lighting shall be designed by a suitably qualified lighting design engineer able to sign compliance certificates as per the requirements of AS1158 Lighting for roads and public spaces.

The Developer is to confirm all road and pathway classifications with Council prior to commencing lighting design as appropriate lighting design subcategories shall be selected based on the agreed road and pathway classifications.

The Developer shall submit a street and public space lighting plan that indicates the road classification and proposed lighting subcategory to Council for approval.

All documentation must be prepared using A1 sheets with drafting symbols compliant with Australian Standards.

Public space lighting designs must be documented on the Developer's drawing sheets with drawing numbers and pole and luminaire numbers provided by Council. The Developer shall coordinate this step with Council.

The Developer shall ensure that the connection to PWC infrastructure for transmission of power is compliant with PWC standards.

The Developer shall submit public space lighting design drawings to Council, together with a copy of a "Statement of Design Compliance" confirming that the lighting design for roads and public spaces complies with the nominated Australian Standards and these Standards, for approval.

The Developer shall provide certification that the constructed street and public open space lighting complies with the Australian Standards and lighting subcategories agreed with Council.

The Developer must provide PWC and Council with "As Constructed" drawings in accordance with PWC and Council requirements.

7.3 Design Criteria

7.3.1 General

This section sets out the minimum standards required by Council for the design and construction of lighting for roads and pathways in urban, rural, and industrial/commercial subdivisions. The following standards and policies are to be used:

- This Litchfield Council – Subdivision and Development Standards document, which includes Standard Drawings as well as relevant Council policies.
- AS1158.1.1 Lighting for roads and public spaces - Vehicular traffic (Category V) lighting - Performance and design requirements.
- AS1158.3.1 Lighting for roads and public spaces - Pedestrian area (Category P) lighting - Performance and design requirements.
- AS4228-1997 Control of the obtrusive effects of outdoor lighting.
- AS3000 Wiring Rules.
- The technical and safety requirements imposed under the Northern Territory Electricity Reform (Safety and Technical) Regulations (Safety Regulations)
- Crime Prevention Through Environmental Design (CPTED) principles.
- Power and Water Corporation - Streetlighting design standards for connection to PWC infrastructure for transmission of power.
- NT Department of Planning, Infrastructure and Logistics (DIPL) standards and specifications

These Standards, including Standard Drawings, and Council policies take precedence over all other guidelines and standards. When Council documents do not cover the works to be constructed, then other documents may be adopted with the approval of Council. Design outside of these Standards may be considered if supporting documentation is provided, including all engineering aspects of the design and risk analysis; however, compliance with Australian Standards is mandatory. This assessment shall be included in the design report submitted with the initial plans.

It is recommended that the applicant organises a meeting with Council prior to developing any designs that are not adequately covered by Council's documents.

All lighting infrastructure must be smart ready; the LED luminaire must contain or be ready to contain a NEMA-compliant wifi 7-pin plug.

When designing lighting arrangements, the Developer shall take into account the surrounding environment and lighting needs, including the possibility of nuisance light and light spill.

Consideration is to be given to complementing and integrating proposed lighting into the proposed and existing streetscape works, particularly the location with respect to the mature development of street trees. Lighting should be designed and located so that it is resistant to vandalism.

Where existing power poles are correctly sited and can be used to meet lighting design requirements, reuse of the existing arrangement is encouraged. All new or relocated poles are to be located in accordance with AS 1158 – Lighting for roads and public spaces.

The Developer shall use PWC standard equipment and arrangements in order to minimise future maintenance costs, as the standard equipment is consistent across the area and is familiar and readily available to local contractors.

All light poles shall be uniquely numbered. The Developer shall obtain appropriate light pole numbers from Council at the design stage.

7.3.2 Lighting of Road Reserves

Design criteria for residential, industrial, and commercial street lighting are as follows:

- Lighting subcategories must be appropriate for the road classifications agreed with Council and the specifics of the situation.
- Lighting shall be provided near bus stops and interchanges, major road intersections, municipal facilities, and public telephones. For urban areas, lighting shall be provided for:
 - Straight sections,
 - Curves,
 - Intersections and junctions,
 - Pedestrian refuges and crossings,
 - Cul-de-sacs,
 - Traffic management controls (e.g. islands, speed bumps).

For rural areas, lighting shall be provided for:

- Intersections and junctions of all distributor roads,
- Pedestrian refuges and crossings,
- Traffic management treatments identified for specific site conditions.
- Light poles shall be coordinated with all other infrastructure within the road reserve, including stormwater pits, pedestrian crossing points, or driveway crossovers. For urban areas, light poles shall be a minimum of 1m from any driveway edge and underground service road crossings. For rural areas, light poles shall be a minimum of 5m from any driveway edge and underground service road crossings.
- Light poles shall be aligned with common lot boundaries where possible.
- Non-frangible poles shall not be installed within the clear zone.
- Lighting designs shall consider surrounding areas, including public safety and adjacent development types, from the perspective of light spill and other nuisance lighting.
- Luminaires, poles, outreaches, rag bolt assemblies, and pole foundations shall comply with the requirements of the regulatory power authority and Australian Standards.
- Luminaires shall incorporate 7 pin NEMA bases.
- All lighting shall be LED; with consideration to energy efficient and low power options considered.

7.3.3 Lighting of Public Open Space Areas

Design criteria for public open space lighting are as follows:

- Lighting subcategories must be appropriate for the pedestrian area classifications agreed with Council and the specifics of the situation.
- Lighting must be provided for intersections and changes of direction.
- The spacing of light poles must be determined based on the agreed luminaire and the agreed lighting subcategory.
- A dedicated meter panel/switchboard, in accordance with PWC requirements, is required for the lighting and controls for each Council park. The meter panel/switchboard shall be fully enclosed in a weatherproof metal enclosure with hinged escutcheon panel, a hinged lockable door for each section, and separate key operated locking mechanisms for each door with separate keys provided to Council.
- The switchboard must incorporate a fully segregated main switch lockable in the OFF position only, earthing, controls and circuit breakers for public open space lighting circuits.
- Luminaires, poles, outreaches, rag bolt assemblies, and pole foundations shall comply with the requirements of the regulatory power authority and Australian Standards.
- Luminaires shall incorporate 7 pin NEMA bases.
- All lighting shall be LED; with consideration to energy efficient and low power options considered.
- Lighting must be designed to be vandal resistant by specification and arrangement.
- All areas offering concealment must be illuminated to allow facial recognition from 15 metres.
- Entry points to pathways and cycle ways must be highlighted by placement of a street light nearby.
- Lights must be placed at each end and at each bend of a walkway and lighting must be designed in accordance with the requirements for the lighting subcategory agreed with Council.
- All public open space areas intended to be used or traversed at night should allow appropriate levels of visibility and conform to CPTED principles especially to clearly illuminate the faces of all users of public open space areas.
- Alternatives to reticulated power should be considered (e.g. solar, battery), provided that the rated service life of equipment is not less than 10 years, and shall be approved by Council.

7.4 Traffic and Pedestrian Considerations

The use of rigid, frangible, slip base and vehicle impact absorbing light poles (VIAC) is determined based on traffic speed, pole location and the expected level of pedestrian activity. Refer to Austroads Guide to Road Design Part 6B: Roadside Environment.

In general, the following requirements shall apply:

- Rigid poles may only be used when located outside the clear zone.
- Slip base mounted poles shall be used where vehicle speeds are in excess of 70km/hr.
- VIAC poles shall be used where there is a high likelihood of pedestrian activity. Slip base mounted poles shall not be used in such situations.

8 PUBLIC OPEN SPACE

8.1 Design Criteria

The consideration of landscape design issues early in the development process is important. The design of open space areas shall be undertaken to create a consistent character that integrates with surrounding neighbourhoods and existing open spaces and that creates a desirable character for future neighbourhoods.

Council will only accept ownership of useable open space. Council will not accept ownership of conservation land and will not maintain areas of conservation, service easements, or reserves on land not owned by Council.

The Developer should consult with Council prior to any detailed design to discuss the brief for the landscape design.

Modern open space planning aims to integrate parklands within a subdivision with all the other features and services at the design stage. The landscape design concept must consider the allocation, shape, and size of park areas, while considering vehicle and pedestrian access points, the adjacent streetscape, and public safety.

All public open spaces shall be designed with consideration for all other engineering works and shall actively support the principles of Crime Prevention Through Environmental Design (CPTED).

The Developer shall prepare design drawings that fully describe the treatments for all open space areas, including drains and streets within the area of development. Designs shall comply with these Standards, all relevant Australian Standards, statutory requirements, and any other specific directions issued by Council.

The Developer shall liaise with Council in determining appropriate designs for open space areas and shall consider the specific needs of the development with respect to natural landform, environmental and ecological issues, remnant vegetation, and the character of adjacent existing developments and likely future developments.

For approval of the detailed design of the public open space, the Developer shall provide a public open space master plan for the area of development or subdivision that clearly demonstrates the following elements:

- The location, function, and size of the different types of open space areas, including a summary table of the total area and the proportion of the area designated to different types of open space (active, passive, drainage, etc.).
- How the proposed open space functions and coordinates with the open space in adjoining residential areas. In particular, consideration must be given to the range of recreation activities and play equipment to be provided across the open space system.
- How the proposed network of pedestrian and cycle paths in the development link to each other and adjoining development, with a clear hierarchy of pedestrian movement to key destinations such as schools, shopping centres, sporting facilities, and community facilities.

- The location of an appropriate amount of vehicle and bicycle parking to adequately service the subject space.
- A landscaping arrangement that clearly notes the location and species of existing and proposed new trees, shrubs, and grass.
- Layout of lighting, including lights required to meet CPTED requirements.
- Appropriate park furniture and access to comply with regulations for disability access.
- The type, location, and colour palette of all park furniture and any play equipment.

Landscaping requirements for public open spaces is detailed in Section 5.3.

8.2 Open Space Calculations for Urban Subdivisions

All urban subdivisions are required provide areas of public open space in accordance with Northern Territory Planning Scheme requirements.

In calculating the total area of private open space required, the following applies:

- Council will not accept ownership of buffer strips of land that do not provide any usable open space or environmental function and these spaces shall be excluded from the open space calculation;
- No more than 20% of the total area of public open space can be allocated for stormwater management/drainage purposes (e.g. creeks, drainage channels, wetlands, detention basins etc).
- Any drainage or detention area that does not have a recreation or natural area value all year round (e.g. concrete lined drains) cannot be included as part of the open space area calculation, and, further, these drainage or retention areas shall be designed to prevent unauthorised access by individuals to the drains.

8.3 Open Space Functions

Open spaces can be designed for a variety of active and passive functions. Active spaces may provide areas for informal and formal play, and may include playground equipment, formal sporting grounds, walking trails and cycling trails. Passive spaces may provide areas for seating, picnicking, and relaxing and may provide a visual relief from the urban environment by using natural features, such as remnant vegetation or wetlands. Many open spaces may combine active and passive features. The Developer shall coordinate with Council to determine the most appropriate combination of uses for each open space area prior to detailed design.

8.4 Open Space Hierarchy

Public open spaces can be classified in a hierarchy, depending upon their size, intended use, and catchment. Different types of spaces shall incorporate different features and shall have different requirements for park furniture.

Within Litchfield Council, three types of public open spaces are typically found:

- Pocket Parks,
- Neighbourhood Parks, and
- Regional Parks and Reserves.

8.4.1 Pocket Parks

Pocket parks are smaller open spaces focussed toward providing a nearby space for local community members. The catchment is generally 500m or a 10-minute walk. The space is usually utilised for short periods of time and can provide active and passive play spaces, while not providing for organised sporting events.

8.4.2 Neighbourhood Parks

Neighbourhood parks are larger open spaces that cater for a larger segment of the community than just the immediate local population, typically providing for an entire suburb. These spaces are designed to be accessed by walking, cycling, and driving. Neighbourhood parks can cater for a range of both active and passive play spaces and may include spaces for smaller organised sporting activities and/or natural areas with limited facilities.

8.4.3 Regional Parks and Reserves

Regional parks and reserves are large open spaces designed to cater for the whole of community. People will travel further distances, primarily by vehicle, to access these spaces. These spaces are generally used for longer periods of time and typically cater for both active and passive play spaces at the same venue, including providing areas for organised sporting events.

8.4.4 Design Elements by Open Space Type

The typical sizes, appropriate features, and standard amounts and locations of park furniture for each open space type are detailed in Table 25.

Table 25: Park Features and Furniture

Open Space Type	Size	Appropriate Features*	Park Furniture	
			Item	Minimum Amount**, Location
Pocket Parks	Minimum 2,000m ² to ≤ 1Ha	<ul style="list-style-type: none"> • Trees and landscaping (including irrigated grassed areas) • Seating • Shelters • Play spaces and equipment • Paths • Waste bins • Lighting • Disability access 	Sign with park name and Council logo	1
			Tables and shelters	1
			Seating	2, separate locations
			Waste bins	2, strategically located
			Water bubbler	1
			Playground features	1
			Shade structure	1, covering the playground
Neighbourhood Parks	> 1Ha to ≤ 5Ha	<ul style="list-style-type: none"> • All items as per Pocket Parks • Drinking fountains • Small sporting/activity areas (e.g. half court, skate parks, ovals)*** • Natural areas (e.g. creeks, wetlands, remnant vegetation) • Walking trails • Cycling paths • Wayfinding and interpretive signs • Public toilet facilities • Car parking • Fencing 	Sign with park name and Council logo	1
			Tables and shelters	2
			Seating	4, separate locations
			Waste bins	4, strategically located
			Water bubbler	2
			Play equipment, including rubber soft fall with concrete kerbing	2, junior and youth equipment
			Shade structures	2, covering the playgrounds

Regional Parks and Reserves	> 5Ha	<ul style="list-style-type: none">• All items as per Pocket Parks and Neighbourhood Parks• Barbeque facilities• Formal gardens/landscaped event spaces• Dog parks• Larger sporting/activity areas (e.g. BMX, full size ovals/sporting fields, horse exercise yards)***	Sign with park name and Council logo	1
			Tables and shelters	5
			BBQ's	As specified by Council at detailed design stage
			Seating	8, separate locations
			Waste bins	10, strategically located
			Water bubbler	4
			Play equipment, including rubber soft fall with concrete kerbing	3, junior to youth
			Inclusive play equipment	
			Shade structures	3, covering the playgrounds

*Features required for each public open space area shall be confirmed with Council during detailed design. Different open spaces may require different combinations of the noted appropriate features.

**At the detailed design stage, consultation with Council is required to confirm the total amount of each feature required within each open space area depending upon the overall size and intended function of the individual space.

***At the detailed design stage, consultation with Council is required to confirm additional features required to support sporting/activity areas (e.g. oval size, tiered seating, change rooms, club rooms, kiosks).

8.5 Park Furniture

The Developer shall ensure that a range of park furniture is placed at appropriate sites throughout all open space areas to service both passive and active pursuits. The design and location of park furniture shall be approved by Council as a part of the public open space master plan for the site.

Items should be robust and vandal proof, built of durable materials, and typically be built from materials that do not overheat.

Places where people gather (e.g. near play equipment or at park entrances) need waste bins, seating, and shade cover.

The designs for park furniture shall incorporate requirements for disability access.

8.5.1.1 Seating

Seating shall be placed under shade trees or shelters and shall be of a design that discourages use by vagrants.

All seats shall have paved links to all adjoining pathways. All seating shall have a concrete pad under the seat with a clearance of 1200 mm from the front extremity of the seat and 200 mm each from the sides and the back. Slabs shall extend to allow wheelchair to park near seats and move around tables.

8.5.1.2 Play Equipment and Features

The Developer shall provide a range of play opportunities and equipment or features for users of a variety of ages. The Developer shall liaise with Council prior to commencement of open space design to agree on necessary play equipment or features and appropriate age group areas.

The overall approach to provision of play equipment and recreation range shall be outlined in the public open space master plan and approved by Council.

Play equipment shall be provided generally in accordance with the following guide:

- Open space is to be provided with play equipment/features that meet the relevant Australian Standards, including AS 4486.1-1997 and AS 4685.1-6-2004 at a rate that is consistent with Table 25 and confirmed by Council.
- All play equipment is to be installed with impact absorbing surrounds to Australian Standards. All playgrounds within Neighbourhood Parks and Regional Parks and Reserves shall have rubber impact absorbing surrounds in accordance with Australian Standards.
- All playgrounds are to include shade structures over the playground. Bins and shaded seating shall be provided nearby.
- Consideration should be given to the inclusion of youth oriented equipment (e.g. basketball hoop and hardstand area, hitting wall, adventure play equipment, skate facilities etc.).
- Playground areas shall have adequate separation from traffic conflict areas (vehicle, bike and pedestrian traffic) and large open stormwater drains.
- Adequate drainage is to be provided to all playground areas and shall include subsoil drainage.
- The design and location of play equipment is to consider the CPTED controls.

8.5.1.3 Shade Structures

Shade structures shall be designed and installed to meet the following criteria, in addition to all structural and legislative requirements:

- Shade sails shall have a minimum of 4.5m clearance from the ground level. The top of a fort or other structure that can be used to reach a shade structure by balancing on top shall have a minimum clearance of 3.0m to the shade structure. From the top of a swing or other equipment that cannot be stood on, the clearance to the shade structure shall be a minimum of 2.5m.
- A shade diagram shall be provided illustrating a minimum of 50% shade cover of a playground or other shaded structure between 9am and 3pm.
- All shade structures are to be cyclone rated. Shade structures that are designed to be taken down in strong winds are not permitted.

8.6 Access and Circulation

Access and circulation must be considered at the design stage to provide safe thoroughfare through each park, to link with external pathways, and to avoid use conflicts.

The Developer shall ensure that an adequate and safe hierarchy of links and pathways is achieved throughout the open space areas so that pedestrians and cyclists can move around and between areas of open space easily and with a high level of amenity.

Pathway construction shall be in accordance with Section 3.16 of these Design Guidelines.

Pathways in open space areas will need protection provided by planted shade trees.

Pathways shall include rest areas and/or shelters in strategic locations, such as at the junction of pathways or viewing areas.

Pathways shall be designed to comply with all requirements for disability access and CPTED principles.

8.7 Naming of Public Open Spaces

Should new public open spaces be created as part of a subdivision, approval for the proposed park name is required from the NT Place Names Committee. Prior to issuing approval for a park name within Litchfield municipality, the Place Names Committee must seek the view of Council.

Any proposed park name must be reviewed and accepted at a Council meeting. Council supports the Place Names Committee's guidelines for naming of places and naming rules and will review the proposed name in line with those directives. The Developer shall submit the proposed park name and supporting information as noted in the NT Place Names Committee directives in writing to Council.

To avoid delays in the naming process, it is recommended that the Developer seek Council's approval a minimum of 8 weeks prior to submission of the proposed park name to the NT Place Names Committee.

FORMS

- **Nominated Developers Representative Form**
- **Clearance Application**
- **Conditions Precedent – Plan and Report Review Application**
- **Detailed Design Stage – Plan and Report Review Application**
- **Works within a Road Reserve Permit – Works Associated with a Development Permit**
- **Inspection Application**
- **Value of Assets Spreadsheet** (Found Under Separate Cover As An MS Excel Spreadsheet)
- **Outstanding Works/Defects Bond Agreement**

Nominated

Developer's Representative Form



Litchfield Council Development and Subdivision Standards 20/07/2017

Site Information

Development Permit Number: DP...../.....

Lot/Section Number.....Hundred of:.....

Property Address:

Details of Nominated Developer's Representative

Full Name of Nominated Person:

Company/Organisation: ABN:

Postal Address:

Email:

Phone:Mobile:

Billing Details ☐ same as above

Full Name:Phone/Mobile:

Company/Organisation Name: ABN:

Postal Address:

Email:

The Nominated Developer's Representative is the single person that Litchfield Council will deal with directly through the life of the development and/or subdivision.

Nominating a single contact person will ensure there are no gaps or overlaps in communication with Council during the development process.

If you wish to change the Nominated Developer's Representative during the life of the development, please submit a new form to Council. Please note the intent is for only one person to be designated as the contact person at any time. If the nominated contact person will be temporarily away, please notify Council of a new contact person and the time period of the replacement.

This sheet intentionally left blank.

Clearance Application

Litchfield Council Development and Subdivision Standards

20/07/2017

**LITCHFIELD
COUNCIL**



Community effort is essential

- ☐ **Clearance of Condition(s) Precedent**
 - ☐ Plans/Reports, as required by conditions
 - ☐ Plan/Report Review Application
- ☐ **Clearance of General Conditions for a Development**
 - ☐ As-Constructed Drawings in PDF Format and/or Council's Standard Drawings, if applicable
 - ☐ Inspection Application, if required
- ☐ **Clearance of General Conditions for a Subdivision**
 - ☐ As-Constructed Drawings in PDF Format
 - ☐ As-Constructed Drawings in AutoCAD Format (if coordinates not included on Value of Assets Spreadsheet
 - ☐ Inspection Application, if required
 - ☐ Value of Assets Spreadsheet
 - ☐ Proposed Cadastral Survey Plan, including all easements

Site Information

Development Permit Number: DP/.....

Lot/Section Number.....Hundred of:.....

Property Address:

Applicant's Details

Full Name:Phone/Mobile:

Company/Organisation: ABN:

Postal Address:

Email:

Billing Details ☐ same as above

Full Name:Phone/Mobile:

Company/Organisation Name: ABN:

Postal Address:

Email:

This sheet intentionally left blank.

Conditions Precedent – Plan/Report Review Application



Litchfield Council Development and Subdivision Standards 20/07/2017

Select documents submitted:

- ☐ Driveway Access Plan
- ☐ Stormwater Management Plan
- ☐ Operational Environmental Management Plan (OEMP)
- ☐ Traffic Impact Assessment
- ☐ Traffic Management Plan

Notes:

- Fees are charged for each plan/report review; each amended submission will incur an additional fee.
- If approvals for driveway access and stormwater plans are required, information related to both items may be shown on the same plan. In this instance, separate fees will continue to apply for each item reviewed.

- ☐ This is a submission of amended drawings.

Site Information

Development Permit Number: DP...../.....

Lot/Section Number.....Hundred of:.....

Property Address:

Applicant's Details

Full Name:Phone/Mobile:

Company/Organisation:

Postal Address:

Email:

Billing Details (Not Applicable for Subdivisions) ☐ same as above

Full Name:Phone/Mobile:

Company/Organisation Name:ABN:

Postal Address:

Email:

This purpose of this application is to seek approval of the plans or reports only. **Prior to carrying out any physical works within Council's road reserve, including installation of driveways and stormwater connections, the applicant is required to obtain a Works within a Road Reserve Permit – Works Associated with a Development Permit to carry out work within Council's road reserve.**

Condition Precedent – Plan/Report Requirements (Please check all relevant items are provided):**All Plans/Reports shall:**

- ☐ Include the Development Permit number and the address of the property.

Driveway Access Plan Requirements

- ☐ Be dimensioned, drawn to scale, and include a north arrow.
- ☐ Clearly demonstrate the location of all driveway access points to the site, including dimensions from the property boundaries.
- ☐ Identify the type of crossover.
- ☐ Be in accordance with Council's Standards, including Standard Drawings, for sizes and technical specifications.
- ☐ Illustrate any potential obstacles and all services, existing and proposed, (e.g. power poles, stormwater pits, sewer pits, and trees) near the vicinity of the works and distances from these obstacles and/or services to the proposed driveway.
- ☐ Show dimensions between each driveway access if multiple driveways are proposed.
- ☐ Show the distance from the edge of the driveway to any intersection or any other driveway within 100m of that driveway.

Stormwater Management Plan Requirements

- ☐ Be dimensioned, drawn to scale, and include a north arrow.
- ☐ Be prepared by a suitably qualified professional engineer.
- ☐ Include details of site levels (e.g. indicative levels or contour lines). Both existing site levels and designed site levels are required. Contour lines shall be provided at an appropriate height difference to clearly show how the existing land and the developed land rises and falls. Typically, a contour height difference of 0.2 m for existing levels and 0.1 m for design levels will be acceptable; however, Council may require greater detail to be shown.
- ☐ Show direction of stormwater flow.
- ☐ Show details of surfaces across the lot (e.g. paved, concreted, bituminised, grassed, gravelled and asphalted etc.).
- ☐ Show how the stormwater is collected to the extent of the lot boundaries, including all proposed stormwater infrastructure (e.g. open channels, underground pipe, pits, concrete invert, detention and/or detention basins, kerb and gutters, etc.).
- ☐ Show all proposed drainage easements and responsibility for each.

Operational Environmental Management Plan

- ☐ Be prepared by an independent qualified professional person and/or organization.
- ☐ Include overall environmental objectives for the operation of the use and techniques for their achievement.
- ☐ Include procedures to ensure that no significant adverse environmental impacts occur as result of the use.
- ☐ Include proposed monitoring systems.
- ☐ Identify all possible risks of operational failure and response measures to be implemented.
- ☐ Include day to day management requirements for the use, including waste management.

Traffic Impact Assessment

- ☐ Be prepared by a traffic engineer registered with Engineers Australia.
- ☐ Clearly reference all the source of data used in the report and analysis software used.
- ☐ Be undertaken in accordance with Austroads Guideline: Guide to Traffic Management – Part 12: Traffic Impacts of Developments.

Traffic Management Plan

- ☐ Be prepared by a person who holds a valid WZ1 certificate, and include the certificate number.
- ☐ Be prepared in accordance with Austroads Guidelines standard format.
- ☐ Include a risk analysis matrix.
- ☐ Include the traffic control diagram.

Detailed Design Stage – Plan/Report Review Application

Litchfield Council Development and Subdivision Standards

20/07/2017



Select documents submitted:

- ☐ Driveway Access Plan
- ☐ Stormwater Management Plan
- ☐ Road Safety Audit
- ☐ General Notes.
- ☐ General Details.
- ☐ Site Plan.
- ☐ Bulk Earthworks Plan.
- ☐ Demolition and Vegetation Removal within Council's Road Reserve Plan.
- ☐ Cross Sections.
- ☐ Pavement Design.
- ☐ Longitudinal Sections.
- ☐ Intersection Setout Plan.
- ☐ Traffic Sign and Line-Marking Arrangement Plan.
- ☐ Street Light Design.

- ☐ Bus Route and Bus Stop Plan.
- ☐ Staging Plan.

Notes:

- Charges may apply for developments for review of driveway access plans, stormwater management plans, and road safety audits; no charges apply for subdivisions.
- Fees are charged for each plan/report review; each amended submission will incur an additional fee.
- If approvals for driveway access and stormwater plans are required, information related to both items may be shown on the same plan. In this instance, separate fees will continue to apply for each item reviewed.

- ☐ **Endorsed Drawings from Development Assessment Services have been submitted to Council.**
- ☐ **This is a submission of amended drawings.**

Site Information

Development Permit Number: DP...../.....

Lot/Section Number.....Hundred of:.....

Property Address:

Applicant's Details

Full Name:Phone/Mobile:

Company/Organisation:

Postal Address:

Email:

Billing Details (Not Applicable for Subdivisions) ☐ same as above

Full Name:Phone/Mobile:

Company/Organisation Name:ABN:

Postal Address:

Email:

This purpose of this application is to seek approval of the plans or reports only. **Prior to carrying out any physical works within Council's road reserve, including installation of driveways and stormwater connections, the applicant is required to obtain a Works within a Road Reserve Permit – Works Associated with a Development Permit to carry out work within Council's road reserve.**

Tel (08) 8983 0600 • Fax (08) 8983 1165 • Email council@litchfield.nt.gov.au

7 Bees Creek Road, Freds Pass NT 0822 • PO Box 446 Humpty Doo NT 0836 • www.litchfield.nt.gov.au

ABN: 45 018 934 501

Detailed Design Stage – Plan/Report Requirements (Please check all relevant items are provided):**All Plans/Reports shall:**

- ☐ Include the Development Permit number and the address of the property.

Driveway Access Plan Requirements

- ☐ Must be dimensioned, drawn to scale, and include a north arrow.
- ☐ Clearly demonstrate the location of all driveway access points to the site, including dimensions from the property boundaries.
- ☐ Show the proposed material type, material thickness/preparation, and width of all driveways, as well as identifying the type of crossover.
- ☐ Be in accordance with Council's Standards, including Standard Drawings, for sizes and technical specifications.
- ☐ Illustrate any potential obstacles and all services, existing and proposed, (e.g. power poles, stormwater pits, sewer pits, and trees) near the vicinity of the works and distances from these obstacles and/or services to the proposed driveway.
- ☐ Show dimensions between each driveway access if multiple driveways are proposed.
- ☐ Show the distance from the edge of the driveway to any intersection or any other driveway within 100m of that driveway.

Stormwater Management Plan Requirements

- ☐ Must be dimensioned, drawn to scale, and include a north arrow.
- ☐ Be prepared by a suitably qualified professional engineer.
- ☐ Include details of site levels (e.g. indicative levels or contour lines). Both existing site levels and designed site levels are required. Contour lines shall be provided at an appropriate height difference to clearly show how the existing land and the developed land rises and falls. Typically, a contour height difference of 0.2 m for existing levels and 0.1 m for design levels will be acceptable; however, Council may require greater detail to be shown.
- ☐ Show the flood level lines (ARI 100) defining the areas of inundation.
- ☐ Include hydrologic calculations.
- ☐ Show direction of stormwater flow.
- ☐ Show details of surfaces across the lot (e.g. paved, concreted, bituminised, grassed, gravelled and asphalted etc.).
- ☐ Show how the stormwater is collected to the extent of the lot boundaries, including all proposed stormwater infrastructure (e.g. open channels, underground pipe, pits, concrete invert, detention and/or detention basins, kerb and gutters, etc.).
- ☐ Be in accordance with Council's Standards, including Standard Drawings, for sizes and technical specifications.
- ☐ Show cross-sections of the proposed stormwater infrastructure features.
- ☐ Show the location and details of the point of discharge. If an underground connection is used, the Developer shall use the NT Department of Infrastructure, Planning and Logistic's (DIPL) standard drawing for connection details. Where DIPL's Standard Drawings are not applicable, design criteria for stormwater connections shall comply with Australian Standards and best industry practices and must be designed by a professional engineer.
- ☐ Show all proposed drainage easements and responsibility for each.

Road Safety Audit

- ☐ Be prepared by an independent certified road safety auditor and include the certificate number of the auditor.
- ☐ Reference all risks identified in the report in accordance with relevant Austroads Guidelines and/or Australian Standards.
- ☐ Include photos and/or site plan for each identified risk.
- ☐ Include a risk analysis matrix and recommended remediation method.
- ☐ Include developer's responses to each recommended remediation method including a timeframe.

Demolition and Vegetation Removal Plan (within Council's road reserve)

- ☐ The use of road shoulders and verges to support heavy vehicle turning movements, including turning circles.
- ☐ The removal of any trees or shrubs, which may be illustrated as clusters of vegetation unless there are individual trees standing alone.
- ☐ The removal or temporary relocation of any fixed structures, including signs, whether or not the structure is live/serviceable.
- ☐ The placement of temporary fencing or barriers other than flagging.
- ☐ Any earthworks not shown on the bulk earthworks plan, such as trenches, illustrating width and depth; creation of temporary hardstands or laydown areas for either materials laydown or machinery access and operation; and stockpiles of soil or construction materials.

Works within a Road Reserve Permit – Works Associated with a Development Permit

Litchfield Council Development and Subdivision Standards

20/07/2017



Period of Works: From..... To

Detailed Description of Works:

Will a road be closed as part of the works? ☐ Yes ☐ No If yes, dates: From..... To

Will trees, signs, structures, or other features be removed or altered as part of the works? ☐ Yes ☐ No

The applicant agrees to the attached Conditions of Approval and special conditions on the permit.

Approved by: Date Issued: Permit Number:

Special Conditions:

Date Received: Receipt Number:

Council Use Only

Site Information

Development Permit Number: DP...../.....

Lot/Section Number.....Hundred of:.....

Property Address:

Applicant's Details

Full Name:Phone/Mobile:

Company/Organisation:

Postal Address:

Email:

Billing Details ☐ same as above

Full Name:Phone/Mobile:

Company/Organisation Name:ABN:

Postal Address:

Email:

Documents Required for Submission with this Form:

- ☐ Detailed Drawings of Disturbances to Road Reserve
- ☐ For-Construction Drawings for the Proposed Works
- ☐ Traffic Management Plan/Traffic Control Guidance Plan
- ☐ Detailed construction schedule
- ☐ Copy of the Site Supervisor's White Card
- ☐ Public Liability Insurance Certificate
- ☐ Worker's Compensation Insurance Certificate
- ☐ Proof of Public Consultation (if required by and agreed upon with Council during detailed design)

Works within a Road Reserve Permit – Works Associated with a Development Permit

Application Requirements

- The Permit Holder shall be the party responsible for the overall control of the development or subdivision.
- It is the responsibility of the proposed Permit Holder to provide a minimum notice to Council of 5 working days to enable appropriate assessment of the Works within a Road Reserve Permit application.
- The permit must clearly state the scope of works to be undertaken and must illustrate those works on dimensioned plans that detail the location of the works, depths, and offsets in respect to the roads, drains, and property lines. The application must include the approved for-construction drawings for the works that are the purpose of granting the permit (including, but not limited to: site plan, bulk earthworks plan, demolition and vegetation removal plan), regardless of previous approval by Council.
- Traffic Management Plans and Traffic Control Guidance Plans shall be submitted with the Works within a Road Reserve Permit for all requested works. These plans shall comply with AS 1742.3 and shall be issued by a person with Level 1 Work Zone Traffic Management Accreditation. These plans shall clearly document any changing nature or location of the works throughout the permit period.
- A detailed construction schedule for each portion of works is required. The Permit Holder shall keep Council updated of any changes to the schedule throughout the works.
- Liability insurance for an amount not less than \$10,000,000, and Worker's Compensation Insurance, in the name of the Permit Holder shall be provided with the Works within a Road Reserve Permit Application.
- If public consultation was required by Council during the design stage, documentation confirming the successful completion of this consultation shall be submitted.

Permit Conditions

- The Permit Holder assumes all responsibility for knowledge of and adherence to Litchfield Council's Development and Subdivision Standards and all other Council requirements.
- The issue of the Works Permit is subject to these standard conditions of approval and any other special terms and conditions associated with works deemed to be necessary and stated by Council.
- The Permit Holder accepts complete responsibility for determining the location of all services, structures, and equipment under the responsibility of other service authorities in the vicinity of the works described and to take all steps necessary to protect any services, structures, and equipment (Dial Before You Dig 1100).
- Should the Permit Holder seek to install or relocate services, Council will require the For-Construction drawings to be approved by the relevant authority (e.g. Power and Water Corporation) prior to the commencement of any works. The approval must contain the stamp, name, signature, and contact number of the person providing the approval.
- The Permit Holder and all contractors must observe all necessary safety precautions and requirements relating to the use of signs, barriers, hoardings, and warning devices for works in progress as currently specified by the Standards Association of Australia, NT Worksafe, and as directed by Council.
- All individuals setting up and operating traffic control shall have Level 2 & 3 Work Zone Traffic Management Accreditation.
- The Permit Holder shall maintain any works in a condition suitable for the safe and comfortable passage of vehicles and pedestrians at all times until the works are fully reinstated by the Permit Holder.
- The Permit Holder is responsible for all damages within the road reserve incurred as part of undertaking the works within the road reserve, whether to Council infrastructure or that of other service agencies/authorities. All reinstatement works shall be undertaken by the Permit Holder, at no cost to Council. Council shall at all times be indemnified against claims of all types as a result of actions by the Permit Holder.
- Unless detailed in the approved for-construction drawings, no trees or vegetation are to be permanently removed without the express permission of Council. No other trees or shrubs in the road reserve or on adjacent private land outside of the development or subdivision site are to be damaged in any way.
- The approved period of works for the permit may be amended by the Permit Holder, with Council approval, upon submission of appropriate extenuating circumstances (i.e. weather-related delays).
- The permit may be suspended or revoked by Council, with a requirement for immediate cessation of works, if:
 - a. weather conditions do not permit trafficable vehicular or pedestrian use within any given area and/or
 - b. the applicant fails to adhere to any conditions of the permit.

Tel (08) 8983 0600 • Fax (08) 8983 1165 • Email council@litchfield.nt.gov.au

7 Bees Creek Road, Freds Pass NT 0822 • PO Box 446 Humpty Doo NT 0836 • www.litchfield.nt.gov.au

ABN: 45 018 934 501

Inspection Application

Litchfield Council Development and Subdivision Standards

20/07/2017

**LITCHFIELD
COUNCIL**



Community effort is essential

Proposed Inspection Date: Time:

Date Request Submitted: (minimum 48 hours prior to above date)

Roads

- ☐ Sub-grade completion
- ☐ Sub-base completion
- ☐ Base-course completion
- ☐ Prior to sealing/asphalting

Driveway Crossover – Concrete Invert

- ☐ Prior to pouring concrete

Driveway Crossover – Box Culvert

- ☐ Prior to pouring concrete for bottom slab
- ☐ Prior to pouring concrete for headwalls
- ☐ After installation of culvert, prior to backfill
- ☐ After backfill, prior to sealing

Driveway Crossover - Rural Flat

- ☐ Prior to sealing/asphalting

Urban Area - Underground Stormwater

- ☐ Prior to trench/culvert backfilling
- ☐ After subsoil drainage, prior to backfill

Rural Area – Culvert/Stormwater

- ☐ Prior to trench/culvert backfilling

Clearance of General Conditions

- ☐ Final Inspection

Release from Defects Liability Period

- ☐ Final Inspection

Site Information

Development Permit Number: DP...../.....

Lot/Section Number..... Hundred of:.....

Property Address:

Applicant's Details

Full Name: Phone/Mobile:

Company/Organisation:

Postal Address:

Email:

Billing Details (Not Applicable for Subdivisions) ☐ same as above

Full Name: Phone/Mobile:

Company/Organisation Name: ABN:

Postal Address:

Email:

This sheet intentionally left blank.

Outstanding Works/Defects Bond Application

Litchfield Council Development and Subdivision Standards

20/07/2017

**LITCHFIELD
COUNCIL**

Community effort is essential



Site Information

Development Permit Number: DP...../.....

Lot/Section Number.....Hundred of:.....

Property Address:

Applicant's Details - Must be individual/organisation responsible for payment of bond

Full Name:Phone/Mobile:

Company/Organisation: ABN:

Postal Address:

Email:

I understand that Litchfield Council typically requires all works to be completed in accordance with Litchfield Council's Development and Subdivision Standards prior to the Clearance of General Conditions being issued. By the submission of this document, I am requesting Council to allow a provision of a bond in lieu of outstanding works/defects considering the following details:

Description of Outstanding Works/Defects

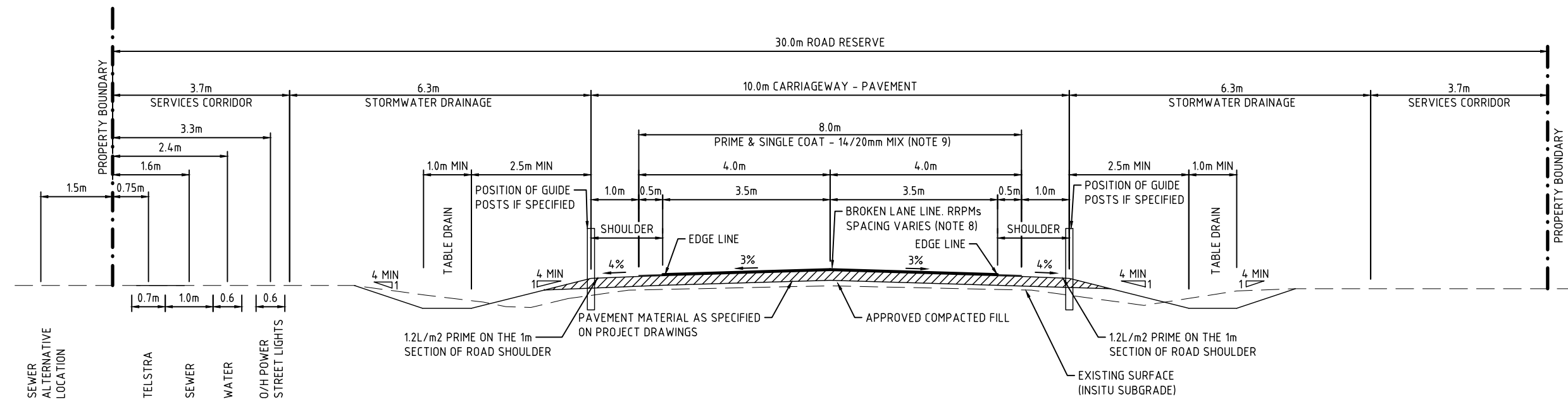
Item	Description	Location	Reason	Agreed Time of Completion	Amount of Bond
1					
2					
3					
Total					

Litchfield Council Approval: Date:

Applicant Agreement: Date:

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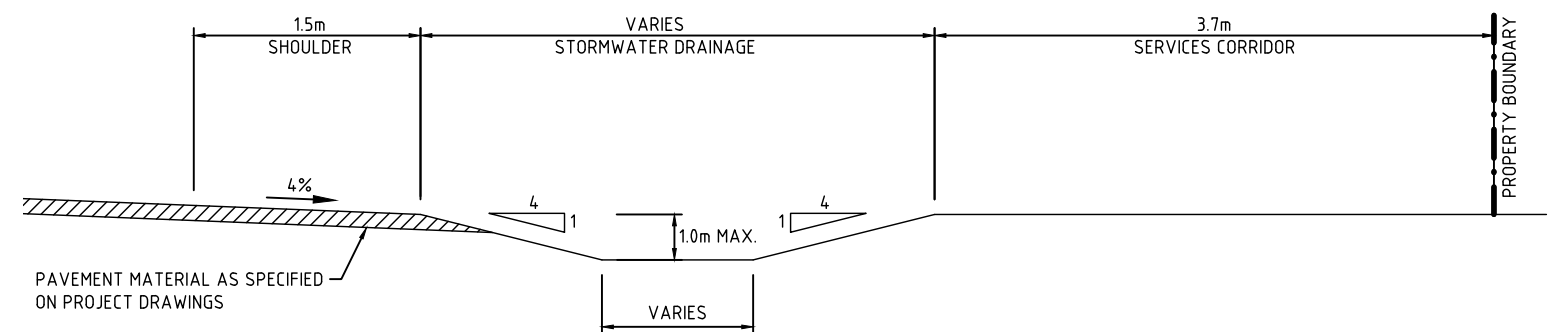
STANDARD DRAWINGS




TYPICAL CROSS SECTION
NTS

GENERAL NOTES

- BATTER SLOPES**
SUBJECT TO SOIL STABILITY THE MAXIMUM BATTER SLOPE PERMISSIBLE IN ALL SITUATIONS (INCLUDING OPEN UNLINED DRAIN BATTERS) SHALL NOT EXCEED 1 IN 4. UNSTABLE SLOPES TO BE PROTECTED.
- POSITION OF DRAIN (OTHER THAN TABLE DRAINS)**
TO MAXIMISE CLEARANCE TO THE EDGE OF CARRIAGEWAY, OPEN DRAINS SHALL BE POSITIONED IMMEDIATELY ADJACENT TO THE SERVICES CORRIDOR.
- EMBANKMENT & CUTS**
EMBANKMENT AND CUT SITUATIONS BEYOND THE SCOPE OF THIS CROSS SECTION SHALL BE PERMISSIBLE AND SHALL CONFORM AS NEAR AS POSSIBLE TO THIS CROSS SECTION.
- TABLE DRAIN/EDGE OF SHOULDER LEVEL**
TABLE DRAIN BANK LEVEL SHALL BE WHERE POSSIBLE AT THE LEVEL OF THE ADJACENT SHOULDER EDGE.
- ROAD RESERVE WIDTHS**
ROAD RESERVE WIDTHS GREATER THAN 30.0m MAY BE REQUIRED TO ACCOMMODATE MAJOR TRUNK DRAINAGE.
- EXTENT OF PAVEMENT MATERIAL**
THE PAVEMENT MATERIAL SHALL EXTEND THE FULL WIDTH OF THE CARRIAGEWAY.
- GRASSING**
TOPSOIL AND GRASS TABLE DRAIN AND VERGE TO FULL ROAD RESERVE WIDTH. USE TEMPORARY IRRIGATION UNTIL GRASS IS ESTABLISHED.
- RAISED RETROREFLECTIVE PAVEMENT MARKERS (RRPM)**
RRPM's TO BE USED SUPPLEMENT LINE MARKING. COMPLY WITH THE REQUIREMENTS OF AS1742.2
- SEAL TO BE A SINGLE COAT WITH 50% \times 14mm STONE AND 50% \times 20mm STONE MIX

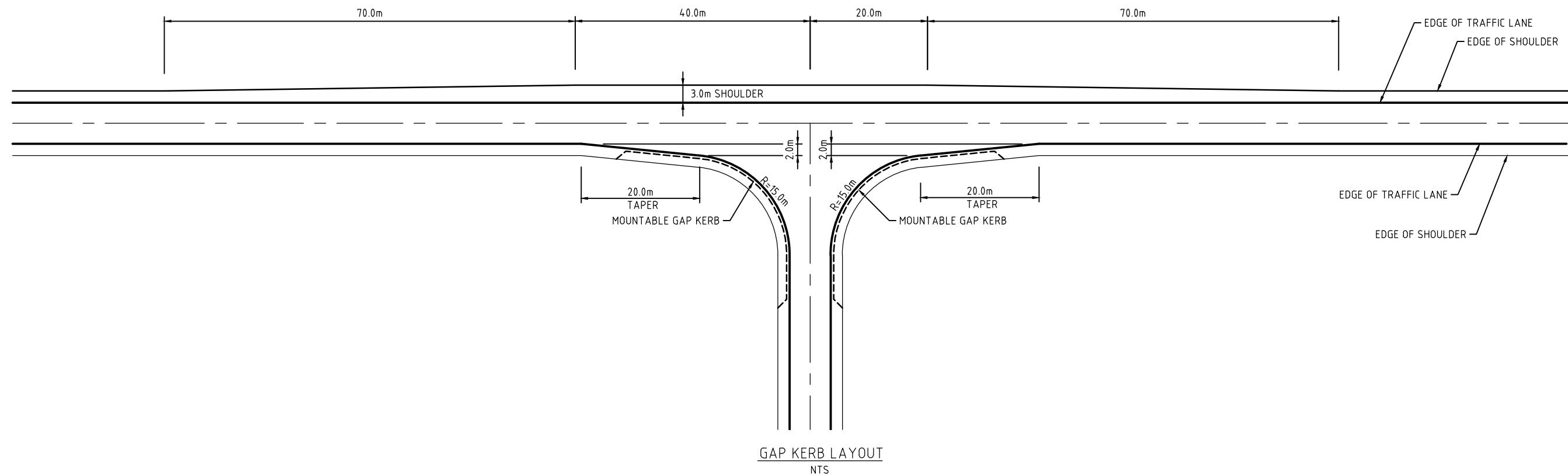


TYPICAL OPEN UNLINED DRAIN SECTION
NTS

				 LITCHFIELD COUNCIL PO Box 446, Humpty Doo NT 0836 PH 08 8983 0600 FAX: 08 8983 1165	DESIGNED LC	<h1>STANDARD DRAWING</h1> <h2>TYPICAL RURAL ROAD CROSS - SECTION</h2>	SCALE NOT TO SCALE	
					DRAWN AURECON			
					SHIRE ENGINEER DATE			
0	DRAFT	APR'17	RC					
ADMT	DESCRIPTION	DATE	AUTH					

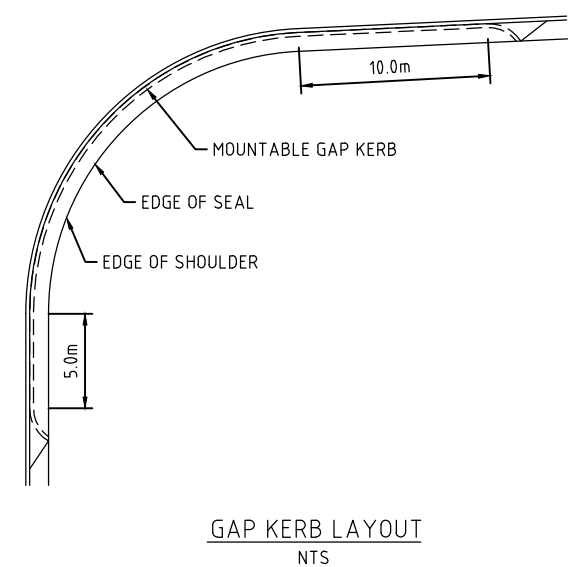
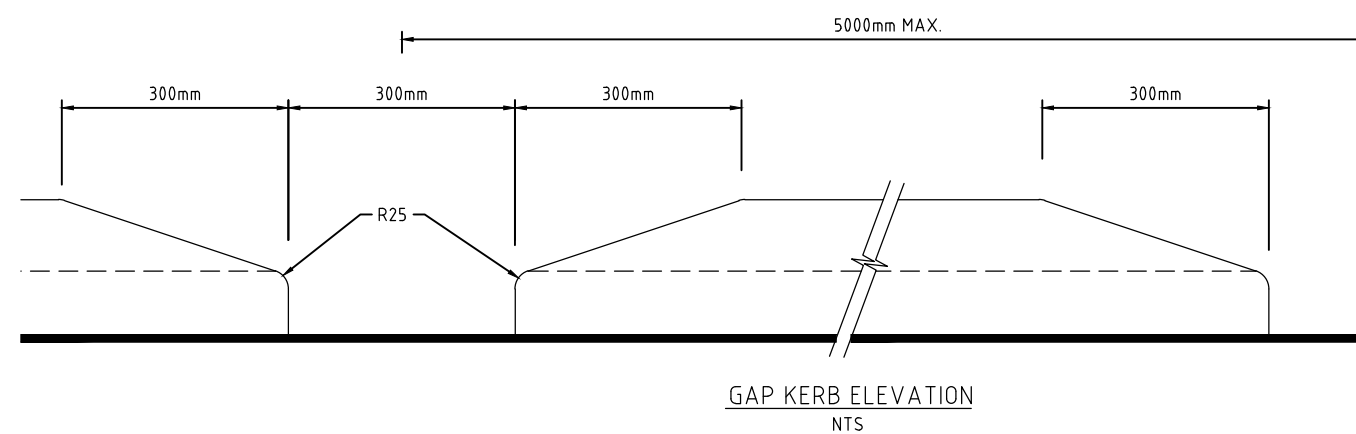
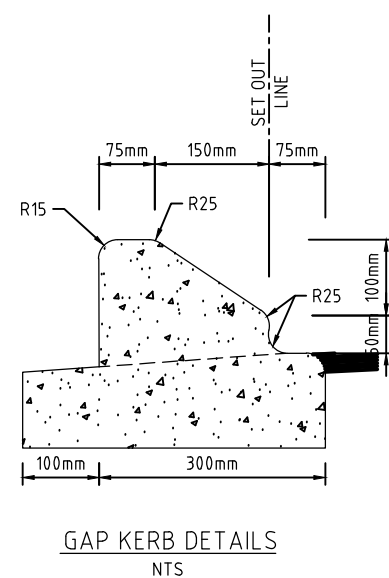
Page 175 of 307

LC-100	0
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GENERAL NOTES:

1. DIMENSIONS SHOWN ARE TO BE REGARDED AS MINIMUM DESIRABLE TREATMENT.
2. EACH INTERSECTION MAY HAVE SPECIAL REQUIREMENTS NECESSITATING DEVIATION FROM THESE STANDARDS.
3. SINGLE SEAL (14/20MIX) TO BE APPLIED.



0	DRAFT	APR'17	RC
ADMT	DESCRIPTION	DATE	AUTH



PO Box 446, Humpty Do NT 0836
PH 08 8983 0600 FAX: 08 8983 1165

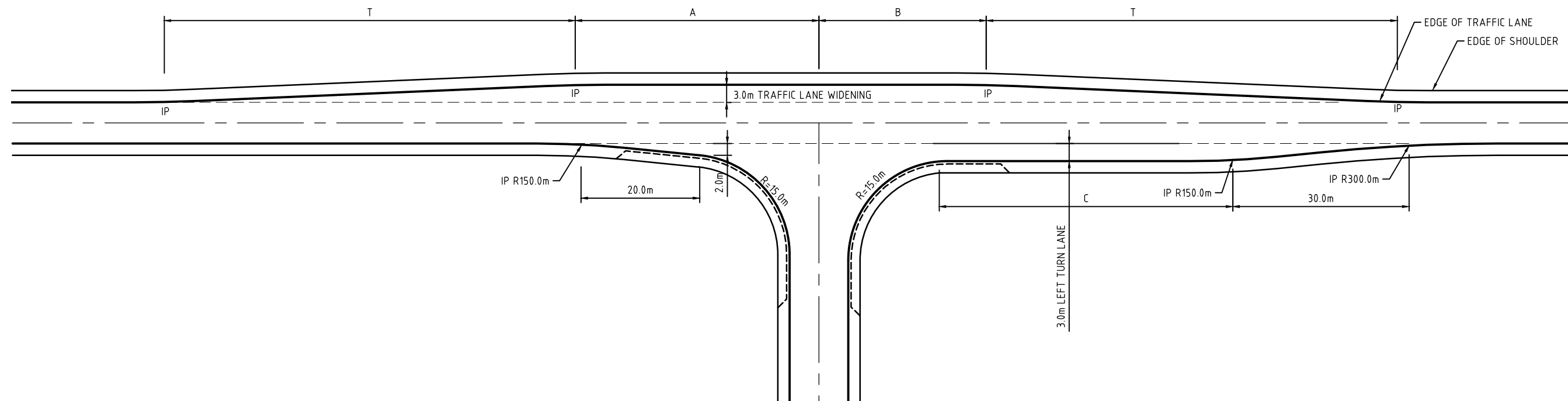
DESIGNED	LC
DRAWN	AURECON
SHIRE ENGINEER	DATE

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STANDARD DRAWING
RURAL ROAD INTERSECTION
TYPE 1

SCALE
NOT TO SCALE

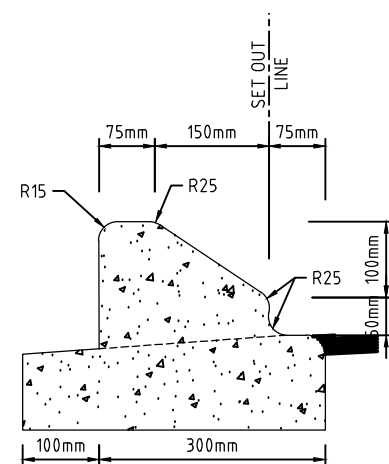
DRAWING No.	AMDT.
LC-102	0



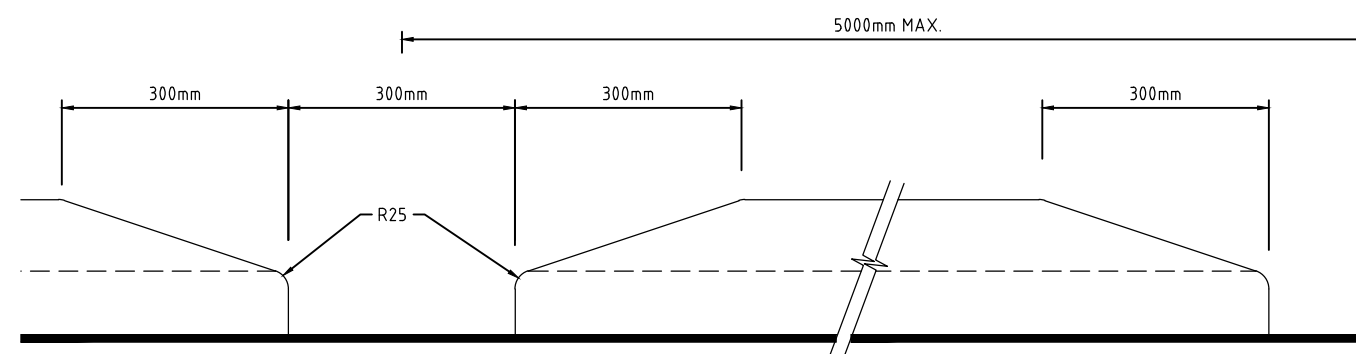
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100	100	50	40	120	425
90	90	45	40	90	350
80	80	45	40	70	280
70	70	40	30	50	240
60	60	40	30	30	175

GENERAL NOTES:

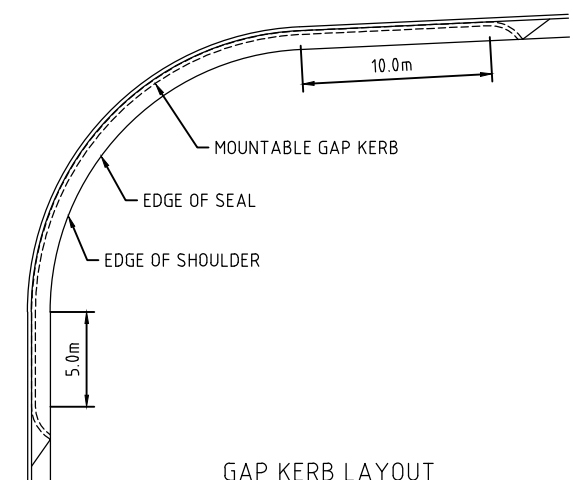
- DIMENSIONS SHOWN ARE TO BE REGARDED AS MINIMUM DESIRABLE TREATMENT.
- EACH INTERSECTION MAY HAVE SPECIAL REQUIREMENTS NECESSITATING DEVIATION FROM THESE STANDARDS.
- SINGLE SEAL (14/20MIX) TO BE APPLIED.



GAP KERB DETAILS
NTS



GAP KERB ELEVATION
NTS



GAP KERB LAYOUT
NTS

0	DRAFT	APR'17	RC
ADMT	DESCRIPTION	DATE	AUTH



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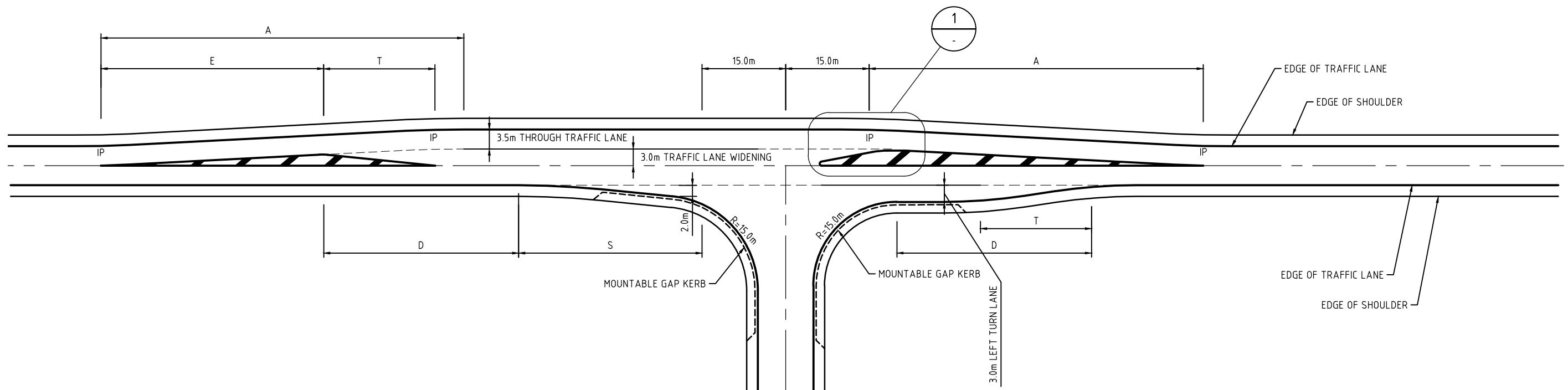
DESIGNED	LC
DRAWN	AURECON
SHIRE ENGINEER	DATE

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STANDARD DRAWING

RURAL ROAD INTERSECTION TYPE 2

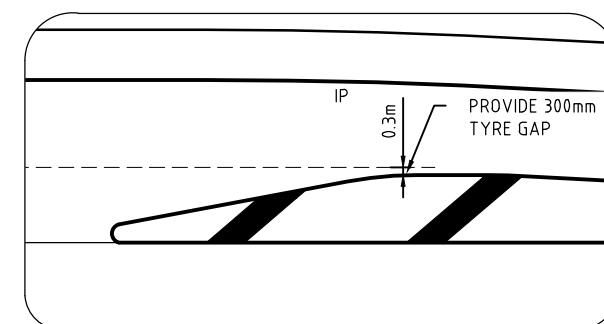
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DRAWING No. LC-103	AMDT. 0



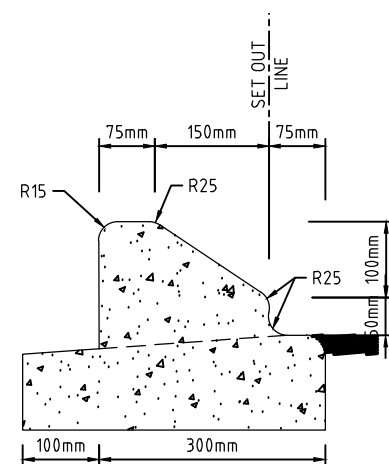
DESIGN SPEED Km/h	A (m)	D (m)	RADIUS AT IP's	T (m)	E (m)	S (m)
100	85	70	425	30	57	STORAGE LENGTH AS REQUIRED
90	75	55	350	25	50	STORAGE LENGTH AS REQUIRED
80	65	45	280	20	44	STORAGE LENGTH AS REQUIRED
70	60	35	240	20	40	STORAGE LENGTH AS REQUIRED
60	50	25	175	15	34	STORAGE LENGTH AS REQUIRED
50	40	15	110	15	27	STORAGE LENGTH AS REQUIRED

GENERAL NOTES:

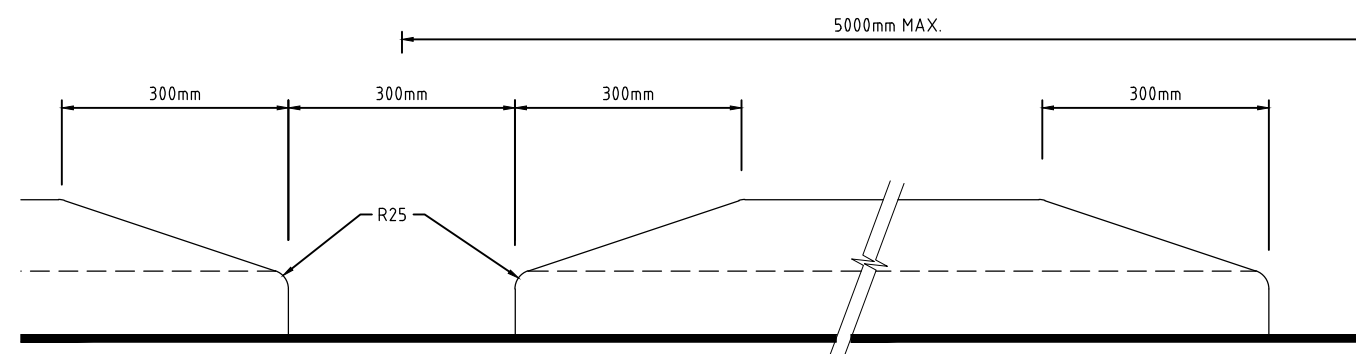
- DIMENSIONS SHOWN ARE TO BE REGARDED AS MINIMUM DESIRABLE TREATMENT.
- EACH INTERSECTION MAY HAVE SPECIAL REQUIREMENTS NECESSITATING DEVIATION FROM THESE STANDARDS.
- SINGLE SEAL (14/20MIX) TO BE APPLIED.



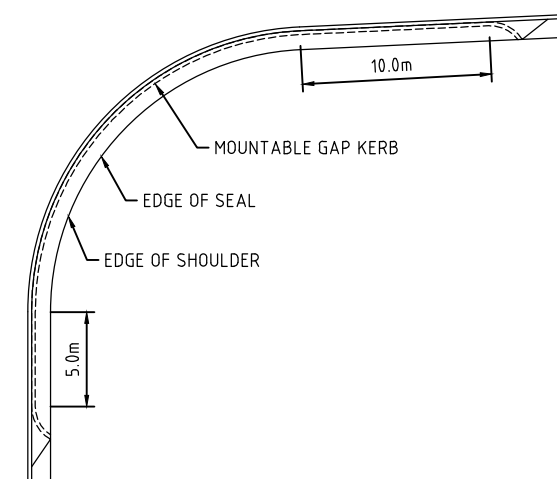
DETAIL 1
NTS



GAP KERB DETAILS
NTS



GAP KERB ELEVATION
NTS



GAP KERB LAYOUT
NTS

0	DRAFT	APR'17	RC
ADMT	DESCRIPTION	DATE	AUTH



PO Box 446, Humpty Do NT 0836
PH 08 8983 0600 FAX: 08 8983 1165

DESIGNED	LC
DRAWN	AURECON
SHIRE ENGINEER	DATE

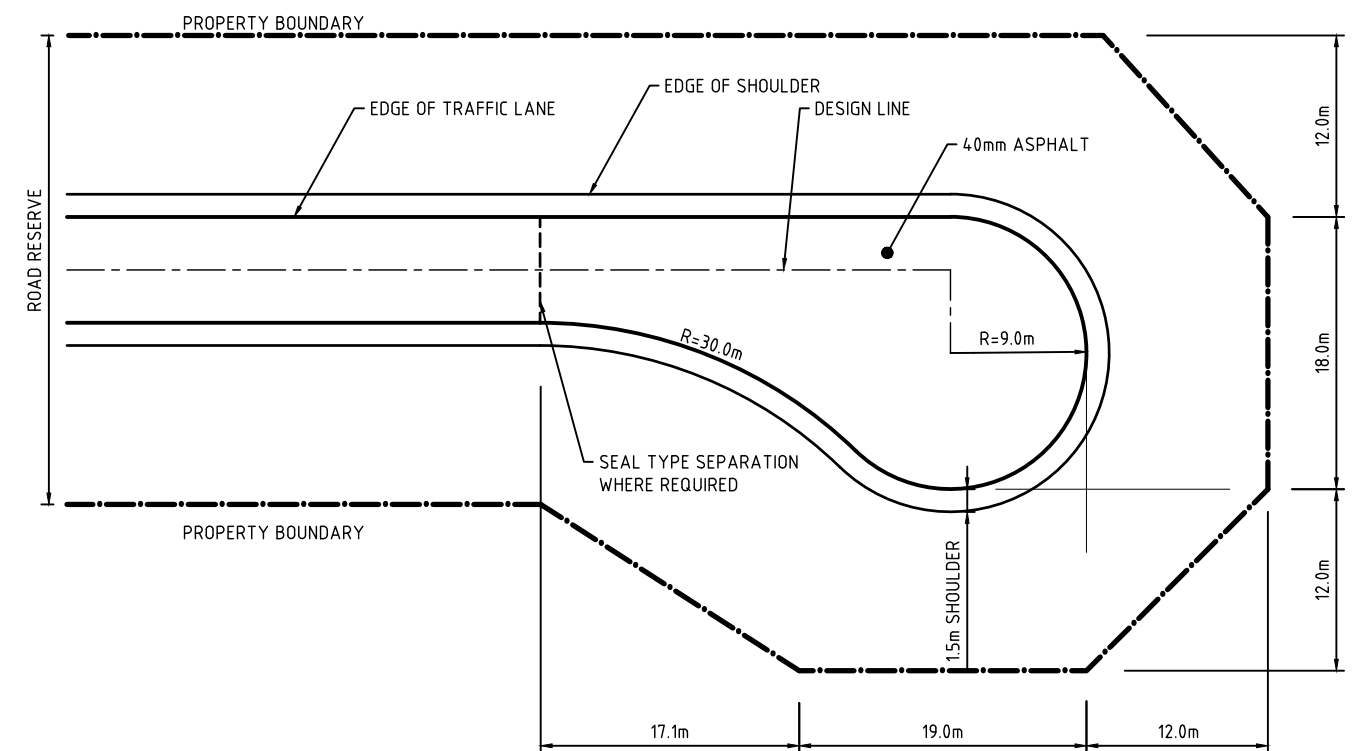
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STANDARD DRAWING

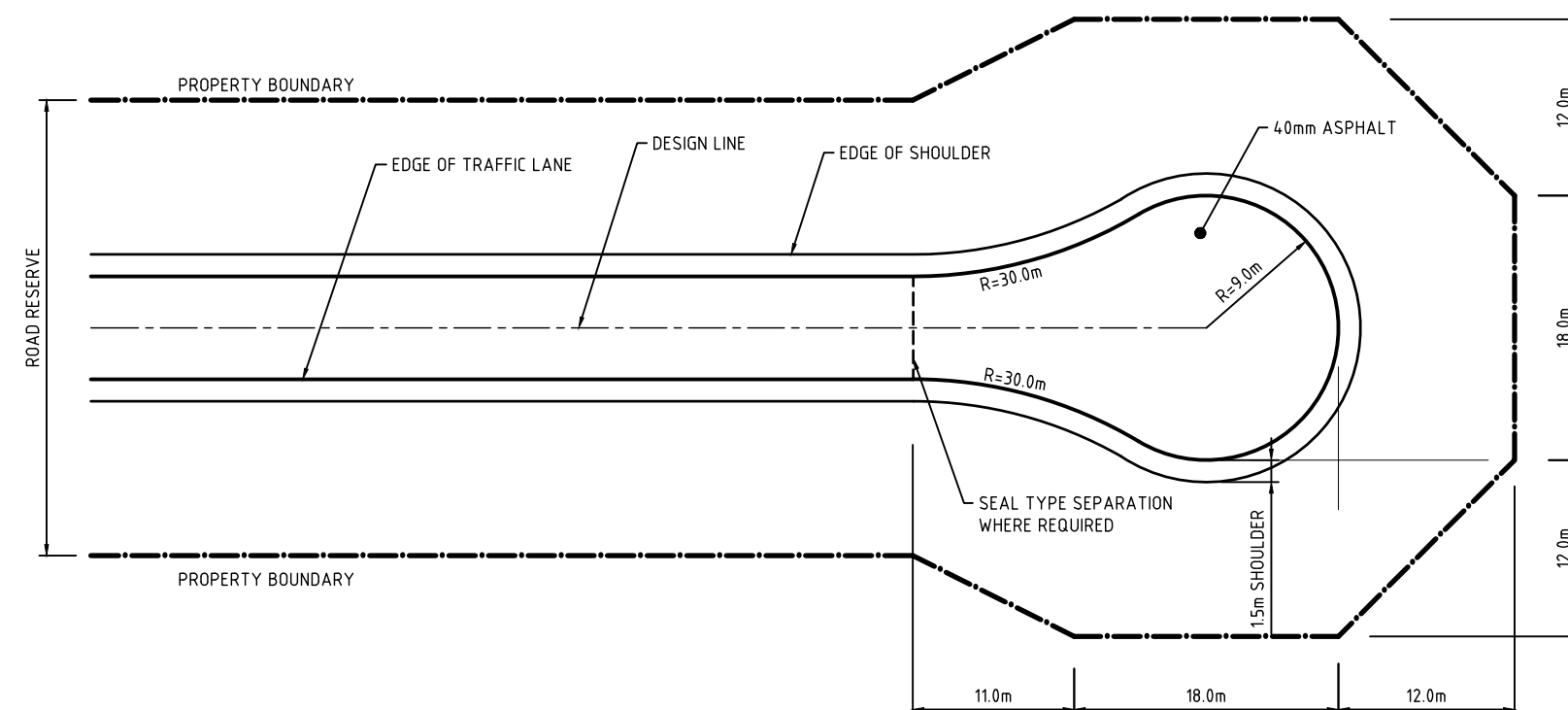
RURAL ROAD INTERSECTION
TYPE 3

SCALE
NOT TO SCALE

DRAWING No.	AMDT.
LC-104	0



PREFERRED TREATMENT
NTS



ALTERNATIVE TREATMENT
NTS

GENERAL NOTES:

1. DIMENSIONS SHOWN ARE TO BE REGARDED AS MINIMUM DESIRABLE TREATMENT.
2. EACH CUL-DE-SAC MAY HAVE SPECIAL DRAINAGE REQUIREMENTS WHICH WILL DETERMINE THE PROPOSED PROPERTY BOUNDARY.
3. ROAD RESERVE WIDTHS GREATER THAN 30 METRES MAY BE REQUIRED TO ACCOMMODATE MAJOR TRUNK DRAINAGE.

0	DRAFT	APR'17	RC
ADMT	DESCRIPTION	DATE	AUTH



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DESIGNED	LC
DRAWN	AURECON
SHIRE ENGINEER	DATE

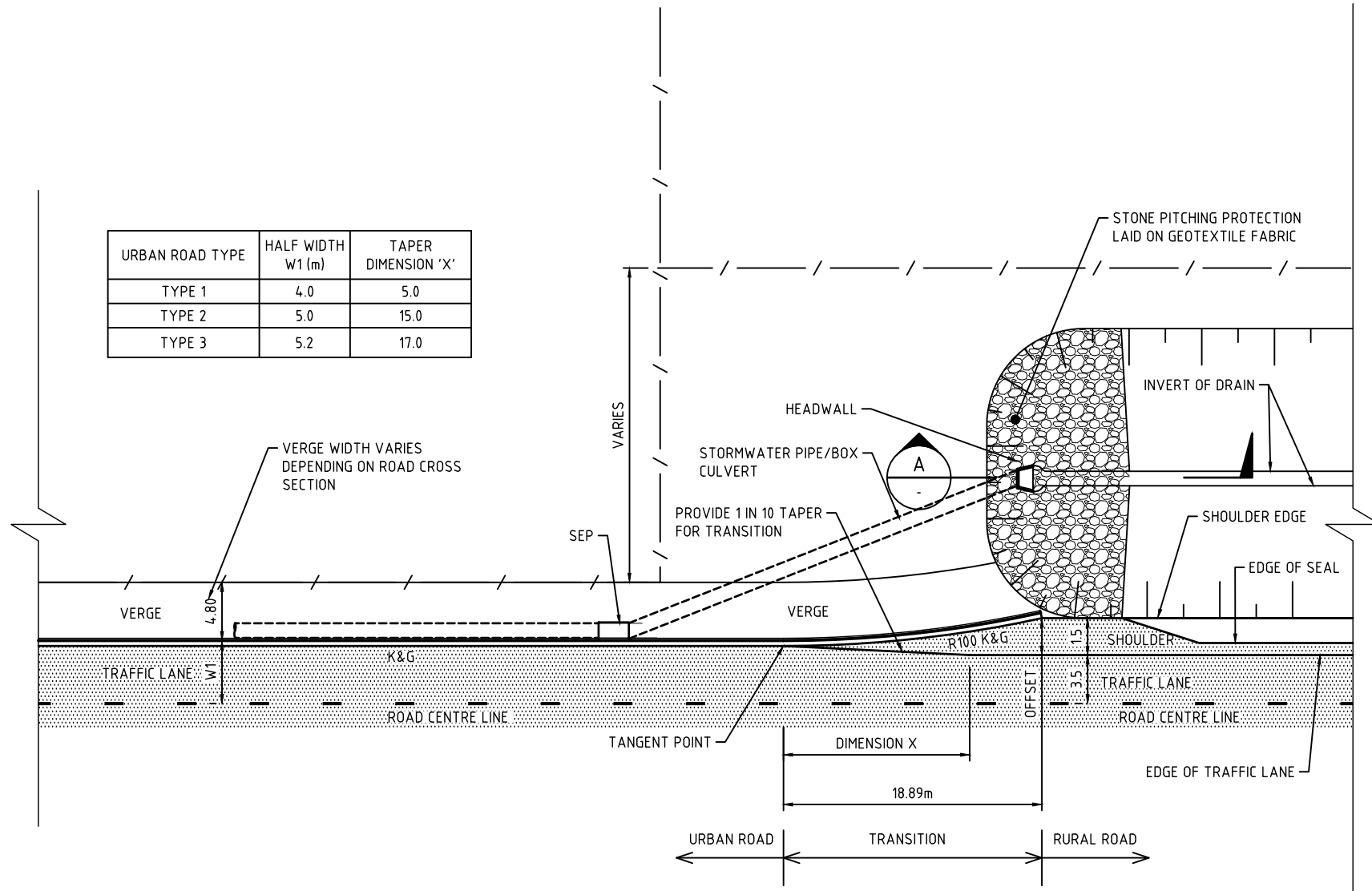
Page 180 of 307

STANDARD DRAWING
RURAL ROAD CUL-DE-SAC
MINIMUM TREATMENT - 9.0m RADIUS

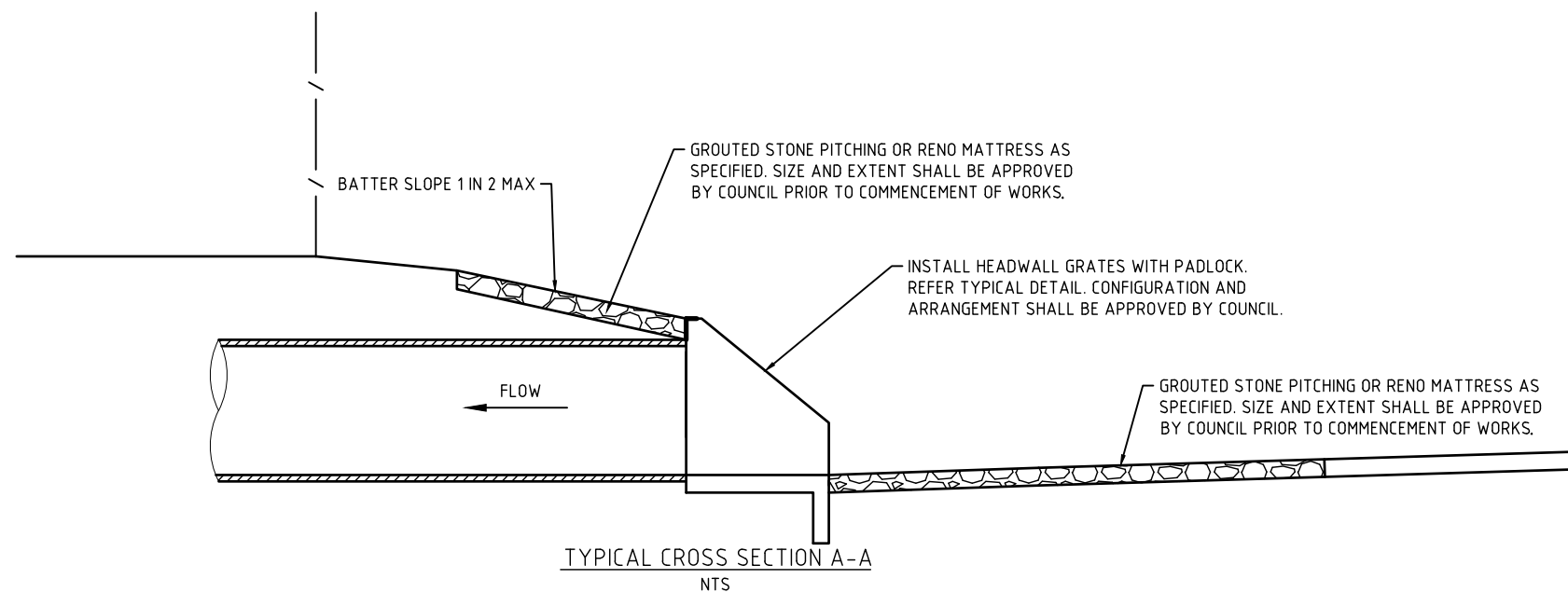
SCALE
NOT TO SCALE

DRAWING No.	AMDT.
LC-105	0

URBAN ROAD TYPE	HALF WIDTH W1 (m)	TAPER DIMENSION 'X'
TYPE 1	4.0	5.0
TYPE 2	5.0	15.0
TYPE 3	5.2	17.0



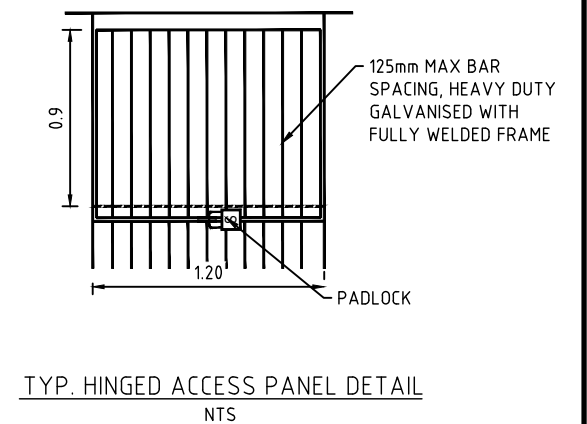
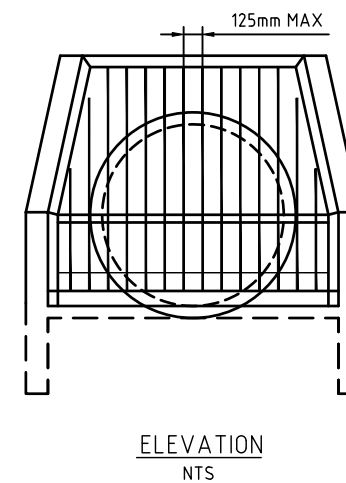
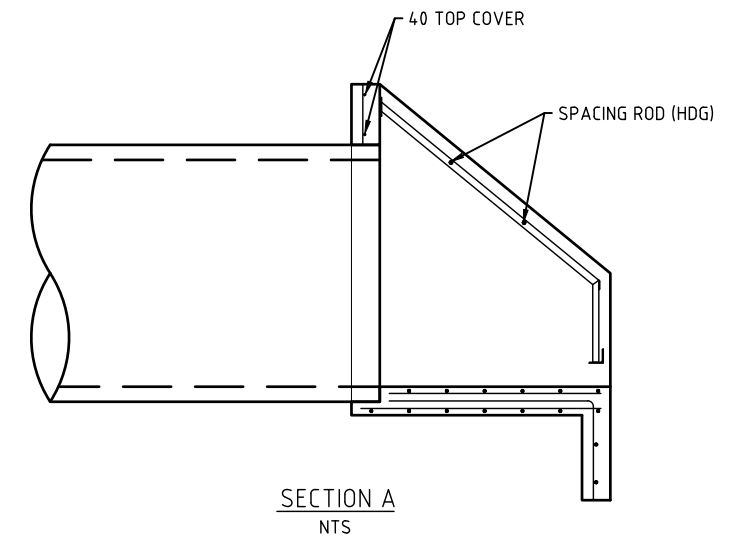
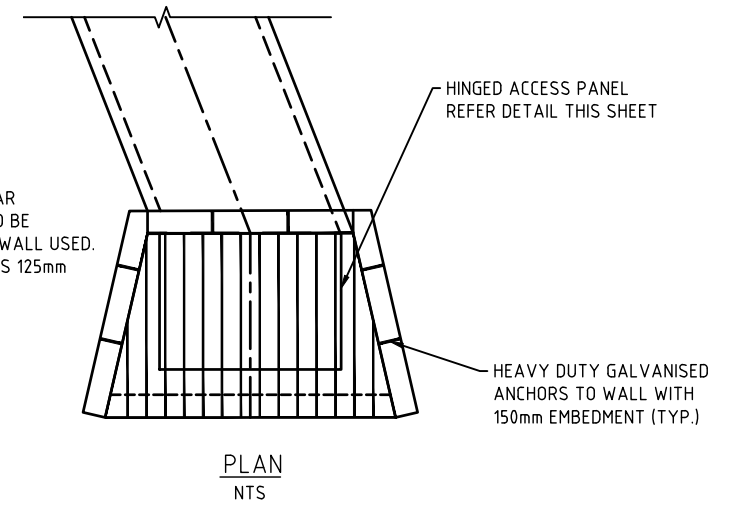
URBAN AND RURAL ROAD TRANSITION
NTS



TYPICAL CROSS SECTION A-A
NTS

GENERAL NOTES:

1. HEADWALL GRATE CONFIGURATION, BAR THICKNESS AND ANCHORING DETAIL TO BE DESIGNED TO SUIT THE TYPE OF HEADWALL USED.
2. THE HEADWALL GRATE BAR SPACING IS 125mm MAX. HOT DIP GALVANISED.



0	DRAFT	APR'17	RC
ADMT	DESCRIPTION	DATE	AUTH



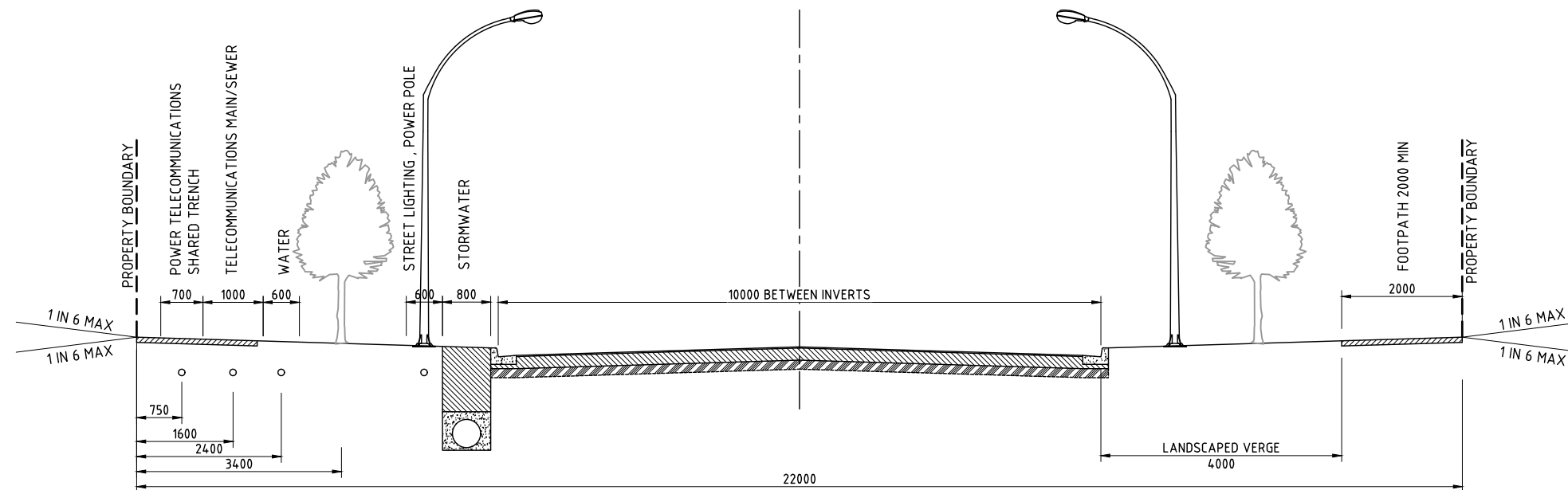
PO Box 446, Humpty Do NT 0836
PH 08 8983 0600 FAX: 08 8983 1165

DESIGNED	LC
DRAWN	AURECON
SHIRE ENGINEER	DATE

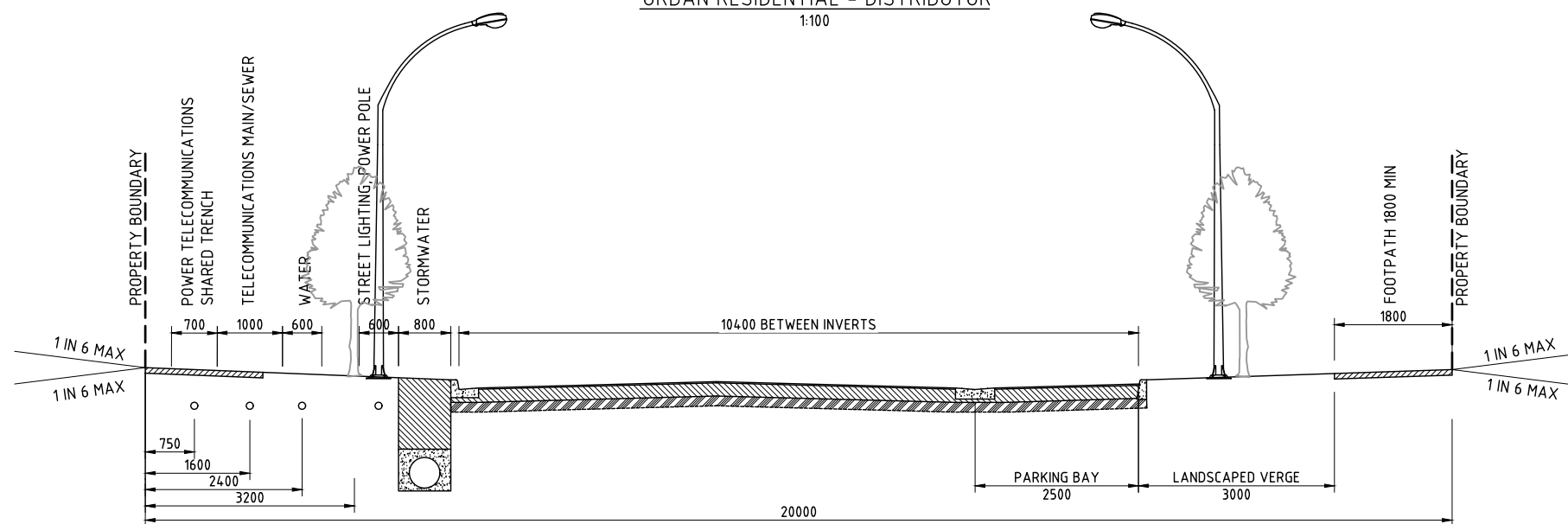
Page 181 of 307

STANDARD DRAWING
URBAN TO RURAL ROAD TRANSITION

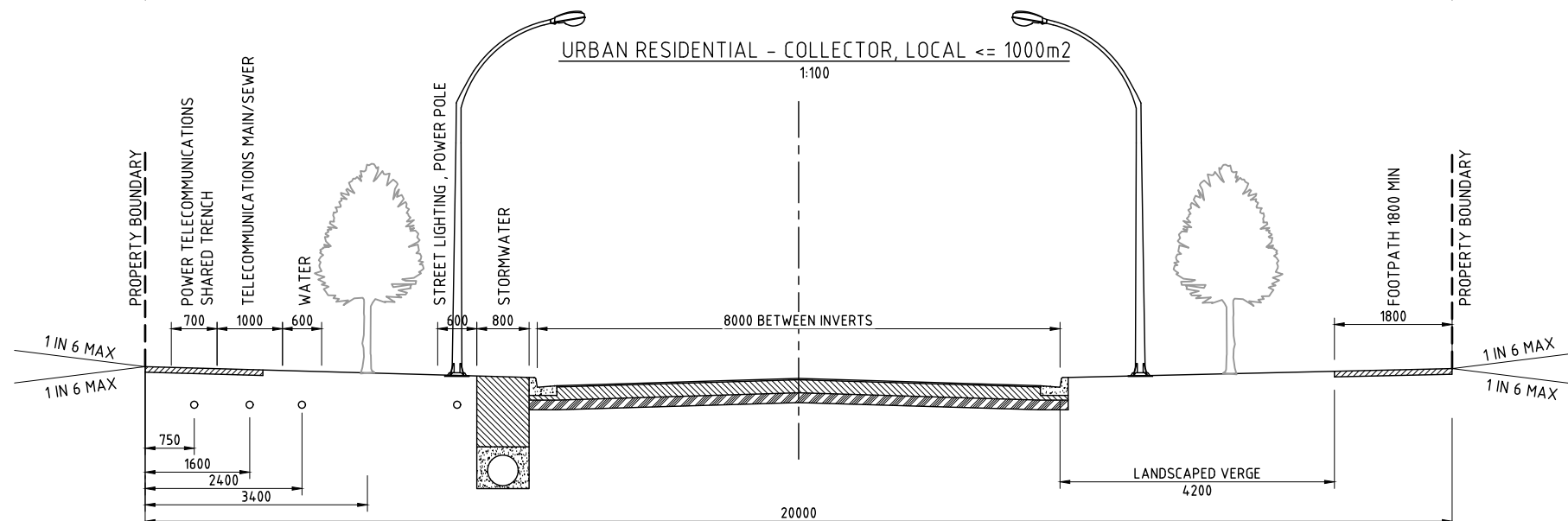
SCALE NOT TO SCALE	
DRAWING No. LC-106	AMDT. 0



URBAN RESIDENTIAL - DISTRIBUTOR
1:100



URBAN RESIDENTIAL - COLLECTOR, LOCAL <= 1000m²
1:100

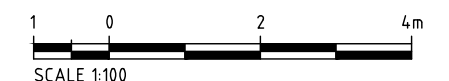


URBAN RESIDENTIAL - COLLECTOR LOCAL > 1000m² - 4000m²
1:100

ZONE		ROAD HIERARCHY	ROAD RESERVE WIDTH (m)	CARRIAGEWAY WIDTH (m)	LANDSCAPED VERGE WIDTH ¹ (m)	FOOTPATH WIDTH ¹ (m)
URBAN AREA	RESIDENTIAL	DISTRIBUTOR	22.00	10.00	4.00	2.00
		COLLECTOR, LOCAL <=1000m ²	20.00	10.40	3.00	1.80
		COLLECTOR, LOCAL >1000m ² - 4000m ²	20.00	8.00	4.20	1.80
	INDUSTRIAL/COMMERCIAL	DISTRIBUTOR	22.00	10.00	4.00	2.00
		COLLECTOR, LOCAL	22.00	10.40	4.00	1.80

NOTE:

1. REQUIRED ON BOTH SIDES OF THE ROAD.
2. INTENTION IS TO PROVIDE AN ON-STREET CAR PARKING LANE 2.5m IN WIDTH.



0	DRAFT	APR'17	RC
ADMT	DESCRIPTION	DATE	AUTH



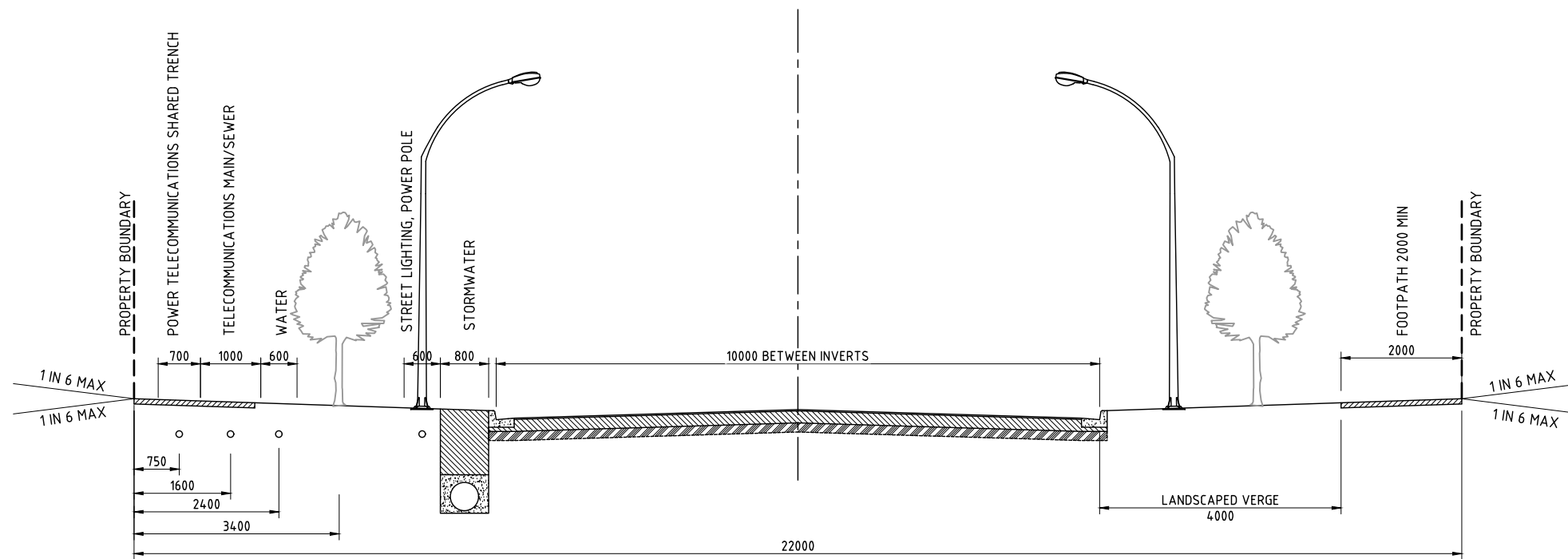
PO Box 446, Humpty Do NT 0836
PH 08 8983 0600 FAX: 08 8983 1165

DESIGNED	LC
DRAWN	AURECON
SHIRE ENGINEER	DATE

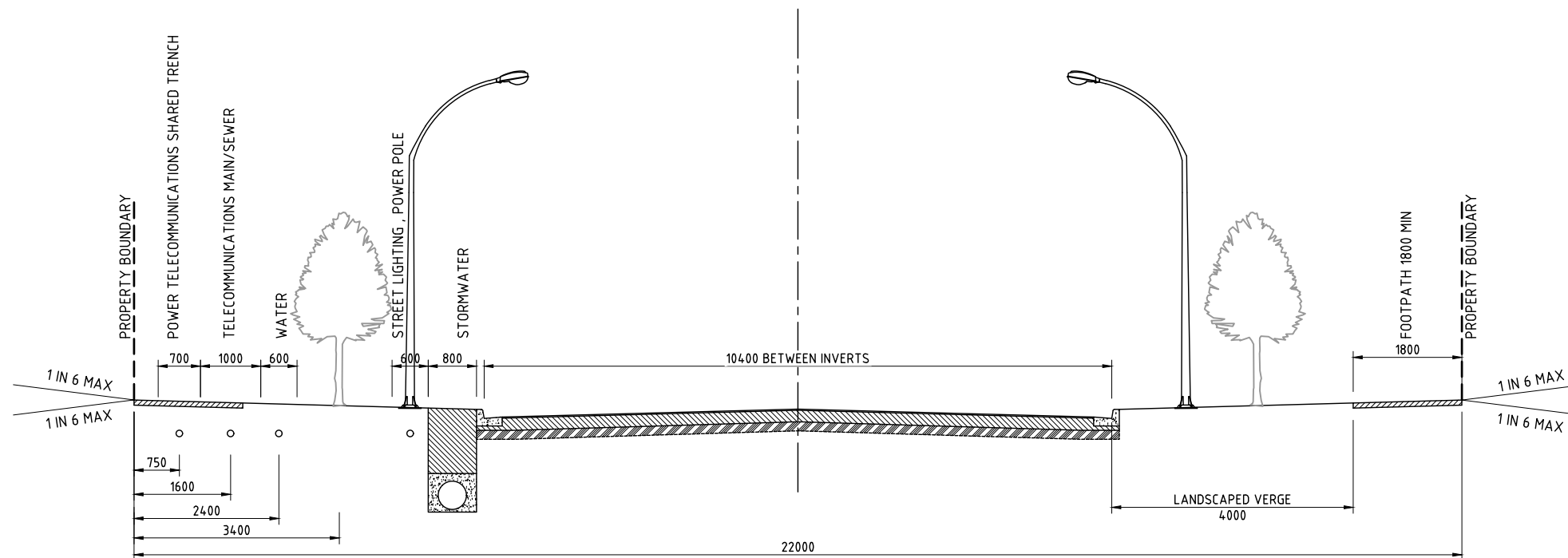
Page 182 of 307

STANDARD DRAWING URBAN ROAD RESERVE SHEET 1

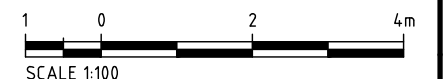
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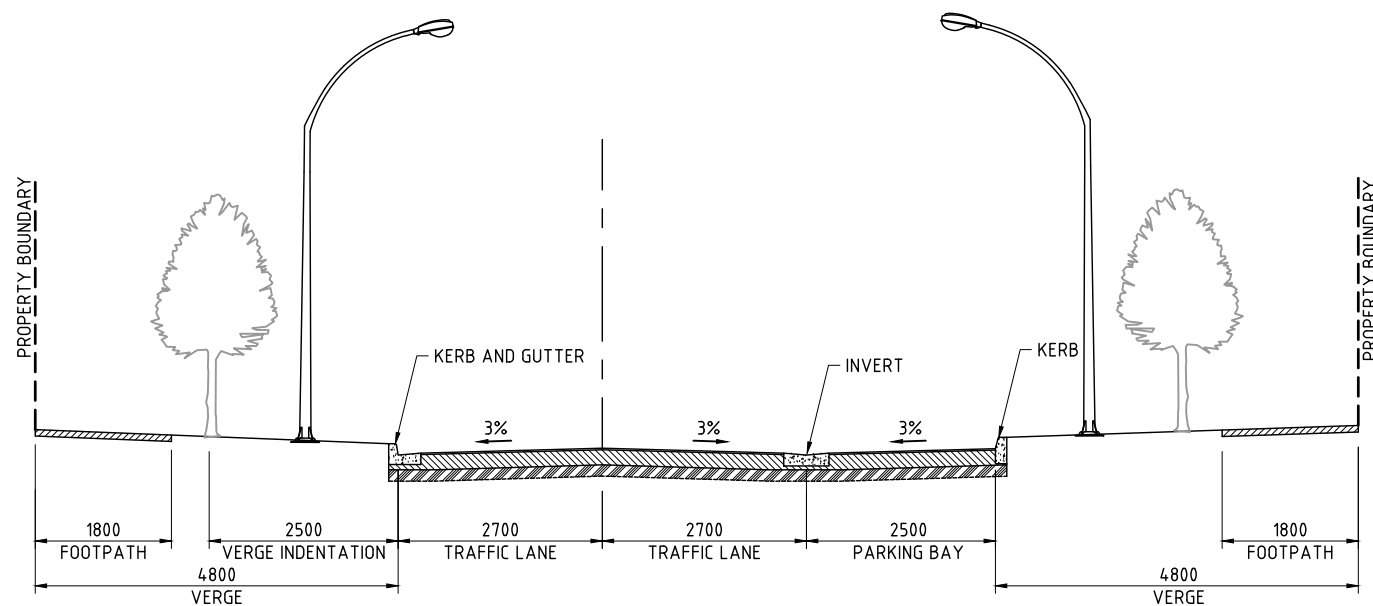
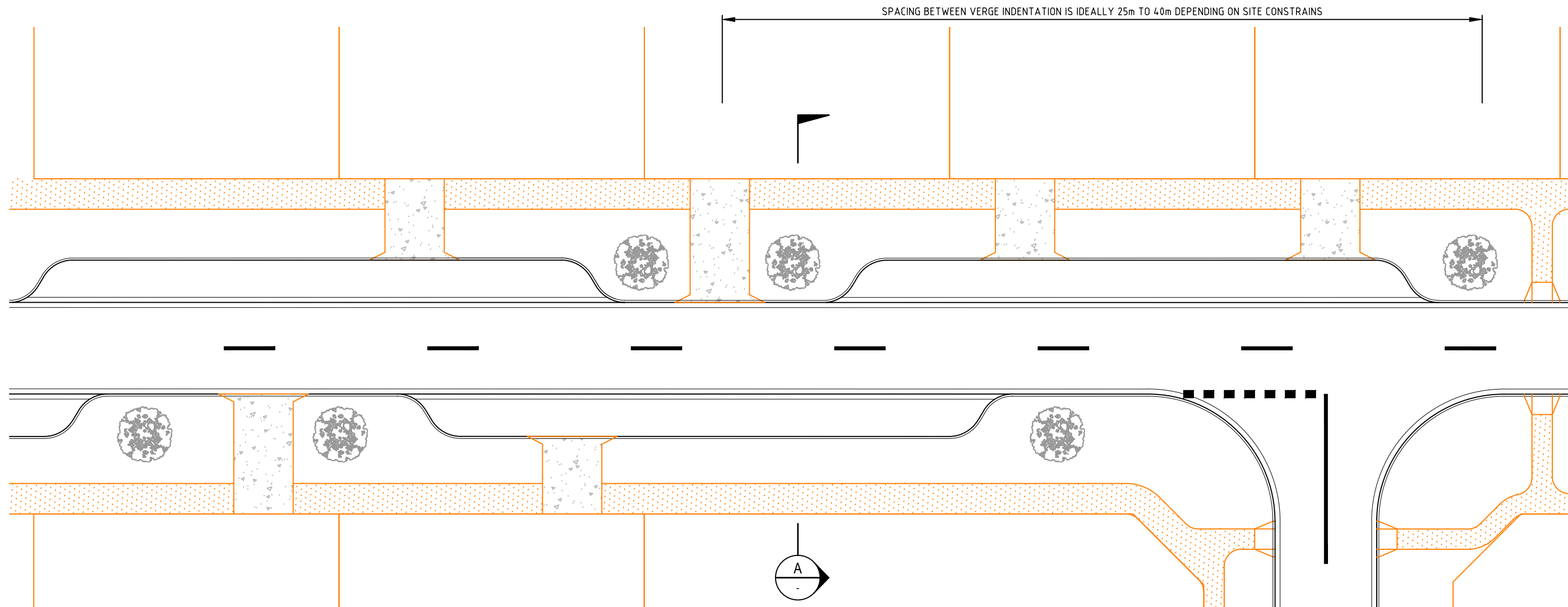
URBAN INDUSTRIAL/COMMERCIAL - DISTRIBUTOR
1:100



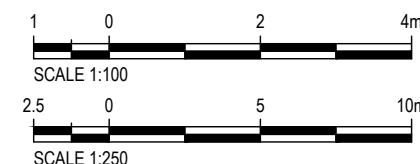
URBAN INDUSTRIAL/COMMERCIAL - COLLECTOR, LOCAL
1:100



				 <p>LITCHFIELD COUNCIL</p> <p>PO Box 446, Humpty Do NT 0836 PH 08 8983 0600 FAX: 08 8983 1165</p>	DESIGNED	LC	STANDARD DRAWING URBAN ROAD RESERVE SHEET 2	SCALE 1:100	
					DRAWN	AURECON		DRAWING No.	
					SHIRE ENGINEER	DATE		LC-201	
								AMDT.	
0	DRAFT	APR'17	RC					0	
ADMT	DESCRIPTION		DATE		AUTH				



SECTION A
TYPICAL SECTION ON SINGLE DWELLING LOTS <= 1000m²
1:100



0	DRAFT	APR'17	RC
ADMT	DESCRIPTION	DATE	AUTH



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PH 08 8983 0600 FAX: 08 8983 1165

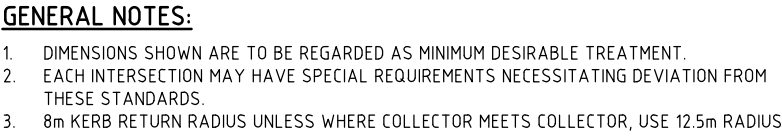
DESIGNED	LC
DRAWN	AURECON
SHIRE ENGINEER	DATE


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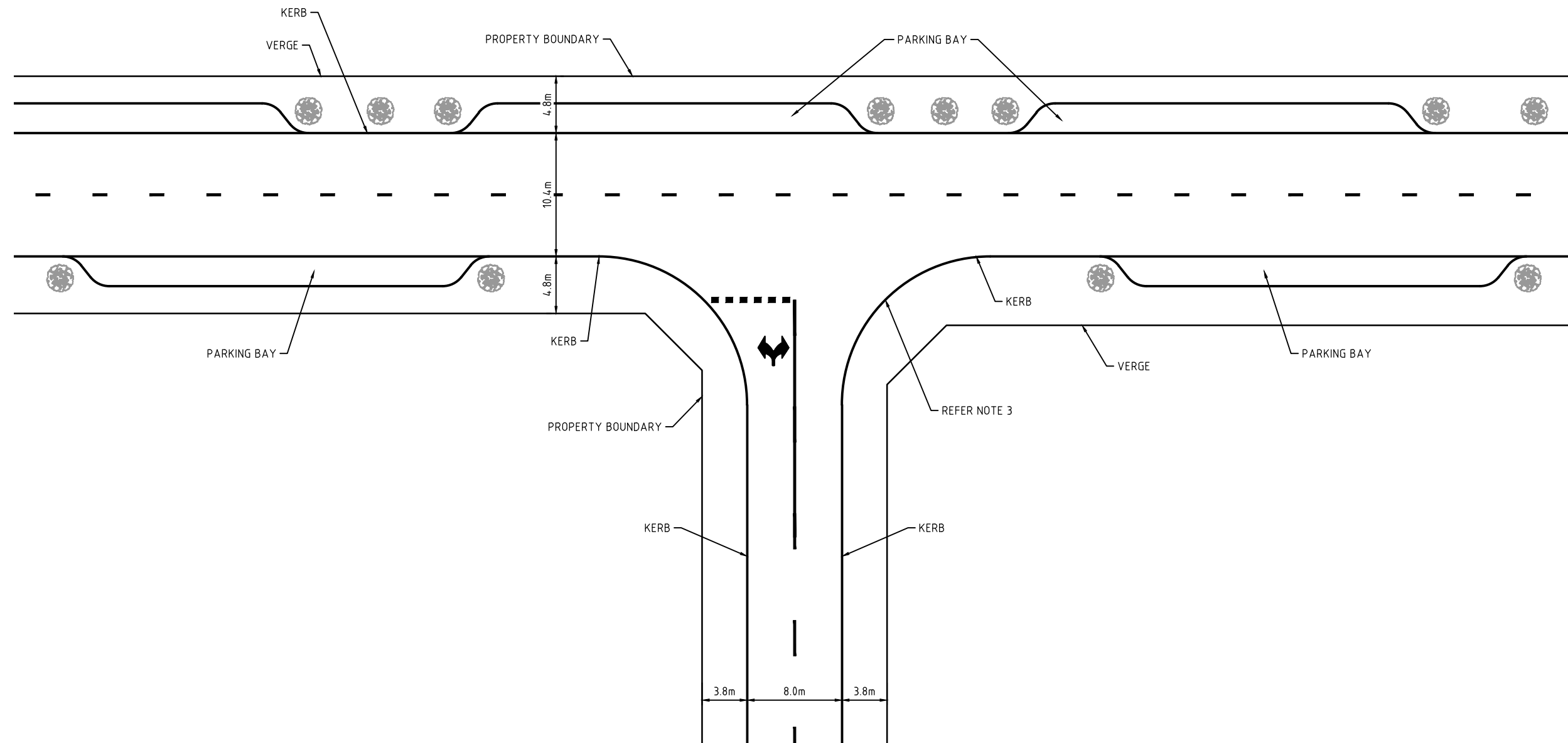
STANDARD DRAWING

PARKING ARRANGEMENT - URBAN RESIDENTIAL
COLLECTOR, LOCAL <= 1000m²

SCALE AS SHOWN	
DRAWING No. LC-202	AMDT. 0




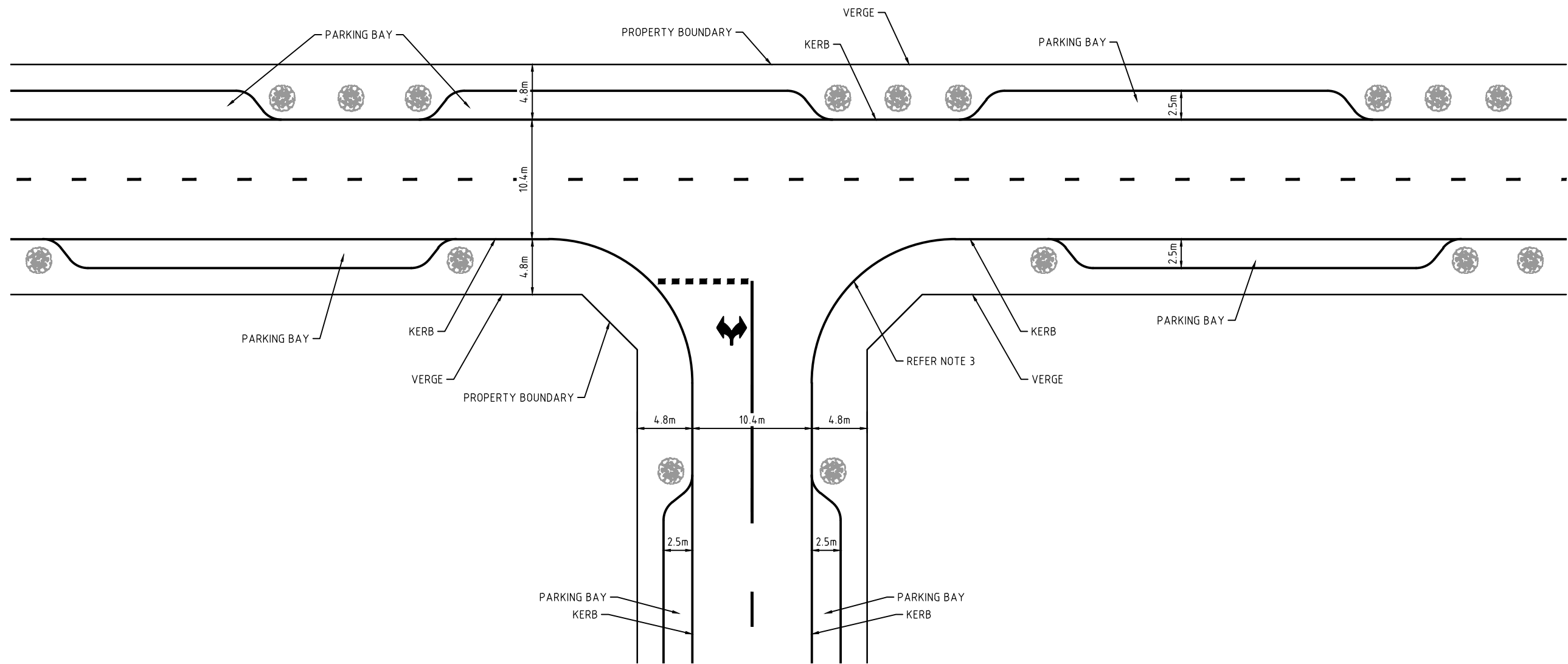
				<div> LITCHFIELD COUNCIL</div> <div>PO Box 446, Humpty Doo NT 0836 PH 08 8983 0600 FAX: 08 8983 1165</div>	DESIGNED LC	STANDARD DRAWING URBAN INTERSECTION COLLECTOR/LOCAL (8m) TO COLLECTOR/LOCAL (8m)	SCALE NOT TO SCALE		
					DRAWN AURECON				
					SHIRE ENGINEER DATE				
0	DRAFT	APR'17	RC		Page 185 of 307		DRAWING No. LC-203		AMDT. 0
ADMT	DESCRIPTION	DATE	AUTH						



GENERAL NOTES:


1. DIMENSIONS SHOWN ARE TO BE REGARDED AS MINIMUM DESIRABLE TREATMENT.
2. EACH INTERSECTION MAY HAVE SPECIAL REQUIREMENTS NECESSITATING DEVIATION FROM THESE STANDARDS.
3. 8m KERB RETURN RADIUS UNLESS WHERE COLLECTOR MEETS COLLECTOR, USE 12.5m RADIUS

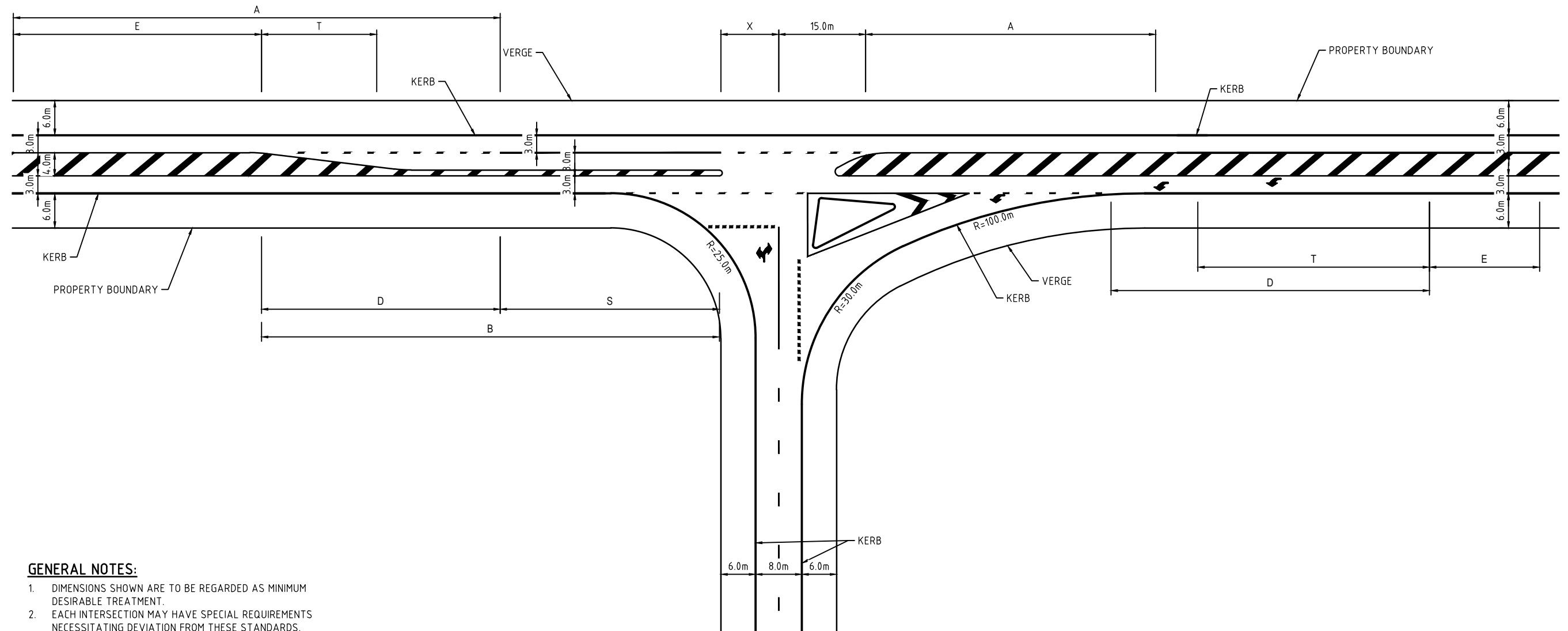
				 <p>PO Box 446, Humpty Do NT 0836 PH 08 8983 0600 FAX: 08 8983 1165</p>	DESIGNED	LC	<h2>STANDARD DRAWING</h2> <p>URBAN INTERSECTION COLLECTOR/LOCAL (10.4m) TO COLLECTOR/LOCAL (8m)</p>	SCALE NOT TO SACLE	
					DRAWN	AURECON		DRAWING No.	
					SHIRE ENGINEER	DATE		AMDT.	
0	DRAFT	APR'17	RC					LC-204	
ADMT	DESCRIPTION	DATE	AUTH		Page 186 of 307			0	



GENERAL NOTES:

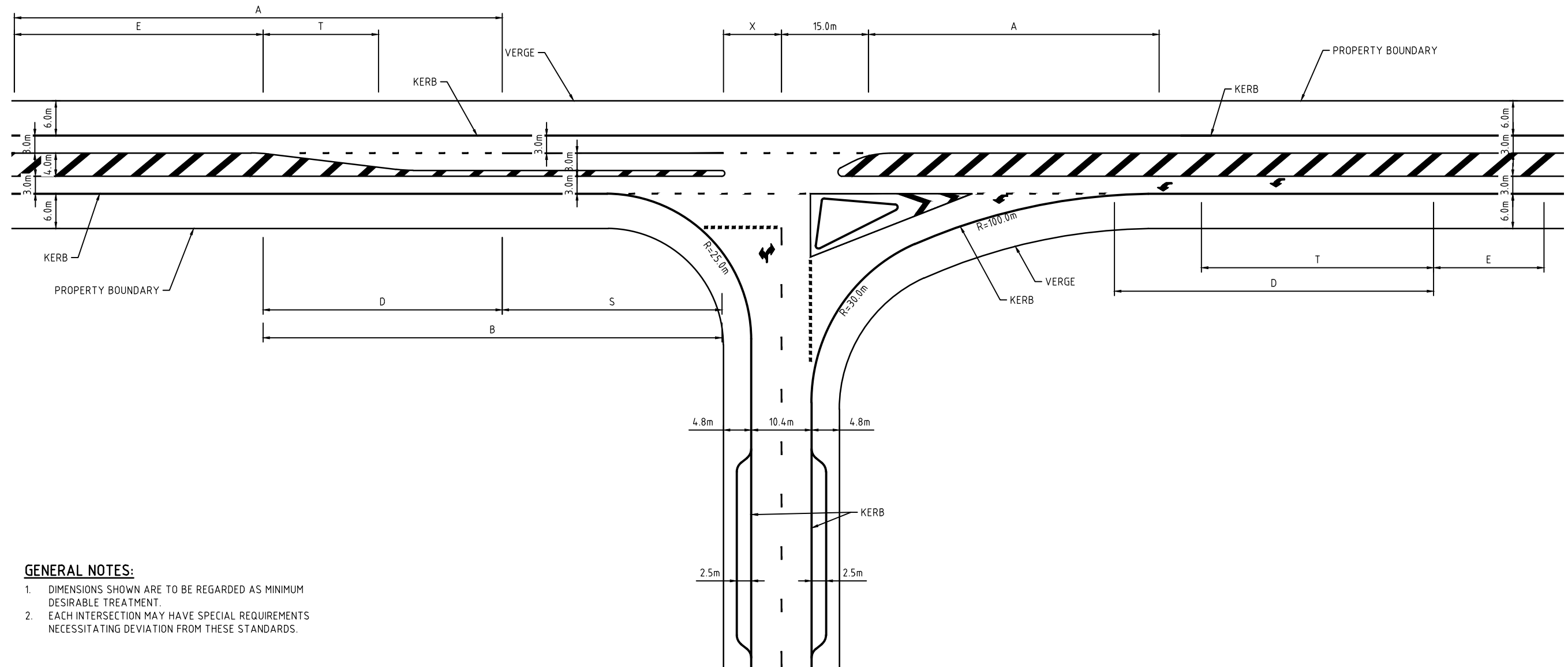
1. DIMENSIONS SHOWN ARE TO BE REGARDED AS MINIMUM DESIRABLE TREATMENT.
2. EACH INTERSECTION MAY HAVE SPECIAL REQUIREMENTS NECESSITATING DEVIATION FROM THESE STANDARDS.
3. 8m KERB RETURN RADIUS UNLESS WHERE COLLECTOR MEETS COLLECTOR, USE 12.5m RADIUS

				 <p>LITCHFIELD COUNCIL</p> <p>PO Box 446, Humpty Doo NT 0836 PH 08 8983 0600 FAX: 08 8983 1165</p>	DESIGNED	LC	<h1>STANDARD DRAWING</h1> <p>URBAN INTERSECTION</p> <p>COLLECTOR/LOCAL (10.4m) TO COLLECTOR/LOCAL (10.4m)</p>	SCALE		NOT TO SCALE
					DRAWN	AURECON		DRAWING No.		AMDT.
0	DRAFT	APR'17	RC		SHIRE ENGINEER	DATE		LC-205		0
ADMT	DESCRIPTION	DATE	AUTH		Page 187 of 307					



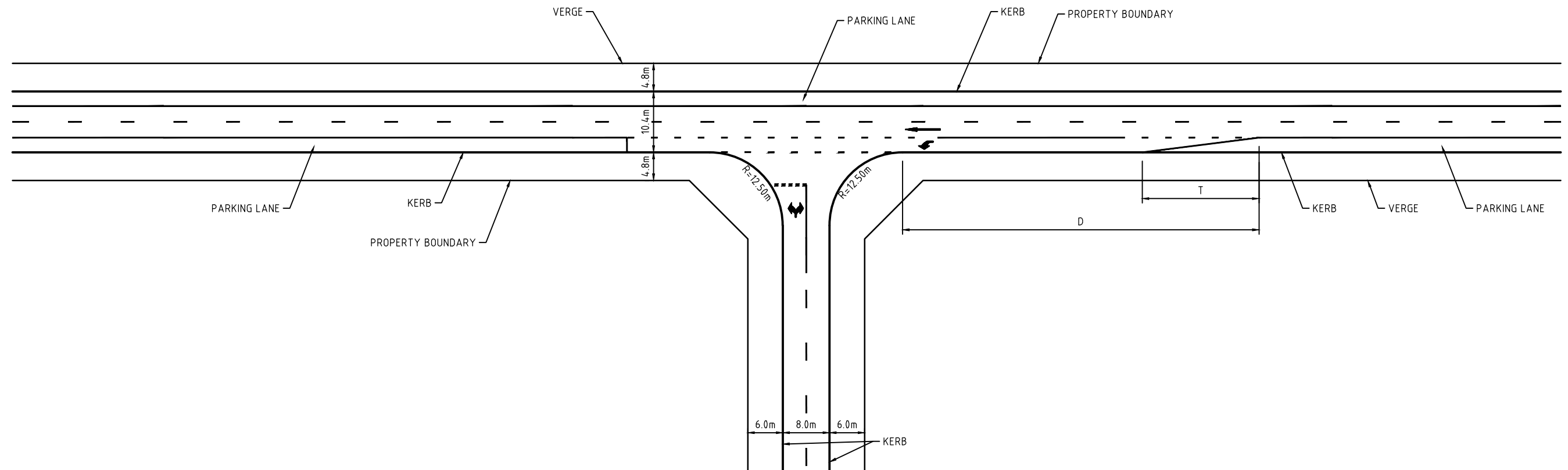
- GENERAL NOTES:**
1. DIMENSIONS SHOWN ARE TO BE REGARDED AS MINIMUM DESIRABLE TREATMENT.
 2. EACH INTERSECTION MAY HAVE SPECIAL REQUIREMENTS NECESSITATING DEVIATION FROM THESE STANDARDS.

DESIGN SPEED Km/h	A (m)	D (m)	T (m)	E (m)	X (m)	S
90	75	55	25	50	15	STORAGE LENGTH AS REQ
80	65	45	20	45	15	STORAGE LENGTH AS REQ
70	60	35	20	40	10	STORAGE LENGTH AS REQ
60	50	25	15	35	15	STORAGE LENGTH AS REQ
50	40	15	15	27	15	STORAGE LENGTH AS REQ



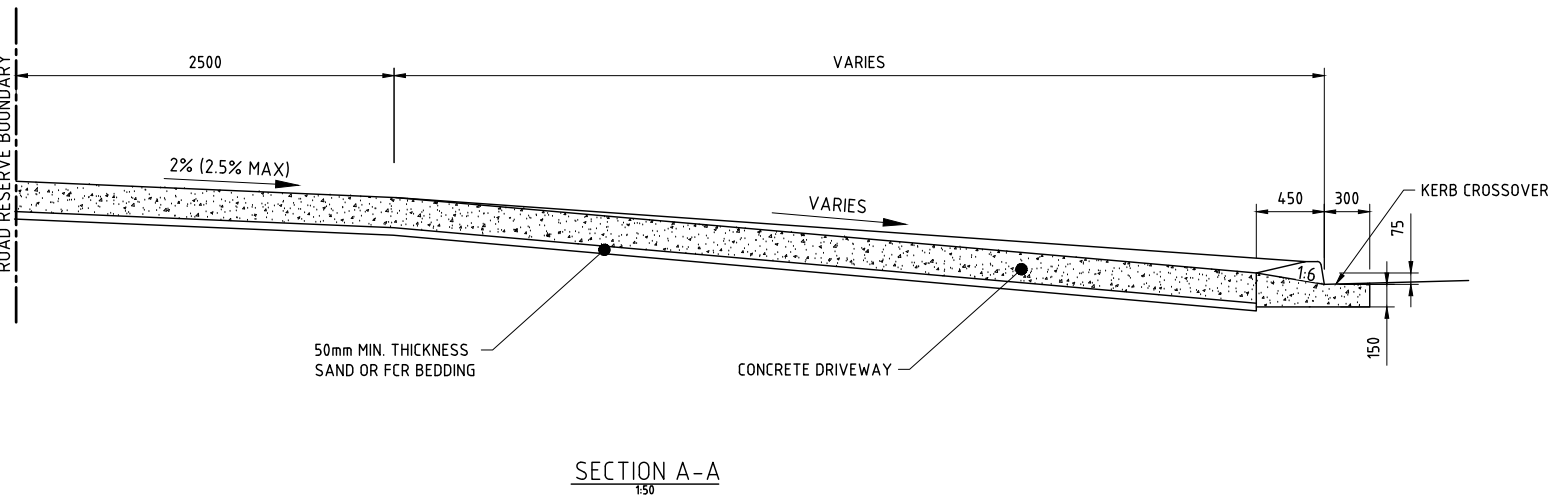
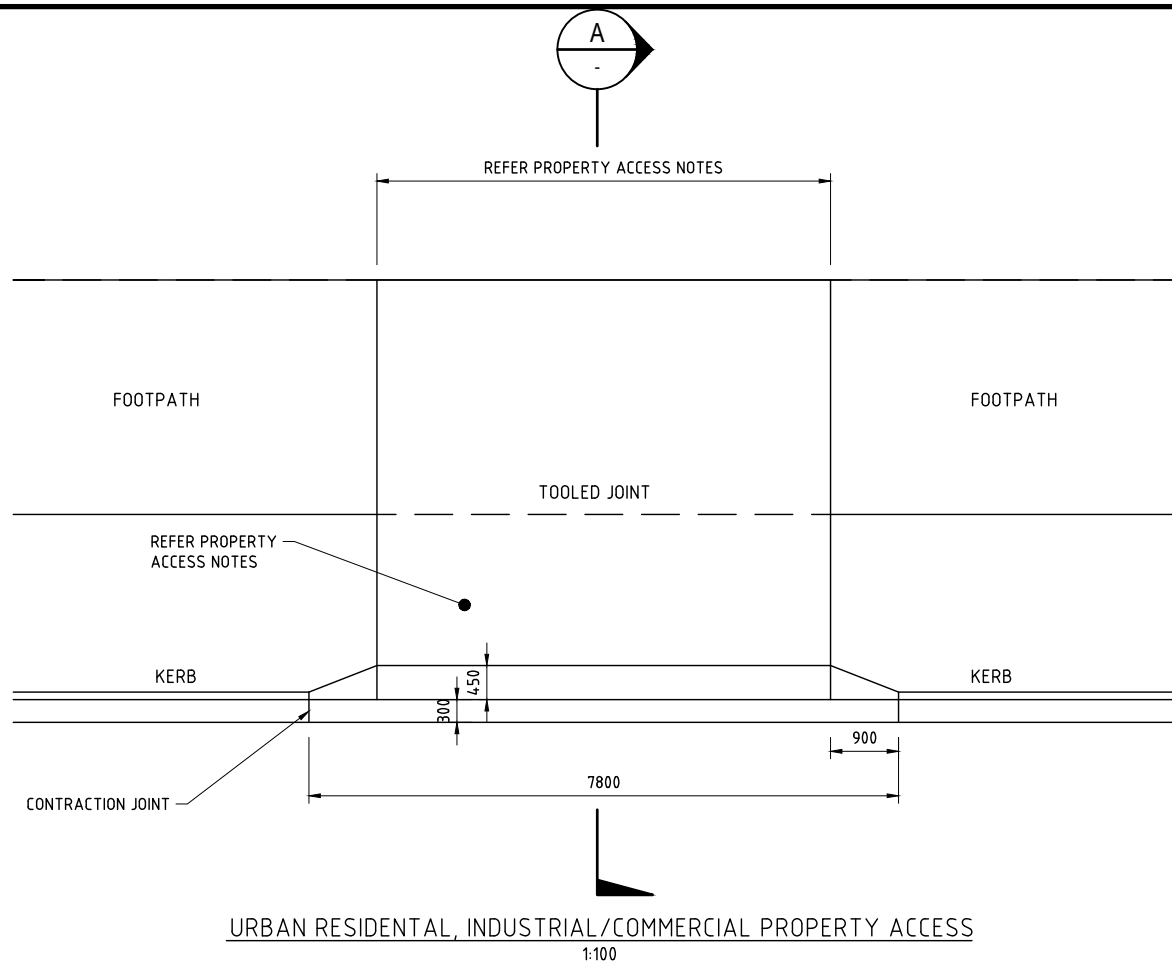
- GENERAL NOTES:**
1. DIMENSIONS SHOWN ARE TO BE REGARDED AS MINIMUM DESIRABLE TREATMENT.
 2. EACH INTERSECTION MAY HAVE SPECIAL REQUIREMENTS NECESSITATING DEVIATION FROM THESE STANDARDS.

DESIGN SPEED Km/h	A (m)	D (m)	T (m)	E (m)	X (m)	S (m)
90	75	55	25	50	15	STORAGE LENGTH AS REQ
80	65	45	20	45	15	STORAGE LENGTH AS REQ
70	60	35	20	40	10	STORAGE LENGTH AS REQ
60	50	25	15	35	15	STORAGE LENGTH AS REQ
50	40	15	15	27	15	STORAGE LENGTH AS REQ



- GENERAL NOTES:**
- DIMENSIONS SHOWN ARE TO BE REGARDED AS MINIMUM DESIRABLE TREATMENT.
 - EACH INTERSECTION MAY HAVE SPECIAL REQUIREMENTS NECESSITATING DEVIATION FROM THESE STANDARDS.

DESIGN SPEED Km/h	D (m)	T (m)
90	55	40
80	45	30
70	35	30
60	25	20
50	20	20



PROPERTY ACCESS NOTES:

AREA	WIDTH	DRIVEWAY MATERIAL
SINGLE DWELLING	3.5m	100mm CONCRETE, SL82MESH
DUPLEX	6.0m	150mm CONCRETE, SL82MESH
MEDIUM/HIGH DENSITY RESIDENTIAL	6.0m	150mm CONCRETE, SL82MESH
COMMERCIAL/ INDUSTRIAL	6.0m	200mm CONCRETE, SL82MESH

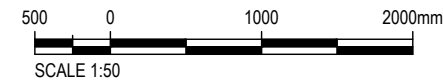
- SUBGRADE TO BE COMPACTED TO 95% M.M.D.D.
- FINISH WITH STEEL TROWEL FOLLOWED BY LIGHT BRUSHING WITH MOIST HAIR BROOM.
- MOIST CURE FOR 48 HOURS, DO NOT USE DRIVEWAY DURING THIS PERIOD.
- ACCESS FOR LARGER VEHICLES WILL REQUIRE INDEPENDENT DESIGN AND FURTHER APPROVAL FROM COUNCIL.


JOINTING NOTES:

- CONSTRUCTION JOINT TO BE AT 4.00 METER CENTRES MAX. ROUGHEN AND CLEAN FACE OF HARD CONCRETE. REMOVE FOREIGN MATERIAL AND LAITENCE. COAT WITH MORTAR (2 SAND : 1 CEMENT) IMMEDIATELY BEFORE PLACEMENT OF FRESH CONCRETE.
- EXPANSION JOINTS TO BE AT 12.00 CENTRES MAX. (EVERY THIRD CONSTRUCTION JOINT), AND AT ALL JUNCTIONS WITH EXISTING STRUCTURES. USE 12mm BIYCELL PREFORMED JOINT FILLER (OR SIMILAR) TO FULL DEPTH OF CONCRETE.
- CONTROL JOINTS - DIVIDE PAVEMENT INTO RECTANGLES WITH 30mm DEEP JOINTING TOOL. JOINTS SHOULD BE SQUARE WITH CONCRETE EDGE AND EVELY SPACED ACROSS PATHS/DRIVEWAYS. CUT EVERY SECOND MESH BAR AT JOINT.

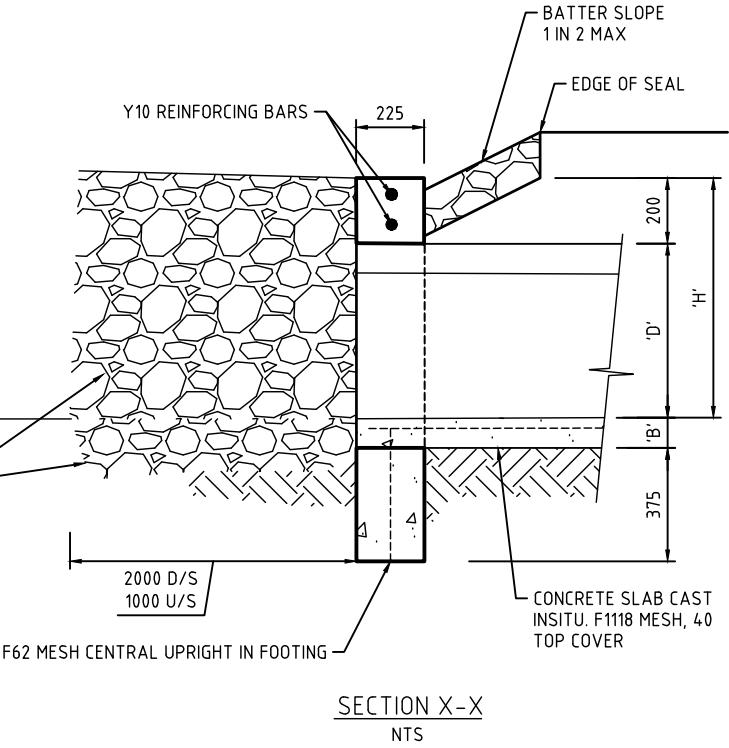
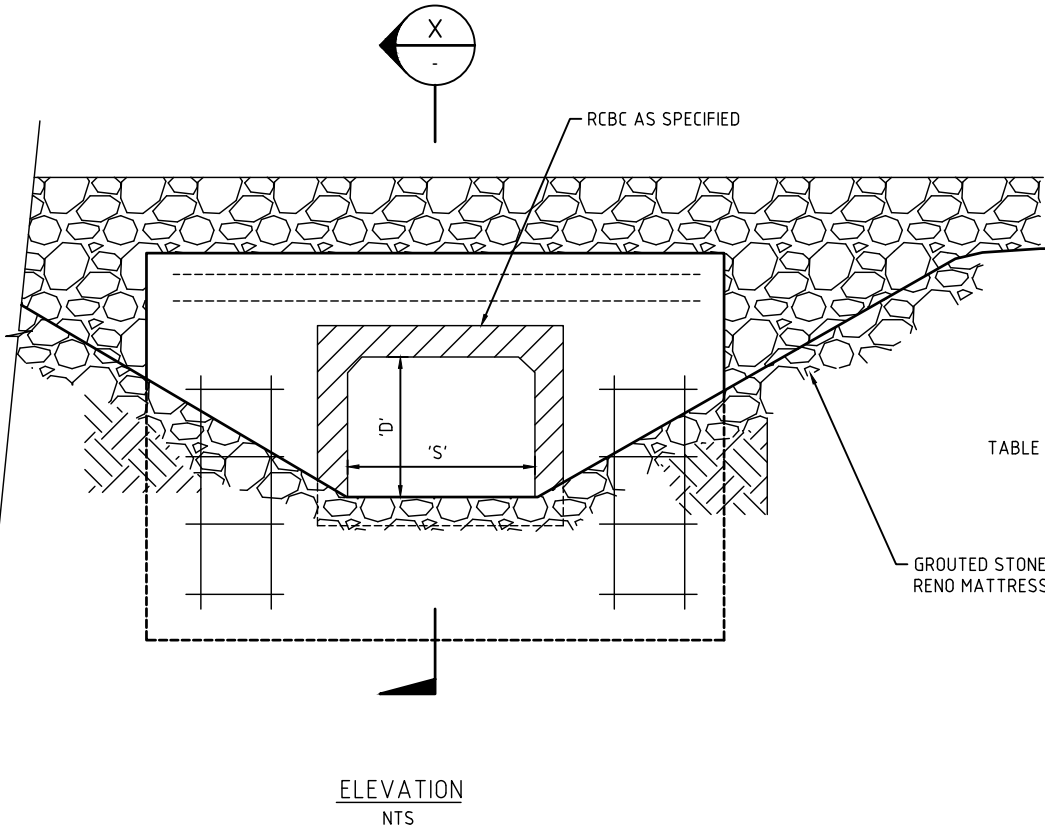
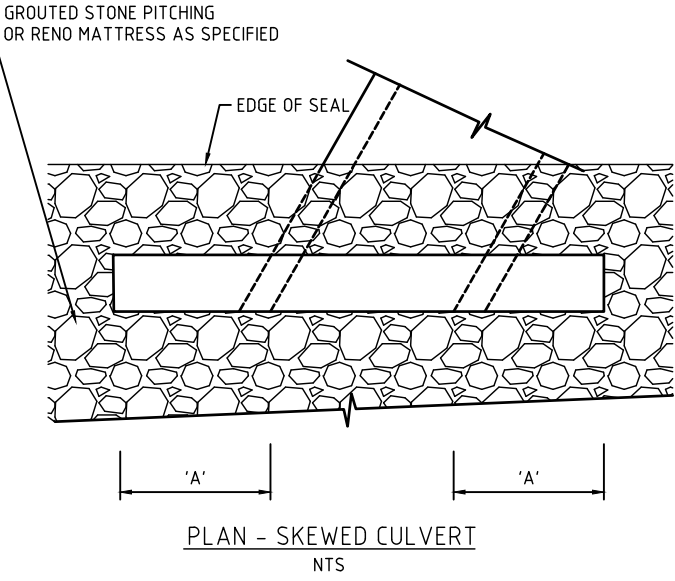
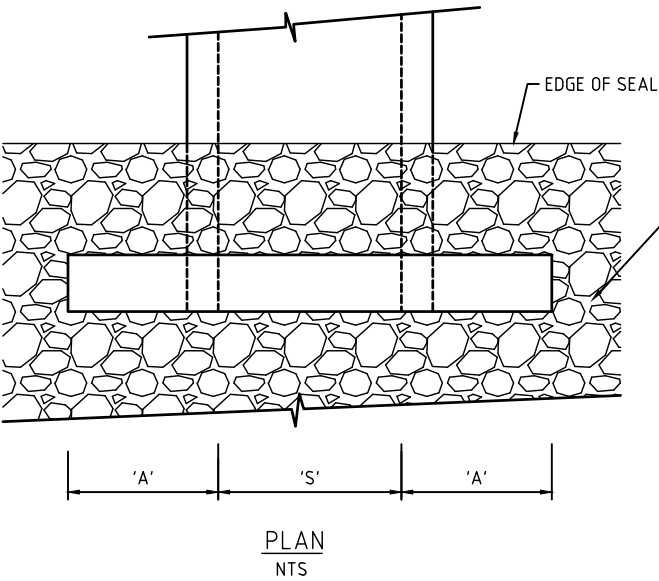
FOOTPATH NOTES:

- REFER FOOTPATH WIDTHS IN URBAN ROAD RESERVE
- 100mm THICK, N25 CONCRETE, ONE LAYER SL82 MESH CENTRAL.
- LAID ON 50mm SAND OR FCR BEDDING.
- FINISH WITH STEEL TROWEL FOLLOWED BY LIGHT BRUSHING WITH MOIST HAIR BROOM.
- SUBGRADE TO BE COMPACTED TO 95% M.M.D.D.
- CROSSFALL TO BE 2.5% MAX (1 IN 40).
- LOCATE FOOTPATH EDGE 0.5m FROM PROPERTY BOUNDARY LINE.



				 <div>PO Box 446, Humpty Do NT 0836 PH 08 8983 0600 FAX: 08 8983 1165</div>	DESIGNED LC	<h1>STANDARD DRAWING</h1> <h2>URBAN PROPERTY ACCESS AND CONCRETE FOOTPATH DETAIL</h2>	SCALE AS SHOWN	
					DRAWN AURECON			
					SHIRE ENGINEER DATE			
0	DRAFT	APR'17	RC		Page 191 of 307	DRAWING No. LC-211		AMDT. 0
ADMT	DESCRIPTION	DATE	AUTH					

CONCRETE QUANTITIES PER ENDWALL						
BOX CULVERT SIZE 'S' x 'D'	'A'	'B'	'H'	QUANTITY OF CONCRETE PER ENDWALL (m3)		QTY.OF CONC.FLOOR PER METRE LENGTH
				SINGLE BOX	ADDITIONAL BOXS	
450x450	450	115	770	0.450	0.126	0.080
600x450	690	115	928	0.487	0.126	0.093
750x450	710	115	533	0.529	0.126	0.112
750x600	940	115	610	0.721	0.146	0.112
900x450	710	115	771	0.556	0.146	0.129
900x600	940	115	850	0.748	0.146	0.129
1200x450	730	130	1007	0.633	0.186	0.187
1200x600	960	130	928	0.835	0.186	0.187



GENERAL NOTES:

1. R.C.B.C SIZE AND EXTENT OF STONE PITCHING SHALL BE APPROVED BY COUNCIL PRIOR TO COMMENCEMENT OF WORKS .
2. FOR MULTIPLE BOXES THE SPACING BETWEEN BOXES SHALL BE 25mm MINIMUM AND MORTAR FILLED .
3. Y10 REINFORCING BARS SHALL BE PLACED AT 100 CENTRES, 60 TOP COVER.
4. F1118 MESH LONGITUDINAL BARS IN CULVERT SLABS SHALL BE LAID IN DIRECTION OF TRAFFIC.
5. CONCRETE SHALL BE CLASS N15.
6. CONCRETE FLOOR SLAB TO EXTEND 25mm PAST R.C.B.C OUTER WALLS.
7. CONCRETE QUANTITIES ARE BASED ON ENDWALLS BEING PERPENDICULAR TO R.C.B.C.
8. STONE PITCHING PROTECTION TO BE EXTENDED TO ALL BATTERS GREATER THAN 1:4 ADJACENT TO THE ENDWALLS.
9. ON DRIVEWAYS, STONE PITCHING SHALL MATCH WITH THE BITUMINOUS SURFACE OF THE ACCESS. NO GAP BETWEEN THE SURFACE OF THE DRIVEWAY AND HEADWALL PROTECTION WILL BE ACCEPTED.
10. COUNCIL ONLY ACCEPT A MINIMUM OF 450mm HEIGHT CULVERT.

0	DRAFT	APR'17	RC
ADMT	DESCRIPTION	DATE	AUTH



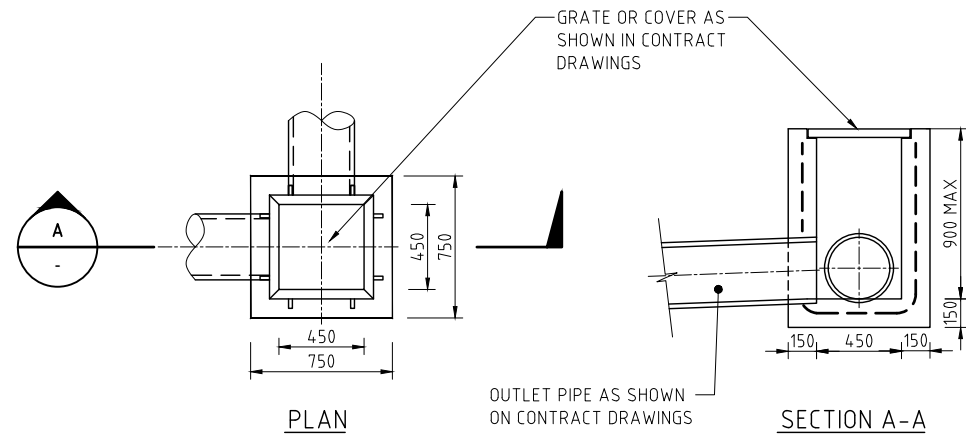
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DRAWN	AURECON
SHIRE ENGINEER	DATE

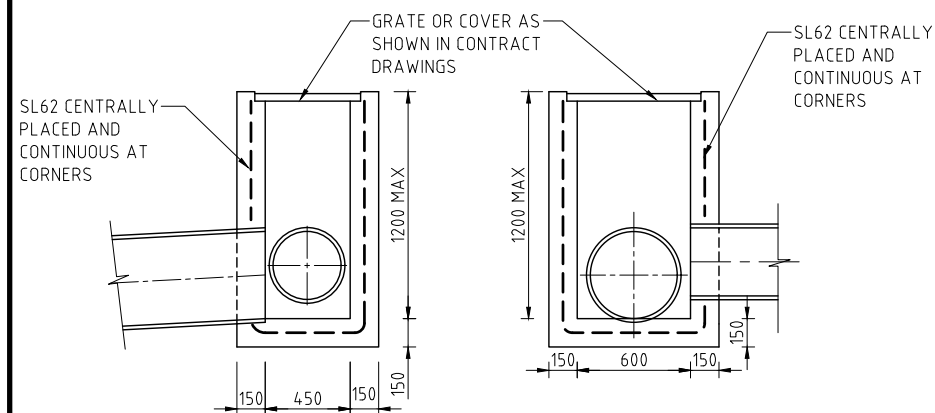
STANDARD DRAWING
CULVERT DETAILS AND ENDWALLS
325mm x 225mm TO 1200mm x 600mm

SCALE
NOT TO SACLE

DRAWING No.	AMDT.
LC-300	0

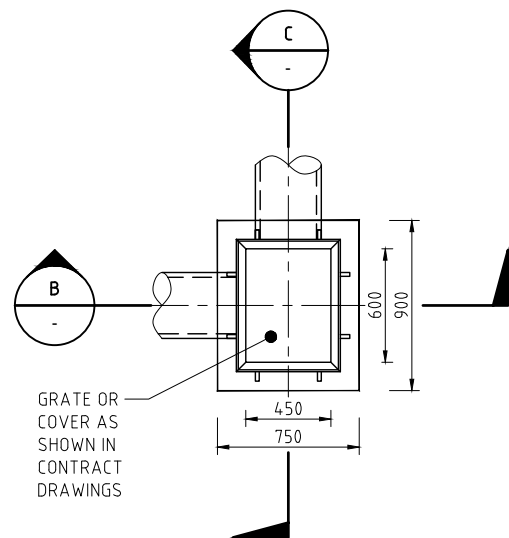


450x450 MANHOLE OR GRATED INLET PIT



SECTION B-B

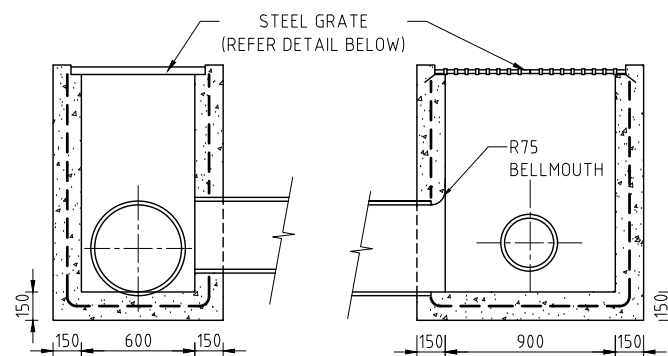
SECTION C-C



600x450 MANHOLE OR GRATED INLET PIT

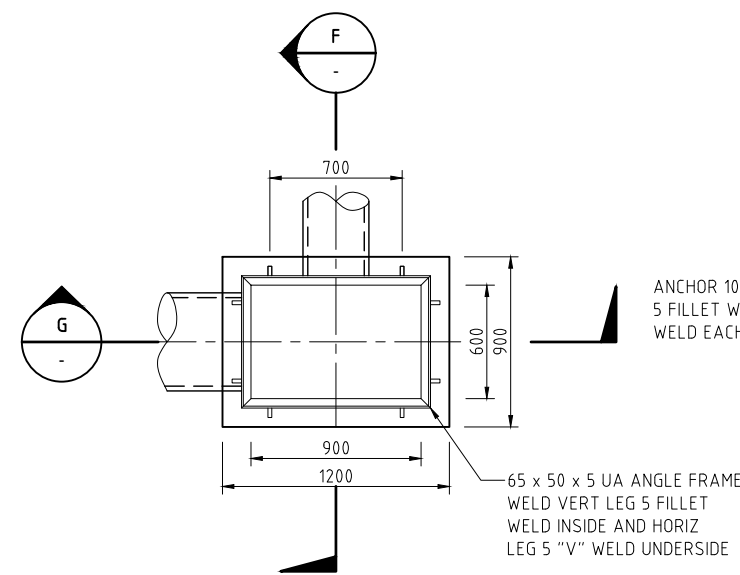
GENERAL NOTES:

1. REFER PROJECT DRAWINGS FOR ACTUAL PIPE LOCATION. ARRANGEMENTS SHOWN IN THIS DRAWING ARE DIAGRAMMATIC ONLY.
2. USE N25 CONCRETE TO AS 1379 AND AS 3600. FOR ALL PATCHING OF PITS USE MORTAR MIXED WITH 'LOKCRETE' OR SIMILAR.
3. FIBRECRETE MAY BE USED HOWEVER IF USED WITHOUT SEPARATE WALL REINFORCEMENT THEN ENGINEERING OF WALL THICKNESS IS REQUIRED
4. GATIC PROPRIETARY OR APPROVED EQUIVALENT FRAMES GRATES AND COVERS MAY BE USED. THEY SHALL BE OF APPROPRIATE LOADING CLASS FOR THEIR SITUATION AND INSTALLED IN ACCORDANCE WITH MANUFACTURERS INSTRUCTION.
5. ALL STEELWORK TO BE CLEANED AFTER FABRICATION & HOT DIPPED GALVANISED.
6. ALL GRATES LOCATED IN THE ROADWAY OR TRAFFICED WAY ARE TO BE BICYCLE SAFE.
7. PROVIDE STABILISED BACKFILL ADJACENT TO ALL DRAINAGE STRUCTURES IN ACCORDANCE WITH DEPARTMENT OF CONSTRUCTION AND INFRASTRUCTURE STANDARD SPECIFICATIONS.



SECTION F-F

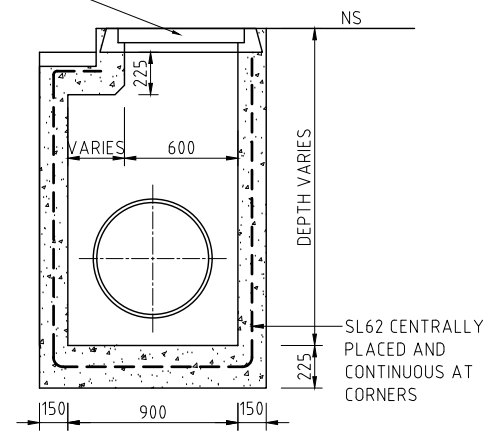
SECTION G-G



PLAN

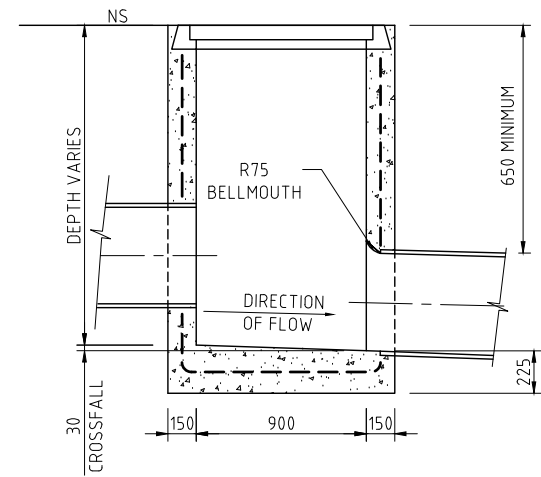
900x600 MANHOLE OR GRATED INLET PIT

310C96 GATIC COVER
SEE GENERAL NOTE 4.
GRATED COVER TO BE
USED WHERE CALLED
FOR SEE DETAIL BELOW



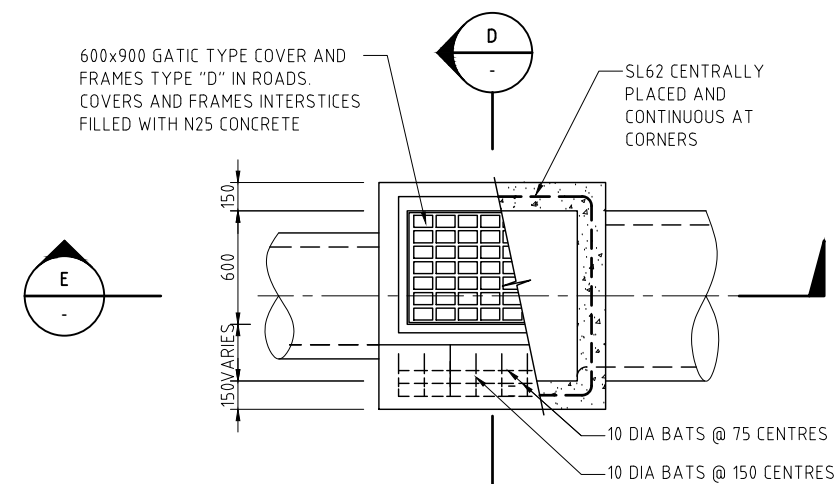
REFER NOTES BELOW FOR MANHOLE INTERNAL WIDTH

SECTION D-D



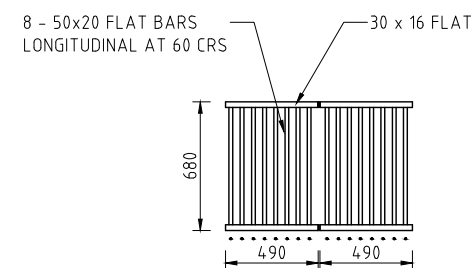
SECTION E-E

600x900 GATIC TYPE COVER AND
FRAMES TYPE "D" IN ROADS.
COVERS AND FRAMES INTERSTICES
FILLED WITH N25 CONCRETE

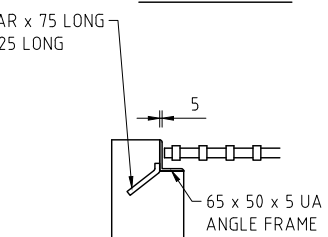


PLAN

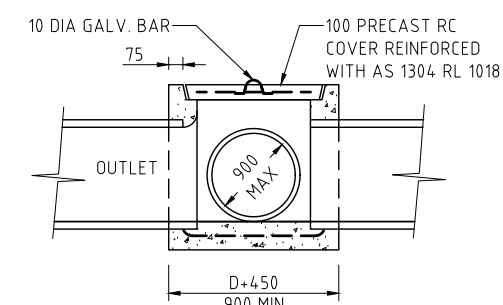
STORMWATER MANHOLE (WIDTH>900)



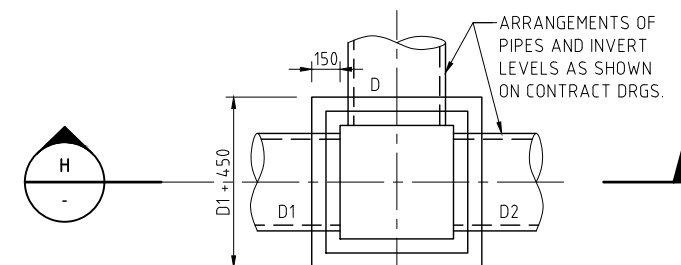
STEEL GRATE



SEATING AND WELD DETAIL
NOT TO SCALE



SECTION H-H



PLAN
UNDERGROUND PIT

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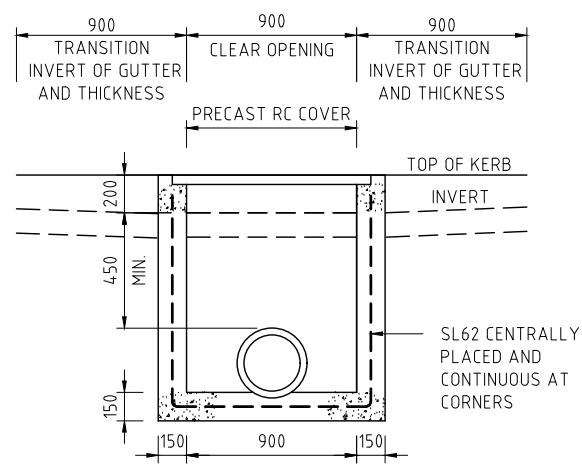
DESIGNED	LC
DRAWN	AURECON
SHIRE ENGINEER	DATE

STANDARD DRAWING

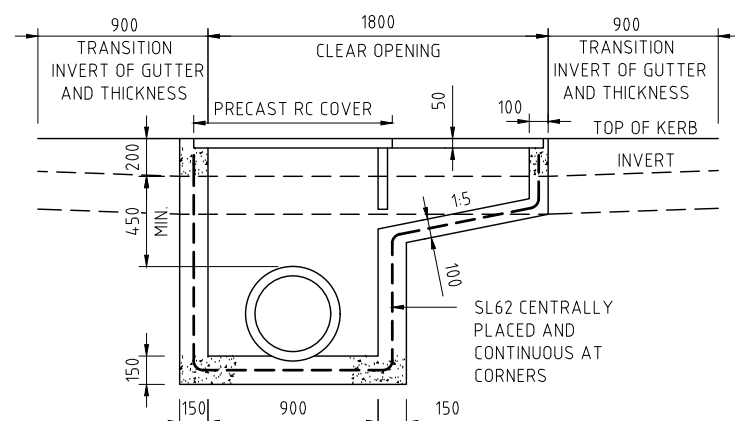
MANHOLES AND INLET PITS

SCALE
NOT TO SCALE

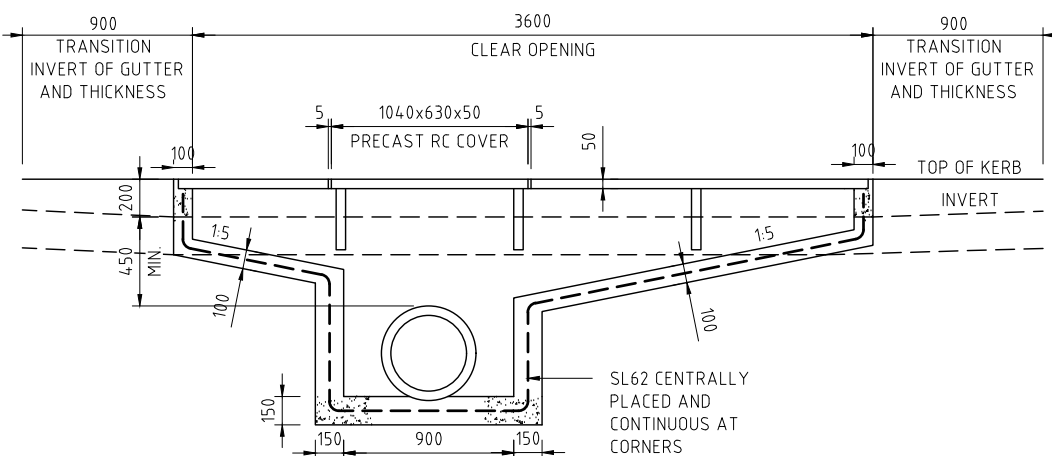
DRAWING No.	AMDT.
LC-301	0



SECTION THROUGH 1 BAY SEP
SCALE = 1:40



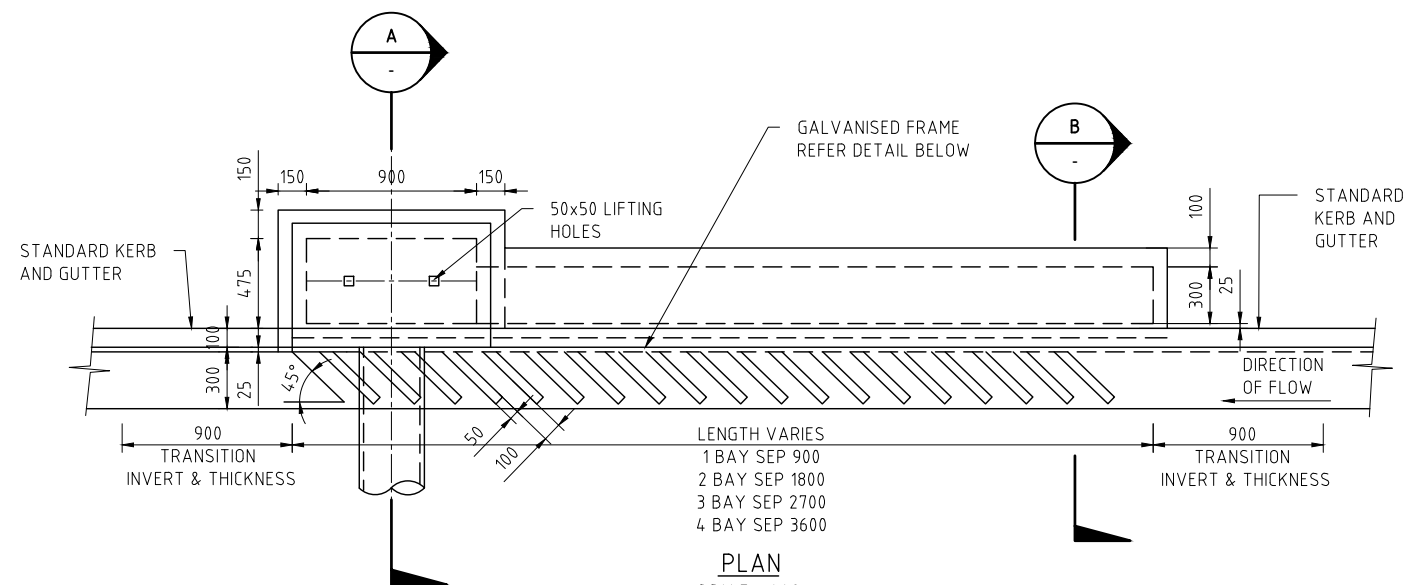
SECTION THROUGH 2 BAY SEP
SCALE = 1:40



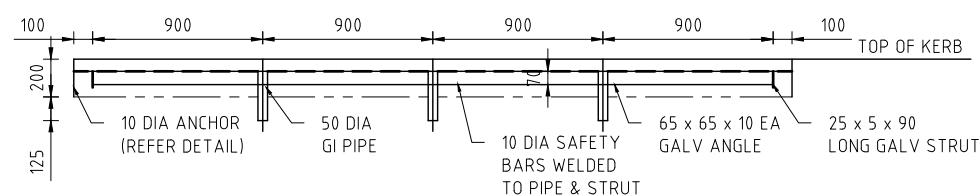
SECTION THROUGH 4 BAY SEP
SCALE = 1:40

GENERAL NOTES:

1. REFER PROJECT DRAWINGS FOR ACTUAL PIPE LOCATION. ARRANGMENTS SHOWN IN THIS DRG ARE DIAGRAMMATIC ONLY.
2. USE N25 CONCRETE TO AS 1379 AND AS 3600. FOR ANY PATCHING OF PITS USE MORTAR MIXED WITH 'LOKCRETE' ORSIMILAR.
3. FIBRECRETE MAY BE USED HOWEVER IF USED WITHOUT SEPARATE WALL REINFORCEMENT THEN ENGINEERING OF WALL THICKNESS IS REQUIRED
4. ALTERNATIVE - GATIC PROPRIETARY OR APPROVED EQUIVALENT FRAMES GRATES AND COVERS MAY BE USED. IF USED THEY SHALL BE OF APPROPRIATE LOADING CLASS FOR THEIR SITUATION AND INSTALLED IN ACCORDANCE WITH MANUFACTURES INSTRUCTIONS
5. ALL STEELWORK TO BE CLEANED AFTER FABRICATION & HOT DIPPED GALVANISED.
6. SAG PITS DO NOT REQUIRE DEFLECTORS
7. TRANSITION TO LAYBACK KERB
SAG PITS - 1m EITHER SIDE OF PIT
PITS ON GRADE - STRAIGHT 3m EITHER SIDE OF PIT
PITS ON GRADE - ON CURVE 1.5m EITHER SIDE OF PIT
8. PROVIDE STABILISED BACKFILL ADJACENT TO ALL DRAINAGE STRUCTURES IN ACCORDANCE WITH DEPARTMENT OF NFASTRUCTURE, PLANNING AND ENVIRONMENT STANDARD SPECIFICATIONS.

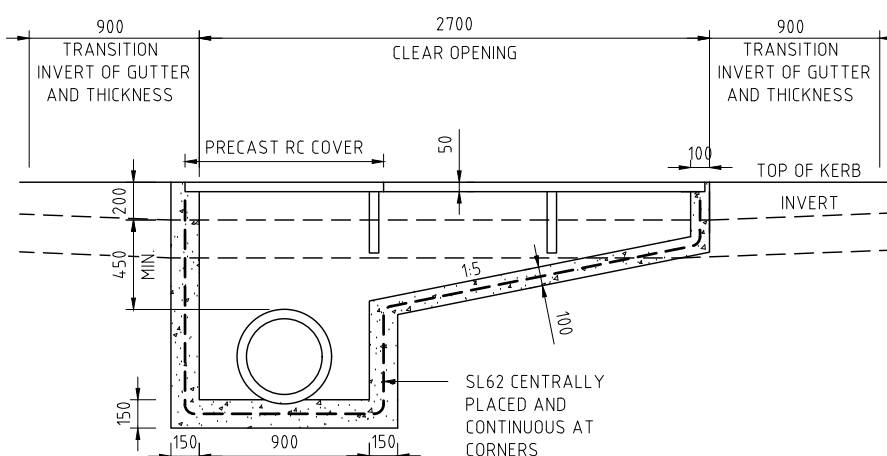


PLAN
SCALE = 1:40

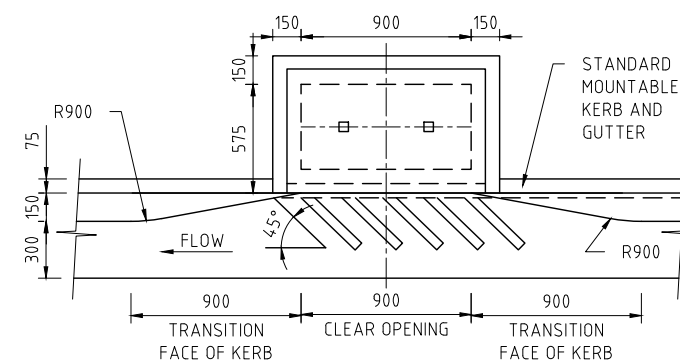


No. OF SPACES DEPENDENT ON NUMBER OF BAYS

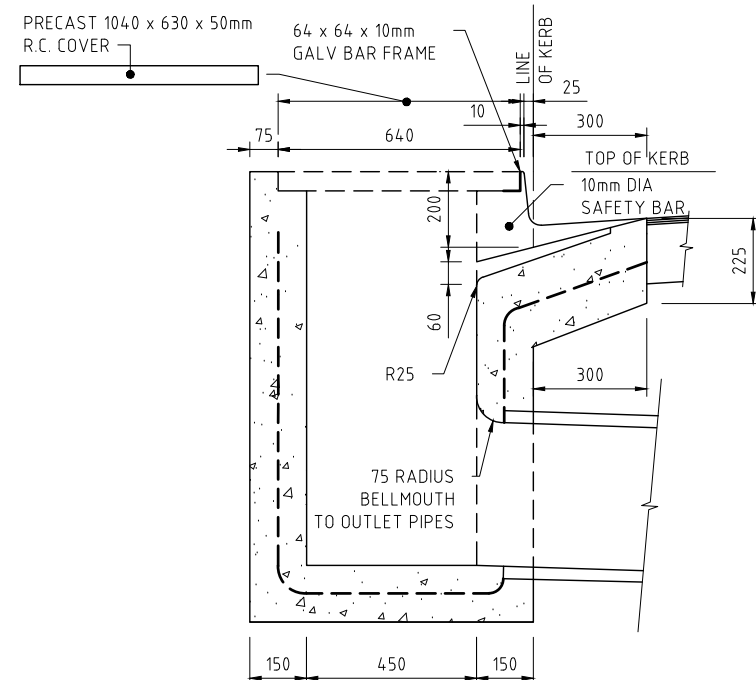
ELEVATION
DETAIL OF GALV FRAME
SCALE = 1:40



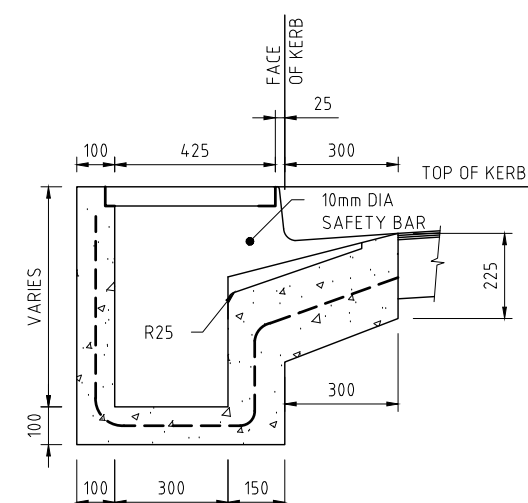
SECTION THROUGH 3 BAY SEP
SCALE = 1:40



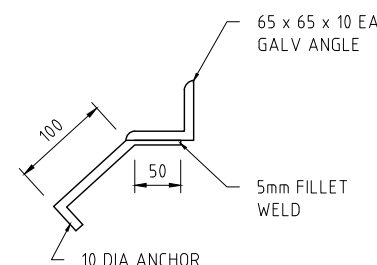
PLAN
MOUNTABLE KERB AND GUTTER TYPE SEP
SCALE = 1:40



SECTION A-A
SCALE = 1:20



SECTION B-B
SCALE = 1:20



ANCHOR DETAIL
NOT TO SCALE

0	DRAFT	APR'17	RC
ADMT	DESCRIPTION	DATE	AUTH



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SHIRE ENGINEER	DATE

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STANDARD DRAWING

STANDARD SIDE ENTRY PITS

TYPE 1

SCALE	NOT TO SCALE
DRAWING No.	AMDT.
LC-302	0



- 100 CRUSHED ROCK FILTER MATERIAL SURROUND TO BEDDING DRAIN PIPES.

50 DIA SLOTTED CORRUGATED
PVC DRAINAGE PIPES COMPLETE
WITH END CAPS. UPSTREAM
SIDES OF PITS ONLY

TYPICAL PIPE BEDDING DRAINS DETAIL



STEP IRON DETAIL
NOT TO SCALE

TYPE	PIT WIDTH	PIT LENGTH
A	450	900
B	750	900
C	1200	900
D	1650	900
E	2100	900
F	2550	900
G	3000	900



SCALE = 1:40



SECTION B-B

0	DRAFT	APR'17	RC
ADMT	DESCRIPTION	DATE	AUTH



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SHIRE ENGINEER	DATE

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STANDARD DRAWING

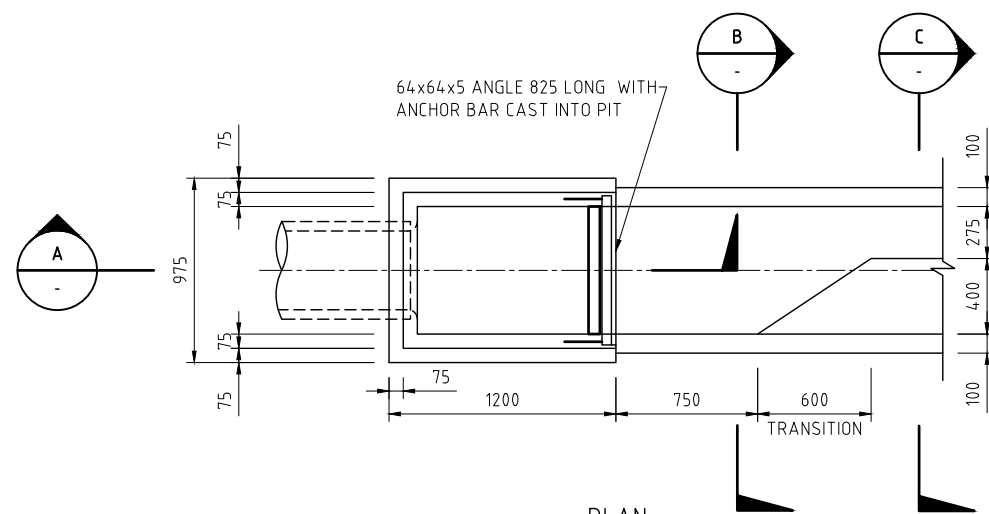
STANDARD SIDE ENTRY PITS DETAILS

TYPE 1

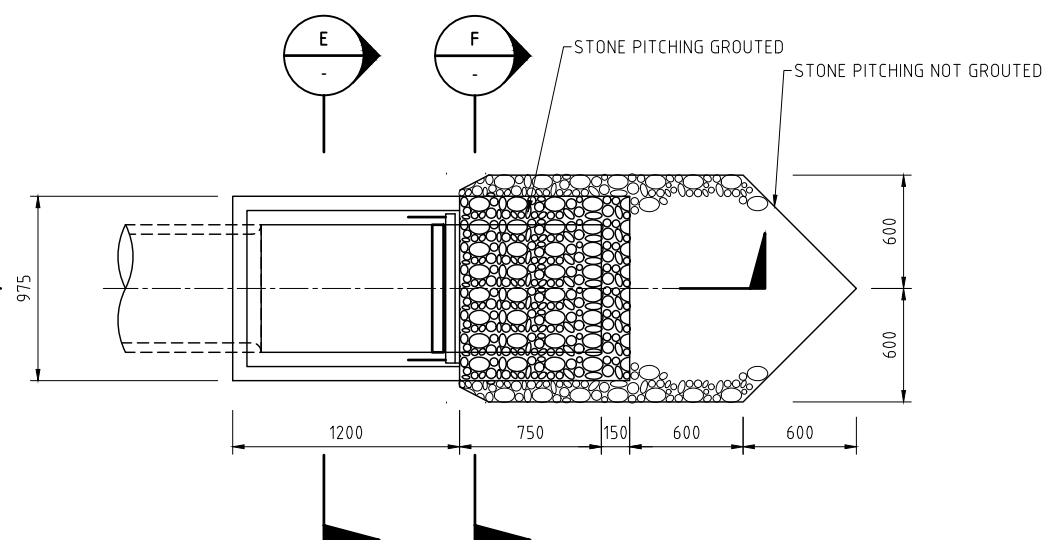
SCALE
NOT TO SCALE

DRAWING No.
LC-303

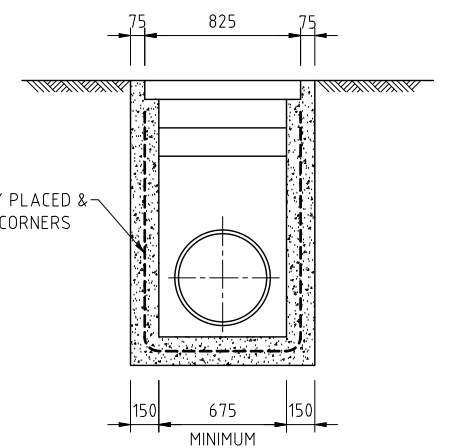
AMDT.	
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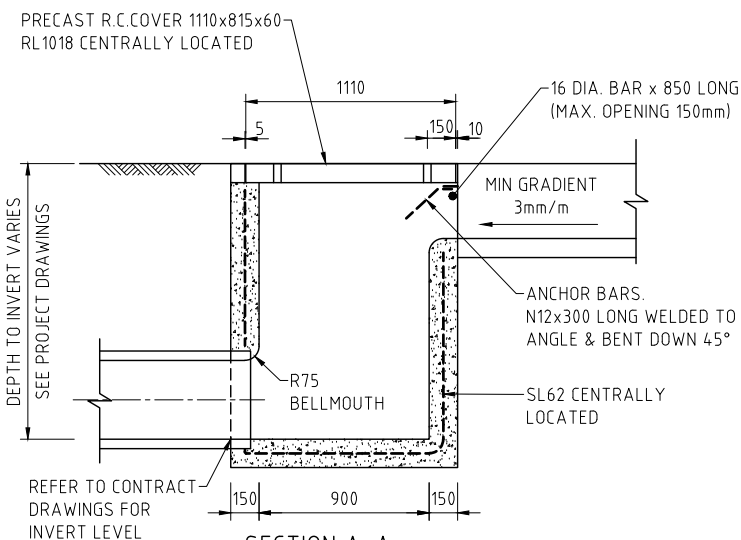
PLAN
(COVER REMOVED)
LETTERBOX PIT & CATCH DRAIN



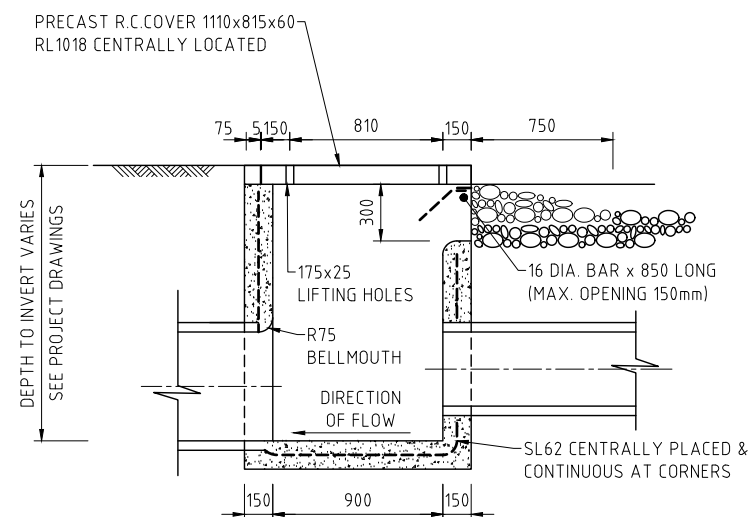
PLAN
(COVER REMOVED)
LETTERBOX PIT & STONEPITCHED GULLY



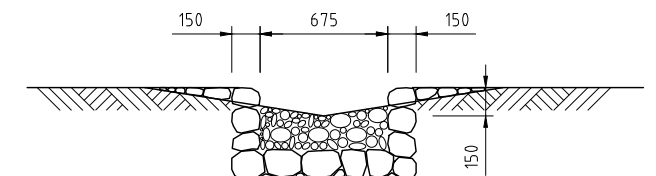
SECTION E-E



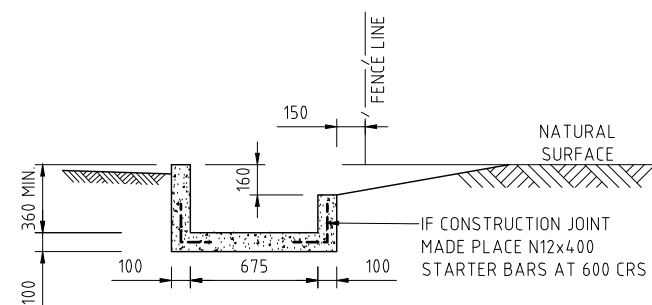
SECTION A-A



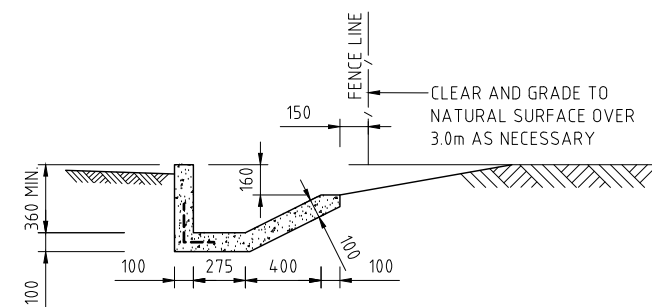
SECTION D-D



SECTION F-F



SECTION B-B



SECTION C-C

NOTE - DEPTH OF CATCH DRAIN MAY VARY REFER CONTRACT DRAWINGS

NOTES:

1. REFER PROJECT DRAWINGS FOR ACTUAL PIPE LOCATION. ARRANGEMENTS SHOWN IN THIS DRAWING ARE DIAGRAMMATIC ONLY.
2. USE N25 CONCRETE TO AS 1379 AND AS 3600. FOR ANY PATCHING OF PITS USE MORTAR MIXED WITH 'LOKRETE' OR SIMILAR.
3. FIBRECRETE CONCRETE MAY BE USED HOWEVER IF USED WITHOUT SEPARATE WALL REINFORCEMENT THEN ENGINEERING OF WALL THICKNESS IS REQUIRED.
4. ALL STEELWORK TO BE CLEANED AFTER FABRICATION & HOT DIPPED GALVANISED.
5. PROVIDE STABILISED BACKFILL ADJACENT TO ALL DRAINAGE STRUCTURES IN ACCORDANCE WITH DEPARTMENT OF INFRASTRUCTURE, PLANNING & ENVIRONMENT STANDARD SPECIFICATION.

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SHIRE ENGINEER	DATE

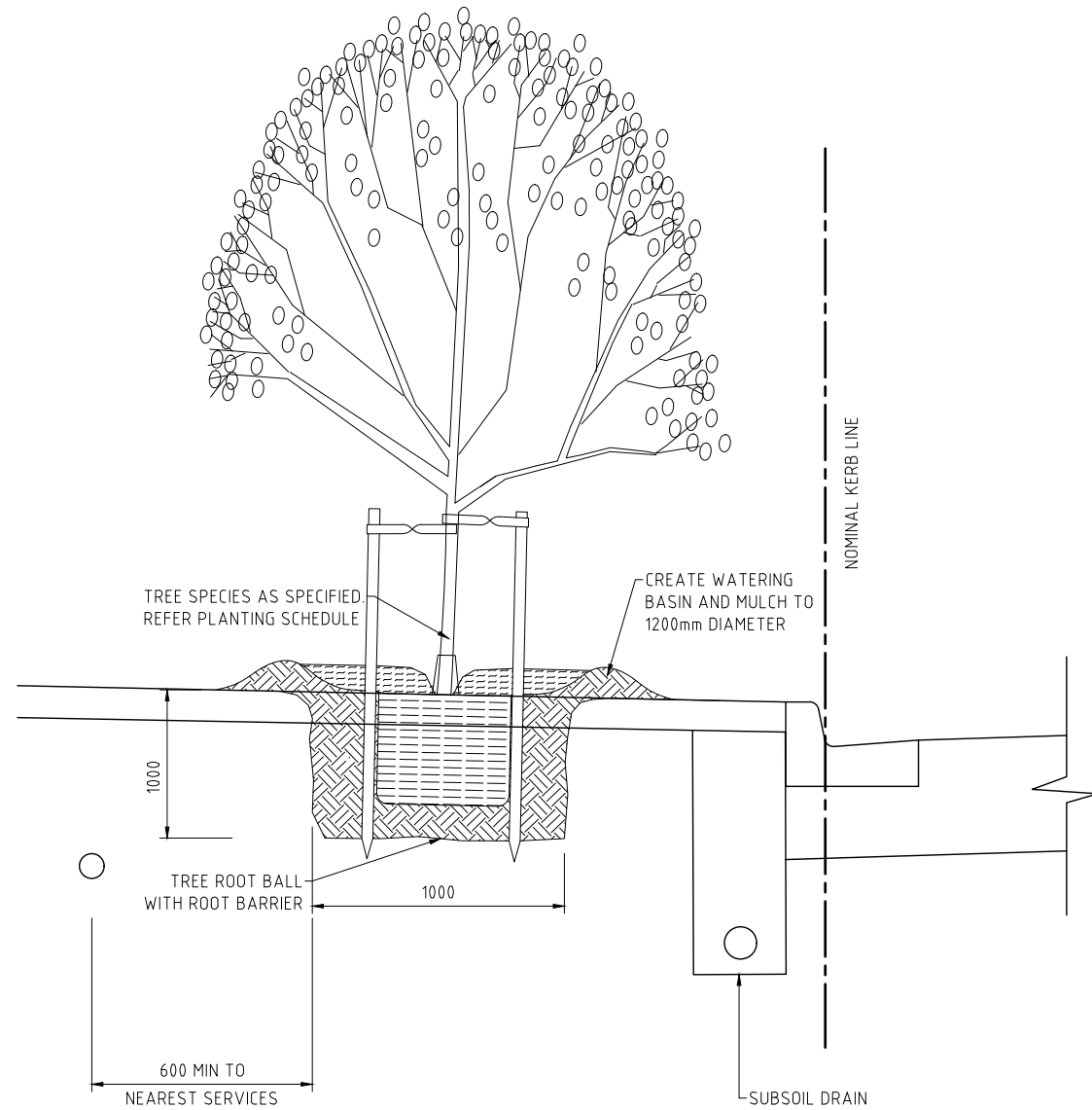
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STANDARD DRAWING

CATCH DRAIN AND LETTER BOX PIT

SCALE
AS SHOWN


DRAWING No.	AMDT.
LC-305	0



TYPICAL TREE PLANTING BED
1:25

NOTE:

1. REFER LC-200 AND LC-201 FOR TREE OFFSET FROM PROPERTY BOUNDARY.

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					DRAWN	AURECON			
					SHIRE ENGINEER	DATE			
0	DRAFT	APR'17	RC						
ADMT	DESCRIPTION	DATE	AUTH		Page 198 of 307			DRAWING No. LC-306	AMDT. 0



COUNCIL REPORT

Agenda Item Number: 14.5
Report Title: Freds Pass Reserve Centre Road Upgrade
Meeting Date: 19 July 2017
Attachments:

Purpose

To award tender T17-135 – Freds Pass Reserve Centre road upgrade to Allan King and Sons.

Summary

The tender T17-135 – Freds Pass Reserve – Centre Road upgrade, which is a Schedule of Rates Contract (SOR) fully funded by the NTG through a grant from the Department of Sports and Recreation, was publicly advertised on the 19 April 2007 and closed on the 14 June 2017. Three tenders were received:

- Allan King and Sons Pty Ltd
- City Earthmoving Pty Ltd
- Mugavin Contracting Pty Ltd

Based on an assessment of the tenders in accordance with the assessment criteria, the tender submitted by Allan King and Sons was considered the preferred tender.

A separate confidential report sets out additional information about the tender process and makes a recommendation for Council.

Recommendation

THAT Council award tender T17-135 Freds Pass Reserve Centre road upgrade to Allan King and Sons for their submitted tender price of \$834,590 (GST incl.).

Background

To date Council has undertaken various works at Freds Pass Reserve in accordance with the \$3M grant which includes the fencing along the adjoining residential blocks, various packages for electrical services upgrades, assessing the various bores to determine their capacity, and the construction of the toilet block adjacent to the markets area.

For the Centre Road upgrade project, \$1.5M had been allocated from the grant for the work. Three tenders were received:

- Allan King and Sons Pty Ltd
- City Earthmoving Pty Ltd
- Mugavin Contracting Pty Ltd

A three-person tender assessment panel assessed the tenders addressing the criteria below.

Criteria	Weighting
Local Development	20%
Past Performance	20%
Capacity	20%
Timeliness	20%
Price	20%

The tender by City Earthmoving, was deemed non-complying since the contractor does not hold a CAL certificate, which is a Council requirement. Based on an assessment of the tenders against the assessment criteria, the tender submitted by Allan King and Sons was considered the preferred tender as they achieved the highest evaluation score.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Council is meeting its legislative compliance requirements by applying for a Local Government (Accounting) Regulations exemption.

Risks

NIL

Financial Implications

All works are funded by the NT Government Sports and Recreation Division within the Department of Tourism and Culture. There is no requirement for Council to contribute any funding to this project.

Community Engagement

The Freds Pass Reserve User Groups are aware of the proposed works.

Recommending Officer: **David Kingston, Director Infrastructure and Operations**

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

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



COUNCIL REPORT

Agenda Item Number:	14.6
Report Title:	Construction of Mobile Workforce Shed, Humpty Doo WTS
Meeting Date:	19 July 2017
Attachments:	Grant Acquittal Extension Notice

Purpose

To update Council on the establishment of a new shed at Humpty Doo Waste Transfer Station for Council's Mobile Work Force (MWF).

Summary

Council received notice in November 2016 that it was successful in its application for \$225,000 from Department of Housing and Community Development to fund 50% of constructing a new shed for Council's Mobile Workforce at the Humpty Doo Waste Transfer Station.

The grant was intended to be acquitted by 30 June 2017 with the MWF Shed to be constructed at the Waste Transfer Station. Council deferred commencing the project until the 10-year Waste Management Strategy was completed given that the Strategy was reviewing the Humpty Doo Waste Transfer Station activities and future direction. Enough work has now been completed on the Strategy to be confident that establishing the Shed at the Waste Transfer Station will not compromise future expansion at the site.

Council has sought and obtained an extension from the Department and the Shed will be constructed in the 2017/18 financial year. A condition of the Department's extension was evidence that the status of the grant acquittal be presented to Council.

There is no decision to be made by Council at this point, this report updates Council on the status of the grant in accordance with the Department's requirements.

Recommendation

THAT Council:

1. receive and note the report on the status of the \$225,000 grant from Department of Housing and Community Development to construct a Mobile Work Force Shed at the Humpty Doo Waste Transfer Station; and
2. acknowledges the grant extension received from Department of Housing and Community Development and the revised project timelines.

Background

Councillors were briefed in October 2016 regarding plans for the establishment of a new mobile workforce shed at Humpty Doo Waste Transfer Station. Around that time, Council received confirmation that it was successful in obtaining a \$225,000 grant being 50% of construction estimate from the Department of Housing and Community Development.

Once Council received the grant, the next step was the selection of the site at the Humpty Doo Waste Transfer Station for establishing the mobile workforce shed. While Council has a preferred location already selected, it is important to consider whether this is in fact the optimal location, based on a range of factors including future expansion of waste activities, engineering constraints such as ground condition and stormwater drainage as well as proximity to required utility services. A further consideration is the possible co-location and sharing of amenity services for both the Waste staff and mobile workforce staff.

In relation to determining future waste activities at the transfer station, Council has needed to wait for the 10-year Waste Strategy to be largely complete, so that full consideration of its impacts can be known. That point has now been reached, and so Council recently appointed a separate engineering consultant to consider the implications of the waste strategy from a site activities perspective and also look at the overall engineering constraints and opportunities of possible locations. The consultant is set to advise Council by the end of July with its findings, after which Council can seek a development permit from Development Assessment Services and proceed to a design and construct contract for the shed construction.

Council expects the shed to be built within about 3-4 weeks from establishing a contract, which will likely occur in mid to late October, meaning the shed should be complete by the end of November 2017.

Since the grant from the Department was intended to be acquitted by 30 June 2017, Council sought and gained an extension. The Department asked that the details around the extension be considered at a Council meeting and reported back to the Department.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Nil

Risks

Nil

Financial Implications

Council received \$225,000 from the Department of Housing and Community Development in February 2017 to undertake this project.

The funding grant comprises 50% of the estimated total cost of the project. Council has allocated its matching \$225,000 in the 2017/18 budget.

Once the shed is operational, Council will conclude its lease of the current shed in Humpty Doo Village, which currently costs Council around \$52,000 per annum.

Community Engagement

Council will develop over the next few months a notification process to let the community know how Council is expanding activities at the transfer station to accommodate the mobile workforce shed.

Recommending Officer: **David Kingston, Director of Infrastructure and Operations**

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

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

Litchfield Council

2016-17 ACQUITTAL OF SPECIAL PURPOSE GRANT

Department of Housing and Community Development

File number: 2013/01482

Purpose of Grant: Towards the construction of a purpose built depot for the mobile work team at the Humpty Doo waste transfer station.

Date of Approval of Variation to Grant (if applicable) / /201__

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2017

Special Purpose Grant	\$225,000
Other income	
Total income	
Expenditure (Specify accounts and attach copies of invoices and ledger entries) <i>An 'administration fee' is not to be apportioned to the grant for acquittal purposes.</i>	
Total Expenditure	<u>NIL</u>
Surplus/(Deficit)	<u>\$ 225,000.00</u>

We certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by/...../201__

Laid before the Council at a meeting held on/201.... **Copy of minutes attached.**

CEO or CFO/...../2017

DEPARTMENTAL USE ONLY

Grant. amount correct?

YES/NO

Expenditure conforms with purpose

YES/NO

Minutes checked

YES/NO

Balance of funds to be acquitted

\$ / /

Date next acquittal due

ACQUITTAL ACCEPTED

YES/NO

Prepared by

Comments

Peter Thornton – Manager Grants Program

/ / --



COUNCIL REPORT

Agenda Item Number: 14.7
Report Title: Review of Private Road Policy LC29
Meeting Date: 19/07/2017
Attachments:

Purpose

To update Council on the status of the review of the Private Road Policy LC29.

Summary

At the February 2017 Council meeting, it was resolved to review Council's Private Road Policy LC29 and provide a report to the June 2017 Council meeting. The review would involve an assessment of the life-cycle costs of private roads.

Recommendation

THAT Council receive and note this report.

Background

There have been requests from some residents on private roads for Council to take over full responsibility for the maintenance of the roads, most which are unsealed. Most private roads provide access to battle-axe blocks across the municipality, and in some cases, traverse areas involving watercourse crossings and poorly draining areas. Council already maintains some of these roads and these are listed in policy LC29. Most of the roads listed in the policy are of a higher standard, but still fall well short of what is considered proper Council standard, such as containing appropriate drainage controls, full pavement depths and driveway crossovers. In some cases, the private roads that Council maintains are little more than narrow formed tracks on original ground and lack durability features such as a centre crown and side open drains.

For Council to take on maintenance of additional private roads, and for Council to lift the standard of these roads as well as roads that Council already maintains, there would need to be a large capital investment in the roads. The value of the investment is unknown and the ongoing maintenance costs, as well as the life-cycle of the roads is also unknown.

Therefore, for Council to vary Policy LC29, investigation is needed to understand these costs and look at the long-term asset planning requirements of private roads.

Council recently engaged a consultant to look at the life-cycle costs of selected private roads. The roads selected were chosen as being typical of those maintained by Council and consider a range of

large and smaller private roads and with varying drainage situations. Council will be able to extrapolate the review findings to the full list of private roads in the Municipality.

Council would then need to consider how the roads fit into our asset management processes and how the asset plan might be affected by any change to Policy LC29.

It is anticipated that the following timeline will apply. By the end of July 2017, Council will receive the consultant report outlining life-cycle costs and other engineering considerations. Council will consider the report and assess the implications for Council budget, asset management strategy and related elements. Where it is found that a change to the policy is recommended, a draft revised policy will be developed and could be considered by Council at its September 2017 meeting for release for public comment.

Any change in the policy will have budget implications so Council would be able to address this commencing with the 2018/19 budget.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Policy LC29 Private Roads may be subject to change arising from the findings of the review.

Risks

Not applicable to this report.

Financial Implications

Not applicable to this report.

Community Engagement

As outlined elsewhere in this report.

Recommending Officer: **David Kingston, Director Infrastructure and Operations**

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

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



COUNCIL REPORT

Agenda Item Number:	14.8
Report Title:	July 2017 Summary Planning and Mining Report
Meeting Date:	19/07/2017
Attachments:	Attachment A: Letters of support for Development Applications, subject to normal Council conditions. Attachment B: Letters of support for Development Applications, subject to specific issues being adequately addressed. Attachment C: Letters of non-support or objection to Development Applications for reasons related to areas of Council authority. Attachment D: Letters of objection to Development Applications for reasons related to other issues.

Purpose

The purpose of this report is to provide to Council a summary of planning and mining applications received and comments provided for the period of 10 June 2017 to 7 July 2017.

Summary

For the noted period, Council provided comments on 4 development applications, none of which are provided a full report in this Council agenda. Of the remaining applications, 2 were supported subject to normal Council conditions, 1 was supported subject to specific Council issues being adequately addressed, and 1 objected to for reasons related to other issues.

For the noted period, Council provided no comments mining applications.

All letters of comment are provided for information in Attachments A, B, C, and D.

Recommendation

THAT Council:

1. receive the July 2017 Summary Planning and Mining Report; and
2. Notes for information the responses provided to Development Assessment Services within Attachments A, B, C, and D to this report.

Background and Discussion

DEVELOPMENT APPLICATIONS

The following is a summary of all planning applications received and comments provided for the period of 10 June 2017 to 7 July 2017.

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	2
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	1

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

Development Applications supported, subject to normal Council conditions

The table below describes the Development Applications that are supported by Council. Responses to these Development Applications are provided as Attachment A to this report.

Application Number and Address	Purpose and Summary
PA2017/0283 Section 6567 (18) Grice Crescent, Coolalinga, Hundred of Bagot.	Unit title subdivision to create two units and a common property. This application proposes to carry out a unit title subdivision for a 2 x 3 bedroom multiple dwellings in a single storey building. The development was designed and constructed in accordance with Council standards.
PA2017/0268 Section 2745 (150) Anglesey Road, Girraween, Hundred of Strangways.	Clearing of native vegetation. This application proposes to clear 4,000sqm of native vegetation for the purpose of providing a new animal shelter. Council can support the clearing; however, it was noted to the applicant that according to the NT Planning Scheme the property can only house one animal and anymore would require the applicant to apply for a permit through Development Assessment Services (DAS). This information was provided such that the applicant would ensure all appropriate requirements were met prior to clearing the land.

Development Applications supported, subject to specific issues being adequately addressed

There was one development applications in this time period supported, subject to specific issues being adequately addressed.

Responses to these Development Applications are provided as Attachment B to this report.

PA2017/0290 Section 4254 (56) Spencely Road,	Part change of use from warehouse to a recycling depot. This application seeks planning approval to develop a recycling collection depot within an existing warehouse. A recycling depot is a
--	--

Humpty Doo, Hundred of Strangways.	discretionary use on land zoned LI (Light Industry) and the application complies with the requirements of the NT Planning Scheme. Council required additional information on proposed locations for waste storage and removal for the use.
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Development Applications not supported/objected to for reasons related to Council issues

There were no development applications in this time period objected to for reasons related to Council issues.

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

The table below describes the Development Applications that are not supported or objected to by Council for reasons not related to areas of Council authority.

Responses to these Development Applications are provided as Attachment D to this report.

Application Number and Address	Purpose and Summary	Specific Issues to be Addressed
PA2017/0294 Section 6493 (425) Stuart Highway, Coolalinga, Hundred of Bagot.	Restaurant in a single storey building. This application proposes a drive through and take away restaurant within the Coolalinga Village precinct. Gwelo Developments have secured KFC as the tenant for the building.	This application was objected to under Section 49. The application seems to comply with the requirements of the NT Planning Scheme, however there are concerns with the submitted drawings as they do not show the traffic arrangements most recently agreed up with Council, specifically the drive aisle and carpark arrangements intended for the site. Council recommend the drawings to be revised. Additionally, a stormwater management plan is required for the site.

MINING APPLICATIONS

There were no mining applications in this time period responded to by Council.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report

Risks

Not applicable to this report

Financial Implications

Not applicable to this report

Community Engagement

Not applicable to this report

Recommending Officer: **David Kingston, Director Infrastructure and Operations**

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

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

Attachment A

Responses to Development Applications supported, subject to normal Council conditions.

30 June 2017



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

RE: Letter of Comment Development Application

PA2017/0283

**Section 6567 (18) Grice Crescent, Coolalinga, Hundred of Bagot
Unit title scheme subdivision to create two units and common property**

Thank you for the Development Application referred to this office on 16/06/2017, 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 application appears to comply with the NT Planning Scheme provisions for a unit title subdivision.
- b) There are not expected to be any negative effect upon Council's infrastructure as a result of this proposal.

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

- a) **A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan for the upgrade of roads and drainage infrastructure as a result of this development.** The contribution payable is in accordance with that for Catchment Area 13C, in which the site falls within the Council's *Developer Contributions Plan for Roads and Drainage*.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

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

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.gov.nt.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's street network.

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



David Kingston
Director Infrastructure and Operations

30 June 2017

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

RE: Letter of Comment Development Application

**PA2017/0268
Section 2745 (150) Anglesey Road, Girraween, Hundred of Strangways
Clearing of Native Vegetation**

Thank you for the Development Application referred to this office on 23/06/2017, 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 purpose of clearing native vegetation seems to be reasonable for the proposed use on the site. However, Council notes that the purpose is for an animal shelter and only one animal is permitted in accordance with the NT Planning Scheme. Should the land owner wish to own more than one animal, they would need to apply for a permit and if the permit is not successful they may not want to clear the native vegetation.
- b) There are not expected to be any negative effects upon Council's road reserve or waste services as a result of this proposal.

provided the following issues are adequately addressed:

- a) A stormwater management plan for the site that not result in stormwater adversely affecting any neighbouring properties as detailed below.

Should the application be approved, the Council requests the following condition(s) be included as Condition(s) Precedent in any Development Permit issued by the consent authority:

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).

- i. The plan shall demonstrate that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.
- ii. Litchfield Council stormwater discharge guidelines do not allow concentrated discharge of stormwater from rural lots to adjoining properties or the road reserve. All stormwater is to be channelled, piped or dispersed via sheet flow to the road reserve.
- iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).
- iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.

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) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- c) 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.gov.nt.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's street network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



David Kingston
Director Infrastructure and Operations

Attachment B

Responses to Development Applications supported, subject to specific issues being adequately addressed

30 June 2017

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

RE: Letter of Comment Development Application

PA2017/0290
Section 4254 (56) Spencely Road, Humpty Doo, Hundred of Strangways
Part change of use from warehouse to a recycling depot

Thank you for the Development Application referred to this office on 23/06/2017, 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 proposal seems reasonable for the existing use on the site and seems to be in compliance with the requirements of the NT Planning Scheme.
- b) The proposal is not expected to result in any negative effect upon Council infrastructure.

provided the following issues are adequately addressed:

- a) Council requires amended plans to address the following items:
 - i. Plans should illustrate locations for waste storage and removal. The location should not block any other features of the site, including car parking spaces or doorways, and should be accessible to waste removal vehicles. It is Council's preference that waste removal vehicles be able to enter and exit the site in a forward gear.

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) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.

- b) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- c) 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.gov.nt.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's street network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



David Kingston
Director Infrastructure and Operations

Attachment C

Responses to Development Applications not supported/objected to for reasons related to Council issues.

There were no Development Applications not supported/objected to for reasons related to Council issues during this time period.

Attachment D

Responses to Development Applications objected to for reasons not related to Council issues.

07 July 2017

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

RE: Letter of Comment Development Application

**PA2017/0294
Section (6493) 425 Stuart Highway, Coolalinga, Hundred of Bagot
Restaurant in a single storey building (KFC)**

Thank you for the Development Application referred to this office on 23/06/2017, 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 wishes to lodge the following submission under Section 49 of the NT *Planning Act*, in which Council objects to the granting of a Development Permit for the following reasons:

- a) The proposal appears to comply with the NT Planning Scheme requirements; however, Council has strong concerns over the traffic layout for the proposed use.

Council has recently approved stormwater drawings for the site that require different parking and drive aisle layouts to what is shown with this application. Under the currently approved arrangement, there is potential for cars exiting the drive thru to be trapped within the car park due to cars entering the drive thru. Council seeks revised drawings for the site reflecting the accurate car parking arrangements and proposing a more reasonable exit for the western side of the site; Council welcomes conversations with the developer to reach an appropriate arrangement that allows for best overall traffic flow through the site.

Should the application be approved, the Council requests the following condition(s) be included as Condition(s) Precedent in any Development Permit issued by the consent authority:

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).

- i. The plan shall demonstrate how all stormwater is to be collected on the site and discharged underground to Litchfield Council's stormwater drainage system.
- ii. It is necessary to ensure that no stormwater will sheet-flow into the road reserve or onto adjoining properties.
- iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).
- iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.

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:

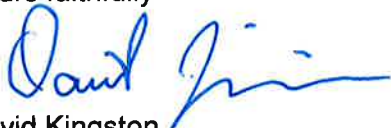
- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- c) 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.gov.nt.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's street network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



David Kingston
Director Infrastructure and Operations



COUNCIL REPORT

Agenda Item Number:	14.9
Report Title:	PA2017/0203, a Planning Scheme Amendment Application for changes to Clause 7.5 (Private Open Space)
Meeting Date:	19/07/2017
Attachments:	Attachment A: Planning Scheme Amendment Application PA2017/0203. Attachment B: Council's letter of comment for PA2017/0203, a Planning Scheme Amendment Application for changes to Clause 7.5 (Private Open Space).

Purpose

The purpose of this report is to provide a summary and assessment to Council of PA2017/0203, a Planning Scheme Amendment Application for changes to Clause 7.5 (Private Open Space).

Summary

The application proposes to make an amendment to the NT Planning Scheme and is included as Attachment A.

Council was asked to consider and comment on the proposed amendment. Council's Letter of Comment was provided to the consent authority on 6 July 2017 and is included as Attachment B.

In the Letter of Comment, Council objects to the amendment as it is not clear how the proposed changes satisfactorily meet the stated intent of the amendment.

Recommendation

THAT Council receive for information Attachment B, Council's Letter of Comment for PA2017/0203, a Planning Scheme Amendment Application for changes to Clause 7.5 (Private Open Space).

Background

Background from Application

The Private Open Space clause of the NT Planning Scheme was introduced with the beginning of the Scheme in 2007 and required single dwellings to provide a minimum of 50m² of private open space per lot, inclusive of an area of 6m x 6m.

With the introduction of smaller lot sizes for single dwellings, particularly for lots with sizes between 300m² and 450m², the typical housing product began to produce dwellings with a very small outdoor area that was typically impervious and/or roofed.

The amendment application indicates that “this trend has started to compromise the potential for gardens to establish with tree planting that, in time, will create shade and contribute to the visual amenity and ambience of our new suburbs”. The application illustrated a typical established suburb of 800m² lots and a new suburb with lots between 300m² and 450m², as shown below.



Figure 1: Traditional Darwin Suburb and new ‘small lot’ suburb

Source: PA2017/0203

The application further indicated that in 2015 there was widespread concern over “the growing ‘sea of roofs’ and reduced potential for ‘leafy suburbs’ to mature”. As a result, the Private Open Space clause was amended in 2015 with new requirements for “private open space ‘open to the sky’ with an area suitable for tree planting”.

In recent years, builders of dwellings on the smaller lots raised concerns with the 'open to the sky' requirement and work began on the current proposed amendment with the intent to allow a "greater degree of design flexibility" for smaller lots. While the application indicates that the proposed amendment was reviewed with industry groups and workshops were held with builders and designers, it is noted that Council, nor to our knowledge were community members, were not invited to participate in these discussions.

Current Proposal

The current application proposes to amend the Private Open Space clause to:

- broaden the purpose of the clause, which describes the intent of the requirements within the clause,
- alter the minimum areas and dimensions of overall open space required,
- alter the requirements for the area of open space that must be 'open to the sky', and
- provide more guidance on the location of the open space in relation to the way the dwelling is used.

The application reduces the minimum dimensions of the open space area that must be open to the sky. Currently the NT Planning Scheme requires areas of 5m x 5m or 6m x 6m, depending on the size of the lot. The current proposal reduces the minimum dimension to 1.5m. However, the current proposal requires an area with minimum dimensions of 4m and 6m, again depending on lot size, though this area may be "all or partly covered", rather than open to the sky.

The overall area required for single dwellings between 300m² and 450m² has been reduced from 50m² to 45m², with the intent to align that provision with the current provision for multiple dwellings with the same density.

The current and proposed new Tables to Clause 7.5 are included below.

Current Table within NT Planning Scheme

TABLE TO CLAUSE 7.5 Minimum Areas of Private Open Space	
Type of Dwelling	Private Open Space Area
single dwelling on a lot of less than 600m ²	50m ² (exclusive of driveways and parking areas) but inclusive of an area with minimum dimensions of 6m x 6m.
independent unit	for the single dwelling 50m ² (exclusive of driveways and parking areas) but inclusive of an area with minimum dimensions of 6m x 6m. and for the independent unit 45m ² (exclusive of driveways and parking areas) but inclusive of an area with minimum dimensions of 5m x 5m.
multiple dwellings (for each dwelling with direct ground level access).	45m ² (exclusive of driveways and car parking areas) but inclusive of an area with minimum dimensions of 5m x 5m.
multiple dwellings (for each dwelling without direct ground level access).	12m ² inclusive of an area with minimum dimensions of 2.8m x 4m.

Proposed New Table

TABLE TO CLAUSE 7.5 Minimum Areas of Private Open Space	
Type of Dwelling	Private Open Space Areas (exclusive of driveways and parking areas)
multiple dwelling without direct ground level access.	12m ² with no dimension less than 2.8m.
multiple dwelling with direct ground level access.	<p>A. 45m², open vertically to the sky, with no dimension less than 1.5m; and</p> <p>B. 24m², all or partly covered, with no dimension less than 4m.</p> <p>Any of area B that is vertically open to the sky may form part of area A.</p>
single dwelling on a lot less than 450m ² but not less than 300m ² .	
independent unit in addition to the private open space requirement for the single dwelling.	
single dwelling on a lot no less than 450m ² .	<p>A. 50m², open vertically to the sky, with no dimension less than 1.5m; and</p> <p>B. 36m², all or any part covered, with no dimension less than 6m.</p> <p>Any of area B that is vertically open to the sky may form part of area A.</p>

Application Assessment

The background document that details the reasons for the change to the private open space clause claims:

- a “trend [that] has started to compromise the potential for gardens to establish with tree planting that, in time, will create shade and contribute to the visual amenity and ambience of our new suburbs” and
- “concern with the growing ‘sea of roofs’ and reduced potential for ‘leafy suburbs’ to mature”.

Both of these statements lead to a conclusion that the issue is a lack of landscaped area on these sites, rather than an issue with the amount of private open space provided on the site.

The historic purpose of private open space is to provide an area of outdoor space for use by residents. Over time, within the NT Planning Scheme, that purpose has been amended to include the need for areas open to the sky and space for deep soil plantings. There are concerns that this mix of purposes is an attempt to tackle two separate issues within one clause – 1) private open space for private recreation and 2) landscaping – without adequate results for either issue.

As such, it is considered that the clause should be reviewed and the purposes split, such that there are requirements for private open space and new requirements related to landscaping for single

dwelling. Having a landscaping requirement clause would allow specific focus on the creation of gardens with tree planting/shade and leafy suburbs. A separate private open space requirement would then focus on the ability for residents to have an open space area that “extend[s] the function of the dwelling” and “provides for domestic purposes”.

The introduction of landscaping requirements would also the appropriate authorities to focus on the ability of the site to adequately cater for stormwater drainage, and where applicable, provide groundwater recharge.

Under the current proposal, it appears possible that apart from a 5m² area, all of the private open space area on site that is open to the sky, and therefore could accommodate shade trees that would create leafy suburbs and contribute to the visual amenity of the neighbourhood, could be provided in linear 1.5m strips along the boundaries of the property. Such strips will not create gardens that can contribute to tree planting that will create shade and leafy suburbs and will do little to increase the visual amenity and ambience of the suburbs with a prolific number of smaller lots. The proposal will do little more than create setbacks of a slightly wider margin that cannot accommodate large leafy trees. Should large leafy trees be planted in these narrow areas, then the area of outdoor, open to the sky, recreational space required for domestic purposes would be greatly impacted by the amount of space required for the tree. In short, it is not considered that the current proposal would accomplish the intent stated in the background document.

Finally, there are concerns over the origin and adequacy of the 1.5m and 5m² dimension requirements as areas for planting of trees. It is recommended that these dimensions be ground-truthed with landscape architects to ensure that shade trees are able to be accommodated in that space, rather than allowing builders and developers to dictate landscaping of lots.

Conclusion

It is recommended that Council lodge an objection to the application as it is considered that the proposed changes do not adequately accomplish the intent of the amendment to create space for active gardens and landscaping with leafy, shade trees. Additional investigation and information is needed in relation to the proposed requirements to determine the suitability of the landscaping and stormwater drainage portions of the requirements.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report.

Risks

Not applicable to this report.

Financial Implications

Not applicable to this report.

Community Engagement

Not applicable to this report.

Recommending Officer: **David Kingston, Director of Infrastructure and Operations**

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

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

NORTHERN TERRITORY OF AUSTRALIA
PROPOSAL TO AMEND NT PLANNING SCHEME
PA2017/0203

The Minister for Infrastructure, Planning and Logistics is seeking comment on an amendment to Clause 7.5 (Private Open Space) of the NT Planning Scheme.

The purpose of this amendment is to clarify the intended function of private open space and to provide greater flexibility with respect to dwelling design.

The current Clause 7.5 (Private Open Space) and proposed amendments are at pages 3 to 6 of this Exhibition Package, following a brief background. An accompanying fact sheet on the application of Clause 7.5 is at pages 7 to 10.

Period of Exhibition and Lodging a Submission

The exhibition period is from Friday, 19 May 2017 to Friday, 16 June 2017.

Written submissions about the proposed planning scheme amendment are to be received by 11:59pm on Friday, 16 June 2017 and addressed to:

NT Planning Commission
GPO Box 1680
DARWIN NT 0801; or

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

Fax: (08) 8999 7189; or

Hand delivered to:
Level 2, Energy House,
18 – 20 Cavenagh Street, Darwin

For more information please contact Mr Chris Humphries, Lands Planning on telephone (08) 8924 7513.

1. PROPOSAL

A draft Planning Scheme Amendment has been prepared to alter Clause 7.5 (private open space) to clarify the purpose of the clause and to support greater flexibility in the design of private open space.

A copy of the draft Planning Scheme Amendment follows, accompanied by a fact sheet providing guidance on the application of Clause 7.5.

2. BACKGROUND

The 2007 NT Planning Scheme rationalised over 40 different planning documents into a single integrated Scheme. Clause 7.5 (Private Open Space) was introduced at this time to provide consistent minimum area and dimension requirements for private open space across the Territory. From 2007 to 2015, clause 7.5 required that single dwellings provide a minimum of 50m² of private open space inclusive of an area with minimum dimensions of 6m x 6m.

The requirements of clause 7.5 were effective for single dwellings on larger 'traditional' urban lots.

As smaller lots, especially between 300m² and 450m², have emerged as a popular product in the housing market, the traditional 'back yard' has become a much smaller outside area; and a large part of this small yard is frequently impervious or roofed.

This trend has started to compromise the potential for gardens to establish with tree planting that, in time, will create shade and contribute to the visual amenity and ambience of our new suburbs.

Figure 1 below shows side-by-side images of an older Darwin suburb of smaller houses on 800m² lots and a new suburb of large ground level homes on lots between 300m² and 450m².

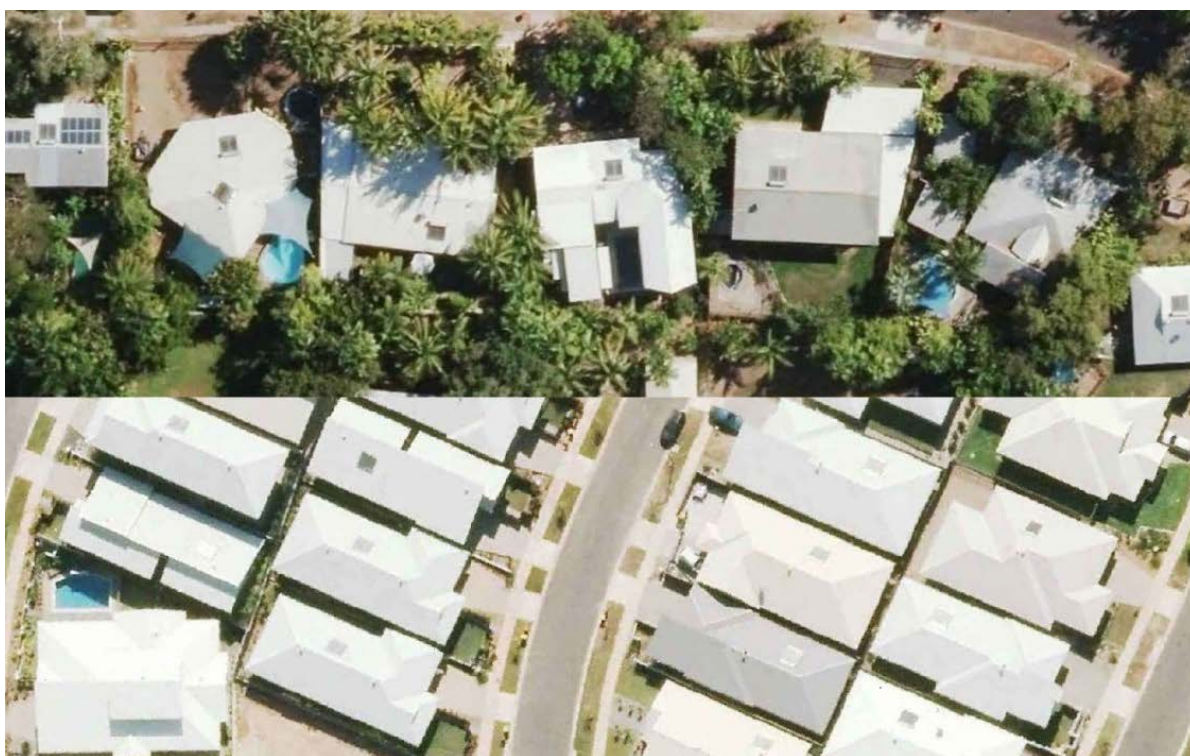


Figure 1: Traditional Darwin Suburb and new 'small lot' suburb

In 2015, urban Councils and industry agencies raised concern with the growing 'sea of roofs' and reduced potential for 'leafy suburbs' to mature. Consequently, in September 2015 clause 7.5 was amended to require private open space to be 'open to the sky' with an area suitable for tree planting. A fact sheet followed the amendment with guidelines on how to comply with the new requirements.

3. DISCUSSION

The 'open to the sky' requirement presented difficulties for some builders of single dwellings on lots between 300m² and 450m². Contributing factors are the prevalence of ground level construction; and rather gradual adaption to the more relaxed setback rules for small lots, especially the opportunity of a zero building setback to one side boundary.

Planning Branch monitored the building industry situation for twelve months and, at the end of 2016, determined that options to 'fine tune' clause 7.5 should be developed.

In February 2017, Lands Planning proposed a subsequent amendment to Clause 7.5 to clarify the purpose of the clause and introduce a greater degree of design flexibility, especially for the smaller lots. The proposed amendment was distributed to industry groups for comment, and workshops were held to explore any issues that builders and designers might have with the proposed changes.

The proposed changes to the written clause do little more than clarify the intended purpose of private open space under the Planning Scheme. It is the "table to the clause" that provides the additional design flexibility, particularly for single dwellings on lots between 300m² and 450m². In this range of lot sizes the 'open to the sky' requirement is reduced from 50m² to 45m² and the minimum dimensioned area from 36m² to 24m² with no dimension less than 4m. These changes provide designers the flexibility to configure private open space around a wider range of dwelling layouts.

Following industry engagement, it has only been necessary to make minor changes to the proposed amendment, and feedback from industry on both the process and the changes has been positive.

4. CONCLUSION

The proposed amendment has been prepared to meet industry needs and is placed on public exhibition as a planning scheme amendment to invite broader comment.

7.5 Private Open Space (Current – introduced to the Planning Scheme in September 2015)

1. The purpose of this clause is to ensure that each dwelling has private open space that is:
 - (a) of an adequate size to provide for domestic purposes;
 - (b) appropriately sited, permeable and open to the sky; and
 - (c) inclusive of areas of deep soil for shade tree planting.
2. Private open space areas should:
 - (a) satisfy the minimum area and dimensions contained in the table to this clause;
 - (b) be directly accessible from the dwelling and enable an extension of the function of the dwelling; and
 - (c) be permeable and open to the sky.
3. Private open space on lots less than 600m² should:
 - (a) be sufficiently permeable to allow stormwater infiltration and lessen stormwater runoff from the site;
 - (b) include at least one area of approximately 5m² for the deep soil planting of shade trees; and
 - (c) allow for landscaping at the property frontage to complement the visual amenity of the streetscape.
4. Where the private open space is at ground level and other than for a single dwelling, or a single dwelling and associated independent unit it should be:
 - (a) screen fenced to a height of at least 1.8m providing a visual barrier to adjoining residences and public areas; or
 - (b) fenced to a height of at least 1.8m and planted with dense vegetation which will provide a visual barrier within two years of planting.
5. The location of the private open space should take into account views from the site, the natural features of the site and the location of any private open space or habitable room associated with neighbouring dwellings.
6. If a **dwelling** within a **multiple dwelling** development has no direct access at ground level to private open space, compliance with subclauses 2(c) and 3 is not required providing the **multiple dwelling** development incorporates communal open space.
7. The consent authority may approve an application for a **multiple dwelling** development comprising serviced apartments in Zone TC that is not in accordance with subclauses 2 and 3 only if it is satisfied that the communal open space and communal facilities will adequately meet the activity needs of residents.

Current version and proposed amendments to Clause 7.5 (private open space)

TABLE TO CLAUSE 7.5 Minimum Areas of Private Open Space	
Type of Dwelling	Private Open Space Area
single dwelling on a lot of less than 600m ²	50m ² (exclusive of driveways and parking areas) but inclusive of an area with minimum dimensions of 6m x 6m.
independent unit	for the single dwelling 50m ² (exclusive of driveways and parking areas) but inclusive of an area with minimum dimensions of 6m x 6m. and for the independent unit 45m ² (exclusive of driveways and parking areas) but inclusive of an area with minimum dimensions of 5m x 5m.
multiple dwellings (for each dwelling with direct ground level access).	45m ² (exclusive of driveways and car parking areas) but inclusive of an area with minimum dimensions of 5m x 5m.
multiple dwellings (for each dwelling without direct ground level access).	12m ² inclusive of an area with minimum dimensions of 2.8m x 4m.

7.5 Private Open Space (Proposed amendments)

The proposed amendments to clause 7.5 are shown on the following pages.
The text highlighted in red is new or altered text.

The following dot points summarise the proposed changes to the clause:

- Existing subclauses 1, 2, 3 and 5 are restructured into new subclauses 1 and 2 in order to clarify and separate the purposes of the clause and the performance criteria.
- Existing subclause 6 becomes subclause 3 without change.
- Existing subclause 7 becomes subclause 5 without change.
- Existing subclause 4 remains unchanged.

The proposed changes to the 'Table to the Clause', include :

- Lot sizes are separated into above and below 450m²
- The order of lot size is reversed to be consistent with other tables to clauses (eg. Clause 6.5.4 and Clause 7.3.3)
- The requirements for single dwellings and multiples dwellings are the same for the same density (ie. single dwellings on lots between 300m² and 450m²)
- Greater flexibility is introduced to the dimensional requirements for lots between 300m² and 450m² by reducing the minimum dimension to 4m.

1. The purpose of this clause is to **extend the function of a dwelling and enhance the residential environment** by ensuring that each dwelling has private open space that is:
 - (a) of an adequate size to provide for domestic purposes;
 - (b) **appropriately sited to provide outlook for the dwelling**;
 - (c) open to the sky and sufficiently permeable **to allow stormwater infiltration and lessen runoff from the site**; and
 - (d) **inclusive of areas for landscaping and tree planting**.
2. Private open space for **a single dwelling, multiple dwelling or independent unit** should:
 - (a) satisfy the minimum area, dimensions **and open to the sky requirements** contained in the table to this clause;
 - (b) be directly accessible from the dwelling and enable an extension of the function of the dwelling;
 - (c) **be located to provide views from the dwelling to open space and natural features of the site or locality, and to reduce overlooking from neighbouring open space and dwellings**;
 - (d) **ensure that at least half of the private open space is** permeable to allow stormwater infiltration and lessen stormwater runoff from the site;
 - (e) include at least one area of 5m² for the deep soil planting of shade trees; and
 - (f) allow for landscaping at the property frontage to complement the visual amenity of the streetscape.
3. If a **dwelling** within a **multiple dwelling** development has no direct access at ground level to private open space, **and where on-site communal open space is provided**, compliance with subclauses **1(c) and (e), 2(d) (e) and (f)** is not required.
4. Where the private open space is at ground level and other than for a single dwelling, or a single dwelling and associated independent unit it should be:
 - (a) screen fenced to a height of at least 1.8m providing a visual barrier to adjoining residences and public areas; or
 - (b) fenced to a height of at least 1.8m and planted with dense vegetation which will provide a visual barrier within two years of planting.
5. The consent authority may approve an application for a **multiple dwelling** development comprising serviced apartments in Zone TC that is not in accordance with subclauses 2 and 3 only if it is satisfied that the communal open space and communal facilities will adequately meet the activity needs of residents.

TABLE TO CLAUSE 7.5 Minimum Areas of Private Open Space	
Type of Dwelling	Private Open Space Areas (exclusive of driveways and parking areas)
multiple dwelling without direct ground level access.	12m ² with no dimension less than 2.8m.
multiple dwelling with direct ground level access.	<p>A. 45m², open vertically to the sky, with no dimension less than 1.5m; and</p> <p>B. 24m², all or partly covered, with no dimension less than 4m.</p> <p>Any of area B that is vertically open to the sky may form part of area A.</p>
single dwelling on a lot less than 450m ² but not less than 300m ² .	
independent unit in addition to the private open space requirement for the single dwelling.	
single dwelling on a lot no less than 450m ² .	<p>A. 50m², open vertically to the sky, with no dimension less than 1.5m; and</p> <p>B. 36m², all or any part covered, with no dimension less than 6m.</p> <p>Any of area B that is vertically open to the sky may form part of area A.</p>

Overview

This fact sheet provides guidance on the interpretation of Clause 7.5 of the NT Planning Scheme in order to provide compliant areas of private open space.

Clause 7.5 requires for each dwelling:

- private open space that is permeable and open to the sky with an area suitable for shade tree planting; and
- a minimum dimensioned area of private open space that may be covered and is sited to contribute to the function of a dwelling for domestic purposes.

Dwelling compliance

In residential zones, single dwellings are permitted if the proposed dwelling will comply with all relevant provisions of the [NT Planning Scheme](#), including Clause 7.5.

If the private open space proposed for a dwelling will not comply, a development permit is required prior to construction.

Minimum area and dimensions

Minimum area and dimensions for private open space ensure that every dwelling has an outdoor area of a useable size for domestic purposes. The minimum areas and dimensions depend on the type of dwelling proposed and the size of lot – refer to the Table to Clause 7.5 shown on this page.

The private open space requirement is to be one continuous area that complies with the minimum area and minimum dimensions.

Typical configurations of private open space for single dwellings on two typical lot sizes are included at Appendices 1 and 2.

TABLE TO CLAUSE 7.5 Minimum Areas and Dimensions of Private Open Space

Type of Dwelling	Private Open Space Areas (exclusive of driveways and parking areas)
multiple dwelling without direct ground level access.	12m ² with no dimension less than 2.8m.
multiple dwelling with direct ground level access.	<p>A. 45m², vertically open to the sky, with no dimension less than 1.5m, and</p> <p>B. 24m², all or partly covered, with no dimension less than 4m.</p> <p>Any of area B that is vertically open to the sky may form part of A.</p>
single dwelling on a lot less than 450m ² but not less than 300m ² .	
independent unit in addition to the private open space requirement for the single dwelling .	
single dwelling on a lot no less than 450m ² .	<p>A. 50m², vertically open to the sky, with no dimension less than 1.5m, and</p> <p>B. 36m², all or partly covered, with no dimension less than 6m and</p> <p>Any of area B that is vertically open to the sky may form part of A.</p>

Note: private open space requirements are per dwelling and do not include driveways and parking areas.

Directly accessible

Private open space should be directly accessible from a habitable room so that it extends the function of the dwelling.

Habitable rooms include a bedroom, lounge, kitchen, study or any room that is frequently used and for extended periods. A bathroom, laundry, corridor, stairs, lobby or similar are not considered to be habitable rooms.

Private open space is 'directly accessible' if the area complies with Clause 7.5 and a person can step from a habitable room into the private open space without having to pass through a non-habitable room, corridor or lobby. Refer to figure 1.

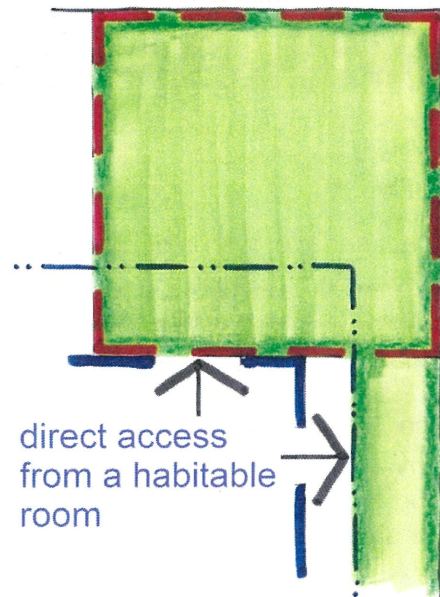


Figure 1: Example of directly accessible

Permeability and tree planting

At least half of the total private open space for a dwelling must be permeable. The permeable area is to allow the in-ground planting of vegetation for shade and amenity, and will also allow stormwater infiltration to lessen stormwater runoff from the site.

Private open space should:

- include at least one area of approximately 5m² for the deep soil planting of shade trees; and
- allow for landscaping at the property frontage to complement the visual amenity of the streetscape.

A practical test for a) is that the soil should be of sufficient depth for the viable planting of a tree. The planting of trees is left to the discretion of land developers and owners.

Note: for a dwelling within a multiple dwelling development that has no direct ground-level access to private open space, and where on-site communal open space is provided, private open space is not required to be open to the sky and permeable.

Open to the sky

As with permeability, private open space must be open to the sky to allow for planting of vegetation and stormwater infiltration.

Figure 2 below is to clarify the minimum dimension for private open space that can be considered open to the sky. The area must be vertically open to the sky, with a width of no less than 1.5m.

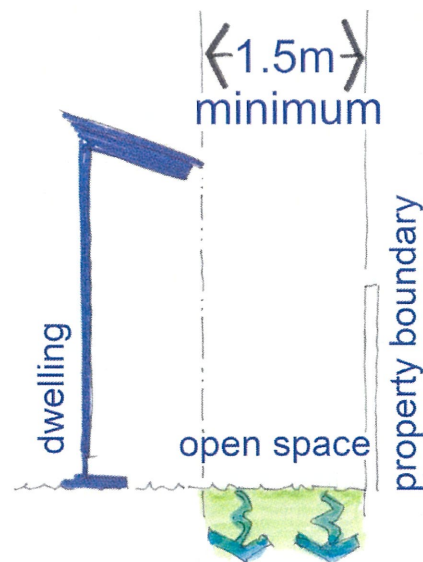


Figure 2: Example within a building setback

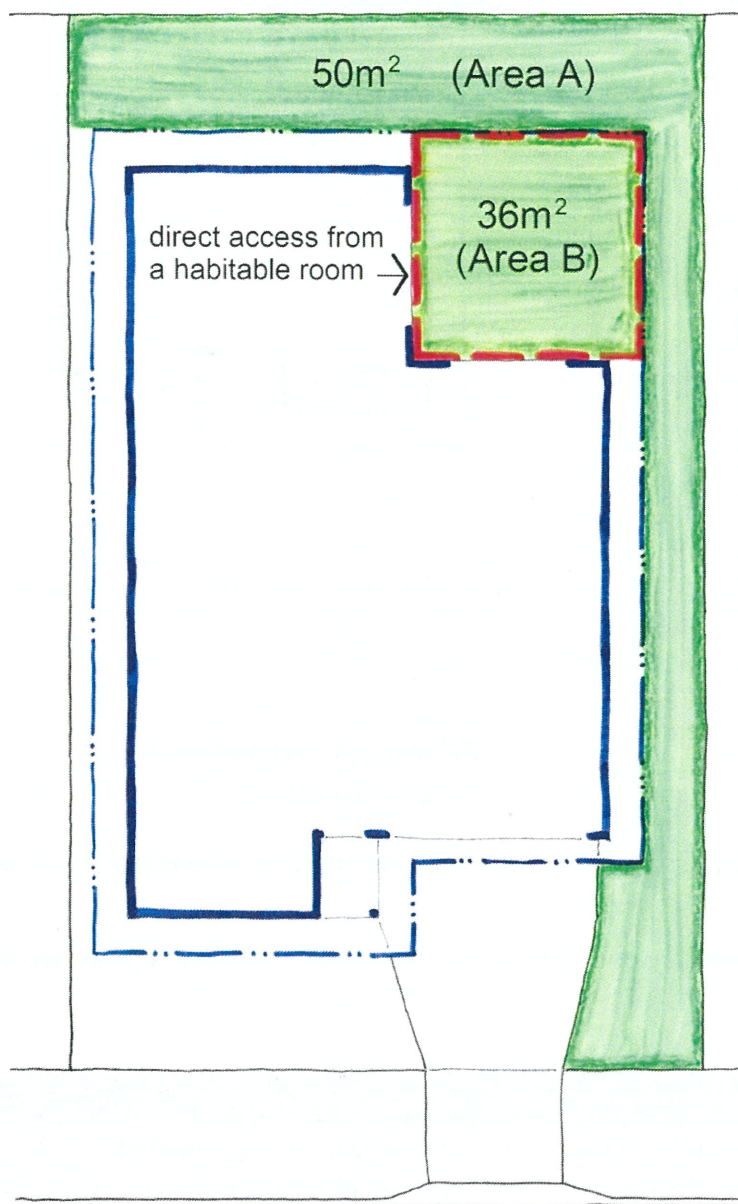
Development Application

A development application must address the provisions of section 46(3) of the [NT Planning Act](#). It is recommended that you make an appointment with a planner for guidance in the preparation of your application. For more information or to make an appointment visit the Development One Stop Shop at: www.lands.nt.gov.au/planning/onestopshop

Building Requirements

Single dwellings require a building permit prior to the commencement of works and must comply with the requirements of the [NT Building Act](#). A building permit will only be issued by a private building certifier once any necessary development permit (along with other matters specified in the *Building Act*) is in place. For more information, refer to: <http://www.lands.nt.gov.au/building/faqs>

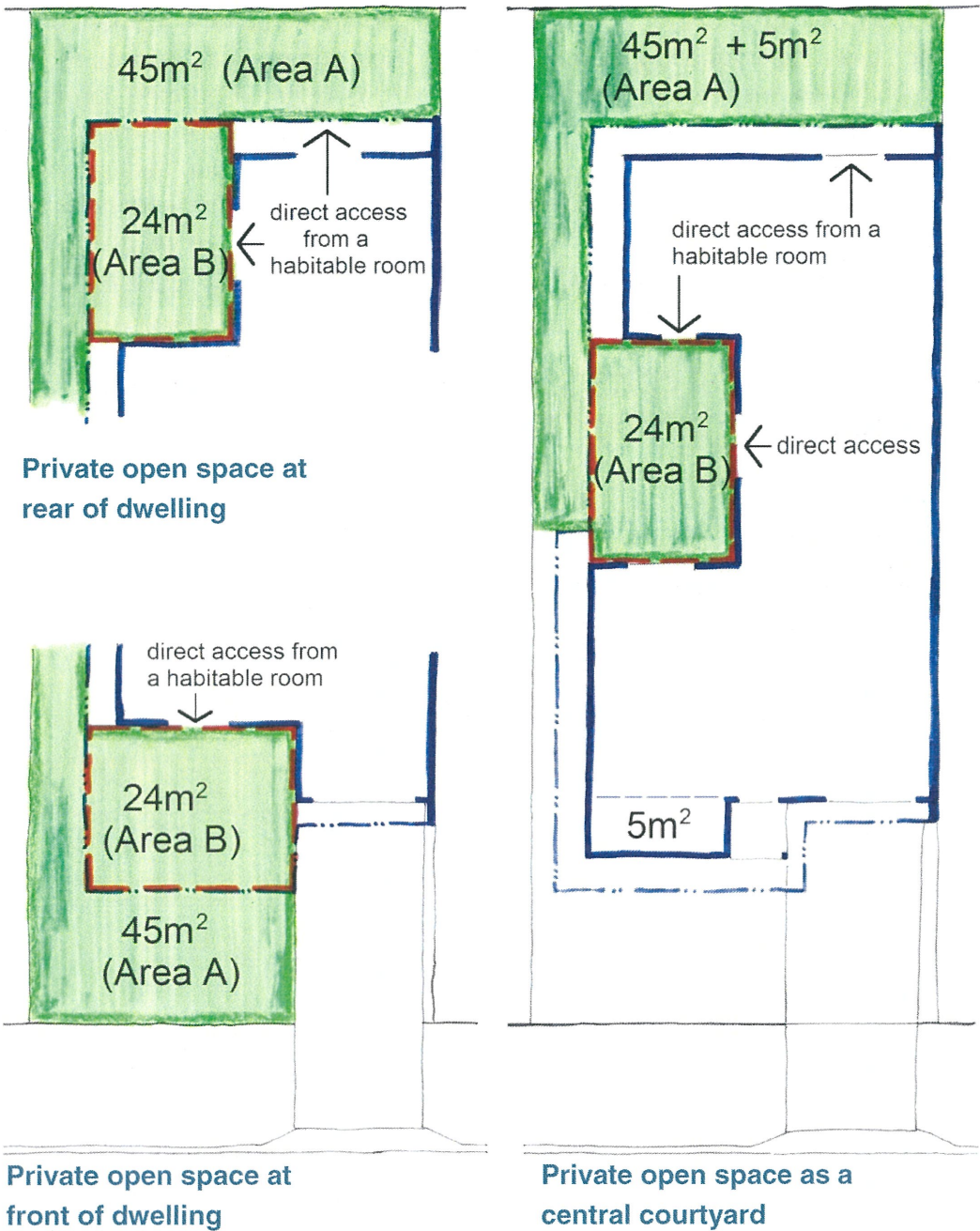
Appendix 1: Typical configuration of private open space for a single dwelling on a 450m² lot.



***Note 1:** At least half of the private open space must be permeable and is to include an area of no less than 5m² for tree planting.

***Note 2:** Any part of Area B that is vertically open to the sky may contribute to the requirement for Area A.

Appendix 2: Typical configurations of private open space for single dwellings on 300m² lots.



- *Note1:** At least half of the private open space must be permeable and is to include an area of no less than 5m² for tree planting.
- *Note 2:** Any part of Area B that is vertically open to the sky may contribute to the requirement for Area A.

Further Information

	Contact	Details
Development Requirements	Department of Infrastructure, Planning and Logistics - Development Assessment Services	Web: nt.gov.au/property/building-and-development Email: das.dlpe@nt.gov.au Ph: 08 8999 6046
Building Requirements	Private registered building certifiers	Web: ntlis.nt.gov.au/building-practitioners
	Department of Infrastructure, Planning and Logistics - Building Advisory Services	Web: nt.gov.au/property/building-and-development Email: bas.dlpe@nt.gov.au Ph: 08 8999 6435

6 July 2017

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

RE: Letter of Comment Planning Scheme Amendment Application

**PA2017/0203
Planning Scheme Amendment
Amendment to Clause 7.5 (Private Open Space)**

Thank you for the Planning Scheme Amendment Application referred to this office on 26/06/2017, 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 objects to the granting of a Planning Scheme Amendment for the following reasons:

- a) The background document that details the reasons for the change to the public open space clause claims:
 - i. a "trend [that] has started to compromise the potential for gardens to establish with tree planting that, in time, will create shade and contribute to the visual amenity and ambience of our new suburbs" and
 - ii. "concern with the growing 'sea of roofs' and reduced potential for 'leafy suburbs' to mature".

Both of these statements lead to a conclusion that the issue is a lack of landscaped area on these sites, rather than an issue with the amount of private open space provided on the site.

The historic purpose of private open space is to provide an area of outdoor space for use by residents. Over time, within the NT Planning Scheme, that purpose has been amended to include the need for areas open to the sky and space for deep soil plantings. There are concerns that this mix of purposes is an attempt to tackle two separate issues within one clause – 1) private open space for private recreation and 2) landscaping – without adequate results for either issue.

As such, Council's first proposal is that the clause be reviewed and the purposes split, such that there are requirements for private open space and new requirements related to landscaping for single dwellings. Having a landscaping requirement clause would allow specific focus on the creation of gardens with tree planting/shade and

leafy suburbs. A separate private open space requirement would then focus on the ability for residents to have an open space area that "extend[s] the function of the dwelling" and "provides for domestic purposes".

- b) The introduction of landscaping requirements would also the appropriate authorities to focus on the ability of the site to adequately cater for stormwater drainage, and where applicable, provide groundwater recharge. In the limited amount of time allotted to Council for review of this planning scheme amendment (8 days), Council has not been able to provide a full review of the effects of the proposed amendment on stormwater drainage.
- c) Under the current proposal, it appears possible that apart from a 5m² area, all of the private open space area on site that is open to the sky, and therefore could accommodate shade trees that would create leafy suburbs and contribute to the visual amenity of the neighbourhood, could be provided in linear 1.5m strips along the boundaries of the property. Such strips will not create gardens that can contribute to tree planting that will create shade and leafy suburbs and will do little to increase the visual amenity and ambience of the suburbs with a prolific number of smaller lots. The proposal will do little more than create setbacks of a slightly wider margin that cannot accommodate large leafy trees. Should large leafy trees be planted in these narrow areas, then the area of outdoor, open to the sky, recreational space required for domestic purposes would be greatly impacted by the amount of space required for the tree. In short, it is not considered that the current proposal would accomplish the intent stated in the background document.
- d) Finally, the clause proposes that some areas may be "all or partly covered". The definition of "partly covered" is not clear. It is recommended that more information be provided to define the intent of this statement and how a partly covered roof area could accommodate gardens and leafy areas that meet the overall intent of the landscaping statements.

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



David Kingston
Director Infrastructure and Operations



COUNCIL REPORT

Agenda Item Number:	14.10
Report Title:	GOV05 Caretaker Period Policy
Meeting Date:	19/07/2017
Attachments:	Update draft GOV05 Caretaker Policy Department of Housing and Community Development – Local Government Division, correspondence

Purpose

This report presents to Council an updated Caretaker Policy (attached) for endorsement prior to the calling of the Northern Territory Local Government elections.

Summary

Section 96A of the Northern Territory *Local Government Act* identifies that a Council needs to formally adopt a caretaker policy to govern the conduct of Council once a Local Government general election is called. Following advice in correspondence received from the Department of Housing and Community Development – Local Government Division, Council has updated the caretaker policy to improve compliance.

Recommendation

THAT Council:

1. adopts the updated GOV05 Caretaker Policy; and
2. notes the requirements for the first meeting of Council after a Local Government general election.

Background

Council's Caretaker Policy GOV05 was endorsed by Council in September 2015 with no review date set.

Correspondence has been received from the NTG Department of Housing and Community Development – Local Government Division (attached) on Monday 5 June 2017 which included:

- guidance and a check list for a Council Caretaker policy, and
- a guide for the first meeting of Council after a general election.

After considering the Departmental advice, the Caretaker Policy has been updated to include greater detail and ensure compliance with the checklist provided.

Links with Strategic Plan

An Effective and Sustainable Council

Legislative and Policy Implications

This updated Policy will ensure Litchfield Councils' compliance with the NT *Local Government Act*.

Risks

This revised and updated Policy must be adopted as the current Litchfield Council GOV05 Caretaker Policy is not be compliant with instructions from the Department of Housing and Community Development – Local Government Division.

Financial Implications

There are no financial implications.

Community Engagement

This is a legislative requirement and does not require community consultation.

Recommending Officer: **Silke Reinhardt, Director of Community and Corporate Services**

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

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



Name	GOV05 Caretaker Policy
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	[Approval Date]
Review Date	18/03/2020

1. Purpose

The purpose of this policy is to ensure that Litchfield Council:

- demonstrates compliance with Section 96A of the Local Government Act governing the conduct of Council and its staff during a general election.
- demonstrates that public resources are not used for election campaigning;
- is aware of what can and cannot be done during the election (caretaker) period; and
- continues to provide high standards of service to the community.

2. Scope

This Policy applies to current Elected Members and Council employees during a Caretaker Period prior to a Council General Election or By-Election.

3. Definitions

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

Council resources	Any asset or information owned or controlled by a Council is a 'Council resource'. Council resources may include: (a) materials published by Council; (b) facilities and goods owned by the Council; (c) attendance and participation at functions and events; (d) access to Council information; and (e) media services. Council staff and contractors engaged by a Council are also Council resources.
Caretaker Period	means the period of time during which the caretaker practices are in force prior to the declaration a General Election or a By-election. The caretaker practices will apply from the close of nominations on Nomination Day until the declaration of the Results of the election pursuant to Regulation 56 of the NT Local Government (Electoral) Regulations.
Extraordinary Circumstances	means a situation that requires a major policy decision of the Council because:

	<ul style="list-style-type: none"> a) in the CEO's opinion, the urgency of the issue is such that it cannot wait until after the election; b) of the possibility of legal and/or financial repercussions if a decision is deferred; or c) in the CEO's opinion, it is in the best interests of the Council and/or Litchfield Council for the decision to be made as soon as possible.
Nomination Day	means Nomination Day as defined in the NT Local Government (Electoral) Regulations.
Major Policy Decisions	<p>Major Policy Decisions</p> <p>A major policy decision means a decision to:</p> <ul style="list-style-type: none"> • Enter into any contract or lease involving expenditure inclusive of GST that exceeds one per cent (1%) of the annual budgeted revenue in the relevant financial year. • Appoint or terminate the appointment of a Chief Executive Officer; • Make a decision relating to the Chief Executive Officer's remuneration; • Spend unbudgeted monies; • Conduct unplanned public consultation; • Endorse a new policy; • Dispose of Council land; • Approve community grants; or • Progress any matter which is contentious or has been identified as an election issue. <p>Major Policy Decisions do not include:</p> <ul style="list-style-type: none"> • Decisions that relate to the carrying out of works in response to an emergency or disaster; • An expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or Territory Government or otherwise for the council to be eligible for funding from the Commonwealth or Territory Government; • The suspension of the CEO for serious and wilful misconduct. • The appointment of an acting CEO

4.	Policy Statement
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The Caretaker Policy has been developed in order to ensure that the conduct of Council, Elected Members and Council employees during a caretaker period is responsible, transparent and legally compliant with Section 96A of the Local Government Act.

The Caretaker Policy covers the following areas:

- Major policy decisions that are made by Council
- Scheduling considerations and announcements of major policy decisions
- Use of Council's resources including material published by Council
- Access to information
- Media
- Website
- Attendance and participation in Council organised activities and events
- Public consultation

Major Policy Decisions that are made by the Council.

Except in Extraordinary Circumstance the Council will not make Major Policy Decisions during the Caretaker Period. Where Extraordinary Circumstances prevail, the CEO may submit a Major Policy Decision to the Council for its consideration.

To assist the Council to comply with its commitment to appropriate decision making during the Caretaker Period, a Caretaker Statement will be included in each report submitted to the Council where the Council's decision would, or could, be a Major Policy Decision. The Caretaker Statement will state:

The decision the Council may make in relation to this item could constitute a 'Major Policy Decision' within the context of the Litchfield Caretaker Policy, however, an exemption should be made because (insert the circumstances for making the exemption)

Scheduling Consideration and Announcement of Major Policy Decisions

So far as is reasonably practicable, the CEO should avoid scheduling Major Policy Decisions for consideration during a Caretaker Period, and instead ensure that such decisions are either considered by the Council prior to the Caretaker Period, or scheduled for determination by the incoming Council.

Announcements of earlier decisions may be made during a Caretaker Period however, as far as practicable; any such announcements should be made before the Caretaker Period begins or after it has concluded.

Use of Council Resources including material published by the Council

The Code of Conduct for Elected Members and the Local Government Act provide that Council's resources are only to be utilised for authorised activities. This includes the use of resources for electoral purposes. It should be noted that the prohibition on the use of Council resources for electoral purposes is not restricted to the Caretaker Period.

Council employees must not be asked to undertake any tasks connected directly or indirectly with an election campaign and must avoid assisting Elected Members in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice is to be sought from the CEO.

Council resources, including material published by Council, cannot be used for the advantage of a candidate or group of candidates. Council resources must only be used for normal Council business (which excludes the preparation or dissemination of campaign material).

Council resources must not be used for the advantage of a candidate or group of candidates; however, Council may allow the equal use of Council resources by all candidates preparing for the election.

This Policy does not cover material authorised by the CEO or Returning Officer to facilitate the conduct of the election or encourage voter participation.

Access to Information

All candidates will have equal rights to access public information and any assistance and advice provided to candidates as part of the conduct of the Council election will be provided equally to all candidates. Usual Freedom of Information (FOI) procedures will apply.

Media

No media advice or support will be provided in relation to election issues or regarding publicity that involves specific Elected Members. If satisfied that advice sought by an Elected Member during the Caretaker Period does not relate to the election or publicity involving any specific Elected Member(s), the CEO may authorise the provision of a response to such a request.

Website

During the Caretaker Period, any new material placed on the Council website which refers to the election should only relate to the election process by way of information, education or publicity. Information about Council Members should be restricted to names, contact details, titles, membership of committees and other bodies to which they have been appointed by the Council.

Attendance and participation at Council organised activities and events.

Events and/or functions organised by Council and held during the Caretaker Period will be limited to only those that the CEO considers appropriate and should not in any way be associated with any issues that in the CEO's opinion, are considered relevant to, or likely to influence the outcome of, an election.

Excluding the Mayor and Deputy Mayor fulfilling their functions as prescribed by Sections 43 of the Local Government Act, Elected Members that are also candidates should not, without the prior approval of

the CEO, be permitted to make speeches or addresses at events/functions organised or sponsored by the Council during the Caretaker Period.

All known candidates are to be invited to civic events/functions organised by Council during the Caretaker Period.

Elected Members may continue to attend events and functions hosted by external bodies during the Caretaker Period.

Public consultation during the Caretaker Period

Council will not commission or approve any public consultation where it is likely that such consultation will continue into the Caretaker Period.

This Policy does not prevent any mandatory public consultation required by the Local Government Act or any other relevant Act which is required to be undertaken to enable Litchfield Council to fulfil its functions.

Role of the CEO in Implementing Caretaker Practices

The role of the CEO in implementing the caretaker practices outlined in this Policy is as follows.

The CEO will ensure, as far as possible, that:

- All Elected Members and staff are aware of the Caretaker Policy and practices at least 30 days prior to the start of the Caretaker Period; and.
- Any major policy or significant decisions required to be made by the Council are scheduled for Council consideration prior to the Caretaker Period or deferred where possible for determination by the incoming Council.

5. Associated Documents

Code of Conduct for Elected Members

Code of Conduct for Employees

6. References and Legislation

Northern Territory Local Government Act

Northern Territory Local Government (Electoral) Regulations

7.	Review History
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Date Reviewed	Description of changes (Inc Decision No. if applicable)
15/10/2015	Policy established
	Policy updated as per checklist from Local Government and Community Development

Local Government and
Community Development
RCG House, level 2
83-85 Smith Street**Postal Address**
GPO Box 4621
Darwin NT 0801**T** 08 8999 8868
F 08 8942 6872**E** lg.compliance@nt.gov.au
File Ref: LGR2016/00059-007

Ms Kaylene Conrick
Chief Executive Officer
Litchfield Council
PO Box 446
HUMPTY DOO NT 0836

Dear Ms Conrick

Council Caretaker Period and Policy

I am writing to confirm the caretaker period for the 26 August 2017 local government elections commences on 3 August 2017. During the caretaker period, elected members continue to be responsible under the *Local Government Act* (Act) for all facets of their role until the end of their term which is when the results of an election are determined.

Caretaker Policy

Section 96A of the Act requires a council to formally adopt by resolution a caretaker policy which governs the conduct of the council and its staff during the caretaker period.

During the caretaker period, your council must continue to operate as per the requirements of the Act which includes, amongst other requirements, proceeding with regularly scheduled council meetings, ensuring the code of conduct policy is adhered to at all times and continued payment of elected member allowances.

Your council's caretaker policy should include procedures for ensuring there is a separation between core council and councillor business and election related activity. It is also important to highlight that your council's caretaker policy must not hinder, alter or interfere with council's normal business or include provisions which conflict or are outside the provisions of the Act. Where there is a conflict between council policy and the Act, the legislation will prevail.

I encourage you to review your caretaker policy to ensure consistency with the Act and if in doubt, please email the local government compliance team for clarity. Provided at Attachment A is a checklist that may assist with assessing your council's policy.

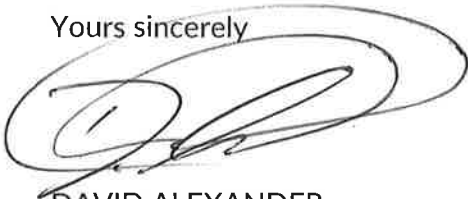
First Council Meeting after the General Election

Under the provisions of the Act, the first ordinary meeting of council is to be held within 14 days after the conclusion of the general election. At this meeting, the Act requires councils to consider certain business which is detailed in the attached guide with this letter. The guide also provides some suggestions on business that should be brought to council's attention at the first council meeting.

I also take this opportunity to advise the postal address for this department has changed to GPO Box 4621, Darwin NT 0801.

If you have any queries regarding the content of this letter, please do not hesitate to contact either myself or Ms Meeta Ramkumar, Director Sustainability and Compliance on 8999 8868 or email lg.compliance@nt.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to be 'DAVID ALEXANDER', enclosed within a large, loopy oval shape.

DAVID ALEXANDER
Executive Director

15 June 2017



COUNCIL REPORT

Agenda Item Number:	14.11
Report Title:	Implementation of new Dog By-laws
Meeting Date:	19/07/2017
Attachments:	Attachment A- Registration Information and Benchmarking Table Fees & Charges

Purpose

To set registration categories, fees, terms and moratorium period and to determine whether there will be restrictions placed on the number of dogs permitted to be kept without a licence.

Summary

The new Litchfield Council Dog Management By-laws were gazetted on 5 July 2017 and came into effect from that date.

The new by-laws require all dogs within the Litchfield Municipality to be registered with Council. To implement the new By-laws several decisions are requirement; the registration categories, fees, term and any moratorium (transition) period.

Recommendation

THAT Council

1. Resolves that dog registration will be annually;
2. sets a fixed date annual registration period from 1 September to 31 August;
3. sets dog registration fees for 2017/18 financial year as outlined in the table below:

Registration Category	Annual Registration Fee	Concession	Pro rata 6 Months fee Applies from 1 March
Entire Dog	75.00	40.00	50%
De-sexed Dog	20.00	10.00	50%
Declared Dangerous Dog	250.00	n/a	50%
Working Dog	10.00	n/a	50%
Assistance Dog	Free	n/a	

4. waives the registration fee for the first year providing the dog is registered by 15 December 2017;
5. implements a moratorium period on unregistered dog offences infringements until 1 January 2018, providing for an implementation period and the opportunity for all dogs to be registered by 31 December 2017 without penalty;
6. determines **not** to restrict the number of dogs permitted to be kept on premises without a licence Division 3 Licencing of Premises s 13 Requirement of Licence.

Background

Registration term

It is recommended that the registration term be annual, with a fixed term from 1 September to 31 August.

Some councils across Australia, mostly in NSW, provide an option of a longer term of registration ie 3 years, 5 years or lifetime at a discounted rate.

There are several cons relating to extended registration periods:

- Dog and ownership details are not keep up to date
- Extended periods can result in an increased number of refunds required when dogs depart the area or are deceased during the registration period.
- The greater burden of the cost of dog regulatory services falls to general rating income. This may limit a councils' capacity to expand regulatory services when needed or prohibit the introduction of programs and incentives to promote responsible dog ownership.

South Australia is the most proactive and progressive state in terms of domestic animal management, with the establishment in 1995 of a Dog and Cat Management Board to audit the administration of domestic animal legislation, ensuring compliance by all councils in South Australia. The DCMB conduct research, educate, influence, inform and provide advice to the relevant Minister regarding all aspects of domestic animal management. Upon their recommendation, all councils in South Australia are required to offer annual registration only, with no provision for lifetime registration.

It is recommended that annual registration is the only registration period established at this stage and that the expiry date be fixed, as opposed to 'anniversary' where registration expires 12 months after the application is submitted and payment made.

It is proposed that registration is due each year by 1 September. Renewal notices will be mailed out in July each year. The opportunity to coordinate the distribution of renewal notices with the annual rate notices will be explored.

Darwin and Palmerston residents can renew their annual animal registrations online. It is anticipated that E-Services will be implemented in the coming year which will allow for online renewal of dog registrations. In the meantime, registration application forms will be available on the Council website and at the Council office.

Fees and Charges

Attachment 1 is a table of comparisons of dog registration fees from various other councils, both here in the Northern Territory and from across Australia.

This report recommends Annual Registration and that following fee structure:

Registration Category	Annual Registration Fee	Concession	*Pro rata 6 Months fee Applies from 1 March
Entire Dog	75.00	40.00	50%
De-sexed Dog	20.00	10.00	50%
Declared Dangerous Dog	250.00	n/a	50%
Working Dog	10.00	n/a	50%
Assistance Dog	Free	n/a	

*Registrations received from 1 March each year

The concession fee is applicable to those dog owners who are in receipt of a government pension or those who are registered breeders, ie members of Dogs NT who have agreed to abide by the North Australian Canine Association Rules and Regulations, including the Code of Ethics.

To qualify for the working dog concession, dog owners will be required to provide evidence that they are carrying on a business of primary production. Evidence will also be required for pensioner concessions and de-sexed dogs.

To promote responsible dog ownership and to encourage dog owners to de-sex their dogs, all LGAs generally provide a heavily discounted registration fee for de-sexed dogs. By increasing the number of de-sexed dogs in the community, it will help to reduce the number of dog at large, dog attack and dog nuisance complaints.

With annual registration, Council will set fees each year as part of its budget development process.

Free First Year

In implementing the new By-Laws and requiring all dogs to be registered, it is proposed that Council offers free registration for the first year providing dogs are registered by 15 December 2017. This essentially will provide five months during which dogs must be registered to be eligible for the free registration for the first year. This proposal is based on annual registration.

Registration fees will apply from 16 December 2017 and a pro-rata fee of 50% of the applicable fee will be charged from 1 March 2018.

The de-sexing initiative will run again from early January through to the end of February providing discount vouchers for dog owners to de-sex their dogs so they can then be eligible for the discounted registration fee.

Moratorium on unregistered dogs

It is proposed that Council provides a period during which infringements, for not having a dog registered, will not be issued. This will provide residents with an opportunity to get their dogs registered.

It is recommended that no infringements are issued for not having a registered dog before 1 January 2018.

Licences restricting the number of dogs permitted

The new By-laws provide Council with the power to restrict the number of dogs that are kept on properties.

It is recommended that Council ***not apply*** any general restrictions on the number of dogs to be kept on premises at this stage. If a case arises where this is considered the best action it can be dealt with on a case by case basis.

Administration – Process of Implementing Registration

A letter and registration form will be sent to all dog owners who currently have dogs on Council's microchip database. Council currently has 5,704 dogs on the microchip database.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

A review and consolidation of the current animal management policies (Working Dog, Destruction of Impounded Dogs and Dog Identification Devices) has been completed. A new 'Disposal of Surrendered and Unclaimed Impounded Dogs' Policy has been drafted and is awaiting endorsement by the executive team prior to being presented to Council for adoption. All other related policies will be rescinded.

Risks

Nil

Financial Implications

Annual registration will provide Council with an income stream eventually. With the recommendation to implement the new By-laws with *free first year registration if registered by 15 December 2017*, no significant income is anticipated for 2017/18 financial year.

All administrative costs associated with the implementation of dog registration have been accounted for in the 2017/18 Regulatory Services budget.

Community Engagement

To inform residents of the requirement that all dogs in the Litchfield Municipality must be registered, the following community engagement is planned to commence on Monday 24 July:

- Media release to be published on the Council website and Facebook page;
- Advertisements in the Rural Weekly, Sun Newspaper and NT News;
- Signage to be placed around village centres in Berry Springs, Howard Springs, Humpty Doo and Coolalinga;
- A letter and registration application form to be sent to all residents whose dogs are currently on Council's microchip database with a reply paid envelope for ease of return; and
- Information to be included in the rates newsletter.

Recommending Officer:

David Kingston, Director Operations & Infrastructure

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

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

Attachment 1 – Comparison table

	REGISTRATION FEES						LICENSE FEES (to keep more than the permitted no. of dogs)			
COUNCIL	DE-SEXED		ENTIRE		DA	TERM	NO. OF DOGS	APPLICATION	RENEWAL	NOTES
Darwin	25		95		240	Annual	2	124	124	
Palmerston	40		100			Annual	2	215	155	
Katherine	25		56			Annual	2	95	95	Earlybird discount of 50%
Alice Springs	47		129		+128	Annual	2	164	164	
	124		278			LIFE				
Listed below are Councils with a similar demographic - ie hunting dogs / multiple dogs / high % entire dogs / rural + urban areas										
Rockhampton	17		114		478	Annual	3-5 dogs 6-15 dogs	212 309	189	Dogs must be desexed to apply for license Working dogs exempt
Tamworth	53		195			LIFE	No restrictions			
Harvey	20	1 yr	50	1 yr		Various	2	No Fee	No Fee	Working dogs \$12.50
	43	3 yrs	120	3 yrs						
	100	LIFE	250	LIFE						
Maranoa	21		57		312	Annual	2 (urban lots only)	260	25	Also option of 1 total annual fee of \$428 for multiple dogs
Lockyer Valley	35		105		365	Annual	Less than 4000m2 - 2 4000 - 19999m2 - 3 over 20000m2 - 4	315	105	Working dogs exempt
Livingstone	18		114		475	Annual	2	201 3-5 dogs 296 6-15 dogs	50% of applica- tion fee	Working dogs \$10 Breeders 50% discount
Burdekin	40		95		354	Annual	No restrictions			
Mareeba	17		95		335	Annual	Urban - 2 Rural - 3	230	185	Working dogs exempt Breeders 50% discount
Cairns	41		125		306	Annual	<450m2 - 1 >450m2 - 2	250	220	Discounted fee for dogs that have had obedience training
Barossa	40		80			Annual	Urban - 2 Rural - 3	30	No renewal fee	Discount as above



COUNCIL REPORT

Agenda Item Number:	14.12
Report Title:	Thorak Regional Cemetery – Fees and Charges 2017/2018 – Administration Charge
Meeting Date:	19/07/2017
Attachments:	Thorak Regional Cemetery Fees and Charges 2017/2018

Purpose

The purpose of this report is to clarify and adjust the Non-Resident Administration Charge to service users of the Thorak Regional Cemetery.

Summary

As part of the development of the 2017/2018 Budget, Council introduced a non-resident service user fee to Thorak Regional Cemetery Fees and Charges 2017/2018.

In implementing the new fees and charges it has become apparent that a percentage charge applied to services can place an unreasonable burden on service users, in some cases up to \$600 extra per service.

This report recommends amending this charge to a flat rate of \$75 per burial and cremation service.

Recommendation

THAT Council:

1. adopts a \$75.00 Non-Resident Administration Fee, to be applied to all burial and cremation services; and
2. updates the Thorak Regional Cemetery Fees and Charges 2017/2018 document to reflect this decision.

Background

The Thorak Regional Cemetery Fees and Charges for 2017/2018 adopted by Council on 5 July 2017 states:

“All mentioned fees and charges in this schedule underlie an administrative charge of 10% for customers that are not Litchfield residents at the time of purchase.”

In implementing this new charge, it has become apparent that an adjustment is required. When a 10% charge is applied to all fees and charges the total invoice increases significantly, sometimes up to \$600 per service. Burial services range between \$3,000 and \$6,000.

Council's intent, in introducing an additional fee for users from outside the Litchfield municipality, recognises that Litchfield Council has been burdened with managing an unsustainable regional service and that the financial burden should not fall upon Litchfield ratepayers.

However, it would seem to be responsible that a new fee is set at a fair and reasonable level. This report recommends that the Non-Resident Administration Fee is set at \$75 per service rather than a percentage placed on the total cost of the service. As it currently stands the fee is applied to all interactions, such as replacing a headstone or applying for a permit to undertake works. It is proposed that the Non-Resident Administration Fee is applied to burials and cremations only.

In a lot of cases the service user will pay for the cost of the total service via a Funeral Service. Feedback from the Funeral Service providers on a 10% fee on top of the total service cost has been extremely negative.

In 2016/17, Thorak Regional Cemetery provided 245 interments and cremations (95 burials and 150 cremations). Based on past years about 11% of the services provided are for users from the Litchfield Municipality. Therefore, it is estimated that the proposed \$75 Administration Fee would apply to approximately 89% of service users.

Links with Strategic Plan

An effective and sustainable Council

Legislative and Policy Implications

Not applicable to this report.

Risks

Thorak Regional Cemetery's financial sustainability relies on the collection of adequate fees and charges.

It is important that whilst Council increase fees and charges to assist with Thorak Regional Cemetery's sustainability, any fee increases are reasonable and in line with community and stakeholder expectations.

Financial Implications

Based on 2016/17, the application of a \$75 Non-Resident Administration Fee, Council could expect to receive additional income of \$16,000 in the 2017/18 financial year.

Community Engagement

Not applicable to this report.

Recommending Officer: **Silke Reinhardt, Director of Community and Corporate Services**

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

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

THORAK REGIONAL CEMETERY

Fees and Charges 2017/2018

Effective from 1 July 2017



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<u>Administrational Charge</u>	2017/18 Including GST \$
<p>All mentioned fees and charges in this schedule underlie an administrational charge of 10% for customers that are not Litchfield residents at the time of purchase.</p> <p>Customers have to show evidence of residential address by way of drivers license or recent (no older then 90 days) government correspondence with a residential address within the Litchfield Municipality.</p>	10% on fee or charge


Burial / Interment Fees (Ground Maintenance Fee applies)	2017/18 Including GST \$
<u>Section A</u>	
• Adult	3,418
• Child	2,118
<i>2nd Interment (extra depth charge applies first interment)</i>	
• Adult	3,032
• Child	1,887
<u>Section B</u>	
• Adult	4,928
• Child	2,712
<i>2nd Interment (extra depth charge applies first interment)</i>	
• Adult	4,465
• Child	2,712
<u>Section C&D</u>	
• Adult	6,405
• Child	4,410
<i>2nd Interment (extra depth charge applies first interment)</i>	
• Adult	5,876
• Child	4,179
<u>Orthodox Section</u>	
• Adult	6,416
• Child	4,421
<i>2nd Interment (extra depth charge applies first interment)</i>	
• Adult	5,887
• Child	4,189
<u>Muslim Section (Monuments)</u>	
• Adult	5,017
• Child	2,901
<u>Muslim Section (Flat Marker)</u>	
• Adult	4,554
• Child	2,636
<u>Baha'i Section</u>	
• Adult	4,554
• Child	2,636
<u>Garden of Angels</u>	
<i>Garden of Angels graves accommodate caskets up to 1100 mm long by 450 mm wide only</i>	
Section A (under 10 yrs of age) Plaque only	2,039
Section B (under 10 yrs of age) Headstone and Plaques	2,514
Un-Registrable Foetus burial	342

<u>Cremation Services</u>	2017/18 Including GST \$
• Adult Cremation	1,247
• Child Cremation (under 10yrs of age)	575
• Un-Registrable Foetus Cremation	267
• Additional Ash Containers	26
• Viewing of Cremation (per family group)	108
• Packaging and posting of cremated remains	160

Cremation Services	2017/18 Including GST \$
<p><u>Interment of Cremated Remains</u> (does not include ground maintenance fee)</p> <ul style="list-style-type: none"> • Memorial Palm Garden (single interment only) 545 • Niche Wall (Limited size) 671 • Niche Wall (Lower two rows of niche walls) 447 • Memorial Beam – B Section 607 • Memorial Palm Scattering Garden 108 • Cremated remains interred into a full vacant burial grave (max 6ea) Refer to section Price List • Cremated remains interred into an existing occupied grave (max 6ea) 585 • Children's Cremation Interment Garden 545 • Children's Cremation Interment Garden with plaque 869 <p><u>Courtyard of Tranquillity</u></p> <ul style="list-style-type: none"> • Row 5,6,7 & 8 (single interment only) 543 • Row 5,6,7 & 8 including brass plaque (at-need only) and install 948 • Row 1,2,3 & 4 (two interments per plot) 1,087 <p>(First interment includes ground maintenance fee)</p> <ul style="list-style-type: none"> • Row 1,2,3 & 4 (second interment) 447 <p><u>Courtyard of Tranquillity- Columbarium</u></p> <p>Row # 1, 2, 3</p> <ul style="list-style-type: none"> • Single Niche B (1 urn) 1,247 • Single Niche A (1 urn) Second urn \$578 1,407 • Double Niche C (2 large urns) 2,121 <p>Row #4</p> <ul style="list-style-type: none"> • Single Niche B 1,247 • Single Niche A - Second urn \$578 1,407 • Double Niche C 2,121 <p>Row # 5</p> <ul style="list-style-type: none"> • Single Niche B 1,140 • Single Niche A - Second urn \$ 472 1,247 <p>All prices include Niche Front Engraving, Name, Dates and 26 letters Note: Niche "A" second urn must be correct size to fit limited space.</p> <p><u>Courtyard of Tranquillity -Family Tree Cremation Garden</u></p> <ul style="list-style-type: none"> • Permits up to sixteen cremation interments under one tree. 5,424 • Interment fee for each individual cremated remains. 213 <p><u>Courtyard of Tranquillity – Memorial Trees</u> (Covers the cost of a tree, concrete plinth and standard plaque) 980</p> <ul style="list-style-type: none"> • Extra Plinth and Plaque (max 4 per tree / per family) 480 <p>Urns for cremated remains See Office</p>	

<u>Exclusive Rights</u>	2017/18 Including GST \$
<p><u>Exclusive Right (reservation only) Full Burials*</u></p> <ul style="list-style-type: none"> • Issue of Exclusive Right of Burial Reservation (inc's ground maintenance fee & certificate fee) <p>Only one Grounds Maintenance Fee per grave or lot</p> <p><u>Exclusive Right (reservation only) Cremated Remains Interment**</u> (inc's ground maintenance fee & certificate fee)</p> <ul style="list-style-type: none"> • Into an existing occupied grave • Into Memorial Palm Garden • Into Niche Wall • Into Courtyard of Tranquillity Row 5,6,7 & 8 • Into Courtyard of Tranquillity Row 1,2,3 & 4 • Into Courtyard of Tranquillity- Columbaria single • Into Courtyard of Tranquillity- Columbaria double • Memorial Beam B Section <p><u>Cremation Packages</u></p> <p>Pre-purchase cremation and single lot in Court Yard of Tranquillity Rows 5,6,7 & 8</p> <p>Exclusive Right Certificate Fee</p> <p>* Names of intended person/s must be specified at the time of purchase for any Exclusive Right</p> <p>** Exclusive Right reservation prices are for plot reservation only. At the time of burial, the full price of the plot interment at the current rates (less ground maintenance fee) must be paid.</p>	<p>868</p> <p>213</p> <p>365</p> <p>365</p> <p>365</p> <p>467</p> <p>254</p> <p>416</p> <p>254</p> <p>1,736</p> <p> 10</p>
<p><u>Transfer of Exclusive Right</u> (Burial and Cremated remains interment) into another person's name</p>	<p>181</p>
<p><u>Refund of Exclusive Rights</u> Upon proof of purchase, 75% of the original fee will be refunded less a \$37.00 administration fee and the certificate fee of \$16.00 (pre-1st July 2013), \$10.00 after 1st July 2013</p>	<p>Refund amount varies based on price paid at the time of purchase</p>

<u>Miscellaneous Charges</u>	2017/18 Including GST \$
<u>Ground Fees</u> <ul style="list-style-type: none"> • Ground Maintenance Fee (applicable to all full burials) • Ground Maintenance Fee (for all cremated remains interments) • Extra Depth fee (when two burials are planned for one grave) • Exhumations Full Body (Ministerial Approval) • Disinterment of Cremated Remains from ground • Removal of Cremated Remains from Columbarium/Niche Wall 	267 133 352 3,367 107 53
<u>Chapel Services</u> <ul style="list-style-type: none"> • Chapel Hire, includes private family viewing room • Chapel Hire with the use of the Kitchenette • Chapel Overtime Fee (any time past the 1/2 hour to the 3/4 hour) 	315 365 152
<u>Non-regular hour service charges (Per Service – max 2 hours)</u> Monday - Friday: Cremations after 15:00pm Weekends: Full Grave interment Cremation interment Cremations Public Holidays: Burial Cremation interment Cremations <u>After Hours Labour Rate</u> per hr after 2hrs has been exceeded	457 809 528 543 1,086 649 757 202
<u>Memorial Permits (GST Exempt)</u> <ul style="list-style-type: none"> • Plaques • Headstones • Monuments 	 107  181  266

<u>Miscellaneous Charges</u>	2017/18 Including GST \$
<u>Memorial Installation Fees via Thorak Staff</u> <ul style="list-style-type: none"> • Plaque • Removal and/or re-installation of memorial plaque 	107 107
<u>Other Charges</u> <ul style="list-style-type: none"> • Supply of Plaque or Headstone • Marquee Rental 4 x 4 m • Marquee Rental 6 x 3 m (includes 20 chairs) • Funeral Directors Permit Fee per annum (GST Exempt) 	Priced on Application 107 159  1,172

<u>Ministerial Approved Burials</u>	2017/18 Including GST \$
<u>Second Interment: Section A</u> Where the upper surface of coffin is below 750mm from ground level	3,282
<u>Third & subsequent Interment: Section A</u> Where the upper surface of coffin is 500mm from ground level	3,133
<u>Second Interment: Section B</u> Where the upper surface of coffin is below 750mm from ground level	4,699
<u>Third & subsequent Interment: Section B</u> Where the upper surface of coffin is 500mm from ground level	4,699
<u>Second Interment: Section C</u> Where the upper surface of coffin is below 750mm from ground level	6,170
<u>Third & subsequent Interment: Section C</u> Where the upper surface of coffin is 500mm from ground level (includes excavation and ground maintenance)	5,913
<u>Concrete Seal</u>	3,719
<u>Grave Investigation</u> – To ascertain depth & compliance with legislation	1,502
<u>Administration Charge Ministerial Approved Burials</u>	554

Notes:

- Exhumations – excavations to coffin depth recorded at time of burial only.
- Coffins over 75cm wide but less than 1200 mms are subjected to extra fees for larger grave preparation. **\$250.00.**

An Infant subsidy is available with the following conditions;

- For burial or cremation costs of children up to the age of two years, including stillborn children. This does not include un-registrable foetus.
- The subsidy will be available up to a maximum of fifty percent (50%) of the interment cost or 50% of the cremation cost or \$900.00 whichever is lesser, at any section of Thorak Regional Cemetery.
- The parent or legal guardian is a resident within the Darwin, Palmerston or Litchfield municipalities.
- The subsidy will be for the interment cost or cremation cost (not both) and will be applicable at the time of service as a one-off only payment. One claim per infant.
- The subsidy will be paid to individual residents only and will not be available to organisations or government agencies carrying out interments or cremations for children in their care.
- The subsidy will only be available on receipt of proof of residence within the Darwin, Palmerston and Litchfield Municipalities. Proof of residence will require photo identification with a current address shown, or a letter or account for utilities service including Power Water, a current rental agreement, rates notice or any other identification document as approved by the Chief Executive Officer.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 19 July 2017

15 Common Seal

15.1 Local Government Share Services



COUNCIL REPORT

Agenda Item Number:	15.1
Report Title:	Local Government Shared Services – Common Seal
Meeting Date:	21/06/2017
Attachments:	Local Government Shared Services Agreement

Purpose

This report seeks Council endorsement for the use of the Common Seal on the Local Government Shared Services Agreement (formerly the Common Services Agreement).

Summary

Sourcing specialist local government expertise can be difficult and it is not always appropriate to make use of commercial consultants.

This report recommends that Litchfield Council continue in the Local Government Shared Services Scheme to access specialist skills which would result in increased efficiency in service delivery.

Recommendation

THAT Council

1. Signs and affixes the Common Seal to Local Government Shared Services Agreement.

Background

In September 2015 Council entered a shared services agreement formerly referred to as the Common Services Agreement, together with neighbouring and interstate councils.

In the Northern Territory, Palmerston, Coomalie, Wagait, West Arnhem and Litchfield councils are party to the Local Government Shared Services Agreement.

The Agreement was prepared and established by a group of councils in Tasmania to increase efficiency in service delivery. The benefits of the Agreement include but are not limited to:

- (a) enabling access to skills and expertise where Councils are not able to economically engage people in full-time roles to access those skills and expertise;
- (b) enabling Councils to fully deploy their existing human resources and generate revenue from them;
- (c) securing enhanced economic outcomes and the best possible cost-efficiencies by recruiting and retaining personnel who are core to service delivery and/or personnel who offer the opportunity for revenue generation to support their role;
- (d) establishing a co-ordinated cross-Council approach to future recruitment needs to avoid duplication; and

- (e) providing opportunities for Councils to secure commercial returns on their investment in the development of systems, services, programmes and methods which are designed to enhance operational efficiencies, by making these items available to other Councils.

In other words, the Agreement created a means by which services can be bought and sold by individual councils to each other at reasonable prices and without creating long term obligations which may be associated with traditional shared services arrangements or amalgamations.

Since signing up to be a party to the Agreement, Litchfield Council has utilised it to provide staff temporarily to Palmerston City Council and vice versa. Litchfield has also used this Agreement to provide animal management services to Coomalie Council.

Links with Strategic Plan

Priority # 1 – Everything you Need

Legislative and Policy Implications

- Local Government Act, Sections 12, 23 and Division 2
- Local Government (Accounting) Regulations, Division 2

The current practice of secondments and collaboration between local governments is not governed by Division 2 Collective Procurement of the Local Government (Accounting) Regulations, which stipulates rules surrounding joint tendering and procurement activities – this Agreement is not a ‘collective procurement’ exercise for these purposes, as actual procurement occurs as the buying by one council of specialist services from another council. Nor is it a local government subsidiary as identified by Division 2 of the Local Government Act, which can only be established by agreement of the Minister for Local Government and Community Services, for the same reasons mentioned.

Section 14 of the Local Government Act allows councils to provide services outside their council area by common agreement without restrictions except where regulatory powers are exercised. For these reasons, there is no statutory restriction to Litchfield Council or any other council identified in the Local Government Act, as long as the services are not regulatory in nature.

Risks

Re-signing the Local Government Shared Services Agreement does not represent an obligation to either buy or sell a service, nor does it incur liabilities or represent any accrual of equity.

The Agreement provides a vehicle to enable sharing between councils within a framework that minimises risks. There is no equity or liabilities accrued or taken on by member councils, who retain the rights, responsibilities and liabilities for their own decisions within the framework of the Agreement.

As a party to the Agreement, Litchfield Council is part of the governance body and has voting rights. The Committee is listed under Schedule 3 and comprises:

- (i) a representative appointed by each party ("Committee Member");
- (ii) a Chairman (Murfett Management Pty Ltd); and
- (iii) a Chief Administrator (Brighton Council).

Financial Implications

There are no costs associated with renewing Council's membership agreement with Local Government Shared Services.

Community Engagement

Not applicable to this report.

Recommending Officer: Kaylene Conrick, Chief Executive Officer

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

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

LOCAL GOVERNMENT SHARED SERVICES AGREEMENT

SORELL COUNCIL
(ABN 12 690 767 695)

AND

BRIGHTON COUNCIL
(ABN 12 505 460 421)

AND

SOUTHERN MIDLANDS COUNCIL
(ABN 68 653 459 589)
AND

TASMAN COUNCIL
(ABN 63 590 070 717)

AND

HUON VALLEY COUNCIL
(ABN 77 602 207 026)

AND

CENTRAL HIGHLANDS COUNCIL
(ABN 30 472 494 899)

AND

GLENORCHY CITY COUNCIL
(ABN 19 753 252 493)

AND

GLAMORGAN SPRING BAY COUNCIL
(ABN 95 641 533 778)

AND

CITY OF PALMERSTON COUNCIL
(ABN 42 050 176 900)

AND

COOMALIE COMMUNITY GOVERNMENT COUNCIL
(ABN 42 050 176 900)

AND

LITCHFIELD COUNCIL
(ABN 45 018 934 501)

AND

WAGAIT SHIRE COUNCIL
(ABN 65 843 778 569)

AND

WEST ARNHEM REGIONAL COUNCIL
(ABN 45 065 336 873)

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LOCAL GOVERNMENT SHARED SERVICES AGREEMENT

Date:

Parties:

Name: **SORELL COUNCIL (ABN 12 690 767 695)**, a municipal council established pursuant to the *Local Government Act 1993* (Tas)

Notice Details: 47 Cole Street,
Sorell TAS 7172

Contact: General Manager

Name: **BRIGHTON COUNCIL (ABN 12 505 460 421)**, a municipal council established pursuant to the *Local Government Act 1993* (Tas)

Notice Details: 1 Tivoli Road,
Old Beach TAS 7030

Contact: General Manager

Name: **SOUTHERN MIDLANDS COUNCIL (ABN 68 653 459 589)**, a municipal council established pursuant to the *Local Government Act 1993* (Tas)

Notice Details: 71 High Street,
Oatlands TAS 7120

Contact: General Manager

Name: **TASMAN COUNCIL (ABN 63 590 070 717)**, a municipal council established pursuant to the *Local Government Act 1993* (Tas)

Notice Details: 1713 Main Road,
Nubeena TAS 7184

Contact: General Manager

Name: **HUON VALLEY COUNCIL (ABN 77 602 207 026)**, a municipal council established pursuant to the *Local Government Act 1993* (Tas)

Notice Details: 40 Main Street
Huonville TAS 7109

Contact: General Manager

Name: **CENTRAL HIGHLANDS COUNCIL (ABN 30 472 494 899)**, a municipal council established pursuant to the *Local Government Act 1993* (Tas)

Notice Details: 6 Tarleton Street
Hamilton TAS 7140

Contact: General Manager

Name: **GLENORCHY CITY COUNCIL (ABN 19 753 252 493)**, a municipal council established pursuant to the *Local Government Act 1993* (Tas)

Notice Details: 374 Main Road,
Glenorchy TAS 7010

Contact: General Manager

Name: **GLAMORGAN SPRING BAY COUNCIL (ABN 95 641 533 778)**, a municipal council established pursuant to the *Local Government Act 1993* (Tas)

Notice Details: 9 Melbourne Street,
Triabunna TAS 7190

Contact: General Manager

Name: **CITY OF PLAMERSTON COUNCIL (ABN 42 050 176 900)**, a municipal Council established pursuant to the *Local Government Act 2016 (NT)*

Notice Details: 7 Bees Creek Road, Freds Pass,
Northern Territory 0836

Contact: Chief Executive Officer

Name: **COOMALIE COMMUNITY GOVERNMENT COUNCIL (ABN 42 050 176 900)**, a municipal Council established pursuant to the *Local Government Act 2016 (NT)*

Notice Details: 141 Cameron Road, Batchelor,
Northern Territory 0845

Contact: Chief Executive Officer

Name: **LITCHFIELD COUNCIL (ABN 45 018 934 501)**, a municipal council established pursuant to the *Local Government Act 2016 (NT)*

Notice Details: 7 Bees Creek Road, Freds Pass,
Northern Territory 0836

Contact: Chief Executive Officer

Name: **WAGAIT SHIRE COUNCIL (ABN 65 843 778 569)**, a municipal council established pursuant to the *Local Government Act 2016 (NT)*

Notice Details: Lot 64 Tower Road, Wagait Beach,
Northern Territory 0801

Contact: Chief Executive Officer

Name: **WEST ARNHEM REGIONAL COUNCIL (ABN 45 065 336 873), a**
municipal council established pursuant to the *Local Government Act 2016*
(NT)

Notice Details: 13 Tasman Crescent, Jabiru
Northern Territory 0801

Contact: Chief Executive Officer

BACKGROUND:

- A. The Councils have, for some time, identified the benefits to be derived by providing personnel and services to each other on commercial terms.
- B. The benefits include but are not limited to:
- (a) enabling access to skills and expertise where Councils are not able to economically engage people in full-time roles in order to access those skills and expertise;
 - (b) enabling Councils to fully deploy their existing human resources and generate revenue from them;
 - (c) securing enhanced economic outcomes and the best possible cost-efficiencies by recruiting and retaining personnel who are core to service delivery and/or personnel who offer the opportunity for revenue generation to support their role;
 - (d) establishing a co-ordinated cross-Council approach to future recruitment needs to avoid duplication; and
 - (e) providing opportunities for Councils to secure commercial returns on their investment in the development of systems, services, programmes and methods which are designed to enhance operational efficiencies, by making these items available to other Councils.
- C. The arrangements referred to in paragraphs A and B have previously been undertaken on an *ad hoc* basis. The parties to this Agreement wish to establish a more formal arrangement for the provision of the Services so that:
- (a) a party who may not otherwise have access to the expertise, skills or commitment required to secure those Services by other means can do so on agreed terms;
 - (b) the party providing those Services can secure enhanced cost-effectiveness by securing payment for the provision of the Services; and
 - (c) there is a more formal basis on which to act co-operatively to achieve cost-efficiencies through the sharing of personnel, skills, knowledge, systems, programs, and, where appropriate, generating revenue for the provision of them.
- D. The parties have entered into this Agreement to set out the terms and conditions on which the Services will be provided.

IT IS AGREED AS FOLLOWS:

1. DEFINITIONS AND INTERPRETATION

1.1. Definitions

In this Agreement, unless the contrary intention appears:

Agreement means this local government shared services agreement.

Business Day means a day that is not a Saturday, Sunday or public holiday in Tasmania or the Northern Territory

Chairman means the chairman of the Committee, being an independent person appointed by the Committee from time to time.

Chief Administrator means the person in charge of the administration and co-ordination of provision of Services as appointed by the Committee from time to time.

Client has the meaning given in clause 5.1(a) of this Agreement.

Commencement Date means the 1st day of April 2015.

Committee means the initial committee as named in Schedule Three and such other members as are appointed pursuant to the terms of this Agreement.

Committee Member has the meaning given in clause 4.2 of this Agreement.

Confidential Information means information that is by its nature confidential or, when it is received, is marked as confidential in nature, but does not include information which:

- (a) is or becomes public knowledge other than by:
 - (i) breach of this Agreement; or
 - (ii) any other unlawful means;
- (b) is in a party's possession without restriction in relation to disclosure before the date of receipt from the other;
- (c) has been independently developed or acquired by the party receiving or obtaining it; or
- (d) is disclosed by compulsion of law, including during testimony before any judicial or quasi-judicial court or tribunal, under court subpoena, parliamentary order or as part of discovery during legal proceedings;

Deed of Accession means the deed in Annexure C.

Employee means a person who is:

- (a) employed by a party; or
- (b) engaged by a party as an independent contractor,

and can provide Services listed in Annexure A, including such other persons appointed by the parties or the Committee from time to time.

Fee means the Fee charged for the provision of each Service set out in Schedule One (Long Term Work) and Schedule Two (Intermittent Work).

Initial Review Date means the date which is 1 year after the Commencement Date.

Intellectual Property Rights includes copyright, except for copyright in "artistic works" as that expression is defined in the *Copyright Act 1968* (Cth), rights in relation to inventions (including patent rights), registered and unregistered trademarks (including service marks), registered designs, Confidential Information (including trade secrets and know how), and other rights resulting from the intellectual activity in the industrial, scientific, literary or artistic fields, but does not include Moral Rights.

Intermittent Work means irregular, once-off or intermittent provision of a particular Service by a Provider to a Client.

Long Term Work means the regular, ongoing provision of a particular Service by a Provider to a Client.

Moral Rights means the right of integrity of authorship, the right of attribution of authorship and the right not to have authorship falsely attributed, more particularly as conferred by the *Copyright Act 1968* (Cth), and the rights of a similar nature anywhere in the world whether existing before, on or after the commencement of this Agreement.

Provider has the meaning given in clause 5.1(a) of this Agreement.

Review Date means the date determined by the Committee but which shall be no more than three years after the Initial Review Date.

Services means the services listed in Annexure A.

Whole of Model Costs has the meaning given in clause 4.7 of this Agreement.

1.2. Interpretation

The following rules apply to the interpretation of this Agreement unless the context requires otherwise.

- (a) the singular includes the plural, and the converse also applies;
- (b) if a word or phrase is defined, its other grammatical forms have a corresponding meaning;
- (c) a reference to a clause or schedule is a reference to a clause of or a schedule to this Agreement;
- (d) a reference to a party to this Agreement or another agreement or document includes the party's successors, permitted substitutes and permitted assigns (and, where applicable, the party's legal personal representatives); and
- (e) a reference to legislation or to a provision of legislation includes a modification or re-enactment of it, a legislative provision substituted for it and a regulation or statutory instrument issued under it.

2. INTENT AND OBJECTIVES

2.1 Statement of Intent

The intention of the parties to this Agreement is to document the basis on which the Services are to be provided and the infrastructure to support the objectives of this Agreement.

2.2 Objectives

The objectives of this Agreement are:

- (a) to develop a cooperative relationship between the parties;
- (b) to enable parties to have ready and cost-effective access to the kinds of expertise and skills contained within the Services;
- (c) to establish the Committee to facilitate and co-ordinate the provision of Services;
- (d) to set up a single, easily referable document detailing:
 - (i) the responsibilities of all parties in both the provision of and use of the Services;
 - (ii) the administration of the Committee; and
 - (iii) the fees for the provision of Services.

3. TERM

3.1 Term

This Agreement commences on the Commencement Date and will continue, subject to clause 3.3, until the Review Date.

3.2 Becoming a Party to this Agreement

- (a) If a Council who is not a party to this Agreement wishes to become a party, that Council must sign the Deed of Accession agreeing to be bound by the terms and conditions in this Agreement.
- (b) A Council shall be bound by this Agreement on and from the date of the Deed of Accession.
- (c) Upon becoming a party to this Agreement, the relevant Council must nominate a Committee Member. .

3.3 Extension of Term

Unless any material issues arise, the intention of the parties is that this Agreement shall continue on and from the Review Date on the current terms of this Agreement, save and except for, any possible variation of Services and/or Fees to be agreed by the parties and such variations shall be in writing and signed by all the parties to this Agreement.

4. COMMITTEE

4.1 Establishment of Committee

The Committee shall be established on and from the Commencement Date.

4.2 Composition of Committee

- (a) The Committee shall comprise:
 - (i) a representative appointed by each party (“**Committee Member**”);
 - (ii) a Chairman; and
 - (iii) a Chief Administrator.

The parties acknowledge and agree that the Committee, Chairman and Chief Administrator is comprised of those persons listed in Schedule 3.

- (b) A Committee Member who cannot attend a meeting may be represented by a proxy. The notice of the name of the proxy shall be notified to the Chief Administrator prior to the meeting.
- (c) A proxy for a Committee Member may be appointed for all general meetings, or for any number of general meetings, or for a particular general meeting.

4.3 Voting at Committee meetings

- (a) Each Committee Member present shall have one vote at Committee meetings.
- (b) A decision of the Committee may be taken by physical presence or by teleconference attendance or by email.
- (c) The Committee agrees that a proxy under clause 4.2(b) and (c) shall have the same voting power as the Committee Member.

4.4 Change in Committee Members

At any time, a party may, by notice in writing to the Committee, remove their representative Committee Member and appoint a replacement Committee Member.

4.5 Obligations of Committee

The Committee is responsible for:

- (a) the administration of this Agreement and the co-ordination of Services;
- (b) reviewing the Services and Fees; and
- (c) subject to the provision in this Agreement, establishing additional rules surrounding the administration processes for delivering the Services.

4.6 Meetings of Committee

- (a) The Committee must meet at least six (6) times each calendar year to review and discuss the administration of the Agreement and the co-ordination of Services.
- (b) Additional or special Committee meetings may be called by the Chairman after consultation with the Chief Administrator or at the request of three Committee Members.

4.7 Quorum of Committee

- (a) A quorum is the number of Committee Members required to be present in order to conduct the Committee meeting.
- (b) No business is to be transacted at any meeting unless a quorum of Committee Members is present.
- (c) A quorum of the Committee consists of 5 Committee Members that are entitled to vote.
- (d) If a quorum is not present then the Chairman, after the consultation with the Chief Administrator, is to reschedule the meeting to a later date or adjourn the meeting to a later date.
- (e) At the adjournment of a meeting, the Chairman is to advise the Committee Members present of the date and time that the meeting is to be resumed.
- (f) If a meeting is adjourned, the Chief Administrator is to advise the Committee Members not present at the meeting that the meeting was adjourned and the date and time for the resumption of the meeting.
- (g) The Chief Administrator to advise the Committee Members of the date and time of the rescheduled meeting.

4.8 Obligations of the Chief Administrator

The Chief Administrator is responsible for:

- (a) provide regular reporting to the Committee;
- (b) meet response times associated with the priority assigned to issues;
- (c) providing reports to the parties in relation to the Services and this Agreement; and
- (d) administration and collection of the Whole of Model Costs.

4.9 Costs of Setting Up Services Arrangement

The Committee Members agree that:

- (a) Services arrangements with non-member Client entered into on or before 30 November 2015 are not subject to any surcharge costs.
- (b) Services arrangements entered into on or after 1 December 2015 with non-member Client will incur a five (5)% surcharge to cover administration and reporting costs.

4.10 Ongoing Costs of Services Arrangement

The costs for the ongoing administration and coordination of the Services (“**Whole of Model Costs**”) shall be payable as follows:

- (a) The Whole of Model Costs per annum shall be divided into two (2) equal parts (“**Parts**”);
- (b) One (1) Part shall be divided between the Providers in proportion to the total hours of Services that Provider has provided in that year; and
- (c) One (1) Part shall be divided between the Clients in proportion to the total hours of Services that Client has received in that year.

Each Provider and Client must pay their proportion of the Whole of Model Costs in accordance with the terms set out in the invoice for payment issued by the Committee.

4.11 Chairman and Chief Administrator

- (a) The Committee shall appoint:
 - (i) a Chairman to chair Committee meetings; and
 - (ii) a Chief Administrator to manage the administration and co-ordination of the Services in writing from time to time.

Such persons shall be in addition to the Committee Members for each of the parties unless otherwise agreed by the parties in writing.

- (b) The parties shall ensure that their Committee Members agree to appoint the Chairman and Chief Administrator named in Schedule 3 as the initial Chairman and Chief Administrator.
- (c) The Committee may remove a Chairman or Chief Administrator and appoint a replacement Chairman or Chief Administrator from time to time by absolute majority.
- (d) The Committee shall determine the detailed role description and responsibilities and payment arrangements for the Chairman or Chief Administrator by absolute majority.

5 SERVICES

5.1 Provision of Services

The Services shall be provided as follows:

- (a) A party (“**Client**”) shall contact another party (“**Provider**”) who has an Employee which meets their needs, noting their preferred Employee and the estimated hours and details of work required from the Employee.
- (b) The Client and the Provider agree that the Chief Administrator may facilitate the process referred to under clause 5.1 (a).
- (c) The Provider shall advise the Client as to the availability of the requested Employee.
 - (i) **If the Employee is available** – the Provider and the Client shall draw up and sign the terms of engagement for that Employee, including the relevant Fee for the required Services.

- (ii) **If the Employee is unavailable** – the Provider and the Client may:
 - (A) agree on an alternative Employee of the Provider which meets the Client’s need, such terms of engagement to be negotiated pursuant to clause 5.1(b)(i); or
 - (B) the Client may contact other Providers with an Employee which meets their needs.

5.2 Fees for Services

- (a) The Fees for Services shall be charged as follows:
 - (i) for Long Term Work – the Fees in Schedule 1 attributable to the expertise of the engaged Employee; and
 - (ii) for Intermittent Work – the Fees in Schedule 2.
- (b) The Provider shall invoice the applicable Fee to the Client directly.
- (c) The Client shall pay the invoice in accordance with the payment terms set out in the invoice.
- (d) The Provider shall supply the details of the hours of Services provided under this Agreement to the Chief Administrator every month.

6 RESPONSIBILITIES AND RISK

6.1 Provider Responsibilities

In terms of this Agreement, the Providers will undertake to:

- (a) provide the Services as defined in this Agreement;
- (b) meet the requirements of this Agreement;
- (c) respond to requests (including escalation requests) in a timely and professional manner;
- (d) meet response times associated with the priority assigned to issues;
- (e) retain records and provide access to those records;
- (f) ensure the availability of a representative as required;
- (g) ensure that agreements entered into with other parties for the provision of Services pursuant to clause 5.1 that involve providing Employees contain provisions regarding the Employee’s entitlements, insurances, workers’ compensation and other entitlements and risks for the duration of the Services they provide; and
- (h) ensure service agreements exist for third party support contracts that impact Service levels.

6.2 Client Responsibilities

In terms of this Agreement, the Clients will undertake to:

- (a) make available Client representatives as required;
- (b) provide feedback on the quality and timeliness of Service delivery;
- (c) provide all reasonable assistance to Providers engaged to provide the Services requested by the Client; and
- (d) ensure relevant staff are aware of and are compliant with this Agreement.

6.3 Data Management

Each party acknowledges and agrees that they will have access to information, reports, data and other relevant documents (“**Data**”) relating to one or more of the other parties stemming from the provision of Services, and each party will use its best endeavours to protect the confidentiality and privacy of such Data.

6.4 Information Security Management

Each party acknowledges and agrees that they will implement and maintain policies, standards, guidelines and control mechanisms to protect and secure information and Data it receives through the provision or receipt of Services.

6.5 Third Party Arrangements

- (a) If any of the Services requires third parties to be engaged, the parties shall negotiate together with the relevant third party provider to set the terms of engagement.
- (b) Each party shall enter into a separate agreement with any required third party provider which shall be on the same terms and conditions negotiated with that third party pursuant to clause 6.5(a).
- (c) For the avoidance of doubt, for each third party provider engaged, each of the relevant parties shall have agreements on the same terms and conditions as the other parties.

7 MONITORING AND REVIEW OF SERVICES

7.1 Quality of Services

- (a) The quality of Services delivered under this Agreement will be formally monitored and reviewed annually by the Committee to provide a basis for quality control.
- (b) Any:
 - (i) deficiencies identified between the expected Services and those delivered; or
 - (ii) concerns regarding the quality of Services,shall be addressed in accordance with clause 8.

7.2 Continuous Improvement

The intent of the Provider is to provide a Service subject to continuous improvement processes, incorporating feedback from the Client directly or received from the Committee via its reporting. The parties will actively seek opportunities to enhance the delivery of Services to ensure that the Client receives the optimum Service available, having regard to the nature of the Service and the Employee requested.

7.3 Review of Services and Agreement

- (a) The Committee will review this Agreement and the Services provided under this Agreement at the Review Date, and at such other times as the Committee may unanimously agree in writing.
- (b) Reviews may include:
 - (i) effectiveness and accuracy of this Agreement to the needs of the parties;
 - (ii) appropriateness of reporting;
 - (iii) quality of Services being delivered;
 - (iv) feedback from Clients on Services received;
 - (v) outcomes of resolution of Complaints and other issues with Services;

- (vi) clarify or change responsibilities under this Agreement;
 - (vii) addition or removal of certain Services; and
 - (viii) such other aspects of the Services or the Agreement which the Committee deems necessary.
- (c) The parties agree to provide all reasonable assistance to the Committee to assist in the conduct of a review of the Services or this Agreement, including but not limited to providing access to a party's records or premises from which the Services are provided.
 - (d) The Committee will, in conducting a review, use its best endeavours to cause minimal interruption to the parties in the provision or receipt of Services or conduct of their other Council business.
 - (e) The Committee shall provide a report to the parties detailing the outcomes of each review.

8 RESOLUTION OF COMPLAINTS REGARDING SERVICES

8.1 Issues with Services

- (a) If a Client takes issue with the Services provided by an Employee, the Client shall first provide notice to the Provider of their concerns.
- (b) The Client and the Provider shall discuss the Client's concerns and negotiate a resolution in good faith.
- (c) Any outcome reached between the Client and the Provider shall be notified to the Committee for their records.

8.2 Resolution of Complaints

- (a) If the Client and the Provider are unable to resolve the issues raised by the Client in respect of the Services ("**Complaint**") within a reasonable time of the Client and the Provider meeting pursuant to clause 8.1(b), either the Client or the Provider shall notify the Chief Administrator of the Complaint, providing sufficient details regarding:
 - (i) the nature of the Complaint; and
 - (ii) the attempt by the Client and Provider to resolve the Complaint.
- (b) The Chief Administrator shall then refer the Complaint to a suitably qualified person (having regard to the nature of the Complaint) ("**Arbitrator**") to resolve the Complaint.
- (c) The Client and the Provider shall provide all reasonable assistance to the Arbitrator to assist them in resolving the Complaint within a reasonable time of the Arbitrator's appointment.
- (d) The determination of the Arbitrator shall be final and binding on the Client and the Provider.
- (e) The Arbitrator shall notify the Committee of their decision on the Complaint.

9 GST

9.1 Interpretation

Words or expressions used in this clause 9 which are defined in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) have the same meaning in this clause 9.

9.2 GST Payable

- (a) If the whole or part of any Supply is the consideration for a Taxable Supply for which the payee is liable for GST, the payer must pay to the payee an additional amount equal to the GST Amount, either concurrently with payment in respect of the Supply or as otherwise agreed by the parties in writing.
- (b) The payee will provide to the payer a Tax Invoice at the same time the GST Amount is payable.

9.3 Exchange of Information

The parties agree to exchange such information as is necessary to enable each party to accurately assess its rights and obligations under this clause 9.

10 INTELLECTUAL PROPERTY RIGHTS

10.1 Ownership of Intellectual Property Rights

- (a) Intellectual Property Rights regarding the Services vest in the Provider.
- (b) Intellectual Property Rights regarding information or other Data provided in compliance with this Agreement (excluding such information or Data provided as part of a Service) vests in the party who provided the information or Data.

10.2 Licence of Intellectual Property Rights

The Provider grants to the Client a non-exclusive licence to use the Intellectual Property Rights in connection with the relevant Services provided.

10.3 Protection of Intellectual Property and Moral Rights

The Client must:

- (a) take all reasonable steps to protect the Intellectual Property Rights to which the Client gains access via use of the Services; and
- (b) ensure that neither the Client nor the Client's employees, agents, volunteers or subcontractors:
 - (i) infringes any person's Intellectual Property Rights or Moral Rights; or
 - (ii) authorises the infringement of such rights.

11 CONFIDENTIALITY

11.1 Approval to Disclose

A party ("**Party A**") must not disclose Confidential Information belonging to another party ("**Party B**") except where Party A has obtained the prior written approval to disclose from Party B or where such disclosure is required by law.

11.2 Undertakings

Each party must:

- (a) make every reasonable effort to ensure that the party's employees, volunteers, agents and subcontractors are aware of and comply with the obligations of confidentiality in this clause 11;
- (b) together with such relevant employees, volunteers, agents and subcontractors provide written undertakings reasonable required by the other parties relating to the non-disclosure of Confidential Information under this clause 11; and

- (c) notify the other parties if that party knows or suspects that Confidential Information has been disclosed in breach of this clause 11.

12 DISPUTE RESOLUTION

12.1 Application of this Clause 12

This clause 12 shall apply to all disputes in respect of this Agreement other than disputes regarding the provision of Services which are to be resolved according to the process in clause 8 of this Agreement.

12.2 Dispute Resolution Process

For any dispute to which this clause 12 applies:

- (a) a party must serve notice of the dispute (detailing the nature of the dispute) to all the other parties;
- (b) representatives of the parties must meet to discuss a resolution to the dispute; and
- (c) if the parties are unable to resolve the dispute under clause 12.2(b) within a reasonable time, the dispute shall be referred to an independent expert to be appointed by agreement of the parties or, failing agreement, by the President of the Law Society of Tasmania ("**Expert**"). The determination of the Expert shall be final and binding on the parties, and the parties shall bear the costs of the Expert equally.

13 NOTICES

13.1 Address for Notices

Any notice, request, or other communication to be given or served under this Agreement must be in writing and:

- (a) delivered by hand;
- (b) sent by post;
- (c) sent by facsimile; or
- (d) sent by email,

to the address nominated by the party in writing and provided to the other parties and the Committee.

13.2 Receipt of Notice

Any notice, request or other communication will be deemed to be received:

- (a) if delivered by hand, on the date of deliver;
- (b) if sent by post within Australia, upon the expiry of five (5) Business Days after the date on which it was sent;
- (c) if sent by facsimile, upon the sender receiving an acknowledgment that the communication has been properly transmitted to the recipient; and
- (d) if sent by email, upon the sender receiving an acknowledgment that the communication has been properly transmitted to the recipient.

14 MISCELLANEOUS

14.1 No Assignment

No party may assign their rights, interests or obligations under this Agreement without the prior written consent of all the other parties.

14.2 Survival

Any part of this Agreement which is expressed to survive the natural expiration or earlier termination of this Agreement will so survive in full force and effect.

14.3 Severability

- (a) If the whole or any part of a provision of this Agreement or its application to a person or circumstance is or becomes void, invalid, illegal or unenforceable, then so far as possible, the provision will be read down to the extent necessary to ensure that it is not void, illegal, invalid or unenforceable.
- (b) If a provision of this Agreement, or part of it, cannot be so read down, then the provision, or part of it, will be taken to be void and severable and the remaining provisions of this Agreement will not be affected or impaired in any way.
- (c) Clauses 14.3(a) and 14.3(b) have no effect if the act of severance alters the fundamental nature of this Agreement, or is contrary to public policy.

14.4 Approvals and Consent

- (a) A party may give conditionally or unconditionally or withhold its approval or consent in its absolute discretion unless this Agreement expressly provides otherwise.
- (b) By giving its approval or consent a party does not make or give any warranty or representation as to any circumstance relating to the subject matter of the relevant consent or approval.

14.5 Remedies Cumulative

The rights and remedies provided in this Agreement are in addition to other rights and remedies given by law independently of this Agreement.

14.6 No partnership or agency

Except as expressly provided for in this Agreement, nothing contained or implied in this Agreement will:

- (a) constitute, or be taken to constitute, a party to be the partner, agent or legal representative of any other party for any purpose whatsoever or create or be taken to create any partnership; or
- (b) create or be taken to create any relationship of agency or trust as between the parties.

14.7 Compliance with Laws

Each of the parties agrees that, in carrying out its obligations under this Agreement, it must comply with the provisions of all relevant laws.

14.8 Partial Exercise of Rights

If a party does not exercise a right or remedy fully or at a given time, the party may still exercise such right at a later date.

14.9 Variation and Waiver

A provision of this Agreement or a right created under it, may not be waived or varied except in writing, signed by the party or parties to be bound.

14.10 Counterparts

- (a) This Agreement may be executed in any number of counterparts.
- (b) All counterparts will be taken to constitute one (1) agreement.

- (c) The parties agree that if necessary, they may exchange faxed copies of counterparts, and those faxed copies will be taken to constitute one (1) agreement.

14.11 Governing law and jurisdiction

The laws of Tasmania govern the operation of this Agreement, and the parties submit to the non-exclusive jurisdiction of the Courts of Tasmania.

SIGNING CLAUSES

Signed by the parties as a deed.

THE COMMON SEAL of the **SORELL COUNCIL** was affixed pursuant to a resolution of said Council by the following by the duly authorised person:-)
)
)
) Common Seal of the Sorell Council

.....
Signature of authorised person

.....
Name of authorised person

.....
Position held by authorised person

THE COMMON SEAL of the **BRIGHTON COUNCIL** was affixed pursuant to a resolution of said Council by the following by the duly authorised person:-)
)
)
) Common Seal of the Brighton Council

.....
Signature of authorised person

.....
Name of authorised person

.....
Position held by authorised person

THE COMMON SEAL of the **SOUTHERN MIDLANDS COUNCIL** was affixed pursuant to a resolution of said Council by the following by the duly authorised person:-)
)
)
) Common Seal of the Southern Midlands Council

.....
Signature of authorised person

.....
Name of authorised person

.....
Position held by authorised person

THE COMMON SEAL of the **TASMAN COUNCIL** was affixed pursuant to a resolution of said Council by the following by the duly authorised person:-

)
)
)
)

.....
Common Seal of the Tasman Council

.....
Signature of authorised person

.....
Name of authorised person

.....
Position held by authorised person

THE COMMON SEAL of the **HUON VALLEY COUNCIL** was affixed pursuant to a resolution of said Council by the following by the duly authorised person:-

)
)
)
)

.....
Common Seal of the Huon Valley Council

.....
Signature of authorised person

.....
Name of authorised person

.....
Position held by authorised person

THE COMMON SEAL of the **CENTRAL HIGHLANDS COUNCIL** was affixed pursuant to a resolution of said Council by the following by the duly authorised person:-

)
)
)
)

.....
Common Seal of the Central Highlands Council

.....
Signature of authorised person

.....
Name of authorised person

.....
Position held by authorised person

THE COMMON SEAL of the **GLENORCHY**)
CITY COUNCIL was affixed pursuant)
to a resolution of said Council by the following)
by the duly authorised person:-) Common Seal of the Glenorchy City
Council

.....
Signature of authorised person

.....
Name of authorised person

.....
Position held by authorised person

THE COMMON SEAL of the **GLAMORGAN**)
SPRING BAY COUNCIL was affixed pursuant)
to a resolution of said Council by the following)
by the duly authorised person:-) Common Seal of the Glamorgan Spring Bay
Council

.....
Signature of authorised person

.....
Name of authorised person

.....
Position held by authorised person

THE COMMON SEAL of the **CITY OF**)
PALMERSTON COUNCIL was affixed pursuant)
to a resolution of said Council by the following)
by the duly authorised person:-) Common Seal of the City of Palmerston
Council

.....
Signature of authorised person

.....
Name of authorised person

.....
Position held by authorised person

THE COMMON SEAL of the COOMALIE)
COMMUNITY GOVERNMENT COUNCIL)
 was affixed pursuant to a resolution of said Council)
 by the following by the duly authorised person:-)
 Common Seal of the Coomalie Community
 Government Council

.....
 Signature of authorised person

.....
 Name of authorised person

.....
 Position held by authorised person

THE COMMON SEAL of the LITCHFIELD)
COUNCIL was affixed pursuant to a resolution)
 of said Council by the following by the duly)
 authorised person:-)
 Common Seal of the Litchfield Council

.....
 Signature of authorised person

.....
 Name of authorised person

.....
 Position held by authorised person

THE COMMON SEAL of the WAGAIT)
SHIRE COUNCIL was affixed pursuant to a)
 resolution of said Council by the following by the)
 duly authorised person:-)
 Common Seal of the Wagait Shire Council

.....
 Signature of authorised person

.....
 Name of authorised person

.....
 Position held by authorised person

THE COMMON SEAL of the **WEST ARNHEM)**
REGIONAL COUNCIL was affixed pursuant to a)
resolution of said Council by the following by the)
duly authorised person:-)

.....
Common Seal of the West Arnhem Regional
Council

.....
Signature of authorised person

.....
Name of authorised person

.....
Position held by authorised person

SCHEDULE 1 – FEES FOR LONG TERM WORK

<i>Hourly Rates (Min 50 hours p/a) (exclusive of GST)</i>				
Level of Employee Engaged	Ordinary Rate	Penalty Rate (1.5)	Penalty Rate (2.0)	Penalty Rate (2.5)
Administrative	\$72	\$97	\$122	\$147
Professional	\$82	\$110	\$139	\$167
Senior	\$92	\$124	\$156	\$188
Manager	\$107	\$144	\$181	\$218

* Hourly rates will increase in line with the consumer price index (CPI Australia– March quarter) effective from 1st July each year for the term of this Agreement.

** Hourly rates shown in ‘Schedule 1’ are to be used as a guide for Councils as they proceed to form a Service Agreement. Client and Provider Councils can agree to customise Service Agreements as they see fit.

*** Calculation of penalty rates methodology: Ordinary rate + Increase employee hourly rate due to application of penalty rate = Penalty charge out rate. Penalty rates may only be charged when approved by Client Council General Manager.

SCHEDULE 2 – FEES FOR INTERMITTENT WORK

Hourly Rates (Exclusive of GST)

Level of Employee Engaged	Ordinary Rate	Penalty Rate (1.5)	Penalty Rate (2.0)	Penalty Rate (2.5)
Administrative	\$87	\$117	\$147	\$178
Professional	\$97	\$130	\$164	\$198
Senior	\$107	\$144	\$181	\$219
Manager	\$122	\$164	\$206	\$249

* Hourly rates will increase in line with the consumer price index (CPI Australia– March quarter) effective from 1st July each year for the term of this Agreement.

** Hourly rates shown in ‘Schedule 1’ are to be used as a guide for Councils as they proceed to form a Service Agreement. Client and Provider Councils can agree to customise Service Agreements as they see fit.

*** Calculation of penalty rates methodology: Ordinary rate + Increase employee hourly rate due to application of penalty rate = Penalty charge out rate. Penalty rates may only be charged when approved by Client Council General Manager.

SCHEDULE 3 – COMMITTEE

<u>POSITION</u>	<u>NAME</u>	<u>COUNCIL/ORGANISATION</u>
Chairman:	Mr Peter Murfett	Murfett Management Pty Ltd
Chief Administrator:	Mr Gavin Boyd	Brighton Council
Committee Members:	Mr Robert Higgins	Sorell Council
	Mr Ronald Sanderson	Brighton Council
	Mr Timothy Kirkwood	Southern Midlands Council
	Mr Robert Higgins	Tasman Council
	Mr Wayne Thorpe	Huon Valley Council
	Mrs Lyn Eyles	Central Highlands Council
	Mr Peter Brooks	Glenorchy City Council
	Mr David Metcalf	Glamorgan Spring Bay Council
	Mr Ben Dornier	City of Palmerston Council
	Mr Leigh Ashford	Coomalie Community Government Council
	Ms Kaylene Conrick	Litchfield Council
	Ms Deborah Williams	Wagait Shire Council
	Mr Valentin Markez	West Arnhem Regional Council

ANNEXURE A – DEED OF ACCESSION

THIS DEED OF ACCESSION is made on the day of 20

BY: _____ **COUNCIL**

of _____
(“New Council”)

BACKGROUND:

- A.** Pursuant to the terms of a Local Government Shared Services Agreement dated the day of 20 (“**Agreement**”) between the Councils who are a party to that Agreement as at the date of this Deed of Accession (“**Existing Councils**”), the New Council is required to execute this Deed of Accession to become part of the shared services arrangement under the Agreement.
- B.** The New Council is prepared to become a part of the Agreement and to be bound by the terms and conditions of the Agreement pursuant to this Deed of Accession.

IT IS AGREED:

1. Interpretation

Unless the context otherwise permits:

- (a) terms which are defined in the Agreement shall have the same meaning when used in this Deed of Accession; and
- (b) the interpretation provision in clause 1 of the Agreement shall also apply to the interpretation of this Deed of Accession.

2. New Council to be Bound

The New Council covenants in favour of the Existing Councils as at the date of this Deed of Accession that the New Council will, on and from the date of this Deed of Accession, comply with, perform and observe the provisions of the Agreement with the intention that such provisions will be binding on the New Council as fully and effectually and in the same manner and to the same extent as if the New Council were a party to the Agreement with effect from the date of this Deed of Accession.

3. Initial Contribution to Whole of Model Costs

The New Council acknowledges that the Existing Councils have been contributing to the costs of administering and coordinating the provision of Services for some time. On this basis, the New Council agrees to pay any initial contribution to the Whole of Model Costs as notified by the Committee in writing.

4. Nomination of Employees

Upon signing this Deed of Accession, the New Council must nominate Employees and Services which it wishes to make available to the Existing Councils to the Committee in writing.

5. Appointment of Committee Member

Upon signing this Deed of Accession, the New Council must appoint a Committee Member to the Committee in writing.

6. Notices

For the purposes of the Notices clause of the Agreement, the New Council's address for service is the address noted on the first page of this Deed of Accession.

7. Governing Law

This Deed of Accession is governed by and construed in accordance with the law from time to time in force in Australia and the New Council submits to the non-exclusive jurisdiction of the Courts of Australia.

EXECUTED by the New Council as a Deed

THE COMMON SEAL of the NEW)	
COUNCIL was affixed pursuant to a)	
resolution of said Council by the following)
by the duly authorised person:-)	Common Seal of the New Council

.....
Signature of authorised person

.....
Name of authorised person

.....
Position held by authorised person



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 19 July 2017

16 Other Business

17 Public Questions

18 Confidential Items

- 18.1 Tender Evaluation Report - Freds Pass Reserve Centre Road Upgrade



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 19 July 2017

19 Close of Meeting

The next meeting is scheduled for Wednesday, 16 August 2017