

# LITCHFIELD COUNCIL



*Community effort is essential*

## Council Meeting BUSINESS PAPER WEDNESDAY 21/11/2018

Meeting to be held commencing 6:30pm  
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, 21 November 2018 at 6:30pm**

Kaylene Conrick  
**Chief Executive Officer**

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# COUNCIL AGENDA

## LITCHFIELD COUNCIL MEETING

Wednesday, 21 November 2018

### 1. Open of Meeting

#### Audio Disclaimer

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

### 2. Acknowledgement of Traditional Ownership

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

### 3. Apologies and Leave of Absence

THAT Council notes and approves:

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

### 4. Disclosures of Interest

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

### 5. Confirmation of Minutes

THAT the full minutes of the:

1. Council Meeting held Wednesday, 17 October 2018, 7 pages, be confirmed.
2. Special Council Meeting held Wednesday, 7 November 2018, 3 pages, be confirmed.

Minutes have been distributed under separate cover and are publicly available on Council's website <http://www.litchfield.nt.gov.au/council/council-meetings/council-minutes> or in hard copy by request.

### 6. Business Arising from the Minutes

THAT Council receives and notes the Action Sheet.

Resolution Number	Resolution	Action Officer	Meeting Date	Status
15/0175/02	<b>Meeting Procedures By-Laws</b> THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.	CEO	19-11-15	Meeting held with Department of Housing and Community Development (Local Government Division) to discuss draft By-laws received from Parliamentary Counsel. Draft By-Laws are reviewed against drafting instructions.
16/0203	<b>Signage, Roadside Vans and Events on Council Land</b>  1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body;  2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land;  3. Develop policy and procedures to support any Council by-laws which are enacted; and  4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	DCCS	21-09-16	On hold until Meeting By-Laws are progressed.

16/0061	<p><b>Acquisition Application of Mira Square - Section 0368 (24) Aldridge Street, Southport</b></p> <p>THAT Council:          endorses the Acquisition Application of Mira Square, at Section 0368 (24) Aldridge Street, Southport;          approves the allocation of a \$20,000 grant to the Southport Progress Association as seed funding for the financial year 2016/17; and          allocates \$10,000 annually, commencing in 2017/18 as an operating grant to the Southport Progress Association to manage Mira Square.</p>	DIO	20-04-16	<p>Staff are working with SPA and Crown Land Estate on an application for acquisition of Crown land. A master plan and proof of funding for Stage 1 are required for lodgement. A master plan and costings are being reviewed to determine the best proposal for the site.</p>
17/0036/4	<p><b>Litchfield Aquatic Facility Needs Analysis Report</b></p> <p>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.</p>	CEO	15-02-17	<p>Council is seeking external funds to contribute to the next stage of this project which is undertaking a full feasibility study including detailed design and costing.</p> <p>Special Purpose Grant application was unsuccessful. Council is seeking clarification on why the submission was not successful.</p>

1718/234	<p><b>Parkin Road Widening Through Road Opening</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>resolved to proceed with the road opening process for a 5m wide strip of Section 674, Hundred of Cavenagh to form part of the Parkin Road road reserve;</li> <li>advertise for a period of 28 days and publish the required notifications under the Local Government Act to advise the public of Council's intention to open this section of road;</li> <li>approve the issue of the required Government Gazette notice; and</li> <li>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.</li> </ol>	DIO	16-05-18	Crown land has recently provided the approved survey plan and a letter of support for the proposal. A submission has been made to the Minister of Housing and Community Development to open the road.
1718/240	<p><b>Berry Springs Water Advisory Committee - Council Representative</b></p> <p>THAT Council appoints Councillor Barden as its nominated representative to lodge an Expression of Interest for the Northern Territory Government Department of Environment and Natural Resources Berry Springs Water Advisory Committee.</p>	CEO	16-05-18	Nomination sent in by 30 May 2018. Waiting on confirmation from the department / pending ministerial approval.
1718/261	<p><b>Land Acquisition and Road Opening associated with the Realignment of Freds Pass Road between Beaumont Road and Strangways Road</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>approve the purchase of 780m2 from Lot 7 (150) Freds Pass Road at a cost of \$10,000, upon signed agreement from the landowner and upon the conclusion of the road opening process; and</li> <li>proceed with a road opening over this portion of land and authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the new road reserve.</li> </ol>	DIO	27-06-18	Agreement received from landowner. A cadastral survey plan is being prepared; once prepared, the survey plan will be lodged with the Surveyor General's office for approval and subsequently registered with Land Titles Office, which will complete the road opening process. Upon completion of the road opening, Council will make payment to the land owner.

<b>Natural Disaster Relief and Recovery Arrangements (NDRRA) January Monsoonal Trough and Cyclone Marcus</b>				
1718/266	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. notes the expenditure and progress of the recovery works completed for Cyclone Marcus; and</li> <li>2. endorses the commencement of works for roads affected by the Monsoonal Trough - January 2018, estimated to cost \$1,866,750.25, without the approval from NDRRA.</li> </ol>	DIO	27-06-18	<p>COMPLETE</p> <p>Funding approval received, all works designed and included in monthly financial report capital works program updates.</p>

<b>Improving the Productivity of the Mango Industry Project</b>				
1718/267	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. receives and notes the Business Case Improving the Productivity of the Mango Industry in Litchfield Municipality;</li> <li>2. endorses seeking external funding to realise the Improving the Productivity of the Mango Industry Project (the sealing of 15.2kms of the four key mango industry roads), estimated to cost approximately \$20.1m;</li> <li>3. provides in-principle support to contribute up to \$5m to the project. This in-principle support would require a Council resolution and budget allocation, at a later date, to proceed with the project; and</li> <li>4. endorses the Improving the Productivity of the Mango Industry Project, as one of Council's Top 3 Advocacy Projects.</li> </ol>	CEO	27-06-18	<p>Investigation of funding opportunities through territory and federal government.</p>

**Public Library Services in Litchfield Municipality**

THAT Council:

1. authorises the Chief Executive Officer to enter into a five-year funding agreement to provide Litchfield public library services provided that the following occurs:
  - a. transition funds supporting the transfer of library services are provided by Northern Territory Library, as negotiated to the satisfaction of Council represented by the Chief Executive Officer;
  - b. a Memorandum of Understanding is signed with Taminmin College for the public library space under the same arrangement currently enjoyed by Northern Territory Library, at no additional cost;
  - c. the transfer of the Taminmin Community Library service to Council occurs no later than 1 January 2019;
2. writes to Northern Territory Library to advise of Council's decision;
3. authorises the Chief Executive Officer to explore service delivery options with neighbouring councils to provide an efficient and effective library service for Litchfield residents, including alternative facility locations for the future; and
4. receives an update report at a future Council meeting on progress made on the points above.

1819/020

DCCS

18-07-18

NT Library advised of Council's decision in writing 19 July 2018.  
 Transition committee established between NTL and Council.  
 Funding Agreement received from NTL.  
 Memorandum of Understanding negotiations initiated with Taminmin College Board and Principal.

**Development of Animal Management Plan**

1819/034

THAT Council endorses the Animal Management Plan Discussion Paper to be released for public consultation for the month of September 2018.

DIO

15-08-18

COMPLETE  
 Public consultation has ended for Animal Management Plan Discussion Paper. The draft Plan will be presented to Council at its January 2019 meeting for endorsement prior to the Phase 2 consultation period.

**Litchfield Council Bendigo Bank 2018 Youth Forum**

THAT Council:

1819/038	<ol style="list-style-type: none"> <li>1. receives and notes the Event Record Report for the Litchfield Council Bendigo Bank 2018 Youth Forum;</li> <li>2. determines to develop a Youth Policy in time for it to launch as part of 2019 Northern Territory Youth Week;</li> <li>3. writes to the Bendigo Bank Board, as the sponsor of Council's Youth Event to provide the Board with a report on the youth event and sharing the students interest in small business enterprise learning and to thank the Bendigo Bank again for its sponsorship; and</li> <li>4. provides a letter of thank you to the three schools that attended the Youth Forum and invite the schools to be involved in the development of a Youth Policy.</li> </ol>	DCCS	15-08-18	<p>Policy development in progress.</p> <p>Conversations with youth groups and youth service providers have commenced.</p>
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**National Election Advocacy**

THAT Council

1819/060	<ol style="list-style-type: none"> <li>1. supports the Australian Local Government Association's campaign calling for the next federal government to restore Financial Assistance Grants to at least 1% of Commonwealth taxation revenue;</li> <li>2. participates in the survey with the Mayor completing the survey on behalf of Council;</li> <li>3. encourages each Elected Member to also complete the survey and support the campaign; and</li> <li>4. writes to the President of the Local Government Association of Northern Territory to inform the Association of Council's resolution.</li> </ol>	CEO	26-09-18	<p>COMPLETE - Email link to survey sent to Mayor, Councillors and Acting CEO. Letter sent to LGANT President advising of Council's resolution.</p>
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**December Council Meetings**

1819/062	<p>THAT Council brings forward future December ordinary Council meetings to the second Wednesday to avoid holding a meeting in the week leading up to Christmas.</p>	CEO	26-09-18	<p>Website and diaries updated., Advertisement in November</p>
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1819/063	<b>Southport Drainage Planning Study Revision</b>	<p>THAT Council</p> <ol style="list-style-type: none"> <li>1. approves to undertake stormwater modelling of the entire townsite of Southport;</li> <li>2. notes that a further report will be provided to Council following the modelling to review the level of road immunity for stormwater to be accepted, and the potential staging areas for design purposes; and</li> <li>3. undertakes maintenance of table drains and stormwater infrastructure within Southport by the end of October 2018 or as soon as possible.</li> </ol>	DIO	26-09-18	<ol style="list-style-type: none"> <li>1. Stormwater modelling commenced.</li> <li>2. Report to be scheduled following modelling.</li> <li>3. Maintenance works commenced 15 October 2018, and continuing</li> </ol>
1819/067	<b>Rating Policy Review Project</b>	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. approves the Rating Policy Review Project Plan with all relevant timelines;</li> <li>2. establishes a Rating Policy Review Community Reference Group in line with the Terms of Reference attached to this report; and</li> <li>3. receives a further report for the appointment of the Community Reference Group members no later than the December 2018 ordinary Council meeting.</li> </ol>	DCCS	26-09-18	<p>Expression of Interest for Community Reference Group closed. Appointment of members at December Council Meeting.</p>
1819/068	<b>Street Lighting Update</b>	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. notes the replacement of street light luminaires with LED, including for maintenance activities and as a requirement of new works;</li> <li>2. notes the preparation of a four-year LED luminaire replacement program for consideration in the 2019-20 budget;</li> <li>3. notes the intent to install smart control systems within the Litchfield Municipality as part of the LED replacement program; and</li> <li>4. endorses the preparation of a Street Lighting Policy to be presented to Council by February 2019.</li> </ol>	DIO	26-09-18	<ol style="list-style-type: none"> <li>1. Complete</li> <li>2. Draft prepared, to be finalised for budget consideration.</li> <li>3. Smart control system procurement process is underway.</li> <li>4. Street Lighting Policy scheduled</li> </ol>

## Draft Litchfield Council Annual Report 2017/18

THAT Council:

1. receives and endorses the Draft Litchfield Council Annual Report 2017/18;
2. forwards a copy of the Litchfield Council Annual Report 2017/18 to the Minister Housing and Community Development;
3. publishes the Litchfield Council Annual Report 2017/18 on Council's website; and
4. publishes a notice in the NT News informing the public that copies of the report may be downloaded from Council's website or obtained from Council's Office, Bees Creek Road, Freds Pass.

1819/097

DCCS

07-11-18

Published on Council's website 9 Nov 2018



# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday, 21 November 2018

### **7 Presentations**

### **8 Petitions**

### **9 Public Forum**

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

### **11 Notices of Motion**

### **12 Mayors Report**

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



## COUNCIL REPORT

**Agenda Item Number:** 12.1  
**Report Title:** Mayor's Monthly Report  
**Report Number:** 18/0165  
**Meeting Date:** 17/10/2018  
**Attachments:** Nil

### Purpose

A summary of the Mayor's attendance at meetings and functions representing Council for the period 18 October 2018 to 21 November 2018.

### Summary

Date	Event	Comment
19 October 2018	Territory FM	Regular Radio Interview
20 October 2018	Country Women's Association	Dinner Reception
23 October 2018	Australia Day Event Committee Meeting	Scheduled meeting
	Humpty Doo Village Green	Annual General Meeting
24 October 2018	ABC Grass Roots Programs	Regular Radio Interview
	Metcalfe Road Residents	Residents meeting
25 October 2018	Thailand Community Representative Meeting	Land for Community Cultural Centre
26 October 2018	Seniors Lifestyle Accommodation	Potential Development – Meeting Coolalinga Central
27 October 2018	Walk Together	2018 National Week of Unity
29 October 2018	Miriam McDonald	Civic Reception discussions
21 October 2018	Nicky Clark	Local photographer
	John Showfield – President, Marrakia Association & Committee Member	Courtesy call

2 November 2018	Litchfield Women in Business Committee Nominations	Short Listing
	Territory FM	Regular Radio Interview
3 November 2018	Indonesian Consultation Family Picnic Day Event – Berry Springs	90 <sup>th</sup> Anniversary of Indonesian Mother's Day
5 November 2018	Litchfield Women in Business Network Committee Meeting	Schedule Committee Meeting
6 November 2018	Litchfield Women in Business Network Morning Tea	Monthly event
7 November 2018	One on One Media Training	Personal Development
	LGANT	Mayor & Presidents Forum
8 November 2018	LGANT	General Meeting
	Palmerston Regional Hospital	Official Opening
	LGANT	Dinner
9 November 2018	LGANT	AGM
	Territory FM Radio	Regular Radio Interview
10 November 2018	Humpty Doo Activity Centre Plan Phase 2	Workshop
	Rural Reflections Anthology Taminmin Library	Launch
13 November 2018	Territory Natural Resource Management Conference	Annual Conference
	Territory Natural Resource Management Welcome Function	Annual Event
14 November 2018	Territory Natural Resource Management Gala Dinner	Annual Event
15 November 2018	TOPROC	Scheduled Meeting
	Territory Natural Resource Management Conference	Annual Conference
16 November 2018	Territory FM	Regular Radio Interview
	Ichthys LGN Gala Dinner	Honouring the commencement of safe, reliable and efficient operations
17 November 2018	McHappy Day Coolalinga	27 <sup>th</sup> Anniversary
	ESRI Australia, Governor Martin O'Malley	Dinner Meeting with Mayor & CEO's Darwin & Palmerston and LGANT
20-21 November 2018	ALGA 2018 National Roads Conference	Annual Event to promote the Mango Strategic Roads Project

## **Recommendation**

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



## LITCHFIELD COUNCIL MEETING

Wednesday, 21 November 2018

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

### 13 Verbal Reports from Council Appointed Representatives

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

#### Activity Area Plans

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

#### RECOMMENDATION

THAT Council note the Councillors' verbal report.



# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday, 21 November 2018

### **14 Finance Report**

#### 14.1 Litchfield Council Finance Report – October 2018



## COUNCIL REPORT

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<b>Agenda Item Number:</b>	14.1
<b>Report Title:</b>	Litchfield Council Finance Report – October 2018
<b>Report Number:</b>	18/0176
<b>Meeting Date:</b>	21/11/2018
<b>Attachments:</b>	Nil

### Purpose

The purpose of this report is to present the monthly finance report for the period ended 31 October 2018.

### Recommendation

THAT Council receives the Litchfield Council Finance Report for the period ended 31 October 2018.

### Background

This report comprises the original budget along with the end of year forecast and monitors the YTD actual revenue and expenses as at 31 October 2018. End of Year Forecasting includes all projects carried over from the prior financial year and current budget year variations.

Total Revenue recognised for the period to the end of October is derived from rates levied for the entire financial year. The remainder of rates and charges budgeted are the prepayments of rates and \$60,000 attributed to growth in rateable properties. Statutory Charges for dog registrations are currently forecasted to \$55,000 above budget. The forecasted increase in grant, subsidies and contributions is a result of Federal Assistance Grant (FAG's) funding that has increased by \$232,681 in the 2018/19 financial year. In addition, the January 2018 Monsoonal Trough funding of \$1,848,975 was received for the repair of flood damage to four affected roads and developer contributions to date are \$62,164 more favourable compared to budget.

Total Operating Expenses are currently 32.5% of the annual budget for the financial year. The main forecast variance is \$72,844 in expenditure as a direct result of insurance premiums increased in excess of budget. This is attributable to market developments and an increase in Council's asset values derived from the Asset Revaluation as at 30 June 2018 in accordance with Australian Accounting Standards.

Total Capital Expenses forecasted are higher than budget as a result of the Commonwealth National Disaster Relief and Recovery Arrangements (NDRRA) funding received for works to be carried out on affected roads and the Mobile Workforce Shed construction carried over from 2015/16 is forecasted to be completed in the 2018/19 financial year. In addition to these projects, grant funding was received at the end of the 2017/18 financial year for projects to commence in 2018/19.

The 2017/18 carried forward grants are set aside in the financial reserves and will be expended in the current financial year; these capital expenditure items include:

- Freds Pass Reserve Sporting Grant Funding totalling \$2,000,000
- Humpty Doo Village Green Furniture & Fittings Upgrade totalling \$33,824
- Council Office Solar System Installation remaining funds for 2018-19 is \$28,625
- Howard Park Reserve Irrigation upgrade remaining funds for 2018-19 is \$6,792.

Overall, the 2018/19 budget result remains favourable by \$2,164,330 compared to Council's 2018/19 Budget. This amount includes a surplus of \$315,355 in operating profit which will result in a decrease of funds drawn from financial reserves.

# Finance Report

## October 2018

**LITCHFIELD  
COUNCIL**



*Community effort is essential*

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## SECTION 1

### CONSOLIDATED FINANCIAL STATEMENTS

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

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

### CONSOLIDATED OPERATING STATEMENT

	2018/19 Budget	2018/19 Actual	2018/19 Forecast	Forecast Variance +ve (-ve)	Note
<b>REVENUE</b>					
Rates	10,243,216	9,859,511	10,243,216	0	
Statutory Charges	70,250	102,174	125,725	55,475	1
User Charges	1,143,033	561,120	1,143,033	0	
Grants, subsidies & contributions	6,522,099	3,576,082	8,706,693	2,184,594	2
Investment Income	686,250	253,861	686,250	0	
Reimbursements	0	0	0	0	
Other Income	60,000	22,753	61,005	1,005	3
<b>TOTAL REVENUE</b>	<b>18,724,848</b>	<b>14,375,501</b>	<b>20,965,922</b>	<b>2,241,074</b>	
<b>EXPENSES</b>					
Employee Costs	6,121,026	1,878,052	6,123,095	(2,069)	4
Auditor Fees	36,600	1,918	36,600	0	
Bad and doubtful Debts	0	0	0	0	
Elected Member Expenses	241,311	51,710	241,311	0	
Election Expenses	0	0	0	0	
Cemetery Operations	300,200	160,918	300,200	0	
Contractors	4,155,620	1,370,483	4,155,620	0	
Energy	235,200	36,620	235,200	0	
Insurance	190,500	198,228	261,275	(70,775)	4
Maintenance	677,500	177,433	677,900	(400)	5
Legal Expenses	143,000	16,509	143,000	0	
Donations and Community Support	117,250	60,665	117,250	0	
Computer / IT Costs	378,025	134,590	378,025	0	
Parts, accessories & consumables	265,000	37,304	265,000	0	
Professional Services	612,870	222,772	616,370	(3,500)	6
Sundry	422,185	169,448	422,185	0	
<b>TOTAL EXPENSES</b>	<b>13,896,287</b>	<b>4,516,650</b>	<b>13,973,031</b>	<b>(76,744)</b>	
<b>RESULT</b>	<b>4,828,561</b>	<b>9,858,851</b>	<b>6,992,891</b>	<b>2,164,330</b>	

#### Explanations for Forecast variances to Original Budget

**Note 1** – Dog registrations received to date are above budget, resulting in additional income forecasted to 30 June 2019.

**Note 2** – The NDRRA funding for January Monsoonal Trough is approved with funding provided for Council's four affected roads totalling \$1,848,975. In addition, an increase of \$273,455 compared to budget in the Federal Assistance

Funding for general purpose and local road expenditure will be received along with additional developer contributions from subdivisions.

**Note 3** – Other income generated from the Shared Services Agreement with other Councils. i.e. Coomalie Town Council

**Note 4** - Increased insurance premiums of \$72,844 above annual budget.

**Note 5** – An additional \$100 actual expenditure was needed for each playground audit at Council's Recreational Reserves.

**Note 6** – Professional Fees for consultancy services at Thorak Regional Cemetery.

## CONSOLIDATED BALANCE SHEET at 31 October 2018

	30 September 2018	31 October 2018	Movement +ve (-ve)
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	2,915,679	1,502,861	(1,412,818)
Trade and Other Receivables	7,332,271	7,256,043	(76,228)
Other Financial Assets	20,502,760	23,502,760	3,000,000
<b>TOTAL CURRENT ASSETS</b>	<b>30,750,710</b>	<b>32,261,664</b>	<b>1,510,954</b>
<b>NON CURRENT ASSETS</b>			
Infrastructure, Property, Plant & Equipment	315,500,765*	315,500,765	-
Other Non-Current Assets	3,475,869*	4,729,674	1,253,805
<b>TOTAL NON CURRENT ASSETS</b>	<b>318,976,634</b>	<b>320,230,439</b>	<b>1,253,805</b>
<b>TOTAL ASSETS</b>	<b>349,727,344</b>	<b>352,492,103</b>	<b>2,764,759</b>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	1,762,597	1,712,071	50,526
Provisions	627,676	618,053	9,623
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,390,273</b>	<b>2,330,124</b>	<b>60,149</b>
<b>NON CURRENT LIABILITIES</b>			
Provisions	390,221	391,079	(858)
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>390,221</b>	<b>391,079</b>	<b>(858)</b>
<b>TOTAL LIABILITIES</b>	<b>2,780,494</b>	<b>2,721,203</b>	<b>59,291</b>
<b>NET ASSETS</b>	<b>346,946,850</b>	<b>349,770,899</b>	<b>2,824,050</b>
<b>EQUITY</b>			
Accumulated Surplus	29,410,761*	325,234,810	2,824,050
Asset Revaluation Reserve	295,859,891*	295,859,891	-
Other Reserves	21,676,198*	21,676,198	-
<b>TOTAL EQUITY</b>	<b>346,946,850</b>	<b>349,770,899</b>	<b>2,824,050</b>

\* Amounts reported in last month's Finance Report were prior to the completion of the annual report – these amounts have now been reinstated with asset revaluation data and reserve balance updates.

Cash and cash equivalents have reduced by \$1,412,818 due to payments of outstanding invoices to contractors and suppliers and the investment of surplus funds into new term deposits.

Other Financial Assets have increased by \$3,000,000 from 30 September 2018 due to the investment of additional term deposits with surplus funds available from grant income and Rates and Charges received.

Trade and Other Receivables have decreased by \$76,228 from 30 September 2018 due to payment of Rates and Charges with the first instalment due and payable, in addition to outstanding Sundry Debtors.

Infrastructure, Property, Plant & Equipment has decreased due to depreciation recognised to date.

Other Non-Current Assets represent the projects that remain work in progress as at 31 October 2018 ie. Freds Pass Reserve Capital Improvements and Freds Pass Road Infrastructure Upgrade as well as the capital projects commenced in the 2018/19 financial year and yet to be capitalised.

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

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

As identified in Section 5 of this report, Litchfield Council's liquidity KPI is easily met with 31 October 2018 current ratio equalling 13.85.

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

= 
$$\frac{32,261,664}{2,330,124} = 13.85$$

Net Cash Position = 
$$32,261,664 - 2,330,124 = \$30 \text{ million}$$

## SECTION 2

### OPERATING POSITION BY DEPARTMENT

The 2018/19 rates and charges have been applied to properties and recognised in Council's accounts, which is reflected in both Finance and Waste Management year to date revenue totals.

Overall expenditures year to date are 32.5% of the annual budget. Some operational expenditures are not evenly spread across the financial year, with major operational road maintenance expenditure to occur close to the end of the financial year.

	2018/19 YTD Budget	2018/19 YTD Actual	2018/19 Annual Budget	2018/19 Annual Forecast	Forecast Variance +ve (-ve)	Note
<b>REVENUE</b>						
Finance	7,723,669	7,267,557	8,472,205	8,536,317	64,112	1
Works	1,351,486	448,691	2,583,776	2,752,386	168,610	1
Planning	17,276	40,454	51,836	51,836	0	
Waste Management	2,907,823	2,934,900	3,048,423	3,048,423	0	
Community	27,336	29,662	82,000	82,000	0	
Regulatory Services	48,920	103,220	70,750	127,271	56,521	2
<b>TOTAL REVENUE</b>	<b>12,076,510</b>	<b>10,824,484</b>	<b>14,308,990</b>	<b>14,598,233</b>	<b>289,243</b>	
<b>EXPENSES</b>						
Council Leadership	410,890	331,767	953,231	953,231	0	
Corporate	166,428	133,516	489,335	489,335	0	
Information Services	191,152	155,997	509,486	509,486	0	
Finance	684,132	680,684	1,523,732	1,592,349	(68,617)	3
Works	1,069,112	909,784	3,101,389	3,101,389	0	
Planning	232,680	201,190	688,273	688,273	0	
Waste Management	923,266	843,435	2,765,452	2,765,452	0	
Community	644,966	556,317	1,430,995	1,431,395	(400)	4
Mobile Workforce	417,128	249,141	1,249,031	1,249,031	0	
Regulatory Services	123,040	116,397	364,614	364,614	0	
<b>TOTAL EXPENSES</b>	<b>4,862,794</b>	<b>4,178,528</b>	<b>13,075,538</b>	<b>13,144,555</b>	<b>(69,017)</b>	
<b>OPERATING RESULT</b>	<b>7,213,716</b>	<b>6,645,956</b>	<b>1,233,452</b>	<b>1,453,678</b>	<b>220,226</b>	

#### Explanations for Forecast variances to Original Budget

**Note 1** – An increase of \$232,681 compared to budget in the Federal Assistance Funding for general purpose and local road expenditure, equating to an increase of 4.8% from prior year.

**Note 2** – Additional dog registration income of \$55,000 forecasted and income from Coomalie Community Council for Regulatory Services assistance through the Shared Service Agreement between councils.

**Note 3** – Increased insurance premiums of \$72,844 above annual budget, \$68,617 being Finance and the remainder Thorak Regional Cemetery.

**Note 4** – An additional \$100 actual expenditure was needed for each playground audit at Council's Recreational Reserves.

### Explanations for YTD Actual variances to YTD Budget

The variances evident between YTD Budget and YTD Actuals are as a result of the following:

#### REVENUE











- The remainder of rates and charges budgeted is the prepayments of rates and \$60,000 attributed to growth in rateable properties.
- Federal Assistance Grants scheduled to be received for the Works Department are expected to be received late November 2018.
- An increase in subdivision and development fees.
- An increase in Animal Registrations for the period to October 2018.


#### EXPENSES

- Overall, timing of some expenditure costs varies to budget, mainly within Road Maintenance as a result of prioritising the large number of capital works projects.
- Still awaiting one invoice for an Insurance Premium, this is usually paid in July of each year.

### NEW INITIATIVES

In addition to Council's year-on-year operating expenses Council resolved to undertake the following New Initiatives in 2018/19. The new initiatives expenditure is included in the operating result above. The table below highlights the expenditure compared to budget at the end of October 2018.

	2018/19 Budget	2018/19 Actuals	2018/19 Forecast	Comments	
<b><u>2017/18 and prior</u></b>					
Developer Contribution Plan Review	60,000	6,494	60,000	Review of works to be included in plan underway; review of catchments will follow based on determination of works required. Plan to be developed based on new catchments.	
<b>TOTAL</b>	<b>60,000</b>	<b>6,494</b>	<b>60,000</b>		
<b><u>2018/19</u></b>					
Online Demographic and Economic Information Products	12,000	12,000	12,000	Product purchased. Training and community information sessions to commence from the 19 November 2018.	
Aerial Photography for Geographical Information System (GIS)	30,000	0	30,000	Imagery loaded into Geographical Information System (GIS). All staff given access to the internet login for direct access and features.	
New GIS for Council	20,000	0	20,000	Investigation – quotes being sourced.	
ICT Plan – UPS for Servers	5,000	0	5,000	Quotes are underway – awaiting final confirmation of size/outputs.	
ICT Plan – Vmware Sphere	8,000	0	8,000	Quotes are underway – awaiting confirmation of licencing terms.	
Trainee Customer Service Officer	15,000	0	15,000	On hold, review of costings and budget implications.	
Tree Risk Management Plan	30,000	0	30,000	Scope to be developed for Request of Quote	
Aquatic Feasibility Study	50,000	0	50,000	Funding options are under investigation.	
Waste Transfer Station – Signage (Waste Strategy)	6,500	0	6,500	Not commenced, scheduled for early 2019.	
<b>TOTAL</b>	<b>176,500</b>	<b>12,000</b>	<b>176,500</b>		

 - On Budget

 - Watch Budget

 - Outside Budget

## CAPITAL BUDGET POSITION

The table below compares capital revenue and expenditure to budget by the end of October 2018.

	2018/19 Budget	2018/19 Actuals	2018/19 Forecast	Forecast Variance +ve (-ve)	Note
<b>REVENUE</b>					
Works	3,436,877	3,048,975	5,285,852	1,848,975	1
Planning	60,353	122,517	122,517	62,164	2
Mobile Workforce	60,000	21,789	60,000	0	
Community	81,181	0	81,181	0	
<b>TOTAL REVENUE</b>	<b>3,638,411</b>	<b>3,193,281</b>	<b>5,549,550</b>	<b>1,911,139</b>	
<b>EXPENSES</b>					
Works	5,767,345	1,574,625	7,616,320	(1,848,975)	1
Waste Mgt	204,677	49,696	202,090	2,587	3
Mobile Workforce	188,000	0	638,000	(450,000)	4
Community	411,181	63,273	2,480,422	(2,069,241)	5
<b>TOTAL EXPENSES</b>	<b>6,571,203</b>	<b>1,687,594</b>	<b>10,936,832</b>	<b>(4,365,629)</b>	
<b>CAPITAL RESULT</b>	<b>(2,932,792)</b>	<b>1,505,687</b>	<b>(5,387,282)</b>	<b>(2,454,490)</b>	

### Explanations for Forecast variances to Original Budget

**Note 1** – NDRRA Funding approved for the January Monsoonal Trough. This funding will be offset against expenses as the works are carried out on affected roads (Brougham, Bundy, Finn Roads and Trippe Road North).

**Note 2** – Additional developer contributions received from subdivisions.

**Note 3** – Savings on the purchase of Vibrating Waste Compactor for Humpty Doo Waste Transfer Station.

**Note 4** – The Mobile Workforce Shed construction from 2015/16 Budget is forecasted to be completed in the 2018/19 financial year with tender documents currently underway.











**Note 5** – Increased expenditure due to grant funding received at the end of 2017/18 for:











- Freds Pass Reserve Sporting Grant Funding totalling \$2,000,000
- Humpty Doo Village Green Furniture & Fittings Upgrade totalling \$33,824
- Council Office Solar System Installation remaining funds for 2018/19 is \$28,625
- Howard Park Reserve Irrigation upgrade remaining funds for 2018/19 is \$6,792.

## CAPITAL PROJECTS 2018/19 – WORKS

The table below summarises Council's capital works program for the 2018/19 financial year in accordance with the budget and Municipal Plan. Council is continuing to work towards completing projects from 2017/18 financial year due to delays caused by Cyclone Marcus.

The Northern Territory Government has allowed the transfer of excess monies between Freds Pass Road Funding and Finn Road Funding totalling \$420,038.

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
<b>Projects carried forward from previous years</b>						
Freds Pass Road Upgrade	30/09/2018	1,220,500	636,234	800,462	(420,038)	 Works completed, awaiting final invoice.
Finn Road Upgrade	30/11/2018	1,500,000	752,233	1,920,038	420,038	 Works underway - 50% complete.
Solar System Purchase and Installation	30/09/2018	78,720	37,534	78,720	0	 Work complete and connected, awaiting final invoice.
<b>TOTAL</b>		<b>2,799,220</b>	<b>1,426,001</b>	<b>2,799,220</b>	<b>0</b>	
<b>Projects commencing in 2018/19</b>						
Road Reseal Program	31/12/2018	1,000,045	136,430	1,000,045	0	 Reseal complete, awaiting final invoices.
Re-sheeting of Roads	30/06/2019	400,000	0	400,000	0	 Cyrus Road complete, remaining roads in 2019 following wet season.
Freds Pass Road Drainage Upgrade (BlackSpot)	30/06/2019	478,000	0	478,000	0	 Tender assessment underway.
Safety Rails – Leonino Road	30/09/2018	90,000	48,980	90,000	0	 Completed
Safety Rails – Hicks Road	10/09/2018	90,000	60,642	90,000	0	 Completed
Carruth Road Line-marking	30/06/2019	30,000	1,300	30,000	0	 Design underway
Oxford Road – Sealing	30/06/2019	400,000	0	400,000	0	 Works scheduled following wet season

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Pavement repairs – Whitewood Road	30/06/2019	427,000	0	427,000	0	 Design complete, works scheduled for 2019 dry season.
Installation of Culverts on Pioneer Drv / Beddington Rd Intersection	30/06/2019	310,000	0	310,000	0	 Tender awarded, commencing November 2018.
Purchase of 3 x Traffic Counts	30/06/2019	18,000	0	18,000	0	 To be ordered early 2019.
Irrigation Upgrade at Council Office	31/12/2018	6,800	0	6,800	0	 Design complete, reviewing quotes.
Meeting room Door at Council Office	31/01/2019	11,000	0	11,000	0	 Works to occur over Christmas period to minimise disruption.
Footpaths at Council Office	30/06/2019	36,000	0	36,000	0	 Design underway.
<b>TOTAL</b>		<b>3,296,845</b>	<b>247,352</b>	<b>3,296,845</b>	<b>0</b>	
<b>NDRRA Projects commencing in 2018/19</b>						
Finn Road flood damage repairs - NDRRA	30/06/2019	177,751	0	177,751	0	 Design complete, quote to be received to consider inclusion in existing Finn Road contracted works.
Brougham Road flood damage repairs - NDRRA	30/06/2019	768,529	52,590	768,529	0	 Design complete, works scheduled for 2019 dry season.
Trippe Road North Flood damage repairs - NDRRA	30/06/2019	873,562	49,330	873,562	0	 Tender awarded, commencing early November.
Bundy Road floodway repairs - NDRRA	30/06/2019	29,133	0	29,133	0	 Orders raised for works.
<b>TOTAL</b>		<b>1,848,975</b>	<b>101,920</b>	<b>1,848,975</b>	<b>0</b>	



- On Budget







- Watch Budget



- Outside Budget

## CAPITAL PROJECTS 2018/19 – WASTE TRANSFER STATIONS

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

Waste Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
<b>Capital Purchases and projects commenced in 2018/19</b>						
Vibrating Waste Compactor	31/12/2018	14,677	12,090	12,090	2,587	 Delivered – complete.
Shade Structure at Howard Springs WTS	30/06/2019	60,000	0	60,000	-	 Scope preparation underway.
Gatehouse at Berry Springs WTS	30/06/2019	30,000	16,182	30,000	-	 Demountable under construction underway off site, installation in December.
Mains power connection / Water tank at Berry Springs WTS	30/06/2019	100,000	21,424	100,000	-	 PWC electrical connection approved, awaiting PWC to undertake works.
<b>TOTAL</b>		<b>204,677</b>	<b>49,696</b>	<b>204,677</b>	<b>0</b>	



- On Budget






- Watch Budget



- Outside Budget

## CAPITAL PROJECTS 2018/19 – MOBILE WORKFORCE

The table below is Council's capital projects for Mobile Workforce in accordance with the Budget and Municipal Plan.

Mobile Workforce Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
<b>Capital Purchases commenced in 2018/19</b>						
Tractor with loader replacement	31/12/2018	150,000	0	150,000	-	 Awaiting delivery, expected 10 November.
Mower replacement	31/12/2018	38,000	0	38,000	-	 Awaiting delivery, expected 10 November.
<b>Projects carried forward from previous years</b>						
Mobile Workforce Shed	30/06/2019	0	9,780	450,000	(450,000)	 Tender documents underway.
<b>TOTAL</b>		<b>188,000</b>	<b>9,780</b>	<b>638,000</b>	<b>(450,000)</b>	



- On Budget







- Watch Budget





- Outside Budget

## CAPITAL PROJECTS 2018/19 – RECREATION RESERVES

The table below is Council's capital projects for Recreation Reserves still in progress from the 2017/18 and current financial year in accordance with the Budget and Municipal Plan.

Recreation Reserve Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
<b>Projects commenced in 2017/18 and 2018/19</b>						
Howard Park Reserve – Irrigation Upgrade	31/12/2018	<u>2017/18</u> 20,000	13,612	20,000	-	 Special Purpose Grant – seeking quotes for final works.
Howard Park Reserve – Playground Upgrade	No Funding	81,181	0	81,181	-	 Special Purpose Grant application submitted.
Howard Park Reserve – Kitchen Upgrade	31/12/2018	30,000	0	30,000	-	 Works awarded and commencing 26 <sup>th</sup> November.
Humpty Doo Village Green – Furniture Upgrade	31/12/2018	0	0	33,824	33,824	 Works awarded and commencing in November.

Recreation Reserve Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Freds Pass Reserve – Improvements	30/11/2018	<u>2016/17</u> 3,000,000	2,613,367	3,000,000	-	 In Progress,
Freds Pass Reserve – Sporting Improvements	30/06/2019	0	0	2,000,000	2,000,000	 Workshop for proposed scope scheduled.
<b>TOTAL</b>		<b>3,131,181</b>	<b>2,626,979</b>	<b>5,165,005</b>	<b>2,033,824</b>	



- On Budget



- Watch Budget



- Outside Budget

## SECTION 3

### CASH ON HAND & INVESTMENTS

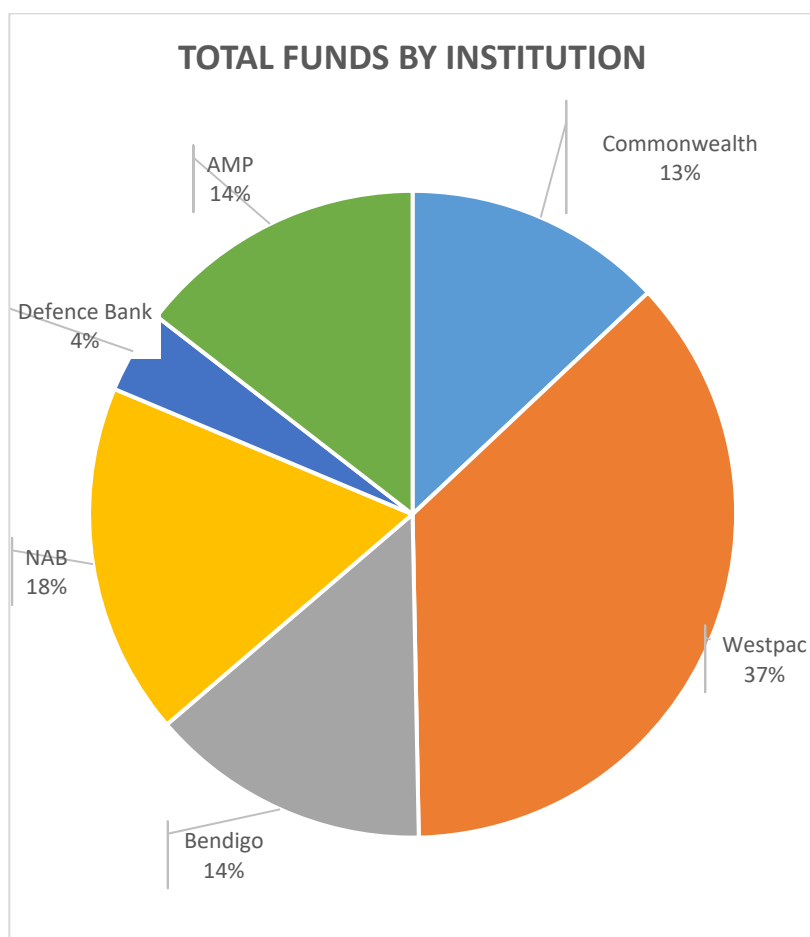
The table below represents a summary of the Cash on Hand & Investments held by Council at 31 October 2018 and compares the balance to the balance at 30 September 2018.

	30 SEPTEMBER 2018	31 OCTOBER 2018	VARIANCE	COMMENT
Investments (Incl. Trust Account)	20,158,841	23,158,841	3,000,000	Additional funds invested
Business Maxi Account	917,331	408,505	(508,826)	Additional funds transferred to new investments.
Operating Account	1,507,983	196,781	(1,311,202)	Additional funds transferred to new investments.
<b>TOTAL</b>	<b>22,584,155</b>	<b>23,764,127</b>	<b>1,179,972</b>	

#### 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
24/11/2017	1,019,447	365	Westpac	2.64%	24/11/2018	26,913
15/06/2018	1,541,885	180	Bendigo	2.80%	12/12/2018	21,291
04/12/2017	1,226,128	365	Westpac	2.64%	04/12/2018	32,370
25/06/2018	242,823	182	NAB	2.81%	24/12/2018	3,402
27/06/2018	1,000,000	203	NAB	2.81%	16/01/2019	15,628
15/10/2018	1,500,000	106	Westpac	2.75%	29/01/2019	11,979
08/02/2018	1,000,000	365	CBA	2.64%	08/02/2019	26,400
17/07/2018	1,000,000	217	AMP	2.85%	19/02/2019	16,944
28/06/2018	1,500,000	252	AMP	2.93%	07/03/2019	30,344
19/03/2018	1,000,000	365	Westpac	2.70%	19/03/2019	27,000
01/10/2018	1,000,000	190	NAB	2.69%	09/04/2019	14,003
15/10/2018	1,000,000	183	Westpac	2.76%	16/04/2019	13,838
11/09/2018	1,071,785	238	CBA	2.70%	07/05/2019	18,869
31/05/2018	1,000,000	365	Defence Bank	2.85%	31/05/2019	28,500
15/10/2018	2,000,000	239	NAB	2.71%	11/06/2019	35,490
25/06/2018	1,500,000	365	Bendigo	2.80%	25/06/2019	42,000
27/09/2018	1,000,000	294	Westpac	2.75%	18/07/2019	22,151
03/09/2018	1,056,774	336	CBA	2.70%	05/08/2019	26,266
06/09/2018	1,000,000	365	AMP	2.80%	06/09/2019	28,000
27/09/2018	1,500,000	365	Westpac	2.81%	27/09/2019	42,150
<b>TOTAL INVESTMENTS</b>	<b>23,158,841</b>					<b>483,538</b>



## FINANCIAL RESERVES

The opening balance results are the final results outlined in Council's Annual Report approved by Council at the Special Council Meeting on 7 November 2018. All movements throughout the year are based on the forecasted results to 30 June 2019.

	Balance at 1 July 2018	Transfer TO	Transfer FROM	Net Movement	Balance at 30 June 2019
<b>Externally Restricted Reserves</b>					
Developer Contribution Reserve	723,088	122,517	(80,882)	41,635	764,723
Unexpended Grants and Contributions	4,748,119	-	(4,748,119)	(4,748,119)	-
<b>Internally Restricted Asset Related Reserves</b>					
Asset Reserve	10,710,930	-	(1,102,105)	(1,102,105)	9,608,825
<b>Internally Restricted Other Reserves</b>					
Waste Management Reserve	4,156,475	289,471	(436,177)*	(146,706)	4,009,769
Election Reserve	100,000	-	-	-	100,000
Disaster Recovery Reserve	500,000	-	-	-	500,000
Strategic Initiatives Reserve	500,000	-	(90,000)	(90,000)	410,000
<b>TOTAL</b>	<b>21,438,612</b>	<b>411,988</b>	<b>(6,457,283)</b>	<b>(6,045,295)</b>	<b>15,393,317</b>

\* \$225,000 for the construction of Mobile Workforce Shed for 2015/16 Budget has been forecasted into 2018/19 Budget.

## SECTION 4

### DEBTORS

#### SUNDRY DEBTORS

Total Sundry Debtors at 31 October 2018 are \$1,220,756 compared to \$18,109 at 30 September 2018, an increase of \$1,202,647 mainly due to invoices raised to NTG for progress claims of grant funding for the Finn Road Upgrade Project.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	\$5,384	\$0	\$15	\$1,552	\$6,952
Infrastructure	\$1,200,573	\$2,416	\$0	\$9,211	\$1,212,200
Recreation Reserves	\$1,095	\$330	\$0	\$180	\$1,605
<b>TOTAL</b>	<b>\$1,207,052</b>	<b>\$2,746</b>	<b>\$15</b>	<b>\$10,943</b>	<b>\$1,220,756</b>
% of total sundry debtors	98.8%	0.1%	0.1%	1.0%	

#### Action summary of 90 Days Debtors:

Company under Administration – further advice regarding payment status to be received from Administrators (Allowance for Doubtful Debts is recognised)	\$5,907
Debtor on Payment Plan	\$904
No permit provided, until payment is received	\$2,400
Company under Administration	\$1,462
Resent Statement	\$90
Resent Statement	\$100
Resent Statement	\$80
<b>TOTAL</b>	<b>\$10,943</b>

*Please note, Sundry debtors exclude rate debtors and infringements.*

### FINES AND INFRINGEMENTS

At 31 October 2018 Council has 86 infringements outstanding with a balance of \$26,373, an increase of \$1,100 in outstanding infringements compared to 30 September 2018 due to additional infringements raised.

	June 2018	July 2018	August 2018	September 2018	October 2018
Number of Infringements outstanding	76	70	78	82	86
Balance of Infringements outstanding	\$27,133	\$27,570	\$26,569	\$25,273	\$26,373

Seventy-five (75) infringements have been sent to the Fines Recovery Unit (FRU), nine (9) have received reminder notices and two (2) infringements have been issued recently.

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

## OUTSTANDING RATES

Council's Debt Recovery Policy FIN05 guides the collection of outstanding rates. Recovery of rates continues to be an area of focus with Council's performance in recovering outstanding rates improving each month. Council continues to use the services of the current Debt Collector for rate assessments presently placed with them. Council also contracted a second debt collector collecting overdue rates on selected rate assessments to reduce debt appropriately. Rates in arrears have decreased by \$135,513 in the month of October.

The below table illustrates the split of prior years' outstanding rates:

	BEGINNING OF 2018/19 (30 JUNE 2018)	PREVIOUS MONTH (SEPTEMBER 2018)	CURRENT MONTH (OCTOBER 2018)	MONTHLY VARIANCE
COMMERCIAL	\$50,725	\$35,489	\$34,537	\$952
MINING	\$65,629	\$71,349	\$72,087	(\$738)
NON-RATEABLE MINING	\$0	\$0	\$0	\$0
NON-RATEABLE WASTE	\$19,666	\$19,414	\$19,367	\$47
RURAL RESIDENTIAL	\$1,688,116	\$1,519,556	\$1,382,968	\$136,588
URBAN RESIDENTIAL	\$86,445	\$93,964	\$95,301	(\$1,337)
<b>TOTAL</b>	<b>\$1,910,581</b>	<b>\$1,739,773</b>	<b>\$1,604,260</b>	<b>\$135,513</b>

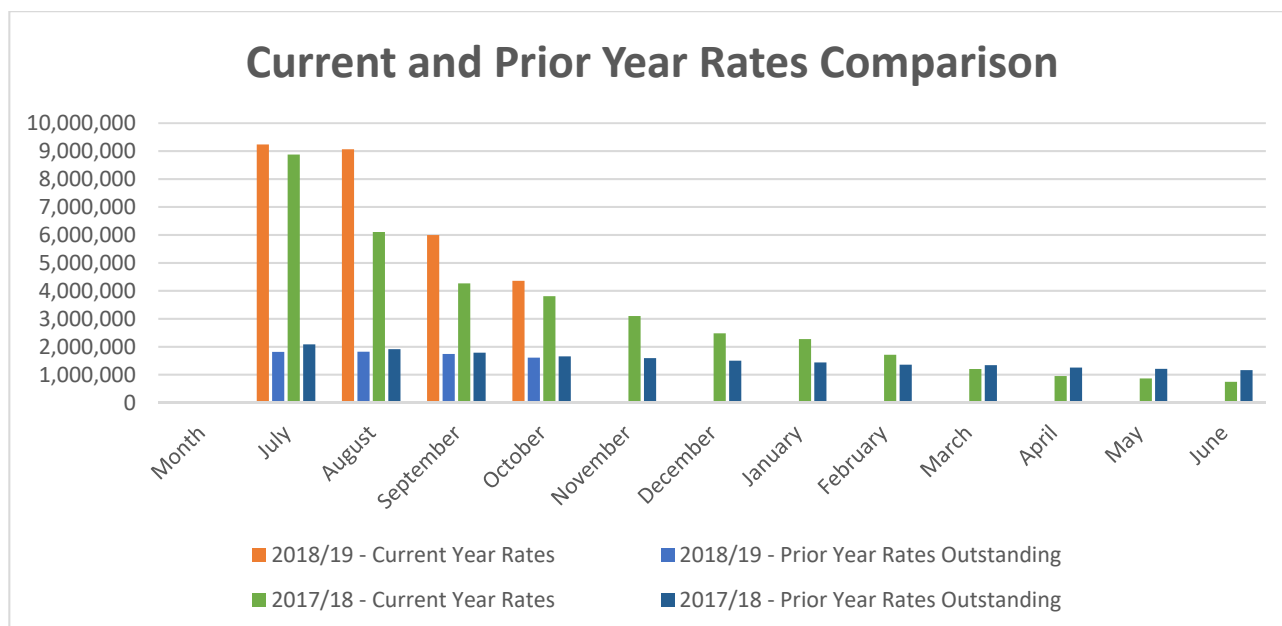
The below table illustrates the split of current year outstanding rates:

	PRIOR MONTH (SEPTEMBER 2018)	CURRENT MONTH (OCTOBER 2018)	VARIANCE	DUE DATES
INSTALMENT 1	\$1,530,890	\$651,034	(\$879,856)	OVERDUE
INSTALMENT 2	\$2,183,140	\$1,784,846	(\$398,294)	30 November 2018
INSTALMENT 3	\$2,280,223	\$1,921,982	(\$358,241)	28 February 2019
<b>TOTAL</b>	<b>\$5,994,253</b>	<b>\$4,357,862</b>	<b>(\$1,636,391)</b>	

First instalment of current year's rates is due and payable with a total of \$651,034 still to be collected. Current year rates and charges collected in the month of October was \$1,636,391.

The graph below tracks the total rates owing for the 2018/19 financial year by month and compares outstanding rates to the same time in the previous financial year 2017/18.









Prior Year Rates Outstanding in October 2018 are lower then the same time the year before.






## SECTION 5

### FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2018/19 Municipal Plan includes several KPIs for the Finance area to meet; these are listed and reported on in the table below.

Key Performance Indicator	Target	Status	Comment
Compliance with management, statutory and regulatory budgeting and reporting	100%		All budgeting and reporting are compliant to date
Monthly and annual financial reporting, including audit	Unqualified audit		Unqualified Audit Report received for the year ended 30 June 2018.
Current years rates outstanding as at 30 June 2019	<15%		Currently at 43.1% with only one of three instalments due
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources.	>50%		Forecast coverage ratio is currently at 62.5%. This increase indicates that majority grants received by Council are amounts received specifically for new or upgrade assets, therefore withheld from the percentage calculation.
Liquidity ratio	>1:1		13.85:1 as at 31/10/2018
Current Ratio	>1		13.85 as at 31/10/2018
Debt Service Ratio	>1		Forecast is 0%
Asset sustainability ratio	60%		Forecast currently 94.6%. Depreciation forecast is \$11,557,620. This increase indicates that Council is replacing assets as they reach the end of their useful life. It does however, take into consideration the increased grant funding for capital project upgrades and new asset development bringing the percentage above Council's expected level.

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

## SECTION 6

### CREDITORS PAID

Creditor accounts paid in October 2018 are listed in the table below.

Cheque No.	Chq Date	Payee	Description	Amount
Payroll 8	10/10/2018	LC Staff	Payroll Fortnight ending 10 October 2018	143,155.08
Payroll 9	24/10/2018	LC Staff	Payroll Fortnight ending 24 October 2018	141,999.09
875.114-01	15/10/2018	NATIONAL AUSTRALIA BANK LTD (NAB)	Term Deposit - Maturity Date 11/6/2019	2,000,000.00
870.114-01	1/10/2018	NATIONAL AUSTRALIA BANK LTD (NAB)	Term Deposit - Maturity Date 9/4/2019	1,000,000.00
872.1137-01	5/10/2018	ALLAN KING & SONS CONSTRUCTION PTY	RFT 18-163 Contract - Freds Pass Road Upgrade - Progress Claim 3	346,544.57
876.60-01	18/10/2018	FREDS PASS SPORT & RECREATION	2nd Quarter Operational and R & M Payment	171,875.00
872.67-01	5/10/2018	JARDINE LLOYD THOMPSON PTY LTD	18-19 FY - Insurance Renewal - Industrial Special Risk	133,579.67
876.409-01	18/10/2018	F & J BITUMEN SERVICES PTY LTD	Various works in various locations: Primer Seal, Pothole& Edge Patching, Road Sweeping	116,495.06
871.577-01	4/10/2018	ARJAYS SALE & SERVICE PTY LTD	Installation of Guardrail Hicks at Rd Creek Crossing	65,889.60
873.577-01	11/10/2018	ARJAYS SALE & SERVICE PTY LTD	RFQ18-174 Leonino Road installation of Guard Rail at 3 Locations	53,877.50
876.374-01	18/10/2018	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld - CYC 1 & 2, Pay Period 8	48,448.00
871.374-01	4/10/2018	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld - CYC 1 & 2, Pay Period 7	46,158.00
876.1137-01	18/10/2018	ALLAN KING & SONS CONSTRUCTION PTY	Maintenance of pavements and new works at various locations	43,845.60
877.280-01	25/10/2018	CITY OF DARWIN	AUG 2018 - Howard Springs, Humpty Doo and Berry Springs Landfill fees	41,816.60
873.1047-01	11/10/2018	REMOTE AREA TREE SERVICES PTY LTD	Tree management works at Hillier Rd, Freds Pass Reserve, McAulay Rd, Gulnare Rd, Horne Rd, Galbraith Rd, Alyxia Rd, Goodenia Rd, Nottage Rd, Bees Creek Rd,	29,634.00
877.1137-01	25/10/2018	ALLAN KING & SONS CONSTRUCTION PTY	Shoulder reformation & Recompact at various locations	28,589.00
876.1435-01	18/10/2018	NT CUSTOM HOMES & SHEDS PTY LTD	Design of NHPC Shed - Progress Payment #1, manufacture of shed - Progress Payment # 2 and Concrete payment for installation of Shed	25,535.00
876.65-01	18/10/2018	HUMPTY DOO VILLAGE GREEN MANAGEMENT	2nd Quarter Operational & R & M payment	22,825.00
877.514-01	25/10/2018	VEOLIA ENVIRONMENTAL SERVICES	SEPT 18 - Thorak - Bin Collection	22,738.44
873.87-01	11/10/2018	TOP END LINEMARKERS PTY LTD	Supply & Install Solar Studs Multiple Locations	21,808.60
873.414-01	11/10/2018	TOTAL EXCAVATIONS	Repair Shoulder on Magpie Way	19,635.00
874.1417-01	12/10/2018	CASWELL ELECTRICAL PTY LTD	New electrical connection to Berry Springs WTS	17,800.00

Cheque No.	Chq Date	Payee	Description	Amount
876.1047-01	18/10/2018	REMOTE AREA TREE SERVICES PTY LTD	Provide consultancy services / conduct post TC Marcus inspection at the reserves and Thorak Cemetery	17,490.00
877.1047-01	25/10/2018	REMOTE AREA TREE SERVICES PTY LTD	Conduct Tree Management - Bees Creek Gulnare Roads, Beaumont Rd, Barker Rd & Produce Rd	17,138.00
876.16-01	18/10/2018	BERRY SPRINGS RESERVE	2nd Quarter Operational and R & M Payment	15,125.00
873.1137-01	11/10/2018	ALLAN KING & SONS CONSTRUCTION PTY	Maintenance of Pavements, Repairs and new works at Farrar Road	13,661.20
876.1103-01	18/10/2018	HASTING DEERING	Supply new vibrating plate compactor for backhoe at HS WTS	13,299.00
876.72-01	18/10/2018	LIVINGSTONE RESERVE MANAGEMENT BOARD	2nd Quarter Operational and R & M Payment	13,200.00
876.1439-01	18/10/2018	WANDINA CONSULTING	Term Engagement - A/ Director Community & Corporate Services	10,593.00
877.849-01	25/10/2018	WEX AUSTRALIA ( PUMA CARD)	SEP 18 - Litchfield Council Fuel Account	8,541.87
876.1099-01	18/10/2018	DAVE'S MINI DIGGA HIRE	Rebuild Drain - Cr Pioneer & Acacia Road	8,195.00
871.596-01	4/10/2018	AREA9 IT SOLUTIONS - HARDWARE	SEP 2018 - Service Agreement - IT Management	7,911.20
877.596-01	25/10/2018	AREA9 IT SOLUTIONS - HARDWARE	OCT 2018 - Service Agreement - IT Management	7,911.20
871.1065-01	4/10/2018	MRS M H BREDHAUER	SEP 18 - Mayor Allowances	7,747.71
877.926-01	25/10/2018	JACANA ENERGY	SEP 18 - Power 2x WTS, Whitewood Hall, Howard Park Reserve, Thorak and Council Office	7,513.17
873.187-01	11/10/2018	NORSIGN	Signage for Dichondra Road	7,052.82
873.956-01	11/10/2018	IRONWOOD CONSULTING	Freds Pass Road Upgrade Supervision & Project Management Freds Pass - Warren park	7,040.00
876.1314-01	18/10/2018	LITCHFIELD FOOTBALL CLUB	Reimburse costs insurance claim Cyclone Marcus	7,000.00
871.514-01	4/10/2018	VEOLIA ENVIRONMENTAL SERVICES	APR 18 - Waste Transport HDWTS to Shoal Bay	6,930.91
877.1099-01	25/10/2018	DAVE'S MINI DIGGA HIRE	Clean out Drain L/H side 135 Southport	6,820.00
DD261018	8/10/2018	WESTPAC CARDS & DIRECT DEBITS	September 2018 - Credit Card Purchases	6,738.76
877.162-01	25/10/2018	CIVICA PTY LTD	NOV 2018 - Authority Program - Licence Fees	6,440.36
877.78-01	25/10/2018	POWER & WATER CORPORATION	SEP 2018 - Water for Howard Park & HS WTS	6,385.58
871.162-01	4/10/2018	CIVICA PTY LTD	OCT 18 - Authority Program - Licence Fee	6,240.64
871.1099-01	4/10/2018	DAVE'S MINI DIGGA HIRE	Clean out drains & culverts (Jacomb Pl, Virginia Rd, Brahminy Rd, crn Lapwing)	5,720.00
873.45-01	11/10/2018	AREA CONTRACTING PTY LTD	Clear various trees along water drain - Cnr Francesca and Jacomb Place Virginia	5,536.30
877.971-01	25/10/2018	MUGAVIN CONTRACTING PTY LTD	Install Slotted Kerb - Litchfield Council	4,966.50
871.992-01	4/10/2018	WEST ARNHAM REGIONAL COUNCIL	SEP 18 - Records Management Improvement Process	4,908.42
877.409-01	25/10/2018	F & J BITUMEN SERVICES PTY LTD	Primer Seal for Freds Pass Rd & School Carpark	4,884.00
871.993-01	4/10/2018	ARAFURA TREE SERVICES & CONSULTING	Remove all dead & damaged Trees - Lambert Place	4,840.00
DD260918	26/10/2018	WESTPAC CARDS & DIRECT DEBITS	OCT 2018 - Credit Card purchases	4,809.30

Cheque No.	Chq Date	Payee	Description	Amount
877.1413-01	25/10/2018	McCLELLAND INDUSTRIES PTY LTD	NOV 18 - Monthly Rent for MWF Shed	4,767.40
876.612-01	18/10/2018	CREMASCO CIVIL PTY LTD	Remove and Dispose Grates and Reinstall	4,570.50
873.170-01	11/10/2018	NT RECYCLING SOLUTIONS (NTRS)	SEP 18 - Empty recycle bins Council Office	4,548.50
876.75-01	18/10/2018	MCMINNS LAGOON RESERVE ASSOCIATION	2nd Quarter Operational and R & M Payment	4,125.00
871.1253-01	4/10/2018	CRAIG BURGDOFF	Service and Repairs of Thorak's JBC Backhoe, H/S WTS Backhoe & Handpump, Kubota Mower and Hyundai Loader	3,693.81
871.1088-01	4/10/2018	TALENT PROPELLER	Recruitment Campaign: Plant and Weed Officer	3,574.78
876.183-01	18/10/2018	CHRIS'S BACKHOE HIRE PTY LTD	SEP 2018 - Thorak grave digging and labour	3,432.00
877.290-01	25/10/2018	AUSTENG ENGINEERING SOLUTIONS	Thorak - Replacement combustion air fan and air motor including freight	3,214.20
876.1460-01	18/10/2018	NORTHERN TERRITORY POLOCROSSE	Reimburse costs to repair shade sail - Lakeview Hall	3,180.00
871.1053-01	4/10/2018	CSG BUSINESS SOLUTIONS PTY LTD	AUG 18 - Monthly Rental of Photocopier	3,009.90
871.926-01	4/10/2018	JACANA ENERGY	AUG 18 - Thorak - Electricity & Units 1,2 & 3 23 Spencely Rd 10/8-05/09/18	2,860.62
871.187-01	4/10/2018	NORSIGN	Wall panels & installation of Values Mural	2,809.04
873.1320-01	11/10/2018	RUSSELL KENNEDY LAWYERS	Advice Employment Matters	2,643.30
876.1088-01	18/10/2018	TALENT PROPELLER	Recruitment campaign - Library Mngr - Australian Library Association	2,592.04
873.1416-01	11/10/2018	WASTE MANAGEMENT SERVICES PTY LTD	Review and consultation required for Council Waste Transfer Stations	2,591.14
871.384-01	4/10/2018	MS C VERNON	Consultancy Services	2,402.40
871.268-01	4/10/2018	BYRNE CONSULTANTS	Detailed survey and design for Broughman Road Upgrade to Seal	2,342.45
871.1064-01	4/10/2018	MRS C M SIMPSON	SEP 18 - Councillor Allowances	2,247.05
873.612-01	11/10/2018	CREMASCO CIVIL PTY LTD	Supply, Install Posts and Signs Freds Pass Rd and 2 x vehicles Movement Reflect Barrier	2,239.90
871.971-01	4/10/2018	MUGAVIN CONTRACTING PTY LTD	Supply Traffic Management and Plan for Eugene and Bastin Road	2,200.00
871.1063-01	4/10/2018	MRS K J SAYERS-HUNT	SEP 18 - Deputy Mayor Allowances	2,163.51
873.1300-01	11/10/2018	OPTEON PROPERTY GROUP PTY LTD	Additional Asset Valuation, amendments and corrections	1,980.00
876.14-01	18/10/2018	AUSTRALIA POST	Mailout of dog registration reminder letters	1,978.93
871.1068-01	4/10/2018	MR D S BARDEN	SEP 18 - Councillor Allowances	1,967.05
876.851-01	18/10/2018	OFFICEWORKS	Stackable Chairs and Tables for Howard Park Reserve	1,944.37
876.144-01	18/10/2018	ORIGIN	SEP 2018 - Thorak - LP Gas	1,928.30
871.1452-01	4/10/2018	AL'S TREELOPPING	Tree works at 55 Dichondra Road, Howard Springs	1,925.00
871.1290-01	4/10/2018	MATCHEZ SUPERANNUATION FUND (M SALTER)	SEP 18 - Councillor Allowances	1,877.05
871.1451-01	4/10/2018	JOBS RIGHT DIESEL FITTING	Service Cat Backhoe at Howard Springs & Berry Springs	1,856.24
871.414-01	4/10/2018	TOTAL EXCAVATIONS	Collect rocks from HSWTS for Bronzewing drainage	1,848.00

Cheque No.	Chq Date	Payee	Description	Amount
877.158-01	25/10/2018	NT ELECTRICAL GROUP	Thorak - Call out & repairs Power isolation	1,795.54
871.220-01	4/10/2018	THE BIG MOWER	Thorak - Hustler Mower service, repairs & parts	1,774.45
877.1329-01	25/10/2018	ARAFURA TRAFFIC CONTROL	Traffic Control and Management Plan Hill	1,771.00
873.205-01	11/10/2018	SAFE WAY TEST & TAG (DAVID MILNER)	Test and Tag Equipment - Litchfield Council Office	1,735.80
873.1099-01	11/10/2018	DAVE'S MINI DIGGA HIRE	Drain clean out Brahmy Road, Humpty Doo	1,595.00
876.1433-01	18/10/2018	SPROUT CREATIVE PTY LTD	Mango Industry Strategic Roads Publication	1,432.20
873.163-01	11/10/2018	TONKIN CONSULTING	Girraween School - turn path assessments	1,430.00
871.87-01	4/10/2018	TOP END LINEMARKERS PTY LTD	Line Marking & Traffic Control at Humpty Doo Pre-school & Piening & Vereker	1,399.84
871.78-01	4/10/2018	POWER & WATER CORPORATION	AUG 18 & SEP 18 Council Office Water bill	1,331.90
871.731-01	4/10/2018	VOCUS COMMUNICATIONS (AMCOM PTY LTD)	OCT 18 - Supply of Amcom Fibre to Litchfield	1,329.41
871.176-01	4/10/2018	ASAP TREE SERVICE	Thorak - Cut down Mahogany near front gate	1,320.00
873.489-01	11/10/2018	STEEL WORK STEEL	Repairs to Compactor Bin at HDWTS	1,259.50
877.414-01	25/10/2018	TOTAL EXCAVATIONS	Shoulder Repairs Hutchinson & Girraween Rd	1,188.00
877.87-01	25/10/2018	TOP END LINEMARKERS PTY LTD	Works at Howard Park Recreation Reserve	1,158.10
877.1076-01	25/10/2018	TDC (NT) PTY LTD-TERRITORY DEBT COLLECTOR	Debt Recovery Fees	1,054.93
873.202-01	11/10/2018	MR I SUMMERS	Attendance Chairman Risk Management Audit Committee	1,054.90
877.1305-01	25/10/2018	JADE ELECTRICAL	Provide Switchboard circuit identification	1,012.00
876.1462-01	18/10/2018	MRS K L JEFFERY	Rates Refund	1,000.00
877.1152-01	25/10/2018	LANE LASER PRINTERS PTY LTD	Processing of Dog Registration reminders	967.37
873.926-01	11/10/2018	JACANA ENERGY	AUG 18 - Power Bill Howard Park Reserve	966.24
876.1451-01	18/10/2018	JOBS RIGHT DIESEL FITTING	Service on Kubota skidsteer - 250hr	964.32
877.924-01	25/10/2018	OUTBACK TREE SERVICE	Thorak - Stump grind - Mahogany, removal	924.00
877.1100-01	25/10/2018	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Registration for National Roads Congress - DIO	890.00
873.522-01	11/10/2018	FARMWORLD NT PTY LTD	Thorak - Iskei mower-on site call out fee and labour	859.16
871.56-01	4/10/2018	COLEMANS PRINTING PTY LTD	Daily Prestart Books	858.00
876.1278-01	18/10/2018	SEEK LIMITED	Seek Bulk Pack - 3 classic advertisement	858.00
873.1130-01	11/10/2018	MAIR'S ONLY CLEANING	Cleaning Howard Park Reserve and Knuckey Lagoon - Extensive Cleaning	805.00
877.1130-01	25/10/2018	MAIR'S ONLY CLEANING	Caretaker duties Howard Park 22/10-04/11	770.00
873.616-01	11/10/2018	PALMERSTON & RURAL PARTY HIRE	Hire of Equipment - Litchfield Women in Business	753.00
873.51-01	11/10/2018	SOUTHERN CROSS PROTECTION	Security services of Litchfield Council	745.95
873.326-01	11/10/2018	EYESIGHT SECURITY P/L	Thorak - Security July 2018	720.50
871.111-01	4/10/2018	STICKERS AND STUFF	Ariston Stemless Wine Glasses Twin Pack	664.00
873.56-01	11/10/2018	COLEMANS PRINTING PTY LTD	Sealing Books and Spray Records Books	660.00

Cheque No.	Chq Date	Payee	Description	Amount
871.100-01	4/10/2018	NT PEST & WEED CONTROL	Thorak - Annual Inspections for various locations	616.00
871.1458-01	4/10/2018	MRS E SPILLMAN	Rates Refund	614.00
871.247-01	4/10/2018	TRAIN SAFE NT	Thorak - Chainsaw Course	598.00
873.129-01	11/10/2018	VANDERFIELD NORTHWEST PTY LTD	100,000km service for Hino 917 crew cab	569.00
876.522-01	18/10/2018	FARMWORLD NT PTY LTD	PTO Shaft Cover 1.5 Grade - 4 Replacement	544.00
876.1283-01	18/10/2018	LOCAL GOVERNMENT PROFESSIONALS	2018/2019 LG Professionals Australia NT	530.00
877.1274-01	25/10/2018	GRACE RECORD MANAGEMENT (AUSTRALIA)	OCT 18 - Records Storage	506.87
876.367-01	18/10/2018	BUNNINGS GROUP LIMITED	SEP 2018 - Bunnings Card Powerpass Account	506.37
871.968-01	4/10/2018	NT FASTENERS PTY LTD	Aluminium Platform Ladder	444.00
871.98-01	4/10/2018	ALL RURAL MECHANICAL	Service of HDWTS Utility	435.45
877.815-01	25/10/2018	JEFFRESS ADVERTISING	NT News Ad: Tender: Pioneer & Beddington Roads & Tripper Rd North Reconstruction	431.40
00413190	26/10/2018	LITCHFIELD COUNCIL PETTY CASH	OCT 18 - Reimbursement Litchfield Petty Cash	425.80
871.1181-01	4/10/2018	ODD JOB BOB	Review and replace lock for disabled toilet	419.10
877.785-01	25/10/2018	ARROW BRONZE	Thorak - Plaque Quote #713355	366.35
877.326-01	25/10/2018	EYESIGHT SECURITY P/L	SEPT 18 - Thorak - Security Patrols	363.00
877.886-01	25/10/2018	MR R J FREEMAN	Remove tyres from rims and make gas bottles safe	345.00
876.1142-01	18/10/2018	OFFICEMAX AUSTRALIA LTD	Stationary Replenishment for Council Office	325.94
876.134-01	18/10/2018	FIGLEAF POOL PRODUCTS	OCT 2018 - Thorak Bi Monthly collection of water samples	320.50
873.941-01	11/10/2018	EVERLON BRONZE	Thorak - Brass Plaque NT-TRC-B18095A	308.00
873.1171-01	11/10/2018	BRANDIT NT	Small Banner Single Sided with Flat Base	306.24
871.1424-01	4/10/2018	RURAL FIRE PROTECTION	Thorak - Service and Maintenance of fire equipment	302.50
877.267-01	25/10/2018	K & J BURNS ELECTRICAL & REFRIGERATION	Thorak - Inspect and repair chapel water bubbler	297.76
871.1186-01	4/10/2018	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY	AUG 18 - ASSA Membership	273.90
873.1076-01	11/10/2018	TDC (NT) PTY LTD-TERRITORY DEBT COLLECTOR	Debt Recovery Fees	267.30
876.995-01	18/10/2018	WILDKAT HOLDINGS (NT) PTY LTD	Oil and assorted Linch pins for HSWTS	265.98
BPAY218	2/10/2018	RTM MOTOR VEHICLE REGISTRY - MVR	Registration CB55PP Kioto Mechtron & Insurance	264.25
873.995-01	11/10/2018	WILDKAT HOLDINGS (NT) PTY LTD	New cutting edge and bolts for Kubota for HDWTS	255.75
871.61-01	4/10/2018	GREENTHEMES INDOOR PLANT & HIRE	SEP 2018 - Indoor plant hire Litchfield Premises	255.28
876.1396-01	18/10/2018	CSE CROSSCOM PTY LTD (T/A COMM8)	OCT 18 - Tracking System Data Access	255.20
871.226-01	4/10/2018	BARNYARD TRADING PTY LTD	Star Pickets, Field Posts and Medium Gripples	243.61
876.1418-01	18/10/2018	R.M AUTOMOTIVE	Thorak - Hino Rego:920546 repair of Thermostat	240.18
877.1181-01	25/10/2018	ODD JOB BOB	Supply and Install Mirror in Works end of Council Office	236.23
871.1142-01	4/10/2018	OFFICEMAX AUSTRALIA LTD	Restock of office stationary	236.14
00413186	2/10/2018	LITCHFIELD COUNCIL PETTY CASH	OCT 18 - Reimbursement Thorak Petty Cash	228.00

Cheque No.	Chq Date	Payee	Description	Amount
873.85-01	11/10/2018	TELSTRA	SEP 18 - Thorak Phone Charges	226.59
877.1053-01	25/10/2018	CSG BUSINESS SOLUTIONS PTY LTD	OCT 18 - Thorak Photocopier Costs	201.62
876.508-01	18/10/2018	EASA	SEP 18 - EAP Counselling Sessions	197.47
00413188	4/10/2018	LITCHFIELD COUNCIL PETTY CASH	SEP 18 - Reimbursement Litchfield Petty Cash	192.35
873.855-01	11/10/2018	TENDERLINK	Public Notice - Freds Pass Road Realignment	172.70
873.874-01	11/10/2018	FIN BINS (VTG WASTE & RECYCLING)	SEP 18 - Rubbish Collection for Howard Park & Council Office	166.83
871.1453-01	4/10/2018	PICTURE FRAMING DARWIN	Reframing of hanged photographs in chambers	165.00
873.1113-01	11/10/2018	GRAPHICS'LL DO (LEONIE RICHARDS)	Update design and content for the LWIBN	165.00
876.263-01	18/10/2018	PHOENIX FOUNDRY	Thorak - Side Niche Vases	156.20
876.1015-01	18/10/2018	NEWSXPRESS HUMPTY DOO	NT Newspaper Supply - 01/07/18-30/09/18	153.90
876.453-01	18/10/2018	PRECISION ENGRAVING	Wooden name bar w/ Acrylic Plate & Replacement Plate for desk name bar	150.00
876.1034-01	18/10/2018	ELECTRICAL & FIRE SERVICES PTY LTD	Fire equipment Safety Test at Howard Park	148.50
871.1008-01	4/10/2018	OUTBACK BATTERIES P/L	Thorak - Replacement battery for the Hustler mower	134.10
876.671-01	18/10/2018	BURSON AUTOMOTIVE PTY LTD (COOLALINGA)	Truck Wash 20ltrs	123.75
871.1076-01	4/10/2018	TDC (NT) PTY LTD-TERRITORY DEBT COLLECTOR	Debt Recovery Fees	121.55
876.1463-01	18/10/2018	MRS L RYAN	Barking collar return	100.00
873.1352-01	11/10/2018	KLP TRADING PTY LTD (T/A PRO-TEK)	Replace Battery in iPhone6 for Herb B.	90.00
876.1431-01	18/10/2018	TRANSFORM ELECTRICAL	Replace Fluro lights/starters - Office	88.00
876.799-01	18/10/2018	WALGA (WA LOCAL GOV)	Position Classification for Weed Control	88.00
877.799-01	25/10/2018	WALGA (WA LOCAL GOV)	Position Classification Library Manager	88.00
877.1466-01	25/10/2018	MISS B HEATH	Refund-return of Dog Trap - CHQ413101	80.00
871.1344-01	4/10/2018	PROSEGUR AUSTRALIA PTY LTD	Collection of banking from Office Premises - Sept 18 & 21	71.50
873.1344-01	11/10/2018	PROSEGUR AUSTRALIA PTY LTD	Collection of banking from Office Premises - Sept 25 & 28	71.50
876.1344-01	18/10/2018	PROSEGUR AUSTRALIA PTY LTD	Collection of banking from Office Premises - Oct 2 & 5	71.50
877.1344-01	25/10/2018	PROSEGUR AUSTRALIA PTY LTD	Collection of banking from Office Premises - Oct 9 & 12	71.50
876.1130-01	18/10/2018	MAIR'S ONLY CLEANING	Cleaning - Knuckey Lagoon 15 & 19 Oct	70.00
871.30-01	4/10/2018	TERRITORY SPRINGWATER	Thorak - Bottled water for Chapel and Reception	63.00
872.616-01	5/10/2018	PALMERSTON & RURAL PARTY HIRE	Esky hire and delivery for HPRR Road Safety Program	50.00
876.616-01	18/10/2018	PALMERSTON & RURAL PARTY HIRE	Hire of Wine Glasses for LWIB Function	45.00
873.1459-01	11/10/2018	TERRITORY SPRINGWATER AU PTY LTD	Thorak - Bottled water for Chapel and Office	44.00
876.30-01	18/10/2018	TERRITORY SPRINGWATER	Thorak - Bottled Water for Foyer and Chambers	42.00
873.220-01	11/10/2018	THE BIG MOWER	Replacement of starter cord and testing	41.90
871.1133-01	4/10/2018	NT WATER FILTERS	Bottled water for council foyer	31.20
876.1133-01	18/10/2018	NT WATER FILTERS	Bottle Water for Foyer of Council Office	31.20
876.1294-01	18/10/2018	CLEAN FUN PTY LTD (DARWIN LAUNDRIES)	Wash & Fold Linen	27.50

Cheque No.	Chq Date	Payee	Description	Amount
871.25-01	4/10/2018	LAND TITLES OFFICE	SEP 18 - Land Title Searches from NTG	27.40
876.565-01	18/10/2018	CURBY'S (NT) PTY LTD	Magnetic name badge with Acrylic Overlay	22.00
877.1459-01	25/10/2018	TERRITORY SPRINGWATER AU PTY LTD	Thorak - 15 Litre bottled water for Foyer	22.00
876.85-01	18/10/2018	TELSTRA	Telstra SMS & Text Service	4.75
<b>TOTAL</b>				<b>4,922,863.95</b>

## CREDIT CARD TRANSACTIONS

Credit card transactions for October 2018 are listed in the table below.

Staff Member	Cost Code	Details	GROSS (\$)	GST (\$)
<b>Deborah Branson</b>				
	3030.310.644	Trybooking Tickets - LWIB	\$60.90	\$ -
Executive Assistant	W4084.302	Trybooking Tickets - LWIB	\$40.60	\$ -
	3030.310.644	Burbury Hotel Canberra - Mayor's Accommodation	\$869.86	\$75.53
	3020.350.672	Coles - Catering - Australian Citizenship Ceremony	\$50.45	\$1.97
	3020.330.500	Australia Post - Registered Mail	\$7.00	\$0.64
	3700.341.669	Humpty Doo Butcher - Spices - Gift Basket LWIB	\$27.60	\$2.51
	3020.375.527	Sounds of Music - Microphone Stand - Chambers	\$65.00	\$5.91
		Facebook - Promotion of Bronzewing Avenue		
	3030.350.602	Barriers and Rating Policy Review Charge	\$47.87	\$4.23
	3020.340.672	Coles - Catering - Australian Citizenship Ceremony	\$69.35	\$6.30
	3700.341.669	Mad Harry's - Gift Wrap - LWIB	\$15.00	\$1.36
	3700.341.669	Kmart - Jugs - LWIB	\$30.00	\$2.73
	3700.341.669	Coles - Catering - LWIB	\$119.13	\$5.98
	3800.350.515	Coles - Staff Amenities	\$25.20	\$ -
	3700.341.669	Liquorland - LWIB	\$339.00	\$30.82
	3700.341.669	Mad Harry's - Gift Ribbon - LWIB	\$11.90	\$1.08
		Woolworths -Catering - Australian Citizenship		
	3020.340.672	Ceremony	\$17.00	\$0.55
	3130.350.515	Darwin Laundries - Wash & Fold linen - Office areas	\$27.50	\$2.50
		Woolworths - Knuckey Lagoon Reserve Survey Prize		
	3235.515.624		\$50.00	\$ -
	3020.330.500	Vision6 - Councillor Bulletin	\$9.90	\$0.90
		Qantas Flight - Mayor - Roads Congress Alice Springs		
	3020.330.644	Flight Insurance	\$12.00	\$0.99
		Qantas Flight - DIO - ALGA Roads Congress Alice		
	3400.310.644	Springs	\$12.00	\$0.99
	W4287	Outback Batteries - New Battery - Mayor's Vehicle	\$175.50	\$15.95
	3020.330.644	Qantas Flight - Mayor - Roads Congress Alice Springs	\$1,093.94	\$99.46
		Qantas Flight - DIO - ALGA Roads Congress Alice		
	3400.330.644	Springs	\$1,093.94	\$99.46
<b>Silke Maynard</b>				
Director Community & Corporate Services	3020.330.620	Catering Planning Workshop	\$23.91	\$0.45
<b>Karina Gates</b>	3121.350.640	Symesh Satellite Service for IT services provision	\$75.75	\$6.89
Finance Manager				
<b>Glen Byrnes</b>	W4277.127	Outback Batteries - Battery with Remote	\$117.00	\$10.64
Waste Manager	3410.350.515	Woolworths - Staff Amenities	\$30.80	\$0.62
	W4238.0030	NT Fasteners - Geiger Duster Gun	\$55.00	\$5.00
	3410.350.515	Woolworths - Staff Amenities	\$8.70	\$0.79
<b>Vicky Wellman</b>	23000.350.640	Skymesh Satellite Services at Thorak Cemetery	\$59.95	\$5.45
Thorak Manager				
<b>Sharon McTaggart</b>	4040.435.562	Indentitech - Photo ID Card	\$11.55	\$1.05
Regulatory Services	4040.435.560	Saddleworld - Pound - Dog Food	\$96.00	\$8.73

Staff Member	Cost Code	Details	GROSS (\$)	GST (\$)
Manager				
<b>TOTAL</b>			<b>\$4,749.30</b>	<b>\$399.47</b>

## Links with Strategic Plan

An effective and sustainable Council

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

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

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

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## LITCHFIELD COUNCIL MEETING

Wednesday, 21 November 2018

### **15 Officers Reports**

- 15.1 November 2018 Summary Planning and Mining Report
- 15.2 PA2018/0398, Planning Scheme Amendment Application to Rezone from Zone RL (Rural Living) to Zone RR (Rural Residential) at Lot 15 (345) Whitewood Road, Howard Springs, Hundred of Bagot
- 15.3 PA2018/0365, an Exceptional Development Permit Application for a caravan park consisting of 14 caravan sites, 1 x 2 bedroom, 1 x 1 bedroom, and 1 x studio cabins in two single storey buildings at Lot 17 (175) Stuart Highway, Howard Springs, Hundred of Bagot
- 15.4 Humpty Doo Rural Activity Centre Area Plan Stage 2 Consultation
- 15.5 Palmerston and Rural Seniors Fortnight Evaluation Report
- 15.6 FIN03 Procurement Policy



<b>Agenda Item Number:</b>	15.1
<b>Report Title:</b>	November 2018 Summary Planning and Mining Report
<b>Report Number:</b>	18/0171
<b>Meeting Date:</b>	21/11/2018
<b>Attachments:</b>	Attachment A: Letter of Comment on PA2018/0441 Attachment B: Letter of Comment on PA2018/0447 Attachment C: Letter of Comment on PA2018/0385 Attachment D: Letter of Comment on PA2018/0429 Attachment E: Letter of Comment on PA2018/0453 Attachment F: Letter of Comment on PA2018/0437 Attachment G: Letter of Comment on PA2018/0456 Attachment H: Letter of Comment on EMEL32018 Attachment I: Letter of Comment on EMEL32023 and EMEL32024

## Purpose

The purpose of this report is to provide to Council a summary of development and mining applications received, and comments provided, for the period of 5 October 2018 – 9 November 2018.

## Summary

For the noted period, Council provided comments on 6 standard development applications. Of these applications, 2 were supported subject to normal Council conditions, 3 were supported subject to specific issues being adequately addressed, and 1 was not supported due for reasons related to areas of Council authority.

For the noted period, Council provided comments on 3 mining applications, all of which were Extractive Mineral Exploration Licence (EMEL) applications.

## Recommendation

THAT Council:

1. receive the November 2018 Summary Planning and Mining Report;
2. notes for information the responses provided to Development Assessment Services and Department of Primary Industries and Resources, as applicable, within Attachments A-H to this report.

## Background and Discussion

### **DEVELOPMENT APPLICATIONS**

The following Table provides a summary of all Development Applications received and comments provided for the period of 5 October 2018 – 9 November 2018.

<b>Council Outcome on Development Applications</b>	<b>No. Applications</b>
Development applications supported, subject to normal Council conditions	2
Development applications supported, subject to specific issues being adequately addressed	3
Development applications not supported/objected to for reasons related to Council issues	1
Development applications objected to for reasons not directly related to Council issues	0

Note that Development Applications do not include Planning Scheme Amendment Applications or Exceptional Development Permit Applications; there are one each of these two types of applications provided with separate full reports within this Council agenda.

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

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

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

<b>Application Number, Address, and Attachment</b>	<b>Purpose and Summary</b>
PA2018/0441  Section 2676 (2/199) Doris Road, Berry Springs, Hundred of Cavenagh.  Unit 2679 (199) Doris Road, Berry Springs, Hundred of Cavenagh.  Refer Attachment A	Re-subdivision of existing unit titles scheme to create 9 units.  The application proposes to subdivide one lot and a portion of the common property into nine new lots. There will be no physical changes to the characteristics of the land nor to the access arrangements to Section 2651.
PA2018/0447  Section 1857 (812) Cox Peninsula Road, Berry Springs, Hundred of Ayers.  Refer Attachment B	Shed for fire vehicles for Volunteer Bushfire Brigade.  The application proposes a new shed for the brigade's vehicles. The shed meets the requirements of the NT Planning Scheme and there are no significant concerns with access or drainage.

**Development Applications supported, subject to specific issues being adequately addressed**

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

<b>Application Number, Address, and Attachment</b>	<b>Purpose and Summary</b>	<b>Specific Issues to be Addressed</b>
PA2018/0385  Section 6493 (425) Stuart Highway, Hundred of Bagot.  Refer Attachment C	Plant Nursery.  The proposed development is located within the Coolalinga Central shopping precinct on the eastern side of the Stuart Highway (adjacent the Tavern). The parcel is in Zone C (Commercial) making the proposal a discretionary use within the zone. The proposed nursery consists of one single storey building for an indoor nursery, storeroom and amenities.	The proposal appears to meet the requirements of the NT Planning Scheme for that zone.  Council notes that support is based on the determination of Development Assessment Services that the proposal has an appropriate number of available car parking spaces on site for the use.
PA2018/0429  Lot 2 (70) Reedbeds Road, Berry Springs, Hundred of Cavenagh.  Refer Attachment D	Restaurant.  The proposed development is to construct a new café to support Crazy Acres, which currently operate a café during the Dry Season only. The application proposes a new separate 100m <sup>2</sup> building for the restaurant but will continue to use the existing outdoor seating area.	Council supports economic development in the rural area and does not expect any negative effects as a result of this proposal.  Council has requested an updated driveway crossover suitable for the ongoing commercial use and waste collection information to be provided.
PA2018/0453  Section 2900 (2645) Stuart Highway, Acacia Hills, Hundred of Strangways.  Refer Attachment E	Bushfire Management Centre.  The application proposes a new headquarters for Bushfires NT to co-locate executive and administrative staff who will relocate from Bachelor and Winnellie. The proposed headquarters will include a storage area for vehicles, training areas, offices, volunteer space.	Council supports essential services in the rural community and notes that the proposal is suitable in conjunction with the approved industrial uses across the Stuart Highway. Council has requested a Condition Precedent to ensure the driveway crossover location is aligned with Council Standards.

**Development Applications not supported/objected to for reasons related to Council issues**

The table below describes the Development Applications that are not supported or objected to by Council for reasons related to areas of Council authority.

Application Number, Address, and Attachment	Purpose and Summary	Reasons for Non-Support/Objection
PA2018/0456  Lot L (9) Radford Road, Howard Springs, Hundred of Bagot.  Refer Attachment F	<p>Independent unit in excess of 50m<sup>2</sup> and garage addition to an existing single dwelling with reduced side and rear setbacks.</p> <p>The lot is mostly clear with an existing un-coded dwelling. As well as seeking approval for these two structures and reducing both side and the rear setbacks to 2m (from 5m), the independent unit is 65m<sup>2</sup> and exceeds the maximum allowable floor area for that zone by 30%. The application states that there is future intention to replace the existing single dwelling.</p>	<p>Council objects to this proposal under Section 49 of the Planning Act. As the proposed structures are not existing, Council sees no reason that they could not be compliant with prescribed setback and floor area requirements of the NT Planning Scheme.</p> <p>The applicant notes that it will be consistent with the neighbouring lot with reduced setbacks; however, Council does not see this as a special circumstance.</p> <p>Council notes that there will be significant negative impacts to the downstream lot as extensive work will be required to redirect the stormwater flow.</p>

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

No applications for this category were received during this period.

**MINING APPLICATIONS**

For all mining applications, Council's standard comments have been provided, with areas of access and stormwater drainage addressed where required.

The table below describes the Mining Applications to which Council has recently responded.

Application Number, Address, and Attachment	Type of Application and Proposed Mined Material	Comments Provided
EMEL32018  NT Portion 4477 (1230) Goode Road, Wak Wak  Refer Attachment G	<p>EMEL</p> <p>To extract sand, gravel and fill material.</p> <p>The proposed activity notes that this application seeks to explore for extractive materials.</p>	Council has no comments in relation to the proposed EMEL.

<p>EMEL32023</p> <p>Vacant Crown Land Sec 1707, 1708, 1709, 1719, 1720, 1721, 1722, 1737, 1739, 1740, 1748, 1749 Hundred of Cavenagh.</p> <p>Refer Attachment H</p>	<p>EMEL</p> <p>To extract sand, gravel</p> <p>The proposed activity notes that this application seeks to explore materials within the titled area.</p>	<p>Council has no comments in relation to the proposed EMEL.</p> <p><i>*Council notes that some of these parcels are outside the Litchfield Municipality.</i></p>
<p>EMEL32024</p> <p>NT Portion 4477 (1230) Goode Road, Wak Wak</p> <p>Refer Attachment I</p>	<p>EMEL</p> <p>To extract sand, gravel</p> <p>The proposed activity notes that this application seeks to explore materials within the titled area.</p>	<p>Council has no comments in relation to the proposed EMEL.</p>

### 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: Nadine Nilon, Director Infrastructure and Operations

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

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

6 November 2018

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

**RE: Letter of Comment Development Application**

**PA2018/0441**

**Section 2676 (2/199) Doris Road, Berry Springs, Hundred of Cavenagh  
Section 2679 (199) Doris Road, Berry Springs, Hundred of Cavenagh  
Re-subdivision of existing unit titles scheme to create 9 units**

Thank you for the Development Application referred to this office on 02/11/2018, 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 effects 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 14, 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.nt.gov.au](http://www.litchfield.nt.gov.au).
- b) *A Works within a Road Reserve Permit – Works Associated with a Development Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



Nadine Nilon  
Director Infrastructure and Operations



6 November 2018

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

**RE: Letter of Comment Development Application**

**PA2018/0447**

**Section 1857 (812) Cox Peninsula Road, Berry Springs, Hundred of Ayers  
Shed for fire vehicles for Volunteer Bushfire Brigade**

Thank you for the Development Application referred to this office on 02/11/2018, 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 to be compliant with the requirements of the NT Planning Scheme.
- b) There should be no negative impacts on 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) 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.nt.gov.au](http://www.litchfield.nt.gov.au).
- b) *A Works within a Road Reserve Permit – Works Associated with a Development Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



Nadine Nilon  
Director Infrastructure and Operations



25 October 2018

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

**RE: Letter of Comment Development Application**

**PA2018/0385**  
**Section 6493 (425) Stuart Highway, Coolalinga, Hundred of Bagot**  
**Plant Nursery**

Thank you for the Development Application referred to this office on 11/10/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed use is discretionary in the subject zone and appears to meet the requirements of the NT Planning Scheme for that zone. If the use is managed appropriately, particularly in terms stormwater drainage, there are not expected to be negative effects upon the amenity of the surrounding area.
- b) Subject to stormwater drainage being managed appropriately, there are not expected to be any negative effects upon Council infrastructure.

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

- a) Council supports the requirements of the NT Planning Scheme and provides support for this proposal upon the applicant's presentation of surplus car parking existing on the subject site. Should Development Assessment Services determine there is a shortfall of required car parking spaces, Council would not support the application.

**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.
- b) Litchfield Council requests an Operational Environmental Management Plan (OEMP) from the management and operation of the use be prepared to the requirements of an independently suitably qualified professional to the satisfaction of the Director Infrastructure and Operations, Litchfield Council. The use must at all times be conducted in accordance with the plan. The OEMP must address:
- i. Day to day waste management requirements for the use, including designated areas for waste storage on site.

**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](http://www.litchfield.gov.nt.au).
- b) A *Works within a Road Reserve Permit – Works Associated with a Development Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



Nadine Nilon  
Director Infrastructure and Operations



7 November 2018

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

**RE: Letter of Comment Development Application**

**PA2018/0429**  
**Lot 2 (70) Reedbeds Road, Berry Springs, Hundred of Cavenagh**  
**Restaurant**

Thank you for the Development Application referred to this office on 26/10/2018, 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) Council supports economic development in the rural area.
- b) Council supports full time formalisation of this existing successful use on the site.
- c) There are not expected to be any negative effects upon Council infrastructure as a result of the proposal.

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

- a) Council requires amended plans and/or information to indicate plans for removal of waste from the site, including documentation of the ability for a waste truck to enter and exit the site in a forward gear, if formal waste pick up is proposed.
- b) Council requires amended plans illustrating a driveway crossover in line with Council's standards for a commercial use.
- c) No signs are permitted within Council's road reserve. Notwithstanding any approved plans, signs on private property within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

**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) The crossover and driveway shall meet Litchfield Council's requirements, and the following changes to the proposed plans are required:
  - i. Council will require a single driveway crossover at 6m width for the proposed commercial use. The driveway should be sealed in accordance with Council's standard requirements.
- b) 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.
- c) Litchfield Council requires details of proposed day to management of waste for the site. Should it be proposed that commercial waste vehicles will be collecting from the site, the applicant must provide swept paths demonstrating that the vehicle can 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) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of the Director Infrastructure and Operations, Litchfield Council.
- c) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- d) 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](http://www.litchfield.gov.nt.au).
- b) A *Works within a Road Reserve Permit – Works Associated with a Development Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs on private property within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



Nadine Nilon  
Director Infrastructure and Operations

5 November 2018

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



**RE: Letter of Comment Development Application**

**PA2018/0453**

**Section 2900 (2645) Stuart Highway, Acacia Hills, Hundred of Strangways  
Bushfire Management Centre (Undefined Use)**

Thank you for the Development Application referred to this office on 01/11/2018, 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) Council supports essential services in the rural community.
- b) The location of the site is considered suitable in conjunction with the approved industrial uses across the Stuart Highway.

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

- a) The driveway crossover must be realigned to be perpendicular to Townend Road.

**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) The crossover and driveway shall meet Litchfield Council's requirements, and the following changes to the proposed plans are required:
  - i. Council requires the driveway crossover to be realigned to be perpendicular to Townend Road.
- b) 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.
- c) Litchfield Council requires an Operational Environmental Management Plan (OEMP), to the satisfaction of the Director Infrastructure and Operations, Litchfield Council. The OEMP must provide details of day to day waste management requirements for the use, including demonstrating how a commercial waste vehicle can enter and exit the site in a forward gear. The use must at all times be conducted in accordance with the plan.
- d) A Traffic Impact Assessment Report, prepared by a suitably qualified traffic engineer in accordance with the AustRoads Document Guide to Traffic Management Part 12: Traffic Impacts of Developments, in the report structure provided as Appendix C of that document, with particular attention to vehicular, pedestrian, cyclist and public transport issues and opportunities shall be submitted to and approved by Litchfield Council. The Traffic Impact Assessment report is to also include swept paths for any vehicles Class TB2 or larger (as defined in AustRoads 94) entering and exiting the site.

The report should identify any necessary upgrades to the surrounding street network as a result of the implications of the development to the requirements of Litchfield Council. The developer will be required to institute all required upgrade measures at no cost to Litchfield Council.

**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) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of the Director Infrastructure and Operations, Litchfield Council.
- c) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- d) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au).
- b) A *Works within a Road Reserve Permit – Works Associated with a Development Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



Nadine Nilon  
Director Infrastructure and Operations

5 November 2018



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

**RE: Letter of Comment Development Application**

**PA2018/0437**  
**Section 1931 (7) Finn Road, Berry Springs, Hundred of Ayers**  
**Child care centre including caretaker's residence**

Thank you for the Development Application referred to this office on 01/11/2018, 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) Council can support the development of child care centres in the rural area; however, there are some concerns regarding the proposed location of the site, particularly in relation to traffic management off Finn Road and amenity of neighbouring residents.

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

- a) It is noted that the NT Planning Scheme states that child care centres should "be located:
  - i. adjacent to or within other community facilities such as shopping, centres, school and health services;
  - ii. at or near the entrance to a residential suburb; or
  - iii. in or near employment areas".

It is questionable whether this centre meets those criteria. The consent authority should carefully consider balancing the desire for a child care centre incorporating rural uses with protection of the amenity of neighbouring rural dwellings.

- b) Council has significant concerns about the suitability of the centre with the driveway access in this location off Finn Road.

The current driveway is not constructed in accordance with Council's standards for a commercial use. The driveway is not currently suitable to support two-way entry and exit traffic and is not suitable to support the bus and delivery vehicle use proposed by the application.

Further, the Traffic Impact Assessment required for the subdivision of the subject site assessed the site distances for approval of this driveway considering the driveway as a "domestic property access driveway" rather than for a commercial use that will have

high volumes of traffic at peak times during the day. It is further understood that the NT Government has intentions to upgrade the Cox Peninsula and Finn Road intersection, and Council is currently assessing the design of this section of Finn Road between Cox Peninsula Road and Oxford Road. All future plans currently underway for this section of road must be considered prior to considering development of the site as a child care use.

Council will require upgrades to the driveway to meet Council's standards and will require a Traffic Impact Assessment for the proposed use prior to being able to fully determine the suitability of the use for the subject 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) The crossover and driveway shall meet Litchfield Council's requirements, and the following changes to the proposed plans are required:
  - i. Council requires driveway crossovers to be upgraded to Council's standard for commercial uses, including being 6m in width or as prescribed by the TIA.
- b) 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.
- c) Litchfield Council requires an Operational Environmental Management Plan (OEMP), to the satisfaction of the Director Infrastructure and Operations, Litchfield Council. The OEMP must provide details of day to day waste management requirements for the use, including demonstrating how a commercial waste vehicle can enter and exit the site in a forward gear. The use must at all times be conducted in accordance with the plan.
- d) A Traffic Management Plan for the construction phase of the development shall be submitted to and approved by Litchfield Council. The plan must address traffic control and haulage routes proposed for the development.
- e) A Traffic Impact Assessment Report, prepared by a suitably qualified traffic engineer in accordance with the AustRoads Document Guide to Traffic Management Part 12: Traffic Impacts of Developments, in the report structure provided as Appendix C of that document, with particular attention to vehicular, pedestrian, cyclist and public transport issues and opportunities shall be submitted to and approved by Litchfield Council. The Traffic Impact Assessment report is to also include swept paths for any

vehicles Class TB2 or larger (as defined in AustRoads 94) entering and exiting the site.

The report should identify any necessary upgrades to the surrounding street network as a result of the implications of the development to the requirements of Litchfield Council. The developer will be required to institute all required upgrade measures at no cost to Litchfield Council.

**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) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of the Director Infrastructure and Operations, Litchfield Council.
- c) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- d) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au).
- b) A *Works within a Road Reserve Permit – Works Associated with a Development Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



Nadine Nilon  
Director Infrastructure and Operations

7 November 2018

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



**RE: Letter of Comment Development Application**

**PA2018/0456**

**Lot L (9) Radford Road, Howard Springs, Hundred of Bagot  
Independent unit in excess of 50m<sup>2</sup> and garage addition to an existing single dwelling  
with reduced side and rear setbacks**

Thank you for the Development Application referred to this office on 02/11/2018, 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) Council has concern that the proposal will concentrate the stormwater flow to the downstream neighbour causing flooding issues to the southern lot. Significant works will be required to redirect any concentrated flow to the underground stormwater system on Radford Road.
- b) The applicant has not provided any special circumstances that would support the variation to reduce the rear and side setbacks (for three of the four sides of the lot) from 5m to 2m. While the application claims that providing the structures closer to the boundary will create more privacy, in reality this is placing people and structures closer to other lots, thus potentially infringing upon the privacy of those neighbouring lots.

Council supports the requirements of the NT Planning Scheme and there do not appear to be any circumstances that prevent the garage and independent unit to be located on the ample site to be compliant with the prescribed setbacks.

- c) The proposed independent unit appears to be 65m<sup>2</sup> in floor area while the NT Planning Scheme limits an independent unit in Zone RR (Rural Residential) to 50m<sup>2</sup> of floor area. Given that the application claims the proposed development on the site is unable to meet the setback requirements for the site, it would appear that the proposed oversize independent unit may be an overdevelopment for the subject site.
- d) The application indicates that the septic system for the dwelling and for the proposed new independent unit is unknown. The NT Planning Scheme indicates that the consent authority must not consent to an independent unit unless either the two units share a common effluent disposal system or the noted documentary evidence is provided related to the proposed disposal system. Council supports the requirements

of the NT Planning Scheme and the protection of the natural environment through appropriate provision of effluent disposal systems. Council cannot support an application where it is unknown whether or not the proposed use will be able to meet required effluent disposal requirements.

**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 stormwater drainage for the site and its discharge to the satisfaction of Litchfield Council. The plan shall include details of site levels and stormwater drainage discharge points.

**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 owner shall 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) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of the Director Infrastructure and Operations, Litchfield Council.
- c) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- d) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au).
- b) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



Nadine Nilon  
Director Infrastructure and Operations



5 November 2018

Annette Smith  
Department of Primary Industry and Resources  
GPO Box 4550  
Darwin NT 0801

Dear Annette

**RE: Letter of Comment Mining Application**

**EMEL32018**  
**NT Portion 4477 (1230) Goode Road, Wak Wak**  
**To extract sand, gravel and fill.**

Thank you for the Extractive Mineral Permit/Extractive Mineral Exploration Licence/Extractive Mineral Lease/Mineral Authority Application referred to this office on 23/10/2018, 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 has no comments in relation to the proposed EMEL.**

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

Wendy Smith  
Planning and Development Manager

6 November 2018

Annette Smith  
Department of Primary Industry and Resources  
GPO Box 4550  
Darwin NT 0801

Dear Annette

**RE: Letter of Comment Mining Application**

**EMEL32023 and EMEL32024**  
**Vacant Crown Land Sec 1707, 1708, 1709, 1719, 1720, 1721, 1722, 1737, 1739, 1740, 1748,**  
**1749, Hundred of Cavenagh.**  
**NT Portion 4477 (1230) Goode Road, Wak Wak**  
**To extract sand and gravel.**

Council notes that some of the listed parcels are not within Litchfield Council's municipality, these comments will only pertain to parcels within Litchfield Municipality.

Thank you for the Extractive Mineral Exploration Licence Application referred to this office on 05/11/2018, 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 has no comments in relation to the proposed EMEL.**

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



Wendy Smith  
Planning and Development Manager



<b>Agenda Item Number:</b>	15.2
<b>Report Title:</b>	PA2018/0398, Planning Scheme Amendment Application to Rezone from Zone RL (Rural Living) to Zone RR (Rural Residential) at Lot 15 (345) Whitewood Road, Howard Springs, Hundred of Bagot
<b>Report Number:</b>	
<b>Meeting Date:</b>	21/11/2018
<b>Attachments:</b>	Attachment A: Council's letter of comment for PA2018/0398, a Planning Scheme Amendment Application to Rezone from Zone Rural Living (RL) to Zone Rural Residential (RR) at Lot 15 (345) Whitewood Road, Howard Springs, Hundred of Bagot Attachment B: Planning Scheme Amendment Application PA2018/0398

### Purpose

The purpose of this report is to provide a summary and assessment to Council of PA2018/0398, Planning Scheme Amendment Application to Rezone from Zone RL (Rural Living) to Zone RR (Rural Residential) at Lot 15 (345) Whitewood Road, Howard Springs, Hundred of Bagot.

### Summary

The report presents for Council endorsement a Letter of Comment to the consent authority included as Attachment A, on PA2018/0398, and an application for rezoning included as Attachment B.

This report concludes that Council should support the application because it will enable further subdivision that is in line with the Howard Springs Area Plan and in the transitional zone that aims to buffer urban and commercial uses from negatively impacting the existing rural amenity.

### Recommendation

THAT Council:

1. receives and notes the report, and
2. endorses Attachment A, Council's Letter of Comment for PA2018/0398, a Planning Scheme Amendment Application to Rezone from Zone RL (Rural Living) to Zone RR (Rural Residential) at Lot 15 (345) Whitewood Road, Howard Springs, Hundred of Bagot.

## Background

### Site and Surrounds

The subject site, 345 Whitewood Road, is a 2.048ha parcel in Zone RL (Rural Living). The majority of the adjacent lots are also in Zone RL except for Howard Park Reserve, which is in Zone OR (Organised Recreation) and across Hamilton Road from the western boundary of the subject site. The site is located approximately 350m from the existing commercial centre in Howard Springs and just falls outside of the urban zone boundary detailed in the Howard Springs Rural Activity Centre Area Plan. However, the subject site is within the transitional zone boundary that extends to 1km from the commercial core.



Source: Exponare Enquiry – Council’s Internal GIS Mapping System

### Site Development History

- PA1985/0159 – lodged 26 March 1985, a proposal for a subdivision to create 3 lots. This application was refused.
- PA2018/0305 – lodged 14 July 2018, a proposal for a subdivision to create 2 lots. This application was deferred from the Development Consent Authority, who advised the applicant to first seek approval to rezone the subject site.

### Current Proposal

The current application proposes to rezone the subject site from Zone RL (Rural Living) to Zone (RR) Rural Residential for the purpose of completing a subdivision application that the Development Consent Authority deferred in the October 2018 meeting. The reason for the deferral was that the appropriate planning process is to first seek rezoning of the subject site to Zone RR (Rural Residential), in which the proposed 1ha lots sought in the subdivision application are permitted, and then to seek granting of a subdivision to the allowable lot size.

### Application Assessment

The Howard Springs Rural Activity Centre Area Plan supports rezoning of sites within 1km of the commercial core to Zone RR (Rural Residential). The rezoning will enable lots in that zone to subdivide to 1ha lots.

The subject site is approximately 350m from the commercial centre of the Howard Springs Rural Activity Centre. Council can support the rezoning of the site from Zone R (Rural) to Zone RL (Rural Living) as it is in line with the Area Plan requirements. The rezoning is expected to provide a suitable transition between the urban uses and existing rural amenity. Further, it is noted that the subject site is currently developed as essentially two 1ha lots, with a single dwelling on one hectare and a mango orchard on another hectare. There are not expected to be any noticeable on-the-ground changes as a result of this proposal and no negative impacts are expected as a result of this proposal.

### Conclusion

It is recommended that Council support the application as it is in line with the Howard Springs Rural Activity Area Plan and will enable further subdivision to provide a transition zone that buffers urban and commercial uses from negatively impacting the existing rural amenity.

#### **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:**

Nadine Nilon, Director Infrastructure and Operations

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

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

8 November 2018

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

**RE: Letter of Comment Planning Scheme Amendment Application**

**PA2018/0398**

**Lot 15 (345) Whitewood Road, Howard Springs, Hundred of Bagot  
Proposal to Rezone from Zone Rural Living (RL) to Zone Rural Residential (RR)**

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Thank you for the Planning Scheme Amendment Application referred to this office on 22/10/2018, 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 Planning Scheme Amendment for the following reasons:**

- a) The proposal seems compliant with the requirements of the NT Planning Scheme and Howard Springs Area Plan. As the site is approximately 350m from the commercial centre and within the transitional zone it is the type of development expected to provide a suitable transition between the urban uses and existing rural amenity.
- b) There are not expected to be any negative impacts on Council's infrastructure as a result of this proposal.

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

Wendy Smith  
Planning and Development Manager

**NORTHERN TERRITORY OF AUSTRALIA**

**PROPOSAL TO AMEND NT PLANNING SCHEME  
PA2018/0398**

The Minister for Infrastructure, Planning and Logistics has accepted an application to amend the NT Planning Scheme made by Gerard Rosse for exhibition. The application seeks to rezone Lot 15 Hundred of Bagot (345 Whitewood Road, Howard Springs) from Zone RL (Rural Living) to Zone RR (Rural Residential).

The proposal seeks to rezone the land from Zone RL (Rural Living) to Zone RR (Rural Residential) to facilitate future subdivision into two, one hectare parcels.

Attached are:

- a locality map
- extracts from the NT Planning Scheme relating to Zone RL (Rural Living);
- extracts from the NT Planning Scheme relating to Zone RR (Rural Residential); and
- a copy of the application.

**Period of Exhibition and Lodging a Submission**

The exhibition period is from Friday 12 October 2018 to Friday 09 November 2018.

The suitability of the subject site for uses in accordance with the proposed zone is the primary consideration in the assessment of proposals to amend the NT Planning Scheme. Matters relating to the intended development of the site are addressed in the development application and assessment processes.

Written submissions about the proposed planning scheme amendment are to be received by 11.59pm on Friday 09 November 2018 and addressed to:

NT Planning Commission  
GPO Box 1680  
DARWIN NT 0801; or

Email: [planning.ntg@nt.gov.au](mailto:planning.ntg@nt.gov.au); or

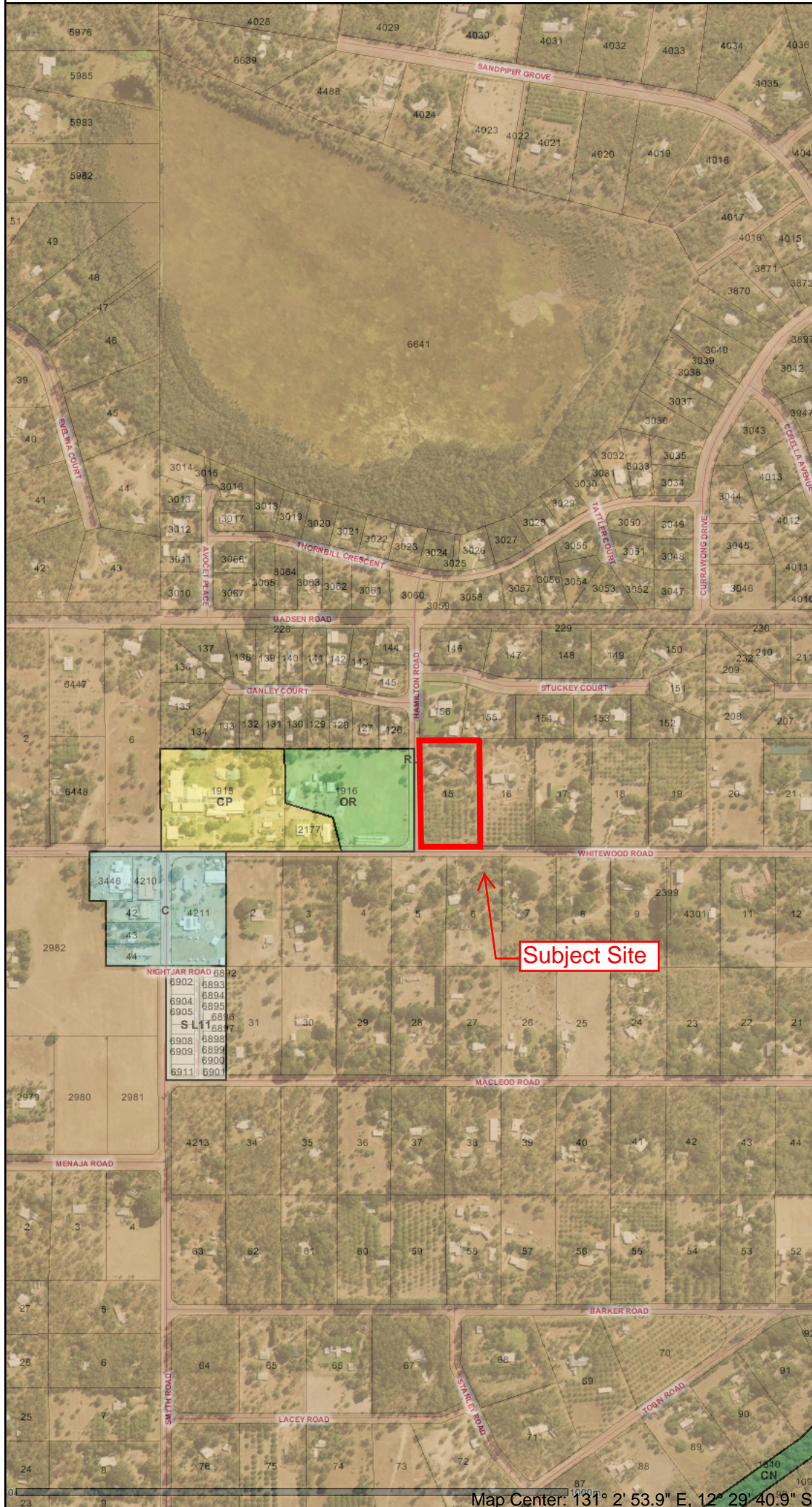
Fax: (08) 8999 7189; or

Hand delivered to 18-20 Cavenagh Street, Darwin City

For more information please contact Tom Barker, Department of Infrastructure, Planning and Logistics on telephone (08) 8924 7591.

# Locality Map - 345 Whitewood Road, Howard Springs

## Legend



- General Lines
- Town Boundaries
- Town Planning Zones
- A - Agriculture
- CV - Caravan Park
- CB - Central Business
- C - Commercial
- CL - Community Living
- CP - Community Purpose
- CN - Conservation
- DV - Development
- RR - Rural Residential
- GI - General Industry
- HT - Heritage
- HR - High Density
- H - Horticulture
- LI - Light Industry
- M - Main Road
- MR - Medium Density
- MD - Multiple Dwelling
- CA - No Planning Scheme Controls
- OR - Organised Recreation
- PM - Proposed Main Road
- PS - Public Open Space
- RW - Railway
- RD - Restricted Development
- R - Rural
- RL - Rural Living
- SC - Service Commercial
- SD - Single Dwelling
- S - Specific Use
- TC - Tourist Commercial
- U - Utilities
- WM - Water Management
- FD - Future Development
- JABTC - Town Centre
- JABRES - Residential
- JABSF - Service Facilities
- JABI1 - Industry
- JABREC - Recreation
- JABO - Open Space
- JABSP - Special Purpose
- JABFU - Future Use
- Road Labels
- Road Centrelines
- Highway
- Other Road
- Parcel Numbers
- Cadastre
- Coastline

Created by IMG

Bottom Left: 131° 02' 29", -12° 29' 59"  
 Top Right: 131° 03' 18", -12° 29' 22"  
 Approximate Scale: 1:10,000  
 Datum: GDA 1994  
 Data for information purposes only  
 - accuracy not guaranteed  
 N.T. Land Information System  
 Copyright Northern Territory of Australia

Map Center: 131° 2' 53.9" E, 12° 29' 40.9" S

## 5.19 ZONE RL – RURAL LIVING

1. The primary purpose of Zone RL is to provide for low-density rural living and a range of rural land uses including **agriculture** and **horticulture**.
2. If lots are unsewered, provision for the disposal of effluent must be made on-site so that the effluent does not pollute ground or surface waters.

Clause 6.8 refers to **Demountable Structures**.

Clause 6.2 limits the height of buildings within the Municipality of Alice Springs.

Clause 6.9 controls the use and development of land within the ANEF 20 unit value contour adjacent to airports.

Clause 6.14 refers to land subject to flooding and storm surge.

Clause 7.10.2 refers to **caravans**.

Clause 10.2 refers to the **clearing of native vegetation**.

Clause 11.1.1 refers to subdivision lot sizes and clause 11.4 to subdivision standards.

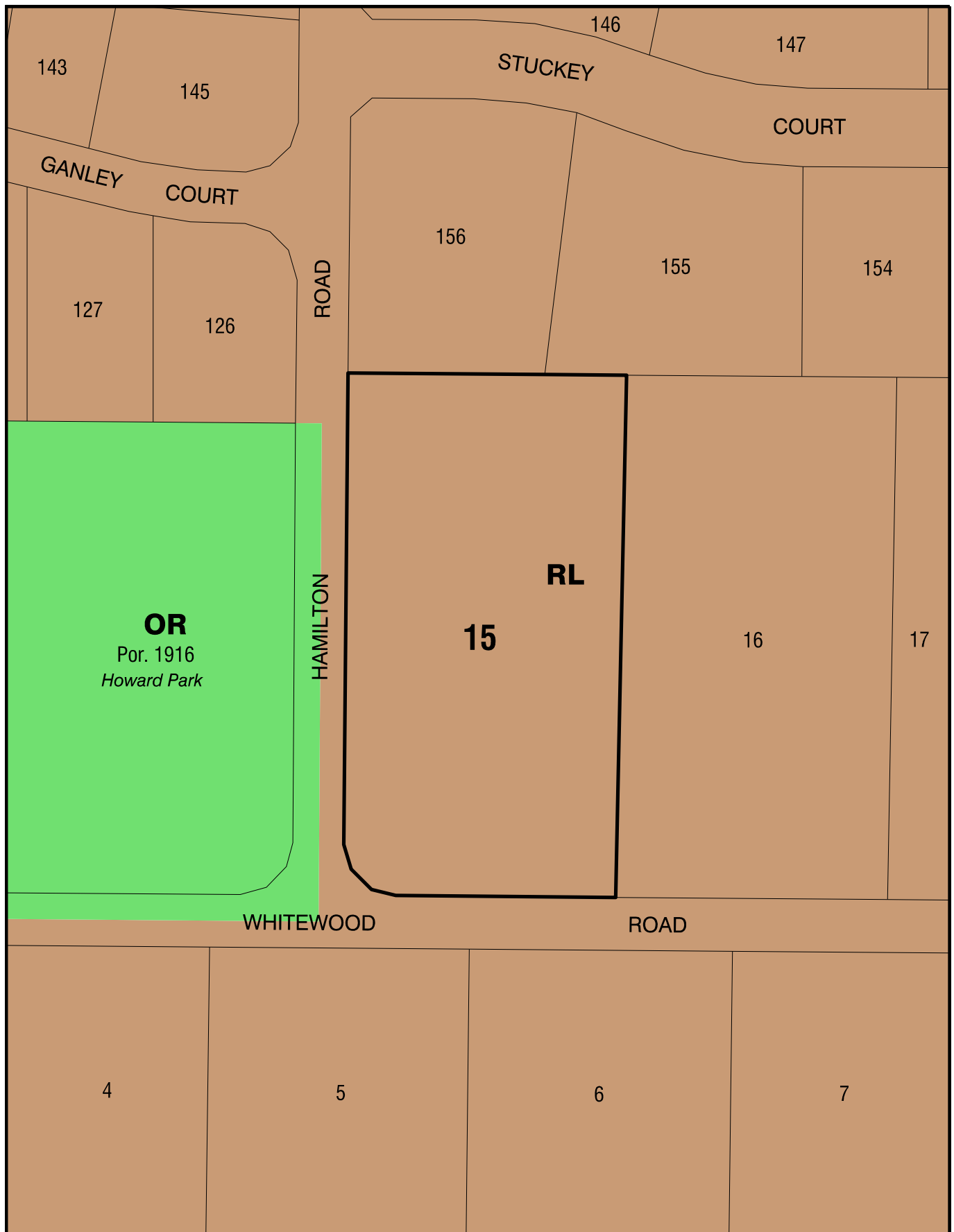
Clause 13.5 refers to the erection of mobile telephone communications towers.

Areas potentially of environmental significance within the Shire of Litchfield are identified on the map "Priority Environmental Management Areas – Litchfield Shire" produced by the former Department of Infrastructure, Planning and Environment, see clause 2.8.

ZONING TABLE – ZONE RL

<b>abattoir</b>	<b>x</b>	
<b>agriculture</b>	<b>D</b>	6.1, 10.1, 10.2
<b>animal boarding</b>	<b>D</b>	6.1, 6.5.1, 10.1, 10.2
<b>business sign</b>	<b>P</b>	6.7
<b>caravan park</b>	<b>x</b>	
<b>caretaker's residence</b>	<b>x</b>	
<b>car park</b>	<b>x</b>	
<b>child care centre</b>	<b>D</b>	6.1, 6.5.1, 8.1.5, 10.2
<b>community centre</b>	<b>D</b>	6.1, 6.5.1, 10.2
<b>domestic livestock</b>	<b>P</b>	6.1, 10.1, 10.2
<b>education establishment</b>	<b>x</b>	
<b>fuel depot</b>	<b>x</b>	
<b>general industry</b>	<b>x</b>	
<b>group home</b>	<b>P</b>	7.1, 7.3, 7.10.5
<b>home based child care centre</b>	<b>P</b>	6.5.1, 7.10.6
<b>home based contracting</b>	<b>P</b>	7.10.8, 10.2
<b>home based visitor accommodation</b>	<b>S</b>	7.10.1
<b>home occupation</b>	<b>P</b>	7.10.7
<b>horticulture</b>	<b>D</b>	10.2
<b>hospital</b>	<b>x</b>	
<b>hostel</b>	<b>x</b>	
<b>hotel</b>	<b>x</b>	
<b>independent unit</b>	<b>P</b>	6.5.1, 7.1, 7.3, 7.5, 7.10.4
<b>intensive animal husbandry</b>	<b>D</b>	6.1, 10.1, 10.2
<b>leisure and recreation</b>	<b>x</b>	
<b>licensed club</b>	<b>x</b>	
<b>light industry</b>	<b>x</b>	
<b>medical clinic</b>	<b>x</b>	
<b>medical consulting rooms</b>	<b>P</b>	6.5.1, 7.10.9
<b>motel</b>	<b>x</b>	
<b>motor body works</b>	<b>x</b>	
<b>motor repair station</b>	<b>x</b>	
<b>multiple dwellings</b>	<b>x</b>	
<b>office</b>	<b>x</b>	
<b>passenger terminal</b>	<b>x</b>	
<b>place of worship</b>	<b>x</b>	
<b>plant nursery</b>	<b>D</b>	6.1, 6.5.1, 10.2
<b>promotion sign</b>	<b>x</b>	
<b>recycling depot</b>	<b>x</b>	
<b>restaurant</b>	<b>x</b>	
<b>retail agricultural stall</b>	<b>P</b>	6.1, 10.2
<b>rural industry</b>	<b>D</b>	6.1, 6.5.1, 10.2, 10.6
<b>service station</b>	<b>x</b>	
<b>shop</b>	<b>x</b>	
<b>showroom sales</b>	<b>x</b>	
<b>single dwelling</b>	<b>P</b>	6.5.1, 7.1, 7.3
<b>stables</b>	<b>D</b>	6.1, 6.5.1, 10.1, 10.2
<b>supporting accommodation</b>	<b>D</b>	6.5.1, 7.1, 7.3, 7.5, 7.6, 7.7, 7.8, 10.2
<b>transport terminal</b>	<b>x</b>	
<b>vehicle sales and hire</b>	<b>x</b>	
<b>veterinary clinic</b>	<b>D</b>	6.1, 6.5.1, 10.2
<b>warehouse</b>	<b>x</b>	

**P** = Permitted      **S** = Self Assessable      **D** = Discretionary      **x** = Prohibited



EXISTING ZONING PLAN  
 NT PLANNING SCHEME  
 AMENDMENT PA2018/0398  
 REZONE LOT 15, HUNDRED OF BAGOT  
 (345 WHITEWOOD ROAD, HOWARD SPRINGS)  
 From Zone RL (Rural Living)  
 to Zone RR (Rural Residential)



Department of Infrastructure, Planning and Logistics



Scale 1: 2000 @ A4



File No.: PA2018/0398

Date: 4-Oct-18

Drawing Name: Lot 15 (345 Whitewood Rd) PSA Bagot - Oct2018.dgn

## 5.18 ZONE RR – RURAL RESIDENTIAL

1. The primary purpose of Zone RR is to provide for rural residential use.
2. Proposals for rural residential development are expected to demonstrate the relationship of the proposal to existing and proposed future land uses identifying potential impacts on facilities and services and the **amenity** of the locality.
3. If lots are unsewered, provision for the disposal of effluent must be made on-site so that the effluent does not pollute ground or surface waters.

Clause 6.8 refers to **Demountable Structures**.

Clause 6.2 limits the height of buildings within the Municipality of Alice Springs.

Clause 6.9 controls the use and development of land within the ANEF 20 unit value contour adjacent to airports.

Clause 6.14 refers to land subject to flooding and storm surge.

Clause 7.10.2 refers to **caravans**.

Clause 10.2 refers to the **clearing of native vegetation**.

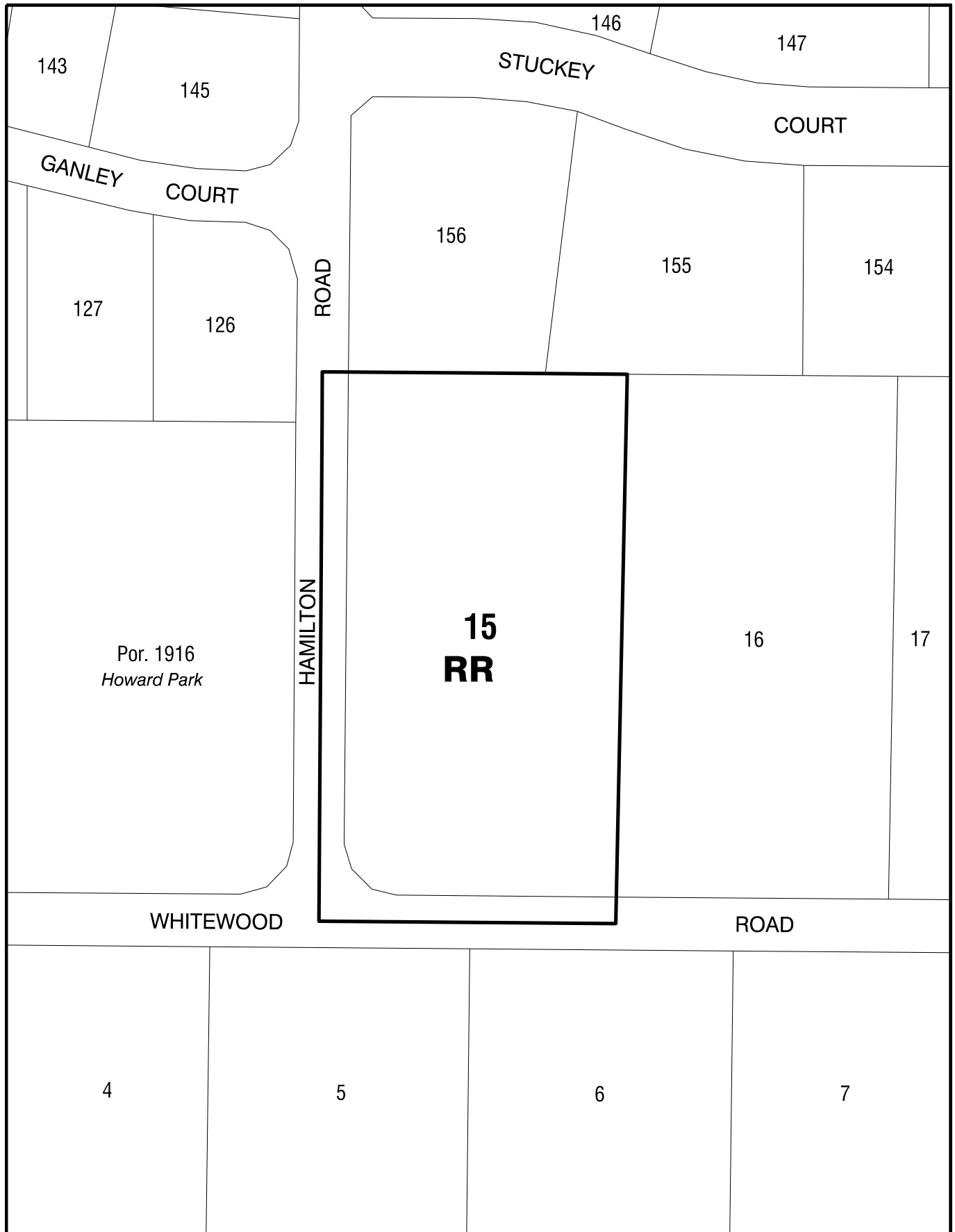
Clause 11.1.1 refers to subdivision lot sizes and clause 11.4 to subdivision standards.

Clause 13.5 refers to the erection of mobile telephone communications towers.

ZONING TABLE – ZONE RR

<b>abattoir</b>	<b>x</b>	
<b>agriculture</b>	<b>x</b>	
<b>animal boarding</b>	<b>x</b>	
<b>business sign</b>	<b>P</b>	6.7
<b>caravan park</b>	<b>x</b>	
<b>caretaker's residence</b>	<b>x</b>	
<b>car park</b>	<b>x</b>	
<b>child care centre</b>	<b>x</b>	
<b>community centre</b>	<b>D</b>	6.1, 6.5.1, 10.2
<b>domestic livestock</b>	<b>P</b>	6.1, 10.1, 10.2
<b>education establishment</b>	<b>x</b>	
<b>fuel depot</b>	<b>x</b>	
<b>general industry</b>	<b>x</b>	
<b>group home</b>	<b>P</b>	6.1, 7.3, 7.10.5
<b>home based child care centre</b>	<b>D</b>	6.5.1, 7.10.6
<b>home based contracting</b>	<b>P</b>	7.10.8, 10.2
<b>home based visitor accommodation</b>	<b>S</b>	7.10.1
<b>home occupation</b>	<b>P</b>	7.10.7
<b>horticulture</b>	<b>x</b>	
<b>hospital</b>	<b>x</b>	
<b>hostel</b>	<b>x</b>	
<b>hotel</b>	<b>x</b>	
<b>independent unit</b>	<b>P</b>	6.5.1, 7.1, 7.3, 7.5, 7.10.4
<b>intensive animal husbandry</b>	<b>x</b>	
<b>leisure and recreation</b>	<b>x</b>	
<b>licensed club</b>	<b>x</b>	
<b>light industry</b>	<b>x</b>	
<b>medical clinic</b>	<b>x</b>	
<b>medical consulting rooms</b>	<b>D</b>	6.5.1, 7.10.9
<b>motel</b>	<b>x</b>	
<b>motor body works</b>	<b>x</b>	
<b>motor repair station</b>	<b>x</b>	
<b>multiple dwellings</b>	<b>x</b>	
<b>office</b>	<b>x</b>	
<b>passenger terminal</b>	<b>x</b>	
<b>place of worship</b>	<b>x</b>	
<b>plant nursery</b>	<b>D</b>	6.1, 6.5.1, 10.2
<b>promotion sign</b>	<b>x</b>	
<b>recycling depot</b>	<b>x</b>	
<b>restaurant</b>	<b>x</b>	
<b>retail agricultural stall</b>	<b>x</b>	
<b>rural industry</b>	<b>x</b>	
<b>service station</b>	<b>x</b>	
<b>shop</b>	<b>x</b>	
<b>showroom sales</b>	<b>x</b>	
<b>single dwelling</b>	<b>P</b>	6.5.1, 7.1, 7.3, 7.5, 10.2
<b>stables</b>	<b>x</b>	
<b>supporting accommodation</b>	<b>D</b>	6.5.1, 7.1, 7.3, 7.5, 7.6, 7.7, 7.8, 10.2
<b>transport terminal</b>	<b>x</b>	
<b>vehicle sales and hire</b>	<b>x</b>	
<b>veterinary clinic</b>	<b>x</b>	
<b>warehouse</b>	<b>x</b>	

**P** = Permitted      **S** = Self Assessable      **D** = Discretionary      **x** = Prohibited



PROPOSED NT PLANNING SCHEME  
 AMENDMENT PA2018/0398  
 REZONE LOT 15, HUNDRED OF BAGOT  
 (345 WHITEWOOD ROAD, HOWARD SPRINGS)  
 From Zone RL (Rural Living)  
 to Zone RR (Rural Residential)



Department of Infrastructure, Planning and Logistics



Scale 1: 2000 @ A4



File No.: PA2018/0398

Date: 4-Oct-18

Drawing Name: Lot 15 (345 Whitewood Rd) PSA Bagot - Oct2018.dgn

Proposed Planning Scheme Amendment  
Rezoning of 345 Whitewood Road, Howard  
Springs - Lot 15, Hundred of Bagot

FROM  
Rural Living (RL)  
TO  
Rural Residential (RR)

To enable Subdivision Application for 1 (one) Lot into 2 (two Lots)

Department of Infrastructure, Planning and Logistics  
Level 1 Energy House  
18-20 Cavenagh Street  
Darwin NT 0800

Dear Sir /Madam

**RE: Proposed Planning Scheme Amendment  
Rezoning of 345 Whitewood Road, Howard Springs  
Lot 15, Hundred of Bagot FROM Rural Living (RL) TO Rural Residential (RR)  
to facilitate Subdivision Application for 1 (one) Lot into 2 (two Lots)**

I refer to the above proposal and can advise I am submitting the attached application for favourable consideration by the Minister.

It is highlighted that the proposed rezoning will achieve the intent of the Litchfield Sub Regional Land use plan and NT planning scheme. The proposed rezoning would enable appropriate development outcome that provides a suitable transition between the urban uses and activities, smaller rural residential lots and minimises the impacts of the urban core on existing rural residents, thus protecting the rural character of the broader area.

It is also highlighted that should the rezoning be permitted, the subdivision proposal previously submitted to the NTG will exhibit entire compliance with the NT Planning Scheme.

I present this submission for favourable consideration and approval. If you have any queries in respect of this submission or the information supplied, please feel free to contact on the details provided in the application material.

Yours faithfully,

Gerard Rosse

0400 754 842

## **BACKGROUND AND PROPOSAL:**

In July 2018 an application was lodged for a Subdivision Application 1 (one) Lot into 2 (two) Lots over the subject site. Both resulting lots were proposed to be approximately 1 ha (2.5 acres) in area and be entirely unconstrained.

On 14 September 2018 the Development Consent authority deferred consent of the application, subject to the applicant lodging an application to rezone Lot 15 (345) Whitewood Road from RL (Rural Living) to Zone RR (Rural Residential) noting that Zone RR (Rural Residential) allows consideration of subdivision to 1ha.

This rezoning has been submitted in response to this deferral and advice from the DCA.

## **PROPSOAL:**

This rezoning application seeks to rezone Lot 15 (345) Whitewood Road from RL (Rural Living) to Zone RR (Rural Residential) to enable subdivision of the site into two lots being 1ha each.

## **SUBJECT SITE:**

The subject site is located at 345 Whitewood Road, Howard Springs described as Lot 15, Hundred of Bagot. The site is unconstrained and clear of native vegetation, well developed and contains an existing dwelling on the northern part of the site. Access to the site is via Hamilton Road and the site naturally orientates towards the Hamilton road frontage.

The site is currently contained within the Rural Living (RL) Zone in the Shire of Litchfield. The site is located approximately 350m from the existing commercial centre in Howard Springs and is serviced by reticulated potable water and power services.

Land abutting the site to the north is existing 2.5 acre lots (Stuckey Court). Land to the west includes existing 1 Acre lots (Ganley Court) and the active Howard Spring Recreation Reserve. Land to the South and East is contained within the Rural living zone (5 acre lots).

The proposed rezoning would enable a subdivision that results in a Lot orientation that provides a frontage for both proposed lots to Hamilton Road which improves the CPTED including the concept of passive surveillance opportunities over the active recreation precinct, higher order activity centre uses and residential areas. The rezoning of this land to enable a two-lot subdivision would also result in a lot orientation that protects the amenity of the adjacent RL zone and results in a best practice sequential transition of density for the rural activity centre.

Figures 1, - Aerial Image of site and Locality



Figure 2 - Existing zoning and surrounding land use

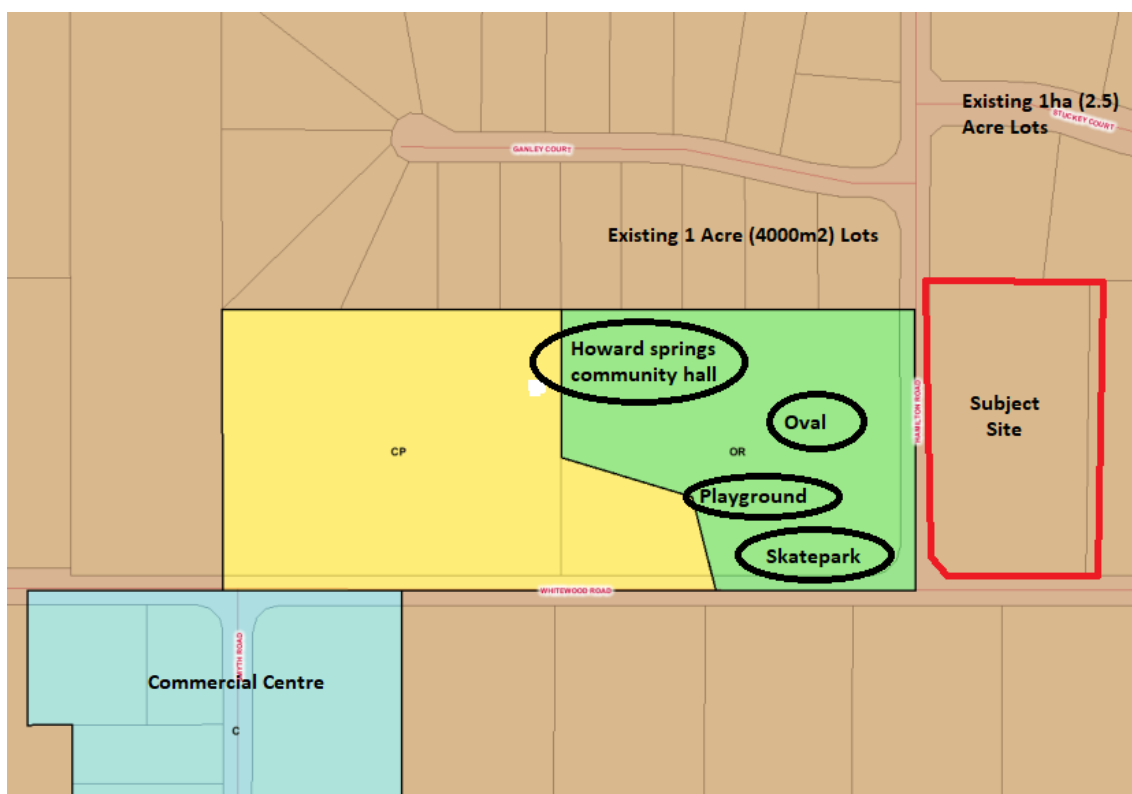


Figure 3– Proposed Subdivision Concept



## CONSIDERATION OF APPLICABLE POLICY IN RELATION TO THE REZONING:

### *Litchfield Sub Regional Land use plan*

The proposed rezoning complies with the applicable statement of policy contained within the Litchfield Sub Regional Land Use Plan for Rural Residential Development (4) as detailed below:

<p><b>STATEMENTS OF POLICY</b></p> <p>Statements of policy are shaded, with principles to achieve policy outcomes listed below each policy.</p> <p>RURAL RESIDENTIAL DEVELOPMENT</p>	<p><b>Assessment Summary</b></p>
<p>4. Facilitate new areas of rural residential development close to community facilities.</p>	<p><b>COMPLIES</b> - The proposed rezoning complies with the statement of policy as it will facilitate a new area of Rural Residential that is close to (directly opposite) Community Facilities and the Howard Springs Activity Centre.</p>
<ul style="list-style-type: none"> <li>locate Zone RR (Rural Residential) lots either within or in close proximity to peri-urban areas and rural residential transition areas;</li> </ul>	<p>The proposed Rural Residential Lot is adjacent to the Howard Springs activity centre and is within close proximity to the peri urban areas and the rural residential transition area.</p>
<ul style="list-style-type: none"> <li>require all lots in Zone RR to be serviced by reticulated water and to not adversely impact on groundwater resources;</li> </ul>	<p>The existing lot is serviced by reticulated water, therefore no potable groundwater is required to service the development.</p>
<ul style="list-style-type: none"> <li>require all lots in Zone RR that are outside the defined boundaries of peri-urban areas and rural residential transition areas to be in close proximity to community facilities and be no less than 1 ha; and</li> </ul>	<p>The Lot is adjoining the Howard Springs activity centre Peri-urban area, recreation reserve and associated community facilities.</p> <p>The proposed resulting lots (once subdivided) are proposed to be no less than 1 Ha in area each.</p>
<ul style="list-style-type: none"> <li>Require land proposed for rezoning to Zone RR to have an area of 8 ha or greater to allow for the provision of an interconnected local road network.</li> </ul>	<p>The site is a 2 Ha lot and has access to an existing Road (Hamilton Road). It has been demonstrated that the proposed resulting subdivision will only require one additional access to Hamilton Road and the proposal does not require a new interconnected road network.</p>

### **NT Planning Scheme:**

The proposed rezoning is consistent with the outcomes sought by the planning scheme and although the subject site is not contained within the Howard Springs Activity centre, consideration of the site in relation to plan is provided. **It is also highlighted that should the rezoning be permitted, the subdivision proposal previously submitted to the NTG will provide for entire compliance with the NT Planning Scheme for an RR subdivision.**

#### *Rural Residential Zone:*

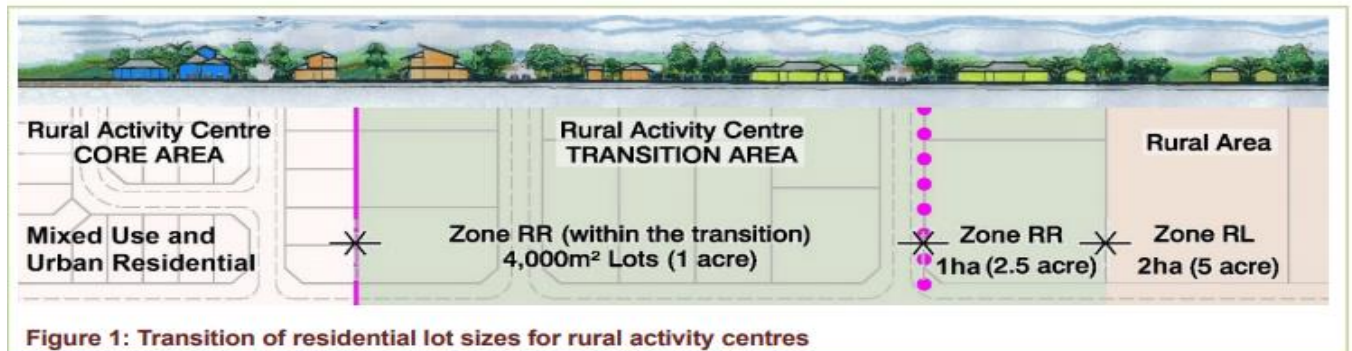
- (1) *The primary purpose of Zone RR is to provide for rural residential use.* The proposed rezoning will comply with this purpose by enabling 2 lots in for rural residential use.
- (2) *The proposed rezoning and subdivision also demonstrate the relationship of the proposal to existing and proposed future land uses identifying potential impacts on facilities and services and the amenity of the locality.* Largely, the proposal demonstrates compliance with the intent of the scheme and suitability of the development.
- (3) *If lots are unsewered, provision for the disposal of effluent must be made on-site so that the effluent does not pollute ground or surface waters.* This has been demonstrated with the submission of an LSA with the subdivision proposal which identifies that on site wastewater treatment can be achieved.

#### *Howard Springs Activity Centre Area Plan:*

It is noted that the inclusion of the Howard Spring Rural Activity Centre Area Plan in the NT Planning Scheme in early 2018 did not result in any zoning changes to the scheme, instead it provides strategic direction on land use outcomes and principles, such as the transition of development. This proposed rezoning seeks to enact the strategic direction and principles that underpin the plan, in particular the best practice outcome for transition of development.

The proposed rezoning is consistent with the intent of Howard Springs Activity Centre Area Plan so much so it appears the concept and associated diagram utilised to demonstrate the best practice transition of residential Lot sizes for Rural activity centres replicates the subject sites location, adjacent land uses and the intent of the resulting subdivision development as per the below image (Figure 1 (Part 8-76) of the NT planning Scheme):

**Extract of Planning Scheme (Figure 1 (Part 8-76)) for transition of development for Rural Activity Centres**



**Extract of Planning Scheme (Area Plan 8-78) identifying location of Subject Site**



Best practice planning, and in particular for the transition of development is generally based on land use intensity. That is, at the core of intensity or in this case the rural activity centre which is an active commercial centre where the congregation of persons and activity is at its highest.

It must be highlighted that the community purpose and recreation land use adjacent to this site is an active land use. It can be demonstrated that this land use operates at a higher intensity than that of traditional RR residential through the utilisation for a range of uses and including:

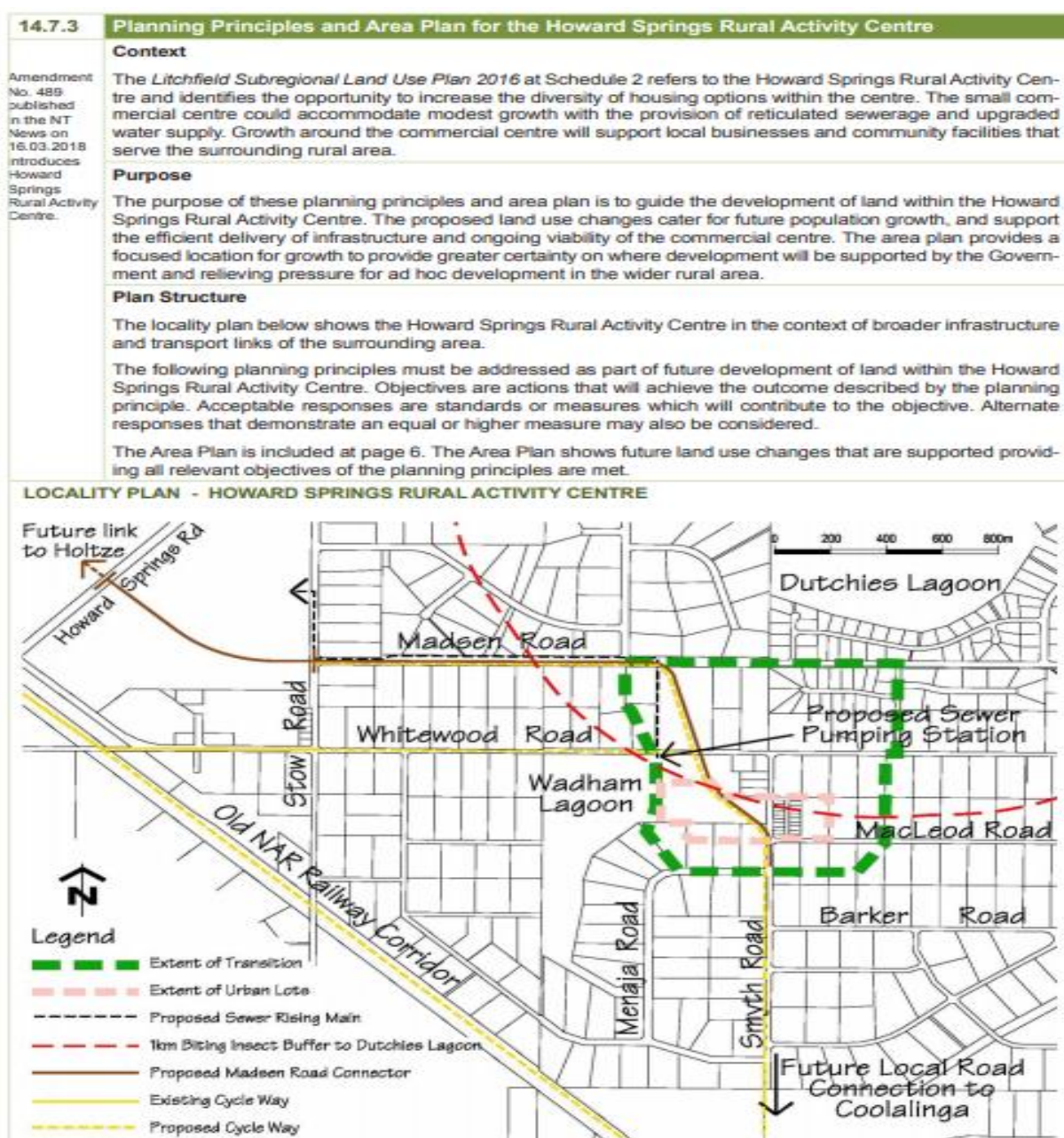
- School carnivals where hundreds of children, parents and teachers occupy the site and noise and activity is significantly high;
- Year-round utilisation by multiple and varied user community and sporting groups;
- Week day use by multiple sporting groups and general-purpose users who utilise the oval, skatepark, playground and hall;
- Weekend sporting carnivals including cricket, softball, athletics and fitness groups;
- After hours noise emanating from users such as the Thursday night choir group which can be heard until 930pm from nearby residences; and
- Weddings and other events.

The above information and the fact that the intent of the policy (Litchfield Sub Regional Land use plan) is to locate new areas of Rural Residential near community facilities reinforces the merit of this rezoning proposal. It is demonstrated that this rezoning proposal achieves the appropriate transition of development for Rural Activity Centres as per the planning scheme and demonstrates the merits of this rezoning and proposed subdivision as per Figure 1 (Part 8-76) of the NT planning Scheme.

A Detailed assessment of the rezoning and the resulting subdivision in accordance with the Planning Principles and Area Plan for the Howard Springs Rural Activity Centre is outlined below:

## PART 8 (14.7.3)

### Planning Principles and Area Plan for the Howard Springs Rural Activity Centre



PLANNING PRINCIPLES		
1. Minimise detrimental impacts of development on the environment		
The natural environment contributes to the rural character and amenity of Howard Springs, the natural drainage system and the provision of habitat for native wildlife. In particular, Wadham Lagoon and Dutchies Lagoon are identified as Priority Environmental Management wetlands. This principle seeks to protect and enhance the functions of the natural environment for the continued enjoyment of the community.		
Objective	Acceptable Land Use and Development Response	Comment
1.1 Manage development to minimise adverse impacts on the receiving environment.	<ul style="list-style-type: none"> <li>i. The design and engineering of development responds to the site's physical constraints and adequately demonstrates how potential adverse impacts on the site's environmental values will be avoided.</li> <li>ii. A proposed stormwater drainage system is integrated with the natural system and designed to minimise modification or disturbance to the natural system; and The discharge of concentrated stormwater will not exceed pre-development flows and complies with the requirements of the relevant government agencies.</li> <li>iii. The management of weeds and pollutants in stormwater complies with the requirements of the relevant government agencies.</li> </ul>	<p><b>Complies</b> - The site is relatively unconstrained.</p> <p><b>Complies</b> – The proposed stormwater drainage system is integrated with existing site drainage system and does not modify or disturb the existing system.</p> <p>A subdivision <b>will comply</b> with the requirements of the relevant government agencies.</p>
1.2 Promote Wadham Lagoon as a natural feature of the rural activity centre	<ul style="list-style-type: none"> <li>i. Development of land that drains into Wadham Lagoon includes measures to protect the lagoon's environmental values, natural amenity and drainage function.</li> <li>ii. Uses of land around Wadham Lagoon include areas for passive public recreation.</li> </ul>	<b>Not applicable</b> – The site does not drain into Wadham Lagoon

## 2. Minimise the impacts of biting insects on residential amenity and public health

Dutchies Lagoon and Wadham Lagoon are seasonal breeding sites for freshwater mosquitos. Mitigation of mosquito breeding is necessary to minimise risks to public health and to facilitate public enjoyment of the natural environment.

Objective	Acceptable Land Use and Development Response	Comment
2.1 Limit new urban dwellings proximate to Dutchies Lagoon	i. Future urban residential development is outside a 1 km buffer from Dutchies Lagoon and complies with the requirements of the government agency responsible for medical entomology.	<b>Not applicable</b> – the development is not urban residential development
2.2 Manage mosquito breeding in Wadham Lagoon to allow urban residential development adjacent to Wadham Lagoon.	i. A strategy and associated works to manage mosquito breeding in Wadham Lagoon is established prior to any urban residential development west of Smyth Road; and The mosquito management strategy and associated works: <ul style="list-style-type: none"> <li>- accords with advice from the government agency responsible for medical entomology;</li> <li>- minimises any impact on natural systems; and</li> <li>- is compatible with recreation uses of the lagoon</li> </ul>	<b>Not applicable</b> – the development is not urban residential development

## 3. Maintain an active, safe and sustainable commercial centre

The Howard Springs Rural Activity Centre provides the core commercial needs of the surrounding rural community, with a greater range of services and facilities being provided in the larger centres of Palmerston and Coolalinga. The planning principles and area plan seek to sustain a range of businesses that continue to provide for the local market and encourage the development of an active commercial centre.

Objective	Acceptable Land Use and Development Response	Comment
3.1 Support the viability of local businesses	i. A diverse range of commercial premises are provided to support a variety of businesses. ii. Urban density residential development is provided within a convenient walking distance (400 m) of the commercial centre.	<b>Not applicable</b> – the development is not commercial or urban residential development. <b>NOTE: It is noted that the subject site is within 400m of the existing commercial centre</b>
3.2 Encourage public amenity and	i. The principles of Crime Prevention Through Environmental Design (CPTED) are incorporated into development.	<b>Not applicable</b> – the development is not commercial development

activity in public spaces.	<ul style="list-style-type: none"> <li>ii. Development provides for the planting of shade trees in public spaces on private and public land.</li> <li>iii. Development of commercial areas encourages use of pedestrian corridors by including continuous awnings for shade and shelter from rain.</li> </ul>	
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#### 4. Provide for housing choice compatible with the rural character of Howard Springs

The Litchfield Subregional Land Use Plan 2016 indicates the need for an additional 500 dwellings in the following 5 to 10 years, and 20 000 dwellings over the following 40 to 50 years within the whole of Litchfield. The planning principles and area plan for the Howard Springs Rural Activity Centre seek to encourage a range of housing choices that cater for different life stages, including smaller lots that are more affordable and can provide lower-maintenance living within walking distance of local services.

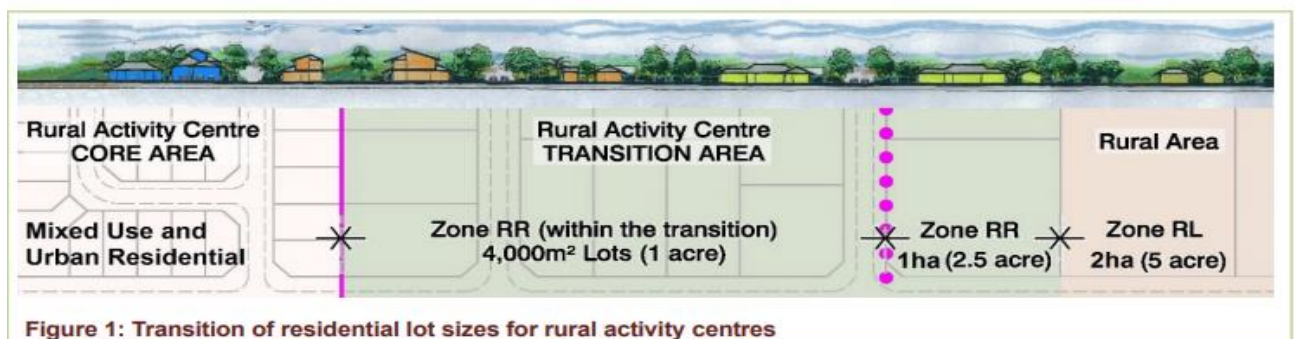
Inclusion of some urban residential development within the Howard Springs Rural Activity Centre will increase housing choice, underpin the provision of reticulated services and community infrastructure, and support a wider variety of retail and commercial services. The transition area is intended to accommodate smaller rural residential lots and minimise the impacts of the urban core on existing rural residents, thus protecting the rural character of the broader area.

Objective	Acceptable Land Use and Development Response	Comment
4.1 Support housing choices in appropriate locations.	<ul style="list-style-type: none"> <li>i. Urban residential lots are not located on land affected by flooding, biting insects or other constraints to residential land uses.</li> <li>ii. Urban residential lots are located within 400 m walking distance of the commercial centre.</li> <li>iii. Lots within Zone SD (Single Dwelling Residential) in the Howard Springs Rural Activity Centre have a minimum lot size of 800 m<sup>2</sup> and are located within areas shown in pink on the Area Plan.</li> <li>iv. Subdivision and development for the purpose of a retirement village may have a residential density consistent with Zone MD (Multiple Dwelling Residential). For clarity, development of a retirement</li> </ul>	<p>It is noted that the proposed rezoning and resulting subdivision will not include urban residential lots. However the proposed rezoning will support housing choice and is located in an appropriate location that is within 400m of the existing commercial centre and local service.</p> <p>The proposed rezoning and subdivision will result in an appropriate development outcome that provides a transition between the urban uses and active, smaller rural residential lots and minimises the impacts of the urban core on existing rural residents, thus protecting the rural character of the broader area.</p>

	village is not restricted to urban residential areas (pink) on the Area Plan; however, acceptable responses must be demonstrated to all other criteria relevant to urban residential development.	
4.2 Promote a sequence of residential density in the rural activity centre by providing a transition of residential lot sizes.	<p>i. Subdivision design provides a transition of residential lot sizes such that:</p> <ul style="list-style-type: none"> <li>- Zone RR (Rural Residential) lots with a minimum lot size of 4000 m<sup>2</sup> are located within 'Rural Residential' areas on the Area Plan as a buffer between the commercial and urban residential area, and Zone RL (Rural Living) lots;</li> <li>- No more than two Zone SD (Single Dwelling Residential) lots share a boundary with any one Zone RR lot; and</li> <li>- No more than two Zone RR lots share a boundary with any one Zone RL lot.</li> </ul> <p>Figure 1 illustrates a model transition of densities from the commercial centre to the existing rural area.</p> <p>ii. Rural residential development outside of the Howard Springs Rural Activity Centre must comply with relevant policy in the Litchfield Subregional Land Use Plan 2016, and For the purpose of the Howard Springs Rural Activity Centre, "close proximity to community facilities" means within 1 km, measured as travelled, from the commercial area of the rural activity centre.</p>	<p>The proposed rezoning and resulting subdivision will achieve the intent of clause 4.2 as it results in a rezoning and development sequence of residential density for the rural activity centre by providing a transition of residential lot sizes. The resulting Lot orientation of the subdivision provides a frontage for both proposed lots to Hamilton Road which improves the CPTED and passive surveillance opportunities over the active recreation precinct, higher order activity centre uses and residential areas. This orientation also further protects the amenity of the adjacent traditional RL amenity and results in a best practice sequence of residential density adjacent to the rural activity centre.</p> <p>The location of the site and rezoning proposal is also consistent with Figure 1 in the area plan that identifies the transition of residential Lot sizes for Rural activity centres. In fact, it appears that Figure 1 within the planning scheme and area plan, was modelled on this exact development scenario occurring and justifies the good planning outcome this development will result in.</p>

<p>4.3 Maintain the rural character and amenity within the rural activity centre</p>	<p>i. Landscaping is provided within front setbacks to contribute to the visual amenity of the streetscape.</p> <p>ii. Where appropriate, street verges and public spaces are landscaped to provide shading for pedestrian and bike networks, while also softening the appearance of hard infrastructure and residential buildings.</p>	<p><b>Complies – The proposed rezoning will protect and maintain the rural character and amenity within the rural activity centre</b></p>
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**Extract of Planning Scheme (Figure 1 (Part 8-76)) for transition of development for Rural Activity Centres**



**Extract of Planning Scheme (Area Plan 8-78) identifying location of Subject Site**



**5. Provide a coordinated, efficient and interconnected transport network**

Howard Springs Rural Activity Centre is close to Palmerston and Coolalinga, as well as the regional hospital at Holtze. Potential future connections with these destinations include the extensions of Stow Road and Smyth Road to Coolalinga, and the extension of Madsen Road through Kowandi North to Holtze as shown in the locality plan. The regional transport model predicts that Stow Road will attract through-traffic between Holtze, Kowandi North and Coolalinga, but the Smyth Road extension will mainly be used by traffic travelling to or from Howard Springs.

Within Howard Springs Rural Activity Centre, the narrow reserve of Whitewood Road limits traffic management strategies that would improve road safety through the centre. Conversely, the greater reserve width of Madsen Road is well-suited to accommodate traffic management strategies and integrate cycle and pedestrian pathways.

A key feature of the area plan is a new connection from Madsen Road across Whitewood Road to Smyth Road. The alignment of this connection is intended to facilitate future improvements to regional public transport, cycle and pedestrian networks between the Coolalinga bus interchange and Palmerston bus interchange via the Howard Springs Rural Activity Centre. This is to improve transport options, route choice and ease of access to a greater range of services for Howard Springs residents. In addition, the changes shown to Madsen Road, including the extension to Hamilton Road, seek to reduce traffic pressure on Whitewood Road and provide an alternate route into and around the Howard Springs Rural Activity Centre.

The Area Plan and this planning principle seek to provide for an interconnected local road network apace with development and to prioritise the safety of pedestrians and cyclists throughout the activity centre. This includes guidance for the treatment of the Madsen-Smyth connector road to reinforce its role as a local road.

Objective	Acceptable Land Use and Development Response	Comment
5.1 Provide a transport network that is safe and convenient for all users.	<ul style="list-style-type: none"> <li>i. Subdivision provides for an interconnected road network that: <ul style="list-style-type: none"> <li>- supports efficient access and route choices;</li> <li>- prioritises the safety of pedestrians and cyclists; and</li> <li>- does not compromise the ability to develop strategic links as indicated on the area plan.</li> </ul> </li> <li>ii. Development facilitates provision of a shared walking/cycling network that links schools, public open space and other public facilities.</li> </ul>	<b>Complies</b> – The site for the proposed rezoning and resulting subdivision utilises existing roads.
5.2 Promote Madsen Road as a main entry to the Howard Springs Rural Activity Centre to reduce traffic pressure on Whitewood Road	<ul style="list-style-type: none"> <li>i. Madsen Road is extended as an alternate entry into the Howard Springs Rural Activity Centre.</li> <li>ii. Madsen Road is extended along the existing road reserve to Hamilton Road to bypass the Howard Springs Rural Activity Centre.</li> <li>iii. The upgrading and extension of Madsen Road provides for and prioritises the safety of pedestrians and cyclists.</li> </ul>	<b>Not applicable</b> - The site for the proposed rezoning and resulting subdivision utilises existing roads (Hamilton road for access purposes)
5.3 Facilitate the creation of	<ul style="list-style-type: none"> <li>i. Development does not compromise the ability to extend Madsen Road north west</li> </ul>	<b>Complies</b> – The site for the proposed rezoning

a future regional public transport route	<p>to Holtze, and to extend Smyth Road south to Coolalinga as indicated in the locality plan.</p> <p>ii. The Madsen to Smyth connector road is designed to support the safe and efficient movement of buses, and to allow for the provision of public bus stops to the standards and satisfaction of the public transport authority.</p>	and resulting subdivision utilises the existing road network and does not comprise the outcomes sought by 5.3.
5.4 Develop the connector road between Madsen Road and Smyth Road at a local scale that is consistent with the rural character of the surrounding area.	<p>i. The scale and management of the Madsen to Smyth connector as a local road and its intersections with Madsen Road, Whitewood Road and Smyth Road are consistent with the rural character of the surrounding area and support safe and convenient use by pedestrians and cyclists. Specifically, the road is designed:</p> <ul style="list-style-type: none"> <li>- as a single carriageway with two lanes (one lane each direction);</li> <li>- with traffic management measures to slow traffic speeds;</li> <li>- with separate cycle/pedestrian paths;</li> <li>- with pedestrian crossings and/or refuge islands; and</li> <li>- with shade trees and/or shade structures</li> </ul> <p>to the standards and satisfaction of the responsible road authority</p>	<b>Not applicable</b> - The proposed site for the rezoning utilises existing roads (Hamilton road for access purposes)
5.5 Encourage an active and attractive interface between the commercial area and the Madsen to Smyth connector road.	<p>i. The interface between the Madsen to Smyth connector road and the commercial area is designed to look attractive and encourage pedestrian activity.</p> <p>ii. Commercial driveway access from the Madsen to Smyth connector road is approved by and meets the requirements of the road authority.</p>	<b>Not applicable</b> - The proposed site for the rezoning utilises existing roads (Hamilton road for access purposes)
5.6 Require developers to contribute to the funding of 'strategic' road connections.	<p>i. Where Council or the NT Government has established an infrastructure contribution plan to fund the construction of strategic road connections, contributions are made in accordance with a contribution plan.</p>	<b>Not applicable</b> - The proposed site for the rezoning utilises existing roads (Hamilton road for access purposes)

## 6. Provide reticulated services to the Howard Springs Rural Activity Centre

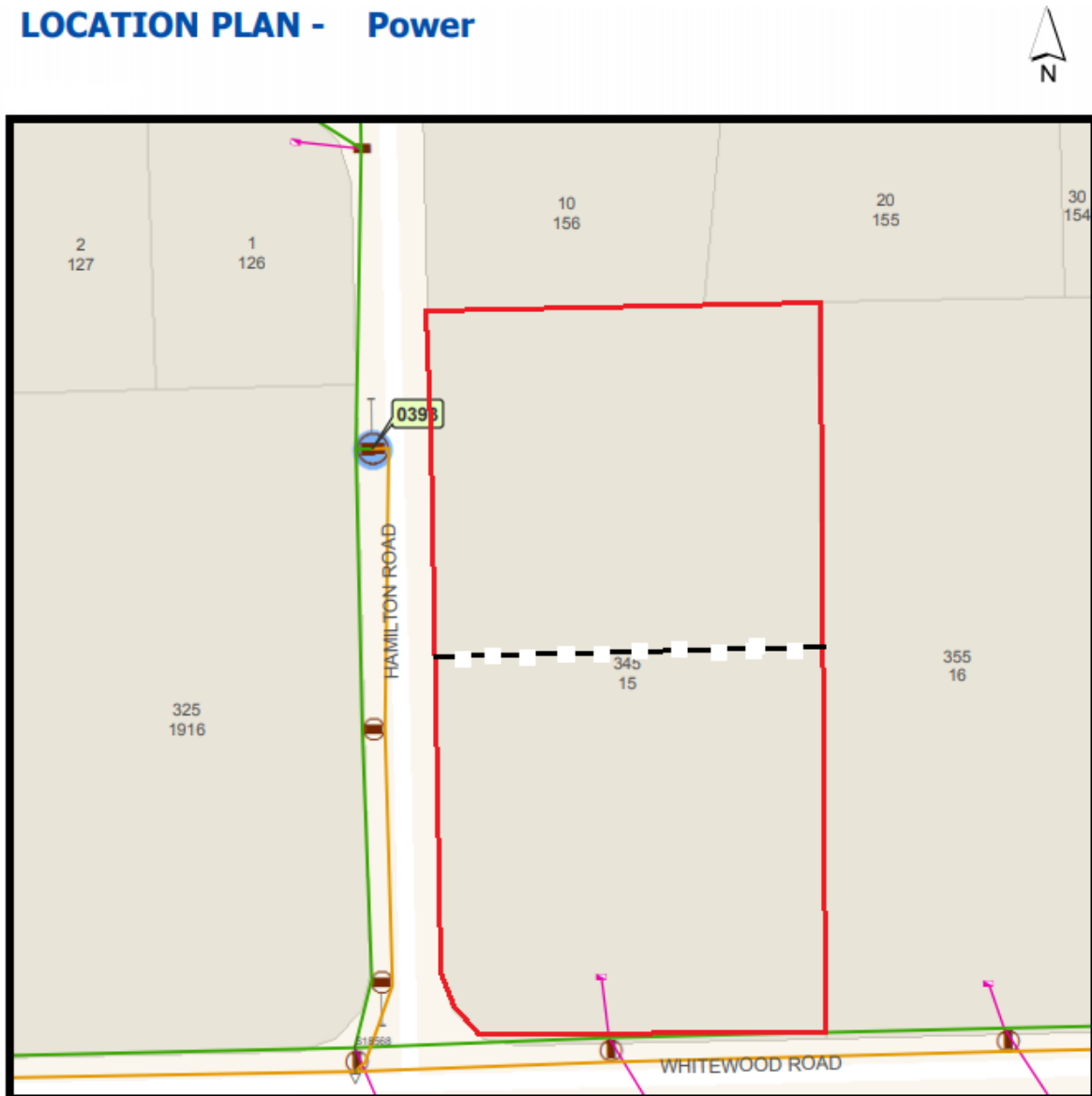
The provision of urban utilities is essential for growth in the Howard Springs Rural Activity Centre. In particular, reticulated sewer and water are required to reduce current impacts on groundwater quality and capacity. This will help to sustain the viability of rural properties reliant on groundwater. To ensure the sequential and cost-efficient provision of infrastructure, the following objectives require an Infrastructure Plan for Howard Springs and a mechanism to coordinate the design, development and funding contribution for infrastructure upgrades.

Objective	Acceptable Land Use and Development Response	Comment
6.1 Provide urban utilities to minimise adverse impacts on groundwater systems.	<ul style="list-style-type: none"> <li>i. All new residential lots and commercial uses are connected to the reticulated water supply.</li> <li>ii. Existing properties that rely on informal water supply lines are to connect to the reticulated system when it becomes available.</li> <li>iii. Residential lots under 4000 m<sup>2</sup> and all commercial uses are connected to reticulated sewerage.</li> <li>iv. A sewage pumping station is situated to efficiently service the commercial and urban residential land within the activity centre.</li> </ul>	<p><b>Complies</b> – The rezoning, resulting subdivision and new lot created as part of this subdivision will be connected to the reticulated potable water supply.</p> <p><b>Complies</b> – The existing site is connected to the reticulated potable water supply.</p> <p><b>Not Applicable</b> - The subdivision does not result in any lots under 4000 m<sup>2</sup>.</p> <p><b>Not Applicable</b> - The subdivision site is not located within the commercial and urban residential land within the activity centre.</p>
6.2 Provide utilities and trunk services sequentially and cost efficiently to service proposed development.	<ul style="list-style-type: none"> <li>i. Trunk infrastructure for reticulated services is incorporated into the engineering design for development.</li> <li>ii. Infrastructure is provided and funded in accordance with an approved infrastructure plan for the Howard Springs Rural Activity Centre; <u>or</u></li> <li>iii. The proponent demonstrates how a proposed development will be serviced to a standard that satisfies the requirements of the responsible service authority; and the proponent demonstrates how the required infrastructure will be paid for.</li> </ul>	<p><b>Not Applicable</b> - The proposed subdivision does not propose any new trunk infrastructure or services</p>

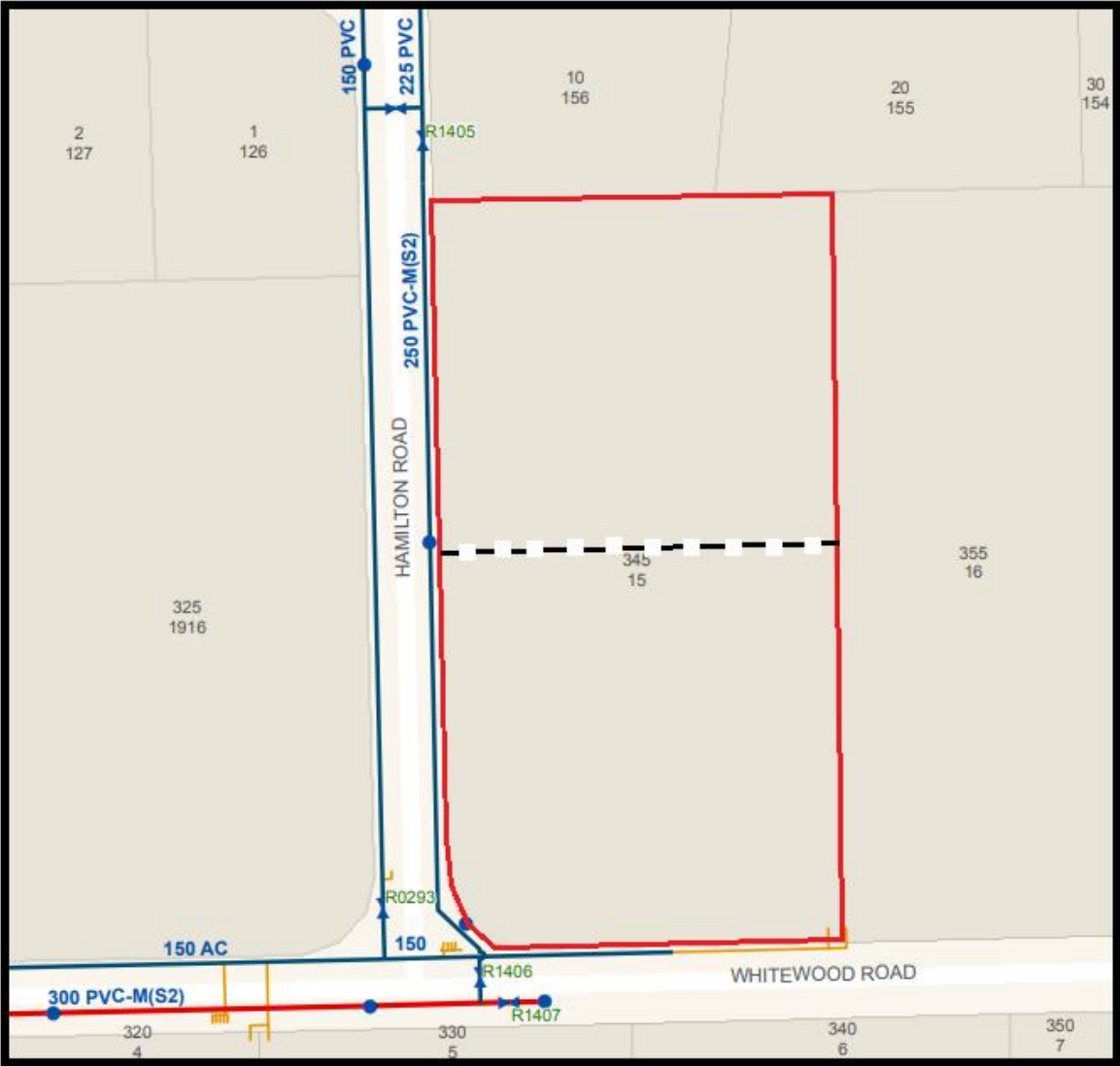
## SERVICES

The site is serviced by existing power (Power available for proposed lots) and existing reticulated potable water (Water available to both lots) utilities as per images below. The proposed additional load (the creation of one (1) additional lot) realised through a rezoning and subsequent subdivision can be accommodated.

### LOCATION PLAN - Power



LOCATION PLAN - Water





## COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.3
<b>Report Title:</b>	PA2018/0365, an Exceptional Development Permit Application for a caravan park consisting of 14 caravan sites, 1 x 2 bedroom, 1 x 1 bedroom, and 1 x studio cabins in two single storey buildings at Lot 17 (175) Stuart Highway, Howard Springs, Hundred of Bagot
<b>Report Number:</b>	18/0173
<b>Meeting Date:</b>	21/11/2018
<b>Attachments:</b>	Attachment B: Council's letter of comment for PA2018/0365, an Exceptional Development Permit Application for a caravan park consisting of 14 caravan sites, 1 x 2 bedroom, 1 x 1 bedroom, and 1 x studio cabins in two single storey buildings at Lot 17 (175) Stuart Highway, Howard Springs, Hundred of Bagot. Attachment A: Exceptional Development Permit Application PA2018/0365.

### Purpose

The purpose of this report is to provide a summary and assessment to Council of PA2018/0365, an Exceptional Development Permit Application for a caravan park consisting of 14 caravan sites, 1 x 2 bedroom, 1 x 1 bedroom, and 1 x studio cabins in two single storey buildings at Lot 17 (175) Stuart Highway, Howard Springs, Hundred of Bagot.

### Summary

The report presents for Council endorsement a Letter of Comment to the consent authority, included as Attachment A, on PA2018/0365, included as Attachment B.

This report concludes that Council can support the application subject to a number of restrictions proposed for any permit issued for the use.

### Recommendation

THAT Council:

1. receive and note the report; and
2. endorse Attachment A, Council's Letter of Comment for PA2018/0365, an Exceptional Development Permit Application for a caravan park consisting of 14 caravan sites, 1 x 2 bedroom, 1 x 1 bedroom, and 1 x studio cabins in two single storey buildings at Lot 17 (175) Stuart Highway, Howard Springs, Hundred of Bagot.

## Background

### Site and Surrounds

The subject site is 175 Stuart Highway, Howard Springs, an 8.34 ha parcel accessed via Bow Hunters Road. The subject site includes a lagoon stocked with fish, several outbuildings that were formerly part of a kennel and an existing single dwelling.

The site is in Zone SL14, a specific use zone approved in 2013 that allows the subject site and the adjacent site to the east (155 Stuart Highway, Howard Springs) to develop the land as a rural residential complex with a maximum of 18 dwellings. The zone requires each dwelling to have a minimum area of private open space, setbacks of 15m to any site boundary with 10m of landscaping and 10m of separation between dwellings. Development in the zone requires details of the waste disposal system provided with proof of no detrimental effect on the environment from waste disposal.

The site is bordered to the west with another lot in the same zone, with some land in Zone CN (Conservation) on that site. Further to west, and to the east and north, of the site are parcels in Zone RL (Rural Living). The site borders road reserve for the Stuart Highway to the south.

The surrounding rural living sites appear to each be developed with a single dwelling and a variety of outbuildings.

A zoning and locality map and an aerial photo of the subject site appear on the following pages.

### Site Development History

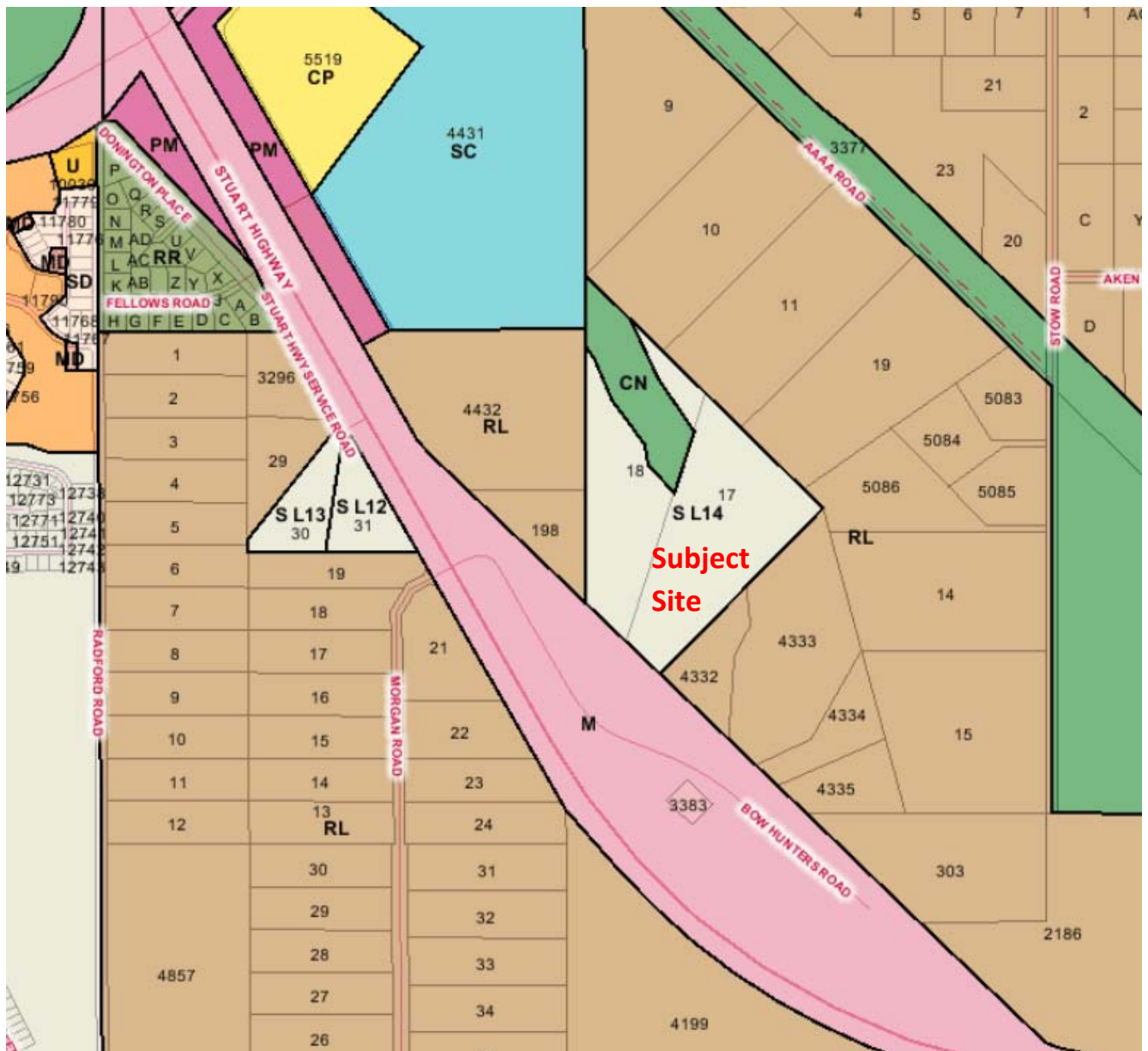
A rezoning proposal for the subject site and the adjacent site to the west for rezoning to a Specific Use Zone to allow the development of 18 multiple dwellings was refused in 2011.

Subsequently, a rezoning application for the same sites to be rezoned to a Specific Use Zone and Zone CN (Conservation) to develop 18 separate dwellings (16 new dwellings in addition to the two existing dwellings) was approved in 2013, which has resulted in the SL14 zone. The development of the site has not occurred to date.

The application indicates that the owners formerly operated a boarding kennel business on the site from 1982 to 2015. While dog-boarding operations have ceased, a cattery continues to operate on the site, as does a licenced aquaculture facility, and a mango orchard.

The application also notes that the application is for retrospective approval of existing uses operating on the site. The former kennel buildings have been turned into the 1 x 2 bedroom, 1 x 1 bedroom, and 1 x studio cabins in two single storey buildings and are occupied. The site has operated as a caravan park for a number of years, with write-ups on many tourism websites.

The current application has resulted from an identified breach of the zoning requirements for the site. The application seeks approval for the illegal caravan park and unit development on the site in addition to the ability to develop the site under the current zoning for 18 separate dwellings.



Source: NT Atlas and Spatial Directory



Source: Nearmap (imagery from 10/10/2018)

### *Current Proposal*

The current application seeks retrospective approval for the three additional units developed in the former kennel buildings and for a caravan park for 14 caravans. The site is adequately serviced, including having a certified caravan dump point installed on site.

### *Application Assessment*

Assessment of the application must consider that the caravan use of the site and the location of the newly developed three dwelling units on the site are in conflict with the SL14 zoning requirements, as well as the issue that the application has been raised as a result of enforcement activities brought by the NT Government, while balancing the ability for the subject site and adjacent site to develop 18 separate dwelling units on the property.

Due to dense vegetation, the site is not visible from Bow Hunters Road or the Stuart Highway., It is unclear due to the distance from the edge of the highway and the topography, whether the site would be fully visible from the Stuart Highway without vegetation. Regardless, it is considered that the site would not be able to reasonably function as a caravan park without some form of shielding from the highway. It is unclear to what degree the site is visible from adjacent properties as the site forms the low point of the general area.

Given that the site is approved for use for a number of separate dwellings, appears to be very well shielded from adjacent sites, and appears to be appropriately serviced for effluent disposal, Council can consider support for the application for this specific use, provided that certain restrictions are imposed upon the permit.

Tourism uses in the municipality are supported, provided the uses are appropriately permitted and regulated consistently with other similar tourism uses. The proposed use as a caravan park is considered somewhat similar in nature to the allowable use of multiple individual dwellings on the site. The current caravan park, if regulated the same as other caravan parks, with similar Development Permit restrictions and approval of all necessary regulations, could be supported. Similar permit conditions would be expected to include access requirements, waste and effluent disposal requirements, protection from vermin, etc. It is recommended that Council require proof that the development is able to appropriately manage waste from the site.

Consideration of this use as being fully appropriate for the area would need to ensure there are not existing amenity concerns from neighbouring residents that cannot be addressed through permit conditions and formal oversight. While Council has not been made directly aware of any amenity concerns from the use, it is recommended that Council's comments to the consent authority indicate that the authority should carefully consider any amenity concerns raised regarding this application.

In addition to the use of the site as a caravan park, it is noted the application indicates recreational fishing takes place in the lagoon on the property. It is considered that this activity could be an attractive draw point for visitors to the caravan park but should be restricted to paying users of the park only. The proposed application does not consider a recreational fishing lagoon open to the general public and it is recommended that Council note approvals should clearly restrict this activity.

The above activities consider support based on the caravan park use being in place of the approved 18 separate dwellings on the subject site, and not in addition to. It would not be considered appropriate for the subject site and adjacent site to continue to be able to develop additional separate dwellings on the site. While the existing limited number of units in converted buildings may be able to co-exist with a caravan park, it is not considered a usual situation that a use for temporary visitors would be co-located with permanent dwellings. Further, there are at least 5 existing dwellings on the two subject sites under the SL14 zoning; it is unknown how many dwellings have been placed on the neighbouring site under that zoning.

It is considered that permitting both the 18 separate dwellings, the three units, plus 14 caravan sites would be an overdevelopment of the site.

Support for the proposal should be predicated on any Exceptional Development Permit granted for the site having conditions limiting the use of the site under the existing zoning. While the application states an intent to be able to keep both uses valid for the site but promises to use only one at a time, it is considered that this would be impossible to regulate without strong conditions on a permit and it is noted that the best of intentions may cease once permissions are issued.

### Conclusion

It is recommended that Council support the application with a preference to supporting a regulated tourist industry in the municipality, provided that the consent authority determines amenity of the neighbouring landowners is protected, fishing on the site is limited to paying guests of the caravan park and individuals residing on the property and their bona fide guests, and the site is restricted to the existing dwellings on the site and the caravan park with no ability for the remainder of Zone SL14 to develop additional dwellings on the subject sites under the zone as long as the permit for the caravan park is in use.

### **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:** Nadine Nilon, Director Infrastructure and Operations

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

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



9 November 2018

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

**RE: Letter of Comment Exceptional Development Permit Application**

**PA2018/0365**

**Lot 17 (175) Stuart Highway, Howard Springs, Hundred of Bagot  
Caravan park consisting of 14 caravan sites, 1 x 2 bedroom, 1 x 1 bedroom and 1 x  
studio cabins in two single story buildings**

Thank you for the Exceptional Development Permit Application referred to this office on 19/10/2018, 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) Council supports development of the tourism industry in the municipality and ensuring that tourist ventures meet required regulations and standards appropriate to the subject use. Similar tourism ventures are expected to be regulated in a similar manner.
- b) As this application seeks permission to formalise an existing illegal use, Council supports the formalisation and regulation of that use, provided there are no negative effects upon amenity of neighbouring residents.
- c) Council notes the existing use as a caravan park appears to have appropriate facilities for effluent disposal on site.

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

- a) Approval of this use by the consent authority should ensure there are not existing amenity concerns from neighbouring residents that cannot be addressed through permit conditions and formal oversight. While Council has not been made directly aware of any amenity concerns from the use, Council urges the consent authority to carefully consider any amenity concerns raised regarding this application.
- b) In addition to the use of the site as a caravan park, it is noted the application indicates recreational fishing takes place in the lagoon on the property. It is considered that this

activity could be an attractive draw point for visitors to the caravan park but conditions should be placed on any permit issued that the fishing use should be restricted to paying users of the caravan park and those individuals who are residents of the property and their bona fide guests. The proposed application does not consider a recreational fishing lagoon open to the general public and approvals should clearly restrict this activity.

- c) Council does not consider it appropriate for the subject site (175 Stuart Highway) and adjacent site (155 Stuart Highway) to continue to be able to develop additional separate dwellings on the site as permitted under Zone SL14 (Specific Use).

While the existing limited number of units in converted buildings may be able to co-exist with a caravan park, it is not considered a usual situation that a use for temporary visitors would be co-located with permanent dwellings.

There are at least 5 existing dwellings on the two subject sites under the SL14 zoning and it is unknown how many dwellings have been placed on 155 Stuart Highway under that zoning. The addition of 14 caravan spaces would bring the total number of users of the two properties to a minimum of 19 separate users.

It is considered that permitting both the 18 separate dwellings and the three units plus 14 caravan sites would be an overdevelopment of the site beyond that envisioned by the zoning and expected by the neighbouring residents in the area.

Council provides support for the application only on the basis that any Exceptional Development Permit granted for the site would have conditions limiting the use of the site under the existing zoning to either the caravan park or the 18 separate dwellings.

While the application states an intent to be able to keep both uses valid for the site but promises to use only one at a time, Council does not consider this appropriate and expected development for the area and it is considered that this would be impossible to regulate without strong conditions on a permit and it is noted that the best of intentions may cease once permissions are issued.

**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.
- b) Litchfield Council requests an Operational Environmental Management Plan (OEMP) to the satisfaction of the Director Infrastructure and Operations, Litchfield Council. The use must at all times be conducted in accordance with the plan. That details the day to day waste management requirements for the use, including location of waste bins and collection points on the site and proposed method of disposal.

**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:**

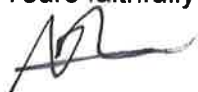
- a) The owner shall collect stormwater and discharge it to the drainage network to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) Soil erosion control and dust control measures must be employed 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](http://www.litchfield.gov.nt.au).
- b) A *Works within a Road Reserve Permit – Works Associated with a Development Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

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

Yours faithfully



Nadine Nilon  
Director Infrastructure and Operations

## **NORTHERN TERRITORY OF AUSTRALIA**

### **PROPOSED EXCEPTIONAL DEVELOPMENT PERMIT NORTHERN TERRITORY PLANNING SCHEME**

June D'Rozario & Associates Pty Ltd has applied to the Minister for Infrastructure, Planning and Logistics for an Exceptional Development Permit (EDP) for the purpose of a caravan park, including 14 caravan sites, 1 x 2 bedroom, 1 x 1 bedroom and 1 x studio cabins in two single storey buildings on Lot 17 (175) Stuart Highway, Hundred of Bagot.

The land is in Zone **SL14** (specific Use Zone Litchfield Number 14) of the Northern Territory Planning Scheme and the development of the site for this purpose would otherwise be prohibited.

Attached are:

- the Minister for Infrastructure, Planning and Logistics section 17 determination under the *Planning Act* to exhibit the proposed EDP;
- a locality map; and
- a copy of the application from June D'Rozario & Associates Pty Ltd.

The exhibition period is from 19 October 2018 to 16 November 2018.

Written submissions with respect to the proposed EDP are to be received by 4pm on 16 November 2018 and made to:

Manager Rural Planning  
Department of Infrastructure, Planning and Logistics  
GPO Box 1680  
Darwin NT 0801; or

Facsimile : (08) 8999 6055; or

Email: [das.ntg@nt.gov.au](mailto:das.ntg@nt.gov.au)

NORTHERN TERRITORY OF AUSTRALIA

PLANNING ACT

PROPOSED EXCEPTIONAL DEVELOPMENT PERMIT

I, EVA DINA LAWLER, give notice under section 17 of the *Planning Act*, of the following:

- (a) a proposal seeking an exceptional development permit as described in (e) is to be exhibited;
- (b) the application is to be exhibited at the Office of the Department of Infrastructure, Planning and Logistics, Level 1, Energy House, 18-20 Cavanagh Street, Darwin;
- (c) the period of exhibition is 28 days, commencing upon first newspaper publication of the notice required by section 17(1);
- (d) written submissions in respect of this exhibition should be made to:

Manager, Rural Planning  
Development Assessment Services  
Department of Infrastructure, Planning and Logistics  
GPO Box 1680  
DARWIN 0801; or

Facsimile: (08) 8999 6055

Email: [das.ntg@nt.gov.au](mailto:das.ntg@nt.gov.au); and

- (e) the application seeks an exceptional development permit to allow the use and development of Lot 17 (175) Stuart Highway, Hundred of Bagot, for the purpose of a caravan park, including 14 caravan sites, 1 x 2 bedroom, 1 x 1 bedroom and 1 x studio cabins in two single storey buildings. Use of the land for a caravan park is not permitted under Zone SL14 (Specific Use).

Dated 15<sup>th</sup> - October

2018



Minister for Infrastructure, Planning and Logistics

Map created Fri Sep 14 15:10:18 CST 2018

## Legend

- Town Planning IDCO
- Storm Surge 2100 Primary
- Storm Surge 2100 Secondary
- General Lines
- Lot Boundaries
- Road Boundaries
- ANEF Darwin 2042
- 2042
- ANEF Darwin 2030
- 2030
- ANEF Darwin and Alice Springs 2024
- 2024
- ANEF Katherine 1997
- 1997
- Restricted Rural Residential Town Planning Zones
- A - Agriculture
- CV - Caravan Park
- CB - Central Business
- C - Commercial
- CL - Community Living
- CP - Community Purpose
- CN - Conservation
- DV - Development
- RR - Rural Residential
- GI - General Industry
- HT - Heritage
- HR - High Density
- H - Horticulture
- LI - Light Industry
- M - Main Road
- MR - Medium Density
- MD - Multiple Dwelling
- CA - No Planning Scheme Controls
- OR - Organised Recreation
- PM - Proposed Main Road
- PS - Public Open Space
- RW - Railway
- RD - Restricted Development
- R - Rural
- RL - Rural Living
- SC - Service Commercial
- SD - Single Dwelling
- S - Specific Use
- TC - Tourist Commercial
- U - Utilities
- WM - Water Management
- FD - Future Development
- JABTC - Town Centre
- JABRES - Residential
- JABSF - Service Facilities
- JAB11 - Industry
- JABREC - Recreation
- JABO - Open Space
- JABSP - Special Purpose
- JABFU - Future Use
- Road Labels
- Road Centrelines
- Highway
- Other Road
- Street Numbers

Created by SZI

Bottom Left: 131° 00' 50", -12° 30' 41"

Top Right: 131° 01' 52", -12° 30' 05"

Approximate Scale: 1:12,000

Datum: GDA 1994

Data for information purposes only  
- accuracy not guaranteed

N.T. Land Information System

Copyright Northern Territory of Australia

Map Center: 131° 01' 21.4" E, 12° 30' 23.2" S

## **SECTION 38 PLANNING ACT – APPLICATION FOR EXCEPTIONAL DEVELOPMENT PERMIT**

### **LOT 17 OF SECTION 289 HUNDRED OF BAGOT : (175 BOWHUNTERS ROAD)**

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#### **1. NATURE OF THE APPLICATION**

This application is made by June D'Rozario & Associates Pty Ltd on behalf of the registered owners of Lot 17 of Section 289 Hundred of Bagot.

The application is made under section 38(1) of the Planning Act.

The application is for an exceptional development permit, to authorise the use of the land for 14 caravan sites, and conversion of two existing buildings, previously used in connection with a boarding kennel, into three dwellings.

The development is shown in the attached drawings.

Lot 17 is zoned SL14 for the development of Lots 17 and the adjoining Lot 18 as a rural residential complex for a maximum of 18 dwellings. As the use of the land for caravan sites is not permitted by the zoning, the proposal meets the circumstances described in section 38(2)(a) of the Planning Act.

#### **2. THE APPLICATION SITE**

The application site is Lot 17, situated at 175 Bowhunters Road, Howard Springs, as shown in the location diagram at Figure 1.

The site has an area of 8.34 ha, and is zoned SL14 under the NT Planning Scheme, for development with Lot 18 as a rural residential complex for a maximum of 18 dwellings.

### 3. DETAILS OF THE APPLICATION

- to park 14 caravans on the land;
- to convert a former kennel building into two residential units; and
- to convert a former kennel office and hydrobath building into a residential studio unit.

The development is shown in the attached drawings.

The application seeks consent for development that has already occurred.

Most of the caravan sites are powered sites, but a few are unpowered. All the caravan sites have water supply.

The caravans occupying the site are all self-contained. There is no ablutions building or kitchen building for caravan visitors.

The owners previously conducted a boarding kennel business on the land. The boarding kennel operated from 1982 to 2015. A building, formerly used as a kennel, has been converted into two units, and a building formerly used as the boarding kennel office and hydrobath has been converted to a small studio unit.

Waste disposal systems have been installed, and certification of compliance for these have been issued under the Building Act. The systems comprise a 6,000 litre septic tank installation with absorption trench, and a dump point for use by caravanners. The absorption trench is located more than 200 m from the lagoon on the site. Copies of the certificates of compliance are at Annexure 1.

The caravan sites and units are set near the lagoon, and the area is well vegetated and has good shade.

The lagoon is stocked with fish. The caravan area contains a gathering place for people occupying the caravans and the units, and repeat visitors have established seating and fishing rod holders at the lagoon edge.

Images of the development are shown in Figures 2 to 13.



Figure 2 : View of caravans (Source : still from video by “Indefinite Leave”)



Figure 3 : View of caravans (Source : still from video by “Indefinite Leave”)



Figure 4 : Van site service point



Figure 5 : Van occupants' lagoon edge seating



Figure 6 : Van occupants' lagoon edge fishing seats



Figure 7 : Gathering place at the lagoon edge



Figure 8 : Lagoon birdlife

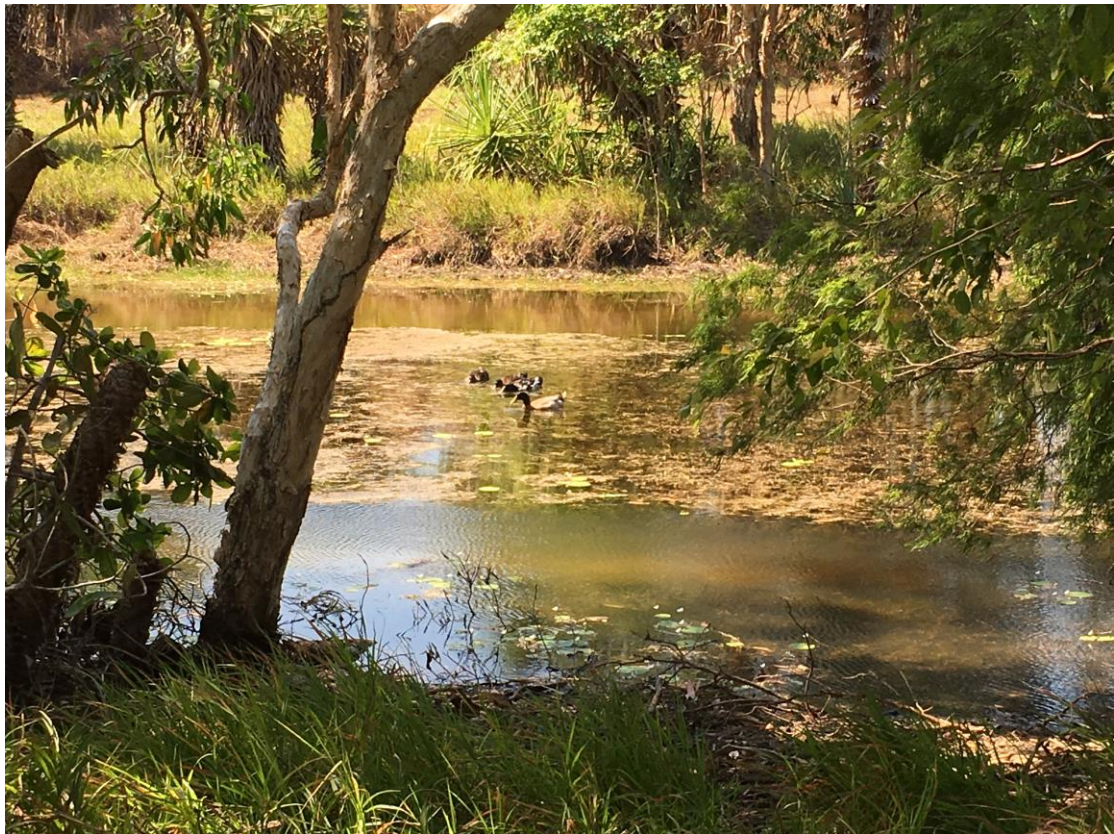


Figure 9 : Lagoon birdlife



Figure 10 : View of caravans from the north bank of the lagoon



Figure 11 : Septic tank and dump point



Figure 12 : Septic tank and wash point



Figure 13 : Former kennel building converted to two units

#### 4. BACKGROUND TO THE APPLICATION

The current zoning of the land (SL14) came into effect in July 2013. In applying for this zoning, the owners intended to develop progressively a small residential enclave for a maximum of 18 dwellings spread over Lots 17 and 18. The dwellings were intended as rental properties, and SL14 prohibited the subdivision of the land for new freehold titles or a unit titles scheme.

Many years before the land was rezoned, the owners constructed a dam on Brookings Creek, in accordance with permits issued under the former Control of Waters Act. The lagoon is stocked with fish. The owner holds an aquaculture licence, and in the past they conducted a fishing tourism business. At the time of the rezoning, the owners were conducting their fishing tours and kennel business, and Lot 17 contained their house and associated rural living outbuildings, mango orchard, aquaculture, and boarding kennel and cattery.

The owners carried out site works in preparation for development after the land was rezoned. The site works included an internal access way, tree planting, and establishment of lawns.

The single dwelling, activities authorised by the aquaculture licence, the mango orchard, and cattery continue on the land, but the dog-boarding operation has ceased.

The current application has arisen from a letter from Development Assessment Services noting that the use of the land as a “caravan park” is prohibited by the zoning. The “caravan park” consists of 14 caravan sites on Lot 17.

The placement of caravans on Lot 17 originated a few years ago, when the owners hosted friends, and visitors who were fishing tourists who knew of the fishing tours conducted by the owners. Word of mouth spread on the caravanners’ grapevine and the operation is now like an AirBnB for caravanners, with the owners being present on the site and maintaining direct contact with their guests. The situation has grown to the point where a breach of the zoning has been identified.

When the owners closed down their dog-boarding operation, they were reluctant to abandon serviceable buildings and converted the kennel building to two residential units, and the office and hydrobath building into a small residential studio unit.

Additional units are permissible in SL14 zone, but there are siting requirements as well as the requirement to obtain development consent. The owners overlooked these requirements in their efforts to repurpose the existing building, in the mistaken belief that the additional units were available under the zoning because the buildings were existing buildings.

Acknowledging that the presence of the caravans is not within the terms of the SL14 zone, and that the building conversion is not in accordance with the siting requirements, the current application seeks to regularise the development.

Notwithstanding the lack of the owners' appreciation of the zone requirements and the commencement of the unauthorised use, the regularisation of the use has considerable merit, as outlined in the application, and it is submitted that the application should be considered on those merits.

## **5. REASONS FOR EDP INSTEAD OF REZONING**

Section 40(1) of the *Planning Act* requires the Minister to be satisfied that it is preferable to issue the permit than to amend the Planning Scheme. The applicant submits that the grant of an EDP is preferable to amending the Planning Scheme, for reasons that follow.

The development concept supported by SL14 remains an attractive form of rural residential development. The reasons for approving the SL14 zoning for the land included the proximity of services and public transport connections, the low risk of negative amenity impacts, and the provision of a different type of housing in the area.

The owners have experienced personal circumstances that have prevented them from implementing the intended development, but the prospect of the land being developed for the purposes intended by the zoning remains a very real one. Replacement of the SL14 zone for a zone in which a caravan park would be permissible would permanently deprive the owners of the development option permissible in SL14.

The land subject to SL14 has an area of 14.13 ha. Only 0.3 ha is used to park caravans. As the proportion of the land that is used for caravans is only 2% of the zoned area, authorisation of the caravan use and regularisation of the siting of the three units by an EDP is more appropriate than changing the zone. The development is wholly contained in Lot 17, whereas SL14 applies to both Lots 17 and 18.

The caravan use is seasonal, and all caravans are removed from the land for the wet season.

Some of the additional dwellings and caravan sites are occupied by people working in skilled occupations in temporary jobs in the Darwin area. A number of occupants are repeat visitors, working in temporary and part-time jobs in areas where there are skills shortages, such as nursing. The facility is providing affordable accommodation for these people.

The caravan use will very likely reduce or cease altogether in time, when the owners are no longer inclined or able to manage the operation. The owners' current circumstances are unlikely to facilitate significant progress in constructing the number of dwellings permissible by the zoning. Accordingly, the caravan use is highly unlikely to exist concurrently with 16 additional dwellings, and the caravan use should be regarded as instead of, rather than as well as, 16 additional dwellings for the time being.

The likely evolution of development on the land will be a phasing out of the caravan use to be replaced by the dwellings for rental occupation, as envisaged by the zoning.

In all these circumstances, it is submitted that an application for EDP is a preferred instrument for seeking authorisation of the proposed development.

## **6. LAND DESCRIPTION**

Lot 17 has an area of 8.34 ha, and a boundary to Bowhunters Road of about 86.1 m. Bowhunters Road is a service road from Stuart Highway. Brookings Creek runs through the land, and there is waterhole with an area of about 8,000 m<sup>2</sup> along the stream alignment.

There is a right of way running along the rear boundary of the land, but it is not trafficable all year round due to waterlogged soil conditions associated with Brookings Creek. The lots adjoining the rear boundary of the site obtain access from Section 3377, which is known as AAAA Road. There are no other easements registered on the land. The right of way is shown in the extract of the LTO plan in Figure 14.

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The central portion of the land, corresponding to Brookings Creek and its immediate environs, contains waterlogged soils and is classified as Land Unit 6b. The rest of the land is in Land Units 1c and 2b2. Land units across the site are shown in Figure 15.



Figure 15 : Land Units – Lot 17 of Section 289 Hundred of Bagot

The soils of Land Unit 1c are described in The Land Resources of the Elizabeth, Darwin and Blackmore Rivers as rapidly draining.

The soils of Land Unit 2b2 are described as moderately well drained.

As noted earlier, the owners have constructed a dam on Brookings Creek, in accordance with permits issued under the former Control of Waters Act, and hold an aquaculture licence.

The riparian edge of Brookings Creek is heavily vegetated, and the creek and lagoon environment is a very attractive feature of the site.

Most adjoining lots are used for rural residential uses, including orchard production, but Lot 10, to the north, contains a number of sheds associated with gravel production.

The locality has experienced significant change in recent years. Large items of infrastructure have been constructed in Howard Springs Road, including Manigurr-ma Village for 3,500 workers on Inpex's LNG Project and a large bus depot. An aerial image of the locality is in Figure 16, and an extract of the zoning map is in Figure 17.



Figure 16 : Aerial image of locality

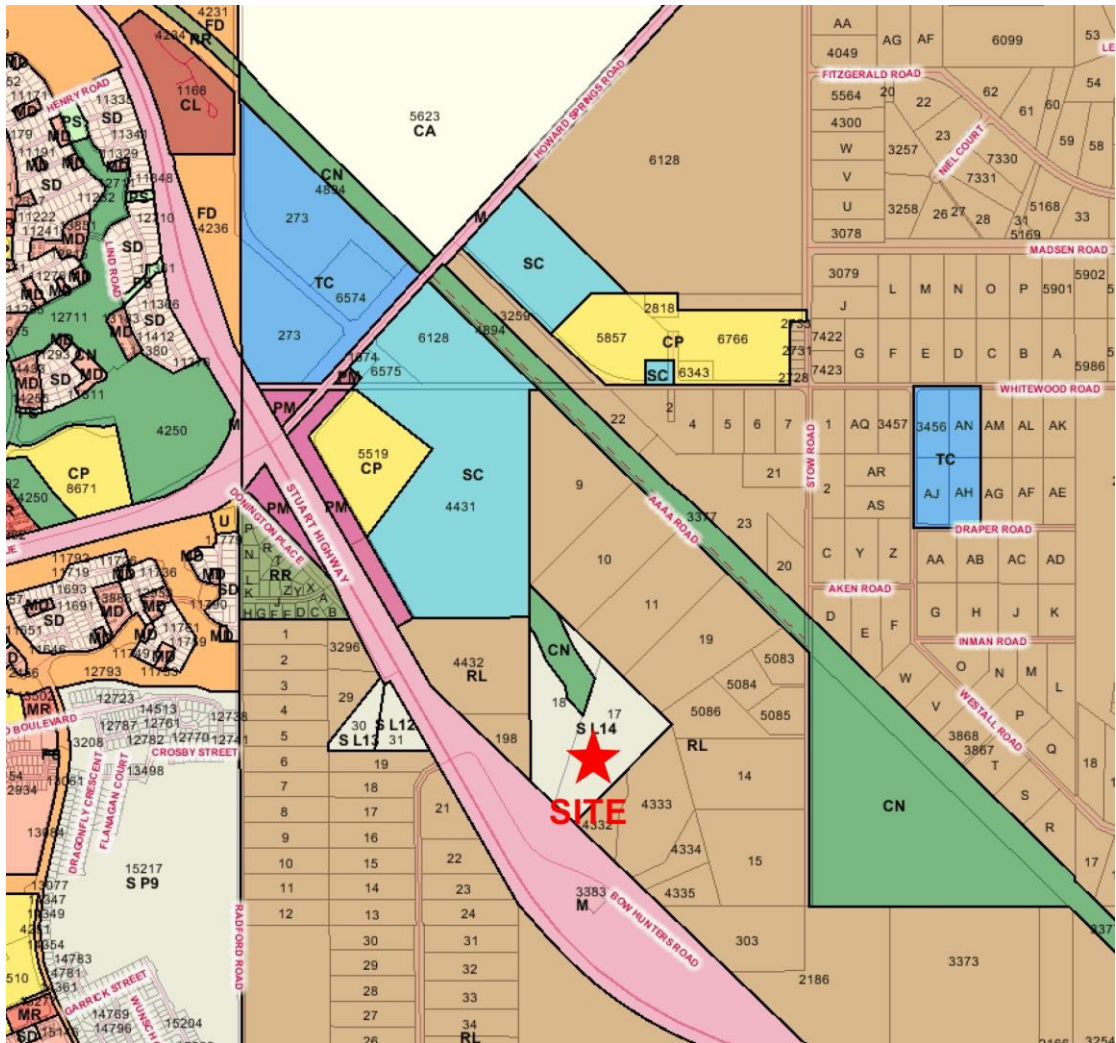


Figure 17 : Extract of Zoning Map

## 7. MATTERS TO BE TAKEN INTO ACCOUNT : SECTION 42 PLANNING ACT

Section 42 of the *Planning Act* sets out the matters from section 51 that are to be considered by the Minister in determining whether to grant an exceptional development permit.

**s 51(d) an environmental protection objective within the meaning of the *Waste Management and Pollution Control Act* that is relevant to the land to which the application relates**

and

**s 51(s) any beneficial uses, quality standards, criteria, or objectives, that are declared under section 73 of the *Water Act***

By s 18 of the *Waste Management and Pollution Control Act*, any beneficial use, quality standard, criteria or objective declared under s 73 of the *Water Act* is an environment protection objective.

The land is within the area for which a declaration for beneficial uses is current for Darwin Harbour Region.

The declared beneficial uses for natural waterways are agriculture, environment, cultural, and rural stock and domestic.

Under the declared beneficial uses and objectives, water quality objectives are those specified in *Water Quality Objectives for the Darwin Harbour Region Background Document*, and *ANZECC Guidelines for Fresh and Marine Water Quality*.

The development does not involve new construction. Buildings involved in this application have been in existence since 1982. An existing access way has been compacted for use by caravans, and the existing access along the western boundary of the site has been sealed. The waste treatment system has been certified under the Building Act. It is unlikely that the proposal will adversely affect the declared beneficial uses.

There are no other environmental protection objectives that are relevant to this land.

**s 51(g) if a public environmental report, or an environmental impact statement has been prepared or is required under the *Environmental Assessment Act* in relation to the proposed development - the report or statement and the results of any assessment of the report or statement under that Act by the Minister administering that Act**

It is not expected that the application will require any action under the Environmental Assessment Act.

**s 51(h) merits of the proposed development as demonstrated in the application**

**and**

**s 51(n) the potential impact on the existing and future amenity of the area in which the land is situated**

The use and development applied for will not prejudice the future development of the land as a rural residential complex as envisaged by the zoning. At this stage, the caravan use is instead of, rather than as well as, new dwellings envisaged by the zoning.

The development is of a scale and intensity that is below the development envisaged by the zoning. The site owners have discontinued their boarding kennel business, which pre-dated the introduction of a planning scheme for Litchfield and was protected by the existing development provisions of the Planning Act.

In addition, the use of the land to host caravanners is seasonal and does not involve occupation on a permanent basis, as would be the case for the development envisaged by the zoning.

The seasonal occupation of the land by caravanners leaves a minimal development footprint of less than 3,000 m<sup>2</sup> or 3.5% of the area of Lot 17. In addition, all caravans admitted to the site are required to be self-contained, so that the additional burden on services is minimal. No additional public utilities are required for the development.

The caravanner-hosting operation has its origin in the owners' long-established fishing tourism business. The caravanner-hosting operation and has been recognised by Tourism Top End, which awarded the owners a certificate of appreciation. See Annexure 2. A recent visitor said : "This place is a treasure to visit and catching my 1st barra in their well stocked dam has made my stay memorable". (Annexure 2).

The owners do very little in the way of advertising their caravanner-hosting operation, and there are no signs on the highway directing people to their premises. In the camping and caravanning tourist segment, word of mouth is an important generator of new and repeat visitation to the Territory, and this is the principal means by which the caravanner-hosting operation has come to the attention of visitors. The operation offers the type of authentic experience sought by visitors, and should be supported as contributing to the NT Government's Turbocharging Tourism initiative.

The development has not reduced the essentially rural living character of the land. Orchard and barramundi production continue on the land as before, and the quality and beauty of the lagoon remains undiminished. Visitors have noted the quiet environment and low-key nature of the facility. See, for example, <https://www.youtube.com/watch?v=8DbNHwtgZdY>.

The nearest neighbouring dwelling is on the eastern side of the land, and is approximately 200 m from the closest caravan site. The houses on the lots to the north of the site are at least 600 m from the nearest caravan site.

The front boundary of the land is approximately 200 m from the Stuart Highway carriageway. With the exception of the service road (Bowhunters Road) and a service easement in the highway corridor, the area between the property boundary and the carriageway is densely vegetated with Top End native species. None of the existing buildings on the lot is visible from the Highway. The caravan sites are even further from the Stuart Highway carriageway, resulting in no effect on the visual amenity of the Highway.

Although it is acknowledged that repurposing of the former kennel buildings for dwellings required consent, the owners' action was taken in order to avoid unnecessary waste of buildings that could be made serviceable. Instead of demolition and removal of building rubble to landfill, the owners improved the basic structures with salvaged building components, such as doors and louvre galleries, and fitted out the buildings for residential occupation. In repurposing rural outbuildings, the owners followed an ethos of sustainable resource recovery, common in Litchfield and other Top End rural areas.

The units have extensive louvre windows for natural ventilation and solar powered hot water systems.

It is submitted that the units provide affordable accommodation without affecting the amenity of any other person.

**s 51(j) the capability of the land to which the proposed development relates to support the proposed development and the effect of the development on the land and on other land, the physical characteristics of which may be affected by the development**

The land has proven to be capable of supporting the use and development without affecting the physical characteristics of any other land.

**s 51(k) the public facilities or public open space available in the area in which the land is situated and the requirement, if any, for the facilities, or land suitable for public recreation, to be provided by the developer**

There is no requirement for additional public facilities or public open space to be provided by the site owners.

**s 51(m) the public utilities or infrastructure provided in the area in which the land is situated, the requirement for public facilities and services to be connected to the land and the requirement, if any, for those facilities, infrastructure or land to be provided by the developer for that purpose - s. 46(3)(g) and s. 51(m)**

The site is provided with power, town water and telephone services. The site is serviced by all utilities and infrastructure necessary for the use. There are four unpowered caravan sites, but this has not presented any difficulty. All vans admitted to the site are required to be self-contained. Most vans have solar panels, even though they occupy powered sites.

The existing dwellings on the site are serviced by septic tanks, for which certificates of compliance have been issued.

**s 51(p) the public interest**

It is acknowledged that the use and development commenced without a permit, but it is submitted that this factor should be weighed against the advantages of the facility, as outlined earlier in this statement.

The accommodation buildings provided by the owners are at ground level and are fully accessible to people with disabilities.

**s 51(r) any potential impact on natural, social, cultural or heritage values**

The lagoon is a feature that has natural values. The owners have managed the lagoon for the 40 years that they have owned the land, to enhance and maintain its natural features. The activities conducted on the site have been reduced with the closure of the boarding kennel, and the present activities have not affected the natural values of the lagoon.

There are no other natural, social, cultural or heritage values associated with the site.

**s 51(t) other matters it thinks fit**

There are no additional matters under this head.

## **8. REQUEST FOR PUBLIC EXHIBITION**

The Minister is requested to place this application on public exhibition, under s 39(1)(a) of the Planning Act, to enable the views of interested people to be considered and heard.

**JUNE D'ROZARIO**

### **List of Annexures**

Annexure 1 – Certificates of Compliance for waste treatment systems

Annexure 2 – Certificate of Appreciation from Tourism Top End

**NORTHERN TERRITORY OF AUSTRALIA  
BUILDING ACT  
SECTION 40 – CERTIFICATE OF COMPLIANCE  
PLUMBING & DRAINAGE CONSTRUCTION**

**Annexure 1**

45755

*All sections must be completed – mark N/A to any question that does not apply*

<b>PROPERTY / PROJECT DETAILS</b>	
Owner (if known): <u>ROB ROOS</u>	
Lot/Portion Number:	Address (including street number): <u>BOO HORTONS ROAD</u>
Suburb: <u>HOWARD SPRINGS</u>	Permit Number:

<b>DESCRIPTION OF WORKS</b> (length of urinal and size of all new drainage work to be included)
Plumbing <u>Sanitary plumbing &amp; Sewer Drainage</u>
Drainage <u>DM 100 UPVC Drainage system/SEPTIC</u>

<b>DRAINAGE PLANS</b> (draw drainage layout below or provide the numbers of attached drawings) V = Vent ORG = Overflow Relief Gully IO = Inspection Opening	<b>RATEABLE FIXTURES</b>																																				
<p style="text-align: right; margin-top: 20px;"><i>TO SEPTIC Existing Tank</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Type</th> <th style="text-align: center;">Existing</th> <th style="text-align: center;">New</th> </tr> </thead> <tbody> <tr><td>WCs</td><td style="text-align: center;"><del>1</del></td><td style="text-align: center;">3</td></tr> <tr><td>Bidet</td><td></td><td></td></tr> <tr><td>Baths</td><td></td><td></td></tr> <tr><td>Showers</td><td style="text-align: center;"><del>1</del></td><td style="text-align: center;">3</td></tr> <tr><td>Basins</td><td></td><td></td></tr> <tr><td>Kitchen Sinks</td><td style="text-align: center;">3</td><td style="text-align: center;">3</td></tr> <tr><td>Laundry Troughs</td><td></td><td style="text-align: center;">3</td></tr> <tr><td>Urinal</td><td></td><td></td></tr> <tr><td>Tempering Valve</td><td></td><td style="text-align: center;">3</td></tr> <tr><td>Solar HWS</td><td></td><td style="text-align: center;">3</td></tr> <tr><td>Septic</td><td></td><td style="text-align: center;">1</td></tr> </tbody> </table> <p style="margin-top: 10px;">Was the design completed by a certifying engineer hydraulic using an Alternate Solution?  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No         </p>	Type	Existing	New	WCs	<del>1</del>	3	Bidet			Baths			Showers	<del>1</del>	3	Basins			Kitchen Sinks	3	3	Laundry Troughs		3	Urinal			Tempering Valve		3	Solar HWS		3	Septic		1
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<b>CERTIFICATION BY PLUMBER &amp; DRAINER</b>			
Company Name <u>HYDRATE PTY LTD / Trade as HPD Plumbing</u>		Company NT Registration Number <u>114 28 PU</u>	
I certify that the plumbing and/or drainage works have been constructed in accordance with the certified drawings and the requirements of the <i>Building Act</i> .			
Name (print clearly) <u>BRIAN PETRIE</u>	Individual NT Registration Number <u>12598 DU</u>	Signature <u>B Petrie</u>	Date <u>5-10-2015</u>

Four copies of the certificate are required

(1) Building Certifier or Director (2) Owner (3) Power & Water Service Development PO Box 37471 Winnellie NT 0821 (4) Plumber

Government Printer of the Northern Territory

**NORTHERN TERRITORY OF AUSTRALIA  
BUILDING ACT  
SECTION 40 – CERTIFICATE OF COMPLIANCE  
PLUMBING & DRAINAGE CONSTRUCTION**

45756

*All sections must be completed – mark N/A to any question that does not apply*

<b>PROPERTY / PROJECT DETAILS</b>	
Owner (if known): <u>ROB ROOS.</u>	
Lot/Portion Number: <u>SECT 4333. 1195.</u>	Address (including street number): <u>BOW HUNTER ROAD.</u>
Suburb: <u>HOWARD SPRINGS.</u>	Permit Number:

<b>DESCRIPTION OF WORKS</b> (length of urinal and size of all new drainage work to be included)
Plumbing
Drainage <u>NEW 6000 LTR CONCRETE SEPTIC TANK, PUMP OUT PIT and New leach Drain Disposal AREA.</u>

<b>DRAINAGE PLANS</b> (draw drainage layout below or provide the numbers of attached drawings) V = Vent ORG = Overflow Relief Gully IO = Inspection Opening	<b>RATEABLE FIXTURES</b>																																				
<p style="text-align: center;">35 METERS LONG.</p> <p style="text-align: center;">1.0m WIDE.</p> <p style="text-align: center;">3X SINGLE BED Room Dwellings</p> <p style="text-align: center;">PUMP OUT PIT</p> <p style="text-align: center;">CARAVAN DUMP POINT</p> <p style="text-align: center;">6000 LTR SEPTIC TANK</p> <p style="text-align: center;">OVER 200 MTRS TO LATIC.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Type</th> <th style="text-align: center; padding: 5px;">Existing</th> <th style="text-align: center; padding: 5px;">New</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">WCs</td><td></td><td style="text-align: center;">3</td></tr> <tr><td style="padding: 5px;">Bidet</td><td></td><td></td></tr> <tr><td style="padding: 5px;">Baths</td><td></td><td></td></tr> <tr><td style="padding: 5px;">Showers</td><td></td><td style="text-align: center;">3</td></tr> <tr><td style="padding: 5px;">Basins</td><td></td><td style="text-align: center;">3</td></tr> <tr><td style="padding: 5px;">Kitchen Sinks</td><td></td><td style="text-align: center;">3</td></tr> <tr><td style="padding: 5px;">Laundry Troughs</td><td></td><td style="text-align: center;">3</td></tr> <tr><td style="padding: 5px;">Urinal</td><td></td><td></td></tr> <tr><td style="padding: 5px;">Tempering Valve</td><td></td><td style="text-align: center;">3</td></tr> <tr><td style="padding: 5px;">Solar HWS</td><td></td><td style="text-align: center;">3</td></tr> <tr><td style="padding: 5px;">Septic</td><td></td><td style="text-align: center;">1</td></tr> </tbody> </table> <p style="padding: 5px;">Was the design completed by a certifying engineer hydraulic using an Alternate Solution?</p> <p style="text-align: right; padding: 5px;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	Type	Existing	New	WCs		3	Bidet			Baths			Showers		3	Basins		3	Kitchen Sinks		3	Laundry Troughs		3	Urinal			Tempering Valve		3	Solar HWS		3	Septic		1
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<b>CERTIFICATION BY PLUMBER &amp; DRAINER</b>			
Company Name <u>HYDRTEK PTY LTD</u>		Company NT Registration Number <u>111428PD.</u>	
I certify that the plumbing and/or drainage works have been constructed in accordance with the certified drawings and the requirements of the <i>Building Act</i> .			
Name (print clearly) <u>BRIAN PETRIE</u>	Individual NT Registration Number <u>12598PU</u>	Signature <u>BRIAN PETRIE</u>	Date <u>27-8-15.</u>

Four copies of the certificate are required

(1) Building Certifier or Director (2) Owner (3) Power & Water Service Development PO Box 37471 Winnellie NT 0821 (4) Plumber

Government Printer of the Northern Territory

# SUPER DEEDS

## CERTIFICATE OF APPRECIATION

*Presented To*

**June & Rob**

**BARRA PARK**

FOR GOING JUST THAT LITTLE BIT FURTHER IN HELPING MAKE  
SOMEONE'S VISIT TO THE TOP END A TRIP TO REMEMBER



**Michael Scott**

CHAIRPERSON

*Michael Scott*

**MAY 2018**

MONTH

## Tourism Top End - Membership

---

**From:** Mel Brautigam <mel@savvysocial.com.au>  
**Sent:** Monday, 14 May 2018 12:17 PM  
**To:** Tourism Top End - Membership  
**Subject:** Super Deed - non member?

Hi Michelle,

I've received this message on Facebook - Do they come under another name, I couldn't find them so assuming they aren't members?

Cheers  
Mel

Barramundi Fishing Park

MESSAGE:

Good morning,

I wish to nominate June and Rob, from Barra park and conservation area at Howard Springs, for a Superdeeds Award.

Their everyday cheerfulness and hospitality make for very pleasant camping for the many guests and when our stay was prolonged by a failed fridge they went out of their way to fit us in to another campsite, even offering us the use of their personal fridge/freezer space so our food didnt spoil.

This place is a treasure to visit and catching my 1st Barra in their well stocked dam has made my stay memorable. Thanx guys.

Cheers Judi Davis

Kind regards

Mel Brautigam

Savvy Social

M: 0439 868 748

F: <https://www.facebook.com/savvysocial>

I: [https://instagram.com/savvy\\_social](https://instagram.com/savvy_social)

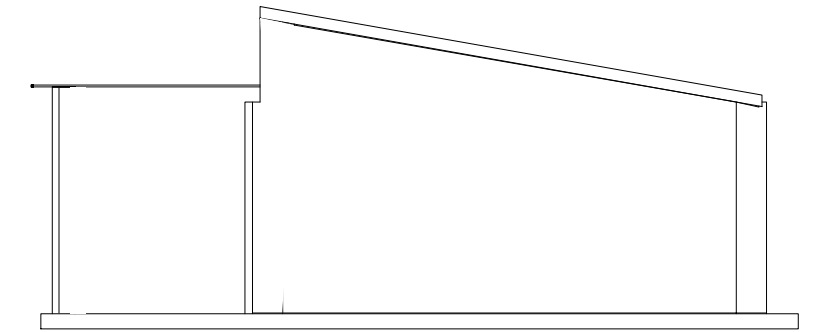
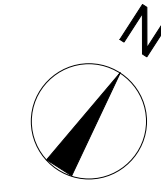
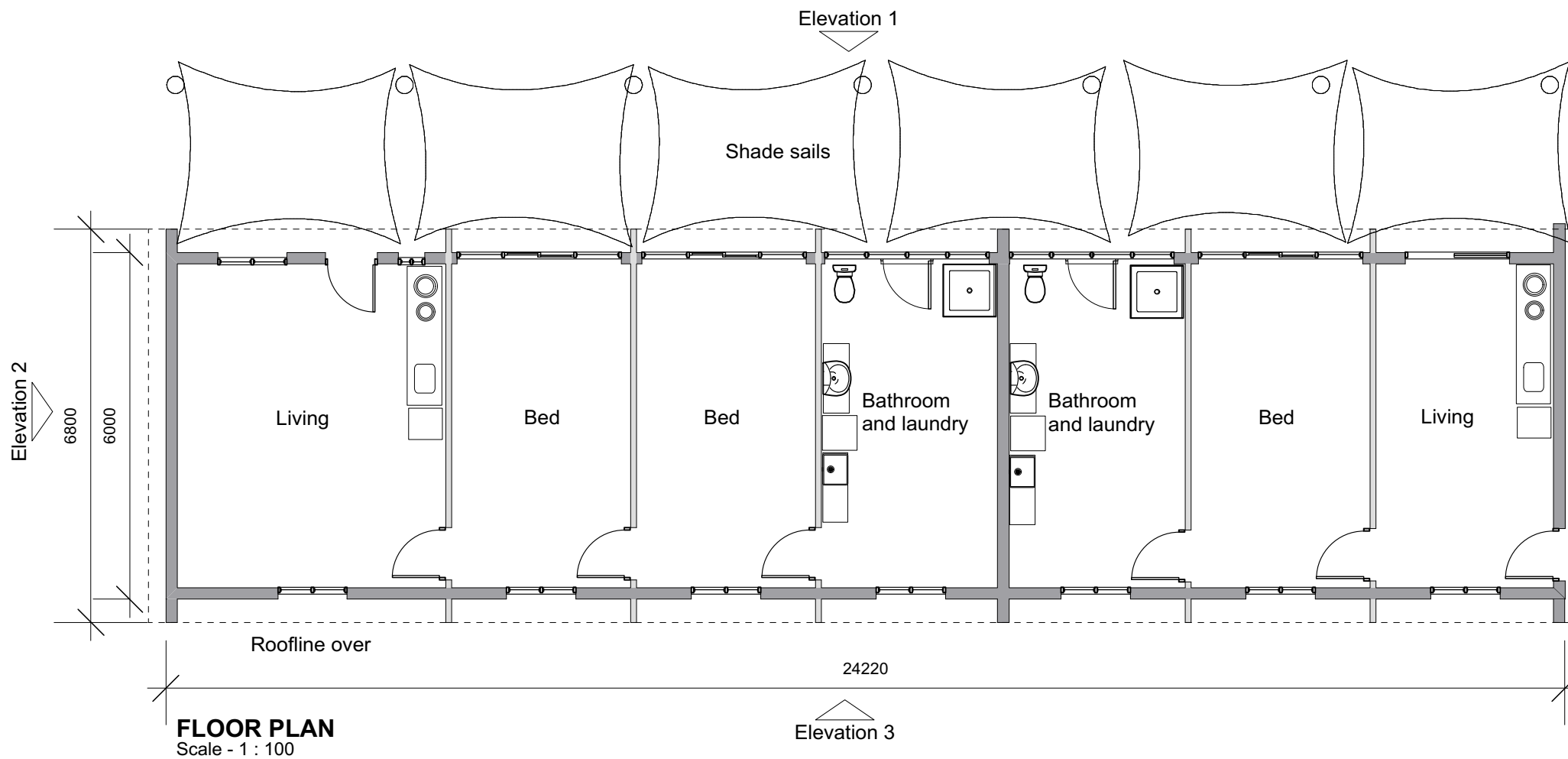
T: <https://twitter.com/savvysocialNT>

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This message has been scanned for viruses and dangerous content by **MailScanner**, and is believed to be clean.

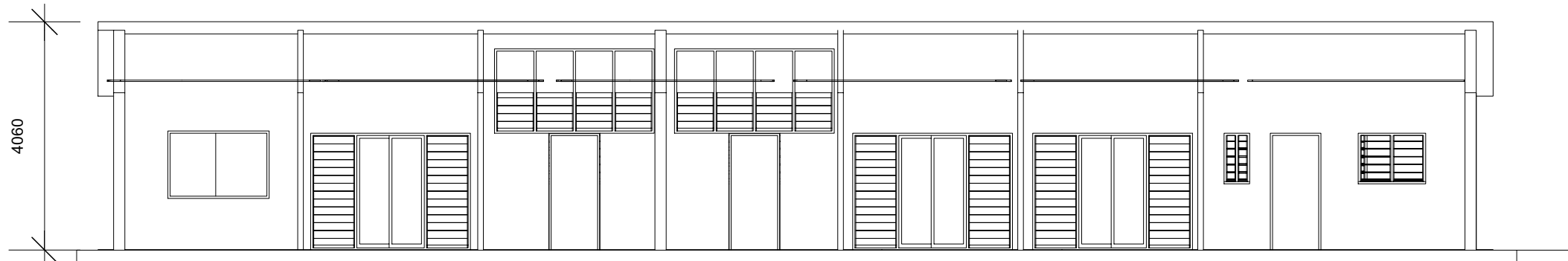


**LOT 17 BOWHUNTERS ROAD  
SITE PLAN**

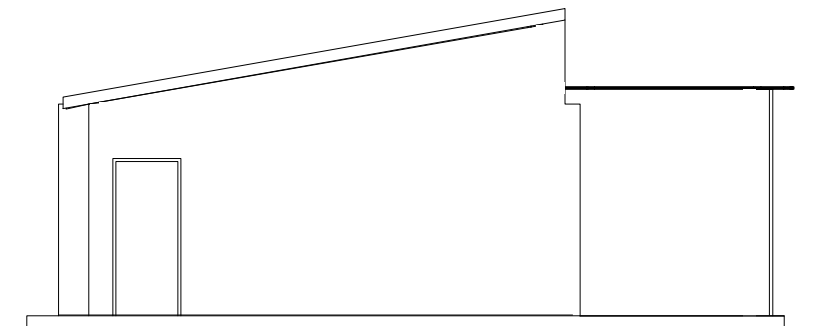




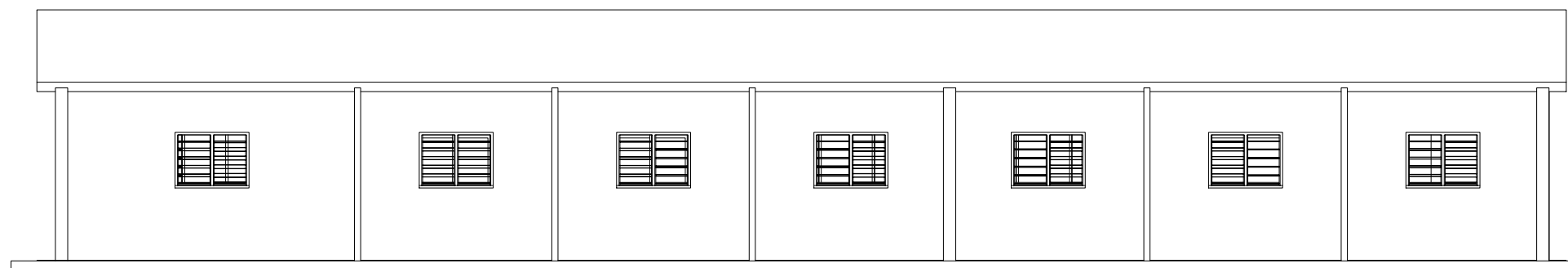
**ELEVATION 2**  
Scale - 1 : 100



**ELEVATION 1**  
Scale - 1 : 100

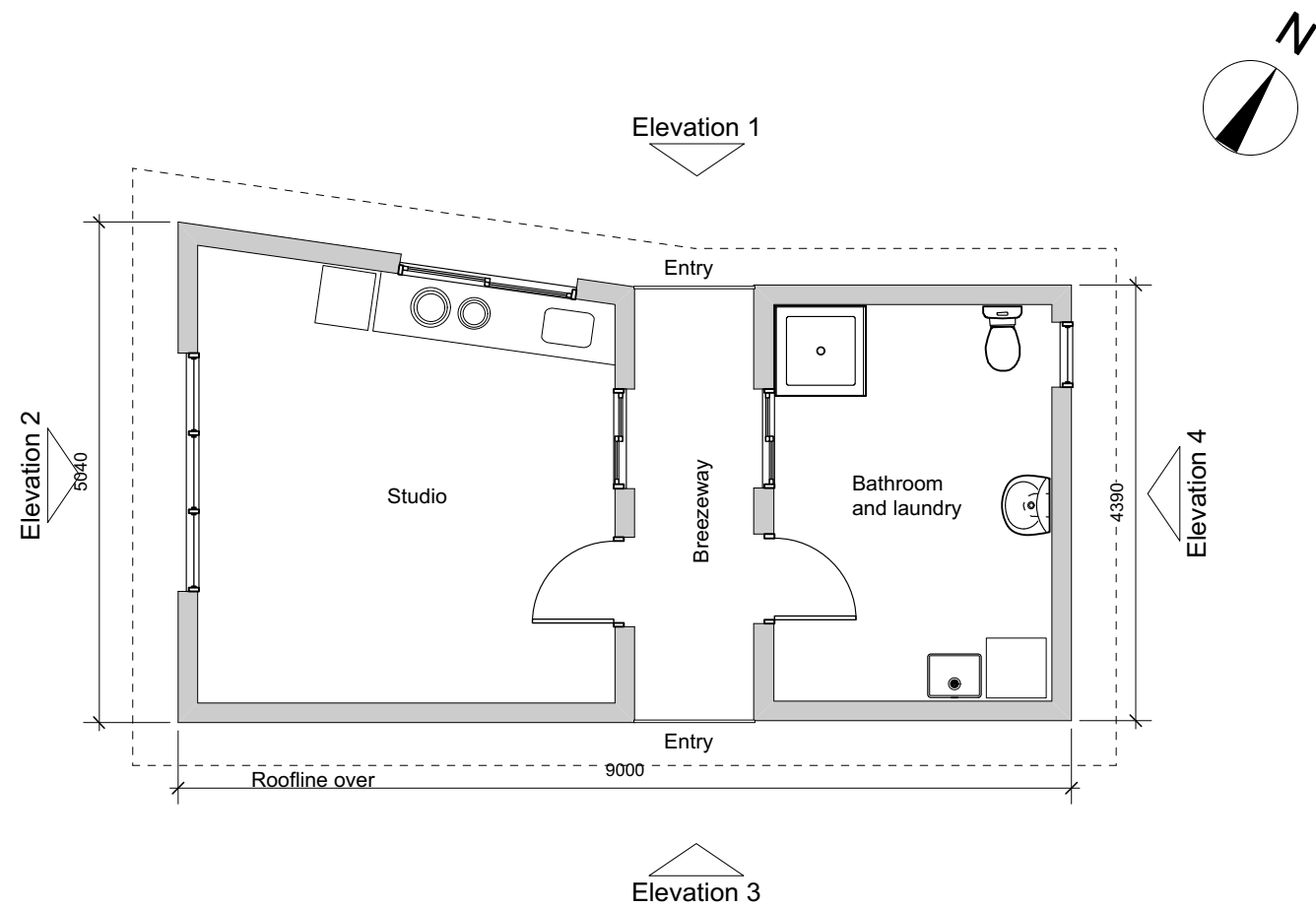


**ELEVATION 4**  
Scale - 1 : 100

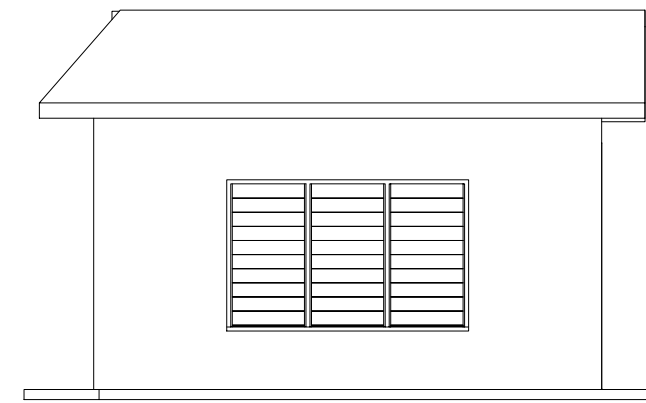


**ELEVATION 3**  
Scale - 1 : 100

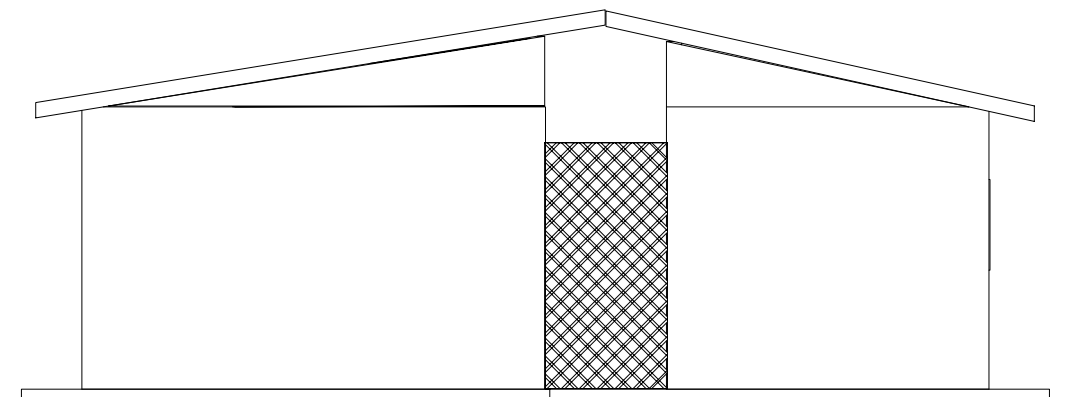




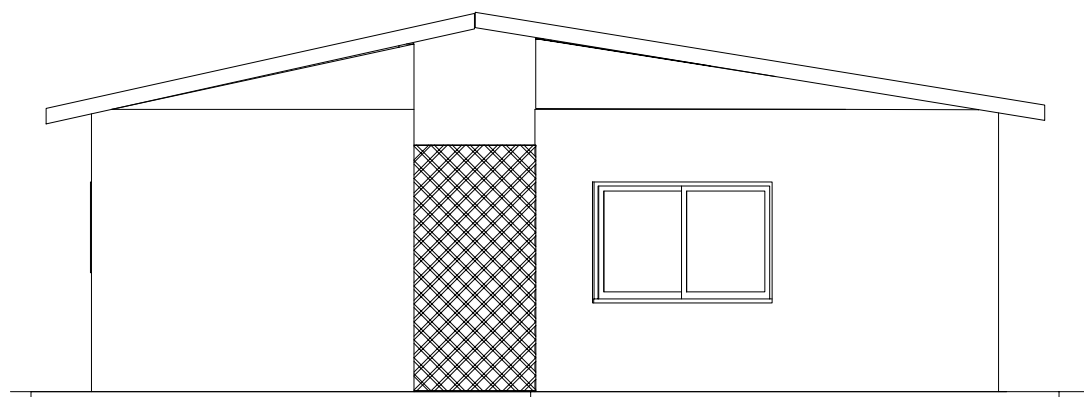
**FLOOR PLAN**  
Scale - 1 : 75



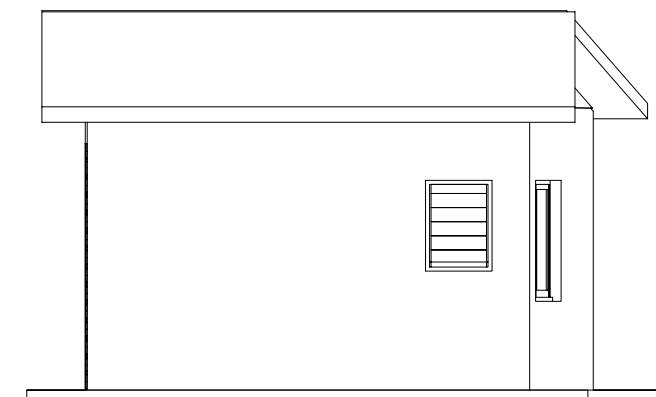
**ELEVATION 2**  
Scale - 1 : 75



**ELEVATION 3**  
Scale - 1 : 75



**ELEVATION 1**  
Scale - 1 : 75



**ELEVATION 4**  
Scale - 1 : 75



Minister for Infrastructure, Planning and Logistics  
c/- GPO Box 1680  
DARWIN NT 0801

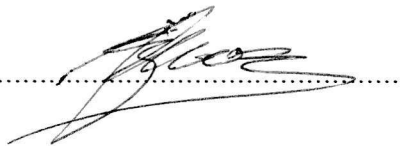
LOTS 17 AND 18 OF SECTION 289 HUNDRED OF BAGOT

We are the owners of Lots 17 and 18 of Section 289. We authorise June D'Rozario & Associates Pty Ltd to make an application for rezoning or development consent, as the case may be, in respect of the land.

Signed :

A handwritten signature in black ink, appearing to read 'R. Roos', written over a horizontal dotted line.

Robert Roos

A handwritten signature in black ink, appearing to read 'B. June Roos', written over a horizontal dotted line.

Beverley June Roos

Date : 28/8/2018



## COUNCIL REPORT

<b>Agenda Item Number:</b>	15.4
<b>Report Title:</b>	Humpty Doo Rural Activity Centre Area Plan Stage 2 Consultation
<b>Report Number:</b>	18/0175
<b>Meeting Date:</b>	21/11/2018
<b>Attachments:</b>	Attachment A – NTPC Towards and Area Plan for Humpty Doo Rural Activity Centre Flyer Attachment B – Area Plan for Humpty Doo Draft Planning Principles September 2018 Attachment C – Letter of Comments on Stage 2 Consultation for Humpty Doo Rural Activity Centre Area Plan

### Purpose

This report presents material provided by the NT Planning Commission (NTPC) as Stage 2 Consultation on the Humpty Doo Rural Activity Centre Area Plan for Council comment.

### Summary

Council has been involved in the preparation of the Humpty Doo Rural Activity Centre Area Plan for several months and provided extensive feedback to the NT Planning Commission. Stage 2 consultation presents two documents (Attachment A and Attachment B) for public comment.

While the basics of the planning principles presented can be supported, there are a number of important ways in which the information shown is believed to be unclear or misleading. There are also several areas of divergence from what Council had believed to be previous agreements on the material and discussions with NTPC staff have failed to ensure that Council's and the Community Advisory Group's comments have been fully considered.

It is recommended that Council's comments, included as Attachment C, be provided to the NTPC and that Council raises concerns with the Minister for Lands and Planning on the process of developing the Humpty Doo Rural Activity Centre Area Plan to ensure Council's and the community's views are acceptably represented.

### Recommendation

THAT Council:

1. endorses the comments provided in Attachment C Letter of Comments on Stage 2 Consultation for Humpty Doo Rural Activity Centre Area Plan; and
2. writes to the Minister of Infrastructure and Planning expressing concerns over the process of developing the Humpty Doo Rural Activity Centre Area Plan.

## Background

### Project History

The NT Government began Stage 1 consultation on the Humpty Doo Rural Activity Centre Area Plan (Area Plan) in February 2018, holding community information sessions and workshops. A Community Advisory Group (CAG) was formed, with Mayor Maree Bredhauer and Councillor Doug Barden being appointed to the CAG by Council. The CAG group has met three times to review information gathered during the public sessions and provide guidance to the NT Planning Commission (NTPC) representatives. Council's technical staff have met with the NTPC representatives on multiple occasions since February to provide information on Council's technical requirements for roads and drainage.

### Current Proposal

The NTPC have refined the information gathered from the public and the CAG and have released as Stage 2 consultation a flyer (Attachment A) and proposed planning principles (Attachment B) for further public comment.

The flyer firstly presents a map of the proposed Area Plan boundaries and highlights five areas where questions are raised to the public for comment on whether or not the areas should be included or excluded from the Area Plan boundary.

The flyer then presents a summary of the planning principles contained in Attachment B and a proposed land use map for the Area Plan area. Descriptions of the types of uses expected within each land use area are included, proposed road alignments are given, and proposed boundaries for urban and rural transition areas are included.

### Assessment

The proposed planning principles can in general be supported, as in most cases the principles are quite broad, are based on good planning theory, and are quite similar to the principles included in the Howard Springs Rural Activity Centre Area Plan and proposed for the Coolalinga/Freds Pass Rural Activity Centre Area Plan. However, it is considered that the Area Plan could provide more detailed guidance on expectations for social infrastructure within the activity centre and on protection of a green corridor along the Arnhem Highway.

There are significant objections to the presentation of the potential options for changes to the boundaries of the Area Plan, as the material presented may be "leading" the public to specific responses rather than fairly presenting all positive and negative points for including or excluding each area from the Area Plan boundaries. It is essential at this stage to hold transparent and unbiased consultation on the Area Plan boundaries so that the public can make an informed judgement of the worth of each potential boundary change.

There are significant objections to the depiction of the connection from Metcalfe Road to the Arnhem Highway appearing approximately in the middle of Council's parcel at 320 Arnhem Highway. Repeated consultation with the NTPC has underscored the essential connection reflected in Council's resolution from 18 July 2018 to support a four-way signalised intersection at the existing connection of Freds Pass Road and the Arnhem Highway and avoid any connections through Council's parcel at 320 Arnhem Highway. Council was under the understanding that NTPC agreed with and accepted this road design and it is unknown why the proposed alignment as shown on this plan has once again been raised and presented to the public.

The proposed land use plan also shows several new roads within the industrial area that have not previously been discussed with Council and it is unclear how these new connections will best serve the industrial area. In particular, it is essential that a new connection from the Stuart Highway along Goode Road provide road train access into the industrial area. There are two different alignments shown in the Stage 2 material; no engineering information on these alignments have been discussed with Council, who would be expected to own and manage the road in the future and it is vital that this road be designed to facilitate appropriate traffic to the industrial area without creating conflicts with rural residential properties.

The proposed land use map provides a mostly clear representation of the expected future land uses within the Area Plan; however, there are a few areas where new land uses are proposed that have not previously been discussed with Council, the public or the CAG. There is currently a large area of land in Zone CN (Conservation) near the industrial area of the activity centre. The Stage 2 consultation material show a large portion of that area to the south of the industrial area as becoming rural residential and a large portion of the area to the north as becoming public open space. No information has been provided as to why the area is no longer required for conservation and is now suitable for other uses.

Further, there have recently been many requests for additional industrial land in the rural area. No background information provided through the process thus far has given any assessment of the amount of light industrial land required for the rural area. As this is only area in the rural community where light industry land is permitted, an assessment of the amount of light industrial land required for the rural area should be undertaken and the results incorporated into the Area Plan prior to considering whether land near the industrial core should be set aside for other uses.

### Conclusion

There are concerns that at this stage of the development of the Humpty Doo Area Plan that consultation material presented is not providing complete and transparent information for the community to consider, and that there are many new things brought up that have not been discussed with Council's technical staff for essential comment or the CAG. Further, it is disheartening to see where the CAG members have given clear direction and that direction has not been included and no explanation as to why has been given. It is recommended that Council provide the detailed comments on the Stage 2 material as included at Attachment C and that Council write to the Minister for Infrastructure and Planning to discuss concerns over the process of developing the Humpty Doo Rural Activity Centre Area Plan.

### **Links with Strategic Plan**

- Priority # 1 – Everything you need
- Priority # 2 – A great place to live
- Priority # 3 – A beautiful and safe natural environment

### **Legislative and Policy Implications**

Not applicable to this report.

## Risks

Should the Area Plan move forward representing roads in alignments that Council does not support, Council may be forced to take on these roads as Council assets at a later date, or if the road alignments run through Council property, a portion of Council's land may be acquired by the NT Government for the road, thus limiting Council's ability to develop the land.

## Financial Implications

Not applicable to this report.

## Community Engagement

Council has listened closely to the community views presented at the information sessions, workshops and Community Advisory Group meetings to inform Council's position on the details of the Area Plan.

### Recommending Officer:

**Nadine Nilon, Director Infrastructure and Operations**

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

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

# TOWARDS AN AREA PLAN FOR HUMPTY DOO RURAL ACTIVITY CENTRE

The Northern Territory Planning Commission is now commencing Stage 2 of the Area Planning process for the Humpty Doo Rural Activity Centre. The release of a draft Area Plan, including Planning Principles is the outcome of five weeks of community consultation and supporting infrastructure studies undertaken in early 2018.

The draft Area Plan has been developed in response to community feedback, as well as advice from Litchfield Council, service authorities and NT Government agencies. The Humpty Doo Community Advisory Group, representing local residents and Litchfield Council, has also provided valuable input into the draft Area Plan.

The draft Area Plan presents an opportunity for the community to consider the potential areas of change within the rural activity centre boundary, as well as planning for future traffic management options for aligning the future north to south connector road through Humpty Doo.

This is a long term plan for future land use within the Humpty Doo Rural Activity Centre. Once completed, the Area Plan will help maintain the existing amenity of the rural area by ensuring the provision of adequate services to support growth within the boundaries of the activity centre, while helping to protect the broader rural area from ad hoc development.

We encourage you to consider the draft Planning Principles within the Area Plan and review the activity centre boundary and concept plan.

We welcome your comments and encourage you to make a submission on the draft Area Plan and associated Planning Principles, which will be recommended to the Minister for Infrastructure, Planning and Logistics as a proposed Planning Scheme Amendment.



# HAVE YOUR SAY ON THE BOUNDARIES FOR THE HUMPTY DOO RURAL ACTIVITY CENTRE

Inclusion Areas A & B are proposed to extend the draft boundary of the Humpty Doo Rural Activity Centre.

### Area A

This inclusion would provide opportunity to:

- manage stormwater runoff
- connect Collard Road to Hayball Road
- extend the cycleway network

### Area B

This inclusion would provide opportunity to:

- manage existing stormwater problems
- manage seasonal waterlogging
- close Power Road, and connect Caldwell Road through to Kennedy Road
- extend a cycleway to Kennedy Road
- close Power Road to allow future upgrade to Hayball Road intersection

Exclusion Areas C, D & E are proposed to reduce the draft boundary of the Humpty Doo Rural Activity Centre.

### Area C

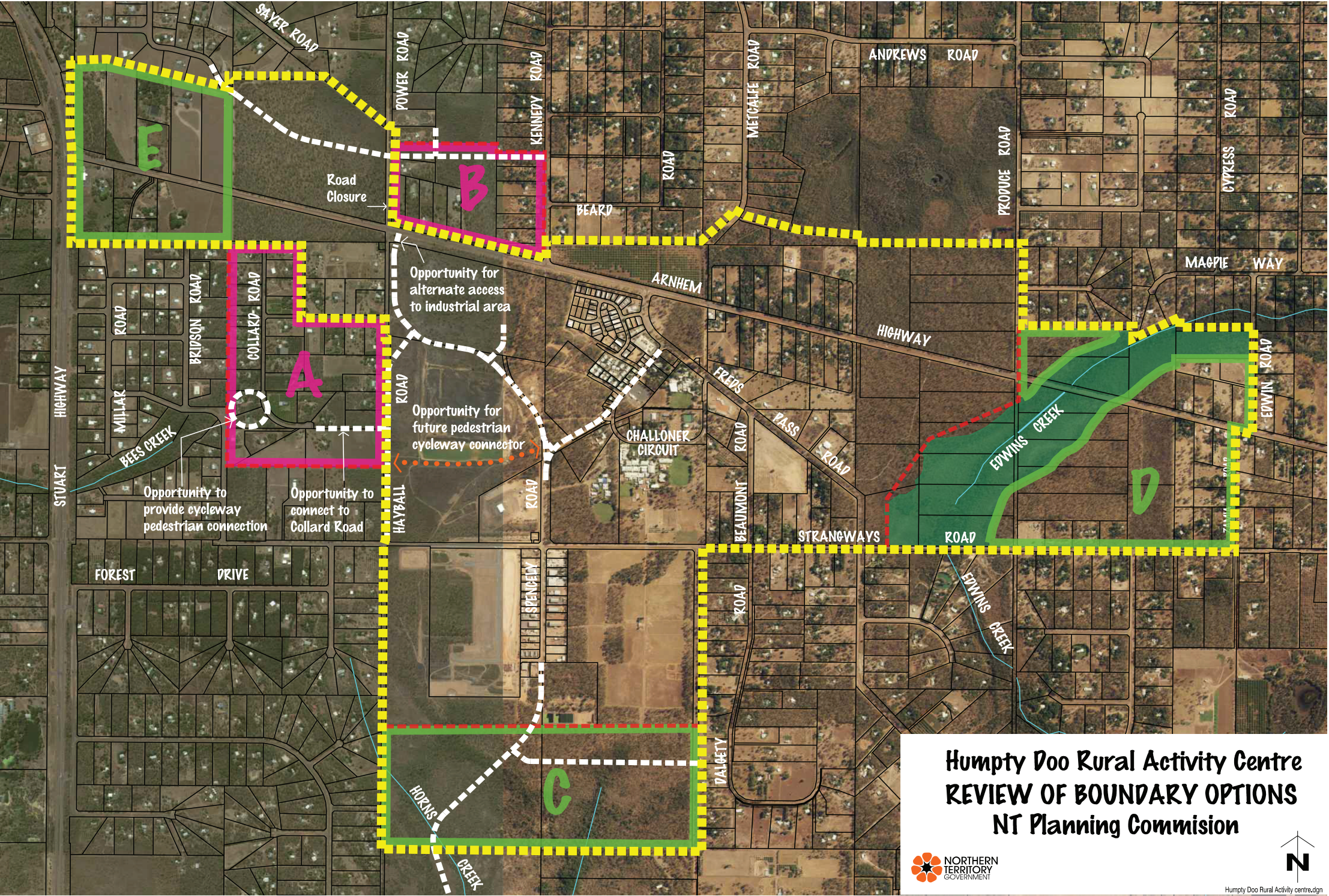
This exclusion would retain the Crown Land in its natural state, but would limit the opportunity for rural residential development and extension of the proposed connector road.

### Area D

This exclusion is in response to community comment that this locality is too remote from Humpty Doo Centre.

### Area E

This exclusion has also been proposed to minimise the boundary. Exclusion from the Area Plan will leave this area without policy to guide future development.



PLANNING PRINCIPLES

A set of Planning Principles to support the Humpty Doo Rural Activity Centre Area Plan has been drafted in conjunction with the Area Plan. Once finalised, these principles will form part of the Area Plan in the NT Planning Scheme.

The Planning Principles are structured to provide an overarching statement of policy, including context and background to that statement. Each Planning Principle is supported by a set of objectives and acceptable responses that provided more detailed information and direction.

These terms are further explained below:

**Planning Principles** provide policy to guide development and are supported by a short explanation to set the context of each principle. Planning Principles must be addressed when applying to rezone or develop land subject to an Area Plan. They should also be consistent with higher level policy, such as the Darwin Regional Land Use Plan and the Litchfield Subregional Land Use Plan.

**Objectives** are the desired outcome of a Planning Principle, often given in relation to a place. A proponent must demonstrate how a proposal will meet each objective.

**Acceptable Responses** describe specific and practical actions to achieve the associated objectives.

An introduction to the Planning Principles included in the draft Area Plan is provided in this booklet.

A copy of the Area Plan in full, including the Planning Principles, objectives and acceptable responses, is available to view on the web at [www.planningcommission.nt.gov.au](http://www.planningcommission.nt.gov.au).

1. Minimise detrimental impacts of development on the natural environment

The natural environment and drainage features contribute to the rural character and amenity of Humpty Doo. Development must have regard to how it interacts with the natural environment, and any impacts it may have. The retention of native vegetation, for example, can have important roles in reducing stormwater runoff, maintaining habitat for native wildlife, as well as providing a visual and acoustic buffer between land uses.

This principle seeks to protect and enhance the functions of the natural environment for the continued enjoyment of the community.

2. Maintain an active, safe and sustainable commercial centre

Humpty Doo is the commercial and recreational gateway to Kakadu National Park. It provides a range of commercial, community and recreation opportunities that support the community and provide for visitors.

This principle seeks to sustain a range of businesses that continue to provide for both the local market and for visitors.

3. Provide for housing choice compatible with the future role of Humpty Doo

The Area Plan for the Humpty Doo Rural Activity Centre seeks to encourage a range of housing choices that cater for different life stages, including smaller lots that are more affordable and can provide lower-maintenance living within walking distance of local services.

The opportunity to include a modest amount of urban residential development within the Humpty Doo Rural Activity Centre Core Area will increase housing choice, underpin the provision of reticulated services and community infrastructure, and support a wider variety of retail and commercial services.

The transition area is intended to accommodate smaller rural residential lots and minimise the impacts of the urban core on existing rural residents, thus protecting the rural character of the broader area.

4. Provide reticulated services to the Humpty Doo Rural Activity Centre

The existing Humpty Doo commercial centre is serviced by reticulated water, sewerage and electricity. The upgrading and expansion of these urban utilities is essential for growth in the Rural Activity Centre. In addition, upgrades to reticulated sewer and water are required to avoid impacts on groundwater quality and capacity.

To ensure the sequential and cost-effective provision of infrastructure, an infrastructure plan for Humpty Doo is required s well as a mechanism to coordinate the design, development and funding contribution for infrastructure upgrades.

5. Support social infrastructure that meets the needs and aspirations of the community

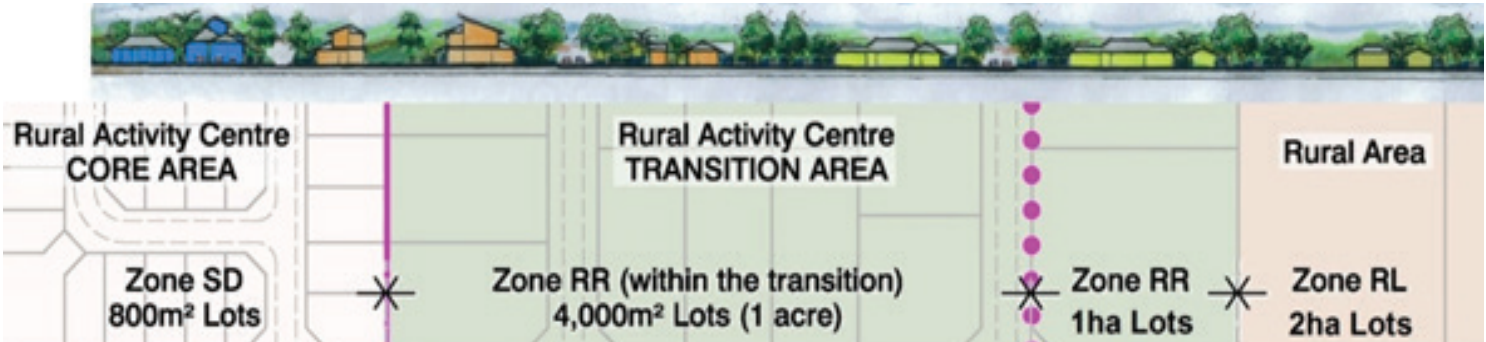
The Humpty Doo Rural Activity Centre provides for a number of community facilities such as schools, community centres and health clinics.

This Area Plan supports the multi-function use of existing facilities as well as identifying suitable locations for expanding community facilities within the activity centre to meet the needs of the future population.

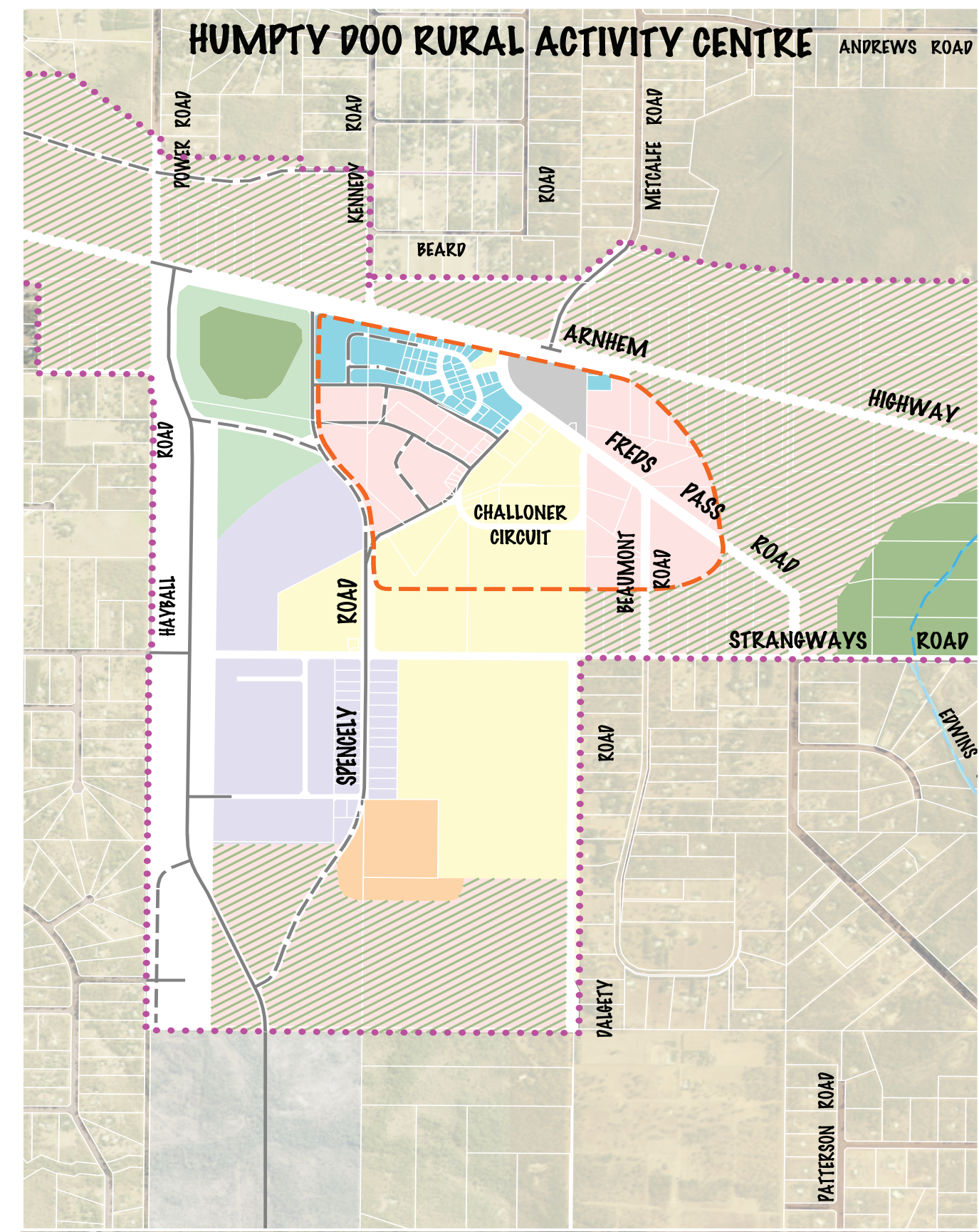
6. Provide a coordinated, efficient and interconnected transport network

In response to growth in the Humpty Doo Rural Activity Centre, there is an increasing need to improve connectivity between the Rural Activity Centre, its surrounds and the subregion.

This Area Plan seeks to protect and cater for strategic transport corridors, which includes subregional connector roads. Objectives associated with this principle also seek to encourage an active transport network that provides for pedestrian and bicycle paths, bridle paths, as well as provision of an interconnected local road network to improve route choice and access options for the community.



THE HUMPTY DOO RURAL ACTIVITY CENTRE



Land Use Description and Planning Purpose

Legend	Description	Land Use Purpose and Principles
	<b>Mixed Use Commercial</b>	The diversity of commercial land uses in the Humpty Doo centre is a resource for the community. The Area Plan seeks to support the commercial centre by providing opportunity for expansion immediately west of the existing commercial area, and by proposing a local road network for more convenient access.
	<b>Residential</b>	This land use reflects Planning Principle 3 and supports housing choice within the Rural Activity Centre, in particular the average residential density within the ‘walkable catchment’ is proposed at 12 dwellings / ha. This allows for a mix from 800 m² lots in Zone SD (Single Dwelling) to smaller lots in Zone MD (Multiple Dwellings) closer to the commercial centre. There is also a requirement for a transition of lot sizes, as illustrated above.
	<b>Community</b>	With its schools, medical consulting rooms and other community facilities, Humpty Doo caters for many needs of rural families.  The Area Plan includes more than enough community land to allow for the provision of a wider range of community services over time.
	<b>Industry</b>	The industrial land in Humpty Doo provides both a service and an employment opportunity for the community. The supply of further land for industrial development is enabled by the availability of reticulated urban services.
	<b>Public Open Space</b>	The Area Plan anticipates that areas of public open space will be developed within the activity centre. As well as urban parks within residential development, there is the future opportunity for broader areas for passive recreation.
	<b>Constrained Open Space</b>	The Area Plan identifies areas where development is restricted by constraints such as flooding and seasonal waterlogging.
	<b>Utility</b>	The Area Plan identifies the waste water treatment site including odour buffers required to other land uses. Humpty Doo’s reticulated sewerage system is an asset that sets it apart from the other rural activity centres.
	<b>Buffer rural residential</b>	These areas are an opportunity to provide a rural lifestyle choice on smaller lots that are part of the transition to the urban centre.
	<b>Future Opportunity</b>	This is land in a key location for the future development of the activity centre. The highest and best use of the site is still being considered by government in consultation with the community.
	<b>Required local road or Proposed local road</b>	The Area Plan identifies local roads that will be needed in the future to support an interconnected network of local roads.  The Area Plan proposes local road connections that are needed for access, but not needed on a specific alignment.
	<b>Boundary of activity centre</b>	The Area Plan will determine the boundary of the activity centre. Community comment is being sought on parts of the boundary that were raised for amendment during Stage 1 consultation.
	<b>Boundary of the urban centre</b>	This boundary, often referred to as the ‘walkable catchment’ encloses the area considered to be within walking distance of commercial and community facilities and therefore suitable for higher intensity residential development.

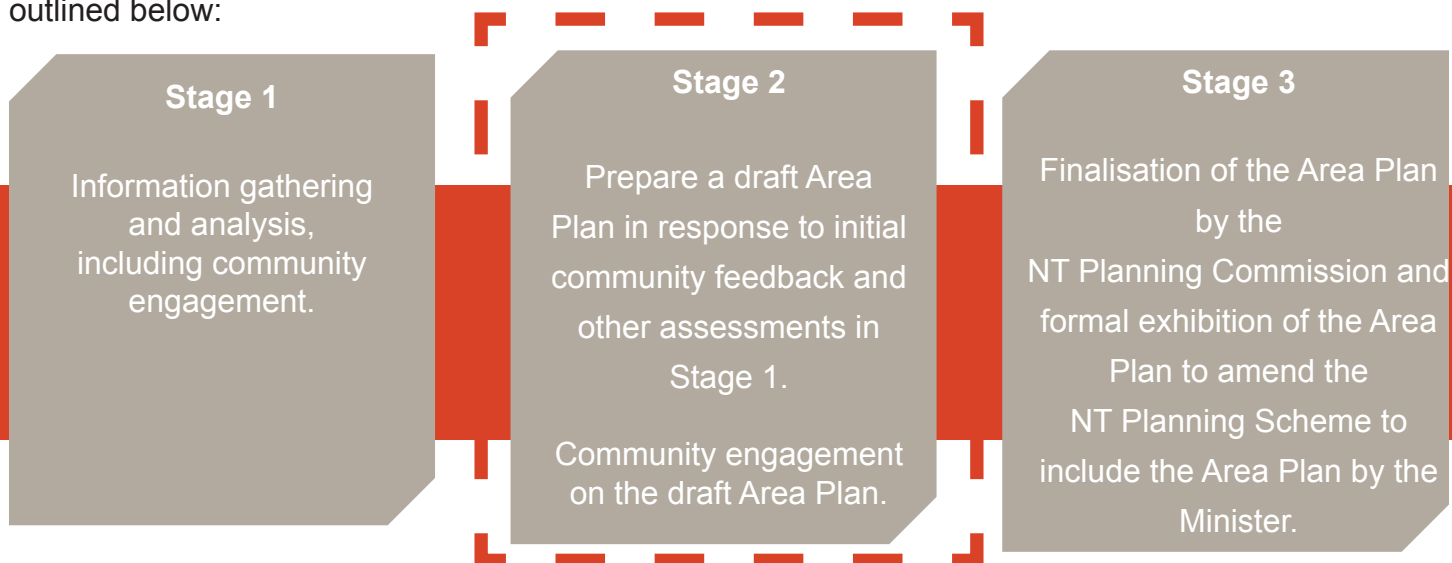
## HOW THE AREA PLAN WILL BE USED

The Area Plan provides a decision-making framework to inform future rezoning and development decisions and gives guidance, certainty and confidence to residents, property owners and decision makers, and helps us plan for the future.

Area Plans DO NOT automatically rezone land. Any applications for rezoning must be made through the Minister for Infrastructure, Planning and Logistics.

## HOW AREA PLANS ARE PREPARED

The Humpty Doo Rural Activity Centre Area Plan is being prepared in accordance with the process outlined below:



We are now in Stage 2 of the consultation process.

**Stage 1** concluded on 29 March 2018. A copy of the Consultation Report on Stage 1 is available at [www.planningcommission.nt.gov.au](http://www.planningcommission.nt.gov.au).

**Stage 2** allows further comment and input into the draft Area Plan, which has been prepared by taking into account community feedback and background investigation from Stage 1.


**Stage 3** will involve recommending a final Area Plan to the Minister for formal exhibition and a Planning Scheme Amendment.

## HOW TO GET INVOLVED

Your thoughts, comments, questions and feedback will be considered by the Planning Commission as it works to finalise the Humpty Doo Rural Activity Centre Area Plan.

Check the NT Planning Commission website to view the draft Area Plan in full, find event details, and have your say on the future of Humpty Doo.

 Visit: [www.planningcommission.nt.gov.au](http://www.planningcommission.nt.gov.au)

 Say Hello! Check the website for event details

 Write to us [ntpc@nt.gov.au](mailto:ntpc@nt.gov.au)

 Talk to us on 08 8924 7540

## Area Plan for Humpty Doo Draft Planning Principles September 2018

### Understanding the Draft Planning Principles

A set of Planning Principles to support the Humpty Doo Rural Activity Centre Area Plan has been drafted in conjunction with the Area Plan. Once finalised, these principles will sit alongside the Area Plan in the NT Planning Scheme.

The Planning Principles are structured to provide an overarching statement of policy, including context and background to that statement. Each Planning Principle is supported by a set of objectives and acceptable responses that provided more detailed information and direction. These terms are further explained below:

**Planning Principles** provide policy to guide development and are supported by a short explanation to set the context of each principle. Planning Principles must be addressed when applying to rezone or develop land subject to an Area Plan. They should also be consistent with higher level policy, such as the Darwin Regional Land Use Plan and the Litchfield Subregional Land use Plan.

**Objectives** are the desired outcome of a Planning Principle, often given relation to a place. A developer must demonstrate how a proposal will meet each objective.

**Acceptable Responses** describe specific and practical actions to achieve the associated objectives.

PLANNING PRINCIPLES	
1. Minimise detrimental impacts of development on the natural environment	
<p>The natural environment contributes to the rural character and amenity of Humpty Doo, the natural drainage systems and the provision of habitat for native wildlife. Development must have regard to how it interacts with the natural environment, and any impacts it may have. The retention of native vegetation, for example, can have dual roles in maintaining habitat for native wildlife, but also providing a visual and acoustic buffer between land uses.</p> <p>This principle seeks to protect and enhance the functions of the natural environment for the continued enjoyment of the community.</p>	
Objective	Acceptable Responses
Retain native vegetation for public open space and wildlife habitat.	<ul style="list-style-type: none"> <li>i. Development is designed to limit clearing of native vegetation on rural residential lots.</li> </ul>
Maintain and manage natural waterways and drainage flows	<ul style="list-style-type: none"> <li>i. The design and engineering of development responds to the site's physical constraints and adequately demonstrates how potential adverse impacts on the site's environmental values will be avoided.</li> <li>ii. A proposed stormwater drainage system for urban and rural residential lots is to be integrated with the natural system and designed to minimise modification or disturbance to the receiving environment.</li> </ul> <p>The discharge of concentrated stormwater does not exceed pre-development flows.</p>

	iii. Management of stormwater minimises to transmission of weeds and pollutants.
Promote Edwin's Creek and Horns Creek / Woodside Reserve as natural features of the activity centre.	i. Development of land that drains into Edwin's Creek and Horns Creek/Woodside Reserve includes measures to protect the environmental values, natural amenity and drainage function of those waterways. ii. Use of land around Woodside Reserve should include areas for passive recreation.
Maintain the rural character and visual amenity in and around the rural activity centre.	i. Retention of native vegetation within front setbacks. ii. Landscaped street verges and public spaces provide shading for pedestrian and bike networks. iii. Retention or re-establishment of native vegetation along the Arnhem highway with support of the responsible authority.

## 2. Maintain an active, safe and sustainable commercial centre

Humpty Doo is a commercial and recreational gateway to Kakadu National Park. It provides a range of commercial, community and recreation opportunities that support the community and provides for visitors.

The planning principles seek to sustain and provide opportunities for a range of businesses that continue to provide for both the local market and for visitors.

Objective	Acceptable Responses
Support the viability of local businesses.	i. A diverse range of commercial premises provide support for a variety of businesses. ii. Urban density residential development within a convenient walking distance (400m) of the commercial centre.
Encourage public amenity and activity in public spaces.	i. Shade trees planted in public spaces and on private and public land. ii. Trees are planted within Car parks associated with non-residential uses to provide shade and to mitigate against heat. iii. Commercial areas include continuous awnings for shade and shelter from the rain to encourage pedestrian movement.
Facilitate Humpty Doo as a gateway to Kakadu National Park.	i. Development is of a nature and scale that provides the services needed to support residents and visitors.

## 3. Provide for housing choice compatible with the future role of Humpty Doo

The Area Plan for the Humpty Doo Rural Activity Centre seeks to encourage a range of housing choices that cater for different life stages, including smaller lots that are more affordable and can provide lower-maintenance living within walking distance of local services.

The opportunity to Include a modest amount of urban residential development within the Humpty Doo Rural Activity Centre Core Area will increase housing choice, underpin the

provision of reticulated services and community infrastructure, and support a wider variety of retail and commercial services.

The transition area is intended to accommodate smaller rural residential lots and minimise the impacts of the urban core on existing rural residents, thus protecting the rural character of the broader area.

Objective	Acceptable Responses
Support housing choices in appropriate locations.	<ul style="list-style-type: none"> <li>i. Urban residential lots are not located on land affected by flooding, biting insects or other constraints to residential land uses.</li> <li>ii. Urban residential lots within 400m walking distance of the commercial centre.</li> <li>iii. Suburban Residential lots in the Humpty Doo Rural Activity Centre have a minimum of 800m<sup>2</sup>.</li> </ul>
Promote a sequence of residential density in the rural activity centre by providing a transition of residential lot sizes.	<ul style="list-style-type: none"> <li>i. Subdivision design provides a transition of residential lot sizes such that: <ul style="list-style-type: none"> <li>o Rural Residential lots with a minimum lot size of 4 000m<sup>2</sup> provide a buffer between the commercial and suburban residential area, and Rural Living lots;</li> <li>o No more than two suburban residential lots are to share a boundary with any one Rural Residential lot; and</li> <li>o No more than two Rural Residential lots are to share a boundary with any one Rural Living lot.</li> </ul> </li> </ul> <p>Figure 1 illustrates a model transition of densities from the commercial centre to the existing rural area.</p>

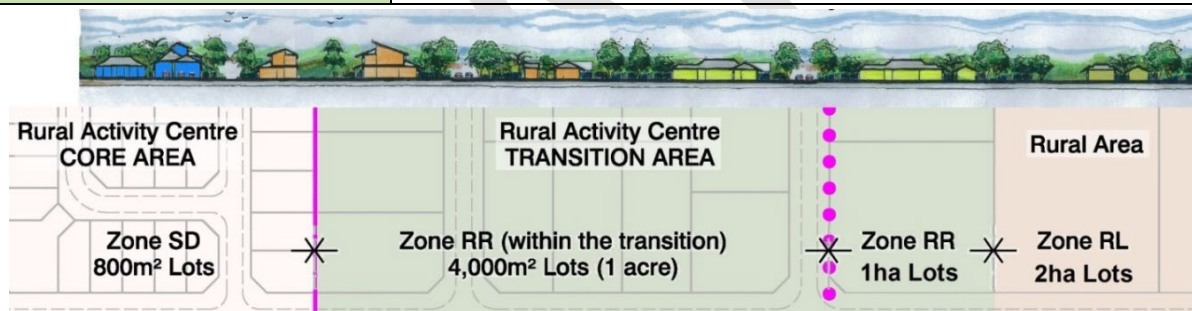


Figure 1: Transition of residential lot sizes for rural activity centres

#### 4. Provide reticulated services to the Humpty Doo Rural Activity Centre

Parts of the Humpty Doo rural Activity Centre is serviced by reticulated water, sewerage and electricity. The upgrading and expansion of urban utilities is for essential for growth in the Humpty Doo Rural Activity Centre. In particular, upgrades to reticulated sewer and water are required to reduce current impacts on groundwater quality and capacity. This will help to sustain viability of rural properties that are reliant on groundwater.

To ensure the sequential and cost-effective provision of infrastructure, the following objectives require an Infrastructure Plan for Humpty Doo and a mechanism to coordinate the design, development and funding contribution for infrastructure upgrades.

Objective	Acceptable Responses
Provide domestic utilities to minimise adverse impacts on groundwater systems.	<p>Water</p> <ul style="list-style-type: none"> <li>i. New suburban residential and rural residential lots and commercial uses are connected to the reticulated water supply.</li> </ul> <p>Sewerage</p>

	<ul style="list-style-type: none"> <li>ii. Residential lots under 4 000m<sup>2</sup> and all commercial uses are to be connected to reticulated sewerage.</li> <li>iii. Encourage the installation of environmentally sensitive on-site effluent disposal systems for residential lots over 4 000m<sup>2</sup> as an alternative to traditional septic tanks.</li> </ul>
Provide utilities and trunk services sequentially and cost effectively to service proposed development.	<ul style="list-style-type: none"> <li>i. Trunk infrastructure for reticulated services is incorporated into engineering design for development.</li> <li>ii. Infrastructure is provided and funded in accordance with an approved infrastructure plan for the Humpty Doo Rural Activity Centre; or The proponent demonstrates how a proposed development will be serviced to a standard that satisfies the requirements of the responsible service authority; and the proponent demonstrates how the required infrastructure will be paid for.</li> <li>iv. Subdivisions may be deferred or refused if utilities and trunk services are not provided as required by this area plan, the NT Planning Scheme, or another service authority. For example:  A new ground level water tank and an additional elevated water tank adjacent to the existing tank to efficiently service the commercial and urban residential land within the activity centre.</li> </ul>

<b>5. Support social infrastructure that meets the needs and aspirations of the community</b>	
<p>The Humpty Doo Rural Activity Centre provides for a number of community facilities such as schools, community centres and health clinics.</p> <p>This Area Plan seeks to maximise the use of existing facilities as well as identifying suitable locations for expanding community facilities within the activity centre to meet the needs of the future population.</p>	
<b>Objective</b>	<b>Acceptable Responses</b>
Provide for community facilities.	<ul style="list-style-type: none"> <li>i. Multipurpose community facilities encourage use by a variety of user groups.</li> </ul>
Provide for informal, active recreation pursuits (i.e. walking, cycling, open space)	<ul style="list-style-type: none"> <li>i. Suburban residential subdivision is consistent with the requirements of the NT Planning Scheme for the provision of useable public open space, footpaths and bicycle paths.</li> <li>ii. Green spaces are connected to each other and the built environment to form a network of active transport corridors</li> </ul>

<b>6. Provide a coordinated, efficient and interconnected transport network</b>
<p>In response to growth in the Humpty Doo Rural Activity Centre, there is an increasing need to improve connectivity between the Rural Activity Centre, its surrounds and the subregion.</p> <p>This Area Plan seeks to protect and cater for strategic transport corridors, which includes a subregional connector road. Planning principles also seek to encourage an active transport network that provides for pedestrian and bicycle paths, bridle paths, as well as the provision</p>

of an interconnected local road network to improve route choice and access options for the community.

Objective	Acceptable Responses
The role of the Arnhem Highway as a national highway is protected.	<ul style="list-style-type: none"> <li>i. The Arnhem Highway forms part of the national highway network and provides a logistical link to the rest of the Northern Territory and Australia</li> <li>ii. All intersections and individual accesses to the Arnhem Highway are to be approved by the Northern Territory Government agency responsible for administering Main Roads</li> <li>iii. No development is to occur within the Arnhem Highway road reservation (including service roads) unless approved by the Northern Territory Government agency responsible for administering Main Roads</li> </ul>
The Humpty Doo Rural Activity Centre facilitates a subregional transport network.	<ul style="list-style-type: none"> <li>i. Development has regard for strategic connector roads from Humpty Doo to the broader rural area.</li> <li>ii. Subregional road connections are to provide support for the expansion of public transport services</li> </ul>
The local road network facilitates movement through and around the Rural Activity Centre, and is safe and convenient for all users	<ul style="list-style-type: none"> <li>i. Subdivision provides for an interconnected road network that: <ul style="list-style-type: none"> <li>o Supports efficient access and route choices;</li> <li>o Prioritises the safety of pedestrians and cyclists; and</li> <li>o Does not compromise the ability to develop strategic links as indicated on the area plan.</li> </ul> </li> <li>ii. Development provides for traffic management measures that reduce the speed of traffic to improve pedestrian safety and access to the commercial centre, public open space and community facilities.</li> <li>iii. The upgrading of existing local roads provides for and prioritises the safety of pedestrians and cyclists.</li> <li>iv. A Traffic Impact Assessment accompanies any development that contributes to the proposed local road network.</li> </ul>
Provide a shared walking / cycling network that encourages active transport by promoting safe and efficient links between schools, public open spaces and other public facilities.	<ul style="list-style-type: none"> <li>i. Suburban residential subdivision is consistent with the requirements of the NT Planning Scheme for the provision of useable public open space, footpaths and bicycle paths.</li> <li>ii. Green spaces are connected to each other and the built environment to form a network of active transport corridors</li> </ul>

24 November 2018

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

## **Stage 2 Humpty Doo Rural Activity Centre Area Plan**

Thank you for opening Stage 2 consultation on the Humpty Doo Rural Activity Centre Area Plan and for providing Council with the opportunity to respond.

### **Council raises the following comments on the Stage 2 consultation material:**

#### *Planning Principles*

The proposed planning principles are generally supported, as in most cases the principles are quite broad, are based on good planning theory, and are quite similar to the principles included in the Howard Springs Rural Activity Centre Area Plan and proposed for the Coolalinga/Freds Pass Rural Activity Centre Area Plan.

While there is a specific planning principle related to social infrastructure, it is considered that the objectives and acceptable responses for this principle could be further developed given the abundance of community purpose land in Humpty Doo.

It is also considered that the “acceptable responses” to the planning principles relating to retention and protection of vegetation near the Arnhem Highway corridor could be strengthened to reflect the community’s support for maintaining a green corridor along the Arnhem Highway. This would support the enhancement of visitor’s experience of the highway as the entrance to visitors of Kakadu and surrounding areas. In particular, Council would support the requirement for a heavily vegetated green corridor along the property boundaries adjacent the Arnhem Highway, as requiring native vegetation only is not likely to create a vegetated screen for the streetscape.

The planning principles are currently silent on whether there is an area that would be considered within “close proximity” under the Litchfield Subregional Land Use Plan (LSLUP) to act as a one-hectare transition zone between the Area Plan boundary and the existing two hectare rural living lots. Discussions within the Community Advisory Group (CAG) have repeatedly advised that the proposed Humpty Doo Area Plan boundaries are wide and that no additional area of “close proximity” should be included. This must be stated within the planning principles for clarity, as it is currently unclear in the LSLUP and will remain so unless stated explicitly. However, with no close proximity transition area, it is noted that the diagram to Principle 3 is inaccurate and should be amended.

#### *Boundaries*

Council has concerns with the presentation of the potential options for changes to the boundaries of the Area Plan. The material is presented in such a manner that it would not adequately inform the community to determine their view of the boundary considerations. In order to facilitate honest and transparent consultation on these areas, all positive and negative aspects of each area should be detailed so that the public can make an informed judgement of the worth of each potential boundary change.

Council's comments relating to each Area are outlined below.

#### **Area A**

- The information does not mention that the Northern Territory Planning Commission (NTPC) have yet to determine from Power and Water Corporation whether this area can be serviced by reticulated water, which is a requirement for the reduced lot size available within the Area Plan boundary.
- It is unclear how the inclusion of this area would better manage stormwater runoff than the existing condition as stated in the information. Council currently has no known issues with stormwater management of this area.
- It is unclear how inclusion of this area would allow additional opportunities for the cycleway network that do not exist in all other areas of the Area Plan.

The inclusion of Area A cannot be supported until more information is provided on these aspects.

#### **Area B**

- Including, at a minimum, the parcel directly to the north of the connection to Kennedy Road into the boundary would provide a transition of smaller parcels fronting a new road rather than placing a new road along the entire of 240m length of a single 2ha rural living lot's side boundary.
- The identified closure of Power Road would resolve a number of transportation issues with the alignment of Power Road in its current location, including the dangerous unsignalized cross intersection with Hayball Road.

The inclusion of Area B can be supported.

#### **Area C**

- The entire area is currently within Zone CN (Conservation), and it is unclear how removing this area from the boundary could limit the opportunity for rural residential development.
- If the land is suitable for rural residential development, it should not be in a conservation zone and no information has been provided to Council or the public related to why the land may no longer be required for conservation.
- Many proposed roads outside the confines of the Area plan boundary are shown as part of the adopted Howard Springs Rural Activity Centre Area Plan and other roads are proposed as part of this Area Plan that are outside the Area Plan boundaries, so it is unclear why having Area C outside the Area Plan boundaries would limit the opportunity for an extension of the proposed connector road.

Support can be given for exclusion of this area if it is suitable only for conservation purposes, as the Area Plan is unlikely to provide any further protection for the area and as roads and pathways can still be shown through the area if designed in a manner sensitive to the environment.

However, if the land is not needed for conservation purposes, more information on how that conclusion was reached would need to be reviewed prior to having a full understanding of how the land may be able to be used.

#### **Area DT**

- The CAG members indicated to NTPC that this area was too far from the centre of Humpty Doo for this area to be considered part of a “centre”.
- The commentary should note that including this area would lead to sprawl and excluding it would concentrate development around a walkable centre.
- The CAG recommended the boundary to run along property lines in a slightly amended location (specifically, along the western property boundary of the parcels immediately adjacent the southern portion of Produce Road between Arnhem Highway and Strangways Road).

Council fully supports exclusion of Area D, though the preference is for the boundary to run along property lines, as in all other areas of all other Area Plans. Any land not suitable for development will always remain constrained land, irrespective of an Area Plan boundary.

#### **Area E**

- The commentary of “exclusion from the Area Plan will leave this areas without policy to guide future development” is not considered to be accurate and may raise negative feelings toward excluding this area.
- All areas of the Northern Territory that have zoning have guidance for future development and this area is also guided by the policies within the Litchfield Subregional Land Use Plan and Darwin Regional Land Use Plan.
- Leaving the area out of the Area Plan boundary would mean that the area must develop within the parameters of its current rural living zone and would not leave it without policy guidance.
- The existing uses on the site that may not be in compliance with the current zone would not be required to cease but would be required to seek permission to expand, as they are also currently required to do.
- Including this area within the Area Plan could potentially give some protection for a green border along the Arnhem Highway if the planning principles relating to this are strengthened.

Due to concerns relating to the inclusion of Area D and E potentially creating a ribbon development, support for exclusion of Area E can be given as it is more desirable to limit the overall development to the “centre” at this point than to allow for additional spreading of residential development away from the centre core.

All points above are essential information for the public to have access to in order to be able to make informed decisions about whether or not these areas should end up within the Area Plan boundaries. These reasons have all been discussed at a minimum of two CAG meetings and confirmed by the members in attendance and requested to be recorded in the minutes. It is unclear why these details have been left out and why the information included does not fully represent the discussions had by the CAG.

Finally, for the map shown to accompany the above discussion, there is a dotted red line that is not defined by any legend. It is unclear what this line is intended to represent.

### Roads on Land Use Map

The proposed road layouts on this map do not match the proposed road layouts on the map on the previous page. This is very confusing and makes it difficult for Council to develop a coherent set of comments on roads.

Council objects to the depiction of the connection from Metcalfe Road to the Arnhem Highway appearing approximately in the middle of Council's parcel at 320 Arnhem Highway. The NTPC has heard repeatedly from the community, a Council resolution, and Council's engineering staff that the preferred option from an economic, planning, and engineering standpoint for this road connection is to be at the existing intersection with Freds Pass Road. The connection as shown now – with both an intersection at Metcalfe Road and an intersection at Freds Pass Road – cannot feasibly work from a traffic modelling standpoint. Logistically, there is not enough room to manoeuvre traffic safely for these two connections to exist, in particular for road trains and heavy vehicles that travel the Arnhem Highway. Therefore, at least one of the connections must change. Council is unable to accept or support an Area Plan for Humpty Doo unless there is an agreement in line with Council's resolution for a four-way signalised intersection at the existing intersection of Freds Pass Road and Arnhem Highway. Urgent feedback is sought from NTPC on why an alternative alignment continues to be proposed.

On the land use map, there is a new road shown parallel to Hayball Road that is approximately one parcel width away from Hayball Road. This road has not been discussed at any previous meetings with Council or the CAG. As it is assumed that the NT Government would expect Council to eventually take over these local roads, a more robust understanding of the purpose of a duplicate road to add to Council's assets is requested. Further, it appears this proposed road alignment runs through the former landfill site, which requires extensive rehabilitation. Measures and responsibility for rehabilitation should be discussed to determine the feasibility of this option.

There is a road on the land use map that shows a new connection from Goode Road into the industrial area. While Council requested a connection roughly in this location, it is noted that the connection shown here requires a right turn into the industrial area. The road Council proposed consisted of only one left turn into the industrial area. Limiting right turns is important as the road will be expected to service road trains and right turns will impede traffic and introduce dangerous turning situations.

It is requested that more information should be provided on the proposed alignment of any roads within the industrial area and be reviewed with Council to determine suitability for servicing the area prior to inclusion on the Area Plan.

### Land Uses Proposed

This map provides a mostly clear representation of the expected future land uses within the Area Plan; however, a few clarifications are required.

There is a large "white" area to the east of Hayball Road. The colour white is not defined in the legend and the intended land use of this area is unclear.

There is a new rural residential area shown to the south of the existing industrial area. This is a new development not raised at any previous CAG meetings, meetings with Council, or public meetings. This area is currently within Zone CN (Conservation); if this area is no longer suitable for conservation, then more information should be provided on why. Further, the area is shown as "buffer rural residential" and it is considered that there may be a need to buffer rural residential development from the adjoining existing light industry development to the north. It is questionable whether those two areas should go side by side. Also, the new road proposed to

link the Stuart Highway to the industrial area goes through the rural residential area; this road will be expected to carry a large volume of heavy vehicle traffic, including road trains, and it is not ideal for those vehicles to travel along roads designed for rural residential use.

The background information provided during Stage 1 has not provided an assessment of the amount of light industrial land required for the rural area. As this is only area where light industry land is permitted, it is considered that an assessment of the amount of light industrial land truly required for the rural area should be undertaken and the results incorporated into the Area Plan.

Anecdotally, there have recently been multiple requests for additional industrial land in the rural area, including requests for larger lot light industry land. Recent enforcement activities have revealed many light industry businesses illegally operating on rural living blocks and these businesses are requiring relocation. It is desirable to keep these businesses in the rural area, on appropriately zoned land, to service the rural community. It is also noted that the Minister recently saw fit to rezone a large parcel of land in the southern part of Litchfield Council's municipality for light industry uses as there were no parcels of light industry land large enough to suit the proposed uses available outside of East Arm.

There are areas of Crown land noted as "public open space" and "constrained open space" that have not been raised at any previous Area Plan discussions. Without discussion or advice otherwise, Council expects that any NT Government land that is turned into park space would continue to be owned and managed by the NT Government.

#### Conclusion

Thank you for the opportunity to provide the above comments. Council looks forward to seeing the additional information discussed in the comments above and having further discussions with the NTPC on the expected outcomes of the Area Plan. If you require any further discussion, please contact me on 08 8983 0600.

Yours faithfully

Nadine Nilon  
Director Infrastructure and Operations



## COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.5
<b>Report Title:</b>	2018 Palmerston and Rural Seniors Fortnight Evaluation Report
<b>Report Number:</b>	18/0168
<b>Meeting Date:</b>	21/11/2018
<b>Attachments:</b>	The Palmerston and Rural Seniors Committee Inc. 2018 Seniors Fortnight Evaluation Report

### Purpose

To present to Council the Palmerston & Rural Seniors Committee 2018 Seniors Fortnight Evaluation Report for noting.

### Summary

Litchfield Council provided \$5,000 in the 2018/19 financial year to support the annual Palmerston & Rural Seniors Committee Seniors Fortnight Festival.

As part of its commitment to continuously improve the event and ensure its relevance, the Palmerston & Rural Seniors Committee surveys seniors in attendance at the various events on the program. A copy of the Evaluation Report is attached.

### Recommendation

THAT Council:

1. Receives and notes the Palmerston & Rural Seniors Committee 2018 Seniors Fortnight Evaluation Report; and
2. writes to the Palmerston & Rural Seniors Committee Inc. to congratulate the Committee on a successful 2018 festival.

### Background

At the 20 April 2016 meeting Council resolved to enter into a three-year sponsorship agreement with the Palmerston and Rural Seniors Committee Inc. (PRSC) to provide \$5,000 annually towards the Seniors Fortnight Festival held in August each year. Council's financial contribution is one of two Gold sponsorship positions. The City of Palmerston also entered into a three-year agreement providing \$12,000 annually and holds the other Gold Sponsorship position.

The PRSC caters for all seniors in the Palmerston and Rural region that takes in the City of Palmerston and Litchfield municipality. Statistics provided by the Australian Bureau of Statistics (January 2016) indicates that there are 5739 residents over 60 years old within the two municipalities.

The 2018 Seniors Fortnight Festival saw 1340 event registrations during Seniors Fortnight, an increase from 1050 in 2017. The 2018 program was opened on Sunday 12 August with Mayor Bredhauer and Councillor Simpson in attendance.

Each event throughout the fortnight festival has a key sponsor. This year the Litchfield Council event was the Sunset Cruise and Dinner on Darwin Harbour. There was a high level of satisfaction recorded for this event, with 97% of attendees requesting the harbor cruise be part of the Fortnight events in the future.

The closing ceremony, held at the Humpty Doo Village Green, was attended by 150 people, including Mayor Bredhauer who closed the Fortnight, as well as Councillor Simpson and the Council's CEO. The feedback from the Closing Ceremony was positive with 96% of attendees rating the Village Green as a good venue.

In 2018 the PRSC undertook surveys of participants at ten of the eleven events to inform future planning and to focus improvements.

Survey results indicated that 84% of survey respondents rated the events as either 'good' or 'very good.' In 2017 94% of seniors rated the 2017 Seniors Fortnight as either 'Excellent' or 'Very Good.'

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

A great place to live.

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

Nil

#### **Risks**

Nil

#### **Financial Implications**

Litchfield Council has signed a three-year sponsorship agreement with PRSC, providing \$5,000 annually towards the Seniors Fortnight Festival. The 2018/19 financial year is the third year of the Agreement.

#### **Community Engagement**

The satisfaction survey undertaken at the end of the fortnight of activities is part of the PRSC processes to ensure that the Festival remains relevant.

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

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

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



# THE PALMERSTON AND RURAL SENIORS COMMITTEE INC.

 *Linking Seniors through  
Smart Partnerships*

## EVALUATION REPORT SENIORS FORTNIGHT 2018

The Palmerston And Rural Seniors Committee Inc. (PRSC) comprises of 15 **VERY dedicated Seniors who are all volunteers**. PRSC's main objective is to ensure Seniors have an enjoyable Seniors Fortnight whilst interacting with likeminded people of the community.

Our Committee Members are a cross section of representatives from both the City of Palmerston and Litchfield Council. The Litchfield Council is represented by 26.7% Committee Membership presently, including the Vice President **(R)**.

Seniors Fortnight in the City of Palmerston and Litchfield Council is regarded as a premier event in the region and is generously supported by numerous local business houses in both local government provinces.

The Palmerston And Rural Seniors Committee Inc. (PRSC) currently comprises of the following very dedicated volunteers:

### Management Team

President:	Margaret Lee
Vice President <b>(R)</b>	Diane Spicer
Secretary:	Geoffry Boyton
Treasurer:	Sheryl Sephton
Public Officer	Neville Driver
Grants Officer	Geoffry Boyton

### General Committee Team

Lillian Mann <b>(R)</b>	Mary Oliffe
Trevor Miller	Janette Ashby
Pam Christian-Jones <b>(R)</b>	Dell Kelly <b>(R)</b>
Geraldine Crowhurst	Avril Smith
Maria McAlister	Val Eaton

## Recommendation 1

Note: The summation of our evaluation has yielded excellent results for Seniors Fortnight 2018. **The percentage of Seniors scoring the Association either “Good” or “Very Good” ACROSS ALL EVENTS is 84.449%.**

## Recommendation 2

The Committee will continue to survey clientele in 2019 Seniors Fortnight for each event delivered.

## Recommendation 3

The Committee note the comments/commentary throughout the Evaluation Report for further discussion at a Committee Meeting in preparation for 2019 Seniors Fortnight Program.

## Background

The PRSC would like to thank all the volunteers and organisations who make possible these events each year.

The PRSC acknowledges the input for each and every sponsor, without whom the events for Seniors Fortnight would not be possible. The major sponsors include:

## Platinum Sponsor: City of Palmerston

<b>Gold Sponsors:</b>	Litchfield Council Northern Territory Government
<b>Silver Sponsors:</b>	Telstra Shop Palmerston Palmerston Shopping Centre Flight Centre Palmerston
<b>Bronze Sponsors:</b>	Palmerston Sports Club Cazalys Palmerston Club Bunnings Warehouse Palmerston TWW – Totally Workwear
<b>Partners:</b>	Zip Print Didgeridoo Hut Arafura Bluewater Charter Woodroffe Primary School The Village Green, Humpty Doo Humpty Doo Hardware Business Houses – Palmerston and Litchfield

Seniors Fortnight was delivered during the 12 - 26 August 2018. The Association undertook a qualitative and quantitative evaluation of events held during Seniors Fortnight.

It was felt that the data collected at each event would allow for a more responsive improvement where required and as has often been discussed, the clientele is not the same for all events.

The responses associated with Seniors ages were collected for each event. The collection data looks at whether more sedate events perhaps attracted an older clientele, while the other events attracted the younger seniors.

Design nomenclature in 2018 included the follows:

- 1 – Very Bad
- 2 – Bad
- 3 – Neutral
- 4 – Good
- 5 – Very Good



**Very Bad -1**



**Neutral - 3**



**Very Good - 5**

As with good design practice, “Very Bad” was located on the left hand side of the evaluation form whilst “Very Good” was located on the right hand side of the evaluation form – a natural sequence of nomenclature.

### Events – Seniors Fortnight 2018

The PRSC increased the number of available event places in 2018 from the previous year of 1250 to 1340, representing an increase of 7.25% from 2017. This was partially driven by booking pressures, plus a genuine desire to ensure more Seniors were able to attend Seniors Fortnight events. The events for 2018 were as follows:

Events	Available Event Places
Opening Ceremony – Gray Primary School (Location changed due to no power at Woodroffe Primary School on Sunday 12 August 2018)	150 (Increased from 130 to 150 due to booking pressure and a waiting list)
CMax Cinema Palmerston (Movie Morning)	140 (Increased from 130 to 140 due to booking pressure and a waiting list)
Palmerston Sports Club Lunch	140 (Increased from 130 to 140 due to booking pressure and a waiting list)
Litchfield Council Sunset Cruise Darwin Harbour	160
Marlow Lagoon Motor Bike Rides	080
City of Palmerston – Seniors Forum and Lunch Cazalys Club	100 (95 PRSC / City of Palmerston 5)
Cazalys Palmerston Club Morning Tea & Bingo	100 (Nominal)
The Palmerston Shopping Centre – Museum And Trailer Boat Club Lunch	110
The Palmerston Sports Club – Morning Tea And Trivia	100 (Nominal)
Telstra Shop Palmerston – Mystery Bus Trip - Mango to Pizza	110
City of Palmerston- Closing Ceremony, The Village Green Humpty Doo	150 (Increased from 130 to 150 due to booking pressure)
<b><u>TOTAL EVENT PLACES AVAILABLE IN 2018</u></b>	<b><u>1,340</u></b>

## Event 1 - Opening Ceremony Gray Primary School

No of Respondents	Age Brackets	Comments
2	Sponsors	<b>Bookings Available: 150</b> (Increased from 130 to 150 due to booking pressure) <b>Waiting List Required: YES</b> Even though not all Seniors at the Opening Ceremony provided feedback, 109 of 150 feedback forms distributed were returned. <b>This is a good percentage return rate: 72.67%</b>
14	60 - 65	
19	66 -70	
30	71 -75	
25	76 -80	
12	81 - 85	
6	86 -90	
1	91 -95	
0	96+	
<b>109</b>	<b>TOTAL</b>	

**Q1. How would you rate the Opening Ceremony at Gray Primary School overall?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	1	19	22	66	109	
1.835%		17.431%	20.183%	60.550%	Good or Very Good	80.734%

**Q2. Did you enjoy lunch and the menu?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
4	6	18	16	65	109	
9.174%		16.514%	14.679%	59.633%	Good or Very Good	74.312%

**Q3. What did you think of the venue - Gray Primary School?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	0	13	18	77	109	
0.917%		11.927%	16.514%	70.642%	Good or Very Good	87.156%

**Q4. Did you enjoy the entertainment?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	6	18	26	59	109	
5.505%		16.514%	23.853%	54.128%	Good or Very Good	77.982%

**Overall - 80.046% of the clientele responded either Good or Very Good**

Specific Comments:

- 1) Australian Army personnel appreciated at the event
- 2) PA System needs improvement
- 3) Toilets may have been a bit far away from seating area
- 4) Approximately 10% stated food could have been hotter and vegetables softer
- 5) Approximately 5% suggested salads and cold meat for lunch next year.

## Event 2 – CMax Cinema Movie and Lunch - The Palmerston Sports Club

No of Respondents	Age Brackets	Comments
0	Sponsors	<b>Bookings Available: 140 Each</b> (Increased from 130 to 140 due to booking pressure) <b>Waiting List Required: YES</b> Even though not all Seniors at the CMax Movie and Lunch provided feedback, 113 of 140 feedback forms distributed were returned. <b>This is an excellent percentage return rate: 80.71%</b>
14	60 - 65	
23	66 -70	
28	71 -75	
29	76 -80	
12	81 - 85	
6	86 -90	
1	91 -95	
0	96+	
<b>113</b>	<b>TOTAL</b>	

**Q1. Did you enjoy the movie at the CMax Cinema?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
6	4	19	17	67	113	
8.850%		16.814%	15.044%	59.292%	Good or Very Good	74.336%

**Q2. Did you enjoy the lunch menu at The Palmerston Sports Club?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	1	6	10	95	113	
1.770%		5.310%	8.850%	84.071%	Good or Very Good	92.920%

**Q3. Should we continue to use these venues?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	0	6	4	102	113	
0.885%		5.310%	3.540%	90.265%	Good or Very Good	93.805%

**Overall - 87.021% of the clientele responded either Good or Very Good**

Specific Comments:

- 1) CMax a good venue
- 2) Like the choice of movies rather than just one option
- 3) Staff at The Hub very friendly towards Seniors
- 4) Lunch was very good

## Event 3 – Litchfield Council Sunset Cruise Darwin Harbour

No of Respondents	Age Brackets	Comments
0	Sponsors	<b>Bookings Available: 160</b>  <b>Waiting List Required: YES</b>  Even though not all Seniors at the Litchfield Council Sunset Cruise provided feedback, 148 of 160 feedback forms distributed were returned.
26	60 - 65	
38	66 -70	
36	71 -75	
31	76 -80	
11	81 - 85	
5	86 -90	
0	91 -95	
1	96+	<b>This is an excellent percentage return rate: 92.50%</b>
<b>148</b>	<b>TOTAL</b>	

**Q1. Did you enjoy the complimentary drink upon arrival?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	1	19	22	66	148	
1.351%		12.838%	14.865%	44.595%	Good or Very Good	59.459%

**Q2. What do you think of the Charles Darwin for harbour cruising?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
2	0	12	15	119	148	
1.351%		8.108%	10.135%	80.405%	Good or Very Good	90.541%

**Q3. Did you enjoy dinner on the Charles Darwin?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
2	1	8	9	128	148	
2.027%		5.405%	6.081%	86.486%	Good or Very Good	92.568%

**Q4. Should we continue to have a harbour cruise in future?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
2	0	3	4	139	148	
1.351%		2.027%	2.703%	93.919%	Good or Very Good	96.622%

**Q5. Should we continue to provide transport for this function?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
2	0	5	5	136	148	
1.351%		3.378%	3.378%	91.892%	Good or Very Good	95.270%

**Overall - 86.892% of the clientele responded either Good or Very Good**

**Specific Comments:**

- 1) Wonderful engagement by staff of Charles Darwin with Seniors
- 2) Excellent cruise and meal, fantastic night
- 3) Suggestion – what about a lunchtime cruise next year
- 4) 5% of Seniors thought drinks on board were a little bit expensive
- 5) An 86-90 year old on most evaluation forms suggested a stripper be provided!

## Event 4 – Motor Bikes Marlow Lagoon

No of Respondents	Age Brackets	Comments
0	Sponsors	<b>Bookings Available: 80</b> <b>People Applied 55</b> <b>Waiting List Required: NO</b>  Even though not all Seniors at the Motor Bikes and Barbecue Lunch provided feedback, 32 of 55 feedback forms distributed were returned.  <b>This is a satisfactory percentage return rate: 58.18%</b>
5	60 - 65	
11	66 -70	
8	71 -75	
6	76 -80	
0	81 - 85	
2	86 -90	
0	91 -95	
0	96+	
<b>32</b>	<b>TOTAL</b>	

**Q1. Did you enjoy the Motor Bike Rides at Marlow Lagoon?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	1	5	8	18	32	
3.125%		15.625%	25.000%	56.250%	Good or Very Good	81.250%

**Q2. Was the barbecue lunch enjoyable?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	2	9	9	11	32	
9.375%		28.125%	28.125%	34.375%	Good or Very Good	62.500%

**Q3. We ran lucky card raffles or equivalent at Marlow Lagoon. Did you enjoy the activity and prizes?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	7	10	15	32	
0.000%		21.875%	31.250%	46.875%	Good or Very Good	78.125%

**Q4. Should we continue to have escorted rides with Heretics and Ulysess Motorcycle Clubs?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
4	3	2	11	12	32	
21.875%		6.250%	34.375%	37.500%	Good or Very Good	71.875%

**Overall - 73.438% of the clientele responded either Good or Very Good**

## Specific Comments

- 1) 10% stated rissoles were over cooked
- 2) Seniors suggested that this event should be run every two years
- 3) Vintage Cars need mentioning on program (Authors Note: - Notification of attendance of vintage cars availability came after program was finalised)
- 4) Event not supported by many Seniors this year

## Event 5 – City of Palmerston Seniors Forum – Cazalys Palmerston Club

No of Respondents	Age Brackets	Comments
0	Sponsors	<b>Bookings Available: 100</b> (PRSC – 95 positions / City of Palmerston – 5 positions) <b>Waiting List Required: YES</b> Even though not all Seniors at the Seniors Forum provided feedback, 55 of 100 feedback forms distributed were returned. <b>This is a satisfactory percentage return rate: 55.00%</b>
9	60 - 65	
21	66 -70	
13	71 -75	
8	76 -80	
1	81 - 85	
3	86 -90	
0	91 -95	
0	96+	
<b>55</b>	<b>TOTAL</b>	

**Q1. Did you think it was appropriate to have the City of Palmerston Seniors Forum during Seniors Fortnight?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	6	19	30	55	
0.000%		10.909%	34.545%	54.545%	Good or Very Good	89.091%

**Q2. Did you think the City of Palmerston Seniors Forum was effective?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	12	21	22	55	
0.000%		21.818%	38.182%	40.000%	Good or Very Good	78.182%

**Q3. Did you enjoy lunch at the Cazalys Palmerston Club?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	3	14	22	16	55	
5.455%		25.455%	40.000%	29.091%	Good or Very Good	69.091%

**Overall - 78.788% of the clientele responded either Good or Very Good**

Specific Comments:

- 1) Approximately 10% of Seniors suggested a lunch menu change is needed
- 2) Some Seniors suggested a talk from NT Police – Safety/Security
- 3) Good forum
- 4) 89% of Seniors think it is appropriate to have Seniors Forum in Seniors Fortnight

## Event 6 – Morning Tea And Bingo - Cazalys Palmerston Club

No of Respondents	Age Brackets	Comments
0	Sponsors	<b>Bookings Available: 100</b>  <b>Waiting List Required: YES</b>  Even though not all Seniors at the Morning Tea and Bingo provided feedback, 66 of 100 feedback forms distributed were returned.  <b>This is a good percentage return rate: 66.00%</b>
12	60 - 65	
12	66 -70	
19	71 -75	
12	76 -80	
5	81 - 85	
5	86 -90	
1	91 -95	
0	96+	
<b>66</b>	<b>TOTAL</b>	

### Q1. Did you enjoy the Morning Tea at the Cazalys Palmerston Club?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	1	10	16	38	66	
3.030%		15.152%	24.242%	57.576%	Good or Very Good	81.818%

### Q2. Was Bingo enjoyable and prizes to your liking?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	2	10	15	38	66	
4.545%		15.152%	22.727%	57.576%	Good or Very Good	80.303%

### Q3. Should we run this type of event next year?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	2	7	8	48	66	
4.545%		10.606%	12.121%	72.727%	Good or Very Good	84.848%

**Overall - 82.323% of the clientele responded either Good or Very Good**

#### Specific Comments:

- 1) Approximately 10% of Seniors indicated PRSC should serve or supervise morning tea due to some people taking more than their share of morning tea (greedy)
- 2) Suggested that additional fruit platters would be nice
- 3) A stripper would also be good!! (Same person again)

## Event 7 – The Palmerston Shopping Centre - Museum And Trailer Boat Club Lunch

No of Respondents	Age Brackets	Comments
0	Sponsors	<b>Bookings Available: 110</b>  <b>Waiting List Required: YES</b>  Even though not all Seniors at The Palmerston Shopping Centre - Museum And Trailer Boat Club Lunch provided feedback, 99 of 110 feedback forms distributed were returned.  <b>This is an excellent percentage return rate: 90.00%</b>
16	60 - 65	
22	66 -70	
22	71 -75	
25	76 -80	
9	81 - 85	
4	86 -90	
1	91 -95	
0	96+	
99	TOTAL	

### Q1. Did you enjoy the visit to the Museum?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	1	18	11	69	99	
1.010%		18.182%	11.111%	69.697%	Good or Very Good	80.808%

### Q2. Did you enjoy lunch at the Trailer Boat Club?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	9	7	83	99	
0.000%		9.091%	7.071%	83.838%	Good or Very Good	90.909%

### Q3. Did the transport arranged meet your needs?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	1	11	4	82	99	
2.020%		11.111%	4.040%	82.828%	Good or Very Good	86.869%

**Q4. Were the Café facilities at the Museum to your liking?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	1	30	10	58	99	
1.010%		30.303%	10.101%	58.586%	Good or Very Good	68.687%

**Overall - 81.818% of the clientele responded either Good or Very Good**

**Specific Comments:**

- 1) Museum very good
- 2) Stripper required
- 3) Bit of a hike from where buses dropped people off to Trailer Boat Club entrance
- 4) Good lunch – but desert would have been nice

## Event 8 – Morning Tea And Trivia The Palmerston Sports Club

No of Respondents	Age Brackets	Comments
0	Sponsors	<b>Bookings Available: 100</b>
16	60 - 65	
20	66 -70	<b>Waiting List Required: NO</b>
17	71 -75	
17	76 -80	Even though not all Seniors at the Morning Tea and Trivia at The Palmerston Sports Club provided feedback, 82 of 100 feedback forms distributed were returned.
4	81 - 85	
6	86 -90	
1	91 -95	
1	96+	<b>This is an excellent percentage return rate: 82.00%</b>
<b>82</b>	<b>TOTAL</b>	

**Q1. Did you enjoy the Morning Tea at The Palmerston Sports Club?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	1	3	13	65	82	
1.220%		3.659%	15.854%	79.268%	Good or Very Good	95.122%

**Q2. Were the trivia questions and prizes to your liking?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	11	18	53	82	
0.000%		13.415%	21.951%	64.634%	Good or Very Good	86.585%

**Q3. Should we run this type of event next year?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	6	8	68	82	
0.000%		7.317%	9.756%	82.927%	Good or Very Good	92.683%

**Q4. Did the staff at The Palmerston Sports Club assist Seniors and are they friendly?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	4	12	66	82	
0.000%		4.878%	14.634%	80.488%	Good or Very Good	95.122%

**Overall - 92.378% of the clientele responded either Good or Very Good**

**Specific Comments:**

- 1) Microphone needs work
- 2) More trivia during the year
- 3) Prizes very good

## Event 9 – Telstra Shop Palmerston – Mystery Bus Trip – Mango to Pizza - Crazy Acres and Mount Bundy Station

No of Respondents	Age Brackets	Comments
0	Sponsors	<b>Bookings Available: 110</b>  <b>Waiting List Required: YES</b>  Even though not all Seniors at Telstra Shop Palmerston Mystery Bus Trip - Mango to Pizza provided feedback, 87 of 110 feedback forms distributed were returned.
13	60 - 65	
20	66 -70	
19	71 -75	
21	76 -80	
8	81 - 85	
5	86 -90	
1	91 -95	
0	96+	<b>This is a very good percentage return rate: 79.09%</b>
<b>87</b>	<b>TOTAL</b>	

### Q1. Did you enjoy the mystery Bus Trip?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	4	4	79	87	
0.000%		4.598%	4.598%	90.805%	Good or Very Good	95.402%

### Q2. What did you think of Crazy Acres?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	5	7	12	63	87	
5.747%		8.046%	13.793%	72.414%	Good or Very Good	86.207%

### Q3. Did you enjoy the lunch at Mount Bundy Station?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	1	4	6	76	87	
1.149%		4.598%	6.897%	87.356%	Good or Very Good	94.253%

### Q4. Was the staff at Mount Bundy Station supportive and friendly towards Seniors?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	2	3	82	87	
0.000%		2.299%	3.448%	94.253%	Good or Very Good	97.701%

**Q4. Were the transport arrangements OK for you?**

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	1	5	81	87	
0.000%		1.149%	5.747%	93.103%	Good or Very Good	98.851%

**Overall - 94.483% of the clientele responded either Good or Very Good**

**Specific Comments:**

- 1) Trip very well received
- 2) 10% of Seniors thought they had seen enough mango products for awhile
- 3) More hamburgers next year
- 4) Stripper prevails!
- 5) Lunch at Mount Bundy Station very good, including entertainment
- 6) Table set up at Mount Bundy Station – more shade
- 7) Great door prizes provided by Telstra Shop Palmerston

## Event 10 – City of Palmerston Senior Fortnight Closing Ceremony – The Village Green Humpty Doo

No of Respondents	Age Brackets	Comments
0	Sponsors	<b>Bookings Available: 150</b> (Increased from 130 to 150 due to booking pressure) <b>Waiting List Required: YES</b> Even though not all Seniors at the City of Palmerston Seniors Fortnight Closing Ceremony Lunch provided feedback, 126 of 150 feedback forms distributed were returned. <b>This is a very good percentage return rate: 84.00%</b>
23	60 - 65	
30	66 -70	
24	71 -75	
23	76 -80	
16	81 - 85	
8	86 -90	
2	91 -95	
0	96+	
<b>126</b>	<b>TOTAL</b>	

### Q1. Is the Village Green a good venue for the Closing Ceremony?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	5	12	109	126	
0.000%		3.968%	9.524%	86.508%	Good or Very Good	96.032%

### Q2. What did you think of the entertainment?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	1	14	25	85	126	
1.587%		11.111%	19.841%	67.460%	Good or Very Good	87.302%

### Q3. Did you enjoy lunch at the Closing Ceremony?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	7	15	14	85	126	
6.349%		11.905%	11.111%	67.460%	Good or Very Good	78.571%

**Overall - 87.302% of the clientele responded either Good or Very Good**

### Specific Comments:

- 1) Venue very good for openness and breeze
- 2) 5% of Seniors requested more salads and vegetables to be cooked a bit longer
- 3) Look at more entertainment

- 4) Perhaps salads and cold meat for the meal or BBQ
- 5) 5% Seniors who were served towards the end stated their food was not as hot as it could have been
- 6) Maybe visit Butterfly Farm at Batchelor/ Wildlife Park in 2019
- 7) Congratulations Committee for another wonderful job



## COUNCIL REPORT

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<b>Agenda Item Number:</b>	15.6
<b>Report Title:</b>	FIN03 Procurement Policy
<b>Report Number:</b>	18/0169
<b>Meeting Date:</b>	21/11/2018
<b>Attachments:</b>	Attachment A – DRAFT FIN03 Procurement Policy Attachment B – FIN03 Procurement Policy (current approved)

### Purpose

To present the updated DRAFT FIN03 Procurement Policy for Council endorsement.

### Summary

FIN03 Procurement Policy has been updated in response to recommendations from the KPMG procurement review and as part of developing the subsequent procurement maturity roadmap.

The policy was last reviewed in 2017.

The changes made under this review includes updates to strengthen the probity with tender processes, removing procedural items not appropriate for a policy document, updating the quotation thresholds, including local content requirements for works under funding agreements from other level of government and allowances for preferred supplier lists.

The updated policy has been endorsed by Council's Risk Management and Audit Committee.

A Procurement Manual for staff to follow has been developed to cover the procedural requirements under the policy.

### Recommendation

THAT Council adopt the updated FIN03 Procurement Policy, as attached to report 18/0169.

### Background

FIN03 Procurement Policy has been updated in response to recommendations from the KPMG procurement review and as part of the subsequent procurement maturity roadmap.

The updated policy was circulated for staff comment and then presented to the Executive Team for finalisation prior to the Risk Management and Audit Committee endorsing the policy and recommending to Council that it be adopted at its October 2018 meeting.

Updates to the current policy include:

- addition of provisions for the appointment of a probity advisor by the Tender Evaluation Panel (TEP);
- removal of procedural items;
- clarifying the documenting of justification when it is impractical to obtain three written quotations;
- updating the threshold for a single written quote (Section 4.3) from 'up to \$5,000' to be 'between \$1,000 and \$10,000'
  - The requirement for 3 verbal or written quotes from \$5,000 was introduced at the June 2017 review. A subsequent review by KPMG and further improvements to procurement procedures has resulted in the revised procurement thresholds that achieve a balance between proper probity and operational efficiency. These revised thresholds continue to be in line with the Local Government (Accounting) Regulations;
- Insertion of the following clause into 4.2.3 Procurement Thresholds
  - For purchase up to \$1,000 a minimum of one verbal quote is required to confirm the cost prior to receiving the goods. Invoice must be obtained to accompany either credit card statement or purchase order;
- Added reference to a Quotation Exemption for clarification;
- Inserted allowance for Council to establish preferred supplier lists; and
- added statement regarding the incorporation of local content contractual requirements from external funding sources into any of Councils procurement activities.

A Procurement Manual has been developed under the delegation of the Chief Executive Officer including for example:

- provisions for the inclusion of the Governance and Risk Advisor in the process prior to a tender being released for submissions;
- detailed references to legislation;
- detailed procedure for credit card use; and
- the process for the establishment of preferred supplier lists.

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

A well-run Council – good governance.

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

The NT Local Government Act and Regulations provide overarching guidance for local government procurement. This policy is consistent with legislation and uses best practice procurement approaches.

## Risks

The regular review of policies is an essential component of Councils risk management activities.

## Financial Implications

Not applicable

## Community Engagement

Not applicable

### Recommending Officer:

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

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

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



Name	FIN03 Procurement
Policy Type	Council
Responsible Officer	Director Community and Corporate Services
Approval Date	[Approval Date]
Review Date	[Review Date]

## 1. Purpose

The purpose of this Policy is to:

- provide guidance to Council to allow consistency and control over procurement activities;
- demonstrate accountability to rate payers;
- provide guidance on ethical behaviour in public sector purchasing;
- demonstrate the application of elements of best practice in purchasing; and
- increase the probability of obtaining the best outcome when purchasing goods and services.

## 2. Scope

The Policy relates to all full-time, part-time and casual employees of Litchfield Council, as well as Elected Members.

## 3. Definitions

the Act	<i>Local Government Act</i>
Agency	The Department of Local Government and Community Development
Commercial in Confidence	Information that, if released, may prejudice the business dealings of the party (e.g. discounts, rebates, profits, methodologies and process information). It is information provided for a specific purpose that is not to be used for any other purpose than set out in the initial document.
Conditions of Tendering	Rules governing the content and submission of tenders and the conduct of the tendering process.
Contract Management	The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and, in particular, to provide value for money.
Council staff (Council Representative/Contracts Manager)	Includes full time and part-time Council officers, and temporary employees while engaged by the Council.
Delegation	A power handed down by the Council or Chief Executive Officer in an instrument to enable a delegate to act on Council's behalf.

Evaluation Panel	A panel of Council staff members appropriate for determining and undertaking the evaluation of a supplier.
Expression of Interest (EOI)	An invitation for persons to submit a proposal for the provision of the goods, works and services which generally set out the overview of requirements contained in the document. This invitation is not an offer or a contract.
Panel Contract Arrangements	A contract that sets rates for goods and services which are available for the term of the agreement. However, no commitment is made under the agreement to purchase a specified value or quality of goods or services.
Policy	Refers to this specific policy document.
Probity	The dictionary definition of probity refers to uprightness, honesty, proper and ethical conduct and propriety in dealings. Within Government, the work “probity” is often used in a general sense to mean “good process.” A procurement process that confirms to the expected standards of probity is one in which clear procedures that are consistent with the Council’s policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Probity Advisor	An observer in dealings with tenderers and the evaluation panel at presentations and interviews. The probity advisor would be available to answer questions and provide advice to the evaluation team and/or steering committee.
Probity Auditor	Reviews all processes and documentation throughout the procurement process and provides a report on their findings at the conclusion of the process.
Procurement	Procurement is the whole process of acquisition of external goods, works and services. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Professional services	<p>A consultancy or other professional service means a one off non-continuous supply of a professional service where the supply agreement is for a particular activity, generally with a set start and finish date or for a set length of time (usually no more than six months).</p> <p>A consultancy is professional practice that provides advice within a particular professional service field. A professional service is usually provided by a tertiary trained person who may be required to hold a professional licence or be registered with a professional body such as an auditor, medical practitioner, architect and lawyer.</p>

Sustainability	Activities that meet the need for goods, works and services in a way that achieves value for money on a whole of life basis in terms of generating benefits not only to Council, but also to society and the economy, while minimising damage or enhancing the environment.
Tender Process	The process of inviting parties to submit a tender by public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Thresholds	The value above which a procurement, unless exempt, is subject to the mandatory procurement process.
Quotation Process	The process of inviting parties to submit a quotation followed by evaluation of submissions and selection of a successful respondent.
Value for Money	Value for Money in procurement is about selecting the supply of goods, works and services taking into account both cost and non-cost factors including; <ul style="list-style-type: none"> <li>• contribution to the advancement of the Council's priorities;</li> <li>• non-cost factors such as fitness for purpose, quality service and support, project delivery, risk, economic contribution to the municipality, financial capacity; and</li> <li>• cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.</li> </ul>

## 4. Policy Statement

### 4.1. PRINCIPLE

#### 4.1.1. Background

Litchfield Council recognises that having a strong procurement approach and adopting appropriate best practice contracting and procurement principles, policies, processes and procedures for all goods, works and services by Council enhances achievement of Council objectives.

The elements of best practice applicable to local government procurement incorporate:

- Broad principles covering ethics, value for money, responsibilities and accountabilities
- Guidelines giving effect to those principles
- Open and effective competition
- A system of delegations (i.e. The authorisation of officers to approve a range of functions in the procurement process)
- Procurement processes, with appropriate procedures covering minor simple procurement to high value complex procurement
- A professional approach to all tenders undertaken
- Support for Council's corporate strategy and objectives

- A long term strategic view of procurement needs while continually assessing reviewing and auditing procedures, strategy and objectives
- A robust and transparent audit trail which ensures that procurement projects are delivered on time, within cost constraints and that the needs of end users are fully met
- Processes conducted, and are seen to be conducted, in an impartial, fair and ethical manner
- Value for money and quality in the acquisition of goods, works and services
- Identification, assessment and management of risk at all stages of the procurement process
- Strategic procurement practices and innovative procurement solutions, in particular making use of collaboration and partnership opportunities
- Compliance with legislation
- Support for business in the local community where possible
- Support for skills and training of apprentices where possible

#### **4.1.2. Scope**

This Procurement Policy is made under the Local Government (Accounting) Regulations and the Act.

The Regulations requires Council to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, works and services by Council.

This policy applies to all contracting and procurement activities at Council and is binding upon all of those noted in the section two (2).

#### **4.1.3. Treatment of GST**

All monetary values related to this policy **include GST** except where specifically stated otherwise.

### **4.2. EFFECTIVE LEGISLATIVE AND POLICY COMPLIANCE CONTROL**

#### **4.2.1. Ethics and Probity**

##### Requirement

The Council's procurement activities shall be performed with integrity and in a manner able to withstand the closest possible scrutiny.

##### Conduct of Elected Members and Council staff

Elected Members and Council staff shall at all times conduct themselves in ways that are ethical and will:

- Treat potential and existing suppliers with equality and fairness
- Not seek or receive personal gain
- Maintain confidentiality of competing companies' information, such as pricing, specifications, quotations, tender, bid or any other commercial proprietary information
- Present a high standard of professionalism and probity

- Deal with suppliers in an honest and impartial manner that does not allow conflicts of interest
- Provide all suppliers and tenderers with the same information and equal opportunity
- Be able to account for all decisions and provide feedback on them
- Maintain fair, equitable and non-discriminatory procedures for addressing complaints and concerns raised by suppliers or members of the community regarding Council's procurement activities

### Market Testing

Council may need to conduct market analysis in order to define the required goods and services in more detail to determine the best way to procure the goods or services. The amount of time and effort taken on deciding on how goods and services will be purchased should be comparative to the value of the goods and services Council is purchasing.

### Conflict of Interest

Elected Members and Council staff shall at all times avoid situations in which private interests conflict or might reasonably be deemed to have the potential to conflict, with their Council duties.

Elected Members and Council staff shall not participate in any action or matter associated with the arrangement of a contract (i.e. evaluation, negotiation, recommendation, or approval), where that person or any member of their immediate family has a direct or indirect interest or holds a position of influence or power in a business undertaking tendering for the work. The onus is on the Elected Member and Council staff involved to promptly declare a direct or indirect, actual or potential, conflict of interest to Council or to the CEO in the case of staff members (as per HR01 Code of Conduct for Employees and EM02 Code of Conduct for Elected Members).

### Fair and Honest Dealing

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote. Impartiality must be maintained in selecting contractors and suppliers so that Council can withstand public scrutiny. The commercial interests of existing and potential suppliers must be protected and will be treated as Commercial in Confidence.

### Accountability and Transparency

The processes by which all procurement activities are conducted will be in accordance with this Procurement Policy and related Council policies and procedures to ensure an accountable and transparent process if followed.

All Council staff are required to comply with the Code of Conduct for Council staff and must be able to account for all procurement decisions made over the lifecycle of all goods, works and services purchased by the Council and provide feedback on them; and all procurement activities are to leave an audit trail for monitoring and reporting purposes. Elected Members must not direct or influence a member of Council staff in the exercise of any power in the performance of any duty or function.

### Disclosure of Information

Information received by the Council that is Commercial in Confidence must not be disclosed and is to be stored in a secure location. Elected Members and Council staff are to protect,

- information disclosed by organisations in tenders, quotation or during tender negotiations
- all information that is Commercial in Confidence and

- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Elected Members and Council staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests. Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt or clarify what is being offered by that supplier. At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised.

Tenderers are, however, advised that a report on a tender process may be presented at an open meeting of Council, and some information arising from the tender will be publicly available for three years from the date of the awarded tender.

Only successful tendering should be presented in open meetings of Council and only successful tenders will be published as per the Regulations. Otherwise tendering reports are dealt with in closed meeting as per the Local Government (Administration) Regulations.

#### **4.2.2. Governance**

##### Structure

The Council has a procurement management responsibility structure and delegations that ensures

- accountability, traceability and auditable procurement decisions
- that it is flexible enough to purchase in a timely manner the diverse range of goods, works and services required by Council
- prospective contractors and suppliers are afforded an equal opportunity to tender/quote
- competition is encouraged and
- policies that impinge on the purchasing policies and practices are communicated and implemented.

##### Standards

The Council's procurement activities shall be carried out to the professional standards required by best practice and in compliance with

- the Act;
- Council's policies and procedures
- Elected Members and Staff Codes of Conduct and
- other relevant legislative and policy requirements.

##### Methods

The Council's standard methods for purchasing goods, works and services shall be by one of the following:

- Costed purchase order
- Under contract following a tender process
- Petty cash
- Credit card

- Under purchasing schemes including collaborative purchasing arrangements with other Councils, Local Buy and commercial schemes such as provided by Territory Purchase Contracts.

#### Multi-staged tender process

A multi-stage tender process may commence with an expression of interest stage followed by a tender process. Expressions of Interest (EOI) may be appropriate where:

- Council wishes to consider ahead of the formal tender process such issues as whether those tendering possess the necessary technical, managerial and financial resources to successfully complete the project
- Council wishes to determine the market interest of suppliers or vendors tendering for the provision of goods, services or works
- It is necessary to pre-qualify suppliers and goods to meet defined standards
- Council is required to gain a greater understanding of its needs, the availability of relevant goods and services and the likely costs on the open market

#### Responsible Financial Management

The principles of responsible financial management in accordance with the Act and its Regulations shall be applied to all procurement activities. Council staff must not authorise the expenditure of funds in excess of their financial delegations. Council funds must be used efficiently and effectively to procure goods, works and services and every attempt must be made to contain the costs of the procurement process without comprising any of the procurement principles set out in this Policy.

#### Probity Advisor/Auditor

Council will consider the appointment of a probity advisor or probity auditor for tender requests based on the nature and complexity of the proposed procurement.

#### **4.2.3. Procurement Thresholds and Competition**

#### Quotations

When procuring goods and services and/or works the following requirements must be observed in accordance with the Local Government (Accounting) Regulations.

- For purchase up to \$1,000 a minimum of one verbal quote is required to confirm the cost prior to receiving the goods. Invoice must be obtained to accompany either credit card statement or purchase order.
- For purchases from \$1000 up to \$10,000, a minimum of a single written quote is required to confirm the cost prior to receiving the goods or services.
- For purchases greater than \$10,000 but less than \$100,000, a minimum of three (3) written quotes through a written request for quotation containing a detailed scope. The supplier will be chosen from amongst those submitting written quotations.
- For professional services, a minimum of a single quote

If it is not practicable to obtain quotations from three (3) possible suppliers under the Regulations, Council must obtain as many as practicable and must record in writing its reasons for not obtaining the three (3) quotations using the Quotation Exemption Form.

### Minimum Spend Competition Thresholds

The Local Government (Accounting) Regulations provides that Council must not enter into a contract for the provision of supplies to the Council at a cost of more than \$100,000, unless it has first called for tenders for that contract by public notice published in a newspaper circulating the Council's area. A contract is limited under the Regulations to a maximum of three (3) years and this includes options to extend.

Council will determine the optimum period for the contract, based on value for money and the efficiency and effectiveness of the procurement and then assess the value of the contract.

Council may choose as per section 30(b) of the Local Government (Accounting) Regulations to apply for an exemption or apply any general exemption issued by the Northern Territory Government.

Council may undertake a public tender where the value of goods, works and services does not reach the threshold sums. These may be situations where a public tender is preferred or prudent, managing risk considerations are paramount, or there is a desire for greater transparency of the procurement.

As a rule Council will not accept late tenders, the exception being where it can be substantiated that;

- There was a Council related system failure/interruption in the case of submission of an electronic tender, or
- Access was denied or hindered in relation to the physical tender box.

The Chief Executive Officer can accept a late tender where it can be determined the above circumstances prevailed at the time of attempted lodgement.

### Tender and Quotation Processes

It is a breach of this policy to split purchases to manipulate the quotation and tender thresholds

All tender and quotation processes shall be conducted in accordance with the requirements of this policy and any associated procedures, relevant legislation, relevant Australian Standards and the Act, including the possibility of obtaining a quotation or tender exemption as per Regulation 31 of the Local Government (Accounting) Regulations or the general exemptions issued by the Department of Local Government.

#### **4.2.4. Delegation of Authority**

Delegation of procurement authority allows specified Council Officers to approve certain purchases, quotations, tender and contractual processes without prior referral to the Council. This enables Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity. Procurement delegations ensure accountability and provide confidence to Council and the public that purchasing activities are dealt with at the appropriate level. As such, Council has delegated responsibilities as detailed below relating to the expenditure of funds for the purchase of goods, works and services, the acceptance of quotes and tenders and for contract management activities.

Council maintains a documented record of authorised procurement delegations, identifying Council officers authorised to make such procurement commitments in respect of goods, works and services on behalf of Council, including but not limited to the following:

- Power to authorise and issue order forms for goods and services
- Power to enter into contracts within approved budgets

- Power to sign letters of acceptance on behalf of Council to enter into contracts; and
- Power to sign contract term extensions and contract variations

Tender recommendations where the expenditure is over the Chief Executive Officer's delegations must be approved.

#### **4.2.5. Internal Controls**

The Council will establish and maintain procurement processes that will ensure

- more than one person is involved in and responsible for a transaction end to end
- transparency in the procurement process
- a clearly documented audit trail exists for procurement activities
- appropriate authorisations are obtained and documented and
- systems are in place for appropriate monitoring and performance measurement.

#### **4.2.6. Risk Management**

##### General

Risk Management is to be appropriately applied at all stages of procurement activities and will be properly planned and carried out in a manner that will protect and enhance the Council's capabilities to prevent, withstand and recover from interruption to the supply of goods, service and works. Risk Management will be carried out in accordance with the stated requirements in Council and Territory regulatory requirements.

##### Supply by Contract

The provision of goods, works and services by contract potentially exposes the Council to risk. The Council will minimise its risk exposure by measure such as:

- Standardising contracts to include current, relevant clauses
- Requiring security deposits where appropriate
- Referring specifications to relevant experts
- Requiring contractual agreement before commencement
- Use of or reference to relevant Australian standards (or equivalent)
- Effectively managing the contract including monitoring and enforcing performance.

##### Work Health and Safety and Other Mandatory Requirements

Council undertakes due diligence activities on all suppliers to ensure compliance to legislative and business requirements. Council requires all contractors to meet safety legislative requirements. These are mandatory requirements and non-compliance will disqualify prospective suppliers. Suppliers must provide evidence of insurance, when requested, for the provision of goods, services or works.

#### **4.2.7. Contract Terms**

To protect the best interests of the Council, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions in this process will expose the Council to risk and thus must be authorised by the appropriate member of Council staff.

#### **4.2.8. Endorsement**

In the interests of fair market share and transparency, Council staff must not endorse any one specific product or service above another brand or company.

#### **4.2.9. Freedom of Association**

All parties have the right to freedom of association. This means that parties are free to join or not to join industrial associations of their choice and not be discriminated against or victimised on the grounds of membership or non-membership of an industrial association.

#### **4.2.10. Dispute Resolution**

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the potential for legal action.

#### **4.2.11. Contract Management**

The purpose of contract management is to ensure that the Council, and where applicable its clients, receive the goods, services or works delivered as per the required Australian Standards of quality and quantity and as stipulated in the contract by:

- Establishing a system reinforcing the performance of both parties
- Detailing responsibilities and obligations under the contract
- Ensuring adherence with Council's Risk Management framework and compliance with applicable Work Health & Safety procedures
- Providing a means for the early recognition of issues and performance problems and the identification of solutions

Contracts are to be proactively managed by the member of Council staff responsible for the delivery of the contracted goods, services or works to ensure the Council receives Value for Money.

#### **4.2.12. Electronic Tendering Systems**

An electronic tendering system is integral to the overall development of procurement processes and involves the use of an electronic system to acquire goods, service and works through an online portal which manages all 'tender' interactions between a prospective tenderer and the organisation, adding greater transparency and accountability to our systematic obligations.

By utilising an electronic tendering system, the aim is to

- reduce transaction costs
- ensure probity and record keeping
- make processes more efficient
- improve management information and visibility of spend
- increasing control and consistency of processes and

- improve spend compliance.

### **4.3. DEMONSTRATE SUSTAINED VALUE**

#### **4.3.1. *Integration with Council Strategy***

Council's procurement strategy supports its strategic priorities and outcomes (as outlined in Litchfield Council's Municipal Plan) – "Everything you need", "A great place to live" and "A beautiful and safe natural environment" enabled by a "well run Council".

Council will set the appropriate decision criteria and weighting prior to seeking quotes, expressions of interest or a tender.

#### **4.3.2. *Achieving Value for Money***

##### Requirement

The Council's procurement activities will be carried out on the basis of obtaining Best Value for Money. Lowest price is not necessarily an indicator of value for money and cost is not the only factor for assessing value for money. When evaluating competing company's submissions, a comparative analysis or a weighting score system shall be used. Key tools used in the assessment criteria include but are not limited to:

- Local Development and Value Adding
- Past Performance
- Timelines
- Capacity
- Innovation
- Scope Specific
- Price

##### Approach

This will be facilitated by:

- Developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout the entire procurement process
- Making use of collective procurement agreements, such as the Localbuy collective agreement facilitated by the Local Government Association of the Northern Territory, consistent with the Act where appropriate
- Effective use of competition
- Using schedule of rates and panel contract arrangements where appropriate
- Continual monitoring and evaluation of procurement processes
- An emphasis placed on the procurement planning process
- Council staff responsible for providing procurement services or assistance within the Council providing competent advice in terms of available products and agreements

- Working with suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, works and services being acquired
- Undertaking analysis of Council's category spending patterns
- Ensuring procurement effort corresponds with risk and expected return

#### Role of Specifications

Specifications used in expressions of interest, quotations, tenders and contracts are to support and contribute to the Council's Value for Money objectives through being written in a manner that:

- Ensures impartiality and objectivity whilst remaining reasonably practicable
- Encourages the use of standard products
- Encourages sustainability
- Eliminates unnecessary stringent requirements

#### **4.3.3. Performance Measures and Continuous Improvement**

Council will establish an appropriate management and reporting system to monitor performance against targets and compliance with procurement policies, procedures and controls. Procurement will use the performance measurements developed to

- highlight trends and exceptions where necessary to enhance performance
- improve the internal efficiency of the procurement process and where relevant the performance of suppliers and
- facilitate relevant programs to drive improvement in procurement to eliminate waste and inefficiencies across key spend categories.

#### **4.3.4. Sustainable Procurement**

Council is committed to reducing its environment impacts and operating in a socially, financially and environmentally responsible manner. Council will encourage the design and use of products and services which have minimal impact on the environment and human health.

Council shall encourage suppliers to adopt good environmental practices. Council will actively promote green procurement throughout its supply chain and where possible consider selection which has minimum environmental impact.

#### **4.3.5. Support of Local Business**

Council is committed to buying from local businesses where such purchases may be justified on Value for Money grounds, whilst remaining compliant with the legislation requirements. Wherever practicable, Council will give effective and substantial preference to contracts for the purchases of goods, machinery or materials/contractors within the Municipality. Council will also seek from prospective suppliers/contractors, where applicable, what economic contribution they will make to the Municipality. The percentage applied to any procurement will be determined by the quotation or tender evaluation panel.

All Council procurement will be consistent with any local content contractual requirements identified by external funding bodies.

Such examples may include:

- Engaging and contracting with local suppliers
- Engaging local sub-contractors
- Suppliers/contractors participation in any apprenticeship schemes or employment of apprentices
- Contributing to the financial, social and environmental well-being of the region
- Enabling the business expansion, growth and servicing of local business and contractors
- Being an existing local business

#### **4.4. APPLY A CONSISTENT AND STANDARD APPROACH**

##### **4.4.1. *Standard Processes***

Council will provide effective commercial arrangements covering standard products and standard service provisions across the Council to enable employees to source requirements in an efficient manner. This will be achieved via a combination of the following areas:

- Use of preferred supplier-based system
- Pricing where relevant
- Processes, procedures and techniques
- Tools and business systems e.g. Tenderlink, e-quotation sourcing arrangements
- Reporting requirements
- Application of standard contract terms and conditions

##### **4.4.2. *Performance Indicators and Management Information***

Performance indicators and management information will include criteria such as

- the proportion of spend against corporate contracts and
- user and supplier satisfaction levels measuring the success of procurement initiatives.

#### **4.5. BUILD AND MAINTAIN SUPPLY RELATIONSHIPS**

##### **4.5.1. *Developing and Managing Suppliers***

Council recognises the importance of effective and open working relationships with its suppliers, and is committed to the following:

- Managing existing suppliers, to ensure the benefits are delivered
- Maintaining approved preferred supplier lists and compliance with Council's requirements for insurances, work health and safety etc.
- Developing new suppliers and improving the capability of existing suppliers where appropriate

##### **4.5.2. *Supply Market Development***

A wide range of contractors and suppliers will be encouraged to compete for Council work. This will be achieved through a Panel of Preferred Contractors, advertising through newspapers and utilising the electronic media i.e. Tenderlink portal.

#### **4.5.3. Relationship Management**

Council is committed to developing constructive long-term relationships with suppliers. It is important that the Council identifies its key suppliers so that its efforts are focussed to best effect. Such areas may include:

- Size of spend across the Council
- Criticality of goods/services supplier, to the delivery of authorised services
- Availability of substitutes
- Market share and strategic share of suppliers

#### **4.5.4. Communication**

External communication is critical in ensuring a healthy interest from a broad spectrum of potential suppliers and partners to Council. The Tenderlink portal will play a key role in achieving this outcome by making available to local, regional and national entities, outline information and industry best practice and directions – data shall include:

- Information about Council and how to become an approved supplier
- Guidelines for doing business with Council
- Standard documentation used in the procurement process
- Links to other relevant sites

#### **4.6. CONTINUAL IMPROVEMENT**

Council will focus on developing and maintaining effective working relationships with external and internal stakeholders, to assist in delivery of Council's strategic objectives. Council's procurement strategy aims to support Council's objectives by implementing continuous improvement and value for money opportunities in the following areas:

- Technology
- Process and Governance
- People and Skills
- Strategy and Organisation
- Leadership and Influence
- Sourcing and Collaboration
- Supplier Management
- Sustainability

### **5. Associated Documents**

EM01 Code of Conduct for Elected Members

EM06 Conflict of Interest

EM07 Elected Member Gifts and Benefits

FIN12 Purchasing Card

HR01 Code of Conduct for Employees  
Litchfield Council Delegation Manual  
Litchfield Council Quotation Exemption Form

## **6. References and Legislation**

Northern Territory Local Government Act  
Northern Territory Local Government (Administration) Regulations  
Northern Territory Local Government (Accounting) Regulations  
Local Government General Instructions

## **7. Review History**

<b>Date Reviewed</b>	<b>Description of changes (Inc Decision No. if applicable)</b>
This Review	Full review to remove procedural items into a procurement manual and clarify Council's policy objectives
21 June 2017	Compliance updates
15 October 2015	Compliance updates, update to new policy code from LC56 to FIN03. (15/0138/02)
14 August 2014	Compliance updates (PA/CAM/068)



Name	FIN03 Procurement
Policy Type	Council
Responsible Officer	Director Community and Corporate Services
Approval Date	21/06/2017
Review Date	20/06/2021

### 1. Purpose

The purpose of this policy is to ensure Council implements a fair, transparent and accountable process in the purchase of goods and services and achieves value for money.

### 2. Scope

Council commits to methods that are cost effective and represent best value for money. In fulfilling Council's purchasing role, the following principles will apply:

- Transparency and accountability in purchasing procedures and practices to ensure that Council purchases goods and services at the best price and that all potential suppliers are given equal opportunity to provide the required goods and services;
- Council will seek opportunities to support local economic development and growth;
- Council will comply with statutory and other obligations; and
- Council will maintain an appropriate level of commercial confidentiality.

### 3. Definitions

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

Procurement	Procurement shall mean, purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods and services to Council, Council staff or third parties acting as representatives for Council. Purchases must be made by issuing a purchase order or credit card in accordance with Council's Purchasing Card Policy.
Cost	Cost is defined as the full cost of the procurement process and includes external costs for administration, delivery and establishment of the goods and services and is inclusive of Goods and Services Tax (GST).
Local Supplier	Is a supplier which has a normal or regular place of business within the Northern Territory, and more particularly, the Top End.
Conflict of Interest	Conflict of interest is as defined in Council's Code of Conduct Policy for employees.

Consultancy or other professional services	A consultancy or other professional service mean a one off non-continuous supply of a professional service where the supply agreement is for a particular activity, generally with a set start and finish date or for a set length of time (usually no more than six months). A professional service is usually provided by a suitably qualified person who may be required to hold a licence or be registered with a recognised association.
Period Contracts	Period contracts are contracts Council enters into that span between one and three financial years, (this includes any extension period if there is an option to extend the contract).
Procurement Group	Two or more entities (a council; a local government subsidiary or representative body; LGANT) that proposes to obtain goods or services may form a group (a procurement group) to act collectively for the purpose of obtaining the goods or services in accordance with Part 13 Division 2 Local Government (Accounting) Regulations.
Supply agreement	An agreement between Council and a supplier for a period less than 12 months.
Purchasing Officer	An officer of Council with financial purchasing delegation as defined in the Delegations Manual.

## 4. Policy Statement

### 4.1. Responsibility

Litchfield Council has a decentralised procurement model, meaning that Directors and Managers within Litchfield Council have responsibility to ensure that this procedure is adhered to. This responsibility shall not be delegated to a subordinate of a Manager.

Council officers responsible for purchasing goods and services must comply with this policy and it is the officer's duty to understand the meaning and intent of this policy.

Council officers are required to:

- follow the standards of the Local Government Act and the corresponding regulations;
- preserve Council's integrity to ensure that Council may be seen to have acted appropriately in all procurement dealings; and
- abide by Council's Code of Conduct Policy and all applicable policies and instructions.

All relevant communication undertaken through the procurement process must be recorded in Council's electronic records system.

## **4.2. Procurement Principles**

Council Officers must have regard to the following procurement principles in all procurement activities.

### **4.2.1. Budgetary Provisions**

Procurement must be in accordance with the adopted annual budget or a council resolution and sufficient funds must be available to meet the full cost of the proposed procurement.

### **4.2.2. Value for Money**

Council must harness its procurement power to maximise value for money. This is not restricted to price alone; value for money must include consideration of:

- contribution to the advancement of Council's priorities;
- fitness for purpose, quality, services and support;
- whole-of-life-costs including costs of acquiring, using, maintaining and disposal of goods;
- internal administration costs;
- technical compliance issues;
- alignment with and leverage of related procurement activities;
- benefits of purchasing from a local supplier;
- risk exposure; and
- the value of any associated environmental benefits.

### **4.2.3. Open and effective competition**

Council must give fair and equitable consideration to all prospective suppliers.

### **4.2.4. Development of competitive local business and industry**

Where all other value-for-money assessment criteria are equal Council shall favour a "buy local first" approach, as Council acknowledges the economic benefits that flow to other local businesses.

### **4.2.5. Environmental Protection**

Council values and promotes environmental protection and endeavours to undertake procurement activities in ways that promote the purchase of environmentally sustainable goods and services that satisfy the value for money objective.

### **4.2.6. Work Health and Safety**

Council must ensure that its contractors and suppliers share in and uphold Council's commitment to working in a safe and healthy manner, so far as is reasonably practicable. Preferred suppliers will need to demonstrate that they have appropriate systems and processes to manage risks and hazards.

### **4.2.7. Probity**

In all dealings, Council will observe the highest standards of probity. The community expects business in the public sector to be conducted ethically, displaying honesty, integrity, diligence, trust and respect when dealing with others. Probity is a defensible process which is able to withstand internal and external scrutiny. All processes must achieve both accountability and transparency and provide suppliers with fair and equitable treatment.

The key elements of a sound standard of probity are:

- The process is compliant with relevant legislation and council policies.
- A competitive procurement process is used at all times, where applicable.
- Potential suppliers and contractors competing for works, goods and services are to be treated equally and must have the same opportunity to access information in a fair and impartial process.
- The process needs to be consistent and transparent with quotations and tender responses being evaluated in a systematic manner against explicit predetermined evaluation criteria.
- The receiving and managing of intellectual property and proprietary information from suppliers' must be done securely and confidentially.
- Any person involved in a procurement process (including in its evaluation) is to identify and declare any actual or potential conflicts of interest in line with the existing Council policy.

#### 4.2.8. Ethical Behaviour Purchasing Officers

Council officers involved in procurement should act in an ethical manner in line with the obligations given by the Local Government Act, the Code of Conduct and this policy.

- Ethical behaviour encompasses the concepts of honesty, integrity, probity, diligence, fairness, trust, respect and consistency.
- In pursuit of ethical behaviour, officers will disclose to the appropriate senior officer any possible conflict of interest in the purchasing activity prior to any business dealings.
- Officers will deal with all suppliers in an honest, fair and even-handed manner.
- Officers will respect all in-confidence information received and not use it for personal gain, or to prejudice fair and open competition.
- Officers will not accept money, goods, loans, credits, purchasing incentives, services or prejudiced discounts.
- Officers will not use Council's name or purchasing power to make purchases other than for Council use.
- Officers are not allowed to publicly endorse any products or services without the approval from Council. Individual requests received for endorsement need to be referred to the CEO.

### 4.3. Electronic Procurement Process

Goods and Services will be obtained by use of an electronic purchasing system. Exempt from the electronic purchasing system process are credit card and petty cash transactions. Those transactions need to comply with the procedures and policies in place.

The process for procurement shall be explained in the following steps:

- a) The Purchasing Officer must obtain a quote in line with the quotation process outlined in this policy for the procurement.
- b) The Officer or a delegate of the officer will raise a Purchase Order in Council's Electronic purchasing system and attach any related communication undertaken in the process of the procurement.
- c) Within the electronic purchasing system, the order will be approved by an officer with authority to incur expenditure on behalf of Council as delegated in the Delegation Manual. The order will be sent to the vendor and retained electronically on the system.
- d) Payment for the purchase will be approved by a Purchasing Officer in line with the given delegation in the Delegation Manual. It is the Purchasing Officer's responsibility to ensure Goods and Services have been received, although other staff can receive goods and services on their behalf.

#### **4.4. Quotation Requirements**

The following quotation requirements are in line with Section 28 of the Local Government (Accounting) Regulations and relate to the cost of the purchase as defined in this policy.

When a supply agreement contains an option, by either party, to extend the agreement then the agreement is to be treated as if the option will be taken to identify quotation requirements.

In case of period contracts every amount per financial year is treated as contiguous amount to identify quotation requirements.

##### Purchases with a value of \$5,000 or less

The Purchasing Officer has to obtain one verbal or written quote.

##### Purchases with a value between \$5,001 and \$10,000

The Purchasing Officer has to obtain three verbal or written quotes with a consistent request with detailed scope for quotation being in writing.

##### Purchases with a value between \$10,001 and \$100,000

The Purchasing Officer requires a minimum of three written quotes with a consistent request with detailed scope for quotation being in writing.

##### Purchases with a value of more than \$100,000

The Purchasing Officer has to call for a public tender and follow instructions for public tender given in this policy and related administrative procedures.

Purchase of goods and services must not be broken down in unreasonable components, or order quantities reduced, in order to avoid the necessity to comply with the price limit or other purchasing requirements under this policy.

When seeking quotes, staff should consider the likelihood of exceeding the \$100,000 threshold. If there is a risk that this limit will be exceeded then tenders should be called instead of quotations.

#### **4.5. Tender Process**

In line with Section 29 Local Government (Accounting) Regulations council must not enter into a contract for the provision of supplies to the council at a cost of more than \$100,000, unless it has first called for tenders for that contract by public notice published in a newspaper circulating the council's area.

The subsequent process needs to be followed in line with the Local Government (Accounting) Regulations:

- Call for tender with public notice containing statement to the effect that notice of the successful tender will be published on the council's website.
- Tenders will only be received in electronic format, unless specifically allowed to be received in another format. A report of the electronic tender system will be provided to the Tender Evaluation Panel (see Section 4.6) to certify the tender receipt and verify all files are properly received for assessment.
- Tender evaluation will be conducted by the Tender Evaluation Panel described in this policy and relevant procedures.
- Council must accept the successful tender by written notice to the person who submitted the tender and give notice of the successful tender in writing to each other person who submitted a tender; and by publishing the notice on the council's website.
- The notice of successful tender on the council's website must include the name of the person who submitted the successful tender, the supplies to be provided and the tender price.

#### **4.6. Tender Evaluation Panel (TEP)**

4.6.1 The Tender Evaluation Panel (TEP) will consist of at least:

- CEO or their delegate; and
- Director Infrastructure and Operations or their delegate; and
- Director Community and Corporate Services or their delegate.

The members of the TEP will be entered on the required form and where delegation occurs, the delegate must agree in writing on that form. Members of the TEP might

delegate to external contractors on the requirement that those are trained on Council's relevant policies and processes.

The TEP might comprise of more than three delegates if specialist knowledge is required or several Council areas are impacted by the procurement.

**4.6.2 The following processes will occur when evaluating a tender:**

- a. The Tender Evaluation Panel (TEP) will decide on the Assessment Criteria and the percentage weighting that will be allocated against each criteria.

The evaluation criteria need to be determined prior to inviting tenders and should be listed in the invitation documents. Apart from total cost over the estimated life, some typical examples of criteria that may be considered are:

- Local;
  - Relevant Experience;
  - Past Performance;
  - Methodology;
  - Resources;
  - Management skills and systems; and
  - Technical skills.
- b. The evaluation will be based on the written information provided in the submission, which may be supplemented by information from reviews or workshops. While the TEP may seek further information or clarification at its absolute discretion, it is under no obligation to do so.
  - c. The TEP may undertake negotiations with any tenderer concerning the impact of additions, deletions or amendments to the Technical Specifications.
  - d. The TEP will evaluate price using the Comparative Price Method.
  - e. The TEP will present its recommendation in the form of the Tender Evaluation Report.
  - f. All TEP documentation needs to be presented to the Director for approval before being signed off by the CEO. Council approval needs to be given for tenders above the CEO's financial delegation. Where time prohibits the report to be presented at an ordinary meeting, a special Council meeting might be called.
  - g. The recommendations of the TEP will be reported to Council in the quarterly reports.

**4.7. Exemptions from Quotation and Tender requirements**

- 4.7.1 If it is impractical to obtain three written quotations, the Director must sign an exemption from quotation form and record the reasons for the implacability. This information is to be kept in the electronic purchasing system attached to the order. Exemptions exist if:

- there is only one supplier available;
- due to the specialised or confidential nature of the services that are sought, it would be disadvantageous for Council to invite quotes or tenders;
- a genuine emergency exists;
- the purchase of goods is made by auction;

- the purchase is of second hand goods;
- under an arrangement with a government body.

4.7.2 In line with Section 30 Local Government (Accounting) Regulations, quotations and tenders are not required for the following situations:

- Purchase of land;
- Consultancy or other professional services;
- Travel and accommodation;
- If the Minister dispenses, in a particular case, with the requirement to call for quotations or tenders; or
- If the supplies are to be obtained under a contract to which any of the following is a party:
  - a. the Territory
  - b. the Commonwealth
  - c. a State or another Territory
  - d. another council
  - e. a local government subsidiary or association (e.g. LGANT)

This exemption only applies for (d) and (e) if the supply has been authorised by resolution of the council; and notice of the resolution has been published on the council's website.

4.7.3 Furthermore under Section 31 Local Government (Accounting) Regulations Council can make an application to the Department of Local Government to refrain from the quotation and tender obligations. The request shall be made with the Local Government (Accounting) Regulations Exemption Form located on the Department of Local Government and Community Services website.

The following Specific Local Government Procurement Exemptions were issued by the Department of Local Government and Community Services in a letter to Council dated 22 February 2016:

- Telecommunication services, where there is only one supplier or it is more efficient to purchase additional services from the existing supplier;
- For the renewal and/or upgrade of existing licenses particularly for software already utilised in council's operations;
- Regular training to maintain an existing licence, qualification, software or equipment;
- Contracts entered into regarding the Aboriginal Land Rights Act section 19 leases;
- Contracts entered into regarding the rent or operating lease of land and/or building where an extensive review of various available properties of the kind required has been considered and documents have been kept by council to show this review was undertaken;

- Where a Commonwealth funding agreement, entered into by council, specifically states the entity to which some or all of the funding is to be paid to undertake services for which the agreement relates;
- Where, in relation to Natural Disaster Relief and Recovery Arrangements, the council determines a particular supplier is the best provider to undertake the recovery work after a disaster event.

A further exemption has been granted in a letter to Council by the Department of Local Government and Community Services dated 18 May 2016:

- Procurement of insurance services through an insurance broker. Exemption does not apply to the brokerage service fees nor to insurance services not procured through an insurance broker.

#### **4.8. Collective Procurement**

##### **4.8.1. Procurement Group**

Before commencing to act as a procurement group, the entities in the group must enter into a written agreement (a collective procurement agreement) setting out the arrangements for the collective procurement by the group. If a procurement group complies with Division 2 Part 13 Local Government (Accounting) Regulations, a council that is in the group is not required to separately comply with Division 1 Part 13 Local Government (Accounting) Regulations.

##### **4.8.2. Collective Procurement Agreement**

A collective procurement agreement must set out:

- The entities that constitute the group; and
- The supplies that are to be obtained; and
- Which of the entities in the group is to be the lead entity for the group; and
- Any matters required for regulation 30D(2)(b) Local Government (Accounting) Regulations; and
- For regulation 30D(3) Local Government (Accounting) Regulations – the individuals who are to constitute the group’s tender committee; and
- Multiple contract arrangements; and
- Partial acceptance arrangements; and
- The decision making process for acceptance of quotations or tenders for the group will be made, including any variations in that process necessary to accommodate the group’s multiple contract arrangements and partial acceptance arrangements; and
- How administrative and other costs associated with the collective procurement are to be allocated between the members of the group; and
- The process for setting disputes between the entities in the group about the collective procurement; and
- The process by which the agreement may be terminated: and

- A copy of the collective procurement agreement must be made available to a prospective supplier or tenderer on request.

#### 4.8.3. Collective Procurement Group Tender Committee

In line with 30C(2) Local Government (Accounting) Regulations the committee must include at least one person representing each entity in the group. The person representing a council must be a member of the council or a member of the council's staff designated by the council for that purpose. A member of the committee may be identified by name or as the person from time to time holding or occupying a named office, designation or position.

#### 4.8.4. Multiple Contract Arrangements

In line with 30C(3) Local Government (Accounting) Regulations multiple contract arrangements are arrangements as to whether the members of the group will consider quotations or tenders for the provision of supplies:

- Only under a single contract entered into by all members of the group; or
- Only under separate contracts entered into by each member of the group; or
- Under either a single contract or separate contracts.

#### 4.8.5. Partial Acceptance Arrangements

In line with 30C(4) Local Government (Accounting) Regulations partial acceptance arrangements are arrangements as to:

- Whether a quotation or tender received by the group may be accepted by some but not all entities in the group; and
- If a quotation or tender may be accepted by some but not all entities:
  - The amount or proportion of supplies being sought that relate to each entity in the group; and
  - What variation in the quotation or tender price will be allowed in the event of partial acceptance.

#### 4.8.6. Collective Procurement Procedure

The following provisions apply in relation to the obtaining of supplies by a procurement group as if the group were a council:

- Regulation 28 Local Government (Accounting) Regulations
- Regulation 29 Local Government (Accounting) Regulations, other than sub regulation (2);
- Any other provision of the Act imposing requirements in relation to quotation or tendering procedures for a council.

Subject to sub regulation (4), the group's functions under those provisions must be exercised:

- By the lead entity on behalf of the group; or
- If the collective procurement agreement provides for a function to be exercised in a different way – in the way provided in the agreement.

If the procurement group is required to call for tenders for a contract, a tender received in response to the call may only be opened in the presence of at least 3 members of the group's tender committee.

The decision as to which (if any) quotation or tender is accepted must be made in accordance with the collective procurement agreement.

#### **5. Associated Documents**

Litchfield Council Policies

Litchfield Code of Conduct

#### **6. References and Legislation**

Northern Territory Local Government Act

Northern Territory Local Government (Administration) Regulations

Northern Territory Local Government (Accounting) Regulations

Australian Accounting Standards

Ministerial Guidelines

Local Government General Instructions

#### **7. Review History**

<b>Date Reviewed</b>	<b>Description of changes (Inc Decision No. if applicable)</b>
17 May 2017	Compliance updates
15 October 2015	Compliance updates, update to new policy code from LC56 to FIN03. (15/0138/02)
14 August 2014	Compliance updates (PA/CAM/068)



# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday, 21 November 2018

### 16 Common Seal

### 17 Other Business

### 18 Public Questions

### 19 Confidential Items

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

#### 19.1 Update on transfer of public library services from NTL to Council

*Regulation 8(a) – information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual and;*

*Regulation 8(e) – information provided to the council on condition that it be kept confidential.*

### 20 Close of Meeting